



PRR&VS GOVERNMENT COLLEGE

(Re-Accredited by NAAC with 'B' Grade)

Vidavalur - 524318

SPSR Nellore District, AP

<http://gdcvidavaluru.ac.in/>



ISO QUALITY MANUAL



Supported by
Commissionerate of Collegiate Education
Andhra Pradesh

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SECTION : COLLEGE

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Introduction

The Philanthropic gesture and generous donations of an area of 11.72 acres of land and Rs.2,00,000 in cash of the chief donors Mr. Ponnaluru Ramachandra Reddy and Ms. Venkata Subbamma resulted in the establishment of this Government College at Vidavalur on 8th July,1965 as composite college to cater to the higher educational needs of boys and girls belonging to the poorest of the poor and the downtrodden sections of the youth of this region. It is rightly named after the donors as “**Ponnaluru Ramachandra Reddy and Venkata Subbamma Government College**”, and is affiliated to Vikrama Simhapuri University, Nellore. At present, the institution is accredited with ‘B’ Grade by NAAC, Bangalore on 14th Sept. 2015.

Built in a sylvan atmosphere, P.R.R &V.S Govt. College is free from urban pollution. It is a boon to the students belonging to the marginalized sections of the district. Most of the students are first generation learners and hail from rural background, whose parents are largely illiterate.

Since its inception in 1965, the college has been exhibiting phenomenal growth and development in terms of academic as well as co-curricular aspects. While serving the educational needs of the students of socially, economically and academically poor background, this institution has genuinely attempted to contribute its optimum towards the noble cause. In a bid to impart quality education to the students, the highly learned faculty of this college has been sincerely extending services with unswerving commitment to the institution. The basic amenities required are effectively provided to

the students. Student centric and innovative teaching methodologies are being adopted successfully for the better teaching-learning experience.

With a pleasant environment and adequate learning ambience, this institution will definitely live up to the expectations and continue to strive for the welfare and development of the students. With regard to this, ISO certification will surely improve the prospects and prestige of the college.

This institution, living up to the expectations of all, has been persistently delivering the goods. The well qualified teachers are determined to impart quality education to the students. In both curricular and co-curricular activities our students have been faring exceptionally well at various levels and upholding the prestige of the institution. It is encouraging to know that the alumni of the College are well placed in either the courses of further studies or employment. On its part, the department of higher education, AP is also extending its support to the students by taking initiative of providing employment through the conduct of job recruitment drives in the College.

A V Ramana Rao
Principal (FAC)
PRR&VS Government College
Vidavalur

TITLE : LIST OF ABBREVIATIONS

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Abbreviation	Detailed Description
Asst. Prof.	Assistant Professor
Asso. Prof.	Associate Professor
B.A. (ESCA)	Bachelor of Arts (Economics, Statistics, Computer Applications)
B.A. (HEP)	Bachelor of Arts (History, Economics, Political Science)
B.Com.(CA)	Bachelor of Commerce (Computer Applications)
B.Sc.(B.Z.C.)	Bachelor of Science (Botany, Zoology, Chemistry)
B.Sc.(M.P.C.)	Bachelor of Science (Mathematics, Physics, Chemistry)
B.Sc.(M.P.Cs.)	Bachelor of Science (Mathematics, Physics, Computer Science)
B.Sc.(M.S.Cs.)	Bachelor of Science (Mathematics, Statistics, Computer Science)
CBCS	Choice Based Credit System
Ph.D.	Doctor of Philosophy
NCC	National Cadet Corps
NSS	National Service Scheme
DRC	District Resource Centre
CPDC	College Planning and Development Council
UGC	University Grants Commission
NAAC	National Assessment and Accreditation Council
NET	National Eligibility Test
APSLET	Andhra Pradesh State Level Eligibility Test

APSET	Andhra Pradesh State Eligibility Test
M. Phil.	Master of Philosophy
CBCS	Choice Based Credit System
MOOCS	Massive Open Online Courses
UG	Under Graduate
PG	Post Graduate
JKC	Jawahar Knowledge Centre
APCCE	Andhra Pradesh Commissionerate of Collegiate Education
CCE	Commissioner of Collegiate Education
RJD	Regional Joint Director
JD	Joint Director
VSU	Vikrama Simhapuri University
CPS	Contributory Pension Scheme
BOS	Board of Studies
RTI	Right to Information act
FC	Finance Committee
RUSA	Rastriya Uchatar Sikshya Abhiyan
HOD	Head of the Department
ICT	Integrated Computerized Technology
TC	Transfer Certificate
IQAC	Internal Quality Assurance cell
GPF	General Provident Fund
CSR	Corporate Social Responsibility

DST	Department of Science and Technology
ELL	English Language Lab
WEC	Women Empowerment Cell
APSSDC	Andhra Pradesh State Skill Development Corporation
ARPIT	Annual Refresher Programme in Teaching
NPTEL	National Programme on Technology Enhanced Learning
NOC	No Objection Certificate
TBR	Treasury Bill Register
DFCR	Daily Fee Collection Register

Activity	Name	Designation	Date
Prepared by	Dr. I S Chakrapani	Lecturer in Zoology	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

QUALITY POLICY OF THE INSTITUTION

PRR&VS Government College, Vidavalur believes that Quality in the institution in all aspects is not an accidental occurrence, but it is a product of continued efforts over a period of time by all the stakeholders in the learning process. The institution strives to create a consciousness of quality among the teachers, students, parents and local community by creating an academic ambience for acquiring knowledge and skills as a collective social pursuit rather than an isolated academic process. The inclusive learning opens up new outlooks for expanding learning resources from linkages with social and industrial organizations. The college endeavours to create benchmarks of quality continuously and achieve them with constant commitment. The knowledge and skills acquired by students should make them competent to take up individual, domestic and social challenges in order to become empowered growth engines of the nation. The institution makes continuous efforts to instill a sense of responsibility to make the students more sensible and sensitive in public life and to practice cherished values to create a better and humane society.

Vision

The prime vision of this institution is –

- To cater to the academic needs of the economically deprived, and socially down-trodden, emotionally dejected, disoriented and depressed and academically alienated (poverty-stricken) rural youth.
- To make them into self confident, purposeful, focused, and responsible citizens and knowledgeable man power with good character, comradeship, wisdom and self reliance with the motto ‘Niyatham Kuru Karmatvam Vidvanamrutha Iha Bhavathi.’

Mission

- Designing and developing a curriculum of effective implementation,
 - To infuse confidence in the social outcastes, to uplift their morale, to equip them academically with the challenges around,
 - To make them more employable, and
 - To bridge the yawning gaps between these rural under privileged and the fortunate urban folk in corporate college
- is the proclaimed mission of the institution.

Objectives of the Institution

- The vision and mission of the institution form the backdrop of the objectives stated below.
- To strive for setting high standards in teaching.
- To educate the students to be well equipped with multi-dimensional skills.
- To train the students to compete at the global level with thorough knowledge in their respective disciplines.
- To build self-confidence among the students with good communication skills.
- To make them better citizens with leadership qualities by giving training in moral values and professional ethics.

Values of the Institution

The institute envisages an overall intellectual and psychological development of the students and strives to create ambience with the teachers acting as facilitators. Sufficient support is provided to make the students confident, self reliant and positive in perspective. The college has been functioning with a lot more concentration and focus on their academic requirements.

Activity	Name	Designation	Date
Prepared by	Dr. I S Chakrapani	Lecturer in Zoology	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : COLLEGE PROFILE	
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S No	Particulars	
1	Year of Establishment	1965
2	NAAC grade	'B' Grade with 2.04 CGPA, 2015
3	UGC Status (2f/12(b) or both)	2 (f) and 12(B)
4	Autonomous status	Non- Autonomous
5	Implementation of CBCS pattern	2015
6	Total strength of the students	241
7	Land Area	11.72 acres
8	Playground Area in Acres	02 acres
9	No. of Teaching Staff	13+2+1=16
10	No. of Non-teaching Staff	8
11	No. of Departments	12
12	No. of Class Rooms	8
13	No. of Laboratories	5
14	No of Digital Classrooms	3
15	No of Virtual Classrooms	1
16	No of Seminar Halls	1

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TITLE : LIST OF DEPARTMENTS

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S No	Name of the Department
1	Department of English
2	Department of Telugu
3	Department of Economics
4	Department of History
5	Department of Political Science
6	Department of Computer Science
7	Department of Mathematics
8	Department of Physics
9	Department of Botany
10	Department of Zoology
11	Department of Chemistry
12	Department of Commerce

Activity	Name	Designation	Date
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TITLE : LIST OF POLICIES	
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Non-Discrimination Policy:

GDC does not discriminate on any legally documented basis, including but not limited to race, colour, religion, creed, gender, national origin, disability, ethnic background, genetic information, sexual orientation/gender identity as defined by law, age as defined by law, or military status, in the administration of its employment policies, educational policies, admissions policies, scholarships and load programs, and other College administered programs.

Timing Policy:

The college has framed the timings as 10.00am- 4.30pm.

Every period is of 50mts/45mts duration and the lunch break is of half an hour daily from 1pm to 1.30pm.

Attendance of all students, teaching & non- teaching staff members and principal is generated by Finger Print Attendance Recorder Machine (Biometric). There are three Finger Print Attendance Recorder machines, which record the attendance of the students and staff. All staff members and students are required to mark their attendance both in the morning when they enter into the college and evening when they leave the college premises.

Every hour Class room attendance is taken by concerned lecturer by using Integrated Attendance Management System (IAMS) app designed by Government of AP.

Staff should be available in the college premises during the entire period of college hours, on all working days.

Discipline Policy:

The disciplinary policy at college recognizes the relationship that students have with their individual teachers. Every effort is made by the teacher and student to work together to resolve any problem. There is no discrimination among staff and students in aspects of caste, creed, race and religion.

The students are instructed not to bring any cell phone in to the college premises.

Students use the chosen student bathrooms properly and help keep them clean and neat.

Students are advised to throw the sanitary napkins only in dust bins.

Creating a no plastic zone on the college campus.

Teaching / Non-teaching Staff are advised not to attend to any calls while in the Class Rooms / Laboratories / Library.

No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the College Notice Board, Walls, Doors, without the prior approval of the Head of the institution.

Holiday Policy:

The college follows the list of holidays decided by the Government of AP and Vacation as per the academic schedule announced by Vikrama Simhapuri University, Nellore, AP.

Infrastructure Development Policy:

The infrastructure development committee will monitor the required infrastructure in various class rooms.

Administration policy:

All written communication within the Institution will be in Telugu or English

All employees shall orally communicate either with each other or with students in English or Telugu language or the language understood by them.

All internal communication shall be printed or written in English or Telugu.

All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English language.

All staff members of this college are in WhatsApp group. Any information concerned to the college can be communicated through this group.

All students, teaching staff and principal are five another WhatsApp groups. Any information concerned to the students can be communicated through these groups.

The Employee shall at all times maintain strict confidentiality and secrecy in respect of all the Confidential Information that he/she may acquire or possess in any manner during the course of his/her employment with this college and he/she shall not either directly or indirectly use, reveal, copy, duplicate, reproduce, record, distribute, disclose, take photograph in premises of institute or allow to be divulged or disclosed such Confidential Information in whole or in part belonging to institute in any form viz. verbal, written, digital, print, electronic, physical etc. to any third party save and except for the purpose of his/her employment with this college by and under the instructions and after seeking written approval from authorized person of institute.

Leaves Policy:

The employees are entitled for the following types of leave:

- Casual Leave
- Earned Leave
- Medical Leave
- Maternity Leave
- Special Casual Leave
- Leave on Loss of Pay
- Paternity Leave
- Child care Leave
- Study Leave
- Sabbatical Leave
- Half Pay Leave
- Extraordinary Leave
- Surrender Leave
- Compensatory Casual Leave
- On Duty Leave
- Extra (5) casual leaves for women.
- The Leave Year shall be the Calendar Year (January – December).
- Leave will be strictly monitored and will be granted only if needed.
- Staff members who are unable to report to work due to exceptional / unforeseen circumstances must send a leave message or inform to the principal before 10.am. Leave

information will not be entertained after 10.00 a.m. and such absence will be treated as unauthorized.

Commitment Policy:

- The students and staff are committed to get 100% pass in their respective subjects and departments.
- Making sure that each student passing out of the institution leaves the campus with a job in his/her hands.

Research Policy:

The research policy of the college aims at creating and supporting a research culture among its teachers, staff and students and leverage it for enriching and enhancing the professional competence of the faculty members; for developing and promoting scientific temper and research aptitudes of all learners; for realizing the vision and mission of the college and for contributing to national development by establishing an institutional fund and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities. It also aims at ensuring that the research activities of the college conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

The Research Cell of the college shall be responsible for implementing this research policy of the college by working closely with the UGC. The specific roles and functions of the research cell will be as follows:

- Facilitate the faculty in undertaking research and will work with the college management to set up a research fund for providing seed money

- Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.
- Encourage and promote a research culture (eg. Teaching work load remission, opportunities for attending conferences etc.).
- Encourage the faculty to undertake research by collaborating with other research organizations/ industry.
- Create suitable procedures for giving due recognition for guiding research.
- Facilitate the establishment of specific research units/ centers by funding agencies / university.
- Organize workshops/ training programmes/ sensitization programmes are conducted by the institution to promote a research culture on campus.
- Prepare budgets for supporting students' research projects.
- Invite industry to use the research facilities of the college and sponsor research projects.
- Approach National and international organizations such as UGC, ICSSR, ICHR, ICPR, DST, DBT, UNESCO, UNICEF to fund major and minor research projects undertaken by the faculty / students.
- Make efforts to improve the availability of research infrastructure requirements to facilitate research.
- Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
- Facilitate Interdepartmental / interdisciplinary research projects.
- Institute research awards.

- Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
- Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
- Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
- Publicize the research expertise and consultancy capabilities available in the college.
- Facilitate the provision consultancy services to industries / Government / Non- Government organizations / community/ public.
- Prepare Rules & Guidelines for Grant of Research related leave and other remissions
- Prepare Guidelines for design and evaluation of curriculum oriented research projects
- Prepare a college research agenda with relative priorities. Prepare student projects (JIGNASA) every year thus by inculcating research into the minds of students.

Environment Policy:

Protection of health, safety and the prevention of pollution to the environment are primary goals of the Institute. The Institute will strive to develop and provide products and services that have no undue environmental impact and are safe in their intended use, efficient in their consumption of energy and natural resources and can be recycled, reused or disposed of safely.

Mobile phone policy:

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus. Realizing

the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

- a) Students are not permitted to use mobile phones within the campus.
- b) The mobile phones shall be kept in silent mode / off
- c) All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
- d) Students violating the above rules will be warned.
- e) Staff members are allowed to use mobile phones in their respective cabins.
- f) Staff members are allowed to use mobile phone in the classroom for the purpose of taking online attendance only

Formation of Committees Policy:

- This policy is framed by Head of the institution depending on the capability of the individual.

Grievances & Redressal Policy:

- The purpose of the Grievance Policy is to provide equitable and orderly processes to resolve grievances by staff and students.

Any grievance in the college is dealt very seriously and addressed at the earliest.

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Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : ASSESSMENT AND ACCREDITATION

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S. No.	Name of Criteria	Key Indicators
1	Curricular Activities	1.1 Curriculum Design and Development 1.2 Academic Flexibility 1.3 Curriculum Enrichment 1.4 Feedback System
2	Teaching-learning & Evaluation	2.1 Student Enrolment and Profile 2.2 Catering to Student Diversity 2.3 Teaching – Learning Process 2.4 Teacher Profile and Quality 2.5 Evaluation Process and Reforms 2.6 Student Performance and Learning Outcomes 2.7 Student Satisfaction Survey
3	Research, Innovation, Consultation & Extension	3.1 Promotion of Research and Facilities 3.2 Resource Mobilization for Research 3.3 Innovation Ecosystem 3.4 Research Publications and Awards 3.5 Consultancy 3.6 Extension Activities 3.7 Collaboration

4	Infrastructure & Learning Resources	4.1 Physical Facilities 4.2 Library as a Learning Resource 4.3 IT Infrastructure 4.4 Maintenance of Campus Infrastructure
5	Student Support & Progression	5.1 Student Support 5.2 Student Progression 5.3 Student Participation and Activities 5.4 Alumni Engagement
6	Governance, Leadership and Management	6.1 Institutional Vision and Leadership 6.2 Strategy Development and Deployment 6.3 Faculty Empowerment Strategies 6.4 Financial Management and Resource Mobilization 6.5 Internal Quality Assurance System (IQAS)
7	Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities 7.2 Best Practices 7.3 Institutional Distinctiveness

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TITLE : CORE ACTIVITIES	
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Curricular	Academi c	<p>The core activity in academics are</p> <ul style="list-style-type: none">• Admissions are done by APSAMS in all streams viz. B.A., B.Com., B.Sc.• Affiliation to Vikrama Simhapuri University, Nellore.• Preparation of Time Table for B.A., B.Com., B.Sc.is done separately.• Distribution of workload to all faculty members.• Forming of Group(B.A, B.Com, B.Sc. each subject annually(both Semesters)• Conducting theory classes and practical classes according to time table.• Conducting Co-curricular activities and extra-curricular activities.• Arranging Extension lectures in all subjects by subject experts.• Giving assignments to students in all papers.• Conducting seminars for students.• Certifying all practical records in all Science departments.
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Curricular	Academic	<p>For Science Faculty</p> <ul style="list-style-type: none"> • Yearly equipment purchase list is prepared by all departments. • Calling for tenders for purchase of equipment. • Preparing comparative statements and purchase orders. • After purchase entering the equipment list in stock registers (departmental) and submitting the bills to the concerned institute. • Yearly accounts audit is conducted for the equipment bought. • Head of the institution is the final authority to finalize every purchase.
Examinations		<ul style="list-style-type: none"> • Selecting a senior member as Convener for Examinations. • Team of Examinations will follow the instructions given by Vikrama Simhapuri University in conducting examinations. • As per the Vikrama Simhapuri University Examinations frame work, our pattern of Examination is Internal exams and external exams. <p>Internal Examination</p> <ul style="list-style-type: none"> • Two times internal exams, each for 15 marks, are conducted and the average of the two is taken into account. • 5 marks for assignments and 5 marks for seminar are allotted.

Co-Curricular		<ul style="list-style-type: none"> • Certificate Courses • Add-on Courses • Industrial Visits • Field trips • Research / Study projects • Quiz, Assignments • Group Discussions • Staff Training programs • Student subject Forums • Faculty Forums • Seminars/Workshops
Administrative		<ul style="list-style-type: none"> • Office • TC & Bonafide • Organizing Staff meetings
Developmental		<ul style="list-style-type: none"> • Infrastructure • Physical Facilities

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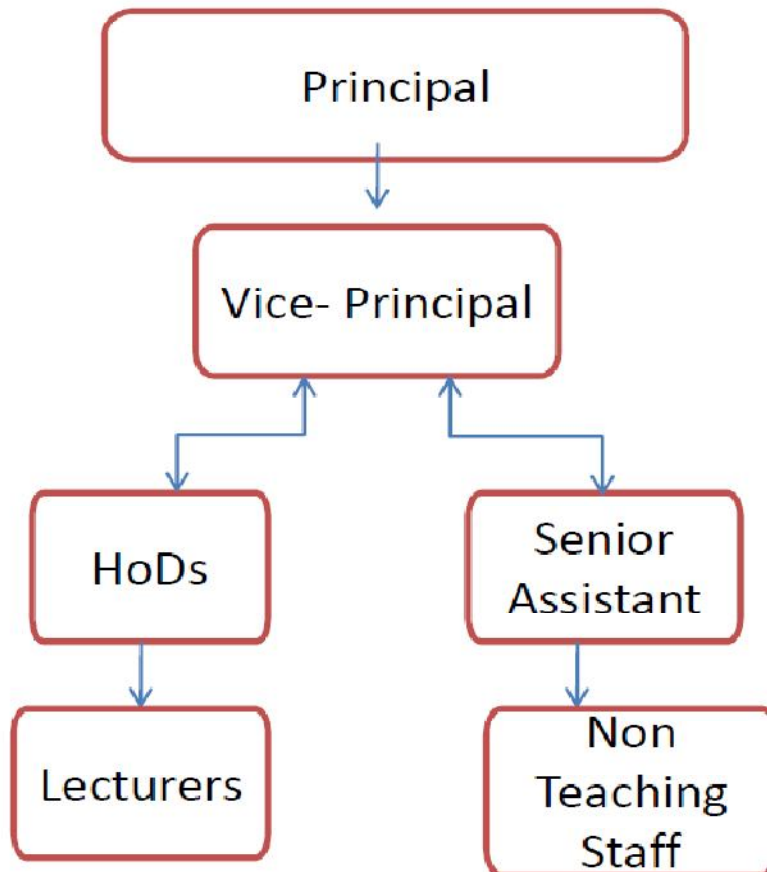
TITLE : ORGANISATIONAL CHART

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Activity	Name	Designation	Date
Prepared by	Sri M John Paul	Lecturer in Botany	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

ROLES AND RESPONSIBILITIES

TITLE : PRINCIPAL'S ROLE AND RESPONSIBILITIES
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Qualification:

- PG with 55%
- Ph.D. in Relevant Subject
- 15 years of Teaching Experience
- Must pass the Accounts Test for Executive Officers

Responsibilities:

The Principal is the academic and administrative head of the college. He will plan and supervise the execution of annual academic plans, co-curricular and extra-curricular activities, in consultation with the staff of the college. He will strive for the overall development of the college.

Administrative Functions:

- Sanction Casual Leave to Teaching Staff and Non Teaching Staff.
- Sanction increments to the teaching and nonteaching staff.
- Constitutes different committees for smooth functioning of the college.

Financial Functions (Powers):

- Temporary Advance from GPF: Sanction T.A. from GPF to Teaching Staff and Non-Teaching Staff.
- Reimbursement of tuition fee.

- To conduct Annual review of stocks and other assets of the institution as on 31st March every year.
- Medical Reimbursement: To sanction medical reimbursement to Gazetted Officers and Non Gazetted Officers.
- Distribution of Budget allotments: - To distributes Budget allotments to various departments of the college.
- Utilization of Special fee/ PD Funds:- To sanction expenditure and purchase of the Principal.
- DDO – Drawing and Disbursement of Salary to the staff.
- Reconciliation of Expenditure: Monthly reconciliation of all Plan and Non Plan expenditure with Treasury figures.
- Preparation of UGC Plan Proposal for a plan period.

Academic Functions (Powers):

- Supervision over students and maintenance of discipline in the college.
- Issue of TC and Conduct Certificate to the outgoing students.
- Ensuring regular curricular activities in all disciplines.
- Encouraging concerted academic endeavours to create learning ambience.
- Steering the research and innovation activities in the college.
- Arranging academic seminars/workshops in association with external agencies.

Activity	Name	Designation	Date
Prepared by	Sri M John Paul	Lecturer in Botany	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : VICE-PRINCIPAL'S ROLE AND RESPONSIBILITIES

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Qualification: Senior faculty

This is a non cadre post with no additional remuneration and administrative & financial powers of delegation. The nominating authority of Vice-Principal is the Principal of college concerned.

Responsibility

- The Purpose of this Vice-Principal post is to extend help to the Principal in the matters of Academic nature and to be the in charge of the college in the absence of Principal to handle day to day affairs.
- Helps set the agenda for monthly staff meetings and form committees for lecturers.
- Pursue DRC action plan and coordinate with all stake holders.
- Attends various administrative and academic meetings and represents College in the DRC meeting, scholarship meetings and Commissioner Meetings in the absence of Principal.
- Regularly meets with personnel, Students, Lecturers and parents and settles many issues.
- Looks after Overall College Discipline.
- Monitors Student attendance daily.
- Adjusts work to the other faculty members in the absence of other Lecturers.
- Speaks to students who are sent to the office for inappropriate behaviour and determines the consequence.
- Should sign T.C., Bonafide Certificate, Bus Passes, Verification of Scholarships, etc.
- To pursue and obtain information from the college/ other GDCs and prepare draft material and submit to the Principal / ID Principal for finalization.
- Assists principal in admission process.

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TITLE : ROLE AND RESPONSIBILITIES OF INCHARGE OF THE DEPARTMENT

SECTION : COLLEGE

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REVISION NO : 00

DATE: 09.09.2020

Qualification: Senior faculty

Responsibility

- This is a non cadre post with no additional remuneration.
- The Purpose of this post is to extend help to the Principal in the matters of Academic nature and handle day to day affairs in the department.
- The appointment authority is the Principal of concerned college.
- Authoritative to distribute the workload to individual teacher.
- Designing of curriculum and recommendation for introduction of new courses.
- Setting up of labs, in line with Vikrama Simhapuri University requirements.
- Nominating staff to attend training Program / Faculty Development Program (both internal and external).
- Recommending of equipment to be purchased.
- Screening of quotations and selection of suppliers for purchasing consumables.
- Redressal of department staff grievances.
- Procurement of books pertaining to the department.

Activity	Name	Designation	Date
Prepared by	Sri M John Paul	Lecturer in Botany	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : LECTURER'S (ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSOR) ROLE AND RESPONSIBILITIES

SECTION : COLLEGE

PAGE NO. 1 OF 1

REVISION NO : 00

DATE: 09.09.2020

Academic

PG with 55% in the relevant subject

NET/SET in the relevant Subject or Ph.D. in the relevant subject.

Responsibilities

- The Lecturer has the primary duty to disseminate knowledge in his /her subject to all students
- At the beginning of the academic year, the lecturer in-charge of the department should distribute syllabus to the members of the department, by convening the members of all staff members in the department.
- Taking into consideration the number of working days and periods available for each subject, the month-wise annual plan should be prepared for each lecturer in the department. Provision should be made for revision of the syllabus before the end of the academic year.
- The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbance or due to his/her own absence in the college, the syllabus should be completed by taking extra classes.
- The Lecturer should inform the students regarding the schedule coverage of syllabus.
- The lecturer-in-charge of the department should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he should discuss with the lecturer concerned and plan for completion of the backlog in the succeeding month.

Activity	Name	Designation	Date
Prepared by	Sri M John Paul	Lecturer in Botany	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : NCC OFFICER'S ROLE AND RESPONSIBILITIES

SECTION : COLLEGE

PAGE NO. 1 OF 1

REVISION NO : 00

DATE: 09.09.2020

Qualification: Any Lecturer having NCC Experience.

Responsibilities:

- Has to perform the duties as per the directions given by the Principal from time to time.
- Has to conduct NCC activities at Institution level in co-ordination with the Commanding Officer of NCC unit.
- Has to conduct NCC days, supervise parades on the occasion of Independence Day, Republic day and other functions with the NCC Cadets.
- Should provide security services through NCC Cadets whenever programmes are conducted at the institution.
- Should encourage / prepare the students to attend NCC Camps and also to participate in the examinations conducted like 'B', 'C' certificates which will ensure them to get into police or defence services.
- Should encourage the students to work in co-ordination with local police whenever they are asked to assist during any functions or processions or elections.
- Should encourage the students to participate in rehabilitation programmes like floods, earth quakes, any other natural calamities.

Activity	Name	Designation	Date
Prepared by	Sri P Vijaya Mahesh Kumar	Librarian	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : NSS PROGRAMME OFFICER'S ROLE AND RESPONSIBILITIES	
SECTION : COLLEGE	PAGE NO. 1 OF 1
REVISION NO : 00	DATE: 09.09.2020

Qualification: Any Lecturer

Responsibilities:

- Has to perform the duties as per the directions given by the Principal from time to time.
- Awareness shall be created in volunteer about the value of service and they should be treated properly to carry out the task assigned.
- To organize Programmer as per the guideline and direction from NSS Officer of Concerned University.
- To organize regular Programmers to be organized throughout the year for the maintenance of college campus, work in slums, general service Programmer like Blood donator activities to promote civil sense awareness programmer, Project works that empower weaker section of Community.
- To Conduct Special Camps in nearby rural areas.
- To take up the activities like laying of roads, repairing culverts, major irrigation projects, digging of wells, plantation of trees, improvement of sanitation and so on in special camp at adopt a Village.

Activity	Name	Designation	Date
Prepared by	Dr. A. Venkata Prasad	Lecturer in Economics	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : IQAC COORDINATOR'S ROLE AND RESPONSIBILITIES	
SECTION : COLLEGE	PAGE NO. 1 OF 1
REVISION NO : 00	DATE: 09.09.2020

Qualification: Senior faculty
<p>Responsibility</p> <ul style="list-style-type: none"> • Preparation and control of quality system documents. • Organizing training in quality system, ensuring that the employees understand the quality policy, objectives and working of the installed quality system. • Planning and implementation of internal quality audits. • Maintaining the quality system & reporting on its functioning; implementation of all corrective and preventive actions. • Liaison with the external agencies/bodies on matters related to quality system. • Maintenance of Records of the operative Quality System and its constituent documents. • Holding Review Meetings and updating the Quality System. • Coordination all Quality initiatives such as NAAC, QMS ranking etc. on behalf of the college. • Feedback collection from students and other stakeholders and its analysis.

Activity	Name	Designation	Date
Prepared by	Dr. I S Chakrapani	Lecturer in Zoology	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : SENIOR ASSISTANT'S ROLE AND RESPONSIBILITIES	
SECTION : COLLEGE	PAGE NO. 1 OF 1
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Qualification:

Any Degree

Accounts Test

Responsibilities

- Be accountable to the Principal.
- Should monitor the movement of files going to the Officers / Principals and coming back from them.
- Should guide the Officers / Principal with correct and latest rule position on the subject and assist them in taking correct decision.
- Should assign current numbers to each and every paper received by him/her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the assistants concerned.
- Should see that the assistants, working under him/her are maintaining personal registers properly and strictly in accordance with the laid down procedures and also records are updated.
- Should also supervise the Service Registers, Leave accounts of the staff working in the college and guide the Principal in proper disposal of the issues.
- Should assist the Principal in the preparation of the budget and also in spending the budget allotted to the college strictly in accordance with the rules in vogue.

- Should guide the Principal in the operation of the Government budget, special fee collection and the funds / grants received from any other agency. He/ She will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.
- Should supervise the maintenance of all records pertaining to accounts, stocks, cash books, etc., and attend to the inspection parties and audit parties visiting the college and help the Principal in answering the audit objections.
- Should also maintain the Register of Audit objections and help the Principal interviewing them every month and sending the replies to the Commissioner.
- Should monitor the reconciliation of accounts from the treasury and the banks.

Activity	Name	Designation	Date
Prepared by	Dr. I S Chakrapani	Lecturer in Zoology	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : STORE KEEPER'S ROLE AND RESPONSIBILITIES

SECTION : COLLEGE

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REVISION NO : 00

DATE: 09.09.2020

Administration

Any Degree

- To receive the materials supplied by the vendor as per the purchase order placed by the Purchase Department.
- To check the materials thoroughly for quality, quantity, specification condition, condition etc.
- To categorize the materials category wise and stock in the appropriate locations.
- To take appropriate action for care and preservation of the materials.
- Periodical stock verification and ensure correctness of stock at all times.
- To take safety measure for the ensuring safety of store house, materials and men working in store.
- To maintain the neatness and tidiness of store house.
- To issue materials to the departments as per the indents.
- To issue materials to departments as per the schedule.
- To pass the bills of the materials received from vendor and send it to Accounts department for payment.
- To carry out periodical condemnation board for the unserviceable materials.
- To take action for disposal of scraps materials as per the procedure.
- To maintain all the documents up to date.

Activity	Name	Designation	Date
Prepared by	Dr. I S Chakrapani	Lecturer in Zoology	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : RECORD ASSISTANT'S (LAB) ROLE AND RESPONSIBILITIES

SECTION : COLLEGE

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REVISION NO : 00

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Administration
10th Class**Responsibilities:**

- To maintain the Stock Register and Consumable Registers.
- To find out the requirements for consumables for the laboratory and procure the same, before the start of every semester.
- To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- To organize the laboratory for oral and practical examinations.
- To hold those responsible for any breakage / loss etc. and recover costs.
- To ensure the cleanliness of the lab and switch off all equipment after use.
- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- The Lab Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute.
- All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.

Activity	Name	Designation	Date
Prepared by	Dr. I S Chakrapani	Lecturer in Zoology	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : LIST OF RECORDS MAINTAINED BY OFFICE AND OTHERS

SECTION : COLLEGE

PAGE NO. 1 OF 2

REVISION NO : 00

DATE: 09.09.2020

S. No.	Name of the Record	Maintained by	Remarks
1	Inward & Outward Register	Record Asst	
2	Staff Service Records 1. Service Registers 2. Personal Files of Employees	Senior Asst	
3	Stock Register of Stationery	Store Keeper	
4	Stock Register of Furniture	Store Keeper	
5	Special Fee Register	Senior Asst	
6	Restructured Course Fee Register	Senior Asst	
7	Scholarships Register	Store Keeper	
8	Admissions Register	Record Asst	
9	Treasury Bill Register (TBR)	Senior Asst	
10	Cash Book	Senior Asst	
11	TC & Bonafide Certificate Books	Record Asst	
12	Special Fee Register	Senior Asst	
13	Staff Attendance Registers	Record Asst	
14	C.L. Register	Record Asst	
15	Medical Reimbursement Claims File	Senior Asst	
16	Increment Watch Register	Senior Asst	
17	State Budget Register	Senior Asst	

18	Postal Account Register	Record Asst	
19	RTI File	Senior Asst	
20	Stationery Issue Register	Store Keeper	
21	Daily Fee Collection Register	Record Asst	
22	Caution Money Deposit Register	Record Asst	
23	Students Marks Registers	Record Asst	
24	Land and building Records	Senior Asst	
25	Pay Bill Register	Senior Asst	
26	Cheque books	Senior Asst	
27	Consolidated Purchase File	Senior Asst	
28	Cadre Strength / Scale File	Senior Asst	
29	Staff Order Register	Senior Asst	
30	Sports stock register	Physical Director i/c	
31	Library accession	Library staff	
32	NSS	NSS Coordinator	
33	Equipment	Record Asst at Science Laboratory	
34	Placement Register	JKC Coordinator	
35	Alumni Register	Alumni Coordinator	

Activity	Name	Designation	Date
Prepared by	Dr. I S Chakrapani	Lecturer in Zoology	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : LIST OF ACADEMIC RECORDS MAINTAINED BY INDIVIDUAL DEPARTMENTS

SECTION : COLLEGE

PAGE NO. 1 OF 1

REVISION NO : 00

DATE: 09.09.2020

S. No.	Name of the Record	Maintained by	Remarks
1	Syllabus	Department In charge	
2	Semester wise curriculum plan	Lecturer	
3	Teaching Diary	Lecturer	
4	Teaching notes	Lecturer	
5	Use of ICT in teaching and learning	Lecturer	
6	Student seminars	Lecturer	
7	Students study projects	Lecturer	
8	Profile of the Teacher	Lecturer	
9	Research Publications/ Paper presentations at seminars/workshops	Lecturer	
10	Involvement in activities related to community service	Lecturer	
11	Counseling of students as mentor	Lecturer	
12	Remedial coaching	Lecturer	
13	Bridge course for 1 st year students	Lecturer	
14	Institutional Committees	Lecturer	
15	Best Practices	Lecturer	

16	Assignments	Lecturer	
17	Subject wise results	Lecturer	
18	Certificate courses register	Lecturer	
19	Departmental Library	Lecturer	
20	Stock register	Lecturer	

Activity	Name	Designation	Date
Prepared by	Dr. I S Chakrapani	Lecturer in Zoology	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : CHECKLIST FOR IMPLEMENTATION

SECTION : COLLEGE

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REVISION NO : 00

DATE: 09.09.2020

What	When	Who
Bio-Metric Attendance (BMA) of staff & students	Daily	Biometric incharge / Principal
Staff Records	Monthly	Department incharge & Principal
Marks Registers	Once in a semester	Department incharge & Principal
Updating of SR's of Staff	Once in a month	Senior Assistant and Principal
Proceeding letter for release of annual increments to staff members	Once in a year	Principal
Stock Verification	Once in a year	Committees by Principal

Activity	Name	Designation	Date
Prepared by	Dr. I S Chakrapani	Lecturer in Zoology	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : LIST OF IMPROVEMENTS

SECTION : COLLEGE

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REVISION NO : 00

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Academic	<ul style="list-style-type: none">• To Achieve 100% pass percentage in each subject and in every grade• To increase internships in the subjects.• To arrange field visits to all students.• To arrange Educational tours for all the students• To increase admissions• To arrange study hours in the evening 3 P.M to 5 P.M
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Activity	Name	Designation	Date
Prepared by	Dr. I S Chakrapani	Lecturer in Zoology	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : INFRASTRUCTURE FACILITIES

SECTION : COLLEGE

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- Classrooms
- Vast Campus
- Well Equipped Basic Science and Computer Laboratories
- Jawahar Knowledge Center.
- Digital Class rooms
- Virtual Class room
- Seminar Hall
- Skill based Learning
- Ladies Rest Room
- Sports Room

Activity	Name	Designation	Date
Prepared by	Sri M John Paul	Lecturer in Botany	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : COMMITTEES

SECTION : COLLEGE

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STAFF COUNCIL

1	Sri A.V. Ramana Rao, Lecturer in Physics & Principal (FAC)	Chairman
2	Dr. V. Sri Rama Murthy, Lecturer in English & Incharge of Telugu	Convener
3	Dr A. Venkata Prasad, Lecturer in Economics & Political Science	Member
4	Sri K. Bala Koteswar Rao, Lecturer in Mathematics	Member
5	Dr D. Sujatha, Lecturer in Zoology	Member
6	Sri M. John Paul, Lecturer in Botany	Member
7	Dr. V. Reddi Rani, Lecturer in Chemistry	Member
8	Sri G. Krishna Vasudeva Rao, Lecturer in Computer Science	Member
9	Sri P Surendra Babu, Lecturer in Commerce	Member
10	Sri M V Ramana Rao, Lecturer in History	Member
11	Sri P. Vijaya Mahesh Kumar, Librarian	Member

DISTRICT RESOURCE COMMITTEE:

1	Dr A. Venkata Prasad, Lecturer in Economics	Convener
2	Sri M V Ramana Rao, Lecturer in History	Co-convener
3	Dr. V. Reddi Rani, Lecturer in Chemistry	Member
4	Smt N. Sridevi, Lecturer in Telugu	Member

SPECIAL FEE COMMITTEE:

1	Sri K. Bala Koteswar Rao, Lecturer in Mathematics	Convener
2	Dr A. Venkata Prasad, Lecturer in Economics	Co-convener
3	Dr. V. Sri Rama Murthy, Lecturer in English	Member
4	Sri M. John Paul, Lecturer in Botany	Member
5	Sri S. Vinay Kumar, Record Assistant	Member
6	B Gourisankar, III B.Sc (MPC)	Member
7	T Srinivasulu, III B.Sc (MPCs)	Member
8	V. Prem Kishore II B.A (CA)	Member

CENTRAL PURCHASING COMMITTEE:

1	Sri P Surendra Babu, Lecturer in Commerce	Convener
2	Sri P.S. Sridhar Sarma, Lecturer in Physics	Co-convener
3	Sri M. John Paul, Lecturer in Botany	Member
4	Sri P. Vijaya Mahesh Kumar, Librarian	Member
5	Sri G. Krishna Vasudeva Rao, Lecturer in Computer Science	Member
6	Sri S. Vinay Kumar, Record Assistant	Member

ADDITIONAL SPECIAL FEE COMMITTEE:

1	Dr. V. Sri Rama Murthy, Lecturer in English	Convener
2	Sri K. Bala Koteswara Rao, Lecturer in Mathematics	Co-convener
3	Sri M. John Paul, Lecturer in Botany	Member
4	Sri P.S. Sridhar Sarma, Lecturer in Physics	Member
5	Sri S. Vinay Kumar, Record Assistant	Member
6	B Venugopal, III B.Com (CA)	Member
7	J Vasanthi III BSc (BZC)	Member
8	T. Vani, III BA (CA)	Member

RED RIBBON CLUB & RED CROSS:

1	Dr D. Sujatha, Lecturer in Zoology	Convener
2	Dr A. Venkata Prasad, Lecturer in Economics	Co-convener
3	Smt V.Samatha, Lecturer in Computer Science I	Member
4	Sri P. Vijaya Mahesh Kumar, Librarian	Member
5	V. Prem Kishore, II BA (CA)	Member
6	P Nisha, III BSc (BZC)	Member

INTERNAL QUALITY ASSURANCE CELL (IQAC) & NIRF:

1	Dr I.S. Chakrapani, Lecturer in Zoology	Convener/Co-ordinator
2	Dr A.Venkata Prasad, Lecturer in Economics	Co-convener
3	Dr. V. Sri Rama Murthy, Lecturer in English	Member
4	Sri P.S. Sridhara Sarma, Lecturer in Physics	Member
5	Sri M. John Paul, Lecturer in Botany	Member
6	Dr. D. Sujatha, Lecturer in Zoology	Member
7	Sri G Krishna Vasudeva Rao, Lecturer in Computer Science	Member
8	Dr. V. Reddi Rani, Lecturer in Chemistry	Member
9	Sri K. Bala Koteswara Rao, Lecturer in Mathematics	Member
10	Sri P Surendra Babu, Lecturer in Commerce	Member
11	Sri M V Ramana Rao, Lecturer in History	Member
12	Sri P. Vijaya Mahesh Kumar, Librarian	Member
13	Smt V.Samatha, Lecturer in Computer Science	Member
14	Smt M Anuradha, Senior Assistant	Member

ECO-CLUB:

1	Sri M. John Paul, Lecturer in Botany	Convener
2	Dr D. Sujatha, Lecturer in Zoology	Co-convener
3	Dr. V. Reddi Rani, Lecturer in Chemistry	Member
4	Sri P. Vijaya Mahesh Kumar, Librarian	Member

CONSUMER-CLUB:

1	Sri P. Surendra Babu, Lecturer in Commerce	Convener
2	Sri K. Bala Koteswar Rao, Lecturer in Mathematics	Co-convener
3	Dr A. Venkata Prasad, Lecturer in Economics	Member
4	Sri G. Krishna Vasudeva Rao, Lecturer in Computer Science	Member

WOMEN EMPOWERMENT CELL:

1	Dr D. Sujatha, Lecturer in Zoology	Convener
2	Dr. V. Reddi Rani, Lecturer in Chemistry	Co-convener
3	Smt V. Samatha, Lecturer in Computer Science	Member
4	Smt N. Sridevi, Lecturer in Telugu	Member
5	Smt M. Anuradha, Senior Assistant	Member
6	V. Sowmya, II BSc (BZC)	Member
7	T. Vani, II BA (CA)	Member

GRIEVANCE REDRESSAL COMMITTEE:

1	Sri M V Ramana Rao, Lecturer in History	Convener
2	Sri K. Bala Koteswar Rao, Lecturer in Mathematics	Co-convener
3	Dr. A. Venkata Prasad, Lecturer in Economics	Member
4	Sri G. Krishna Vasudeva Rao, Lecturer in Computer Science	Member

EXAMINATION COMMITTEE:

1	Sri P.S. Sridhara Sarma, Lecturer in Physics	Convener
2	Dr. A. Venkata Prasad, Lecturer in Economics	Co-convener
3	Sri P Surendra Babu, Lecturer in Commerce	Member
4	Sri M V Ramana Rao, Lecturer in History	Member
5	Sri S. Vinay Kumar, Record Assistant	Member

TIME TABLE AND WORK LOAD COMMITTEE:

1	Sri K. Balakoteswar Rao, Lecturer in Mathematics	Convener
2	Dr. V. Sri Rama Murthy, Lecturer in English	Co-convener
3	Dr A. Venkata Prasad, Lecturer in Economics	Member
4	Sri G. Krishna Vasudeva Rao, Lecturer in Computer Science	Member

LIBRARY COMMITTEE:

1	Sri P. Vijaya Mahesh Kumar, Librarian	Convener
2	Sri M. John Paul, Lecturer in Botany	Co-convener
3	Dr D. Sujatha, Lecturer in Zoology	Member
4	Sri K. David, Record Asst.	Member
5	Sri S. Vinay Kumar, Record Assistant	Member

UGC COMMITTEE:

1	Dr. V. Sri Rama Murthy, Lecturer in English	Convener
2	Sri A. Venkata Prasad, Lecturer in Economics	Co-convener
3	Sri M. John Paul, Lecturer in Botany	Member
4	Dr. I.S. Chakrapani, Lecturer in Zoology	Member
5	Dr D. Sujatha, Lecturer in Zoology	Member
6	Sri P. Vijaya Mahesh Kumar, Librarian	Member
7	Smt. M. Anuradha, Senior Assistant	Member

SPORTS & GAMES:

1	Sri P. Vijaya Mahesh Kumar, Librarian	Convener
2	Sri P Surendra Babu, Lecturer in Commerce	Co-convener
3	Sri G. Krishna Vasudeva Rao, Lecturer in Computer Science	Member
4	Smt. V.Samatha, Lecturer in Computer Science	Member
5	N Anil Kumar, III BSc (MPCs)	Member
6	P Hemanth, II Bcom (CA)	Member
7	T Srinivasulu, III BSC (MSCs)	Member

CULTURAL & LITERARY COMMITTEE:

1	Sri M. John Paul, Lecturer in Botany	Convener
2	Sri M V Ramana Rao, Lecturer in History	Co-convener
3	Dr. RVS Prasad, Reader in Statistics	Member
4	Sri P. Vijaya Mahesh Kumar, Librarian	Member
5	Smt N. Sridevi, Lecturer in Telugu I	Member

NATIONAL SERVICE SCHEME (NSS) & CLEAN & GREEN COMMITTEE:

1	Sri A. Venkata Prasad, Lecturer in Economics	Convener
2	Sri M. John Paul, Lecturer in Botany	Co-convener
3	Sri P. Vijaya Mahesh Kumar, Librarian	Member
4	Sri P.S.S. Sarma, Lecturer in Physics	Member
5	Sri M V Ramana Rao, Lecturer in History	Member

NATIONAL CADET CORPS (NCC) COMMITTEE:

1	Sri P. Vijaya Mahesh Kumar, Librarian	Convener
2	Sri K. Balakoteswar Rao, Lecture in Mathematics	Co-convener
3	Sri M. John Paul, Lecturer in Botany	Member
4	Sri P Surendra Babu, Lecturer in Commerce	Member

CAREER GUIDANCE COMMITTEE:

1	Sri M V Ramana Rao, Lecturer in History	Convener
2	Sri A. Venkata Prasad, Lecturer in Economics	Co-convener
3	Dr. V. Sri Rama Murthy, Lecturer in English	Member
4	Dr. I.S. Chakrapani, Lecturer in Zoology	Member
5	Sri P.S. Sridhara Sarma, Lecturer in Physics	Member

JKC AND PLACEMENT CELL:

1	Dr. V. Sri Rama Murthy, Lecturer in English	Convener
2	Dr A. Venkata Prasad, Lecturer in Economics	Co-convener
3	Dr. I.S. Chakrapani, Lecturer in Zoology	Member
4	Sri P.S. Sridhara Sarma, Lecturer in Physics	Member
5	Sri K. Balakoteswar Rao, Lecture in Mathematics	Member

DIGITAL CLASS, SOLAR POWER, VIRTUAL CLASS, MANA TV, RO PLANT & WEBSITE COMMITTEE:

1	Sri P.S. Sridhara Sarma, Lecturer in Physics	Convener, Solar Power & Digital Class-II (Zoology Room)
2	Dr. V. Reddi Rani, Lecturer in Chemistry	Convener (Virtual Class & MANA TV)
3	Dr. V. Sri Rama Murthy, Lecturer in English	Convener (RO Plant)
4	Mr. G Krishna Vasudeva Rao, Lecturer in Comp. Science	Convener, Website & Digital Class-I (Computer Lab)
5	Sri P Surendra Babu, Lecturer in Commerce	Convener, Digital Class – III (B Com Class Room)

SCHOLARSHIP COMMITTEE:

1	Sri M V Ramana Rao, Lecturer in History	Convener
2	Sri M. John Paul, Lecturer in Botany	Co-convener
3	Mr. G Krishna Vasudeva Rao, Lecturer in Comp. Science	Member
4	Sri P Surendra Babu, Lecturer in Commerce	Member
5	Smt V. Samatha, Lecturer in Computer Science I	Member
6	Mrs. M. Anuradha, Senior Assistant	Member
7	Sri S. Vinay Kumar, Record Assistant	Member

RESEARCH COMMITTEE:

1	Dr. I.S. Chakrapani, Lecturer in Zoology	Convener
2	Dr. V. Sri Rama Murthy, Lecturer in English	Co-convener
3	Dr. RVS Prasad, Reader in Statistics	Member
4	Dr. V. Reddi Rani, Lecturer in Chemistry	Member
5	Sri A.V.Ramana Rao, Lecturer in Physics	Member

FACULTY FORUM:

1	Dr. RVS Prasad, Reader in Statistics	Convener
2	Sri K. Balakoteswar Rao, Lecture in Mathematics	Member
3	Sri M. John Paul, Lecturer in Botany	Member
4	Dr A. Venkata Prasad, Lecturer in Economics	Member

DISCIPLINE COMMITTEE:

1	Sri M. John Paul, Lecturer in Botany	Convener
2	Sri P Surendra Babu, Lecturer in Commerce	Co-convener
3	Sri K. Balakoteswar Rao, Lecturer in Mathematics	Member
4	Sri P. Vijaya Mahesh Kumar, Librarian	Member
5	Dr A. Venkata Prasad, Lecturer in Economics	Member
6	Dr D. Sujatha, Lecturer in Zoology	Member
7	Sri M V Ramana Rao, Lecturer in History	Member
8	Smt V.Samatha, Lecturer in Computer Science I	Member

ANTI-RAGGING COMMITTEE:

1	Sri M. John Paul, Lecturer in Botany	Convener
2	Dr D. Sujatha, Lecturer in Zoology	Co-convener
3	Sri A. Venkata Prasad, Lecturer in Economics	Member
4	Sri P. Vijaya Mahesh Kumar, Librarian	Member
5	Smt V.Samatha, Lecturer in Computer Science I	Member
6	M Vijayamohan, III B.Sc (BZC)	Member
7	V. Premkishore, II BA (HEP)	Member
8	J Vasanthi II BSc (BZC)	Member
9	Anuja, III BSC (MPC)	Member

FURNITURE COMMITTEE:

1	Sri K. Balakoteswar Rao, Lecture in Mathematics	Convener
2	Dr A. Venkata Prasad, Lecturer in Economics	Co-convener
3	Mr. G Krishna Vasudeva Rao, Lecturer in Computer Science	Member
4	Mrs. M. Anuradha, Senior Assistant	Member
5	Sri K. David, Record Asst.	Member

E-OFFICE / NIC COMMITTEE

1	Dr A. Venkata Prasad, Lecturer in Economics	Convener
2	Dr. V. Sri Rama Murthy, Lecturer in English	Co-convener
3	Mr. G Krishna Vasudeva Rao, Lecturer in Computer Science	Member
4	Mrs. M. Anuradha, Senior Assistant	Member
5	Sri S. Vinay Kumar, Record Assistant	

HOSTEL COMMITTEE:

1	Mr. G Krishna Vasudeva Rao, Lecturer in Computer Science	Convener & Dy. Warden
2	Sri P Surendra Babu, Lecturer in Commerce	Co-convener
3	Dr. A. Venkata Prasad, Lecturer in Economics	Member
4	Sri M. John Paul, Lecturer in Botany	Member
5	Sri M V Ramana Rao, Lecturer in History	Member
6	Sri K. Balakoteswara Rao, Lecturer in Mathematics	Member
7	Sri P. Vijaya Mahesh, Librarian	Member
8	Dr. RVS Prasad, Reader in Statistics	Member
9	Sri S. Vinay Kumar, Record Assistant	Member

ATTENDANCE REGISTER MAINTENANCE & CONSOLIDATION COMMITTEE:

1	Dr D. Sujatha, Lecturer in Zoology	Convener
2	Sri K. Balakoteswar Rao, Lecturer in Mathematics	Co-convener
3	Dr. RVS Prasad, Reader in Statistics	Member
4	Smt V.Samatha, Lecturer in Computer Science I	Member
5	Smt N. Sridevi, Lecturer in Telugu I	Member

CLASSWORK ADJUSTMENT COMMITTEE:

1	Dr. A. Venkata Prasad, Lecturer in Economics	Convener
2	Sri P Surendra Babu, Lecturer in Commerce	Co-convener
3	Dr .D. Sujatha, Lecturer in Zoology	Member
4	Dr. V. Sri Rama Murthy, Lecturer in English	Member
5	Sri K. Balakoteswar Rao, Lectureer in Mathematics	Member

BIOMETRIC ATTENDANCE:

1	Sri M. John Paul, Lecturer in Botany	Convener
2	Sri P.S. Sridhara Sarma Sarma, Lecturer in Physics	Co-convener
3	Sri P. Vijaya Mahesh Kumar, Librarian	Member
4	Smt V.Samatha, Lecturer in Computer Science I	Member

STUDENTS WARD COMMITTEE:

1	Sri A.V. Ramana Rao, Lecturer in Physics	III BSc (MPC) & II BSc (MPC)
2	Dr D. Sujatha, Lecturer in Zoology	III BSc (BZC)
3	Dr. I.S. Chakrapani, Lecturer in Zoology	II BSc (BZC)
4	Dr. V. Sri Rama Murthy, Lecturer in English	I BA (HEP)
5	Sri M. John Paul, Lecturer in Botany	I BSc (BZC)
6	Dr A. Venkata Prasad, Lecturer in Economics	III BA (HEP)
7	Sri K. Balakoteswar Rao, Lecture in Mathematics	I BSc (MSCs)
8	Sri P.S. Sridhara Sarma Sarma, Lecturer in Physics	III BSc (MPCs) & II BSc MPCs)
9	Sri P Surendra Babu, Lecturer in Commerce	III B Com (CA)
10	Dr. V. Reddi Rani, Lecturer in Chemistry	I BSc (MPC & MPCs)
11	Dr. RVS Prasad, Reader in Statistics	II BSc (MSCs)
12	Smt N. Sridevi, Lecturer in Telugu I	I BA (CA)
13	Mr. G Krishna Vasudeva Rao, Lecturer in Computer Science	II BSc (MPC)
14	Smt V. Samatha, Lecturer in Computer Science I	II BA (CA) & II B Com (CA)
15	Sri M V Ramana Rao, Lecturer in History	II BA (HEP)
16	Sri T. Ravindra Babu, Guest Faculty, Commerce	I B Com(CA)

ALUMNI COMMITTEE:

1	Sri K. Balakoteswar Rao, Lecture in Mathematics	Convener
2	Sri M V Ramana Rao, Lecturer in History	Co-convener
3	Sri M. John Paul, Lecturer in Botany	Member
4	Dr. I.S. Chakrapani, Lecturer in Zoology	Member
5	Dr A. Venkata Prasad, Lecturer in Economics	Member
6	Smt N. Sridevi, Lecturer in Telugu I	Member

Activity	Name	Designation	Date
Prepared by	Dr. I S Chakrapani	Lecturer in Zoology	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : Dos and DON'Ts

SECTION : COLLEGE

PAGE NO. 1 OF 11

REVISION NO : 00

DATE: 09.09.2020

College	Dos
	<ul style="list-style-type: none">• Use only courteous and polite language and behave with decorum with the faculty, staff, students and guests of the college.• Shall be regular and punctual in attending classes and all activities connected with the college.• Read notices/circulars displayed on the college Notice Board/Website.• Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.• All vehicles should be parked in the allotted place.• Conduct induction program for freshers, bridge courses for difficult subjects & remedial classes for slow learners.• Inculcate proper & ambitious attitude in students.• Display alumni performance & amenities available in college & goals of college.• Respect the Philanthropist & founder of college & parents.• Arrange gender sensitization programs frequently• While attending college functions, students will conduct themselves in such a way as to bring credit to themselves and to the institution.• The students are expected to take up all assignments, tests and examinations

of this college seriously and try to perform the best.

- Each student of this college must always possess Student Identity Card with their photograph affixed on it and duly attested by the Principal.
- Use the resources of the college namely library, computers, equipment, transport, medical, communications, power etc. judiciously and effectively.
- Any genuine complaints file them to the concerned authority without fear.

DON'Ts

- All shall desist from indulging in violence.
- Shall not talk or act in any manner in a way that would bring disrepute to the college.
- Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
- Should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.
- Smoking, consumption of any kind of alcoholic drinks/drugs inside the college is strictly prohibited
- Damaging the building or any other property of the college in any way is strictly prohibited.
- Indulging in Ragging and Eve Teasing are crimes and strictly prohibited by an act promulgated by the Government of Andhra Pradesh

Teaching Staff	<p>Dos</p> <ul style="list-style-type: none"> • Mark attendance in the biometric machines provided in the college • Be well prepared before you stand before the students. • Be aware of student’s previous knowledge and abilities, when planning activities. • Maintain a proper dress code. • Use Blended mode of Learning & Student centric methods. • Use teaching methods based on the topic & student ability. • Inculcate interest in subject using case study methods when time permits. • Prepare video lessons as per your student requirements & post in LMS platform of CCE. • Inform student’s progress to parents time to time & conduct parent-teacher meetings at least twice once at the beginning of course & after midterm exams. • Care students with pleasant smile. • Follow the proverb “ speaking is silver , listening is gold” • Deliver feedback according to the criteria for student success (Do Acknowledge student’s positive attributes) • DONT’s • Don’t be rude to students • Don’t deviate much from your teaching plan & time.
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	<ul style="list-style-type: none"> • Don't be over confident • Don't punish the whole class because of one student. • Don't invade into student's privacy. • Don't lose your love of learning
<p>Non-Teaching/Class IV employees</p>	<p>Dos</p> <ul style="list-style-type: none"> • Maintain absolute integrity at all times. • Maintain absolute devotion to duty at all times • Maintain independence and impartiality in the discharge of your duties. • Maintain a responsible and decent standard of conduct in private life. • Render prompt and courteous service to the students. • Observe proper decorum during lunch break. • Respect your Organization, fellow workers and students & avoid gossip. • If any legal proceedings are instituted against you for the recovery of any debt or for declaring you as insolvent, report the full facts of such proceedings to the competent authority. • Act in accordance with the college policies. • In performance of duties in good faith, communicate information to a person in accordance with the 'Right to Information Act, 2005' and the rules made there under.

	<p>Don'ts</p> <ul style="list-style-type: none"> • Don't bribe the students • Don't be overwhelming • Don't be over smart • Don't share confidential data with external parties. • Don't spread unnecessary things in student's mind. • Do not undertake private consultancy work. • Never adopt a casual attitude at work • Do not consume any intoxicating drinks or drugs while on duty. • Do not appear in public place in a state of intoxication. • Do not indulge in any act sexual harassment of any women at her work place. • Do not use your official position or influence directly or indirectly to secure employment for any number of your family in any company or firm. Maintain absolute devotion to duty at all times • Maintain independence and impartiality in the discharge of your duties. • Maintain a responsible and decent standard of conduct in private life.
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<p>Students</p>	<p>Dos</p> <ul style="list-style-type: none"> • Be regular to the college • Mark attendance in the biometric machines provided in the college • Maintain college timings
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- Attend college with uniform clothes.
- Be attentive in the class.
- Interact with teacher and other students in the class
- Complete your assignments and the projects in time
- Do apply for scholarships in time.
- Pay College fees in time, which are used for your welfare.
- Collect books & material prescribed by your teacher.
- Participate in peer teaching & peer learning
- Participate in all activities in the college.
- Your progress is the college progress
- Maintain silence while the class is going on.
- Collect & segregate waste papers & plastic for your sustainable future.
- Use laboratories properly
- You have to handle properly the equipment given to you.
- You have to handle properly the equipment given to you.
- It is the property of the college use it and see to it that it is passed on to your juniors
- Have lunch in waiting rooms provided for boys & Girls separately.
- Don't gather as groups at drinking water places.
- Switch off fans & lights while leaving classroom.
- Attend for study hours with chairs provided by the college.
- Maintain library timings.

- Use sports room when you are free / wants to choose it as supportive career.
- Participate in NCC/NSS activities with full enthusiasm.
- Keep wash rooms neat and clean
- Use dustbin for your litter
- Used sanitary napkins should be dumped in the dust bin only
- Help your friends when they are in need
- Use the canteen for your lunch and maintain neatness
- Maintain exam timings.
- Use JKC, ELL; MOOCs, certification programs as stepping stones of your job career including regular academics.
- Apply & participate in summer programs for UG students at prestigious institutes.
- Maintain the college timings
- Be answerable to your superiors
- Maintain all records properly
- Keep all records for auditing at the end of financial year
- Maintain separately the scholarship records of students
- Cooperation and coordination keeps the office environment healthy
- Procure funds from resources available for the development of College.
- Introduce job oriented courses & organize job drives.
- Maintain cordial & working ambience in College

- Don't be rude to students
- Never delay the work

Don'ts

- Don't be rude to your teachers and class IV employees.
- Don't waste your 1 st semester.
- Misconduct during examination, production of false information or documents for admission purpose and the failure to return materials taken on loan from the University would be seriously dealt with.
- Don't write anything on benches.
- Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the College during their period of study.
- Use of mobile phones/other electronic gadgets such as ipod, iphone within the classrooms, laboratories, seminar halls and auditoriums is strictly banned. Violation of this rule by any student would result in impounding of these devices and strict disciplinary action.

Labs	<p data-bbox="427 203 483 235">Dos</p> <ul data-bbox="483 277 1435 1799" style="list-style-type: none"><li data-bbox="483 277 1435 382">• Know the location of all safety and emergency equipment used in the lab<li data-bbox="483 424 1435 455">• Know fire drill procedures and locations of all exits.<li data-bbox="483 497 1435 529">• Know the location of the closest telephone.<li data-bbox="483 571 1435 676">• Familiarize yourself with all lab procedures before doing the lab exercise<li data-bbox="483 718 1435 823">• Report all accidents, hazards or chemical spills to the instructor (no matter how small).<li data-bbox="483 865 1435 896">• Keep you work area clean and clutter free.<li data-bbox="483 938 1435 970">• Tie back all long hair and remove dangling jewellery during lab.<li data-bbox="483 1012 1435 1117">• Always be sure that electrical equipment is turned in the off position before plugging it into a socket.<li data-bbox="483 1159 1435 1190">• Use extreme care when handling sharp objects.<li data-bbox="483 1232 1435 1337">• Dispose of all chemicals broken glass and other lab materials into the proper containers as directed by the instructor.<li data-bbox="483 1379 1435 1484">• When heating liquids in a test-tube always point the test-tube away from other students.<li data-bbox="483 1526 1435 1558">• Keep all materials away from open flames.<li data-bbox="483 1600 1435 1631">• Never work alone in the laboratory.<li data-bbox="483 1673 1435 1705">• The equipment must be handled with utmost care.<li data-bbox="483 1747 1435 1778">• Apparatus must be washed before and after the experiment is over.
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- Check all glass apparatus before use, never use ordinary glass apparatus or cracked apparatus for any reaction.
- Check your burner the rubber tube and leakage of Gas before lighting the burner.
- Splashes from reagents can be avoided by wearing goggles or spectacles.
- Heavy duty gloves must be used while using corrosive substances like strong acids and alkalis.
- Cotton laboratory coats must be worn during the entire course of the experiment.
- Walking with bare feet is not permitted in the lab.
- Burners must be put off immediately after the experiment is over
- Strong acids and alkalis should not be mouth pipette.
- If fire is observed, don't panic. Raise an alarm, evacuate the laboratory turn of gas and electricity then attack the fire extinguisher.
- All chemicals in the laboratory are hazardous in some way are the other handle them carefully
- All organic solvents are inflammable. Never heat them directly on a naked flame. While heating them avoid working near the flame. Solvent ether is highly inflammable. Do not even open a bottle of ether in a laboratory where other students are using a flame.
- If you are not sure about handling or disposal of certain reagents consult your lecturer before performing the experiment.

- Reagents must be replaced in their positions properly covered. Spilling of reagents must be avoided.
- In case of emergency call the lab technician for immediate first aid and then shift the students to the Doctor for expert advice.
- Sophisticated equipment must be operated only on the advice of the faculty Member.
- Locate the position of the Fire Alarm and Fire Extinguishers.
- Remember above all that prevention is better than cure.
- Be on time. At the start of the lab period, there will be a short introduction to the experiment you will perform that day.
- Inform the instructor if there is a problem. You will have their immediate attention if you have cut yourself (even if you consider it minor), if something broke and needs cleaning up, or if you are on fire.
- Be aware of all the safety devices. Even though the instructor and TA will take care of emergencies, you should know where to find the first aid kit, the chemical spill kit, the eye wash and the safety shower.
- Wash your hands before you leave the lab for the day.
- Be aware of others in the lab. Areas of the room may be crowded at times and you should take care not to disturb the experiments of others in the lab.
- Bring your lab notebook and an open mind to every lab meeting.
- Do not perform unauthorized experiments.

- Keep quiet and disciplined, and observe cleanliness in the lab.
- Wear lab coat, safety goggles, protective gloves and a surgical mask when needed.
- For your protection, jewelry should not be worn in the lab.
- Tie back long hair.
- Do not wear contact lenses.
- All aisles must be kept open all times.
- Please exercise caution when dealing with electrical devices.
- Don't touch any equipment or electrical supplies without specific authorization.
- Examine all apparatus for defects before performing any experiment.
Don't use damaged, cracked defective glassware.

DONT's

- Never experiment on your own.
- On not eat or drink in the lab room at any time(other than permitted by instructor).
- Do not chew gum or eat candy during lab exercises.
- Never add water contacts in the lab without proper eye protection
- NEVER smell taste or touch chemicals.
- NEVER work in the lab alone.
- NEVER use electrical equipment around water.
- NEVER mix chemicals before asking the instructor.

- | | |
|--|---|
| | <ul style="list-style-type: none">• NEVER return unused chemicals to original container.• Absolutely NO HORSEPLAY is allowed in the lab area.• Never leave the lab area without washing your hands.• Do not eat, drink, chew gum, smoke or apply cosmetics in the lab.• Do not work with chemicals until you are sure of their safe handling. |
|--|---|

IN CASE OF ACCIDENTS:

- In the event of the accident, don't panic.
- If a small portion of your clothes catches fire, it may be extinguished by putting it out.
- If a large portion of your clothes catches fire 3 options for putting flame out are.
 - Drop to the ground and roll.
 - Use the safety showers or water.
 - Use the fire blanket.
- Never use a fire extinguisher on a person.
- Never use any object that is burning.
- Never use water to extinguish a chemical fire.

Chemicals:

- Report all chemical spills immediately to the instructor.
- In the case of chemical spills, first remove the affected clothing and wash the affected body area with plenty of water.
- In case of Sulphuric acid spills, don't wash with water. They should be washed with aqueous sodium bicarbonate solution or very dilute ammonia.

- Small spills on the bench or floor must be cleaned up immediately.

GENERAL BEHAVIOUR:

- Absolutely no horse play will be tolerated in the lab.
- Read the upcoming experiment carefully and thoroughly, being sure to understand all the directions before entering the lab.
- Absolutely no food or beverages will be allowed.
- Do not apply makeup in the Lab.
- In case of injury bring it to the notice of instructor immediately.
- Never pick up broken glasses with your bare-hands.
- Always read the labels on the reagent bottles twice.
- Never use the reagents from unmarked bottles.

Activity	Name	Designation	Date
Prepared by	Dr. I S Chakrapani	Lecturer in Zoology	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : IMPORTANT DAYS CELEBRATION

SECTION : COLLEGE

PAGE NO. 1 OF 2

REVISION NO : 00

DATE: 09.09.2020

Date	Activity
14.06.2020	World Blood Donation
21.06.2020	International Yoga Day
26.06. 2020	International Day against Drug Abuse
29.06. 2020	National Statistics Day
15.08. 2020	Independence Day
26.08. 2020	Women's Equality Day
29.08. 2020	Telugu Bhasha Dinotsavam
05.09. 2020	Teacher's Day
08.09. 2020	International Literacy Day
14.09. 2020	Hindi Diwas
24.09. 2020	NSS Day
02.10. 2020	Gandhi Jayanti & Lal Bahadur Shastri Jayanthi
20.10.2020	World Statistics Day
31.10. 2020	National Integration Day
01.11.2020	Andhra Pradesh Formation Day
11.11. 2020	National Education Day
14.11.2020	Pandit Jawaharlal Nehru Birthday
14.11. 2020 to 20.11. 2020	National Library Week

26.11.2020	National
01.12. 2020	AIDS Day
10.12. 2020	Human Rights Day
24.12. 2020	Consumer Day
25.01.2021	National Voters Day
26.01.2021	Republic Day
21.02.2021	Antarjaatiya Matru Basha Dinotsvam
28.02.2021	National Science Day
08.03.2021	International Women's Day

Activity	Name	Designation	Date
Prepared by	Dr. A Venkata Prasad	Lecturer in Economics	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : Linkages & MoU's

SECTION : COLLEGE

PAGE NO. 1 OF 2

REVISION NO : 00

DATE: 09.09.2020

S. No	MoU / linkage	Date of Agreement	Purpose of MoU
1	Between Dept of Botany, PRR&VS Govt. College and Nedurumalli Balakrishna Reddy Medicinal Plant Research Center, Vidyanagar	25-08 -2014	for guest lectures , interactive sessions, hands on experience, collaborative work, etc.
2	Between Dept of Botany, PRR&VS Govt. College and Tirumala Milk Products Pvt.Ltd, Kadivedu	28.08.2014	Taking students to our laboratory for learning techniques, hands on experience to students at the labs
3	Between Dept of Botany, PRR&VS Govt. College and DK Govt College for Women, Nellore	20.11.2009	Membership in the respective BOSs, Curriculum design, Developing e-content, Faculty Exchange, Guest Lectures , etc.
4	Between Dept of Zoology, PRR&VS Govt. College and Dept of Zoology, PR Govt. College (A), Kakinada	4.2.2020	Membership in the respective BOSs, Curriculum design, Developing e-content, Faculty Exchange,

			Guest Lectures , etc.
5	Between Dept of Zoology, PRR&VS Govt. College and Dept of Zoology, Govt. College for Men (A), Kadapa	13.2.2020	Curriculum design, Text book production, Material development, Developing e- content, Faculty Exchange, Guest Lectures/workshops for students and faculty, Student exchange programmes
6	Between Dept of Telugu, PRR&VS Govt. College and Dept of Telugu, YKR&K Govt. Degree College, Kovur	17.12.2019	Material development, Developing e-content, Faculty Exchange, Guest Lectures/workshops for students and faculty, Student exchange programmes
7	Between Dept of English, PRR&VS Govt. College and Dept of English, Govt. College for Men (A), Kadapa	13.2.2020	Curriculum design, Text book production, Material development, Developing e- content, Faculty Exchange, Guest Lectures/workshops for students and faculty, Student exchange programmes
8	Between Dept of Computer Science, PRR&VS Govt. College	13.2.2020	Curriculum design, Text book production, Material

	and Dept of Computer Science, Govt. College for Men (A), Kadapa		development, Developing e-content, Faculty Exchange, Guest Lectures/workshops for students and faculty, Student exchange programmes
9	Between Dept of Commerce, PRR&VS Govt. College and Dept of Commerce, Govt. College for Men (A), Kadapa	13.2.2020	Curriculum design, Text book production, Material development, Developing e-content, Faculty Exchange, Guest Lectures/workshops for students and faculty, Student exchange programmes
10	Between Dept of Physics, PRR&VS Govt. College and Dept of Physics, Govt. College for Men (A), Kadapa	13.2.2020	Curriculum design, Text book production, Material development, Developing e-content, Faculty Exchange, Guest Lectures/workshops for students and faculty, Student exchange programmes

Activity	Name	Designation	Date
Prepared by	Dr. I S Chakrapani	Lecturer in Zoology	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : ACADEMIC SOCIAL RESPONSIBILITY

SECTION : COLLEGE

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REVISION NO : 00

DATE: 09.09.2020

The college as a unit shares the social responsibility in areas like

- Extension services
- Organizing training camps
- Job melas
- Educational Tours
- Coordinates with Government departments (CCE, Treasury, Pay and Accounts, MOU'S Horticultural department, Research development, State Khadi Bhandar, HACA, Krishna University, Police Department, MPDO Office, Panchayt Office, Finance Department, ID college, Other Colleges, Sports , Cultural.
- Tree Plantation
- Blood Donation Camp
- Awareness Programme to Students on Various uses of Public Interest
- NSS Activities and special Camp

Activity	Name	Designation	Date
Prepared by	Dr. A Venkata Prasad	Lecturer in Economics	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : ASSETS

SECTION : COLLEGE

PAGE NO. 1 OF 1

REVISION NO : 00

DATE: 09.09.2020

S. No.	ASSETS	Location	Available No
1	Dual Desks (Students)	Class Room	65
2	Tables (For Staff)	Staff Room	12
3	Tables (Big Size for Science Labs)	Labs	15
4	Student Stools	Labs	20
5	Chairs	Staff	13
6	Fans	Office, Staff Room	112 (40 not working)
7	Tube lights	Office, Staff Room	135
8	Laptops	Digital Class Rooms	3
9	Projectors	JKC and Botany	2
10	Virtual Classroom	Virtual Classroom	1
11	Desktop Computers	Office, Labs	37 (9 working)
12	Printers	Office, Principal's Room	2
13	Internet (LAN)	Office	1
14	Public Address System	Dept of Physics	1
15	Air Conditioners	Labs, Principal's Room	5
16	LED Lights	ELL, Principal's Room	29
17	Solar Energy in Kwh	---	10Kwh
18	R O Plant 2000 ltr	--	1

Activity	Name	Designation	Date
Prepared by	Dr. A Venkata Prasad	Lecturer in Economics	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : Students Achievements, Sports and Games

SECTION : COLLEGE

PAGE NO. 1 OF 1

REVISION NO : 00

DATE: 09.09.2020

- The 69 th NCC day was celebrated on the college campus by the cadets under the supervision of Associate NCC Officer P. Vijay Mahesh Kumar on 23-11-2018.
- D. Vivek, III B. Sc (BZC) was selected for National Republic Day parade at Delhi and got appreciation certificate. He also won appreciation from the VS university authorities during 2016-17
- A group of four students actively participated in National Women's Parliament organized by Andhra Pradesh Legislature and the Government of Andhra Pradesh on 10th, 11th and 12th Feb, 2017 at Pavitrasangamam, Amaravathi, the Capital of Andhra Pradesh.
- Our NSS team won I prize in the university level in Skit programme held in Digital India Workshop, Nellore during 2016-17.
- Students participated in an awareness programme on Covid-19 preventive measures during May 2020.
- Our college kho-kho and volley ball men's teams participated in the VS University level Sports Meet held at SRK GDC- Gudur in October, 2016. Kho-Kho team won the second place.
- Mr. P. Prem Kumar, III B.Sc Kho-Kho player was selected for Inter-University Sports Meet to play on behalf of VS University, held at Mangalore University Mangalagangothri from 10-01-2017 to 13-01-2017.
- Mr. Madhu, IB.Sc Hand ball player participated in inter-university games in Hand ball held at Periyar University, Salem, Tamil Nadu on 25-12-2016.
- Our college Kabaddi team participated in Nehru Yuva Kendra, Nellore Tournament and won at Mandal and District Level competitions during 2019-20.

Activity	Name	Designation	Date
Prepared by	Sri P Mahesh Kumar	Librarian	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : Teachers Achievements & Participation	
SECTION : COLLEGE	PAGE NO. 1 OF 2
REVISION NO : 00	DATE: 09.09.2020

- Mr. A. V. Ramana Rao, Lecturer in Physics & Principal (FAC) participated in a 5 day Faculty Development Programme in Physics from 6th July 2020 to 10th July 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada.
- Dr. D. Sujatha, Lecturer in Zoology, participated in a 5 day Faculty Development Programme in Zoology from 6th July 2020 to 10th July 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada.
- Dr I S Chakrapani, Lecturer in Zoology, participated in a 5 day Faculty Development Programme in Zoology from 6th July 2020 to 10th July 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada.
- Dr V. Sri Rama Murthy, Lecturer in English participated in the one day National Webinar on “Post Lockdown Academic Challenges in Higher Education Institutions” Organised by IQAC of Government College for Women(A),Guntur on 28-05-2020 and presented a paper on “Problems Encountered in Conducting Online Classes for the Rural Students of HEIs And Solutions.”
- Dr V. Sri Rama Murthy, Lecturer in English participated in a 5 day Faculty Development Programme in English on the theme of ‘Making Next Gen Learners’ Speak English as the English of the Times: Empowering Learner’s through RWLS, ELT, ELLs, Podcasts, Videos and English Pro: A Mobile App for Pronunciation in Bharatiya way,” from 31st August 2020 to 4th September 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada.

- Mr. M. John Paul, Lecturer in Botany participated in a 5 day Faculty Development Programme in Botany from 13th July 2020 to 17th July 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada.
- Dr. A V Prasad, Lecturer in Economics participated in a 5 day Faculty Development Programme in History from 27th July 2020 to 31st July 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada.
- Mr. P. S. Sridhara Sarma, Lecturer in Physics participated in a 5 day Faculty Development Programme in Physics from 6th July 2020 to 10th July 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada.
- Mr. K Bala Koteswara Rao, Lecturer in Mathematics participated in a 5 day Faculty Development Programme in Mathematics from 13th July 2020 to 17th July 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada.
- Mr. G Krishna Vasudeva Rao, Lecturer in Computer Science participated in a 5 day Faculty Development Programme in Computer Science from 24th August 2020 to 28th August 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada
- Dr. V Reddi Rani, Lecturer in Chemistry participated in a 5 day Faculty Development Programme in Chemistry from 1st July 2020 to 5th July 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada.
- Mr. P Surendra Babu, Lecturer in Commerce participated in a 5 day Faculty Development Programme in Commerce from 20th July 2020 to 24th July 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada.

- Mr. M V Ramana Rao, Lecturer in History participated in a 5 day Faculty Development Programme in History from 20th July 2020 to 24th July 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada.
- Dr. R V S Prasad, Reader in Statistics participated in a 5 day Faculty Development Programme in FDP in Design of e-Content from 3rd August 2020 to 7th August 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada.
- Mrs. N. Sridevi, Contact Lecturer in Telugu participated in a 5 day Faculty Development Programme in Telugu from 17th August 2020 to 21th August 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada.
- Mrs. V Samatha, Lecturer in Computer Science participated in a 5 day Faculty Development Programme in Computer Science from 24th August 2020 to 28th August 2020 organized by Commissionerate of Collegiate Education, AP, Vijayawada

Activity	Name	Designation	Date
Prepared by	Dr. A Venkata Prasad	Lecturer in Economics	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : RESULT ANALYSIS

SECTION : COLLEGE

PAGE NO. 1 OF 2

REVISION NO : 00

DATE: 09.09.2020

2017-18						
Course	I-Semester			II-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
BA	18	3	16.67	18	3	16.67
B Com (CA)	18	2	11.11	18	1	5.56
B Sc	29	8	27.59	29	8	27.59
Course	III-Semester			IV-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
BA	11	8	72.73	11	8	72.73
B Com (CA)	11	2	18.18	11	2	18.18
B Sc	16	8	50	16	4	25
Course	V-Semester			VI-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
BA	6	4	66.67	4	4	100
B Com (CA)	23	6	26.09	23	6	26.09
B Sc	24	18	75	24	18	75

2018-19						
Course	I-Semester			II-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
BA	14	8	57.14	14	4	28.57
B Com (CA)	26	13	50	26	4	15.38
B Sc	19	5	26.31	18	8	44.44
Course	III-Semester			IV-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
BA	16	3	18.75	13	2	15.38
B Com (CA)	18	6	50	17	8	47.05
B Sc	26	8	30.76	27	9	33.33
Course	V-Semester			VI-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
BA	10	5	50	10	5	50
B Com (CA)	13	6	46.15	11	6	54.54
B Sc	8	0	0	15	13	86.66

Activity	Name	Designation	Date
Prepared by	Sri P S Sridhara Sarma	Lecturer in Physics	07.9.2020
Reviewed by	Dr. V. Sri Rama Murthy	Lecturer in English	08.9.2020
Approved by	Sri A V Ramana Rao	Principal (FAC)	09.9.2020

TITLE : ISO TEAM MEMBERS

SECTION : COLLEGE

PAGE NO. 1 OF 1

REVISION NO : 00

DATE: 09.09.2020

ISO Members	Chairman	Sri A V Ramana Rao
	Convener	Dr. V. Sri Rama Murthy
	Member	Dr I S Chakrapani
	Member	Sri M John Paul
	Member	Dr. A Venkata Prasad
	Member	Sri P S Sridhara Sarma
	Member	Sri K Bala Koteswara Rao
	Member	Sri P Vijaya Mahesh Kumar

THANKS NOTE

'Commitment to Quality' keeps an institution conscious of its progressive path towards excellence. Adherence to self-imposed norms and standards steers the institution for sustainable development and achievement of its vision and mission. PRR&VS Govt. College has been making strides with its unswerving commitment to provide quality education to the youth of Vidavalur region. We sincerely thank ISO for having gone through the quality standards maintained by every Department of the college and especially for having helped us with new methods of achieving and sustaining quality consciousness. We earnestly express our gratitude to Sri. M. M. Nayak, IAS, Commissioner of Collegiate Education, Andhra Pradesh, for having been supporting all the endeavours of our campus community to achieve excellence, and we are proud of being lead by him under whose dynamic leadership the Collegiate Education is making huge strides towards quality, equity and accessibility.

A V Ramana Rao
Principal (FAC)
PRR&VS Government College
Vidavalur

Annexure - I
Certificates by UGC, NAAC and University

Phones
3311241 3311291
3311691 3311895
3312317 3312723
3313701 3313846

GRAMS: UNIGRANTS Telex:31-65913

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI - 110 002
28 OCT 1991

No.F. B-133/90(CPP)

The Principal,
PRR&VS Govt. College,
Vidavalur,
Nellore Dist.

Sub: Inclusion of College under Section 2(f) of the U.G.C. Act, 1956.

Sir,

With reference to your letter No. 74-B/91, dated 7-6-91 on the subject cited above, I am directed to say that the name of "P.R.R & V.S Govt. College, Vidavalur has already included under Section 2 (f) & 12-B of the U.G.C. Act, 1956. The latest list of colleges under Section 2 (f) of the UGC Act is under print and it will be supplied to the Universities only as and when received from publisher. You may keep touch with the Sri Venkateswara University in this regard.

Yours faithfully,
Sd xxxxxxxxx
(B.K.Hastwala)
Section Officer

AV/24.10.91

UGC 2(f) and 12B



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संग्ठान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
P. R. R. & V. S. Government College
Vidavalur, Dist. SPAR Nellore, affiliated to Vikrama Simhapuri University,
Andhra Pradesh as
Accredited
with CGPA of 2.04 on four point scale
at B grade
valid up to September 13, 2020*

Date : September 14, 2015



D. Singh
Director



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
 विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Quality Profile

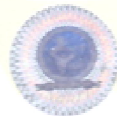
Name of the Institution : P. R. R. & V. S. Government College
Place : Vidavalur, Dist. SPSR Nellore, Andhra Pradesh

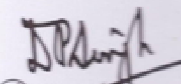
Criteria	Weightage (W _i)	Criterion-wise Weighted Grade Point (CrWGP)	Criterion-wise Grade Point Averages (CrWGP _i /W _i)
I. Curricular Aspects	100	190	1.90
II. Teaching-Learning and Evaluation	350	780	2.23
III. Research, Consultancy and Extension	150	310	2.07
IV. Infrastructure and Learning Resources	100	200	2.00
V. Student Support and Progression	100	220	2.20
VI. Governance, Leadership & Management	100	210	2.10
VII. Innovations and Best Practices	100	130	1.30
Total	$\sum_{i=1}^7 W_i = 1000$	$\sum_{i=1}^7 (CrWGP) = 2040$	

$$\text{Institutional CGPA} = \frac{\sum_{i=1}^7 (CrWGP)}{\sum_{i=1}^7 W_i} = \frac{2040}{1000} = \boxed{2.04}$$

Grade = B **Descriptor** = GOOD

Date : September 14, 2015




Director

- This certification is valid for a period of Five years with effect from September 14, 2015
- An institutional CGPA on four point scale in the range of 3.01 - 4.00 denotes A grade (Very Good), 2.01 - 3.00 denotes B grade (Good), 1.51 - 2.00 denotes C grade (Satisfactory)
- Scores rounded off to the nearest integer



VIKRAMA SIMHAPURI UNIVERSITY
NELLORE - 524 320

No. VSU/PRR & VS Govt /Temp.Affiliation Order/2019-20

Date: 28.02.2020

From
The Registrar
Vikrama Simhapuri University,
Nellore.

To
The Principal
PRR & VS Govt. College,
Vidavalur, SPSR Nellore District.

Sir/Madam,

Sub:- Vikrama Simhapuri University, Nellore – PRR & VS Govt. College, Vidavalur
SPSR Nellore District – Extension of temporary affiliation for the existing courses
/combinations for the academic year 2019-20- Regarding.

Ref:- 1. FFCA Reports dated. 16-05-2019.
2. Standing Committee Reports dated 22.05.2019.
3. Vice-Chancellor's Orders dated: 28.02.2020

-oOo-

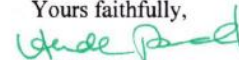
The Hon'ble Vice-Chancellor is pleased to order, In view of the reports of the Scrutiny & Inspection Committee, the extension of temporary affiliation is granted to your college for the following existing UG Courses for the academic year 2019-20 subject to fulfillment of the conditions pointed out by the University Inspection Committee / Conditions stipulated by the APSCHE / Govt. of A.P., if any and also other general conditions as laid down in the laws of the University:

S.No	Name of the Course	Intake
1	B.Com/General /Telugu /Regular / Permanent	40
2	B. Sc/Botany -Zoology-Chemistry/ Telugu/ Regular / Permanent	30
3	B.A/ History-Economics-Political Science / Telugu/Regular / Temporary	60
4	B.A/ Economics-Statistics-Computer Applications / English/Self- Financed/ Temporary	60
5	B.Com/Computer Applications/English/Self- Financed/Temporary	60
6	B. Sc/Mathematics-Physics-Chemistry/ Telugu/ Regular/ Temporary	50
7	B. Sc/ Mathematics- Statistics-Computer Science/ English/Self- Financed/ Temporary	50
8	B. Sc/ Zoology-Chemistry-Fisheries/ English/Regular / Temporary	50
9	B. Sc/ Mathematics- Physics -Computer Science/ English/Self- Financed/ Temporary	50

Therefore, I am by direction, to inform you to take necessary steps to fulfill the above conditions laid down by the University Inspection Committee and also the conditions stipulated by APSCHE / Govt. of A.P., if any, and also other general conditions as per Laws of the University, and send the compliance report to the University within two months to take further action in this matter.

Please also note that the above affiliation order is issued subject to verification by the surprise Inspection by the Committee with regard to fulfillment of installation of CC Cameras & Bio-Metric attendance system in the college.

Yours faithfully,


REGISTRAR

Copy to the Controller of the Examinations, V.S. University, Nellore for information.
Copy to the Dean, CDC, V.S. University, Nellore.
Copy to File

Annexure - II

Photos



Dr. P. Krishnaiah, IAS (Retd), Former Chairman, APIIC, Alumnus of the Institution





GDC Vidavalur participating in Surya Aradana









Virtual Class Room







Annexure – III (Paper Clipping)

బాలుడి అదృశ్యంపై పోలీసులకు ఫిర్యాదు

విడవలూరు, న్యూస్టుడే : విడవలూరుకు చెందిన ఉయ్యాల అఖిల్ కుమార్ తన తండ్రి మందలించాడని అలిగి ఇంటి నుంచి శుభ్రవారం వెళ్లిపోయాడు. దాంతో బంధువులు, స్నేహితులు ఇక్కడ వెతికినా లాభం లేకపోవడంతో తండ్రి దొరస్వామి శనివారం పోలీసులకు ఫిర్యాదు చేశారు. కేసు నమోదు చేసి దర్యాప్తు చేస్తున్నామని ఎస్పై నాగదాసు తెలిపారు.





డిగ్రీ పరీక్షల్లో ప్రభుత్వ కళాశాల విద్యార్థుల ప్రతిభ

విడవలూరు, న్యూస్టుడే : విక్రమ సింహపురి యూనివర్సిటీ 2019 ఏప్రిల్ లో అరిగిన డిగ్రీ 6వ సెమిస్టర్ పరీక్షల్లో విడవలూరు పీఆర్ఆర్ ఆండ్ పీఎస్ ప్రభుత్వ డిగ్రీ కళాశాల విద్యార్థులు సర్ది చాలారు. కళాశాలకు చెందిన జి.తోళ్ళూరి చీజిస్ట్లో 9.82 జీపీపీ సాధించి కళాశాల టాపర్ గా నిలిచింది. పి.మమత 9.12 జీపీపీ సాధించి ద్వితీయ స్థానం, బి.శిరిషా రెడ్డి 9.1 జీపీపీ సాధించి త్రోతీయ స్థానంలో నిలిచారు. ఓపి స్కోరి చెందిన పి.సుజిత కుమార్ 8.99 జీపీపీ, టీకా విద్యార్థి ఎ.పవన్ కల్యాణ్ 8.99 జీపీపీ, ఓపి విద్యార్థి వి.స్వరూప 7.78 జీపీపీ, ఓపి స్కోరి చెందిన జి.వినయకుమార్ 7.68 జీపీపీ సాధించి ప్రభుత్వ కళాశాల సర్ది చాలారు. పీఎస్ యూ పిజి సెట్ 2019లో ఫారిటికల్ సైన్స్ సబ్జెక్ట్ లో జీహెచ్ శ్రీనివాసులు 11వ ర్యాంకు సాధించాడు. వీరిని కళాశాల ప్రెసిడెంట్ డి.గిరి ప్రత్యేకంగా శనివారం అభినందించారు. ఈ సందర్భంగా ఆయన మాట్లాడుతూ 'కార్పొరేటు'కు ఓటుగా తమ కళాశాల 67 శాతం ఉత్తీర్ణత సాధించిందని తెలిపారు. విద్యార్థులు ప్రభుత్వ కళాశాలలో చేరాలని కోరారు.

ఆయుర్వేద ఔషధాలతో ఆరోగ్యం పదిలం



మాట్లాడుతున్న అధ్యాపకుడు జాన్ పాల్



ఔషధ మొక్కలను పరిశీలిస్తున్న విద్యార్థులు

విడవలూరు: ఆయుర్వేద ఔషధాలతో మానవుల ఆరోగ్యాన్ని పదిలంగా ఉంచుకోవచ్చని విడవలూరు ప్రభుత్వ డిగ్రీ కళాశాల వ్యక్తకాస్త అధ్యాపకుడు జాన్ పాల్ తెలిపారు. విడవలూరులోని పీఆర్ఆర్ఆండ్ పీఎస్ ప్రభుత్వ డిగ్రీ కళాశాలలో ఔషధాలతో ఆరోగ్యం ఆనే అంశంపై విక్రమ సింహపురి వర్సిటీ స్టాయిలో శనివారం ఒక్కరోజు సెమినార్ నిర్వహించారు. ఈ సందర్భంగా ఆయన మాట్లాడుతూ ఆయుర్వేద ఔషధాలకు విశిష్ట చరిత్ర ఉందన్నారు. ప్రకృతి ప్రసాదించిన చెట్లు, ఆకుల నుంచి ఆయుర్వేద ఔషధాలను తయారు చేసుకుని మన ఆరోగ్యాన్ని మనమే కాపాడుకోవచ్చునన్నారు. ప్రస్తుతం

పంటలకు రసాయన ఎరువులు, పురుగుమందులు ఎక్కువగా వినియోగించడం వల్ల ఆరోగ్యాలు బెజ్జాతింతున్నాయన్నారు. ప్రకృతిలోని తులసి, నేల ఉసిరి, కలబంద, గుంటగలగర, ఉత్తరీణి, ఏనుగు పల్లెరు, వేప, వంటి చెట్ల ఉత్పత్తులతో మంచి ఔషధాలను తయారు చేసుకోవచ్చునని తెలిపారు. అనంతరం ఆయుర్వేద ఔషధ మొక్కలతో ఏర్పాటు చేసిన స్టాళ్లను విద్యార్థులు వీక్షించారు. ఇన్చార్జి ప్రెసిడెంట్ చక్రపాణి, అధ్యాపకులు ఆదిశేషమ్మ, రెడ్డిరాజి, మహిష్, శ్రీరాంమూర్తి, ప్రసాద్, సురేంద్ర, కృష్ణ వాసుదేవరావు, శ్రీదేవి, బాలకోటేశ్వరరావు, తదితరులు పాల్గొన్నారు.

చదువు మధ్యలో ఆపేసిన వారికి ఓపెన్ యూనివర్సిటీ వరం

విడవలూరు, న్యూస్ టుడే: వివిధ కారణాలతో చదువు మధ్యలో ఆపేసిన వారు తిరిగి చదువుకునే అవకాశం అంబేడ్కర్ ఓపెన్ యూనివర్సిటీ కల్పిస్తోందని ప్రెస్నిపల్ డాక్టర్ డి.గిరి పేర్కొన్నారు. విడవలూరులోని పీఆర్ఆర్ అండ్ వీఎస్ ప్రభుత్వ డిగ్రీ కళాశాలలో అంబే



స్టడీ సెంటర్ను ప్రారంభిస్తున్న ప్రెస్నిపల్ డాక్టర్ గిరి

డ్కర్ సార్వత్రిక వర్సిటీ కేంద్రాన్ని ఆయన ముఖ్య అతిథిగా విచ్చేసి శుక్రవారం ప్రారంభించారు. ఈ సందర్భంగా ఆయన మాట్లాడుతూ.. గ్రామీణ ప్రాంతాల వారికి వయస్సుతో నిమిత్తం లేకుండా చదువుకోవాలనే ఆసక్తి గల వారికి ఈ స్టడీ సెంటర్ ఎంతో ఉపయోగపడుతుందన్నారు. అనంతరం కళాశాల ఆవరణలో మొక్కలు నాటారు. కార్యక్రమంలో అంబేడ్కర్ ఓపెన్ యూనివర్సిటీ జిల్లా రీజినల్ కోఆర్డినేటర్ పిచ్చయ్య, విడవలూరు కళాశాల ఇన్‌చార్జ్ ప్రెస్నిపల్ ఏవీ రమణారావు, విడవలూరు సార్వత్రిక వర్సిటీ కేంద్రం సమన్వయకర్త వెంకటరమణరావు, అధ్యాపకులు, విద్యార్థులు తదితరులు పాల్గొన్నారు.

ప్రభుత్వ కళాశాలకు ఆధునిక హాంగులు



విద్యార్థులను ఉద్దేశించి మాట్లాడుతున్న హరిప్రసాద్

విడవలూరు: మండల కేంద్రమైన విడవలూరు లోని పీఆర్ఆర్అండ్ వీఎస్ ప్రభుత్వ డిగ్రీ కళాశాలకు ఆధునిక హాంగులను సమకూర్చునున్నట్లు రూసా రాష్ట్ర ప్రాజెక్ట్ అధికారి కే హరిప్రసాద్ తెలిపారు. రూసా నిధుల్లో కళాశాలలో ఏర్పాటు చేసిన డిజిటల్ తరగతి గదులు, అదనపు గదులను గురువారం ఆయన ప్రారంభించారు. ఈ సందర్భంగా ఆయన మాట్లాడుతూ గతంలో



నూతనంగా నిర్మించిన అదనపు గదుల వద్ద రూసా ప్రాజెక్ట్ అధికారి, అధ్యాపకులు

రూసా బృందం కళాశాలలో పర్యటించిందన్నారు. ఆ సమయంలో విద్యార్థులకు అందుతున్న విద్యకు అనుగుణంగా మౌలిక వసతులను కల్పించాలనే ఉద్దేశంతో సుమారు రూ.2 కోట్లను మంజూరు చేయడం జరిగిందన్నారు. వీటితో డిజిటల్ తరగతి గదులు, కంప్యూటర్ ల్యాబ్స్, అదనపు గదులతో పాటు సౌకర్య విద్యుత్తును ఏర్పాటు చేయడం జరిగిందన్నారు. సౌకర్యాలను విద్యార్థులు సద్వినియోగం చేసుకుని ఉన్నత విద్యను అభ్యసించాలని ఆయన కోరారు. ఈ కార్యక్రమంలో రూసా బృంద సభ్యులు సత్యనారాయణ, కళాశాల ఇన్‌చార్జ్ ప్రెస్నిపల్ రమణారావు, అధ్యాపకులు, తదితరులు పాల్గొన్నారు.

కులకు విజ్ఞప్తి
 రుగా చేరదలచుకున్నారా!
 లలో ఇబ్బందలనున్నాయా!
 లప్రదింపండి. (7am-8pm)
979 58245
747 97027
83 (7a.m. to 8 p.m.)

సైబర్ నేరాలపై అప్రమత్తంగా ఉండాలి

విడవలారు: ఆధునిక సమాజంలో సైబర్ నేరాలు ఎక్కువవుతున్నాయని, వాటి పట్ల విద్యార్థులు అప్రమత్తంగా ఉండాలని ఎస్సై ముత్యాలరావు సూచించారు. విడవలారు ప్రభుత్వ డిగ్రీ కళాశాలలోని విద్యార్థులకు గురువారం సైబర్ నేరాలపై అవగాహన కల్పించారు. ఈ సందర్భంగా ఆయన మాట్లాడుతూ ఎస్సై ముత్యాలరావు సైబర్ నేరగాళ్లు సెల్ ఫోన్లకు కాల్ చేసి బ్యాంకు నుంచి మాట్లాడుతున్నామని, ఆధార్ కార్డు, ఏటీ



అవగాహన కల్పిస్తున్న ఎస్సై ముత్యాలరావు

ఎం కార్డు నంబర్లను చెప్పమని కోరుతారని తెలిపారు. అలాంటి కాల్స్ వస్తే వాటికి సమాధానం ఇవ్వవద్దని సూచించారు. కాల్స్ వచ్చిన వెంటనే పోలీసులకు సమాచారం ఇవ్వాలని కోరారు. విద్యార్థులు ఎక్కువ సమయం సెల్ ఫోన్లలో కాలక్షేపం చేయడం మంచిది కాదన్నారు. అనంతరం ఎస్సైను అధ్యాపకులు సన్మానించారు. ఈ కార్యక్రమంలో కళాశాల ఇన్ చార్జి ప్రిన్సిపల్ రమణరావు, అధ్యాపకులు, తదితరులు పాల్గొన్నారు.

శుక్రవారం 30 నవంబరు 2018 ఈనాడు శ్రీ పొట్టి శ్రీరాములు నెల్లూరు

లక్ష్య సాధనకు కృషి

విడవలారు, న్యూనటుడే : విద్యార్థులు లక్ష్యాన్ని నిర్దేశించుకొని దాన్ని చేరుకోవడానికి కృషి చేయాలని రూసా డైరెక్టర్ కె.హరిప్రసాద్ ఉద్ఘోషించారు. విడవలారులోని

పీఆర్ఆర్ అండ్ వీఎస్ ప్రభుత్వ డిగ్రీ కళాశాలను గురువారం పరిశీలించారు. రూసా నిధులు రూ.2 కోట్లతో నిర్మించిన కళాశాల అదనపు గదుల భవనాన్ని ప్రారంభించారు.



కళాశాలను పరిశీలిస్తున్న రూసా డైరెక్టర్, అధ్యాపకులు

చారు. అలాగే కళాశాలలోని డిజిటల్ తరగతులు, వసతిగృహం, కంప్యూటర్ గదులు పరిశీలించి సంతృప్తి వ్యక్తం చేశారు. ఈ సందర్భంగా ఆయన మాట్లాడుతూ గ్రామీణ ప్రాంతంలో ఆధునిక పద్ధతుల్లో బోధించే కళాశాల ఉండడం పేద విద్యార్థులకు వరమన్నారు. కార్యక్రమంలో చీఫ్ కన్వెన్యెంట్ డాక్టర్ ఎం. సత్యనారాయణ, కళాశాల ఇన్ చార్జి ప్రిన్సిపల్ రమణరావు, అధ్యాపకులు, బోధనేతర సిబ్బంది పాల్గొన్నారు.



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