

“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

148 years in the service of
humanity in 6 continents,
4900 sisters
of 76 nationalities in 71
countries

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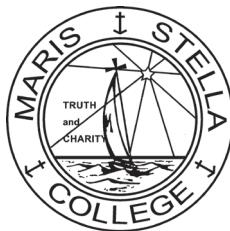
MARIS STELLA COLLEGE(AUTONOMOUS) **Vijayawada - 520008, A.P.**

Quality is Our Priority; Success is Our Reality

A College with Potential for Excellence
NAAC Accredited & ISO 21001: 2018 Certified

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HANDBOOK
2025-26



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.

CONTENTS

1. Milestones	---	05
2. Pledge & College Anthem	---	07
3. Personal Information & Days of Examinations	---	08
4. About the College	---	10
5. Students' Code of Conduct	---	13
6. Academic Programmes (Intermediate, UG, PG & MBA)	---	19
7. Certificate & Value-Added Courses	---	23
8. Extra-Curricular Activities & Student Clubs	---	25
9. Testing & Evaluation	---	26
10. General Rules & Information	---	32
11. Student Welfare & Training	---	34
12. Institutional Welfare Schemes		
13. Infrastructure	---	38
14. College Traditions	---	41
15. The Library	---	42
16. Alumnae	---	44
17. Prizes/Awards	---	45
18. The IQAC	---	45
19. Members of Staff (Teaching, Administrative and Support)	---	47
20. Academic Calendar	---	53

1. MILESTONES

1962 College Establishment
1963 First Women's College in Krishna District
UGC Recognition under 2(f) and 12(B)

1967 Construction of Hostel

1972 Construction of Library Block

1976 Construction of Helen Block

1987 Silver Jubilee Celebration

1991 Construction of Assunta Block
Construction of Auditorium
Introduction of PG Programmes

1999 First Accreditation by NAAC at the Four Star Level

2003 Conferment of Autonomous Status
Introduction of CBCS
Construction of PG Library

2004 Establishment of Research Center in English and Economics

2006 Re-accreditation by NAAC at the 'A' Level
UGC Recognition of 'College with Potential for Excellence'

2007 Best Eco-Friendly Campus Award by ANU

2008 Best Library and Best Laboratory Awards by ANU
Construction of Bonaventure Block

2009 Construction of Clare Block

2011 Best Tourism Educational Institution Award at State Level

2012 Golden Jubilee Celebration

2013 Re-accreditation by NAAC at the 'A' level with CGPA 3.24

2014 Construction of Indoor Stadium

2018 Beneficiary of the RUSA 2.0 Scheme
ISO Certification

2019 Re-accreditation by NAAC

2021 Launch of US State Department funded 'Students Programme for Study of the US Institutes' (SUSI)

2022 Diamond Jubilee Celebration
Construction of BMP Block
Launch of US State Department funded 'English Access Microscholarship Programme'
Launch of United Board sponsored 'Service-Learning Project'

2023 Introduction of French as a Second Language
 Construction of Mother Proincias Block (RUSA 2.0)
 Set up of the Media Centre
 Conferment of Autonomous Status for PG Programmes
 Establishment of Research Centre in Business Administration

2024 UNISERVITATE (Argentina) Membership for the promotion of
 solidarity Service-Learning

2. PLEDGE & COLLEGE ANTHEM

2.1. 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 -

2.2. 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 & DAYS OF EXAMINATIONS

3.1. PERSONAL INFORMATION

Name:

Class & Group: Reg. No.:

Parent/Guardian:

Address:

.....

Contact Number: Aadhar:

Email ID:

Blood Group:

3.2. DAYS OF EXAMINATIONS

UG Examinations:

Semester I:

I CIA Test: 22.10.2025–24.10.2025

II CIA Test: 24.11.2025–26.11.2025

SEE Practicals: 04.12.2025

SEE Theory: 13.12.2025

Semesters III & V:

I CIA Test: 09.08.2025–14.08.2025

II CIA Test: 22.09.2025–27.09.2025

SEE Practicals: 14.10.2025

SEE Theory: 25.10.2025

Semester II:

Community Service Project: 05.01.2026

Viva Voce (Science Stream): 13.04.2026

Viva Voce (Arts Stream): 16.04.2026

Viva Voce (Commerce & Business Administration Stream): 17.04.2026

I CIA Test: 02.03.2026–05.03.2026

II CIA Test: 06.04.2026–08.04.2026

SEE Practicals: 16.04.2026

SEE Theory: 21.04.2026

Semesters IV:

I CIA Test: 19.01.2026–21.01.2026

II CIA Test: 02.03.2026–05.03.2026

SEE Practicals: 23.03.2026

SEE Theory: 01.04.2026

Short-term Internship Project: 20.04.2026

Semester VI:

Semester-long Internship Project: 05.01.2026

Viva Voce: 15.06.2026

Agriculture & Rural Development**Semester I:**

I CIA Test: 22.10.2025–25.10.2025

II CIA Test: 08.12.2025–11.12.2025

SEE Practicals: 19.12.2025

SEE Theory: 03.01.2026

Semesters III, V & VII:

I CIA Test: 18.08.2025–22.08.2025

II CIA Test: 13.10.2025–17.10.2025

SEE Practicals:

SEE Theory: 03.11.2025

RAWE & AI: 18.06.2025–30.11.2025

Semester II:

I CIA Test: 09.03.2026–12.03.2026

II CIA Test: 04.05.2026–08.05.2026

SEE Practicals:

SEE Theory: 01.01.2026

Semesters IV, VI & VIII:

I CIA Test: 16.02.2026–20.02.2026

II CIA Test: 26.03.2026–01.04.2026

SEE Practicals:

SEE Theory: 23.04.2026

AELP: 02.12.2025–30.04.2026

PG/MBA Examinations:**Semester I:**

I CIA Test: 15.10.2025 – 18.10.2025

II CIA Test: 01.12.2025 – 04.12.2025

SEE: 13.12.2025

Semester II:

I CIA Test: 02.03.2026 – 06.03.2026

II CIA Test: 13.04.2026 – 17.04.2026

SEE: 30.04.206

Semester III:

I CIA Test: 10.09.2025 - 13.09.2025

II CIA Test: 21.10.2025 - 24.10.2025

SEE: 11.11.2025

Semester IV:

I CIA Test: 29.01.2026 - 02.02.2026

II CIA Test: 09.03.2026 - 12.03.2026

SEE: 06.04.2026

Intermediate Examinations:

I Unit Test: 17.07.2025 – 19.07.2025

II Unit Test: 18.08.2025 – 20.08.2025

Quarterly Examinations: 15.09.2025 – 20.09.2025

III Unit Test: 22.10.2025 – 24.10.2025

Half-yearly Examinations: 17.11.2025 – 22.11.2025

I Pre-Final Examinations: 15.12.2025 – 20.12.2025

II Pre-Final examinations: 21.01.2026 – 28.01.2026

Practical Examinations, IPE 2026: 01.02.2026

Theory Examinations, IPE 2026: 23.02.2026

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 16 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' is the motto of the College, all seeking after knowledge in 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 nurture globally competent and socially responsible individuals through inclusive and multidisciplinary quality education, fostering leadership, innovation, sustainability and ethical values in an environment of academic excellence.

Mission: Empower young women through a transformative education to form intellectually competent, morally upright, socially committed, spiritually inspired and environmentally conscious women imbued with the values of humanism in the service of society.

Core Values

- Truth, Charity and Personal Integrity
- Transformative and Whole Person Education
- Inclusiveness, Social Responsibility and Excellence
- Holistic Development
- Environmental Protection and Preservation
- Women Empowerment
- Global Competence

Objectives

- To provide a holistic education that integrates intellectual, moral, spiritual, and emotional development.
- To empower women by enhancing their skills, confidence, and leadership capabilities.
- To foster academic and research excellence through multidisciplinary and innovative teaching practices.
- To inculcate ethical values and promote integrity in personal and professional life.
- To nurture socially responsible citizens who are committed to justice, equality, and community service.
- To instill environmental consciousness and promote sustainable development practices.
- To promote inclusivity and diversity in educational opportunities and campus life.
- To develop global perspectives while staying rooted in local and cultural values.
- To encourage lifelong learning and adaptability in an ever-evolving world.
- To create a transformative learning environment that fosters critical inquiry and meaningful engagement.

The college fosters holistic growth through classroom learning, personal interactions, and inclusive extracurricular activities. It ensures value-based, quality education through continuous improvement and offers skill development programs that enhance employability, leadership, and global competence. This integrated approach nurtures ethical, socially responsible, and empowered individuals.

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.

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)

CBCS allows students to choose courses from a prescribed set of courses, comprising core, minor, elective or skill-based courses, and is evaluated using a grading system. Credit system is a system of assigning numerical weightage to each course and component of the curriculum. In the CBCS, each course is assigned a certain number of credits, depending on the quantum of work input of the student.

All undergraduate programmes follow the semester pattern requiring six/eight semesters of study for Bachelor/Honour’s degree.

Credits

- BA / BCom / BBA / BSc Degree Programme: Min. 132
- BA / BCom / BBA / BSc Honours Degree Programme: Min.176

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 teaching, 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 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. STUDENTS' CODE OF CONDUCT

5.1. STUDENT DISCIPLINE

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.

5.2. STUDENT RESPONSIBILITIES

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.
- 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.

5.3. AUTHORIZATION RULES

- A student must have at least 80% attendance in each course to appear for SEE. 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.
- Students must be present on the reopening day of each semester and all other days of National importance.
- Students must report to College soon after the Dasara holidays and Christmas holidays. Absentees will lose attendance and are liable to strict action.
- 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.
- 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.
- Students who intend to represent the College in intercollegiate events shall take prior permission from the concerned faculty in charge of outside competitions.
- 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.
- All the students are expected to attend all College events/celebrations in

college uniform unless otherwise specified.

- 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.

5.4. UTILIZATION OF FACILITIES

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 of 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.

5.5. REGULATIONS

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.

5.6. ACADEMIC NORMS

To graduate successfully, a student should enroll and complete

- Six Skill Enhancement Courses (SEC), Three Multi-Disciplinary Courses (MDC) apart from the courses, 'Environmental Education' and 'Indian Knowledge System'.
- Minimum two certificate courses.
- Any one of the extra-curricular activities.
- Community Service Project, Summer Internship and Semester-long Internship
- Any one of the student clubs.

5.7. MOBILE PHONE POLICY

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.
- Prior to the start of classes, the class reps shall collect the students' cell phones, give them to their mentors, and retrieve them when they leave the college.
- 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.

5.8. 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 should desist from doing anything, with or against their will, even if ordered by the senior students.
- Fresher(s) or any other student(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 imposed on 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.

Note

- A Grievance Redressal Cell exists in the Institution. Students are advised to approach the faculty-in-charge of Grievance Redressal Cell for getting their grievances addressed.
- Students are expected to follow all rules and regulations as laid down in the handbook.
- 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.
- Students must approach the Students' Deans office for all matters.

6. ACADEMIC PROGRAMMES

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

6.1. INTERMEDIATE PROGRAMMES

Eligibility:

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

Part I: 1. English

2. Telugu / Hindi / Sanskrit

Part II: One of the following combinations:

1. Mathematics, Physics, Chemistry
2. Biology, Physics, Chemistry
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.

Programmes Offered:

- (i) 4-year UG Honours programmes with Single Major & Minor
- (ii) 4-year UG Honours programmes with Research.

The duration of the programmes is 4 years, with multiple entry and exit options after 1st, 2nd and 3rd years of study with a certificate, diploma and degree after the respective years of study. Honours Degree / Honours Research Degree is awarded at the end of 4-years of study.

Students have to choose a Minor in the third semester cutting across the disciplines or from the allied disciplines. A student has to study six courses in the chosen Minor. A Minor on 'Quantum Technologies' is mandatory for students opting Computer Science or Computer Applications or allied Majors (like Artificial Intelligence, Data Science etc.).

UG Programmes with Single Major:

1. BA Honours (Economics)
2. BA Honours (History)
3. BA Honours (Political Science)
4. BA Honours (Special English)

5. BA Honours (Tourism & Travel Management)
6. BCom Honours (Commerce)
7. BCom Honours (Tax Procedures & Practice)
8. BSc Honours (Mathematics)
9. BSc Honours (Physics)
10. BSc Honours (Botany)
11. BSc Honours (Zoology)
12. BSc Honours (Chemistry)

Self-Financed Programmes with single Major:

13. BA Honours (Public Administration)
14. BA Honours (Journalism & Mass Communication)
15. BA Honours (Public Policy) with IAS Coaching
16. BCom Honours (Computer Applications)
17. BCom in Banking, Financial Services & Insurance (BFSI)
(An Apprenticeship Embedded Programme)
18. BBA Honours (Business Administration)
19. BSc Honours (Electronics)
20. BSc Honours (Computer Science)
21. BSc Honours (Statistics)
22. BSc Honours (Artificial Intelligence)
23. BSc Honours (Data Science)
24. BSc Honours (Animation)
25. BSc Honours (Biotechnology)
26. BSc Honours (Microbiology)
27. BSc Honours (Food Science & Technology)
28. BSc Honours (Biochemistry)
29. BSc Honours (Forensic Science)
30. BSc Honours (Cyber Forensics)
31. BSc Honours (Agriculture & Rural Development)

Note:

- All the major subjects are also offered as minor subjects.
- After completing the third year of study, students must choose whether to pursue the Honours programme in their fourth year.
- Students opting for fourth year of UG programme has to complete six core courses in Major 1, along with four Skill Enhancement Courses in that Major.

The Components of each Programme:

Part I: (i) General English (3-credit courses)
(ii) Telugu / Hindi / Sanskrit / French (3-credit courses)

Part II: Core & Elective Courses (4-credit Majors/Minor courses)

Part III: Skill Enhancement, Multi-Disciplinary & Common Value-added Courses (2-credit courses)

Each academic 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, student seminars, student study projects, field trip and study tour reports etc. Mini-Projects are carried out by the students in the second and third year based on their courses to equip students for higher learning and research and contribute significantly to enhance their practical knowledge and their ability to work in a team.

To instill social responsibility and compassion in students, the college has integrated a minimum of 80-hour with 1 credit Community Service Project (CSP) into the curriculum during the first year. During the sixth semester the student shall undergo a minimum of 180-hour (8 week) Apprenticeship / Internship / On-the-Job Training with 3 credits to ensure that students develop hands-on technical skills that are essential for success in the professional world. The CSP and VI Sem internship are mandatory for all students irrespective of the programme of study.

Skill Enhancement Courses

Semester-I

Introduction to Artificial Intelligence

Semester-II

Application of Artificial Intelligence (Discipline Specific)

Semester-III (Electives)

A Student has to choose any ONE of the following courses

1. Business Forecasting
2. Project Management
3. Information & Communication Technology
4. Data Analysis

Semester-IV (Electives)

A Student has to choose any ONE of the following courses

1. Cyber Security
2. Digital Marketing
3. Tourism Guidance
4. Design Thinking

Multi-Disciplinary Courses (Electives)

Semester-II

A student has to choose any ONE of the following courses:

1. Introduction to Social Work
2. Principles of Psychology
3. Indian History
4. Principles of Biological Sciences
5. Principles of Chemical Sciences
6. Principles of Physical Sciences

Semester-III

A student has to choose any ONE of the following courses:

1. Introduction to Public Administration
2. Principles of Management
3. Principles of Accounting
4. Basic Electronics
5. Health & Hygiene
6. Basic Mathematics

Semester-IV

A student has to choose any ONE of the following courses:

1. Fundamentals of Economics
2. Indian Philosophy
3. Performing Arts
4. Introduction to Geography
5. Basic Statistics
6. Introduction to Nanotechnology

Common Value-Added Course:

Semester-V

- Environmental Education

Audit Course:

Semester- II, VII, & VIII

- Indian Knowledge Systems

Value Education Courses:

Semester-I, II, III & IV

To foster ethical awareness, social responsibility, emotional intelligence, and personal integrity among students, Value Education courses, one each in the first and second years, each carrying 1 credit are offered by the institution.

6.3.POST GRADUATE PROGRAMMES

Eligibility:

- Admission for the PG programmes 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. MA Economics
2. MA English
3. MCom
4. MSc Mathematics
5. MBA

7. CERTIFICATE & VALUE-ADDED COURSES

College offers certificate courses to enhance creativity and employability skills of students.

7.1 CERTIFICATE COURSES

General Certificate Courses:

To provide students with focused, skill-based training in specific areas of interest, thereby enhancing their practical knowledge and career opportunities the following certificate courses are designed and delivered by the institution:

1. Programming in C
2. Computer Animations
3. VB.Net
4. Basic Computer Skills
5. Web Page Designing
6. Vermitechnology
7. Mushroom Cultivation
8. Herbal Medicine
9. MSP for Agricultural Crops in AP
10. English for Competitive Examinations
11. English for Empowerment
12. Proficiency in English
13. Spoken French
14. Terrace Gardening
15. Air Ticketing
16. Disaster Management
17. Corporate Skills Development
18. Introduction to Medical Lab Technology
19. BI Tools for Data Science
20. Forensic Accounting

Service-Learning (S-L) Certificate Courses:

To integrate academic learning with community service, fostering civic responsibility, social awareness and personal growth among students the following S-L certificate courses are designed and delivered by the institution. The following courses aim to enhance the academic skills, critical thinking and problem-solving abilities while addressing real-world issues in collaboration with community partners.

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

MOOCs

Recommended Massive Open Online Certificate Courses (MOOCs) offered through SWAYAM-NPTEL.

Important:

- Every student should register for and complete successfully at least two certificate courses (online/offline) within five semesters of her study at UG level to be eligible for the award of degree.
- Extra credits are reflected in individual Grade Card 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.

7.2. VALUE-ADDED COURSES

Value-added courses aim to provide additional skills and competencies beyond the core curriculum, focusing on entrepreneurship, emerging technologies, or industry-relevant knowledge. The following courses are open to all students across all disciplines and offered in collaboration with other organizations to foster practical knowledge, employability, interdisciplinary learning, and innovation and prepare students for real-world challenges beyond their core subjects:

1. CPBFI (Bajaj Finserv)
2. e-Commerce & Digital Marketing (APSSDC)
3. MS Office (APSSDC)
4. Amazon Web Services (APSSDC)
5. Full Stack Web Development
6. Advance Excel
7. Business English
8. GST
9. Tally
10. Medical Coding
11. Python
12. Power BI
13. Gen AI
14. UI/UX
- 15. Certified Hospitality Assistant**
- 16. Food Production**

Note: A certificate will be issued only to those students who successfully complete the training / course.

8. EXTRA-CURRICULAR ACTIVITIES & STUDENT CLUBS

8.1. EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an essential part of the holistic education offered by the College.

Social Responsibility & Citizenship:

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

Physical Fitness:

1. Sports & Games
2. Yoga (Mandatory)

Fine Arts:

1. Dance (Classical & Folk)
2. Music
3. Painting & Maggam Work
4. **Dramatics / Performing Arts**

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.
- Minimum 50% attendance is required for eligibility to take SEE.

8.2. STUDENT CLUBS

A wide range of student clubs are formed to cater to the special interest dimension in students. These clubs provide a platform for students to explore and showcase their interests, talents and enhance their skills as part of the college vision of whole-person education. They focus on leadership building and instilling values of responsibility and teamwork to contribute meaningfully to the college and the community.

8.2.1. Domain-Specific (Departmental) Clubs

Each department runs its own subject-specific club to deepen student learning and engagement with their field of study. These club activities are primarily student-driven (coordinated by students) and include competitions, outreach programmes, observance of days of significant, fests, exhibitions, etc. encouraging peer learning, innovation, and academic enrichment. Through these activities, students gain practical exposure and stay updated with the latest developments in their disciplines.

8.2.2. General Clubs

Cultural & Literary Club (CLC)

The Cultural & Literary Club celebrates the artistic and creative spirit of students. It organizes cultural and literary fests, debates, elocutions, creative writing contests, drama performances etc. The club nurtures aesthetic expression and hones communication and public speaking skills.

Red Ribbon Club (RRC)

The Red Ribbon Club promotes awareness about HIV/AIDS, health, and wellness. It encourages youth participation in health-related campaigns and blood donation drives, fostering a sense of social responsibility and health

consciousness among students.

Green / Eco Club (GEC)

The Green Club actively promotes environmental awareness and sustainability. Students participate in tree plantations, eco-awareness campaigns, waste management drives, and other green initiatives, aiming to cultivate eco-conscious citizens for a sustainable future.

Electoral Literacy Club (ELC)

The Electoral Literacy Club aims to educate students about democratic values and the importance of voting. It conducts awareness programmes and voter registration drives to instil responsible citizenship among youth.

Sports & Games Club (SGC)

The Sports & Games Club encourages physical fitness, team spirit, and sportsmanship. The club organizes intra- and inter-collegiate tournaments in various sports and games, providing opportunities for students to showcase their athletic talent.

Important:

Every student should enroll in one of the student clubs structured by the different departments.

9. TESTING & EVALUATION

9.1. EXAMINATIONS

Intermediate Programmes

- Regular testing and evaluation is indispensable for systematic and consistent intellectual work.
- Students are expected to be regular in taking up Unit Tests, Quarterly, Half-yearly, Pre-final and IPE.
- Examinations are held at the end of each unit. All students are required to take these examinations. Failure in this regard will be viewed seriously.

Under Graduate Programmes

The Under Graduate Programmes are based on the Semester pattern, requiring six/eight semesters of study for a Bachelor's/Honour'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 Internal Assessment (CIA) for 50 marks and Semester End Examination (SEE) for 50 marks.

Continuous Internal Assessment (CIA):

- CIA has two components. The first component comprises two written tests for 25 marks. The 1st written test will be held after eight weeks / 48 days and the 2nd written test will be held after 14 weeks / 84 days from the beginning of the semester. Better of the two tests is considered.
- Second component may include mini-project work / seminar / field trip or study project report / 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 CIA.
- It is compulsory for a student to take CIA tests and second component to be eligible for SEE.

Semester End Examination (SEE):

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

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

Theory Courses:

4-year UG Honours Programmes	SEE	Aggregate of CIA & SEE
BA/BSc/BCom/BBA/BSc (Agriculture & Rural Development)	40%	40%

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.

Post-Graduation Programmes & MBA

The Post-Graduate Programmes are based on the Semester pattern, requiring four semesters of study for a Master'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 Internal Assessment (CIA) for 30 marks and Semester End Examination (SEE) for 70 marks.

Continuous Internal Assessment (CIA):

- CIA has two components. The first component comprises two written tests for 20 marks. The 1st written test will be held after eight weeks / 48 days and the 2nd written test will be held after 14 weeks / 84 days from the beginning of the semester. Better of the two tests is considered.
- Second component carries 10 marks. **It may include mini-project work / seminar / field trip or study project report / case study / assignments etc.**
- There is no minimum mark required for passing in the CIA.
- It is compulsory for a student to take CIA tests and second component to be eligible for SEE.

Semester End Examination (SEE):

- There shall be a comprehensive examination of three hours' duration at the end of each semester.
- A student is eligible to take SEE if she has
 - Required attendance in each course.
 - Taken both components of CIA.

- Has paid the examination fee before the due date.
- Not eligible (NE) students are also required to pay the examination fee to be promoted to the next semester.
- Candidates shall put in attendance at the college for not less than 80% of the total number of working days in each semester.

Requirement to Pass:

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

PG Programmes & MBA	SEE	Aggregate of CIA & SEE
MA(Eng), MA(Eco), MCom, MSc (Math) & MBA	40%	40%

9.2. ATTENDANCE

Intermediate Programmes

80% attendance is required for eligibility to take the Intermediate Board Examinations.

Under Graduate Programmes

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 SEE.

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.

Part III: Skill Enhancement & Multi-Disciplinary Courses:

- 70% attendance per course is required for eligibility to take SEE.
- Students having 61%-69% attendance in SECs & MDCs may be granted condonation.
- Students having 50%-60% attendance in SECs & MDCs 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 SECs & MDCs 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 the following semester.

Value Education Courses:

Attendance requirement for Value Education courses is 50%.

Post-Graduation Programmes & MBA

Attendance shall be taken at every lecture 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 SEE.

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 on the college website (www.maristella.ac.in). Marks Memo 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.

UG Programmes

Range of Marks (CIA + 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	Ab	Absent

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

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

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 BA/BSc/BCom/BBA the CGPA shall be given separately for Part I, Part II and Part III.

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

where C = No. of credits and GP = grade points.

Note: Certificate courses are not considered in calculating CGPA.

PG Programmes & MBA

Range of Marks	Grade Point	Grade	CGPA	Class Awarded
86 and above	10	O	≥ 8.50	First Class with Distinction
75 – 85	9	A	$\geq 6.75 < 8.50$	First Class
67 – 74	8	B	$\geq 6.00 < 6.75$	Second Class
58 – 66	7	C		
50 – 57	6	D		

Note:

The candidate must pass all the courses prescribed for the programme in first attempt to become eligible for 'First Class with Distinction'.

10. GENERAL RULES & INFORMATION

College Timings:

Monday to Friday : 9.00 a.m. to 4.00 p.m.
 Saturday : 9.00 a.m. to 1.15 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.

College 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 due date.

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.

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 three days leave, the students are required to produce a medical certificate along with the leave letter immediately on re-joining classes, to the Vice-Principal.

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 T.C., C.C., and S.C.

- All the Senior Inter, final year degree & P.G. final year students can apply for Transfer Certificate (T.C.), Conduct Certificate (C.C.) & Study Certificate (S.C.) by enclosing the ‘no dues’ certificate obtained from the library, college office, and departments.
- If a student desires to obtain a T.C. / C.C. / S.C. she shall apply for the same in the college office and collect it after a week.
- Generally, no certificate will be issued in less than 48 hours’ notice.
- Application for a certificate should be addressed to the Principal.
- All fees must be paid by the notified due date.

Migration Certificate (M.C.):

Students must submit a photocopy of the provisional certificate, together with a DD for the required amount in favour of ‘The Registrar, Krishna University’.

Original Degree (O.D.):

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

11. STUDENT WELFARE & TRAINING

11.1. STUDENT WELFARE

Parent-Teacher Meet

Parents are encouraged to meet the staff members at any time during working

hours in order to facilitate co-operation and collaboration in the growth and progress of their wards.

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

Mid-day Meals

A nutritious meal is provided during lunch break to identified economically challenged students. Funds required for this programme are generated by contributions from some of the present and retired staff members and well-wishers of the college.

Mentoring

Personal guidance for both academic and personal matters is made available to students through the mentoring programme. A group of students is allotted to each mentor for support and guidance.

Counselling

The aim of education at Maris Stella has always been to prepare students not only for examinations but also for the challenges of life. Professional counsellor is available to students on campus on appointment. The timings of the counsellors are posted outside the Counsellor's office.

Anti-Sexual Harassment Committee / ICC

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

Anti-ragging Committee

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

Anti-Drug Committee

The Anti-Drug Committee ensures a drug free campus and creates awareness among the students on the ill-effects of drugs.

Grievance Redressal Cell

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.

Student Feedback

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

11.2. STUDENT TRAINING

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

Social Responsibility & Citizenship:

(i) National Service Scheme (NSS)

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

- To be constructively involved in the needs and problems of the community, particularly the poor.
- To instill in the student social concern for the underprivileged.
- To create greater respect for dignity of labour through participation in manual work.
- To train students in leadership by imparting human skills to face societal challenges.

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

(ii) National Cadet Corps (NCC)

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

Aims of the NCC

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

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

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

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

The following projects have been taken up under STARS

- Gender Studies

- Clean Village
- Health & Hygiene
- Women Empowerment
- Constitutional Awareness
- Eco-friendly Village
- School reach-out Programmes
- Energy Literacy Awareness

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 PG 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.

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 various 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.

(iii) Career Guidance & Placements

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.

(iv) Language Partnership Programme (LPP)

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

(v) 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.

12. INSTITUTIONAL WELFARE SCHEMES

To foster a nurturing, inclusive, and empowering educational environment, the college has introduced a range of meaningful welfare schemes for both staff and students.

LIFE – *Lunch Initiative for Fostering Education*

A Mid-day Meal Scheme aimed at ensuring no student is held back due to hunger. LIFE promotes health, attendance, and learning outcomes, especially for students from economically disadvantaged backgrounds.

STEP – *Skill Training for Employment Potential*

A Skill Development Scheme that equips students with job-oriented skills, enhancing their employability and preparing them for a competitive global job market.

GIFT – *Giving Initiative for Fostering Togetherness*

An annual Fundraising Scheme through the Christmas Fete' that promotes a spirit of giving, community bonding, and social responsibility. Proceeds support institutional welfare and outreach activities.

HELP – *Hands-on Education for Learning & Progress*

A Service-Learning Project Scheme that integrates community service with academic learning, encouraging students to apply classroom knowledge in real-

life contexts for social good.

CARE – Comprehensive Assistance & Relief for Employees

A Support Scheme for Non-teaching and Support Staff that provides financial and emotional assistance during times of need, reinforcing the college's commitment to employee well-being.

SHINE – Support for Holistic Initiatives & Nurturing Education

A Student Support Scheme focused on providing financial aid, mentorship, and academic guidance to help students realize their full potential.

ELITE – English Learning for Improved Training & Employability

A dedicated programme to improve students' English proficiency through training modules, spoken English courses, and placement-focused communication skills.

STARS – Stellites to Awake and Reach out to the Society

Outreach Programmes that inspire students and staff to engage in societal upliftment through education, awareness, and community welfare activities.

13. INFRASTRUCTURE

Hostel

The hostel is a home away from home wherein the hostellites 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.
2.00 p.m. to 2.30 p.m. (Lunch)

Saturday: 10.00 a.m. to 12.30 p.m.

Stationery, Photocopy & DTP Centre

The college provides photocopying, and DTP facilities for the faculty and

students at this centre.

Internet & WiFi facility

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

Media Centre

It provides in house e-content preparation facility which enables quality video lectures, to staff and students.

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/FDPs/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. Interactive panels are available for enhanced student engagement, collaborative learning, recorded lessons and instant feedback.

Multi-purpose Hall

The Multi-purpose Hall serves as a central venue for cultural events, seminars, workshops, and student gatherings. It promotes creativity and collaboration, by providing a space for various academic and extracurricular activities.

Conference Halls

Equipped with modern audio-visual technology, the Conference Halls are used for academic conferences, guest lectures, faculty meetings, and professional development sessions.

Students' Activity Corner

The Activity Corner encourages students to participate in recreational and co-curricular activities. It supports student club activities, student organizations, and informal meetups, helping to enhance leadership skills, teamwork, and campus engagement.

Students' Common Room

The Common Room offers a comfortable and relaxed setting for students to

take a break, calm down, socialize, and interact informally. It contributes to overall well-being and a sense of belonging among students on campus.

Lounge

Lounge provides a comfortable place for relaxation, peer interaction and collaborative learning.

Students' Information Corner

Information Corner offers access to academic, administrative and career-related resources.

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.

14. 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.

Students Induction Programme (SIP)

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

Foundation Day

16th July is observed as College Foundation Day.

Teachers' Day

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

Founder's Day

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

The Annual Retreat

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

Talent Fiesta Week

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

Hostel Day, Sports Day & College Day

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

Annual Christmas Fete

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

Christmas

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

Farewell Service

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.

15. 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 112478 books. The library has 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 and 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.marissstella.ac.in/library.htm provides all the information regarding library collection and services. It also provides links to 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.

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 on 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.

16. 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.

17. 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, alumnae, 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.

18. THE IQAC

The Internal Quality Assurance Cell (IQAC), the primary body that plans, initiates, implements, supervises and sustains quality measures in all aspects of the institution was set up in the year 2004. It functions at three levels to promote quality culture in academics and administration.

- (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.

The IQAC establishes procedures and modalities to collect data and information on the various aspects of the functioning of the institution for the sustenance of quality.

The IQAC plays a vital role in ensuring continuous improvement in the academic and administrative performance of the institution. It promotes quality initiatives, facilitates internalization of best practices, conducts academic and administrative audits, and prepares AQAR for submission to NAAC.

19. MEMBERS OF STAFF

Governance and Administration

Dr. Sr. Leena Quadras	: Correspondent
Dr. Sr. Jasintha Quadras	: Principal
Ms. G. Usha Kumari	: Vice Principal
Dr. Sr. Asha	: Vice Principal
Ms. U. Swapna	: Vice Principal, Intermediate
Dr. Sr. Kulrekha Mudartha	: Controller of Examinations
Ms. Syed M Parveen	: Addl. Controller of Examinations
Dr. Sr. G. Innyasamma	: IQAC Coordinator
Dr. Sr. K. Ramana	: Dean, Student Affairs
Ms. P. Padma Latha	: Dean, Students Affairs
Dr. K. Naga Sundari	: Director, MBA
Dr. P.V. Rekha Devi	: Director, Research
Dr. S. Vanilatha	: Coordinator, Internships
Ms. B. Santhisri	: Coordinator, Extra-Curricular Activities
Dr. D. V. Saraja	: Coordinator, Certificate Courses
Ms. B. Karuna Harika	: Coordinator, Outreach & Extension Programs
Lt. Ms. N. Sailaja	: Coordinator, Value Education

Department of English

1. Dr. Sr. G. Innyasamma, MA, MPhil, PhD, PGDTE – IQAC Coordinator
2. Ms. B. Shanthi Sri, MA, MPhil, AP SET, (PhD)
3. Ms. L.M.R. Swarupa Rani, MA, BEd
4. Ms. Y. Supriya, MA, PGCTE, HoD
5. Ms. G. Suswara Deepika, MA
6. Ms. K. Ramya, MA, MEd
7. Dr. S. Krupa Sheela, MA, PGCTE, MPhil, PhD

Department of Telugu

1. Dr. V. N. Manga Devi, MA, MPhil, PhD, HoD
2. Dr. R. Srinivasa Rao, MA, MPhil, PhD, NET, SET, JRF – NSS Coordinator

Department of Hindi

1. Ms. B. Karuna Harika, MA, HoD – NSS Coordinator

Department of Sanskrit

1. Dr. D. Ramakrishna, MA, PhD, SLLET, HoD

Department of History and Tourism & Travel Management

1. Dr. G. Beaulah Pearl Sunanda, MA, MPhil, PhD, HoD

2. Lt. Ms. N. Sailaja, MTIM, MA, ANO-Army Wing
3. Mr. V. Anjani Simha, MA, SET
4. Mr. N. V. Madhav Gupta, MA, JRF, APSET, TNSET, NET, (PhD)

Department of Economics

1. Sub. Lt. Ms. V. Swapna, MA, MPhil, BEd, (PhD), ANO-Naval Wing - Vice Principal, Intermediate
2. Dr. K. Swaroop Kumar, MA, MPhil, PhD, SLET
3. Dr. N. Sathyavedam MA, MPhil, PhD, SLET, HoD

Department of Political Science

1. Mr. J. Suraiah, MA, LLB, BEd, AP SET, TS SET, (PhD), HoD
2. **Mr. Ch. Rajasekhar, MA, NET, AP SET, TG SET, KSET, (PhD)**
3. Ms. K. Gladis, MA

Department of Public Policy

1. Mr. B. S. N. Durga Prasad, MTech, MA, MSc
2. Ms. J. Chandrika, MA, MBA, (PhD)
3. **Mr. Nageswara Rao, MA, BEd**
4. Ms. A. Devi Priya, MCom
5. **Mr. Koteswara Rao, BTech**

Department of Journalism

1. Mr. K. Sarath Chandra, MSc (Electronic & Print Media), PG Diploma in Journalism, SET, NET (PhD), HoD

Department of Mathematics

1. Dr. Sr. Jasintha Quadras, MSc, MPhil, PGDCA, MS, PhD - Principal
2. Ms. G. Usha Kumari, MSc, Vice Principal, HoD
3. Dr. Sr. Kulrekha Mudartha, MSc, MPhil, PhD - Controller of Examinations
4. Dr. C. Krishnaveni, MSc, MPhil, PhD
5. Ms. S. Padmavathi, MSc
6. Dr. Sr. S. Asha, MSc, MPhil, PhD – Vice Principal
7. Sr. Balasri, MSc

Department of Physics

1. Ms. P. Padmalatha, MSc, MPhil, BEd, HoD – Dean of Students’ Affairs
2. Ms. R. Sara Kumari, MSc
3. Ms. D. Jeevitha, MSc, NET
4. Ms. Ch. Sirisha, MSc

Department of Chemistry

1. Dr. S. Vanilatha, MSc, MCA, MPhil, PhD, SET, HoD
2. Ms. D. Santha Kumari, MSc, BEd

3. Dr. M. Sridevi, MSc, MPhil, PhD, SLET
4. Dr. K. Sai Bhavani, MSc, PhD, BEd
5. Dr. U. Divyasree, MSc, PhD

Department of Computer Science

1. Ms. E. Grace Lydia, MCA, HoD
2. Ms. P. Vidhyavathi, MCA
3. Ms. Sobia Afreen, MSc, BEd, (PhD)
4. Mr. Milton Ranasingh, MCA

Department of Statistics

1. Ms. D. Vedavathi Saraja, MSc, (PhD), HoD
2. Ms. Syed M Parveen, MSc, BEd - Addl. Controller of Examinations

Department of Botany

1. Ms. T. Kiranmayi, MSc, BEd, HoD
2. Dr. G. Ponni, MSc, MPhil, PhD
3. Ms. S. Hema Sree, MSc

Department of Zoology

1. Dr. Sr. P. Japamalai, MSc, MPhil, PhD, HoD
2. Dr. N. Baratha Jyothi, MSc, BEd, MPhil, PhD
3. Dr. G. Sravani, MSc, PhD
4. Dr. P. K. Sangeetha, MSc, PhD
5. Ms. K. P. Hanimol, MSc, BEd

Department of Biotechnology

1. Dr. P.V. Rekha Devi, MSc, UGC-NET, CSIR-NET, PhD, PDF
2. Dr. G. Swapna, MSc, PhD
3. Dr. K. Srilakshmi Ramyakrishna, MSc, PhD

Department of Microbiology

1. Dr. Y. Evangelin, MSc, PhD, APSET, PG Diploma in Environment Science

Department of Food Science & Technology

1. Ms. P. Bhavani, MSc (Food & Nutritional Sciences), HoD
2. Dr. Ch. Saikiran, MSc, PhD

Department of Biochemistry

1. Dr. R. Ganga Raju, MSc, PhD, SET, NET, HoD

Department of Forensic Science

1. Mr. A. Ramesh Babu, MSc, (PhD), HoD
2. Ms. R. Aysha Sulfikkar, MSc

Department of Agriculture & Rural Development

1. Dr. P. Lakshmana Swamy, MSc, MPhil, PhD, HoD
2. Ms. M Blessy Olive, MSc (Plant Breeding & Genetics)
3. Ms. D. Gouthami, MSc (Agronomy)

4. Ms. K. Jasmi Priya, MSc (Agri-Eco)
5. Ms. A. Tejasree, MSc (Fruit Science)
6. Ms. J. Madhuri, MSc
7. Mr. K. Ravi Teja, MSc

Department of Commerce

1. Ms. K. Poojitha, MCom, PGDFM, APSET, (PhD), HoD
2. Ms. K. Swetha Priya Kumari, MCom (PhD)
3. Ms. G. Alisha, MBA

Department of Business Administration

1. Dr. K. Naga Sundari, MBA, PGDMM, MPhil, PhD, SET, NET, HoD - Director MBA
2. Dr. Sr. Ramana K., MBA, SET, PhD, Dean of Students' Affairs
3. Ms. P. Sai Lakshmi Padmaja, MBA, NET (PhD)
4. Dr. N. Anupama, MBA, PhD, SET
5. Dr. K. Naga Sumalatha, MBA, PhD, SET
6. Ms. P. Lakshmi Hyma, MCom, MBA
7. Dr. B. Rajitha Reshma, MBA, PhD
8. Ms. B. Prasannatha, MBA, SET

Department of Library & Information Science

1. Ms. S. Visalakshmi, MA, MLiSc
2. Ms. Ch. Hemalatha, BA, MLiSc
3. Ms. Ludiya BA, MEd, MLiSc

Physical Education

1. Ms. K. Suneetha, MPED

Administrative Staff

1. Sr. Arokia Mary, BA	: Administrator
2. Ms. K.V.L. Prasuna, MCom, MBA	: Office Superintendent
3. Sr. A. Veronica D'Souza, BCom	: Bursar
4. Ms. Ch. N. V. Jyothi Kumari, BCom	: Senior Assistant
5. Ms. C. Sarada, MSc	: Senior Assistant
6. Mr. A. Ravi Chandra, BCom	: Junior Assistant
7. Mr. B. Jediah Bharan, BTech	: Junior Assistant
8. Ms. B. Mounika, MBA	: Office Assistant
9. Ms. P. Lakshmi Durga, MCom	: Accountant
10. Mr. K. Prasad, MSc (IT)	: System Administrator
11. Mr. Y. Vinod, Diploma SBTET	: System Administrator

Examination Section

1. Ms. P. Padmaja, MCom	: Senior Assistant
2. Ms. B. Phani, MBA	: Senior Assistant
3. Ms. E. Sowjanya, MSc	: Junior Assistant

4. Ms. N. K. Sabari Girisha, MCom

: Junior Assistant

Support Staff

1. Mr. D. Raju : Library Attender
2. Mr. G. Prakash Rao : Office Attender
3. Mr. B. Naresh : Attender - Examination Section
4. Mr. V. Rajkumar : Coach - Physical Education
5. Mr. M. Krishna Rao : Lab Attender-Chemistry
6. Mr. S. Vinod : Lab Attender-Botany
7. Ms. K. Aruna : Office Attender
8. Ms. K. Sunitha : Attender
9. Ms. G. Jhansi Lakshmi : **Lab Attender-Dept?**
10. Mr. V. Prasanna Kumar : Office Attender
11. Mr. N. S. Kumar : Lab Attender-Computer
12. Mr. Hemanth : Lab Attender-Computer
13. Ms. G. Santha Kumari : **Lab Attender-Dept?**
14. Ms. V.N. Akhilandeswari : Lab Attender-Physics
15. Ms. P. Jhansi Rani : Library Attender
16. Ms. K. Venkata Lakshmi : Attender – Examination Section
17. Mr. K. Ramanjaneyulu : Electrician
18. Sk. Abdul Jabbar : Electrician
19. Mr. Mani Bhushanachari : Carpenter
20. Ms. D. Punyavathi : Lab Attender-Biosciences
21. Mr. P. Narasimha Rao : Driver
22. Ms. M. Nagamani : Sweeper
23. Ms. Ch. Rani : Sweeper
24. Ms. B. Elizabeth : Sweeper
25. Ms. Y. Ramadevi : Lab Attender-Zoology
26. Ms. Ch. Venkateswaramma : Sweeper
27. Ms. V. Venkata Ramana : Sweeper
28. Ms. Ch. Showramma : Sweeper
29. Ms. A. Vasantha : Sweeper
30. Ms. G. Durga : Sweeper
31. Ms. Y. Bujji : Scavenger
32. Ms. B. Lakshmi : Scavenger
33. Mr. Ashisan Ekka : Gardener
34. Mr. Edward Kinda : Gardener
35. Mr. Gulshan Bek : Watchman
36. Mr. Ch. Suresh Babu : Night Watchman

No. of Working Days: AY 2025-26

Month	No. of working days
Odd Semester	
June 2025	19
July 2025	27
August 2025	22
September 2025	23
October 2025	9
Total	100
Even Semester	
November 2025	15
December 2025	20
January 2026	22
February 2026	24
March 2026	14
Total	95

