

MARIS STELLA COLLEGE

(Autonomous)

" A College with Potential for Excellence "

NAAC Accredited and ISO 9001 : 2015 Certified

VIJAYAWADA - 520 008, A.P.

website : www.marisstella.ac.in

e-mail : mscvja@gmail.com



HAND BOOK 2022 - 2023





"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

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

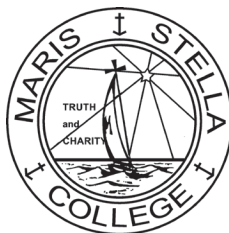
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HANDBOOK
2022 - 2023



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 is 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 yearlong 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

Beneficiary of RUSA 2.0 Scheme

2019 India Today Ranking of Colleges in India:

Arts: 64; Science: 72; Commerce: 97; BMS: 36

Foundation laid for RUSA Building

2020 Foundation laid for New Administrative Building

India Today Ranking of Colleges in India:

Arts: 75; Science: 97; Commerce: 105; BMS: 46

2021 Inauguration of year-long Diamond Jubilee Celebrations

2 students selected for Study of the US Institutes (SUSI)

2022 Valedictory of Diamond Jubilee Celebrations

Selected for English Access Microscholarship Programme

2. PLEDGE & COLLEGE ANTHEM

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 examination: UG

Odd Semester (I, III, V)

2020 & 2021 Batch:

12 – 14 Sept. 2022 : Continuous Assessment Test

14 – 20 Oct. 2022 : CAIT

28 Oct – 23 Nov. 2022 : Semester End Examinations

2022 Batch:

12 – 14 Dec. 2022 : Continuous Assessment Test

09 – 13 Jan. 2023. : CAIT

24 Jan. – 10 Feb. : Semester End Examinations

Even Semester (II, IV, VI)

2020 & 2021 Batch:

24 Nov. – 23 May 2023 : Semester-long Internship

06 – 08 Feb. 2023 : Continuous Assessment Test

09 – 15 Mar. 2023 : CAIT

23 Mar. – 15 April 2023 : Semester End Examinations

17 April – 16 June : Summer Internship

2022 Batch:

24 - 26 April. 2023	: Continuous Assessment Test
24 - 29 May 2023	: CAIT
05 June onwards	: Semester End Examinations

Days of examination for Intermediate:

29-08-2022 to 01-09-2022	: I Unit Test
22-09-2022 to 24-09-2022	: II Unit Test
17-10-2022 to 22-10-2022	: Quarterly Examinations
16-11-2022 to 18-11-2022	: III Unit Test
16-12-2022 to 22-12-2022	: Half-yearly Examinations
30-01-2023 to 04-02-2023	: Pre-Final Examinations
26-02-2023 to 07-03-2023	: IPE-2023: Practical Examinations
15-03-2023 to 29-03.2023	: IPE-2023: Theory Examinations

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 (He'le'n de Chappotin) 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 16th 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 belong 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, led amidst tempests by the light of Maris Stella, Mother Mary, the Star of the Sea.

'Truth and Charity' in 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 emblem. Blue symbolizes truth, loyalty and fidelity, 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 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 potential and channelize them towards 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 quantum of work input of the student.

- B.Sc. Programme: Min 165 credits
- B.A. Programme: Min 144 credits
- B.Com. Programme: Min 144 credits
- BMS Programme: Min 144 credits
- BBA Programme: Min 144 credits
- B.Sc. (Agriculture & Rural Development): 200 credits

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 classroom 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 on the campus is banned. Students are not permitted to use cell phones at any time or in any place on the college campus except for academic purposes and under the supervision of the course teacher. Violation of this rule will result in confiscation of the phone and a fine will be levied. Confiscated phones will be returned on 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 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.
28. Plastic usage is prohibited on campus, and violators will be fined.

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, undergraduate 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
2. Physics, Chemistry, Botany and Zoology
3. Mathematics, Economics, Commerce
4. History, Economics, Civics
5. History, Special English, Civics
6. Commerce, Economics, Civics

6.2. UNDER GRADUATE PROGRAMMES

Eligibility:

Intermediate, 10+2, or any other equivalent programme

The programmes offered:

B.A. / B.Sc. / B.Sc. (A & R) / B.Com. / BMS / BBA / BCA

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, practicals, assignments, seminars, student study projects, community service project, apprenticeships/ internships/ on the job training (summer & semester-long). Each Under Graduate Programme consists of the following parts:

Part I: (i) General English

(ii) Telugu / Hindi / Sanskrit

Part II: Core Courses & Skill Enhancement Courses (Electives)

Part III: Life Skills and Skill Development Courses (Electives)

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 & Technology, Microbiology, Chemistry
9. Microbiology, Biotechnology, Chemistry
10. Food Science & Technology, Microbiology, Biochemistry
11. Agriculture & Rural Development (4 years)

B.A.: English Medium

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

B.Com.: English Medium

1. General
2. Tax Procedures and Practice
3. Computers

BMS : Bachelor of Management Studies (English Medium)

BBA : English Medium

1. General
2. Digital Marketing

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

To instill social responsibility and compassion in students, the institution has included a 180- hour community service project during summer at the end of the first year. In the summer at the end of the second year, an eight-week internship is undertaken to make students employable. In the sixth semester, students are required to undergo semester-long internship to develop hands-on technical skills that are essential for success in the professional world.

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. MBA

7. CERTIFICATE COURSES

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

(i) Offline Certificate Courses

1. VB.NET
2. Programming in C
3. Computer Animations
4. Ornamental Fish Culture
5. Vermitechnology
6. Agricultural Biotechnology
7. Mushroom Cultivation
8. Herbal Medicine
9. An Introductory Course to Green Chemistry
10. Bakery & Confectionery
11. Epidemiology of Infectious Diseases
12. Minimum Support Price for Agricultural Crops in AP
13. Seedbed Preparations
14. Beauty Management
15. Cutting & Tailoring
16. Happiness Program
17. Painting & Muggam Work
18. English for Competitive Examinations
19. English for Empowerment
20. Counselling & Psychotherapy
21. Earn While You Learn
22. Making Jute Products
23. Wealth Out of Waste
24. Homecrafts
25. Telugu DTP
26. MatLab

27. PCB Design & Manufacturing
28. Art of Living
29. Business Analytics
30. CPBFI (Bajaj Finserv)
31. Securities Market
32. Vocal Music
33. Spoken French
34. e-Commerce & Digital Marketing (APSSDC)
35. Amazon Web Services (APSSDC)
36. Drawing & Painting
37. Event Management
38. Soft Toy Making

(ii) Service-Learning Certificate Courses (Offline)

1. English for Communication
2. Telugu Script for Mobiles & DTP
3. Spoken Hindi
4. Multiculturalism
5. Street Foods - Nutrition & Hygiene
6. Rural Women Empowerment
7. Practice of Human Rights
8. Development of Human Values
9. Vocational Education for Development
10. Basic Statistical Tools
11. Energy Conservation & Sustainability
12. E-Literacy
13. Water Analysis
14. Liquid Bio Fertilizers
15. Public Health in Nutrition
16. Contagious Diseases
17. Diabetes Education
18. Kitchen & Terrace Gardening
19. Civic Health on Communicable Infections
20. Unorganised Retailing

(iii) Online Certificate Courses

1. Arithmetic
2. Sets, Relations & Functions

3. English for Communication & Employability (Online/Offline)
4. Proficiency in English (STEP, HINDU)

(iv) MOOCS

Adopted Massive Open Online Certificate Courses offered by SWAYAM-NPTEL.

Important:

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

8. EXTRA-CURRICULAR ACTIVITIES & STUDENT CLUBS

8.1. EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an essential part of the Whole Person Education offered by the College.

Social Responsibility & Citizenship:

1. NSS
2. NCC
3. STARS

Physical Fitness:

1. Sports / Games
2. Yoga (Mandatory)
3. Martial Arts

Fine Arts:

1. Dance (Classical & Zumba)
2. Music
3. Painting & Muggam Work

Important:

- Every student should enroll in one of the Extra-Curricular Activities other than 'Yoga'.
- Students opting for NCC will continue in the same activity for three years.

- Students opting for NSS will be required to pursue these activities for a minimum of two years.
- Students opting for STARS will be required to pursue this activity for a minimum of one year.
- Minimum 50% attendance is required for eligibility to take SEE.

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. Literary Clubs
2. Cultural Clubs
3. Arts Clubs
4. Commerce Club
5. Science Clubs
6. Language Clubs
7. Eco/Green Club
8. Red Ribbon Club
9. Sports & Games Club

Important:

Every student should enroll in one of the student clubs structured 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 The first component comprises one written test for 25 marks The written test will be held after eight weeks / 48 days from the beginning of the semester.
- Second component may include project work / seminar / field trip / quiz / assignments etc It carries 25 marks of which assessment for a minimum of 10 marks will be online.
- 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):

- i) There shall be a comprehensive examination of three hours duration at the end of each semester.
- ii) 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.
- iii) Not eligible (NE) students are also required to pay the fee to be promoted to the next semester.

For Supplementary candidates only:

Supplementary candidates have to answer the same question paper as in the case of regular candidates, provided their syllabus and model question 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.(General & TPP) / B.Com. (Computers) / B.A.(TTM) / BMS / BBA / B.Sc. (Agriculture & Rural Development)	40%	40%

For Practical courses:

The minimum marks required for passing in each practical course is 25 out of 50.

Malpractices:

- The college takes a serious view of 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 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 programmes are affiliated to Krishna University and semester system is followed. Evaluation of the students is based on both internal assessment and university examination. Each course carries 100 marks divided into 70 marks for external assessment and 30 marks for internal assessment.

Internal Assessment:

- Internal assessment has two written examinations for 30 marks each and the average is taken.
- 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:

- Every student is required to take the Semester End Examinations at the end of each semester.
- The examination is for 3 hours duration and carries 70 marks.

- Students who are unable to take the SEE in any course, for any reason shall be eligible to take the same whenever it is offered.

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 in the college time table. Students who do not have 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 in 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 60% - 70% attendance in theory and practicals are not eligible (NE) to write SEE unless they submit leave letters attested by the parent along with the medical certificate (if under medical grounds), and all supporting documents like medical tests, prescriptions etc.
- Students having 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 they are offered the next time.

Important:

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

Part III: LSCs & SDCs:

- 70% attendance per course is required for eligibility to take SEE.
- Students having 61 - 69% attendance in LSC & SDC may be granted condonation.
- Students having 50% - 60% attendance in LSC & SDC are not eligible (NE) to write SEE 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 less than 50% attendance in LSC & SDC are not eligible (NE) to write SEE and will have to take the SEE whenever they are 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 will have to repeat that activity in V & VI 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). Mark list will be issued after each semester. Students should keep the statement of marks carefully. Duplicate mark sheets will be issued only on application along with prescribed payment.

- A student who successfully completes all courses prescribed for the semester will be awarded Semester Grade Point Average (SGPA).
- Cumulative Grade Point Average (CGPA) will be awarded after the successful completion of the programme.

Revaluation

- 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 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 each course.

- Awarding of marks in keeping with the general practice generally is on an arbitrary basis. Grades are awarded to indicate the achievement status of students. CGPA is 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. / BMS / BBA the CGPA shall be given separately for Part I, Part II and Part III.

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

C = No. of credits,

GP = grade points.

Note: Certificate courses are not considered in calculating CGPA.

10. GENERAL RULES & INFORMATION

College Timings:

- Monday to Friday : 9.00 a.m. to 4.00 p.m.
- Saturday : 9.00 a.m. to 1.00 p.m.

College Office Timings:

- Monday to Saturday : 8.30 a.m. to 5.00 p.m.
- Lunch Break : 1.20 p.m. to 2.20 p.m.

Office Timings for students:

- 8.30 a.m. to 9.00 a.m.
- 12.30 p.m. to 1.20 p.m.
- 4.00 p.m. to 5.00 p.m.

College Fees:

- Every student in the college will pay the 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 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 etc.) she shall apply for the same in the college office and collect it 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 must submit a photocopy of the provisional certificate, together with a DD for the required amount in favour of 'The Registrar, Krishna University'.

Original Degree (O.D.):

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

11. STUDENT WELFARE & TRAINING PROGRAMMES

11.1. STUDENT 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 challenged students. Funds required for this programme are generated by contributions from some of the present and retired staff members and well-wishers of the college.

Mentoring

Personal guidance for both academic and personal matters is made available to students through the mentoring programme. A group of students is allotted to each mentor for support and 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 counsellor is available to students on campus on appointment. The timings of the counsellors are posted outside the Counsellor's office.

Anti-Sexual Harassment Committee / ICC

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 Redressal 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 Cell (WEC)

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

Career Guidance & Placement Cell

The Career Guidance and Placement Cell 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 for life.
- To provide information on jobs and career opportunities.
- To provide employment opportunities through recruitment programmes on campus and to foster 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 students improve their academic performance. Remedial coaching is given for each course during the remedial period by the respective course teachers.

Student Feedback

Student feedback is taken on the curriculum, on academic programmes, faculty and college, each semester. The Deans of Academic Affairs obtain the feedback from students.

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 (NSS)

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 the poor.
- To instill in the student 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 (NCC)

The NCC plays a vital role in moulding the character of its cadets. It lays great emphasis on developing leadership qualities among the cadets and inculcating them the spirit of sportsmanship.

Aims of the NCC

- 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)

Outreach programmes cater to diverse needs of the underprivileged in society. One of the objectives of the college being empowerment of women

and children, these outreach programmes create awareness among students and sensitise them to stark realities of life. 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, empathetic and humanitarian in their outlook.

Various sections of society derive solace and help in different forms from these programmes. They become articulate and confident 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 undergraduate students can opt for physical training as one of the extra-curricular activities.
- The Intermediate and P.G. students can undergo physical training after college hours depending on their interest.

(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 train students in self-defense techniques.

OTHER TRAINING

(i) Literary Activities

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

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 social, 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 & DTP Centre

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

Internet & 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

The Skill Development Centre in the college promotes skills among staff and students.

Auditorium

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

Audio Visual Room

The well-equipped audio-visual room is used 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

Major functions, assemblies, celebrations and competitions take place on the open stage. Students exhibit their talents on this stage during cultural week and other celebrations.

Sports Ground & Indoor Stadium

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

Green Rooms

The main open stage, the college auditorium and the indoor stadium are provided with well-equipped green rooms 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. Toilets with grab bars are also available.

Infirmary

A 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 fireproofing 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 / Students Induction Programme (SIP)

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

16th July is observed as College Foundation Day.

Teachers' Day

Teachers' Day is celebrated on 5th September by the management and students. Staff who have completed 25 years of service in the college are also felicitated by the students and management on this occasion.

Founder's Day

Founder's Day is celebrated on 15th November to commemorate the death anniversary of Blessed Mary of the Passion, Foundress of Franciscan Sisters of Mary.

The Annual Retreat

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

Talent Fiesta Week

Every year cultural programmes with a theme are held for a week for the students of the college. Various competitions such as literary (elocution, essay writing, debates, drawing, painting etc.), cultural (singing, dance, rangoli, drama etc.) are conducted.

Hostel Day, Sports Day & 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.

Christmas

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 & 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 108000 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 UG and PG libraries are both under the supervision of professional librarians. The open access system is followed to enable students to select books of their choice.

The library is fully automated. Library operations are maintained with one server with four client systems. 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 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 3.00 p.m.

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

Library Rules

1. No printed matter or files are 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 with. 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 borrowed books have been returned and any dues outstanding against the student discharged.
10. To assist them in finding books, students are advised to search through the 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 for overdue books.
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 the last semester 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

Memorial Prizes are instituted by donors, well-wishers, retired and present staff members to students for 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. THE IQAC

The IQAC (Internal Quality Assurance Cell) was 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:

The Chairperson

1. Dr. Sr. Jasintha Quadras, Principal

Assistant and Associate Professors

2. Dr. Sr. G. Innasyamma, Degree Vice-Principal
3. Ms. K. Hannah Anuhya, Degree Vice-Principal
4. Dr. K. Naga Sundari, Director, MBA
5. Dr. S. Vanilatha, Head, Dept. of Chemistry & Dean, Academic Affairs
6. Ms. A. Jyothisna Valenteena, Head, Dept. of Political Science & Dean, Academic Affairs

7. Ms. V. Sudha Devi
8. Dr. Sr. Ramana, Dean, Student Affairs
9. Dr. P. Nitya Jeeva Prada, Head, Dept. of Zoology

Member from the Management

10. Sr. A. Sahaya Mary, Head, Dept. of Social Work
Vice President, The Institute of the Franciscan Sisters of Mary

Senior Administrative Officer

11. Dr. Girija Nambiar, Reader in English and Dean, Planning & Communication

Management nominees from Employers / Industrialists / Stakeholders / Local Society / Alumna / Students

12. Mr. D. Anvesh, Vice President, Efftronics Systems Pvt. Ltd., Vijayawada - Employer
13. Ms. V. Smita, Alumni, Entrepreneur & Businesswoman - Industrialist
14. Mr. T. R. K. Singh, Corporate Trainer, Singh's Soft Skills - Stakeholder
15. Prof. Saraswathi Raju Iyer, Head, Dept. of Sociology & Social Work & IQAC Coordinator, ANU, Guntur - Local Society
16. Ms. D. Aparna, Entrepreneur, Aparna Jute industries, Vijayawada - Alumna
17. Ms. Sk. Rizvana Tahasin, III B.Sc. (MPCS) - Student Representative

The Coordinator

18. Dr. C. Krishnaveni, Dept. of Mathematics

18. STATUTORY & NON-STATUTORY BODIES

18.1. STATUTORY BODIES

GOVERNING BODY

1. Sr. C. T. Theresa, Chairperson
President, Society of Franciscan Sisters of Mary
2. Sr. Sahaya Mary, Head, Dept. of Social Work
Vice President, The Institute of the Franciscan Sisters of Mary
3. Sr. Sleeva Thumma, Correspondent

4. Dr. Sr. Jasintha Quadras, Principal
Ex-Officio
5. Dr. Sr. Leena Quadras, Academic Officer
Management Member
6. Sr. S. Asha, Controller of Examinations
Management Member
7. Sr. Veronica D'Souza
Management Member, Bursar
8. Dr. Girija Nambiar, Reader in English &
Dean, Planning & Communication
Management Nominee
9. Dr. G. Little Flower, Head, Dept. of Physics &
Dean, Student Affairs
Staff Representative
10. Dr. C. Krishnaveni, IQAC Coordinator
Staff Representative
11. Fr. Dr. Joe Arun, Educationist
Director, LIBA, Chennai
12. Dr. Tony Sam George, Educationist
Dean of Social Sciences, Christ University, Bengaluru
13. Ms. Latha Pandiarajan, Industrialist
Managing Director, Ma Foi Group of Companies
Chennai, Tamil Nadu
14. Dr. Meenakshi Gopinath, UGC Nominee
Former Principal, Lady Shri Ram College, New Delhi
15. Prof. K. Ratna Shiela Mani, APSICHE Nominee
Principal, University College of Arts, Commerce & Law
Acharya Nagarjuna University, Guntur
16. Prof. V. Ravi Kumar, University Nominee,
Acharya Nagarjuna University, Guntur

ACADEMIC COUNCIL

Principal

1. Dr. Sr. Jasintha Quadras, Chairperson

University Nominees

2. **Dr. M. Koteswar Rao**

Krishna University College of Arts & Science, Machilipatnam

3. Dr. M. Babu Reddy, Principal (I/C)

Krishna University College of Engg. & Tech., Machilipatnam

4. Dr. K. Jayalakshmi

Head, Dept. of Mathematics, Krishna University, Machilipatnam

External Experts/Academicians

5. Rev. Fr. Dr. A. Francis Xavier

Director, Andhra Loyola Institute of Engg. & Tech., Vijayawada

6. Dr. I. Ravi

Principal, Dr. LHR Govt. Degree College, Mylavaram

7. Prof. C. L. L. Jayaprada

Retd. Professor, Department of English, Andhra University, Vizag

8. Mr. D. Ramakrishna

Managing Director, Efftronics Systems Pvt. Ltd., Vijayawada

Heads of the Departments

9. Ms. Y. Supriya

Department of English

10. Dr. V. N. Manga Devi

Department of Telugu

11. Ms. B. Karuna Harika

Department of Hindi

12. Dr. D. Ramakrishna

Department of Sanskrit

13. Dr. G. Beulah Pearl Sunanda

Department of History

14. Ms. P. V. Sridevi

Department of Tourism & Travel Management

15. Dr. B. Josephine Sandhya Rani

Department of Economics

16. Ms. A. Jyothsna Valenteena

Department of Political Science

17. Sr. A. Sahaya Mary

Department of Social Work

- 18. Dr. Girija Nambiar**
Department of Journalism
Dean, Planning & Communication
- 19. Dr. H. Kanaka Durga**
Department of Commerce & Management Studies
- 20. Ms. G. Usha Kumari**
Department of Mathematics
- 21. Dr. G. Little Flower**
Department of Physics
- 22. Dr. S. Vanilatha**
Department of Chemistry
- 23. Dr. G. Kranthi Kumar**
Department of Botany
- 24. Dr. Sr. P. Japamalai**
Coordinator for Life Sciences
- 25. Dr. P. Nitya Jeeva Prada**
Department of Zoology
- 26. Dr. P. Lakshmana Swamy**
Department of Agriculture & Rural Development
- 27. Ms. E. Grace Lydia**
Department of Computer Science
- 28. Ms. K. H. Anuhya**
Department of Electronics
- 29. Ms. D. V. Saraja**
Department of Statistics
- 30. Dr. K. Naga Sundari**
PG Department of Business Administration
- 31. Ms. S. Visalakshmi**
Library and Information Sciences
- 32. Sr. S. Asha**
Controller of Examinations

Senior Faculty

- 33. Dr. Sr. Innyasamma Gade**
Department of English

34. Ms. V. Sudha Devi

PG Department of Mathematics

35. Dr. Sr. K. Ramana

PG Department of Business Administration

36. Ms. V. Swapna

Department of Economics

Other Members

37. Sr. Sleeve Thumma

Correspondent

38. Ms. B. Santha Kumari

Dean, Administration

Member Secretary

39. Dr. C. Krishnaveni

Department of Mathematics

FINANCE COMMITTEE

1. Dr. Sr. Jasintha Quadras, Principal
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3. Dr. Girija Nambiar, Dean, Planning & Communication
4. Dr. Sr. Innyasamma, Vice Principal
5. Sr. S. Asha, Controller of Examinations
6. Dr. C. Krishnaveni, Dept. of Mathematics, IQAC Coordinator
7. Sr. Veronica, Bursar
8. Chartered Accountant

18.2. NON-STATUTORY BODIES

Planning & Evaluation Committee

1. Sr. Sleeve Thumma, Correspondent
2. Dr. Sr. Jasintha Quadras, Principal
3. Dr. Sr. Leena Quadras, Academic Officer
4. Dr. Girija Nambiar, Dean, Planning & Communication - **Coordinator**
5. Dr. Sr. G. Innyasamma, Vice Principal (On Leave)
6. Ms. K. Hannah Anuhya, Vice Principal
7. Sr. S. Asha, Controller of Examinations

8. Dr. C. Krishnaveni, IQAC Coordinator
9. Dr. S. Vanilatha, Dean, Academic Affairs (On Leave)
10. Ms. A. Jyothsna Valenteena, Dean, Academic Affairs
11. Dr. G. Little Flower, Dean, Student Affairs
12. Dr. Sr. Ramana, Dean, Student Affairs

Grievance Redressal Committee

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2. Dr. Sr. Leena quadras, Academic Officer
3. Dr. Girija Nambiar, Dean, Planning & Communication
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5. Ms. K. Hannah Anuhya, Vice Principal
6. Dr. G. Little Flower, Dean, Student Affairs
7. Dr. Sr. K. Ramana, Dean, Student Affairs
8. Dr. B. Josephine Sandhya Rani - **Coordinator**

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2. Sr. S. Asha, Controller of Examinations - **Coordinator**
3. Dr. Sr. Leena Quadras, Academic Officer
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5. Ms. K. Hannah Anuhya, Vice Principal
6. Ms. P. Padmalatha, Addl. Controller of Examinations
7. Ms. V. Sudha Devi
8. Dr. B. Josephine, Head, Dept. of Economics

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2. Dr. Sr. Leena Quadras, Academic Officer
3. Dr. Girija Nambiar, Dean, Planning & Communication
5. Sr. Sujitha Sudar Vizhi - **Coordinator**
6. Ms. T. Grace Eunice, Dept. of Physics
7. Ms. N. Sailaja, Dept. of History
8. Dr. G. Kranthi Kumar, Head, Dept. of Botany

Library Advisory Committee

1. Dr. Sr. Jasintha Quadras, Principal
2. Dr. Sr. Leena Quadras, Academic Officer

3. Dr. Girija Nambiar, Dean, Planning & Communication
4. Ms. S. Visalakshmi, Librarian - **Coordinator**
5. Dr. D. Ramakrishna, Head, Dept. of Sanskrit, Vice Principal-Intermediate
6. Dr. B. Josephine, Head, Dept. of Economics

Student Welfare Committee

1. Dr. Sr. Jasintha Quadras, Principal
2. Dr. Sr. Leena Quadras, Academic Officer
3. Dr. Girija Nambiar, Dean, Planning & Communication
4. Dr. Sr. G. Innyasamma, Vice Principal (On Leave)
5. Ms. K. Hannah Anuhya, Vice Principal
6. Dr. G. Little Flower, Dean, Student Affairs - **Coordinator**
7. Dr. Sr. K. Ramana, Dean, Student Affairs
8. Dr. D. Ramakrishna, Head, Dept. of Sanskrit, Vice Principal, Intermediate
9. Ms. G. Usha Kumari, Head, Dept. of Mathematics
10. Dr. H. Kanaka Durga, Head, Dept. of Commerce

Anti-Sexual Harassment / Internal Complaints Committee

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2. Dr. Sr. Leena Quadras, Academic Officer
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4. Dr. G. Little Flower, Dean, Student affairs
5. Dr. H. Kanaka Durga, Head, Dept. of Commerce - **Coordinator**
6. Ms. B. Sobha, Department of Economics
7. Ms. T. Grace Eunice, Dept. of Physics
8. Ms. D. Punyavathi, Lab Attender

Extra-Curricular Activities Committee

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2. Dr. Sr. Leena Quadras, Academic Officer
3. Dr. Girija Nambiar, Dean, Planning & Communication
4. Sr. Sahaya Mary, Head, Dept. of Social Work - **Coordinator**
5. Dr. G. Little Flower, Dean, Student Affairs
6. Dr. Sr. K. Ramana, Dean, Student Affairs
7. Ms. K. Tabitha, Dept. of Mathematics

8. Ms. K. Swetha Priya Kumari, Department of Commerce
9. Ms. Ch. Madhavi Latha, Dept. of Commerce

Research & Ethics Committee

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2. Dr. Sr. Leena Quadras, Academic Officer
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4. Dr. K. Naga Sundari, Director, MBA - **Coordinator**
5. Dr. B. Josephine Sandhya Rani, Head, Dept. of Economics
6. Dr. G. Malathi, PG Dept. of Business Administration
7. Dr. Ch. Alice Jayaprada, Dept. of Biochemistry
8. Dr. B. Rajeswari, Dept. of Botany

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2. Dr. Sr. Leena Quadras, Academic Officer
3. Dr. Girija Nambiar, Dean, Planning & Communication
4. Ms. K. Hannah Anuhya, Vice Principal
5. Dr. G. Little Flower, Dean, Student Affairs
6. Ms. E. Grace Lydia - **Coordinator**
7. Ms. S. Padmavathi

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2. Dr. Sr. Leena Quadras, Academic Officer
3. Dr. Girija Nambiar, Dean, Planning & Communication
4. Dr. Sr. G. Innyasamma, Vice Principal (On Leave)
5. Ms. K. Hannah Anuhya, Vice Principal
6. Dr. S. Vanilatha, Dean, Academic Affairs (On Leave)
7. Ms. A. Jyothsna Valenteena, Dean, Academic Affairs
8. Dr. G. Little Flower, Head, Dept. of Physics & Dean, Student Affairs
9. Dr. K. Naga Sundari, Director, MBA
10. Dr. B. Josephine Sandhya Rani, Head, Dept. of Economics
11. Dr. C. Krishnaveni, IQAC Coordinator – **Coordinator**

19. MEMBERS OF STAFF

Administrative Staff

Sr. Sleeva Thumma	: Correspondent
Dr. Sr. Jasintha Quadras	: Principal
Dr. Sr. Leena Quadras	: Academic Officer
Dr. Sr. G. Innyasamma	: Vice Principal, Degree (On Leave)
Ms. K. Hannah Anuhya	: Vice Principal, Degree
Dr. D. Rama Krishna	: Vice Principal, Intermediate
Dr. Girija Nambiar	: Dean, Planning & Communication
Sr. S. Asha	: Controller of Examinations
Ms. P. Padmalatha	: Addl. Controller of Examinations
Dr. C. Krishnaveni	: IQAC Coordinator
Dr. S. Vanilatha	: Dean, Academic Affairs (On Leave)
Ms. A. Jyothsna Valenteena	: Dean, Academic Affairs
Dr. G. Little Flower	: Dean, Student Affairs
Dr. Sr. K. Ramana	: Dean, Student Affairs
Sr. Sahaya Mary	: Coordinator, Extra-curricular Activities

Department of English

1. Dr. Girija Nambiar, M.A., M. Phil., Ph.D., Dean, Planning & Communication & Head, Dept. of Journalism
2. Dr. Sr. G. Innyasamma, M.A., M. Phil., Ph.D., PGDTE, Vice Principal (On Leave)
3. Ms. Sajida Mubeen, M.A., B.Ed., PGDTE
4. Ms. L.M.R. Swarupa Rani, M.A., B.Ed., NSS Coordinator
5. Ms. Y. Supriya, M.A., HoD., NSS Coordinator

Department of Telugu

1. Dr. V. N. Manga Devi, M.A., M.Phil., Ph.D., HoD
2. Dr. R. Srinivasa Rao, M.A. M.Phil., Ph.D., NET, SET, JRF

Department of Hindi

1. Ms. B. Karuna Harika, M.A., HoD

Department of Sanskrit

1. Dr. D. Ramakrishna, M.A., Ph.D., SLET, HoD, Vice Principal – Intermediate

Department of History and Tourism & Travel Management

1. Dr. G. Beaulah Pearl Sunanda, M.A., M.Phil., Ph.D., Head, Dept. of History
2. Ms. P. V. Sridevi, M.A., M.Phil., NET, PGDTTM, Head, Dept. of Tourism
3. Lt. Ms. N. Sailaja, MTTM, M.A., ANO-Army Wing
4. Mr. B. Prashanth Das, M.A.TTM

Department of Economics

1. Dr. B. Josephine S. Rani, M.A., M.Phil. Ph.D., SLET, HoD
2. Ms. V. Swapna, M.A., M.Phil., B.Ed., ANO-Naval Wing, Coordinator - Intermediate
3. Ms. B. Sobha, M.A., M.Phil., NET
4. Dr. K. Swaroop Kumar, M.A, M.Phil., Ph.D., SLET

Department of Political Science

1. Ms. A. Jyothsna Valenteena, M.A., SET, HoD, Dean, Academic Affairs
2. Dr. V. Prasad Rao, M.A., M.Phil., Ph.D.

Department of Social Work

1. Sr. A. Sahaya Mary, M.SW., M.Phil., SET, NET, HoD
2. Ms. K. Kalpana, M.SW

Department of Journalism

1. Mr. K. Sarath Chandra, M.Sc. (Electronic & Print Media)
PG Diploma in Journalism

Department of Mathematics

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.
4. Dr. C. Krishnaveni, M.Sc., M.Phil., Ph.D., IQAC Coordinator
5. Ms. V. Sudha Devi, M.Sc.
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., SLET
9. Ms. R. Tulasi, M.Sc.

Department of Statistics

1. Ms. D. Vedavathi Saraja, M.Sc, HoD
2. Ms. M. Parveen Syed, M.Sc., B.Ed.

Department of Physics

1. Dr. G. Little Flower, M.Sc., Ph.D., M.Ed., HoD,
Dean, Student Affairs
2. Ms. P. Padmalatha, M.Sc., M.Phil., B.Ed., Addl. Controller of
Examinations
3. Ms. T. Grace Eunice, M.Sc., M.Phil, B.Ed., Coordinator-Intermediate
4. Ms. R. Sara Kumari, M.Sc.
5. Ms. D. Jeevitha, M.Sc.

Department of Electronics

1. Ms. K. Hannah Anuhya, M.Sc., HoD, Vice-Principal
2. Ms. K. Pooja, M.Sc.

Department of Computer Science

1. Ms. E. Grace Lydia, MCA, HoD
2. Ms. P. Vidhyavathi, MCA
3. Ms. P. Malathi, M.Sc., M.Tech.
4. Sr. Sujitha Sudar Vizhi, MCA

Department of Chemistry

1. Dr. S. Vanilatha, M.Sc., MCA, M.Phil., Ph.D., SET, HoD,

Dean, Academic Affairs (On Leave)

2. Ms. V. Javali, M.Sc.
3. Ms. D. Santha Kumari, M.Sc., B.Ed.
4. Ms. P. Priyanka, M.Sc.,
5. Ms. N. Uma Maheswari, M.Sc., SET

Department of Biotechnology

1. Dr. G. Anuhya, M.Sc., Ph.D., SET

Department of Food Science & Technology

1. Ms. P. Deva Sri, M.Sc.
2. Ms. Rachel Priya Kazal, M.Sc.

Department of Microbiology

1. Dr. D. Silpa, M.Sc., Ph.D.

Department of Biochemistry

1. Dr. Ch. Alice Jayapradha, M.Sc., M.Phil., Ph.D., SET

Department of Botany

1. Dr. G. Kranthi Kumar, M.Sc., Ph.D. HoD
2. Dr. B. Rajeswari, M.Sc., Ph.D., SET
3. Ms. J. Swarna Latha Raj, M.Sc.
4. Ms. P. Priyanka, M.Sc.

Department of Zoology

1. Dr. Sr. P. Japamalai, M.Sc., M.Phil., Ph.D.
Coordinator, Life Sciences
2. Dr. P. Nitya Jeeva Prada, M.Sc., M.Phil., B.Ed., PGDES.,
Ph.D., HoD
3. Dr. N. Baratha Jyothi, M.Sc., B.Ed., M.Phil., Ph.D.
4. Dr. Ramani, M.Sc., M.Phil., Ph.D., M.A.

Department of Agriculture & Rural Development

1. Dr. P. Lakshmana Swamy, M.Sc., M.Phil., Ph.D., HoD
2. Mr. A. Chennaiah, M.Sc.
3. Ms. D. Surekha Paul, M.Sc.
4. Ms. M. Priyanka, M.Sc.
5. Mr. M. Immanuel, MA Ag. Economics
6. Mr. K. Manoj Kumar, M.Sc.
7. Mr. Y. Manikanta Reddy, M.Sc

Department of Commerce

1. Ms. K. Poojitha, M.Com., PGDFM
2. Ms. Ch. Madhavi Latha, M.Com.
3. Ms. K. Swetha Priya Kumari, M.Com.
4. Ms. P. Sai Lakshmi Padmaja, MBA, NET
5. Ms. A. Sai Jyothi, MBA, B.Ed.

Department of MBA

1. Dr. K. Naga Sundari, MBA, PGDMM, M.Phil., Ph.D., SET,
NET, Director MBA & HoD
2. Dr. G. Malathi, MBA, M.Phil., Ph.D., PGDHRM, NET,
Placement Officer
3. Dr. H. Kanaka Durga, M.Com., MBA, M.Phil., Ph.D., NET,
HoD, Dept. of Commerce & Management Studies

4. Dr. Sr. K. Ramana, MBA, SET, Ph.D., Dean, Student Affairs
5. Ms. S. Manjula, MBA

Department of Library & Info. Science

1. Ms. S. Visalakshmi, M.A., M.Li.Sc.
2. Ms. Ch. Hemalatha, B.A., M.Li.Sc.

Physical Education

1. Ms. Suneetha, M.P.Ed.

Administrative Staff

1. Sr. Arokia Mary, BA : Office Superintendent
2. Sr. A. Veronica D'Souza, B.Com. : Bursar
3. Ms. K. V. L. Prasuna, M.Com., MBA : Senior Assistant
4. Ms. Ch. N.V. Jyothi Kumari, B.Com. : Office Assistant
5. Ms. C. Sarada, M.Sc. : Office Assistant
6. Ms. Sk. Shabana, B.Tech. : Office Assistant
7. Mr. J. Bharan, B. Tech. : Junior Assistant
8. Ms. Lakshmi Durga, M.Com. : Accountant
9. Mr. K. Prasad, M.Sc. IT : System Administrator
10. Mr. B. Srinivas Kalyan, B.Tech. : System Administrator
11. Mr. P. Nageswara Rao, MA : Office Assistant
12. Ms. Sk. Nasheerunnisa, BA : Office Assistant

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. Mr. D. Raju : Library Attender
2. Mr. G. Prakash Rao : Office Attender
3. Mr. S. Vinod : Lab Attender
4. Mr. B. Naresh : Attender - Examination Section
5. Mr. V. Rajkumar : Assistant - Physical Education
6. Ms. D. Punyavathi : Lab Attender
7. Mr. N. Krishna Rao : Lab Attender
8. Mr. S. Kumar : Lab Attender

9. Mr. V. Prasanna Kumar	Lab Attender
10. Mr. A. Ravichandra	Record Assistant
11. Ms. N. Nagamani	Sweeper
12. Ms. B. Elizabeth	Sweeper
13. Ms. Ch. Rani	Sweeper
14. Ms. Y. Ramadevi	Sweeper
15. Ms. Ch. Venkateswaramma	Sweeper
16. Ms. V. Venkata Ramana	Library Attender
17. Ms. Ch. Sowramma	Sweeper
18. Ms. K. Aruna	Sweeper
19. Ms. D. Lakshmi	Scavenger
20. Mr. M. Moses	Electrician
21. Ms. Santha Kumari	Sweeper
22. Ms. Sunitha	Sweeper
23. Ms. Vasantha	Sweeper
24. Mr. Hemanth	Lab Attender
25. Ms. Jhansi Lakshmi	Library Attender
26. Ms. L. Sudha	Lab Attender
27. Mr. Yesu Das	Watchman
28. Mr. Mani Bhushanachari	Carpenter
29. Ms. V. N. Akhilandeswari	Lab attender
30. Ms. K. Venkata Lakshmi	Attender – Examination Section
31. Ms. D. Sobha Rani	Scavenger

No. of Working Days: 2022-23

Month	No. of working days
Odd Semester	
July 2022	24
August 2022	22
September 2022	25
October 2022	19
Even Semester	
November 2022	6
December 2022	20
January 2023	23
February 2023	23
March 2023	18

Academic Calender: 2022-23

JULY 2022

1 Friday

2 Saturday

3 Sunday

4 Monday
Day 1
1

Commencement of Sem III & V

5 Tuesday
Day 2
2

6 Wednesday
Day 3
3

7 Thursday
Day 4
4

8 Friday
Day 5
5

9 Saturday
Day 6
6

10 Sunday

Bakrid

11 MONDAY
Day 1
7

World Population Day

“Motivation is what gets you started. Habit is what keeps you going.” – Jim Ryun

JULY 2022

12 TUESDAY

Day 2

8

13 WEDNESDAY

Day 3

9

14 THURSDAY

Day 4

10

15 FRIDAY

Day 5

11

16 SATURDAY

Maris Stella Foundation Day

Day 0

12

17 SUNDAY

18 MONDAY

Day 1

13

19 TUESDAY

Day 2

14

20 WEDNESDAY

Day 3

15

21 THURSDAY

Day 4

16

22 FRIDAY

Day 5

17

"I find that the harder I work, the more luck I seem to have." – Thomas Jefferson

JULY 2022

23 SATURDAY

Day 0
18

24 SUNDAY

25 MONDAY

Day 1
19

26 TUESDAY

Day 2
20

27 WEDNESDAY

Day 3
21

28 THURSDAY

Day 4
22

29 FRIDAY

Day 5
23

30 SATURDAY

Day 0
24

31 SUNDAY

“There are no shortcuts to any place worth going.” – Beverly Sills

AUGUST 2022

1 MONDAY
Day 1
25

2 TUESDAY
Day 2
26

3 WEDNESDAY
Day 3
27

4 THURSDAY
Day 4
28

5 FRIDAY Varalakshmi Vratham

6 SATURDAY
Day 0
29

7 SUNDAY

8 MONDAY
Day 5
30

9 TUESDAY Quit India Day
Muharram

10 WEDNESDAY
Day 1
31

11 THURSDAY
Day 2
32

“The way to get started is to quit talking and begin doing.” – Walt Disney

AUGUST 2022

12	FRIDAY Day 3 33	Sanskrit Day
13	SATURDAY Day 0 34	
14	SUNDAY	
15	MONDAY 35	Independence Day
16	TUESDAY Day 4 36	
17	WEDNESDAY Day 5 37	
18	THURSDAY Day 1 38	
19	FRIDAY	Sri Krishna Janmashtami
20	SATURDAY Day 0 39	
21	SUNDAY	
22	MONDAY Day 2 40	

“The expert in anything was once a beginner” – Helen Hayes

AUGUST 2022

23 TUESDAY
Day 3
41

24 WEDNESDAY
Day 4
42

25 THURSDAY
Day 5
43

26 FRIDAY
Day 1
44

27 SATURDAY
Day 0
45

28 SUNDAY

29 MONDAY
Day 2
46

Telugu Bhasha Dinotsavam
National Sports Day

30 TUESDAY
Day 3
47

31 WEDNESDAY

Vinayaka Chavithi

“You don’t have to be great to start, but you have to start to be great.”

– Zig Ziglar

SEPTEMBER 2022

1 THURSDAY
Day 4
48

2 FRIDAY
Day 5
49

3 SATURDAY
Day 0
50

4 SUNDAY

5 MONDAY Teacher's Day
Day 1
51

6 TUESDAY
Day 2
52

7 WEDNESDAY
Day 3
53

8 THURSDAY Maris Stella Feast
International Literacy Day

9 FRIDAY
Day 4
54

10 SATURDAY
Day 0
55

11 SUNDAY

“Learning is never done without errors and defeat.” – Vladimir Lenin

SEPTEMBER 2022

12	MONDAY Day 5 56	CA Test - Sem III & V
13	TUESDAY Day 1 57	CA Test - Sem III & V
14	WEDNESDAY Day 2 58	Hindi Diwas CA Test - Sem III & V
15	THURSDAY Day 3 59	CA Test - Sem III & V
16	FRIDAY Day 4 60	World Ozone Day
17	SATURDAY Day 0 61	
18	SUNDAY	
19	MONDAY Day 5 62	
20	TUESDAY Day 1 63	
21	WEDNESDAY Day 2 64	
22	THURSDAY Day 3 65	

“Education is the most powerful weapon you can use to change the world”

– BB King

SEPTEMBER 2022

23 FRIDAY

Day 4

66

24 SATURDAY

Day 0

67

25 SUNDAY

26 MONDAY

Day 5

68

Talent Fiesta Week
Commencement of Sem-I
Student Induction Programme

27 TUESDAY

Day 1

69

World Tourism Day

28 WEDNESDAY

Day 2

70

29 THURSDAY

Day 3

71

World Heart Day

30 FRIDAY

Day 4

72

“The beautiful thing about learning is that no one can take it away from you.” –

B.B. King

OCTOBER 2022

1	SATURDAY Day 0 73	Parent-Teacher Meet
2	SUNDAY	Gandhi Jayanthi
3	MONDAY	Durga Ashtami
4	TUESDAY	Maha Navami
5	WEDNESDAY	Vijaya Dasami
6	THURSDAY Day 5 74	
7	FRIDAY Day 1 75	
8	SATURDAY Day 0 76	
9	SUNDAY	Miladunnabi
10	MONDAY Day 2 77	
11	TUESDAY Day 3 78	

“Education is the passport to the future, for tomorrow belongs to those who prepare for it today.” – Malcolm X

OCTOBER 2022

12 WEDNESDAY

Day 4

79

13 THURSDAY

Day 5

80

14 FRIDAY

Day 1

81

CAIT - Sem III & V

Revision - Sem III & V

15 SATURDAY

Day 0

82

CAIT - Sem III & V

16 SUNDAY

17 MONDAY

Day 2

83

CAIT - Sem III & V

18 TUESDAY

Day 3

84

CAIT - Sem III & V

19 WEDNESDAY

Day 4

85

CAIT - Sem III & V

20 THURSDAY

Day 5

86

CAIT - Sem III & V

21 FRIDAY

Day 1

87

22 SATURDAY

Day 0

88

“Live as if you were to die tomorrow. Learn as if you were to live forever”

–Mahatma Gandhi

OCTOBER 2022

23 SUNDAY

24 MONDAY

Deepavali

25 TUESDAY
Day 2
89

26 WEDNESDAY
Day 3
90

27 THURSDAY
Day 4
91

SEE: LSC - Sem III

28 FRIDAY
92

SEE: LSC - Sem III
SEE: Practicals - Sem III & V

29 SATURDAY
93

SEE: SDC - Sem III

30 SUNDAY

31 MONDAY

“Teachers open the door, but you must enter by yourself” – Chinese Proverb

NOVEMBER 2022

1 TUESDAY

2 WEDNESDAY

3 THURSDAY

4 FRIDAY

5 SATURDAY

6 SUNDAY

7 MONDAY

8 TUESDAY

SEE: Theory - Sem III &V

9 WEDNESDAY

10 THURSDAY

11 FRIDAY

“An investment in knowledge pays the best interest” – Benjamin Franklin

NOVEMBER 2022

12 SATURDAY

13 SUNDAY

14 MONDAY

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY

19 SATURDAY

20 SUNDAY

21 MONDAY

Day 1

1

Commencement of Sem IV

Star Quest Week

22 TUESDAY

Day 2

2

"When you educate one person you can change a life, when you educate many you can change the world" - Shai Reshef

NOVEMBER 2022

23 WEDNESDAY

Day 3

3

24 THURSDAY

Day 4

4

25 FRIDAY

Day 5

5

26 SATURDAY

Day 0

6

Annual Christmas Fete'

27 SUNDAY

28 MONDAY

Day 1

7

Semester-long Internship - Sem VI

29 TUESDAY

Day 2

8

30 WEDNESDAY

Day 3

9

Flag Day

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character that is the goal of true education"
- Martin Luther King

DECEMBER 2022

1	THURSDAY Day 4 10	World AIDS Day
2	FRIDAY Day 5 11	National Pollution Control Day
3	SATURDAY Day 0 12	
4	SUNDAY	Indian Navy Day
5	MONDAY Day 1 13	
6	TUESDAY Day 2 14	
7	WEDNESDAY Day 3 15	
8	THURSDAY Day 4 16	
9	FRIDAY Day 5 17	
10	SATURDAY Day 0 18	Human Rights Day
11	SUNDAY	

"The whole purpose of education is to turn mirrors into windows"
- Sydney J. Harris

DECEMBER 2022

12	MONDAY Day 1 19	CA Test - Sem. I
13	TUESDAY Day 2 20	CA Test - Sem. I
14	WEDNESDAY Day 3 21	World Energy Conservation Day CA Test - Sem. I
15	THURSDAY Day 4 22	
16	FRIDAY Day 5 23	
17	SATURDAY Day 0 24	
18	SUNDAY	
19	MONDAY Day 1 25	
20	TUESDAY Day 2 26	
21	WEDNESDAY Day 3 27	
22	THURSDAY Day 4 28	National Mathematics Day

"Education is simply the soul of a society as it passes from one generation to another" - G.K. Chesterton

DECEMBER 2022

23 FRIDAY
Day 5
29

24 SATURDAY
National Consumers Day
Christmas Vacation

25 SUNDAY
Christmas

26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

30 FRIDAY

31 SATURDAY

"Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream which, fulfilled, can be translated into benefit for everyone and greater strength for our nation" - John F. Kennedy

JANUARY 2023

1 SUNDAY

New Year

2 MONDAY

Day 1
30

3 TUESDAY

Day 2
31

4 WEDNESDAY

Day 3
32

5 THURSDAY

Day 4
33

6 FRIDAY

Day 5
34

7 SATURDAY

Day 0
35

8 SUNDAY

9 MONDAY

Day 1
36

CAIT - Sem. I
Revision - Sem. I

10 TUESDAY

Day 2
37

World Hindi Day
CAIT - Sem. I

11 WEDNESDAY

Day 3
38

CAIT - Sem. I

"Wisdom begins with wonder" - Socrates

JANUARY 2023

12	THURSDAY Day 4 39	National Youth Day CAIT - Sem. I
13	FRIDAY Day 5 40	CAIT - Sem. I
14	SATURDAY	Bhogi
15	SUNDAY	Army Day Makara Sankranthi
16	MONDAY	Kanuma
17	TUESDAY Day 1 41	
18	WEDNESDAY Day 2 42	
19	THURSDAY Day 3 43	
20	FRIDAY Day 4 44	
21	SATURDAY Day 0 45	
22	SUNDAY	

"Try not to have a good time ... this is supposed to be educational"
-Charies M.

JANUARY 2023

23 MONDAY
Day 5
46

24 TUESDAY International Day of Education
Day 1 SEE : LSC - Sem. I
47

25 WEDNESDAY National Voters Day
Day 2 SEE : SDC - Sem. I
48

26 THURSDAY Republic Day
49

27 FRIDAY SEE : Practicals - Sem. I
Day 3
50

28 SATURDAY
Day 0
51

29 SUNDAY

30 MONDAY Martyr's Day
Day 4
52

31 TUESDAY
Day 5
53

"What the best and wisest parent wants for his own child that must the community want for all its children" - John dewey

FEBRUARY 2023

1	WEDNESDAY Day 1 54	
2	THURSDAY Day 2 55	SEE : Theory - Sem I
3	FRIDAY Day 3 56	
4	SATURDAY Day 0 57	World Cancer Day
5	SUNDAY	
6	MONDAY Day 4 58	CA Test - Sem IV
7	TUESDAY Day 5 59	CA Test - Sem IV
8	WEDNESDAY Day 1 60	CA Test - Sem IV
9	THURSDAY Day 2 61	
10	FRIDAY Day 3 62	
11	SATURDAY Day 0 63	

"The task of the modern educator is not to cut down jungles, but to irrigate deserts." - C.S. Lewis

FEBRUARY 2023

12 SUNDAY

13 MONDAY Commencement of Semester II
Day 4
64

14 TUESDAY
Day 5
65

15 WEDNESDAY
Day 1
66

16 THURSDAY
Day 2
67

17 FRIDAY
Day 3
68

18 SATURDAY Maha Sivarathri

19 SUNDAY

20 MONDAY
Day 4
69

21 TUESDAY International Mother Tongue Day
Day 5
70

22 WEDNESDAY
Day 1
71

"Free the child's potential, and you will transform him into the world"
-Socrates Maria Montssori

FEBRUARY 2023

23 THURSDAY
Day 2
72

24 FRIDAY
Day 3
73

25 SATURDAY
Day 0
74

26 SUNDAY

27 MONDAY
Day 4
75

28 TUESDAY
Day 5
76

*"Intelligence plus character - that is the goal of true education."
- Martin Luther King Jr*

MARCH 2023

1	WEDNESDAY Day 1 77	
2	THURSDAY Day 2 78	
3	FRIDAY Day 3 79	
4	SATURDAY Day 0 80	
5	SUNDAY	
6	MONDAY Day 4 81	CAIT - Sem IV Revision
7	TUESDAY Day 5 82	CAIT - Sem IV
8	WEDNESDAY Day 1 83	International Women's Day CAIT - Sem IV
9	THURSDAY Day 2 84	CAIT - Sem IV
10	FRIDAY Day 3 85	CAIT - Sem IV
11	SATURDAY Day 0 86	CAIT - Sem IV

"Education is the most powerful weapon which you can use to change the world"
- Nelson Mandela

MARCH 2023

12 SUNDAY

13 MONDAY
Day 4
87

14 TUESDAY
Day 5
88

15 WEDNESDAY
Day 1
89

16 THURSDAY
Day 2
90

17 FRIDAY
Day 3
91

18 SATURDAY
Day 0
92

SEE: Practicals - Sem IV

19 SUNDAY

20 MONDAY

French Language Day

21 TUESDAY

World Poetry Day

22 WEDNESDAY

World Water Day
Ugadi

"Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young." - Henry Ford

MARCH 2023

23 THURSDAY

24 FRIDAY

25 SATURDAY

26 SUNDAY

27 MONDAY

28 TUESDAY

29 WEDNESDAY

SEE: Theory - Sem IV

30 THURSDAY

Sri Rama Navami

31 FRIDAY

*"The beautiful thing about learning is that nobody can take it away from you".
- B.B. King*

APRIL 2023

1 SATURDAY

2 SUNDAY

3 MONDAY

4 TUESDAY

5 WEDNESDAY

Babu Jagjeevanram Jayanthi

6 THURSDAY

7 FRIDAY

World Health Day
Good Friday

8 SATURDAY

9 SUNDAY

Easter

10 MONDAY

11 TUESDAY

*"Intellectual growth should commence at birth and cease only at death."
-Albert Einstein*

APRIL 2023

12 WEDNESDAY

13 THURSDAY

14 FRIDAY

Ambedkar Jayanthi

15 SATURDAY

16 SUNDAY

17 MONDAY

CA Test - Sem II
Two-Month Summer Internship - 2021 Batch

18 TUESDAY

CA Test - Sem II

19 WEDNESDAY

CA Test - Sem II

20 THURSDAY

21 FRIDAY

22 SATURDAY

Earth Day
Ramzan

"Learn as if you were not reaching your goal and as though you were scared of missing it" - Confucius.

APRIL 2023

23 SUNDAY

24 MONDAY

25 TUESDAY

26 WEDNESDAY

27 THURSDAY

28 FRIDAY

29 SATURDAY

30 SUNDAY

*"I am always doing that which I cannot do, in order that
I may learn how to do it." - Pablo Picasso*

MAY 2023

1 MONDAY

2 TUESDAY

3 WEDNESDAY

4 THURSDAY

5 FRIDAY

6 SATURDAY

7 SUNDAY

8 MONDAY

9 TUESDAY

10 WEDNESDAY

11 THURSDAY

*"For the best return on your money, pour your purse into your head."
- Benjamin Franklin*

MAY 2023

12 FRIDAY

13 SATURDAY

14 SUNDAY

15 MONDAY

16 TUESDAY

CAIT - Sem II

17 WEDNESDAY

CAIT - Sem II

18 THURSDAY

CAIT - Sem II

19 FRIDAY

CAIT - Sem II

20 SATURDAY

CAIT - Sem II

21 SUNDAY

22 MONDAY

Revision - Sem II

"Bodily exercise, when compulsory, does no harm to the body; but knowledge which is acquired under compulsion obtains no hold on the mind" - Plato

MAY 2023

23 TUESDAY

24 WEDNESDAY

25 THURSDAY

26 FRIDAY

27 SATURDAY

28 SUNDAY

29 MONDAY

30 TUESDAY

31 WEDNESDAY

*"Leadership and learning are indispensable to each other."
- John F. Kennedy*

JUNE 2023

1 THURSDAY

2 FRIDAY

3 SATURDAY

4 SUNDAY

5 MONDAY

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

9 FRIDAY

10 SATURDAY

11 SUNDAY

"For the things we have to learn before we can do them, we learn by doing them." - Aristotle

JUNE 2023

12 MONDAY SEE : Practicals - Sem II

13 TUESDAY

14 WEDNESDAY

15 THURSDAY SEE : LSC - Sem II

16 FRIDAY SEE : SDC - Sem II
Completion of Two-Month Summer
Internship - 2021 Batch

17 SATURDAY SEE : SDC - Sem II

18 SUNDAY

19 MONDAY

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

"Learning never exhausts the mind." - Leonardo da Vinci

JUNE 2023

23 FRIDAY

24 SATURDAY

25 SUNDAY

26 MONDAY

Commencement of Sem III & V

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

30 FRIDAY

"In learning you will teach, and in teaching you will learn." - Phil Collins

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