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LIST OF ABBREVIATIONS

Asst. Prof.	Assistant Professor
AISHE	All India Survey of Higher Education
APSAMS	Andhra Pradesh Student Academic Management System
APSCH	Andhra Pradesh State Council of Higher Education
B.A.	Bachelor of Arts
B.A.(CA)	Bachelor of Arts in Computer Applications
BBA	Bachelor of Business Administration
B.Com	Bachelor of Commerce
B.Com.(CA)	Bachelor of Commerce in Computer Applications
B.Sc.	Bachelor of Science
B.Sc.MZC	Bachelor of Science in Microbiology
B.Sc.MSCs	Bachelor of Science in Computer Science
BMA	Biometric Attendance
CBCS	Choice Based Credit System
CD	Compact Disc
CGPA	Cumulative Grade Points Average
CCE	Commissionerate of Collegiate Education
CPDC	College Planning and Development Council
C.L	Casual leave
DDO	Drawing and Disbursing Officer
DOPT	Department of Personal and Training
DRC	District Resource Center
GPF	General Provident Fund
HOD	Head of the Department
IAMS	Integrated Attendance Management System
ICC	Internal Complaint Committee
INFIBNET	Information and Library Network
IQAC	Internal Quality Assurance Cell
JKC	Jawahar Knowledge Centre
KWH	Kilo Watt Hour
LMS	Learning Management System
MBPS	Mega Bits Per Second
M.A.	Master of Arts

M.Com	Master of Commerce
M.Sc.	Master of Science
MOOCS	Massive Open Online Courses
MoU	Memorandum of Understanding
M.Phil.	Master of Philosophy
MPDO	Mandala Parishat Development Officer
NAAC	National Assessment and Accreditation Council
NET	National Eligibility Test
NCC	National Cadet Corps
NSS	National Service Scheme
NIC	National Integration Camp
OC	Orientation Course
PD	Personal Deposit
Ph.D	Doctor of Philosophy
PG	Post Graduate
RC	Refresher Course
RO	Reverse Osmosis
RTI	Right to Information Act
RUSA	Rashtriya Uchchatar Shiksha Abhiyan
SET	State Eligibility Test
SVU	Sri Venkateswara University
SWAYAM	Study webs of Active-learning for Young Aspiring Minds
TA	Travelling Allowance
TC	Transfer Certificate
TBR	Treasury Bill Register
UG	Under Graduate
UGC	University Grants Commission

Source: College Records.

VISION

“Produce educated, intellectually – enlightened, scientifically – advanced, technologically – equipped and functionally – disciplined citizens capable of carrying out the most vital, practical and intellectual tasks of the society with courage, confidence, self – reliance and self – actualization.”

MISSION

Smt. N.P.S. Government College for Women, Chittoor Strives to “ to produce an academic pool of patriotic, secular, Knowledgeable, Competent, skilled, technical and resourceful women graduates and postgraduates in

Science, Commerce, Business and Humanities streams by inculcating in them the qualities of self - learning, self- reliance. Self – dependence with a view to empower them with all virtues and enlist their participation in national development.”

OBJECTIVES

1. To ensure Women empowerment through higher education.
2. To offer socially relevant and academically vibrant programmes in science, Arts and Commerce streams.
3. To provide computer – based training for all women students with a view to develop market – Oriented skills in them.
4. To empower the students by providing Employment Opportunities as per the Current Scenario.
5. To inculcate the sense of social responsibility through value – based education in students.
6. To foster scientific temper in students by designing appropriate study projects and research programmes.

Table-1: Profile of the College

Sl.No.	Particulars	Details
1	Year of establishment	1982- 1983
2	NAAC grade	“B” Grade with a CGPA of 2.42
3	Autonomous status	Non - Autonomous
4	Implementation of CBCS pattern	2015-2016
5	Total strength of the students	551 (UG: 516 + PG: 34 +Ph.D:01)
6	Land area	23.02 Acres
7	Play Ground Area in Acres	5 Acres
8	Compound Wall in Meters	1100mt
9	a) Regular	11
	(b) Part-time	1
	(c) Contract	8
	(d)Guest	7
	Total no. of teaching staff	27

10	(a) Senior assistant	1
	(b) Record Assistant	3
	(c) Office subordinate	1
	(d) Part - time contingent Attender	1
	Total no. of Non-teaching staff	5
11	Number of UG Programmes Offered	07
12	Number of PG Programmes Offered	03
13	No. of Departments	18
14	No. of Staff rooms	10
15	No. of class rooms	20
16	No. of Laboratories	13

Source: College Records.

Table-2: List of Departments

Sl. No.	Name of the Department	Year of Establishment
1.	Department of English	1982-83
2.	Department of Telugu	1982-83
3.	Department of Hindi	1982-83
4.	Department of Economics	1982-83
5.	Department of History	1982-83
6.	Department of Political science	1982-83
7.	Department of Commerce	1982-83
8.	Dept.of Computer Science & Computer Applications	1998-99
9.	Department of Mathematics	1998-99
10.	Department of Statistics	1998-99
11.	Department of Chemistry	1998-99
12.	Department of Microbiology	1998-99
13.	Department of Zoology	1998-99
14.	Department of Physical Education	1982-83
15.	Department of Library	1982-83
16.	Department of Microbiology (PG)	2001-02
17.	Department of Zoology (PG)	2004-05
18.	Department of commerce (PG)	2020 -21

Source: College Records.

LIST OF POLICIES:

a.Non-Discrimination Policy:

Smt.NPS. Govt. Degree College for Women, Chittoor does not discriminate on any legally documented basis, but not limited to race, color,

religion, creed, national origin, disability, ethnic background, genetic information, sexual orientation 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 programs, and other College administered programmes.

b. Identification Policy:

- The students who are studying in this college are instructed to maintain a proper dress code.
- They are required to carry a valid I.D. card with them at all times when they are on campus.
- All students are expected to maintain their I.D. card during all semesters that they are enrolled
- If an I.D. card is lost or stolen, it should be reported immediately to class Representative.
- Violation of this policy will result in disciplinary action under the Student Code of Conduct.

c. Timing Policy:

- As per the Guidelines of the Affiliated University the college has followed the timings as 10.00am- 4.00pm.
- Every period is of 50 min and the lunch break is of 50 min daily in between 1.20pm to 2.10pm.
- Attendance of all students, teaching & non-teaching staff members and principal is generated by Finger Print Attendance Recorder Machine (Biometric). There are four Finger Print Attendance Recording machines, which record

the attendance of the three for students and one for 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 Period Class room attendance is taken by concerned lecturers by using Integrated Attendance Management System (IAMS) app designed by Government of Andhra Pradesh.
- Staff should be available in the college premises during the entire period of college hours, on all working days.

Prayer Policy:

- Twice in a week at 9-30 am to 10-00 am prayer will be conducted with all staff and students i.e. on every Monday and Thursday.

Discipline Policy:

- The disciplinary policy at college recognizes the relationship that students have with their individual teachers. Every effort is made by the teacher and student to work together to resolve any problem. There is no discrimination among staff and students in aspects of caste, creed and religion.
- The students are instructed not to bring any cell phone in to the class room.
- Students use the rest rooms properly and keep them clean and neat.
- Students are advised to throw the sanitary napkins only in dustbins.
- Our College has already provided Vending machine for receiving Sanitary napkins facility according to their requirements.

- Creating no plastic zone in the college campus.
- Teaching Staff are advised not to attend to any calls while in the Class Rooms / Laboratories /Library.
- No Employee is 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 holiday list announced by the S.V. University, Andhra Pradesh.

Infrastructure Development Policy:

The infrastructure development committee will monitor the required infrastructure in various class rooms and entire campus.

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 staff members of Smt.NPSGovt.DegreeCollege for Women, Chittoor are in what'sApp group. Any information concerned to the college can be communicated through this group. Admin of the group is Principal and Senior faculty only.

- All students, teaching and non-teaching and principal are in another what App group. Any information concerned to the students can be communicated through this group.
- Every department has one separate what'sApp group. Any information concerned to the department can be communicated through this group. Admin of the group are all class in charges of the departments only.

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.
- Leave 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 10.00 a.m. and such absence will be treated as unauthorized.

Commitment Policy:

- The students and staff are committed to get 100% pass in their respective subjects' and departments.
- Committed to invite more no of companies for Campus selection and provide maximum employment opportunity to the Outgoing students.

Research Policy:

The research policy of the college aims at creating and supporting a research culture among teachers, staff, students and leverage it for enriching and enhancing the professional competence of the faculty members; for developing and promoting scientific temper and research aptitudes of all learners; for realizing 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 committee 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 committee 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 seed money

- 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/ centers by funding agencies /Universities.
- Organize workshops/ training programmes/ sensitization programmes by the institution to promote a research culture on campus.
- Invite industry to use the research facilities of the college and sponsor research projects.
- Approach National and international organizations such as UGC, to fund major and minor research projects undertaken by the faculty.
- Make efforts to improve the availability of research infrastructure requirements to facilitate research.
- 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 collect data by metrics such as Citation Index, Impact

Factor, h-index, 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 magazine with relative priorities every Year.

Environmental Policy

Protection of health, safety and the prevention of pollution and protection of the environment are primary goals of the Institute. The Institute strives to develop and provide products and services that have no undue environmental impact and are safe in their intended use, efficient in their consumption of energy and natural resources can be recycled, reused or disposed safely.

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. Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

- Students are not permitted to use mobile phones within the Class room.
- The mobile phones shall be kept in silent mode / off
- All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
- Students violating the above rules will be warned
- Staff members are allowed to use mobile phones in their respective

- cabins.
- Staff members are allowed to use mobile phone in the classroom for the purpose of taking online attendance only.

Formation of Committees Policy:

This policy is framed by Head of the institution depending on the capability of the individual.

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.

Table-3: Assessment and Accreditation

Sl.No.	Name of the Criteria	Key Indicator
1	Curricular Activities	1.1 Curriculum Design and Development 1.2 Academic Flexibility 1.3 Curriculum Enrichment Feedback System
2	Teaching-Learning and Evaluation	2.1 Student Enrolment and Profile 2.2 Catering to Student Diversity 2.3 Teaching-Learning Process 2.4 Teacher Profile and Quality 2.5 Evaluation Process and Reforms 2.6 Student Performance and Learning Outcomes 2.7 Student Satisfaction Survey
3	Research, Innovation, Consultation and Extension	3.1 Promotion of Research and Facilities 3.2 Resource Mobilization for Research 3.3 Innovation Ecosystem 3.4 Research Publications and Awards 3.5 Consultancy 3.6 Extension Activities 3.7 Collaboration
4	Infrastructure and Learning Resources	4.1 Physical Facilities 4.2 Library as a Learning Resource 4.3 IT Infrastructure 4.4 Maintenance of Campus Infrastructure

5	Student Support and Progression	5.1 Student Support 5.2 Student Progression 5.3 Student Participation and Activities 5.4 Alumni Engagement
6	Governance, Leadership And Management	6.1 Institutional Vision and Leadership 6.2 Strategy Development and Deployment 6.3 Faculty Empowerment Strategies 6.4 Financial Management and Resource Mobilization 6.5 Internal Quality Assurance System(IQAS)
7	Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities 7.2 Best Practices 7.3 Institutional Distinctiveness

Source: College Records

CORE ACTIVITIES

1. CURRICULAR ACTIVITIES

a. Academic Activities:

- Earlier, Admissions are done by APSAMS in all streams viz B.A., B.Com, B.Sc., and BBA, during this Academic year Admissions are through Online Process by APSCHE.
- Affiliation to S.V University.
- Preparation of Time Table for B.A., B.Com, B.Sc. and BBA is done separately.
- Distribution of workload to all faculty members.
- Semester Pattern
- Conducting theory classes and practical classes according to time table.
- Arranging Extension lectures in all subjects by subject experts.
- Giving assignments to students in all papers.
- Conducting seminars for students.
- Certifying all practical records in all Science departments.

b. For Science Faculty

- As per requirement equipment purchase list is prepared by all departments.
- Calling for tenders for purchase of equipment.
- Preparing comparative statements and purchase orders.

- After purchase entering the equipment list in stock registers (departmental) and submitting the bills to the concerned institute.
- Yearly accounts audit is conducted for the equipment bought.
- Head of the institution is the final authority to finalize every purchase.

c.Examinations:

- As per the S.V University Examinations frame work our Examination pattern is two Internal exams and one external exam
- Apart from these Examinations free final Examinations are conducted before the External examinations.

d.Internal Examinations:

- Two times internal exams are conducted and the average of the two is taken into account.
- 5 marks for assignments and 5 marks for seminar,5 marks for attendance 10 marks internals average of the 2 internal exams are allocated
- All question papers for internal exam are prepared by concerned teacher and handed over to Examination coordinator.

2. CO- CURRICULAR ACTIVITIES:

- Certificate Courses both offline and online
- Add-on Courses
- Industrial Visits
- Field trips
- Research /Study projects
- Quiz, Assignments,
- Group Discussions
- Staff Training programs
- Student subject Forums

- Faculty Forums
- Seminars/Workshops

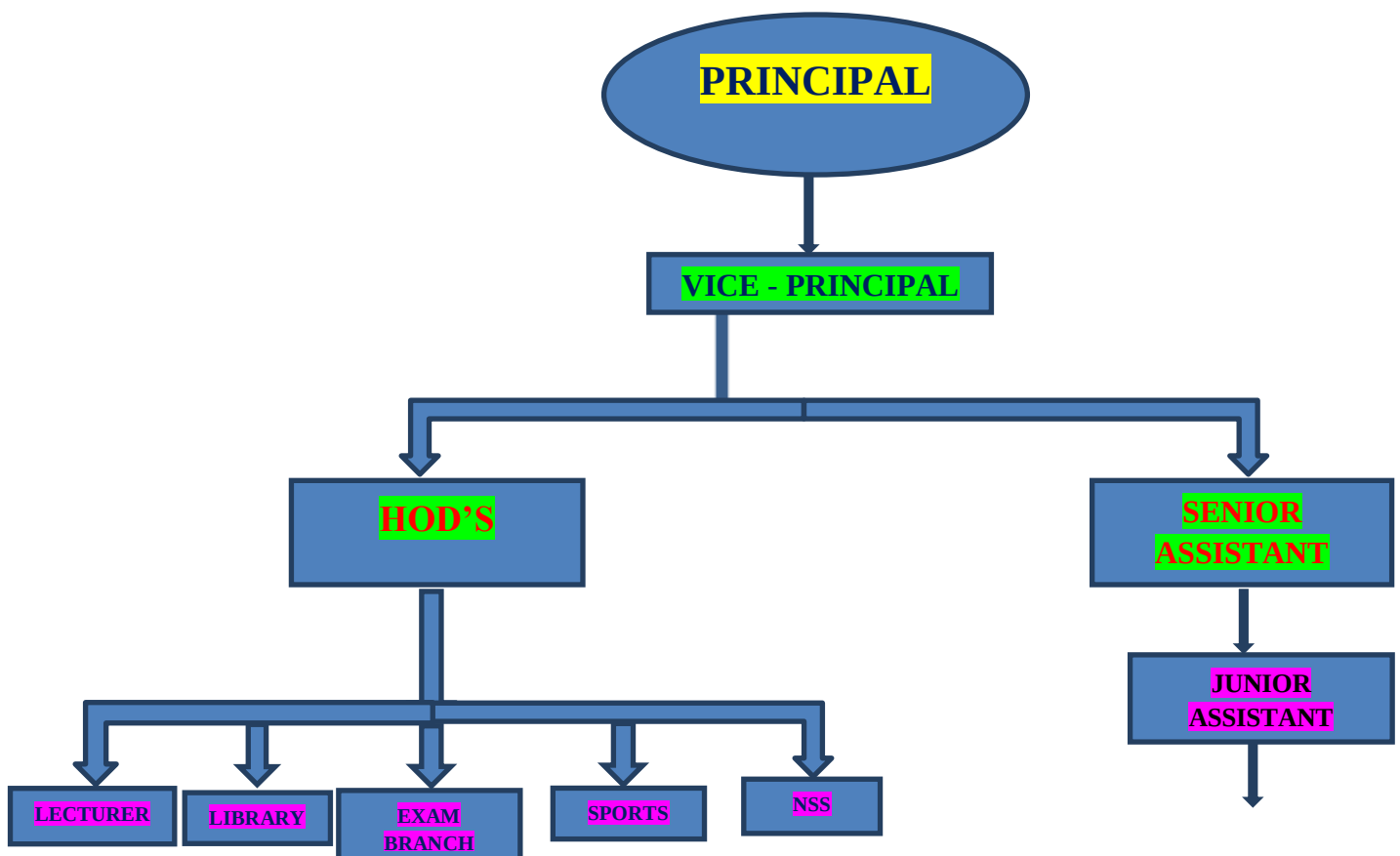
a. Administrative Activities:

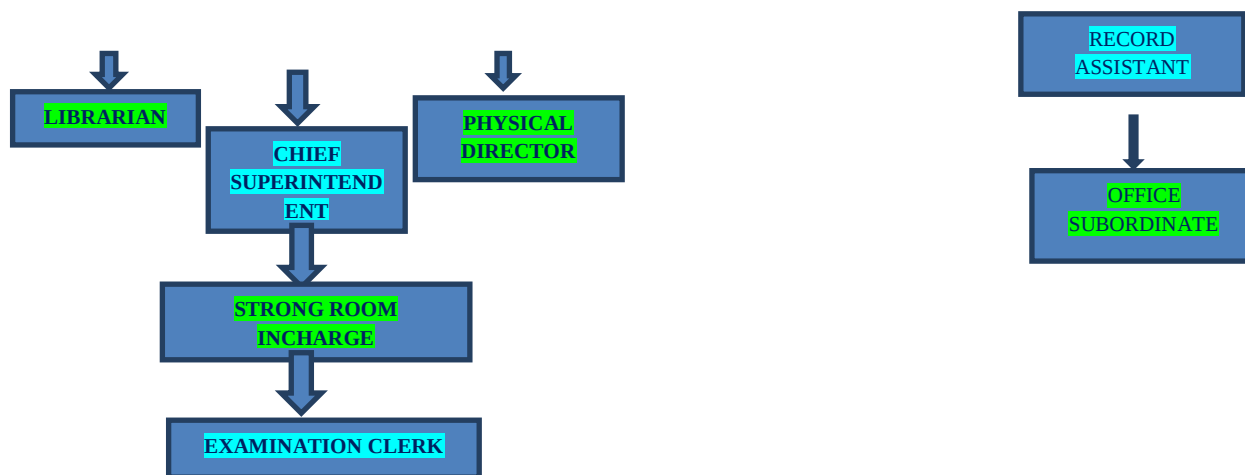
- Planning the Academic activities for the year.
- Monitoring the activities of Office staff and planning for their Up gradation.
- Allotment of Funds and its proper Utilization.
- Conducting parent teacher meeting.
- Conducting the Admission drives to enhance enrollment ratio.
- Organizing Staff meetings

b. Developmental Activities:

- Infrastructure facilities
- Physical facilities

Organizational chart:1





Principal: Role and Responsibilities:

Qualification:

- PG with 55%
- 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 will plan and supervise the execution of annual academic plans, Curricular, Co-curricular and extra-curricular activities, in consultation with the staff of the college. He will strive for the overall development of the college.

Administrative functions:

- To sanction Casual Leave to Teaching Staff and Non –Teaching Staff.
- To sanction increments to the teaching and nonteaching staff.
- To constitute 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 fee:

- To conduct Annual review of stocks and other assets of the institution as on 31st March every year.
- Medical Reimbursement: - To sanction medical reimbursement to Gazetted Officers and Non Gazetted Officers.
- Distribution of Budget allotments: - To distribute Budget allotments to various departments of the college.
- Utilization of Special fee/ PD Funds:- To sanction expenditure and purchase of the,
- 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 of 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.

Vice -Principal: Role and Responsibilities:

Qualification: Senior faculty

Responsibilities:

- This is a non-cadre post with no additional remuneration and administrative & 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 help 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 meet with personnel, Students, Lecturers and parents and settles 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.

NSS –Programme Officer Role and Responsibilities: ESPONSIBILITIES:

Qualification: Any Lecturer

Responsibilities:-

- The NSS Coordinator has to perform the duties as per the directions given by the Principal from time to time.
- Awareness shall be created to the volunteers about the value of service and they should be treated properly to carry out the task assigned.
- To Organize Programme as per the guideline and direction from NSS Officer of Concerned University.

- To organize regular Programme throughout the year for the maintenance of college campus, work in slums, general service Programmes like Blood donation camps to promote civil sense, Project works that empower weaker sections of the Community.
- To Conduct Special Camps in nearby rural areas.
- Conduct Programmes like laying of roads repairing Culverts, major irrigation projects, digging of wells, plantation of trees, improvement of sanitation.
- Besides the volunteers can be taken to special camp to adopted Village.

IQAC ROLE AND RESPONSIBILITIES:

Qualification: Post Graduation with 55% in any subject, Senior Faculty.

Responsibilities:

- Preparation and control of quality system documents.
- Organizing 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 & 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 of all Quality initiatives such as NAAC, NIRF and AISHE ranking etc. on behalf of the college.

- Feedback collection from students and other stakeholders and its analysis.

ACADEMIC CO-ORDINATOR ROLE AND RESPONSIBILITIES:

Qualification: Post Graduation with 55% in any subject, Senior Faculty

Responsibilities:

a. Planning:

- The academic coordinator plays a key role in planning the academic activities for an academic year well in advance and gets it approved by the staff council prior to the commencement of the academic year. Further He/She takes the responsibility of proper implementation of all the planned activities and strives for the welfare of students.

b. BOARD OF STUDIES (BOS):

- To conduct Board of Studies meetings of all departments and to finalize the curriculum.

c. Evaluation:

- All the short term and long term programmes of an educational institute are evaluated by the academic coordinator.
- He/She 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.

d. Leadership:

- An academic coordinator leads all the programmes including research projects of students and faculties.
- He/She provides necessary assistance to the faculty and staff and other personnel in the institute.

e. Documentation and Reporting:

- Documents the ongoing activities and programmes in the institute.
- He/She prepares and presents reports to the management during staff and board meetings.

DEPARTMENT INCHARGE ROLE AND RESPONSIBILITIES

Qualification: Senior faculty

Responsibilities:

- 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 S.V. University requirements.
- Nominating staff to attend training Programmes / Faculty Development Programmes (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.

SENIOR /JUNIOR ASSISTANTS ROLE AND RESPONSIBILITIES:**Administration****Qualification:**

- Intermediate with 55%
- 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 on old currents.
- All details of the new currents be clearly entered in the P.R 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 para 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 indisposed files to the current year's personal file on the 1st 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 P.R with red ink. The type of disposal is 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.

LAB ASSISTANT ROLE AND RESPONSIBILITY

Qualification:

- Graduation with 50% 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 practical's satisfactorily.
- To organize 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 & switch off all equipment after use.
- Requisition of consumables shall be submitted to the HOD, 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 HOD through faculty in charge of lab.

LECTURERS (ASST.PROFESSORS/ASSOCIATE PROFESSORS)

Qualification:

- PG with 55% 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 should discuss with the lecturer concerned and plan for completion of the backlog in the succeeding month.

CHIEF SUPERINTENDENT ROLE AND RESPONSIBILITY:

Principal/Senior Faculty

Responsibilities:

- He/She will be responsible for the proper conduct of the examination at that center.
- The Chief Superintendent should see that the seal and cover of the parcel /parcels are intact and the description and particulars on each sealed cover agree with those in the statement of question papers.
- The Chief Superintendent should further verify these sealed covers with the time table and nominal rolls of the candidate and satisfy himself that the covers containing adequate number of question papers in all the concerned subjects for the examinations have reached in time.
- In the event of there being any material defect or discrepancy, he should report the matter to the controller of Examinations.
- Question papers should be kept under lock and key in the safe custody of the Chief Superintendent in steel almirahs which have duplicate keys, until they are distributed to the candidates at the examination hall.
- If a candidate whose name does not appear in the list furnished to the Chief Superintendent, he may not be admitted to the examination unless

the Chief Superintendent is satisfied that he has the eligibility to take the examination.

- But in such case the Chief Superintendent should report the fact at once to the Controller of Examinations stating the circumstances of the case.
- After the completion of the examination, the Chief Superintendent must give a schedule of work done by each invigilator stating the date and session and hall number of his duty. This statement is very much required in the cases of suspected malpractice reported during valuation time.

STRONG ROOM INCHARGE ROLE & RESPONSIBILITY:

Principal/Senior faculty

Responsibility:

Table-4: List of Records

Sl. No.	Name of the record	Location	Maintained by	Retention period of the record	Remarks
1	Inward & outward	Office	Record Assistant	8years	

2	Staff service Records 1. Service registers 2. Personal files of employees	Office	Sr. Assistant	8years	
3	Stock register of Stationery	Office	Record Assistant	8years	
4	Stock register of furniture	Office	Record Assistant	8years	
5	Special fee	Office	Record Assistant	8years	
6	Restructured/course fee	Office	Sr. Assistant	8years	
7	Scholarships	Office	Record Assistant	8years	
8	Admissions	Office	AdmissionsCommitt eeand Record Assistant	8years	
9	TBR	Office	Sr. Assistant	8years	
10	Sports stock register	Sports Room	Physical Director	8years	
11	Library accession	Library	Library staff	8years	
12	NSS		NSS Coordinator	8years	
13	CPDC cash book	Office	Sr. Asst	8years	
14	TC &Bonafide books	Office	Record Asst	8years	
15	Equipment	Science Laboratory	Department	8years	
16	Staff council	Office	Sr. Assistant	8years	
17	Special fee committee	Office	Sr. Assistant and Sr. Lecturers	8years	

18	Staff attendance Registers	Office	Record Assistant	8years	
19	Students Attendance Register	Office	Class Teacher	8years	
20	C.L. Register	Office	Record Assistant	8years	
21	Medical reimbursement claims register	Office	Sr. Assistant	8years	
22	State Budget	Office	Sr. Assistant	8years	
23	Postal Account Register	Office	Record Assistant	8years	
24	Office order register	Office	Sr. Assistant	8years	
25	RTI register	Office	Sr. Assistant	8years	
26	Register for disciplinary cases	Office	Sr. Assistant	8years	
27	Increment	Office	Sr. Assistant	8years	
28	PD account Book	Office	Sr. Assistant	8years	
29	Daily Fee Collection register	Office	Record Assistant	8years	
30	Caution Money Deposit register	Office	Sr. Assistant	8years	
31	Scholarships register	Office	Record Assistant	8years	
32	Fee register	Office	Record Assistant	8years	
34	Students Marks	Office	Record Assistant	8years	

	Registers				
35	Land and building records	Office	Sr. Assistant	8years	
36	Pay Bill Register	Office	Sr. Assistant	8years	
37	Cheque book details register	Office	Sr. Assistant.	8years	
38	Placement register	Office	JKC Coordinator	8years	
39	Alumni	Department	Alumni Coordinator	8years	
40	Consolidated purchase register	Office	Sr. Assistant	8years	
41	Cadre strength/scale register	Office	Sr. Assistant	8years	
42	Library Stock register	Library	Librarian	8 years	

Source: APSCHE Guidelines

Table-5:Academic Records

Sl.No.	Name of the Record	Location	Maintained by	Remarks
1.	Syllabus	Individual Departments	Head of the Department	
2.	Teaching Diary	Individual Departments	Individual teaching staff member	
3.	Synopsis	Individual Departments	Individual teaching staff member	
4.	Assignments	Individual Departments	Individual teaching staff member	
6.	Mentor – Mentee	Individual Departments	Individual teaching staff member	

7.	Students study projects	Individual Departments	Individual teaching staff member	
8.	Practical attendance registers	Individual Departments	Head of the Department	
9.	Laboratory equipment	Individual Departments	Head of the Department	
10.	Alumni registers	Alumni Committee	Alumni Committee	
11.	OCs& RCs	Individual Departments	Office/Record Assistant	
12.	Research Projects	Individual Departments	Individual teaching staff member	
13.	Seminars & workshops	Individual Departments	Individual teaching staff member	
14.	Extension activities	Individual Departments	Individual teaching staff member	
16.	Workload	Individual Departments	Head of the Department	
18.	Best Practices	Individual Departments	Head of the Department	
19.	Departmental activity register	Individual Departments	Head of the Department	
20.	Subject wise results	Individual Departments	Head of the Department	
21.	Progression register	Individual Departments	Head of the Department	
22.	Certificate courses register	Individual Departments	Head of the Department	
23.	Departmental Library	Individual Departments	Head of the Department	
24.	Stock register	Individual Departments	Head of the Department	
25.	MANA TV register	MANA TV Coordinator	MANA TV Coordinator	
26.	Attendance Registers	Individual Departments	Head of the Department	
27.	Gold Medals register	In charge/ Coordinator	Head of the Department	
28.	Lab register	Departments	Head of the Department	

30.	CDS/Study material / Competitive Exam Material	Individual Departments	Head of the Department	
31	Field trip/ Industrial Visits/ Educational Tours	Individual Departments	Head of the Department	

Source: College Records

Office Files Flow Chart

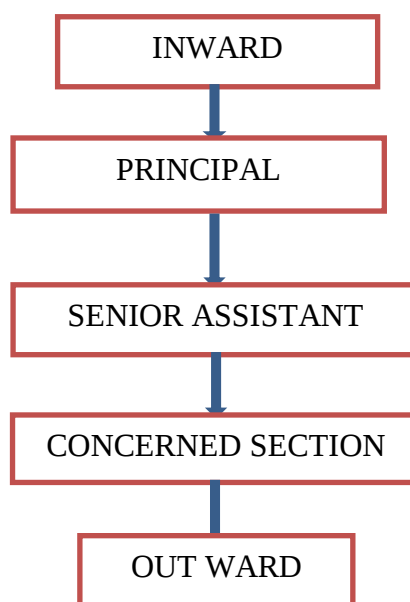


Table-6: Checklist for Implementation

What	When	Who
Bio- Metric Attendance (BMA) of staff & students	Daily	Principal
Students BMA reports	Once in a fortnight	HOD's/Principal

Registers pertaining to sectional and practical marks (Internal)	Once in a semester/half yearly	HOD's
Updating of SR's of staff Members	Entry required	Principal/Senior Assistant
Proceeding letter for release of annual increments to staff members	Increment due month	Principal
Verification of stock registers of all the laboratories, stores, Office records and library	Once in a year	Staff/HOD's/Principal

Source: College Records

Table-7: List of improvements

Academic	• To improve Student enrollment ratio: • To Achieve 100% pass percentage in each subject and in every grade • To increase internships in the subjects. • To enhance MOUs/ Collaborations • To arrange field visits to all students. • To arrange Educational tours for all the students. • To arrange study hours in the evening 4 P.M to 5 P.M • To arrange the Remedial coaching for slow learners and Medium learners.
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Source: College Records

Table-8: Infrastructural Facilities:

Sl.No.	Particulars	Number
1.	Spacious Classrooms	20
2.	Green Campus	18
3.	Chemistry Laboratories	2
4.	Microbiology Laboratories	4
5.	Zoology Laboratories	4
6.	Zoology Museum	1
7.	Computer Laboratories	2
8.	Jawahar Knowledge Centre.	1
9.	Virtual Class room	1

10.	Digital Classroom	3
11.	Library	1
12.	Reading Room	1
13.	INFLIBNET	ACTIVE
14.	Auditorium	1
15.	Seminar Hall	1
16.	Skill based Learning	1
17.	Ladies Rest Room	1
18.	Ladies Waiting Hall	1
19.	Sports Room with Gym	1
20.	Play Ground	1
21.	Canteen	1
22.	Solar Energy	1 Unit: 10 KWH
23.	High Speed Internet	20 MBPS
24.	Attached Hostel Facility for SC/ST Women Students	1
25.	Separate Hostel Facility for BC Women Students	2
26.	Drinking Water source (Bore Wells)	2
27.	RO Plant	1
28.	Toilets for students	3 Blocks
29.	Toilets for Staff	5Blocks

Source: College Records

Table-9: Staff Council

Sl.No		Category	Faculty Name
1	Chairperson	Principal	Dr. K. Manohar
2	Head of the Department	Department of Hindi	CH. Prasad
3	Head of the Department	Department of Commerce	Sri.A.M.Narendra Kumar
4	Head of the Department	Department of Zoology	Sri. R. Anand
5	Head of the Department	Department of Telugu	Kum. I. Sajani
6	Head of the Department	Department of Economics	Dr. M. Rukmani
7	Head of the Department	Department of History	Dr. M. Rukmani
8	Head of the Department	Dept. of Political Science	Dr. M. Rukmani
9	Head of the Department	Department of Chemistry	Smt. L. Rajeswari

10	Head of the Department	Department of English	Dr. A.Kiranmayee
11	Head of the Department	Department of Microbiology	Smt. N. Sravani
12	Head of the Department	Department of Statistics	Sri.P. Devendra
13	Head of the Department	Department of Computer Science & Computer Applications.	K. Srilatha
14	Head of the Department	Department of Mathematics	Smt. R. Jayalakshmi
15	Senior Assistant	Non –Teaching	G. Riyaz

Source: College Records.

Meetings:

- The meeting of the council shall be convened at such times as the Principal may consider necessary.

Functions of the Staff Council:

- It is the advisory body to help the Principal in academic matters, financial matters and in the maintenance of discipline.
- Staff Council Shall Facilitate communication among teaching , non-teaching staff and the Principal.
- All Financial matters resolved with the consent of Staff Council.
- Make regulations for sports, extra-curricular activities, proper maintenance and functioning of the playgrounds.
- Participate, assist and advise the Principal in nominating staff representatives to serve on Institutional committees.
- Promote and advocate staff professionalism and support opportunities for leadership development.
- Plan celebration of important days and other co-curricular activities.
- Perform such other functions as may be assigned by the Principal.

Table-10: Finance Committee

Number	Category	Name
Chairman	The Principal	Dr. K. Manohar
Member	Lecturer	Sri.CH. Prasad
Member	Lecturer	Sri. A.M. Narendra Kumar
Member	Lecturer	Sri. R. Anand
Member	Lecturer	Kum. I. Sajani
Member	Lecturer	Dr. M. Rukmani
Member	Lecturer	Sri. P. Jayanthudu
Member	Lecturer	Smt. L. Rajeswari
Member	Lecturer	Dr. A.Kiranmayee
Member	Lecturer	Smt. N. Sravani
Member	Lecturer	Smt. P. Surekha
Member	Lecturer	Dr. K. Ramanamma
Member	Senior Assistant	G. Riayaz

Source: College Records.

Meetings:

- The Finance Committee shall meet at whenever required to resolve financial matters.

Functions of the Finance Committee:

- The Finance Committee shall act as an advisory body to the Principal, to consider:
- Budget estimates relating to the grant received/receivable from UGC, state Government and income from fees, etc. to be collected.
- Audit of accounts for the above.

Table-11 List of Committees:

Sl.No.	Name of the committee	Role of committee
1	Administrative and Academic committee	Renders Support to the Principal for the smooth functioning of institution and monitors the

		Academic activities of the college.
2	Admissions committee	The committee pre planned and take action for raising admissions.
3	Academic-Coordination committee	Formulation of academic Colander, Planning for the Class work, Remedial Coaching and Internal Examinations.
4	Project Monitoring Unit for RUSA	Coordination with Engineering Department and Monitoring RUSA activities.
5	Purchasing committee	The Committee makes purchases for science labs and office as per the guidelines of UGC.
6	Calendar/ Magazine/ Printing committee	Prepares and publish College Magazine and Calendar (Hand book) annually.
7	NAAC Committee	The committee makes NAAC report and go to Assessment and Accreditation for every five years.
8	Special Fee – Re – structure fee committee	Allocates funds to all the departments to meet the recurring expenses.
9	IQAC Committee	Quality assurance and enhancement of the college is looked upon by IQAC.
10.	Discipline Committee	The committee monitors strict discipline of the students in the Campus.
11	NADU- NEDU committee	Coordination with Engineering Department and Monitoring Nadu - Nedu activities.
12	Cultural Affairs Activities committee	Conducts Various competitions related to cultural, literacy and fine arts to all the students at the college level, provides information about competitions conducted by other institutions and leads them for participation
13	College Development Committee	The Committee helps in raising and utilizing funds for the college development and assists college in academic, administrative and infrastructural development.
14	College –Anti Ragging committee	The Committee taking anti – ragging measures as per the guidelines issued by the UGC and frames rules and regulations to maintain discipline within the college.
15	Games and Sports committee	Conducts competitions to students in sports and games in the college and encourages to participate in competitions conducted by other institutions. The committee take care of funds allocated to sports.
16	Time – Table committee	The committee configures the time table for all the departments.

17.	Campus Maintenance committee	Keeping a good standards of hygiene in the campus by maintain proper sanitation facilities and campus cleaning programs. Provide counseling to the students for various health issues by expert doctors.
18.	Examination Committee	The Committee undertakes both University examinations and House examinations. Also maintains course wise centralized marks list of total students of the college
19.	Alumni Association	This committee organizes' Alumni meet' yearly once and do programmes to facilitate strong and healthy association between alumni and current students.
20	Library Committee	To issue books to students and monitoring the Maintenance of Library.
21	Career Guidance & Placement committee and Career Programme committee	The Committee invites experts from different sectors to increase exposure regarding choices of careers of the students. Committee helps in reducing the fear and hesitation of the students by conducting mock interviews and model exams results in improving students' communication skills.
22	UGC Committee (Planning &Development committee)	Monitors the proper utilization of Funds sanctioned for the welfare of Institution.
23.	JKC Committee	Provides intensive training to students in employable skills and arranging job drives to facilitate the placement of trained students.
24	Scholarship committee	The committee monitors that all students apply for scholarship and get benefited through it.
25	College website committee	The Committee takes the responsibility of maintaining and updates the college website regularly.
26	Women Empowerment club	Arranging awareness programmes on gender sensitization to all the students and make girl students aware of their health, self- defense etc, conduct various competitions to girl students and celebrates important days relating to women.
27	Income tax committee	The Committee Monitors and Verifies the Tax Payments and returns of the staff working in the College.
28	Hostel Vigilance committee	The committee visit hostel and monitor the maintenance, take any grievances from students and make solutions.
29	Budget committee	Monitors the Financial transactions to be made for the different activities of the College.
30	DRC Committee	The committee encourages students to participate in co-curricular activities conducted by various

		colleges with in district and interaction with other students to improve their personality development.
31	Bio – Metric attendance committee	Reviews the BMA of the students monthly and inform the parents of the students who have below 75% attendance.
32	NSS Committee	Education through Service 'is the purpose of NSS. The committee arranging programmes to NSS volunteers to develop a sense of social and civic responsibility among them.
33	Result Analysis committee	Analyses the department wise semester results of the students.
34	Competition and Prizes committee	The committees conduct various competitions and encourage the students by giving prizes.
35	Students Grievance cell committee	Investigate and review complaints of students and faculty of the College
36	NIRF committee	The committees every year updates required college data in NIRF web portal and take necessary action to get good NIRF rank.
37	Students induction Programme committee	The committee conducts induction Programme for first year students to give awareness about college.
38	MOOCs committee	Guides faculty and Students in completion of various online courses through MOOCs platform
39	INFLIB NET Committee	It Monitors the Proper Utilization of INFLIB NET by the students and Faculty.
40	MANA TV committee	The committees maintain the Mana TV sets and make arrangements to watch the live programs for the concerned students.
41	Virtual classes committee	The committee monitors the participation of concerned students in the live sessions of virtual class and taking care of the equipment of virtual class
42	Digital classes committee	The committee monitors the conduct of classes in Digital class room and taking care of Digital class room equipment.
43	RTI Committee	Committee monitors the RTI related letters.
44	AISHE Committee	The committee uploads college data required for AISHE survey every year.
45	Soft skills & English committee	To develop soft skills and personality in the students.
46	Red Ribbon & Innovation committee	Make Students will spread awareness over HIV/AIDS and arrange Blood donation camps to promote regular voluntary blood donation among the students.
47	Consumers club committee	Arranging awareness programmes to educate the students about rights and responsibilities of consumers and celebrates national and world

		consumer's days.
48	ECO Club committee	Keep the campus clean and green. Create awareness and sensitivity among students towards environmental concern through conducting Swatcha Bharath, plantation drives and awareness campaigns
49	Internal complaint committee (ICC)	Register and monitor the complaints against sexual harassment of women faculty and girl students.
50	Solar Energy committee	The committee monitoring the Maintenance of solar energy committee.
51	Indian youth Red cross committee	To keep campus with cleanliness, Hygiene and green coverage, to adopt conservation methods of energy and water, waste management and to give awareness on social concerns.
52	Media committee	The committee monitors the press coverage of the events conducted by the college and maintains the record
53	Home examination committee	The Committee plan and conduct internal examination in smooth manner.

Source: College Reports

DO's and DON'T's

1.College:

a. Do's:

- Use only courteous and polite language and behave with decorum with the faculty, staff, and students.
- Shall 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 allotted place.

- Conduct induction program for freshers, bridge courses for all subjects & remedial classes for slow learners.
- Inculcate proper & ambitious attitude in students.
- Display alumni performance & amenities available in college & goals of college.
- Respect the Philanthropist & founder of college and his parents.
- Arrange gender sensitization programs frequently while attending college functions, students will conduct themselves 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 this college seriously and try to perform the best.
- Each student of the college must always possess Student Identity Card with their photograph affixed on it and duly attested by the Principal.
- Use the resources of the college namely library, computers, equipment, transport, medical, communications, power etc. judiciously and effectively.
- Any genuine complaints shall be filed to the concerned authority without fear.

b.Dont's:

- All shall desist from indulging in violence.
- Shall not talk or act in any manner in a way that would spoil the reputation of the college
- Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
- Should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.
- Smoking, consumption of alcohol/drugs inside the college 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 strictly prohibited by an act promulgated by the Government of Andhra Pradesh.

1. Teaching Staff :

a.Do's:

- Mark attendance in the biometric machines provided in the College.
- Maintenance of proper dress code.
- Using Blended mode of Learning
- Making the teaching Student centric.
- Use teaching methods based on the topic & student ability.
- Inculcate interest in subject using case study methods.
- Contribution for LMS as instructed by CCE.
- Informing the parents about the student progress.
- Conducting parent teacher meetings regularly.
- Conducting remedial classes for slow learners.
- Following reward system for best student progress in curricular, co-curricular, extracurricular activities.
- Treating the students with personal touch, affection and providing counseling to them.
- Deliver feedback according to the criteria for student success (Do Acknowledge student's positive attributes).

b.Dont's

- Don't be rude to students.
- Don't deviate much from teaching plan &time.
- Don't punish the whole class because of one student.
- Don't invade into student's privacy.

- Don't lose your love of learning

2. Non- Teaching/Class IV employees:

a.Do's:

- Maintain absolute integrity at all times.
- Maintain absolute devotion to duty at all times
- Maintain independence and impartiality in the discharge of duties.
- Render prompt and courteous service to the students.
- Respect your Organization, fellow workers and students & avoid gossip.
- 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 there under.

b.Dont's:

- Don't bribe the students
- Don't be overwhelming
- Don't be over smart
- Do not undertake private consultancy work.
- Never adopt a casual attitude at work
- Do not consume any intoxicating drinks or drugs while on duty.
- Do not appear in public place in a state of intoxication.
- Do not indulge in any act of sexual harassment of any woman in the workplace.
- Do not use your official position or influence directly or indirectly to secure employment for any member of your family in any

- company or firm. Maintain absolute devotion to duty at all times
- Maintain independence and impartiality in the discharge of your duties.

3. Students:

a.Do's:

- Be regular to the college.
- Mark attendance in the biometric machines provided in the college.
- Maintain college timings.
- Attend college with uniform.
- Be attentive in the class.
- Interact with teacher and other students in the class.
- Complete your assignments and the projects in time.
- Do apply for scholarships in time.
- Pay College fees in time.
- Collect books & material prescribed by your teacher.
- Participate in peer teaching & peer learning
- Participate in all activities in the college.
- Your progress is the college progress.
- Maintain silence during class hours.
- Collect & segregate waste papers & plastic for your sustainable future.
- Handle properly the equipment given to you.
- It is the property of the college use it and see to it that it is passed on to your juniors
- Have lunch in waiting rooms provided by the college.
- Switch off fans & lights while leaving classroom.
- Attend for study hours with chairs provided by the college.
- Maintain library timings.
- Use sports room/gym as per timetable.
- Participate in NCC/NSS activities with full enthusiasm.
- Use JKC, MOOCs and certification programs as stepping stones of your

job career including regular academics.

- Apply & participate in summer programs for UG students at prestigious institutes.
- Maintain the college timings
- Keep wash rooms neat and clean
- Use dustbins in classroom to throw waste.
- Used sanitary napkins should be dumped in the dust bin only
- Help your friends when they are in need
- Use the canteen for your lunch and maintain neatness
- Maintain exam timings.

b.Donts:

- Don't be rude to your teachers and class IV employees.
- Misconduct during examination, production of false information or documents for admission purpose and the failure to return materials taken from the College would be seriously dealt with.
- Don't write anything on benches.
- Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the College during their period of study.
- Use of mobile phones/other electronic gadgets such as iPod, iPhone within the classrooms, laboratories, seminar halls and auditoriums is strictly banned. Violation of this rule by any student would result in impounding of these devices and strict disciplinary action.

4. Labs:

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 exercise
- Report all accidents, hazards or chemical spills to the instructor (no matter how small).

- Keep your work area clean and clutter free.
- Tie back all long hair and remove dangling jewelry during lab. Always be sure that electrical equipment is turned in the off position before plugging it into a socket.
- Use extreme care when handling sharp objects.
- Dispose of all chemicals, broken glass and other lab materials into the proper containers as directed by the instructor.
- When heating liquids in a test-tube always point the test-tube away from other students.
- Keep all materials away from open flames.
- Never work alone in the laboratory
- The 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 the rubber tube and leakage of Gas before lighting the burner.
- Splashes from reagents can be avoided by wearing goggles or spectacles.
- Heavy duty gloves must be used while using corrosive substances like strong acids and alkalis.
- 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 pipetted
- If fire is observed don't panic raise an alarm, evacuate the laboratory turn off gas and electricity then use the fire extinguisher.
- All chemicals in the laboratory are hazardous in some way or the other handle them carefully.
- All organic solvents are inflammable. Never heat them directly on a naked flame. While heating them avoid working near the flame. Solvent ether is highly inflammable. Do not 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.
- Inform the instructor if there is a problem. You will have their immediate attention if you have cut yourself (even if you consider it minor), if something broke and needs cleaning up, or if you are on fire.
- Be aware of all the safety devices. Even though the instructor and lab assistant 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 for the day.

Dont's:

- Never experiment on your own.
- On not eat or drink in the lab room at any time (other than permitted by instructor).
- Do not chew gum or eat candy during lab exercises.
- Never add water contacts in the lab without proper eye protection.
- Never smell taste or touch chemicals.
- Never work in the lab alone.
- Never use electrical equipment around water.
- Never mix chemicals before asking the instructor.
- Never return unused chemicals to originals container.
- Never leave the lab without washing your hands.

- Do not eat, drink, chew gum, or apply cosmetics in the lab.
- Do not work with chemicals until you are sure of their safe handling.
- Do not 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.
- Do not wear contact lenses.
- All aisles must be kept open all times.
- 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.

5. In Case of Accidents:

- In the event doesn't be 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 3 options for putting flame out are.
- Drop to the ground and roll
- Use the safety showers of water
- 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.

6. Chemicals:

- Report all chemicals spills immediately to the instructor.
- In the case of chemicals 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.

Table-12: Important Days Celebration

Date	Activity
14.06.2020	World Blood Donation Day
21.06.2020	International Yoga Day
26.06. 2020	International Day against Drug Abuse
29.06. 2020	National Statistics Day
15.08. 2020	Independence Day
26.08. 2020	Women's Equality Day
29.08. 2020	Telugu Bhasha Dinotsavam
05.09. 2020	Teacher's Day
08.09. 2020	International Literacy Day
14.09. 2020	Hindi Diwas celebrations
24.09. 2020	NSS Day
02.10. 2020	Gandhi Jayanti & Lal Bahadur Shastri Jayanthi
20.10.2020	World Statistics Day
31.10. 2020	National Integration Day
01.11.2020	Andhra Pradesh Formation Day
11.11. 2020	National Education Day
14.11.2020	Pandit Jawaharlal Nehru Birthday
14.11. 2020 to 20.11. 2020	National Library Week
26.11.2020	National Constitution Day
01.12. 2020	AIDS Day
10.12. 2020	Human Rights Day

24.12.2020	Consumer Day
12.01.2020	National Youth Day
25.01.2020	National Voters Day
26.01.2020	Republic Day
05.02.2020	World Environment Day
21.02.2020	AntarjaatiyaMatru Basha Dinotsvam
28.02.2020	National Science Day
08.03.2020	International Women's Day
05.04.2020	BabuJagjivan Ram's Birthday
14.04.2020	Dr.B.R. Ambedkhar's Birthday

Source: CCE Academic Calendar

Table-13: Linkages and MoU's

Sl. No.	Name of the Department	MOU's / linkage	Date of agreement	Validity period	Purpose of MOU's
1.	Microbiology	Between FOODS AND INNS LIMITED, Gollamadugu village, Chittoor Dist. And Department of MICROBIOLOGY, Smt. NPS. Govt. degree college for women, Chittoor.	27.02.2019	3 years	Academic projects, Industrial visits, Unpaid plant trainings and needbased placements
2.	Chemistry	Between FOODS AND INNS LIMITED, Gollamadugu village, Chittoor Dist. And Department of CHEMISTRY, Smt. NPS. Govt. degree college for women, Chittoor.	27.02.2019	3 years	Academic projects, Industrial visits, Unpaid in plant trainings and needbased placements
3.	Economics	"Socio Economic health issues" Dept. of Economics and Total Health Organisation –Apollo Hospitals.	November 2019	5 years	Health and Hygiene

4	MOOCs Coordinator	Between Crystal Waters - 4-405, Bangalore Bypass, Iruvaram – Chittoor and Smt. NPS. Govt. College for Women - Chittoor	27.06.2020	1 year	MOOCs Skill Based Certificate Course – Industrial Visit & Placement of Trained Students
5	MOOCs Coordinator	RN Galla Family Private Limited, Galla Foods Division, Tenepalli, Chittoor (Dist), AP and Smt. NPS. Govt. College for Women - Chittoor	27.06.2020	1 year	MOOCs Skill Based Certificate Course – Industrial Visit & Placement of Trained Students

Source: College Records

Table-14: Academic and Social Responsibility

The college as a unit shares the social responsibility in areas like

- Extension services
- Organizing training camps
- Job Melas
- Educational Tours
- Co-ordinates with Governments departments (CCE, Treasury, Pay and Accounts, , Research development, S.V university, Police Department, MPDO Office, Panchayat Office, Finance Department, ID college, Other Colleges, sports, Cultural.
- Tree Plantation
- Swatch Bharath
- Awareness Programme to Students on Various uses of Public Interest
- The NSS team of the College adopted “ Thawanampalli – Harijana Wada” Village and conducted awareness on Health and Hygiene to the people of the Village and issued health cards by collaborating with “Apollo Total Health care”
- The Dept. of Microbiology adopted “Ootacheruvu” and brought awareness on Rabies, Dengue, Malaria and the Importance of Hand washing.
- Organizing Blood donation Camp by NSS, Red Ribbon Club and in which students actively participated in blood donation.
- Organizing food fest by the Dept. of Microbiology and created awareness about the advantages of taking fermented food in the college.
- Conducted LLR Mela in the college.

- Encouraged the students to open postal savings account in post office.

Source: College Records

Table-15: Assets

Sl.No.	Assets	Location	Status
1	Tables (Student sitting)	Class room	520
2	Tables (For Staff)	Staff room	45
3	Tables (Big Size for Science Laboratory)	Labs	40
4	Student Stools	Labs	
5	Chairs	Classroom, Labs	100
6	Fans	Office, Staffroom, classroom	120
7	Tube lights	Office+ Staff Room, classroom	100
8	Laptops	Science, Arts and commerce departments	5
9	Projectors	Microbiology, Zoology, Chemistry, Economics departments	4
10	Desktops	Office,, Other departments, Library	38
11	Printers	Office, Departments	
12	Xerox machines	Officerroom,Library, Microbiology department	4
16	Televisions	MANA TV	1
17	Internet	Office,	
18	AudioVisual Equipment	Amplifier, Mike, Sound Box, Virtual classroom	1
19	Computers	Computer science department	85
20	Collar Mikes	Virtual Classroom	1
21	Podiums	Principal Room	5
22	Almirahs	Labs, Office, Departments	56
23	Iron racks	Labs, Departmental Rooms, Office	43
24	Visualizer	Digital class room	1
25	Auditorium	College	
26	Gym	Sports room	1
27	Solar power plant	College	1
28	Seminar hall	MSc Microbiology	1

Source: College Records

Table-16: Academic Excellence:

Sl.No.	Name	Number
1.	Faculty Contribution in Research Publications	50
2.	Number of Research Projects Awarded	2
3.	Number of Workshops Organized	3
4.	Number of Webinars Organized	1
5.	Online Quizzes	
6.	Faculty Contribution in LMS Content Generation	6
7.	No. of MOOCs Courses done by Faculty	37
8.	No. of MOOCs Courses done by Students	38
9.	Number of Companies invited for Campus Placements	2
10.	Number of Placements	53

Source: College Records

Table-17: Result Analysis

2017-18						
Course	I-Semester			II-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
B.A.(H.E.P)	09	01	11	08	01	12
B.A.(Comp. Applications)	03	00	00	03	01	33
B.Com.(General)	24	04	17	19	01	05
B.Com.(Comp.Applications)	45	28	62	44	30	68
B.Sc.(M.S.Cs)	19	14	73	16	08	50
B.Sc.(M.Z.C)	18	04	22	18	07	39
BBA	05	03	60	05	03	60
M.Sc. Zoology	17	17	100	17	17	100
	III-Semester			IV-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
B.A.(H.E.P)	18	09	50	16	10	63
B.A.(Comp. Applications)	08	00	00	08	06	75
B.Com.(General)	28	05	18	16	11	69
B.Com.(Comp.Applications)	39	23	59	39	28	72
B.Sc.(M.S.Cs)	17	12	70	17	13	76
B.Sc.(M.Z.C)	32	15	45	32	21	65
BBA	08	06	75	09	08	89
M.Sc. Zoology	24	24	100	24	24	100
	V-Semester			VI-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
B.A.(H.E.P)	17	16	94	18	18	100
B.A.(Comp. Applications)	07	04	57	07	06	86
B.Com.(General)	16	11	69	30	27	90

B.Com.(Comp.Applications)	33	25	76	33	31	94
B.Sc.(M.S.Cs)	16	12	75	16	12	75
B.Sc.(M.Z.C)	14	07	50	14	13	93
BBA	11	11	100	11	11	100

Source: College Records

Table-18: Result Analysis

2018-19						
Course	I-Semester			II-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
B.A.(H.E.P)	17	05	29	14	12	85
B.A.(Comp. Applications)	10	03	30	11	09	81
B.Com.(General)	17	08	47	17	10	59
B.Com.(Comp.Applications)	51	34	67	50	35	70
B.Sc.(M.S.Cs)	22	11	50	22	14	64
B.Sc.(M.Z.C)	19	10	53	17	08	47
BBA	11	06	55	11	07	63
M.Sc. Zoology	7	7	100	7	7	100
Course	III-Semester			IV-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
B.A.(H.E.P)	07	03	43	07	07	100
B.A.(Comp. Applications)	03	01	33	03	03	100
B.Com.(General)	16	01	06	16	11	69
B.Com.(Comp.Applications)	41	22	54	40	30	75
B.Sc.(M.S.Cs)	16	13	81	16	15	94
B.Sc.(M.Z.C)	14	04	28	12	08	67
BBA	03	03	100	03	03	100
M.Sc. Zoology	17	17	100	17	17	100
Course	V-Semester			VI-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
B.A.(H.E.P)	16	11	69	16	15	94
B.A.(Comp. Applications)	07	04	57	07	06	85
B.Com.(General)	26	09	35	28	25	89
B.Com.(Comp.Applications)	45	29	64	42	41	97
B.Sc.(M.S.Cs)	15	12	80	17	13	76
B.Sc.(M.Z.C)	29	19	66	29	25	86
BBA	08	08	100	08	08	100

Source: College Records

Table-19: Result Analysis**2019-2020**

Course	I-Semester			II-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
B.A.(H.E.P)	17	8	47			
B.A.(Comp. Applications)	11	3	27			
B.Com.(General)	25	17	68			
B.Com.(Comp.Applications)	66	56	85			
B.Sc.(M.S.Cs)	32	15	47			
B.Sc.(M.Z.C)	36	9	25			
BBA	10	7	70			
M.Sc. Zoology	15	15	100			
M.Sc. Microbiology	10	9	90			
Course	III-Semester			IV-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
B.A.(H.E.P)	12	4	33			
B.A.(Comp. Applications)	10	4	40			
B.Com.(General)	15	9	60			
B.Com.(Comp.Applications)	52	38	73			
B.Sc.(M.S.Cs)	21	17	81			
B.Sc.(M.Z.C)	18	6	33			
BBA	8	6	75			
M.Sc. Zoology	6	6	100			
Course	V-Semester			VI-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
B.A.(H.E.P)	7	5	71	6	5	83
B.A.(Comp. Applications)	2	0	0	2	2	100
B.Com.(General)	16	11	69	14	14	100
B.Com.(Comp.Applications)	36	25	69	39	39	100
B.Sc.(M.S.Cs)	16	14	88	16	16	100
B.Sc.(M.Z.C)	12	5	41	11	10	91
BBA	3	3	100	2	2	100

Source: College Records**Table-20: Student Achievements**

Course	Name of	Name of	Event/	Year	Place
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	The Student	The Achievement	Present Status		
B.A.(Gen)	1.V. Vanisri	Gold Medal for 2014 - 2107 Batch Topper	College Day Celebrations	2016-2017	Smt. N.P.S. Govt. Degree College (W), Chittoor
	2. A. Ramya	Proficiency in II year for Class 1 st Topper	College Day Celebrations	2016 -2017	Smt. NPS. Govt. Degree College (W), Chittoor.
		Gold Medal for 2015-2018 Batch Topper With 79.9%	College Day Celebrations	2017-2018	Smt.N.P.S. Govt. Degree College (W), Chittoor
		8 th Rank in PG Entrance Exam in Political Science (M.A)	Political Science	2018	SV. University, Tirupati
	3. C. Mounika	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2016 -2017	Smt. NPS. Govt. Degree College (W), Chittoor.
		Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2017 -2018	Smt. NPS. Govt. Degree College (W), Chittoor
		Rank SVU PG.CET	M.A. Economics	2018	
		2 nd Prize in DRC -2019		2019	Govt. Degree College, Karvetinagaram
	4. B. Meena	59 th Rank in SVU PG CET	M.A. Political Science	2019	SV. University, Tirupati
	5.Y.Padmavathi	55 th Rank in SVU PG CET	M.A. Political Science	2019	SV. University, Tirupati
	6. P. Nandini	90 th Rank in SVU PG CET	M.A. Telugu		Oriental College, Tirupati
	7.B. Sumalatha	Gold Medal for 2016 - 2019 Batch Topper	College Day Celebrations	2108-2019	Smt. N.P.S. Govt. Degree College (W), Chittoor
		Rank SVU PG. CET	M.A. Economics	2019	PVKN. Govt. College (A) Chittoor
		Solo Dance		2018-2019	

		Proficiency in I year for class 1 st topper	College Day Celebrations	2016 -2017	Smt. NPS. Govt. Degree College (W), Chittoor.
		Proficiency in II year for class 1 st topper	College Day Celebrations	2017 -2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	8.A.Thulasamma	Classical Dance		2018-2019	
	9.T. Sujatha	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2016 -2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	10.S. Reshma	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2018 -2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	11.V. Soundarya	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2018 -2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	12.M. Nadiya	Proficiency in II year for Class 1 st Topper	College Day Celebrations	2018 -2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	13.V. Divya	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2018 -2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	B.A. (CA)				
	1.B. Lavanya	Gold Medal for 2014-2017 Batch Toper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	2.B. Geethanjali	Gold Medal for 2015-2018 Batch Toper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	3.N. Mamatha	Gold Medal for 2016-2019 Batch Toper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	4.E. Geethanjali	Proficiency in II year for Class 1 st Topper	College Day Celebrations	2016 -2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	5.D. Chandana	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2016 -2017	Smt. NPS. Govt. Degree College (W), Chittoor.

	6.B. Vanitha	Proficiency in II year for Class 1 st Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	7.N. Mamatha	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	8.P. Bhandavi	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	9.D. Sindu	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
B.Com.(Gen)	1.S. Amrinnisa	Gold Medal for 2014-2017 Batch Toper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	2.L. Roja	Gold Medal for 2015-2018 Batch Toper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	3.V. Rajeswari	Gold Medal for 2016-2019 Batch Toper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	4.G. Jhansi	Proficiency in I year for Class Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	5.V. Rajeswari	Proficiency in I year for Class Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	6.L. Roja	Proficiency in II year for Class Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	7.C. Hemalatha	Proficiency in II year for Class Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	8.V. Rajeswari	Proficiency in II year for Class 1 st Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	9.K. Nandini	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.

	10.T. Thulasipriya	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	11.P. Bhavani	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	12.T. Kalyani	Proficiency in II year for Class 1 st Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
B.Com.(CA)	1.G. Gayatri	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	2.N. Jyothi	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	3.E. Deepthi	Proficiency in II year for Class 1 st Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	4.Y. Sowjanya	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	5.M. Deepika	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	6.T. Moulika	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	7.B. prabhavathi	Proficiency in II year for Class 1 st Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	8.S. Roja	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	9.M. Chandana	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College

					(W), Chittoor.
	10.M. Sonia	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	11.P. HimaPriya	Proficiency in II year for Class 1 st Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	12.S. Deepa	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	13.K.Baby Shalini	Gold Medal for 2014-2017 Batch Toper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	14.E. Deepthi	Gold Medal for 2015-2018 Batch Toper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	15.C. Pavitra	Gold Medal for 2016-2019 Batch Toper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	16.M. Bhargavi	1 st Prize	Division Level Youth Festival Conducted by SETWIN		Smt. NPS. Govt. Degree College (W), Chittoor.
		1 st Prize	Division Level Youth Festival Conducted by SETWIN		SV Music College, Tirupati.
		1 st Prize	DRC		Govt. Degree College, Palamaneru
		2 nd Prize	DRC		Govt. Degree College, Puttoor.
		2 nd Prize	Rs.2000 as Cheque in Consumer Day Celebrations	2018	PVKN. Govt. College (A) Chittoor.
		2 nd Prize in Solo Dance	DRC		Smt. NPS. Govt. Degree College

					(W), Chittoor.
		1 st Prize	Science Day Organized by Dept. of Chemistry		Smt. NPS. Govt. Degree College (W), Chittoor.
		1 st Prize in Group Dance			Smt. NPS. Govt. Degree College (W), Chittoor.
			Telugu Basha Dinotsavam		Smt. NPS. Govt. Degree College (W), Chittoor.
		1 st Prize in Solo Song	College Day Celebrations		Smt. NPS. Govt. Degree College (W), Chittoor.
		1 st Prize in Speech	College Day Celebrations		Smt. NPS. Govt. Degree College (W), Chittoor.
		3 rd Prize in Solo Dance	College Day Celebrations		Smt. NPS. Govt. Degree College (W), Chittoor.
B.Sc.(M.S.Cs)	1.T. Jyothi	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
		Proficiency in II year for Class 1 st Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
		Gold Medal for 2016-2019 Batch Topper with 94%	College Day Celebrations	2018 -2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	2.T. Padmavathi	3 rd Prize in Elocution Competition in District Level	National Consumer week	2018	District Consumer Information Centre, Chittoor.
		3 rd Prize in Elocution Competition in District Level	National Consumer week	2019	District Consumer Information Centre, Chittoor.

		Consultation Prize in Elocution Competition	Matrubasha Dinothsavam	2019	Way Foundation and Telugu KalaVedika, Chittoor
	3.N. Sandya	Gold Medal for 2014-2017 Batch Topper	College Day Celebrations	2016 -2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	4.S. Nirosha	Proficiency in II year for Class 1 st Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
		Gold Medal for 2015-2018 Batch Topper	College Day Celebrations	2017 -2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	5.B. Rohini	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	6.S. Ayasha	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	7.V. Chandrakala	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	8.M. Jyotsna	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
		Proficiency in II year for Class 1 st Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	9.C. Ammulu	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	10.T. Devi	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	11.G. Lalitha	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	12.P. Satya	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	13.P. Haritha	190 th Rank in PG CET	Mathematics	2020	SV. University, Tirupati
	14.P. Rajeswari	515 th Rank in PG CET	Mathematics	2020	SV. University,

					Tirupati
B.Sc.(M.Z.C)	1.B. Lokeswari	Gold Medal for 2014-2017 Batch Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	2.Y.J. Mamatha	Gold Medal for 2015-2018 Batch Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	3.K. Mamatha	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
		Gold Medal for 2016-2019 Batch Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
		55 th Rank in SVU PG CET	M.Sc. Zoology	2019	SV. University, Tirupati
	4.T. Mounika	350 th Rank in PG CET Zoology and 650 th Rank in PG CET Microbiology	Zoology	2020	SV. University, Tirupati
	5.V. Naveena	1234 th Rank in ANU PG CET	M.Sc. Microbiology	2019	
	6.B. Vanitha	184 th Rank in SVU PG CET	M.Sc. Zoology	2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	7.C. Amrutha	508 th Rank in SVU PG CET	M.Sc. Zoology	2019	PVKN. Govt. College (A), Chittoor.
	8. Kousalya	587 th Rank in SVU PG CET	M.Sc. Zoology	2019	PVKN. Govt. College (A), Chittoor.
	9.R. Neelima	Open PG CET	M.Sc. Botany	2019	Dr. Ambedkar Open University
	8.Yuvasri	Rank in PadmavathiMahila University PG CET	M.Sc. Microbiology	2019	PadmavathiMahila University, Tirupati
	9.S. Sajeeda	633 th Rank in SVU PG CET	M.Sc. Organic Chemistry	2019	Sri Vidya Nikethan, Tirupati.
	10.D. Usha	1150 th Rank in SVU PG CET	M.Sc. Organic Chemistry	2019	Vijayam Degree and PG. College, Chittoor.
	11.Sandya Rani		M.Sc. Organic		Bangalore

			Chemistry		
12.A.M.D. Dilli Rani	Through Convener Kota	M.Sc. Microbiology	2019	Smt. NPS. Govt. Degree College (W), Chittoor.	
13. Jyothi		Job			
14. S. Teja		Job			
15.A. Madhavi	66 th Rank in Sri Krishna Devarayala University PG CET	M.Sc. Chemistry	2020		
16. S. Sarika	2 nd Prize in Student Study Live Project	Sanitary Napikins with Banana Fiber	13 th March, 2020.	DRC Programme Organized by PVKN Govt. College (A), Chittoor.	
	120 th Rank in SVU PG CET	M.Sc. Zoology	2020	SV. University, Tirupati	
16.B. Priya	2 nd Prize in Student Study Live Project	Sanitary Napikins with Banana Fiber	13 th March, 2020.	DRC Programme Organized by PVKN Govt. College (A), Chittoor.	
	255 th Rank in SVU PG CET	M.Sc. Zoology	2020	SV. University, Tirupati	
	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2019-2020	Smt. NPS. Govt. Degree College (W), Chittoor.	
17. R. Kaveri	2 nd Prize in Student Study Live Project	Sanitary Napikins with Banana Fiber	13 th March, 2020.	DRC Programme Organized by PVKN Govt. College (A), Chittoor.	
	382 th Rank in SVU PG CET	M.Sc. Zoology	2020	SV. University, Tirupathi	
	2 nd Prize in Modern Dance	District Youth Festival	2-11-2019	SV. Music's Dance College	

	18.E. Lavanya	1 st Prize in Modern Dance	Youth Festival Organized by SETWIN National services	17-10-2019	Govt. Degree College, Puttoor
		Participated in National Integration Camp		20 th to 27 th , September, 2019	BCU NSS Cell, Bangalore Central University
	19.S.Dilli Prasanna	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	20.YJ. Mamatha	Proficiency in II year for Class 1 st Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	21.M. Rekha	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	22.B. Priya	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	23.G. Meena	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	24.K. Mamatha	Proficiency in II year for Class 1 st Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	25.N. sandya Rani	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	26.P. Hema	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	27.B. Janaki	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	28.B. Priya	Proficiency in II year for Class 1 st Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College

					(W), Chittoor.
	29.S. Sarika	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
BBA	1.T. Gowthami	Gold Medal for 2014-2017 Batch Topper	College Day Celebrations	2016-2017	Smt. NPS. Govt. Degree College (W), Chittoor.
	2.G.Nafeesha Begum	Proficiency in II year for Class 1 st Topper	College Day Celebrations	2016-2017	Proficiency in II year for Class 1 st Topper
		Gold Medal for 2015-2018 Batch Topper	College Day Celebrations	2017-2018	Smt. NPS. Govt. Degree College (W), Chittoor.
	3.N. Uma	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2016-2017	Proficiency in I year for Class 1 st Topper
		Proficiency in II year for Class 1 st Topper	College Day Celebrations	2017-2018	Proficiency in II year for Class 1 st Topper
		Gold Medal for 2016-2019 Batch Topper	College Day Celebrations	2018-2019	Smt. NPS. Govt. Degree College (W), Chittoor.
	4.T. Poja	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2016-2017	Proficiency in I year for Class 2 nd Topper
	5.D.Arunakumari	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2016-2017	Proficiency in II year for Class 2 nd Topper
	6.M. Mamatha	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2017-2018	Proficiency in I year for Class 1 st Topper
		Proficiency in II year for Class 1 st Topper	College Day Celebrations	2018-2019	Proficiency in II year for Class 1 st Topper
	7.K. Chamundeswari	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2017-2018	Proficiency in I year for Class 2 nd Topper
	8.T. Pooja	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2017-2018	Proficiency in II year for Class 2 nd Topper
	9.S. Swapna	Proficiency in I year for Class 1 st Topper	College Day Celebrations	2018-2019	Proficiency in I year for Class 1 st

					Topper
	10.B. Mounika	Proficiency in I year for Class 2 nd Topper	College Day Celebrations	2018-2019	Proficiency in I year for Class 2 nd Topper
	11.K. Chamundeswari	Proficiency in II year for Class 2 nd Topper	College Day Celebrations	2018-2019	Proficiency in I year for Class 2 nd Topper
M.Sc.Zoology	B.Rajitha	APSET ,	Qualified	2018	Andhra University
		Working as a Welfare Education Asst. in Gramasachivalayam		2020	Bangarupalem, Chittoor District

TEACHERS ACHIEVEMENTS & PARTICIPATION

1.Name of the Teacher: CH. PRASAD Lecturer in Hindi,
Dept. of Hindi
Qualification: M.A

Workshops/ Seminars/ Conferences:

Sl.No.	National/ International	Date	Title of the Paper	Organization/ Presentation/ Participation	Institution & Place
1	UGC National Seminar	5 th February 2019	Adhunika kathasahithyamlosthree Dr. V.R.RasaniMeravan iKathallosthreepathr echilrana	Participated	Dhuvuru Ramanamma Womens college (Autonomous)-Gudur
2	NAAC Sponsored Two Day Work Shop	6 th and 7 th November 2019	Emerging Trends In Higher Education The Role Of IQAC	Organized	Smt.NPS GDC Women, Chittoor

2.Name of the Teacher: A.M. Narendra Kumar, Lecturer in Commerce,
Dept. of Commerce
Qualification : M.Com.
Mail .ID: amnarendrakumar@gmail.com

Workshop

Details of Workshop	Date	Title of the Paper	Organization	Institution
NAAC Sponsored Two Day Work Shop	6 th and 7 th November 2019	Emerging Trends In Higher Education The Role Of IQAC	Organized	Smt.NPS GDC Women, Chittoor

3.Name of the Teacher: R.Anand Lecturer in Zoology,

Dept. of Zoology

Qualification: M.Sc., M.Phil.

Mail.ID: rayaanand26@gmail.com

Awards

1.Received The Best Teacher award from Vidya Parirakshana Samithi (Regd.No: 102/2013) on the occasion of Teacher's Day on 05-09-2018.

Publications:

Name of the Journal	Title of the Book / Paper	Type of the Journal	National	ISBN/ISSN No.	Date / Period
Current Scenario of Higher Education System in India	Dynamic interactive learning environment with modern technology in higher education		National Seminar	9789353910488	6,7th Nov, 2019

Workshops / Seminars/ Conferences:

Sl.No.	National/ International	Date	Title Of The Paper	Organization/ Presentation/ Participation	Institution& Place
1	U.G.C.	25 th January	(144 Contact	Participated	S.V.U

	Sponsored Orientation Programme	2016 to 20 th February 2016	Hours) Grade		Tirupati.
2	UGC - Sponsored National One Day Workshop	2019	Capacity Building - New Education Policy 2019. (CBNEP-2020)	Participated	PVKN GOVT. COLLEGE (A) Chittoor
3	A One Day Workshop	3 rd March 2020	Opportunities in Plastic waste management and Recycling Techniques (OPWMRT-2020)	Organized	Smt. NPS. Govt.Degree College (W), Chittoor

4.Name of the Lecturer : I.SAJANI, Lecturer in Telugu,

Dept. of Telugu

Qualification: M.A. Telugu Literature and Translation

Mail.ID

:sajaniithepalli@gmail.com

Publications:

Name of the Journal	Title of the Book / Paper	Type of the Journal	National	ISBN/ISSN No.	Date / Period
Bhavaveena	vidhyarthulu-jeevana naipunyaalu sadhanalomathrubashavasyakatha	UGC	National	978-81927315-7-5	2018
Bhavaveena	Mahilabhudayavelugubata-GurajadaKathalu	UGC	National	978-93-87540-23-1	2018
Bhavaveena	Mattivasana-manavathaparimalam	UGC	National	2456-4702	October 2018
Bhavaveena	Dalithaka vitwambalalasamasyalachitrana	UGC	National	2456-4702	November 2018
Bhavaveena	Dr. .R.RasaniMeravani Kathallostreepathrechilrana	UGC	National	2456-4702	2019-2020

Workshops/ Seminars/ Conferences:

Sl.No.	National/ International	Date	Title Of The Paper	Organization / Presentation/ Participation	Institution& Place
1	International	23 rd &24 th June 2018	Pyramid spiritual science academy all India teacher conference and spiritual value education,	Participated	Pyramid Spiritual Science Academy Bengaluru/Raipur
2	Orientation Programme	6 th August to 1 st September 2018	Human recourse development centre	Participated	S.V. University, Tirupati.
3	UGC National Seminar	5 th February 2019	Adhunik kathasahithyam three Dr. V.R.Rasani Meravani Kathallo three pathrechil rana	Participated	Dhuvuru Ramanamma Womens college (Autonomous)- Guduru
4	A two days NAAC sponsored workshop	7 th &8 th February 2020	Higher education a role of IQAC	Participated	Govt. Degree College (W), Srikalahasti
5	One Day National workshop	5 th February 2020	Capacity building on new education Policy	Participated	PVKN. Govt. College, Chittoor

5.Name of the Lecturer:Dr.M.Rukmani, Lecturer in Economics,
Dept. of Economics
Qualification: M.A. Ph.D., UGC-NET,
Mail.ID:maldeconomics@gmail.com

Awards: 1. Received the Best Teacher award from Vidya Parirakshana Samithi
on the occasion of Teacher's Day on 01-01-2020.
2.

MRP:Minor research project on “Impact of Self Help Groups on Employment,
Income,Savings& Empowerment – A Case Study of Mahabubnagar District”
completed in 2019.

Workshops/ Seminars/ Conferences

S. No.	Workshop/ Seminar/ Conference	National/ Internationa l	Date	Title Of The Paper	Organizatio n/ Presentatio n /Participati on	Place
1.	Mega Special Camp on “Skill Development Programme”	District Level	19 th to 23 rd January, 2017	Coordinator	NSS Cell, Palamuru University	Mega Special Camp on “Skill Development Programme”
2.	Workshop	State Level	08-09 th February, 2017	Resource Person	ICSSR	MALD GDC, Gadwal
3.	Workshop	State Level	09-10 th February, 2017	Resource Person	TSCHE	MALD GDC, Gadwal
4.	Certificate Course on Yoga	College Level	11-09-2017 to 15-09-2017	Coordinator	NSS	Certificate Course on Yoga
5.	Seminar “Role of Women Self Help Groups on Poverty Alleviation and Empowerment of Women in the Globalised Era”	National Level	12 th & 13 th October, 2017	Resource Person	ICSSR	MALD GDC, Gadwal
6.	Prapancha Telugu Mahasabalu	National	10-12-2018	Contingent Leader	Prapancha Telugu Mahasabalu	National
7.	Student Study Project	State Level	18-26 th January 2018	Poverty Leading to Illiteracy with special reference to KT DoddiMandal	JIGNASA	Govt. of Telangana
8.	A Seven Day Training Programme on “To Empower Young Women”		27-08-2018 to 04-09-2018		OORJA, Hyderabad	A Seven Day Training Programme on “To Empower Young Women”
9.	NSS Day	University	24 th September,	Act as a Judge	NSS	NSS Day

	Celebrations	Level	2018		Cell, Palamu University	Celebrations
10.	NSS Youth Festival	University Level	2018	Act as a Judge Poster Painting	NSS Cell, Palamu University	NSS Youth Festival
11.	NSS Youth Festival	University Level	2018	Act as a Judge Rangoli	NSS Cell, Palamu University	
12.	Yuva Mahotsav	District Level	12-01-2019	Act as a Judge, Literary Competitions	SETWIN	Yuva Mahotsav
13.	National Workshop on "Role of NSS Volunteers in enhancing Individual Social responsibility towards a sustainable environment"	National	25 th & 26 th September, 2019	Participation	Govt. of Karnataka, NSS- Cell	
14.	National Workshop on "Emerging Trends in Higher Education : The Role of IQAC"	National Level	2019	Participation of Women in Higher Education in the Indian Context	NAAC Publication	6 th & 7 th November, 2019
15.	Workshop on "Tobacco Control"	University Level	Dec 27, 2019		Sambandh, Sviccar	
16.	NSS Youth Festival	University Level	07-01-2020	Act as a Judge	NSS Cell, S.V. University	NSS Youth Festival
17.	Webinar on "Plastic Ban"	International Level	12-07-2020	Participation	Consortium of NGO's Tirupati	Webinar on "Plastic Ban"
18.	Workshop "Quality Initiatives and Evaluation Reforms to Assets HEIs – The Role of IQAC"	National Level	7 th 8 th February, 2020	Resource Person	NAAC	Govt. Degree College for Women, Srikalahastrri
19.	Workshop on Plastic Waste Management & Recycling Techniques"	State Level	3 rd March, 2020		Participation	SMt. NPS. GDC, Chittoor

6. Name of the Teacher: Sri. P. Jayanthudu, Lecturer in Commerce
Dept. of Commerce

Qualification : M.Com.

Workshops/ Seminars/ Conferences:

Sl.No.	Workshop	National/ International	Date	Organization/ Presentation/ Participation	Institution & Place
1	NAAC Sponsored Two Day Work Shop” Emerging Trends In Higher Education The Role Of IQAC”	National	6 th and 7 th November 2019	Organized	Smt.NPS GDC Women, Chittoor
2	Two day National Seminar on “GST In India : Implication”	National	April 20 th & 21 st , 2018	Presentation	PVKN Govt. College, Chittoor

7.Name of the Teacher: Prof. S. SIVAPRASAD, Visiting Professor ,Dept. of Zoology , Advisor (Academic & Research), Vedic Wellness University, Florida, USA.

Qualification : M. Sc, Zoology, [1981], S.V. University., M.A, History,[1984], S.V. University, Ph. D, Zoology [1988],S.V. University, Diploma in Distance Education, [1991], IGNOU, M.A in Distance Education [1993], IGNOU, PG Diploma in Higher Education [1996], IGNOU, PG Diploma in Bioinformatics [2006], BII, Noida., **Mail.ID:**sivaprasadzology@gmail.com

Publications

Sl.No.	Title of The Paper	Name of The Journal and Year of The Publication	Volume/Page Numbers/ISBN/ISSN Numbers	Impact Factor
1	Energetics of pupal-adult metamorphosis in the silkworm, An analysis of transdeamination parameters in the fat	<i>J. App. & Na. Sci.</i> (2018)	746 – 752. ISSN: 0974-9411 (P), 2231-5209 (Online). UGC Ref. No. 47787	

	body and haemolymph.			
2	Determination of minimum effective concentration of honey that optimizes larval growth and silk production in the silkworm	<i>International Journal of Green and Herbal Chemistry</i> . Sec. A; (2018)	Vol.7, No.3, 477-488 E-ISSN: 2278-3229. (UGC Ref.No. 43786)	
3	Impact of honey-enriched mulberry diet on the energy metabolism in the silkworm,	1. <i>J. Appl.& Nat. Sci.</i> , 12(2): (2020).	2. 133 – 145. doi.org/10.31018/jans.vi.2273	
4	Impact of honey-enriched mulberry diet on the sericultural productivity and its energetics in the silkworm	<i>International Journal of Green and Herbal Chemistry</i> , 9 (3): 261-282 (2020)	3. E-ISSN: 2278-3229. (UGC Ref. No. 43786).	
5	Impact of honey-enriched mulberry diet on the digestive metabolism of the silkworm,	4. <i>Ind.J. Appl.Res.</i> , 10(4):1-8. . (2020)	DOI : 10.36106/ijar	

7.Name of the Teacher: L.RAJESWARI, Assistant Professor

Dept. of Chemistry

Qualification: M.Sc., Pursuing Ph.D.

Mail.ID : rajeswarilalam012@gmail.com

E- Content Generation:

Sl.No.	Name of the Portal	Name of the Topic	Semester
1	CCE -LMS	Glucose Open Chain structure (English medium)	Semester- V
2	CCE -LMS	Glucose Cyclic structure (English medium)	Semester- V
3	CCE -LMS	Glucose Open Chain structure	Semester- V

		(Telugu medium)	
4	CCE -LMS	Glucose Cyclic structure (Telugu medium)	Semester- V

Publications

Sl.No	Title of The Paper	Name of The Journal and Year of The Publication	Volume/Page Numbers/ISBN/ISSN Numbers	Date	Impact Factor
1	Challenges in Quality of Higher Education”	Raja Rammohun Roy National Agency, Department of Higher Education, Ministry of Human Resource Development, Government of India.	ISBN” No. 9789353910488	6 th &7 th November 2019	
2	Green chemistry and its prevailing trends in Practice	Journal of I formation and computational science UGC- Care Group –II Certified Journal	Green chemistry and its prevailing trends in Practice	March 2020	6.2

FDP's and Trainings:

Sl.No.	FDPs/ Trainings	Duration Month &Year	Place
1	Two week induction training program for Newly Recruited Lecturers”	13 th to 26 th of August 2018	AP HRDI, Bapatla.
2	District Level Jawaharlal Nehru Science,Mathematics And Environment Exhibition (Jnsmee)-2018	14 th to 15 th December 2018	Adjudicator in Little Flower High School- Chittoor.
3	Comprehensive Online Modified Module for Induction Training (COMMIT)”, the new training Initiative from DOPT	30 th July 2019	AP HRDC, Srikalahasti
4	One Day Hands- on State Level training Program on “Learning Management System” in association with Iconma	12 th September 2019.	Government of Andhra Pradesh, Vijayawada

	Professional Services & Solutions Pvt. Ltd And State Project Directorate Rusa,		
5	Online Refresher Course in Chemistry for Higher Education Faculty (ARPIT)	30 th March,2019	Sri Guru TeghBahadurKhalsaCollege, University of Delhi ,SWAYAM ARPIT Online Course Certification
6	ICT Skills In Education	10 th Nov, 2019	SWAYAM, MOOCs,MHRD, Govt. of India.
7	Online Refresher Course in Chemistry for Higher Education Faculty (ARPIT)	16 th February, 2020	Sri Guru TeghBahadurKhalsaCollege, University of Delhi ,SWAYAM ARPIT Online Course Certification
8	Online – Three Day National Training Programme on “Coastal Disaster Risk Reduction & Level Resilience	17 to 19 June 2020	National institute of Disaster Management (NIDM) Ministry of Home affairs, New Delhi in Collaboration with Andhra Pradesh Human Resource Development Institute (APHRDI)Bapatla, Guntur District.
9	Three Day Online National STTP on Smart teaching through Digital Tools	15 th to 17 th June 2020	KVR Govt. College for Women (A), Kurnool
10	UGC Sponsored One week online short term course on “Development in Advanced Drug Delivery Systems and Drug Discovery to Treat Life threatening Diseases	22 nd – 27 th June 2020	UGC – HRDC, JNTU, Hyderabad.
11	4-Week Induction/Orientation Programme for successfully completed a 4-Week Induction/Orientation Programme for "Faculty in	June 26 th to July 24 th , 2020	Teaching Learning Centre, Ramanujan College University of Delhi under the aegis of MINISTRY Of Human Resource

	Universities/Colleges/Institutes of Higher Education"		Development Pandit Madan Mohan Malvaiya National Misson On Teachers And Teaching
12	5 day FDP on New Knowledge, Advanced teaching and Research: New Frontiers and Emerging Technologies	1 st to 5 th July 2020	Commissioner ate of Collegiate Education, Govt. of Andhra Pradesh
13	Two weeks FDP On Advanced concepts for Developing MOOCs	2 nd to 17 th July 2020	Teaching Learning Center, Ramanujan College, University of Delhi Sponsored by MHRD, Govt. Of India, PMMMNM on Teachers and Teaching
14	5 Day FDP on LMS video & pedagogy on the theme of Imagining and shaping of Digital Education & LMS Towards Development of High quality e- Content : Video making, APP Based end to end editing tools, OER, OBS Studio , Pedagogy and Assessment.	3 rd August to 7 th August, 2020	Commissioner ate of Collegiate Education, Govt. of Andhra Pradesh

Workshops/Seminars/Conferences

Sl. No.	Workshop/ Seminar/ Conference	National/ International	Date	Title Of The Paper	Organization/ Presentation /Participation	Place
1	International Conference on "Recent Advances in Chemical, Pharmaceutical and Life Processes (RACPL-2019)	International	13 th to 15 th July, 2019.	Design and Synthesis of novel 3-Indolyl-5-Phenyl-1,2,4-Oxadiazoles	Poster presentation	Andhra University, Visakhapatnam
2	National Conference on " Recent Trends in Nano science and Green Chemistry for Sustainable Development	National	27 th to 28 th January, 2020.	Green Chemistry and Its Prevailing Trends in Practice	Presentation	St. Joseph's College for women (A), Visakhapatnam

	(NCRTNGCS-2020)					
3.	National Seminar on “Chemical Speciation in Biology and Marine Environment” (CSBME-2019)	National	29 th to 30 th September 2019.		Participation	Andhra University, Visakhapatnam
4	National seminar on “Bioinformatics		22 nd & 23 rd February 2019		Participation	Sri Venkateswara institute of medical sciences (SVIMS) university, Tirupathi
5.	A One Day National webinar on Diagnostic techniques for Virus Detection	National	14 th May 2020		Participation	SCNR GDC, PRoddatur, YSR Kadapa, AP.
6	A One Day National webinar on ICT Enabled Teaching Learning and evaluation of English Language and Literature	National	5 th June 2020		Participation	Noble College (A), Machilipatnam.
7	International Webinar- Two Day Online Faculty Development Programme on “Chemical Safety And Environmental Protection”	International	18 th & 19 th May 2020.		Participation	Government College Autonomous, Rajahmundry, Andhra Pradesh
8	Insightful Fridays of Skycampus Digital Knowledge Webinar Series		19 th Jun 2020		Participation	Sky Campus, Digital initiative of ICT Academy
9	“PARYAVARNA” National Webinar on the impact of Lockdown on our		26 th June 2020			SGK GOVERNMENT DEGREE COLLEGE

	Eco-System”					Vinukonda, Guntur Dt. Andhra Pradesh
10	NAAC Sponsored A Two Day National Workshop on	National	6th – 7th November 2019.	Emerging Trends in Quality of Higher Education & The Role of IQAC”	Organized & Participated	Smt. NPS. Govt Degree college (W), Chittoor
11	DRC- District level Science Fair Competition	District Level	18 th February 2019	Science Exhibits	Participated	PVKN GC Chittoor
12	DRC Programme	District Level	6 th January 2020	QUIZ Competition	Participated	Govt. Degree College for Women, Srikalahasti, Chittoor
13	DRC Programme	District Level	4 th February 2020	Science Fair	Participated	Govt. Degree and P.G. College, Puttur
14	UGC Sponsored A One Day Workshop	National	5 th February 2020	Capacity Building – New Education Policy 2019 & Examination Policy (CBNEP-2020)”	Participated	PVKN Govt. College (A), Chittoor
15	A Two Day NAAC Sponsored National Workshop	National	7 th -8 th February 2020	Quality Initiatives and Evaluation Reforms to Assess HEIS- The Role of IQAC”	Participated	Govt. Degree College (W), Srikalahasti
16	DRC Programme	District level	13 th February 2020	Student Research Project	Participated	PVKN Govt. College (A), Chittoor
17	DRC Programme	District level	29 th January 2020	Cultural fest	Organised	Smt. NPS. Govt Degree college (W), Chittoor

18	A One Day Workshop	State level	3 rd March 2020	Opportunities in Plastic waste management and Recycling Techniques (OPWMRT -2020)"	Organised	Smt. NPS. Govt Degree college (W), Chittoor
19	Online Quiz	State level	15 th May 2020	Viskha LG. Polymers Gas Leakage	Conducted	Smt. NPS. Govt Degree college (W), Chittoor
20	One Day Webinar on "World Ozone Day Celebrations (35 years of Ozone Celebrations)	State Level	16 th September	Save Our Nature to Save Our Future – Ozone for Life	Organized	Smt. NPS. Govt Degree college (W), Chittoor

8.Name of the Teacher: P.SUREKHA, Assistant Professor
Dept. of Chemistry

Qualifications: M.Sc.,B.Ed., Pursuing Ph.D

Mail.ID:pinnintisurekha456@gmail.com

Publications

Sl.No.	Title of The Paper	Name of The Journal and Year of The Publication	Volume/Page Numbers/ISBN/ISSN Numbers	Impact Factor
1	Accreditation and Quality Assurance in Higher Education	Raja Rammohun Roy National Agency, Department of Higher Education, Ministry of Human Resource Development, Government of India.	ISBN" No. 9789353910488 November 2019	
2	Quality of Higher Education in India and its Overview	Conference Proceeding of National level Virtual Conference on NC4E	ISBN: 9789354194801 November 2020	
3	Gender justice and work place Security	International Peer reviewed indexed research journal	ISSN: 2278-9308, November 2020	7.675

FDPs and Trainings:

Sl.No..	FDPs/ Trainings	Duration Month &Year	Place
1	UGC Sponsored FDP in chemistry	December 2018	MR. College, Viziayanagaram
2	Comprehensive Online Modified Module for Induction Training (COMMIT)”, the new training Initiative from DOPT	30 th July 2019	AP HRDC, Srikalahasti
3	15 Day online FDP on Enterprise Application	1 st July 2020 to 3 rd July 2020.	Andhra Pradesh State Skill Development Corporation(APSSDC).
4	Online Refresher Course in Chemistry for Higher Education Faculty (ARPIT)	30 th March,2019	Sri Guru TeghBahadurKhalsaCollege ,University of Delhi ,SWAYAM ARPIT Online Course Certification
5	ICT SKILLS IN EDUCATION	10 th Nov, 2019	SWAYAM, MOOCs,MHRD, Govt. of India.
6	Online Refresher Course in Chemistry for Higher Education Faculty (ARPIT)	16 th February, 2020	Sri Guru TeghBahadurKhalsaCollege ,University of Delhi ,SWAYAM ARPIT Online Course Certification
7	Online – Three Day National Training Programme on “Coastal Disaster Risk Reduction & Level Resilience	17 th to 19 th June 2020	National institute of Disaster Management (NIDM) Ministry of Home affairs, New Delhi in Collaboration with Andhra Pradesh Human Resource Development Institute (APHRDI)Bapatla, Guntur District.
10	4-Week Induction/Orientation Programme for successfully completed a	June 26 th to July 24 th , 2020	Teaching Learning Centre, Ramanujan College University of Delhi under the aegis of MINISTRY Of

	4-Week Induction/Orientation Programme for "Faculty in Universities/Colleges/Institutes of Higher Education"		Human Resource Development Pandit Madan Mohan Malvaiya National Mission On Teachers And Teaching
11	5 day FDP on New Knowledge, Advanced teaching and Research: New Frontiers and Emerging Technologies	1 st to 5 th July 2020	Commissioner ate of Collegiate Education, Govt. of Andhra Pradesh
12	Two weeks FDP On Advanced concepts for Developing MOOCs	2 nd to 17 th July 2020	Teaching Learning Center, Ramanujan College, University of Delhi Sponsored by MHRD, Govt. Of India, PMMMNM on Teachers and Teaching
13	5 Day FDP on LMS video & pedagogy on the theme of Imagining and shaping of Digital Education & LMS Towards Development of High quality e- Content : Video making, APP Based end to end editing tools,vOER, OBS Studio , Pedagogy and Assessment.	3 rd August to 7 th August, 2020	Commissioner ate of Collegiate Education, Govt. of Andhra Pradesh
14	5 day FDP on Nano material characterization techniques and Results analysis methodology Ideas	27 th July to 31 st July 2020	UGC- HRDC, PMMMNMIT Savithribai phulepuneuniversity

Workshops/Seminars/Conferences

Sl. No.	Workshop/ Seminar/ Conference	National/ International	Date	Title of The Paper	Organisation/ Presentation /Participation	Place
1	Two Day workshop sponsored by Indian	National	14 th &15 th December		Participated	MR. College,

	Academy of Sciences – Recent advances in Modeling spectroscopy		2018			Viziayanagaram
2	International Conference on “Recent Advances in Chemical, Pharmaceutical and Life Processes (RACPL-2019)	International	13 th -15 th July, 2019.	Design and Synthesis of novel 3-Indolyl-5-Phenyl-1,2,4-Oxadiazoles”	Poster presentation	Andhra University, Visakhapatnam
3	National Conference on “ Recent Trends in Nano science and Green Chemistry for Sustainable Development (NCRTNGCS-2020)	National	27 th -28 th January, 2020.	Green Chemistry and Its Prevailing Trends in Practice	Presentation	St. Joseph’s College for women (A), Visakhapatnam
4	National seminar on “Bioinformatics		22 nd & 23 rd February 2019		Participation	Sri Venkateswara institute of medical sciences (SVIMS) university, Tirupathi
5	International Webinar- Two Day Online Faculty Development Programme on “CHEMICAL SAFETY AND ENVIRONMENTAL PROTECTION”	International	18 th &19 th May 2020.		Participation	Government College Autonomous, Rajahmundry, Andhra Pradesh
6	NAAC Sponsored A Two Day National Workshop on	National	6th – 7th November 2019.	Emerging Trends in Quality of Higher Education & The Role of	Participated	Smt. NPS. Govt Degree college (W),

				IQAC”		Chittoor
7	UGC Sponsored A One Day Workshop	National	5th February 2020	Capacity Building – New Education Policy 2019& Examination Policy (CBNEP-2020)”	Participated	PVKN Govt. College (A), Chittoor
8	A Two Day NAAC Sponsored National Workshop	National	7th -8th February 2020	Quality Initiatives and Evaluation Reforms to Assess HEIS- The Role of IQAC”	Participated	Govt. Degree College (W), Srikalahasti
9	A One Day Workshop	State level	3 rd March 2020	Opportunities in Plastic waste management and Recycling Techniques (OPWMRT-2020)”	Organised	Smt. NPS. Govt Degree college (W), Chittoor
10	Online Quiz	State level	15 th May 2020	Viskha LG. Polymers Gas Leakage	Conducted	Smt. NPS. Govt Degree college (W), Chittoor
11	One Day Webinar on“ World Ozone Day Celebrations (35 years of Ozone Celebrations)	State Level	16 th September	Save Our Nature to Save Our Future – Ozone for Life	Organized	Smt. NPS. Govt Degree college (W), Chittoor

9. Name of the Teacher: DR.KIRANMAI, Assistant Professor
Dept. of English

Qualifications: M.A., Ph.D.
Mail.ID: kiranmayee.ai9@gmail.com

E- CONTENT GENERATION:

Sl.No.	Name of the Portal	Name of the Topic	Semester
1	CCE -LMS	Effective Listening	Semester- 1
2	CCE -LMS	Barriers to Listening	Semester- 1
3	CCE -LMS	Interpersonal skills	Semester- 1

Publications

Sl. No	Title of the paper	Name of the journal and year of the publication	Volume/page numbers/ISSN numbers	Impact Factor
1	International journal of English language, literature and criticism	Literary Edeavour Mar, 2019 -UGC	0976-299x	-
2	Emerging trends in Higher Education the role of IQAC	Book -National Seminar 6,7th Nov, 2019	9789353910488	-

FDP's and Training Programmes: FDPs and Trainings:

Sl.No.	FDPs/ Trainings	Duration Month & Year	Place
1	Two week induction training program for Newly Recruited Lecturers"	13 th to 26 th of August 2018	AP HRDI, Bapatla.
2	Comprehensive Online Modified Module for Induction Training (COMMIT)", the new training Initiative from DOPT	30 th July 2019	AP HRDC, Srikalahasti

Workshops/Seminars/Conferences

Sl. No.	Workshop/ Seminar/ Conference	National/ International	Date	Title Of The Paper	Organisation / Presentation /Participatio	Place
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1	National Workshop	National	6 th &7 th November 2019	Emerging trends in Higher Education the role of IQAC	Organisaation	Smt.NPS GDC Women,Chittoor
2	UGC Sponsored	National	5 th February 2020	Capacity Building-New Education Policy	Participation	PVKN Govt College ,Chittoor
3	One Day Workshop	National	3 rd January 2020	ELL Soft ware with Hands on Practice	Participation	GC-MEN(A)-KADAPA
4	National seminar	National	7 th to 9 th January 2019	Disrupting Moral Interphase A Critical Analysis of Ampasayya Naveens The Dark Days	Presentation	Department of English and DDE of S.V.U.Tirupathi

10. Name of the Teacher: N.SRAVANI, Assistant Professor
Dept. of Microbiology

Qualifications: M.Sc.

Mail.ID: sravani.nidamanuri1987@gmail.com

E- Content Generation:

Sl.No.	Name of the Portal	Name of the Topic	Semester
1	CCE -LMS	Factors affecting microbial growth in food	Semester- V
2	CCE -LMS	Microbial Spoilage of foods	Semester- V
3	CCE -LMS	Foods borne diseases	Semester- V

Publications

Sl.No	Title of The Paper	Name of The Journal and Year of The Publication	Volume/Page Numbers/ISBN/ISSN Numbers	Impact Factor
1	Challenges in Quality of Higher Education”	Raja Rammohun Roy National Agency, Department of Higher Education, Ministry of	ISBN” No. 9789353910488 November 2019	

		Human Resource Development, Government of India.		
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FDP's and Trainings:

Sl.No.	FDPs/ Trainings	Duration Month & Year	Place
1	Two week induction training program for Newly Recruited Lecturers”	13 th to 26 th of August 2018	AP HRDI, Bapatla.
2	Comprehensive Online Modified Module for Induction Training (COMMIT)”, the new training Initiative from DOPT	30 th July 2019	AP HRDC, Srikalahasti
3	One Day Hands- on State Level training Program on “Learning Management System” in association with Iconma Professional Services & Solutions Pvt. Ltd And State Project Directorate Rusa,	12 th September 2019.	Government of Andhra Pradesh, Vijayawada
4	4-Week Induction/Orientation Programme for successfully completed a 4-Week Induction/Orientation Programme for "Faculty in Universities/Colleges/Institutes of Higher Education"	June 26 th to July 24 th , 2020	Teaching Learning Centre, Ramanujan College University of Delhi under the aegis of MINISTRY Of Human Resource Development Pandit Madan Mohan Malvaiya National Mission On Teachers And Teaching
5	5 day FDP on New Knowledge, Advanced teaching and Research: New Frontiers and Emerging Technologies	3 rd August to 7 th August 2020	Commissioner ate of Collegiate Education, Govt. of Andhra Pradesh
6	Two weeks FDP On Advanced concepts for Developing MOOCs	2 nd - 17 th July 2020	Teaching Learning Center, Ramanujan College, University of Delhi

			Sponsored by MHRD, Govt. Of India, PMMMNM on Teachers and Teaching
7	5 Day FDP on LMS video & pedagogy on the theme of Imagining and shaping of Digital Education & LMS Towards Development of High quality e- Content : Video making, APP Based end to end editing tools, OER, OBS Studio , Pedagogy and Assessment.	3 rd August to 7 th August, 2020	Commissioner ate of Collegiate Education, Govt. of Andhra Pradesh

Workshops/Seminars/Conferences

Sl. No.	Workshop/ Seminar/ Conference	National/ Internatio nal	Date	Title of the Paper	Organisation/ Presentation /Participation	Place
1	Recent Advances in Biomedical Research	National	6 th &7 th March 2020	Anti-microbial Health resistance – A Global Health Challenge	Presentation	Acharya Nagarjuna University, Guntur.
2	National seminar on “Bioinformatics		22 nd & 23 rd February 2019		Participation	Sri Venkateswar a institute of medical sciences (SVIMS) university, Tirupathi.
3	NAAC Sponsored A Two Day National Workshop on	National	6th – 7th Novemb er 2019.	Emerging Trends in Quality of Higher Education & The Role of IQAC”	Organised and Participated	Smt. NPS. Govt Degree college (W), Chittoor

4	UGC Sponsored A One Day Workshop	National	5th February 2020	Capacity Building – New Education Policy 2019& Examination Policy (CBNEP-2020)”	Participated	PVKN Govt. College (A), Chittoor
5	A Two Day NAAC Sponsored National Workshop	National	7th -8th February 2020	Quality Initiatives and Evaluation Reforms to Assess HEIS- The Role of IQAC”	Participated	Govt. Degree College (W), Srikalahasti
6	A One Day Workshop	State level	3 rd March 2020	Opportunities in Plastic waste management and Recycling Techniques (OPWMRT-2020)”	Organised	Smt. NPS. Govt Degree college (W), Chittoor
7	Online Quiz	State level	15 th May 2020	Myth buster on Covid-19	Conducted	Smt. NPS. Govt Degree college (W), Chittoor

11. Name of the Teacher: Dr.K. RAMANAMMA, Assistant Professor
Dept. of Commerce

Qualification: M.Com., Ph.D.

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Publications

Sl.No.	Title of The Paper	Name of The Journal and Year of The Publication	Volume/Page Numbers/ISBN/ISSN Numbers	Impact Factor
1	Challenges in Quality of Higher Education”	Raja Rammohun Roy National Agency, Department of Higher Education, Ministry of Human Resource Development, Government of India.	ISBN” No. 9789353910488 November 2019	

FDP and Trainings

Sl.No.	FDP/Training	Date	Place
1.	Comprehensive Online Modified Module for Induction Training (COMMIT)”, the new training Initiative from DOPT	30th July 2019	AP HRDC, Srikalahasti.
2.	Three Day online FDP on Enterprise Application	1 st July 2020 to 3 rd July 2020.	Andhra Pradesh State Skill Development Corporation(APSSDC).
3.	A Five Day Faculty Development Programme on the impact of COVID 19 on industry 4.0	8 th to 12 august 2020	JNTUK- University of College of Engineering Vizianagaram, Department of Basic Sciences and HSS.
4.	4-Week Induction/Orientation Programme for successfully completed a 4-Week Induction/Orientation Programme for "Faculty in Universities/Colleges/Institutes of Higher Education"	June 26 th to July 24 th , 2020	Teaching Learning Centre, Ramanujan College University of Delhi under the aegis of Ministry of Human Resource Development Pandit Madan Mohan Malvaiya National Misson on Teachers and Teaching.
5	Two weeks FDP On Advanced concepts for Developing MOOCs	2 nd to 17 th July 2020	Teaching Learning Centre, Ramanujan College University of Delhi under the aegis of Ministry of Human Resource Development Pandit Madan Mohan Malvaiya National

			Mission on Teachers and Teaching.
6	5 Day Faculty Development Programme in Commerce	20 th to 24 th July 2020	Commissioner ate of Collegiate Education, Govt. of Andhra Pradesh

Workshops/Seminars/Conferences

Sl. No.	Workshop/ Seminar/ Conference	National/ International	Date	Title of The Paper	Organisation/ Presentation /Participation
1.	Two day national seminar on consumer protection in India: Issues and challenges.	24 th and 25 th jan 2019.	Role of district consumer redressel forum timely disposal of consumer cases.	presented	Dept. of commerce, SV.university.
2.	Two day national conference on.	21 st and 22 nd February 2020.	GST-Myths and Truths GST TRAJECTORY: CHALLENGES AND OPPORTUNITIES	presented	Dept. of commerce, SV.university.
3.	Two day national seminar on Digital economy in India: trends prospects and challenges	5 th and 6 th March 2020	The growing role of digital technology in teaching and learning.	presented	Dept. of commerce, S.G.Govt.Degree and PG college, piler.
4.	National webinar on future of higher education in post-covid india: challenges and possible solutions	27 th june2020		participated	Department of English, ABVgovt. Degree college Jangaon, telangana.
5.	Online webinar on NAAC Assessment and Accreditation for AQAR process	14 th July 2020		Participated	ANJUMAN college of engineering and technology,Nagpur.
6	One day national webinar on	26 th July 2020		Participated	SVD Govt.college Women,

	GST@3.0				nidadavole.
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12. Name of the Teacher: P.Devendran, Lecturer
Dept. of Statistics

Qualification: M.Sc., M.Phil., (Ph.D. Pursuing)

Mail. Id: devendran21stat@gmail.com

Sl. No.	Name of The Journal	Title of the Book / Paper	Type of the Journal	ISSN No.	Date / Period
1	International Journal of Multidisciplinary Research	Hetero Scadasticity – Tests of Hetero Scadasticity , Volume-1, Issue- 8	International	23951877	2016

13.Name of the Teacher: Dr.P.SIVARAAGINI, Lecturer
Dept. of Microbiology

Qualification:M.Sc., MPhil., Ph.D DIPS, DIPC

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E- CONTENT GENERATION:

S.NO.	Name of the Portal	Name of the Topic	Semester/ Paper
1	CCE -LMS	Outlines of Biological Nitrogen fixation	Semester-V, Paper-V
2	CCE -LMS	Bio fertilizers - Rhizobium	Semester- V Paper -V

Publications

Sl. No.	Name of The Journal	Title of the Book / Paper	Type of the Journal	National	ISBN/IS SN No.	Date / Period
1	International Journal of pure and Applied Bioscience	Effect of various factors (Temperature, pH, NaClconc,. Carbon, Nitrogen and Amino Acids) on Growth of Percinolytic Bacteria Isolated and Screened	Web of Sciences	International Journal	2320-7051	28/06/2018

		from Mango Fruit Yards				
2	Current Scenario of Higher Education System in India	Dynamic interactive learning environment with modern technology in higher education	NAAC Sponsored	National Workshop	9789353 910488	6 and,7th Nov, 2019
3	Two days National Workshop Emerging Trends in Higher Education: The role of IQAC	Uplift of consciousness through holistic Education	NAAC Sponsored	National Workshop	9789353 910488	6 th and 7 th , Nov, 2019

FDP and Trainings

Sl.No.	FDP/Training	Date	Place
1	Organized by the Electronics and ICT Academy –NIT Warangal And JNTUA – Ananthapuramu	18 th to 23 rd JANUARY - 2019	JNTUA – (AUTONOMOUS) Ananthapuramu
2	Orientation /INDUCTION Programme for Faculty in Universities/ Colleges/ Institutes of Higher Education	4 th June to 1 st July 2020	Teaching Learning Centre, Ramanujan College University of Delhi under the aegis of MHRD-PM MMNM on Teachers and Teaching
3	5 Day FDP on LMS video & pedagogy on the theme of Imagining and shaping of Digital Education & LMS Towards Development of High quality e- Content : Video making, APP Based end to end editing tools, OER, OBS Studio , Pedagogy and Assessment.	3 rd August to 7 th August, 2020	Commissioner ate of Collegiate Education, Govt. of Andhra Pradesh
4	5 day FDP on New Knowledge, Advanced Biology and Research	8 th to12 th September 2020	Commissioner ate of Collegiate Education, Govt. of Andhra Pradesh

Workshops/Seminars/Conferences

Sl.No.	Workshop/ Seminar/ Conference	National/ Internati onal	Duration & Date	Title Of The Paper	Organization/ Presentation /Participation	Institution& Place
1	All India Teachers Conference on Spiritual Value Education	National	23 rd -24 th June 2018		Participated	Pyramid Spiritual Science Academy, Bengaluru/Raipur
2	DRC- Quiz Competition On General Knowledge	District Level	18 th September 2018		Participated	GDC-NAGARI-Chittoor-A.P
3	DRC- Environmental Pollution And Control Measures	District Level	7 th December 2018		Organized	Smt. NPS. Govt. Degree&PG College (w) Chittoor
4	DRC- District level Science Fair Competition on Science Exhibits	District Level	18 th February 2019		Participated	PVKN GC Chittoor
5	District Level Science Exhibition Chittoor	District Level	14 th to 15 th December 2018	District Level Jawaharlal Nehru Science, Mathematics And Environment Exhibition (Jnnsmee)-2018	Adjudicator	Little Flower High School-Chittoor.
6	A Three Day Training Workshop Yrcs, Govt. Of A.P	National	10 th to 12 th August 2018	Disaster Management & First Aid Training Programme	Participated	Smt.NPS GCW-Chittoor
7	One Day UGC Sponsored	National	31 st August 2018	Adoption, Promotion&Production of MOOCs for	Participated	Organized by South Eastern Regional Office-

	Orientation Workshop			SWAYAM Platform		UGC-Hyderabad
8	One Week Orientation Workshop Organized By E&ICT Academy, NIT Warangal, Commissionerate Of Colligate Education And Ap. State Council Of Higher Education. Govt. Of A.P	National	26 th to 31 st October-2018	OER, Content Development, MOOCS and MOODLE	Participated	NIT WARANGAL-T.S
9	A Two Day NAAC Sponsored National Workshop	National	7 th & 8 th February-2020	Quality Initiatives And Evaluation Reforms To Asses HEIs On The Role Of IQAC	Participated	GDCW-SRIKALAHASTHI
10	A One Day Workshop “Opportunities in Plastic waste management and Recycling Techniques (OPWMRT-2020)	State level	3 rd March 2020		Organized	Smt.NPS GCW-Chittoor

14.Name of The Teacher:C.S.UDAYA, Lecturer
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Publications:

Name of the Journal	Title of the Book / Paper	Type of the Journal	National	ISBN/ISSN No.	Date / Period
Current Scenario of Higher Education System in India	Dynamic interactive learning environment with modern technology in higher education	NAAC Sponsored	National Workshop	9789353910488	6 and,7th Nov, 2019

FDP's

Sl.No.	FDP Details	Date	Place
1	National Level Online Faculty Development Program (FDP) on SPSS Origin organized by department of Computer Science, Sri. PadmavatiMahilaViswavidhyalayam (Women's University)	29 th and 31 st August, 2020	Sri. PadmavatiMahilaViswavidhyalayam (Women's University) Tirupati, AP, India

Workshops/Seminars/Conferences

Sl.No.	Workshop/Seminar/Conference	National/International	Duration & Date	Title of The Paper	Organization/Presentation/Participation	Institution& Place
1		National	27 th and 28 th March, 2020	Pattern Recognition and Classification of Herbal plants using leaf Images	Presntation	Sri. PadmavatiMahilaViswavidhyalayam (Women's University) Tirupati, AP, India
2	Hands on workshop	International	4 th to 8 th May 2020	Artificial Intelligence and	Participation	Bennelt University,

				Deep Learning		Greater Noida, India
3	Webinar on Recent Trends in Digital Image Processing	National	20 th May 2020		Participation	

15. Name of the Teacher:K.SRILATHA, Lecturer
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WORKSHOPS/SEMINARS/CONFERENCES

Sl.No..	Workshop/ Seminar/ Conference	National/ International	Duration & Date	Title Of The Paper	Organisation/ Presentation /Participation	Institution & Place
1	NAAC Sponsored Two Day Work Shop	National	6 th & 7 th Nov 2019	Emerging Trends In Higher Education The Role Of IQAC	Participated	Smt.NPS GDC Women, Chittoor
2	A One Day Workshop	State Level	3 rd March 2020	Opportunities in Plastic waste management and Recycling Techniques (OPWMRT-2020)	Participated	Smt. NPS. Govt Degree college (W), Chittoor

16. Name of the Teacher:R. JAYA LAKSHMI, Lecturer
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Workshops/Seminars/Conferences

Sl.No.	Details of Workshop	National/International	Duration & Date	Title of The Paper	Organization/ Presentation /Participation	Institution & Place
1	NAAC Sponsored Two Day Work Shop	National	6 th & 7 th Nov 2019	Emerging Trends In Higher Education The Role Of IQAC	Participated	Smt.NPS GDC Women, Chittoor
2	A One Day Workshop	State Level	3 rd March 2020	Opportunities in Plastic waste management and Recycling Techniques (OPWMRT-2020)	Participated	Smt. NPS. Govt Degree college (W), Chittoor

17.Name of the Teacher:N.UMADEVI, Lecturer

Dept. of Political Science

Qualification: M.A., MPhil., Ph.D (Pursuing)

Mail.ID:umatanvichandra@gmail.com

Workshops/Seminars/Conferences

Sl.No..	Details of Workshop	National/ International	Duration & Date	Title of The Paper	Organisation/ Presentation /Participation	Institution & Place
1	NAAC Sponsored Two Day Work Shop	National	6 th & 7 th Nov 2019	Emerging Trends In Higher Education The Role Of IQAC	Participated	Smt.NPS GDC Women, Chittoor
2	A Two Day NAAC Sponsored National Workshop	National	7 th & 8 th February-2020	Quality Initiatives And Evaluation Reforms To Asses HEIs On The Role Of IQAC	Participated	GDCW-SRIKALAH ASTHI
3	A One Day Workshop	State Level	3 rd March 2020	Opportunities in Plastic waste management and Recycling	Participated	Smt. NPS. Govt Degree college (W),

				Techniques (OPWMRT-2020)		Chittoor
4	International conference	International	27 th &28 th Dec-2019	New Frontiers in India –Africa Relations	Participated	Department of Political Science S.V.U Tirupati

18.Name of the Teacher: N.KASTURAMMA, Lecturer
Dept. of Commerce

Qualification: M.Com.

Workshops/Seminars/Conferences

Sl.No.	Details of Workshop	National/ International	Duration & Date	Title of The Paper	Organization/ Presentation /Participation	Institution & Place
1	NAAC Sponsored Two Day Work Shop	National	6 th & 7 th Nov 2019	Emerging Trends In Higher Education The Role Of IQAC	Participated	Smt.NPS GDC Women, Chittoor

19. Name of the Teacher:DR.N.SUSEELA BHARATHI, Lecturer
Dept. of Commerce

Qualification: M.Com., Ph.D.

Mail.Id:suseela.bharathi@yahoo.com

Publication

Sl. No.	Title of The Paper	Name of The Journal and Year of The Publication	Volume/Page Numbers/ISBN Numbers	Impact Factor
01.	GST Advantages And Disadvantages	GST In India: Implications - 2018	ISBN: 978-93-87540-39-2	

FDP's

Sl.No.	FDP'sDetails	Date	Place
1	Orientation Workshop for NSS Coordinators on Child Protection Issues	28 th to 30 th November 2018	Bangalore, Karnataka

Workshops/Seminars/Conferences

Sl.No.	Details of Workshop	National/ International	Duration & Date	Title of The Paper	Organization/ Presentation /Participation	Institution & Place
1	Two day National Seminar on “Digital Transformation Trends In Financial Services: Challenges And Opportunities”	National	23 rd & 24 th March, 2018	Cyber Security In The Age Of Digital Transformation”	Presentation	Sri Padamavati Mahila Viswavidyalayam , Tirupati
2	Two day National Seminar on “Gst In India : Implication”	National	April 20 th & 21 st , 2018	April 20 th & 21 st , 2018	Presentation	PVKN Govt. College, Chittoor
3	National Seminar on “International Financial Reporting Standards(IFRS)”	National	28 th December, 2019	IFRS	Participation	Besant Theosophical College, Madanapalli

4	Two day National Seminar on “Indian Startups: Issues, Challenges And Opportunies”	National	28 th & 29 th February, 2020	Startups India Schemes And Its Impact Assessment	Presentation	Sri Padamavati Mahila Viswavidyalayam , Tirupati
5	Two day International Workshop on Research Methodology	International	13 th & 14 th August 2019	Research Methodology in Social Sciences	Participation	Yogivemana University, Kadapa

Best Practices:

- Prayer, Assembly twice a week i.e. Every Monday and Thursday.
- News reading by the students in Assembly.
- Saraswathi Pooja every Wednesday by the faculty and students.
- Award of Gold Medals by the College founder to the Course toppers.
- Award of Proficiency Certificates and Prizes to first and second year Toppers.
- Providing financial assistance of 1 lack Rupees for OC Poor/Non – Scholar ship students.
- Donation of Rupees 15000/- by the College founder for the activities of Sports Day.
- Encouraging students to appear for Hindi Proficiency tests like Madyama Visharada, Praveena and Vidwan by the Dept. of Hindi.
- Periodic Visit to the Hostels by faculty members in order to promote Hygiene and Cleanliness.
- Contribution of sanitizing machine to the college by the staff members.

THANKS NOTE

‘Dedication to provide Quality Education’ keeps an institution conscious of its progressive path towards excellence. Adherence to self-imposed norms and standards steers the institution for sustainable development and achievement of its vision and mission. Smt. N.P.S. Govt. Degree College for Women has been making strides with its unswerving commitment to provide quality education to the girls students round the state. We sincerely thank ISO for having gone through the quality standards maintained by every Department of the college. We earnestly express our gratitude to Sri. N.P. Venkateswara Chowadary garu for having been supporting all the endeavours of our campus community to achieve excellence. We are proud of being lead by our Commissioner of Collegiate Education, Andhra Pradesh, Sri. M. M. Nayak, IAS, under whose dynamic leadership the Collegiate Education is making huge strides towards quality, equity and accessibility.

