

# 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](http://www.marisstella.ac.in)

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## HAND BOOK 2023 - 2024





“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

147 years in the service of humanity  
in 5 continents, 5000 sisters  
of 77 nationalities in 71 countries

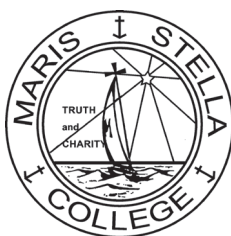
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**HANDBOOK**  
**2023 - 2024**



## 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 OF 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

2023 Introduction of French as a Second Language

Inauguration of a new block funded by RUSA 2.0 Scheme

Inauguration of Lift in the college main block & the Students' Activity Corner



## 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)**

##### **2021 & 2022 Batch:**

01 - 04 Sept. 2023 : Continuous Assessment Test

03 - 09 Oct. 2023 : CAIT

04 - 16 Nov. 2024 : Semester End Examinations

##### **2023 Batch:**

20 - 21 Sept. 2023 : Continuous Assessment Test I

17 -18 Oct. 2023 : Continuous Assessment Test II

13- 21 Nov. 2023 : Semester End Examinations

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

##### **2021 & 2022 Batch:**

11 Dec. 2023 – 06 April 2024 : Semester-long Internship

22 – 24 Jan. 2024 : Continuous Assessment Test

01 – 07 Mar. 2024 : CAIT

03 – 19 April 2024 : Semester End Examinations

22 April – 03 June 2024 : Summer Internship

**2023 Batch:**

22 - 27 Jan. 2024	: Continuous Assessment Test -I
04 - 09 March 2024	: Continuous Assessment Test - II
04 - 22 April 2024	: Semester End Examinations

**Days of examination for Intermediate:**

26-07-2023 to 28-07-2023	: I Unit Test
24-08-2023 to 26-08-2023	: II Unit Test
16-09-2023 to 23-09-2023	: Quarterly Examinations
16-10-2023 to 18-10-2023	: III Unit Test
23-11-2023 to 25-11-2023	: IV Unit Test
18-12-2023 to 23-12-2023	: Half-yearly Examinations
19-01-2024 to 25-01-2024	: Pre-Final Examinations
2 <sup>nd</sup> Week of Feb	: IPE-2024: Practical Examinations
1 <sup>st</sup> Week of March	: IPE-2024: 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 (Helen 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 neighborhood, 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.

For the Batches of 2021 & 2022

- B.A., B.Com. & BBA Programme: Min 142 credits
- B.Sc. Programme: Min 163 credits
- B.Sc. (Agriculture & Rural Development): Min 190 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**

### **Student Discipline**

#### **1. Students are expected to**

- Be in the respective classrooms by 8.50 a.m.
- The day begins with a common prayer at 8.55 a.m. in which all should participate with respect and attention.
- Late coming will result in loss of attendance for the corresponding period and will attract a fine.
- Attend the classes regularly and be punctual.



- Follow the College dress code. Must come in College uniform (Except on Saturdays) and wear College ID.
- Rise from their seats and greet the Lecturer when she/he enters/leaves the classroom.
- Be quick while changing classrooms between each period.
- Pay college fees and examination fees in the College office and Examination Section respectively before the due date to avoid fine.
- Wear a lab coat during practical periods in Chemistry, Biotechnology, Biochemistry, Food Science & Technology, Microbiology Labs otherwise, student(s) will not be allowed to do practicals.
- Maintain discipline and decorum on and off campus.

## **Student Responsibilities**

### **2. Students are required to**

- Speak in English at all times while on campus.
- Submit assignments/Observation books/Records/Project Reports on time in the prescribed formats.
  - Keep the campus neat and clean.
  - Should not put any waste anywhere in the campus except in the waste baskets kept.
- Any violation of this shall invite strict action.
- Refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambience.
- Handle carefully the furniture, equipment and appliances of the college and laboratories.
- A heavy fine will be levied on students who misuse/ damage College property.
- Read all the circulars/notices displayed on the notice board and act accordingly.
- Hand over to the College office any property found in any place inside the campus.
- Take care of their valuables on campus. The College is not responsible if students lose valuables like money, ornaments, mobile phones etc.

- Avoid unnecessary gossip in the classroom, as this would disturb the focus and attention, besides causing a nuisance to the concerned teacher.
- Check the attendance and result on the College website through the student login.
- Visit the College Office at the stipulated time as mentioned in the College Handbook.
- Bring parents on the day of the 'Parent-Teacher Meet'.
- Use Social media carefully and responsibly.

### **Authorization Rules**

3. No student shall bunk/miss classes and sit anywhere on the campus during the class hours.

Attendance is taken at every lecture, practical, tutorial or remedial as specified in the College timetable.

4. Students must be present on the reopening day of each semester and all other days of National importance.
5. Students must report to College soon after the Dasara vacation and Christmas vacation.

Absentees will lose attendance and are liable to strict action.

6. No student shall be absent from any class without proper application for leave.

A student absent for 3 or more days must submit a leave letter signed by the parent to the Vice-Principal.

7. A student who is absent on medical grounds is required to submit a medical certificate, copies of prescriptions, reports of medical tests etc. along with the leave letter on the day of re-joining classes.

In case of long leave (sickness / major accident / maternity), parents are requested to come and meet the College Principal.

8. Students who intend to represent the College in intercollegiate events shall take prior permission from the concerned faculty in charge of outside competitions.
9. Students, who represent the College at competitions / fests / workshops / seminars / cultural meets / sports / games and other extra-curricular activities like NCC, NSS, RRC, STARS etc. will earn attendance when

the deputations are properly authorized by the appropriate faculty-in-charge.

10. All the students are expected to attend all College events/celebrations in college uniform unless otherwise specified.
11. Students are not permitted to leave the College during working hours.  
In case of emergency, students have to call a parent, get a gate pass from the Deans, Student Affairs and can leave the College after making an entry in the gate register maintained by the watchman.

### **Utilization of facilities**

#### **12. Students are encouraged to**

- Make optimal use of the Library, Gymnasium, Labs, Computing facilities etc.
- Involve in professional body activities or any program authorized by the College beyond class hours.
- Make use of academic, co-curricular and extracurricular facilities available to the optimum levels.
- Use the infirmary room at the time of sickness to rest with the permission of HoD and Deans, Student Affairs.
- Take part in all the activities/competitions/events organized by the College during Talent Fiesta Week, Star Quest Week and Sports Day etc.

### **Regulations**

#### **13. Students are prohibited/forbidden to**

- Involve in any form of ragging inside or outside the College campus.
- Participate in political agitations.
- Involve in Protests/Strikes/Agitations on campus
- Organize/attend meetings, celebrations and processions without the permission of the Principal.
- Address any authority in a body. Such combined action is subversive of good order.

- Interact on behalf of the Institution, with media representatives or invite media persons onto the campus without the permission of the Principal.
- Submit any matter for publication in newspapers, magazines or journals in the name of the College without the permission of the Principal.
- Collect money / Raise funds for any purpose without the prior permission of the Principal.
- Post any of the deemed problems on Social media / Press without the knowledge of the Principal.
- Post negative statements/comments about the College / faculty / staff / other students on Social media websites.
- Place an order for food items during college hours from outside the campus.
- Eat in the classrooms and verandas/corridors
- Go to the College canteen during class hours
- Meet parents, guardians, relatives or friends during working hours.

Students found guilty of serious indiscipline shall immediately forfeit their scholarship, fee concessions etc. and are liable to be suspended / dismissed from the College.

## **Academic Norms**

### **14. To graduate successfully, a student should enroll and complete**

- Three Life Skills Courses (LSC) apart from ‘Environmental Education’ and Four Skill Development Courses (SDC) by the end of the 3<sup>rd</sup> semester.
- Minimum two (at least one online and one offline) certificate courses.
- Any one of the extra-curricular activities.
- Community Service Project, Summer Internship and Semester-long Internship
- Students should enroll in any one of the student clubs.

## **Examination Regulations**

**15. A student must have at least 80% attendance in each course to appear for SEE**

**16. A student is eligible to take SEE if she has**

- Required attendance in each course.
- Taken both components of CA.
- Paid the college and the examination fee before the due date.

17. Cases of malpractice noticed at any stage are severely punishable. Cancellation of all examinations taken or to be taken by the candidate during that specific period is the immediate minimum punishment suggested.

18. 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.

### **Mobile Phone Policy**

**19. The purpose of this policy is to establish clear-cut guidelines regarding the usage of mobile phones inside the campus.**

- Students are not permitted to use mobile phones at any time or at any place on campus except for academic purposes and under the supervision of the course teacher. The mobile phones shall be kept in silent mode in the campus.
- All the staff members are authorized to confiscate the mobile phones found with students. Violation of the rule will result in strict action by the Principal.
- Confiscated phones will be returned on payment of the fine.

### **Important Points to Note**

20. The money collected from the students as fine on instances of noncompliance with the rules and norms will be kept in a separate account and will be utilized for purposes such as charity and scholarship.

21. A Grievance Redressal Cell exists in the Institution. Students are advised to approach the Faculty-in-charge of Grievance Redressal Cell (as mentioned in the Handbook) for getting their grievances addressed.
22. Students are expected to follow all rules and regulations as laid down in the handbook.
23. 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.
24. Students must approach the Vice-Principal's office for all matters related to academics.

## **Ragging**

### **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 / French

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

### **BBA : English Medium**

1. General
2. Digital Marketing
3. Analytics

As per **NEP Undergraduate** degree programmes of either 3 or 4-year duration, with multiple entry and exit points and re-entry options, with appropriate certifications such as

- a UG certificate after completing 1-year (2 semesters) of study in the fields of study.
- a UG diploma after 2 years (4 semesters) of study.
- a Bachelor's degree after a 3-year (6 semesters) programme of study.
- a 4-year Bachelor degree (Honours) after eight semesters programme of study. If the student completed a rigorous research project in their major area of study in the 4th year of a Bachelor degree (Honours with research)

The 4-year Bachelor's degree is considered a preferred option since it would provide the opportunity to experience the full range of holistic and

multidisciplinary education in addition to focus on the chosen major as per the choice of the student.

As per NEP following subjects are offered as **majors and minors** w.e.f. 2023 batch onwards.

1. B A Honours (History)
2. B A Honours (Economics)
3. B A Honours (Political Science)
4. B A Honours (Special English)
5. B A Honours (Tourism & Travel Management)
6. B A Honours (Journalism & Mass Communication)
7. B Com Honours (General)
8. B Com Honours (Tax Procedures & Practice)
9. B Com Honours (Computer Applications)
10. BBA Honours
11. BBA Honours (Business Analytics)
12. BBA Honours (Digital Marketing)
13. BCA Honours
14. B Sc Honours (Mathematics)
15. B Sc Honours (Physics)
16. B Sc Honours (Chemistry)
17. B Sc Honours (Computer Science)
18. B Sc Honours (Statistics)
19. B Sc Honours (Electronics)
20. B Sc Honours (Zoology)
21. B Sc Honours (Botany)
22. B Sc Honours (Biochemistry)
23. B Sc Honours (Food Science & Technology)
24. B Sc Honours (Microbiology)
25. B Sc Honours (Biotechnology)
26. B Sc Honours (Agriculture & Rural Development)

**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. VALUE ADDED COURSES**

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

#### **(i) Offline 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 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 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**

Present II & III year 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.

The I year Under Graduate Programmes are based on the semester pattern, requiring eight 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. 2023 batch onwards.

### **Continuous Assessment:**

- CA has two components. The first component comprises two written tests for 25 marks. The first written test will be held after seven weeks / 42 days after the beginning of the Semester. The second written test will be held after 12 weeks / 72 days after the beginning of the Semester. Better of the two tests is considered.
- 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.
- It is compulsory for a student to take both CA tests and Second 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:**

<b>Programme</b>	<b>SEE</b>	<b>Aggregate of CA &amp; SEE</b>
B.A./ B.Sc./ B.Com.(General & TPP) / B.Com. (Computers) / B.A.(TTM) / BMS / BBA / B.Sc. (Agriculture & Rural Development)	40%	40%
B A., B Com. & B Sc. Honours		

### **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**

Present II year 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.

I year PG programmes follow the autonomous pattern w.e.f. 2023 batch.

**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/Autonomous 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 / Skill Courses:**

- 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 / VIII Semesters a re-examination will be offered in the subsequent semesters to enable students to clear the backlog.
- 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.

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

$C_i$  = 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.

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

$C$  = 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 misbehavior 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.

## **10. STUDENT WELFARE & TRAINING PROGRAMMES**

### **10.1. 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 undergraduate 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.

## **10.2. 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.

## **11. 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)
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Saturday:	10.00 A.M. to 12.30 P.M.
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### **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.

# **12. 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**

16<sup>th</sup> 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.

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

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

#### **Library working hours**

Monday to Friday:	8.30 a.m. to 5.30 p.m.
Saturday:	8.30 a.m. to 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. Ms. G. Usha Kumari, Degree Vice-Principal
3. Dr. K. Naga Sundari, Director, MBA
4. Dr. S. Vanilatha, Dean, Academic Affairs
5. Dr. Sr. Japamalai, Dean, Academic Affairs
6. Dr. G. Little Flower, Dean, Student Affairs
7. Dr. Manga Devi, Dean, Student Affairs

### **Member from the Management**

8. Dr. Sr. Sleeva Thumma, Correspondent

### **Senior Administrative Officer**

9. Ms. K.V.L. Prasuna, Office Superintendent

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

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

### **The Coordinator**

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

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

### **18.1. STATUTORY BODIES**

#### **GOVERNING BODY**

#### **Members of the Management**

1. Sr. C.T. Theresa, Provincial – Chairperson  
President, The Institute of the Franciscan Sisters of Mary, Maris Stella College, Vijayawada
2. Sr. Sahaya Mary, Vice President, The Institute of the Franciscan Sisters of Mary, Maris Stella College, Vijayawada
3. Dr. Sr. Sleeva Thumma, Correspondent, Maris Stella College, Vijayawada



4. Dr. Sr. Japamalai, Head, Department of Zoology, Maris Stella College, Vijayawada
5. Sr. Asha, Controller of Examinations, Maris Stella College, Vijayawada

#### **Senior Teachers from the College**

6. Dr. G. Little Flower, Head, Department of Physics
7. Dr. C. Krishnaveni, Department of Mathematics

#### **Administrative Staff of the College**

8. Sr. Veronica D'Souza, Bursar

#### **Educationist or Industrialist**

9. Ms. Rama Devi, K., Chairperson, ALEAP, Founder and President of Lady Entrepreneurs of India. Former member, Prime Minister's Task Force on MSMEs, Alumna – Industry
10. Dr. Paul Wilson, Principal, Madras Christian College (Autonomous), Chennai, Tamilnadu

#### **State Government Nominee**

11. Dr. Amrutha Valli, Associate Professor, Department of Microbiology, Acharya Nagarjuna University, Guntur

#### **University Nominee**

12. Dr. V. Ravi Kumar, Professor of Physics, Acharya Nagarjuna University, Guntur

#### **Member Secretary**

13. Dr. Sr. Jasintha Quadras, Principal

## **Academic Council**

#### **The Composition**

##### **The Principal (Chairman)**

1. Dr. Sr. Jasintha Quadras, Principal – Chairperson

##### **All the Heads of Departments in the College**

##### **Four senior teachers representing different categories of teaching staff**

2. Ms. P.Padmalaatha, Department of Physics
3. Ms. Md.Parveen Syed, Department of Statistics

4. Ms. D.Santha Kumari, Department of Chemistry
5. Ms. Ch.Madhavi Latha, Department of Commerce

**Experts / academicians from outside the Autonomous College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc.,**

6. Dr. Ch. Tulasi, Academic Guidance Officer, Commissionerate of Collegiate Education, Mangalagiri – Education
7. Dr. Illa Ravi, Principal, Dr. LHR Govt. Degree College, Mylavaram – Academician
8. Mr. Durga Prasad, Principal, Westin College of Business Administration – Academician
9. Ms. Chukkapalli Sudha, Director, Kusalava Hyundai - Industry
10. Mr. Aneel Kumar, Advocate, High Court of Andhra Pradesh – Law
11. Dr. A. Sridhar Reddy, MDS, Dental, Oral & Maxilla Facial Surgeon, Chairman, Indian Redcross Society, Andhra Pradesh State Branch. – Medicine

**Three nominees of the University, not less than Professors**

12. Dr. M. Koteswara Rao, Assoc. Professor, Department of English, Krishna University College of Arts & Science, Machilipatnam
13. Dr. M. Babu Reddy, Asst. Professor, Department of Computer Science, Krishna University College of Arts & Science, Machilipatnam
14. Prof. E. Dileep, Krishna University, Machilipatnam

**The Controller of Examination of the Autonomous College**

15. Sr. Asha, Department of Mathematics

**A faculty member nominated by the Principal (Member Secretary)**

16. Dr. Sr. Ramana. K, PG Department of Business Administration

**Heads of the Departments**

1. **Ms. Y. Supriya**  
Department of English

2. **Dr. V. N. Manga Devi**  
Department of Telugu
3. **Ms. B. Karuna Harika**  
Department of Hindi
4. **Dr. D. Ramakrishna**  
Department of Sanskrit
5. **Dr. G. Beulah Pearl Sunanda**  
Department of History & TTM
6. **Dr. K. Swaroop Kumar**  
Department of Economics
7. **Dr. V. Prasada Rao**  
Department of Political Science
8. **Sr. A. Sahaya Mary**  
Department of Social Work
9. **Mr. K. Sarath Chandra**  
Department of Journalism
10. **Ms. J. Poojitha**  
Department of Commerce & Management Studies
11. **Ms. G. Usha Kumari**  
Department of Mathematics
12. **Dr. G. Little Flower**  
Department of Physics
13. **Dr. S. Vanilatha**  
Department of Chemistry
14. **Ms. T. Kiranmai**  
Department of Botany
15. **Dr. Sr. P. Japamalai**  
Department of Zoology
16. **Dr. P. Lakshmana Swamy**  
Department of Agriculture & Rural Development
17. **Ms. E. Grace Lydia**  
Department of Computer Science
18. **Ms. K. Bharathi**  
Department of Electronics

**19. Ms. D. V. Saraja**

Department of Statistics

**20. Dr. K. Naga Sundari**

PG Department of Business Administration

**21. Ms. S. Visalakshmi**

Library and Information Sciences

**22. Sr. S. Asha**

Controller of Examinations

**Senior Faculty**

**23. Ms. V. Swapna**

Department of Economics

**Other Members**

**24. Sr. Sleeva Thumma**

Correspondent

**25. Dr. Sr. Ramana K.**

PG Department of Business Administration

**Member Secretary**

**26. Dr. C. Krishnaveni**

Department of Mathematics

**FINANCE COMMITTEE**

**The Principal - Chairman.**

1. Dr. Sr. Jasintha Quadras

**One person by the Governing Body for a period of two years.**

2. Mr. P. Sunil Kumar, Auditor, Brahmayya & Co Chartered Accountants,  
Suryaraopet, Vijayawada

**One senior-most faculty member of the College nominated by the Principal**

3. Dr. G. Little Flower, Head, Department of Physics

**Finance Officer/Officer in-charge of Finance and Accounts of the College –**

**Member Secretary**

4. Sr. Veronica D'Souza, Bursar

## **Management Nominee**

5. Sr. Sleeva Thumma, Correspondent

## **18.2. NON-STATUTORY BODIES**

### **Planning & Evaluation Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Ms. G. Usha Kumari, Vice Principal
4. Dr. C. Krishnaveni, IQAC Coordinator
5. Sr. S. Asha, Controller of Examination
6. Dr. S. Vani Latha, Dean, Academic Affairs
7. Dr. Sr. Japamalai, Dean, Academic Affairs
8. Dr. G. Little Flower, Dean of Student Affairs
9. Dr. K. Naga Sundari, MBA, Head & Director
10. Sr. Sahaya Mary, Director, Community Service
11. Dr. Sr. Ramana K., Dean Planning & Communication - **Coordinator**
12. Ms. Madhavi Latha, Placement officer
13. Sr. Veronica D'Souza

### **Grievance Redressal Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Ms. G. Usha Kumari, Vice Principal
4. Dr. G. Little Flower, Dean of Student Affairs
5. Dr. V. N. Manga Devi, Dean of Student Affairs – **Coordinator**
6. Ms. P. Padmalatha, Dept. of Physics
7. Ms. Mary Kamala, III MSCs
8. Ms. Hymavathi, III BBA

### **Examination Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. S. Asha, Controller of Examination, **Coordinator**
3. Sr. Sleeva Thumma, Correspondent
4. Ms. G. Usha Kumari, Vice Principal

5. Ms. P. Padmalatha, Additional Controller of Examinations
6. Dr. G. Little Flower, Dean of Student Affairs
7. Dr. K. Naga Sundari, Head & Director, MBA

#### **Admission Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Dr. G. Little Flower, Dean of Student Affairs
4. Dr. Sr. Ramana K. Dean, Planning & Communication
5. Ms. V. Swapna, Dept. of Economics
6. Dr. Bharatha Jyothi, Dept. of Zoology
7. Sr. Sujitha Sudarvizhi - **Coordinator**

#### **Library Advisory Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Dr. K. Naga Sundari, Director & HoD, MBA
4. Ms. S. Visalakshmi, Librarian-**Coordinator**
5. Dr. Ramakrishna, Vice Principal- Intermediate
6. Ms. Ch. Hemalatha, Asst. Librarian
7. D.Pavani II MBA Student
8. B. Kavya III BA Lit. Student

#### **Student Welfare Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Ms. G. Usha Kumari, Vice Principal
4. Dr. G. Little Flower, Dean of Student Affairs, **Coordinator**
5. Dr. V. N. Manga Devi, Dean of Student Affairs
6. Dr. D. Ramakrishna, Vice Principal - Intermediate
7. Dr. Sr. Ramana K. Dean, Planning & Communication
8. Ms. Meghana, III MPCs Student
9. Ms. Sridhara, III CBZ Student

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

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Ms. G. Usha Kumari, Vice Principal
4. Dr. G. Little Flower, Dean of Student Affairs
5. Dr. V. N. Manga Devi, Dean of Student Affairs
6. Dr. G. Buelah Pearl Sunanda, Head, Dept. of History & Tourism,  
**Coordinator**
7. Ms. Md. Parveen, Dept. of Statistics
8. Ms. S. Padmavathi, Dept. of Mathematics
9. Ms. D. Punyavathi, Lab Attender

### **Extra-Curricular Activities Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Dr. G. Little Flower, Dean of Student Affairs
4. Sr. Sahaya Mary, Head, Dept. of Social work
5. Dr. V. N. Manga Devi, Dean of Student Affairs
6. Ms. G. Usha Kumari, Vice Principal - **Coordinator**
7. Ms. Swetha Priya Kumari, Dept. of Commerce
8. Grace Lydia I BA Journalism
9. Navya III B.Sc. MPCs

### **Research and Ethics Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Dr. K. NagaSundari, Director & HoD MBA - **Coordinator**
4. Dr. Ravi Kumar, Dean, R &D Cell
5. Dr. G. Little Flower, Dean of Student Affairs
6. Dr. S. Vani Latha, Dean, Academic Affairs
7. Dr. D. Ramakrishna, Head Dept. of Sanskrit, Vice Principal-  
Intermediate
8. Dr. Sr. K. Ramana, Dept. of Management
9. Dr. Bharatha Jyothi, Dept. of Zoology
10. G.L.P.S. Teja II MBA
11. S. Keerthi II B.Sc. CBZ

### **Anti- Ragging Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Ms. G. Usha Kumari, Vice Principal
4. Dr. G. Little Flower, Dean of Student Affairs
5. Ms. E. Grace Lydia, Head, Dept. of Computer Science - **Coordinator**
6. Ms. U. Swapna, Dept. of Economics
7. Ms. S. Manjula, Dept. of MBA
8. R. Divya Sri II B.Sc. MBYC
9. R.Sanjana III BA Lit.

### **Internal Academic & Administrative Audit (IAAA) Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Ms. G. Usha Kumari, Vice Principal
4. Dr. S. Vani Latha, Dean of Academic Affairs
5. Dr. Sr. Japamalai, Dean of Academic Affairs
6. Dr. G. Little Flower, Dean of Student Affairs
7. Dr. K. Naga Sundari, Director & HOD MBA
8. Dr. V. N. Manga Devi, Dean of Student Affairs
9. Dr. C. Krishnaveni, Dept. of Mathematics, **Coordinator**

### **Drug Prevention Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Dr. D. Ramakrishna, Vice Principal, Intermediate
3. Ms. G. Usha Kumari, Vice Principal, Degree
4. Ms. M. Jahnvi III BA Student
5. Ms. Meghana III B.Sc. MPCS Student
6. Ms. Charvi Bevara Sr. Inter MPC

### **Career Guidance and Placement Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Dr. N. Anupama MBA
3. Sr. Sleeva Thumma, Correspondent
4. Ms. Syed Parveen
5. Ms. Madhavi Latha – **Coordinator**
6. Ms. K. Sai Kalyani



### **Women Empowerment Cell**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Dr. Sr. Ramana K. Dean, Planning & Communication
4. Dr. V. Manga Devi – **Coordinator**
5. Sr. Sahaya Mary
6. Ms. Manjula

### **Cultural & Literary Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Dr. Sr. Ramana K. Dean, Planning & Communication
4. Dr. G. Little Flower, Dean of Student Affairs
5. Dr. V. N. Manga Devi, Dean of Student Affairs
6. Ms. Saraja – Coordinator
7. Ms. Swetha Priya Kumari
8. Mr. K. Sarath Chandra
9. Dr. R. Srinivas Rao
10. Ms. B. Karuna Harika
11. Vasantha, II BA Journalism
12. G. Naveena, III B.Sc CBZ

### **SC / ST Cell**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Dr. Sr. Ramana K. Dean, Planning & Communication
4. Ms. B. Karuna Harika – Coordinator
5. M.Pavani - II MBA

### **IPR Cell**

1. Dr. Sr. Jasintha Quadras , Principal
2. Sr. Sleeva Thumma, Correspondent
3. Dr. Sr. Ramana K. Dean, Planning & Communication
4. Dr. Anila Kumari
5. Dr. Bharatha Jyothi

6. Dr. Lakshmana Swamy
7. Dr. K. Naga Sundari - **Coordinator**
8. Dr. B. Ravi Kumar

### **Entrepreneurship Development Cell**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Dr. Sr. Ramana K. Dean, Planning & Communication
4. Dr. Lakshmana Swamy – **Coordinator**
5. Dr. K. Naga Sundari
6. Dr. K. Naga Sumalatha
7. Anusha, II MBA
8. Bhavya, III BBA

### **NSS**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Dr. Sr. Ramana K. Dean, Planning & Communication
4. Ms. Y. Supriya
5. Ms. L M R Swaroopa Rani

### **NCC**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Dr. Sr. Ramana K. Dean, Planning & Communication
4. Ms. Sailaja ANO Army Wing
5. Ms. Swapna, ANO Naval Wing

### **STARS / Community Service**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeva Thumma, Correspondent
3. Dr. Sr. Ramana K. Dean, Planning & Communication
4. Sr. Sahaya Mary- **Coordinator**
5. Dr. Srinivasa Rao

### **Sports & Games Committee**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeve Thumma, Correspondent
3. Dr. Sr. Ramana K. Dean, Planning & Communication
4. Ms. Sunitha, **Physical Directress**
5. Mr. Raj Kumar
6. Dr. Swaroop Kumar- **Coordinator**
7. Dr. Prasad Rao
8. Mounika, II MBA

### **Health Centre**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeve Thumma, Correspondent
3. Dr. Sr. Ramana K. Dean, Planning & Communication
4. Dr. Beulah
5. Dr. Manga Devi - **Coordinator**
6. Ms. K. Poojitha
7. Dr. Bharatha Jyothi
8. Ms. Manjula

### **Minority Cell**

1. Dr. Sr. Jasintha Quadras, Principal
2. Sr. Sleeve Thumma, Correspondent
3. Dr. Sr. Ramana K. Dean, Planning & Communication
4. Ms. Shanta Kumari - **Coordinator**
5. Parveen Syed
6. Dr. N. Satyavedam

## **19. MEMBERS OF STAFF**

### **Administrative Staff**

Sr. Sleeve Thumma	: Correspondent
Dr. Sr. Jasintha Quadras	: Principal
Ms. G. Usha Kumari	: Vice Principal, Degree
Dr. D. Rama Krishna	: Vice Principal, Intermediate
Dr. Sr. Ramana K.	: 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
Dr. Sr. Japamalai P.	: Dean, Academic Affairs
Dr. G. Little Flower	: Dean, Student Affairs
Dr. Manga Devi	: Dean, Student Affairs
Sr. Sahaya Mary	: Coordinator, Community Service

### **Department of English**

1. Dr. Sr. G. Innyasamma, M.A., M. Phil., Ph.D., PGDTE, Vice Principal (On Leave)
2. Ms B. Shanthi Sri, M. A, M. Phil (Ph.D)
3. Ms. L.M.R. Swarupa Rani, M.A., B.Ed., NSS Coordinator
4. Ms. Y. Supriya, M.A., HoD., NSS Coordinator
5. Ms. T. Durga Mallika M.A., SET
6. Ms. G. Suswara Deepika M.A.

### **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. Lt. Ms. N. Sailaja, MTTM, M.A., ANO-Army Wing
3. Mr. V Anjani Simha, M.A., SET

### **Department of Economics**

1. Ms. V. Swapna, M.A., M.Phil., B.Ed., (Ph.D) ANO-Naval Wing, Coordinator - Intermediate

2. Dr. K. Swaroop Kumar, M.A, M.Phil., Ph.D., SLET, HoD
3. Dr. N. Sathyavedam M.A., M.Phil., Ph.D., SLET

## **IAS**

1. Dr. Durga Prasad, M.A., Ph.D
2. Mr. Puneeth Kumar Reddy, M.Sc
3. Mr. Durga Prasad, M.A., B.Ed
4. Mr. Durga Prasad, M.A.
5. Ms. J. Chandrika, M.A.
6. Ms. M. Divya Teja, B.Tech, M.A.
7. Dr. Bade Saheb, Ph.D
8. Dr. Chandra Sekhar, M.A.
9. Ms. Hemalatha, M.A.
10. Mr. Radha Krishna, M.A.
11. Mr. Venu, MBA., LLB

## **Department of Political Science**

1. Dr. V. Prasad Rao, M.A., M.Phil., Ph.D.
2. Ms Mrudula Sri M.A., SET

## **Department of Social Work**

1. Sr. A. Sahaya Mary, M.SW., M.Phil., SET, NET, HoD

## **Department of Journalism**

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

## **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. S. Padmavathi, M.Sc.
6. Sr. S. Asha, M.Sc., M.Phil., (Ph.D) Controller of Examinations
7. Ms Neethu P R, M.Sc.

**Department of Statistics**

1. Ms. D. Vedavathi Saraja, M.Sc, (Ph.D) 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. R. Sara Kumari, M.Sc.
4. Ms. D. Jeevitha, M.Sc.
5. Dr. Jaya Prada P M.Sc., Ph.D., B.Ed

**Department of Electronics**

1. Ms. Bharathy G S, M.Tech (Ph.D)

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

**Department of Biotechnology**

1. Dr. Anila Rani P, M.Tech., Ph.D.
2. Dr. M. Kishore Babu, M.Sc., M.Phil., Ph.D., M.B.A

**Department of Food Science & Technology**

1. Ms. P. Bhavani, M.Sc. Foods & Nutritional Sciences
2. Ms. K Sai Kalyani, M.Sc. Food Science

**Department of Biochemistry**

1. Dr. R. Ganga Raju, M.Sc., Ph.D., SET., NET
2. Mr. Krishna Manohar K, M.Sc., SET., NET

### **Department of Botany**

1. Ms. T Kiranmai, M.Sc
2. Ms M Sushma, M.Sc., B.Ed

### **Department of Zoology**

1. Dr. Sr. P. Japamalai, M.Sc., M.Phil., Ph.D., Coordinator, Life Sciences
2. Dr. N. Baratha Jyothi, M.Sc., B.Ed., M.Phil., Ph.D.
3. 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. M. Immanuel, MA Ag. Economics
3. Mr. K. Manoj Kumar, M.Sc.
4. Ms. P. Suma Gracia, M.Sc.Horticulture
5. Ms. M Blessy Oliva, M.Sc Plant Breeding & Genetics
6. Ms. M Sony Priyanka M.Sc Ag Entamology
7. Ms. D Gouthami, M.Sc Agronomy

### **Department of Commerce**

1. Ms. K. Poojitha, M.Com., PGDFM (Ph.D)
2. Ms. Ch. Madhavi Latha, M.Com.
3. Ms. K. Swetha Priya Kumari, M.Com. (Ph.D)
4. Ms. P. Sai Lakshmi Padmaja, MBA, NET (Ph.D)

### **Department of MBA**

1. Dr. K. Naga Sundari, MBA, PGDMM, M.Phil., Ph.D., SET, NET,
2. Director & HoD
3. Dr. Sr. Ramana K., MBA, SET, Ph.D., Dean, Planning & Communication
4. Ms. S. Manjula, MBA
5. Dr. N. Anupama, M.B.A., Ph.D., SET
6. Dr. K. Naga Sumalatha, M.B.A., Ph.D., SET
7. Dr. B. Ravi Kumar, M.Com., M.B.A., M.Phil., Ph.D

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

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

### **Physical Education**

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

### **Administrative Staff**

- |                                   |                         |
|-----------------------------------|-------------------------|
| 1. Sr. Arokia Mary, B.A           | : 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. Mr. B. Jedidiah Bharan, B.Tech | : Junior Assistant      |
| 7. Mr. A. Ravi Chandra, B.Com     | : Record Assistant      |
| 8. Ms. Lakshmi Durga, M.Com       | : Accountant            |
| 9. Mr. K. Prasad, M.Sc (IT)       | : System Administrator  |
| 10. Ms. Sk. Nasheerunnisa, B.A    | : Office Assistant      |
| 11. Mr. Y. Vinod, Diploma SBTET   | : System Administrator  |
| 12. Mr. Balu Naik, M.Tech         | : System Administrator  |
| 13. Mr. Syed Younus               | : Supervisor            |

### **Examination Section**

- |                          |                    |
|--------------------------|--------------------|
| 1. Ms. P. Padmaja, M.Com | : Office Assistant |
| 2. Ms. B. Phani, MBA     | : Office Assistant |
| 3. 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          | Attender - 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. Ms. N. Nagamani         | Sweeper                        |
| 11. Ms. B. Elizabeth        | Sweeper                        |
| 12. Ms. Ch. Rani            | Sweeper                        |
| 13. Ms. Y. Ramadevi         | Sweeper                        |
| 14. Ms. Ch. Venkateswaramma | Sweeper                        |
| 15. Ms. V. Venkata Ramana   | Library Attender               |
| 16. Ms. Ch. Sowramma        | Sweeper                        |
| 17. Ms. K. Aruna            | Sweeper                        |
| 18. Ms. D. Lakshmi          | Scavenger                      |
| 19. Mr. M. Moses            | Electrician                    |
| 20. Mr. K. Ramanjaneyulu    | 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. Mr. Mani Bhushanachari	Carpenter
27. Ms. V.N. Akhilandeswari	Lab Attender
28. Ms. K. Venkata Lakshmi	Attender – Examination Section
29. Ms. T. Shobha Rani	Scavenger
30. Ms. T. Jhansi Rani	Attender
31. Mr. B. Abhishek	Gardener
32. Mr. Ashisan Ekka	Gardener
33. Mr. Fulgems Barwa	Watchman
34. Mr. Gulshan Bek	Watchman
35. Ms. G. Durga	Sweeper
36. Ms. Durgamma	Scavenger
37. Mr. Sai Kumar	
38. Mr. Rajeev	

## No. of Working Days: 2023-24

Month	No. of working days
<b>Odd Semester</b>	
July 2023	24
August 2023	25
September 2023	22
October 2023	22
<b>Total</b>	<b>93</b>
<b>Even Semester</b>	
November 2023	09
December 2023	20
January 2024	23
February 2024	25
March 2024	17
<b>Total</b>	<b>94</b>

Calendar For the Year 2023 - 2024  
**JUNE 2023**

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1 THURSDAY

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2 FRIDAY

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3 SATURDAY

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4 SUNDAY

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5 MONDAY World Environment Day

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6 TUESDAY

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7 WEDNESDAY

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8 THURSDAY

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9 FRIDAY

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10 SATURDAY

---

11 SUNDAY

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*"Motivation is what gets you started.  
Habit is what keeps you going." – Jim Ryun*

## JUNE 2023

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12 MONDAY

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13 TUESDAY

---

14 WEDNESDAY

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15 THURSDAY

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16 FRIDAY

---

17 SATURDAY

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18 SUNDAY

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19 MONDAY

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20 TUESDAY

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21 WEDNESDAY

International Yoga Day

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22 THURSDAY

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

## JUNE 2023

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23 FRIDAY

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24 SATURDAY

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25 SUNDAY

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26 MONDAY

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27 TUESDAY

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28 WEDNESDAY

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29 THURSDAY

National Statistics Day, Bakrid

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30 FRIDAY

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

## JULY 2023

1	SATURDAY	
2	SUNDAY	
3	MONDAY Day 1 1	Commencement of Semesters III & V
4	TUESDAY Day 2 2	Orientation on LSCs & SDCs
5	WEDNESDAY Day 3 3	
6	THURSDAY Day 4 4	
7	FRIDAY Day 5 5	Women's Dignity Day by the Dept. of Social Work
8	SATURDAY Day 6 6	
9	SUNDAY	
10	MONDAY Day 1 7	
11	TUESDAY Day 2 8	World Population Day

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

## JULY 2023

12	WEDNESDAY	
	Day 3	
	9	
13	THURSDAY	
	Day 4	
	10	
14	FRIDAY	
	Day 5	
	11	
15	SATURDAY	
	12	
16	SUNDAY	Maris Stella Foundation Day
17	MONDAY	
	Day 1	
	13	
18	TUESDAY	
	Day 2	
	14	
19	WEDNESDAY	Commencement of SEM I
	Day 3	Inauguration of Academic Year for First Degree Students
	15	
20	THURSDAY	A career orientation Program A& R Dept.
	Day 4	
	16	
21	FRIDAY	
	Day 5	
	17	
22	SATURDAY	
	18	

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

## JULY 2023

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23 SUNDAY

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24 MONDAY  
Day 1  
19

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25 TUESDAY  
Day 2  
20

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26 WEDNESDAY  
Day 3  
21

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27 THURSDAY  
Day 4  
22

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28 FRIDAY  
Day 5  
23

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29 SATURDAY Moharrum

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30 SUNDAY

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31 MONDAY World day against Trafficking in Persons  
Day 1 Workshop on Anti-Human Trafficking  
24

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

– Zig Ziglar



## AUGUST 2023

1	TUESDAY	
	Day 2	
	25	
2	WEDNESDAY	
	Day 3	
	26	
3	THURSDAY	
	Day 4	
	27	
4	FRIDAY	Inaugural Mass
	Day 5	
	28	
5	SATURDAY	Orientation to Staff Below 5 Years Experience
	29	
6	SUNDAY	
7	MONDAY	National Handloom Day by Depts. of History & TTM
	Day 1	
	30	
8	TUESDAY	
	Day 2	
	31	
9	WEDNESDAY	
	Day 3	
	32	
10	THURSDAY	Seminar on Organ Donation by Intermediate Section
	Day 4	Peace March by Physics Inspire Club
	33	
11	FRIDAY	Inauguration of Community Service/ Service Learning
	Day 5	
	34	

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

## AUGUST 2023

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12 SATURDAY  
35

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13 SUNDAY

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14 MONDAY  
Day 1  
36

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15 TUESDAY Independence Day

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16 WEDNESDAY  
Day 2  
37

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17 THURSDAY  
Day 3  
38

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18 FRIDAY  
Day 4  
39

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19 SATURDAY  
40

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20 SUNDAY

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21 MONDAY  
Day 5  
41

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22 TUESDAY  
Day 1  
42

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

*– BB King*

## AUGUST 2023

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23 WEDNESDAY 57th A.D.Shroff Memorial Elocution Competition  
Day 2  
43

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24 THURSDAY  
Day 3  
44

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25 FRIDAY Varalakshmi Vratam

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26 SATURDAY  
45

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27 SUNDAY

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28 MONDAY  
Day 4  
46

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29 TUESDAY Telugu Basha Dinotsavam  
Day 5  
47

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30 WEDNESDAY  
Day 1  
48

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31 THURSDAY  
Day 2  
49

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

## SEPTEMBER 2023

1	FRIDAY Day 3 50	CA: Semesters III & V
2	SATURDAY 51	
3	SUNDAY	
4	MONDAY Day 4 52	Hindi Diwas
5	TUESDAY Day 5 53	Teacher's Day
6	WEDNESDAY Day 1 54	
7	THURSDAY	Krishnaastami
8	FRIDAY	Maris Stella Feast, International Literacy Day
9	SATURDAY 55	
10	SUNDAY	
11	MONDAY Day 2 56	Leadership Training Camp by Forum of Free Enterprise and M. R. Pai Foundation

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

## SEPTEMBER 2023

12	TUESDAY Day 3 57	Leadership Training Camp by Forum of Free Enterprise and M. R. Pai Foundation
13	WEDNESDAY Day 4 58	
14	THURSDAY Day 5 59	
15	FRIDAY Day 1 60	
16	SATURDAY 61	
17	SUNDAY	
18	MONDAY Day 2 62	
19	TUESDAY	Vinayakachavithi
20	WEDNESDAY Day 3 63	I CA: Semester I
21	THURSDAY Day 4 64	
22	FRIDAY Day 5 65	

*“Live as if you were to die tomorrow. Learn as if you were to live forever”*  
–Mahatma Gandhi

## SEPTEMBER 2023

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23	SATURDAY	
	66	

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24	SUNDAY	
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25	MONDAY	A&R - Semester - III & V - CA
	Day 1	
	67	

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26	TUESDAY	World Tourism Day
	Day 2	
	68	

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27	WEDNESDAY	
	Day 3	
	69	

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28	THURSDAY	Miladun Nabi
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29	FRIDAY	One Day Workshop on
	Day 4	“Secular Democracy and the Future of India
	70	by Dept. of Political Science

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30	SATURDAY	One day Certificate training program
	71	for First year A&R Dept.
		Alumni Chapter at Kazipet

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*“Teachers open the door, but you must enter by yourself”*

*– Chinese Proverb*

## OCTOBER 2023

1	SUNDAY	
2	MONDAY	Gandhi Jayanthi
3	TUESDAY Day 5 72	CAIT: Semesters III & V   CA - A&R - Semester - I
4	WEDNESDAY Day 1 73	
5	THURSDAY Day 2 74	
6	FRIDAY Day 3 75	
7	SATURDAY 76	
8	SUNDAY	
9	MONDAY Day 4 77	
10	TUESDAY Day 5 78	
11	WEDNESDAY Day 1 79	International Day of the Girl Child

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

## OCTOBER 2023

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12 THURSDAY  
Day 2  
80

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13 FRIDAY  
Day 3  
81

Inauguration of RUSA Block

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14 SATURDAY  
82

Parent-Teacher Meet

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15 SUNDAY

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16 MONDAY  
Day 4  
83

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17 TUESDAY  
Day 5  
84

II CA: Semester I

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18 WEDNESDAY  
Day 1  
85

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19 THURSDAY  
Day 2  
86

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20 FRIDAY  
Day 3  
87

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21 SATURDAY  
88

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22 SUNDAY

Durga Asthami

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



## OCTOBER 2023

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23	MONDAY	Navami
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24	TUESDAY	Vijaya Dasami
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25	WEDNESDAY	Commencement of MBA - Semester I
	Day 4	
	89	

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26	THURSDAY	
	Day 5	
	90	

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27	FRIDAY	Semester End Practical Exams: III & V
	91	

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28	SATURDAY	
	92	

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29	SUNDAY	
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30	MONDAY	A&R - CAIT - Semester - III & V
	93	

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31	TUESDAY	Skill Based Courses - Semester III
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*"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*

## NOVEMBER 2023

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1 WEDNESDAY

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2 THURSDAY

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3 FRIDAY

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4 SATURDAY SEE-Theory: Semester V

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5 SUNDAY

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6 MONDAY SEE-Theory: Semester III

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7 TUESDAY

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8 WEDNESDAY

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9 THURSDAY Skill Courses : Semester I

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10 FRIDAY

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11 SATURDAY A&R - SEMESTER - III, V & VII - Practicals

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

## NOVEMBER 2023

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12	SUNDAY	Deepavali
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13	MONDAY	SEE-Theory: Semester I
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14	TUESDAY	II CA - AR - Semester I
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15	WEDNESDAY	
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16	THURSDAY	
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17	FRIDAY	
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18	SATURDAY	A&R - SEMESTER - III LSC&SDC
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19	SUNDAY	
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20	MONDAY	
	Day 1	
	1	

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21	TUESDAY	Commencement of Semesters II, IV & VI
	Day 2	AR - SEMESTER - I - Practicals
	2	

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22	WEDNESDAY	
	Day 3	
	3	

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

## NOVEMBER 2023

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23	THURSDAY	
	Day 4	
	4	
24	FRIDAY	National Constitution Day
	Day 5	
	5	
25	SATURDAY	
	6	
26	SUNDAY	
27	MONDAY	
	Day 1	
	7	
28	TUESDAY	
	Day 2	
	8	
29	WEDNESDAY	Power Skills Symposium
	Day 3	
	9	
30	THURSDAY	A & R - SEMESTER - III & V SEE THEORY
	Day 4	A & R - SEMESTER - I Skill Courses
	10	

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*"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 bene- fit for everyone and greater strength for our nation" - John F. Kennedy*

## DECEMBER 2023

1	FRIDAY Day 5 11	
2	SATURDAY 12	Christmas Fete
3	SUNDAY	
4	MONDAY Day 1 13	Two-Day Capacity Building Workshop for Faculty on "Andrew Furco's Self-Assessment Rubric for the Institutionalisation of Service Learning in Higher Education"
5	TUESDAY Day 2 14	A & R - SEMESTER - I SEE Theory Two-Day Capacity Building Workshop for Faculty on "Andrew Furco's Self-Assessment Rubric for the Institutionalisation of Service Learning in Higher Education"
6	WEDNESDAY Day 3 15	
7	THURSDAY Day 4 16	
8	FRIDAY Day 5 17	
9	SATURDAY 18	
10	SUNDAY	
11	MONDAY Day 1 19	Commencement of Semester Long Internship

*"Wisdom begins with wonder" - Socrates*

## DECEMBER 2023

12	TUESDAY	
	Day 2	
	20	
13	WEDNESDAY	
	Day 3	
	21	
14	THURSDAY	
	Day 4	
	22	
15	FRIDAY	
	Day 5	
	23	
16	SATURDAY	
	24	
17	SUNDAY	
18	MONDAY	A&R - Commencement of Semesters II, IV, VI & VIII
	Day 1	
	25	
19	TUESDAY	I Internal - MBA - Semester I
	Day 2	
	26	
20	WEDNESDAY	
	Day 3	
	27	
21	THURSDAY	Christmas Celebration for Poor & Non-teaching staff
	Day 4	
	28	
22	FRIDAY	Christmas Celebration for staff
	Day 5	
	29	

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*"Try not to have a good time ... this is supposed to be educational"*

*-Charles M.*

## DECEMBER 2023

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23 SATURDAY Christmas Celebration for students  
30 National Farmers Day

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24 SUNDAY

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25 MONDAY Christmas

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26 TUESDAY

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27 WEDNESDAY

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28 THURSDAY

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29 FRIDAY

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30 SATURDAY

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31 SUNDAY

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

# JANUARY 2024

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1 MONDAY New Year

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2 TUESDAY  
Day 1  
31

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3 WEDNESDAY  
Day 2  
32

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4 THURSDAY  
Day 3  
33

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5 FRIDAY  
Day 4  
34

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6 SATURDAY  
35

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7 SUNDAY

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8 MONDAY  
Day 5  
36

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9 TUESDAY  
Day 1  
37

---

10 WEDNESDAY  
Day 2  
38

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11 THURSDAY  
Day 3  
39

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



## JANUARY 2024

12	FRIDAY Day 4 40	
13	SATURDAY 41	
14	SUNDAY	Bhogi
15	MONDAY	Sankranti
16	TUESDAY	Kanuma
17	WEDNESDAY Day 5 42	
18	THURSDAY Day 1 43	
19	FRIDAY Day 2 44	
20	SATURDAY 45	
21	SUNDAY	
22	MONDAY Day 3 46	I CA: SEMESTER II & CA: Semester IV

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

## JANUARY 2024

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23	TUESDAY Day 4 47	
24	WEDNESDAY Day 5 48	National Girl Child Day
25	THURSDAY Day 1 49	National Voter's Day National Tourism Day
26	FRIDAY	Republic Day
26	SATURDAY 50	Sports Day
28	SUNDAY	
29	MONDAY Day 2 51	Workshop for Support Staff
30	TUESDAY Day 3 52	
31	WEDNESDAY Day 4 53	

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

## FEBRUARY 2024

1	THURSDAY Day 5 54	
2	FRIDAY Day 1 55	
3	SATURDAY 56	
4	SUNDAY	
5	MONDAY Day 2 57	Blood Grouping Drive by Depts. of Life Sciences & Agricultural & Rural Development
6	TUESDAY Day 3 58	II internal - MBA - Semester I Luminate by Dept. of Commerce & Management
7	WEDNESDAY Day 4 59	
8	THURSDAY Day 5 60	International Webinar on IPR by Depts. of Life Sciences
9	FRIDAY Day 1 61	Open House on Service Learning- Exhibition
10	SATURDAY 62	
11	SUNDAY	

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

## FEBRUARY 2024

12	MONDAY	
	Day 2	
	63	
13	TUESDAY	
	Day 3	
	64	
14	WEDNESDAY	
	Day 4	
	65	
15	THURSDAY	
	Day 5	
	66	
16	FRIDAY	Graduation Ceremony of English Access Microscholarship Program
	Day 1	
	67	
17	SATURDAY	
	68	
18	SUNDAY	
19	MONDAY	
	Day 2	
	69	
20	TUESDAY	One Day National Seminar on IPR
	Day 3	
	70	
21	WEDNESDAY	SEE - MBA - Semester I
	Day4	
	71	
22	THURSDAY	Workshop on Research Process & Publication Workshop on Leadership for First & Second Degree Students
	Day 5	
	72	

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

## FEBRUARY 2024

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23 FRIDAY  
Day 1  
73

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24 SATURDAY  
74

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25 SUNDAY

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26 MONDAY  
Day 2  
75

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27 TUESDAY National Conference- Computer Science  
Day 3 27th to 29th Feb, 2024  
76

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28 WEDNESDAY National Science Day Celebrations & Exhibition in  
Day 4 collaboration with Little Flower Degree College, Hyderabad  
77

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29 THURSDAY  
Day 5  
78

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

MARCH 2024

1	FRIDAY Day 1 79	CAIT: Semester IV
2	SATURDAY 80	
3	SUNDAY	
4	MONDAY Day 2 81	II CA: Semester II
5	TUESDAY Day 3 82	
6	WEDNESDAY Day 4 83	International Women's Day
7	THURSDAY Day 5 84	A&R - CA - Semester - IV & VI AR - I CA - Semester - II
8	FRIDAY	Maha Sivaratri International Women's Day
9	SATURDAY 85	
10	SUNDAY	
11	MONDAY Day 1 86	MBA - Commencement of Semester II

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

MARCH 2024

12	TUESDAY	
	Day 2	
	87	
13	WEDNESDAY	Awareness Programme on MSME
	Day 3	Competitive LEAN Scheme by MBA Dept.
	88	
14	THURSDAY	
	Day 4	
	89	
15	FRIDAY	
	Day 5	
	90	
16	SATURDAY	College Day
	91	
17	SUNDAY	
18	MONDAY	
	Day 1	
	92	
19	TUESDAY	
	Day 2	
	93	
20	WEDNESDAY	Semester End Practical Exams: II & IV
	Day 3	
	94	
21	THURSDAY	
22	FRIDAY	World Water Day Celebrations by Eco Ambassadors and Rally by Agriculture & Rural Development

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

MARCH 2024

23 SATURDAY

24 SUNDAY

25 MONDAY Holi

26 TUESDAY International conference - Social Sciences-  
26th to 30th March, 2024.

27 WEDNESDAY Skill Courses Exam - Semester II

28 THURSDAY

29 FRIDAY Good Friday

30 SATURDAY

31 SUNDAY Easter

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



## APRIL 2024

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1	MONDAY	Launching 45 Days Fashion Designing Basic Course by Entrepreneurship Development Cell (EDC)
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2	TUESDAY
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3	WEDNESDAY	SEE Theory: Semester IV
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4	THURSDAY	SEE Theory: Semester II
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5	FRIDAY	Babu Jagajeevan Ram Jayanthi
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6	SATURDAY	End of Semester Internship for Semester VI
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7	SUNDAY
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8	MONDAY
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9	TUESDAY	Ugadi
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10	WEDNESDAY	Ramzan
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11	THURSDAY
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*"For the best return on your money, pour your purse into your head."  
- Benjamin Franklin*

## APRIL 2024

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12 FRIDAY

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13 SATURDAY

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14 SUNDAY Ambedkar Jayanthi

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15 MONDAY A&R - CAIT - Semester - IV & VI AR -  
II CA - Semester - II

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16 TUESDAY

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17 WEDNESDAY Sri Ramanavami

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18 THURSDAY

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19 FRIDAY

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20 SATURDAY Submission of Semester Long Internship  
Report for Semester - VI

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21 SUNDAY

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22 MONDAY Short-Term Internship for Semester IV

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

## APRIL 2024

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23 TUESDAY

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24 WEDNESDAY

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25 THURSDAY Viva-Voce for Semester Long Internship  
for Semester VI,  
A&R-SEE Practicals - Semesters II, IV & VI

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26 FRIDAY

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27 SATURDAY

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28 SUNDAY

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29 MONDAY A&R -Viva-Voce for AELP for Semester VIII

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30 TUESDAY

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

## MAY 2024

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1 WEDNESDAY

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2 THURSDAY

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3 FRIDAY

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4 SATURDAY

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5 SUNDAY

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6 MONDAY

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7 TUESDAY

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8 WEDNESDAY

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9 THURSDAY

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10 FRIDAY

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11 SATURDAY

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

## MAY 2024

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12 SUNDAY

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13 MONDAY

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14 TUESDAY

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15 WEDNESDAY

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16 THURSDAY

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17 FRIDAY

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18 SATURDAY

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19 SUNDAY

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20 MONDAY

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21 TUESDAY

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22 WEDNESDAY

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

## MAY 2024

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23 THURSDAY

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24 FRIDAY

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25 SATURDAY

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26 SUNDAY

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27 MONDAY

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28 TUESDAY

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29 WEDNESDAY

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30 THURSDAY

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31 FRIDAY

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*The world will not be destroyed by those who do evil, but by those who watch them without doing anything.” — Albert Einstein.*

## JUNE 2024

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1 SATURDAY A&R - Skill Courses - Semesters II & IV

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2 SUNDAY

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3 MONDAY

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4 TUESDAY A&R - SEE Theory Semesters II, IV & VI

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5 WEDNESDAY End of Short-term internship for Semester IV

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6 THURSDAY Commencement of Semesters III & V

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7 FRIDAY

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8 SATURDAY

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9 SUNDAY

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10 MONDAY

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11 TUESDAY

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

## JUNE 2024

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12 WEDNESDAY

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13 THURSDAY

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14 FRIDAY Viva -Voce of Short-Term Internship for Semester IV

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15 SATURDAY Viva-Voce of CSP for Semester II

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16 SUNDAY

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17 MONDAY Bakrid

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18 TUESDAY

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19 WEDNESDAY

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20 THURSDAY

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21 FRIDAY

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22 SATURDAY

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*“What you do makes a difference, and you have to decide what kind of difference you want to make.”- Dr Jane Goodall, Scientist & Activist*



## JUNE 2024

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23 SUNDAY

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24 MONDAY

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25 TUESDAY

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26 WEDNESDAY

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27 THURSDAY

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28 FRIDAY

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29 SATURDAY

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30 SUNDAY

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*“Earth provides enough to satisfy every man's need, but not every man's greed.” - Mahatma Gandhi*

