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PARVATHANENI BRAHMAYYA
SIDDHARTHA COLLEGE OF ARTS & SCIENCE: VIJAYAWADA-10
(An Autonomous college under the jurisdiction of Krishna University)
SPONSORS: SIDDHARTHA ACADEMY OF GENERAL & TECHNICAL EDUCATION

Reaccredited at the level 'A' by the NAAC

College with Potential for Excellence-Phase-II
(Awarded by the UGC)



CALENDAR 2018-'19

Name : _____

Programme & Group : _____

Roll No.: _____

PLEDGE

I, as Siddharthian, swear allegiance to the constitution of my homeland. To my country and my people, I pledge my devotion. In their well being and prosperity alone, lies my happiness. I assure the dignity of an individual without even an iota of resistance. I will strive to upkeep my character to make my country 'a leader'. I will faithfully perform the duties, my office lies upon me. I also pledge to preserve the comity of Nations.

GOVERNING BODY

PARVATHANENI BRAHMAYYA SIDDHARTHA COLLEGE OF ARTS & SCIENCE

President	:	Sri N. Venkateswarlu
Secretary	:	Sri P. Lakshmana Rao, B.Com. F.C.A.
Treasurer	:	Sri S. Venkateswara Rao
Vice-President	:	Sri Rajayya M.
Convener	:	Sri. P.L.N. Prasad, B.Com. F.C.A.
Director	:	Sri V. Babu Rao
U.G.C. Nominee	:	Dr. (Ms.) Manju Chhugani Principal Jamia Hamdard Near Batra Hospital Hamdard Nagar New Delhi – 110 062
University Nominee	:	Prof. V.S.R.K. Prasad, Department of Chemical Engineering, Andhra University, Visakhapatnam.
Government Nominee	:	The Regional Joint Director of Collegiate Education, Rajahmundry
Principal of the College	:	Dr.M. Ramesh, M.A., M.Phil., Ph.D.
Nominees from the Faculty	:	1. Dr.K.Bhargavi, HOD, Physics & Academic Officer 2. Smt.G. Hephzibah, Lecturer in Chemistry

CALENDAR 2018-'19

Parvathaneni Brahmayya Siddhartha College of Arts & Science is the first offspring of "Siddhartha Academy of General & Technical Education". In the year 1975, the college was started with 200 students and 15 faculty members with B.A. and B.Com. programmes. From this modest beginning, the college has emerged as one of the premier institutions of higher learning in the State, with strength of 2940 students and 107 faculty members. The college is offering B.A., B.Com., specially restructured B.Com.(Hons.) Accounting & Finance, B.Com. (Honors) Tax Procedures & Practice, B.Com. (Computer Applications), B.Com. (E-Commerce), B.B.A., B.B.A (Business Analytics), B.C.A. and B.Sc. programmes with Mathematics, Physics, Computer Science, Electronics and Chemistry. B.Sc. (Hons.) Computer Science and Diploma in Yoga Education (DYEd) and PG programmes M.A. (English), M.Com., M.B.A., M.C.A., M.Sc. (Mathematics), M.Sc.(Chemistry) and M.Sc. (Physics). The programme B.Sc.(Computer Applications, Mathematics, Electronics) are being introduced in the academic year 2018-'19. The college has well furnished class rooms, well equipped laboratories, fully fledged Botany & Zoology museums, an excellent library and reading room, English Language laboratories, a very big Indoor Stadium, multi-gym, e-class rooms and seminar hall, conference hall and a large play field. It has a good tradition of academic discipline and, above all, the full coordination of philanthropic group of members of the Management. The college has been enjoying full academic autonomy since the academic year 1988-89. It has experienced and competent faculty. The academic programmes are continually updated. Keeping its tradition of up-gradation of programmes according to the changing needs, the college introduced '**Choice Based Credit System**' from the academic year 2005-'06.

Ours is the first college in the jurisdiction of Acharya Nagarjuna University to get accreditation at 'A' level by the National Assessment and Accreditation Council, Bengaluru. The jurisdiction of the college was shifted to Krishna University, Machilipatnam from the academic year 2010-'11. University Grants Commission has conferred the status of "**College with potential for Excellence**" on our college. **NAAC reaccredited our college at the level 'A' with 3.23 points on 4 point scale.** The college works for a minimum of 90 instructional days in each semester.

LIST OF HOLIDAYS

26th June	2017	Monday	Ramzan (Id-ul-Fitr)
14th August	2017	Monday	Janmashami
15th August	2017	Tuesday	Independence Day
25th August	2017	Friday	Vinayaka Chaturdhi
02nd September	2017	Saturday	Bakri-Eid (Id-ul-Zuha)
29th September	2017	Friday	Maharnavami
30th September	2017	Saturday	Vijayadasami
02nd October	2017	Monday	Gandhi Jayanthi
19th October	2017	Thursday	Deepavali
25th December	2017	Monday	Christmas
01st January	2018	Monday	New Year's Day
13th January	2018	Saturday	Bhogi
26th January	2018	Friday	Republic Day
14th February	2018	Wednesday	Maha Sivarathri
30th March	2018	Friday	Good Friday
14th April	2018	Saturday	Dr.Ambedkar Jayanthi

Note: The above holidays will be effective only when confirmed by a circular from the Principal.

PG

Rules and Regulations applicable to Post Graduate Programmes for the students admitted in 2017-'18 and onwards.

Schedule of working days:

DAYS TO REMEMBER	
Working days except MBA and MCA	
<i>(The I - Odd semester, The II - Even semester)</i>	
Class-work commences after summer vacation (III Semester)	27 th June, 2017 – Tuesday
Class-work commences for I Semester	27 th June, 2017 – Tuesday
Last Instructional Day for I Semester	26 th October 2017 – Thursday
Class-work commences for II Semester	20 th November 2017 – Monday
Last Instructional Day for II Semester	24 th March 2018- Saturday

Days of Fee payment

For odd semester		
Last date for payment of tuition fee	22 nd July, 2017 – Saturday 03 rd Aug, 2017 – Thursday	Without fine With fine
❖ Last date for the submission of application along with challan for semester-end examination, Nov.'17.	25 th Sep., 2017 - Monday 04 th Oct., 2017 - Wednesday	Without late fee With late fee
For even semester		
Last date for payment of tuition fee	27 th November, 2017 - Monday 04 th December, 2017 – Monday	Without fine With fine
❖ Last date for the submission of application along with challan for semester-end examination, Apr.'18.	22 nd February, 2018 – Thursday 2 nd March, 2018 – Friday	Without late fee With late fee

Days of Examinations:

For Odd Semester	
I Internal Assessment Tests	28 th Aug. to 30 th Aug., 2017 (Monday to Wednesday)
II Internal Assessment Tests	9 th Oct. to 11 th Oct, 2017 (Monday to Wednesday)
Semester-end examinations, Nov.2017	
Practicals	After theory examinations.
Theory	18 th Oct.(Wednesday) to 11 th Nov. 2017 (Saturday)
Commencement of RIA Tests, Nov.2017	18 th November, 2017 – Saturday
For Even Semester	
I Internal assessment tests	8 th Jan. to 10 th Jan., 2018 (Monday to Wednesday)
II Internal assessment tests	5 th Mar. to 7 th Mar. 2018 (Monday to Wednesday)
Semester-end examinations April 2018	
Practicals	After theory examinations.
Theory	31 st March (Saturday) to 24 th April 2018 (Tuesday)
Commencement of RIA Tests, April 2018	27 th April 2018 – Friday
<i>Note: The above schedule of examinations will be effective only when confirmed by a circular from the Principal.</i>	

1.0 Functioning of autonomy

- 1.1 The Post graduate programmes in the college are offered on Semester basis. Each academic year is divided into two semesters (1) Odd (Monsoon) semester (2) Even (Winter) semester. A semester consists of at least 90 instructional days (excluding the days of examination). 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.A., English	Passed 3-year B.A./ B.Sc./ B.Com./B.B.A/ BBM / BCA/ B.A.(O.L) in Sanskrit with General English, Bachelor of Hotel Management, B.A. with Special English (as one of the three optional subjects) of any recognized university.
M.Com.,	Passed 3-year B.Com./B.Com.,(Hons) of any recognised university.
M.Sc., - Mathematics	Passed 3-year B.Sc., or B.A. with Mathematics, as one of the three equal subjects or as main subject, of any recognized university.
M.Sc., - Physics	Passed 3-year B.Sc., with Mathematics and Physics among the three equal optional subjects or Physics as main subject, of any recognized university.
M.Sc., - Chemistry	Passed 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., – Computer Science	Passed any 3-year graduate programme with Computer Science as one of the three equal optional subjects or Computer Science 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.
M.B.A.,	Passed any 3-year Bachelor's Degree, other than B.F.A. and B.A, (Oriental Languages), of any recognized university, with not less than 50% marks in aggregate in group subjects.

- 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.

3.0 Attendance:

3.1 The Physical presence of the student in the class i.e. attendance is recorded Course wise (paper 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 all the theory courses (papers) in aggregate, to become eligible to appear for the semester end examinations. Where the practical courses (papers) form part of the curriculum, the student should complete at least 75% of all the practicals 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, inter collegiate, inter university 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.B.A., and 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 Dean, HOD and Controller of Examinations. Such student must take prior written permission from the Dean 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.

% Of attendance	Marks to be awarded
0 – 75 %	No Marks
75% and above but below 80%	1 Mark
80% and above but below 85%	2 Marks
85% and above but below 90%	3 Marks
90% and above but below 95%	4 Marks
95% 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 30 : 70 between CIA and SEE, unless otherwise recommended by a 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	Duration
Test – I	40	2 hours
Test – II	40	2 hours
Attendance	5	-
Assignments / Seminars	5	-

- a) The marks scored by the student in the two tests are aggregated and proportionately reduced to a maximum of 20 marks.
- b) Attendance marks are awarded scrupulously following the rule 3.7.
- c) Marks for assignments / seminars are awarded basing on the criteria to be spelt out by the Head of the Department and informed to the students in advance.

To put simply	Marks for Tests	20
	Marks for Attendance	05
	Marks for Assignments/ Seminars	<u>05</u>
		30

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/s 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 with in 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 Dean, 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 by 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) and M.Com., :

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.B.A., and M.C.A.,** programmes

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 **Grafting / Moderation Marks:**

Grafting of 1% of maximum marks of all theory courses (papers) of current semester shall be allowed to enable the student to pass in the current semester. In cases where grafting is not possible, moderation shall be extended by awarding grace marks to the extent of 1% of maximum marks 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.

In case of examination at the end of final semester, grafting shall be exercised to enable the student to complete the programme. In cases where grafting is not possible, 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, grafting and or 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 Krishna 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 Krishna 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 and 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						√
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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 / 3 years).

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 course 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.

UG

DAYS TO REMEMBER	
Working days	
<i>(The I, III & V are Odd semesters, The II, IV & VI are Even semesters)</i>	
Class-work commences after summer vacation (III & V Sems)	05 th June, 2018 – Tuesday
Class-work commences for I Semester	14 th June, 2018 – Thursday
Last Instructional Day for III & V Semesters	10 th October 2018 – Wednesday
Last Instructional Day for I Semester	20 th October 2018 – Saturday
Class-work commences for II, IV & VI Semesters	12 th November 2018 – Monday
Last Instructional Day for II, IV & VI Semesters	

DAYS OF FEE PAYMENT

For odd semester		
Last date for payment of tuition fee	22 nd July, 2017 – Saturday 03 rd Aug, 2017 – Thursday	Without fine With fine
❖ Last date for the submission of application along with challan for semester-end examination, Nov.'18.	08 th September, 2017 - Friday 15 th September 2017 - Friday	Without late fee With late fee
For even semester		
Last date for payment of tuition fee	27 th November, 2017 - Monday 04 th December, 2017 – Monday	Without fine With fine
❖ Last date for the submission of application along with challan for semester-end examination, Apr.'19.	09 th February, 2018 – Friday 16 th February, 2018 – Friday	Without late fee With late fee
Note:		
❖ Application must be signed by mentor.		
❖ Last date for submission of applications for supplementary candidates also.		

PARENT-MENTOR-PRINCIPAL MEET

For odd semester	12 th August, 2017 – Saturday - 11.30 a.m.
For even semester	10 th January 2018 – Wednesday - 11.30 a.m.

DAYS OF EXAMINATION

For Odd Semester	
I Internal Assessment Tests	22 nd July to 25 th July, 2018 (Sunday to Wednesday)
II Internal Assessment Tests	15 th Sept. to 20 th Sept, 2018 (Saturday to Thursday)
Semester-end examinations, Nov.2018 Practicals	11 th October to 22 nd October 2018 (Thursday to Monday)

Theory	23 rd Oct.(Tuesday) to 10 th Nov. 2018 (Saturday)
Commencement of RIA Tests, Nov.2018	12 th November, 2018 – Monday
For Even Semester	
I Internal assessment tests	27 th Dec. to 31 st Dec., 2017 (Wednesday to Sunday)
II Internal assessment tests	20 th Feb. to 25 th Feb. 2018 (Tuesday to Sunday)
Semester-end examinations, April 2018	
Practicals	17 th Mar. (Saturday) to 29 th Mar, 2018 (Thursday)
Theory	31 st March (Saturday) to 24 th April 2018 (Tuesday)
Commencement of RIA Tests, April 2018	27 th April 2018 – Friday
May 23, 2018 Wednesday – Expected date for VI semester results	
<i>Note: The above schedule of examinations will be effective only when confirmed by a circular from the Principal.</i>	

SCHEME OF INSTRUCTION

The academic year consists of 2 semesters and each semester consists of 90 instructional days. Each UG programme is completed in 6 semesters i.e., 3 years. Each PG programme, except MCA, is completed in 4 semesters, MCA in 6 semesters. The curriculum, scheme of instruction and evaluation are prescribed by the respective Boards of Studies and Academic Council of the college. The college works from **8.00 a.m. to 5.40 p.m.** The traditional lecture method continues to be the principal means of instruction. However, instruction through seminars, guest lectures and audiovisual aids is encouraged.

1.0 Introduction

These rules and regulations are applicable to the student admitted from the academic year 2005-'06

- 1.1. Parvathaneni Brahmayya Siddhartha College of Arts & Science, Vijayawada-10, an autonomous college, follows the semester system with partial internal and partial external evaluation and choice based credit system for its undergraduate programmes.
- 1.2. Each semester shall, normally, consists of minimum 90 instructional days. There shall be a minimum of 36 hours of teaching per week, excluding the assessment hours.

2.0 Programmes offered

- 2.1. The college presently offers coaching in the following programmes.

Programme	Core Subjects	Medium
B.A.	Economics, Mathematics & Statistics	Telugu
B.A.	Computer Applications, Mathematics & Statistics	English
B.Com.(Gen.)	Commerce	Telugu & English
B.Sc.	Mathematics, Physics & Chemistry	Telugu & English
B.Sc.	Mathematics, Physics & Computer Science	English
B.Sc.	Mathematics, Physics & Electronics	English
B.Sc.	Botany, Zoology & Chemistry	Telugu
B.Sc.	Botany, Genetics & Chemistry	English
B.Sc.	Microbiology, Biochemistry & Chemistry	English
B.B.M.	Management Studies	English
B.Com. Tax	Tax Procedures & Practice	English
B.Sc.	Ele. Equipment Maintenance, Physics & Ele. with Mathematics	English

3.0 Admission

- 3.1 Students shall normally be admitted into I semester of B.A., B.Com., BBM and B.Sc.

- 3.2 The last date for the issue and receipt of applications for admission into undergraduate programmes shall be as fixed by the Principal and notified in the local newspapers.
- 3.3 Admissions are made on the basis of merit at the qualifying examination /entrance test as the case may be, and as per rules of reservation.
- 3.4 The '**Admissions Committee**' constituted by the Principal for the purpose shall make the admissions.

4.0 Eligibility for Admission

- 4.1 For admission into I semester of B.A., with Economics, Mathematics & Statistics as core subjects, the candidate should have passed the Intermediate Examination of Board of Intermediate Education, Andhra Pradesh or any other equivalent examination with Mathematics as one of the optional subjects recognized, as such, by Acharya Nagarjuna University.
- 4.2 For admission into I Semester of B.A., with Computer Applications, Mathematics and Statistics as core subjects, the candidate should have passed the Intermediate Examination of Board of Intermediate Education, Andhra Pradesh or any other equivalent examination with Mathematics as one of the optional subjects recognized, as such, by Acharya Nagarjuna University.
- 4.3 For admission into I Semester of B.Com., the candidate should have passed the Intermediate Examination of Board of Intermediate Education, Andhra Pradesh or any other equivalent examination recognized, as such, by Acharya Nagarjuna University. Weightage may be given to the candidates who have passed with C.E.C., and M.E.C., combinations.
- 4.4 For admission into I Semester of B.Sc., with Mathematics, Physics & Chemistry as core subjects, the candidate should have passed the Intermediate Examination of Board of Intermediate Education, Andhra Pradesh with Mathematics, Physics & Chemistry as optional subjects or any other equivalent examination recognized, as such, by Acharya Nagarjuna University.
- 4.5 For admission into I Semester of B.Sc., with Mathematics, Physics & Computer Sciences as core subjects, the candidate should have passed the Intermediate Examination of Board of Intermediate Education, Andhra Pradesh with Mathematics, Physics & Chemistry as optional subjects or any other equivalent examination recognized, as such, by Acharya Nagarjuna University.
- 4.6 For admission into I Semester of B.Sc., with Mathematics, Physics & Electronics as core subjects, the candidate should have passed the Intermediate Examination of Board of Intermediate Education, Andhra Pradesh with Mathematics, Physics & Chemistry as optional subjects or any other equivalent examination recognized, as such, by Acharya Nagarjuna University.
- 4.7 For admission into I Semester of B.Sc., with Botany, Zoology & Chemistry as core subjects, the candidate should have passed the Intermediate Examination of Board of Intermediate Education, Andhra Pradesh with Biological science, Physics & Chemistry as optional subjects or any other equivalent examination recognized, as such, by Acharya Nagarjuna University.
- 4.8 For admission into I semester of B.Sc. with Botany, Genetics & Chemistry as core subjects, the candidate should have passed the Intermediate examination of Board of Intermediate Education, Andhra Pradesh with Biological science, Physics & Chemistry as optional subjects or any other equivalent examination recognized, as such, by Acharya Nagarjuna University.

- 4.9 For admission into I semester of B.Sc. with Microbiology, Biochemistry & Chemistry as core subjects, the candidate should have passed the Intermediate examination of Board of Intermediate Education, Andhra Pradesh with Biological science, Physics & Chemistry as optional subjects or any other equivalent examination recognized, as such, by Acharya Nagarjuna University.
- 4.10 For admission into I Semester of B.B.M. (Bachelor of Business Management) the candidate should have passed the Intermediate Examination of Board of Intermediate Education, Andhra Pradesh or any other equivalent examination recognized, as such, by Acharya Nagarjuna University.
- 4.11 For admission into I Semester of B.Com., (Tax Procedures & Practice) the candidate should have passed the Intermediate Examination of Board of Intermediate Education, Andhra Pradesh or any other equivalent examination recognized, as such, by Acharya Nagarjuna University. Weightage may be given to the candidates who have passed with C.E.C., and M.E.C., combinations.
- 4.12 For admission into I Semester of B.Sc., with Electronic Equipment Maintenance, Physics & Electronics with Mathematics as core subjects, the candidate should have passed the Intermediate Examination of Board of Intermediate Education, Andhra Pradesh with Mathematics, Physics and Chemistry as optional subjects or any other equivalent examination recognized, as such, by Acharya Nagarjuna University.
- 4.13 For any new course of study, that may be started in future, the Academic Council shall prescribe the minimum qualifications necessary for admission into such course.
- 4.13.1 For admission into I Semester BCA the candidate should have passed the Intermediate Examination of the Board of Intermediate Education, Andhra Pradesh with Science or Commerce combination. (AC Meeting held in 2006)
- 4.13.2 For admission into I Semester B.Sc. Biotechnology the candidate should have passed Intermediate Examination of the Board of Intermediate Education, Andhra Pradesh or an equivalent with Biology, Physics & Chemistry as group subjects. (AC Meeting held on 18-8-2007)
- 4.13.3 For admission into I Semester B.Sc. Electronics the candidate should have passed Intermediate Examination of the Board of Intermediate Education, Andhra Pradesh or an equivalent with Mathematics, Physics & Chemistry as group subjects. (AC Meeting held on 18-8-2007)

Boards of Studies

- 4.14 The Boards of Studies shall prepare the syllabi, the scheme of instruction and the scheme of evaluation, and recommend to the Academic Council for consideration and approval.
- 4.15 The Boards of Studies may recommend changes in the subjects of study and/or alter the syllabi prescribed for a course for consideration and approval of the Academic Council.
- 4.16 The Boards of Studies shall prepare Panels of Paper Setters/Examiners paper-wise and such panels are to be submitted to the Chairperson of the Academic Council.

5.0 Choice Based Credit System (CBCS)

- 5.1 A credit is a numerical weightage given to a course depending on the depth of the teaching – learning process. The sum of all the credit points earned by the student should meet the

minimum credit points required for the award of degree. A course is a paper prescribed in the curriculum of a programme.

- 5.2 On passing a course, the student will earn the credits assigned to it. Credits shall be counted as 'weights' for calculating the "Overall Weighted Average Marks" (OWAM).
 - 5.3 Programmes committee shall allocate credits for different parts of an undergraduate programme and for their constituent subjects. The programmes committee shall be chaired by the Principal and shall include Vice-Principal, Heads of the departments, Controller of Examinations, Academic officer and at least two members from Autonomy advisory board. Credits for different courses of a subject shall be recommended by the respective boards of studies, subject to the approval of the academic council.
 - 5.4 Normally one hour of teaching a course per week for a semester shall carry one credit. Problem solving sessions, tutorial sessions, student seminar sessions etc., shall not carry any credits. 2 hours of laboratory work per week for two semesters shall carry one credit, 3 hours of laboratory work per week for two semesters shall carry 1.5 credits and 4 hours of laboratory work per week for two semesters shall carry two credits. However, a board of studies may recommend more credits depending upon the depth and complexity of the course. Project work and viva may carry two or three credits.
- ⑤.5 Each undergraduate programme shall normally have four parts. The Programmes committee may recommend otherwise depending on the necessities of the programme.

Programme design

Stream-I: B.A. & B.Sc. and Stream-II: B.Com.

PART-I comprises two components A and B

A) Languages

- i) English
- (ii) Telugu/ Hindi or any other regional or foreign language

B) Courses of Social Relevance

- i) Indian heritage, culture and value education.
- ii) Science, civilisation and environmental studies.

PART-II : Core subjects including laboratory work, project work and viva.

PART-III: Diversified courses.

PART-IV: Extra curricular activities: NCC/ NSS/ Games and Sports/ Cultural and Literary activities /Home crafts/ Yoga, Eco club etc.,

Streams – III & IV

Stream-III Management programme (BBM) and Stream-IV vocational programmes (B.Com. Tax and B.Sc. EEM) shall have only 2 parts – languages under Part-I and core subjects under Part-II.

Amendment approved on 13-08-2011 A.C. (applicable for students admitted during 2008-09 and onwards):

5.5 (a) Choice Based Credit System coupled with grading, an innovative method of curriculum design and evaluation

This is a modern system introduced in Higher Education Institutions to keep the curriculum relevant to the demands in job market. Students are offered with a choice of a variety of Core subjects, Add-on courses, Supporting courses, Elective courses and courses improving soft skills. They can choose any course of their interest and need during the period of the study and **earn extra credits and certificates** in addition to the regular compulsory subjects (hard core). We follow CBCS in semester

pattern. Under this system, every subject is fixed with certain credit points, based on the quantum of the subject matter, complexity of the content and the contact hours allotted. This is done after thorough analysis of the content and sequence of each course by the Members of Board of Studies.

The Programmes Committee shall fix the credits for each Part and subject depending on its weightage in the curriculum.

Programme structure for B.A / B.Sc. / B.Com. / B.B.M. / B.C.A.

PART-I comprises the components A, B, C and D Credits

- | | | |
|----|---|----|
| A) | Languages | |
| | i) First Language - English | 11 |
| | ii) Second Language - Telugu/ Hindi /
* any other Indian or Foreign Language | 11 |
| B) | Environmental Studies | 01 |
| C) | Foundation Course-I & II | 02 |
| D) | Inter-disciplinary Course-I & II | 02 |

PART-II: ** Core subject combination with electives 99

PART-III: Extracurricular activities: NCC/ NSS/ Physical Education / Home crafts/
Cultural and Literary activities / Yoga. 01

*** *Students can earn extra credits by rendering community service during Holidays / Vacation through N.G.O's / Govt. Organisations / Registered Trusts etc.*

PART-IV: Value education(VED010) / Family Studies(VED020) and Child psychology(VED030) 01

** A candidate passing a certificate course relating to any Indian (except Telugu or Hindi) or Foreign Language, from a recognized university / institute will be exempted from passing Second Language. Such candidate should get the equivalency certified by the controller of examinations before registering for such courses. Candidates of foreign origin can opt for Sanskrit in place of Telugu/Hindi as second language. Others can choose Sanskrit besides Telugu/Hindi as second language for earning extra credits. Such candidates should obtain permission from the Controller before registering.*

*** *These candidates shall be assessed by a panel nominated by the Principal and such candidates should register their names with the Controller of Examinations before opting for this.*

Foundation courses offered:

- | | | |
|------|---|--|
| i) | Contemporary India-Economy, Polity and Society (FOC010) | |
| ii) | Science, Technology and Development. (FOC020) | |
| iii) | Organizational Behaviour (FOC030) | |
| iv) | Entrepreneurship Development (FOC040) | |

Inter-disciplinary courses offered:

- | | | |
|--------|---|--|
| (i) | Office Automation (IDC010) | |
| (ii) | HTML (IDC020) | |
| (iii) | Basics of Management (Self Study) (IDC030) | |
| (iv) | Fundamentals of Business Environment(Self Study) (IDC040) | |
| (v) | Computerized Accounting (Tally) (IDC050) | |
| (vi) | Word Processor, Presentation Tools, Spread Sheets, Database Applications related to Physical Sciences. (IDC060) | |
| (vii) | Word Processor, Presentation Tools, Spread Sheets, Database Applications related to Life Sciences. (IDC070) | |
| (viii) | Word Processor, Presentation Tools, Spread Sheets, Database Applications related to Commerce and Social Science. (IDC080) | |
| (ix) | Personality Development – Reasoning both verbal and non-verbal, Aptitude, Data Interpretation, Resume Preparation and Interview Facing Skills (Self Study) (IDC090) | |
| (x) | Statistical Computing (IDC100) (A.C.-2013) | |
| (xi) | Statistics using Database Management Methods (IDC110) (A.C.-2013) | |
| (xii) | Statistics for Data Analysis (IDC120) (A.C.-2013) | |

Internal assessment for self study courses and courses chosen for earning extra credits will be made through periodical tests without assigning marks for attendance. Semester-end examinations shall be external.

Note: A student is required to choose two foundation courses and two inter-disciplinary courses which are not related to core subjects and complete for the award of degree. However, a student is allowed to take Add-on / supporting courses or a certificate course for an inter-disciplinary course. In such case the performance and the credits earned shall be transferred to Part-I(D) to meet the minimum requirement and also earn additional credits. Further, a candidate completing a certificate course from a university/deemed university/college recognized by the U.G.C. / chartered accountants institute of India / cost & works accountants institute of India will be exempted from Part-I(D) Part-III & IV. Such candidates should take permission from the Controller of Examinations before registering. These courses are meant to *enhance the value of core / improve core competency.*

Add-on / Supporting Courses

2 credits

- (i) English Communication Proficiency-I (ADD001)
- (ii) English Communication Proficiency-II (ADD002)
- (iii) Media Reporting (ADD003)
- (iv) Multi SIM (ADD004)
- (v) S.P.S.S. (*Statistical Package for Social Sciences*) (ADD005)
- (vi) Financial Accounting (ADD006)
- (vii) Financial Management (ADD007)
- (viii) Salesmanship (ADD008)
- (ix) Programming in C (ADD009)
- (x) Desktop Publishing (ADD010)
- (xi) Multimedia (ADD011)
- (xii) Network System Administration (ADD012)
- (xiii) Basic Medical lab Technology (ADD013)
- (xiv) Basic Mathematics & Statistics (ADD014)

Teaching for Add-on / Supporting Courses will be arranged beyond the college working hours, if a minimum of 15 students opt for any of these courses.

Award of Degree:

- 5.6) No student shall be eligible for the award of the degree unless he/she has successfully completed a programme, of not less than three years duration (6 semesters) and secure the minimum number of credits prescribed hereunder within a period of six years:

Streams – I & II

- a) A minimum of 123 credits should be earned by passing the courses prescribed under Part-I and Part-II of the programme.
- b) A minimum of 3 credits should be earned by passing at least one course under Part-III from the list of diversified courses. Such course/s should not have been included in the core subjects of his/her programme. The scheme of evaluation of such courses may be internal or external as recommended by the respective boards of studies and approved by the academic council.
- c) A minimum of 1 credit should be earned by participating in the activities listed under Part-IV.

However, a candidate who completes a certificate course or any equivalent course from a university / deemed university / college recognised by U.G.C / Chartered Accountants Institute of India / Cost and Works Accountants Institute of India will be exempted from Part III and Part IV. Such candidate should get the equivalency certified by Controller of Examinations before registering for such courses.

Stream – III (Management Courses)

A minimum of 127 credits should be earned by passing courses prescribed under Part-I & II of management (BBM) programme.

Stream – IV (Vocational Courses)

A minimum of 130 credits should be earned by passing courses prescribed under Part I & Part II of Vocational programmes.

However, Stream III & IV students may join in diversified courses and extra curricular activities to earn extra credits.

Amendment approved on 13-08-2011 A.C. (applicable for students admitted during 2008-09 and onwards):

Award of Degree:

5.6(a) No student shall be eligible for the award of the degree unless he/she has successfully completed a programme, of not less than three years duration (6 semesters) and secure the minimum number of credits prescribed hereunder within a period of six years:

- (i) A candidate should earn a minimum of 128 credits by passing the courses prescribed under all parts of an undergraduate programme to become eligible for the award of degree.
- (ii) A minimum of 126 credits should be earned by passing the courses prescribed under PART-I and PART-II of the programme. Visually challenged, deaf, deaf & dumb students are exempted from passing second language.
- (iii) A minimum of 1 credit should be earned by participating in the activities listed under PART-III.
- (iv) A minimum of 1 credit should be earned by passing courses listed under PART-IV.
- (v) Class and overall grade is awarded to Part-I & II separately.
- (vi) All courses of Part-I & II shall have, both internal and external evaluation. Internal evaluation is made through periodical tests, assignments or seminars etc. and class room attendance. Student can opt for either assignments or seminars depending on his/her learning level. Advance learners are encouraged to opt for seminars etc.
- (vii) Part-III & IV Shall have internal evaluation and grades are awarded.

5.7) A candidate is allowed to earn more credits than the prescribed minimum, by passing the courses under Part-II of other undergraduate programmes. Prior registration for such courses with the Controller of Examinations is necessary. Such extra credits shall be recorded in marks memorandum but shall not be considered for classification of Part-II.

Amendment approved on 13-08-2011 A.C. (applicable for students admitted during 2008-09 and onwards):

5.7(a) * **Students can earn extra credits in Part-II by passing courses of their choice and need which are not included in their curriculum. These credits shall not be considered for classification. Such candidates should take permission from the Controller of Examinations before registering.*

5.8) Certificate shall be awarded to a candidate who passes related modules and earns at least 12 credits under Part – III. Further, he/she is eligible for the award of a Diploma on acquiring 12 more credits in related modules.

5.8(a) Certificate shall be awarded to a candidate who passes related modules and earns at least 12 credits. Further, he/she is eligible for the award of a Diploma on acquiring 12 more credits in related modules.

5.9 A candidate who has not joined in any undergraduate programme of the college, can be admitted into “Certificate course”/ “Diploma course” of a minimum of 12/24 credits.

6.0 Attendance

6.1 A minimum attendance of 75% in theory and practical courses and completion of 75% of the practicals prescribed for the course is necessary for a student to qualify to take Semester-End Examination.

6.2 i) The Principal is authorized to condone the shortage of attendance in theory courses in deserving cases, by collecting prescribed fee. However, the student should have to put in a minimum attendance of 60% in aggregate of the total number of periods worked in theory courses for that programme.

ii) In case a student represents the college at inter-collegiate or inter-university or state or national level tournaments/athletics, the actual number of days (excluding Sundays and holidays), the student is engaged in such tournaments/athletics, shall be added to his/her class attendance, subject to a maximum of 30 days in a year and further subject to a maximum of 20 days in a semester. Similarly, the actual number of days spent by a

student, in approved N.C.C., and N.S.S., camps will be added to his/her class attendance, subject to a maximum of 30 days in a year, and further subject to a maximum of 20 days in a semester. However, special consideration may be given to candidates participating in national events. Prior permission of the Principal is required to avail this.

- 6.3 Any student of II – V semesters who fails to satisfy rules 6.1 & 6.2 shall be required to repeat the semester, in the next academic year. However, a student of I semester in the event of detention or discontinuation should seek fresh admission.
- 6.4 All the students who have registered for Semester-end Examinations and satisfy rules 6.1 and 6.2 are eligible for promotion irrespective of their Pass or Fail.

7.0 Readmission / Transfer admission

- 7.1 A candidate, who is detained or discontinues a semester for whatever reason, on readmission into the same semester in the subsequent year, shall be required to pass in all the papers in the curriculum prescribed for such batch of students in which he/she joins subsequently so as to be eligible for the award of degree. However, exemption will be given from passing all those papers of the subsequent semesters, (of the batch which he/she joins now) which he/she had passed in the earlier semester he/she was originally admitted into. Further, such a candidate shall be required to pass the new papers, if any, introduced in the new curriculum.
- 7.2 Candidates may be admitted into II – VI semesters on transfer based on the recommendation of the committee constituted by the Principal for the purpose and such admissions are subject to the approval of affiliating university / parent university. Such candidates shall be required to pass in all the courses in the programme prescribed for such batch of students, he/she joins to be eligible for the award of degree. However, exemption will be given in all those courses of the semester/s of the batch, which he/she joins now, which he/she had passed earlier.

8.0 Internal Assessment Part I and Part II

- 8.1 Internal Assessment shall be conducted both in theory courses and laboratory work. Out of a maximum of 100 marks in a practical course, 25 marks or the marks prescribed by the boards of studies and approved by academic council shall be allotted for internal assessment. The respective Board of studies shall decide the mode of internal assessment in practical course.
- 8.2 Out of a maximum of 100 marks in each theory course, 25 shall normally be allotted for internal assessment. The teacher handling that course in the manner prescribed here under shall make the assessment. Where the same course is handled by two or more teachers, the Head of the Department shall decide upon the teacher, who shall make the internal assessment or fix the proportion of the marks among the teachers for the internal assessment.
- 8.3 Out of these 25 marks, 20 are allotted for announced tests. Two announced tests are conducted and the average of these two tests shall be deemed as the marks obtained by the student in the announced tests.

Amendment approved on 13-08-2011 A.C. (applicable for students admitted during 2008-09 and onwards):

- 8.3.(a) Out of these 25 marks, 20 are allotted for announced tests. Two announced tests are conducted and the average of these two tests shall be deemed as the marks obtained by the student in the announced tests. However, in courses, where assignment / seminar forms a part of I.A., 15 marks shall be allotted for announced tests and 5 marks for assignments / seminars and remaining 5 for attendance. In case of self study courses and courses

registered for earning extra credits Internal Assessment shall be done through announced tests. Assignments shall be given for slow learners and seminars for advanced learners.

8.3.1 In case of B.Sc. Electronics and B.Com. English the break up shall be as follows:

Average of two internal assessment tests	15M (approved in AC meeting held on 18-8-2007)
Seminars/assignments	5M
Attendance	5M

8.4 The remaining 5 marks are allotted on the basis of the candidate's attendance in that course.

<u>Attendance percentage</u>	<u>Marks to be awarded</u>
Above 75% but below or equal to 80%	2
Above 80% but below or equal to 85%	3
Above 85% but below or equal to 90%	4
Above 90%	5

8.5 Every student is required, to take every test of Internal Assessment, unless he/she obtains prior permission from the principal to write the test/s at the end of the corresponding semester on medical and other valid grounds. For such candidates, test/s is/are conducted by the teacher concerned in consultation with the Controller of Examinations and Head of the Department with a different question paper.

8.6 The valued answer scripts of the first internal assessment tests should be made available to the students within 10 days from the completion of the tests. The scripts of the second internal assessment tests should be made available within 10 days from the completion of the tests or at least 7 days before the last instructional day whichever is earlier. They should be given to the students for their personal verification in one of the class hours and collected back in the same class hour. In case of Repeat internal the marks shall be displayed and the student can see the valued answer script from the teacher concerned within 2 days of the examination.

8.7 Schedule of internal assessment of the students shall be decided by the Heads of the Departments concerned in consultation with the Controller of Examinations.

8.8 Failure in or absence from semester-end examinations shall not cause forfeiture of marks scored by the candidate in the internal assessment. The marks scored in internal assessment shall be carried forward. However, candidates who fails in internal assessment of any course should take repeat internal assessment tests. For such candidates their attendance marks shall be carried forward.

8.9 In case of Part – III the evaluation may be either continuous internal assessment / internal or external as recommended by the boards of studies and approved by the academic council.

8.9(a) In case of Part – IV the evaluation may be either continuous internal assessment / internal or external as recommended by the boards of studies and approved by the academic council.

8.10 In case of Part – IV the evaluation shall be continuous internal assessment / internal.

8.10(a) In case of Part – III the evaluation shall be continuous internal assessment / internal.

9.0 Semester-end examinations

9.1 The maximum marks for semester-end examinations shall be normally 75 and the duration of the examination shall be 3 hours.

- 9.2 Semester-end examinations shall be conducted in theory courses at the end of every semester, unless otherwise stated, while in practical courses, these examinations should be conducted at the end of II, IV and VI Semesters, unless otherwise stated.
- 9.3 The Controller of Examinations in consultation with the Heads of Departments and approval of the Principal shall fix the dates of semester-end examinations.
- 9.4 For semester-end examinations, the question paper/s of Part – I & II shall be set by External Paper-setter and the answer scripts shall be valued by the external examiner. In case of Part – III, external paper setters set the question papers wherever boards of studies recommend external examination.
- 9.5 The Principal may not permit a student to take the semester-end examination, if he/she has not paid all fee due to the college and/or hostel or if he/she is found guilty of misbehaviour and/or bad conduct.
- 9.6 (i) A candidate, who fails in semester-end examinations of Part-I or II may take the examination in the course in which he/she failed either in the supplementary examination conducted at the end of / during the next semester or along with the candidates of the subsequent batch at the regular Semester-End Examinations as the case may be.
- (ii) A candidate who fails in Part III or IV shall have to join in same course or other course wherever admission into same course is not possible in the subsequent years and pass to fulfil the norm required for the award of degree wherever CIA is recommended or rule 11.1 is applicable.

9.7 Instant Examination:

A candidate who has passed all the courses of all the semesters except 1 theory course of VI semester may take instant examination conducted soon after the declaration of results of VI semester.

10.0 Betterment

- 10.1 A candidate, who passes in all courses of a semester (both internal and external examinations) is eligible to appear at the immediate succeeding examination conducted normally at the end of the next semester, for improving his/her performance in any two theory courses of that semester. In case, the marks scored in such examinations are less than the original marks scored, the original marks shall stand.
- 10.2 A candidate who fails to pass in all the courses relating to Part – II of I to VI semesters, at the end of VI semester can write and pass as a reappearance candidate the courses in which he/she has failed under Part–II of I to V semesters and all the courses of VI Semester at the immediate succeeding supplementary examination to be eligible for the award of higher class.

11.0 Change of Syllabus / Course

- 11.1 Where a course of programme is dropped from the curriculum and another course is introduced, only three chances in succession are given.
- 11.2 Where the syllabus in a course is revised, only three chances in succession shall be allowed in that course with pre-revised syllabus. Candidates, who do not pass in these three chances in succession, will have to take the new course with the revised syllabus/course for their subsequent attempts.

- 11.3 In case of Certificate / Diploma / Advance diploma / Diversified courses only one chance shall be given wherever such courses are continued.

12.0 Passing and classification regulations

- ⑫.1 A candidate who has secured at least 40% marks in the semester-end examination (external) and internal assessment separately shall be declared to have passed in that course.

Amendment approved on 13-08-2011 A.C. (applicable for students admitted during 2008-09 and onwards):

12.1(a) : A candidate who has secured at least 40% marks in the semester-end examination (external) and internal assessment separately shall be declared to have passed in that course. In case of visually challenged, deaf, deaf & dumb, the pass mark shall be reduced by 10%.

- ⑫.2 Award of class:

- i. The classes shall be awarded separately for Part – I & II on the basis of marks in the aggregate for all the courses in that part, as prescribed by the board of studies. However, the marks scored in courses of social relevance {(i) Indian heritage, culture and value education (ii) Science, civilisation and environmental studies} of component B of Part-I, shall not be taken into consideration for the award of class in Part-I.
- ii. (a) A candidate to be eligible for the award of higher class / division shall pass all courses of Part-I (A & B) earlier to or along with the IV semester-end examination passing IV semester courses of Part-I in one attempt and all courses of Part-II earlier to or along with the VI semester-end examination passing VI semester courses in one attempt. However, candidate passing in the instant examination shall be eligible for higher classification as per the pattern in vogue in affiliating university / parent university.

(b) 2008 Admission batch classification

A candidate to be eligible for the award of higher class shall pass all courses of Part-I up to IV Sem. Earlier to or along with the IV Semester-End examination papers and other courses of Part-I if any, such as IDC / English Communication Proficiency by the end of VI Semester and all courses of Part-II earlier to or along with the VI Semester-end examination passing VI semester courses in one attempt. However, candidate passing in the instant examination shall be eligible for higher classification as per the pattern in vogue in affiliating university / parent university.

- iii. Date of passing Part-III & IV will not affect the Class/Division either in Part-I or Part-II.
- iv. A candidate is required to pass all courses of the three-year programme within 5 years from the date of admission into the programme to be eligible for the award of higher class i.e., I or II class in Part-I and / or Part-II. After the prescribed period of 5 years from the date of admission into the programme, a candidate will be awarded only III class irrespective of the marks scored in and date of passing Part-I / or Part-II irrespective of date of passing (This provision is applicable to Readmitted candidates).
- v. A candidate shall be declared to have passed in First class, in Part-I or Part-II if he/she secures at least 60%, in aggregate in courses of that Part subject to 12.2 (i, ii, iii & iv).
- vi. A candidate shall be declared to have passed in Second class, in Part-I or Part-II, if he/she secures 50% or more but less than 60%, in aggregate in courses of that Part subject to 12.2 (i, ii, iii & iv).
- vii. All other candidates shall be declared to have passed in Third class, in Part-I or II, if they have passed all the courses of that Part.

viii. The same rules shall apply for classification of Certificate / Diploma / Advanced Diploma Programme.

Amendment approved on 13-08-2011 A.C. (applicable for students admitted during 2008-09 and onwards):

12.2(a) Award of Class :

- i. The class shall be awarded separately for Part – I & II on the basis of marks in the aggregate of all the courses in that part.
- ii. A candidate to be eligible for the award of higher class / division shall pass all courses of Part-I & II earlier to or along with the VI semester-end examination passing VI semester courses in one attempt.
However, candidate passing in the instant examination shall be eligible for higher classification as per the pattern in vogue in Parent University.
- iii. Date of passing Part-III & IV will not affect the Class/Division either in Part-I or Part-II.
- iv. A candidate is required to pass all courses of the three-year programme within 5 years from the date of admission into the programme to be eligible for the award of higher class i.e., I or II class in Part-I and / or Part-II. After the prescribed period of 5 years from the date of admission into the programme, a candidate will be awarded only III class irrespective of the marks scored in Part-I / or Part-II.
- v. A candidate shall be declared to have passed in First class, in Part-I or Part-II if he/she secures at least 60%, in aggregate in courses of that Part subject to 12.2 (i, ii, iii & iv).
- vi. A candidate shall be declared to have passed in Second class, in Part-I or Part-II, if he/she secures 50% or more but less than 60%, in aggregate in courses of that Part subject to 12.2 (i, ii, iii & iv).
- vii. All other candidates shall be declared to have passed in Third class, in Part-I or II, if they have passed all the courses of that Part.
- viii. The same rules shall apply for classification of Certificate / Diploma / Advanced Diploma Programme.

12.3 In order to be eligible for a Rank, Award, Gold medal, Distinction, Prizes and similar commendation, a candidate must have appeared and passed all the courses in the respective Semester-End Examinations only.

12.4 Award of credits / grades:

- (i) On passing a course of a programme the student shall earn the credits assigned to that course.
Besides the marks, credits earned shall also be indicated.
- (ii) The performance of each student at the end of the programme is indicated in terms of Class / division – Overall Average Mark (OAM), Overall Weighted Average Mark (OWAM), Letter grade (O-A-B-C-D) and number of credits earned.

Grading

(1) Overall Average Mark covering all the semesters is given to the passed candidates for Part-I component A and Part-II separately.

$$\text{Overall Average Mark} = \frac{\text{Marks scored}}{\text{Max.Marks}} \times 100$$

- (2) Overall Weighted Average Mark covering all the semesters is given separately for Part-I component A and Part-II.

$$\text{Overall Weighted Average Marks} = \frac{\sum CM}{\sum C}$$

Where C = Credit allotted to the course, M = Marks scored in the course.

5-point scale is followed for grading all Parts

- (3) For Part-I component A and Part-II grades are awarded to all the passed candidates. Relative grading is given following the standard deviation method taking OWAM.
- i) One half of the standard deviation σ is added to the mean (μ or \bar{x}) of overall weighted average marks of all the passed candidates to fix the upper limit and the same (i.e., one-half of standard deviation) is subtracted from the mean to fix the lower limit. The lower limit and the upper limit are the cut-off points for 'B' grade.
 - ii) Adding one standard deviation to upper cut-off of B will find the cut-off of A-O grades.
 - iii) Subtracting one standard deviation from the lower cut-off of B will give the cut-off of C-D grades. However, the lower limit for D grade shall be taken at 40.

Note: When the distribution of Overall Weighted Average Marks is skewed, the values i.e., one-third, one-fourth, one-fifth, one-sixth, three-fourths of the standard deviation, may have to be used in the place of one-half

O = Outstanding A = Very Good B = Good C = Average D = Below Average

Programme wise cut off marks for higher grades shall be fixed when the performance of the students is poor so that undeserving students are not awarded O and A grades.

- ❖ Candidates passing in instant examination shall be awarded one step down grade.
- ❖ Candidates completing the programme passing in supplementary examinations shall be awarded the lowest grade.

- (4) For Part-III, Absolute grade (fixed % range) basing on the performance is awarded:

O = 90% and above = Outstanding achievement

A = 75% to 89% = Very Good achievement

B = 60% to 74% = Good achievement

C = 50% to 59% = Average achievement

D = 40% to 49% = Below Average achievement

- (5) For Part-IV, Direct grade basing on the achievement is awarded by the teacher concerned

O = Outstanding achievement

A = Very Good achievement

B = Good achievement

C = Average achievement

D = Below Average achievement

12.4(a) **Award of credits / grades:** (Amended in AC on 13-08-2011)

(i) On passing a course of a programme the student shall earn the credits assigned to that course.

Besides the marks, credits earned shall also be indicated.

(ii) The performance of each student on completion of the programme is indicated in terms of Class / division – Overall Average Mark (OAM), Overall Weighted Average Mark (OWAM), Letter grade (O-A-B-C-D) and number of credits earned.

Grading

(1) Overall Average Mark covering all the semesters is given to the passed candidates for Part-I & II

separately.

$$\text{Overall Average Mark} = \frac{\text{Marks scored}}{\text{Max.Marks}} \times 100$$

(2) Overall Weighted Average Mark covering all the semesters is given separately for Part-I & II.

$$\text{Overall Weighted Average Marks} = \frac{\sum CM}{\sum C}$$

Where C = Credit allotted to the course, M = Marks scored in the course.

5-point scale is followed for grading all Parts

(3) For Part-I & II grades are awarded to all the passed candidates. Relative grading is given following the standard deviation method taking OWAM.

- i) **One half of the standard deviation σ is added to the mean (μ or \bar{x}) of overall weighted average marks of all the passed candidates to fix the upper limit and the same (i.e., one-half of standard deviation) is subtracted from the mean to fix the lower limit. The lower limit and the upper limit are the cut-off points for 'B' grade.**
- ii) **Adding one standard deviation to upper cut-off of B will find the cut-off of A-O grades.**
- iii) **Subtracting one standard deviation from the lower cut-off of B will give the cut-off of C-D grades. However, the lower limit for D grade shall be taken at 40.**

Note: When the distribution of Overall Weighted Average Marks is skewed, the values i.e., one-third, one-fourth, one-fifth, one-sixth, three-fourths of the standard deviation, may have to be used in the place of one-half

Programme wise cut off marks for higher grades shall be fixed when the performance of the students is poor so that undeserving students are not awarded O and A grades.

- ❖ **Candidates passing in instant examination shall be awarded one step down grade.**
- ❖ **Candidates completing the programme passing in supplementary examinations shall be awarded the lowest grade.**

(4) For Part-IV, Absolute grade (fixed % range) basing on the performance is awarded:

O = 90% and above

A = 75% to 89%

B = 60% to 74%

C = 50% to 59%

D = 40% to 49%

(5) For Part-III, Direct grade basing on the achievement is awarded by the teacher concerned

O = Outstanding achievement

A = Very Good achievement

B = Good achievement

C = Average achievement

D = Below Average achievement

Moderation / Grafting

- 12.5 i) Grafting is exercised part wise to the extent of 1% of the maximum marks of theory papers of the external component of regular semester of I to V semesters enabling the student to complete the current semester.
- ii) In case of examinations at the end of VI Semester, grafting is exercised to enable the student to complete the programme. However, wherever grafting is not possible moderation can be extended enabling the completion of the programme, or improvement of the class. Grafting, and or moderation can be exercised only to an extent of 1% of maximum marks of theory papers.

There is no provision to call back the marks statements issued in the earlier semesters.

Amendment approved on 31-07-2010 A.C.:

12.5 (a) (i) Grafting is exercised part wise to the extent of 1% of the maximum marks of theory papers of the external component of regular semester of I to V semesters enabling the student to complete the current semester.

(ii-a) In case of examinations at the end of VI Semester, grafting is exercised to enable the student to complete the programme. However, wherever grafting is not possible moderation can be extended enabling the completion of the programme, or improvement of the class. Grafting, and or moderation can be exercised only to an extent of 1% of maximum marks of theory papers.

(ii-b) *(Clause added for candidates representing the college in national or international events-funded by government / university)*

In case of candidates who could not take their regular semester-end examinations in the respective semesters due to their participation in the national or international events, 2% of maximum marks of theory papers may be considered for grafting and or moderation to enable them to complete the programme, or improve the class.

There is no provision to call back the marks statements issued in the earlier semesters.

13.0 Revaluation

Internal Assessment:

- 13.1 The student shall have a right to appeal within 2 days of declaring / notifying the marks in case he/she is not satisfied with the marks awarded in theory courses. The student shall seek clarification in writing from the teacher concerned. If he/she is still not satisfied, he/she may, in writing request the principal to redress his/her grievance. The Principal shall appoint a **Grievance Redressal Committee** normally consisting of the Head of Department, one senior teacher from the same department other than the teacher concerned and the Principal. The committee shall go through the valued answer scripts and recommend for redressal if the grievance of the student is justified. The decision of the Grievance committee shall be final.

Semester – end Examinations:

- 13.2 i) The student shall have a right to appeal to the Principal for revaluation of his/her answer scripts of theory courses, if he/she is not satisfied with the marks awarded. The Controller of Examinations, in consultation with the principal, shall arrange for the revaluation of the answer script.

However, there is no provision for revaluation of answer scripts of instant examinations.

ii) Applications along with the revaluation fee receipt shall be submitted to the Principal within 6 working days from the date of announcement of marks / declaration of results.

iii) 50% of the revaluation fee shall be refunded to the candidate if he/she is benefited on revaluation to the extent of 10% of maximum marks.

iv) The External Examiner, other than the Original Examiner, shall revalue the answer script.

- 13.3 If the marks scored on revaluation are more than the marks scored in original valuation;

i) When the difference is less than 5, the marks scored in original valuation shall stand and marks scored on revaluation shall be ignored. However, if the marks scored on revaluation alter the result of the candidate i.e. scoring the pass minimum, or eligible for moderation/grafting, or improving the class, the marks on revaluation shall stand. For the purpose of moderation, all theory papers irrespective of Part-I or II of VI Semesters are considered as single unit.

ii) a) When the difference of the marks scored in the original valuation and revaluation is 5 to 14, the marks scored on revaluation shall stand.

b) When the marks scored on revaluation do not alter the result, the original marks shall stand in case of failed candidates. However, if the candidate becomes eligible for moderation/grafting, revaluation mark shall stand.

iii) If the difference of marks in the original valuation and revaluation is 15 or more, the answer script shall be sent for third valuation and the average of the nearest two awarded marks shall stand.

- 13.4 If the marks scored on revaluation are less than the marks scored in original valuation;

i) Original marks shall stand, if the revaluation marks are less by 1 to 14.

ii) If the marks scored on revaluation are less by 15 or more the answer script shall be sent for third valuation and the average of the nearest two awarded marks shall stand. However, in case of passed candidates, original mark shall stand.

14.0 General matters:

- 14.1 The Controller of Examinations shall arrange for the conduct of the Examinations by the Principal under his general supervision.

- 14.2 The Controller of Examinations shall maintain such stationery and records as are necessary for the conduct of examinations and for recording, storing and retrieving of the marks and other particulars relating to the examinations.
- 14.3 The Controller of Examinations shall make arrangements for the evaluation of the students' performance and submit the results to the Principal, who in turn transmit them to the university for the award of degrees.
- 14.4 The Principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the Programmes Committee in an appropriate manner, and subsequently such actions shall be placed before the academic council for ratification. Any emergency modification of regulation, approved by the academic council earlier, shall be reported to the academic-council for ratification.
- 14.5 **“Grievance and Redressal Committee” (General)** constituted by the Principal (other than the committee constituted under rule 13.1) shall deal with all grievances pertaining to academic / administrative / disciplinary matters.
- 14.6 **Guidance and counselling cell / teacher advisor** shall guide the student in choosing optional courses under Part-II, diversified and certificate courses under Part-III, and extra curricular activities under Part-IV.
- 14.7 The Principal may advise the Academic Council for the inclusion or deletion of any rule/rules, to these Rules and Regulations.

15.0 Malpractices

- 15.1 The Principal shall refer the cases of malpractices in internal assessment tests and Semester-End Examinations, to a Malpractice Enquiry Committee, constituted by him/her 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.
- 15.2 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	SCALE OF PUNISHMENT
Semester –End Examinations	
1 The candidate found in possession of any material relevant to the subject 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, cancellation of performance of candidate in all papers at the current session of examinations.

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| 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, taking into account the nearness and circumstantial evidences that invigilating staff is empowered to book the case, however, substantiating the action taken. | As above |
| 3 | Possession of a calculator/Organizer/ Cell phone where its use is prohibited. | Expulsion from the examination hall and cancellation of performance of the candidate in the paper concerned. |
| 4 | Destruction or suppression of evidence in any way like swallowing, tearing or throwing out etc., | Expulsion from the hall, cancellation of performance in all papers of the current examination and disqualification from appearing subsequent semester end examinations. Lighter punishment may be imposed when the attempt for destruction or suppression of evidence is not clearly established. |
| 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) | Expulsion from the exam hall, cancellation of the performance in all papers of the current exams. |
| 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. | Expulsion of both candidates from the hall, cancellation of their performance at the current exams, besides disqualification from appearing the subsequent Semester-End Examinations. |
| 7 | Impersonation cases
i. A candidate impersonating another or the one who gets impersonated.
ii. Exchange of roll numbers on the answer scripts. | Expulsion from the hall and debarring for the rest of exams. Cancellation of performance at the current exams and disqualification from appearing any exams for 2 years and debarring from the college for 2 years. |
| 8 | Insertion of main or additional book detected during examination time/valuation. | Expulsion from the hall, debarring from the rest of current examinations. Cancellation of performance of the candidate in all papers at the current |

- exams and disqualification from appearing subsequent Semester-End Examinations.
- 9 Forbidden material found in the answer book during valuation whether used or not. Cancellation of performance of all papers of the candidate at the current examinations.
 - 10 Consulting books or papers or persons outside the hall before handing over the paper (Eg. Going on the plea of easing etc.) Expulsion from hall, debarring from the rest of current exams and cancellation of performance of all papers at the current examinations.
 - 11 Candidate writing irrelevant matter or making markings or writing names/initials Regd. No., on the additional books etc. Making request to award pass etc. detected during valuation. Cancellation of the performance of the paper concerned.
 - 12 A. Writing objectionable language in the answer script found during invigilation/valuation. Expulsion from the examination hall and cancellation of performance in all papers at the current exams.
B. Writing abusive language in the answer book found during invigilation /valuation. Expulsion from the examination hall, cancellation of performance of all papers at the current examination and disqualification from appearing the subsequent Semester-End Examinations.
 - 13 Influencing examiner/ Examination personnel directly or through agents to get undue benefit. As in Case 12.B.
 - 14 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. Expulsion from the hall, cancellation of performance in all papers of current exams and disqualification from appearing subsequent Semester-End Examinations.
 - 15 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. Expulsion from the hall, cancellation of performance in all papers of current exams and disqualifications from appearing subsequent Semester-End Examinations.
 - 16 Abuses, threats, disrespect to invigilating and supervising staff within the premises or outside. Expulsion from the hall, debarring for the rest of exams and disqualification from appearing any exams for 1 or 2 years depending on the nature of misconduct.
 - 17 Physical assault on examination personnel or supervising staff. Cancellation of performance in all papers of current examinations, debarring from appearing any exams in future. Police complaint may be lodged.

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| 18 | Instigation to boycott examination. | Cancellation of performance of all papers at the current session. |
| 19 | Presentation of records of another candidate at the practical examination. | Cancellation of performance of all the papers at the current examinations (Theory and practical). |
| 20 | 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. |
| 21 | 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 from service and disciplinary action depending on the seriousness of offence. |
| 22 | Obstruction of the examination personnel or squad from doing its duty by any employee at the exam center. | Recommending loss of increment with entry in the service register of the person causing obstruction. |
| 23 | 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. |
| 24 | <u>INTERNAL ASSESSMENT TESTS</u> | Expulsion from the examination hall, debarring from taking the rest of the current tests, cancellation of performance of all the papers of the current internal assessment tests. |
| | A. Possessing forbidden material, copying, destruction of evidence. | |
| | B. All other offences | Expulsion from the examination hall, debarring from the rest of tests during the semester, cancellation of performance in all the internal assessment tests of the current semester. |

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, his/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 further 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 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 hand over 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 him/her 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/her 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 his/her 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 have 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 he/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 his/her 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.

P.B. SIDDHARTHA COLLEGE OF ARTS & SCIENCE, VIJAYAWADA 10.
(An Autonomous College in the jurisdiction of Acharya Nagarjuna University)

(Policy document recommended by Programmes Committee)
CHOICE BASED CREDIT SYSTEM (CBCS)

Of late, a paradigm shift has been noticed in higher education from 'national education' to 'global education' from 'one time education' to 'life long learning', from 'teacher centric education' to 'learner centric education'. These changes make new demands and pose fresh challenges to the established educational systems and practices in the country. The General Agreement on Trade in Services (GATS) of WTO further accelerated the process. The University Grants Commission has been directing the universities and the colleges to meet these challenges. The assessment and accreditation process of NAAC created quality consciousness among the institutions of higher learning. The choice based credit system and grading, a tool to evaluate the students performance have been gaining ground as means to improve quality in higher education.

U.G.C (Minimum standards of instruction for the grant of the First Degree through formal Education) Regulations, 2003 (page 3) reads:

5. Syllabus:

- 5.2 The university shall endeavour to introduce a cafeteria approach by working out the division of the entire syllabus of the programme into courses in such a manner that the student can choose the courses according to his/her requirements.
- 5.4 Depending upon its nature and level, a course may be assigned a certain number of credits. The credits assigned to the various courses shall also be indicated in the respective syllabuses. The system of credits shall be in accordance with the guidelines of the U.G.C and other statutory bodies concerned.

X plan scheme of Autonomous Colleges Guidelines (Effective from Academic year 2003-04) read as under:

Mechanism for implementation of Autonomy (Page 6)

Departmental Preparation

Common programmes to be adopted are:

- a) Semester pattern of study
- b) Continuous internal assessment
- c) **Credit/grading system** (emphasis ours)
- d) Student feedback
- e) Self appraisal by teachers

General Matters – others (Page 10)

- f) Credit system and credit transfer among colleges in general and autonomous colleges in particular may be suitably adopted.

The peer committee of NAAC, which visited the college for assessment and accreditation in March 2004, recommended that the college offer programmes under choice based credit system.

Credit system encourages learner participation and mobility by facilitating access, transfer and progression. Under the choice based credit system, the student of a programme, while pursuing the core courses of his/her programme, can choose some courses offered by the same department or other departments of the college. This cafeteria model offers wide choice of courses to the student and he/she is free to choose a specified number of courses from the list.

The choice based credit system is expected to make the programmes learner and teacher oriented. The close interaction between the teachers and the students both at the formal (inside the class room) and informal (outside the class room) levels should result in increased consciousness of quality of the programmes.

A credit is a quantified means of expressing equivalence of learning. Credit is awarded for the achievement of specified learning outcomes. Under choice based credit system, the student should earn some credits from the core courses of his/her programme and some more credits from the courses of optional nature offered by his/her own department (intra disciplinary) or other departments (inter disciplinary)

A choice based credit system is designed:

- a) to recognise the learning achievement
- b) to offer a wide choice of courses.
- c) to enable the learner to move from programme to programme and from institution to institution.
- d) to provide a tool of quality assurance.

However, choice based credit system has a tendency to destroy the coherence of the programme. An incoherent choice of courses from unrelated subjects will not provide the intellectual development and the broader perspective that a university/college education should offer. Therefore, care should be taken to ensure coherence and progression in modular, credit based programmes by designating core courses and prescribing pre-requisite and co-requisite courses/modules. The programme coordinators/teachers should play significant role in this regard.

While designing a choice based credit system in a college, the following points are to be considered.

In Andhra Pradesh, undergraduate programmes are offered with three main subjects. Examples are given below:

- 1) B.Sc., (Mathematics, Physics and Chemistry)
- 2) B.Sc., (Mathematics, Physics and Electronics)
- 3) B.A., (History, Economics and Politics) etc.,

A student who has passed the programme cited at 1) can pursue M.Sc., (Mathematics) or M.Sc., (Physics) or M.Sc., (Chemistry). Similarly the student who passed the programme cited at 3) can join M.A., (History) or M.A., (Economics) or M.A. (Politics) programme. While designing undergraduate programmes under choice based credit system, the scope for this kind of vertical mobility should be taken care of.

Secondly, admissions to post graduate programmes are made by all the universities, on the basis of marks scored in common entrance tests conducted by them or by A.P. State Council of Higher education. It should be ensured that the syllabus of such tests is included in the syllabus of core courses of undergraduate programmes designed under choice based credit system.

These two considerations certainly act as obstacles in designing an undergraduate programme on a broader choice based credit system.

Since the relative weight of the different parts of an undergraduate programme is clearly known, Top-Down method is being followed in the college, taking care of the above two considerations and credits are allocated as under:

Scheme of credit allocation for programmes having three equal mains

Part I

Component A: Languages

Objective: To develop communication skills

English	4 Semesters	11 Credits
Second Language	4 Semesters	11 Credits

Component B: Courses of social relevance

a) Indian Heritage, Culture & value education	1 Semester	1 Credit
b) Science, Civilisation & Environmental studies	1 Semester	1 Credit

Part II : 3 Core Courses

Subject I	6 Semesters	33 Credits
Subject II	6 Semesters	33 Credits
Subject III	6 Semesters	33 Credits

Part III : Diversified Courses

Diversified Course	1 Semester 45 Hours Minimum	3 Credits
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Part IV : Extra Curricular Courses

Sports/Games/N.C.C/N.S.S/Home Crafts/ Yoga/Marshal Arts/ Fine Arts/ Cultural activity Ecoclub etc.,	} 2 Semesters	1 Credit
		<u>127 Credits</u> minimum

For workings, please refer Appendix

A candidate should earn at least 127 credits over six semesters in order to qualify for award of degree.

A brief mention regarding Part III and Part IV is necessary.

X Plan scheme of Autonomous Colleges Guidelines (Page 10) reads:

General Matters – Others

- c) Organisation of special need – based short term courses under the college’s department of continuing education may be an important activity of an autonomous college. Such courses ought to benefit the students of the college besides outsiders who may enrol for them.
- f) A wide variety of courses may be evolved in modules so that students may opt for them according to their convenience. Such courses may help them acquire additional credits.

Part IV subjects pave the way for the overall personality development of the student.

Hence there is a need for inclusion of Part III and Part IV in the curriculum of undergraduate programmes.

Part-III: Diversified Courses – Objectives

1. To provide base for facing competitive examinations and Common entrance tests.
2. To enhance knowledge base in the areas related to core subjects.
3. To develop a) skills for self-employment
b) skills for managing small business etc.
c) entrepreneurial skills to create jobs.
4. To improve a) technical and managerial skills to enhance opportunities in job market.
b) IT skills in related subjects

Diversified Courses –Regulations

1. The minimum hours of instruction per week for each D.C. are 3 Hours per week (45 Hours minimum in a semester).
2. A common slot of 3 or 4Hours / week will be allotted across the college.
Some of the diversified courses having modular structure which can be integrated into a certificate/diploma programme, can be offered outside the time – table. Thus the student will have choice to opt for any course and opportunity to earn additional credits and also a certificate or diploma if he earns stipulated number of credits for the award of a certificate or diploma as recommended by B.O.S. One of the objectives of Autonomy as projected by UGC in 1998 guidelines on Autonomous colleges is thus achieved.
3. The departments will announce the schedule for the semester and the students will have freedom to opt for any course offered across the college.
4. Students will have to indicate their choice of Diversified Course (D C) at the end of the previous semester.
5. Every student of an undergraduate programme should compulsorily complete at least one Diversified Course of minimum 3 credits, unless they are exempted by Programmes committee.
6. Evaluation will be as recommended by BOS and approved by A. C.

Scheme of Credit allocation for B.Com programme

Part I

Component A – Languages:

English	4 Semesters	11 Credits
Second Language	4 Semesters	11 Credits

Component B: Courses of social relevance

a) Indian Heritage, Culture & Value based education	1 Semester	1 Credit
b) Science, Civilisation & Environmental studies	1 Semester	1 Credit

Part II:

Commerce courses & Computer Science, Business mathematics, Business Economics	73 Credits
Soft core courses covering six semesters	26 Credits

Part III :

Diversified Courses	1 Semester	3 Credits
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Part IV :

Extra Curricular Courses	2 Semesters	<u>1 Credit</u> <u>127 Credits</u> minimum
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Scheme of credit allocation for B.B.M

Part I & II Courses	Minimum 127 Credits.
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Scheme of credit allocation for Vocational Programmes

Part I & II Courses	Minimum 130 credits.
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Note: The students of B.B.M and Vocational programmes viz., B.Com (Tax Procedures & Practice) and B.Sc. (Electronics, Electronic equipment maintenance and Mathematics) are exempted from pursuing Part III & Part IV courses, as they are required to earn at least 127 Credits from courses of Part I (Languages) and Part II.

General Guidelines:

While credits are allocated to the different departments under top down method as explained earlier, the departments in turn have to allocate credits to the different courses constituting a programme, in the meetings of Boards of Studies. Credit allocation to different courses should be done *depending upon the nature, complexity, level and the student workload*. The following guidelines are to be followed.

1. Normally 1 hour teaching in a week for 1 semester shall carry one credit. Problem solving sessions, tutorial sessions, student seminar sessions etc., shall not carry any credits. 2-hour lab course per week for 2 semesters shall carry 1 credit, 3 hour lab course per week for 2 semesters 1½ credit and 4 / 5 hour lab course per week for 2 semesters 2 credits. However, a board of studies may recommend more credits depending upon the nature, the level, the length and breadth of the courses. Project work and Viva may carry 1 to 3 credits.
Course content, which requires normally 15 hours of teaching and 30 hours of student preparation, is taken as basis for allotting 1 credit.
2. The number of credit points is independent of the standard of passing (e.g. third class or second class or first class)
3. A candidate should earn at least 127 credits in order to qualify for award of the degree.
4. A student is allowed to earn more credits than the prescribed minimum by passing the courses under Part II of other under graduate programmes. Prior registration for such courses with the Controller of Examinations is necessary. Such extra credits shall be recorded in marks memorandum but shall not be considered for classification of Part II.
5. Credits act as weights for calculating the Overall Weighted Average Mark (OWAM) Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA) and WAG (Weighted Average Grade)
6. Classes and overall grades are awarded part-wise in respect of Part I and Part II.

7. Part III (Diversified Courses) will have continuous internal assessment or external examination as recommended by respective Board of Studies and approved by Academic Council.
8. The students of B.B.M. and vocational programmes are exempted from taking Part III and Part IV courses. However, if they are interested they are allowed to join these courses.
9. Part IV will have continuous internal assessment and grades are awarded.
10. A student passing related courses under Part III earning at least 12 Credits shall be awarded a 'Certificate' as recommended by Board of Studies and approved by Academic Council. A student acquiring further 12 credits by passing the related courses consequent to the acquisition of 'Certificate' shall be awarded a 'Diploma' as recommended by a Board of Studies and approved by the Academic Council.
11. A candidate who passes a certificate course or an equivalent course from a university / deemed university / colleges recognized by university / Instituted of Chartered Accountants of India / Instituted of Cost and Works Accountants of India can be exempted from Part-III and IV. However, such equivalency should be certified by the C.O.E. before registering for such courses.

Grading

Besides classification the following should also be mentioned on Transcript of the passed candidates.

- (1) Overall Average Mark (OAM) covering all the semesters is given to the passed candidates for Part-I component A and Part-II separately.

$$\text{Overall Average Mark} = \frac{\text{Marks scored}}{\text{Max.Marks}} \times 100$$

- (2) Overall Weighted Average Mark (OWAM) covering all the semesters is given separately to the passed candidates for Part-I component A and Part-II.

$$\text{Overall Weighted Average Marks} = \frac{\sum CM}{\sum C}$$

Where C = Credit allotted to the course

M = Marks scored in the course.

- (3) For Part-I component A and Part-II grades are also awarded to all the passed candidates. Relative grading is given on a Five point scale following the standard deviation method.
 - i. One half of the standard deviation σ is added to the mean (μ or \bar{x}) of overall weighted average marks (OWAM) of all the passed candidates to fix the upper limit and the same (i.e., one-half of standard deviation) is subtracted from the mean to fix the lower limit. The lower limit and the upper limit are the cut-off points for 'B' grade.
 - ii. Adding one standard deviation to upper cut-off of B will find the cut-off of A-O grades.
 - iii. Subtracting one standard deviation from the lower cut-off of B will give the cut-off of C-D grades. However, the lower limit for D grade shall be taken at 40.

Note: When the distribution of Overall Weighted Average Marks is skewed, the values i.e., one-third, one-fourth, one-fifth, one-sixth, three-fourths of the standard deviation, may have to be used in the place of one-half

O = Outstanding A = Very Good B = Good C = Average

D = Below Average

Programme wise cut off marks for higher grades shall be fixed when the performance of the students is poor so that undeserving students are not awarded O and A grades.

(4) For Part-III, Absolute grading system on a 5 point scale is followed:

O = 90% and above = Outstanding achievement

A = 75% to 89% = Very Good achievement

B = 60% to 74% = Good achievement

C = 50% to 59% = Average achievement

D = 40% to 49% = Below Average achievement

(5) For Part-IV, Direct grading is awarded by the teacher concerned

O = Outstanding achievement

A = Very Good achievement

B = Good achievement

C = Average achievement

D = Below Average achievement

(6) Awarding Semester Grade point average (SGPA) and Cumulative Grade Point Average may be considered in future.

RULES OF CONDUCT AND DISCIPLINE

Class Room and Campus

1. Students should attend the College with Identity Card and neatly dressed in the prescribed uniform with the expected etiquette.
2. Students are expected to conduct themselves decently and in a disciplined manner so as to win the regard of their fellow students and affection of their teachers.
3. Students are required to help in keeping the class rooms and the premises tidy.
4. Students should not sit on the parapet walls or on the steps or on the staircases. They are forbidden from loitering on the verandah or on the campus at any time during the session of the college.
5. No student shall leave the class room without the permission of the teacher or until the class is over.
6. Calling students out of their class rooms while the lecture is in progress is prohibited.
7. In case of cancellation of a class, students shall go to the reading room, but are not to be found anywhere else in the campus.
8. Students guilty of organizing, taking part or encouraging demonstrations, strikes etc., will be dealt with severely.
9. Students of the college, going on strike or in any way guilty of serious indiscipline, shall *ipso facto* immediately forfeit their scholarship, fee concessions etc.
10. Students are not expected to participate in political or communal agitations.
11. Students are forbidden from smoking inside the college premises.
12. Students should keep their vehicles only at the place allotted for the purpose. Vehicle riding on the campus is strictly prohibited and all the students are to switch off their vehicles at the entrance of the gate and while going out, start them only after crossing the entrance. The same rule will apply to the bicycle riders also.

13. Any student or group of students found to be acting in such a way, that disturbs the campus discipline and found to be violating the rules of conduct and discipline, will be dealt with severely, including expulsion from college.
14. The Management/Principal shall reserve the right to add, delete, amend or alter the conduct rules from time to time and all the students are bound by the rules in force at the time of admission every academic year.
15. **Students are forbidden from using cell phones inside the college.**

Library and Reading Room

1. Perfect silence should be observed in the library and the reading room.
2. While entering the library all personal effects such as umbrellas, printed books, hand bags etc., shall be deposited at the place meant for them.
3. Talking, sleeping, spitting, smoking or any such behaviour calculated to disturb other readers or infringe the rules and discipline of the library, are strictly prohibited.
4. Borrower's tickets shall be returned to the Librarian when a borrower ceases to be a member of the Library.
5. All books must be returned on or before the date notified thereof.
6. A student will not be allowed to take the S.E. unless he/she obtains 'No Dues' Certificate from the Librarian.
7. Any student, marking or cutting any portions of the magazines, news papers or books will be liable to be fined and may be debarred from the reading room.

Examination Hall

1. Students should carry their Identity Card along with the Admission Card into the Examination hall.
2. Students are expected to be in their respective seats at the stroke of the First bell.
3. Students are expected to maintain pin-drop silence in the examination hall.
4. Students are strictly prohibited from resorting to any sort of malpractice in the examination hall.
5. Candidates are forbidden from possessing cell phones.
6. Additional answer books should be taken only after completely writing all the pages of the answer books already issued. Blank spaces should not be left between the answer of the same question or different questions.

Internal Assessment Tests

Students will not be allowed to take the test after the expiry of Fifteen minutes from the commencement of the test. Further, they are not permitted to leave the examination hall within Seventy Five minutes from the commencement of the test.

Semester-End Examinations

1. Students will not be allowed to take the examination after the expiry of half-an-hour from the commencement of the examination. Further, they are not permitted to leave the examination hall within one and half hours from the commencement of the examination. After one and half hours, a student may leave the examination hall, on surrendering the question paper along with the answer script. Students are allowed to attend calls of nature, only during the penultimate half-an-hour.
2. Students are not permitted to bring cell phones, organizers or any other such electronic gadgets to the examination hall. However, they can use simple calculators.

3. Students are not permitted to exchange calculators, rulers, pencils, log tables or any such articles in the examination hall.
4. Changing the course code by overwriting amounts to tampering of data and liable for punishment.

STUDENT CODE OF THE COLLEGE

When used in the Code

- The term "COLLEGE" means P.B. Siddhartha College of Arts and Science and all of its undergraduate or graduate departments and programmes.
- The term "STUDENT" includes all persons taking programmes at the College either full-time or part-time, pursuing undergraduate or graduate studies. Persons who withdraw or are not officially enrolled for a particular term, but who have a continuing relationship (e.g. students who are on a leave of absence, students who were detained in a given semester due to lack of attendance etc.) with the College, are considered students.
- The term "FACULTY MEMBER" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
- The term "COLLEGE OFFICIAL" and "COLLEGE ADMINISTRATOR" includes any person employed by the College performing assigned administrative or professional responsibilities.
- The term "MEMBER OF THE COLLEGE COMMUNITY" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the appropriate college administrator.
- The term "COLLEGE PREMISES" means buildings or grounds owned, leased, operated, controlled, or supervised by the College (including adjacent streets and sidewalks).
- The term "ORGANIZATION" means a number of persons who have complied with College requirements.
- The term "CONDUCT COUNCIL" means those persons authorized by the Office of Student Conduct, to determine whether a student has violated the Code or not, and to recommend sanctions that may be imposed on the said student when a violation of the Code has been committed.
- The term "CONDUCT OFFICER" means a College official authorized, on a case-by-case basis, by the Office of Student Conduct, to impose sanctions upon any student(s) found to have violated the Student Code. The Office of student conduct may authorize a Conduct Officer to serve simultaneously as a Conduct Officer or one of the members of a Conduct Council.
- The term "HONOR BOARD" refers to the Associated Students of College that addresses student conduct. Honor Board members are selected from the student body.
- The term "POLICY" means the written regulations of the College as found in, but not limited to, the Student Handbook, the Catalog, and other published College policies.
- The term "DISCIPLINARY ACTION" or "CONDUCT ACTION" refers to the process of investigation and determination of a sanction as the result of a violation of College policies.
- The term "COLLEGE-SPONSORED ACTIVITY" means any activity on- or off-College premises that is initiated, supervised, and/or sanctioned by the College.
- The terms "will" or "shall" are used in the imperative sense.

- The term "written notice" covers both paper copy and electronic mail. Official notifications in this Code may be made exclusively by e-mail to the e-mail address provided to students by the College.
- The term "ALLEGED" means that reports or accusations of violations of college policy against an individual with a presumption that the said individual is not responsible for the violation; until investigation, statements, or other facts demonstrate that an actual violation occurred.
- The term "COMPLAINANT" means a student or employee against whom a violation allegedly has occurred. If there isn't such an individual, the College may serve as the complainant.
- The term "RESPONDENT" means any student accused of violating this Code.
- The term "RECKLESS" means conduct that, a person should reasonably be expected to know, would create a substantial risk of harm to persons or property or that would otherwise be likely to result in interference with normal College business or College sponsored activities.
- The term "BUSINESS DAY" means a Monday through Saturday, except for College designated holidays.

Code of Student Conduct

The Office of Student Conduct is the department designated by the college to be responsible for the administration of the Code. Reflecting the College's commitment to learning, students charged with violating the Code are encouraged to grow, in their respect for others, to understand how their behavior affects the community, and to alter their behavior as necessary. As members of the college community, it is expected that students act as responsible members and citizens within both the college and local community. In the event a situation arises in which the Code of Student Conduct is broken, the Office of Student Conduct administers the student conduct process. This includes all violations of college policies whether taking place on or off campus, involving both individual students and student organizations.

The goal of the Office of Student Conduct is to create and maintain a community in which students take responsibility for understanding and enriching their environment and respecting the rights and needs of others as a whole.

Academic Ethics

Shared commitment to ethical principles is essential to the educational purposes and fairness of the academic enterprise. The College assumes that students and faculty will embrace a high ethical standard for an academic work. Fundamental to academic ethics is a spirit of honor. A spirit of honor thrives when students challenge each other to attain the highest levels of scholarship, civility, and responsibility. In all work, students shall behave conscientiously, taking and giving credit where credit is due, avoiding even an appearance of impropriety, and when in doubt, consulting the instructor or other responsible college officials so as to ascertain whether a particular conduct, collaboration, and/or acknowledgment of sources is appropriate. Students also shall report suspected misconduct and participate in an academic disciplinary hearing if required. Academic misconduct occurs when a student misrepresents others' work as her/his own or otherwise behaves so as to unfairly advantage her/himself or another student academically. Examples of misconduct include cheating and plagiarism and failure to report suspected academic misconduct. If misconduct occurs to any extent in connection with any academic work, it will be subject to disciplinary action.

Cheating Defined

Cheating occurs when a student attempts to complete or take credit for work by any dishonest means or assists another in doing so. Some examples of cheating include, but are not limited to, lying to obtain an academic advantage; copying from another's exam or assignment or collaborating on an exam or assignment, unless specifically allowed by the instructor; submitting the same work in more than one course without instructor permission; falsifying data collected in research or laboratory courses; taking or receiving copies of an exam without the permission of the instructor; and using notes or other information devices inappropriate to the test conditions.

Academic Misconduct

Academic misconduct is subject to disciplinary action. Charges of academic misconduct against students are investigated and adjudicated according to the following procedures. To protect all participants in such investigations, confidentiality is observed. Cases involving other members of the College community will be handled by the appropriate authority and process.

Student Participation

- Honor Board Members participate in Conduct Councils where they contribute their skills and insights into the resolution of disciplinary cases. However, the Office of Student Conduct is solely responsible for the outcome of any disciplinary conference, hearing, or Conduct Council conducted under this Code.
- No student who is charged with a violation of this Code may serve as a Council member while the charges against him or her are pending. Honor Board members found responsible for a violation that results in probation, suspension or expulsion will be disqualified from further participation on the Council. The Office of Student Conduct may establish additional grounds and procedures for removal of student participants.

Convictions

Students who are convicted of charges of misconduct are required to appear before the Dean of Students Office. The College may bring disciplinary action against the student for the same incident if the alleged conduct is prohibited by the institution and/or if it is judged to be adverse to the recognized mission of the institution. College conduct procedures are distinct and independent of any and all criminal procedures by the civil authorities. When necessary, temporary action may be taken in the form of summarily suspending, summarily restricting, or officially requesting no contact between the victim and assailant, as well as possible relocation or removal from the residence halls. Any of these measures may result in a student's restricted participation in College events outside attendance of classes and appointments related to the resolution of disciplinary matters.

Violations of Law and College Policy

- Students may be held accountable both to civil authorities and to the College for acts that constitute violations of law and of this Code. Disciplinary action by the College will normally be concurrent with civil or criminal proceedings despite the dismissal or reduction of the charges by civil authorities. The College may, at its discretion, postpone disciplinary proceedings pending the outcome of a civil or criminal action.

- When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Code, the College may advise off-campus authorities of the existence of the Code and of how such matters are typically handled within the College community. The College will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in upholding the conditions imposed by criminal courts for the rehabilitation of student violators, provided that the conditions may be reasonably implemented and present no campus conflicts.

Conduct-Rules and Regulations

College expects that its students will strive for high standards of honor and good citizenship and that they will conduct themselves, both on- and off-campus, in a manner that reflects credit on themselves and the College. The College further expects that students will convey these expectations to their guests. The following, while not exhaustive, represents behavior subject to conduct action:

1. Conduct which threatens or endangers the health or safety of any person including physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.
2. Possession of a weapon. A "weapon" includes explosives, metal knuckles, knives with blades more than three (3) inches long, firearms including guns, air/pellet guns, paint guns, gun replicas (including facsimile water pistols) or any other instrument used or designed to be used to intimidate, threaten, and/or injure any person.
3. Reckless, disorderly, or lewd conduct.
4. Recklessly interfering with normal College or College-sponsored activities, including but not limited to studying, teaching, research, administration, or emergency services, such as fire and police.
5. Unauthorized entry or use of College facilities. This includes unauthorized possession, duplication, or use of keys or access cards to any College premises.
6. Unauthorized use of an ID card. Students are not authorized to give permission to other persons to use the ID card on their behalf. The only person permitted to use the ID card is the individual to whom the card is issued.
7. Unauthorized or inappropriate use of College computers, e-mail, or network; or other violations as specified by the most current Appropriate Use of Technology Policy published by Occidental Information Technology Services.
8. Use of electronic or other devices to record any person while on College premises without his/her prior knowledge, or without his/her effective consent.
9. Failure to comply with any sanction(s), administrative and/or educational, imposed in accordance with the Code.
10. Furnishing false information to the College or a College Official or withholding information that may impede an investigation. This includes, but is not limited to any false report, warning or threat of fire, explosion or other emergency.
11. Violation of the College Alcohol Policy.
12. Violation of the College Drug Policy.
13. Forgery, unauthorized alteration, or unauthorized use of any College document or instrument of identification.
14. Substantially interfering with the freedom of expression of others.

15. Attempted or actual theft of College property or the property of others.
16. Damage to College property or the property of others, including littering. Departments may have additional regulations and/or requirements dealing with conduct and/or use of College funds or property.
17. Failure to comply with the reasonable directions of College officials, including Campus Safety officers and residence hall staff, acting in performance of their duties. This also includes failure to identify oneself to these persons when requested.
18. Violations of other College regulations, rules, or policies.
19. Conduct that could result in the violation of any federal, state or local law.
20. Students are to maintain adequate overview of their guests and to exercise good judgment when inviting guests into the community. Guests include individuals invited or signed in for by the student or the passive acceptance of an individual's known presence. Guests also include individuals who are not personally invited, but who respond to a general invitation.
21. Hosting non-official events or other activities that create a nuisance or endanger the safety of the community.
22. Retaliation: Acts or attempts to retaliate or seek retribution against any complainant, respondent, or individual or group of individuals or group of individuals otherwise involved in the complaint, investigation and/or resolution of an allegation of a policy violation. Retaliation can be committed by any individual or group of individuals, not just a respondent or complainant. Retaliation can take many forms, including continued abuse, violence or other forms of harm to others.

Standards of Classroom Behaviour

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any inappropriate, prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period, and shall be referred to the Office of Student Conduct. Longer suspensions from a class or dismissal on disciplinary grounds must be preceded by a conduct conference or conduct hearing.

Sanctions

1. **Warning:** Notice, in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
2. **Censure:** A written reprimand for violating the Code of Student Conduct or other College policy. This conduct status specifies a period of time during which the student's or organization's good standing with the College may be in jeopardy. The student is officially warned that continuation or repetition of prohibited conduct may be cause for additional conduct action including probation, suspension, or expulsion from the College.
3. **Disciplinary Probation:** Expulsion from participation in privileged activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other College policy violations may result in further disciplinary action.
4. **Restitution:** Repayment to the College or to an affected party for damages resulting from a violation of this Code. To enforce this sanction, the College reserves the right to withhold transcripts and degrees or to deny a student participation in graduation ceremonies and privileged events.

5. **Removal from Campus Housing:** Students may be removed from College housing and/or barred from applying for campus housing due to disciplinary violations of this Code.
6. **Suspension:** Expulsion from College premises, attending classes, and other privileges or activities for a specified period of time, as set forth in the suspension notice. Notice of this action will be recorded in the student's conduct file. Conditions for readmission may be specified in the suspension notice. The Refunds and Withdrawals policy applies to students on suspension.
7. **Expulsion:** Permanent termination of student status and exclusion from College premises, privileges, and activities. This action will be permanently recorded on the student's academic transcript. The Refunds and Withdrawals policy applies to students who are expelled.
8. **Revocation of Admission and/or Degree:** Admission to or a degree awarded by the College may be revoked for fraud, misrepresentation in obtaining the degree or violation of College policies, the Code or for other serious violations committed by a student prior to enrollment or graduation.
9. **Withholding Degree:** The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code, including the completion of all sanctions imposed, if any.
10. More than one of the sanctions listed above may be imposed for any single violation.
11. Significant mitigating factors shall be considered when sanctions are imposed, including the present demeanor and past conduct record of the student as well as the nature of the offense and the severity of any damage, injury or harm resulting from it.
12. In determining appropriate sanctions, the Office of Student Conduct may consult with appropriate official on-campus.

Case Referrals

- Any person may refer a student, group or organization suspected of violating this Code to the Office of Student Conduct. A charge shall be prepared in writing and directed to the Office of Student Conduct. Any charge should be submitted as soon as possible after the alleged violation occurs.
- An individual(s) who refers a case typically serves as the complainant and presents relevant information in a hearing or conference. The College itself, represented by a member of the administration or faculty, may also act as complainant. The complainant may request the assistance of a member of the College community.

Transcript Actions

- The In charge of Students Office and/or the Conduct Officer may direct the Principal to place a hold on a student's College records while conduct proceedings are pending, as part of a sanction involving restitution for damages to a complainant or College property, or as part of an outstanding educational assignment.
- Permanent notation will be made on the transcript if a student is expelled from the institution.

AWARDS AND SCHOLARSHIPS

To encourage the students to excel in their studies, the Management has instituted the following awards.

1. **Parvathaneni Brahmaya Memorial Trust's Gold Medal** for the student who secures the highest marks in B.Com. Course.
2. **Sri Kakarla Venkateswara Rao memorial Gold Medal** - A Gold medal will be awarded to the student who secures the highest marks in B.Sc. Computer Science (Mathematics, Physics & Computer Science) in all the examinations in one attempt.
3. **Sri Madala Kasi Visweswara Rao memorial Gold Medal** - A Gold medal will be awarded to the student who secures the highest marks in Mathematics papers of V & VI semesters among his batch of BA & B.Sc. students completing all papers prior to V semester in one attempt.
4. **Ghanta Sarath Memorial Gold Medal** - A Gold medal will be awarded to the student who secures the highest marks in B.A. (EMS) course in I to VI semesters, passing each paper in single attempt.
5. **Sri Sureddy Ramabrahmam Cash Prize of Rs.2,500/-** for the student who secures highest marks in B.Sc. course.
6. **Department of Chemistry Cash Prize:** A cash prize of Rs.1,116/- will be awarded to the student who secures highest marks in Chemistry subject in I to VI semesters, passing each paper in single attempt.
7. **Sri Vemuri Venkata Krishnaiah Memorial Cash Prize:** A cash prize of Rs.2,500/- will be awarded to the student who secures highest marks in Zoology subject in I to VI semesters, passing each paper in single attempt.
8. **Sri Meka Rama Krishna Prasad Memorial Cash Prize:** A cash prize of Rs.1,116/- will be awarded to the student who secures highest marks in Economics subject in I to VI semesters, passing each paper in single attempt.
9. **Sri B. Srinivasa Rao Memorial Cash Prizes** will be awarded to the students who secure the highest marks in Economics in B.A., and B.Com courses, passing each paper in single attempt.
10. **Sri Dronavalli Madhusudana Rao Memorial Cash Prize** A cash prize of Rs.2,116/- will be awarded to the student who secures highest marks in Botany subject in I to VI semesters, passing each paper in single attempt.
11. **Sri Marothu Suranna Memorial Cash Prize** A cash prize of Rs.2,000/- will be awarded to the student who secures highest marks in Physics subject in I to VI semesters, passing each paper in single attempt.
12. **Sri Kouta Kutumba Rao Memorial Cash Prize** A cash prize of Rs.2,000/- will be awarded to the student who secures highest marks in B.Com. Tax Programme passing in I to VI semesters, passing each paper in single attempt.
13. **Sri Jaladi Hanumantha Rao Memorial Cash Prize** A cash prize of Rs.2,500/- will be awarded to the student who secures highest marks in B.Sc.(MPC) Programme passing in all the I to VI semesters, passing each paper in single attempt.
14. **SRI KOLLURI NAGESWARA RAO MEMORIAL CASH PRIZE: [2015-16]**
(Instituted by Sri. K. Venugopala Rao, Office Superintendent)
A cash prize of Rs. 3,000/- will be awarded to the student, who secures highest marks in Telugu subject in I to IV semesters, passing each paper in single attempt.
15. **SRI GOTTIMUKKALA RAMA RAO MEMORIAL CASH PRIZE: [2015-16]**
(Instituted by Sri Gottimukkala Srikanth, Vice-President, Prime Health Care, California, USA, Alumnus of P.B. Siddhartha College of Arts & Science, Vja.)
A cash prize of Rs. 3,000/- will be awarded to the student, who secures the highest marks in Computer Science subject in I to VI semesters among B.Sc.MPCs, B.Sc.MECs and B.Sc.CAMS programmes, passing each paper in single attempt.

16. **SRI CHINTA SATYANARAYANA MEMORIAL CASH PRIZE: [2015-16]**
(Instituted by Sri Gottimukkala Srikanth, Vice-President, Prime Health Care, California, USA, Alumnus of P.B. Siddhartha College of Arts & Science, Vja.)
A cash prize of Rs. 3,000/- will be awarded to the student who secures the highest marks in Computer Application subjects in I to VI Semesters of BCA programme, passing each paper in single attempt
17. **SRI CHIRUMAMILLA SESHADRI NAIDU MEMORIAL CASH PRIZE.: (2016-2017)**
(Instituted by Sri B. Amarender, Old Student)
A Cash Prize of Rs. 2,116/- will be awarded to the student, who secures the highest marks in English Subject, passing each paper in single attempt.
18. **Smt.CHALASANI VASUMATHI CASH PRIZE: (2016-2017)**
(Instituted by Sri Ch.Ravi Babu. Student)
A Cash Prize of Rs. 2,116/- will be awarded to the student, who secures the highest marks in Hindi Subject during 2013-16, passing each paper in single attempt.
19. **Sri KOSARAJU SATYANARAYANA CASH PRIZE: (2016-2017)**
(Instituted by Sri K.Vijaya Babu. Old Student)
A Cash Prize of Rs. 2,116/- will be awarded to the student who secures the highest marks in Electronics Subject during 2013-16, passing each paper in single attempt.
20. **Ten Cash Prizes** of Rs.2116/- each to the best student of B.A., B.Sc. and B.Com. courses in I, II & III years.
21. **Potti Satyanarayana Gold Medal** will be awarded to the student who secures highest marks in MBA.
22. **Garapati Vani Prasad Memorial Gold Medal** will be awarded to the student who secures highest marks in M.Sc. (Electronics).
23. **Putcha Siva Rama Krishna Sastry Memorial Gold Medal** will be awarded to the student who secures highest marks in MCA.
24. **Sri Vegunta Mohan Prasad Memorial Gold Medal** will be awarded to the student who secures highest marks in M.A. (English).
25. **Aryabhatta Gold Medal** will awarded to the student who secures highest marks in M.Sc. (Mathematics).
26. **Modesto Sisters International Fund, USA** sponsored by Sri Chalasani Dutt garu will be awarded to the student who secures highest marks in II MBA, II MCA and III MCA.

Half fee and full fee concessions are allowed to the students subject to the fulfillment of the conditions laid down by the Government of Andhra Pradesh. Further, the students can apply for the award of the following scholarships of the Government of India and the Government of Andhra Pradesh, subject to their fulfilling the conditions prescribed for them.

1. **A.P. Government EPP Scholarships:**
Eligibility: Students who belong to the economically backward classes and whose parent's or guardian's income does not exceed Rs.12,000/- per annum.
2. **A.P. Government State Merit Scholarships:**
Eligibility: Marks secured at the previous qualifying examinations irrespective of parent's income.
3. **A.P. Government Scholarships for the children of deceased Government servants** who died in service.
Eligibility: Students relating to the category.
4. **A.P. Government Scholarships to Children of Political Sufferers:**
Eligibility: Students relating to the category and whose parent's income including political sufferer's pensions does not exceed Rs.500/- per month.
5. **Government of India National Merit Scholarships:**
Eligibility: (a) Pass with 55% of marks at the Intermediate Examination. (b) Parent's income should not exceed Rs.500/- per month, excluding D.A.
6. **Government of India National Loan Scholarships:**

Eligibility: (a) Pass with 50% of marks in aggregate at the first attempt in the previous qualifying examination.(b) Parent's income should not exceed Rs.25,000/- per annum (excluding H.R.A.) standard deduction of 30% subject to a maximum of Rs.10,000/- is allowed.

7. **Government of India Post-Metric Scholarships for EPC/EBC/SC/BCST/PH/ Muslim Minority students:**

Eligibility: Students who belong to SC and ST and whose parent's or guardian's income does not exceed Rs.1,00,000/- p.a.

8. **Government of India Scholarships for Physically Challenged students:**

Eligibility: Students relating to the category.

9. **Government of India Scholarships for children of Ex-servicemen or Freedom Fighters.**

Eligibility: Students relating to the category.

10. **National Scholarships for the children of the Primary and Secondary School teachers.**

Eligibility: (a) Pass in I Class at the relevant Public examination with 60% marks.

(b) Parent's income should not exceed Rs.25,000/- p.a.(excluding HRA) standard deduction of 30% subject to a maximum of Rs.10,000/- is allowed.

11. **Award of Scholarships for the Orphans / Destitutes and Widowed students:**

Eligibility: Students who belong to the category.

12. **Hindi Scholarships for Non-Hindi Speaking States:**

Eligibility: (a) Pass with Hindi as II language. (b) Pass with 60% of marks in aggregate in the first attempt in the previous public examinations.

Further, International Development Fund for Higher Education, Detroit (USA) of Non-Resident Indians also grants scholarships to poor and meritorious students.

Note: Applications will be invited from eligible students for the award of the above scholarships by the Principal at the appropriate time.

FEE PAYMENT

Fee, as prescribed at the time of admission, shall be payable by every student on or before the date and time stipulated. The rates of fee are liable to be modified from time to time. Any amount once paid to the college at the time of admission is nonrefundable for any reason under any circumstances.

Further, any student, who cancels his/her admission after the admission process is over, shall forfeit the amount already paid and shall have to pay 50% of the balance of fee payable to the Institution had he/she continued in the college till the end of the course. In the event of cancellation of admission, original certificates will be returned only on payment of the said amounts as mentioned above.

Any student, who has not paid the fee on time or cleared any dues on account of fines or breakages or any other amounts due to the college for any reason within the date and time prescribed, shall forfeit his/her admission or readmission, if given, will be treated as fresh admission.

PROHIBITION OF RAGGING

Ragging within or outside any Educational institution is strictly prohibited.

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.

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 educational 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.

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 Subsection (1) shall be final.

ABETMENT

- (1) If the head or the manager of an educational institution fails or neglects to take action in the manner specified in subsection (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 fear or apprehension or threat or intimidation or outrage of modesty or injury to a student.
- ❖ Punishment for different types of Ragging:

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 offence 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.

	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 or fine up to 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, kidnapping or abducting or rape or committing unnatural offence	Imprisonment up to 5 years or fine up to Rs.10,000/-
5	Causing death or abetting suicide	Imprisonment up to 10 years or fine up to Rs.50,000/-

STAFF COMMITTEES FOR THE ACADEMIC YEAR 2018-'19

I. Disciplinary Committee

- | | |
|--|----------------|
| 1. Sri Ch. Venkateswarlu | Vice-President |
| 2. Sri J.L. Ram Prasad | Member |
| 3. Dr.N. Srinivasa Rao | Member |
| 4. Smt.G. Hephzibah | Member |
| 5. Dr. M. Madhu | Member |
| 6. Sri K. Vijay | Member |
| 7. Mr.B.V.Sai Ram, III BA, 150152 | Member |
| 8. Ms.U. Tejaswi, II B.Sc.(MSCa), 164383 | Member |

II. Poor Students Aid Fund Committee

- | | |
|---|----------------|
| 1. Sri Maruthi Rao | Vice-President |
| 2. Dr.S.B. Rajendra Prasad | Member |
| 3. Sri K. Narayana Rao | Member |
| 4. Sri D. Vijay Kumar | Member |
| 5. Mr.M. Ravi Teja, III B.Com Tax, 150552 | Member |
| 6. Ms.G .Hanvitha, II BA, 160102 | Member |

III. Magazine Committee

- | | |
|------------------------------------|----------------|
| 1. Dr. G. Srilatha | Vice-President |
| 2. Dr. K. Santha Kumari | Member |
| 3. Sri TNVSS Satya Dev | Member |
| 4. Sri S. Vijaya Krishna | Member |
| 5. Dr.Y. Purnachandra Rao | Member |
| 6. Sri K. Manmadha Rao | Member |
| 7. Sri K. Perachary | Member |
| 8. Smt.Ch. Anantha Sai Lakshmi | Member |
| 9. Mr.K. Sri Ram, III MSCa, 154328 | Member |
| 10. Mr.V. Gowrinadh, II BA, 160105 | Member |

IV. Calendar Committee

- | | |
|----------------------------|----------------|
| 1. Smt.G. Hephzibah | Vice-President |
| 2. Dr.K. Santha Kumari | Member |
| 3. Dr. Ch. Srinivasa Reddy | Member |
| 4. Sri K. Narayana Rao | Member |

V. Canteen Committee

1. Dr.P.T.S.R.K. Prasada Rao	Vice-President
2. Sri K. Sudhir	Member
3. Smt.M. Bhadraraja	Member
4. Sri S. Vijaya Krishna	Member
5. Sri K. Narayana Rao	Member
6. Sri Ch. Nagaiah Chowdary	Member
7. Mr.D. Manoj, III BZC, 151508	Member
8. Mr.B. Siva Krishna, II B.Com, 160218	Member

VI. Attendance Committee

1. Smt.R. Deepa	Vice-President
2. Smt.K. Sobhana	Member
3. Dr.R. Srinivasa Rao	Member
4. Smt.B. Kalpana	Member
5. Dr. Ch. Suryaprakasa Rao	Member
6. Sri ANVK Gopi Chand	Member
7. Sri S. Rajesh	Member
8. Dr. Ch. Srinivasa Reddy	Member
9. Sri P. Subhakar	Member
10. Sri Ch. Prasanna Kumar	Member
11. Sri VVK Dharmendra	Member
12. Sri K. Vijay	Member
13. Sri A.Balaji	Member
14. Ms.B. Anitha	Member
15. Mr.D. Sri Harsha, III BCA, 150740	Member
16. Mr.B. Bharath Kumar, II B.Com..(Hons), 160824	Member

VII. Literary Association Committee

1. Dr.Y. Vijayananda Raju	Vice-President
2. Dr.K. Santha Kumari	Member
3. Smt.R. Deepa	Member
4. Sri P. Subhakar	Member
5. Smt.B. Annie Sumalatha	Member
6. Mr.Hitesh Bhansali, III BBA, 150468	Member
7. Mr.M. Akhil, II B.Sc.(Hons.), 164416	Member

VIII. Tutor-ward scheme committee

1. Dr.S. Srinivasa Rao	Vice-President
2. Sri I.V. Venkateswara Rao	Member
3. Smt.G. Lalitha Madhavi	Member
4. Kum.T. Anuradha	Member
5. Sri G.Chakravarthy	Member
6. Sri K. Narayana Rao	Member
7. Smt.K. Kamala Priya	Member
8. Smt.M. Venkata Ramana	Member
9. Sri D. Vijay Kumar	Member
10. Mr.Ch.Vidya Charan, III B.Com(Hons) 150859	Member
11. Mr.K. Vibhav Sharma, II BZC, 161574	Member

IX. Grievance-Appeal Committee

1. Dr. N. Srinivasa Rao	Vice-President
2. Smt.S.P.V.N.D. Suneetha	Member
3. Smt. S. Siva Naga Lakshmi	Member
4. Dr. M. Madhu	Member
5. Sri K. Sridhar	Member
6. Sri K.S.V. Sambasiva Rao	Member
7. Smt.M. Sivaranjani	Member
8. Mr.R. Jeevan, III MECs, 154202	Member
9. Ms.T. Rajeswari, II B.Com.Tax, 160533	Member

X. Career Guidance and Counselling Committee

	1. Dr. K. Bhargavi	Vice-President
	2. Smt.V. Sailaja	Member
	3. Sri TNVSS Satya Dev	Member
	4. Sri K.V. Ramesh Chandra	Member
	5. Sri R. Gopi	Member
	6. Sri V.V.K. Dharmendra	Member
	7. Ms.S.Sravanthi, III BCA, 150753	Member
	8. Ms.J. Pravalli Geethika, II B.Com.(Hons) 160805	Member
XI.	Placement Committee	
	1. Sri K. Sridhar	Vice-President
	2. Dr.Md.S. Rahaman	Member
	3. Sri G. Chakravarthy	Member
	4. Sri K.V. Ramesh Chandra	Member
	5. Sri K.S.V. Sambasiva Rao	Member
	6. Smt.V. Bhanu Nareesha	Member
	7. Sri D. Vijay Kumar	Member
	8. Dr.K. Siva Prasad	Member
	9. Mr.S. Gopi Naga Sai, III MPCs, 151342	Member
	10. Mr.P.V.N. Ajay, II BBA, 160417	Member
XII.	Anti-Ragging Committee	
	1. Dr.R. Srinivsa Rao	Vice-President
	2. Smt.B. Kalpana	Member
	3. Dr.Y. Purnachandra Rao	Member
	4. Smt.M. Bhadrara	Member
	5. Sri B. Venugopala Rao	Member
	6. Mr.K. Manikanta, III B.Com.CA, 150901	Member
	7. Ms.V. Teja Sree, II BCA, 160774	Member
XIII.	Library Committee	
	1. Dr.J. Durga Prasad	Vice-President
	2. Smt.K. Priya	Member
	3. Sri K. Manmadha Rao	Member
	4. Sri K.V. Ramesh Chandra	Member
	5. Dr.Ch. Srinivasa Reddy	Member
	6. Smt.V. Jhansi Lakshmi	Member
	7. Mr.U. Kranthi Kumar, III BCom, 150253	Member
	8. Mr.SJR Sree Charan, II B.Sc.(Hons), 164404	Member
XIV.	Time-table Committee	
	1. Sri G. Chakravarthy	Vice-President
	2. Smt.Ch. Smitha Chowdary	Member
	3. Sri S. Vijaya Krishna	Member
	4. Sri P.S. Chakravarthy	Member
	5. Sri K.V. Ramesh Chandra	Member
	6. Sri V.V.K. Dharmendra	Member
	7. Kum. K.S.N. Pavani Lakshmi	Member
	8. Sri K. Sudhir	Member
XV.	In-house / Internal Examinations	
	1. Sri P. Babu Rao	Vice-President
	2. Dr. K. Bhargavi	Member
	3. Sri G. Chakravarthy	Member
	4. Sri Ch. Prasanna Kumar	Member
	5. Sri K. Vijay	Member
XVI.	Computers & Website Maintenance Committee	
	1. Sri V.V. Ramana	Vice-President
	2. Sri K. Sridhar	Member
	3. Sri K.S.V. Sambasiva Rao	Member
	4. Sri R. Gopi	Member
	5. Sri S. Rajesh	Member

6. Smt.Y.J.N. Lakshmi	Member
7. Sri EVVS Siva Kumar	Member
XVII. Purchases Advisory Committee	
1. Sri P. Babu Rao	Vice-President
2. Dr.B. Jaya Prakash	Member
3. Sri Ch. Venkateswarlu	Member
4. Smt.G. Hephzibah	Member
XVIII. Women Empowerment Committee	
1. Smt. M. Bhadrāja	Vice-President
2. Smt.R. Aruna	Member
3. Smt.A. Kavitha	Member
4. Smt.M. Venkata Ramana	Member
5. Smt. E. Suvarnanjali	Member
6. Smt.K. Kamala Priya	Member
7. Smt.V. Jhansi Lakshmi	Member
8. Ms. Bhavya Kella, III BBA, 150404	Member
9. Ms.G. Aparna Devi, II BZC, 161505	Member
XIX. Academic Audit Committee	
1. Smt.V. Sailaja	Vice-President
2. Sri Maruthi Rao	Member
3. Dr.J. Sunitha Rani	Member
XX. Student Welfare Committee	
1. Dr. M. Madhu	Vice-President
2. Dr.P.T.S.R.K. Prasada Rao	Member
3. Dr.Ch. Suryaprakasa Rao	Member
4. Sri P. Subhakar	Member
5. Sri Ch. Prasanna Kumar	Member
6. Sri E. Murali Krishna	Member
7. Smt.B. Annie Sumalatha	Member
8. Mr.Sk.Mubasheer Hussain, III B.Com,150259	Member
9. Mr.K. Shyam, II BCom, 160217	Member
XXI. Medical Inspection Committee	
1. Sri Ch. Venkateswarlu	Vice-President
2. Sri I.V. Venkateswara Rao	Member
3. Smt.V. Sailaja	Member
4. Dr. Ch. Srinivasa Reddy	Member
5. Sri D. Nikhil Rajesh	Member
6. Ms.G.R. Mrudula, III BZC, 151506	Member
7. Mr.P. Rajesh Gowd, II MPCs, 161357	Member
XXII. Faculty Forum	
1. Dr. M. Manoranjani	Vice-President
2. Smt.R. Deepa	Member
3. Sri D. Vijay Kumar	Member
4. Smt.M. Venkata Ramana	Member
XXIII. ICT & Office Automation Committee	
1. Sri T.S. Ravi Kiran	Vice-President
2. Sri V.V. Ramana	Member
3. Sri K. Sridhar	Member
4. Smt.M. Bhadrāja	Member
5. Sri K.S.V. Sambasiva Rao	Member
6. Sri K. Kamesh	Member
7. Mr.K. Nagendra, III MPCs, 151335	Member
8. Mr.D. Siva Ram, II BCA, 160733	Member
XXIV. Feedback Committee	
1. Dr.J. Suneetha Rani	Vice-President

2. Dr.J. Durga Prasad Member
3. Dr.P.T.S.R.K. Prasada Rao Member
4. Smt.K. Sobhana Member
5. Sri D. Nikhil Rajesh Member
6. Smt.V. Jhansi Lakshmi Member
7. Smt.V. Visalakshamma Member
8. Ms.G. Hima Bindu, III BA, 150115 Member
9. Mr.K. Sanjay Kumar, II B.Com,CA, 160925 Member

XXV. Research Promotion Committee

1. Dr. V. Lakshmi Prasannam Vice-President
2. Dr.M. Manoranjani Member
3. Dr. K. Bhargavi Member
4. Dr.Y. Vijayananda Raju Member
5. Dr.G. Srilatha Member
6. Dr. Ch. Srinivasa Reddy Member
7. Mr.G. Abhishek, III Tax, 150555 Member
8. Mr.Kiran Kumar, II MECS, 164277 Member

XXVI. Extra Curricular Activities Committee

1. Dr. N. Srinivasa Rao Vice-President
2. Dr.A. David Raju Member
3. Sri P. Subhakar Member
4. Smt.V. Sailaja Member
5. Dr. M. Madhu Member
6. Sri K. Manmadha Rao Member
7. Sri K. Vijay Member
8. Sri A. Venkatesh Member
9. Ms.A. Paavan Chander, III BCom.CA,150951 Member
10. Ms. Yoshitha Bala, II MECS, 164235 Member

XXVII. Dramatic & Cultural Committee

1. Dr.B. Jaya Prakash Vice-President
2. Sri Maruthi Rao Member
3. Sri K. Manmadha Rao Member
4. Smt.M. Sivaranjani Member
5. Smt.S. Kanaka Durga Member
6. Kum.K.S.N. Pavani Lakshmi Member
7. Smt.A. Kavitha Member
8. Smt.G. Lalitha Madhavi Member
9. Ms.V. Bhavani, III MECs, 154238 Member
10. Mr.Sk. Sharukh, II Bcom.CA, 160978 Member

XXVIII. Liaison Committee (UGC, KRU, CCE)

1. Dr.S.B. Rajendra Prasad Vice-President
2. Dr.B. Jaya Prakash Member
3. Smt.G. Hephzibah Member
4. Sri K.S.V. Sambasiva Rao Member
5. Sri B. Venugopala Rao Member

XXIX. Press & Public Relations Committee

1. Dr.Md.S. Rahaman Vice-President
2. Dr.N. Srinivasa Rao Member
3. Sri K. Sridhar Member
4. Sri R. Gopi Member
5. Smt.K. Vanisree Member

XXX. Sports Committee

1. Sri T.S. Ravi Kiran Vice-President
2. Dr.P.T.S.R.K. Prasada Rao Member
3. Smt.D. Seetha Kumari Member
4. Sri Maruthi Rao Member

5. Dr.Y. Vijayananda Raju	Member
6. Smt.M. Sivaranjani	Member
XXXI. Special Fee Advisory Committee	
1. Dr. Rajesh C Jampala	Vice-President
2. Smt.M. Tasneem	Member
3. Smt.V. Sailaja	Member
4. Dr. K. Bhargavi	Member
5. Smt. R. Deepa	Member
6. Sri Ch. Venkateswarlu	Member
7. Dr. N. Srinivasa Rao	Member
8. Dr. B. Jaya Prakash	Member
9. Dr. M. Manoranjani	Member
10. Sri T.S. Ravi Kiran	Member
11. Dr. G. Srilatha	Member
12. Sri G. Chakravarthy	Member
13. Sri K.S.V. Sambasiva Rao	Member
14. Dr. Ch. Srinivasa Reddy	Member
15. Smt. K. Vanisree	Member
16. Mr.K.Siva Kumar,III MPC, 151245	Member
17. Mr.V. Gowrinadh, II BA, 160105	Member

Executive Council of the College

Principal I/C	Dr.M. Ramesh
Director	Sri V. Babu Rao
Dean (Academics & Administration)	Prof.Rajesh C Jampala
Vice-Principal (Student Support Services)	Sri P. Babu Rao
Vice-Principal (Academic & Administration)	Dr.M. Manoranjani
Academic Officer	Dr.K.B hargavi
Controller of Examinations	Sri A. Vithal Rao
IQAC Coordinator	Dr. S.B. Rajendra Prasad
Placement Officer	Sri K. Sridhar
Office Superintendent	Sri Ch. Nagaiah Chowdary
NCC Officers	Dr.M. Madhu (R&V) Sri K. Vijay (Army) Sri A. Venkatesh (Navy) Smt.V. Rohini Kusuma (4 Andhra)
NSS Officers	Smt.V. Sailaja Sri P. Subhakar
PRO (Public Relation Officer)	Dr.N. Srinivasa Rao

Principal's Office

Principal I/C	Dr. M. Ramesh
Director	Sri V. Babu Rao
Office Superintendent I/C	Sri B. Venugopala Rao
Assistant Manager	Sri V.B. Raghunadh
Junior Assistant	Sri Ch. Nageswara Prasad
Junior Assistant	Sri G. Venkateswara Rao
Junior Programmer	Smt.T. Gayathri
Data Entry Operator	Sri M. Krishna Rao
Office Assistant	Sri M. Ramesh Babu
Office Assistant	Sri J. Sambasiva Rao
Accountant	Sri K. Naga Malleswara Rao
Clerk-cum-Data Entry Operator	Sri K. Hari Prasad

TEACHING STAFF

Department of English	
Dr.G. Srilatha, Associate Professor & HOD	
Dr.K. Santha Kumari, Assistant Professor & Dy.HOD	Smt.R .Deepa, Dy.HOD
	Dr.S. Srinivasa Rao, Lecturer
	Sri K.Perachary, Lecturer
	Smt.Ch. Anantha Sai Lakshmi, Lecturer
	Smt.R. Amrapali Ambedkar, Lecturer
	Smt.M. Rajani, Lecturer
Department of Telugu	
Dr.Y. Vijayananda Raju, HOD	
	Dr. Y. Purnachandra Rao, Lecturer
	Sri K. Manmadha Rao, Lecturer
Department of Hindi	
Sri Maruthi Rao, HOD	
Department of Botany	
Dr. Ch. Srinivasa Reddy, HOD	
	Sri D. Nikhil Rajesh, Lecturer
Department of Chemistry	
Dr. M. Manoranjani, Associate Professor & HOD and Vice-Principal	
Dr.M. David Raju, Associate Professor Dy. HOD	Smt. V. Sailaja, Dy. HOD
Sri TNVSS Satya Dev, Assistant Professor	Smt. G. Hephzibah, Lecturer
Dr.PTSRK Prasada Rao, Assistant Professor	Dr. M. Madhu, Lecturer
	Smt. V. Visalakshamma, Lecturer
Department of Commerce & Business Administration	
Dr. Rajesh C. Jampala, Professor & HOD and Dean (Academics & Administration)	
Business Administration	
Dr.B. Jaya Prakash, Associate Professor & Dy. HOD	Sri K.V. Ramesh Chandra, Dy. HOD
Dr.R. Srinivasa Rao, Associate Professor	Smt. B. Annie Sumalatha, Lecturer
Dr.S.B. Rajendra Prasad, Associate Professor	Sri K. Vijay, Lecturer
Dr.J. Durga Prasad, Senior Assistant Professor	
Dr.Md.S. Rahaman, Assistant Professor	Commerce
Smt.B. Kalpana, Assistant Professor	Sri K Narayana Rao, Dy. HOD
Kum. G. Lalitha Madhavi, Assistant Professor	Sri P. Subhakar, Lecturer
Kum. D. Sita Kumari, Assistant Professor	Sri Ch. Prasanna Kumar, Lecturer
	Sri V.V.K. Dharmendra, Lecturer
	Smt. E. Suvarnanjali, Lecturer
	Smt. M. Siva Ranjani, Lecturer
	Smt.S. Kanaka Durga, Lecturer
	Kum. K. Sri Lakshmi, Lecturer
	Dr. A.N.V. Durga Anupama, Lecturer

	Sri A. Gopala Krishna, Lecturer
	Smt. N. Naga Lakshmi, Lecturer
Department of Computer Science	
Sri T.S. Ravi Kiran, Assistant Professor & HOD	
Smt.K. Sobhana, Assistant Professor & Dy. HOD	Sri K. Sridhar, Dy. HOD
Smt.Ch. Smitha Chowdary, Assistant Professor	Smt. M. Bhadraraja, Lecturer
Kum. R. Aruna, Assistant Professor	Sri R. Gopi, Lecturer
Kum. K. Priya, Assistant Professor	Sri S. Rajesh, Lecturer
Kum. A. Kavitha, Assistant Professor	Sri A.N.V.K. Gopichand, Lecturer
Kum. S.P.V.N.D. Suneetha, Assistant Professor	Sri D. Vijaya Kumar, Lecturer
Sri V.V. Ramana, Systems Analyst	Smt. M. Suneela, Lecturer
	Smt. Y.J.N. Lakshmi, Lecturer
	Sri K. Sudhir, Lecturer
	Smt. V. Jhansi Lakshmi, Lecturer
	Smt. T. Malleswari, Lecturer
	Smt. N. Sravya, Lecturer
Department of Economics	
Dr. M. Ramesh, HOD	
	Dr. Ch. Suryaprakasa Rao, Lecturer
	Smt.Ch.V. Rohini Kusuma, Lecturer
Department of Electronics	
Sri K.S.V. Sambasiva Rao, HOD	
	Sri D. Srinivasa Reddy, Lecturer
	Sri M. Sai Chand, Lecturer
Department of Library Sciences	
Smt.K. Vanisree, Librarian	
Department of Mathematics	
Dr.V. Lakshmi Prasannam, Professor & HOD	
Sri IV Venkateswara Rao, Senior Assistant Professor & Dy. HOD	Sri P Babu Rao, Dy. HOD & Vice-Principal
Sri J.L. Ram Prasad, Assistant Professor	Sri P.S. Chakravarthy, Lecturer
Smt.T. Anuradha, Assistant Professor	Smt.M. Venkata Ramana, Lecturer
	Sri A. Venkatesh, Lecturer
	Kum.KSN Pavani Lakshmi, Lecturer
	Smt.K. Anupama, Lecturer
	Smt.S. Siva Naga Lakshmi, Lecturer
	Sri M. Srikanth, Lecturer
Department of Physics	
Dr. K. Bhargavi, HOD	
Smt.M. Tasneem, Assistant Professor & Dy. HOD	Dr.J. Suneetha Rani, Dy. HOD
Sri S Vijaya Krishna, Assistant Professor	Smt.K.Kamala Priya, Lecturer
Sri N Raja Sekhar, Assistant Professor	Sri G. Simhachalam, Lecturer
	Smt.B. Anitha, Lecturer
Department of Physical Education Sciences	
Dr.N. Srinivasa Rao, HOD	
Placements	
Sri K. Sridhar, Placement Officer	
	Smt. P.N. Sashi Kala, Lecturer
	Smt. V. Bhanu Naresha, Lecturer
Department of Statistics	
Sri G. Chakravarthi, HOD	
	Sri A Mohana Rao, Lecturer
	Sri E. Murali Krishna, Lecturer
	Sri A. Balaji, Lecturer
	Smt.B. Neeraja Seshasai, Lecturer
Department of Zoology	
Sri Ch. Venkateswarlu, HOD	
	Dr. K. Siva Prasad, Lecturer

NON-TEACHING STAFF

Sl.No.	Name	Designation
1	Sri A. Vithal Rao	Controller of Examinations
2	Dr. P.S. Gandhi Raju	Addl. Controller of Exams
3	Sri R. Sambhi Reddy	Addl. Controller of Exams
4	Sri B. Venu Gopala Rao	Superintendent I/C
5	Sri V.B. Raghunadh	Assistant Manager
6	Sri G. Prasad	Senior Assistant
7	Sri G. Kamesh	Programmer
8	Smt.T. Gayathri	Junior Programmer
9	Sri K. Naga Raju	Junior Programmer
10	Sri E.V.V.S. Siva Kumar	Junior Programmer
11	Ms.Y. Triveni	Junior Programmer
12	Sri.Ch. Nageswara Prasad	Junior Assistant
13	Sri G. Venkateswara rao	Junior Assistant
14	Sri M. Ramesh Babu	Office Assistant
15	Sri J. Sambasiva Rao	Office Assistant
16	Smt.J. Sri Lakshmi	Junior Assistant
17	Sri K. Naga Malleswara Rao	Accountant
18	Sri M. Krishna Rao	Data Entry Operator
19	Sri P.V.N. Deekshitulu	Data Entry Operator
20	Sri D. Vamsi Krishna	Data Entry Operator
21	Sri K. Hari Prasad	Clerk / Data Entry Operator
22	Sri G. Vajreswara Rao	Mechanic
23	Sri G. Sudhir Prakash	Lab-Technician
24	Sri L.T.V. Lathan	Technical Assistant
25	Sri B.V.B. Murali Krishna	Assistant Librarian
26	Sri N. Arun Suresh Kumar	Assistant Librarian
27	Sri Ch.V.B.K.R.K.V. Prasad	Store Keeper
28	Sri Y. Yedukondalu	Store Keeper
29	Sri V. Bhaskar Naik	Herbarium Keeper
30	Sri D. Yedukondalu	Record Assistant
31	Sri U. Venkateswarao	Record Assistant
32	Sri G. Koteswara Rao	Record Assistant
33	Sri P. Sai Ramudu	Lab Boy
34	Sri D. Basu	Lab Attender
35	Sri D. Srinivasa Rao	Lab Attender
36	Smt G. Kanaka Kumari	Attender
37	Sri G. Satyanarayana	Attender
38	Sri P. Prabhudas	Attender
39	Sri G. Venkateswara Rao	Attender
40	Sri V. Jashuva	Attender
41	Sri K.S.S. Sekhara Rao	Attender
42	Sri B.V.N. Raju	Attender
43	Sri Y. Sambasiva Rao	Attender

Sl.No.	Name	Designation
44	Sri D. Nageswara Rao	Attender-cum-Sweeper
45	Sri K. Sudarsan Rao	Attender
46	Sri K. Radha Srinu	Attender
47	Sri J. Sreenivasa Rao	Attender
48	Sri N. Narasimha Raju	Attender
49	Sri I. Giri Babu	Attender
50	Sri M. Hari Krishna	Attender
51	Smt.N. Lakshmi	Attender
52	Sri P. Srinviasa chakravarthy	Attender
53	Smt.G. Bhanu	Attender
54	Sri D. Durga Prasad	Games Attender
55	Sri B. Seshagiri	Attender
56	Sri A. Stalin	-do-
57	Sri B. Seeta Naik	Class-IV
58	Sri K. Prabhakara Rao	Watchman
59	Sri B. Ramana	Sweeper-cum-scavenger
60	Sri D. Appala Raju	Sweeper
61	Sri D.S.V. Durga Prasad	Contract staff
62	Sri J. Ramesh	Contract staff
63	Smt.Mary	Contract staff
64	Smt. Bhavani	Contract staff

TIME TABLE for ODD Semester

Day		I Hour	II Hour	III Hour	IV Hour	V Hour	VI Hour	VII Hour
I	Course Code							
	Lecturer							
II	Course Code							
	Lecturer							
III	Course Code							
	Lecturer							
IV	Course Code							
	Lecturer							
V	Course Code							
	Lecturer							
VI	Course Code							
	Lecturer							

TIME TABLE for EVEN Semester

Day		I Hour	II Hour	III Hour	IV Hour	V Hour	VI Hour	VII Hour
I	Course Code							
	Lecturer							
II	Course Code							
	Lecturer							
III	Course Code							
	Lecturer							
IV	Course Code							
	Lecturer							
V	Course Code							
	Lecturer							
VI	Course Code							
	Lecturer							

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2017-2018

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

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

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

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

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

FEBRUARY					
SUN		4	11	18	25
MON		5	12	19	26
TUE		6	13	20	27
WED		7	14	21	28
THU	1	8	15	22	
FRI	2	9	16	23	
SAT	3	10	17	24	

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

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

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

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

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

TEN COMMANDMENTS FOR STUDENTS

1. Keep your mind open. Listen to everyone, but always act upon your thoughts.
2. Don't procrastinate.
3. Demonstrate your attitude in the right place and at the right time.
4. Honour your college officer and lecturers.
5. You shall not kill all your consuming respect and loyalty to your lecturers.
6. Know that you and your lecturers are a team. Be a team player.
7. You shall not break rules and regulations of the college.
8. Don't let your pride come in the way of making friends.
9. Don't write in your notes what you don't understand.
10. If you have questions, ask them. If not, make some.