



Principal's Message:

I am delighted to introduce the fourth edition of the College Handbook of Government Degree College, Palakonda. This handbook serves as a comprehensive resource, offering key details about academic assistance, campus amenities, co-curricular and extracurricular activities, and various services aimed at enhancing both your educational journey and personal development. I encourage every student to go through it thoroughly as they embark on this significant stage of their academic life.

Education is not limited to the acquisition of knowledge; it also plays a vital role in shaping one's character, values, and aspirations. Our institution is dedicated to fostering a nurturing and inclusive atmosphere where students can build confidence and realize their full potential. I extend a warm welcome to all new students joining our college community and wish you a fulfilling, successful, and bright future ahead.

GOVERNMENT DEGREE COLLEGER, PALAKONDA

PARVATHIURAM MANYAM Dt. 532440

(Re-Accredited by NAAC with 'B+' Grade)

(Affiliated to Dr. B.R. Ambedkar Univerwsity, Etcherla)



**HAND BOOK
2024-2025**

Name: _____

Class & Programme: _____

Roll No. & Admn. No: _____

HAND BOOK COMMITTEE

	President: Dr. M. Syambab Principal; Editor-in-Chief		Member: Dr S. Jaganmohana Rao Lecturer in Chemistry
	Convener Smt B. Jayamani, Lecturer in History		Member: Sri N. Shankara Babu Lecturer in English
	Convener Smt M. Santhi, Lecturer in Economics		Member: Dr A. Tirupathi Rao Lecturer in Zoology
	Member: Dr. Ch. Raghavendra Naidu, Lecturer in Mathematics		Member: Dr P. Rajya Lakshmi Lecturer in Commerce
	Member: Sri B. Raju, Lecturer in Zoology		Member: Dr C. Mamatha Lecturer in Zoology
	Member: Dr A. Srinivasa Rao, Lecturer in Chemistry		Member: Kum M. Prasanthi Lecturer in Chemistry
	Member: Dr. k. srinivasa Rao, Lecturer in Physics		Member: Sri V. Phalguna Rao Lecturer in Commerce
	Member: Sri V. Janardhana Rao Lecturer in Botany		Member: Sri P. Rama Rao, Lecturer in English
	Member: Sri T. Parvatheeswara Rao Lecturer in Commerce		Member: Sri P. Upendra Rao Lecturer in Botany

DISCLAIMER

This handbook is intended to serve as a comprehensive resource for students of Government Degree College, Palakonda, providing essential information on curricular and co-curricular activities, institutional rules, and student responsibilities.

However, it is important to note that the academic environment is dynamic and subject to periodic changes. To ensure access to the most accurate and up-to-date information, students are strongly encouraged to regularly visit the following official websites:

Government Degree College, Palakonda Website: (<https://www.gdcplkd.ac.in/>)

Dr. B. R. Ambedkar University Website: brau.edu.in

The college reserves the right to modify, update, or remove any part of this handbook without prior notice. Academic policies, examination systems, and admission procedures may also be revised from time to time in accordance with university and government guidelines. Therefore, students are advised to frequently check the college and university websites to stay informed about any updates.

We wish you a successful, enriching, and productive academic year.

INSTITUTIONAL INFORMATION

Brief History of the College:

The Government Degree College Palakonda, Srikakulam District was established in the year 1983. With the launch of this institution of higher learning the people of Palakonda and surrounding areas are thrown open to the vistas of the realms of higher education. From a humble beginning this college is growing from strength to strength to serve the cause of higher education in this backward area and is striving to attain excellence in the field of higher Education. This is the only Govt. Degree College in Palakonda revenue division to cater the higher education needs of the students spread over 9 Mandals of this District.

The college is situated in tranquil surroundings, almost at the threshold of Palakonda which is 55 Km away from Parvathipuram Manyam Dist. Head Quarters. It is about 100 Mts. away from the state Highway and 36 kms away from National Highway (NH16). Within more than decades of its existence it is successful in training up young minds, mostly belonging to the underprivileged sections of the society to take up better future.

Vision

Empowering marginalized students through quality education

Mission

The mission of the college is to prepare knowledgeable, skilled, cultured and competent future citizens.

To empower faculty members with high qualifications to address the needs of the students according to the new trends and developments.

To provide infrastructure facilities like more number of class rooms, well equipped laboratories, e-class rooms for the introduction of new courses, using modern technologies.

To impart knowledge to students to meet the challenges in real life.

To encourage students to participate in the sports and games for their all round development.

To organize programs to enhance employability of students through JKC and other certificate courses.

Bachelor of Arts (B.A.)

Economics (40)

Bachelor of Commerce (B. Com)

General (60)

Computer Applications (60)

Bachelor of Science (B.Sc.)

Chemistry (40)

Zoology (40)

Computer Science (40)

The college is confident that these new programs will offer students valuable opportunities to pursue their academic goals and prepare for successful career

Highlights of the College

- Re-Accredited by NAAC with B+-Grade in Cycle-III
- ISO Certification
- Well qualified staff with Team spirit, Commitment and Dedication
- ICT based Teaching Learning through Virtual Classrooms and Digital Class Rooms
- Employability and Soft Skills Training through JKC
- NSS I & II Units
- Library with National, International Books & Journals
- Attendance to Staff and Students through APFRS and JnanaBhoomi APPS
- AP Fibre Grid connectivity for high speed Wi-fi connectivity
- e-Office, CFMS in administration
- Renewable Energy Resources
- RO plant for safe drinking water
- Skill hub
- Scholarships for SC, ST, BC, EBC & Minorities
- Value added courses
- Women Empowerment Cell
- Grievance Redressal Cell
- MoU with different institutions and Industries.
- Health Centre
- Ladies Waiting Hall.
- Cultural Club.
- Red Ribbon Club.
- Canteen
- Gymnasium for boys and girls.

Core Values

- Women in Development
- Patriotism
- Integrity
- Inclusiveness
- Transparency
- Critical thinking
- Team work
- Sustainability
- Institutional Social Responsibility.

Faculty Information

S.No.	Name of the Department	Name of the Faculty	Qualification	Designation
		Dr. M. Syam Bab	M.Sc., Ph.D.	Principal
1	History	Smt. B. Jayamani	M.A(History), APSLET	Lecturer and Vice Principal
2	English	Sri P. Rama Rao	M.A. APSET,(Ph.D.)	English
		Sri N. Shankara Babu	M.A.,(Ph.D.)	English
3	Telugu	Sri B. Gurrayya	M.A.(TPT),APSET	Lecturer
4	Zoology	Sri B. Raju	M.Sc.,(Ph.D.)	Lecturer
		Dr. C. Mamatha	M.Sc., Ph.D.	Lecturer
		Dr. A. Tirupathi Rao	M.Sc., Ph.D.	Lecturer
5	Economics	Smt M. Santhi	M.A., APSET, B.Ed. ,(Ph.D.)	Lecturer
		Dr. M. Shankara Rao	M.A, Ph.D.	Lecturer
6	Commerce	Dr. P. RajyaLaksmi	M.Com, M.B.A,LLB, Ph .D, UGC-NET	Lecturer
		Sri T. Parvateeswara Rao	M.Com.	Lecturer
		Sri V. Phalguna Rao	M.Com. (Finance)	Lecturer
7	Physics	Dr. K. Srinivasa Rao	M.Sc., Ph.D., UGC- NET	Lecturer
8	Mathematics	Dr. Ch. Raghavendra Naidu	M.Sc., Ph.D., APSET	Lecturer

9	Chemistry	Dr. A. Srinivasa Rao	M.Sc., CSIR- JRF, Ph.D.	Lecturer
		Dr. S. Jaganmohana Rao	M.Sc., Ph.D., APSET	Lecturer
		Kum M. Prasanthi	M.Sc., APSET	Lecturer
10	Computer Science and Applications	Sri D. Dhanunjaya Rao	MCA	Lecturer
11	Botany	Sri V. Janardhana Rao	M.Sc., M.Phil., APSET, (Ph.D.)	Lecturer
		Sri P. Upendra Rao	M.Sc., APSET	Lecturer
12	Physical Education	Dr. S. Seetaram	M.A., M.A.Ed., Ph.D., APSET	Lecturer
13	Library Science	Sri P. Umasowmith Raju	M LISc., UGC-NET	Lecturer

Non-Teaching Staff

S. No.	Name	Designation
1	Sri VSN Murthy	Senior Assistant
2	Sri N.Akhil	Junior Assistant
3	Sri G.Simhachalam	Record Assistant
4	Sri J.Ghaneswara rao	Office Subordinate

Details of Mentor

S.No.	Programme	Proctor	Contact details
1	B. A (Economics) Honors	Smt. M.Santhi Lecturer in Economics	9959487528
2	B.com (Computer Applications) Honors	Dr. P.RajyaLaksmi, Lecturer in Commerce	7093028546
3	B.com (General) Honors	Dr. P.RajyaLaksmi Lecturer in Commerce	7093028546
4	B.sc (Chemistry) Honors	Dr. A.Srinivasa Rao Lecturer in Chemistry	8520920262
5	B.sc (Computer Science) Honors	Dr. K.Srinivasa Rao, Lecturer in Physics	9182123030
6	B.sc (Zoology) Honors	Sri B. Raju Lecturer in Zoology	9440320463

ACADEMIC INFORMATION

Programmes Offered in the Academic Year 2024-25

S. No.	Programme	Sanctioned Strength
1	B.A. Economics	40
2	B.Com. General	60
3	B.Com.(Computer Applications)	60
4	B.Sc. Computer Science	40
5	B.Sc. Chemistry	40
6	B.Sc. Zoology	40

List of Important Days for the Academic Year 2024-25

Name of the activity	Date
JUNE,2024	
International Day of Yoga (Physical Education)	21 st June
International Olympic Day (Physical Education)	23 rd June
International Day against Drug Abuse and Illicit Trafficking (NSS)	26 th June
JULY,2024	
Nikola Tesla Day (Department of Physics)	10 th July
World Population Day (Department of Economics & NSS)	11 th July
National Paper bag Day- (NSS)	12 th July
Banks Nationalisation Day (Department of Commerce)	19 th July
Pi Approximation Day (Department of Mathematics)	22 nd July
Income Tax Day (Department of Commerce)	24 th July
Kargil Vijay Diwas (Kargil Victory Day) (Department of History)	26 th July
International Tiger Day (Department of Botany)	29 th July
AUGUST-2024	
World Wide Web Day (Department of Computer Science)	1-August
Commerce Day (Department of Commerce)	First Monday of August
Hiroshima Day (Department of Physics)	6-August
Nagasaki Day (Department of Physics)	9-August
Independence Day of India (Physical Education & Cultural)	15-August

Women's Equality Day (WEC)	26-August
National Sports Day (Department of Physical Education)	29-August
Telugu Bhasha Dinotsavam (Department of Telugu)	29-August
SEPTEMBER, 2024	
Dr Sarvepalli Radhakrishnan birthday/Teacher's Day (Cultural Committee)	5-September
World Literacy Day (Language Departments)	8-September
World Ozone Day (Department of Chemistry & Botany)	16-September
International Day of Peace (NSS)	19-September
World Pharmacist Day (Department of Chemistry)	25-September
World Environmental health day (Department of Botany)	26-September
World Tourism Day (Department of Economics & History)	27-September
OCTOBER, 2024	
Mahatma Gandhi birthday/International Day of Nonviolence (Department of History & Political Science)	2-October
International girl child day (WEC)	11-October
World Student's Day (Cultural committee)	15-October
Red ribbon week (Red Ribbon Club)	23rd October to 31st October
Rastriya Ekta Diwas (in memory of Sardar Patel), (Department of History)	31-October
National Integration Day (In memory of Indira Gandhi) (Department of History & Political science)	31-October
NOVEMBER, 2024	
World Radiography Day (Department of Physics)	8-November
National education day/Minorities welfare day (Department of Economics)	11-November

Children's Day in India Jawaharlal Nehru birthday (Department of Political Science)	14-November
International Week of Science (All Science departments)	9-14 November
National Library Week (Department of Library Science)	14–20 November
International Day for elimination of Violence against Women (WEC)	25 th November
National Constitution Day (Department of Political Science)	26 th November
DECEMBER, 2024	
World Aids Day (NSS)	1-December
World Computer Literacy Day (Department of Computer Science)	2-December
World Soil Day (Department of Chemistry& Botany)	5-December
National Energy Conservation Day (Department of Physics)	14 December
Human Rights Day (Department of Humanities)	10-December
National Chemistry Day (Department of Chemistry)	10-December
National Mathematics Day (Department of Mathematics)	22-December
National Farmer's Day (Department of Economics)	23-December
National Consumer Rights Day (Department of Commerce)	24-December
Christmas (Cultural Committee)	25-December
International Bio-diversity Day (Department of Botany)	29-December
JANUARY, 2025	
Birth anniversary of Savithri Bai Phule (Women Teacher's Day)	3 rd January

Pravasi Bhartiya Diwas (NRI Day) (Department of History)	9 th January
Road Safety Week (NSS)	10-16 January
Birth Anniversary of Swami Vivekananda and National Youth Day (Department of History)	12 th January
Sankranthi Sambaralu (Cultural Committee)	8 th January
Netaji Subhash Chandra Bose birthday, NATIONAL DAY OF PATRIOTISM /DESH PREM DIVAS (Department of History)	24 th January
National Girl Child Day (WEC)	25 th January
National Voters Day (India) (ELC)	25 th January
Republic Day of India (Department of History, Political Science& Physical Education)	26 th January
Data Protection Day (Department of Computer Science)	28 th January
FEBRUARY, 2025	
World Wetlands Day (Department of Botany)	2 nd February
Antarjaatiya Matrubhasha Dinotsavam (Department of Telugu)	4 th February
International Day of Women and Girls in Science (WEC)	11 th February
World Computer Day (Department of Computer Science)	13 th February
International Mother Language Day (Department of Telugu)	21 th February
National Science Day (All Science Departments)	28 th February
MARCH, 2025	
World Wildlife Day (Department of Botany)	3 rd March
International Women's Day (WEC)	8 th March

International Mathematics Day (Department of Mathematics) Albert Einstein Birthday (Department of Physics)	14 th March
World Consumer Rights Day (Department of Commerce)	15 th March
World Poetry Day (Department of Languages)	21 st March
World Forestry Day (Department of Botany)	21 st March
National Vaccination Day (NSS)	26 th March
World Theatre Day (Department of Languages)	27 th March
APRIL, 2025	
RBI Foundation Day (Department of Economics)	1 st April
Mahaveer Jayanthi (Cultural Committee)	10 th April
Dr. B. R. Ambedkar Jayanti (Department of History)	14 th April
Earth Day (Department of Chemistry & Botany)	22 nd April
World Book and Copyright Day (Department of Library & Computer Science)	23 rd April
International English Language Day (Department of English)	23 rd April
World Intellectual Property Rights Day (Department of Economics)	26 th April

Curriculum Framework

B.A. B.Com. BBA (Honours) with Major+Minor 6th sem with Sem Internship																														
Semester	Major (4 Cr)			Minor (4 Cr)			AECC - Languages (3 Cr)			Multi Disney' (2 Cr)			Skill Enhancement Courses (2Cr)			OOTC			(VAC) IKS# Env. Edn* (2 Cr)			Total								
	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr						
Sem 1	2	8	8				2	8	6				1	4+2	4							5	22	18						
Sem 2	2	8	8				2	8	6	1	2	2	1	4+2	4				1#	2	0	7	30	20						
Community Service Project of a minimum of 80 hours with 1 Credits.																									1					
Sem 3	3	12	12	1	4	4	2	8	6	1	2	2	1	2	2							8	28	26						
Sem 4	3	12	12	1	4	4				1	2	2	1	2	2							6	20	20						
Sem 5	1+2	12	12	2	8	8													1*	2	2	6	18	22						
Sem 6	2	8	8	2	8	8																4	16	16						
Internship/Apprenticeship/OJT a minimum of 180 hours (8 weeks) with 3 Credits.																									3					
3-YR	15		60	6		24	6		18	3		6	4		12				1+1		2	36		126						
Sem 7	3	12	12										2	8	8	1	2	2	1#	2	0	6	24	22						
Sem 8	3	12	12										2	8	8	1	2	2	1#	2	0	6	24	22						
4-YR	21		84			24	6		18	3		2		8	2			4				48		170						
C	Courses						H						Hours						Cr			Credits			OOTC			Open Online Transdisciplinary		
#	Indian Knowledge Systems - Audit Course												*						Environ Edn											

Curriculum Framework for B.Sc (Honours) from A.Y. 2025-26 Major+Minor with CSP & 6th sem Internship																														
Semester	Major (4 Cr)			Minor (4 Cr)			AECC (3 Cr)			Multi Disney' (2 Cr)			Skill Enhancement Courses (2Cr)			OOTC			(VAC) IKS# Env. Edn* (2 Cr)			Total								
	C	H (T+P)	Cr	C	H (T+P)	Cr	C	H (T+P)	Cr	C	H (T+P)	Cr	C	H (T+P)	Cr	C	H (T+P)	Cr	C	H (T+P)	Cr	C	H (T+P)	Cr						
Sem 1	2	6+4	8				2	8	6				1	4+2	4							5	24	18						
Sem 2	2	6+4	8				2	8	6	1	2	2	1	4+2	4				1#	2	0	7	33	20						
Community Service Project of a minimum of 80 hours with 1 Credits. Student is eligible for Exit Option-1 with the award of Certificate in respective discipline																									1					
Sem 3	3	9+6	12	1	3+2	4	2	8	6	1	2	2	1	2	2							8	32	26						
Sem 4	3	9+6	12	1	3+2	4				1	2	2	1	2	2							6	24	20						
Sem 5	1+2	3+2 6+4	12	2	6+4	8													1*	2	2	6	22	22						
Sem 6	2	6+4	8	2	6+4	8																4	20	16						
Internship/Apprenticeship/OJT a minimum of 180 hours (8 weeks) with 3 Credits. Student is eligible for Exit Option-2 with the award of Degree in respective discipline																									3					
	15		60	6		24	6		18	3		6	4		12				1+1		2	36		126						
Sem 7	3	9+6	12										2	6+4	8	1	2	2	1#	2	0	7	29	22						
Sem 8	3	9+6	12										2	6+4	8	1	2	2	1#	2	0	7	29	22						
4-YR	21		84			24	6		18	3		2		8	2			4				50		170						
C	Courses						H						Hours						Cr			Credits			OOTC			Open Online Transdisciplinary		
#	Indian Knowledge Systems - Audit Course												*						Environ Edn											

Eligibility

The eligible candidates who passed out from Board of Intermediate, AP or other recognized Boards are eligible to participate in web counseling for the seats available in Undergraduate Programmes in Arts, Science, Social Sciences, Commerce, Management, Computer applications and Social Work, etc., leading to the award of B.A., B.Sc., B.Com., BBA., B.Voc, B.F.A, 5 year integrated PG programmes with Intermediate qualification (with the exception of Engineering and Pharmacy streams) etc., in Government Degree Colleges, Government Autonomous Degree Colleges, Private Aided Degree Colleges, Private Unaided Degree Colleges, Private Autonomous Degree Colleges (Aided and Unaided) in the State of Andhra Pradesh for the academic year 2024-25.

Note: This information is from OAMDC notification 2024.

English

COURSE STRUCTURE

Year	Semester	Course	Title of the Course	No. of Hrs /Week	No. of Credits
I	I	1	English Bridge-I: Life Skills	4	4
	II	2	English Bridge-II: Communicate and Connect	4	4
II	III	3	English Bridge-III: Global Future	4	4

Telugu

COURSE STRUCTURE

Year	Semester	Course	Title of the Course	No. of Hrs /Week	No. of Credits
I	I	1	సాహితీ వసంతం	4	4
	II	2	సాహితీ కుసుమాలు	4	4
II	III	3	స్మృజనోత్సవ రచన	4	4

Programme: B.A. Economics Major

Year	Semester	Course	Title of the Course	No. of Hrs /Week	No. of Credits	
I	I	1	Introduction to Economics	4	4	
		2	Microeconomics	4	4	
	II	3	Macroeconomics	4	4	
		4	Development Economics	4	4	
II	III	5	Economic Thought	4	4	
		6	Statistical Methods for Economics	4	4	
		7	Indian Economy	4	4	
	IV	8	Monetary Economics	4	4	
		9	Andhra Pradesh Economy	4	4	
		10	Public Finance	4	4	
III	V	11	Entrepreneurship and MSMEs	4	4	
		12 A	Inferential Statistics and Software Packages	4	4	
		OR				
		12 B	Financial Planning	4	4	
		13 A	Mathematical Methods for Economics	4	4	
		OR				
	13 B	Insurance Services	4	4		
	VI	14 A	Research Methodology	4	4	
OR						
		14 B	Retail and Digital Marketing	4	4	
		15 A	Data Analysis and Case Studies	4	4	
		OR				
		15 B	Logistics and Supply Chain management	4	4	

Note: In the III Year (during the V and VI Semesters), students are required to select a pair of electives from

one of the Two specified domains. For example: if set 'A' is chosen, courses 12 to 15 to be chosen as 12 A, 13 A, 14 A and 15 A. To ensure in-depth understanding and skill development in the chosen domain, students must continue with the same domain electives in both the V and VI Semesters.

Programme: B.Com. Honours in General

Semester	Course Number	Course Name	No. of Hrs./Week	No. of Credits	
Semester-I	1	Financial Accounting I	4	4	
	2	Business Organization and Management	4	4	
Semester-II	3	Financial Accounting II	4	4	
	4	Business Economics	4	4	
Semester-III	5	Advanced Accounting	4	4	
	6	Business Statistics	4	4	
	7	Banking Theory & Practice	4	4	
Semester-IV	8	Corporate Accounting	4	4	
	9	Cost and Management Accounting	4	4	
	10	Business Laws	4	4	
Semester-V	11	Entrepreneurship and Startups	4	4	
	12A	Computerized Accounting with Tally	3	3	
		Computerized Accounting with Tally Practical	2	1	
	OR				
	12B	Retail Marketing	4	4	
	13A	Goods and Services Tax	4	4	
OR					
	13B	Services Marketing	4	4	
Semester-VI	14A	Auditing	4	4	
	OR				
	14B	Financial Institutions and Markets	4	4	
	15A	Income Tax	4	4	
	OR				
	15B	Financial Planning	4	4	

Semester-VII	16	Accounting for Service Organizations	4	4
	17	Indian Accounting Standards	4	4
	18	Financial Reporting	4	4
Semester-VIII	19	Advanced Cost Management Accounting	4	4
	20	Forensic Accounting	4	4
	21	Contemporary Issues in Accounting	4	4

Note: In the III Year (during the V and VI Semesters), students are required to select a pair of electives from one of the Two specified domains. For example: if set 'A' is chosen, courses 12 to 15 to be chosen as 12 A, 13 A, 14 A and 15 A. To ensure in-depth understanding and skill development in the chosen domain, students must continue with the same domain electives in both the V and VI Semesters.

Programme: B.Com. Computer Applications Honours

Semester	Course Number	Course Name	No. of Hrs/Week	No. of Credits
Semester-I	1	Financial Accounting I	4	4
	2	Business Organisation and Management	4	4
Semester-II	3	Financial Accounting II	4	4
	4	Office Tools for Business and Practical	3+2	3+1
Semester-III	5	Advanced Accounting	4	4
	6	Business Statistics	4	4
	7	Data Base Management System and Practical	3+2	3+1
Semester-IV	8	Corporate Accounting	4	4
	9	Cost and Management Accounting	4	4
	10	Computerised Accounting with Tally	3+2	3+1
	11	Entrepreneurship and Startups	4	4

Semester-V	12A	E-Commerce and Practical	3+2	3+1
	OR			
	12B	Business Intelligence and Data Visualization and Practical	3+2	3+1
	13A	Business Analytics Using Excel and Power BI and Practical	3+2	3+1
OR				
	13B	Accounting Information System and Practical	3+2	4
Semester-VI	14A	Auditing	4	4
	OR			
	14B	Financial Institutions and Markets	4	4
	15A	Income Tax	4	4
	OR			
	15B	Financial Planning	4	4
Semester-VII	16	Accounting for Service Organizations	4	4
	17	Indian Accounting Standards	4	4
	18	Programming with C++	3+2	4
Semester-VIII	19	Advanced Cost Management Accounting	4	4
	20	Forensic Accounting	4	4
	21	Web Technology for Business and Practical	3+2	4

Note: In the III Year (during the V and VI Semesters), students are required to select a pair of electives from one of the Two specified domains. For example: if set 'A' is chosen, courses 12 to

15 to be chosen as 12 A, 13 A, 14 A and 15 A. To ensure in-depth understanding and skill development in the chosen domain, students must continue with the same domain electives in both the V and VI Semesters.

Programme: B.Sc. Chemistry Honours

Semester	Course Number	Course Name	No. of Hrs./Week	No. of Credits	
Semester-I	1	General Chemistry and Practical	3+2	3+1	
	2	Inorganic Chemistry and Practical	3+2	3+1	
Semester-II	3	Organic Chemistry – I (Structural Theory & Hydrocarbons) and Practical	3+2	3+1	
	4	Physical Chemistry – I (States of Matter, Phase rule & Surface Chemistry) and Practical	3+2	3+1	
Semester-III	5	Organic Chemistry – II (Halogenated Hydrocarbons and Oxygen Containing Functional Groups) and Practical	3+2	3+1	
	6	Physical Chemistry – II (Solutions and Electrochemistry) and Practical	3+2	3+1	
	7	Preparation of Coordination Compounds and Practical	3+2	3+1	
Semester-IV	8	Organic Chemistry-III (Nitrogen Containing Organic Compounds & Biomolecules) and Practical	3+2	3+1	
	9	Physical Chemistry – III (Ionic equilibrium and Thermodynamics) and Practical	3+2	3+1	
	10	Applied and Physical Chemistry and Practical	3+2	3+1	
Semester-V	11	Organic Spectroscopy and Practical	3+2	3+1	
	12A	Analytical Methods in Chemistry and Practical	3+2	3+1	
	OR				
	12B	Synthetic Organic Chemistry and Practical	3+2	3+1	
	13A	Separation techniques and Chromatography and Practical	3+2	3+1	
	OR				
	13B	Industrial Chemistry - Polymers and Practical	3+2	3+1	

Semester-VI	14A	Green Chemistry and Nanotechnology and Practical	3+2	3+1
	OR			
	14B	Industrial Chemistry-Fertilizers and Surface Coatings and Practical	3+2	3+1
	OR			
	15A	Environment and Industrial Chemicals and Practical	3+2	3+1
	OR			
	15B	Food Chemistry and Practical	3+2	3+1

Note: In the III Year (during the V and VI Semesters), students are required to select a pair of electives from one of the Two specified domains. For example: if set 'A' is chosen, courses 12 to 15 to be chosen as 12 A, 13 A, 14 A and 15 A. To ensure in-depth understanding and skill development in the chosen domain, students must continue with the same domain electives in both the V and VI Semesters.

Programme: B.Sc. Computer Science Honours

Semester	Course Number	Course Name	No. of Hrs/Week	No. of Credits	
Semester-I	1	Computer Fundamentals and Office Automation and Practical	3+2	3+1	
	2	Problem Solving Using C and Practical	3+2	3+1	
Semester-II	3	Data Structures using C and Practical	3+2	3+1	
	4	Digital Logic Design and Practical	3+2	3+1	
Semester-III	5	OOPS Through JAVA and Practical	3+2	3+1	
	6		3+2	3+1	
	7	Data Base Management and Practical	3+2	3+1	
Semester-IV	8	Operating Systems and Practical	3+2	3+1	
	9	Computer Networks and Practical	3+2	3+1	
	10	Python Programming and Practical	3+2	3+1	
Semester-V	11	Software Engineering and Practical	3+2	3+1	
	12A	Web Interface Design Technologies and Practical	3+2	3+1	
	OR				
	12B	SEB1:Data Science with R and Practical	3+2	3+1	
	13A	Web Application Development using PHP & MySQLand Practical	3+2	3+1	
	OR				
	13B	Python for Data Science and Practical	3+2	3+1	
Semester-VI	14A	Mobile Application Development and Practical	3+2	3+1	
	OR				
	14B	Data Visualization Tools and Practical	3+2	3+1	
	15A	MERN Stack and Practical	3+2	3+1	
	OR				
	15B	Machine Learning and Practical	3+2	3+1	

Note: In the III Year (during the V and VI Semesters), students are required to select a pair of electives from one of the Two specified domains. For example: if set 'A' is chosen, courses 12 to 15 to be chosen as 12 A, 13 A, 14 A and 15 A. To ensure in-depth understanding and skill development in the chosen domain, students must continue with the same domain electives in both the V and VI Semesters.

Programme: B.Sc. Zoology Honours

Year	Semester	Course	Title of the Course	No. of Hrs /Week	No. of Credits
I	I	1	Animal Diversity-I Biology of Non- Chordates	3	3
			Animal Diversity-I Biology of Non-Chordates-Practical	2	1
		2	Animal Diversity-II Biology of Chordates	3	3
			Animal Diversity-II Biology of Chordates- Practical	2	1
	II	3	Cell and Molecular Biology	3	3
			Cell and Molecular Biology-Practical	2	1
		4	Embryology	3	3
			Embryology-Practical	2	1
	5	Genetics	3	3	
		Genetics-Practical	2	1	
II	III	6	Evolution and Zoogeography	3	3
			Evolution and Zoogeography-Practical	2	1
		7	Animal Physiology: Life Sustaining systems	3	3
			Animal Physiology: Life Sustaining systems- Practical	2	1
	IV	8	Immunology	3	3
			Immunology-Practical	2	1
		9	Animal Biotechnology	3	3
			Animal Biotechnology-Practical	2	1
		10	Wildlife and Conservation Biology	3	3
			Wildlife and Conservation Biology-Practical	2	1
III	V	11	Economic Zoology	3	3
			Economic Zoology-Practical	2	1

		15 E	Livestock Entrepreneurship	3	3
			Livestock Entrepreneurship-Practical	2	1

Note: In the III Year (during the V and VI Semesters), students are required to select a pair of electives from one of the **Five** specified domains. **For example: if set 'A' is chosen, courses 12 to 15 to be chosen as 12 A, 13 A, 14 A and 15 A.** To ensure in-depth understanding and skill development in the chosen domain, students must continue with the same domain electives in both the V and VI Semesters.

Programme: B.Sc. Mathematics Minor

Year	Semester	Course	Title of the Course	No. of Hrs /Week	No. of Credits
II	III	1	Differential Equations	4	5
	IV	2	Group Theory	4	5
III	V	3	Ring Theory	4	5
		4	Elementary Real Analysis	4	5
	VI	5	Linear Algebra	4	5
		6	Advanced Real Analysis	4	5

Programme: B.Sc. Botany Minor

Year	Semester	Course	Title of the Course	No. of Hrs /Week	No. of Credits	
II	III	1	Non-vascular Plants	3	3	
			Non-vascular Plants-Practical	2	1	
	IV	2	Vascular Plants	3	3	
			Vascular Plants-Practical	2	1	
III	V	3	Anatomy and Embryology of Angiosperms	3	3	
			Anatomy and Embryology of Angiosperms-Practical	2	1	
		4	Plant Ecology, Biodiversity and Phytogeography	3	3	
			Plant Ecology, Biodiversity and Phytogeography-Practical	2	1	
	VI	5	Cell Biology and Genetics	3	3	
			Cell Biology and Genetics-Practical	2	1	
		6	Plant Physiology and Metabolism	3	3	
			Plant Physiology and Metabolism-Practical	2	1	

Programme: B.Sc. Physics Minor

Year	Semester	Course	Title of the Course	No. of Hrs /Week	No. of Credits
II	III	1	Mechanics and Properties of Matter	3	3
			Mechanics and Properties of Matter-Practical	2	1
	IV	2	Waves and Optics	3	3
			Waves and Optics-Practical	2	1
V	3	Heat and Thermodynamics	3	3	
		Heat and Thermodynamics- Practical	2	1	
			Atomic, Molecular & Nuclear-Practical	3	3

III		4	Atomic, Molecular & Nuclear Physics-Practical	2	1
	VI	5	Electricity, Magnetism and Electromagnetic Theory	3	3
			Electricity, Magnetism and Electromagnetic Theory-Practical	2	1
		6	Electronic Devices and Digital Electronics	3	3
	Electronic Devices and Digital Electronics-Practical		2	1	

Programme: B.Sc. History Minor

Year	Semester	Course	Title of the Course	No. of Hrs /Week	No. of Credits
II	III	1	History of Ancient India (3000 BCE-647 CE)	4	4
	IV	2	History of Medieval India (712 CE-1707 CE)	4	4
III	V	3	History of Ancient and Medieval Andhra (2 nd Century BCE- 1687 CE)	4	4
		4	History of Modern India (1757 CE-1857 CE)	4	4
	VI	5	History of Modern Andhra (1765 CE-1956 CE)	4	4
		6	History of Modern India and Freedom Struggle (1857 CE-1947 CE)	4	4

Name of the Course	Semester	Courses Offered	Remarks
Skill Enhancement Course	I	AI fundamentals and Practice Session	Mandatory Course for all Programmes
Multidisciplinary Course	II	Introduction to Social Work	A student has to choose ONE course from among the six courses listed against the semester. Students are not permitted to choose the repeat courses already undergone at the higher secondary level or Intermediate level or 12th class and the major discipline chosen as the multidisciplinary course.
		Principles of Psychology	
		Indian History	
		Principles of Biological Sciences	
		Principles of Chemical Sciences	
		Principles of Physical Sciences	
	III	Introduction to Public Administration	A student has to choose ONE course from among the six courses listed against the semester. Students are not permitted to choose the repeat courses already undergone at the higher secondary level or Intermediate level or 12th class and the major discipline chosen as the multidisciplinary course.
		Principles of Management	
		Principles of Accounting	
		Basic Electronics	
		Health and Hygiene	
		Basic Mathematics	
	IV	Fundamentals of Economics	A student has to choose ONE course from among the six courses listed against the
Indian Philosophy			
Performing of Arts(Common to all)			
Introduction to Geography			

		Basic Statistics Introduction to Nano Technology	semester. Students are not permitted to choose the repeat courses already undergone at the higher secondary level or Intermediate level or 12th class and the major discipline chosen as the multidisciplinary course.
Common Value Added Course	II	Environmental Education (Common to all)	
Indian Knowledge System	V,VII,VIII		

Note: 1. The Multi-disciplinary courses choice depends on the recommendations of affiliated Adikavi Nanayya University, Rajamahendravaram and the availability of the faculty in the College.

2. The Syllabi of all programmes are taken from APSCHE website. The syllabi can be downloaded in AKNU website.

Assessment

Continuous Internal Assessment(CIA):30 Marks

Assessment	Marks	Time	Pass Mark
Assignments (at least one assignment from each unit) *The weightage of marks, for the assignments should be awarded after completion of all the assignments in respect of all the units and it should be finished before the I, II mid examinations are commenced.	5		No minimum pass
Projects/Seminars/PPT/Quizzes/ worksheets	5		
EC activities like clean & green, NCC, NSS and attendance *There should not be any malpractice in this regard. Attendance should be also be taken into account for awarding the total marks of 5 marks. The award of marks should be completed before conduct of II mid examination.	5		
Attendance	5		
Internal examination I &II internal pattern: Section-A Answer any one out of three 1X5=5 Section-B Answer any five out of seven 5X2=10 Section-C 10 objective type questions, multiple choice answers, fill in the blank questions, matching answers questions 10X1/2=5	(20)	1 hour	
Total	60		
The marks obtained by a student for 60 marks is to be scale down to 30.			

Note: Assessment Pattern may change according the guidelines of APSICHE, Adikavi Nanayya University and APCCE.

AWARD OF GRADES

Range of Marks	Grade	Grade Points
90 - 100	O	10
80 - 89.99	A ⁺	9
70 - 79.99	A	8
60 - 69.99	B ⁺	7
55 - 59.99	B	6
50 - 54.99	C	5
40 - 49.99	D	4
<40	F	0

Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA(S_i) = \frac{\sum(C_i * G_i)}{\sum C_i}, C = \text{is the number of credits of the } i^{th} \text{ course}$$

G_i is the grade point scored by the student in ith course

Semester Grade Point Average (GPA) is awarded to a candidate who passes in all the subject papers in the Semester

Cumulative Grade Point Average (CGPA) is calculated by the end of third year using similar formula provided a candidate passes in all subject papers of all the three years.

The CGPA is also calculated in the same manner taking into account all the courses undergone by a

student over all the semesters of a programme, i.e. $\frac{\sum(C_i * S_i)}{\sum C_i}, C =$

is the number of credits of the *ith Semester*

S_i is the SGPA scored by the student in ith Semester

STUDENT SUPPORT SERVICES

National Service Scheme(NSS): A Platform for Social Service Motto: Not Me But You

Overview:

The National Service Scheme (NSS) is a voluntary social service program designed to inculcate a sense of social and civic responsibility among students. It provides a platform for students to utilize their knowledge and skills in finding practical solutions to individual and community problems.

Key Features:

- **Two Units:** The college has two NSS units to cater to the needs and interests of a wider range of students.
- **Volunteerism:** All students are eligible to join as volunteers, contributing to the community through various activities.
- **Joining Process:** Interested students can contact the NSS program coordinators to enrol as volunteers.

Programme Co-ordinators:

Unit-I. Sri B.Raju, Lecturer In Zoology.

Unit-II. Smt B.Jayamani, Lecturer in History.

Youth Red Cross (AP): A Platform for Humanitarian Service Motto: To Serve

Overview:

The Youth Red Cross (AP) is a student-led organization dedicated to promoting humanitarian values and providing social and health awareness programs. As a constituent of the Indian Red Cross Society, it plays a vital role in serving the community.

Key Features:

- **Social and Health Awareness:** Conducts programs to raise awareness about various social and health issues.
- **Eligibility:** All students are eligible to join and contribute to the organization.
- **Joining Process:** Interested students can contact the program coordinators to enrol as members.

Benefits of Joining Youth Red Cross:

- **Humanitarian Service:** Contribute to the betterment of society through various social and health initiatives.
- **Personal Growth:** Develop leadership, teamwork, and compassion.
- **Networking:** Connect with like-minded individuals and build lasting relationships.
- **Skill Development:** Acquire valuable skills in first aid, disaster preparedness, and community organizing.

Activities:

- **Health Awareness Campaigns:** Conduct campaigns on issues such as HIV/AIDS, mental health, and nutrition.
- **Community Service Activities:** Participate in community service activities like blood donation drives, tree plantation, and environmental cleanup.
- **Social Service Programs:** Conduct social service programs to address the needs of marginalized communities.

Youth Red Cross is a platform for students to make a positive impact on society. By joining, you can contribute to humanitarian causes, develop valuable skills, and become a responsible citizen.

Coordinator: Dr A.Tirupathi Rao, Lecturer in Zoology.

Health Centre:

A health center is a vital component of any educational institution, ensuring the well-being of students and faculty. By providing basic medical attention, such a facility can prevent minor illnesses. This proposal outlines the essential requirements for establishing a health center on campus, ensuring that students and faculty members receive the necessary medical care.

Coordinator: Dr C.Mamatha, Lecturer in Zoology.

JKC & Skill Hub: Bridging the Skill Gap and Facilitating Job Placement

Introduction

The Jawahar Knowledge Centre (JKC) was established in 2008 with the primary goal of addressing the skill deficit among students and preparing them for successful job opportunities. Recognizing the importance of both soft skills and industry-specific competencies, JKC offers comprehensive training programs to equip students with the necessary skills for the competitive job market.

Key Objectives of JKC

- **Bridging the Skill Gap:** JKC aims to identify and address the specific skill deficiencies of students, ensuring they are well-prepared for the demands of the job market.
- **Enhancing Soft Skills:** Soft skills, such as communication, teamwork, problem-solving, and leadership, are essential for professional success. JKC provides training programs to develop and refine these skills in students.
- **Improving Industry-Related Skills:** JKC offers specialized training programs that align with the requirements of various industries, enabling students to acquire the technical knowledge and practical skills needed for specific job roles.
- **Facilitating Job Placement:** JKC actively conducts job drives and collaborates with potential employers to connect students with suitable job opportunities, increasing their chances of securing employment.

Training Programs Offered by JKC

- **Soft Skills Training:** Communication skills, interpersonal skills, teamwork, problem-solving, leadership, and presentation skills.
- **Skill Enhancement Workshops:** Short-term workshops to address specific skill deficits or provide specialized training on emerging technologies or industry trends.

Coordinator: Dr.P.RajyaLakshmi, Lecturer In Commerce.

CULTURAL CLUB:

A cultural club serves as a valuable platform for students to explore and express their cultural heritage while developing essential life skills. By fostering a sense of community, promoting cultural exchange, and offering opportunities for personal growth, a cultural club contributes significantly to the holistic development of students.

Key Objectives of a Cultural Club

- **Preservation and Promotion of Culture:** The club aims to preserve and promote the diverse cultural traditions and heritage of the college.
- **Building Confidence and Social Skills:** Participating in cultural activities can help students build confidence, develop social skills, and improve their public speaking abilities.
- **Fostering Cultural Exchange:** A cultural club can provide a platform for students from different backgrounds to interact, learn from each other, and celebrate their cultural diversity.
- **Personal Growth and Development:** Engaging in cultural activities can contribute to students' personal growth and development by providing opportunities for self-expression, creativity, and leadership.

Activities and Events

A cultural club organizes a variety of activities and events to achieve its objectives, such as:

- **Cultural Performances:** Dance, music, drama, and other cultural performances showcasing the traditions and heritage of different communities.

- **Cultural Festivals:** Celebrating specific cultural events with traditional festivities and activities.

Coordinator: Sri V.Janardhana rao, Lecturer in Botany.

ANTI RAGGING CELL:A Crucial Component of a Ragging-Free Campus

Ragging, a form of harassment and bullying often experienced by new students in educational institutions, can have severe psychological and emotional consequences. To create a safe and welcoming environment for all students, it is essential to establish effective measures to prevent and address ragging. One such measure is the Anti-Ragging Cell.

The Role of the Anti-Ragging Cell

The primary objective of the Anti-Ragging Cell is to create and maintain a ragging-free campus. This involves:

- **Awareness Programs:** Conducting awareness programs to educate students, about the harmful effects of ragging. These programs should emphasize the legal and ethical implications of ragging and promote a culture of respect and tolerance.
- **Complaint Mechanism:** Establishing a clear and accessible complaint mechanism for students to report incidents of ragging without fear of retaliation.
- **Investigation and Action:** Promptly investigating all reported cases of ragging and taking appropriate action against those found guilty. This may include disciplinary measures, such as suspension or expulsion, as well as legal action in severe cases.
- **Prevention Strategies:** Implementing preventive measures, such as orientation programs for new students, mentoring initiatives, and counselling services, to create a positive and supportive environment.

Coordinator: Smt. M. Santhi, Lecturer in Economics.

Women Empowerment Cell:

The Women Empowerment Cell, established in 2011 with the motto "World Needs Strong Women," is a vital initiative aimed at empowering young women to overcome societal challenges and achieve their full potential. By organizing various programs, awareness campaigns, trainings, and certificate courses, the cell provides the necessary tools and support for women to build their confidence, resilience, and leadership skills.

Key Objectives of the Women Empowerment Cell

- **Empowering Women:** To empower women to overcome social, physical, and psychological barriers and achieve their goals.
- **Promoting Gender Equality:** To promote gender equality and challenge harmful stereotypes and biases.
- **Building Confidence and Resilience:** To help women develop strong self-esteem, confidence, and resilience to face challenges.
- **Providing Education and Training:** To provide women with the necessary education and training to enhance their skills and opportunities.
- **Advocating for Women's Rights:** To advocate for women's rights and create a supportive environment for women's empowerment.

Coordinator: Smt B.Jayamani, Lecturer in History.

Ladies Waiting Hall:

A separate ladies waiting hall for girl students is a thoughtful and essential provision for the college. It offers a comfortable and private space for female students to rest and recover when they are feeling unwell. This facility demonstrates the college's commitment to the well-being and comfort of its female students.

Coordinator: Dr P.RajayaLakshmi, Lecturer in Commerce.

Gymnasiums: MOTTO Let's get Strong:

Separate gymnasiums for boys and girls can provide a more comfortable and inclusive environment for students to engage in physical activity. Having well-equipped gyms open to all students is a fantastic way to promote a healthy and active lifestyle on campus.

Key Objectives:

- **Promote Student Health and Wellness:** Encourage a healthy lifestyle and prevent chronic diseases.
- **Enhance Academic Performance:** Improve cognitive function and concentration.
- **Foster a Positive Campus Culture:** Create a supportive and inclusive environment.

Coordinator: Dr. S.Seetaram, Physical Director

The Counselling System

A counselling system plays a vital role in supporting students' emotional growth and development. By providing a safe and confidential space for students to discuss their concerns, counselors can help them:

- **Manage Stress and Anxiety:** Develop coping mechanisms to manage stress and anxiety.
- **Resolve Personal Issues:** Address personal challenges, such as relationship problems, family conflicts, or self-esteem issues.
- **Improve Academic Performance:** Develop effective study habits and time management skills.
- **Explore Career Paths:** Identify career goals and develop a plan to achieve them.

The Proctor System

A proctor system involves assigning faculty members to oversee a group of students, typically a class. These proctors serve as mentors and advisors, providing guidance and support on academic and personal matters. Proctors can:

- **Monitor Student Progress:** Keep track of students' academic performance and attendance.

- **Address Grievances:** Help students resolve grievances or conflicts with other students or faculty.
- **Offer Guidance:** Provide guidance on academic and personal matters.
- **Facilitate Communication:** Serve as a liaison between students and the administration.

CODE OF CONDUCT

REGULATIONS ON COLLEGE CAMPUS

- Wearing an ID card is mandatory for all students while on campus.
- The use of mobile phones is strictly prohibited inside classrooms and corridors.
- Any act of misconduct, including unruly behaviour, physical violence, harassment of women, or damage to college property, will not be tolerated and will result in strict disciplinary action.
- All students are required to follow a formal dress code on Saturdays.
- Student vehicles must be parked only in the designated parking area near the main gate.
- Students are responsible for maintaining the cleanliness of the college campus.
- Spitting is strictly prohibited anywhere on campus.
- Misbehaviour by students during any college-organized activity will be dealt with seriously and subject to disciplinary action.
- Students must submit all required documents and information to the office on time to ensure smooth administrative functioning.
- The college and its administration will not be held responsible for any misbehaviour by students at community service centres, habitation centres, or internship companies.
- Students are expected to attend classes regularly and participate actively in academic activities.
- Students are responsible for their own safety and must strictly follow all safety procedures.
- Technology and social media must be used responsibly and ethically by all students.
- Students must avoid wasting water and contribute towards making the campus a plastic-free zone.
- Any violation of the Code of Conduct will result in disciplinary action, which may include warnings, probation, suspension, or expulsion.

Ragging Punishments

According to the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, students found guilty of ragging may be subject to one or more of the following penalties, depending on the severity of the offense:

- **Academic Penalties:**
 - Suspension from attending classes and academic privileges.
 - Withholding or withdrawing scholarships, fellowships, and other benefits.
 - Debarment from appearing in any tests, examinations, or other evaluation processes.
 - Withholding of academic results.
 - Debarment from representing the institution in any regional, national, or international meets, tournaments, youth festivals, etc.
- **Legal Penalties:**
 - Initiation of criminal action as per the provisions of the law.

GENERAL RULES IN EXAMINATION HALL

- 1). Students should carry their Identity Card into the examination hall during Internal and Semester End Examinations.
- 2) Students are expected to be seated in their designated seats promptly at the first bell.
- 3) A strict code of silence must be maintained within the examination hall. Any disturbance or noise will be considered a violation of examination rules.
- 4) Students are strictly prohibited from any sort of malpractice in the Examination hall.

- 5) All mobile phones, smartwatches, and other electronic devices are strictly prohibited within the examination hall.
- 6) No student will be allowed into examination halls without college uniform and student ID card.
- 7). All students must have their hall tickets with them during all semester-end examinations.
- 8). Students are not permitted to leave the examination hall while the exam is in progress. Therefore, all students are requested to attend to their personal needs, such as using the restroom, before entering the hall.
- 9). Students are responsible for bringing their own stationery supplies for the examination. Borrowing stationery from other students is considered a disruption of the examination environment.
- 10). After completing the examination, students are requested to leave the hall quietly and without disturbing others on the premises.

Attendance Rules

a) Theory

A candidate is eligible for the Semester End Examinations if he/she acquires 75% attendance in the semester. Condonation of shortage of attendance in aggregate up to 15% (60% and above and below 75%) may be granted by the College Staff Council. Shortage of attendance below 60% shall not be condoned. A stipulated fee of Rs.500/- in the concerned semester shall be payable towards condonation of shortage of attendance. If a student is absent even for one period either in the morning session or in the afternoon session, he/she will lose half- day attendance. If students are participating in any extracurricular activities like sports, games, cultural festivals NCC, NSS etc. on behalf of the college, should obtain permission in advance from the principal with a letter of request, duly recommended by the proctors concerned.

Practical's

The minimum attendance for practical's is 90% of the total practical's conducted during the semester.

RULES OF THE LIBRARY

- 1) The borrowed books should be returned within 15 days as stamped on the due date slip.
- 2) An overdue charge of Rs. 1/- per book per day will be collected from the defaulter.
- 3) Defaulters will not be allowed to borrow books unless they clear the over dues.
- 4) While borrowing library books, students are expected to check the condition of the books. If any damage is noticed, it must be reported at the issue counter immediately or else the borrower will be responsible. Journals will not be issued but can be read only in the reading room.
- 5) Presentation of the Identity Card is compulsory for using library, reference section & Reading room.
- 6) The books in the reference section must be handled with care.
- 7) The reference books are to be used only within the reference section.

- 8) The library will be kept open on all working days from 9:30 A.M. to 5.30 P.M. with a lunch break of one hour from 1.00 P.M. to 2.00 P.M.

IDENTITY CARD & UNIFORM

Every student will be provided an Identity Card in the first semester which he/she must keep it till the end of their degree. Whenever he/she approaches the Office/Library/Departments on academic and administrative matters, he/she must produce his/her Identify Card. No request will be entertained without the production of the Identity Card. Uniform will be provided to the students in the first semester itself. The student must wear the uniform all the days except on Saturday.

FEE REGULATIONS

1. Every student shall pay the whole fee each year if her/his name is on the rolls of the institution.
2. Fees will be collected once at the beginning of the year.
3. Fees once paid is non- refundable
4. Students who have not paid the whole fees due even after the last day announced for payment are liable to be struck off the rolls.
5. If student wants to cancel his/her admission in the middle of the academic year, he/she has to pay the entire fee specified for that year.
Students have to pay the fee through the **Vidhya_OS_pay APP** and have to submit the receipt to the office
