

Principal : 0866-2479181
Controller of Exam (Degree) : 0866-2473282
College Office : 0866-2472332
Fax : 0866-2479181

MARIS STELLA COLLEGE

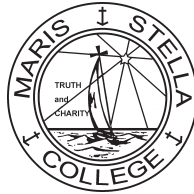
(Autonomous)

Re-accredited by NAAC at 'A' grade in 3rd Cycle
"A College with Potential for Excellence"

Vijayawada - 520 008, A.P.

website : www.marisstella.ac.in

e-mail : mvcvja@gmail.com



HAND BOOK
2016 - 2017

Hand Book Committee

Dr. Sr. Kulrekha Mudartha
Principal

Sr. Aniamma Manuel
Controller of Examinations

Dr. Mrs. R. Syamalamba
Librarian

Mrs. V. Sudha Devi
HOD, PG Dept. of Mathematics

Ms. K.H. Anuhya
HOD, Dept. of Electronics

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MILESTONES

- 1962 The First College for Women in Krishna District
- 1972 Foundation laid for the hostel
- 1977 Construction of the Library Block
- 1987 Silver Jubilee Celebration
- 1999 The First Accreditation by NAAC * * * * (Four Star)
- 2003 Conferment of Autonomous Status
- 2006 Re-accredited at 'A' level by NAAC
- 2006 Recognized by UGC as "College with Potential for Excellence"
- 2007 Best Eco-Friendly Campus Award by Acharya Nagarjuna
University
- 2008 Best Library and Best Laboratory Awards by Acharya Nagarjuna
University
- 2010 Extension of Autonomous Status
- 2010 Best College in Krishna District for work done to create HIV/AIDs
awareness awarded by Red Ribbon Club.
- 2011 Extension of CPE status
- 2011 Inauguration of year long Golden Jubilee Celebrations
- 2011 Best Tourism Educational Institution (State Award)
- 2011 Award of Excellence for Promoting Child Rights for Last Ten
Years - Social Work dept. & NSS
- 2012 Valedictory of Golden Jubilee Celebrations
- 2013 Re-accredited at 'A' level by NAAC with CGPA 3.24
- 2014 Extension of CPE Status

PLEDGE

I promise, to the best of my ability,
to live up to the ideals of my Alma Mater,
to be firm in my faith and trust in God,
to work and pray for unity,
peace and progress in my country,
to use my education and experience,
to help the less fortunate,
and in my life to be pure and sincere,
seeking the highest good,
in all things worthy of my model.
- The Star of the Sea -

COLLEGE ANTHEM

Alma Mater, our youthful hearts in chorus
Sing of their love and loyalty today;
Proudly we bear thy crest aloft and hail thee
Guide of our lives and star of our way.

Ch. Maris Stella, shine on our lives for ever
Until our hearts are radiant with thy light
Star of the sea, our eyes shall seek thy guidance
When storms arise and day gives way to night
Star of the Sea, draw us ever upwards,
Along life's way with thy beacon bright
Goodness and truth, great ideals of virtue,
Love ruling all, our courage and our might.

Oh, radiant star thy gentle light diffuse,
Make every mind a holy sanctuary.
Lead us each day from doubt and darkness up to light
Hearts that will serve in Truth and Charity.

Alma Mater, guide us and enlighten
Raising our minds above all trifling goals.
United are we and brave as India's Children
Yes, point the way, you, our guiding star.

PERSONAL INFORMATION

Name :

Class & Group:

Parent & Guardian:

Address:

.....

.....

Phone no.:

Days of Fee Payment

Last date for payment of college fees : 17th June 2016

Last date for payment of college fees with fine : 26th June 2016

Days of examination for degree students

Odd Semesters (I, III, V)

July 16th, 18th, 19th & 20th 2016 : First Continuous Assessment Test

September 17th, 19th, 20th, 21st 2016 : Second Continuous Assessment Test

14th October 2016 onwards : Semester End examinations

Even Semester (II, IV, VI)

January 9th, 10th, 11th, 12th, 2016 : First Continuous Assessment Test

Feb. 27th, 28th, March 1st, 2nd, 2017 : Second Continuous Assessment Test

16th March 2017 onwards : Semester End Examinations

Note: The above schedule of examinations will be effective only when confirmed by a circular from the Principal.

MARIS STELLA COLLEGE

The College

Maris Stella College is a Catholic Christian Minority Institution of Higher Education for women, under the direction of the Franciscan Sisters of Mary. It is an affiliated college of the Krishna University. As a minority institution it reserves for itself its inherent and constitutionally guaranteed right of management and administration. The College was opened on 16th July, 1962 with the primary objective of providing Higher Education for women in a Christian atmosphere, especially for Christian Students.

The College emblem represents a ship sailing on stormy water, led on by a star. This is a symbol of the student's life, led on in the midst of tempests by the light of the star of the sea, Maris Stella.

'Truth and Charity' is the motto of the college. All seeking after knowledge is a pursuit of truth. It is the desire of Maris Stella that this truth may be the goal of all her students and that everything in their life may bear the seal of charity.

Blue and Gold are colours borne on Maris Stella standard: blue symbolizes truth, loyalty, fidelity and gold symbolizes love, zeal, charity.

Vision of the College

The Christian service of education is inspired by a vision of the whole of creation and its destiny drawn from the life and teachings of Jesus Christ. This vision gives Maris Stella College its specific character and sets before its management, staff, students and parents high ideals of life and service, which inspire them continuously to strive to meet emerging needs and challenges. Moved by this vision Maris Stella College commits itself to the service of the nation in the context of plurality of religions and

diversity of cultures as Christian service has always been, irrespective of caste, creed and language.

Maris Stella College aims at an integral and personalized education of the young. It strives to produce intellectually competent, morally upright, socially committed and spiritually inspired women imbued with the values of humanism in the service of India today and tomorrow. In the context of emerging global, national and regional concerns Maris Stella strives to enable students to grow into socially aware and responsible citizens. The college identifies and nurtures potentials in students for higher learning and research in order to contribute significantly to knowledge systems.

Objectives

To translate this vision into action the college community strives

- * To function as a critique and conscience of society.
- * To help preserve the cultural heritage of the nation.
- To set and achieve high academic standards in an atmosphere of autonomy.
- To develop leadership of high caliber and integrity.
- To serve the economically weak, socially backward and needy students.
- To direct its efforts to strengthen the institution of the family.
- To prepare young women to continually search for truth and to grow into mature and responsible persons, ready to face the challenges of life at home and in the society.
- To accord priority to vocational and entrepreneurial education.
- To strengthen its own faith-life.

The college is called upon to enable students:

- To develop in them an intellectual curiosity, an eagerness for life-time learning and the ability to put their knowledge to creative use.
- To discover their potentials and channelise them for an integrated personality.
- To form women of character, convinced of moral principles and courageous in action.

- To sensitize them to a deeper awareness of the social reality of the country, training them to act responsibly in relation to themselves and to others.
- To set high standards for themselves in every field and always to strive for the best performance they are capable of.
- To think independently in a creative and fearless manner.
- To seek and apply knowledge to the solution of contemporary problems with compassion and love.
- To value and responsibly use their own freedom and respect the freedom of others.
- To appreciate and respect other faiths to foster religious harmony.
- To be clear and firm on Christian and human values and be courageous in acting on them.
- To contribute to the sustainable socio-economic development of the neighbourhood, locality and region.
- To be sensitive to those in need and unselfish in service.
- To be themselves free from socio-economic, religious, caste and gender prejudices and to act as catalysts of social change wherever it is needed.
- To protect, preserve and judiciously use the resources of the earth for the welfare of all creatures.

These objectives are achieved not only through the class room learning but by all aspects of students' life: intellectual pursuits, personal contacts with staff and students, among the students themselves, extra curricular activities of various types etc. for the all round development of the students. The college ensures value based and quality education, through continuous quality enhancement measures. It offers a number of programmes for skill development, enhancing employment potential of the students.

UGC has granted Autonomy to the college in the year 2003 considering the academic reputation, achievements of the faculty, sufficiency of the infrastructure and quality of the institutional management and so on. Autonomous status covers only the undergraduate courses.

CPE Status: The UGC conferred the College with Potential for Excellence status in recognition of its meritorious services in the field of higher education in 2006.

Choice Based Credit System (CBCS): Credit system is a system of assigning numerical weightage to each course and component of the curriculum credit point indicates the quality of syllabus and the number of hours of study and work input of the student. A UG programme shall have a minimum number of 127 credits in consonance with international standards. Courses have been designed with a weightage of 1-5 credits each.

Academic Programmes: Maris Stella, a composite college, offers courses at Intermediate, Under-graduate and Post-graduate levels.

Intermediate Programme

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

Part I : i. English

ii. Telugu/ Hindi/ Sanskrit

Part II : One of the following combinations:

1. Mathematics, Physical Sciences (E.M.)
2. Physical Sciences, Biological Sciences (E.M & T.M)
3. Mathematics, Economics, Commerce (E.M)
4. History, Economics, Civics (E.M & T.M)
5. History, Special English, Civics
6. Civics, Economics, Commerce (E.M.)

Degree Programme

Eligibility: Intermediate, 10+2, or any other equivalent course

Courses offered are B.A/ B.SC./ B.Com/ BMS

Each course consists of the following:

Part I:

- (A) (i) General English: Course A/ Course B
(ii) Telugu/ Hindi/ Sanskrit
- (B) Environmental Studies

- (C) Foundation Courses
- (D) Computer Courses
 - i) ICT - 1
 - ii) ICT - 2

Part II : Group Subjects

Part III :

(i) Value Education :

Value Education is part of our curriculum. Attendance for these classes is required of all students. Faith Education Classes are organized for the Catholic Students.

(ii) Inter Disciplinary Elective (only for students having computers as one of the core subjects)

1. Managerial Skills
2. Book Keeping
3. Psychology
4. Cargo Handling
5. Comprehensive Statistical Methods
6. Ornamental Fish Culture
7. Indian Indigenous Medicine
8. Women Studies
9. Women in Indian Politics
10. A Basic Course in Soft Skills
11. Arithmetic

Part IV :

Co-Curricular Activities – NCC/NSS/ Sports & Games/ Yoga/ Literary/ Music, Dance/ STARS, Martial Arts, Dramatics, Embroidary, Drawing and Painting, Cutting and Tailoring.

All the First Year students should register for one co-curricular activity within the stipulated time which they should continue in the second year also.

PART II - Combinations Offered

B.Sc.: English Medium

- Mathematics, Physics, Chemistry
- Mathematics, Computer Sciences, Electronics
- Mathematics, Physics, Computer Science
- Mathematics, Statistics, Computer Science
- Chemistry, Botany, Zoology
- Botany, Biotechnology, Chemistry

B.A. : • History, Economics, Politics (Eng. & Tel. Medium) English Medium

- History, Eng. Lit., Politics
- History, Eng. Lit., Tourism & Travel Management (Vocational)
- Eng. Lit., Journalism, Politics
- Social work, Economics, Politics

B.Com. : English Medium

- Common Core
- Tax Procedures & Practice (Vocational)
- Computer Applications

B.M.S. : Bachelor of Management Studies (Eng. Medium)

Mini/major project is carried out by every student during third year. It enables students for higher learning and research which contributes significantly to increase their practical knowledge and their ability to work in a team.

Certificate Courses

To enhance the creativity and employability skills of the students the following courses are offered:

- Solid State Lighting
- Instrumental Methods of Analysis in Chemistry
- Certified Hospitality Assistant
- Tally-9

- Spoken English & Communication Skills
- Visual Basic, .net
- French
- MS Office
- Mushroom Cultivation
- Herbal Medicine
- Vermiculture
- Horticulture
- Ornamental Fish Culture

These courses are open to outsiders also.

Extra Credits are awarded in consolidated marks list in Part II for those students who successfully complete the above mentioned courses. However for awarding class extra credits are not considered. Certificates are issued after completion of the above course.

PG Programme :

The College offers the following PG programmes under Krishna University:

- M.A. Economics
- M.A. English
- M.Com.
- M.Sc. Mathematics
- M.Sc. Statistics and Computer Science
- M.B.A.
- M.C.A.

Eligibility

- The admission for the PG courses is made based on the Common Entrance Examination conducted by the University (KRU CET/ ICET)
- The candidate must hold Bachelor's degree in the relevant subject and also satisfy the minimum pass percentage for securing admission into the respective PG courses.

Examinations

- * **Intermediate:** Regular testing and evaluation is indispensable for

systematic and consistent intellectual work. Students are expected to be regular in taking up monthly test and terminal examinations. Examinations are held at the end of each term. All students are required to take these examinations. Failure in this regard will be viewed seriously.

- The annual certificate of attendance required for the Intermediate will in no case be granted unless:
 1. The Principal is satisfied that the student's progress and conduct have been satisfactory.
 2. The Student has attended three fourths of the number of working days in the academic year.

Under Graduate

All under graduate programmes are programmed on the semester pattern, requiring six semesters of study for a bachelor's degree. Each semester has a minimum of fifteen weeks of six working days per week or ninety instructional days. Evaluation of students shall be based on both Continuous Assessment (CA) for 40 marks and Semester-End Examination (SEE) for 60 marks.

Continuous Assessment

1. CA has two components, Component I comprises of two tests for 30 marks. Test 1 will be held six weeks/ 40 days after the beginning of the semester. Test 2 will be after ten weeks/ 70 days. Better of the two tests is considered.
2. Second component carries 10 marks and may be a seminar, quiz, group assignment etc. This component shall be completed by the 10th week of the semester.
3. It is compulsory for a Student to take both Continuous Assessment tests and II Component.

Semester End Examination (SEE)

1. There shall be a comprehensive examination of three hours duration at the end of each semester. The maximum marks shall be sixty.
2. A student is eligible to take SEE if she has
 - Required attendance in each paper

- Taken both components of CA.

A Student should take at least one CA test of component I and Second component and should pay the examination fee and submit the application in the examination section before the due date. Not eligible (NE) students also should pay the fee to be promoted to the next semester.

Attendance

Attendance shall be taken at every lecture and practicals of any kind prescribed by the college time table. Those students who fail to get the required percentage of attendance will not be allowed to attend the Semester End Examinations.

- 80% attendance per subject is required for eligibility to take SEE (Theory) and for practicals 85%. Also each student has to complete 75% of the practicals prescribed in the curriculum by the end of the academic year.
- Students having 71% - 79% attendance in theory and 75% - 84% in practicals may be granted condonation.
- Students having 51% - 70% attendance in theory and 51% to- 74% in practicals are not eligible (NE) to write SEE and will have to take the SEE whenever it is offered the next time. The above rules are applicable to all courses under part I, Part II & III. For part IV (Co-Curricular activities) 70% attendance is required.
- Students having less than 51% attendance in a Semester will be required to be readmitted to the same semester to continue the programme.
- In the co-curricular activity if the attendance is less than 50%, she has to take that in the next semester.
The decision of the Principal shall be final in all matters concerning attendance.

Requirement for Pass

To pass in a subject, student should pass in CA and SEE separately.

A student should get minimum of

	CA/ 40	SEE/ 60	Total/ 100
Theory	16	24	40
Practical	16	24	40
Social work Practical	8/20	12/30	20/50

Results

Results shall be declared by the Controller of Examinations and be displayed in the college notice board and also in the college website (www.marisstella.ac.in). Mark list will be issued after each semester. Students should keep the statement of marks carefully. Duplicate marks sheets will be issued only on application along with a payment of Rs. 100.

1. A student who successfully completes all courses prescribed for all semesters within a stipulated period only will be awarded class
For courses under
Part I : Stipulated Period - 2 years
Part II : Stipulated Period - 3 Years
2. Classes will be awarded separately in Part I & Part II on the basis of OPM (Over all Percentage of Marks)
If OPM is
Above 75 - Distinction
60-74 - I Class
50-59 - II Class
35-49 - III Class
3. The degree awarded to a student who fails to fulfill the above requirements is deemed to have passed compartmentally.

Revaluation

A candidate may apply for revaluation of any paper in any subject within one week of the display of the results. The criteria for revaluation is

- A candidate may apply for revaluation of any paper in any subject of SEE to the Principal within one week of the declaration of results.

- The application along with the fee receipt has to be forwarded by the Principal to the Controller of Examinations through Grievance Committee.

Supplementary Examinations

C.A. : Students who have not fulfilled the requirements and those who fail to get the required minimum marks of 16/40 in CA, shall take the CA test whenever it is offered subject to the discretion of the Controller of Examinations.

- Repeat CA for I / III / V Semesters is conducted in November and II / IV / VI Semesters is conducted in June.

S.E.E. : For all theory courses of I to VI Semesters a re-examination will be offered in the subsequent semesters to enable students to clear the backlog.

- For students who fail in VI semester, advanced supplementary examinations will be conducted after one month of announcement of sixth semester results (only for sixth semester subjects)
- If a student fails only in one subject in VI Semester and passes in advanced supplementary of VI Semester, she will be considered for awarding class.
- A student will be permitted to retake courses and examinations under the same regulations only as long as they are offered. After that, the student will have to take the course that are currently offered and take the examination under the existing regulations.

Grading

As the college adopted CBCS, grades are awarded after the completion of the course.

1. Awarding of marks in keeping with the practice generally, is on an arbitrary basis. Statistical studies estimate conservatively that the probable error in marking is between 5 and 7%. To eliminate this error, grades shall be awarded to indicate the achievement status of students. Cumulative grade point average (CGPA) and overall weighted percentage marks (OWPM) shall be given on completion of the programme.

2. Relative grading by standard deviation method shall be employed for assigning grades for courses under part I (A) & II. Absolute grading is adopted for part I (B), (C), (D), Part III, Part IV, practicals and project.

a) Relative grading

In accordance with standard deviation method for core course under part I & II, average mark shall be assigned 'C' grade.

- $C + \sigma$ where σ is standard deviation shall be the cut off mark for 'B' grade.
- $C + 1.5\sigma$ shall be the cut off for 'A' grade.
- The grade above the 'A' shall be designated 'O'.
- $C - \sigma$ shall be the cut off for 'D' grade.
- $C - 1.5\sigma$ shall be the cut off for 'E' grade.
- Below 35% shall be assigned 'F' grade.
- Until all the requirements of the course are fulfilled, no credits or grade shall be given for that course.

b) Absolute grading

Grades will be awarded for courses under part I (B), (C), (D), part III, part IV, practicals and project as given below :

Above 75%	O
65-74%	A
55-64%	B
45-54%	C
35-44%	D

3. GRADE POINTS shall be allotted on the basis of grades as shown below:

Grade points

O - Outstanding performance	10
A - Very good	9
B - Good	8
C - Average	7
D - Satisfactory	6

E - Pass	5
F - Fail	-

- After completion of all the courses, the minimum number of credits required for B.A / B.Sc / B.Com / B.M.S programmes, CGPA and OWPM shall be given separately for part I and part II.

CGPA= $\frac{\sum(C \times GP)}{\sum C}$ where C= no. of credits, GP=grade points

OWPM= $\frac{\sum(C \times M)}{\sum C}$, where M=marks

Part III and IV shall not be considered in calculating CGPA or OWPM.

Post Graduation

- PG courses are affiliated to the Krishna University and the Semester System is followed. Evaluation of the students shall be based on both internal assessment and university examination. Each paper will carry 100 marks divided into 70 marks for external assessment and 30 marks for internal assessment.

Internal Assessment:

- Internal assessment component in every subject is for 30 marks.
- In every semester there are four internal assessment tests for 20 marks (4x5=20), the other 10 marks are allocated for seminars/ assignments (5Marks) and attendance (5 marks)
- Candidates shall put in attendance at the college for not less than 75% of the total number of working days in each semester.

University Examination

- Candidates who have completed the course in each semester and have earned the necessary attendance and progress certificates are permitted to continue the next semester.
- Every student is required to take the Semester End Examination at the end of each semester.
- Each paper of the examination is of 3 hours duration and carries 70 marks.
- Candidate who fails in one semester examination or who is not able

to take it shall be eligible to take the same examination along with the candidates' of the next batch of the same semester.

Malpractices

- The college invariably takes serious view on unfair methods in all theory and practical examinations.
- Cases of malpractice noticed at any stage are severely punishable. Cancellation of all examinations taken or to be taken by the candidate during that specified period is the immediate minimum punishment suggested.
- If any student is found guilty of malpractice on more than one occasion during her stay in the college, all the examinations taken or to be taken by her during that semester will be cancelled and she may be debarred from examinations for three years.

General Information

College Timings

9.00 a.m. to 3.30 p.m. (Monday to Friday)

9.00 a.m. to 12.40 p.m. (Saturday)

3.30 p.m. to 4.30 p.m. (Monday) – Co-curricular Activities for I and II Degree students

3.30 p.m. to 4.30 p.m. (Study hour for Intermediate Section)

In case there is need, students may be asked to attend the classes during zero hours

Office Timings :

Monday to Friday : 8.30 a.m to 4.30 p.m

Lunch Break : 1.00 p.m. to 2.00 p.m.

Saturday : 8.30 a.m to 1.00 p.m

Office Timings for students

8.30 a.m. to 9.00 a.m.

11.45 a.m. to 12.45 p.m.

3.30 p.m. to 4.00 p.m.

College Fees

- Every student in the college will pay her college fees on or before the date indicated in the college calendar.
- An extension of 10 days with fine is allowed for those students who have not paid the fees within the due date indicated in the calendar. This rule is applicable to all the students who attend/not attend the college with/without prior permission.
- Any student, who cancels her admission after the admission process is over, shall forfeit the amount already paid and shall have to pay entire fees payable to the institution and had she continued in the college till the end of the course. In the event of cancellation of admission, original certificates will be returned only on payment of the said amount as mentioned above.
- Students who fail to pay the whole amount due from them within the specified date will have their names deleted from the register.
- The principal may not permit any student to take the final examination, if she has not paid the fee, due to the college and/or hostel or if she is found guilty of misbehavior and/or bad conduct.
- All the scholarship holders are bound by all the above regulations.

Applying for certificates

- If a student desires to obtain a certificate (transfer, Conduct, Study, bonafied, etc.) she shall apply for the same in the college office and collect the same after a week.
- Generally no certificate will be issued in less than 48 hours notice.
- Application for a certificate should be addressed to the principal.

ID Card

1. Every student is provided with an ID card which she must keep as long as she is the student of this college.
2. The student has to produce the ID card for all the academic/administrative purposes (Library, Lab, Office, Examinations etc.)
3. Misuse and exchange of ID card is severely punishable.
4. The student has to surrender her ID card at the time of collection of course completion certificate.

Code of Conduct

1. The day begins with a common prayer at 8.55 A.M in which all should participate with respect and attention.
2. Cell phones are banned on campus. Students are not permitted to use cell phones at any time or in any place on the college campus. Violation of this rule will result in confiscation of the phone and a fine.
3. The students have to follow the college dress code.
4. Students are not permitted to leave the college during working hours. Students who need to leave campus in case of emergency must obtain a gate pass from the Principal/ Vice Principal/ Deans.
5. Students are not permitted to eat in the class rooms.
6. Students are required to help in keeping the class rooms and the premises tidy.
7. Calling students out of their class rooms while the lecture is in progress is prohibited and students are not allowed to go to the canteen during college hours.
8. Students should not damage/ deface college property (Chairs, Benches, tables, walls, etc). A heavy fine will be levied on students who misuse/ damage college property.
9. All the students are requested to read notices displayed on the notice boards.
10. The management/ principal shall reserve the right to add, delete, amend or alter the conduct rules from time to time and all the students are bound by the rules in force at the time of admission every academic year.
11. Permission will not be granted during working hours for the purpose of meeting parents, guardians, relatives or friends.
12. A student may not leave the class room without permission or until the lecturer has left the room or asked to disperse. On a member of the staff entering the class room or leaving it, the students shall rise and remain standing till she takes her seat or leaves the room.
13. Students are forbidden to attend or to organize any meeting in the college or to collect money for any purpose without the permission of the principal.
14. Students are not allowed to address any authority in a body. Such combined action is subversive of good order.

15. Students may not address public meetings or take part in inter-collegiate competitions or radio programmes without the prior permission of the principal.
16. No matter for publication in newspapers, magazines or journals may be submitted in the name of the college by students without the permission of the Principal.

17. **Ragging is Totally Prohibited**

Ragging is totally prohibited in the college and anyone found guilty of ragging and/or abetting ragging whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations on curbing the menace of ragging in higher educational institutions as well as under the provisions of any penal law for the time being in force.

What Constitutes Ragging

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness of a fresher or any other student;
- b. Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any Act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to any individual or a group of students;
- f. Any act of financial extortion or forceful expenditure burden put on a fresher on to any other student by students;
- g. Any act of physical abuse including all variants of it; sexual abuse,

homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

- h. Any act or abuse by spoken words, email, post, public insults, which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Important

1. Fresher (s) and all other students(s) should desist from doing anything, with or against their will, even if ordered by the senior students.
2. Fresher(s) or any other students(s), whether being victims, or witnesses, in any incident of ragging are advised to promptly report such occurrence at the Anti-Ragging Helpline. Apart from the helpline number the students are free to contact any of the College Officials.
3. The College will ensure that the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

Punishment(s) In The Event Of Ragging

One or more of the following punishments depending on the nature and the gravity of the guilt may be awarded to those found guilty namely;

- I. Suspension from attending classes and academic privileges.
- II. Withholding/withdrawing scholarship/fellowship and other benefits.
- III. Debarring from appearing in any test/examination or other evaluation process.
- IV. Withholding results.
- V. Debarring from representing the College in any regional, national or International meet, tournament, youth festival etc.

- VI. Suspension/Expulsion from the hostel.
- VII. Cancellation of admission.
- VIII. Rustication from the college for period ranging from one to six semesters.
- IX. Expulsion from the College and consequent debarring from admission to any other College for a specified period.

Provide that where the persons committing or abetting the act of ragging are not identified, the college shall resort to collective punishment.

All the students are strictly warned not to indulge themselves in any kind of indiscipline, misconduct or any acts which may be construed as ragging. Anti ragging squads will be highly vigilant and have frequent checks and rounds in the college campus, surrounding areas, hostels, canteens, cafeteria and all other areas including private lodge hostels outside the campus. Such acts shall be condoned under any circumstances and strict disciplinary action will be taken against those who are found guilty.

Leave Rules

1. No student shall absent herself without leave letter
2. Application for leave must be made in writing addressing the Principal
3. In case of sickness necessitating more than two days leave the students are required to produce a Medical Certificate along with leave letter immediately on re-joining classes.

Change of Residence & Contact Number

- The student shall report in the college office, whenever there is a change of residence within three days.
- The student is expected to intimate the change of contact number in the college office.

Students Welfare

Parent – Teacher meet

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

working hours in order to facilitate co-operation and collaboration in the growth and progress of students.

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

Mid-day meals

Nutritious meal is provided during lunch break to the identified economically backward students as a part of welfare programme. Fund required for this program is generated by some of the present and retired staff members and well wishers of the college.

Scholarships

Various government scholarships are available for students of Scheduled Castes, Scheduled Tribes and Backward Classes/Other Backward Classes.

Mentoring

Personal guidance for both academic and personal matters is made available to students through the mentoring programme. Timings for mentoring are provided every Tuesday in respective departments. Certain number of students are allotted for each mentor to seek personal guidance.

Counselling

The aim of education at Maris Stella has always been to prepare students not only for examinations but also for the challenges of life. Professional counsellors are available to students on campus on appointment. The timings of the counsellors are indicated outside the Counselling Services Room.

Sexual Harassment Cell

Examines and resolves cases of sexual harassment on the campus.

Anti-ragging Cell

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

Grievance Cell

The grievance cell redresses grievances pertaining to all aspects of campus life. Grievances relating to examinations, however, are examined and resolved by the Controller's Office.

Women's Cell

The Women's Cell attempt to create awareness of women's issues and promote positive action for women's welfare.

Career Guidance and Placement Cell

The Career Guidance Cell is dedicated to provide comprehensive quality career development and employment programmes. These resources equip the diverse student community to successfully meet the demands and challenges of a career.

Objectives

- To organize training programmes/ workshops/ seminars and special events to assist students with life planning.
- To provide information on jobs and career opportunities
- To provide employment opportunities through recruitment programmes on campus and fostering partnerships both on and off the campus.
- To mobilize resources for needy students to apply for jobs or to start enterprises.

Students Training Programmes

Co-curricular Activities:

Compulsory : Degree Students

Optional : Intermediate & PG Students

The College places great emphasis on personality development of the students. By the end of the third year every young student is expected to grow into confident, competent and compassionate individual. In order to cultivate the latent talents of the student she has to be active in any one of the following co-curricular activities in the first two years in which she is given grades.

- i. National Service Scheme (NSS)
- ii. National Cadet Corps (NCC)
- iii. STARS (Stellites to Awake and Reach out to the Society)
- iv. Physical Training (Sports and Games)
- v. Literary Activities a) English b) Telugu
- vi. Cultural a) Singing b) Dance c) Dramatics
- vii. Yoga
- viii. Martial Arts

i. National Service Scheme (N.S.S)

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

1. To be constructively involved in the needs and problems of the community particularly by working with the poor.
2. To instill a feeling of social concern for the underprivileged.
3. To create a greater respect for the dignity of labour through participation in manual work.
4. To train students in leadership by making them familiar with human skills to face the societal challenges.

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

ii. National Cadet Corps (N.C.C)

The N.C.C. plays a vital role in moulding the character of young women on the right lines. It lays great stress on developing qualities of leadership and discipline among the cadets and also inculcating in them a spirit of sportsmanship.

Aims of the N.C.C.

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

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

Reach out programmes cater to diverse needs of the underprivileged in the society. One of the objectives of the college being empowerment of women and children, these reach out programmes create awareness among students of the stark reality and sensitize them. Students also get a first hand knowledge of the real life situation and experience in tackling the challenges in whatever little way they can. This exposure enables them to be communicative, sympathetic and humanitarian in their outlook.

Various sections of the society derive solace, help in different forms, articulate and confident to lead their lives with the motivation and stimulation given by these programmes.

The following projects have been taken up under STARS

- Working children
- Street children
- Human rights
- Empowerment of women
- Environment
- AIDS Awareness
- Information and Documentation
- Media and publication

Each of the above projects has a cell in which the students become active members under the able guidance of staff members.

iv. Physical Training (Sports)

1. The course of physical training is prescribed by the college which includes sports, games and physical exercises.
2. Sports, games and physical exercises help the students to maintain physical fitness and rejuvenate themselves from the hectic academic activity.
3. The Intermediate and P.G students can undergo physical training after the college timings depending on their interest. The undergraduate students can opt physical training as one of the co-curricular activity.

v. Literary Activities

This activity is intended to hone the writing skills of the interested students both in English and Telugu leading them to take up journalism.

vi. Cultural Activity

Students joining in these groups will develop group singing and group dancing awakening in them the deep cultural heritage of our country. Several competitions like dance, singing, drama, debate, essay writing, rangoli etc. will be held during cultural week and prizes are awarded on college day.

vii. Yoga

It teaches the student to appreciate the ageless wisdom enshrined in the exercises and learns to keep her mind and body at peace through the ups and downs of daily life.

viii. Martial Arts

It is introduced to provide self defense techniques to the students.

Other Facilities

1. Hostel

The hostel is a home away from home wherein the hostelites are united as one large, happy family. They elect their own office -bearers and committees at the beginning of each academic year. These office - bearers then assume responsibility for the many and varied activities of hostel life, which include socials, inter-floor sports, entertainments, library and mess. Ragging is absolutely forbidden. Serious disciplinary action will be taken towards students resorting to ragging.

2. Gymnasium

A well equipped, spacious gymnasium, is located in the campus for both students and staff.

3. Canteen

Canteen facility is available for the staff and students in the campus.

4. The Bank

1. The Canara Bank, Bharathi Nagar Branch located in a separate block within the campus caters to the diverse needs of the staff, students and general public.
2. All the payments made by the students are to be remitted in the bank only.

Bank Timings:

Monday to Friday: 10.00 A.M to 3.30 P.M
02.00 P.M to 2.30 P.M (Lunch)
Saturday: 10.00 A.M to 12.30 P.M

5. DTP Centre

The college provides photocopying and telephone facilities for faculty and students at the DTP Centre.

MARIS STELLA ALUMNAE

The Alumnae of Maris Stella are spread far and wide in responsible positions and contributing their part to the society upholding the ideals and the values of the College. MSAA (Maris Stella Alumnae Association) has been growing from strength to strength since the inception of the institution. The members meet at least once a year. These social gatherings are intended to reunite past students to renew their former friendship. The alumnae association also extends its services in the efficient functioning of the college through

1. Advisory Board members for enhancing academic standards
2. Contributions to the mid day meals.
3. Instituting memorial prizes to the meritorious students
4. Aid in construction of buildings

The outgoing students are asked to enroll in the alumni association by paying Rs.250/- at the time of leaving.

Proficiency Prizes

- ❖ Proficiency Prizes are awarded to the best student in each combination of Inter, Degree and PG courses.

- ❖ The best undergraduate student in each combination is awarded a gold medal after completion of her course.

Memorial Prizes

- ❖ The Memorial prizes are instituted by the donors, well wishers, retired and present staff members.
- ❖ More than 40 Memorial prizes are awarded to the students who show excellent performance in various subjects every year.

Appreciation

The students are encouraged to participate in various inter collegiate academic activities / competitions and sports meet at different levels. They are given consideration in attendance and certificate of appreciation.

Procedure for obtaining T.C & C.C, M.C., O.D.

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

Migration Certificate

Students have to submit a xerox copy of provisional certificate, enclosed with a DD taken for the required amount in favour of 'The Registrar, Krishna University'.

Original Degree

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

The Library

The Maris Stella College Library is located in the centre of the campus with two separate blocks for degree and P.G courses with a collection of more than 85,000 books. The library is fully automated with a wide range of collection which includes latest books, journals, periodicals, CDs & DVDs. This collection is updated every year. The library is under the supervision of professional librarians both in UG and PG. The open access system is followed to enable students to select the books of their own choice.

Technology is used in the library in innovative ways. Library is maintained with one server with four client systems for various library operations. Systems are arranged in the library with internet connection for the users to browse OPAC and other e-resources. OPAC is available throughout the campus in intranet. All the semester end question papers are digitized and are available in OPAC.

Library Website:

www.marisstella.ac.in/library.htm. It provides all the information regarding library collection and services. It also provides links to free e-resources and helps the users to make use of free e-resources.

- Every student is required to attend an orientation program 'Know your Library' immediately after admission.
- All the Library collection has been automated with barcode technology. Students and staff are provided by bar-coded library ID cards for the circulation of books.
- All the meritorious students (top 5) in each class will get 2 more books for issue along with their general circulation of books.
- All the competitive examination books are kept in separate wing in reference section to prepare for competitive exams which is updated regularly.

Library Rules

1. No printed matter or files will be allowed inside the library.
2. Strict silence should be maintained in the library and no combined study or group discussion is permitted in the library.
3. Dictionaries, reference books etc. are to be used in the library only.
4. Periodicals placed on the magazine racks should not be mishandled.
5. Books must not be marked or defaced in any manner.
6. Students should examine each book before borrowing and immediately report any damage to the librarian. Should they fail to do so, they will be held responsible for any damage detected after their use of the book.
7. Readers shall replace any book or library property damaged by them.
8. Barcode, spine and date labels inside the back cover of each book shall not be tampered. Serious action will be taken for any violation of this rule.
9. No Transfer Certificate or Conduct Certificate shall be issued to a student until the books have been returned and any dues outstanding against the student discharged.
10. To assist them to find books, students are advised to search through computer catalogue (OPAC).
11. No book will be issued or taken back unless the student produces her identity card.
12. Books may be borrowed for a week, renewed if there are no requests for them. They may not be renewed more than three consecutive times. Books not available at the time of application may be reserved.
13. A fine of ₹.5/- is imposed for each day if it is overdue.
14. A member against whom any fine or other charge is outstanding shall not be allowed to take back her card or to borrow until she has paid the amount due.
15. All books must be returned to the library on the date announced before the end of last term after which no book will be issued.
16. Exchange of library ID cards is not permitted.

Library working hours

Monday to Friday : 8.30 a.m. to 5.30 p.m.

Saturday : 8.30 a.m. to 1 p.m.

The library is closed on Sunday and all public holidays.

Book Bank

The objective of the scheme is to provide text book to economically poor and deserving students. Books will be issued on loan to deserving students for one academic year. Current text books on all subjects are available on loan.

A student borrowing books from the book bank shall be fully responsible for their safe custody. The books should not be marked, written upon or damaged. In the event of any damage or loss, she shall replace it with a new copy of the book or pay such compensation as may be decided by the principal. The borrowers are not allowed to sub lend the books.

All books on loan must be returned at the end of each semester. If the books are not returned in time, she will not be eligible to borrow books in future.

Original certificates will be issued only on the production of a clearance certificate from the librarian. The librarian may recall any book at any time even if the normal period of loan has not expired.

College Traditions

Re-Opening Service

At the beginning of each year a re – opening service is held to ask God's help and blessings for the new academic year.

Senior Friends

Senior students volunteer to act as guides and special friends for the first few weeks of the academic year to the junior students who may find it difficult to adjust themselves to college life.

Orientation

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

The Annual Retreat

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

Valedictory Ceremonies

Towards the close of the academic year 'a thanks giving' service is held to thank God for all the blessing bestowed during the year.

Hostel Day, Sports Day and College Day

Hostel day, Sports day and College day are celebrated every year. All the prizes are distributed to staff and students on the college day.

Fete

A fund raising programme to help the deserving people within and outside the college is arranged every year in the month of November. Opportunity is given to students to make use of their creativity and talents.

Eco Club

Eco-friendly environment is promoted in the campus of Maris Stella. Eco club supports the use of bio-degradable materials and prohibits the use of plastic within the campus.

The Staff

The staff members uphold the ideals and standards of the college. They strive earnestly to achieve the goals and objectives of higher education in Maris Stella through their efficient guidance and supervision of academic work, involvement in extracurricular activities, they contribute towards the all-round development of students. They are conscious of the ideals of TRUTH AND CHARITY in all their endeavours.

Faculty Development and Orientation

Programmes

- Teaching and non-teaching staff are also awarded for full attendance.
- Faculty pursuing research are provided with monetary incentive for their research.
- The college sponsors the faculty to attend seminars/workshops/conferences to enhance their knowledge and capabilities.
- In- house training programmes are also conducted to the staff members in the beginning of every academic year.
- Awareness programmes on new technologies are also conducted for staff. (Use of smart class rooms and e-learning etc,)

Members of Staff 2016 -2017

Sr. Sleeva Thumma	:	Correspondent
Dr.Sr. Kulrekha Mudartha	:	Principal
Dr. Sr. G.Innyasamma	:	Vice Principal (Degree Section)
Ms.M. Triveni	:	Vice Principal (Inter Section)
Sr. Aniamma Manuel	:	Controller of Examinations
Ms. V.Sudha Devi	:	Addl. Controller of Examinations
Sr. Asha	:	Addl. Controller of Examinations
Dr. V.N. Manga Devi	:	Academic Dean for Humanities
Ms. G. Usha Kumari	:	Academic Dean for Sciences
Dr. G. Beaulah P. Sunanda	:	Students Dean
Sr. Karuna Vincent	:	Dean for P. G. Section

Members of Sexual Harassment Cell

1. Dr. P. Usha
2. Dr. R. Syamalamba
3. Ms. C. Krishnaveni
4. Ms. H. Kanaka Durga
5. Sr. Vinnarasi
6. Ms. D. Punyavathi

Members of Anti-Ragging Cell

1. Dr. Sr. P. Japamalai, f.m.m.
2. Dr. B. Koteswara Rao
3. Ms. K. Naga Sundari

Members of Grievance Cell

1. Ms. M. Triveni
2. Mr. V.V. Ramana
3. Ms. G. Malathi
4. Ms. K. Sarvani
5. Ms. A. Jyotsna Valenteena

Department of English UG & PG

1. Dr. Girija Nambiar, M.A.,M.Phil., Ph.D. (Retiring on 30th June 2016)
2. Dr. K. Sandhya, M.A., Ph.D., PGDTE,
3. Dr. V. Satya Sudha, M.A., M.Phil.,Ph.D,

4. Dr. Sr. Innyasamma, M.A., M.Phil., Ph.D., PGDTE,
Vice Principal (Degree Section)
5. Ms. L.M.R. Swarupa Rani, M.A., B.Ed., NSS Co-ordinator
6. Ms. Y. Supriya, M.A.
7. Ms. B. Shanthi Sri, M.A., M.Phil.
8. Sr. Karuna Vincent, f.m.m., M.A., B.Ed., Dean for P. G. Section
9. Ms. Shahinsha Begum, M.A., M.Phil.
10. Ms. Sajida Mubeen, M.A., B.Ed.
11. Ms. T. Deepthi, M.A.,
12. Ms. G. Sumalatha, M.A., B.Ed.
13. Ms. Matilda Maria Meyer, M.A., NCC Co-ordinator
14. Ms. Ch. Kiranmayee, M.A., SET
15. Ms. T. Indira Devi M.A., M.Ed., M.Phil., (Ph.D.)

Department of Telugu

1. Dr. P. Usha, M.A., Ph.D., N.S.S. Co-Ordinator
2. Dr. V. N. Manga Devi, M.A., M.Phil., Ph.D., Dean of Humanities
3. Ms. P. Neeraja, M.A., M.Phil., Ph.D.

Department of Hindi

1. Ms. B. Rajeswari, M.A. (Hindi), M.A. (English) H.P.T., B.Ed., M.Phil.
2. Ms. A. Jaya Bharathi, M.A. (Hindi)

Department of Sanskrit

1. Dr. D. Ramakrishna, M.A., Ph.D., SLET,

Department of History & Tourism

1. Dr. G. Beulah P. Sunanda, M.A., M.Phil., Ph.D.
Dean of Student Affairs
2. Mr. V. V. Ramana, M.A., M.Phil.,
3. Ms. P. Venkata Sridevi, M.A., M.Phil., NET, PGDTTM.
4. Ms. N. Sailaja, MTTM, NCC Coordinator
5. Ms. Pamidi Jyothirmai, M.A.

Department of Economics UG & PG

1. Mr. B. Koteswara Rao, M.A., M.Phil.
2. Ms. A. Josephine S. Rani, M.A., M.Phil., SLET

3. Ms. V Swapna, M.A., M.Phil., B.Ed.
4. Ms. A.Kalima, M.A., B.Ed., SET
5. Ms. K. Sowjanya, M.A.

Department of Political Science

1. Ms. A. Jyotsna Valenteena, M.A, SET
2. Ms. Ch. Geetha Devi, M.A.
3. Ms. G.Ratna Kumari, M.A., M.Ed. Ed.
5. Ms. Suneetha Surepalli, M.A., B.Ed.

Department of Social Work

1. Dr. Sr. Lovely Jacob, M.A., M.Phil., Ph.D., SLET
2. Ms. V. Radha, M.A., M.Phil. (Ph.D.)

Department of Mathematics UG & PG

1. Ms.G. Usha Kumari, M.Sc., Dean of Sciences
2. Dr.Sr. Kulrekha Mudartha, f.m.m, M.Sc., M.Phil., Ph.D.
Principal In charge
3. Ms.C Krishnaveni, M.Sc., M.Phil.
4. Ms. V. Sudha Devi, M.Sc. Addl. Controller of Examinations
5. Ms. S. Padmavathi, M.Sc.
6. Ms. Y Sailaja, M.Sc.
7. Sr. Asha, f.m.m., M.Sc., M.Phil., Addl. Controller of Examinations
8. Ms.Thabitha Kodali, M.Sc.
9. Ms. R. Tulasi, M.Sc.
10. Ms. P. Sirisha Devi, M.Sc.
11. Ms. D. Anupama, M.Sc., B.Ed.

Department of Statistics

1. Ms. D. Vedavathi Saraja, M.Sc.
2. Ms M. Parveen Syed, M.Sc.

Department of Physics

1. Ms.A. Kasturi, M.Sc., M.Phil. (Retiring on August 31st, 2016)
2. Ms.M. Triveni, M.Sc., Vice-Principal (Intermediate)
3. Dr. G. Little Flower, M.Sc., Ph.D., M.Ed., (IQAC Co-ordinator)
4. Ms.P. Padmalatha, M.Sc., M.Phil., B.Ed.

5. Ms.T. Grace Eunice, M.Sc. M. Phil
6. Ms. R. Sarakumari, M.Sc., B.Ed.
7. Sr. Aniamma Manuel M.Sc., M.A., Controller of Examinations
8. Ms. Shagufta Fatima, M.Sc.
9. Ms. M. Sushma, M.Sc., M.Phil.
10. Ms. Md. Gulzare Fathima, M.Sc.
11. Ms. M. Santhi Sri Sudha, M.Sc.

Department of Electronics

1. Ms. K. Hannah Anuhya, M.Sc.
2. Ms. N. Mounika, M.Tech.

Department of Computer Science

1. Ms. S. Prasanna Glory, MCA
2. Ms. K.Sumdeepthi, MCA
3. Ms. P. Vidhyavathi, M.C.A.
4. Ms. B. Roja Priscilla, M.Sc. (IS)
5. Ms. Ch. Archana, M.C.A.
6. Ms. P. Padma Sree M.Sc. (IS) - Programmer
7. Ms. Sk.Asha, MCA- Programmer
8. Ms. E. Grace Lydia, M.C.A. - Programmer

Department of Chemistry

1. Mr. B.V.Ramesh, M.Sc.
2. Ms. S. Vanilatha, M.Sc., MCA, M.Phil. (on leave)
3. Ms. M. Archana, M.Sc., B.Ed.
4. Ms. V. Vasundhara, M.Sc., B.Ed.
5. Ms. M. Anusri, M.Sc.
6. Ms. V. Javali, M.Sc.,
7. Ms. G. Komalavalli, M.Sc., B.Ed.
8. Ms. K. Koteswaramma, M.Sc., B.Ed., M.Phil.
9. Ms. K. Jayasree, M.Sc., B.Ed.

Department of Bio-Technology

1. Ms. J. Lasina, M.Sc., B.Ed.
2. Ms. S. Sirisha Naidu, M.Sc.

Department of Botany

1. Ms. C. V. L. Karuna, M.Sc.
2. Dr. J. Asha Kumari, M.Sc., M.Phil., Ph.D. (on leave)
3. Ms. T. Salomi, M.Sc.
4. Ms. M. Harsha Vardhini, M.Sc.
5. Ms. N. Akhila, M.Sc.
6. Ms. G.V. Varalakshmi, M.Sc., B.Ed.

Department of Zoology

1. Dr. Sr. P. Japamalai, f.m.m., M.Sc., M.Phil., Ph.D.
2. Ms. Nitya Jeeva Prada, M.Sc., M.Phil., B.Ed., R.R.C. Co-ordinator
3. Ms. K. Sushma, M.Sc., B.Ed.
4. Mr. M. Ratna Kumar, M.Sc., B.Ed.

Department of Commerce

1. Ms. B. Latha, MBA, MCA, M.Tech. (CSE)
2. Sr. Bala Jyothi, M.Com.
3. Ms. Ragini Pandey, M.Com
4. Ms. S.Naga Lakshmi, M.Com.
5. Ms. G. R. Sarvani, M.Com.
6. Ms. P. Sri Bhagyalakshmi, M.B.A.
7. Ms. Nisha Kumari, M.Com.
8. Ms. M. Prasanna Kumari, M.Com
9. Ms. Y. Sindhu Priya, M.Com.
10. Ms. K. Poojitha, M.Com.
11. Ms. Asha Jyothi, M.Com.

Department of Journalism

1. Ms. Y. Oliva, MBA (Media Management)

Department of Library & Inf.science

1. Dr. R. Syamalamba, M.A., M.Li.Sc., Ph.D., SLET
2. Ms. S. Visalakshmi, M.A., M.Li.Sc.,
3. Ms. S. Kalyani Nagalakshmi, MBA., M.Li.Sc.
4. Ms.Ch.Hemalatha, B.A., M.Li.Sc.

Physical Education

1. Ms. Sridevi, M.P.Ed.

Value Education

1. Dr. Sr. Lovely Jacob, M.A., M.Phil., Ph.D., SLET

Counselling

1. Ms. C.V.L. Karuna, M.Sc.
2. Ms. Lalitha, M.A.

Department of M.B.A.

1. Dr. Sr.Aleyamma Issac, f.m.m., M.A., Ph.D - Director
2. Ms. K. Naga Sundari, MBA, M.Phil,SET,NET, PGDMM
3. Ms. G. Malathi, MBA , M.Phil., PGDHRM, NET
4. Ms. K. Sarvani, MBA ,M.Com., M.Phil, NET, PGDHRM
5. Ms. H. Kanaka Durga, M.Com, MBA, M.Phil, NET
6. Sr. Ramana, f.m.m., MBA,SET
7. Ms. G. Smitha, M.Sc. IT.,MHRM., M.Phil., MBA

Administrative Staff

Sr. Mariammal, f.m.m., B.Com.	Superintendent
Sr. A. Vinnarassi, f.m.m, M.Com.	Bursar
Ms. I. Suseela Devi, M.A.	Senior Assistant
Ms. K. V. L. Prasuna, M.Com., MBA	Senior Assistant (on leave)
Ms. Ch. N. V. Jyothi Kumari, B.Com.	Office Assistant
Ms. C. Sarada, M.Sc.	Office Assistant
Sr. Francisca, f.m.m., B.A.	Campus Incharge
Ms. P. Seshavalli Kumari, B.Com	Office Assistant
Ms. D. Naga Jyothi	Office Assistant
Mr. N. Ramakotaiah	System Administrator
Mr. S. Suryanarayana	System Administrator

Examination Section

Sr. Aniamma Manuel, M.Sc., M.A.	Controller of Examinations
Ms. P. Padmaja, M.com.	Office Assistant
Ms. B.Phani, MBA	Office Assistant
Ms. P. Madhu Parvathi, B.Com.	Office Assistant
Ms. V.Sridevi, B.Com.	Office Assistant

Supportive Staff

Ms. N.Mani	Lab Attender
Ms. R. Mary	Lab Attender
Mr. G. Devaiah	Office Attender
Ms.K. Sunanda	Lab Attender
Ms.G. Rani	Library Attender
Ms.U. Assuntha Lakshmi	Lab Attender
Ms. Syamala	Library Attender
Mr. D. Raju	Library Attender
Mr. G. Prakash Rao	Office Attender
Mr. S. Vinod	Lab Attender
Mr. B. Naresh	Attender - Examination Section
Ms. M. Manikyam	Attender - Examination Section
Mr. V. Rajkumar	Assistant - Physical Education
Mr. P. Jamalaiah	Lab Attender
Ms.D. Punyavathi	Lab Attender
Mr. N. Krishna Rao	Lab Attender
Mr. S. Kumar	Lab Attender
Mr. N. Sudhakar	Lab Attender
Mr. Vinukonda Prasanna	Lab Attender
Mr. Ravichandra	Record Assistant
Mr. D. Ramachandra Rao	Watchman
Ms.N. Nagamani	Sweeper
Ms.B. Elizabeth	Sweeper
Ms.Ch. Rani	Sweeper
Ms.Y. Ramadevi	Sweeper
Ms.Ch. Venkateswaramma	Sweeper
Ms.V. Venkata Ramana	Sweeper
Ms.Ch. Sowramma	Sweeper
Ms.K. Aruna	Sweeper
Ms. Lakshmi	Sweeper
Ms.D. Lakshmi	Scavenger
Ms. Bhagya Lakshmi	Scavenger
Mr. Mallikarjuna	Gardner

Working Days

2016

June	22 days
July	25 days
August	14 days
September	24 days
October	23 days
November	26 days
December	24 days

2017

January	23 days
February	23 days
March	26 days

CALENDAR FOR THE YEAR 2016-2017
JUNE 2016

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| 1. | WEDNESDAY | Advanced Supplementary Exam
for VI Semester |
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| 2. | THURSDAY | |
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| 3. | FRIDAY | |
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| 4. | SATURDAY | |
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| 5. | SUNDAY | |
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| 6. | MONDAY | Re-opening for Degree Classes |
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| 7. | TUESDAY | |
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| 8. | WEDNESDAY | Repeat CA for
II, IV, VI Semesters |
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| 9. | THURSDAY | |
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| 10. | FRIDAY | |
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| 11. | SATURDAY | |
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| 12. | SUNDAY | |
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| 13. | MONDAY | |
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| 14. | TUESDAY | |
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| 15. | WEDNESDAY | |
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| 16. | THURSDAY | |
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JUNE 2016

17. FRIDAY

18. SATURDAY

19. SUNDAY

20. MONDAY

21. TUESDAY

22. WEDNESDAY

23. THURSDAY

24. FRIDAY

25. SATURDAY

26. SUNDAY

27. MONDAY

28. TUESDAY

29. WEDNESDAY

Dept. of Statistics - Statistics Day

30. THURSDAY

JULY 2016

1. FRIDAY

2. SATURDAY

3. SUNDAY

4. MONDAY

5. TUESDAY

6. WEDNESDAY

Ramzan (Id-ul-Fitr)

7. THURSDAY

8. FRIDAY

9. SATURDAY

10. SUNDAY

11. MONDAY

Dept. of Chemistry - Guest Lecture

12. TUESDAY

13. WEDNESDAY

14. THURSDAY

15. FRIDAY

16. SATURDAY

I.C.A.

JULY 2016

17. SUNDAY

18. MONDAY I C.A.

19. TUESDAY I C.A.

20. WEDNESDAY I C.A.

21. THURSDAY Dept. of Pol. Science
Guest Lecture

22. FRIDAY Dept. of Botany
Association Activity

23. SATURDAY Inter Collegiate Physics meet

24. SUNDAY

25. MONDAY

26. TUESDAY

27. WEDNESDAY

28. THURSDAY Dept. of Botany - Plantation Programme

29. FRIDAY

30. SATURDAY

31. SUNDAY

AUGUST 2016

1. MONDAY

2. TUESDAY

3. WEDNESDAY

4. THURSDAY

5. FRIDAY Dept. of Botany - Invited Lecture
Dept. of Physics - Two-day Workshop : Nuclear
Energy & Environment

6. SATURDAY

7. SUNDAY UPSC

8. MONDAY

9. TUESDAY

10. WEDNESDAY

11. THURSDAY

12. FRIDAY Varalakshmi Vratham
Pushkaram Holidays

13. SATURDAY

14. SUNDAY

15. MONDAY Independence Day

16. TUESDAY

AUGUST 2016

17. WEDNESDAY

18. THURSDAY

19. FRIDAY

20. SATURDAY

21. SUNDAY

22. MONDAY

23. TUESDAY

24. WEDNESDAY

25. THURSDAY

Sri Krishna Astami

26. FRIDAY

Dept of Commerce - Guest Lecture

27. SATURDAY

28. SUNDAY

29. MONDAY

30. TUESDAY

31. WEDNESDAY

SEPTEMBER 2016

1. THURSDAY

2. FRIDAY

3. SATURDAY

Dept. of Botany - Student Activity

4. SUNDAY

5. MONDAY

Teacher's Day
Vinayaka Chavithi

6. TUESDAY

7. WEDNESDAY

8. THURSDAY

Dept. of English - Workshop

9. FRIDAY

10. SATURDAY

11. SUNDAY

12. MONDAY

Bakrid

13. TUESDAY

14. WEDNESDAY

15. THURSDAY

16. FRIDAY

SEPTEMBER 2016

17. SATURDAY II C.A.

18. SUNDAY

19. MONDAY II C.A.

20. TUESDAY II C.A.

21. WEDNESDAY II C.A.

22. THURSDAY

23. FRIDAY Dept. of Maths - Two-day
National Seminar

24. SATURDAY

25. SUNDAY

26. MONDAY Dept. of Pol. Science - Guest Lecture

27. TUESDAY

28. WEDNESDAY

29. THURSDAY

30. FRIDAY

OCTOBER 2016

1. SATURDAY

2. SUNDAY

Gandhi Jayanthi

3. MONDAY

4. TUESDAY

5. WEDNESDAY

Dept. of Zoology : Breast Cancer Day

6. THURSDAY

7. FRIDAY

8. SATURDAY

9. SUNDAY

Durgaashtami

10. MONDAY

Mahanavami

11. TUESDAY

Vijaya Dasami / Dussehra

12. WEDNESDAY

Moharam

13. THURSDAY

14. FRIDAY

15. SATURDAY

16. SUNDAY

OCTOBER 2016

17. MONDAY

18. TUESDAY

19. WEDNESDAY

20. THURSDAY

21. FRIDAY

22. SATURDAY

23. SUNDAY

24. MONDAY

25. TUESDAY

26. WEDNESDAY

Semester End Examination
Additional Courses

27. THURSDAY

Semester End Examination
Additional Courses

28. FRIDAY

Semester End Examinations

29. SATURDAY

30. SUNDAY

Deepavali

31. MONDAY

NOVEMBER 2016

1. TUESDAY

2. WEDNESDAY

3. THURSDAY

4. FRIDAY

5. SATURDAY

6. SUNDAY

7. MONDAY

8. TUESDAY

9. WEDNESDAY

10. THURSDAY

11. FRIDAY

12. SATURDAY

13. SUNDAY

14. MONDAY

Re-opening for U.G. IV and VI Semesters

15. TUESDAY

16. WEDNESDAY

NOVEMBER 2016

17. THURSDAY

18. FRIDAY

Re-opening for U.G. II Semester

19. SATURDAY

Dept. of Zoology / Botany
Field Trip

20. SUNDAY

21. MONDAY

Commerce Fest

22. TUESDAY

23. WEDNESDAY

Dept. of Physics Guest Lecture

24. THURSDAY

25. FRIDAY

26. SATURDAY

27. SUNDAY

28. MONDAY

29. TUESDAY

30. WEDNESDAY

DECEMBER 2016

1. THURSDAY R.R.C. Activity : World AIDS Day

2. FRIDAY

3. SATURDAY

4. SUNDAY

5. MONDAY Submission of Mini Projects

6. TUESDAY

7. WEDNESDAY Dept. of Maths :
Poster Presentation and Quiz

8. THURSDAY

9. FRIDAY Dept. of Pol. Science : Guest Lecture

10. SATURDAY Parents Meet

11. SUNDAY

12. MONDAY Eid Miladun Nabi

13. TUESDAY

14. WEDNESDAY

15. THURSDAY Mini Project Viva

16. FRIDAY English Dept. : Inter Collegiate
Literary Fest

DECEMBER 2016

17. SATURDAY

18. SUNDAY

19. MONDAY

20. TUESDAY

21. WEDNESDAY

22. THURSDAY

23. FRIDAY

24. SATURDAY

Christmas - Holiday

25. SUNDAY

Christmas

26. MONDAY

Christmas - Holiday

27. TUESDAY

28. WEDNESDAY

29. THURSDAY

30. FRIDAY

31. SATURDAY

JANUARY 2017

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1. SUNDAY New Year

 2. MONDAY

 3. TUESDAY

 4. WEDNESDAY

 5. THURSDAY

 6. FRIDAY

 7. SATURDAY

 8. SUNDAY

 9. MONDAY I C.A.

 10. TUESDAY I C.A.

 11. WEDNESDAY I C.A.

 12. THURSDAY I C.A.

 13. FRIDAY Bhogi

 14. SATURDAY Makara Sankranti

 15. SUNDAY Kanuma

 16. MONDAY

JANUARY 2017

17. TUESDAY

18. WEDNESDAY

19. THURSDAY

20. FRIDAY

21. SATURDAY

22. SUNDAY

23. MONDAY

24. TUESDAY

25. WEDNESDAY

26. THURSDAY

Republic Day

27. FRIDAY

Dept. of English : Two day National Seminar
Dept. of Electronics : e-Wave

28. SATURDAY

29. SUNDAY

30. MONDAY

31. TUESDAY

FEBRUARY 2017

1. WEDNESDAY

2. THURSDAY

Dept. of Botany -
World Wetland Day

3. FRIDAY

4. SATURDAY

Dept. of Zoology -
World Cancer Day

5. SUNDAY

6. MONDAY

7. TUESDAY

8. WEDNESDAY

9. THURSDAY

10. FRIDAY

11. SATURDAY

12. SUNDAY

13. MONDAY

14. TUESDAY

15. WEDNESDAY

16. THURSDAY

FEBRUARY 2017

17. FRIDAY

18. SATURDAY

19. SUNDAY

20. MONDAY

21. TUESDAY

22. WEDNESDAY

23. THURSDAY

24. FRIDAY

Mahasivarathri

25. SATURDAY

26. SUNDAY

27. MONDAY

II CA

28. TUESDAY

II CA

MARCH 2017

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| 1. WEDNESDAY | II CA |
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| 15. WEDNESDAY | |
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| 16. THURSDAY | Semester End Examinations
Additional Courses |
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MARCH 2017

17. FRIDAY	Semester End Examinations Additional Courses
18. SATURDAY	Semester End Examinations Additional Courses
19. SUNDAY	
20. MONDAY	Semester End Examinations
21. TUESDAY	
22. WEDNESDAY	
23. THURSDAY	
24. FRIDAY	
25. SATURDAY	
26. SUNDAY	
27. MONDAY	
28. TUESDAY	
29. WEDNESDAY	Ugadi
30. THURSDAY	
31. FRIDAY	

APRIL 2017

1. SATURDAY

2. SUNDAY

3. MONDAY

4. TUESDAY

5. WEDNESDAY

Babu Jagjeevan Ram Jayanti

6. THURSDAY

7. FRIDAY

8. SATURDAY

9. SUNDAY

Mahavir Jayanthi

10. MONDAY

11. TUESDAY

12. WEDNESDAY

13. THURSDAY

14. FRIDAY

Dr.Ambedkar Jayanthi
Good Friday

15. SATURDAY

16. SUNDAY

Easter

APRIL 2017

17. MONDAY

18. TUESDAY

19. WEDNESDAY

20. THURSDAY

21. FRIDAY

22. SATURDAY

23. SUNDAY

24. MONDAY

25. TUESDAY

26. WEDNESDAY

27. THURSDAY

28. FRIDAY

29. SATURDAY

30. SUNDAY

June Sun 5 12 19 26 Mon 6 13 20 27 Tue 7 14 21 28 Wed 1 8 15 22 29 Thu 2 9 16 23 30 Fri 3 10 17 24 Sat 4 11 18 25	July Sun 31 Mon 4 11 18 25 Tue 5 12 19 26 Wed 6 13 20 27 Thu 7 14 21 28 Fri 1 8 15 22 29 Sat 2 9 16 23 30	August Sun 7 14 21 28 Mon 1 8 15 22 29 Tue 2 9 16 23 30 Wed 3 10 17 24 31 Thu 4 11 18 25 Fri 5 12 19 26 Sat 6 13 20 27	September Sun 4 11 18 25 Mon 5 12 19 26 Tue 6 13 20 27 Wed 7 14 21 28 Thu 1 8 15 22 29 Fri 2 9 16 23 30 Sat 3 10 17 24	2016 2016
October Sun 30 2 9 16 23 Mon 31 3 10 17 24 Tue 4 11 18 25 Wed 5 12 19 26 Thu 6 13 20 27 Fri 7 14 21 28 Sat 1 8 15 22 29	November Sun 6 13 20 27 Mon 7 14 21 28 Tue 1 8 15 22 29 Wed 2 9 16 23 30 Thu 3 10 17 24 Fri 4 11 18 25 Sat 5 12 19 26	December Sun 4 11 18 25 Mon 5 12 19 26 Tue 6 13 20 27 Wed 7 14 21 28 Thu 1 8 15 22 29 Fri 2 9 16 23 30 Sat 3 10 17 24 31	January Sun 1 8 15 22 29 Mon 2 9 16 23 30 Tue 3 10 17 24 31 Wed 4 11 18 25 Thu 5 12 19 26 Fri 6 13 20 27 Sat 7 14 21 28	2017 2017
February Sun 5 12 19 26 Mon 6 13 20 27 Tue 7 14 21 28 Wed 1 8 15 22 Thu 2 9 16 23 Fri 3 10 17 24 Sat 4 11 18 25	March Sun 5 12 19 26 Mon 6 13 20 27 Tue 7 14 21 28 Wed 1 8 15 22 29 Thu 2 9 16 23 30 Fri 3 10 17 24 31 Sat 4 11 18 25	April Sun 30 2 9 16 23 Mon 3 10 17 24 Tue 4 11 18 25 Wed 5 12 19 26 Thu 6 13 20 27 Fri 7 14 21 28 Sat 1 8 15 22 29	May Sun 7 14 21 28 Mon 1 8 15 22 29 Tue 2 9 16 23 30 Wed 3 10 17 24 31 Thu 4 11 18 25 Fri 5 12 19 26 Sat 6 13 20 27	2017 2017

I, III, V Semester : June - October 2016

DAYS	I 9.00 - 9.55 am	II 9.55 - 10.50 am	III 10.50- 11.45 am	1.45 - 12.45 am	IV 12.45 - 1.40 pm	V 1.40 - 2.35 pm	VI 2.35 - 3.30 pm
MON				LUNCH BREAK			
TUE							
WED							
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SAT						—	—

II, IV, VI Semester : November 2016 - April 2017

DAYS	I 9.00 - 9.55 am	II 9.55 - 10.50 am	III 10.50- 11.45 am	1.45 - 12.45 am	IV 12.45 - 1.40 pm	V 1.40 - 2.35 pm	VI 2.35 - 3.30 pm
MON				LUNCH BREAK			
TUE							
WED							
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Notes

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