

ST.ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University)

GORANTLA, GUNTUR- 522034



STUDENT HAND BOOK

2020 - 2021

TelNo: 0863-2236470,

Email: st_anns_coll@yahoo.co.in,

Website: www.stannscollegeforwomen.org

stannscollegegnt@gmail.com

GENERAL INFORMATION

ADDRESS

St. Ann's College for Women
Gorantla,
Guntur- 522035

TELEPHONE

College : 0863 – 2236470
Email : st_anns_coll@yahoo.co.in
stannscollegegnt@gmail.com
Website : www.stannscollegeforwomen.org

BANK

Andhra Bank
Gorantla Branch

HDFC BANK

Lakshmi Puram Branch

OUR PATRON ST. ANNE



St. Ann's College for Women

Gorantla, GUNTUR.

Our Foundress



Mother Thatipatri Gnanamma

Foundress - CSSA - Phirangipuram

SERVANT OF GOD

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1.THE COLLEGE

VISION: Academic excellence, value based education, enrichment of innovative skills and transforming them as empowered women.

MISSION: By inducing the novel techniques to achieve excellence in education, enhance ethical values for the holistic development of the students, the college aims to brighten the lives of the rural women by providing ideal and diversified learning environment.

o **OBJECTIVES:**

- o To promote an integral and holistic growth of young minds through inter-personal relationship.
- o To instill socially desirable instincts, attitude and aptitude.
- o To reinforce the ethical values like simplicity, honesty, hardwork and commitment.
- o To blend sacred and secular education.
- o To transform them into well adjusted personalities to cope up with the challenges emerging in the society and home life.
- o To train students for employment and entrepreneurship.
- o To emerge the students as competent individuals and reach the excellence.

PROFILE OF THE INSTITUTION

The Management of the college is a composite of dedicated, devoted and humanistic Congregation of the Sisters of St. Ann. They are the channels of love and compassion to the underprivileged people. Their main ambition is to educate the rural girl children and build them as strong foundational stones of the society.

St. Ann's college for women was established in 1997 to uplift the rural women, impart intellect and spiritual integrity into the young lives and serve them for overall development. It is affiliated to Acharya Nagarjuna University and ever since its inception it has emerged as a universal cosmopolitan and prestigious college in Guntur.

Initially the college had only B. Sc (M.B.C), B. Sc (M.P.Cs) and B. Com (General) courses from 1997. In 1998, B.C.A course & B. Sc (M.S.Cs) were introduced. Keeping in pace with the emerging needs of the society, additional course of B. Com (Res) was added in 1999. Seeing the aptitude for research in Biology, the courses were again streamlined in 2003 with the introduction of Biotechnology (B.B.C).

To bridge the gap of previous value based education and the present day job oriented education, a Post Graduate course of M.C.A was installed into College Academics in 2002-2003. During the Academic year 2007- 2008 to be in par with the professionalism, M.B.A course was introduced and the college grew to the heights of excellence in educational ladder and thus reached the status of Post Graduate College.

In the present day of Commercialization of Education, though the college is encircled with many corporate colleges, still it has strength of 1166 students and 42 experienced, competent teaching Staff and 27 non- teaching Staff, both at UG and PG levels.

As the college is away from hustle & bustle of City a serene and calm environment prevails in the campus.

LORD'S PRAYER

“Our Father in heaven, Holy be your Name. Your Kingdom come, your will be done on Earth as it is in heaven. Give us this day our daily bread, forgive us our sins, as we forgive those who sin against us. Do not lead us to the test, but deliver us from evil. Amen”

COLLEGE PRAYER

“O GOD! YOU are the truth and origin of our knowledge. Bless our studies which we consecrate ourselves to you. Enlighten our minds, strengthen our memories, direct our will towards what is right and grant us to speak the truth always and make us truly wise. Amen”

COLLEGE SONG

JESUS THE LIGHT OF THE WORLD
SHINE UPON OUR ST.ANNE
RAIN THE SPIRIT OF WISDOM
REIGN LOVE TO THE ENDS OF THE WORLD
CH : SHINE SHINE SHINE
LET YOUR LIGHT SHINE

01. JESUS THE LIGHT OF THE WORLD
BANISH OUR IGNORANCE
PLANT IN THE DIVINE POWER
REIGN LOVE TO THE ENDS OF THE WORLD”SHINE”

02. JESUS THE LORD OF THE UNIVERSE
MAKE YOUR CHILDREN UNIVERSAL
LIVE PEACE, PROSPERITY AND FRATERNITY
REIGN LOVE TO THE ENDS OF THE WORLD” SHINE”

COLLEGE TIMINGS

MONDAY TO FRIDAY (9:00 A.M to 4 P.M)

Prayer	-	9.00 a.m	to	9.10 a. m
1 st Hour	-	9.10a.m	to	10.00 a.m
2 nd Hour	-	10.00a.m	to	10.50a.m
Break	-	10.50a.m	to	11.00a.m
3 rd Hour	-	11.00a.m	to	11. 50 p.m
4 th Hour	-	11.50p.m	to	12.40p.m

Lunch Break- 12.40p.m

1st Bell-1.15 p.m

2nd Bell-1.20 p.m

5 th Hour	-	1.20p.m	to	2.10 p.m
6 th Hour	-	2.10 p.m	to	3.00 p.m
7 th Hour	-	3.00 p.m	to	3.50 p.m (Remedial Coaching)

SATURDAY TIMIMNGS

1 st Hour	-	9.00a.m	to	9.40 a.m
2 nd Hour	-	9.40a.m	to	10.20 a.m
3 rd Hour	-	10.20a.m	to	11.00 p.m
Break	-	11.00a.m	to	11.10 a.m
4 th Hour	-	11.10p.m	to	11.50 p.m
5 th Hour	-	11.50p.m	to	12.30 p.m

COLLEGE OFFICE TIMINGS : 8.30 a.m to 5.00 p.m

GOVERNING BODY

S.NO	NAME	DESIGNATION
01	Sr. Anthonamma Pyreddy	President
02	Sr. Fatima Rani Pentareddy	Vice President
03	Sr. Margaret Priyanka Gade	Secretary
04	Sr. Lakshmi Jyothi Vanga	Treasurer
05	Sr. Maria Regina Aduri	Member
06	Sr. Lourdu Mary Golamari	Member
07.	Sr. Philomenamma Yeruva	Member

ADMINISTRATIVE BODY–U.G

S.NO	NAME	DESIGNATION
01	Dr. Sr. Fatima Rani. P	Principal & Correspondent
02	Sr. V. L. Joythi	Sr. Accountant & Office incharge
03	Mrs. R. Sharon Rose	Vice-Principal
04	Mrs. B. Joyce	IQAC-Coordinator
05	Mr. S. M. Subani	Examination-Convener

ADMINISTRATIVE BODY–P.G

S.NO	NAME	DESIGNATION
01	Dr. Sr. Fatima Rani.P	Secretary & Correspondent
02	Dr. J. Pratapa Reddy	Director & Placement Officer
03	Mrs. G. Radhika	Member
04	Mrs. D. Swarna Charani Rai	Member
05	Mrs.M.Usha Rani	Member

2. THE STUDENT

GENERAL CONDUCT:

- .Students are required to carry their Identity Cards all the time and the same should be produced when required by College authorities
- Students applying for certificates, Testimonials etc should approach the office. No student should directly approach the Principal for such requirements.
- Students should make themselves familiar with the notices displayed from time to time on the notice board.
- Originals once submitted at the time of admission will not be returned for any purpose. Students should keep the required number of photo copies of their certificates.
- Once admitted the original T.C of Intermediate will not be returned.
- The college premises and the building should be kept clean and tidy.
- **RAGGING IS STRICTLY BANNED.**

ADMISSION PROCEDURE

UG COURSES:

As per G.O Ms. No. 34 Higher Education Dt: 15-10-2020, Online Admission Process was introduced for admission into Under Graduate Programmes offered by the Degree Colleges in the state. To promote merit, achieve excellence, curb malpractices, implement reservations, conduct fair, non-discriminatory and merit based admissions in a transparent basis in the larger interest and welfare of the student community.

As per G.O.Ms.No. 46 HE (CE) Dt: 22-12-2020, non professional Degree Programmes shall be 4-year Honours Programme from the academic year 2020 – 21. There will be an exit option after 3 years with Degree.

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, 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 2020-21. Candidates are informed that the online admission process comprising of registration, payment of processing fee and pending certificate verification will be conducted from 06-01-2021 to 12-01-2021.

Payment of Processing fee:

Rs.200/- (for OC/BC) and Rs. 100/- (for SC/ST) through online by credit card/ debit card/ (or) net banking through the "Pay Processing Fee" link in the web site <https://oamdc.ap.gov.in>

- All the eligible and desirous candidates can pay the processing fee from 06-01-2021 onwards using URL <https://oamdc.ap.gov.in>.
- Processing fee can be paid through online using credit card or debit card or through internet banking.
- Enter URL <https://oamdc.ap.gov.in> and after filling in the required details of the Pre Registration Page, click on "Proceed to Payment".
- The candidate will be directed to payment gateway.
- Select any one mode of payment i.e credit card or debit card or net banking and enter credentials.
- The following are the transaction charges

SI No.	Mode	Type	Transaction charges
1	Credit Card	Visa/Master/Rupay	1% of transaction
2	Debit Card	Rupay	Nil charges
3	Debit Card	Visa/Master	0.90%
4	UPI	-	Nil charges
5	Internet Banking	-	Rs.10/-per transaction

Verification of Certificates:

- On successful payment of processing fee, Application Number and Password will be provided through SMS to the Mobile number furnished at the time of filing the Pre Registration Page.
- By clicking the “Click here for Submitting the Application Details” the Online Application shall be filled. Photograph and signature of the candidate need to be uploaded.
- Candidates whose certificate data is already verified through web services can proceed for exercising web-options.
- For candidates whose certificate data is incomplete, an SMS will be sent to attend for verification of certificates at HLC.
- By entering the Application Number, date of birth and password the candidate can exercise the options from Internet facility available at Home/Internet Café/ Helpline Center.
- In respect of candidates whose data is not verified, the Message “Your application is pending, visit the nearest helpline centre for verification” will be sent to the registered Mobile Number
- Such Candidates are informed that the verification of certificates viz SSC memo, Intermediate marks memo, VI class to Intermediate study certificates, Caste Certificate, Income Certificate/Ration Card, Economically Weaker section(EWS) certificate, Physically Challenged Certificate, Residence Certificate have to be verified by the counseling authorities.

CANDIDATES BELONGING TO SPECIAL CATEGORY LIKE CAP, NCC/EXTRA CURRICULAR ACTIVITIES/SPORTS AND PHYSICALLY CHALLENGED SHALL REPORT TO THE SPECIFIED HELP LINE CENTRE FOR VERIFICATION ON THE SPECIFIED DATES.

- Unless the candidate fills in the application details online and exercises web options, he will not be considered for allotment of a seat.
- Candidates are informed that there are at least 4 Helpline Centers in each district and the list is provided in Annexure-I.
- *ALL THE CANDIDATES NEED NOT go to help line centers for verification of certificates. In case of candidates whose data is verified, displayed and agreed, they can directly proceed for option entry as per the schedule.*
- For such of the candidates whose data is incomplete, their data will not be displayed. Such Candidates alone have to report to Help Line Centre and get the data verified and proceed for option entry.
- For any Help such as change of Mobile number, Non Receipt of Login Id, Registration Number or any other corrections, candidates are requested to approach nearest Help Line centers with valid proof.
- Allotments now made are subject to the grant of affiliation from the University.
- Detailed instructions for options entry i.e Instruction Manual for candidates will be placed in home page of <https://oamdc.ap.gov.in>

S. No	Details
1	Notification
2	Phase I Registrations
3	Web options
4	Dates of operation of HLCs for Phase-I
5	Verification of Special Category Certificates NCC / CAP / Sports & Games/Extracurricular Activities & Physically Handicapped
6	Phase I Seat allotment
7	Online self-reporting/reporting at college by students

Certificates to be produced by candidates:

All original Certificates and one set of photocopies

- 1) Memorandum of Marks (Inter or its equivalent).
- 2) Proof of Date of Birth (SSC or its Equivalent Memo).
- 3) Transfer Certificate (T.C)
- 4) Study Certificate from VI to Intermediate
- 5) EWS certificate valid for the year 2020-21 from Mee Seva for OC candidates who claim reservation under EWS category
- 6) Residence Certificate of candidate for a period of 7 years preceding the qualifying examination (Inter or its equivalent examination) in case where the candidate has no institutionalized education.
- 7) Andhra Pradesh Residence Certificate of father/mother for a period of 10 years excluding the period of employment outside Andhra Pradesh from Tahsildar in respect of Non-Local Candidates.
- 8) Integrated Community Certificate, in case of BC/ST/SC issued by the competent authority.
- 9) Income certificate of parents from all sources issued on or after 01.01.2017 or White Ration card (candidate name and either of the parents name have to be reflected in the ration card) in case of candidates who claim tuition fee reimbursement.
- 10) Local status certificate (if applicable) i.e a candidate who migrates to any part of the state of Andhra Pradesh from the state of Telangana from 02-June-2014 to on/before 01-June- 2021 shall be regarded as the local candidate in the state of Andhra Pradesh.

- 11) Candidates claiming reservation under NCC/Sports/ PH/ CAP shall bring the original certificates.
- a) PH - Candidates shall submit certificate issued by the District Medical Board.
 - b) CAP - Candidates shall submit certificates from the Zilla Sainik Welfare Board (viz) Discharge book & Identity card etc for Verification. Children of Ex-Service and In- Service persons who are domicile of Andhra Pradesh will alone be considered for allotment of seats under CAP Category.
 - c) NCC & Sports - Produce original certificates issued by competent authorities. The candidate should have represented from the state of AP.
 - d) Minorities - Muslim and Christian Minority Candidates should produce TC of the SSC containing the Religion (Muslim/Christian/Other linguistic) or in the absence of TC, a Certificate issued by the Head of the Institution in which the student studied /appeared for SSC or its equivalent Examination.
 - e) Extracurricular activities: Candidates claiming reservation under this category shall produce relevant certificates.

SPOT ADMISSIONS: The management of private un-aided colleges are informed that the leftover seats after final phase of admission process can be filled by the respective institutions as per merit through SPOT ADMISSIONS, which are to be made in accordance with the guidelines issued by APSICHE.

MANAGEMENT QUOTA ADMISSIONS:

The managements of private un-aided colleges are informed that seats under 30% Category-B Management Quota can be filled as per the notification of APSICHE. The candidates who got admissions under Management Quota are not eligible for Fee Reimbursement

RULES AND REGULATIONS OF THE COLLEGE:

1. Discipline:

The College mainly follow discipline which includes the observance of good conduct and orderly behaviour by the students.

- Every student shall maintain discipline and consider it as her duty to behave decently at all places.

- Students should always keep the institute clean and ensure the surroundings are also clean and tidy.

- Full care of computer systems, laboratories equipment, furniture and other equipment should be taken by the students.

2. Attendance:

The college lays absolute stress on attendance. It is compulsory for the students to have a minimum of 75% in each subject and general attendance to be eligible to appear for the final examinations.

- Attendance shortage is displayed on the notice board at the end of every month.

- Students should be punctual and attend to all their classes of the day.

3.STUDENT FACILITIES & SUPPORT SERVICES

COLLEGE INFRASTRUCTURE:

From ages past, it is always a pride of Catholic Institutions to stand high in the social norms for its best infra structure. The campus area of the entire college is 3.65 acres. It is divided into four major areas as- cubits of College building, Hostel building, Sprawling lawn with Playground and Convent building.

The College has following amenities:

1. MAIN BUILDING: Compass of the Institution

It comprises of Administrative block, UG and PG blocks. Administrative block is the foundational stone of the College. It consists of Main office, maintenance and estate office, syndicate room, waiting room, conference hall and Principal office.

2. LECTURE HALLS: Arena of Knowledge Transmittance.

The vivid, spacious, well aerated and furnished Lecture halls in ground, 1st and 2nd floors which are essentials of place of study. The pleasant atmosphere in the rooms makes teaching- learning sessions

very effective and lively.

3. LIBRARY: Key House of Knowledge and Information.

The college has well organized library to refer various volumes of standard books of related subjects, Encyclopedia and National & International journals and periodicals for both UG and PG Colleges.

4. LABORATORIES: Analysis for Expertise.

The College has following Laboratories to impart practical knowledge to the students with sophisticated equipment related to the subjects:

- **Bio Technology Lab**
- **Botany Lab**
- **Chemistry Lab**
- **Microbiology Lab**
- **Physics Lab**
- **Computer Lab**

5. SEMINAR HALL: Perfection Exhibit.

Seminars and Guest lectures on general topics and recent trends are conducted by the faculty and External subject experts to bring the all round development in students in the seminar hall. Work- shops, Quiz Competitions, elocution, debates etc; are organized in Seminar hall. The hall is for the use of both UG & PG sections.

6. SICK-ROOM: Restoration Place:

A sound and healthy mind is better than treasures of the world. Therefore instead of creating disturbing, gloomy feeling among the students in class room, a sick student is sent to the sick room for recuperation and restoration in between the hours. Sick room is provided with all requirements and amenities.

7. WASH-ROOMS: Health and Hygiene:

Cleanliness is next to godliness. The cleaning work of the college especially of the wash rooms by Ayahs are regularly monitored by the authorities. Toilets are built in every floor to meet the needs of students and staff.

8. GYMNASIUM: Fitness for Health:

To keep the mind alert and active, physical activity is also needed to the students. The controlled exercise makes a person fit as fiddle. Gymnasium has the Exercise cycle and aerobic equipments to warm up the sport persons and other interested people and build up their fitness.

9. WATER SUMP AND COOLERS: Thirst Quencher.:

A huge water sump is built at the north eastern portion of the campus. It has the capacity to store water of two tankers. Corporation water is pumped into it. The water is then pumped into overhead tanks for the use in the hostel and college.

The Authorities monitor the cleaning of the sump from time to time. Aqua guard water filters and coolers are fixed on every floor to ensure drinking of pure, safe and clean water. Prevention is better than cure.

10. CANTEEN: Place of Yummy Delicacies:

Hygiene and reasonably priced eatables are sold in canteen. The staff and students relax quenching the thirst and hunger. Stationary is also sold in the canteen to meet the emergency needs of students.

11. HOSTEL: Cocoon of Safety and Rest:

4. CURRICULUM

COURSES OFFERED: U.G COURSES:

S.No	Courses	Year of Approval	Intake
1	B.Sc(MPCs)	1997	100
2	B.Sc (MBC)	1997	30
3	B.Com (General)	1997	50
4	B.A	1997	40
5	B.Sc (MSCs)	1998	100
6	B.C.A	1998	40
7	B.Com (Res)	1999	50
8	B.Sc (MPC)	2003	60
9	B.Sc(BBC)	2003	30

PGCOURSES:

S.No	Courses	Year of Approval	Intake
01	MCA	2002-2003	60
02	MBA	2007-2008	60

TESTS & EXAMINATIONS:

The College conducts Unit Tests, Term Examinations, Assignments and other to measure the student performance and improvement at regular intervals. Students are expected to attend the exams without fail. Prior permission must be taken in case of emergency.

SCHOLARSHIPS:Monitory Services:

Education for all is a fundamental right. As such there is a provision to all sections of students to pursue their studies and obtain the Scholarships like

- 1) SC,ST Scholarship
- 2) BC “
- 3) EBC “
- 4) PC “(Physically Challenged)
- 5) National Merit Scholarship (for University Top rankers)

5. TEACHING FACULTY - UG & PG COURSES

2020 - 21

1 Dr. Sr. Fatima Rani. P M.A Litt, M. Phil., Ph .D Principal & Correspondent

DEPARTMENT OF BIO – TECHNOLOGY

2 Mrs. K. Vanaja M.Sc, B.Ed. HOD . Dept. of Biotechnology

3 Sr. Margarte Priyanka M. Sc Lecturer

DEPARTMENT OF MICROBIOLOGY

4 Mrs.B. Ranjitha M.Sc HOD. Dept of Microbiology

DEPARTMENT OF BOTANY

5 Mrs. K. Vidyadhari M. Sc, M.Ed HOD. Dept. of Botany

6 Mr. D .Simon M.Sc, B.Ed Lecturer

DEPARTMENT OF CHEMISTRY

7 Mrs. G. Anitha Bhanu M.Sc, B.Ed HOD, Dept. of Chemistry

8 Mrs. B.Joyce M.Sc, M.Ed Lecturer

9 Mrs. J. Joythi M.Sc Lecturer

DEPARTMENT OF MATHEMATICS

10 Mr. S. M. Subhani M.Sc, M.Phil HOD. Dept.of Mathematics

11 Mrs. M. P. Praveena M.Sc Lecturer

12 Miss. T. Jhansi M.Sc Lecturer

DEPARTMENT OF PHYSICS

13	Mr. Ch. Rama Rao	M.Sc, M. Phil	HOD. Dept. of Physics
14	Mrs. K. Swathi (on Leave)	M.Sc	Lecturer
15	Miss. J. Joythi	M.Sc	Lecturer

DEPARTMENT OF STATISTICS

16	Dr. J. Pratapa Reddy	M.Sc, M. Phil, Ph.D	HOD. Dept. of Statistics
17	Mrs. G. Vijaya Lakshmi	M.Sc	Lecturer

DEPARTMENT OF COMMERCE

18	Mrs. R. Sharon Rose	M.Com, M. Phil, MDCA	Vice – Principal , Dept of Commerce
19	Mrs. J. Prameela Rani	M. Com, M. Phil	HOD. Dept. of Commerce
20	Mrs. G. Saroja	M.Com, MBA, A. P. Set	Lecturer in Commerce
21	Mrs. M. Anjana Devi	M.Com, M.A Economics	Lecturer in Commerce
22	Mr. S. M. Subani	M.Com	Lecturer in Commerce

DEPARTMENT OF ENGLISH

23	Mrs. P. Rajeswari	M. A (English)	HOD, Dept. of English
24	Mrs. P.Sandhya	M. A (English)	Lecturer
25	Miss. V. Sushmanjali	M. A	Lecturer

DEPARTMENT OF ORIENTAL LANGUAGES

26	Mrs. I. Adi Lakshmi	M.A(Tel & Sans)	HOD, Dept. of Telugu& Sanskrit
27	Mr. K. Ananada Kumar	M.A(Sans)	Lecturer in Sanskrit

DEPARTMENT OF PHYSICAL EDUCATION

28	Mr. G. Bala Show Reddy	B.A, M. P. Ed, M. Phil.,	Physical Director
29	Mrs. K. Susmitha	B. Com, B. P. Ed	NCC Cadet Officer

DEPARTMENT OF LIBRARY SCIENCES

30	Mrs. D. Anitha	M.A, M. Li. Sc	Librarian
31	Mrs. G. Sailaja	M.A, M Li. Sc	Librarian

DEPARTMENT OF COMPUTER SCIENCE

32	Mrs. D. Swarna Charani Rai	MCA	Associate Professor & HOD - MCA
33	Mrs. M. Usha Rani	MCA	Associate Professor HOD - Computer Science
34	Mrs. B. Usha Rani	M.C.A	Lecturer
35	Mrs. D.V. Ramanamma	M.C.A	Lecture
36	Mrs. P. Prameela	M.C.A	Lecturer
37	Mrs. T. Durga Bhavani	M.C.A	Lecturer
38	Mrs. Ch. Santhi Priyanka	M.C.A	Lectuer

DEPARTMENT OF MBA

39	Dr. P. L. Narasimha Rao	M.Com, M.Phil, Ph.D.	Professor
40	Mrs. G. Yasodhara	M.B.A, M. Phil.,	Associate Professor HOD - MBA
41	Mrs.G. Radhika	M. Com, M.B.A, M. Phil.,	Associate Professor
42	Sr. T. Sandhya	M.B.A	Lecturer

6. ADMINISTRATIVE STAFF

1	Sr. Vanga Lakshmi Jyothi	Office Superintendent and Accountant
2	P. Joseph Vijaya Kumar Reddy	Jr. Assistant
3	Ravela Veeramma	Sr.Accountant
4	A.Srinivasa Reddy	Sr.Accountant
5	Tadigiri Kishore Babu	Electrician / Computer Operator
6	Chivukula Siva Rama Prasad	Jr. Assistant
7	Murugudu Pavani	Jr. Assistant
8	Jonnada Venkateswara Rao	Jr. Assistant
9	Sanikommu Jaswantha Mary	Jr. Assistant

7. NON-TEACHING STAFF

10	Yerramsetti Anjana Devi	Attender
11	Govindu Mary Aswini	Attender
12	Yarla Badaraiah	Attender
13	Nelaturi Aneesha	Attender
14	Yamarthi Sundari	Attender
15	Mekala Showrilu	Attender
16	M.Naga Siva Kumar Reddy	Attender
17	Nelaturi Geetha	Attender
18	Koyyagura Rajesh	Attender
19	Dodda Chitty	Attender

8. SUPPORTING STAFF

20	Manchala Ratna Kumari	Sweeper
21	Peyyala Jyothi	Sweeper
22	Seelam Savithri	Sweeper
23	G. Prameela	Sweeper
24	Gera Suvatha	Sweeper
25	Turaka Papa	Sweeper
26	Bandaru Sailaja	Sweeper
27	B. Arogya Reddy	Gardener

9. COLLEGE COMMITTEES:: 2020-21

- 1. Time –Table Committee** - Mrs. R.Sharon Rose - Convener
Mr. S.M.Subani
Mrs.K.Vidhyadhari
Mrs. M. Usha Rani
Mrs.K. Swathi
Mrs. M.P.Praveena
Mrs. D. Swarna Charani Rai –P.G
Mrs.G. Radhika – P.G
- 2. Press & Media Committee** - Mrs. P. Sandhya - Convener
Mrs.M.Anjana Devi
Mrs.I.Adi Lakshmi
Mr.K.Ananda Kumar
Mr.D.Simon
Mrs.G.Yasodhara – P.G
- 3. Admissions** - Mr. Ch. Rama Rao - Convener
Mrs.R. Sharon Rose
Dr. J. Pratapa Reddy
Mrs. M. Usha Rani

Mr. D. Simon
Mrs. D. Swarna Charani Rai –P.G
Mrs.G. Radhika – P.G
- 4. Awards / Medals** - Mrs. G.Anitha Bhanu - Convener
Mrs. P. Sandhya
Mrs. G. Vijaya Lakshmi
Miss.T.Jhansi
Mrs.B.Ranjitha
Mrs. G.Saroja – P.G
Mrs.B.Usha Rani – P.G
- 5. Student Seminars Committee** - Mrs. B.Joyce - Convener
Mrs.J.Prameela Rani
Mrs.P.Sandhya
Mrs. G.Vijaya Lakshmi
Mrs. D. Swarna Charani Rai –P.G
Mrs.G. Radhika – P.G

- 6. Tours & Travel Committee** - Mr. Ch. Rama Rao - Convener
 Dr. J. Pratapa Reddy
 Mrs. M.Anjana Devi
 MrS.M.Subani - Commerce
 Mrs. G. Saroja -P.G
- 7. Examination Committee** - Mr.S.M.Subani - Convener
 Mrs. G.Anitha Bhanu
 Mrs. K.Swathi
 Mr. S.M.Subani - Commerce
 Mrs.G.Yasodhara – P.G
 Mrs. B.Usha Rani -P.G
- 8. Anti Ragging Cell** - Dr.Sr.Fatima Rani - Chairperson
 Mrs. J. Prameela Rani - Convener
 Mr. S. M. Subani
 Mr.G.Bala Show Reddy
 Mr. D. Simon
 Mrs. D. Swarna Charani Rai –P.G
 Mrs.G. Radhika – P.G
 Mr. V. Chandra Sekhar - Lawyer
 Mr. R.V.Sankara Rao - S.I, Taluka
 Mr. T. Augustine Reddy - H.M,Krosuru (Parent)
 Mr. B.Mallikarjuna Rao - Forest Beat Officer,
 Guntur (Parent)
 T. Divya Manasa - III BBC
 B.Lakshmi Swetha - III B.Com - Res
- 9. Alumni Committee** Mrs. G.Saroja - Convener
 Mrs. P. Rajeswari
 Mrs.K.Vidhyadhari
 Mrs. D. Anitha
 Mrs.G.Yasodhara – P.G
 Mrs. B.Usha Rani – P.G
 Mrs.G.Sailaja – P.G
- 10. Attendance Committee** - Mrs. J.Prameela Rani - Convener
 Mrs. G.Anitha Bhanu
 Mrs. G.Vijaya Lakshmi
 Mrs. I. Adi Lakshmi
 Mrs. M.Usha Rani – P.G
 Mrs.G.Radhika - P.G

- 11. Cultural Committee** - Mrs. K.Vanaja - Convener
Mrs.M.Anjana Devi
Mrs. I.Adi Lakshmi
Mrs. P. Sandhya
Mrs.K.Vidyadhari
Miss.T.Jhansi
Mrs. P. Prameela
Mrs.G.Yasodhara P.G
Mrs.D.V.Ramana - P.G
- 12. Discipline Committee** - Mr. S.M. Subani - Convener
Mrs. J. Prameela Rani
Mr. Ch. Rama Rao
Mrs.G.Anitha Bhanu
Mrs. D. Anitha
Mr. G.Bala Show Reddy
Mrs. G.Radhika - P.G
Mrs. G. Sailaja - P.G
- 13. ECO – Club Committee** - Mrs. K. Vidyadhari - Convener
Mrs. K. Vanaja
Mr. D. Simon
Sr. Margaret Priyanka
Mrs. B. Ranjitha
- 14. Literary Committee** - Mrs. I. Adi Lakshmi - Convener
Mrs. P. Rajeswari
Mrs. G. Vijaya Lakshmi
Mrs. P. Sandhya
Mrs. J.Durga Bhavani
Miss.T.Jhansi
- 15. Sports & Games Committee** - Mr. G. Bala Show Reddy - Convener
Mrs. D. Sandhya Rani
Mr.D. Simon
Mrs. M.Usha Rani – P.G
Mrs.G. Saroja - P.G

- 16. Staff Grievances Committee** -Mrs. R. Sharon Rose - Convener
Mrs.J.Prameela Rani
Mrs. B.Joyce
Mr. Ch. Rama Rao
Dr.J.Pratapa Reddy
Mrs. K. Vanaja
Mrs. D. Swarna Charani Rai –P.G
Mrs.G. Radhika – P.G
- 17. Library Committee** - Mrs. D.Anitha - Convener
Mrs. J. Prameela Rani
Mrs.K.Vidhyadhari
Mrs. D.Sandhya Rani
Mrs.I. Adi Lakshmi
Mrs. G.Sailaja - P.G
Mrs.B.Usha Rani – P.G
- 18.Out Reach Committee -** Dr.Sr.Fatima Rani - Chairperson
Mrs. J.Prameela Rani - Convener
Mrs. G. AnithaBhanu
Mrs. K.Swathi
Mrs. M.Usha Rani - P.G
Mrs.G.Radhika
Mrs. D.V. Ramana
- 19.Parents Association Committee-**Mrs.R.Sharon Rose - Convener
Mr. S.M.Subani
Mrs. B. Joyce
Dr.J.Pratapa Reddy
Miss. T.Jhansi
Mrs.D.SwarnaCharani Rai – P.G
Mrs.G.Radhika – P.G
- 20.Visual Aids Committee** - Mrs. M. Usha Rani - Convener
' &
Seminar Hall In charge
Mrs.K. Vidhyadhari
Mrs.P.Sandhya
Miss.T.Jhansi
Mrs. D. Anitha
Mrs. G. Saroja – P.G
Mrs. G.Sailaja – P.G

21. NAAC Committee	Dr.Sr.Fatima Rani	-	Chairperson
	Mrs. B. Joyce	-	Convener
	Mrs. R. Sharon Rose		
	Mr. Ch. Rama Rao		
	Dr. J. Pratapa Reddy		
	Mrs. P. Rajeswari		
	Sr. Margaret Priyanka		
	Mrs.M.Usha Rani – P.G		
	Mrs. D. Swarna Charani Rai –P.G		
	Mrs. G. Yasodhara – P.G		
22. Magazine Committee	- Mrs. P. Rajeswari	-	Convener
	Mrs. B. Joyce		
	Mrs. R.Sharon Rose		
	Mrs.P.Sandhya		
	Mrs.J.Durga Bhavani		
	Mrs. I. Adi Lakshmi		
	Mrs. D.V.Ramana –P.G		
23. Scholarship Committee-	Mrs.M.Usha Rani	-	Convener
	Mrs.D.V.Ramana - P.G		
	Sr. V.L. Jyothi		
	Mr. A.Srinivasa Reddy		
	Mrs.R.Tresa		
24. Placement Committee-	Dr.Sr.FatimaRani.P-		Chair Person
	Dr.J.Pratapa Reddy	-	Convener
	Mr.Ch.Rama Rao		
	Mrs. M.Usha Rani		
	Mrs.K.Vidyadhari		
25. Red Ribbon Committee	- Mrs.B.Joyce	-	Convener
	Mrs.K.Vanaja		
	Mrs.M.Anjana Devi		
	Miss.T.Jhansi		
	Mrs.G.Yasodhara – P.G		
	Mrs.B.Usha Rani - P.G		

- 26. Student Counseling Committee** - Mrs.J.Prameela Rani - Convener
Mrs.B.Joyce
Mrs.P.Rajeswari
Mrs.D.Sandhya Rani
Mrs.D.SwarnaCharani Rai – P.G
Mrs.G.Radhika – P.G
- 27. N.S.S Committee** - Mrs.I.Adi Lakshmi - Convener
Mr.G.Bala Show Reddy
Mrs.G.Anitha Bhanu
Mr.S.M.Subani– Commerce
Mrs.P.Prameela
Mrs.D.SwarnaCharani Rai – P.G
Mrs.D.V.Ramana – P. G
- 28. Mother Gnanmma Club** - Dr.Sr.FatimaRani.P - Chairperson
Mrs.J..Prameela Rani - Convener
Mrs.R.Sharon Rose
Mrs.B.Joyce
Mrs.K.Vidhyadhari
Mrs.M.Usha Rani -P.G
- 29. Co – Curricular Activities Committee** - Mrs.R.Sharon Rose- Convener
Mrs. J.Prameela Rani
Mr.S.M.Subani
Mrs. P.Rajeswari
Mrs. D.Anitha
Mrs.G.Radhika – P.G
Mrs.G.Sailaja – P.G
- 30. Hand Book Committee-** Rev. Dr. Sr. Fatima Rani. P - Chair Person
Mrs.R.Sharon Rose - Convener
Mrs. D. Swarna Charani Rai
Mrs. V. Ratna Kumari
Mrs. R. Tresa

- 31. Internal Complaine Committee** -Rev. Dr. Sr. Fatima Rani. P Chair Person
Mrs. G. Anitha Bhanu - Convenor
Sr. G. Margaret Priyanka
Mrs. I. Adi Lakshmi
- 32. Grievance Redressal Cell** Rev. Dr. Sr. Fatima Rani. P - Chair Person
Mrs. K. Vidyadhari - Convenor
Mrs. B.Ranjitha
- 33. Women Empowerment Cell** -Rev. Dr. Sr. Fatima Rani. P - Chair Person
Mrs. D. V. Ramana - Convenor
Mrs. M. Anjana Devi
Mrs. G. Radhika
- 34. Anti-Sexual Harassment Committee**-Dr. Sr. Fatima Rani. P - Chair Person
Mrs. B. Usha Rani - Convenor
Sr. G. Saroja
Mrs. I. Adi Lakshmi
Mrs. G. Sailaja
- 35. Finance Committee** - Dr. Sr. Fatima Rani. P - Chair Person
Sr. T. Sandhya
Sr. Margaret Priyanka
Mrs. J. Prameela Rani
Mrs. K. Vanaja

10. CLASS IN CHARGE LECTURERS

III Year Class In Charge Lecturers

1.	Mr. Ch.Rama Rao	-	MPCs
2.	Dr. J. Pratapa Reddy	-	MSCs
3.	Mrs.G.Anitha Bhanu	-	MPC
4.	Mrs.K. Vanaja	-	MBC & BBC
5.	Mrs. J. Prameela Rani	-	B.Com (Gen & Res)
6.	Mrs.R.Sharon Rose	-	B.Com (Gen & Res)

II Year Class in Charge Lecturers

1.	Mrs.D.V.Ramanamma	-	MPCs
2.	Mrs.K.Sandhya Rani	-	MSCs
3.	Mrs. B.Joyce	-	MPC
4.	Mrs.K. Vidyadhari	-	MBC & BBC
5.	Mrs. J. Prameela Rani	-	B.Com (Gen & Res)
6.	Mrs.B.Usha Rani	-	BCA

I Year Class In Charge Lecturers

1.	Mrs. I. Adi Lakshmi	-	MPCs
2.	Mrs.G.Vijaya Lakshmi	-	MSCs
3.	Mrs. G.Santha Kumari	-	MPC
4.	Mrs. B.Ranjitha	-	M.B.C & BBC
5.	Mrs. G. Saroja	-	B.Com (Gen & Res)
6.	Mrs. P.Prameela	-	BCA

Academic Calendar / Semester wise / B.SC,B.COM,B.C.A : 2020– 2021		
APSCHE – OAMDC (Online Admission Module for Degree Courses)		
College reopens on 06- 06 -2020		
Commencement of Classes for 3 rd & 5 th Semesters :02– 11-2020		
Commencement of Classes for 1 st Semester :10–12-2020		
December	Christmas	24-12-2020 to 26-12-2020
January	Pongal Holidays	13-01-2021 to 16-12-2021
	I – Mid Term Examinations	29-01-2021 to 15-02-2021
February	ANU – Practical Examinations	22-02-2021 to 27-02-2021
March	Commencement of 2 nd ,4 th & 6 th ANU - End Semester Examinations-	05-03-2021 to 16-03-2021
Commencement of Classes for 2 nd , 4 th & 6 th Semesters : 01-04-2021		
May	Summer Vacation starts from	15-05-2021 to 31-05-2021
July	ANU – Practical Examinations	01-07-2021 to 07-07-2021
	Commencement of 2 nd ,4 th & 6 th ANU - End Semester Examinations-	09-07-2021

Reopening of college for the Academic year 2020- 2021 : 02-08-2021

Academic Calendar : : 2020-21**PG COURSES****III & V SEMESTER (LE)**

Sl.No.	Particulars	Date(s)
01	Commencement of Classes for V Semester Candidates	03-08-2020(ONLINE)
02	DASARA HOLIDAYS	22-10-2020to25-10-2020
03	Commencement of Classes for III Semester Candidates	26-10-2020
04	CHRISTMAS HOLIDAYS	21-12-2020to26-12-2020
05	PONGAL HOLIDAYS	08-01-2021to15-01-2021
06	Conduct of 1 st Internal Exams for III & V Semester Candidates	22-01-2021To28-01-2021
07	Conduct of 2 nd Internal Exams for III & V Semester Candidates	08-02-2021to13-02-2021
08	Closure of Instructions for III & V Semester students	15-02-2021&20-03-2021
09	Commencement of V Semester- end Examinations	25-02-2021to08-03-2021
10	Commencement of Practical Examinations – V SEM	09-03-2021
11	Commencement of III Semester- end Examinations	22-03-2021 To 26-03-2021
11	Commencement of Practical Examinations – III SEM	27-03-2021

VI SEMESTER

SI.No	Particulars	Date(s)
01	Project Orientation – VI Semester students	11-03-2021
02	Abstract Submission – VI Semester students	19-03-2021
03	Project First Review	05-04-2021
04	Project Second Review	29-04-2021
05	Project Third Review	08-06-2021
06	Project Fourth Review	05-07-2021
07	Project Fifth Review	11-08-2021
08	Project Mock-Viva	02-09-2021
09	ANU – Project Viva-Voce	10-09-2021

IV SEMESTER

SI.No.	Particulars	Date(s)
01	Commencement of Classes for IV Semester Candidates	01-04-2021
02	Conduct of 1 st Internal Exams for IV Semester Candidates	05-07-2021 to 07-07-2021
03	Conduct of 2 nd Internal Exams for IV Semester Candidates	28-07-2021 to 30-07-2021
04	Closure of Instructions for IV Semester Students	31-07-2021
05	Commencement of IV Semester end Examinations	16-08-2021 To 20-08-2021
06	Commencement of Practical Examinations	21-08-2021

I SEMESTER

Sl.No.	Particulars	Date(s)
01	Commencement of Classes for I Semester Candidates	08-02-2021
02	Conduct of 1 st Internal Exams for I Semester Candidates	25-03-2021 to 27-03-2021
03	Closure of Instructions for I Semester Students	31-06-2021
04	Commencement of I Semester-end Examinations	07-07-2021 to 12-07-2021
05	Commencement of Practical Examinations	16-07-2021

II SEMESTER

Sl.No.	Particulars	Date(s)
01	Commencement of Classes for II Semester Candidates	17-07-2021
02	Conduct of 1 st Internal Exams for II Semester	20-09-2021 to 25-09-2021
03	Closure of Instructions for II Semester Students	25-09-2021
04	Commencement of II Semester-end Examinations	04-10-2021 To 09-10-2021
05	Dasara Holidays	11-10-2021 To 16-10-2021
06	Commencement of Practical Examinations / Viva- Voce etc.	27-10-2021