

# MARIS STELLA COLLEGE

(Autonomous)

Re-accredited by NAAC at 'A' grade in 3<sup>rd</sup> Cycle

"A College with Potential for Excellence"

ISO 9001:2015 Certified

Vijayawada - 520 008, A.P.

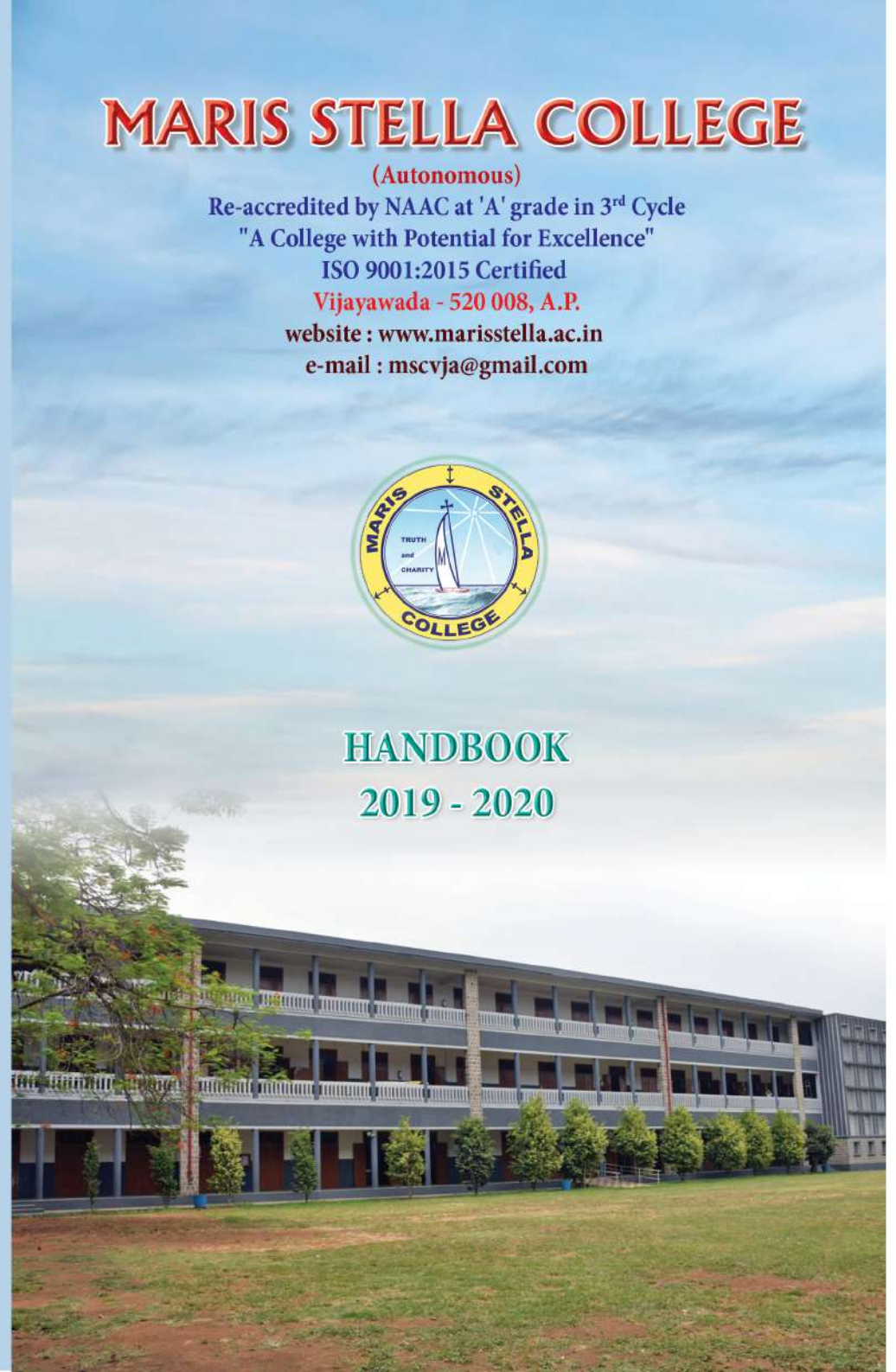
website : [www.marisstella.ac.in](http://www.marisstella.ac.in)

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## HANDBOOK

### 2019 - 2020





"How much good there is to be done,  
I wish I had a thousand lives."  
Blessed Mary of the Passion (1839 - 1904)  
Foundress, Franciscan Missionaries of Mary

142 years in the service of humanity  
in 5 continents, 6500 sisters  
of 80 nationalities in 77 countries

College Office: 0866-2472332  
Controller of Examinations (Degree): 0866- 2473282  
Fax : 0866-2479181

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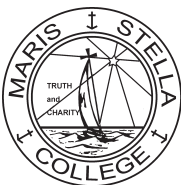
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**HANDBOOK**  
**2019 - 2020**



A decorative border with ornate, symmetrical scrollwork and floral motifs framing the text.

## **The Lord's Prayer**

Our Father in heaven,  
Holy be your name.  
Your kingdom come,  
Your will be done,  
On earth as it is in heaven.  
Give us today our daily bread,  
Forgive us our sins,  
As we forgive those who sin against us,  
Do not bring us to the test,  
but deliver us from evil.  
Amen

## Prayer of Saint Francis Assisi



Lord make me an instrument of your peace,  
Where there is hatred let me sow love.  
Where there is injury, pardon.  
Where there is doubt, faith.  
Where there is despair, hope.  
Where there is darkness, light.  
And where there is sadness, joy.  
O divine master grant that I may  
not so much seek to be consoled as to console;  
to be understood as to understand;  
To be loved as to love  
For it is in giving that we receive-  
and it's in pardoning that we are pardoned.  
And it's in dying that we are born to eternal life.

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# 1. MILESTONES

- 1962 The First College for Women in Krishna District
- 1972 Foundation laid for the hostel
- 1977 Construction of the Library Block
- 1987 Silver Jubilee Celebration
- 1999 First Accreditation by NAAC \* \* \* \* (Four Star)
- 2003 Conferment of Autonomous Status
- 2006 Re-accredited at 'A' level by NAAC
- 2006 Recognized by UGC as "College with Potential for Excellence"
- 2007 Best Eco-Friendly Campus Award by Acharya Nagarjuna University
- 2008 Best Library and Best Laboratory Awards by Acharya Nagarjuna University
- 2010 Extension of Autonomous Status
- 2010 Best College in Krishna District for work done to create HIV/AIDS awareness awarded by Red Ribbon Club.
- 2011 Extension of CPE status
- 2011 Inauguration of year long Golden Jubilee Celebrations
- 2011 Best Tourism Educational Institution (State Award)
- 2011 Award of Excellence for Promoting Child Rights for Last Ten Years - Social Work Dept. & NSS
- 2012 Valedictory of Golden Jubilee Celebrations
- 2013 Re-accredited at 'A' level by NAAC with CGPA 3.24
- 2014 Extension of CPE Status
- 2016 Extension of Autonomous Status
- 2018 India Today Ranking of Colleges in India :  
Arts: 69, Science: 80, Commerce: 90, BMS: 20  
ISO 9001:2015 Certified

## 2. PLEDGE

I promise, to the best of my ability,  
to live up to the ideals of my Alma Mater,  
to be firm in my faith and trust in God,  
to work and pray for unity,  
peace and progress in my country,  
to use my education and experience,  
to help the less fortunate,  
and in my life to be pure and sincere,  
seeking the highest good,  
in all things worthy of my model.

- The Star of the Sea -

## COLLEGE ANTHEM

Alma Mater, our youthful hearts in chorus  
Sing of their love and loyalty today;  
Proudly we bear thy crest aloft and hail thee  
Guide of our lives and star of our way.

Ch. Maris Stella, shine on our lives forever  
Until our hearts are radiant with thy light  
Star of the sea, our eyes shall seek thy guidance  
When storms arise and day gives way to night

Star of the Sea, draw us ever upwards,  
Along life's way with thy beacon bright  
Goodness and truth, great ideals of virtue,  
Love ruling all, our courage and our might.

Oh, radiant star thy gentle light diffuse,  
Make every mind a holy sanctuary.  
Lead us each day from doubt and darkness up to light  
Hearts that will serve in Truth and Charity.

Alma Mater, guide us and enlighten  
Raising our minds above all trifling goals.  
United are we and brave as India's Children  
Yes, point the way, you, our guiding star.



### 3. PERSONAL INFORMATION

Name : .....

Class & Group : ..... Reg. No : .....

Parent / Guardian : .....

Address : .....

.....

.....

Phone Number :

Aadhar:

Email ID :

Blood Group :

#### Days of Fee Payment

Last date for payment of college fees : 29<sup>th</sup> June 2019

Last date for payment of college fees with fine : 15<sup>th</sup> July 2019

#### Days of examination for undergraduates

##### Odd Semesters (I, III, V)

July 31<sup>st</sup>, Aug 1<sup>st</sup> and 2<sup>nd</sup> 2019 : First Continuous Assessment Test

Sept 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> 2019 : Second Continuous Assessment Test

10<sup>th</sup> October, 2019 onwards : Semester End Examinations

##### Even Semester (II, IV, VI)

Jan 3<sup>rd</sup>, 4<sup>th</sup> and 6<sup>th</sup>, 2020 : First Continuous Assessment Test

Feb 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup>, 2020 : Second Continuous Assessment Test

16<sup>th</sup> March, 2020 onwards : Semester End Examinations

#### Days of examination for Intermediate

15<sup>th</sup> July to 20<sup>th</sup> July, 2019 : Unit Test 1

19<sup>th</sup> Aug to 21<sup>st</sup> Aug, 2019 : Unit Test 2

16<sup>th</sup> Sep to 18<sup>th</sup> Sep, 2019 : Unit Test 3

14<sup>th</sup> Oct to 19<sup>th</sup> Oct, 2019 : Quarterly Examinations

Nov 18<sup>th</sup> to 20<sup>th</sup>, 2019 : Unit Test 4

Dec 16<sup>th</sup> to 21<sup>st</sup>, 2019 : Half-Yearly Examinations

22<sup>nd</sup> Jan to 28<sup>th</sup>, Jan 2020 : Pre-final I

1<sup>st</sup> Week of Feb, 2020 : Practical Examinations

2<sup>nd</sup> Week of Feb, 2020 : Pre-final II

IPE 2020 : 1<sup>st</sup> Week of March, 2020

**Note : The above schedule of examinations will be effective only when confirmed by a circular from the Principal.**

## 4. ABOUT THE COLLEGE

### **The College**

Maris Stella College, a Catholic Christian Minority Institution of Higher Education for Women is an autonomous institution affiliated to Krishna University and partly residential. It is managed by the Franciscan Sisters of Mary, a Catholic religious congregation founded by Blessed Mary of the Passion (Hèlèn de Chappotion) in Ootacamund, Tamil Nadu in 1877. As a minority institution it reserves for itself its inherent and constitutionally guaranteed right of management and administration.

The College was founded on 16<sup>th</sup> July, 1962 with the primary objective of providing Higher Education for women. The College is committed to serve the economically and socially marginalized sections of society. It provides higher education in a Christian atmosphere for deserving students, especially those who belonging to the Catholic Community. Admission is open to all irrespective of caste and creed and their rights of conscience are respected.

The College emblem represents a ship sailing on stormy water, led by a star. This symbolizes the student's life, amidst tempests by the light of Maris Stella, Mother Mary, the Star of the Sea.

‘Truth and Charity’ is the motto of the College. All seeking after knowledge is a pursuit of truth. It is the desire of Maris Stella that this truth may be the goal of all her students and that everything in their life may bear the seal of charity.

Blue and Gold are the colours of the Maris Stella standard. Blue symbolizes truth, loyalty and fidelity and gold symbolizes love, zeal and charity.

### **Vision**

Empower, Enrich, Excel, Transform

To contribute to a just and equitable society through quality education for leadership and social responsibility in an environment of academic excellence and sound values.

### **Mission**

The mission of the College is to empower young women through a transformative education to form intellectually competent, morally upright,

socially committed and spiritually inspired women imbued with the values of humanism in the service of society.

## **Core Values**

- Truth, Charity and Personal Integrity.
- Transformative Education.
- Inclusiveness, Excellence and Social Justice.
- Holistic Growth.
- Protection and Preservation of Environment.

## **Objectives**

To translate this vision into action the college community strives

- To function as a critique and conscience of society.
- To help preserve the cultural heritage of the nation.
- To set and achieve high academic standards in an atmosphere of autonomy.
- To develop leadership of high caliber and integrity.
- To serve the economically weak, socially backward and needy students.
- To direct its efforts to strengthen the institution of the family.
- To prepare young women to continually search for truth and to grow into mature and responsible persons, ready to face the challenges of life at home and in the society.
- To accord priority to vocational and entrepreneurial education.
- To strengthen its own faith-life.

## **The College is called upon to enable students**

- To develop in them an intellectual curiosity, an eagerness for life-time learning and the ability to put their knowledge to creative use.
- To discover their potentials and channelize them for an integrated personality.
- To form women of character, convinced of moral principles and courageous in action.

- To sensitize them to a deeper awareness of the social reality of the country, training them to act responsibly in relation to themselves and to others.
- To set high standards for themselves in every field and always to strive for the best performance they are capable of.
- To think independently in a creative and fearless manner.
- To seek and apply knowledge to the solution of contemporary problems with compassion and love.
- To value and responsibly use their own freedom and respect the freedom of others.
- To appreciate and respect other faiths to foster religious harmony.
- To be clear and firm on Christian and human values and be courageous in acting on them.
- To contribute to the sustainable socio-economic development of the neighbourhood, locality and region.
- To be sensitive to those in need and unselfish in service.
- To be themselves free from socio-economic, religious, caste and gender prejudices and to act as catalysts of social change wherever it is needed.
- To protect, preserve and judiciously use the resources of the earth for the welfare of all creatures.

These objectives are achieved not only through class room learning but by all aspects of students' lives: intellectual pursuits, personal contacts with staff and students, among the students themselves, extracurricular activities of various types etc. for the all-round development of the students. The college ensures value based and quality education, through continuous quality enhancement measures. It offers a number of programmes for skill development, enhancing employment potential of the students.

UGC granted autonomy to the college in the year 2003 considering the academic reputation, achievements of the faculty, sufficiency of the infrastructure and quality of the institutional management and so on. Autonomous status covers only the undergraduate courses.

## **CPE Status**

The UGC conferred the College with Potential for Excellence status in recognition of its meritorious services in the field of higher education in 2006.

## **Choice Based Credit System (CBCS)**

Credit system is a system of assigning numerical weightage to each course and component of the curriculum. Credit point indicates the quality of the syllabus and the number of hours of study and work input of the student.

- B.Sc. Programme: Min 158 credits
- B.A. Programme: Min 134/135 credits
- B.Com. Programme: Min 154 credits
- B.M.S. Programme: Min 154 Credits
- B.B.A. Programme: Min 154 Credits
- B.Com (Professional) Programme:
- B.A.(Professional) Programme:

## **The Staff**

The staff members uphold the ideals and standards of the college. They strive earnestly to achieve the goals and objectives of higher education in Maris Stella through their efficient guidance and supervision of academic work and involvement in extracurricular activities, thus contributing to the all-round development of students. They are conscious of the ideals of TRUTH AND CHARITY in all their endeavors.

## **The Student**

Every student is encouraged to make the most of every opportunity given to her to develop and grow into the best person she can possibly be. Maris Stella College expects each student to uphold the ideals and values of the institution, not only during her student days but also throughout her life. The spirit of Maris Stella is one of truth, compassion, service and devotion to God and one's country. It is for each Stellite to imbibe this spirit and demonstrate it in all her actions.

Truth and Charity is the hallmark of a true Stellite and should be reflected in her character, relationships and interactions, both within the college community and in society at large. A Stellite should be sensitive, courteous, caring and compassionate and uphold the virtues of honesty, respect for elders and kindness towards all. Every Stellite should apply herself to regular, systematic and focused study. Such sustained efforts will ensure that she achieves a high level of academic excellence and overall development.

Admission into the College mandates that students abide by the rules and regulations of the College. The decision of the Principal shall be final in all matters regarding rules and regulations and the enforcement of discipline.

## **5. CODE OF CONDUCT FOR STUDENTS**

1. Students are expected to follow all rules and regulations as laid down in the handbook.
2. Students are expected to attend classes regularly.
3. Attendance is taken at every lecture, practical or remedial as specified in the College timetable.
4. Attendance requirements must be fulfilled by every student in each course.
5. Students can check their attendance on the college website through their student login. Any discrepancy may be reported to the course teacher, rectified by the teacher concerned and reported to the Deans of Academic Affairs within three days. No further corrections in attendance status will be permitted.
6. All students must be present on the reopening day of each semester. Those who are absent on these days will have to pay the prescribed fine.
7. The day begins with a common prayer at 8.55 A.M in which all should participate with respect and attention.
8. Students are expected to stand and wish the faculty as and when he/she enters or leaves the classroom. A student should not leave the class room without permission or until the lecturer has left the room or asked to disperse.



9. Students are not permitted to leave the college during working hours. Students who need to leave the campus in case of emergency must obtain a gate pass from the Principal/ Vice Principal/ Deans.
10. Permission will not be granted during working hours to meet parents, guardians, relatives or friends.
11. The students have to follow the college dress code.
12. Every student should wear her identity card while on campus. Tampering with/misuse of ID cards or bus passes will result in withdrawal of these facilities.
13. Students are not permitted to eat in the class rooms.
14. Students are required to help in keeping the class rooms and the premises tidy.
15. Calling students out of their class rooms while the lecture is in progress is prohibited and students are not allowed to go to the canteen during college hours.
16. If the students lose valuables: money, cell phones, ornaments etc. the College is not responsible.
17. Students should not damage/ deface college property (chairs, benches, tables, walls, etc). A heavy fine will be levied on students who misuse/ damage college property.
18. Students are requested to read notices displayed on the notice boards.
19. Students are forbidden to attend or to organize any meeting in the college or to collect money for any purpose without the permission of the principal.
20. Students are not allowed to address any authority in a body. Such combined action is subversive of good order.
21. Protests/strikes on campus by students are banned. Students found guilty of serious indiscipline shall immediately forfeit their scholarship, fee concessions etc. and are liable to be suspended / dismissed from the College.
22. Students may not address public meetings or take part in inter- collegiate competitions or radio programmes without the prior permission of the principal.

23. No matter for publication in newspapers, magazines or journals may be submitted in the name of the college by students without the permission of the Principal.
24. Students should not post negative statements about the College/faculty/staff/other students on social media websites. Violation of this will result in severe sanctions, including dismissal from the College.
25. The use of mobile phones is banned on campus. Students are not permitted to use cell phones at any time or in any place on the college campus. Violation of this rule will result in confiscation of the phone and a fine will be levied. Confiscated phones will be returned on the payment of the fine.
26. The Management / Principal shall reserve the right to add, delete, amend or alter the conduct rules from time to time and all the students are bound by the rules in force at the time of admission every academic year.
27. Ragging is Totally Prohibited: Ragging is totally prohibited in the college and anyone found guilty of ragging and/or abetting ragging whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations on curbing the menace of ragging in higher educational institutions as well as under the provisions of any penal law for the time being in force.

## **What Constitutes Ragging**

Ragging constitutes one or more of any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness of a fresher or any other student;
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to any individual or a group of students;
- Any act of financial extortion or forceful expenditure put on a fresher or to any other student by students;
- Any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forced obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, email, post, public insults, which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or flaunting power, authority or superiority by a student over any fresher or any other student.

### **Important**

- Fresher (s) and all other students(s) should desist from doing anything, with or against their will, even if ordered by the senior students.
- Fresher(s) or any other students(s), whether being victims, or witnesses, in any incident of ragging are advised to promptly report such occurrence at the Anti-Ragging Helpline. Apart from the helpline number, students are free to contact any of the College officials.
- The College will ensure that the identity of such informants shall be protected and shall not be subject to any adverse consequence only on account of having reported such incidents.

### **Punishment(s) in The Event of Ragging**

One or more of the following punishments depending on the nature and the gravity of the guilt may be awarded to those found guilty namely:

- Suspension from attending classes and academic privileges.

- Withholding/withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarring from representing the college in any regional, national or international meet, tournament, youth festival etc.
- Suspension / Expulsion from the hostel.
- Cancellation of admission.
- Rustication from the college for a period ranging from one to six semesters.
- Expulsion from the college and consequent debarring from admission to any other college for a specified period. In the event that the persons committing or abetting the act of ragging are not identified, the college shall resort to collective punishment.

All the students are strictly warned against indulging in any kind of indiscipline, misconduct or any acts which may be construed as ragging. Anti-ragging squads will be highly vigilant and make frequent checks and rounds in the college campus, surrounding areas, hostels, canteens, cafeteria and all other areas including private lodges and hostels outside the campus. Such acts shall not be condoned under any circumstances and strict disciplinary action will be taken against those who are found guilty.

## **6. ACADEMIC PROGRAMMES**

Maris Stella, a composite college, offers courses at intermediate, under-graduate and post-graduate levels.

### **6.1. INTERMEDIATE PROGRAMME**

#### **Eligibility:**

S.S.C., C.B.S.E., I.C.S.E. or any other equivalent course

**Part I :** i. English

ii. Telugu / Hindi / Sanskrit

**Part II :** One of the following combinations:

1. Mathematics, Physics, Chemistry (E.M.)
2. Physics, Chemistry, Botany and Zoology (E.M.)

3. Mathematics, Economics, Commerce (E.M.)
4. History, Economics, Civics (E.M. & T.M.)
5. History, Special English, Civics
6. Civics, Economics, Commerce (E.M.)

## **6.2. UNDER GRADUATE PROGRAMMES**

### **Eligibility:**

Intermediate, 10+2, or any other equivalent programme

The Programmes offered: B.A. / B.Sc. / B.Com. / B.M.S. / B.B.A. / B.A. Professional / B.Com. Professional / B.Voc.

Each year of study is divided into two semesters. The duration of a semester is 90 working days. The semester from June to October is the odd semester and the semester from November to April is the even semester.

In each semester, the course work includes lectures, tutorials, assignments, seminars, projects etc.

Each Under Graduate Programme consists of the following parts:

**Part I:** (i) General English

(ii) Telugu / Hindi / Sanskrit

**Part II:** Group Courses

**Part III :** Foundation Courses

### **Part II - Combinations Offered B.Sc.: English Medium**

1. Mathematics, Physics, Chemistry
2. Mathematics, Physics, Computer Science
3. Mathematics, Statistics, Computer Science
4. Mathematics, Electronics, Computer Science
5. Mathematics, Chemistry, Computer Science
6. Chemistry, Botany, Zoology
7. Botany, Biotechnology, Chemistry
8. Food Science and Technology, Microbiology, Chemistry
9. Microbiology, Biotechnology, Chemistry

## **B.A. : English & Telugu Medium**

1. History, Economics, Political Science

### **English Medium**

1. History, English Literature, Political Science
2. History, English Literature, Tourism & Travel Management
3. Journalism, English Literature, Political Science
4. Social work, Economics, Political Science
5. Mathematics, Economics, Statistics

## **B.A. (Professional) :**

Bachelor of Hospitality and Tourism Management (English Medium)

### **B.Com.: English Medium**

1. Common Core
2. Tax Procedures & Practices
3. Computer Applications

## **B.Com. (Professional) : English Medium**

**B.M.S.:** Bachelor of Management Studies (English Medium)

**B.B.A.:** Retail-Apprenticeship Embedded course (English Medium)

**Projects:** Projects are carried out by the students during third year based on their elective courses. It equips students for higher learning and research and contributes significantly in increasing their practical knowledge and their ability to work in a team.

## **VOCATIONAL PROGRAMMES (B. Voc.)**

1. e-Commerce and Digital Marketing
2. Tourism and Hospitality

## **6.3. POST GRADUATE PROGRAMMES**

The College offers the following Post Graduate Programmes under Krishna University:



## **Eligibility:**

- Admission for the PG courses is made based on the Common Entrance Examination conducted by the University (KRU CET/ ICET)
- The candidate must hold Bachelor's degree in the relevant subject and also satisfy the minimum pass percentage for securing admission into the respective PG programmes.

## **The Programmes offered:**

1. M.A. Economics
2. M.A. English
3. M.Com.
4. M.Sc. Mathematics
5. M.B.A.

## **7. CERTIFICATE COURSES**

To enhance creativity and employability skills of students the following certificate courses are offered by the College:

### **(i) Offline Certificate Courses**

1. Tally
2. Securities Market
3. Algorithmic trading in derivatives market
4. Business Analytics
5. English for Empowerment
6. English for Competitive Exams
7. Vermitechnology
8. Ornamental Fish Culture
9. Mushroom Cultivation
10. Herbal Medicine
11. Indian Indigenous Medicine
12. DTP

13. Horticulture
14. Cutting and Tailoring
15. Beautician Course
16. Preparation of Household Chemical Products.
17. Making Jute Products
18. Music – Vocal & Instrumental
19. Embroidery and Maggam Work
20. Drawing and Painting
21. Homecrafts
22. Earn While You Learn
23. Wealth Out of Waste (WOW)
24. Finance, Banking and Insurance
25. Counseling & Psychotherapy
26. Agricultural Biotechnology
27. Telugu DTP
28. Soft Toy Making
29. Event Management
30. VB.net
31. Programming in C
32. PCB Designing
33. Dot Net
34. Culinary Techniques
35. Fabric Painting
36. Spoken French
37. Beauty & Fitness
38. Matlab
39. Art of Living

**(ii) Online Certificate Courses**

1. Arithmetic
2. Sets, Relations & Functions

### **(iii) MOOCS**

Massive Open Online Certificate Courses offered by SWAYAM-NPTEL

#### **Important:**

- Every student should register for at least one online and one offline value-added certificate courses within the first four semesters of her study at UG level.
- A student is required to complete minimum two value added certificate courses to be eligible for the award of degree.
- Extra credits are reflected in individual mark sheet but are not included in calculation of SGPA, CGPA and OWPM.
- Credits will be given only to those students who successfully complete the certificate courses and also certificates are issued to them.

#### **NUMBER OF CREDITS**

##### **Offline Certificate Courses:**

30 Hrs. - 1 Credit

60 Hrs. - 2 Credits

90 Hrs. - 3 Credits

120 Hrs. - 4 Credits

##### **Online Certificate Courses:**

4 Weeks - 1 Credit

8 Weeks - 2 Credits

12 Weeks - 3 Credits

## **8. EXTRA-CURRICULAR ACTIVITIES & STUDENT CLUBS**

### **8.1. EXTRA-CURRICULAR ACTIVITIES**

#### **Social Responsibility & Citizenship:**

1. NSS
2. NCC
3. STARS (Stellites to Awaken and Reach out to Society)

### **Physical Fitness:**

1. Sports / Games
2. Yoga
3. Martial Arts
4. Dance

### **Important:**

- All the first year students should enroll in one of the Extra-Curricular Activities.
- Students opting for NCC will have to be in the same activity for three years.
- Students opting for NSS / STARS will have to be involved in these activities for a minimum of two years.
- Students opting for Physical Fitness (Sports / Games / Yoga / Martial Arts / Dance) can continue the same activity in the 2nd year or can choose another activity among Sports / Games / Yoga / Martial Arts / Dance.
- Minimum of 50% attendance is required for these activities.

**Credits:** 30 Hours – 1 Credit

60 Hours – 2 Credits

## **8.2. STUDENT CLUBS**

Student clubs are formed to cater to the artistic/special interest dimension in students. The club activities are designed to promote their interests, talents and skills as part of the college vision of whole person education. The various clubs established in the college include

1. Folk Dance
2. Western Dance
3. Folk & Light Music
4. Western Music
5. Event Management
6. Mono Action
7. Eco Club
8. Red Ribbon Club

9. Green Audit Club
10. Spark
11. Inspire
12. Bio Club
13. Photography & Film Making
14. Quiz, Debate & Current Affairs
15. Telugu Club
16. Hindi Club
17. Sanskrit Club
18. Computer Club
19. Mathematics Club
20. Alchemy Club
21. Statistics Club

**Important:**

Every student should enroll in one or more of the student clubs organized by the different departments.

## **9. TESTING & EVALUATION**

### **9.1. EXAMINATIONS**

#### **INTERMEDIATE PROGRAMME**

- Regular testing and evaluation is indispensable for systematic and consistent intellectual work.
- Students are expected to be regular in taking up monthly test and terminal examinations.
- Examinations are held at the end of each term. All students are required to take these examinations. Failure in this regard will be viewed seriously.

#### **UNDER GRADUATE PROGRAMME**

All Under Graduate Programmes are based on the semester pattern, requiring six semesters of study for a bachelor's degree. Each semester has a minimum of fifteen weeks of six working days per week or ninety working days.

Evaluation of students shall be based on both Continuous Assessment (CA) for 50 marks and Semester End Examination (SEE) for 50 marks w.e.f. 2019 batch onwards.

### **Continuous Assessment**

- CA has two components. Component I comprises one written test for 25 marks. The written test will be held after seven weeks/ 45 days from the beginning of the semester.
- Second component carries 25 marks which may include an online Assessment/ Project work/ Seminar/ Internship/ Field trip/ Quiz/ Assignments etc.
- There is no minimum mark required for passing in the CA.
- Students can choose to write a Continuous Assessment Improvement Test (CAIT), conducted towards the end of the semester if they wish to improve their performance.
- It is compulsory for a student to take CA test and II Component to be eligible for SEE.

### **Semester End Examination (SEE)**

1. There shall be a comprehensive examination of three hours duration at the end of each semester.
2. A student is eligible to take SEE if she has
  - Required attendance in each course.
  - Taken both components of CA.
  - Has paid the examination fee before the due date.
  - Not eligible (NE) students are also required to pay the fee to be promoted to the next semester.

### **For the present II & III years and Supplementary candidates only:**

Supplementary candidates have to take the same question paper as in the case of regular candidates, provided their syllabus and model paper are the same.



## Requirement for Pass

The minimum marks required for passing in each course is as follows:

### For Theory Courses:

Programme	SEE	Aggregate of CA & SEE
B.A./ B.Sc./ B.Com.(CC, TPP) / B.CAP/ B.A.(TTM) / B.M.S./ B.B.A. / B.Com. Professional / B.A. Professional	40%	40%

**For Practical courses:** The minimum marks required for passing in each practical course is 20 out of 50.

### Malpractices

- The college invariably takes serious view on unfair methods in all theory and practical examinations.
- Cases of malpractice noticed at any stage are severely punishable. Cancellation of all examinations taken or to be taken by the candidate during that specified period is the immediate minimum punishment suggested.
- If any student is found guilty of malpractice on more than one occasion during her stay in the college, all the examinations taken or to be taken by her during that semester will be cancelled and she may be debarred from examinations for three years.

### Duration of the Programme

- A student who is unable to complete the programme within the normal period, N years or minimum duration prescribed for the programme, may be allowed two years' time beyond the normal period (N+2) to clear any backlogs in order to qualify for the degree.
- In the exceptional cases like major accidents or child birth, an extension of one year beyond the maximum time span (N+2+1) will be considered.

### POST-GRADUATION PROGRAMME

PG courses are affiliated to the Krishna University and the Semester System is followed. Evaluation of the students shall be based on both internal assessment

and university examination. Each course will carry 100 marks divided into 70 marks for external assessment and 30 marks for internal assessment.

### **Internal Assessment:**

- Internal assessment component in every subject is for 30 marks.
- In every semester there are four internal assessment tests for 20 marks (4x5=20), the other 10 marks are allocated for seminars/ assignments (5 Marks) and attendance (5 marks)
- Candidates shall put in attendance at the college for not less than 75% of the total number of working days in each semester.

### **University Examination:**

- Candidates who have completed the course in each semester and have earned the necessary attendance and progress certificates are permitted to continue the next semester.
- Every student is required to take the Semester End Examination at the end of each semester.
- Each course of the examination is of 3 hours duration and carries 70 marks.
- Candidate who fails in one semester examination or who is not able to take it shall be eligible to take the same examination along with the candidates of the next batch of the same semester.

## **9.2. ATTENDANCE**

### **INTERMEDIATE PROGRAMME**

The annual certificate of attendance required for the Intermediate will in no case be granted unless:

- The Principal is satisfied that the student's progress and conduct have been satisfactory.
- The Student has attended three fourths of the number of working days in the academic year.

### **UNDER GRADUATE PROGRAMME**

Attendance shall be taken at every lecture and practicals of any kind prescribed by the college time table. Those students who fail to get the required percentage of attendance will not be allowed to attend the Semester End Examinations.

## **Part I & Part II Courses:**

- 80% attendance per course is required for eligibility to take SEE Theory and Practicals. The requirement of 80% is for theory and practicals separately and not as average. Also, each student has to complete 75% of the practicals prescribed in the curriculum by the end of every semester.
- Students having 71% - 79% attendance in theory and practicals may be granted condonation.
- Students having 61% - 70% attendance in theory and practicals are not eligible (NE) to write SEE until and unless they submit the leave letters attested by the parent along with the medical certificate (if under medical grounds), and all the supporting documents like medical tests, prescriptions etc.
- Students having 60% attendance and less than 60% attendance in courses under Part I and Part II are not eligible (NE) to write SEE and will have to take the SEE whenever it is offered the next time.

## **Important:**

**Students having 60% and less than 60% attendance in more than half of the total number of courses in a Semester will be required to be readmitted to the same semester to continue the programme.**

## **Part III, Foundation Courses:**

- 70% attendance per foundation course is required for eligibility to take SEE.
- Students having 61 - 69% attendance in Foundation Courses may be granted condonation.
- Students having 51% - 60% attendance in foundation courses are not eligible (NE) to write SEE until and unless they submit leave letters attested by the parent along with medical certificate (if under medical grounds), and supporting documents like medical tests, prescriptions etc.
- Students having 50% attendance and less than 50% attendance in Foundation Courses are not eligible (NE) to write SEE and will have to take the SEE whenever it is offered the next time.

## **Extra-Curricular activities:**

Attendance requirement for Extra-curricular activities is 50%. If attendance is less than 50% in the Extra-curricular activity, the student has to repeat that activity in III & IV semesters.

**Note: The decision of the Principal shall be final in all matters concerning attendance.**

## **9.3. RESULTS**

Results shall be declared by the Controller of Examinations and will be displayed on the college notice board and also in the college website ([www.marisstella.ac.in](http://www.marisstella.ac.in)). Grade Card will be issued after each semester. Students should keep the Grade Cards carefully. Duplicate Grade Cards will be issued only on application along with prescribed payment.

- A student who successfully completes all courses prescribed for the semester will be awarded SGPA .
- CGPA and OWPM will be awarded after the successful completion of the programme.

## **Revaluation**

A candidate may apply for revaluation of any course in any subject within one week of the display of the results. The criteria for revaluation are:

- A candidate may apply for revaluation of any course in any subject of SEE to the Principal within one week of the declaration of results.
- The application along with the fee receipt has to be forwarded by the Principal to the Controller of Examinations through the Grievance Committee.

## **Supplementary Examinations**

- For all theory courses of I to VI Semesters a re- examination will be offered in the subsequent semesters to enable students to clear the backlog.
- For students who fail in VI semester, instant and advanced supplementary examinations will be conducted after one month of announcement of results only for sixth semester courses.
- A student will be permitted to retake courses and examinations under the same regulations only as long as they are offered. After that, the student will

have to take the courses that are currently offered and take the examination under the existing regulations.

## 9.4. GRADING

As the college has adopted CBCS, grades are awarded after the completion of the course.

- Awarding of marks in keeping with the practice generally is on an arbitrary basis. Statistical studies estimate conservatively that the probable error in marking is between 5 and 7%. To eliminate this error, grades shall be awarded to indicate the achievement status of students. Cumulative grade point average (CGPA) will be given on completion of the programme.
- Absolute grading is adopted for all the courses.

Range of Marks (CA + SEE)	Grade Points	Grade	Performance
90 – 100	9.0 – 10.0	O	Excellent
80 – 89	8.0 – 8.9	A	Very Good
70 – 79	7.0 – 7.9	B	Good
60 – 69	6.0 – 6.9	C	Above Average
50 – 59	5.0 – 5.9	D	Average
40 – 49	4.0 – 4.9	E	Pass
Below 40	0	F	Fail
Absent	0	AA	Absent

Semester Grade Point Average (SGPA) is calculated by considering all the courses of the semester.

$$SGPA = \frac{\sum(C_i \times G_i)}{\sum C_i} \text{ where}$$

$C_i$  = no. of credits,

$G_i$  = grade points.

To arrive at marks scored in a course, multiply grade point  $G_i$  by 10.

- After completion of all the courses, the minimum number of credits required for B.A. / B.Sc. / B.Com. / B.M.S / B.B.A. / B.A. Professional / B.Com. Professional programmes, CGPA will be given separately for Part I, Part II and Part III.

$CGPA = \frac{\sum(C \times GP)}{\sum C}$  where

C = no. of credits,

GP = grade points.

**Note:** Certificate courses shall not be considered in calculating CGPA.

## 10. GENERAL RULES & INFORMATION

### College Timings:

- Monday to Friday : 9.00 a.m. to 4.30 p.m.
- Saturday : 9.00 a.m. to 12.40 p.m.

### College Office Timings:

- Monday to Saturday : 8.30 a.m. to 5.00 p.m.
- Lunch Break : 1.00 p.m. to 2.00 p.m.

### Office Timings for students:

- 8.30 a.m. to 9.00 a.m.
- 11.45 a.m. to 12.45 p.m.
- 3.30 p.m. to 4.30 p.m.

### College Fees:

- Every student in the college will pay her college fees on or before the date indicated in the college calendar.
- An extension of 10 days with fine is allowed for those students who have not paid the fees within the due date indicated in the calendar. This rule is applicable to all the students who attend / not attend the college with/ without prior permission.
- Any student, who cancels her admission after the admission process is over, shall forfeit the amount already paid and shall have to pay entire fees payable to the institution had she continued in the college till the end of the course. In the event of cancellation of admission, original certificates will be returned only on payment of the said amount as mentioned above.
- Students who fail to pay the whole amount due from them within the specified date will have their names deleted from the register.

- The principal may not permit any student to take the final examination, if she has not paid the fee due to the college and/or hostel or if she is found guilty of misbehaviour and/or bad conduct.
- All the scholarship holders are bound by all the above regulations.

### **ID Card:**

- Every student is provided with an ID card which she must keep as long as she is a student of this college.
- The student has to produce the ID card for all the academic/administrative purposes (Library, Lab, office, etc.)
- Misuse and exchange of ID card is severely punishable.
- Identity card along with the hall-ticket should also be produced for taking any examination, theory or practical.
- ID card should always be worn around the neck.
- The student has to surrender her ID card at the time of collection of course completion certificate.

### **Leave Rules:**

- No student shall absent herself without leave letter.
- Application for leave must be made in writing addressed to the Principal.
- In case of sickness necessitating more than two days leave, the students are required to produce a Medical certificate along with the leave letter immediately on re-joining classes.

### **Change of Residence & Contact Number:**

- The student shall report in the college office, within three days, whenever there is a change of residence.
- The student is expected to intimate the change of contact number in the college office and to her respective mentor.

### **Procedure for obtaining T.C., C.C., S.C., M.C. & O.D.:**

- All the Senior Inter, final year degree & P.G. final year students can apply for T.C., C.C. & S.C. by enclosing the 'no dues' certificate obtained from the library, college office, and departments.

- If a student desires to obtain a Certificate (Transfer, Conduct, Study, Bonafide etc.) she shall apply for the same in the college office and collect the same after a week.
- Generally, no certificate will be issued in less than 48 hours' notice.
- Application for a certificate should be addressed to the Principal.
- All fees must be paid by the notified due date.

### **Migration Certificate (M.C.):**

Students have to submit a xerox copy of provisional certificate, enclosed with a DD taken for the required amount in favour of 'The Registrar, Krishna University'.

### **Original Degree (O.D.):**

The application form for the Original Degree could be obtained by downloading from the website of Krishna University or in person. Filled in application form duly signed by the Principal should be submitted to the university.

## **11. STUDENTS' WELFARE & TRAINING PROGRAMMES**

### **11.1. STUDENTS' WELFARE**

#### **Parent-Teacher Meet**

Parents are encouraged to meet the staff members at any time during working hours in order to facilitate co-operation and collaboration in the growth and progress of their wards.

Parents are required to meet the college authorities whenever they are asked to do so.

#### **Mid-day Meals**

A nutritious meal is provided during lunch break to identified economically weak students as part of a welfare programme. Funds required for this program is generated by some of the present and retired staff members and well-wishers of the college.



## **Scholarships**

Various government scholarships are available for students of Scheduled Castes, Scheduled Tribes and Backward Classes/ Other Backward Classes.

## **Mentoring**

Personal guidance for both academic and personal matters is made available to students through the mentoring programme. A certain number of students are allotted to each mentor to seek personal guidance.

## **Counselling**

The aim of education at Maris Stella has always been to prepare students not only for examinations but also for the challenges of life. Professional counsellors are available to students on campus on appointment. The timings of the counsellors are posted outside the Counselling Services Room.

## **Anti-Sexual Harassment Committee**

This committee examines and resolves cases of sexual harassment on the campus.

## **Anti-ragging Committee**

This committee addresses issues of ragging on the campus and has faculty and student members.

## **Grievance Committee**

The Grievance Committee redresses grievances pertaining to all aspects of campus life. Grievances relating to examinations, however, are examined and resolved by the Controller's Office.

## **Women Empowerment Committee**

The Women Empowerment Committee attempts to create awareness of women's issues and promote positive action for women's welfare.

## **Career Guidance and Placement Committee**

The Career Guidance Committee provides comprehensive and quality career development programmes and employment avenues. These resources equip the diverse student community to successfully meet the demands and challenges of a career.

## **Objectives**

- To organize training programmes/ workshops/ seminars and special events to assist students with life planning.
- To provide information on jobs and career opportunities.
- To provide employment opportunities through recruitment programmes on campus and fostering partnerships both on and off the campus.
- To mobilize resources for needy students to apply for jobs or to start enterprises.

## **Language Partnership Programme (LPP)**

The LPP is meant for the improvement of the English language. The main objective of the LPP is to improve communicative skills in English. The LPP focuses on the first year under graduate students and on those who need to improve English language proficiency.

## **Remedial Coaching**

Remedial coaching is designed to help the students improve their academic performance. Remedial coaching is given for each course during the remedial period by the concerned course lecturers.

## **Student Feedback**

Student feedback is taken on the curriculum, on academic programmes, faculty and college each semester. The Deans of Academic Affairs help the college in getting the student feedback.

## **11.2. STUDENT TRAINING**

The College places great emphasis on personality development of the students. By the end of the third year every young student is expected to grow into a confident, competent and compassionate individual.

## **SOCIAL RESPONSIBILITY & CITIZENSHIP**

### **(i) National Service Scheme (N.S.S.)**

The aims of the National Service Scheme may be broadly outlined as follows:

- To be constructively involved in the needs and problems of the community particularly by working with the poor.

- To instill a feeling of social concern for the underprivileged.
- To create greater respect for dignity of labour through participation in manual work.
- To train students in leadership by imparting human skills to face societal challenges.

These aims are to be realized by a wide variety of service projects selected and carried out by the students themselves under the guidance and supervision of the Programme Officer of the National Service Scheme in the College.

### **(ii) National Cadet Corps (N.C.C.)**

The N.C.C. plays a vital role in moulding the character of young women. It lays great stress on developing qualities of leadership among the cadets and also inculcating in them the spirit of sportsmanship.

#### **Aims of the N.C.C.**

- To create a force of disciplined and trained human power which provides assistance to the country in case of emergency.
- To develop leadership, comradeship, character, spirit of sportsmanship and the ideal of service.

### **(iii) STARS (Stellites to Awake and Reach out to the Society)**

Reach out programmes cater to diverse needs of the underprivileged in society. One of the objectives of the college being empowerment of women and children, these reach out programmes create awareness among students of stark realities and sensitizes them. Students also get a first hand knowledge of real-life situations and gain experience in tackling the challenges in whatever little way they can. This exposure enables them to be communicative, sympathetic and humanitarian in their outlook.

Various sections of society derive solace and help in different forms from these programmes. They become articulate and confident to lead their lives with the motivation and stimulation given by these programmes.

The following projects have been taken up under STARS

- Working children
- Street children

- Human rights
- Empowerment of women
- Environment
- AIDS Awareness
- Information and Documentation
- Media and publication

Each of the above projects has a cell in which the students become active members under the able guidance of staff members.

## **PHYSICAL TRAINING**

### **(i) Sports / Games**

- The physical training course prescribed by the college includes sports, games and physical exercises.
- Sports, games and physical exercises help the students to maintain physical fitness and rejuvenate themselves after the hectic academic activity.
- The Intermediate and P.G students can undergo physical training after college timings depending on their interest.
- The undergraduate students can opt for physical training as one of the extra-curricular activities.

### **(ii) Yoga**

It teaches the student to appreciate the ageless wisdom enshrined in the exercises and trains to keep her mind and body at peace through the ups and downs of daily life.

### **(iii) Martial Arts**

It is introduced to provide self - defense techniques to the students.

### **(iv) Dance**

It teaches the importance of movement and fitness in a variety of ways through a variety of disciplines. Through dance students learn teamwork, focus and improvisational skills.

## **OTHER TRAINING**

### **(i) Literary Activities**

This activity is intended to develop the writing and speaking skills of the

interested students both in English and Telugu, preparing them for careers in fields such as journalism.

### **(ii) Cultural Activities**

Students joining these groups will be trained in group singing and group dancing, awakening in them an appreciation of the vast cultural heritage of our country.

Competitions in dance, singing, drama, debate, essay writing, rangoli, etc. are held during cultural week and prizes are awarded on college day.

## **12. OTHER FACILITIES**

### **Hostel**

The hostel is a home away from home wherein the hostelites are united as one large, happy family. They elect their own office bearers and committees at the beginning of each academic year. These office bearers then assume responsibility for the many and varied activities of hostel life, which include socials, inter-floor sports, entertainment, library and mess. Ragging is absolutely forbidden. Serious disciplinary action will be taken against students resorting to ragging.

### **Gymnasium**

A well-equipped, spacious gymnasium is located in the campus for both students and staff.

### **Canteen**

Canteen facility is available for staff and students on the campus.

### **The Bank**

The Canara Bank, Bharathi Nagar Branch, located in a separate block within the campus caters to the diverse needs of the staff, students and general public.

### **Bank Timings**

Monday to Friday:           10.00 A.M to 3.30 P.M  
  02.00 P.M to 2.30 P.M (Lunch)  
Saturday                    :           10.00 A.M to 12.30 P.M

### **Stationery & Photocopy Centre**

The college provides photocopying and telephone facilities for the faculty and students at this centre.

## **Internet and WiFi facility**

Good internet and WiFi facility is available both for faculty and students in the college.

## **Laboratories**

Good, spacious and well-equipped laboratories are maintained by all the physical, biological sciences and computer science departments. Language labs to develop listening and speaking skills in English are also available.

## **Skill Development Centre**

Skill development centre is established in the College to promote skills among staff and students.

## **Auditorium**

The college auditorium hosts numerous events like national conferences / workshops / seminars / FDP / other student related activities etc.

## **Audio Visual Room**

A well-equipped audio-visual room is available in the college campus to hold various activities, staff and student meetings. It is also used as a smart class room and for presentations during national conferences / workshops / seminars organized in the college.

## **Smart / Virtual / Digital Class Rooms**

Smart/Virtual/Digital Class Rooms are used for ICT enabled teaching and learning.

## **Open Stage**

Various major functions, assemblies, celebrations and competitions take place on the open stage. Students are encouraged to exhibit their talents during cultural week and other celebrations in the college on open stage.

## **Sports Ground & Indoor Stadium**

A big and well-laid out playground and a specially designed indoor stadium are available to provide physical exercise to promote good health and give satisfaction to sports enthusiasts. Regular sessions of sports and games are held here as part of the curriculum, too.

## **Green Rooms**

Well maintained green rooms are attached to the main open stage, college

auditorium and indoor stadium for the convenience of participants during college celebrations, other performances and competitions.

### **Ramps**

Physically challenged students are facilitated with ramps at different places in the campus.

### **Student Rest Room**

A separate room is provided for students who fall ill on the campus and are unable to remain in class.

### **RO Water Facility**

Reverse Osmosis water facility is provided for the health and safety of faculty and students.

### **Fire Extinguish Service**

The college buildings are totally secured with fire proofing for the protection of the campus community.

### **Solar Panels**

Uninterrupted power supply is provided through solar panels.

## **13. COLLEGE TRADITIONS**

### **Re-Opening Service**

At the beginning of each year a re-opening service is held to ask God's help and blessings for the new academic year.

### **Senior Friends**

Senior students volunteer to act as guides and special friends for the first few weeks of the academic year to the junior students who may find it difficult to adjust to college life.

### **Orientation**

During the first week of every academic year the junior students are welcomed and acquainted with the various aspects of college life by special talks followed by an interactive session.

### **Foundation Day**

16<sup>th</sup> July is observed as the College Foundation Day.

## **Teachers' Day**

Teachers' Day is celebrated on 5<sup>th</sup> September by the management and students. Jubilarians are felicitated by the students and management as part of the programme.

## **Founders' Day**

Founders' Day is celebrated on 15<sup>th</sup> November to commemorate the death anniversary of Blessed Mary of the Passion, Foundress of Franciscan Missionaries of Mary.

## **The Annual Retreat**

Opportunities are provided for Catholic students to make a retreat in the course of the academic year.

## **Cultural Week**

Inter-collegiate cultural programmes with a theme are held for a week every year. Various competitions, literary (elocution, essay writing, debates, drawing, painting etc.), cultural (singing, dance, rangoli, drama etc.) are conducted.

## **Hostel Day, Sports Day and College Day**

Hostel Day, Sports Day and College Day are celebrated every year. Prize distribution is also held on these occasions.

## **Annual Christmas Fete**

A fund raising programme to help the deserving within and outside the college is held every year in the month of November. Students are given an opportunity to make use of their creativity and talents.

## **Semi Christmas**

Semi Christmas is celebrated every year in the college (campus and hostel) during the Christmas season.

## **Farewell Service for Outgoing Students**

A valedictory programme is organized at the end of the year to bid farewell to the outgoing students. A farewell prayer service is also conducted.

## **Faculty Development and Orientation Programmes**

- The college sponsors the faculty to attend seminars/workshops/ conferences to enhance their knowledge and capabilities.



- In- house training programmes are also conducted for staff members at the beginning of every academic year.
- Awareness programmes on new technologies are also organized for staff.
- Faculty pursuing research are provided monetary incentive for their research.

## **14. THE LIBRARY**

The Maris Stella College Library is located in the centre of the campus with two separate blocks for degree and P.G courses with a collection of more than 99,000 books. The library is fully automated with a wide collection which includes latest books, journals, periodicals, CDs & DVDs. This collection is updated every year. The library is under the supervision of professional librarians both in UG and PG. The open access system is followed to enable students to select books of their choice.

Technology is used in the library in innovative ways. The library is maintained with one server with four client systems for various library operations. Systems are arranged in the library with internet connection for the users to browse OPAC and other e-resources. OPAC is available throughout the campus in intranet. All the semester end question papers are digitized and are available in OPAC.

### **Library Website**

[www.marisstella.ac.in/library.htm](http://www.marisstella.ac.in/library.htm) provides all the information regarding library collection and services. It also provides links to free e-resources and helps users to make use of free e-resources.

- Every student is required to attend an orientation program 'Know Your Library' immediately after admission.
- The entire library collection has been automated with barcode technology. Students and staff are provided with bar-coded library ID cards for the circulation of books.
- The top five students in each class are allowed to borrow two extra books in recognition of their good performance.
- Books for preparation for competitive examinations are available in a separate wing in the reference section. The latest books are added every year.

## **Library working hours**

Monday to Friday : 8.30 a.m. to 5.30 p.m.

Saturday : 8.30 a.m. to 1 p.m.

The library is closed on Sunday and on all public holidays.

## **Library Rules**

1. No printed matter or files will be allowed inside the library.
2. Strict silence should be maintained in the library and no combined study or group discussion is permitted in the library.
3. Dictionaries, reference books etc. are to be used within the library only.
4. Periodicals placed on the magazine racks should not be mishandled.
5. Books must not be marked or defaced in any manner.
6. Students should examine each book before borrowing and immediately report any damage to the librarian. Should they fail to do so, they will be held responsible for any damage detected after their use of the book.
7. Readers shall replace any book or library property damaged by them.
8. Barcode, spine and date labels inside the back cover of each book shall not be tampered. Serious action will be taken for any violation of this rule.
9. No Transfer Certificate or Conduct Certificate shall be issued to a student until the books have been returned and any dues outstanding against the student discharged.
10. To assist them to find books, students are advised to search through computer catalogue (OPAC).
11. No book will be issued or taken back unless the student produces her identity card.
12. Books may be borrowed for a week, renewed if there are no requests for them. They may not be renewed more than three consecutive times. Books not available at the time of application may be reserved.
13. A fine of Rs.5/- is imposed for each day if it is overdue.
14. A member against whom any fine or other charge is outstanding shall not be allowed to take back her card or to borrow until she has paid the amount due.

15. All books must be returned to the library on the date announced before the end of last term after which no book will be issued.
16. Exchange of library ID cards is not permitted.

## **Book Bank**

The purpose of the book bank is to provide text books to economically disadvantaged and deserving students. Books will be issued on loan to such students for one academic year. Current text books on all subjects are available on loan.

A student borrowing books from the book bank shall be fully responsible for their safe custody. The books should not be marked, written upon or damaged. In the event of any damage or loss, she shall replace it with a new copy of the book or pay such compensation as may be decided by the principal. The borrowers are not allowed to sub lend the books.

All books on loan must be returned at the end of each semester. If the books are not returned in time, the student will not be eligible to borrow books in future.

Original certificates will be issued only on the production of a clearance certificate from the librarian. The librarian may recall any book at any time even if the normal period of loan has not expired.

## **15. ALUMNAE**

MSAA (Maris Stella Alumnae Association) is a channel to connect and bond with old friends, make new ones from across batches, seek and offer help, and have loads of fun during the vibrant meetings. The Alumnae of Maris Stella are spread far and wide in responsible positions and are contributing their part to society while upholding the ideals and the values of the College. The members meet at least once a year.

### **Objectives**

- To encourage the alumnae to take an abiding interest in the progress and development of the alma mater.
- To create awareness about the achievements, contribution and the rich heritage of the College amongst the alumnae, present students and society.

- To encourage and assist the spread of education through the institution of memorial prizes to meritorious students and scholarships to deserving students.
- To mobilize resources for the updating of infrastructure in the campus.

## **16. PRIZES/AWARDS**

### **Proficiency Prizes**

Proficiency Prizes are awarded to the best student in Inter, Degree and PG courses.

### **Memorial Prizes**

The Memorial prizes are instituted by the donors, well-wishers, retired and present staff members to the students who show excellent performance in various subjects every year.

### **Appreciation**

The students are encouraged to participate in various inter collegiate academic activities / competitions and sports meet at different levels. They are given consideration in attendance and certificate of appreciation.

## **17. IQAC (Internal Quality Assurance Cell)**

IQAC has been set up in Maris Stella College in the year 2004. It functions at three levels.

- (i) Core Committee
- (ii) Advisory Committee
- (iii) Departmental Quality Assurance Cell (DQAC)

The IQAC members meet periodically to discuss various concerns pertaining to quality assurance, sustenance and enhancement in teaching, learning and evaluation.

### **IQAC members:**

1. Dr. Sr. Jasintha Quadras, Principal & Chairperson
2. Sr. Sleeva Thumma , Correspondent
3. Dr. G. Little Flower, Head, Dept. of Physics, IQAC Coordinator

4. Dr. Girija Nambiar, Dean, Planning & Communication
5. Ms. B. Santha Kumari, Dean, Administration
6. Dr. Sr. G. Innasyamma, Degree Vice-Principal
7. Ms. K. Hannah Anuhya, Degree Vice-Principal
8. Dr. Sr. Kulrekha Mudartha, Dept. of Mathematics,
9. Dr. Sr. P. Japamalai, Dept. of Zoology
10. Dr. V. Satya Sudha, Head, Dept. of English
11. Prof. K. Sandhya, Director, PG & Research
12. Dr. K. Naga Sundari, Director, MBA
13. Dr. Rani Syamalamba, Librarian
14. Ms. V. Sudha Devi, Addl. Controller of Examinations
15. Ms. Aparna, Entrepreneur, Aparna Jute Industries, Vijayawada
16. Ms. M. Mohini, ALEAP, Entrepreneur
17. Rev. Dr. Fr. A. Francis Xavier, Director, Andhra Loyola Institute of Engineering and Technology, Vijayawada
18. Mr. D. Anvesh, Executive Manager, R & D, Efftronics Pvt., Ltd., Vijayawada
19. Dr. G. Srinivasa Rao, Dept. of Physics, Andhra Loyola College
20. Sri Arava Ramesh, District Coordinator, CHILDLINE-1098, Forum for Child Rights, Vijayawada
21. Sri. S. L. Sreedhar, Express Guard, BZA/S.C.RLY
22. Student representative

## **18. STATUTORY & NON-STATUTORY BODIES**

### **18.1. STATUTORY BODIES**

#### **Governing Body**

1. Dr. Meenakshi Gopinath, Former Principal, Lady Shri Ram College, New Delhi, UGC Nominee
2. Prof. D. Lalitha Rani, Dept. of Commerce & Management Studies, Andhra University, Vizag, APSICHE Nominee
3. Prof. N. Usha, Registrar I/C, Krishna University, University Nominee

4. Prof. M. Venkateshwar, Former Head, Dept. of Hindi & Indian Studies EFLU, Hyderabad, Educationist
5. Ms. Latha Pandiarajan, Managing Director, Ma Foi Group of Companies, Chennai, Tamil Nadu, Industrialist
6. Management Personnel:
  - i. Sr. C.T Theresa President & Chairperson, Society of Franciscan Sisters of Mary
  - ii. Sr. Sleeva Thumma, Vice-President, Society of Franciscan Sisters of Mary
  - iii. Dr. Sr. G. Innyasamma, Vice-Principal
  - iv. Sr. S. Asha, Controller of Examinations
  - v. Sr. S.A. Vinnarasi, Bursar of the society
7. Staff Representatives:
  - i. Dr. D. Rama Krishna, Head, Dept. of Sanskrit
  - ii. Ms. G. Usha Kumari, Head, Dept. of Mathematics
8. Dr. Sr. Jasintha Quadras, Principal of the College

### **Academic Council**

1. Dr. Sr. Jasintha Quadras: Chairperson and Principal
2. Sr. Sleeva Thumma, Correspondent
3. Prof. D. Suryachandra Rao, Dean, Faculty of Arts, Krishna University, , University Nominee
4. Prof. Y.K Sundara Krishna, Dept. of Computer Science, Krishna University, University Nominee
5. Prof. Y.A.V.A.S.N. Maruthi, Dept. of Biosciences & Biotechnology, Krishna University, University Nominee
6. Rev. Fr. Dr. A. Francis Xavier, Director, Andhra Loyola Institute of Engineering & Technology, Vijayawada, Management Nominee
7. Mr. D. Ramakrishna, Managing Director, Efftronics Systems Pvt. Ltd., Vijayawada, Management Nominee
8. Dr. D. Nagamani, Principal, Govt. Polytechnic College for Women, Guntur, Management Nominee

9. Mr. A. Vithal Rao, Controller of Examinations, P.B.Siddhartha College of Arts & Science, Vijayawada, Management Nominee
10. Dr. K. Sandhya, Member Secretary, Director, PG & Research
11. Dr. Sr. Innyasamma G, Vice Principal
12. Sr. S. Asha, Controller of Examinations
13. Dr. V.Satya Sudha, Head, Dept. of English
14. Dr. V. N. Manga Devi, Head, Dept. of Telugu
15. Dr. K.V. Krishna Mohan, Head, Dept. of Hindi
16. Dr. D. Rama Krishna, Head, Dept. of Sanskrit
17. Dr. G. Beulah Pearl Sunanda, Head, Dept. of History & Tourism and Travel Management
18. Dr. B. Josephine S. Rani, Head, Dept. of Economics
19. Ms. A. Jyothsna Valenteena, Head, Dept. of Political Science
20. Sr. A. Sahaya Mary, Head, Dept. of Social Work
21. Ms. Y. Oliva, Head, Dept. of Journalism
22. Dr. K. Sarvani, Head, Dept. of Commerce & Management Studies
23. Ms. G. Usha Kumari, Head, Dept. of Mathematics
24. Dr. G. Little Flower, Head, Dept. of Physics, IQAC Coordinator
25. Dr. S. Vani Latha, Head, Dept. of Chemistry
26. Ms. C. V. L. Karuna, Head, Dept. of Botany, Food Science and Technology, Microbiology
27. Ms. J. Lasina, Head, Dept. of Biotechnology
28. Ms. P. Nitya Jeeva Prada, Head, Dept. of Zoology
29. Ms. S. Prasanna Glory, Head, Dept. of Computer Science
30. Ms. K. Hannah Anuhya, Head, Dept. of Electronics, Vice-Principal
31. Ms. D. V. Saraja, Head, Dept. of Statistics
32. Dr. K. Naga Sundari, Director & Head, Dept. of MBA
33. Dr. R. Syamalamba, Librarian
34. Dr. Sr. Kulrekha Mudartha, Dept. of Mathematics

35. Dr. C. Krishnaveni, Dean, Academic Affairs
36. Dr. H. Kanaka Durga, Dean, Academic Affairs
37. Sr. K. Ramana, Dean, Student Affairs

### **Finance Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Ms. C. V. L. Karuna, Head, Dept of Botany
4. Sr. S.A. Vinnarasi, Bursar
5. Chartered Accountant

## **18.2. NON-STATUARY BODIES**

### **Planning & Evaluation Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Dr. Girija Nambiar, Dean, Planning and Communication
3. Ms. B. Santha Kumari, Dean, Administration
4. Dr. Sr. G. Innyasamma, Vice Principal
5. Ms. K. Hannah Anuhya, Vice Principal
6. Dr. C. Krishnaveni, Dean, Academic Affairs
7. Dr. H. Kanaka Durga, Dean, Academic Affairs
8. Sr. K. Ramana, Dean, Student Affairs
9. Ms. P. Padma Latha, Dean, Student Affairs
10. Ms. Ch. Geetha Devi, Dean, Student Affairs
11. Sr. S. Asha, Controller of Examinations
12. Dr. G. Little Flower, IQAC Coordinator

### **Grievance Redressal Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Dr. S. Vanilatha, Head, Dept. of Chemistry
3. Dr. K. Sarvani, Head, Dept. of Commerce & Management
4. Ms. A. Jyothsna Valentena, Head, Dept. of Political Science



## **Examination Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. S. Asha, Controller of Examinations
3. Dr. Sr. G. Innyasamma, Vice Principal
4. Ms. K. Hannah Anuhya, Vice Principal
5. Ms. V. Sudha Devi, Addl. Controller of Examinations
6. Ms. D. Vedavathi Saraja, Addl. Controller of Examinations
7. Ms. C.V.L. Karuna, Head, Dept. of Botany
8. Dr. A. Josephine S. Rani, Head, Dept. of Economics

## **Admission Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Dr. Sr. G. Innyasamma, Vice Principal
3. Dr. J. Asha Kumari, Vice-Principal, Intermediate
4. Ms. B. Santha Kumari, Dean, Administration
5. Sr. S.A. Vinnarasi, Bursar

## **Library Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Dr. R. Syamalamba, Librarian
3. Dr. K. Naga Sundari, Director, MBA
4. Dr. D. Ramakrishna, Head, Dept. of Sanskrit
5. Ms. S. Visalakshmi, Asst. Librarian

## **Student Welfare Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Dr. Sr. G. Innyasamma, Vice Principal
3. Ms. K. Hannah Anuhya, Vice Principal
4. Sr. K. Ramana, Dean, Student Affairs
5. Dr. B. Josephine S. Rani, Head, Dept. of Economics
6. Ms. P. Nitya Jeevaprada, Head, Dept. of Zoology

## **Anti-Sexual Harassment / Internal Complaints Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Ms. Ch. Geetha Devi, Dean, Student affairs
3. Sr. K. Ramana, Dean, Student Affairs
4. Ms. B. Sobha, Dept. of Economics
5. Ms. D. Punyavathi, Lab Attender

## **Extra-Curricular Activities Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Dr. B. Rajendra Prasad, NSS Coordinator
3. Ms. N. Sailaja, Dept. of History, NCC Officer
4. Matilda Meyer, Physical Directress
5. Ms. A. Jyothsna Valentena, Head, Dept. of Political science
6. Ms. Parveen, Dept. of Statistics

## **Internal Academic Audit Committee**

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2. Dr. G. Little Flower, IQAC Coordinator
3. Dr. V. Satya Sudha, NAAC Coordinator
4. Dr. Sr. Japamalai, Dept. of Zoology
5. Dr. C. Krishnaveni, Dean, Academic Affairs
6. Dr. H. Kanaka Durga, Dean, Academic Affairs
7. Dr. B. Josephine S. Rani, Head, Dept. of Economics

## **19. MEMBERS OF STAFF**

### **Administrative Staff**

Sr. Sleeva Thumma	: Correspondent
Dr. Sr. Jasintha Quadras	: Principal
Dr. Sr. G. Innyasamma	: Vice Principal
Ms. K. Hannah Anuhya	: Vice-Principal
Dr. J. Asha Kumari	: Vice Principal, Intermediate

Dr. Girija Nambiar	: Dean, Planning & Communication
Ms. B. Santha Kumari	: Dean, Administration
Dr. K. Sandhya	: Director, P.G & Research
Dr. G. Little Flower	: IQAC Coordinator
Dr. C. Krishnaveni	: Dean, Academic Affairs
Dr. H. Kanaka Durga	: Dean, Academic Affairs
Sr. K. Ramana	: Dean, Student Affairs
Ms. P. Padmalatha	: Dean, Student Affairs
Ms. Ch. Geetha Devi	: Dean, Student Affairs
Sr. S. Asha	: Controller of Examinations
Ms. V. Sudha Devi	: Addl. Controller of Examinations
Ms. D. Vedavathi Saraja	: Addl. Controller of Examinations

### **Department of English UG & PG**

1. Dr. K. Sandhya, M.A., Ph.D., PGDTE, Director, PG & Research
2. Dr. V. Satya Sudha, M.A., M. Phil., Ph.D, HoD, NAAC Coordinator
3. Dr. Sr. G. Innyasamma, M.A., M. Phil., Ph.D., PGDTE, Vice Principal
4. Ms. L.M.R. Swarupa Rani, M.A., B.Ed.
5. Ms. Y. Supriya, M.A., NSS Coordinator
6. Ms. B. Santhi Sri, M.A., M. Phil.
7. Ms. Sajida Mubeen, M.A., B.Ed.
8. Ms. T. Deepthi, M.A., PGDCE
9. Ms.G.Sumalatha, M.A., B.Ed.
10. Ms. Sk. Asifa Begum, M.A.
11. Ms. Badhullabhe, M.A.
12. Ms. R. Kavya, M.A.

### **Department of Telugu**

1. Dr. V. N. Manga Devi, M.A., M.Phil., Ph.D., HoD
2. Dr. P. Neeraja, M.A., M.Phil., Ph.D.

### **Department of Hindi**

1. Dr. K. V. Krishna Mohan, M.A. Ph.D, HoD
2. Ms. B. Karuna Harika, M.A.

### **Department of Sanskrit**

- Dr. D. Ramakrishna, M.A., Ph.D., SLET, HoD

## **Department of History & Tourism**

1. Dr. G. Beaulah Pearl Sunanda, M.A., M.Phil., Ph.D, HoD
2. Ms. P. V. Sridevi, M.A., M.Phil., NET, PGDTTM
3. Lt. Ms. N. Sailaja, MTTM, M.A, NCC Officer (Army)
4. Ms. P. Jyothirmai, M.A.

## **Department of Economics UG & PG**

1. Dr. B. Josephine S. Rani, M.A., M.Phil., SLET, Ph.D, HoD
2. Mr. B. Koteswara Rao, M.A., M.Phil.
3. Ms. V Swapna, M.A., M.Phil., B.Ed.
4. Ms. A. Kalima, M.A., B.Ed., SET
5. Ms. B. Sobha, M.A., M.Phil., NET
6. Dr. K. Swaroop Kumar, M.A, M.Phil., Ph.D., SLET
7. Ms. G. Vani, M.A., MBA, B.Ed.
8. Ms. B. Deepthi Chaitanya, M.A., B.Ed.

## **Department of Political Science**

1. Ms. A. Jyothsna Valenteena, M.A, SET, HoD
2. Ms. Ch. Geetha Devi, M.A., Dean, Student Affairs
3. Dr. B. Rajendra Prasad, M.A., Ph.D, NSS Coordinator
4. Ms. R. Anusha, M.A.

## **Department of Social Work**

1. Sr. A. Sahaya Mary, M.A., M.Phil, HoD
2. Ms. S. Anne Evangeline Tryphela, M.A., NET

## **Department of Journalism**

1. Ms. Y. Oliva, MBA, HoD
2. Mr. M. S. Sankara Rao, M.A., M.Phil.

## **Department of Mathematics UG & PG**

1. Dr. Sr. Jasintha Quadras, M.Sc., M.Phil., P.G.D.C.A., M.S., Ph.D, Principal
2. Ms. G. Usha Kumari, M.Sc., HoD
3. Dr. Sr. Kulrekha Mudartha, M.Sc., M.Phil., Ph.D. (on leave)
4. Dr. C. Krishnaveni, M.Sc., M.Phil., Ph.D., Dean, Academic Affairs
5. Ms. V. Sudha Devi, M.Sc. Addl. Controller of Examinations, HOD, PG

6. Ms. S. Padmavathi, M.Sc.
7. Sr. S. Asha, M.Sc., M.Phil., Controller of Examinations
8. Ms. K. Tabitha , M.Sc., B.Ed.
9. Ms. R. Tulasi, M.Sc.
10. Ms. P. Sirisha Devi, M.Sc.
11. Ms. K. Bhanu Priya, M.Sc.
12. Ms. T. Renuka, M.Sc.
13. Ms. V. Adilakshmi, M.Sc.
14. Ms. T. Naga Gnaneswari Devi, M.Sc.
15. Ms. S. Bajeebee, M.Sc.

### **Department of Statistics**

1. Ms. D. Vedavathi Saraja, M. Sc, HoD, Addl. Controller of Examinations
2. Ms. M. Parveen Syed, M.Sc.
3. Ms. N. Srilekha, M.Sc.

### **Department of Physics**

1. Dr. G. Little Flower, M.Sc., Ph.D., M.Ed., HoD, IQAC Coordinator
2. Ms. P. Padmalatha, M.Sc., M.Phil., B.Ed, Dean, Student Affairs
3. Ms. T. Grace Eunice, M.Sc. M. Phil, Coordinator, Intermediate
4. Ms. M. Santhi Sri Sudha, M.Sc.
5. Ms. T. Sai Nagalakshmi, M.Sc., B.Ed., M.Phil, SAP Consultant
6. Ms. V. Geetha Nagamani Sai, M.Sc., B.Ed.
7. Dr. V. Sharon Samyuktha, M.Sc., Ph.D.
8. Ms. B. Sri Sessa Sudha Gayatri, M.Sc.
9. Ms. G. Visali, M.Sc.

### **Department of Electronics**

1. Ms. K. Hannah Anuhya, M.Sc., HoD, Vice-Principal
2. Ms. T. Mary Ragni, M.Tech.
3. Ms. D. Siva Padmavathi, M.Tech.

### **Department of Computer Science**

1. Ms. S. Prasanna Glory, MCA, HoD
2. Ms. P. Vidhyavathi, M.C.A.
3. Ms. B. Roja Priscilla, M.Sc. (IS)

4. Ms. P. Malathi, M.Tech.
5. Ms. E. Grace Lydia, M.C.A
6. Ms. G. Sindhuja, M.Sc.
7. Ms.Ch. Hari Manasa, MCA
8. Mr. T Karthik, M.Tech.
9. Ms. G.V. Divya, B.Tech., MBA
10. Ms. K. Sravani, M.Tech.

### **Department of Chemistry**

1. Dr. S. Vanilatha, M.Sc., MCA, M.Phil., Ph.D., SET, HoD
2. Ms. M. Archana, M.Sc., B.Ed.
3. Ms. V. Vasundhara, M.Sc., B.Ed.
4. Ms. M. Anusri, M.Sc.
5. Ms. V. Javali, M.Sc.
6. Ms. R. Koteswaramma, M.Sc., B.Ed.
7. Ms. Sk. Sabeeha Begum, M.Sc.
8. Ms. D. Shanta Kumari, M.Sc. B.Ed.
9. Ms. G. Hima Kumari, M.Sc., SET

### **Department of Bio-Technology**

1. Ms. J. Lasina, M.Sc., B. Ed, HoD
2. T. Rajeswari. M.Sc.

### **Department of Food-Technology**

1. Ms. J. Tulasi, M.Sc.
2. Ms. A. Havilah, M.Sc., B.Ed., NET

### **Department of Microbiology**

1. Dr. I. Mani Deepa, M.Sc. Ph.D.
2. Dr. A. Rekha Padmini. M.Sc. Ph.D.

### **Department of Botany**

1. Ms. C. V. L. Karuna, M.Sc., HoD
2. Dr. J. Asha Kumari, M.Sc., M.Phil., Ph.D., Vice Principal , Intermediate
3. Ms. M. Harsha Vardhini, M.Sc.
4. Ms. N. Chandra Lekha, M.Sc.
5. Ms. D.Siva Mallika, M.Sc.
6. Ms. G. Nandini, M.Sc.

## **Department of Zoology**

1. Dr. Sr. P. Japamalai, M.Sc., M.Phil., Ph.D.
2. Ms. P. Nitya Jeeva Prada, M.Sc., M.Phil., B.Ed., HoD
3. Dr. N. Bharatha Jyothi, M.Sc., B.Ed, M.Phil., Ph.D.
4. Ms. P. Paul Suma, M.Sc., B.Ed.

## **Department of Commerce UG & PG**

1. Ms. P. Sri Bhagyalakshmi, M.B.A.
2. Ms. G.R. Sarvani, M.Com.
3. Ms. T. Naga Malleswari, M.Com.
4. Ms. K. Poojitha, M.Com., PGDFM
5. Ms. G. Vijaya Jyothi, M.B.A.
6. Ms. Ch. Madhavi Latha, M.Com.
7. Ms. Md. Raheemunnisa, M.Com.
8. Ms. V. Vinitha, M.Com.
9. Ms. G. Alisha, MBA
10. Ms. B. Himaja, M.Com.

## **Department of Library & Inf. Science**

1. Dr. R. Syamalamba, M.A., M.Li.Sc., Ph.D., SLET
2. Ms. S. Visalakshmi, M.A., M.Li.Sc.
3. Ms. S. Kalyani Nagalakshmi, MBA., M.Li.Sc.
4. Ms. Ch. Hemalatha, B.A., M.Li.Sc.

## **Physical Education**

Ms. Matilda Maria Meyer, M.A., M.P.Ed., NCC Officer (Naval)

## **Value Education**

Sr. Sahaya Mary, M.A., M. Phil.

## **Counselling**

Ms. Lalitha, M.A.

## **Department of M.B.A.**

1. Dr. K. Naga Sundari, MBA, M.Phil, Ph.D., SET,NET, Director & HoD
2. Dr. G. Malathi, MBA, M.Phil., Ph.D., PGDHRM, NET
3. Dr. K. Sarvani, MBA, M.Com., M.Phil, Ph.D., NET, PGDHRM, HoD, UG

4. Dr. H. Kanaka Durga, M.Com, MBA, M.Phil, Ph.D., NET
5. Sr. K. Ramana, MBA,SET, Dean, Student Affairs
6. Ms. G. Smitha, M.Sc. IT., MHRM., M.Phil., MBA
7. Ms. C. S. Pranavi, M.Com, MBA, SET
8. Ms. T. Prameela, B.Tech, MBA

## Office Staff

1. Ms.B.Shanta Kumari, M.Com. : Dean, Administration
2. Sr. S. A. Vinnarassi, M.Com. : Bursar
3. Sr. Treasa Pappu, B.A., LLB. : Campus Maintenance Manager
4. Ms. K. V. L. Prasuna, M.Com., MBA : Senior Assistant (on leave)
5. Ms. Ch. N.V. Jyothi Kumari, B.Com : Office Assistant
6. Ms. C. Sarada, M.Sc. : Office Assistant
7. Dr. P. Usha, M.A., Ph.D. : Campus Maintenance Supervisor
8. Ms. Sk. Shabana, B.Tech. : Office Assistant
9. Ms. G. Sujatha, M.A. : Office Assistant
10. Ms. K. Sri Lavanya, MBA : Principal's Secretary
11. Mr. K. Prasad, M.Sc. (IT) : System Administrator
12. Ms. K. Nagasanthisri, B. Tech. : Office Assistant
13. Mr. M. Vijaya Krishna, B.Sc. : System Administrator
14. Mr. M. Rama Srinu, M.A : Office Assistant
15. Mr. K. Narasimha Raju, B.Tech. : Net Administrator

## Examination Section

1. Ms. P. Padmaja, M.Com. : Office Assistant
2. Ms. B. Phani, MBA : Office Assistant
3. Ms. V. Sridevi, B.Com. : Office Assistant
4. Ms. E. Sowjanya, M. Sc. : Office Assistant

## Support Staff

1. Ms. N. Mani : Lab Attender
2. Ms. R. Mary : Lab Attender
3. Ms. K. Sunanda : Lab Attender
4. Ms. G. Rani : Library Attender
5. Ms.U. Assuntha Lakshmi : Lab Attender
6. Ms. T. Syamala Devi : Library Attender



7. Mr. D. Raju : Library Attender
8. Mr. G. Prakash Rao : Office Attender
9. Mr. S. Vinod : Lab Attender
10. Mr. B. Naresh : Attender - Examination Section
11. Ms. M. Manikyam : Attender - Examination Section
12. Mr. V. Rajkumar : Assistant - Physical Education
13. Ms. D. Punyavathi : Lab Attender
14. Mr. N. Krishna Rao : Lab Attender
15. Mr. S. Kumar : Lab Attender
16. Mr. V. Prasanna : Lab Attender
17. Mr. A. Ravichandra : Record Assistant
18. Mr. D. Ramachandra Rao : Watchman
19. Ms. N. Nagamani : Sweeper
20. Ms. B. Elizabeth : Sweeper
21. Ms.Ch. Rani : Sweeper
22. Ms.Y. Ramadevi : Sweeper
23. Ms.Ch. Venkateswaramma : Sweeper
24. Ms.V. Venkata Ramana : Library Attender
25. Ms.Ch. Sowramma : Sweeper
26. Ms.K. Aruna : Sweeper
27. Ms. M. Ramulamma : Sweeper
28. Ms. D. Lakshmi : Scavenger
29. Ms. Bhagya Lakshmi : Scavenger
30. Mr. V. Srinivas : Gardener
31. Ms. B. Leelavathi : Lab Attender
32. Mr. Chalmaiah : Night Watchman
33. Mr. M. Moses : Electrician
34. Ms. G. Santha Kumari : Sweeper
35. Ms. K. Sunitha : Sweeper
36. Ms. A. Vasantha : Sweeper
37. Mr. S. Hemanth : Lab Attender
38. Ms. G. Jhansi Lakshmi : Library Attender
39. M. Jhansi : Sweeper
40. Sharon Rani : Sweeper

## Working Days

### 2019

June	18 days
July	27 days
August	23 days
September	23 days
October	4 days
November	26 days
December	19 days

### 2020

January	23 days
February	24 days
March	1 day

# Calendar For the Year 2019-2020

## June-2019

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1 Saturday

Advanced Supplementary Examinations for Sem VI

---

2 Sunday

---

3 Monday

---

4 Tuesday

---

5 Wednesday

Ramzan  
World Environment Day

---

6 Thursday

---

7 Friday

---

8 Saturday

---

9 Sunday

---

10 Monday

Day 1

Re-opening for SEM III, SEM V

1

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11 Tuesday

Day 2

2

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*The beautiful thing about learning is nobody can make it away from you. – B.B.King*

## June-2019

---

12 Wednesday

Day 3

3

Re-opening for SEM I,  
Sr. and Jr. Intermediate

---

13 Thursday

Day 4

4

---

14 Friday

Day 5

5

---

15 Saturday

Day 0

6

---

16 Sunday

---

17 Monday

Day 6

7

---

18 Tuesday

Day 1

8

---

19 Wednesday

Day 2

9

---

20 Thursday

Day 3

10

---

21 Friday

Day 4

11

International Day of Yoga

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*The capacity to learn is a gift; the ability to learn is a skill;  
the willingness to learn is a choice. – Brain Herbert*

## June-2019

---

22 Saturday

Day 0

12

---

23 Sunday

---

24 Monday

Day 5

13

---

25 Tuesday

Day 6

14

---

26 Wednesday

Day 1

15

---

27 Thursday

Day 2

16

---

28 Friday

Day 3

17

---

29 Saturday

National Statistics Day

Day 0

18

---

30 Sunday

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*The whole purpose of education is to turn mirrors into windows. – Sidney J. Harris*

## July-2019

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1 Monday

Day 4

19

---

2 Tuesday

Day 5

20

---

3 Wednesday

Day 6

21

---

4 Thursday

Day 1

22

---

5 Friday

Day 2

23

---

6 Saturday

Day 0

24

---

7 Sunday

---

8 Monday

Day 3

25

---

9 Tuesday

Day 4

26

---

10 Wednesday

Day 5

27

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*If you can dream it, you can do it. - Walt Disney*

## July-2019

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11 Thursday World Population Day  
Day 6  
28

---

12 Friday  
Day 1  
29

---

13 Saturday  
Day 0  
30

---

14 Sunday

---

15 Monday  
Day 2 Intermediate: Unit Test 1  
31

---

16 Tuesday  
Day 3 Intermediate: Unit Test 1  
32

---

17 Wednesday  
Day 4 Intermediate: Unit Test 1  
33

---

18 Thursday  
Day 5 Intermediate: Unit Test 1  
34

---

19 Friday  
Day 6 Intermediate: Unit Test 1  
35

---

20 Saturday  
Day 0 Intermediate: Unit Test 1  
36

---

*There are no shortcuts to any place worth going. - Helen Keller*

## July-2019

---

21 Sunday

---

22 Monday

Day 1

37

---

23 Tuesday

Day 2

38

---

24 Wednesday

Day 3

39

---

25 Thursday

Day 4

40

---

26 Friday

Day 5

41

---

27 Saturday

Day 0

42

---

28 Sunday

---

29 Monday

Day 6

43

---

30 Tuesday

Day 1

44

---

31 Wednesday

UG: I CA

45

---

*Intelligence is the ability to adapt to change. – Indira Gandhi*



## August-2019

---

1 Thursday

UG: I CA

46

---

2 Friday

UG: I CA

47

---

3 Saturday

Day 0

48

---

4 Sunday

---

5 Monday

Day 2

49

---

6 Tuesday

Day 3

50

---

7 Wednesday

Day 4

51

---

8 Thursday

Day 5

52

---

9 Friday

Varalakshmi Vratham

Quit India Day

---

10 Saturday

Day 0

53

---

*The greatest enemy of knowledge is not ignorance;  
it is the illusion of knowledge. – Stephen Hawking*

## August-2019

---

11 Sunday

---

12 Monday

Bakrid  
International Youth Day

---

13 Tuesday

Day 6

54

---

14 Wednesday

Sanskrit Day

Day 1

55

---

15 Thursday

Independence Day

---

16 Friday

Day 2

56

---

17 Saturday

Day 0

57

---

18 Sunday

---

19 Monday

Day 3

58

Intermediate: Unit Test 2

---

20 Tuesday

Day 4

59

Intermediate: Unit Test 2

---

21 Wednesday

Day 5

60

Intermediate: Unit Test 2

---

*A woman with a voice is, by definition, a strong woman. – Melinda Gates*

## August-2019

---

22 Thursday  
Day 6  
61

---

23 Friday Janmashtami

---

24 Saturday  
Day 0  
62

---

25 Sunday

---

26 Monday  
Day 1  
63

---

27 Tuesday  
Day 2  
64

---

28 Wednesday  
Day 3  
65

---

29 Thursday National Sports Day  
Telugu Bhasha Dinotsavam  
Day 4  
66

---

30 Friday  
Day 5  
67

---

31 Saturday  
Day 0  
68

---

*No one can make you feel inferior without your consent. – Eleanor Roosevelt*

## September-2019

---

1 Sunday

---

2 Monday

Vinayaka Chavithi

---

3 Tuesday

Day 6

69

---

4 Wednesday

Day 1

70

---

5 Thursday

Teacher's Day

Day 2

71

---

6 Friday

Day 3

72

---

7 Saturday

Day 0

73

---

8 Sunday

Maris Stella Day  
International Literacy Day

---

9 Monday

Day 4

74

---

10 Tuesday

Moharam

---

11 Wednesday

Day 5

75

---

*You have to dream before your dreams can come true. – APJ Abdul Kalam*

## September-2019

---

12 Thursday  
Day 6  
76

---

13 Friday  
Day 1  
77

---

14 Saturday Hindi Diwas  
Day 0  
78

---

15 Sunday

---

16 Monday UG: II CA  
World Ozone Day  
79 Intermediate: Unit Test 3

---

17 Tuesday UG: II CA  
80 Intermediate: Unit Test 3

---

18 Wednesday UG: II CA  
81 Intermediate: Unit Test 3

---

19 Thursday  
Day 2 UG: CAIT  
82

---

20 Friday  
Day 3 UG: CAIT  
83

---

21 Saturday UG: CAIT  
Day 0  
84

---

*Man needs his difficulties because they are necessary to enjoy success. - APJ Abdul Kalam*

## September-2019

---

22 Sunday

---

23 Monday

Day 4

85

UG: CAIT

---

24 Tuesday

Day 5

86

UG: CAIT

---

25 Wednesday

Day 6

87

UG: CAIT

---

26 Thursday

Day 1

88

---

27 Friday

Day 2

89

World Tourism Day

---

28 Saturday

Day 0

90

---

29 Sunday

World Heart Day

---

30 Monday

Day 3

91

UG: SEE-Practicals

---

*Do we not realize that self-respect comes with self-reliance? APJ Abdul Kalam*

## October-2019

---

1 Tuesday

Day 4

92

---

2 Wednesday

Gandhi Jayanthi

---

3 Thursday

Day 5

93

---

4 Friday

Day 6

94

---

5 Saturday

Day 0

95

Intermediate: Dasara vacation begins

---

6 Sunday

Durga Ashtami

---

7 Monday

Mahar Navami

---

8 Tuesday

Vijaya Dasami

---

9 Wednesday

---

10 Thursday

UG: SEE-Theory

---

11 Friday

National Girl Child Day

---

12 Saturday

---

13 Sunday

Intermediate: Dasara vacation ends

---

14 Monday

Intermediate: Quarterly Examinations begin

---

*If the only tool you have is a hammer, you tend to see every problem as a nail.*

*– Abraham Maslow*

## October-2019

---

15 Tuesday

---

16 Wednesday

---

17 Thursday

---

18 Friday

---

19 Saturday Intermediate: Quarterly Examinations end

---

20 Sunday

---

21 Monday

---

22 Tuesday

---

23 Wednesday

---

24 Thursday

---

25 Friday

---

26 Saturday

---

27 Sunday Diwali

---

28 Monday

---

29 Tuesday

---

30 Wednesday

---

31 Thursday National Unity Day

---

*All the world is a laboratory to the inquiring mind. – Martin H. Fischer*



## November-2019

---

1 Friday

Day 1

Re-opening for SEM II, SEM IV and SEM VI

1

---

2 Saturday

Day 0

2

---

3 Sunday

---

4 Monday

Day 2

3

---

5 Tuesday

Day 3

4

---

6 Wednesday

Day 4

5

---

7 Thursday

Day 5

6

---

8 Friday

Day 6

7

---

9 Saturday

Intermediate: Parent-Teacher Meet

Day 0

8

---

10 Sunday

Milad-un-nabi

---

*Learning is not attained by chance; it must be sought for with ardour and attended to with diligence. – Abigail Adams*

## November-2019

---

11 Monday

Day 1

9

---

12 Tuesday

Day 2

10

---

13 Wednesday

Day 3

11

---

14 Thursday

Day 4

12

---

15 Friday

Day 5

13

---

16 Saturday

Day 0

14

---

17 Sunday

---

18 Monday

Day 6

15

Intermediate: Unit Test 4

---

19 Tuesday

Day 1

16

Intermediate: Unit Test 4

---

20 Wednesday

Day 2

17

Intermediate: Unit Test 4

---

*Learning never exhausts the mind. – Leonardo da Vinci*

## November-2019

---

21 Thursday  
Day 3  
18

---

22 Friday  
Day 4  
19

---

23 Saturday  
Day 0  
20

---

24 Sunday

---

25 Monday  
Day 5  
21

---

26 Tuesday Constitution Day  
Day 6  
22

---

27 Wednesday  
Day 1  
23

---

28 Thursday  
Day 2  
24

---

29 Friday  
Day 3  
25

---

30 Saturday Flag Day  
Day 0  
26

---

*Develop a passion for learning. If you do, you will never cease to grow.*

*- Anthony J.d ' Angelo*

## December-2019

---

1 Sunday	World AIDS Day
----------	----------------

---

2 Monday	National Pollution Control
Day 4	
27	

---

3 Tuesday	
Day 5	
28	

---

4 Wednesday	Indian Navy Day
Day 6	
29	

---

5 Thursday	
Day 1	
30	

---

6 Friday	
Day 2	
31	

---

7 Saturday	
Day 0	
32	

---

8 Sunday	
----------	--

---

9 Monday	
Day 3	
33	

---

10 Tuesday	Human Rights Day
Day 4	
34	

---

*I'm not afraid of storms, for I'm learning to sail my ship. - Aeschylus*

## December-2019

---

11 Wednesday

Day 5

35

---

12 Thursday

Day 6

36

---

13 Friday

Day 1

37

---

14 Saturday

Day 0

38

World Energy Conservation Day

UG: Parent-Teacher Meet

---

15 Sunday

---

16 Monday

Day 2

39

Intermediate: Half-yearly Examinations begin

---

17 Tuesday

Day 3

40

---

18 Wednesday

Day 4

41

---

19 Thursday

Day 5

42

---

20 Friday

Day 6

43

---

*Great achievement is usually born of great sacrifice,  
and is never the result of selfishness. – Napoleon Hill*

## December-2019

---

21 Saturday Day 0 44	Intermediate: Half-yearly Examinations end
22 Sunday	National Mathematics Day
23 Monday Day 1 45	
24 Tuesday	National Consumers Day Christmas vacation begins
25 Wednesday	Christmas
26 Thursday	
27 Friday	
28 Saturday	
29 Sunday	
30 Monday	
31 Tuesday	

---

*Whoso neglects learning in his youth, loses the past and is dead for the future. – Euripides.*

## January-2020

---

1 Wednesday New Year

---

2 Thursday  
Day 2  
46

---

3 Friday UG: I CA

---

47

---

4 Saturday UG: I CA

---

48 World Braille Day

---

5 Sunday

---

6 Monday UG: I CA

---

49

---

7 Tuesday  
Day 3  
50

---

8 Wednesday  
Day 4  
51

---

9 Thursday  
Day 5  
52

---

10 Friday World Hindi Day

---

Day 6  
53

---

*Learning without thought is labour lost, thought without learning is perilous. -Confucius*

## January-2020

---

11 Saturday  
Day 0  
54

---

12 Sunday National Youth Day

---

13 Monday  
Day 1  
55

---

14 Tuesday Bhogi

---

15 Wednesday Sankranthi  
Army Day

---

16 Thursday Kanuma

---

17 Friday  
Day 2  
56

---

18 Saturday  
Day 0  
57

---

19 Sunday

---

20 Monday  
Day 3  
58

---

21 Tuesday  
Day 4  
59

---

*All things good to know are difficult to learn. - Greek Proverb*



## January-2020

---

22 Wednesday

Day 5

Intermediate: Pre-final I begins

60

---

23 Thursday

Day 6

61

---

24 Friday

International Day of Education

Day 1

62

---

25 Saturday

National Voters Day

Day 0

63

---

26 Sunday

Republic Day

---

27 Monday

Day 2

64

---

28 Tuesday

Day 3

Intermediate: Pre-final I ends

65

---

29 Wednesday

Day 4

66

---

30 Thursday

Martyr's Day

Day 5

67

---

31 Friday

Day 6

68

---

*Kindness is the language which the deaf can hear and the blind can see. –Mark Twain*

## February-2020

---

1 Saturday

Day 0

69

---

2 Sunday

---

3 Monday

Day 1

Intermediate: Practical examinations

70

---

4 Tuesday

World Cancer Day

Day 2

71

---

5 Wednesday

Day 3

72

---

6 Thursday

Day 4

73

---

7 Friday

Day 5

74

---

8 Saturday

Day 0

75

---

9 Sunday

---

10 Monday

Day 6

Intermediate: Pre-final II begins

76

---

*God is our refuge and strength, an ever-present help in trouble. – Psalms 46.1*

## February-2020

---

11 Tuesday

Day 1

77

---

12 Wednesday

Day 2

78

---

13 Thursday

UG: II CA

79

---

14 Friday

UG: II CA

80

---

15 Saturday

UG: II CA

81

Intermediate: Pre-final II ends

---

16 Sunday

---

17 Monday

Day 3

82

UG: CAIT

---

18 Tuesday

Day 4

83

UG: CAIT

---

19 Wednesday

Day 5

84

UG: CAIT

---

20 Thursday

Day 6

85

UG: CAIT

---

*Love does not claim possession. But gives freedom. - Rabindranath Tagore*

## February-2020

---

21 Friday Maha Sivaratri

---

22 Saturday  
Day 0 UG: CAIT  
86

---

23 Sunday

---

24 Monday  
Day 1 UG: CAIT  
87

---

25 Tuesday  
Day 2  
88

---

26 Wednesday  
Day 3  
89

---

27 Thursday  
Day 4  
90

---

28 Friday National Science Day  
Day 5 UG: SEE-Practicals  
91

---

29 Saturday  
Day 0  
92

---

*Commit to the Lord whatever you do, and He will establish your plans. – Proverbs 16:3*

## March-2020

---

1 Sunday

---

2 Monday

Day 6

IPE 2020

93

---

3 Tuesday

---

4 Wednesday

---

5 Thursday

---

6 Friday

---

7 Saturday

---

8 Sunday

International Women's Day

---

9 Monday

---

10 Tuesday

Holi

---

11 Wednesday

---

12 Thursday

---

13 Friday

---

14 Saturday

---

15 Sunday

---

16 Monday

UG: SEE-Theory

---

17 Tuesday

---

*It is not in the stars to hold our destiny but in ourselves. – William Shakespeare*

## March-2020

---

18 Wednesday

---

19 Thursday

---

20 Friday

French Language Day

---

21 Saturday

World Poetry Day

---

22 Sunday

World Water Day

---

23 Monday

---

24 Tuesday

---

25 Wednesday

Ugadi

---

26 Thursday

---

27 Friday

---

28 Saturday

---

29 Sunday

---

30 Monday

---

31 Tuesday

---

*For a man to conquer himself is the first and noblest of all victories. - Plato*

## April-2020

---

1 Wednesday

---

2 Thursday

Sri Rama Navami

---

3 Friday

---

4 Saturday

---

5 Sunday

Babu Jagjeevanram Jayanthi

---

6 Monday

Mahavir Jayanthi

---

7 Tuesday

---

8 Wednesday

---

9 Thursday

---

10 Friday

Good Friday

---

11 Saturday

---

12 Sunday

Easter

---

13 Monday

---

14 Tuesday

Ambedkar Jayanthi

---

15 Wednesday

---

16 Thursday

---

17 Friday

---

18 Saturday

*Ask, and it shall be given to you; seek, and ye shall find;  
knock, and it shall be opened unto you. – Matthew 7:7*

## April-2020

---

19 Sunday

---

20 Monday

---

21 Tuesday

---

22 Wednesday

---

23 Thursday

---

24 Friday

---

25 Saturday

---

26 Sunday

---

27 Monday

---

28 Tuesday

---

29 Wednesday

---

30 Thursday

---

*Pleasure in the job puts perfection in the work. - Aristotle*



**I, III, V Semester : June - October 2019**

DAYS	I 9.00 - 9.55 am	II 9.55 - 10.50 am	III 10.50- 11.45 am	11.45 to 12.45 pm	IV 12.45 - 1.40 pm	V 1.40 - 2.35 pm	VI 2.35 - 3.30 pm
DAY - 1				<b>LUNCH BREAK</b>			
DAY - 2							
DAY - 3							
DAY - 4							
DAY - 5							
SAT DAY - 0						—	—
DAY - 6							

**II, IV, VI Semester : November 2019 - April 2020**

DAYS	I 9,00 - 9,55 am	II 9,55 - 10,50 am	III 10,50- 11,45 am	11,45 to 12,45 pm	IV 12,45 - 1,40 pm	V 1,40 - 2,35 pm	VI 2,35 - 3,30 pm
DAY - 1				<b>LUNCH BREAK</b>			
DAY - 2							
DAY - 3							
DAY - 4							
DAY - 5							
SAT DAY - 0						—	—
DAY - 6							

## Notes

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## Notes

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