



# GOVERNMENT DEGREE COLLEGE TEKKALI-532203



## ISO QUALITY MANUAL



**SUPPORTED BY**

**Commissionerate of Collegiate Education**

**Andhra Pradesh**

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ADITYA INSTITUTE OF  
TECHNOLOGY AND MANAGEMENT



**An Autonomous Institution**

Approved by AICTE

Permanently Affiliated to JNTUK

All UG Courses Accredited by NBA, AICTE

Accredited by NAAC A+, UGC

### AN ABODE OF QUALITY LEARNING AND ETHICAL STANDARDS

Government Degree College, Tekkali is one of the most reputed Degree Colleges in the District of Srikakulam. The College is established mainly to cater to the higher educational needs of the youth of Tekkali and its surrounding areas.

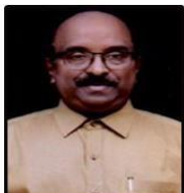
This College has contributed tremendously in meeting the educational needs of socially and economically backward communities of the Region. This Institution has well qualified and sincere teaching Staff who are always motivated to provide quality education to their students.

The College has the right academic ambience with necessary infrastructures facilities. The College Management inspires faculty to constantly upgrade their skills and knowledge to meet the ever changing educational needs of the current job market.

The College is very much aware of its social responsibility and is always in the forefront in establishing productive partnerships with public communities for the progress of the Region.

This institution is definitely working in tandem with its vision and mission. Most of the alumni of this College are doing well in their respective careers. Getting ISO certified will definitely elevate the prospects and prestige of the College.

I am confident that the College will continue to work with unswerving commitment and achieve greater heights in future. I congratulate all the Members of the Campus Community on this endeavour.



Wishing you all the best

*U. V. V.*  
**DIRECTOR**  
Aditya Institute of Technology  
And Management  
TEKKALI



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## Temple of Quality Learning

Education is the process of facilitating learning and acquisition of knowledge, skills, values, morals and beliefs. The methods of education are teaching, training and directed research. Providing quality education to the underprivileged sections of the society and awarding degrees to those who successfully complete the course is a great service to the Nation.

With the objectives of carving a glamorous shape to the dreams and educational needs of rural areas of Tekkali division in Srikakulam District, Andhra Pradesh and to make education equally accessible to all, Government Degree College, Tekkali was started in the year 1971 with B.A., and B.Com., in both media (TM & EM). Government Degree College, Tekkali was a constituent of Andhra University since its inception but from the year 2011 it is affiliated to B.R. Ambedkar University, Srikakulam.

This Golden Jubilee College has deep rooted growth and development with the introduction of restructured courses such as Computer Science, Horticulture, Biochemistry in B.Sc., Stream and Computer Applications in B.Com., Stream.

Government Degree College, Tekkali is situated in a spacious area of 18 acres with a large playground. The College has a good Library with reference and text books worthy in number.

Government Degree College, Tekkali is one of the best Colleges in Coastal Andhra and sought out Government Degree College for latest courses designed and implemented to meet the Academic and Research needs of the present generation. This College hosts many cultural, co-curricular and extra-curricular activities with NSS Units of the College playing an active role in it. The College clearly understands its responsibilities towards the outside community and renders valuable services through various extension activities organised with active participation of all the stakeholders of the College.



As a former Principal of this College and also as a resident and citizen of Tekkali I have no doubt that this College has strong potential for growth and development with the introduction of online and offline skill development courses . This reputed Institution, apart from providing quality education has also shown keen interest in actively participating and contributing to the community development .In the process of contributing substantially to the community development the College adopts villages in NSS Camps.

The College is always in the forefront in achieving the goals set by the University and the State. In the Golden Jubilee year of this College, I quote "Education is the passport to future as tomorrow belongs to those who prepare for it today."

I recommend that the College may be given the best rank which it truly deserves and inspires it further to strive for excellence in all its academic, research and allied pursuits.

Wishing the College all the very best.



with regards  
*K. Jangareddi Narayana Murthy*

### THE RIGHT PLACE FOR LEARNING

Hello,

I am RONANKI RAMYA, alumni of GOVERNMENT DEGREE COLLEGE, TEKKALI. I have done my Graduation in Bachelor of Science during 2015-2018. I have successfully completed course with 78 per cent of marks. After completion of the course, I got 1<sup>st</sup> Rank in AUCET PG-Entrance (MATHEMATICS), joined and successfully completed my Post Graduation Course in M.Sc., (MATHEMATICS). I got qualified in SET (State Eligibility Test) in the year 2019. I received my Master's Degree with distinction in 2020. At present I am preparing for RSET and CSIR for joining Ph.D., in reputed Universities.

I feel extremely happy to know that our Institution/College is getting ISO Certified. Located in the Old NH-5 Road, nearby RTC Depot of Tekkali-Srikakulam(District), Andhra Pradesh, the College is bestowed with an excellent ambience. The College provided me with an excellent academic experience and I cherish every moment spent in the College. This College has moulded my behaviour and helped me to evolve into a confident and responsible individual. The Faculty of the College have been always supportive and encouraging. It has been the place where I gained knowledge and where I got trained to face the competition in job market with confidence. I am glad that I spent valuable years as a student in this College.

Wishing the very best to my College. Thank you....

Yours faithfully

R. Ramya

## THE RIGHT PLACE FOR LEARNING

Hello.....

I am CHANDRASEKHAR BEHERA, alumni of GOVERNMENT DEGREE COLLEGE, TEKKALI. I have done my Graduation in Bachelor of Science (Bio-Technology) during 2013-2016. I have successfully completed the course with 70 per cent of marks. After the completion of this course, I joined M.Sc., (ORGANIC CHEMISTRY) course in this same College and successfully completed my M.Sc., Course. I got qualified in CSIR JRF NET and I am also a GATE RANK holder. At present I am doing Ph.D., in IICT, Hyderabad.

I am elated to know that our Institution/College is getting ISO Certified. My journey as a student in this College has been very interesting and enlightening. It is my privilege to be associated with this College. This Institution made me realise the value of hard work. My experience in this College has been enriching and exciting. I am thankful to the College for inspiring me to achieve my goals. So far, the years spent as a student at Government Degree College, Tekkali have been the best. The Faculty of the College have always been accessible and encouraging. The College has a beautiful atmosphere and has lots of greenery inside the campus. I will always be grateful to my College and my Faculty for shaping me into an confident and complete personality.

Wishing the best..... Thank you...

Yours faithfully

B. Chandrasekhar

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<b>TITLE: LIST OF ABBREVIATIONS</b>		
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Sl. No	Abbreviations	Definitions
1	AC	Academic Council
2	Adl COE	Additional Controller of Examinations
3	AICTE	All India Council for Technical Education
4	AO	Administrative Officer
5	API	Academic Performance Indicators
6	APPSC	Andhra Pradesh Public Service Commission
7	AQAR	Annual Quality Assurance Report
8	ARIAA	Atal Ranking of Institutions on Innovation Achievements
9	Asso.Prof	Associate Professor
10	Asst.Prof	Assistant Professor
11	B.Com (Vocational)	Bachelor of Commerce in Vocational Commerce
12	B.Com(General)	Bachelor of Commerce
13	B.Sc., Computers	Bachelor of Science in Computers
14	B.Sc.,	Bachelor of Science
15	BOS	Board of Studies
16	BRAU	Dr.B.R Ambedkar University
17	CBCS	Choice Based Credit System
18	COE	Controller of Examinations
19	CPDC	College Planning and Development Council
20	CPS	Contributory Pension Scheme
21	CSIR	Council for Scientific and Industrial Research
22	CSR	Corporate Social Responsibility
23	DEO	District Education Officer
24	DRC	District Resource Centre
25	DRC	District Resource Centre
26	ELL	English Language Lab
27	FC	Finance Committee
28	GPA	Grade Point Average
29	GPF	General Provident Fund
30	HOD	Head of the Department
31	ICT	Information and Communication Technologies
32	IQAC	Internal Quality Assurance Cell



33	IQAS	Internal Quality Assessment System
34	ISO	International Organization For Standardization
35	JKC	Jawahar Knowledge Centre
36	JRF	Junior Research Fellowship
37	M.Phil.,	Master of Philosophy
38	MOOCS	Massive Open Online Courses
39	NAAC	National Assessment and Accreditation Council
40	NCC	National Cadet Corps
41	NET	National Eligibility Test
42	NIRF	National Institutional Ranking Framework
43	NSS	National Service Scheme
44	PG	Post Graduate
45	Ph.D	Doctor of Philosophy
46	RTI	Right to Information Act
47	RUSA	Rastriya Uchtar Sikshya Abhiyan
48	SC	Staff Council
49	SET	State Eligibility Test
50	SLET	State Level Eligibility Test
51	SR	Service Register
52	SSR	Self Study Report
53	SWAYAM	Study Webs of Active Learning for Young Aspiring Minds
54	TC	Transfer Certificate
55	UG	Under Graduate
56	UGC	University Grants Commission

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Dr.G.Naga Santhi	Assistant Professor in Commerce	19-04-2021
Reviewed by			22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

<b>TITLE: VISION, MISSION AND OBJECTIVES</b>	
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**VISION:**

Transform the youth of this region into prominent nation builders.

**MISSION:**

Empower the youth of the region with quality education, knowledge and effective skills and transform them into valuable resources of our nation.

**OBJECTIVES:**

- To broaden the vision of students and nurture them into nation builders.
- To motivate students to be lawful, truthful and responsible citizens of our nation.
- To enhance the students creative and thinking abilities.
- To provide access to all the facilities necessary to evolve into a complete personality.
- To ensure constant up-gradation of faculty skills and knowledge.
- To sharpen the minds of the students and enable them to think logically.
- To make more use of ICT in teaching and learning process.
- To provide employability skills and ensure that they face competition in the job market with confidence.
- To maintain a clean, green and pollution free campus.
- To make the students understand the rich cultural heritage of our nation and respect it.

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Dr.G.Naga Santhi	Assistant professor in Commerce	19-04-2021
Reviewed by	Sri.D.Adinarayana	Assistant professor in Chemistry	22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

<b>TITLE: QUALITY POLICY AND VALUES</b>	
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### **QUALITY POLICY:**

We at College strongly believe that quality education is the best tool to build a competent workforce that could steer our nation's progress in the right direction. The College is committed to ensure quality in every step of its activity. The quality policy of our College resonates with students rights for quality education. IQAC of the College initiates the quality policy and then it is issued with the approval of Governing Body of the College.

One of the main objectives of our quality policy is to facilitate the empowerment of faculty through up-gradation of knowledge and skills. This in turn makes the faculty competent enough to train the students with skills required to meet the ever changing job market requirements. The quality policy aims at creating conditions for improving the quality of teaching-learning experience and ensuring the optimum availability and utilisation of resources in the College. The College establishes quality goals for both academic as well as administrative activities.

As per the quality policy, the teaching learning experience is regularly monitored and evaluated. Our College has various Committees to ensure transparency in academic, administration and extracurricular activities. Our quality policy is manifestation of the commitment of the College to provide excellent education through continuous improvement in the quality of services. In congruence with the Vision and Mission of the College, the College Community of Government Degree College, Tekkali is guided by the following values.

#### **➤ EXCELLENCE:**

The College Management and Faculty is committed to continuous improvement to achieve excellence in academic and administrative endeavours. Our Staff is inspired to innovate in Teaching Learning Practices and Research Activities.

#### **➤ STUDENT FOCUS:**

Everyone at the institution is committed to fostering the professional and personal growth of all students and nurture them into responsible citizens of our Nation. The Faculty is made accessible to the students at all times of need.

#### **➤ INTEGRITY:**

The College is committed to highest standards of honesty and fairness. The College motivates all its stakeholders to conduct themselves with integrity, mutual respect and moral values.

➤ **DIGNITY:**

College values the dignity of stakeholders and is committed towards upholding the dignity of all of them.

➤ **SOCIAL RESPONSIBILITY:**

Our College is aware of its responsibility towards the society and works towards establishing productive partnerships with public communities for the betterment of the Region.

➤ **DIVERSITY:**

We welcome all aspects of human diversity and realize its necessity to ensure a vibrant learning atmosphere. In this regard we are committed to providing a College Campus that is supportive, friendly and safe.

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Dr.G.Naga Santhi	Assistant professor in Commerce	19-04-2021
Reviewed by	Sri.D.Adinarayana	Assistant professor in Chemistry	22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021



<b>TITLE: COLLEGE PROFILE</b>		
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Government Degree College, Tekkali is one of the oldest educational institutions in the District of Srikakulam established with the objective of providing quality education to the youth of this region. It was started in the year 1971 and has completed 50 fruitful years of its existence and proved to be a premier institution of the town offering conventional as well as diversified courses such as restructured courses catering to the educational needs of new millennium. Hence the institution adopt a symbol of POORNAKUMBH with SUNRAYS.

The Sun is the life giving force. Then comes water which provides sustenance to life. From water comes out the lovely lotus flower without being touched by the murkiness of water. The blooming lotus symbolizes all providing knowledge and enlightenment, dispelling ignorance. The Poornakumbh placed on the blooming lotus is a harbinger of peace, prosperity and happiness.

The College is spread over an area of 20 acres of land located on the NH5 road. The main building of the College was constructed in the year 1986 and was inaugurated by Sri G. Muddu Krishnam Naidu, the then Higher Education Minister of Andhra Pradesh. From the inception, it has been a part of the academic, intellectual, social and cultural heritage of Tekkali. This College is affiliated to Andhra University, Visakhapatnam from 1971 to 2010. From the year 2011 it is affiliated to Dr. B.R. Ambedkar University, Etcherla, Srikakulam. This institution was recognised by the U.G.C., under 2(f) and 12(b) from the academic year 1971.

The prime aim of the institution is to offer qualitative higher education to the students of this District mainly from rural areas, observing the Rules of Reservation for SC, ST and BC etc. This institution has been producing generations of students who have achieved laurels in different fields of their specialization. It can be seen from the list of alumni with distinctive character. The alumni comprises of numerous Professionals, Social Workers, Scientists, Engineers, Teachers, Ministers, Writers and Artists occupying various positions in the Country.

The College went for NAAC Accreditation in the year 2015 and has been Awarded 'B' Grade with 2.82. The College is well equipped with three digital class rooms, one JKC Lab, six Science Labs, one Commerce Lab and one Virtual Class Room. The College has a very big play ground for outdoor games like Kabaddi, Cricket, Volleyball etc. The College has a big library in a built-up area of 360 square feet and has around 25974 books. At present the library is partially automated and is in the process of becoming fully automated. The College has 24 class rooms and six staff rooms. The College is also offering Dr. B.R. Ambedkar Open University Degree and P.G. Courses in Distance Mode.

The Institution has 10 Under-Graduate Academic Programmes with 14 Regular Faculty Members, 11 Contract Faculty, seven Guest Faculty and 12 Non-Teaching Staff. The total student strength of the College is 853. The maximum number of students are from rural background, mainly from Scheduled Caste, Scheduled Tribe and Backward Classes. Almost 80

per cent of the students are economically poor. Though the quality of input is below average, the output of the institution is placed on a higher level because of the intensive effort of the Staff Members. The College scrupulously follows the academic calendar of the Dr B.R. Ambedkar University, Etcherla, Srikakulam District.

<b>Activity</b>	<b>Name Sri/Smt.</b>	<b>Designation</b>	<b>Date</b>
<b>Prepared by</b>	<b>Sri.M.Balakrishna</b>	<b>Assistant professor in Chemistry</b>	<b>19-04-2021</b>
<b>Reviewed by</b>	<b>Dr.K.Vijayeswararao</b>	<b>Assistant professor in Telugu</b>	<b>22-04-2021</b>
<b>Approved by</b>	<b>Dr,T,Govindamma</b>	<b>Principal</b>	<b>24-04-2021</b>

**TITLE: LIST OF DEPARTMENTS**

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<b>Sl. No.</b>	<b>Name of the Department</b>	<b>Establishment Year</b>
<b>1</b>	Department of Telugu	1971
<b>2</b>	Department of English	1971
<b>3</b>	Department of Political science	1971
<b>4</b>	Department of History	1971
<b>5</b>	Department of Economics	1971
<b>6</b>	Department of Commerce	1971
<b>7</b>	Department of Mathematics	1975
<b>8</b>	Department of Botany	1975
<b>9</b>	Department of Zoology	1975
<b>10</b>	Department of Chemistry	1975
<b>11</b>	Department of Physics	1975
<b>12</b>	Department of Oriya	1992
<b>13</b>	Department of Computer Applications	1998
<b>14</b>	Department of Horticulture	1998
<b>15</b>	Department of Computer Science	1998
<b>16</b>	Department of Analytical Chemistry	2020

<b>Activity</b>	<b>Name Sri/Smt.</b>	<b>Designation</b>	<b>Date</b>
<b>Prepared by</b>	<b>Sri.Ch.Rambabu</b>	<b>Assistant professor in Physics</b>	<b>19-04-2021</b>
<b>Reviewed by</b>	<b>Sri.Ch.Sunitha</b>	<b>Assistant professor in Botany</b>	<b>22-04-2021</b>
<b>Approved by</b>	<b>Dr,T,Govindamma</b>	<b>Principal</b>	<b>24-04-2021</b>

<b>TITLE: LIST OF POLICIES</b>	
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### **Non-Discrimination Policy:**

Government Degree College, Tekkali does not discriminate any student or employee on any legally documented basis including race, colour, religion, creed, gender, national origin, disability, ethnic background, genetic information, sexual orientation/gender identity as defined by Law, age as defined by Law, or military status, in the administration of its employment policies, educational policies, admissions policies, scholarships and load programmes, and other College administered programmes.

### **Admission Policy:**

The admission process in the College takes place as per norms set by UGC and B.R. Ambedkar University, Etcherla, Srikakulam.

Interested students can apply for admission through online mode or offline mode as per the instructions issued by B.R. Ambedkar University, Etcherla, Srikakulam.

The selection of the students is done purely on basis of their academic merit and other reservation criteria set by UGC.

### **Identification Policy:**

Students of Government Degree College, Tekkali are officially given Identity Cards issued by the Principal of the College during their admission in the College.

The students of Government Degree College, Tekkali must carry the Identity Card issued by the Principal all times when they are on campus and while attending Semester Examinations.

The students of the College must present their Identity Cards when requested by any official of the College.

All the students are expected to maintain and keep their Identity Cards safe throughout all six semesters that they are enrolled.

If the Identity Card of any student is lost or stolen, it should be reported immediately to the Class Representative and to the authorities of the College. The student should immediately put a request to the authorities to issue new Identity Card.

The students of the College are strictly instructed to wear College Uniform on all working days except Saturday on which students can wear decent formal dress to College.



Disciplinary action under the Student Code of Conduct will be taken on those students who will fail to produce Identity Card when asked by authorities in the campus or during examinations or on those who doesn't come wearing proper College Uniform.

### **Timing Policy:**

Government Degree College, Tekkali has framed the College timings a 10 AM to 5 PM as per the guidelines issued by UGC.

There are six periods per day and each period is of one hour duration. Lunch break is for the duration of an hour from 1 PM to 2 PM daily.

Attendance of all Students, Teaching & Non-Teaching Staff Members and Principal is generated by Iris and Finger Print Attendance Recorder Machine (Iconma Biometric). There are six biometric machines, which record the attendance of the students and staff. All staff members and students are required to mark their attendance both in the morning when they enter into the College and evening when they leave the College premises.

Every hour classroom attendance of the students is taken by concerned Lecturer by using Integrated Attendance Management System (IAMS) app designed by Government of Andhra Pradesh.

The College Staff should be available in the College premises during the entire period of College hours and on all working days of the College.

### **Discipline Policy:**

The disciplinary policy at College recognises the relationship that students have with their individual Teachers. Every effort is made by the Teachers and Students to work together to resolve any problem. There is no discrimination among staff and students in aspects of Caste, Creed, Race and Religion.

The students are instructed not to bring their cell phone into the College premises.

The students have to keep their classrooms clean and throw all the litter only in dustbins.

The students have to use the bathrooms allotted to them and help to keep them clean.

Girl students are advised to throw the sanitary napkins only in dustbins.

Entire College campus is declared as a no plastic zone. The Staff and Students of the College should not use or throw plastic in campus. All the plastic waste should be thrown in separate dustbin which is placed in the campus.

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

The Staff and Students are not authorized to put up any information (whether written/poster/sign, etc.) on the College Notice Board, Walls, Doors, without the prior approval of the Head of the Institution.

### **Holidays Policy:**

The College follows the Rules as per the list of holidays announced by the B.R. Ambedkar University, Etcherla, Srikakulam, Andhra Pradesh.

### **Infrastructure Development Policy:**

The Infrastructure Development Committee which is formed at the beginning of every academic year monitor the required infrastructure in various classrooms. The infrastructure requirements in laboratories are managed by the Heads of each Department.

### **Examination Policy:**

Three years duration of students Undergraduate Academic Curriculum is divided into six semesters.

Each semester is of six months duration in which students have to undertake a Mid-Semester Examination and an end-semester examination.

The internal marks of students is awarded transparently by the Lecturers on basis of the student's performance in curricular and co-curricular activities.

A student should have 75 per cent of attendance in order to appear for Semester-ending Examinations.

Any malpractices during examinations is strictly punishable.

### **Administration Policy:**

All written communication within the Institution will be in both Telugu and English.

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

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

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

All the information received from higher authorities such as Commissionerate of Collegiate Education and others is transparently conveyed to staff and students through circulars and college website.

All staff members of Government Degree College, Tekkali are in an official Whatsapp group whose admin is the Principal of the College. Any information concerned to the College is communicated through this group and through College email.

Every Department of the College has an official Whatsapp group whose admins are the faculty members of the Department. Information to the students is conveyed to the students through these Whatsapp groups.

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

### **Leaves Policy:**

- ❖ The employees are entitled for the following types of leave:
- ❖ Casual Leave
- ❖ Earned Leave
- ❖ Medical Leave
- ❖ Maternity Leave
- ❖ Special Casual Leave
- ❖ Leave on Loss of Pay
- ❖ Paternity Leave
- ❖ Child Care Leave
- ❖ Study Leave
- ❖ Sabbatical Leave
- ❖ Half Pay Leave
- ❖ Extraordinary Leave
- ❖ Surrender Leave
- ❖ Compensatory Casual Leave
- ❖ On Duty Leave
- ❖ Extra(5) Casual Leaves for Women

The Leave Year shall be January-December. Leaves will be strictly monitored and will be granted only if needed. Staff members who are unable to report to work due to exceptional/unforeseen circumstances must send a leave message or inform to the Principal before 10 AM. Leave information will not be entertained after 10 AM and such absence will be treated as unauthorized.

### **Commitment Policy:**

The students and staff are committed to get 100 per cent pass percentage in their respective subjects and departments.

It is the responsibility of College Authorities to make sure that each student who is passing out of the Institution leaves the campus with a job in his/her hands.

### **Research Policy:**

The research policy of the College aims at the following outcomes:

Creating and supporting research culture among its teachers, staff and students and leverage it for enriching and enhancing the professional competence of the faculty members.

It tries to develop and promote scientific temper and research aptitudes in all learners.

It aims at realising the Vision and Mission of the College and for contributing to National Development by establishing an institutional fund and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities.

It also aims at ensuring that the research activities of the College conform to all applicable Rules and Regulations as well as to the established standards and norms relating to safe and ethical conduct of research. The Research Cell of the College shall be responsible for implementing this Research Policy of the College by working closely with the UGC. The specific Roles and Functions of the Research Cell will be as follows:

Facilitate the faculty in undertaking research and will work with the College Management to set up a research fund for providing required financial assistance;

Provide research facilities in terms of Laboratory Equipment, Research Journals and Research Incentives etc., required by the Faculty.

Encourage and promote a research culture (eg. Teaching Work Load remission, opportunities for attending Conferences etc.).

Encourage the faculty to undertake research by collaborating with other Research Organizations/Industry.

Create suitable procedures for giving due recognition for guiding research.

Facilitate the establishment of specific Research Units/Centres by Funding Agencies/University.

Organise Workshops/Training Programmes/Sensitization Programmes which are conducted by the Institution to promote a research culture on campus.

Prepare budgets for supporting Students' Research Projects.

Invite industries to use the Research Facilities of the College and sponsor Research Projects.



Approach National and International Research Organizations such as UGC, ICSSR, ICHR, ICPR, DST, DBT, UNESCO, UNICEF to fund Major and Minor Research Projects undertaken by the Faculty/Students.

Make efforts to improve the availability of research infrastructure and other requirements to facilitate research.

Develop and implement an official Code of Ethics to check malpractices and plagiarism in Research.

Facilitate Interdepartmental/Interdisciplinary Research Projects.

Create Institutional Research Awards and make Institute bag various Research Awards.

Create incentives for the Faculty who receive State, National and International recognition for research contributions as well as Research Awards and recognition from reputed professional bodies and agencies.

Encourage and promote the publication of Research Articles by the Faculty in reputed/referred journals.

Create and maintain a database of Research Work and Research Projects undertaken by the Faculty and Students as well as to collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.

Publicize the research expertise and consultancy capabilities available in the College.

Facilitate the provision consultancy services to Industries/Government/Non-Government Organizations/Community/Public.

Prepare Rules & Guidelines for Grant of Research related leave and other remissions.

Prepare Guidelines for Design and Evaluation of Curriculum Oriented Research Projects.

Prepare a College Research Agenda with relative priorities.

Prepare Student Projects (JIGNASA) every year thus by inculcating Research into the minds of students.

### **Environment Policy:**

Protection of health, safety and preventing environmental pollution are the primary goals of the Institute. The Institute will strive to develop and provide products and services that have no undue impact on environment and are safe to use. The Institution sees to that the products and services used are efficient in their consumption of energy and can be recycled, reused and can be disposed safely. The campus of Government Degree College, Tekkali is declared as no plastic zone and the staff and students are instructed to dispose their plastic waste in a separate dustbin allotted by the Institution.

### **Mobile Phone Policy:**

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus. The following guidelines have been designed realising the importance of communication and the possible impact of mobile phone usage inside the campus.

The students are not permitted to use mobile phones within the campus.

The mobile phones shall be kept in silent mode or have to be switched off in case any student brings their phone to campus in case of emergency and keeping in view of their safety.

All the staff members are empowered to confiscate mobile phones if any student is found using cell phone in campus and violates the above rules.

Students violating the above rules will be warned and will be penalized in extreme cases.

The Staff Members are allowed to use mobile phones in their respective cabins.

The Staff Members are allowed to use mobile phone in the classroom for the purpose of taking online attendance only.

The Staff Members should keep their phones in silent and not take any personal calls while in the classrooms and laboratories in presence of students.

### **Formation of Committees Policy:**

This Policy is framed by Head of the Institution depending on the capability and interest of the individual staff members and students.

### **Grievances & Redressal Policy:**

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

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

<b>Activity</b>	<b>Name Sri/Smt.</b>	<b>Designation</b>	<b>Date</b>
<b>Prepared by</b>	<b>Smt.M.Mounika</b>	<b>Assistant professor in English</b>	<b>19-04-2021</b>
<b>Reviewed by</b>	<b>Dr.G.Nagasanthi</b>	<b>Assistant professor in commerce</b>	<b>22-04-2021</b>
<b>Approved by</b>	<b>Dr,T,Govindamma</b>	<b>Principal</b>	<b>24-04-2021</b>

TITLE: LIST OF ASSESSMENTS AND ACCREDITATIONS		
SECTION:COLLEGE		PAGE NO.1 OF 2
REVISION NO: 00		DATE:22/04/2021

S.No.	Name of Criteria	Key Indicators
1.	<b>CURRICULAR ACTIVITIES</b>	Curriculum Design and Development Academic Flexibility Curriculum Enrichment Feedback System
2.	<b>TEACHING, LEARNING AND EVALUATION</b>	Student Enrolment and Profile Catering to Student Diversity Teaching-Learning Process Teacher Profile and Quality Evaluation Process and Reforms Student Performance and Learning Outcomes Student Satisfaction Survey
3.	<b>RESEARCH, INNOVATION, CONSULTATION &amp; EXTENSION</b>	Promotion of Research Facilities Resource Mobilisation for Research Innovation Ecosystem Research Publications and Awards Consultancy Extension Activities Collaboration
4.	<b>INFRASTRUCTURE &amp; LEARNING RESOURCES</b>	Physical Facilities Library as a Learning Resource IT Infrastructure Maintenance of Campus Infrastructure
5.	<b>STUDENT SUPPORT &amp; PROGRESSION</b>	Student Support Student Progression Student Participation and Activities Alumni Engagement
6.	<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	Institutional Vision and Leadership.  Strategy Development and Deployment.  Faculty Empowerment Strategies.  Financial Management and Resource Mobilisation.

		6.5 Internal Quality Assurance System(IQAS).
7.	<b>INSTITUTIONAL VALUES AND BEST PRACTICES</b>	Institutional Values and Social Responsibilities.  Best Practices  Institutional Distinctiveness.

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Dr.K.Ramarao	Assistant professor in Zoology	19-04-2021
Reviewed by	Sri.B.Raju	Assistant professor in Zoology	22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

**TITLE: CORE ACTIVITIES**

SECTION:COLLEGE

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DATE:22/04/2021

<b>Curricular</b>	<b>Academic</b>	<b>The Core Activities in academics are:</b>
		<ul style="list-style-type: none"> <li>▶ Admissions are done by APSAMS up to 2019-2020 academic year but now done by OAMDC in all streams viz., B.A., B.Com., B.Sc.,</li> <li>▶ Affiliation to Dr. B.R. Ambedkar University, Etcherla, Srikakulam.</li> <li>▶ Preparation of Time-Table for B.A., B.Com., B.Sc., is done separately.</li> <li>▶ Distribution of workload to all faculty members.</li> <li>▶ Conducting Theory Classes and Practical Classes according to Time-Table.</li> <li>▶ Conducting Co-curricular Activities and Extra-curricular Activities.</li> <li>▶ Arranging Extension/Guest Lectures in all subjects by subject experts.</li> <li>▶ Giving assignments to students in all Papers.</li> <li>▶ Conducting Student Seminars./</li> <li>▶ Certifying all practical records in all Science Departments.</li> </ul> <p><b>For Science Faculty:</b></p> <ul style="list-style-type: none"> <li>▶ Yearly equipment purchase list is prepared by all departments.</li> <li>▶ Calling for tenders for purchasing Equipment.</li> <li>▶ Preparing Comparative Statements and Purchase Orders.</li> </ul>

		<ul style="list-style-type: none"> <li>▶ After purchase entering the Equipment list in Stock Registers (Departmental) and submitting the bills to the concerned institute.</li> <li>▶ Yearly Accounts Audit is conducted for the equipment bought.</li> <li>▶ Head of the Institution is the final authority to finalise every purchase.</li> </ul>
<b>Examinations (House &amp; University)</b>		<ul style="list-style-type: none"> <li>▶ Selecting Senior Members as Coordinator for University Exams.</li> <li>▶ Team of Coordinator, Additional Coordinator in accordance with Dr. B.R. Ambedkar University guidelines. They will frame the pattern to be followed to conduct examinations.</li> <li>▶ As per Dr. B.R. Ambedkar University Examinations framework Our pattern of Examination is Internal Examinations and External Examinations i.e., Internal Examinations for 25 marks and External Examinations for 5 marks.</li> </ul>
		<p><b>Internal Examination (25 Marks):</b></p> <ul style="list-style-type: none"> <li>▶ Two times Mid-Term examinations are conducted for 15 marks and the average of the two is taken into account.</li> <li>▶ Five marks for assignments and five marks for student seminars.</li> <li>▶ All question papers for Internal Examinations are prepared by concerned Teacher and handed over to CoE.</li> </ul>



<b>Co-Curricular</b>		<ul style="list-style-type: none"> <li>▶ Certificate Course</li> <li>▶ Add-on Courses</li> <li>▶ Industrial Visits</li> <li>▶ Fieldtrips</li> <li>▶ Research/Study Projects</li> <li>▶ Quiz, Assignments</li> <li>▶ Group Discussions</li> <li>▶ Staff Training Programmes</li> <li>▶ Faculty Forums</li> <li>▶ Seminars / Workshops</li> </ul>
<b>Administrative</b>		<ul style="list-style-type: none"> <li>▶ Office</li> <li>▶ TC &amp; Bonafide</li> <li>▶ Organising Staff Meetings</li> </ul>
<b>Developmental</b>		<ul style="list-style-type: none"> <li>▶ Infrastructure</li> <li>▶ Physical Facilities</li> </ul>

<b>Activity</b>	<b>Name Sri/Smt.</b>	<b>Designation</b>	<b>Date</b>
<b>Prepared by</b>	<b>Sri.D,Adinarayana</b>	<b>Assistant professor in Chemistry</b>	<b>19-04-2021</b>
<b>Reviewed by</b>	<b>Dr.A.SivaPrasad</b>	<b>Assistant professor in Computer Science</b>	<b>22-04-2021</b>
<b>Approved by</b>	<b>Dr,T,Govindamma</b>	<b>Principal</b>	<b>24-04-2021</b>

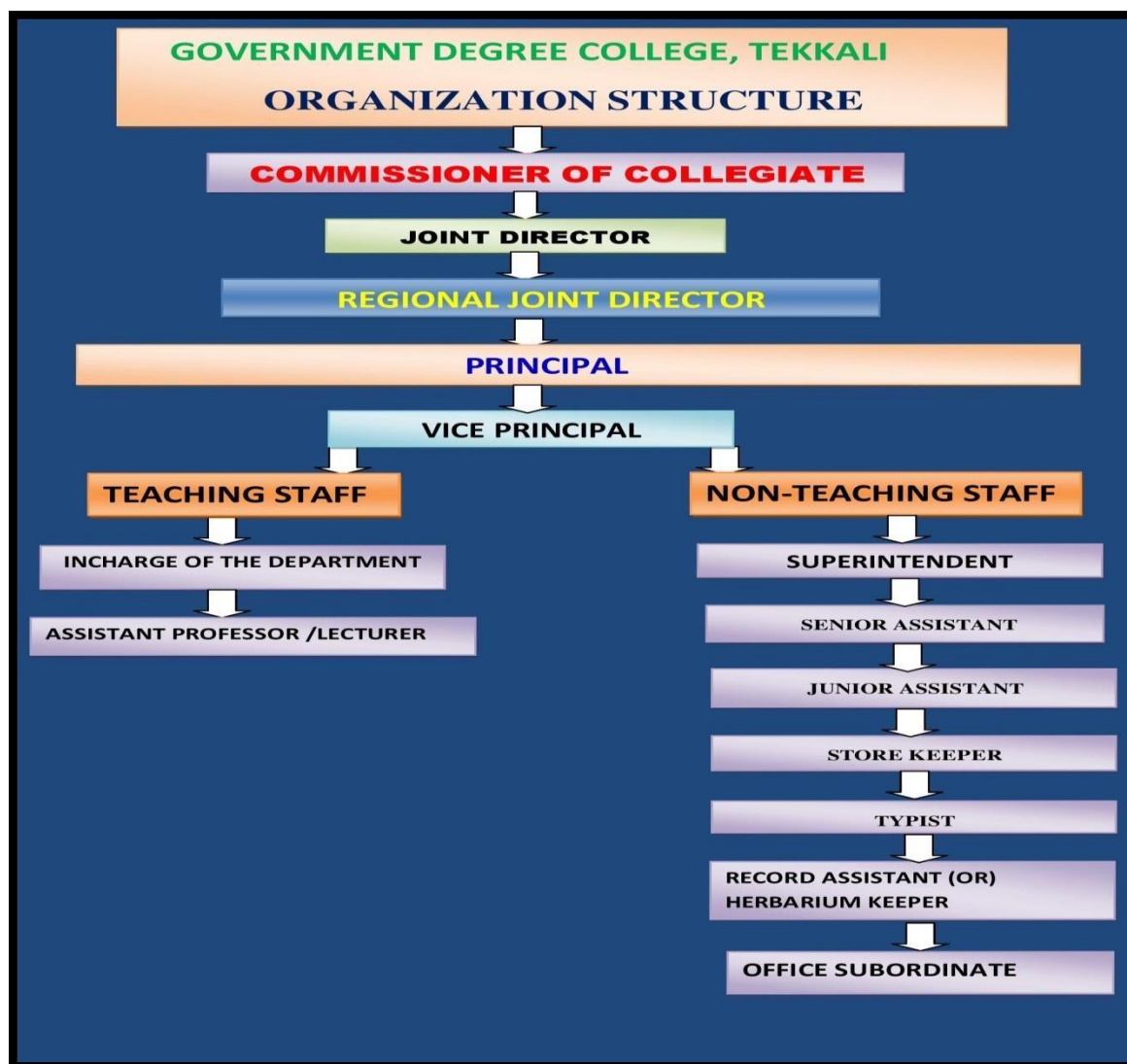
**TITLE: ORGANIZATIONAL CHART**

SECTION: COLLEGE

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REVISION NO: 00

DATE: 22/04/2021



Activity	Name Sri/Smt.	Designation	Date
Prepared by	Dr.A.sivaPrasad	Assistant professor in Computer Science	19-04-2021
Reviewed by	Sri.Ch.Rambabu	Assistant professor in physics	22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

<b>TITLE: PRINCIPAL -ROLE AND RESPONSIBILITIES</b>	
<b>SECTION:COLLEGE</b>	<b>PAGE NO.1 OF 2</b>
<b>REVISION NO. 00</b>	<b>DATE:22/04/2021</b>

**Qualification:**

- PG with 55 per cent
- Ph.D., in relevant subject
- 15 years of Teaching Experience
- Must clear Accounts Test

**Responsibilities:**

The Principal is the academic and administrative leader of the College. He/she will plan and supervise the execution of Annual Academic Plans, Co-curricular and Extra-curricular activities, in consultation with the staff of the College. He/she will strive for the overall development of the College.

**Administrative Functions:**

Sanction Casual Leave to Teaching Staff and Non-Teaching Staff.

Sanction increments to the Teaching and Non-Teaching Staff.

Constitutes different Committees for smooth functioning of the College.

**Financial Functions (Powers):**

Temporary Advance from GPF

Sanction T.A., from GPF to Teaching Staff and Non-Teaching Staff.

Reimbursement of Tuition Fees:\

To conduct Annual Review of Stocks and other Assets of the Institution as on 31<sup>st</sup> March every year.

Medical Reimbursement – To sanction medical reimbursement to Gazetted Officers and Non-Gazetted Officers.

Distribution of Budget allotments – To distributes Budget allotments to various Departments of the College.

Utilisation of Special Fee/ PD Funds – To sanction expenditure and purchase of assets.

DDO – Drawing and Disbursement of Salary to the Staff.

Reconciliation of Expenditure – Monthly reconciliation of all Plan and Non-Plan expenditure with treasury figures.

Preparation of UGC Plan proposal for a plan period.

**Academic Functions (Powers):**

Supervision over students and maintenance of discipline in the College.

Issue of TC and Conduct Certificate to the outgoing students.

Ensuring regular curricular activities in all disciplines.

Encouraging concerted academic endeavours to create learning ambience.

Steering the research and innovation activities in the College.

Arranging Academic Seminars/Workshops in association with external agencies.

**TITLE: VICE-PRINCIPAL- ROLE AND RESPONSIBILITIES**

SECTION: COLLEGE

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REVISION NO. 00

DATE:22/04/2021

**Qualification:**Senior Faculty**Responsibilities:**

This is a non-cadre post with no additional remuneration and administrative and financial powers of delegation.

The purpose of this post is to extend help to the Principal in the matters of academic nature and handle day-to-day affairs in the absence of Principal.

The appointment authority is the Principal of concerned College.

Vice-Principal helps to set the agenda for Monthly Staff Meetings and form Committees for Lecturers.

Attends various administrative and academic meetings and represents College in the DRC meeting, Scholarship Meetings and Commissioner Meetings in the absence of Principal.

Vice-Principal regularly meets Personnel, Students, Lecturers and Parents and settle many issues.

Looks after overall College discipline.

Monitors Student Attendance daily.

Adjusts work to the other faculty members in the absence of other Lecturers.

He speaks to students who are sent to the office for inappropriate behaviour and determines the consequence.

<b>TITLE: CONTROLLER OF EXAMINATIONS- ROLE AND RESPONSIBILITIES</b>	
SECTION: COLLEGE	PAGE NO. 1 OF 2
REVISION NO. 00	DATE:22/04/2021

**Qualification:**

Post Graduation with 55 per cent in any subject

Senior Faculty

**Responsibility:**

Course Registration by the Students.

Handling requests by the students for course/subject change.

Preparation of schedule/date-sheet of Examinations for Internal Examinations.

End Semester Examinations.

Appointment of Paper-Setters, Examiners, Tabulators, Scrutinizers for all the examinations.

Conduct of various Examinations.

Receive Question Papers from Paper Setters.

**Conduct of Examination:**

Arrangement for Vigilance Squads for visiting halls.

Visit various examinations halls.

Arrangement for collecting the answer books from the various examination halls.

Receive the Report of the Unfair Means Cases reported by the Superintendent from the examination halls.

**Post-Examination Work:**

Carry out the work of assessment of answer books by the examiners in Central Evaluation Centre and collect the award sheets submitted by them there itself for onward transmission to Result Section receive the Practical/Project Examinations Answer Sheet from the concerned Department.

Feed the Awards/Grades into the Results Processing System.

Generate tabulations sheets and get verified by the tabulators.

Generate moderation sheets and moderate the results as recommended by the Committee.

Declare the results of various examinations and uploading on College Website.

Make the arrangement for distribution of Degrees.

Make arrangement for the answer books received from the Central Evaluation Centre and preserve the record of examination.

Deal with the cases of Unfair Means, Lapses on the part of the students.

Generate and print mark sheets of declared results and handover to the respective sections.

Issue Duplicate Mark Sheet required if any.

Prepare and declare consolidate result of the candidates who fulfil the requirements for the award of Degree.

Print and generate Consolidated Marks Sheets.

Process Bill related to examination activities.

TITLE: NSS PROGRAMME OFFICER - ROLE AND RESPONSIBILITIES	
SECTION: COLLEGE	PAGE NO.1 OF 1
REVISION NO. 00	DATE: 22/04/2021

**Qualification:** Any Lecturer

**Responsibilities:**

He/she has to perform the duties as per the directions given by the Principal from time to time.

Awareness shall be created in volunteer about the value of service and they should be treated properly to carry out the task assigned.

To organise programmes as per the guidelines and directions from NSS Officer of concerned University.

To organise regular programmes throughout the year for maintenance of College Campus, work in slums, general service programmes like Blood Donation Activities, to promote Civil Sense Awareness Programmes, implement Project Works that empower Weaker Sections of Community.

To conduct Special Camps in nearby rural areas.

Constructive Programmes like laying of roads, repairing culverts, major irrigation projects, digging of wells, plantation of trees, improvement of sanitation are taken up in special camps organised in Villages.



<b>TITLE: IQAC- ROLE AND RESPONSIBILITIES</b>	
SECTION: COLLEGE	PAGE NO. 1 OF 1
REVISION NO. 00	DATE: 22/04/2021

**Qualifications:**

Post-Graduation with 55 per cent in any subject.

Senior Faculty.

**Responsibility:**

Preparation and control of quality system documents.

Organising training in quality system, ensuring that the employees understand the quality policy, objectives and working of the installed quality system.

Planning and implementation of internal quality audits.

Maintaining the quality system and reporting on its functioning; implementation of all corrective and preventive actions.

Liaison with the external agencies/bodies on matters related to quality system.

Maintenance of Records of the Operative Quality System and its constituent documents.

Holding Review Meetings and updating the Quality System.

Coordination all quality initiatives such as NAAC, QMS ranking etc., on behalf of the College.

Feedback collection from students and other stakeholders and its analysis.

TITLE: ACADEMIC COORDINATOR- ROLE AND RESPONSIBILITIES		
SECTION:	COLLEGE	PAGE NO. 1 OF 1
REVISION NO.	00	DATE:22/04/2021

### **Qualifications:**

Post Graduation with 55 per cent in any subject.

Senior Faculty.

### **Responsibilities:**

Whether it is the development of educational programmes, faculty development, recruitment or any other activity, he/she plays an active part in planning these activities.

He/she recommends best methods for these activities to attain desired results.

To conduct Board of Studies Meetings of all Departments and to finalise the curriculum.

All the short term and long term programmes of an educational institute are evaluated by the Academic Coordinator.

He communicates with the participants of the programmes to find out whether it has been effective and if not, then the measures that need to be taken to improve the programmes in future.

An Academic Coordinator leads all the programmes including Research Projects of Students and Faculty.

He provides necessary assistance to the Faculty and Staff and other personnel in the Institute.

Documents the ongoing activities and programmes organised in the Institute.

He prepares and presents Reports to the Dean or Management during Staff and Board Meetings.

TITLE: INCHARGE OF THE DEPARTMENT- ROLE AND RESPONSIBILITIES	
SECTION: COLLEGE	PAGE NO.1 OF 1
REVISION NO. 00	DATE:22/04/2021

**Qualifications:**

Senior Faculty

**Responsibility:**

This is a non-cadre post with no additional remuneration.

The purpose of this post is to extend help to the Principal in the matters of academic nature and handle day-to-day affairs in the Department.

The appointment authority is the Principal of concerned College.

He/she is authoritative to distribute the workload to individual teacher.

Designing of curriculum and recommendation for introduction of new courses.

Setting up of labs, in line with Dr. B.R. Ambedkar University.

Nominating Staff to attend Training Programme/Faculty Development Programme (both internal and external).

Recommending of equipment to be purchased.

Screening of quotations and selection of suppliers for purchasing consumables.

Redressal of Department Staff Grievances.

Procurement of Books pertaining to the Department.

<b>TITLE: SUPERINTENDENT- ROLE AND RESPONSIBILITIES</b>	
SECTION: COLLEGE	PAGE NO. 1 OF 2
REVISION NO. 00	DATE: 22/04/2021

### **Administrative Qualifications:**

Graduation with 55 per cent.

Accounts Test

### **Responsibility:**

He/she should monitor the movement of files going to the Officers/Principals and coming back from them.

He/she should guide the Officers/Principal with correct and latest rule position on the subject and assist them in taking correct decision.

He/she should assign current numbers to each and every paper received by him/her. A separate Register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant.

He/she see that the assistants, working under him/her are maintaining personal registers properly and strictly in accordance with the laid down procedures and also records are update.

He /she should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant-wise, in the prescribed proforma and submit them to the Officers/Principal before 5<sup>th</sup> of every month.

He/she should offer his/her remarks on the note intimated by assistant and submit the same to Officer/Principal.

He/she should supervise the remainder files maintained by assistants.

The Superintendent is accountable to the Administrative Officer and the Principal.

The Superintendent working in a College should also supervise the Service Registers, Leaves Accounts of the Staff working in the College and guide the Principal in proper disposal of the issues.

He/she will assist the Principal in the preparation of the budget and also in spending the budget allotted to the College strictly in accordance with the rules in vogue.

He/she will guide the Principal in the operation of the Government budget, special fee collection and the funds/grants received from any other agency. He/she will assist the Principal in ensuring that this money is spent strictly in accordance with the Rules and Regulations.

He/she will supervise the maintenance of all records pertaining to Accounts, Stocks, Cash Books etc. The Superintendent will attend to the inspection parties and audit parties visiting the College and help the Principal in answering the Audit objections. He/she will also maintain the Register of Audit objections and help the Principal interviewing them every month and sending the replies to the Commissioner.

The Superintendent should monitor the Reconciliation of Accounts from the Treasury and the Banks.

**TITLE: SENIOR/JUNIOR ASSISTANTS - ROLE AND RESPONSIBILITIES**

SECTION: COLLEGE

PAGE NO. 1 OF 1

REVISION NO. 00

DATE: 22/04/2021

**Qualifications:**

Intermediate with 55 per cent Accounts Test.

**Responsibility:**

The Assistant should enter all tappals received in the Inward Register and submit them to Superintendent for distribution to the concerned assistants.

After receiving the tappals they should be entered in the Personal Register (maintained in the prescribed format) by the concerned assistant.

While registering the current they will be sorted out in two groups, the new currents and reference received in old currents.

All details of the new currents be clearly entered in the Personal Register in the columns prescribed. The reference and old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.

All details of the new currents be clearly entered in the Personal Register in the columns prescribed. The reference and old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.

The assistant should initiate the note pointing out the facts and the rule position in the note file opened on the current. The note file is continuous with page numbers and paragraph numbers. The currents on the subject are maintained in current file. The note file and current file are always together in the dale file pad.

The assistant should maintain a 'Reminder Diary' in prescribed proforma. Month-wise record of reminders to be sent should be maintained. It is the duty of the assistants to verify the reminders for the day and issue them promptly and enter the same in the reminder diary.

The assistant should also maintain the register of Court Cases and Register of Disciplinary Cases.

The assistant should bring forward all undisposed files to the current years personal file on the 1<sup>st</sup> of April every year.

When the file is disposed of finally the assistant should send it to record room by rounding off the current number in Personal Register with red ink. The type of disposal be noted on the file before sending it to stock.

The assistant should dispose of the file within three working days of its receipt by him/her. The Senior and Junior Assistants are accountable to the Superintendent of the Office.

<b>TITLE: LAB ASSISTANT - ROLE AND RESPONSIBILITIES</b>	
SECTION: COLLEGE	PAGE NO.1 OF 1
REVISION NO. 00	DATE: 22/04/2021

### **Academic Qualifications:**

Graduation with 50 per cent in the concerned subject.

Non-Teaching Post

### **Responsibility:**

To maintain the Stock Register and Consumable Registers.

To find out the requirements for consumables for the laboratory and procure the same, before the start of every Semester.

To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practicals satisfactorily.

To organise the laboratory for oral and practical examinations.

To hold those responsible for any breakage/loss etc., and recover costs.

To ensure the cleanliness of the lab and switch off all equipment after use.

Requisition of consumables shall be submitted to the Head of the Department, who in turn shall verify the same and forward to the Principal for necessary action.

The Lab Assistants are required to assist the respective Lab In-charge for smooth functioning of the Laboratories.

Lab Assistants and in-charge shall be available for maintenance and care of resources/services of the Institute.

All the Lab Assistants in coordination with the respective Lab In-charge, are required to report matters, like maintenance/repairing, theft, damage etc., within the respective labs to the Head of the Department through faculty in-charge of lab.

TITLE: HERBARIUM KEEPER- ROLE AND RESPONSIBILITIES	
SECTION: COLLEGE	PAGE NO.1 OF 1
REVISION NO. 00	DATE: 22/04/2021

### **Qualification:**

Graduate with 45 per cent.

Botany as one of main subjects.

### **Responsibilities:**

This post is for Botany Department only.

Fumigates, presses and mounts plant specimens and maintains collection records of herbarium maintained by the Institution. Records identification information concerning incoming plants.

Places specimens in fumigation cabinet and turns valves to release toxic fumes that destroy insects, fungus or parasites adhering to specimens.

Arranges specimens between sheets of unsized paper so that upper and under portions of leaves, blossoms and other components are visible and pads paper with layers of felt and newsprint to protect specimens.

Arranges specimens between sheets of unsized paper so that upper and under portions of leaves, blossoms and other components are visible and pads paper with layers of felt and newsprint to protect specimens.

Places specified number of stacks in pressing frame and writes identification information on top layer of paper on each stack.

Secures frame around stacks by tightening frame section with screws, fastening with leather straps or trying with twine, to compress stacks and press and dry specimens in desired configuration.

Mounts dried specimens on heavy paper, using glue, adhesive strips or needle and thread, taking care to prevent distortion or breakage of specimens.

Writes identification information on papers and inserts mounted specimens in labeled envelopes or folders.



<b>TITLE: - STORE KEEPER- ROLE AND RESPONSIBILITIES</b>	
SECTION: COLLEGE	PAGE NO.1 OF 1
REVISION NO. 00	DATE: 22/04/2021

**Qualifications:**

SSC Passed

This post is only for Physics Department.

**Responsibilities:**

To receive the materials supplied by the vendor as per the purchase order placed by the Purchase Department.

To check the materials thoroughly for quality, quantity, specification condition, etc.

To categorize the materials category-wise and stock in the appropriate locations.

To take appropriate action for care and preservation of the materials.

Periodical Stock Verification and ensure correctness of stock at all times.

To take safety measure for ensuring safety of store house, materials and men working in store.

To maintain the neatness and tidiness of store house.

To issue materials to the departments as per the indents.

To issue materials to departments as per the schedule.

To pass the bills of the materials received from vendor and send it to Accounts Department for payment.

To carry out Periodical Condemnation Board for the unserviceable materials.

To take action for disposal of scraps materials as per the procedure.

To maintain all the documents up to date.

**TITLE: LECTURERS (ASSISTANT PROFESSORS AND ASSOCIATE PROFESSORS)- ROLE AND RESPONSIBILITIES**

SECTION: COLLEGE	PAGE NO. 1 OF 1
REVISION NO. 00	DATE: 22/04/2021

**Academic Qualifications:**

Post Graduation with 55 per cent in the relevant subject.

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

**Responsibility:**

The Lecturer has the primary duty to disseminate knowledge in his/her subject to all students.

At the beginning of the academic year, the Lecturer In-charge of the Department should distribute syllabus to the members of the Department by convening the members of all staff members in the Department.

Taking into consideration the number of working days and periods available for each subject, the month-wise annual plan should be prepared for each Lecturer in the Department. Provision should be made for revision of the syllabus before the end of the academic year.

The Lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbance or due to his/her own absence in the College, the syllabus should be completed by taking extra classes.

The Lecturer should inform the students regarding the schedule coverage of syllabus.

The Lecturer in-charge of the Department should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he/she should discuss with the Lecturer concerned and plan for completion of the backlog in the succeeding month.

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Sri.B.Raju	Assistant professor in Zoology	19-04-2021
Reviewed by	Dr.K.Ramarao	Assistant professor in Zoology	22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

<b>TITLE: LIST OF RECORDS</b>	
SECTION:COLLEGE	PAGE NO.1 OF 2
REVISION NO.00	DATE:22/04/2021

Sl. No.	Name of the Record	Record No.	Location	Maintained by	Retention period of the record
1	Inward & Outward	1	Office	Record Assistant/ Senior Assistant	48 years
2	Staff Service Records Service Registers Personal files of Employees	2	Office	Record Assistant/ Senior Assistant	48 years
3	Stock Register of Stationery	3	Office	Record Assistant/ Store Keeper	48 years
4	Stock Register of Furniture	4	Office	Record Assistant/ Store Keeper-I	48 years
5	Special Fee	5	Office	Record Assistant/ Senior Assistant	48 years
6	Restructured/Course Fee	6	Office	Record Assistant/ Senior Assistant	24 years
7	Scholarships	7	Office	Store Keeper-I Senior Assistant	48 years
8	Admissions	8	Office	Admissions Committee	48 years
9	TBR	9	Office	Senior Assistant	48 years
10	Sports Stock Register	10	Sports Room	Physical Director	40 years
11	Library Accession	11		Library Staff	48 years
12	Ledger	12	Office	Senior Assistant/ Record Assistant	48 years
13	NSS	13		NSS Coordinator/ Record Assistant	30 years

<b>Sl. No.</b>	<b>Name of the Record</b>	<b>Record No.</b>	<b>Location</b>	<b>Maintained by</b>	<b>Retention period of the record</b>
1	CPDC Cash Book	14	Office	Senior Assistant	35 years
2	TC & Bonafide Books	15	Office	Record Assistant/ Senior Assistant	58 years
3	Equipment	16	Science Laboratory	Record Assistant/ Herb. Keeper	40 years
4	Staff Council	17	Office	Record Assistant/ Store Keeper	48 years
5	General Staff	18	Office	Record Assistant/ Senior Assistant	48 years
6	Special Fee Committee	19	Office	Senior Assistant/Record Assistant	48 years
7	Staff Attendance Registers	20	Office	Record Assistant/ Senior Assistant	48 years
8	Students Attendance Register	21	Office	Teaching Staff	48 years
9	C.L. Register	22	Office	Record Assistant/ Senior Assistant	48 years
10	Medical Reimbursement Claims Register	23	Office	Record Assistant/ Senior Assistant	48 years
11	Late Attendance	24	Office	Store Keeper/ Senior Assistant	48 years
12	State Budget	25	Office	Senior Assistant	48 years
13	Postal Count Register	26	Office	Record Assistant	48 years
14	Office Order Register	27	Office	Senior Assistant	48 years
15	RTI Register	28	Office	Senior Assistant	15 years
16	Register for Disciplinary Cases	29	Office	Store Keeper/ Record Assistant	48 years
17	Consumable Stock Register	30	Office	Herb. Keeper	40 years
18	Increment Register	31	Office	Senior Assistant	48 years

19	Non-Government Cash Book	32	Nil	Nil	Nil
20	PD Account Book	33	Office	Senior Assistant	48 years
21	Temporary Advance Register	34	Office	Senior Assistant	48 years
22	Issue Register	35	Office	Record Assistant/ Store Keeper	48 years
23	Non-Consumable Stock Register	36	Office	Store Keeper	40 years
24	Daily Fee Collection Register	37	Office	Senior Assistant	48 years
25	Caution Money Deposit Register	38	Office	Senior Assistant	48 years
26	Scholarships Register	39	Office	Store Keeper/ Senior Assistant	48 years
27	Fee Register	40	Office	Senior Assistant	48 years
28	Students Central Attendance Register	41	Office	Store Keeper/ Senior Assistant	48 years
29	Students Marks Registers	42	Office	Record Assistant/ Senior Assistant	48 years
30	Land and Building Records	43	Office	Record Assistant/ Senior Assistant	48 years
31	Pay Bill Register	44	Office	Senior Assistant	48 years
32	Cheque Book Details Register	45	Office	Senior Assistant	48 years
33	Placement Register	46	Office	JKC Coordinator	20 years
34	Alumni Register	47	Office	JKC Coordinator	8 years
35	Consolidated Purchase Register	48	Nil	Nil	Nil
36	Cadre Strength/ Scale Register	49	Office	Record Assistant/ Senior Assistant	48 years

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Smt.Ch.Sunitha	Assistant professor in Botany	19-04-2021
Reviewed by	Dr.A.Sivaprasad	Assistant professor in Computer Science	22-04-2021
Approved by	Dr.T.Govindamma	Principal	24-04-2021

<b>TITLE : ACADEMIC RECORDS</b>			
SECTION:	COLLEGE	PAGE NO. 1 OF 2	
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Sl. No.	Name of the Record	Location	Maintained by
1	Syllabus	Individual Departments	Head of the Department
2	Teaching Diary	Individual Departments	Individual Teaching Staff Member
3	Lesson Plans	Individual Departments	Individual Teaching Staff Member
4	Annual Curricular Plans	Individual Departments	Individual Teaching Staff Member
5	Assignments	Individual Departments	Individual Teaching Staff Member
6	Health & Insurance	Individual Departments	Office
7	Mentor-Mentee	Individual Departments	Individual Teaching Staff Member
8	Students Study Projects	Individual Departments	Individual Teaching Staff Member
9	Practicals Attendance Registers	Individual Departments	Individual Departments
10	Laboratory Equipment	Individual Departments	Junior Assistant/ Senior Assistant
11	Alumni Registers	Alumni Committee	Alumni Committee
12	OC & RC	Individual Departments	Office/ Record Assistant
13	Research Project	Individual Departments	Individual Teaching Staff Member
14	Seminars & Workshops	Individual Departments	Individual Teaching Staff Member
15	Extension Activities	Individual Departments	Individual Teaching Staff Member
16	Workload	Individual Departments	Head of the Department
17	Best Practices	Individual Departments	Head of the Department
18	Departmental Activity Register	Individual Departments	Head of the Department
19	Subject-wise Results	Individual Departments	Head of the Department

SL No.	Name of the Record	Location	Maintained by	
20	Progression Register	Individual Departments	Head of the Department	
21	Certificate Courses Register	Individual Departments	Head of the Department	
22	Departmental Library	Individual Departments	Head of the Department	
23	Stock Register	Individual Departments	Head of the Department	
24	MANA TV/TSAT Register	MANA TV Coordinator	MANA TV Coordinator	
25	Attendance Registers	Individual Departments	MANA TV Coordinator	
26	Lab Register	Lab Attender/ Herbarium Keeper	MANA TV Coordinator	
27	CDs/Study Material/Competitive Examination Material	Individual Departments	MANA TV Coordinator	
28	Virtual Classroom Record	VC Coordinator	VC Coordinator	
29	Digital Classrooms Record	DC Coordinator	DC Coordinator	

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Sri.D.Adinarayana	Assistant professor in Chemistry	19-04-2021
Reviewed by	Sri.R.Ravisankar	Assistant professor in Mathamatics	22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

<b>TITLE: STAFF COUNCIL</b>	
SECTION: COLLEGE	PAGE NO. 1 OF 2
REVISION NO. 00	DATE:22/04/2021

The purpose of Staff Council is to act as an Advisory Body and help the Principal in academic matters and in the maintenance of discipline. The Staff Council consists of the Principal, Heads of the Departments and the Office Superintendent.

One among the Council Members shall be appointed as a Secretary and will hold office for one year but could be eligible for re-election. The Meetings of the Council shall be conveyed at such times deemed necessary.

The Secretary of the Council shall maintain a record of the Proceedings of all Meetings. In case of any disputed matter the Principal shall be sole Judge. Staff Council formulates guidelines for improving the welfare of the students studying in the Organisation.

#### STAFF COUNCIL

Sl. No	Name	Designation	Department	Position
1	Dr.T.Govindamma	Principal		Chairperson
2	A.Rama Rao	Vice Principal/ INCHARGE	Economics	Staff Secretary
3	Dr.A.Siva Prasad	INCHARGE	Computer Science	Member
4	D.Adinarayana	INCHARGE	Chemistry	Member
5	R.Ravi Shankar	INCHARGE	Mathematics	Member
6	B.Vijayeswara	INCHARGE	Telugu	Member
7	B.Raju	INCHARGE	Zoology	Member
8	D.Ravindra	INCHARGE	Botany	Member
9	K.Mounika	INCHARGE	English	Member
10	A.Jaya Lakshmi	INCHARGE	History	Member
11	Dr,G.Naga Santhi	INCHARGE	Commerce	Member
12	Ch.Rambabu	INCHARGE	Physics	Member
13	T.Trinadh	INCHARGE	Political Science	Member
14	Dr,R.Tripathi	INCHARGE	Oriya	Member
15	L.Dilleswara	INCHARGE	Horticulture	Member

#### FUNCTIONS OF STAFF COUNCIL:

To discuss issues relating to discipline and suggest solutions to the Principal for problems relating to it.



To assess the progress of academic work periodically;

To plan the celebration of important festivals and organise co-curricular activities.

To advise the Principal on the steps to be taken for the development of the Institution.

To addresses the grievances of Teaching and Non-Teaching Staff.

<b>Activity</b>	<b>Name Sri/Smt.</b>	<b>Designation</b>	<b>Date</b>
<b>Prepared by</b>	<b>Dr.G.Naga Santhi</b>	<b>Assistant professor in Commerce</b>	<b>19-04-2021</b>
<b>Reviewed by</b>			<b>22-04-2021</b>
<b>Approved by</b>	<b>Dr,T,Govindamma</b>	<b>Principal</b>	<b>24-04-2021</b>

<b>TITLE: FINANCE COMMITTEE</b>	
SECTION: COLLEGE	PAGE NO.1 OF 1
REVISION NO. 00	DATE:22/04/2021

**FINANCE COMMITTEE:**

Finance Committee of the Institution is an Advisory Body of the Principal on matters concerning budget estimations, use of funds received as grants from UGC, utilisation of income from fees etc.

The Finance Committee is constituted for a term of two years and is expected to hold meetings at least twice year.

Sl. No	Name	Designation	Position
1	Dr.T.Govindamma	Principal	Chairperson
2	A.Ramarao	Vice Principal	Member
3	Dr.A.Siva Prasad	IQAC Coordinator	Member
4	D.Adinarayana	HOD(Chemistry Dept)	Member
5	R.Ravishankar	HOD(Mathematics Dept)	Member
6	B.Vijayeswara	HOD(Telugu Dept)	Member
6	P.Appalaswamy	Superintendent	Member

**FUNCTIONS OF FINANCE COMMITTEE:**

To audit accounts of the Institution.

To consider proposals for enhancement of salaries of temporary staff.

To ensure that the expenses incurred have budgetary provision.

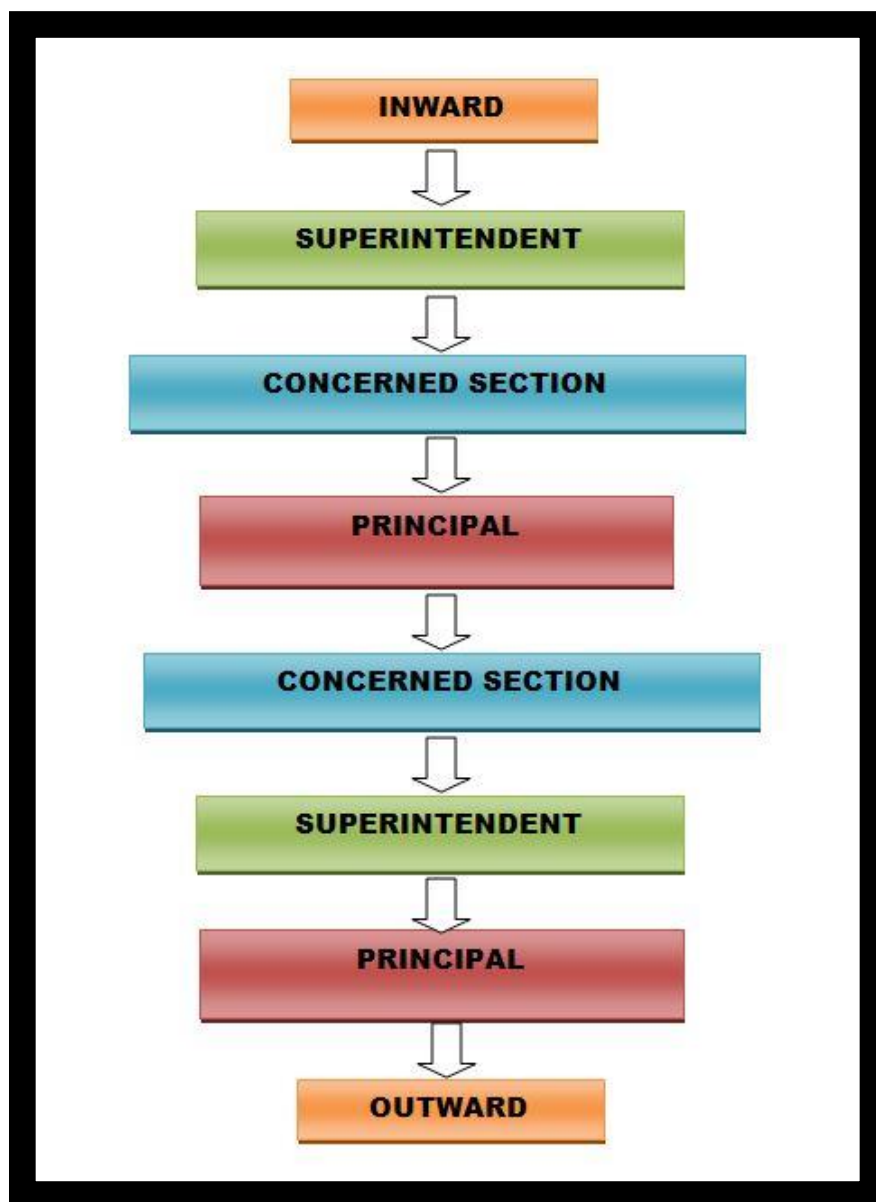
To process bills placed for payment.

To recommend revision of fees for restructured courses.

To ensure proper utilisation of funds and grants

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Dr.G.Naga Santhi	Assistant professor in Commerce	19-04-2021
Reviewed by			22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

<b>TITLE : FILE FLOWCHART</b>	
SECTION:COLLEGE	PAGE NO. 1 OF 1
REVISION NO: 00	DATE: 22/04/2021



Activity	Name Sri/Smt.	Designation	Date
Prepared by	Dr.A.SivaPrasad	Assistant Professor in Computer Science	19-04-2021
Reviewed by	Dr.G.Nagasanthi	Assistant Professor in Commerce	22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

<b>TITLE: CHECK LIST FOR IMPLEMENTATION</b>	
SECTION:COLLEGE	PAGE NO. 1 OF 1
REVISION NO.00	DATE:22/04/2021

<b>WHAT</b>	<b>WHEN</b>	<b>WHO</b>
BMA Biometric attendance of staff and students	Daily	Principal
Students BMA Reports	Once in a fortnight	Principal
Staff log books	Once in a week	Principal
Staff BMA Reports for drawing salaries	Once in a month	Principal/ Senior Assistant
Registers pertaining to sessional and practical marks	Once in a Semester/ Half Yearly	HOD's/Principal
Updating of SR's of Staff Members	Once in a month	Senior Assistant/ Principal
Proceeding letter for release of annual increments to staff members	Once in a year	Principal
Verification of Stock Registers of all the laboratories, stores and library	Once in a year	Staff/HOD's/ Principal

<b>Activity</b>	<b>Name Sri/Smt.</b>	<b>Designation</b>	<b>Date</b>
<b>Prepared by</b>	<b>Smt.A.Jayalakshmi</b>	<b>Assistant professor in History</b>	<b>19-04-2021</b>
<b>Reviewed by</b>	<b>Sri.M.Balakrishna</b>	<b>Assistant professor in Chemistry</b>	<b>22-04-2021</b>
<b>Approved by</b>	<b>Dr.T,Govindamma</b>	<b>Principal</b>	<b>24-04-2021</b>

<b>TITLE: LIST OF IMPROVEMENTS</b>	
<b>SECTION: COLLEGE</b>	<b>PAGE NO.1 OF 1</b>
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- To facilitate more number of campus interviews for placement of our students.
- To increase the number of MoUs with industries for training, internship and placement of our students.
- To increase the existing number of Skill Development Courses.
- To upgrade the facilities in Gymnasium.
- To make e-journals and e-books available to students.
- To organise more number of Industrial Tours and Science Exhibitions.
- To maintain plastic free, clean and green environment.
- To make the students involve in Research Projects.

<b>Activity</b>	<b>Name Sri/Smt.</b>	<b>Designation</b>	<b>Date</b>
<b>Prepared by</b>	<b>Dr.G.Naga Santhi</b>	<b>Assistant professor in Commerce</b>	<b>19-04-2021</b>
<b>Reviewed by</b>	<b>Sri.M.Balakrishna</b>	<b>Assistant professor in Chemistry</b>	<b>22-04-2021</b>
<b>Approved by</b>	<b>Dr,T,Govindamma</b>	<b>Principal</b>	<b>24-04-2021</b>

<b>TITLE: INFRASTRUCTURAL FACILITIES</b>	
SECTION: COLLEGE	PAGE NO.1 OF 1
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- Well equipped Science and Commerce Labs.
- Three digital classrooms for Science, Arts and Commerce Groups.
- There is one virtual class room.
- Adequate number of big and clean class rooms.
- Large ground for Sports and Cultural Activities.
- Well equipped Seminar Hall.
- Specialised English Language Lab.
- Jawahar Knowledge Centre.
- Environment Friendly Big Campus
- Two Distance Education Centres.
- Separate Class Rooms for Skill Development Courses.
- Botanical Garden with various kinds of plants and shrubs.
- Gymnasium.
- Partially automated Library which is in the process of becoming fully automated.
- Indoor Stadium.

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Dr.G.Naga Santhi	Assistant professor in Commerce	19-04-2021
Reviewed by			22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

**TITLE: LIST OF COMMITTEES****SECTION: COLLEGE**

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REVISION NO.00

DATE: 22/04/2021

<b>GOVERNMENT DEGREE COLLEGE TEKKALI</b>		
Sl. No.	Committee Name	Purpose
1	Student Union	<i>This Committee is nominated by the college CPDC committee and participates in College development activities.</i>
2	UGC/RUSA Committee	The Committee helps in raising and utilization of funds for college development and assists college infrastructure development.
3	House Exams Committee	<i>The Committee undertakes House Examinations and maintain course wise centralised marks list of the total students of the college.</i>
4	Time Table Committee	<i>The Committee prepares the timetable for all departments as per work load.</i>
5	Attendance Committee	The Committee is responsible for monitoring and evaluating the Attendance particulars of the students
6	Magazine Committee	<i>Prepares as well as publishes college hand book and Magazine annually.</i>
7	Fine Arts/Literary/Cultural Committee	<i>Conducts various competitions related to fine Arts, literary and cultural activities at the college level, provides information about competitions conducted by other departments.</i>
8	Scholarship Committee	Make arrangements for various welfare Schemes sanctioned by the government to students and follow up to make sure they receive scholarships.
9	Bus Pass Committee	<i>The Committee monitors the bus passes to students for various Courses of the college.</i>
10	T.C. Committee	The Committee Prepares and issues TCs and Bonafide certificates of outgoing students
11	Eco Club Committee	<i>Eco green club keep the campus clean and green. Creates Awareness and</i>

		<i>Sensitivity among the students.</i>
12.	NSS Advisory Committee	<i>The NSS Advisory Committee prepare calendar of events for NSS activities and conduct NSS regular and Special camp activities.</i>
13.	Discipline Committee	<i>The Committee's responsibility is to ensure discipline and control misbehaviour of students.</i>
14.	<i>Student Grievance</i>	<i>Investigate and Review complaints of students</i>

	Committee	<i>of the college.</i>
15.	<i>Planning Forum</i>	It is an academic platform responsible for enrichment of knowledge of students by organising academic and non academic programs.
16.	Language Association	The Responsibility of this Association is to improve spoken and written language skills of the students.
17.	<i>Commerce Association</i>	This is a forum to discuss and make students aware of the latest developments in business, trade and industry and develop leadership, enterprising and organizing skills in students
18.	Humanities Association	The Committee spread the ideas in the field of social sciences and humanities to encourage professional development.
19.	<i>Science Association</i>	This is forum to discuss the latest developments in science fields and exposes students to the latest developments in the field of sciences.
20.	<i>Red Ribbon Club</i>	Spread awareness among the student community on HIV/AIDS and arrange blood donation camps regularly
21.	<i>Games &amp; Sports Committee</i>	Conduct computations to the students in sports and games an encourages to the students to participate in Inter-Collegiate, State level and National Level Competitions.
22.	<i>Library &amp; Reading Room Committee</i>	The Library Committee consists of Principal as Chairman and one Lecturer as in-charge. The Committee recommends allocation of funds for procurement of books. The committee inspects the library from time to time to assess congenial study atmosphere inside the library.



23.	<i>Audio Visual Committee</i>	<i>The Committee maintains the audio - Visual equipment of the college and conducts meetings, seminars and special events of the college.</i>
24.	<i>Poor Student Fund Committee</i>	Poor Student Fund is maintained by the college. Recognise poor students and give uniforms to them.
25.	<i>Career Guidance Committee</i>	Conducting Coaching Classes for Competitive Exams like Civil Service, Group-1, 11 along with regular course and give Study Material.
26.	Additional Special Fee Committee	<i>Allocates funds to all Departments to meet the recurring expenses.</i>

27.	<i>Anti-Ragging Committee</i>	The Committee takes Anti-ragging measures as per the guidelines issued by the UGC and frames rules and regulations for maintaining discipline in the college.
28.	<i>MANA TV</i>	The monthly schedule of MANA TV program is circulated to all the departments of the college. The students are instructed to attend the live cast along with concerned staff members.
29.	<i>Alumni Organisation</i>	The Committee organizes Alumni meet yearly once and do programme to facilitate strong and healthy Association between Alumni and College Students.
30.	<i>Research Committee</i>	Enhance research ambience by encouraging faculty and research scholars to publish research papers in National and International Journals.
31.	<i>Women Empowerment</i>	Arranging Awareness Programmes gender sensitization to all the students and make girl students aware of their health and self-defence.
32.	<i>Consumer Club</i>	Consumer Club arranges Awareness Programmes on Consumer Rights and Responsibilities and celebrates National and World Consumer's Days.
33.	<i>Furniture/Infrastructure</i>	Furniture Committee monitors the furniture and stationery requirements of the college.
34.	<i>Clean &amp; Green Committee</i>	The Committee responsibility is to ensure a clean and green campus. It organises Special Drives for campus cleaning.
35.	<i>External Affairs</i>	
36.	<i>University Examinations Committee</i>	The Examination committee undertakes both university and house Examinations and maintains course wise centralized marks list of the

		<i>total students.</i>
37.	<i>RTI Committee</i>	This Committee upholds the right to information. It enables the various stakeholders to seek information regarding the activities of the college by submitting a written request.
38.	First Aid Committee	The Committee supervises the First Aid Committee Members are trained to provide first aid .and also responsible for ensuring well equipped first aid kit in the college.

39.	<i>Faculty Forum</i>	It's a platform for the faculty to share and discuss topics of academic interests. This forum promotes freedom of thought, expression and action in fulfilling academic responsibilities.
40.	<i>Student Progression &amp; Support Committee</i>	The Committee is responsible for monitoring and supporting students in academic and extracurricular activities.
41.	<i>JKC/ELL Committee</i>	Provides intensive training to students in employable skills and arranging job drives to facilitate the placement of trained students.
42.	<i>Nadu-Nedu Committee</i>	The Committee provides quality education to the students by Teaching in innovative methods and providing good infrastructural facilities by using state government funds.
43.	<i>AQARs Committee</i>	The Committee prepares and sends the Self-Study Report and the Annual Quality Assurance Report AQARs. It evaluates the quality of education and infrastructural facilities.
44.	<i>ISO Committee</i>	To develop standards for effective governance including direction, control and accountability
45.	<i>Website Designing Committee</i>	The Committee takes the responsibility of maintaining and updating the college website regularly.
46.	<i>Green Audit Committee</i>	The Committee is responsible for keeping the environment on the campus pollution free, neat and clean.

Sl. No.	Committee Name	Purpose
47.	<i>PRO Committee</i>	The Committee is responsible for communicating information about the college to the out side community and maintain good relations between college and its public.
48.	<i>Special Days Observing</i>	Arranging Awareness Programmes on

	<i>Committee</i>	special days to all the students and conduct essay writings, quiz and elocution activities in the eve of special days.
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<b>Activity</b>	<b>Name Sri/Smt.</b>	<b>Designation</b>	<b>Date</b>
<b>Prepared by</b>	<b>Sri.A.Ramarao</b>	<b>Assistant professor in Econimics</b>	<b>19-04-2021</b>
<b>Reviewed by</b>	<b>Dr.G.Nagasanthi</b>	<b>Assistant professor in Commerce</b>	<b>22-04-2021</b>
<b>Approved by</b>	<b>Dr,T,Govindamma</b>	<b>Principal</b>	<b>24-04-2021</b>

<b>TITLE: Do's and Don'ts</b>	
<b>SECTION:COLLEGE</b>	<b>PAGE NO. 1 OF 11</b>
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### **FOR ALL STAKEHOLDERS**

#### **Do's:**

- The staff and students of the College should use only courteous and polite language and display disciplinary behaviour in the College.
- The students of the College should be regular and punctual in attending classes and all activities connected with the College.
- Read notices/circulars displayed on the College Notice Board/Web Site.
- Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
- All vehicles should be parked in the parking space in orderly manner.
- All Lecturers should conduct Induction Programme and Bridge Courses for newly joined students. Remedial Classes should be conducted to help slow learners.
- Lecturers should strive to inculcate proper and ambitious attitude in students.
- The College Authorities should display information like amenities available in College Vision and Mission of the College and performance of Alumni.
- Everyone should respect the Philanthropists, Founders of College and Parents.
- The Management of College should arrange gender sensitization programmes frequently.
- While attending the College Functions, students should maintain discipline in such a way as to bring credit to themselves and to the Institution.
- The students are expected to take up all assignments, tests and examinations of the College seriously and try to perform the best.
- Every student of the College must always possess Student Identity Card issued by the College.
- The resources of the College namely Library, Computers, Equipment, Transport, Medical, Communications, Power etc., should be used judiciously and effectively.
- Maintain proper physical distance while interacting with students.
- Any genuine complaints reported by students or faculty should be reported to the concerned authority without fear.
- Procure funds from resources available for the development of College.
- Introduce job oriented courses & organise job drives.
- Maintain cordial & working ambience in College.

#### **Don'ts:**

- The staff and students of the College must abstain from indulging in violence.
- The staff and students of the College should not talk or act in any manner which would bring disrepute to the College.
- Gathering in groups on roads, entrance, exit and pathways in College or in surroundings of the College is strictly prohibited.
- Students should not leave the class or come late to the class under the pretext of paying fees, visiting the library or any other reasons.
- Smoking, consumption of any kind of alcoholic drinks/drugs inside the College Campus is strictly prohibited.
- Damaging the building or any other property of the College in any way is strictly prohibited.
- Indulging in ragging and eve-teasing are crimes and these acts are strictly prohibited by an Act of Law promulgated by the Government of Andhra Pradesh Teaching.

### **FOR FACULTY**

#### **Do's:**

- ❖ Make sure students register their attendance in the biometric machines provided in the College and mark student attendance in IAMs app designed by Government of Andhra Pradesh.
- ❖ Be well prepared before you take any class.
- ❖ Be aware of students' previous knowledge and their abilities, before planning activities in class.
- ❖ Maintain a proper dress code.
- ❖ Use blended mode of teaching and student centric methods while teaching.
- ❖ Use teaching methods based on the topics and ability of the student.
- ❖ Inculcate interest in students towards the subject by using case study and other methods when time permits.
- ❖ Prepare video lessons as per the requirements of your students and post in LMS platform created by APCCE.
- ❖ Inform student's progress to their parents time to time and conduct parent-teacher meetings at least twice in a semester. Once at the beginning of the course and after mid-term examinations.
- ❖ Interact with students with a pleasant smile.
- ❖ Always have patience and be a good listener.
- ❖ Take feedback from students and colleagues regarding your teaching and make improvements whenever necessary.
- ❖ Deliver feedback according to the performance of the students for success of the students. Make sure that your feedback is always positive and encouraging.

#### **Don'ts:**

- ❖ Don't be rude to students.
- ❖ Don't punish any student physically, mock or humiliate using any harsh words.
- ❖ Try not to deviate too much from your teaching plan and don't extend class time.
- ❖ Don't be over confident.
- ❖ Don't deliver wrong information to students.
- ❖ Don't lose your love of learning.

### **Non-Teaching Staff/Class-IV Employees**

#### **Do's:**

- Maintain absolute integrity at all times.
- Maintain absolute devotion to duty at all times.
- Maintain independence and impartiality in the discharge of your duties.
- Maintain a responsible and decent standard of conduct in private life.
- Render prompt and courteous service to the students.
- Observe proper decorum during lunch break.
- Respect your organisation, fellow workers and students and avoid gossip.
- Don't share confidential data with external parties.
- Don't spread unnecessary things in student's mind.
- If any legal proceedings are instituted against you for the recovery of any debt or for declaring you as insolvent, report the full facts of such proceedings to the competent authority.
- Act in accordance with the College Policies.
- In performance of duties in good faith, communicate information to a person in accordance with the 'Right to Information Act, 2005' and the Rules made under the Act.
- Don't indulge in any act sexual harassment of any women at work place.
- Don't use your official position or influence directly or indirectly to secure employment for any member of your family.
- Be answerable to your superiors.
- Maintain all records properly.
- Keep all records for auditing at the end of financial year.
- Maintain separately the scholarship records of students.
- Cooperation and coordination keeps the work environment healthy.

#### **Don'ts:**

- Don't involve in act of taking bribe from the students and staff.
- Don't be rude.
- Don't be over smart.
- Don't undertake private consultancy work.



- Never adopt a casual attitude at work.
- Don't consume any intoxicating drinks or drugs while on duty.
- Don't appear in public place in a state of intoxication.
- Don't indulge in any act of sexual harassment of any women at work place.
- Don't use your official position or influence directly or indirectly to secure employment for any number of your family in any company or firm. Maintain absolute devotion to duty at all times.
- Don't show partiality while discharge of your duties.

## **STUDENTS**

### **Do's:**

- Be regular to the College.
- Come to College on time and leave the campus only after the end of College hours.
- Mark attendance in the biometric machines provided in the College.
- Attend College wearing the College Uniform.
- Be attentive in the class.
- Interact with teacher and other students in the Class.
- Complete your assignments and the projects on time.
- Do apply for scholarships in time.
- Pay College Fees in time, which will be used for your welfare.
- Collect books & material prescribed by your Lecturers.
- Participate in peer teaching and peer learning activities.
- Participate in all activities in the College.
- Always remember that your progress is the College Progress.
- Maintain silence while the class is going on.
- Collect and segregate waste papers and plastic for your sustainable future.
- Use laboratories properly.
- Strictly follow the instructions given by your lecturers in Lab.
- Handle the lab equipment given to you properly.
- You have to handle properly the equipment given to you.
- Students should maintain and handle the College property with at most care and see to it that it is passed on to their juniors.
- Students should have their lunch in waiting rooms provided for boys and girls separately.
- Don't gather as groups at drinking water and other places.
- Switch off fans & lights while leaving classroom.
- Attend the study hours, remedial classes, certificate course classes conducted in the College.
- Use the Library only during the timings for Library.
- Use Sports Room when you are free or want to choose it as supportive career.
- Participate in NCC/NSS activities with enthusiasm.

- Keep washrooms neat and clean.
- Use dustbins to throw your litter.
- Used sanitary napkins should be disposed in the dustbins only.
- Help your friends when they are in need.
- Use the canteen for your lunch and maintain neatness.
- Come to attend examinations on time and submit your answer sheets to invigilator on time.
- Enroll in JKC, ELL, MOOCs and other certification programmes which will act as stepping stones of your job career including regular academics.
- Participate in Summer Programmes for UG Students conducted by prestigious institutes.
- Never delay the work.

#### **Don'ts:**

- Don't be rude to your teachers and support staff.
- Don't waste your precious time.
- Misconduct during examination, production of false information or for admission purpose and the failure to return materials taken on loan from the College will lead to serious punishment.
- Don't scribble anything on benches, desks and walls of the College.
- Students should not involve themselves either directly or indirectly in any form of policies either inside or outside the College during their period of study.
- Don't use mobile phones or any other electronic gadgets such as iPod, iPhones inside the classrooms, laboratories, seminar halls. Violation of this Rule by any student would result in impounding of these devices and strict disciplinary action.

### **CHEMISTRY LABORATORY**

#### **Do's:**

- ❖ Know the location of all safety and emergency equipment used in the lab.
- ❖ Know fire drill procedures and locations of all exits.
- ❖ Know the location of the closest telephone.
- ❖ Familiarize yourself with all lab procedures before doing the lab exercises.
- ❖ Report all accidents, hazards or chemical spills to the instructor (no matter how small).
- ❖ Keep your work area clean and clutter free.
- ❖ Tie your long hair and remove dangling jewelry during lab. Always be sure that electrical equipment is turned off before plugging it into a socket.
- ❖ Be extremely careful while handling sharp objects.
- ❖ Dispose or shift the chemicals kept in broken containers into safe containers before using them.
- ❖ Always point the test tube away from other students when heating liquids in a test tube.

- ❖ Keep all materials away from open flames.
- ❖ The lab equipment must be handled with utmost care.
- ❖ Apparatus must be washed before and after the experiment is over.
- ❖ Check all glass apparatus before use, never use ordinary glass apparatus or cracked apparatus for any reaction.
- ❖ Check your burner, rubber tube and leakage of gas before lighting the burner.
- ❖ Wear goggles or spectacles to avoid splashes from reagents.
- ❖ Heavy duty gloves must be used while using corrosive substances like strong acids and alkalies.
- ❖ Cotton laboratory coats must be worn during the entire course of the experiment.
- ❖ Walking with bare feet is not permitted in the lab.
- ❖ Burners must be put off immediately after the experiment is over.
- ❖ Strong acids and alkalis should not be mouth pipette.
- ❖ Immediately raise an alarm, evacuate the laboratory turn off gas and electricity in case of fire mishap.
- ❖ Use a fire extinguisher in case of any fire accident.
- ❖ Handle all the chemicals carefully as all the chemicals in the laboratory are hazardous in some way or the other.
- ❖ All organic solvents are inflammable so never heat them directly on a naked flame. Solvent Ether is highly inflammable. Don't even open a bottle of Ether in a laboratory where other students are using a flame.
- ❖ If you are not sure about handling or disposal of certain reagents consult your Lecturer before performing the experiment.
- ❖ Reagents must be replaced in their positions properly covered.
- ❖ Spilling of reagents must be avoided.
- ❖ In case of emergency call the lab technician for immediate first aid and then shift the students to the Doctor for expert advice.
- ❖ Sophisticated equipment must be operated only on the advice of the faculty member.
- ❖ Locate the position of the Fire Alarm and Fire Extinguishers.
- ❖ Remember above all that prevention is better than cure.
- ❖ Be on time to the lab. At the start of the lab period, there will be a short introduction to the experiment you will perform that day.
- ❖ Inform the instructor if there is any problem. Report immediately, if you have cut yourself (even if you consider it minor), if something broke and needs cleaning up, or if there is a fire.
- ❖ Be aware of all the safety devices. Even though the instructor and TA will take care of emergencies, you should know where to find the first aid kit, the chemical spill kit, the eye wash and the safety shower.
- ❖ Wash your hands before you leave the lab.
- ❖ Be aware of others in the lab. Areas of the room may be crowded at times and you should take care not to disturb the experiments of others in the lab.
- ❖ Bring your lab notebook and an open mind to every lab meeting.

- ❖ Don't perform unauthorized experiments.
- ❖ Keep quiet and disciplined, and observe cleanliness in the lab.
- ❖ Wear lab coat, safety goggles, protective gloves and a surgical mask when needed.
- ❖ Please exercise caution when dealing with electrical devices.
- ❖ Don't touch any equipment or electrical supplies without specific authorization.
- ❖ Examine all apparatus for defects before performing any experiment. Don't use damaged, cracked defective glassware.

#### **Don'ts:**

- ❖ Never experiment on your own.
- ❖ Don't eat or drink anything in the lab room.
- ❖ Don't chew gum or eat candy during lab exercises.
- ❖ Don't add water contacts in the lab without proper eye protection.
- ❖ Don't smell taste or touch chemicals.
- ❖ Don't work in the lab alone.
- ❖ Don't use electrical equipment around water.
- ❖ Don't mix chemicals without asking the instructor.
- ❖ Don't pour unused chemicals back to original container without consulting.
- ❖ Absolutely NO HORSEPLAY is allowed in the lab area.
- ❖ Don't leave the lab area without washing your hands.
- ❖ Don't work with chemicals until you are sure of their safe handling.

#### **In case of Accidents:**

- ❖ In case of any mishaps don't panic.
- ❖ If a small portion of your clothes catches fire, it may be extinguished by putting it out.
- ❖ If a large portion of your clothes catches fire three options for putting flame out are:
- ❖ Drop to the ground and roll.
- ❖ Use the water from safety showers.
- ❖ Use the fire blanket.
- ❖ Never use a fire extinguisher on a person.
- ❖ Never use any object that is burning.
- ❖ Never use water to extinguish a chemical fire. Chemicals:
- ❖ Report all chemical spills immediately to the instructor.
- ❖ In the case of chemical spills first remove the affected clothing and wash the affected body area with plenty of water.
- ❖ In case of Sulphuric Acid spills, don't wash with water. They should be washed with aqueous sodium bicarbonate solution or very dilute ammonia.
- ❖ Small spills on the bench or floor must be cleaned up immediately.

#### **GENERAL BEHAVIOUR**

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

### **COMPUTER LAB**

#### **Do's:**

- Remove your shoes or wear foot socks before you enter the lab.
- Clean your computer with a soft, dry cloth.
- Always keep quiet. Be considerate to other lab users.
- Report any problems with the computer to the person in-charge.
- Shut down the computer properly.

#### **Don'ts:**

- Do not bring any food or drinks in the computer room.
- Do not touch any part of the computer with wet hands.
- Do not hit the keys on the computer too hard.
- Don't damage, remove, or disconnect any labels, parts, cables or equipment.
- Do not install or download any software or modify or delete any system files on any lab computers.
- CD-ROM's and other multimedia equipment are for work only. Do not use them for playing music or other recreational activities.
- If you leave the lab, do not leave your personal belongings unattended.

### **BOTANY LAB**

#### **Do's:**

- Proper maintenance of greenery and eco-friendly substance utility.
- Adequate usage of resources available in the College.
- Regular plantation and maintaining it.
- Well labeled plant species for identification.
- Science Models preparation by students for their understanding.

#### **Don'ts:**

- Never pluck branches or flowers of plants.
- Never break slides or specimen jars.

- Never miss place articles or instruments.
- Never steal the laboratory items.

## **ZOOLOGY LAB**

### **Do's:**

- ✓ Always use sterilization measures in practical exercises wherein blood samples, serum or tissues are to be taken.
- ✓ While handling with dissected animals in labs beware of zoonoses as many animals can induce diseases.
- ✓ While handling with dissected animals in labs you must wear gloves properly and use dissection instruments properly.
- ✓ Be careful when you are handling any type of glass instruments viz., hemocytometer, hemoglobin meter, electrophoresis unit etc.
- ✓ While using different types of microscopes make sure to keep lenses clean.
- ✓ Don't touch lenses with bare hands. Always clean lenses with xylene.
- ✓ Do not let the objective touch the slide beneath.
- ✓ You should know how to adjust light and focus.
- ✓ Take proper care of slides and transparencies to be used.
- ✓ Always use microscope with both hands.
- ✓ While handling various specimens provided, never lift them too high or invert the jar containing these specimen.
- ✓ Put these specimen jars according to their systematic position in respective cabinets.

### **Don'ts:**

- ✓ Never conduct any such practical without sterilization measures.
- ✓ Don't place it on the edge of your table.
- ✓ Do not write anything on jars.
- ✓ Do not mix specimen belonging to different taxa.

## **PHYSICS LAB**

### **Do's:**

- ❖ The laboratory instructor should inform the students of possible hazards in working in the laboratory environment well in advance. Be aware of experiments need extra concern as they include multiple safety hazards.
- ❖ Always be under observation of laboratory instructor and consult them before doing any experiment.
- ❖ Consult your lab instructor before doing any experiment.
- ❖ Be careful with mechanical, extreme heat and cold, electrical, radiation.
- ❖ Many of the devices in the Physics Lab require mechanical motion and use significant amounts of mass. Students should be careful to place themselves and sensitive electronics out of the path of these masses in case a string or other holding device was to fail.

- ❖ Care should be taken while heating the objects. Use insulating gloves, safety goggles and large tongs to transfer the object in and out of the furnace or hotplate.
- ❖ Check the electric furnace with tester for any leakage current before touching it.
- ❖ Always check for leakage current in the magnetic phase transition apparatus prior to operation and operate the variac with one hand.
- ❖ Students must wear appropriate clothing to laboratory. This includes shoes that are not open toed.
- ❖ Please wear clothing to lab that you don't care if it gets dirty.
- ❖ Place all sensitive electronic equipment safely on your table or within your bag under your table so that expensive damage can be avoided.
- ❖ Use care when loosening and tighten screws and bolts.

#### **Don'ts:**

- ❖ Do not modify or damage the laboratory equipment in any way unless the modification is directed by the instructor. This does not include the changing of a lab setup as prescribed by the procedure in the carrying out of measurements.
- ❖ Do not force any of the equipment. If an excessive amount of force is necessary then tell your instructor.
- ❖ Don't plug in too many devices into one plug.
- ❖ Don't touch wires and equipment when the power is switched on.
- ❖ Don't touch the sockets which have loose connection.

### **LIBRARY**

#### **Do's:**

- Carry your student ID card and Library tokens with you when you enter the Library.
- Do not take any book or other Library material out of the Library without following the borrowing procedures.
- Make sure to return the borrowed items by the due date.
- In case any of the borrowed items being lost, damaged or destroyed, you are required to replace the lost/damaged/destroyed item with a new one.
- Return books/materials to their original location on the bookshelf.
- Maintain silence in Library.
- Return Library books on time.
- Borrow only two books at a time.

#### **Don'ts:**

- Don't carry any food into the Library. Don't eat anything inside the Library.
- Don't use mobile phones in Library. Switch your mobile phone off and keep it in your bag while you are in the Library.

- Private conversations are not permitted. Even talking in a whisper or standing and chatting may be disturbing to others. Strictly prohibited from doing the above.
- Don't leaving your baggage and personal belongings on Library chairs and tables.
- Avoid taking up two seats by sitting on one and putting your baggage, clothes, etc., on the other.
- Don't leave your valuables unattended.
- Don't come to the Library during class hours.
- Don't keep Library books with you for a long time. Submit or reissue the book within two weeks period.
- Don't displace books from the order they are placed.
- Never write in books or cut pages out of them.

<b>Activity</b>	<b>Name Sri/Smt.</b>	<b>Designation</b>	<b>Date</b>
<b>Prepared by</b>	<b>Smt.K .Mounika</b>	<b>Assistant professor in English</b>	<b>19-04-2021</b>
<b>Reviewed by</b>	<b>Smt.A.Jayalaxmi</b>	<b>Assistant professor in History</b>	<b>22-04-2021</b>
<b>Approved by</b>	<b>Dr,T,Govindamma</b>	<b>Principal</b>	<b>24-04-2021</b>



<b>TITLE: LIST OF IMPORTANT DAYS</b>	
SECTION: COLLEGE	PAGE NO.1 OF 2
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<b>Dates</b>	<b>Activity</b>
12-01-2020	National Youth Day
24-01-2020	National Girl Child Day
25-01-2020	National Voters Day
26-01-2020	Republic Day
28-01-2020	World Leprosy Day
21-02-2020	International Mother Language Day
28-02-2020	National Science Day
03-03-2020	World Wild Life Day
08-03-2020	International Women's Day
15-03-2020	World Consumer Rights Day
20-03-2020	World Sparrow Day
21-03-2020	International Day of Forests
22-03-2020	World Water Day
05-04-2020	Babu Jagajeevan Ram's Birth Day
07-04-2020	World Health Day
10-04-2020	World Homeopathy Day
14-04-2020	Dr. B.R. Ambedkar's Birth Day
22-04-2020	World Earth Day
30-04-2020	Ayushman Bharat Diwas
05-06-2020	World Environment Day
08-06-2020	World Oceans Day
12-06-2020	World Day Against Child Labour
14-06-2020	World Blood Donors
21-06-2020	International Day of Yoga
26-06-2020	International Day Against Drug Abuse and Illicit Trafficking
29-06-2020	National Statistics Day
11-07-2020	World Population Day
12-08-2020	International Youth Day
15-08-2020	Independence Day
19-08-2020	World Humanitarian Day
29-08-2020	Telugu Bhasha Dinotsavam
05-09-2020	Teacher's Day
08-09-2020	World Literacy Day
14-09-2020	Hindi Divas Celebrations
15-09-2020	International Day of Democracy
21-09-2020	International Day of Peace

24-09-2020	NSS Day
27-09-2020	World Tourism Day
29-09-2020	World Heart Day
02-10-2020	Gandhi Jayanthi/Lal Bahadur Sastry Jayanthi
05-10-2020	World Teacher's Day
11-10-2020	International Day of the Girl Child
13-10-2020	International Day for Disaster Reduction
16-10-2020	World Food Day
24-10-2020	United National Day
24-10-2020	World Polio Day
31-10-2020	Rashtriya Ekta Diwas (National Unity Day)
01-11-2020	Andhra Pradesh Formation Day
11-11-2020	National Education's Day
14-11-2020	Children 's Day; Diabetes Day
14-11-2020	National Library Week
26-11-2020	National Constitution Day
01-12-2020	World AIDS Day
02-12-2020	National Pollution Control
10-12-2020	Human Rights Day
16-12-2020	Vijay Diwas
22-12-2020	National Mathematics Day
23-12-2020	Kisan Diwas (Farmer' Day) (India)
24-12-2020	National Consumers Day

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Sri.A.Ramarao	Assistant professor in Economics	19-04-2021
Reviewed by	Dr.K.Ramarao	Assistant professor in Economics	22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

**TITLE: LINKAGES/MOUS**

SECTION: COLLEGE

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DATE: 22/04/2021

Sl. No.	MoU/Linkage	Date of Agreement	Purpose of MoU
1	Between Department of Zoology, Government Degree College, Tekkali and Rajkama Shrimp Hatchery (Pvt.), Timmapuram(Vil.), Bheemili Beach Road, Ramanaidu Studios, Visakhapatnam, Andhra Pradesh.	July, 2019 (Agreement for 5 years)	To conduct Awareness Programmes, to inculcate source segregation among students, Field Visits, Exchange and Enhancement of Knowledge
2	Between Department of Zoology, Government Degree College, Tekkali and Quil Farm, Bhagavanpuram(Vil.), Tekkali	August, 2019	Field Visits, Exchange and Enhancement of Knowledge
3	Between Department of Zoology, Government Degree College, Tekkali and Dairy Farm, Lingalavalasa(Vil.), Tekkali	June, 2020	Field Visits, Exchange and Enhancement of Knowledge
4	Beauty and Wellness. Between Government Degree College, Tekkali and Sai Smart Style Herbal Beauty Clinic, rotarynagar-1, Tekkali, Srikakulam, Andhra Pradesh.	May, 2020	Six months course Training in all aspects in the Beautification Course
5	Dress Designing and Tailoring. Between Government Degree College, Tekkali and New Famous Tailors, D.No. 36-56, Chinnabazar, Tekkali, Srikakulam, Andhra Pradesh	May, 2020	Six month course Training in all aspects in Dress Designing and Tailoring
6	Between Department of Physics, Government Degree College, Tekkali and Sri Chandra Bhushana Satapathi, Naupada, Santhabommali Mandal, Srikakulam, Andhra Pradesh	June, 2020	Six months course Training in all aspects in the Electrical Machines, Safety, Tools, Marking, Chipping, Drilling, etc.
7	Television Repair Course. Between Department of Physics, Government Degree College, Tekkali and Sri Bhavani Electronics, Tekkali, Srikakulam District, Andhra Pradesh.	June, 2020	Six months course Training in all aspects in the Television Repair Skill Development Outcome Based Training and Related Services.
8	Yoga Between Government	May, 2020	Six months course

	Degree College, Tekkali and Saikrishna Yoga Centre, Gopinathpuram, Ronaki Appalaswamy Street, Tekkali, Srikakulam District, Andhra Pradesh.		Training in all aspects in Yoga and Meditation for Students.
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Activity	Name Sri/Smt.	Designation	Date
Prepared by	Dr.K.Ramarao	Assistant professor in Zoology	19-04-2021
Reviewed by	Sri.Ch.Rambabu	Assistant professor in Physics	22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

**TITLE: ACADEMIC SOCIAL RESPONSIBILITY**

SECTION: COLLEGE

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- Conducts Blood Donation Camp every year in collaboration with RIMS, Srikakulam.
- Tree Plantation drives.
- Conducted Awareness Programmes to Students on various uses of Public Interest.
- Extension Services
- Conducted Field Trips
- Educational Tours.
- Coordinates with Departments (Dr. B.R. Ambedkar University, Andhra University, CCE, Treasury, Police Department, MPDO., Office, MRO., Office, RDO Office, ID College, Other Colleges, Sports, Cultural, District Collector Office, Forest Department, Fire Office, Animal Health Department, Health Centre).
- As part of NSS activities every year organising two Special Camps at nearest villages in Tekkali Mandal.
- Conducted Rallies to create awareness to the people (like AIDS Rally, ODF Rally, DISHA Rally etc.)

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Dr.B.Vijayeswara rao	Assistant professor in Telugu	19-04-2021
Reviewed by	Smt.A.Jayalakshmi	Assistant professor in History	22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

<b>TITLE: ASSETS</b>			
SECTION: COLLEGE		PAGE NO.1 OF 2	
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Sl. No.	Asset Name	Location	Quantity Status
01.	Student Desks	Class Rooms	390
02.	Student Sitting Benches	Class Rooms	448
03.	Chairs	Principal Cabin, Staff Rooms, Office Room, Class Rooms, Library & Labs	79
04.	Tables	Principal Cabin, Staff Rooms, Office Room. Class Rooms, Library & Labs	102
05.	Projectors	Department of Computer Science & Commerce Lab	
06.	Fans	Principal Cabin, Staff Rooms, Office Room, Class Rooms, Library & Labs	146
07.	Lights(bulbs& tubes)	Principal Cabin, Staff Rooms, Office Room, Class Rooms, Library & Labs	121
08.	Computers	Principal cabin, Office Room, Library & Labs	77
09.	Printers	Principal cabin, Office Room, Library & Labs	6
10.	Plastic Chairs	Principal Cabin, Staff Rooms, Office Room, Class Rooms, Library & Labs	136
11.	Green Boards	Class Rooms, Library & Labs	17
12.	Photocopy Machines	Principal Cabin, Office Room and Library	5
13.	Laptops	Chemistry, Commerce and Zoology Departments	4
14.	Refrigerators	Principal cabin & Labs	8
15.	Plastic Stools	Sciences, Commerce & Language Labs	59
16.	Wooden Stools	Sciences, Commerce & Language Labs	36
17.	Sofa Sets	Principal cabin	3

Sl. No.	Asset Name	Location	Quantity Status
18.	Racks	Principal Cabin, Staff Rooms, Office Room, Library & Labs	55
19.	Almirahas	Principal Cabin, Staff Rooms, Office Room, Library & Labs	123
20.	Audio Visual Equipment	Physics Department	One Set
21.	TV Sets	MANA TV Room and Recreation Room	2
22.	Solar Panels	On the terrace	2

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Dr.G.Naga Santhi	Assistant professor in Commerce	19-04-2021
Reviewed by	Sri.Appalaswami		22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

**Title: STUDENT ACHIEVEMENTS****SECTION: COLLEGE****PAGE NO. 1 OF 3****REVISION NO.: 00****DATE:22/04/2021****STUDENT'S ACHIEVEMENTS:**

The following students have got PGCET Ranks:

Name of the Department	Name of the Student	Rank	Year
Telugu	V. Tirumala Rao	26	2018-2019
	Shaik Rajiya	06	2019-2020
	Latha Chandrika Reddy	14	
	B. Samuyul	55	
	N. Sai Prasanna	66	
Mathematics	R. Ramya	01	2018-2019
	V. Nirmala	26	
	B. Santosh Kumar	85	
	K. Jangam Naidu	97	
	R. Swathy	101	2019-2020
	Ch. Lavanya	34	
	A. Hemanth Kumar	23	2020-2021
	Jaya Ram	115	
	M. Mounika	226	
	P. Sailaja	119	
	P. Satya Prabha	167	
	G. Jaya Ram	463	
	T. Sisindri	787	
Physics	D. Linga Murthy	125	2015-2016
	G. Benerjee	11	2017-2018
	B. Rajesh	101	
	B. Kurma Rao	121	
	M. Kishore	113	2019-2020
	K. Swetha	11	
	P. Yogeswara Rao	128	2020-2021
	I. Lava Babu	237	
Zoology	B. Sowndharya	83	2017-2018
	D. Kamalakara Rao	474	2020-2021
	Ch. Alekya	599	
	I. Dhana Lakshmi	107	



Name of the Department	Name of the Student	Rank	Year
Chemistry	K. Anil	33	2015-2016
	V. Uma	150	
	G. Narayana Rao	183	
	M. Tejeswari	10	2016-2017
	P. Nalandha	25	
	M. Kurma Rao	91	
	M. Praveena	18	2018-2019
	T. Bharathi	35	
	P. Lalitha Sri	63	
	K. Jyothsna	101	
	S. Divya	282	
	S. Yasodha	76	2019-2020
	U. Lathif	03	
	M. Eswari	11	2020-2021
	D. Anitha	21	
	D. Anitha	02 (BRAU CET)	
	G. Indhumathi	25	
	G. Indumathi	03 (BRAU CET)	
	V. Hima	61	
	V. Hima	04 (BRAU CET)	
	K. Lakshmi Narayana	225	
Economics	K. Pavan Kumar	11	2020-2021
	D. Rani	42	
	G. Dhana Lakshmi	139	
Commerce	I. Narayana Rao	200	2020-2021
	D. Ganesh	325	
	B. Roja Rani	493	
	D. Pavan Kumar	475	

#### OTHER ACHIEVEMENTS:

- An Awareness Campaign about the ban of plastic and use of cloth bags is arranged by Department of Chemistry on 12<sup>th</sup> February, 2019.
- Pamphlets were distributed to public.
- On 30-08-2019, Eco-friendly Ganesh idols are made by Zoology students and distributed to public. Later these idols are immersed in water pots and seeds in them grew as plants.

- An Awareness Campaign about the COVID-2019 Pandemic situation arranged by Department of Economics on 18<sup>th</sup> December, 2020.
- 10 students of previous batch got selected in SSC (Constable) Recruitment-2020.
- 20 students got jobs in A.P. Sachivalayam Recruitment-2019.
- One student got job in A.P. Sachivalayam Recruitment-2020.
- Karthik, Commerce student of academic batch 2016-19 of this college is a Medal achiever in Indian Army .He is also T-90 Bheeshma Tanker operator

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Sri.R.Ravishankar	Assistant professor in Mathamatics	19-04-2021
Reviewed by	Smt.Y.Mounika	Assistant professor in English	22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

<b>TITLE: TEACHERS ACHIEVEMENTS AND PARTICIPATIONS</b>	
<b>SECTION: COLLEGE</b>	<b>PAGE NO. 1 OF 28</b>
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**Dr.T. Govindamma, Principal:**

- ❖ Achieved Teacher job in 1991-1992.
- ❖ Got 37<sup>th</sup> Rank in PG CET.
- ❖ Got 1<sup>st</sup> Rank and awarded Gold Medal in P.G.(Hindi) in 1994.
- ❖ Qualified NET in the year 1995.
- ❖ Joined as Junior Lecturer in September, 1998 at Medak Junior College.
- ❖ Joined as Degree Lecturer in November, 1998 at Chodavaram, Zone-I.
- ❖ Attended Orientation Course at Andhra University in 2002.
- ❖ Attended Refresher Course at Central University, Hyderabad in 2003.
- ❖ Attended Integrated Refresher Course at Andhra University in 2004.
- ❖ Awarded Ph.D., in April, 2012.
- ❖ Acted as NAAC Coordinator and IQAC Coordinator at Government Degree College, Narasannapeta in 2015.
- ❖ Acted as Convenor and Judge in Yuvatarangam Programme instructed by Commissioner of Collegiate Education.
- ❖ Acted as MANA TV Coordinator in Government Degree College, Narasannapeta and Government Degree College(Women), Marripalem.
- ❖ Attended and presented paper in National Seminar in 2012.
- ❖ Attended International Seminar in 2018 at St.Joseph College, Visakhapatnam and Visakha Women's College, Visakhapatnam.
- ❖ Gave seven Paper Publications in National & International Journals.
- ❖ Achieved Professor status in 2015 after attending the interview at Guntur University.
- ❖ Discharged duties as NSS Programme Officer.
- ❖ Attended Three Days Training Programme at Vijayawada conducted by Commissioner of Collegiate Education.

**A.Rama Rao, Vice-Principal:**

- Participated in “Andhra University National Service Scheme(NSS) Training and Orientation Centre (TOC),” Visakhapatnam, Orientation Course from 02-01-2007 to 11-01-2007.
- Participated in the “State Level Orientation Programme in Economics” conducted by Department of Intermediate Education, Andhra Pradesh, Hyderabad from 14-05-2007 to 16-05-2007 held at APCOB-ICM, Rajendranagar.

- Attended the “Orientation Programme for Junior Lecturers in English and Economics of Government Junior Colleges in Zone-I” conducted by Department of Intermediate Education, Andhra Pradesh, Hyderabad from 16-11-2009 to 21-11-2009 at Gayatri Educational Institutions, Vizianagaram.
- Has qualified APSET-2012 held on 27-07-2012.
- Participated in the “National Service Scheme (NSS) Orientation Course” organised from 28-09-2012 to 04-10-2012 held at Dr.B.R. Ambedkar University, Etcherla, Srikakulam District.
- Participated in the “UGC-Sponsored Refresher Course organised by UGC-Academic Staff College, Andhra University,” Visakhapatnam from 18-12-2013 to 07-01-2014.
- Participated in the “One Day Regional Level Science Fair” sponsored by Andhra Pradesh Council of Science and Technology (APCOST) organised by Government Degree College, Palakonda, Srikakulam District held on 25-02-2014.
- Participated in One Week Training of Trainers Programme on “A Foundation Course in Human Values & Professional Ethics” held at UGC-Academic Staff College, University of Hyderabad, Andhra Pradesh, from 17-07-2014 to 23-07-2014.
- Participated in the State Level Seminar on “Human Resource Development in Higher Education and the Role of Government Degree Colleges in Andhra Pradesh” held on 13-12-2014.
- Participated in Orientation Course sponsored by UGC – Human Resource Development Centre, Andhra University, Visakhapatnam from 23-04-2015 to 20-05-2015.
- Participated in the State Level Seminar on Quality Enhancement in Government Degree Colleges – Role of Teachers organised by GCGTA, Andhra Pradesh, held at Andhra University, Visakhapatnam on 10-10-2015.
- Participated in the Inter-Disciplinary Refresher Course in the subject Education Technology organised by UGC-Human Resource Development Centre, Andhra University, Visakhapatnam from 11-07-2016 to 31-07-2015.
- Participated in the One Day National Seminar on “Demonetisation Indian Banking, Challenges and Strategies organised by Government Degree College(Men), Srikakulam, held on 30-12-2015.
- Participated as Member in the Workshop organised by the Department of Chemistry, Government Degree College, Tekkali on 21-11-2017.

**Dr. A. Siva Prasad, Lecturer in Computer Science:**

- Co-authored 19 publications published in International Peer-Reviewed Journals & Conferences and National Conferences/Seminars.
- Participated in seven Workshops/Symposia organised at National and International levels.
- Participated in 12 Training Programmes organised at State Level visited China, duration December 1-7, 2009, Purpose: Invited Speaker, The BIT’s 3<sup>rd</sup> Annual World Conference of Gene 2009 (WCG-2009)’s, Foshan, China.

- Won the prize in National Technical Festival Techfest-06 in IIT, Bombay for presenting the model for the Data glove with which a dumb person can communicate with a normal person.
- Got Certified by Dale Carnegie & Wipro for High Impact Teaching Skills at the Workshop.
- Got Certified by ISTE (Indian Society for Technical Education) for Technical Trainings at the Workshop.
- Chaired a Technical Session in International Conference on Computational Intelligence-2014, Visakhapatnam.
- Won Certificate of Appreciation in District Level Training Programme, Human Value and Professional Ethics.
- Attended Three Day Workshop on “Introduction of Choice Based Credit System,” 15-17 April, 2014, University of Hyderabad.
- Attended Two Day Work Shop on “Recent Trends in Bioinformatics,” 17-18 May, 2014, Visakhapatnam.
- Attended Two Day Workshop on “Bioinformatics Tools in Diabetic Research,” 16-17 August, 2014, Visakhapatnam.
- Attended One Day Workshop on “Choice Based Credit System – Credit Frame Work For Skill Development in Under Graduate Courses,” 16 October, 2015, Dr. V.S. Krishna Government Degree College, Visakhapatnam.
- Attended One Day Workshop IEEE Entrepreneurship Development Programme, 18<sup>th</sup> October, 2015, Visakhapatnam.
- Attended Two Day National Level Workshop, Obesity – A Life Style Challenge, 3-4 February, 2015.
- Attended Moodle Learning Management System, Spoken Tutorial, IIT Bombay, March, 2020.
- Participated in Induction Training Programme, 26-12-2011 to 31-12-2011, Government Degree College, Rajahmundry.
- Participated in Six Day Training Programme, 23-02-2013 to 28-02-2013, Dr. V.S. Krishna Government Degree College, Visakhapatnam.
- Attended Training Programme “Role of Communication Skills in Effective Teaching, 17-05-2013 to 06-06-2013, JNTU, Hyderabad.
- Participated in Three Day District Level Training in a Foundation Course in “Human Value and Professional Ethics,” 15-07-2013 to 17-07-2013, Dr. V.S. Krishna Government Degree College, Visakhapatnam.
- Participated in Orientation Programme, 24-11-2014 to 21-12-2014, Andhra University, Visakhapatnam.
- Participated in UGC sponsored short term courses “e-learning and ICT for Teaching Learning,” 02-11-2015 to 07-11-2015, JNTU, Hyderabad.
- Attended Training Programme “Future Learners Need Learning Strategies”, Cambridge University, 20-05-2020.

- Attended Training Programme “Induction to Positive Psychology Wellbeing for your Classroom,” Cambridge University, 20-05-2020.
- Completed FDP on Internet of Things and Artificial Intelligence Applications, 01-06-2020 to 06-06-2020, K.L. University.
- Completed FDP on Enterprises Applications, Andhra Pradesh State Skill Development Corporation, 01-07-2020 to 03-07-2020.
- Completed FDP on LMS Video and Pedagogy, Commissionerate of College Education, 03-08-2020 to 07-08-2020.
- Completed RC on Information and Communication Technology, Hyderabad Central University, 24-08-2020 to 05-09-2020.

#### **D. Adinarayana, Lecturer in Chemistry:**

- ★ Won Best Teacher Award on the occasion of Teachers Day on 05-09-2004 at District Level, Department of School Education, Government of Andhra Pradesh.
- ★ Participated in Six Day State Level Training Programme in Pedagogical Skills conducted at Warangal from 15-01-2009 to 20-01-2009 by the Directorate of Intermediate Education, Andhra Pradesh, Hyderabad.
- ★ Qualified APSET on 15-11-2012 conducted by Osmania University, Andhra Pradesh.
- ★ Participated in Two Day State Level Workshop on “Capacity Building of Research Culture in Under Graduate Institutions,” organised by Government Degree College (Women), Srikakulam, held on 18-01-2014 and 19-01-2014.
- ★ Participated in National Seminar on “Recent Trends in Separation Processes in Pollution Control” sponsored by UGC and conducted by Department of Chemistry, K.R.R. Government Arts and Science College, Kodada, Nalgonda District, Telangana State on 12-07-2014 and 13-07-2014.
- ★ Participated and presented a paper in UGC Sponsored National Seminar on “Recent Trends in Biology and Its Applications” organised by Department of Chemistry, SKP Government College, Guntakal, Ananthapuram District, Andhra Pradesh on 29-01-2015.
- ★ Participated as Resource Person in DRC Sponsored One Day District Level Workshop on “Revised Semester Approach of Chemistry Curriculum at UG Level” organised by Department of Chemistry, Government Model Degree College, Pathapatnam on 28-08- 2015.
- ★ Participated in DRC Sponsored District Level Exhibition and Quiz on 06-11-2015 organised by Department of Zoology, Government Degree College, Tekkali.
- ★ Participated and completed UGC Sponsored “Orientation Course” held from 03-03-2016 to 30-03-2016, organised by UGC-HRDC, Andhra University, Visakhapatnam.
- ★ Participated in Six Day National Workshop on “Contemporary Perspectives of Mathematical and Physical Sciences Pertaining to Engineering and Technology” during 18-09-2016 to 23-09-2016 organised by Department of Basic Sciences and Humanities, AITAM, Tekkali.
- ★ Participated and completed Refresher Course on “Basic Sciences” held from 12-12-2016 to 01-01-2017 organised by UGC-HRDC, Andhra University, Visakhapatnam.

- ★ Organised a District Level DRC-Sponsored Workshop on “Bird’s Eye View on 5<sup>th</sup> Semester Chemistry – UG Syllabus,” Department of Chemistry, Government Degree College, Tekkali on 21-11-2017.
- ★ Participated in One Week Orientation Workshop on “OER, Content Development, MOOCS and MOODLE” organised by the E&ICT Academy, NIT Warangal, Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada and APSCHE, Government of Andhra Pradesh at NIT Warangal from 30-11-2018 to 05-12-2018.
- ★ Attended a One Day State Level Hands-On Training Programme on “Learning Management Systems” conducted by ICONMA Professional Services & Solutions Private Limited and SPD, RUSA, Government of Andhra Pradesh held on 12-09-2019.
- ★ Participated in National Seminar on “Chemical Speciation in Biology and Marine Environment-CSBME 2019” Organised by School of Chemistry, Andhra University, Visakhapatnam during 29-09-2019 and 30-09-2019.
- ★ Successfully completed Sixteen Weeks ‘Swayam Arpit Online Refresher Course in Chemistry for Higher Education’ held from September 2019-January 2020, authorized by Ministry of HRDC, Government of India.
- ★ Participated in Online Workshop on “Research Methodology” tuning your skills in research proposals held on 28-05-2020 and 29-05-2020 organised by East Tamilnadu in association with Sri Y.N. College(A), Narsapur, West Godavari District, Andhra Pradesh.
- ★ Participated and completed a Eight Week NPTEL, Swayam Online FDP on “Pericyclic Reactions and Organic Photochemistry” organised by IIT Madras from February-April, 2020.
- ★ Participated in Five Day Online FDP on “Revised NAAC Accreditation Process and Tools” organised by IQAC, DSGDC(W), Ongole in association with Government Degree College, Chebrolu, Andhra Pradesh held from 26-06-2020 to 30-06-2020.
- ★ Participated in One Day National Webinar on “Soft Skills” organised by Government Degree College, Icchapuram, Srikakulam District, Andhra Pradesh on 07-06-2020.
- ★ Participated in Five Day Faculty Development Programme in Chemistry on the theme “New Knowledge, Advanced Teaching and Research; New Frontiers and Emerging Technologies” held from 01-07-2020 to 05-07-2020 organised by Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada.
- ★ Number of extension lectures given: 06.

**Sri Ronaki Ravisankar, Assistant Professor in Mathematics:**

- Completed M.Sc., Mathematics at Hyderabad Central University and got All India 5<sup>th</sup> Rank in HCU Set.
- Qualified APSET on 15-11-2012 conducted by Osmania University, Andhra Pradesh.
- Best Performance in BIE IPE Result 2010.
- Participated in MTTS Programme founded by NBHM, conducted at I.I.T., Mumbai from 21-05-2001 to 16-06-2001.
- Participated in Six Days State Level Training Programme Intermediate Staff Training Academy Mathematics Orientation Training Programme at MCRHRD Institute,

Hyderabad from 23-04-2012 to 28-04-2012 by the Directorate of Intermediate Education, Andhra Pradesh, Hyderabad.

- Participated in One Week Training of Trainers Programme on “A Foundation Course in Human Values & Professional Ethics” held at UGC – Academic Staff College, University of Hyderabad in association with Commissioner of Collegiate Education, Andhra Pradesh from 17-07-2014 to 23-07-2014.
- Participated in the Refresher Course in Mathematics at UGC-Academic Staff College, University of Hyderabad from 22-08-2014 to 11-09-2014.
- Participated in The Blood Donation Camp at Government Degree College, Tekkali, 04-12-2014.
- Participated in the One Day District Level Workshop on “Indian Banking – Trends and Challenges” held on 20-09-2014 at Government Degree College, Tekkali, Srikakulam District.
- Participated in the Orientation Course at UGC-HRDC, Andhra University from 07-12-2015 to 03-01-2016.
- Participated in Two Day National Workshop on “Recent Trends in Algebra & Its Applications-2015” organised by Department of Mathematics & Statistics, K.B.N. College, Vijayawada.
- Participated in Six Day National Workshop on “Contemporary Perspectives of Mathematical and Physical Sciences pertaining to Engineering and Technology” during 18-09-2016 to 23-09-2016, organised by Department of Basic Sciences and Humanities, AITAM, Tekkali.
- Participated DRC Sponsored District Level Exhibition and Quiz on 06-11-2015, organised by Department of Zoology, Government Degree College, Tekkali.
- Organised a District Level DRC-Sponsored Workshop on “Bird’s Eye View on Sixth Semester Chemistry UG Syllabus,” Department of Chemistry, Government Degree College, Tekkali on 21-11-2017.
- Participated and Paper Presentation on “Existence of Positive Solutions for \_\_\_\_\_ order two-point bvp with p-laplacian operator in the Fifth Andhra Pradesh Science Congress (APSC-2019) held at B.R. Ambedkar University, Srikakulam from 29-11-2019 to 30-11-2019.
- Participated in Two Day International Webinar on “Analytical Approach of Mathematics and Its Allied Areas” organised by The Department of Mathematics & Statistics and IQAC, Mrs. A.V.N. College, Visakhapatnam in association with VASMS & SMSMS on 03-07-2020 and 04-07-2020.
- Participated in One Week Orientation Workshop on “OER, Content Development, MOOCS and MOODLE” organised by the E&ICT Academy, NIT Warangal, Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada and Andhra Pradesh State Council of Higher Education, Government of Andhra Pradesh at NIT Warangal from 30-11-2018 to 05-12-2018.
- Participated in Five Day “Faculty Development Programme in Mathematics” on the Theme of New Knowledge, Pedagogical Methods: “New Frontiers in Real Analysis,



Abstract Algebra, Differential Equations and Calculus” organised by Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada from 13-07-200 to 17-07-2020.

- Participated in a One Week Online National Faculty Development Programme on “MATHEMATICS ELEMENTS IN ENGINEERING AND APPLIED SCIENCES (MEEAS-2020)” organised by The Department of Basic Science and Humanities (Mathematics), GVP College of Engineering for Women, Visakhapatnam from 21-07-2020 to 25-07-2020.
- Participated in a Two Day State Level Workshop on “Learning Managements System(LMS) an introduction to Google Classroom” organised by VSM College (Autonomous), Ramachandrapuram affiliated to Adhikavi Nannayya University, Rajamahendravaram on 01-08-2020 and 02-08-2020.
- Participated in a One Week Online International Faculty Development Programme on “Recent Advances in Mathematics and Statistics” in connection with Birth Centenary of Prof. C.R. Rao, jointly organised by the Department of Mathematics, Institute of Science and Centre for Learning & Sustainability, GITAM (Deemed to be University), Visakhapatnam from 03-08-2020 to 08-08-2020.
- Participated in Five Day Faculty Development Programme “Role of Applied Sciences in Industry & Engineering (IFDPRAS)” organised by Department of Mathematics, University College of Engineering, Osmania University, Hyderabad, Hyderabad in association with APTSMS conducted from 02-08-2020 to 06-08-2020.
- Participated in One Day National Webinar on “Mathematical Applications of Cryptography” organised by GIS, Visakhapatnam, held on 09-08-2020.
- Number of Extension Lectures given six.
- Published Research Paper on Some Applications via Suzuki type common quadruple fixed point results in G-metric spaces. Available online at <http://scik.org>. j.Math.Comut.Sci.10: 1927-5307(2020), No.4, 1104-1130, ISSN.
- Published Research Paper on Existence of Positive Solutions for \_\_\_\_ Order Lidstone BVP with P-Laplacian, Available Online Common Nonlinear Anal.2019 No. 07, current issue.
- Published Research Paper on Existence of Positive Solutions for \_\_\_\_ Order Two Point PO-Laplacian BVP, Asia.Pac.J.Math.2020,7-19, doi:[10.28924/APJM/7-19](https://doi.org/10.28924/APJM/7-19) Published: 13-07-2020, ISSN: 2357-2205.
- Published Research Paper on Existence of Positive Solutions for \_\_\_\_ Order Three Point BVP with P-Laplacian. Available Online at <http://dx.doi.org/10.3846/13926292>. Mathematical Modelling and Analysis, 10(2020), current issue, ISSN: 1392-6292.
- Published Research Paper on Existence of Positive Solutions of Sturm-Liouville BVP with P-Laplacian Operator (in Review).
- Published Research Paper on Existence of Positive Solutions for Higher Order Three-Point BVP with P-Laplacian (In Review).
- Published Research Paper on Existence of Positive Solutions of \_\_\_\_ order three-point BVP with P-Laplacian (in Review).

**Dr. Bodduru Vijayaeswara Rao, M.A., (Gold Medal), Ph.D., NET, TPT, Lecturer in Telugu:**

- Got Gold Medal in M.A., Telugu from Andhra University, Visakhapatnam in the year 2000.
- Awarded Ph.D., in Telugu Subject (Vihaari Kathalu – Parariseelana) from Andhra University, Visakhapatnam in the year 2020.
- Received “Best Employee in Higher Education” Award from District Collector, Srikakulam on 15-08-2019.
- Received “Best Volunteer” Award from District Collector, Vizianagaram in the year 1997.
- Received “District Youth Literary” Award from District Collector, Vizianagaram in the year 1999.
- Received “Godavari Maha Pushkara Puraskaaram” Award from Telugu Rakshana Vedita, Andhra Pradesh on 19-07-2015.
- Received ‘Dasara Puraskaaram’ from Eliance Club International on 04-10-2015.
- Received Appreciation as a Poet in “Sankranthi Sambaraalu” from Ministry of Language & Cultural, Government of Andhra Pradesh on 13-01-2015.
- Received Appreciation as a Poet in “Ugadi Kavi Sammelanam” from Ministry of Language & Cultural, Government of Andhra Pradesh on 21-03-2015.
- Received Appreciation as a Poet in “State Level Kavi Sammelanam” from Ministry of Language & Cultural, Government of Andhra Pradesh on 30-11-2015.
- Received Appreciation as a Poet in “Ugdi Kavi Sammelanam” from Ministry of Language & Cultural, Government of Andhra Pradesh on 08-04-2016.
- Received Appreciation as Poet in “Kavi Sammelanam” from District Writers’ Association, Vizianagaram.
- Completed ten days Orientation Course as a N.S.S. Programme Officer from Andhra University during the period 10-02-2011 to 19-02-2011.
- Completed twenty one days Refresher Course in “Educational Technology” from Andhra University during the period 11-07-2016 to 31-07-2016.
- Completed twenty seven days Orientation Course from Andhra University during the period 28-08-2017 to 23-09-2017.
- Completed twenty one days Refresher Course from Andhra University during the period from 12-11-2018 to 02-12-2018.
- Attended five days Faculty Development Programme on “Telugu Language Literature and Journalism” organised by Department of Studies in Telugu, Bangalore University, Karnataka from 22-07-2020 to 29-07-2020.
- Attended five days Faculty Development Programme on “LMS Video & Pedagogy” organised by Commissionerate of Collegiate Education, Vijayawada from 03-08-2020 to 07-08-2020.

- Attended five days Faculty Development Programme on “Telugu Language & Literature” organised by Commissionerate of Collegiate Education, Vijayawada from 17-08-2020 to 21-08-2020.
- Attended in National Seminar on “Anuvaada Dhoranalu – Streevaada, Dalithavaadalu” organised by UGC & Andhra University, Visakhapatnam on 17-03-2020 and 18-03-2020.
- Presented a Paper in National Seminar on “Pramanika Bhashabhyasampai Samajika Varga Prantheya Nepathyala Prabhavam” organised by Government Degree College(M), Srikakulam on 02-03-2010 and 03-03-2010.
- Presented a Paper in National Seminar on “Kalingindhra Janapadakalalu – Parirakshana” organised by Central Institute of Indian Languages, Mysore & Government Degree College(M), Srikakulam on 02-12-2011 and 03-02-2011.
- Presented a Paper in National Seminar on “Gurajada Sahitya Stree Prasthaanam” organised by W.I.A., & A.V.N. College, Visakhapatnam on 09-11-2012.
- Presented a Paper in National Seminar on “Jashuva Sahithi Samalochana” organised by UGC & Andhra University, Visakhapatnam on 01-02-2014 & 02-02-2014.
- Attended District Level Workshop on “Indian Banking – Trends and Challenges” organised by Government Degree College, Tekkali on 20-09-2014.
- Presented a Paper in National Seminar on “Praacheena Sahityam – Vyakthitva Vikaasam” organised by UGC & Government Degree College(M), Srikakulam on 26-02-2015 and 27-02-2015.
- Attended State Level Workshop on “Kavitva Sikshana Sibiram” organised by Sahithi Sravanthi on 02-07-2015.
- Presented a Paper in National Seminar on “Telugu Sahityam Saanghikodyama Rupalu” organised by UGC & Andhra University, Visakhapatnam on 26-09-2015 and 27-09-2015.
- Presented a Paper in State Level Seminar on “Quality Enhancement in Government Degree Colleges – Role of Teachers” organised by G.C.G.T.A., Andhra Pradesh on 10-10-2015.
- Presented a Paper in National Seminar on “Aadhunika Telugu Sahityam Theeru Thennulu” organised by UGC & Andhra University, Visakhapatnam on 30-07-2016.
- Presented a Paper in National Seminar on “Viswanatha Sahitya Samaalochanam” organised by UGC and SRR & CVR Degree College, Vijayawada on 07-09-2017 and 08-09-2017.
- Attended District Level Workshop on “Birds Eye View” organised by Government Degree College, Tekkali on 21-11-2017.
- Presented a Paper in District Level Workshop on “Indian Banking – Trends and Challenges” organised by Government Degree College, Tekkali on 15-03-2018.
- Attended National Level Workshop on “Pracheena Telugu Sahitya Adhyayanam” organised by Central Institute of Indian Languages, Mysore from 16-09-2019 to 20-09-2019.

- Presented a Paper in National Conference on “Future Challenges of Higher Education” organised by UGC & Government Degree College(W), Srikakulam on 31-01-2020 and 01-02-2020.
- Participated in International Webinar on “Scientific Avenue to COVID-19” organised by SKSD Mahila Kalasala, Tanuku on 28-05-2020.
- Participated in National Webinar on “Health Management” organised by Way Foundation & NGO’s Tirupathi on 31-05-2020.
- Participated in National Webinar on “Paryavarana” organised by SGK Government Degree College, Vinukonda on 02-06-2020.
- Participated in National Webinar on “Teaching Learning Process in COVID-19 Pandemic” organised by Government Degree College, Nagari on 04-06-2020.
- Participated in International Webinar on “Post Covid Challenges to Human Beings” organised by P.R. Government Degree College, Kakinada on 04-06-2020.
- Participated in National Webinar on “Creative Writings of Research Proposals” organised by Aadikavi Nannayya University, Rajahmundry on 04-06-2020.
- Participated in National Webinar on “Telugu Bhasha-Pracheenetha” organised by Dr. BCCC Hindu College, Chennai on 06-06-2020.
- Participated in National Webinar on “Internet of Things” organised by Sri ABR Government Degree College, Repalle on 06-06-2020.
- Participated in National Webinar on “Soft Skills” organised by Government Degree College, Ichhapuram on 07-06-2020.
- Participated in National Webinar on “Indian Economy – Post-Lockdown” organised by SVD Government Degree College, Niddavole on 12-06-2020.
- Participated in International Webinar on “Vaalmiki Ramayanam – Jana Jeevana Dikshuchi” organised by SPW Degree & PG College, Tirupathi on 26-08-2020.
- Participated in International Webinar on “Telugu Sahityam – Samakaleenatha” organised by VNR & NVR College, Tenali on 24-08-2020 and 25-08-2020.
- Participated in National Webinar on “Creative Writings of Research Proposals” organised by Aadikavi Nannayya University, Rajahmundry on 04-06-2020.
- Participated in National Webinar on “Telugu Bhasha Sastravettalu-Bhasha Seva” organised by Benaras Hindu University, Vaaranaasi and Aadikavi Nannayya University, Rajahmundry on 29-08-2020.
- Participated in International Webinar on “Twenty First Century Women Novels” organised by S.V. University, Tirupathi on 29-08-2020 and 30-08-2020.
- Participated in International Webinar on “Telugu Katha – Vasthu Rupa Vaividhyam” organised by Madhurai Kamaraj University, Tamilnadu on 07-09-2020 and 08-09-2020.
- Participated in National Webinar on “Viswanatha Sahityam – Paryalokanam” organised by Government Degree College, Seethampeta on 10-09-2020.
- Participated in National Webinar on “Praacheena Sahityam – Adhyayana Aavasyakatha” organised by Government Degree College, Pithapuram on 26-09-2020.

- Performed duties as a Academic Counsellor for Dr. B.R. Ambedkar Open University, Hyderabad from 22-05-2013 to till now.
- Performed duties as a Department Incharge of Department of Telugu, Government Degree College, Tekkali from 15-09-2015 to till now.
- Was selected as a LMS (Learning Management System) Content Generator for U.G. Courses organised by Commissionerate of Collegiate Education, Vijayawada, Government of Andhra Pradesh.
- Conducted Divisional Youth Festival at Government Degree College, Tekkali, Srikakulam District organised by SETSRI, Srikakulam, Department of Youth Services, Government of India on 18-12-2017.
- Worked as a N.S.S. Programme Officer at Government Junior College, V.Madugula, Visakhapatnam from 04-07-2008 to 13-06-2011.
- Working as a N.S.S. Programme Officer at Government Degree College, Tekkali, Srikakulam District from 28-05-2017 to till now.
- Successfully conducted Ten Days N.S.S. Special Camp as a Programme Officer at Jampena Village, V.Madugula Mandal, Visakhapatnam District from 18-01-2011 to 24-01-2011.
- Successfully conducted Seven Days N.S.S. Special Camp as a Programme Officer at Ayodhyapuram Village, Tekkali Mandal, Srikakulam District from 02-02-2018 to 08-02-2018.
- Successfully conducted Seven Days N.S.S. Special Camp as a Programme Officer at Challapeta Village, Tekkali Mandal, Srikakulam District from 06-02-2019 to 12-02-2019.
- Successfully conducted Seven Days N.S.S. Special Camp as a Programme Officer at Vikramapuram Village, Tekkali Mandal, Srikakulam District from 20-02-200 to 26-02-2020.
- Successfully conducted Blood Donation Camp as a Programme Officer and collected fifty units Blood from the Volunteers at Government Degree College, Tekkali, Srikakulam District association with RIMS, Srikakulam on 22-02-2018.
- Successfully conducted Blood Donation Camp as a Programme Officer and collected fifty six units Blood from the Volunteers at Government Degree College, Tekkali, Srikakulam District association with RIMS, Srikakulam on 19-02-2019.
- Successfully conducted Blood Donation Cam as a Programme Officer and collected fifty units Blood from the Volunteers at Government Degree College, Tekkali, Srikakulam District association with RIMS, Srikakulam on 26-11-2019.
- Recognised as a My NEP Ambassador for the valuable contribution towards promoting the National Education Policy 2020.
- Performed his duties as a Presiding Officer for General Elections-2009 at M.P.E. School, Nellimukku Village, Peda Gantyada Mandal, Visakhapatnam District on 16-04-2009.
- Performed his duties as a Returning Officer for Grama Panchayat Elections-2013 at K.Kotturu Village, Tekkali Mandal, Srikakulam District on 17-07-2013.

- Performed his duties as a Assistant Presiding Office for ZPT/MPTC Elections-2014 at M.P.E. School, Vajrapukothuru, Srikakulam District on 06-04-2014.
- Performed his duties as a Presiding Officer for General Elections-2014 at M.P.P. School, Pathapatnam, Srikakulam District on 07-05-2014.
- Performed his duties as a Chief Superintendent for Village Examinations-2019 Secretariat at Zilla Parishad High School, Kasibugga, Srikakulam District on 01-09-2019.
- Delivered his speech as a Guest Lecturer on “Praacheena Telugu Sahityam – Vyaktitva Vikaasam” at Prajna College of Science & Arts, Palasa, Srikakulam District on 28-08-2014.
- Delivered his speech as a Guest Lecturer on “Aadhunikaandhra Kavitam” at Prajna College of Science & Arts, Palasa, Srikakulam District on 21-10-2014.
- Delivered his speech as a Guest Lecturer on “Telugu Sahityam – Kavithrayam” at Prajna College of Science & Arts, Palasa, Srikakulam District on 04-02-2015.
- Delivered his speech as a Guest Lecturer on “Chaso Kathalu – Samajika Drukpatham” at SSN Degree College, Rajam, Srikakulam District on 19-08-2015.
- Delivered his speech as a Guest Lecturer on “Aadhunika Telugu Nataka Sahityam” at SSN Degree College, Rajam, Srikakulam District on 08-10-2015.
- Delivered his speech as a Guest Lecturer on “Andhra Maha Bharatham – Sthree Paatralu” at GNR Degree College, Rajam, Srikakulam District on 15-07-2015.
- Delivered his speech as a Guest Lecturer on “Sri Sri Poetry” at GNR Degree College, Rajam, Srikakulam District on 22-09-2015.
- Delivered his speech as a Guest Lecturer on “Kodavatiganti Kutumbarao Kathalu – Sasthreeya Drukpatham” at Mother Theresa Degree College, Tekkali, Srikakulam District on 26-07-2017.
- Delivered his speech as a Guest Lecturer on “Uttarandha Janapadalu” at Mother Theresa Degree College, Tekkali, Srikakulam District on 08-08-2017.
- Delivered his speech as a Guest Lecturer on “Telugu Sahitya Vimarsa” at Mother Theresa Degree College, Tekkali, Srikakulam District on 03-11-2017.
- Delivered his speech as a Guest Lecturer on “Kanyasulkam – Samajika Drukpatham” at Mother Theresa Degree College, Tekkali, Srikakulam District on 18-07-2017.
- Delivered his speech as a Guest Lecturer on “Telugu Navalalu – Paalle Jeevanam” at Mother Theresa Degree College, Tekkali, Srikakulam District on 28-12-2017.
- Delivered his speech as a Guest Lecturer on “Telugu Prabandhaalu” at Mother Theresa Degree College, Tekkali, Srikakulam District on 14-02-2018.
- Delivered his speech as a Guest Lecturer on “Gurajada Mutyala Saraalu” at GNR Degree College, Rajam, Srikakulam District on 25-07-2018.
- Delivered his speech as a Guest Lecturer on “Uttaraandhra Kathaa Sahityam” at GNR Degree College, Rajam, Srikakulam District on 10-10-2018.
- Performed his duties as a Chief Superintendent for Intermediate Public Examinations(Theory) conducted by Board of Intermediate Education, Hyderabad.

- Performed duties as a Departmental Officer for Intermediate Public Examinations(Theory and Practical) conducted by Board of Intermediate Education, Hyderabad.
- Performed his duties as a Chief Examiner for Intermediate Public Examinations(Theory) Spot Valuation conducted by Board of Intermediate Education, Hyderabad.
- Performed his duties as an Observer for Under Graduate Year-End and Semester-End Examinations conducted by Dr. B.R. Ambedkar University, Srikakulam.
- Performed his duties as a Chief Examiner for Under Graduate Spot Valuation conducted by Dr. B.R. Ambedkar University, Srikakulam.
- PPTs were uploaded in Commissioner of Collegiate Education Learning Website.
- Video Lessons were uploaded in LMS Portal as an additional resources maintained by Commissioner of Collegiate Education, Vijayawada.
- Felicitated by so many organizations as a Telugu Poet in the State.
- Maintained You Tube Channel as “Vijayeswar Video Lessons” for Telugu learning people all over the world.

**Sri B. Raju, Lecturer in Zoology:**

- ❖ Got Appreciation Award from A.P. Open School Society, Andhra Pradesh during the year 2010-2011 for active participation in student admissions in Open School Society.
- ❖ Got Appreciation Award from Special Commissioner of Collegiate Education, (APCCE), Vijayawada for active participation in Red Ribbon Club Activities during 2019-2020.
- ❖ Got Ph.D., Admission in Zoology in Andhra University through APRCET-2019, 10<sup>th</sup> Rank.
- ❖ Completed Two Week Induction Training Programme for Newly Recruited Lecturers during the period 13-08-2018 to 26-08-2018 at APHRDI, Visakhapatnam in association with Commissioner of Collegiate Education, Andhra Pradesh.
- ❖ Completed RC at ARPIT in SWAYAM Portal through online on 16-02-2020.
- ❖ Completed OC at Andhra University on 14-08-2020.
- ❖ Completed Faculty Development Programme Course Functional Genomics at NPTEL in SWAYAM portal through online on September, 2019.
- ❖ Qualified APSET-2012 held on 27-07-2012.
- ❖ Completed Workshop on OER, CONTENT DEVELOPMENT, MOOCS and MOODLE at NIT, Warangal from 19-11-2018 to 24-11-2018.
- ❖ Acted as a Jury Member in the District Level Twenty Seventh National Children's Science Congress-2019, Srikakulam held on 05-11-2019.
- ❖ Acted as a Jury Member in the District Level Forty Seventh JNNSMEE-2019 held on 17-12-2019.
- ❖ Acted as a Jury Member in the District Twenty Sixth National Children's Science Congress-2018, Srikakulam held on 14-11-2018.
- ❖ Acted as a Jury Member in the District Level Inspire Manak Awards 2019-2020 held during 03-02-2020 to 05-02-2020.

- ❖ Participated in UGC Sponsored Two Day National Webinar on Major Issues and Challenges in Indian Economy – Post Covid-2019 at Government Degree College, Rajahmundry, Andhra Pradesh.
- ❖ Participated in a Five Day Faculty Development Programme in Zoology on “New Knowledge in Animal Sciences – Emerging Technologies in Molecular Biology” from 06-07-2020 to 10-07-2020 organised by Commissioner of Collegiate Education, Andhra Pradesh.
- ❖ Participated in Two Day National Faculty Development Programme on Analytical and Diagnostic Tools in Chemical and Life Sciences on 05-06-2020 and 06-06-2020 organised by Andhra University, Visakhapatnam.
- ❖ Participated in Five Day Faculty Development Programme in LMS Video & Pedagogy from 03-08-2020 to 07-08-2020 organised by Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada.
- ❖ Completed Online Workshop entitled “Evidence Based Teaching and Learning Strategies in Higher Education” from 13-07-2020 to 15-07-2020 organised by IISER, Bhopal under the PMMMNMTT Scheme of MHRD.
- ❖ Created two Online Courses through MOODLE LMS for Degree Students.
- ❖ Created Youtube Channel ‘Raju Learning Portal’ for Degree Students.

**Sri D. Ravindra, Lecturer in Botany:**

- Completed Induction Programme from 13-08-2018 to 28-08-2018.
- Participated in Faculty Development Programme by Commissioner of Collegiate Education, Government of Andhra Pradesh, Vijayawada from 13-07-2020 to 17-07-2020.
- Qualified APSET-2012.

**K. Mounika, Lecturer in English:**

- Completed her Master in English from Andhra University in 2015.
- Qualified SET-TS & AP-2014 conducted by Osmania University held on 15-02-2015.
- Qualified UGC NET Lecturership Examination held on 10-07-2016.
- Qualified for UGC NET JRF through examination held on 22-01-2017.
- Stood Third in State-wide Examination held for the Post of Degree College Lecturers in English conducted by APPSC in 2016.
- Participated in fifteen days Induction Training Programme conducted by APHRDI in association with APCCE from 12-08-2018 to 26-08-2018.
- Attended Ministry of Electronics and Information, Government of India sponsored One Week Orientation Workshop on OER Content Development MOOCS and Moodle Organised by the E&ICT Department, NIT Warangal in association with Commissioner of Collegiate Education, Andhra Pradesh from 30-11-2018 to 05-12-2018.
- Participated in One Day Workshop on Continuous Professional Development for English Language Teachers conducted by ELTAI @ Visakhapatnam on 29-06-2019.



- Presented MANA TV Live Lecture on the topic The Loaded Dog by Henry Lawson on 26-09-2019.
- Created content for APCCE LMS Portal.
- Completed Annual Refresher Programme in English Language Teaching conducted by Gujarat University through SWAYAM Portal and secured 'A' Grade in the Examination conducted for the same.
- Participated in One Day Workshop on ELL Hands On Practice conducted in Dr. V.S. Krishna Government College on 30-12-2019.
- Attended Two Days Workshop on Capacity Building Workshop for English Lecturers in Teaching Methodology held by Commissioner of Collegiate Education, Andhra Pradesh in Andhra Loyola College on 13-03-2020 and 14-03-2020.
- Participated in various Webinars conducted by Oxford University Press, The British Council and Cambridge Assessment English for Professional and Skill Development between 20-03-2020 to 03-06-2020.
- Participated in Webinar on Challenges and Opportunities in Higher Education in COVID-19 Scenario conducted by St. Joseph College for Women(A), Visakhapatnam.
- Participated in Five Days Faculty Development Programme on LMS Video and Pedagogy conducted by Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada from 03-08-2020 to 07-08-2020.
- Participated in One Week Faculty Development Programme on A – Z of Writing and Publication in Scopus-indexed Journals held from 16-08-2020 to 22-08-2020.
- Participated in Five Days Faculty Development Programme conducted for English Lecturers by Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada from 31-08-2020 to 04-09-2020.

**Smt. Y. Prasanthi, Lecturer in Mathematics:**

- Participated in Five Days Faculty Development Programme in Mathematics on New Knowledge Pedagogical Methods, New Frontiers in Real Analysis, Abstract Algebra, Differential Equations and Calculus organised by Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada on 13-07-2020 to 17-07-2020.
- Participated in One Week Online Faculty Development Programme on Mathematical Elements in Engineering and Applied Sciences Organised by the Department of Basic Sciences and Humanities (Mathematics) Gayatri Vidya Parishad College of Engineering for Women, Visakhapatnam from 21-07-2020 to 25-07-2020.
- Completed Two Weeks Induction Training for newly recruited Lecturers during the period 13-08-2018 to 26-08-2018 at APHRDI, Visakhapatnam associated with APCCE, Vijayawada.
- Qualified the APSET-2012, 27-07-2012.

**Smt. A. Jayalakshmi, Lecturer in History:**

- ❖ Got Best Teacher Award on the occasion of Teachers' Day on 05-09-2015 at District Level, Department of Intermediate Education, Government of Andhra Pradesh.
- ❖ Got Gold Medal in M.A., History in Dr.B.R. Ambedkar Open University, Hyderabad, Andhra Pradesh held in March, 2009.
- ❖ Performed duties as a Departmental Officer for Intermediate Public Examinations (Theory & Practical) conducted by Board of Intermediate Education, Hyderabad.
- ❖ Qualified the APSET-2015 conducted by Osmania University, Telangana.
- ❖ Got Ph.D., Admission in History in Sri Krishna Devaraya University, Anantapuram through APRCET-2017.
- ❖ Completed "Two Week Induction Training Programme for Newly Recruited Lecturers" during the period 13-08-2018 to 26-08-2018 at APHRDI, Visakhapatnam in association with Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada.
- ❖ Completed Orientation Course for "Faculty in Universities/College/Institutes of Higher Education at Ramanujan College, University of Delhi" during the period of 26-06-2020 to 24-07-2020.
- ❖ Participated in UGC Sponsored Two Day National Webinar on "Major Issues and Challenges in Indian Economy – Post Covid-2019" at Government Degree College, Rajahmundry, Andhra Pradesh.
- ❖ Participated in Five Day "Faculty Development Programme in LMS Video & Pedagogy" from 03-08-2020 to 07-08-2020 organised by Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada.
- ❖ Participated in a Six Day "State Level Training Programme in Pedagogical Skills" conducted at Tirupathi from 2015 by The Directorate of Intermediate Education, Andhra Pradesh, Hyderabad.
- ❖ Participated in One Day National Webinar on 'Soft Skills' organised by Government Degree College, Icchapuram, Srikakulam District, Andhra Pradesh on 07-06-2020.
- ❖ Participated in One Week Online "Faculty Development Programme in Spoken Tutorial" organised by IIT, Bombay from 04-05-2020 to 08-05-2020.
- ❖ Participated in National Level Five Day Online "Faculty Development Programme on Challenges and Strategies of Teaching in Post Covid-2019" organised by Aadikavi Nannayya University from 11-05-2020 to 15-05-2020.
- ❖ Participated in Five Day Faculty Development Programme in History on the Theme of "History Matters the Past, Present and Future – Social, Culture, Political & Economic Foundations" from 20-07-2020 to 24-07-2020.
- ❖ Attended the Meeting of Board of Studies as Member of K.V.R. Government Degree College for Women in Kurnool in July, 2019.
- ❖ Attended the Meeting of Board of Studies as Member of K.V.R. Government Degree College for Women in Kurnool on 25-07-2020.
- ❖ Participated in Two Day Andhra Pradesh History Congress organised by SKVT College, Rajahmahendravaram on 04-01-2019 and 05-01-2019.
- ❖ Participated in Two Day Andhra Pradesh History Congress organised by KVR Government Degree College for Women in Kurnool on 04-01-2020 and 05-01-2020.

- ❖ Participated as Resource Person in the History Webinar to Government/Aided Junior College Lecturers organised by The Commissioner of Intermediate Education from 24-07-2020 to 02-08-2020.
- ❖ Participated in One Week Orientation Workshop on “OER, Content Development, MOOCS and MOODLE” organised by the E & ICT Academy, NIT Warangal, Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada and Andhra Pradesh State Council of Higher Education, Government of Andhra Pradesh at NIT, Warangal from 30-11-2018 to 05-12-2018.
- ❖ Participated in International Seminar on “Telugu Literature, History & Culture – A Perspective Sponsored by UGC and conducted by Department of History & Telugu, K.V.R. Government College for Women, Kurnool, Andhra Pradesh on 26-02-2020 and 27-02-2020.

**Dr. G. Naga Santhi, Lecturer in Commerce:**

- ★ Qualified APSET in the Examination held on 11-09-2016.
- ★ Qualified UGC NET in the Examination held on 10-07-2016.
- ★ Has been awarded Ph.D., in May, 2016.
- ★ Successfully completed SWAYAM ARPIT Refresher Course in Commerce ~~high~~ online on 16-02-2020.
- ★ Successfully completed “Four Week Induction/Orientation Programme” from ~~26-06-2020~~ 06-07-2020 to 24-07-2020 organised by Teaching Learning Centre, Ramanujan College, University of Delhi.
- ★ Participated and completed “Five Day Faculty Development Programme in ~~Commerce~~” from 20-07-2020 to 24-07-2020 organised by Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada.
- ★ Completed Five Day National Level Faculty Development Programme from ~~21-05-2020~~ 21-05-2020 to 27-05-2020 on “Research Methodology in Commerce” organised by Department of Post Graduate Studies & Research in Commerce, Rani Channamma University.
- ★ Participated in APSSDC Three Day Faculty Development Programme on “~~Enterprise~~ Resource Applications” from 01-07-2020 to 03-07-2020.
- ★ Participated in Two Day National Level Online Workshop on “Modern Methods of Teaching-Learning Practices” on 12-05-2020 and 13-05-2020, organised by Krishna University.
- ★ Completed Five Day Faculty Development Programme from 04-05-2020 to ~~08-05-2020~~ 08-05-2020 on Moodle-Learning Management System” organised in association with IIT, Bombay Spoken Tutorials.
- ★ Actively participated in Video Webinar on “Variables and Measurement” on ~~28-06-2020~~ 28-06-2020 organised and conducted by the Global Association of Social Sciences.
- ★ Actively participated in Video Webinar on “Non-Probability Sampling and Sample ~~S~~ Determination” on 02-08-2020 organised and conducted by the Bhopal School of Social

Sciences, Bhopal in Technical Collaboration with The Global Association of Social Sciences.

- ★ Participated in National Webinar on “Indian Economy – Post Lockdown” on 12-06-2020 organised by Department of Commerce, SVD Government Degree College(W), West Godavari District, Andhra Pradesh.
- ★ Participated as a Delegate in National Webinar on “Atmanirbhar Bharat Abhiyan and Indian Economy – Road Ahead” on 10-06-2020 organised by Department of Commerce, S.G. Government Degree and P.G. College, Piler, Andhra Pradesh.

**M. Balakrishna, Lecturer in Chemistry:**

- Participated in the Six Day Residential Induction Training Programme conducted for recently recruited Lecturers at the District Resource Centre, Kakatiya Government Degree College, Hanumakonda, Warangal District from 26-12-2011 to 31-12-2011.
- Participated in the Refresher Course in Chemistry at University of Hyderabad from 22-08-2013 to 11-09-2013 and obtained Grade ‘A’.
- Participated in the State Level Science Congregation on “The Role of Science for Nation Building” held on 03-03-2015 at Government Degree College, Mulugu, Warangal District, Telangana.
- Participated in the Refresher Course in Chemistry at University of Hyderabad from 10-07-2015 to 30-10-2015 and obtained Grade ‘A’.
- Participated in the Two Day Training Programme on JIGNASA Student Study Projects at Commissioner of Collegiate Education, Hyderabad held on 23-05-2016 and 24-05-2016.
- Participated in the State Level Seminar on Recent Changes and Approaches in Pre and Post NAAC Procedures in Government Degree College held on 10-11-2017 at Eturunagaram Government Degree College, Jayashankar Bhupalapally, Telangana State.
- Participated in the Forty Eight Orientation Course at Jawaharlal Nehru Technological University, Hyderabad from 20-11-2017 to 18-12-2017 and obtained Grade ‘A’.
- Participated in the One Day Workshop organised by Andhra Pradesh State Council of Higher Education on NIRF held on 17-10-2019 at Nagarjuna University, Guntur.
- Participated and completed a Eight Week NPTEL, SWAYAM Online Faculty Development Programme on “Pericyclic Reactions and Organic Photochemistry” organised by IIT, Madras from February-April, 2020.
- Participated in Five Day Faculty Development Programme in Chemistry on the theme of “New Knowledge, Advanced Teaching and Research: New Frontiers and Emerging Technologies” held from 01-07-2020 to 05-07-2020 organised by Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada.

**Dr. K. Rama Rao, Assistant Professor of Zoology:**

- Recipient of National Ideal Teacher Award (Year of the Assistant Professor in Zoology) October, 2019.

- <https://www.youtube.com/watch?v=lyNoDYcTgZE>
- Recipient of State Best Teacher Award (Yuvatarangam 2017).
- Recipient of District Best Employee Award in Higher Education Category 15-08-2019.
- Received Best Research Award in National Seminar on Biodiversity at Nizamabad, Telangana State-2016.
- Principal Investigator, UGC Research Project year: 2012-20134 (26-03-2012).
- Got Ph.D., Awarded in 1997.
- Got PDF (1997-2000) in DBT Project on Larval Development of Mud Crab Hatchery Technology.
- Got PDF (2000-2004) in DST Project on Larval Development of Rock Lobster Hatchery Technology.
- INCODC Project Sweden Collaboration; Studies on Mangrove at East Coast 2000.
- Identified Rare Species of Awacious Gramipomus Found at Lower Manair Dam (News covered in all TV Channels and published International Journal-2015)\_  
<https://www.youtube.com/watch?v=Z6yhpsVQ2aY>
- Identified Rare Species of Pterigoplichthys Paradalis in Telangana State at First Time (News covered in TV Channel and published International Journal-2016)\_  
<https://www.youtube.com/watch?v=C4YZPOztFog>
- Identified Badis First Time reported at Mahendranatha Tributary at Sunamudi Gedda Andhra State published IJMER International Journal-2017)\_  
<https://www.youtube.com/watch?v=N3AUUnyC4sk>
- Recognised in Fish Base Project International to identified fish species Awacious gramipomus <https://www.youtube.com/watch?v=Bwo-NdDJtRO>
- Member of Associated Editor International Journal of Fauna and Biological Studies
- Member of Sub Editor International Journal of Fisheries and Aquatic Studies.
- Member of Associate Editor European Journal of Biotechnology and Bioscience.
- Member of Associate Editor International Journal of Life Sciences Scientific Research.
- Member of Associate Editor Asia-Pacific Journal of Fisheries and Aquatic Resources.
- Member of Associate Editor European Journal of Pharmaceutical and Medical Research.
- Member of Reviewer International Journal of Medical Laboratory Research.
- Member of American Question-and-Answer Website (QUARA Edited and User since 2018) <https://www.quora.com/profile/Karri-Rama-Rao>
- Research Publications Registered in Academic.edu  
<https://Independent.academia.edu/RamaRaoKarri>
- Uploaded video lessons and Biodiversity conservation videos in YouTube Channel\_  
<https://www.youtube.com/channel/UCKTCsTGEjrb3dDYOTnFW7Jw>
- Research Publications registered in Google Scholars\_  
[http://scholar.google.com/citations?user=eaGio\\_EAAAAJ&hl=en](http://scholar.google.com/citations?user=eaGio_EAAAAJ&hl=en)
- Research Publications registered in Research Gate\_  
[https://www.researchgate.net/profile/Karri\\_Rama\\_Rao2](https://www.researchgate.net/profile/Karri_Rama_Rao2)
- Presented Live Telecast Presentations through MANA TV On Shrimp Culture 2017.

- Presented Live Telecast Presentations through MANA TV On Freshwater Fish Culture 2017-2018; CCE-Telangana.
- Published Research Paper on Aquatic entomofauna diversity in lower Manair Dam, Karimnagar District. Telangana State, India. Journal of Entomology and Zoology Studies, 2020; 8(2): 1144-1149 ISSN: P2349-6800; E 2320-7078 I F 5.48.
- Published Research Paper on A Case Study on anthropogenic activities to effect Chronic Kidney Diseases in Uddanam Coastal Belt, Srikakulam, Andhra Pradesh, India. European Journal of Pharmaceutical and Medical Research, 2020; 7(2), 493-498. SJIF Impact Factor 6.222; ISSN: 2394-3211.
- Published Research Paper on Avifaunal diversity distribution and status of Dabarusingi reservoir at Mandasa Mandalam, Srikakulam District, Andhra Pradesh, India. International Journal of Fauna and Biological Studies, 2019; 6(4); 01-07, IF 5.53; Print ISSN: 2394-0522; Online ISSN: 2347-2677.
- Published Research Paper on Studies on Ichthyofaunal diversity of Wyra Reservoir in Khammam District; Telangana State; India. Trends in Biosciences, 2019; 12(4), 1-11, Print: ISSN 0974-8431; Print: ISSN 0974-8431; NAAS Score -3.94
- Published Research Paper on Diversity of Molluscan Communities in Kondakarla Freshwater Lake, Visakhapatnam, Andhra Pradesh. SSR Inst. Int. J. Life. Sci., 2019; 5(1): 2140-2147. ISSN: 2581-8740; P. 2581-8732.
- Published Research Paper on Entomofaunal Diversity in Kondakarla freshwater lake ecosystem at Visakhapatnam, Andhra Pradesh, India. Journal of Entomolgy and Zoology Studies, 2018; 6(6): 880-886.
- Published Research Paper on Prevalence of Gastrointestinal Helminth Parasites in Domestic Chickens Gallus Domesticus of Selected Areas at Karimanagar and Khammam Districts, Telangana State, India. European Journal of Pharmaceutical and Medical Research, 2018; 5(10), 379-383.
- Published Research Paper on Effect of Temperature on Oxygen Consumption and Metabolic Rate in Puntius Sophore (Hamilton-Buchanan, 1822). Int. J. of Life Sciences, 2018; 6(2): XX-UGC Approved Journal No. 48951.
- Published Research Paper on Ichthyo Faunal Diversity in the Kalinga Dal Reservoir at Foot Hills of Mahendragiri, Mandasa Mandal, Srikakulam District, Andhra Pradesh State: India. International Journal of Fauna and Biological Studies 2018; 5(2); 89-96.
- Published Research Paper on Studies on Population Characteristics of Frigate Tuna, Auxix Thazard (Lacepede, 1800) Occurring in the North West Coast of India., Int. J. Life. Sci. Scienti. Res., 2018; 4(2) : 1639-1643. DOI: 10.21276/ijlssr.2018.4.2.3
- Published Research Paper on Investigations on the Age, Growth and Mortality Parameters of Kawakawa, Euthynnus Affinis (Cantor, 1849) from the North West Coast of India. International Journal of Academic Research and Development. Int. J. Aquat. Biol. (2018) 6(1) ; 21-24: 2018 Iranian Society of Ichthyology.
- Published Research Paper on Reproductive Biology of Saurida Tumbil (Bloch 1795) and Saurida Undosquamis (Richardson 1848) inhabiting North-West Coast of India.

International Journal of Pure and Applied Bioscience. 5(6): 957-964(2017), IF. 6.327, ISSN: 2320-7051.

- Published Research Paper on Ichthyo Faunal Diversity of Jammikunta Mandal freshwater perennial tanks at Karimnagar District; Telangana State: India. International Journal of Fisheries and Aquatic Studies 2017; 5(6); 383-391.
- Published Research Paper on Ichthyo Faunal Biodiversity in the Sunamudi Gedda a Tributary of Mahendranayaka, Eastern Ghats at Venkatavarada Rajapuram, Mandasa, Srikakulam District, Andhra Pradesh, India. IJMER: (2017) Vol. 6, Issue 8(2), 35-61 pp. Impact Factor 7.21, Index Copernicus Value: 5.16, International Journal of Multidisciplinary Educational Research.
- Published Research Paper on Proximate Composition, Nutritive Value and Share of Protein to the diet of Coastal Population from four neritic tunas occurring along North Western Indian EEZ. (2017); International Journal of Educational Research and Technology. Vol. 8(3) ISSN: 0976-4089. Global Impact Factor: 0.765
- Published Research Paper on Distribution, Growth, Instability and Trend Analysis of marine fish production in the Coastal States of India. 2017; International Journal of Current Trends in Science and Technology, (2017), Vol. 7, Issue. 9, Page No. 20347-20354, Print ISSN: 0976-9498, Global Impact Factor: 0.415, UGC No. 63675
- Published Research Paper on Growth, Age and Mortality of Thunnus Tonggol (Bleeker, 1851) exploited along the North West Coast of India. European Journal of Biotechnology and Bioscience, (2017) Volume 5; Issue 3, May 2017; Page No. 01-05, Impact Factor (RJIF): 5.44
- Published Research Paper on Population Characteristics of Greater Lizardfish, Saurida Tumbil (Bloch 1795) and Brushtooth Lizardfish Saurida Undosquamis (Richardson 1848) from the North Western Indian EEZ. International Journal of Fauna and Biological Studies, (2017); 4(2); 124-130; Impact Factor (RJIF); 4.68, ISSN: 2347-2677, Print ISSN: 2394-0522
- Published Research Paper on A Report on Pterygoplichthys Pardalis Amazon Sailfin Suckermouth Catfishes in Freshwater Tanks at Telangana State, India. International Journal of Fisheries and Aquatic Studies (2017); 5(2); 249-254. ISSN: 2347-5129, (ICV-Poland) Impact Value: 5.62. Impact Factor: 0.352
- Published Research Paper on Comparative Study on Food and Feeding Habits of Xenentodon Cancila and Hyporhamphus Gaimardi (Order: Belontiiformes), European Journal of Biotechnology and Bioscience, Volume 5; Issue 2, March 2017; Page No. 08-12, ISSN: 2321-9122, Impact Factor: RJIF 5.44
- Published Research Paper on Zooplankton Diversity and Seasonal Variations in Thandava Reservoir, Visakhapatnam, India. International Journal of Fisheries and Aquatic Studies, 5(1); 90-97 ISSN: 2347-5129. (ICV-Poland) Impact Value: 5.62. Impact Factor: 0.352
- Published Research Paper on Food and Feeding Habits of Freshwater Catfishes (siluriformes: Bagridae: Mystus sp.) International Journal of Life Sciences and Scientific Researches, 3(1): 786-791, ISSN: 2455-1716, Impact Factor: 2.4

- Published Research Paper on Ichthyo Fauna and Hydrophyte Floral Diversity in the Lower Manair Dam at Karimnagar District (Telangana State) India: International Journal of Fisheries and Aquatic Studies, 2016; 4(3); 109-118, ISSN: 2347-5129, (ICV-Poland) Impact Value: 5.62. Impact Factor: 0.352
- Published Research Paper on Fish Biomass and Physio-Chemical Characteristics of Lower Manair Reservoir at Karimnagar District, Telangana, India. Scientia Research Library. J. of Appl. Sci. and Research, 2015. 3(4): 1-12. Impact Factor: 4.438 ISSN: 2348-0416 IF 1.025
- Published Research Paper on Diversity, Distribution and Status of Birds of Kolleru Lake – A Ramsar Site in Andhra Pradesh. International Journal of Innovative Research in Science, Engineering and Technology, ISSN(Online): 2319-8753, ISSN(Print): 2347-6710, Vol. 4, Issue 7, pp: 5759-5784. Impact Factor: 5.442
- Published Research Paper on Ichthyo Faunal Diversity and Conservation of Kolleru Lake – A Ramsar Site in Andhra Pradesh, IOSR Journal of Pharmacy and Biological Sciences (IOSR-JPBS) e-ISSN: 2278-3008, p. ISSN: 2319-7676. Volume 10, Issue 2 Ver. II (Mar-Apr. 2015), PP 13-21. [www.iosrjournals.org](http://www.iosrjournals.org). Impact Factor: 1.519
- Published Research Paper on Ichthyo Faunal Biodiversity in the Lower Manair Dam at Karimnagar District; Telangana State: India. Pelagia Research Library; Advances in Applied Science Research, ISSN: 0976-8610, CODEN (USA): AASRFC: 2014, 5(5): 237-248. [www.pelagiaresearchlibrary.com](http://www.pelagiaresearchlibrary.com) Impact Factor: 3.52
- Published Research Paper on A Study on Fishing Craft and Gear in Lower Manair Dam, Karimnagar District, Andhra Pradesh, India. International Journal of Multidisciplinary Educational Research Issn: 2277-7881; Impact Factor – 5.818; Ic Value: 5.16 Volume 3, Issue 5(2), May 2014 [www.ijmer.in](http://www.ijmer.in) Impact Factor: 2.972; ICV: 5.16 pp 56-68
- Published Research Paper on Checklist of The Aquatic Macrophyte Flora Abundance In Lower Manair Dam at Karimnagar District, Andhra Pradesh, India. IOSR Journal of Environmental Science, Toxicology and Food Technology (IOSR-JESTFT) 11-20. Volume 8, Issue 5 Ver. III (May, 2014), PP 11-20 [www.iosrjournals.org](http://www.iosrjournals.org) Impact Factor: 1.519
- Published Research Paper on A Study on Larvivorous Fish Species Efficacy of Lower Manair Dam at Karimnagar, Andhra Pradesh, India. Pelagia Research Library; Advances in Applied Science Research, ISSN: 0976-8610, CODEN (USA); AASRFC; 2014, 5(2): 133-143. [www.pelagiaresearchlibrary.com](http://www.pelagiaresearchlibrary.com) Impact Factor: 3.52
- Published Research Paper on Nematode Parasites in a Freshwater Fish Glossogobius Giuris (Hamilton-Buchanan, 1822) at Lower Manair Dam, Karimnagar District, Andhra Pradesh, India. IOSR Journal of Pharmacy and Biological Sciences (IOSR-JPBS) e-ISSN: 2278-3008, p-ISSN; 2319-7676. Volume 9, Issue 2 Ver. II (Mar-Apr, 2014), PP 37-40 [www.iosrjournals.org](http://www.iosrjournals.org). Impact Factor: 1.519
- Published Research Paper on Diversity of Ornamental Fishes in Lower Manair Dam at Karimnagar District, Andhra Pradesh, India. IOSR Journal of Pharmacy and Biological Sciences (IOSR-JPBS) e-ISSN: 2278-3008, p-ISSN: 2319-7676. Volume 9, Issue 1, Ver. I (Jan. 2014), PP 20-24 [www.iosrjournals.org](http://www.iosrjournals.org). Impact Factor: 1.519



- Published Research Paper on Comparative Treatment For Paranychia Infection With Locally Available Medicinal Plants and Synthetic Drugs of Bacterial and Fungal Microorganisms. BIOLIFE 2(1): 282-290: eISSN (online): 2320-4257. [www.biolifejournal.com/home.html](http://www.biolifejournal.com/home.html). Impact Factor: 4.18
- Published Research Paper on Formal and Non-Formal Education in India – Pro. Nat. Con. PP 58-62.
- Published Research Paper on Hormones used for Induced Spawning.
- Published Research Paper on Teleost Fishes. Recent Trends in Aquaculture, UGC Sponsored State Level Seminar, P.51.
- Published Research Paper on Harvesting of Mud Crabs and their Transportation Sustainable Fisheries Development – Focus on Andhra Pradesh, p. 83-86. 30. 2005. Technology of Mud Crab Farming. Fishing Chimes, Vol. 25, No.1, p. 79-81.
- Published Research Paper on Indian Marine Products Exports Price Trends – Highlights (2003-04). Supplement to Fishing Chimes. (Vol. 24) No. 2, p.28-49.
- Published Research Paper on Temperature and Nutrition as Key Factor in Mud Crab Hatchery Technology. Fishing Chimes, Vol. 24, No. 1. P. 100-101.
- Published Research Paper on Androgenic Gland in Crustaceans. Fishing Chimes Vol. 23 No. 10 & 11, PP.10.
- Published Research Paper on The Advent of Crab Culture, Fishing Chimes Vol.22 No. 10 & 11, PP. 20-22.
- Published Research Paper on Rearing of Rock Lobster Larvae. Fishing Chimes Vol.22, No. 1, pp.120-121.
- Published Research Paper on Mud Crab Hatchery Technology Developed: Hatchery – Raised Megalopids./Crab Lets Released into Nursery Ponds, Fishing Chimes Vol. 22 No. 7, PP. 60-61.
- Published Research Paper on A Review on the Status of Mud Crab Culture. Int.Sym. On Fish for Nutritional Security in the 21<sup>st</sup> Century CA-16, PP. 232-235.
- Published Research Paper on 2000. Larval Rearing of Mud Crabs, Info Fish International, PP. 28-33.
- Published Research Paper on Impact of Aquaculture of Mangrove Environment, Fishing Chimes, Vol.20, No. 2, P.47.
- Published Research Paper on Mud Crab Hatchery Technology. Fishing Chimes Vol. 19, No. 10 & 11, PP. 109-111.
- Published Research Paper on Mud Crab Hatchery Project, Fishing Chimes, Vol. 19, No. 1, PP. 80-82.
- Presented Research Paper on A Report on Conservation of Mahendragiri Hills Monsoon Water Resources and Its Impact on Four Mandals at Srikakulam District, Andhra Pradesh. International Conference on Water, Sanitation & Hygiene (WASH 2019) 23-24 Feb 2019, Dr. B.R. Ambedkar University, Srikakulam.

- Presented Research Paper on A Report on Pterygoplichthys Pardalis Amazon Sailfin Suckermouth Catfishes in Freshwater Tanks at Telangana State, India. National Seminar on “Recent Innovations in Animals’ 17-18<sup>th</sup> March, Kakatiya University, Warangal.
- Presented Research Paper on Zooplankton Diversity and Seasonal Variations in Thandava Reservoir, Visakhapatnam, India. International Conference Recent Advances in Aquaculture (RAA-2016), Andhra University, 16-17<sup>th</sup> Dec. at MLR, VSP.
- Presented Research Paper on Effect of Physiological Condition on Fishery Production in Lower Manair Dam, National Seminar on Marine Biodiversity and Management of Coastal Ecosystem. MLR at A.U.
- Presented Research Paper on Ichthyofaunal Biodiversity in Lower Manair Dam at Karimnagar District, Telangana. National Seminar on Recent Developments in Biological Sciences – 2014, Government Degree College, Siddipet.
- Presented Research Paper on Fish Parasitic Diseases in Lower Manair Dam. National Seminar on Applied Immunology, Government Degree College for Women, Warangal.
- Presented Research Paper on Zooplankton Diversity at Various Seasons in Lower Manair Dam. National Seminar on Perspectives, Recent Trends & Challenges in Life Sciences. APCOST, Government Degree College, Mulugu, Warangal.
- Presented Research Paper on Reservoir Fishery Diversity and Conservation in Andhra Pradesh, National Seminar on Biodiversity and Conservation. Nagarjuna Government Degree College, Nalgonda.
- Presented Research Paper on Diversity of Ornamental Fishes in Lower Manair Dam at Karimnagar District, Andhra Pradesh, A.P. Science Congress, University of Hyderabad.
- Presented Research Paper on Reproductive Biology of the Fresh Water Fish *Mystus Vittatus* at Lower Manair Dam at Karimnagar District, Andhra Pradesh, National Seminar on Recent Trends in Aquaculture, Government Degree College, Tadepalligudem.
- Presented Research Paper on Studies on Larvicidal Fishes in Lower Manair Dam at Karimnagar District, Andhra Pradesh. National Seminar on Recent Trends in Aquaculture, Government Degree College, Tadepalligudem.
- Presented Research Paper on Formal and Non-Formal Environmental Education in India. National Conference on 25 years of Autonomy: Experiences, Reality and Vision – St. Joseph College, Visakhapatnam, February, 2013.
- Presented Research Paper on Faunal Biodiversity on Fish Production of Lower Manair Dam at Karimnagar District, Andhra Pradesh – International Conference Global Meet of Biologists, Hyderabad.
- Dr. K. Rama Rao, Assistant Professor of Zoology. Presented Research Paper on *Paranichia* Infection – National Seminar on Present Perspectives of Bioactive Molecules and Biotechnology, Andhra University, Visakhapatnam.
- Dr. K. Rama Rao, Assistant Professor of Zoology. Presented Research Paper on Biosensors Model Exhibit. Participated Academic Exhibition at Andhra University, Visakhapatnam.

- Presented Research Paper on A Study on Socio-Economic Conditions in Fisher Women in Srikakulam District, Andhra Pradesh. National Seminar on Women Emp. Self help groups Ind.
- Presented Research Paper on Scylla Oceanic Larval External Protozoan Parasites, National Sym. On Paraite Taxonomy Biodiver and Fish Health, Andhra University, Visakhapatnam.
- Presented Research Paper on Ciliate Infection in Crab Hatchery. International Conference ICON-DMSF, p.14, Trivandrum.
- Presented Research Paper on Role of Androgenic Gland in Crustaceans. National Sym. on Biotech, p.32, GITAM College.
- Presented Research Paper on Mud Crab Larval Development of Scylla Serrta Int.Na.Sym. on Fish for Nut. Sec. 21<sup>st</sup> Century – ICAR, Mumbai.
- Presented Research Paper on Effect of Salinity and Temperature on Consumption and Metabolic Rate in Penaeus Monodon. Na.Sym. on Enve.Biol., Andhra University, 1999, p.43.
- Presented Research Paper on Effect of Temperature on Oxygen Consumption and Metabolic Rate in P.Monodon 20<sup>th</sup> Anu.Acd.Env.Biol., p.16.
- Presented Research Paper on Mixed Protozoan Infections and Their Pathology in Cultured Shrimps, Int.symp. on Mangrove Environment, Andhra University, 1999, p.41.
- Presented Research Paper on Effective of Salinity of Oxygen Consumption and Metabolic Rate in P. Monodon Proc.Nat.Symp. Recent, Trends in Acquaculture, 1997, NU, p.18.
- Presented Research Paper on Diurnal and Nocturnal Variations in the Dissolved Oxygen and its Impact on the Growth of Shrimp in Culture Ponds. Proc.Nat.Symp.CONFAQUA-96, p.11.
- Presented Research Paper on Structures of the Gut and Physiology and Digestion in Larval P. Monodon, Proc. Nat.Symp. XVIII, Anl.Conf.ISCAP-Goa, 1995, p.34.
- Presented Research Paper on Pathological Effects Due to Ciliate Infection in Cultured Shrimps of Andhra Pradesh, Nat. Symp, on Tech. Adv. Aquaculture, 1995, pp. 60-61.
- Completed Refresher Course at Andhra University ASC-2019: UGC Sponsored Refresher Course on Life Science Refresher Course at Andhra University from 18-09-2019 to 07-10-2019 (three weeks) and obtained Grade-‘A’.
- Completed Refresher Course at Andhra University ASC-2015: UGC Sponsored Refresher Course on Interdisciplinary Refresher Course at Andhra University from 07-03-2015 to 27-03-2015 (three weeks) and obtained Grade ‘A’.
- Completed Refresher Course at Osmania University ASC-2013: UGC Sponsored Refresher Course on Soft Skills & Personality Development at Osmania University from 03-06-2013 to 24-06-2013 (three weeks) and obtained Grade ‘A’.
- Orientation Course at Andhra University ASC-2012; UGC Sponsored Orientation Course at Andhra University from 23-07-2012 to 19-08-2012 (four weeks) and obtained Grade ‘A’.

- Conducted Online National Quiz on Fisheries and Aquaculture 452 Members were participated All Over India, May, 2020.
- Conducted Online National Quiz on Environment/Global Warming 526 Members were participated All Over India, June, 2020.
- Conducted Online National Quiz on Research Methodology 342 Members were participated All Over India, June, 2020.
- Guided 52 Student Projects on Aquaculture and Fisheries.
- Completed got National Journal Life Member in AZRA. No. L 231/2011 (Applied Zoological Research Association).
- Participated in SHRESTA UGC Sponsored Programme on 09-05-2016 and 10-05-2016.
- Participated in NIPUNA UGC Sponsored Programme on 12-05-2016 and 13-05-2016.
- Participated in Five Day FDP in LMS Video & Pedagogy from 03-08-2020 to 07-08-2020 organised by The Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada.
- Participated content in generation in Learning Management System through the Commissioner of Collegiate Education and Youtube.
- Provided e-content PPTs in LinkEden online Learning Management System.
- Provided e-content notes in Acadamia.Edu Online Learning Management System.
- Participated in Digital Class Room Training – Workshop on Teaching, Learning and Evaluation Online with Moodle MOOCs Platform and Open Educational Resources at New Delhi from 07-08-2017 to 09-08-2017.
- Participated in the National Workshop on Recent Developments in Microbiology, Andhra University, Visakhapatnam, 2008.
- Participated in Training Programme in Microbiological Techniques in Aquatic Microbiology in Freshwater Aquaculture. Central Institute of Freshwater Aquaculture (CIFA), Bhubaneswar, 1997.
- Worked in Shrimp Hatcheries in Maturation, Larval and Post Larval Sections, Visakhapatnam, India, 1996.
- Worked in well noted National Scientific Journal For Fishery Science in Fishig Chimes, 2000.
- Gave Extension Lecture on “Aquaculture and Fisheries September, 2019 at Government Degree College, Sabbavaram.
- Gave an Extension Lecture on “Nutrition in Fishes, March, 2018 at Government Degree College, Siddipeta, Telangana State.
- Gave an Extension Lecture on Reproductive Biology in Fishes, November, 2017 at Government Degree College, Siddipeta, Telangana State.
- Gave an Extension Lecture on “Recent Trends in Fisheries and Aquaculture on the Occasion of World Fisheries Day 21-11-2016 at Government Degree College, Siddipeta, Telangana State.
- Gave an Extension Lecture on “Fisheries and Aquaculture” to B.Sc., Students 25-09-2015 at Government Degree College, Warangal, Telangana State, 25-11-2016.

- Gave an Extension Lecture on “Fisheries and Aquaculture” to M.Sc., and B.Sc., Students 28-09-2015 at Giriraj Government Degree College, Nizamabad, Telangana State.
- Gave an Extension Lecture on “Induced Breeding and Hatchery Systems” to M.Sc., and B.Sc., Students 07-01-2014 at Giriraj Government Degree College, Nizamabad, Telangana State.
- Gave an Extension Lecture on “Fish and Fisheries” to B.Sc., Students 07-01-2013 at Government Degree College, Janagam, Telangana State.
- Has given Invited Talk on Aquaculture Practices in Telangana State on World Fisheries Day 21-11-2017 organised by Department of Zoology/Fisheries at Government Degree College, Siddipeta, Telangana State.
- Prepared Confidential Examination Question Paper for Paper-I to V, Semester III & IV, Government Degree College(A), 14-03-2019.
- Prepared Confidential Examination Question Paper for Semester-V, Paper Government Degree College(A), 12-09-2020.
- Prepared Confidential Examination Question Paper for M.Sc., Paper I to IV, Paper I to IV, Semester III & IV, Paper Code 003,4, Government Degree College(A), 25-02-2017.
- Prepared Confidential Examination Question Paper for M.Sc., Fisheries Paper I to V, Semester I and II, Paper Code 001,2 Government Degree College(A), 25-02-2017.
- Prepared Confidential Examination Question Paper for Zoology, Paper-VI, Semester-IV, Paper Code 4441, English and Telugu Medium, both regular and supplementary, Government Degree College(A), 25-02-2017.
- Prepared Confidential Examination Question Paper for Zoology, Paper-VII, Semester-V, Paper Code 5741/N, English and Telugu Medium, Government Degree College(A), 05-10-2016.
- Prepared Confidential Examination Question Paper for Zoology, Paper-VIII, Semester-VI, Paper Code 6841/N, English and Telugu Medium Government Degree College(A), 05-10-2016.
- Prepared Confidential Examination Question Paper for Fisheries, Paper-II, Semester-II, Paper Code 2158, English Medium, Government Degree College(A), 04-04-2016.
- Prepared Confidential Examination Question Paper for Fisheries, Paper-II, Semester-II, Paper Code 2158, English Medium, Government Degree College(A), 04-04-2016.
- Prepared Confidential Examination Question Paper for Fisheries, English Medium, Government Degree College(A), 06-11-2016.
- Prepared Confidential Examination Question Paper for Zoology, Paper-III, Semester-III, Paper Code 3341, English and Telugu Medium, Government Degree College(A), 30-09-2015.
- Prepared Confidential Examination Question Paper for Zoology, Paper-VI, Semester-IV, Paper Code-4441, English and Telugu Medium, Government Degree College(A), 25-02-2015.

- Prepared Confidential Examination Question Paper for Zoology, Paper-VI, Semester-VI, Paper Code-6641, English and Telugu Medium, Government Degree College(A), 07-10-2013.
- Secured 398 Subscribers and 194447 views in You Tube Channel  
<https://www.youtube.com/channel/UCKTCsTGEjrb3dDY0TnFW7Jw/about>
- Secured 6,728 readers and 116 citations in various Ph.D., Thesis and Research Papers, H-Index 4.

**Smt. Ch. Sunita, Contract Lecturer in Botany:**

- ❖ Completed Refresher Course on “Plant Bio-Technology” sponsored by Andhra Pradesh-Netherland’s Bio-Technology Programme at Department of Bio-Technology, Andhra University, Visakhapatnam from 15-05-2004 to 05-06-2004.
- ❖ Attended Workshop on “Experimental Botany” organised by Department of Botany, Government Degree College, Palakonda on 26-11-2005 and 27-11-2005.
- ❖ Attended the Tenth All India Conference on Cytology and Genetics organised by Department of Botany, Andhra University, Visakhapatnam from 08-12-2005 to 10-12-2005 by UGC-SAP.
- ❖ Attended National Seminar on “Best Practices in Higher Education as a Special Emphasis on Rural Institution and presented a paper on Rural Development Through Education” on 17-02-2006 and 18-02-2006 organised by Government Degree College(Men), Srikakulam.
- ❖ Completed M.Phil., in Botany Dissertation entitled “ETHONOBOTANY IN SARAVAKOTA MANDAL” Srikakulam District on 27-05-2008.
- ❖ Participated in International Seminar on “Medicinal Plants and Herbal Products” poster presented on “Phytotherapeutic Use of Women Problems” in Sri Venkateswara University, Tirupati on 07-03-2008 and 08-03-2008.
- ❖ Participated in “National Symposium on Conservation, Cultivation and Bio-Technology of Medicinal Plants,” presented paper entitled “Traditional Medical Practices of Kapu Savara in Saravakota Mandal” in MVR Degree College, Gajuwaka, Visakhapatnam from 05-01-2010 to 07-01-2010.
- ❖ Presented topic “Nitrogen Metabolism” in MANA TV Live telecast on 30-10-2012 in Hyderabad.
- ❖ Presented topic “Sporophytic Evolution in Bryophytes” in MANA TV Live Telecast on 21-08-2014.
- ❖ Participated in National Women Parliament, held at Amaravathi, Andhra Pradesh on 08-02-2017 to 10-02-2017.
- ❖ Attended Faculty Development Programme (FDP) on Horticulture in Bapatla, Andhra Pradesh on 31-07-2017 to 02-08-2017.

- ❖ Participated in Two Days National Level Online Faculty Development Programme organised by Internal Quality Assurance Cell of Government College(A), Rajahmundry on “Open Learning with Open Online Tools” on 03-05-2020 and 04-05-2020.
- ❖ Participated in Two Days National Level Workshop on ‘Modern Methods for Teaching-Learning Practices’ organised by Krishna University, Machilipatnam on 12-05-2020 and 13-05-2020.
- ❖ Participated in Five Days Faculty Development Programme in “New Knowledge, Pedagogical Methods” by Commissioner of Collegiate Education from 13-07-2020 to 17-07-2020.
- ❖ Participated in Five Days Faculty Development Programme in “LMS Video and Pedagogy” by Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada from 03-08-2020 to 07-08-2020.

**T. Trinadha Rao, Lecturer in Political Science:**

- ✓ Participated in National Service Scheme (NSS) from Andhra University, Visakhapatnam Ministry of Youth Affairs and Sports, Government of India from 19-08-2020 to 28-10-2020.
- ✓ Participated in Five Day Faculty Development Programme in Commerce Theme of ATMANIRBHAR BHARAT from 20-07-2020 to 24-07-2020 organised by Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada.

**Sri T. Neelakantham, Lecturer in Commerce:**

- Participated in National Service Scheme (NSS) from Andhra University, Visakhapatnam ministry of youth affairs and sports Govt. of India from 19-08-2010 to 28-10-2010.
- Participated in Five Day Faculty Development Programme in commerce theme of ATMANIRBHAR BHARAT from 20-07-2020 to 24-07-2020 organized by Commissionerate of collegiate education, Andhra Pradesh.

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Sri.B.Raju	Assistant professor in Zoology	19-04-2021
Reviewed by	Dr.G.Nagasanthi	Assistant professor in Commerce	22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

**TITLE: RESULT ANALYSIS****SECTION:COLLEGE****PAGE NO.1 OF 2****REVISION NO.:00****DATE:22/04/2021**

2015-2016

Sl. No	Group	Appeared	Passed	Percentage ( %)
1	B.A ( HEP)	34	16	47.06
2	B.A (HOP)	8	5	62.50
3	B.A (HPT)	32	14	43.75
4	B.COM (G)	32	24	75.00
5	B.COM ( CA )	41	25	60.98
6	B.Sc., (MPC)	41	28	68.29
7	B.Sc., (MPCs)	40	24	60.00
8	B.Sc., ( CBZ)	40	21	52.50
9	B.Sc., (BHC)	16	8	50.00

2016-2017

Sl. No	Group	Appeared	Passed	Percentage ( %)
1	B.A ( HEP)	36	30	83.88
2	B.A (HOP)	7	7	100
3	B.A (HPT)	29	20	68.97
4	B.COM (G)	30	22	73.33
5	B.COM ( CA )	39	23	58.97
6	B.Sc., (MPC)	42	35	83.33
7	B.Sc., (MPCs)	41	26	63.41
8	B.Sc., (CBZ)	39	29	74.36
9	B.Sc., (BHC)	14	9	64.29

2017-2018

Sl. No	Group	Appeared	Passed	Percentage ( %)
1	B.A ( HEP)	29	26	89.66
2	B.A (HOP)	5	5	100.00
3	B.A (HPT)	16	14	87.50
4	B.COM (G)	30	24	80.00
5	B.COM ( CA )	43	37	86.05
6	B.Sc., (MPC)	48	45	93.75
7	B.Sc., (MPCs)	38	35	92.11
8	B.Sc., ( CBZ)	36	31	86.11
9	B.Sc., (BHC)	17	11	64.71



2018-2019				
Sl. No	Group	Appeared	Passed	Percentage ( % )
1	B.A ( HEP )	34	30	88.24
2	B.A ( HOP )	0	0	0.00
3	B.A ( HPT )	13	13	100.00
4	B.COM ( G )	19	9	47.37
5	B.COM ( CA )	29	21	72.41
6	B.Sc., ( MPC )	53	50	94.34
7	B.Sc., ( MPCs )	48	40	83.33
8	B.Sc., ( CBZ )	37	34	91.89
9	B.Sc., ( BHC )	22	15	68.18

2019-2020				
Sl. No	Group	Appeared	Passed	Percentage ( % )
1	B.A ( HEP )	31	29	93.55
2	B.A ( HOP )	2	2	100.00
3	B.A ( HPT )	19	19	100.00
4	B.COM ( G )	11	11	100.00
5	B.COM ( CA )	41	37	90.24
6	B.Sc., ( MPC )	47	45	95.74
7	B.Sc., ( MPCs )	49	40	81.63
8	B.Sc., ( CBZ )	44	32	72.73
9	B.Sc., ( BHC )	30	24	80.00

Activity	Name Sri/Smt.	Designation	Date
Prepared by	Sri.M.Balakrishna	Assistant professor in Chemistry	19-04-2021
Reviewed by	Sri.D.Adinarayana	Assistant professor in Chemistry	22-04-2021
Approved by	Dr,T,Govindamma	Principal	24-04-2021

<b>TITLE : ISO TEAM MEMBERS</b>	
<b>SECTION:COLLEGE</b>	<b>PAGE NO.1 OF 1</b>
<b>REVISION NO.00</b>	<b>DATE:22/04/2021</b>

<b>Sl. No</b>	<b>Name</b>	<b>Department</b>	<b>Position</b>
1	Dr.T.Govindamma		Chairperson
2	Dr.A.Siva Prasad	Computer Science	Convenor
3	Dr,G.Naga Santhi	Commerce	Member
4	D.Adinarayana	Chemistry	Member
5	B.VijayeswaraRao	Telugu	Member
6	B.Raju	Zoology	Member
7	A.Jaya Lakshmi	History	Member
8	Ch.Rambabu	Physics	Member
9	S.Raja	Computer Science	Member

<b>Sl. No</b>	<b>Name</b>	<b>Department</b>	<b>Position</b>
	A.Rama Rao	Vice Principal	Chairperson
	R.Ravi Shankar	Mathematics	Member
	Dr.K.Rama Rao	Zoology	Member
	Balakrishna	Chemistry	Member
	K.Mounika	English	Member
	Ch.Sunitha	Botany	Member

## THANKS NOTE

Government Degree College, Tekkali right from its inception has been making strides in providing quality education to the youth of Tekkali region with its dedication and determination to ensure quality in all its academic and non-academic pursuits. To nurture students into able, confident and responsible individuals with ethical values, 'commitment to quality' is a must. It is very important to adhere to self imposed norms and standards to steer the institution in the right direction and successfully achieve its pre-determined goals.

We are extremely thankful to ISO for having gone through our quality standards of each and every aspect of academic and non-academic activity and giving us valuable insights and suggestions to make them even more better and to sustain quality consciousness in every sphere of activity.

We thank our alumni for their unwavering support and expression of gratitude to this prestigious institution.

It is an extreme pleasure and privilege to be working under the dynamic leadership of Commissioner of Collegiate Education, Andhra Pradesh, Sri M.M. Nayak, I.A.S. His vision for effective College Education is inspiring us all to put in our best efforts for providing quality education.

We thank him for his support and encouragement in this endeavour.



**Dr.T.Govindamma M.A.Ph.D.**

**Principal**

**Government Degree College, Tekkali.**