



**Smt.VELAGAPUDI DURGAMBHA
GOVERNMENT DEGREE COLLEGE (W)**
NIDADAVOLE, WESTGODAVARI DISTRICT -534301



ISO QUALITY MANUAL



**Supported by
Commissionerate of
Collegiate Education
Andhra Pradesh**

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LIST OF ABBREVIATIONS

Asst. Prof.	Assistant Professor
BA	Bachelor of Arts
B.Sc Computers	Bachelor of Science in Computers
B.Sc. General	Bachelor of Science
Ph.D	Doctor of Philosophy
NSS	National Service Scheme
DRC	District Resource Centre
CPDC	College Planning and Development Council
UGC	University Grants Commission
NAAC	National Assessment and Accreditation Council
NET	National Eligibility Test
SLET	State Level Eligibility Test
SET	State Eligibility Test
M.Phil.	Master of Philosophy
CBCS	Choice Based Credit System
MOOCS	Massive Open Online Courses
UG	Under Graduate
PG	Post Graduate
APJKC	Andhra Pradesh Jawahar Knowledge Centre
ELL	English Language Lab
AKNU	Adikavi Nannayya University
WEC	Women Empowerment Cell
BMA	Biometric Attendance
CPS	Contributory Pension Scheme
BOS	Board of Studies
RTI	Right to Information act
HOD	Head of the Department
ICT	Integrated computerized technology
TC	Transfer Certificate
IQAC	Internal Quality Assurance cell
IQAS	Internal Quality Assessment System
GPF	General Provident Fund
CCE	Commissioner of Collegiate education
RJD	Regional Joint Director
JD	Joint Director
ARPIT	Annual Refresher Programme in Teaching
NPTEL	National Programme on Technology Enhanced Learning
OAMDC	Online Admissions Module for Degree College

VISION

“To be a Quality Educational Institution working for the cause of Higher Education for Rural Women”

MISSION

Smt.Velagapudi Durgambha Government Degree College(W), Nidadavole, strives to provide quality higher education to the women students in and around Nidadavole to empower them by transforming them into highly proficient nation builders equipped with rationality and values.

OBJECTIVES

1. To provide quality education with excellence.
2. To create opportunities for versatile learning.
3. To promote continual learning with quality consciousness.
4. To encourage students to think innovatively.
5. To enhance self-confidence among the students.
6. To augment collective learning of teachers and students.
7. To expand the resource base for knowledge with linkages.
8. To use ICT extensively in the teaching-learning process.
9. To provide employability skills to make the students industry-ready.
10. To encourage students to perceive online course.

QUALITY POLICY

The campus community of Smt.Velagapudi Durgamba Government Degree College(W),Nidadavole strives to create a consciousness of quality among the teachers, students, parents and local community by creating an academic ambience for acquiring knowledge and skills as collective social pursuit rather than isolated pedagogic process. The inclusive learning opens up new vistas for expanding learning resources from linkages with social and industrial organizations. The college endeavors to continually create benchmarks of quality and achieve them with unswerving commitment. The knowledge and skills acquired by students should make them competent to take up individual, domestic and social challenges in order to become empowered growth engines of the nation. The college makes sustained efforts to instill a sense of responsibility to make the students more sensible and sensitive in civic life and to practice cherished values to create a better and humane society.

VALUES

In consonance with the Vision and Mission of the college, the campus community of Smt.Velagapudi Durgambha Government Degree College(W),Nidadavole is guided by the following values

INCLUSIVENESS:

The College makes conscious efforts to extend its services to all the sections of society, especially to include the socio-economically deprived and underprivileged sections.

EQUITY:

The college does not make discrimination of any sort with regard to caste, creed, religion and gender. The college would extend uniform and

equitable opportunities of learning to all the students.

RESPECT:

The college promotes mutual respect among students and ability to appreciate worth of persons as individuals. Respect for others also strengthens self- confidence and self-esteem among the young people.

RATIONALITY:

Reasoning transforms the youth to strong force of nation-building by providing them with realistic, practical and scientific world-view. The college through its curricular, co-curricular and extra-curricular activities would strengthen rational thinking among the students.

COMPASSION:

Compassion is the fundamental value that connects humanity as one, which needs to be instilled in the youthful hearts of students. The college endeavors to develop this humane quality to understand others as extension of oneself and stand for collective well-being.

SERVICE MOTTO:

Service motto makes the students responsible citizens. The NSS of the college organizes various programmes to encourage and instill service motto among the students.

PROFILE OF THE COLLEGE

S.No.	Particulars	
1	Year of establishment	1983
2	NAAC grade	C
3	Autonomous status	NA
4.	Implementation of CBCS pattern	2015
5	Total strength of the students	403
6	Land area	2.5 Acres
7	No. of Teaching staff	20
8	No.of Non-teaching staff	05
9	No. of Departments	13
10	No. of Staff rooms	02
11	No. of class rooms	09
12	No. of Laboratories	06
13	Library	01
14	Seminar Hall	01
15	Virtual Class Room	01
16	Jawahar Knowledge Centre	01
17	Gym	01



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
S. V. D. Government Degree College for Women
Nidadavole, Dist. West Godavari, affiliated to Andhra University, Andhra Pradesh as
Accredited
with CGPA of 1.91 on four point scale
at C grade
valid up to February 20, 2019*

Date : February 21, 2014



Anwarul Haque
Director

EC/66/RAR/066



Government of India

Ministry of Human Resource Development

Department of Higher Education

Statistics Division

New Delhi

Certificate



Reference No. C-23976-2019

This is to certify that Visweswara RAO Tatapudi Kasi of S.V.D. GOVT. DEGREE COLLEGE FOR WOMEN has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2019-2020.

(Madan Mohan)
Deputy Director General

Dated: 22/02/2020

Name of the signatory

LIST OF DEPARTMENTS

S.No	Department	Year of Establishment
1.	Department of English	1983
2	Department of Telugu	1983
3	Department of Hindi	1983
4	Department of Economics	1983
5	Department of History	1983
6	Department of Political Science	1983
7	Department of Commerce	1983
8	Department of Mathematics	1983
9	Department of Physics	1983
10	Department of Chemistry	1983
11	Department of Physical Education	1983
12	Department of Computer Science	1997
13	Department of Botany	2009
14	Department of Zoology	2009

LIST OF POLICIES

Non-Discrimination Policy:

S.V.D.GDC(W) does not discriminate on any legally documented basis, including but not limited to race, colour, religion, creed, gender, national origin, disability, ethnic background, genetic information, sexual orientation/gender identity as defined by law, in the administration of its employment policies, educational policies, admissions policies, scholarships and programs, and other College administered programs.

Identification Policy:

- Students of SVD GDC, are required to carry a valid I.D. card with them at all times when they are on campus.
- This card must be presented at once when requested by any official of the college.
- 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 counselor.
- Violation of this policy will result in disciplinary action under the Student Code of Conduct.
- The students who are studying in this college are instructed to maintain a proper dress code.

Timing Policy:

- As per the guidelines of UGC the college has framed the timings as 10.00am-5.00pm.
- Every period is of one hour and the lunch break is of one hour daily in between 1pm to 2pm.
- Attendance of all students, teaching & non- teaching staff members and

principal is generated by Finger Print Attendance Recorder Machine (Biometric). There are three Finger Print Attendance Recorder machines, which record the attendance of the students and staff. All staff members and students are required to mark their attendance both in the morning when they enter into the college and evening when they leave the college premises.

- Every hour Class room attendance is taken by concerned lecturer by using Integrated Attendance Management System (IAMS) app designed by Government of AP
- Staff should be available in the college premises during the entire period of college hours, on all working days.

Discipline Policy:

- The discipline committee 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, race and religion.
- The students are instructed not to bring any cell phone in to the college premises.
- Students use the chosen student washrooms properly and keep them clean and tidy. Students are advised to throw the sanitary napkins only in dust bins.
- Creating a no plastic zone in the college campus.
- Teaching / Non-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 Adikavi Nannaya University, Andhra Pradesh.

Infrastructure Development Policy:

The infrastructure development committee will monitor the required infrastructure in various classrooms.

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 S.V.D.GDC(W) are in Whats App group. Any information concerned to the college can be communicated through this group. Admin of the group is Principal only.
- All students, teaching and non-teaching and principal are in another Whats App group. Any information concerned to the students can be communicated through this group.
- Every department has one separate WhatsApp group. Any information concerned to the department can be communicated through this group. Admin of the group is head of the department only

Every employee shall at all times maintain strict confidentiality and secrecy in respect of all the Confidential Information that he/she may acquire or possess in any manner during the course of his/her employment with S.V.D. GDC(W) and he/she shall not either directly or indirectly use, reveal, copy, duplicate, reproduce, record, distribute, disclose, take photograph in premises of institute or allow to be divulged or disclosed such Confidential Information in whole or in part belonging to institute in any form viz. verbal, written, digital, print, electronic, physical etc. to any third party except for the purpose of his/her employment in S.V.D. GDC(W) by and under the instructions and after seeking written approval from authorized

person of institute.

Leave 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 leave 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.
- Making sure that each student passing out of the institution leaves the campus with a job in her hand.

Research Policy:

The research policy of the college aims at creating and supporting a research culture among its teachers, staff and 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 regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

1. Facilitate the faculty in undertaking research and will work with the college management to set up a research fund for providing seed money
2. Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.
3. Encourage and promote a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).
4. Encourage the faculty to undertake research by collaborating with other research organizations/ industry.
5. Create suitable procedures for giving due recognition for guiding research.

6. Organize workshops/ Seminars/training programmes/sensitization programmes to promote a research culture on campus.
7. Prepare budgets for supporting students' research projects.
8. Invite industry to use the research facilities of the college and sponsor research projects.
9. Approach National and international organizations such as UGC, to fund major and minor research projects undertaken by the faculty /students.
10. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
11. Facilitate Interdepartmental / interdisciplinary research projects.
12. Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
13. Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
14. Facilitate the provision consultancy services to industries / Government / Non-Government organizations / community/ public.
15. Prepare Rules & Guidelines for Grant of Research related leave and other remissions
16. Prepare Guidelines for design and evaluation of curriculum oriented research projects

Environment Policy:

Protection of health, safety and the prevention of pollution to the environment are primary goals of the Institute. The Institute will strive 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 and can be recycled, reused or disposed off 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.

- a) Students are not permitted to use mobile phones within the campus.
- b) The mobile phones shall be kept in silent mode / off
- c) All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
- d) Students violating the above rules will be warned
- e) Staff members are allowed to use mobile phones in their respective cabins.
- f) 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

ASSESSMENT AND ACCREDITATION

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

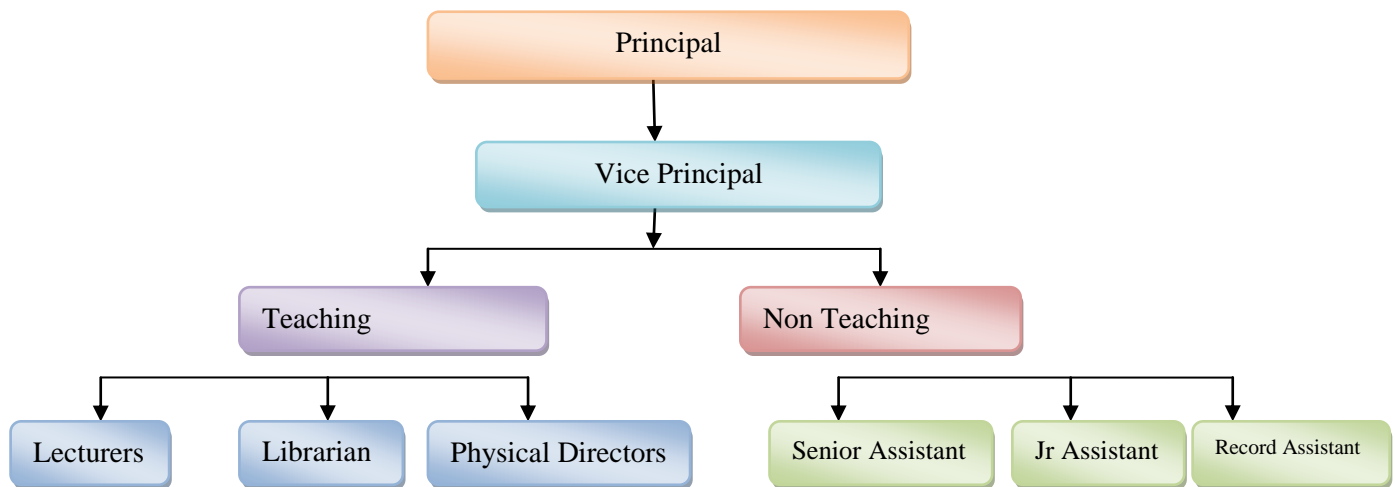
CORE ACTIVITIES

Curricular	Academic	<p>The core activity in academics are</p> <ul style="list-style-type: none"> ➤ Admissions are done by OAMDC in all streams viz B.A., B.Com., B.Sc. ➤ Affiliation to Adikavi Nannaya University. ➤ Preparation of Time Table for B.A., B.Com., B.Sc.is done separately. ➤ Distribution of workload among all faculty members. ➤ Forming of Group(B.A,B.Com,B.Sc each subject annually(both Semester) ➤ Conducting theory classes and practical classes according to time table. ➤ Conducting Co-curricular activities extra curricular activities.
		<ul style="list-style-type: none"> ➤ Arranging Extension lectures in all subjects by subject experts. ➤ Giving assignments to the students in all papers. ➤ Conducting seminars for students. ➤ Certifying all practical records of all Science departments.

		<p>FOR SCIENCE FACULTY</p> <ul style="list-style-type: none"> ➤ Yearly 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 ➤ finalise every purchase.
Examinations		<ul style="list-style-type: none"> ➤ Selecting a senior member as Coordinator for examinations, ➤ As per the AKNU Examinations frame work our pattern Examination in 2 is Internal exams and one external exam <p>INTERNAL EXAMINATION</p> <ul style="list-style-type: none"> ➤ Internal exams are conducted two times for every semester 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 <p>All question papers for Internal exam are prepared by teacher concerned and handed over to Coordinator for examinations.</p>

Co-Curricular		<ul style="list-style-type: none"> ➤ Certificate Courses ➤ Add-on Courses ➤ Industrial Visits ➤ Field trips ➤ Research /Study projects ➤ Quiz,Assignments, ➤ Group Discussions ➤ Staff Training programs ➤ Student subject Forums ➤ Faculty Forums ➤ Seminars/Workshops ➤ Achiever's Tour
Administrative		<ul style="list-style-type: none"> ➤ Office ➤ TC & Bonafide ➤ Organizing Staff meetings
Developmental		<ul style="list-style-type: none"> ➤ Infrastructure ➤ Physical Facilities

ORGANISATIONAL CHART



PRINCIPAL ROLE AND RESPONSIBILITY

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, 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:

- Sanction Casual Leave to Teaching Staff and Non Teaching Staff.
- Sanction increments to the teaching and nonteaching staff.
- Constitutes different committees for smooth functioning of the college.

Financial Functions (Powers):

Temporary Advance from GPF: - Sanction T.A. from GPF to Teaching Staff and Non Teaching Staff.

Reimbursement of tuition 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 distributes Budget allotments to various departments of the college.
- Utilisation of Special fee/ PD Funds:- To sanction expenditure and purchase of the required equipment.
- DDO – Drawing and Disbursement of Salary to the staff.

- Reconciliation of Expenditure:- Monthly reconciliation of all Plan and Non Plan expenditure with Treasury figures.
- Preparation of UGC Plan Proposal for a plan period.

Academic Functions (Powers):-

- Supervision over students and maintenance of discipline in the college.
- Issue of TC and Conduct Certificate to the outgoing students.
- Ensuring regular curricular activities in all disciplines.
- Encouraging concerted academic endeavours to create learning ambience.
- Steering the research and innovation activities in the college.
- Arranging academic seminars/workshops in association with external agencies.

VICE-PRINCIPAL ROLE AND RESPONSIBILITY

Qualification: Senior faculty

Responsibility

- ❖ 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 the 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

IQAC ROLE AND RESPONSIBILITY

Post Graduation with 55% in any subject

Senior Faculty

Responsibility

- ✓ 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.
- ✓ Coordinate all Quality initiatives such as NAAC, QMS ranking etc. on behalf of the college.
- ✓ Feedback collection from students and other stakeholders and its analysis.

NSS PROGRAM OFFICER ROLE AND **RESPONSIBILITY**

Qualification: Any Lecturer

Responsibilities:-

- She has to perform the duties as per the directions given by the Principal from time to time.
- Awareness shall be created in volunteer about the value of service and they should be treated properly to carry out the task assigned.
- To Organize Programmes as per the guidelines and direction from NSS Officer of Concerned University.
- To Organize regular Programmes to be Organized throughout the year for the maintenance of college campus, work in slums, general service Programmes like Blood donation activities in order to promote civic sense, awareness programmes, Project works that empower weaker section of Community.
- To Conduct Special Camps in nearby rural areas
- Construct Programmes like laying roads, repairing Culverts, major irrigation projects, digging of wells, plantation of trees, improvement of sanitation can be taken up in special camp for the adopted Village.

INCHARGE OF THE DEPARTMENT ROLE AND RESPONSIBILITY

Qualifications: Senior faculty of the Department

Responsibility

- ❖ This is a non cadre post with no additional remuneration.
- ❖ The Purpose of this post is to extend help to the Principal in the matters of Academic nature and handle day to day affairs in the department.
- ❖ The appointment authority is the Principal of concerned college. (4)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 Adikavi Nannaya University requirements.
- ❖ Nominating staff to attend training Program / Faculty Development Program (both internal and external).
- ❖ Recommending the equipment to be purchased.
- ❖ Screening of quotations and selection of suppliers for purchasing consumables.
- ❖ Redressals of department staff grievances.
- ❖ Procurement of books pertaining to the department.

SENIOR / JUNIOR ASSISTANT ROLE AND RESPONSIBILITY

Administration

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.
- 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 data 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 undiposed files to the current years 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 be noted on the file before sending it to stock.
- The assistant should dispose off 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.

LECTURER'S(ASSISSTANT PROFESSORS/ASSOCIATE PROFESSORS)

ROLE AND RESPONSIBILITY

Academic

- ❖ **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 by 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 extraclasses.
- 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.

LIST OF RECORDS

Record No.	Name of the record	Location	Maintained by	Retention period of the record	Remarks
1	Inward & outward	office	Record Asst/ Sr Asst	8years	
2	Staff service Records 1.Service registers 2. Personal files of employees	Office	Record Asst/ Sr Asst	8years	
3	Stock register of Stationery	Office	Record Asst/ Store Keeper	8years	
4	Stock register of furniture	Office	Record Asst/ Store Keeper-I	8years	
5	Special fee	Office	Record Asst/ S.r Asst	8years	
6	Restructured/course fee	Office	Record Asst/ Sr Asst	8years	
7	Scholarships	Office	Store Keeper-I Sr Asst	8years	
8	Admissions	Office	Admissions Committee	8years	
9	TBR	Office	Sr.Asst	8years	
10	Sports stock register	Sports Room	Physical Director	8years	
11	Library accession		Library staff	8years	
12	Ledger	Office	Sr Asst/ Record Asst	8years	
13	NSS		NSS Co-ordinator/Record Assistant	8years	
14	CPDC cash book	Office	Sr.Asst	8years	

15	TC & Bonafide books	Office	Record Asst/ Sr Asst	8years	
16	Equipment	Science Laboratory	Record Asst/ Herb. Keeper	8years	
17	Staff council	Office	Record Asst/ Store Keeper	8years	
18	General Staff	Office	Record Asst/ Sr Asst	8years	
19	Special fee committee	Office	Sr. Asst/Record Asst	8years	
20	Staff attendance Registers	Office	Record Asst/ Sr Asst	8years	
21	Students Attendance Register	Office	Teaching staff	8years	
22	C.L. Register	Office	Record Asst/ Sr Asst	8years	
23	Medical reimbursement claims register	Office	Record Asst/ Sr Asst	8years	
24	Late Attendance	Office	Store Keeper/ Sr Asst	8years	
25	State Budget	Office	Sr. Asst	8years	
26	Postal Account Register	Office	Record Asst	8years	
27	Office order register	Office	Sr Asst	8years	
28	RTI register	Office	Sr Asst	8years	
29	Register for disciplinary cases	Office	Store Keeper/Record Asst	8years	
30	Consumable stock register	Office	Herb. Keeper	8years	
31	Increment	Office	Sr Asst	8years	

32	Non-Government Cash book	Office	Sr Asst	8years	
33	PD account Book	Office	Sr Asst	8years	
34	Temporary advance register	Office	Sr Asst	8years	
35	Issue register	Office	Record Asst/ Store Keeper	8years	
36	Non consumable stock register	Office	Store Keeper	8years	
37	Daily Fee Collection register	Office	Sr Asst	8years	
38	Caution Money Deposit register	Office	Sr.Asst	8years	
39	Scholarships register	Office	Store Keeper/ Sr Asst	8years	
40	Fee register	Office	Sr.Asst	8years	
41	Students central attendance register	Office	Store Keeper/ Sr Asst	8years	
42	Students Marks Registers	Office	Record Asst/ Sr Asst	8years	
43	Land and building records	Office	Record Asst/ Sr Asst	8years	
44	Pay Bill Register	Office	Sr.Ass t	8years	
45	Cheque book details register	Office	Sr Asst	8years	
46	Placement register	Office	JKC Co- ordinator	8years	
47	Alumni	Office	Alumni Committee	8years	
48	Consolidated purchase register	Office	Sr.Ass t	8years	
49	Cadre strength/scale register	Office	Record Asst/ Sr Asst	8years	

ACADEMIC RECORDS

S.No.	Name of the record	Location	Maintained by	Remarks
1.	Syllabus	Individual Departments	Head of the Department	
2.	Teaching Diary	Individual Departments	Individual teachingstaff member	
3.	Synopsis	Individual Departments	Individual teachingstaff member	
4.	Assignments	Individual Departments	Individual teachingstaff member	
5.	Health & insurance	Office	Office	
6.	Mentor -Mentee	Individual Departments	Individual teachingstaff member	
7.	Students study projects	Individual Departments	Individual teachingstaff member	
8.	Practicals attendance registers	Individual Departments	Individual Departments	
9.	Laboratory equipment	Individual Departments	Jr Asst./Sr.Asst.	
10.	Alumni registers	Alumni Committee	Alumni Committee	
11.	OC & RC	Individual Departments	Office/Record Assistant	
12.	Research Project	Individual Departments	Individual teachingstaff member	
13.	Seminars & workshops	Individual Departments	Individual teaching staff member	
14.	Extension activities	Individual Departments	Individual teaching staff member	
15.	Academic Social responsibility	Individual Departments	Head of the Department	
16.	Workload	Individual Departments	Head of the Department	

17.	Consultancy	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/SEC/TSKC 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/TSAT register	MANA TV coordinator	MANA TV Co-ordinator	
26.	Attendance Registers	Individual Departments	Head of the Department	
27.	Gold Medals register	Office	Head of the Department	
28.	Lab register	Lab Attender /Herbarium Keeper	Head of the Department	
29.	Subject Forum	Individual Departments	Head of the Department	
30.	CDS/Study material/ Competitive Exam Material	Individual Departments	Head of the Department	

CHECKLIST FOR IMPLEMENTATION

What	When	Who
Bio-Metric Attendance (BMA) of staff & students	Daily	HOD's/Principal
Students BMA reports	Once in a fortnight	HOD's/Principal
Staff log books	Once in a week	HOD's/Principal
Staff BMA reports for drawing salaries	Once in a month	Principal/Senior Assistant
Registers pertaining to sessional and practical marks	Once in a semester/half yearly	HOD's/Principal
Updation of SR's of staff members	Once in a month	Senior Assistant/Principal
Proceeding letter for release of annual increments to staff members	Once in a year	Principal
Verification of stock registers of all the laboratories, stores and library	Once in a year	Staff/HOD's/Principal

LIST OF IMPROVEMENTS

Academic

- To Achieve 100% pass percentage in each subject
- To increase internships in the subjects.
- To arrange field visits to all students.

- To arrange Educational tours for all the students To increase admissions
- Spacious Classrooms
- Lush Green Campus

- Well Equipped Basic Science and Computer Laboratories Jawahar Knowledge Center.
- Well furnished English Language lab
- Virtual Class room

- Sports Room
- Library
- Gymnasium

Staff Council

S.No	Designation	Category	Name
1	Chairperson	Principal	Dr.T.K.Visweswara Rao
2	Staff Secretary	Department of English	Mr.K.S.Ratna Kumar
3	Head of the Department	Department of Economics	Ms.K.Indira Kumari
4	Head of the Department	Department of History	Mrs.A.Umatarangini
5	Head of the Department	Department of Political Science	Mrs.J.Sobharani
6	Head of the Department	Department of Mathematics	Mrs.N.Uma Kameswari Devi
7	Head of the Department	Department of Physics	Dr.T.K.Visweswara Rao
8	Head of the Department	Department of Chemistry	Mrs.G.Tejaswini
9	Head of the Department	Department of Botany	Mrs.P.Rajarejeswari
10	Head of the Department	Department of Zoology	Mrs.T.Kusuma Kumari
11	Head of the Department	Department of Computer Science	Mrs.E.Jyothi Kiranmayi
12	Head of the Department	Department of Commerce	Dr.K.Naveena
13	Head of the Department	Department of English	Mrs.K.S.Ratna Kumar
14	Head of the Department	Department of Telugu	Mrs.D.K.M.Lakshmi
15	Head of the Department	Department of Hindi	Mrs.CH.Usha Rani
16	Senior Assistant	Non Teaching	Mrs.M.Usharani

Term: Staff Secretary is elected by the Principal. The term of staff secretary shall be 1 year.

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 and in the maintenance of discipline.

Staff Council Shall

- Facilitate communication among teaching , non teaching staff and the Principal
- Make regulations for sports ,extra-curricular activities ,proper maintenance 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

LIST OF COMMITTEES

PROCEEDINGS OF THE PRINCIPALS.V.D. GOVERNMENT DEGREE COLLEGE (W), NIDADAVOLE, W.G. DIST.

PRESENT: T.K. VISWESWARA RAO, M.Sc., M.Phil

Proc. Rc. No. 1/College Committees/2020

Dt 1-01-2021

To run the college in a smooth manner, the following teaching and non-teaching staff members were drafted in different college committees from this day onwards.

1. Academic Advisory	The Committee helps the students in understanding the course requirement under the CBCS. And reviews academic records of Students to evaluate academic progress.
2. Anti – ragging & Discipline	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.
3. Alumni Association	This committee organizes ‘ Alumni meet’ yearly once and Conduct programmes to facilitate strong and healthy association between alumni and current students.
4. Virtual Class	This committee maintains the Virtual Classes of the College.
5. Academic Records	Assists in documentation of the curricular, co-curricular and extracurricular activities carried out by the faculty and ensures the proper maintenance of academic records in all the departments.
6. Academic Audit	The Committee verifies all the academic records maintained by all the departments at the end of each semester.
7. Career Guidance	The Committee invites experts from different sectors to increase exposure regarding choices of career 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.

8. Certificate Courses	The committee arranges Certificate Courses to all the students in addition to the regular course and guides the students in completion of various online courses through MOOCS.
9. Co-Curricular	Helps faculty in designing and conducting various Co-Curricular activities in the college.
10. Cultural & Literary	Conducts Various competitions related to cultural, literary and fine arts to all the students at the college level, provides information about competitions conducted by other institutions and encourages them to participate.
11. College planning & Development Council	The Committee helps in raising and utilizing funds for the college development and assists college in academic, administrative and infrastructural development.
12. Central Purchasing	The Committee makes purchases for science labs and office as per the guidelines of UGC.
13. Consumer Club	Arranging awareness programmes to educate the students about rights and responsibilities of consumers and celebrates national and world consumer's days.
14. College Website	The Committee takes the responsibility of maintaining and updates the college website regularly.
15. Examination	The Committee undertakes both University examinations and House examinations. Also maintains course wise centralized marks list of total students of the college.
16. Eco- Green Club	Keep the campus clean and green. Create awareness and sensitivity among students towards environmental concern through conducting Swatcha Bharath, plantation drives and awareness campaigns.

17. Faculty forum	Expert lectures are arranged to the faculty by experts from outside and by the faculty themselves and also shares their expertise by presenting in seminars, workshops conducted in other institutions.
18. Furniture & Stationery	Monitors the furniture and stationery requirements of the college.
19. Feedback	Collects feedback from students, parents, alumni on institution, faculty and course content.
20. Fee Committee	Helps Students and parents in understanding the fee structure.
21. Grievance& Redressal	Investigates and reviews complaints of students and faculty of the College.
22. Health & Hygiene	Keeping a good standards of hygiene in the campus by maintain proper sanitation facilities and campus cleaning programs. Provides counseling to the students on various health issues by expert doctors.
23. IQAC	Quality assurance and enhancement of the college is looked upon by IQAC.
24. ID Cards	Issues ID Cards to students and faculty.
25. Internal Complaint Cell	Register and monitor the complaints against sexual harassment of women faculty and girl students.

26. JKC	Provides intensive training to students in employability skills and arranging job drives to facilitate the placement of trained students.
27. Magazine & Hand Book	Prepares and publish College Magazine and Hand book annually.
28. MOOCS	Guides faculty and Students in completion of various online courses through MOOCS platform
29. MANA TV	The committee maintains the Mana TV sets and makes arrangements to watch the live programs for the Students in their respective subjects.
30. NSS	‘Education through Service ‘is the purpose of NSS. The committee arranges programmes to NSS volunteers to develop a sense of social and civic responsibility among them.
31. Office Advisory	The committee advises Non-Teaching Staff for the smooth functioning of the Office.
32. Press Relations	The committee monitors the press coverage of the events conducted by the college and maintains the record .
33. Red Ribbon Club	Educate Students and spread awareness over HIV/AIDS and arrange Blood donation camps to promote regular voluntary blood donation among the students.
34. RTI	Committee monitors the RTI related letters and issues
35. Students welfare	Organizing activates for developing student’s academic and personal abilities, special coaching for slow learners and addressing and solving their various issues.

36.Special Fee	Allocates funds to all the departments to meet the recurring expenses.
37. 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.
38. Students Attendance	Reviews the BMA of the students monthly and inform the parents of the students who have below 75% attendance.
39. Peer Teaching	Students help each other in understanding the subject and exchange thoughts and views on the recent developments of the subject among themselves.
40. Scholarships	Make arrangements for various welfare schemes sanctioned by the government to the students and follow up to make sure scholarship was received.
41.Time – Table	The committee configures the time table for all the departments.
42. TC & Bonafide	The committee prepare and issue TCs and Bonafides of outgoing students.
43. Virtual Class	The committee monitors the participation of concerned students in the live sessions of virtual class and taking care of the equipment of virtual classroom
44.Women Empowerment cell	Arranging awareness programmes on gender sensitization to all the students and make girl students aware of their health, self- defence etc, conduct various competitions to girl students and celebrates important days relating to women.

S.No	Name of the committee	Name of the staff member	Designation	Coordinator /Member
1	Academic Advisory	Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. M. Srilakshmi	Lec. In English	Member
		Smt. G. Tejaswini	Lec. In Chemistry	Member
2.	Anti – Ragging & Decipline	Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Coordinator
		Smt. M.Srilakshmi	Lec. In English	Member
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. Ch. Usha Rani	Lec in Hindi	Member
		Smt. G. Tejaswini	Lec in Chemistry	Member
		Smt. J. Sobha Rani	Con Lec. In Political Science	Member
3.	Alumni Association	Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Adviser
		Smt. Ch. Usha Rani	Lec in Hindi	Adviser
		Kum.Rateedevi	Educationalist	President
			Social Worker	Secretary
		Sril Lakshmi	Senior Assistant, GDC, Tadepalligudem	Treasurer
4.	Virtual Class	Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. G. Tejaswini	Lec in Chemistry	Member
		Sri. P.L. Subrdahmanyam	Guest Lec in Commerce	Member
		Sri. K. Chandrasekhar	Full time mentor	Member
5.	Academic Records	Smt. M.Srilakshmi	Lec. In English	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		D.K.Mahalakshimi	Lec in Telugu	Member
		A. Umatarangini	Lec in History	Member
6.	Academic Audit	Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Coordinator
		Smt. M.Srilakshmi	Lec. In English	Member
		Smt.E. J.Kiranmayi	Lec in Comp. Science	Member
		Smt.D.K.Mahalakshimi	Lec in Telugu	Member
		A.Umatarangini	Lec in History	Member
7.	Career Guidance	Smt. M.Srilakshmi	Lec. In English	Coordinator
		Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Member
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member

		Smt.D.K.Mahalakshimi	Lec in Telugu	Member
		Sri. K. Subrahmanyam	Guest Lec. In physics	Member
8	Certificate Couse	Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Coordinator
		Smt. Ch. Usha Rani	Lec. In Hindi	Member
		Smt.D.K.Mahalakshimi	Lec in Telugu	Member
		Smt.E. J.Kiranmayi	Lec in Comp. Science	Member
		Sri. P.L. Subrdahmanyam	Guest Lec in Commerce	Member
		Sri. K. Subrahmanyam	Guest Lec in Physics	Member
9	Co-curricular	Sri. K.S.Ratna Kumar	Vice Principal &Lec. InEnglish	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. M.Srilakshmi	Lec. In English	Member
		Smt. G. Tejaswini	Lec in Chemistry	Member
10	Cultural & Literary	Sri. K.S.Ratna Kumar	Vice Principal &Lec. In Enlish	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. M.Srilakshmi	Lec. In English	Member
		Smt. Ch. Usha Rani	Lec in Hindi	Member
		Smt. G. Tejaswini	Lec in Chemistry	Member
11	College Planning & Development Council	Sri. G. Raghavariah	Educationalist	Secretary
		Sri. G.R.R. Steel	Educationalist	Member
		Sri. K.S.Ratna Kumar	Vice Principal &Lec. In English	Member
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. G. Tejaswini	Lec in Chemistry	Member
		A.Umatarangini	Lec in History	Member
		Smt.D.K.Mahalakshimi	Lec in Telugu	Member
		Smt. M. Usha Rani	Senior Assistant	Member
		Kum U.Pavani	II B.AStudent	Member
		Kum P. Sushma	II B.ScStudent	Member
12	Central Purchasing	Sri. K.S.Ratna Kumar	Vice Principal &Lec. In English	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. S. Susyalatha	Con Lec in Commerce	Member
		A.Umatarangini	Lec in History	Member
		Smt. M. Usha Rani	Senior Assistant	Member
		Kum Ch. Nikhila	II MPC Student	Member
		Kum M. Satya	III B.COM Student	Member
13	Consumer Club	Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Coordinator
		Smt. S. Susyalatha	Con Lec in Commerce	Member
		Sri. P.L. Subrahmanyam	Guest Lec in Commerce	Member
		Kum K. Prasanthi	IIIMPC Student	Member

		Kum K. Sandhya	III B.COM Student	Member
14	College Website	Smt.E. J.Kiranmayi	Lec in Comp. Science	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. G. Tejaswini	Lec. In Chemistry	Member
		Sri. P.L. Subrahmanyam	Guest Lec in Commerce	Member
		Sril K. Chandra Sekhar	Full time mentor	Member
15	Examination	Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. M.Srilakshmi	Lec. In English	Member
		Sri. P.L. Subrahmanyam	Guest Lec in Commerce	Member
		Smt. M. Usha Rani	Senior Assistant	Member
		Smt. R. Sirisha	Junior Assistant	Member
16	Eco-Green Club	Smt. Ch. Usha Rani	Lec. In Hindi	Coordinator
		Smt. G. Tejaswini	Lec in Chemistry	Member
		Smt. E. J. Kiranmayi	Lec in Comp. Science	Member
		A. Umatarangini	Lec in History	Member
		Smt. S. Susyalatha	Con Lec in Commerce	Member
		Kum K. India Kumari	Con. Lec in Economics	Member
		Smt. M. Usha Rani	Senior Assistant	Member
17	Faculty Forum	Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. M.Srilakshmi	Lec. In English	Member
		Smt. G. Tejaswini	Lec in Chemistry	Member
		Smt. Ch. Usha Rani	Lec in Hindi	Member
18	Furniture & Stationary	Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Coordinator
		Smt. S. Susyalatha	Con. Lec in Commerce	Member
		Smt. J. Sobha Rani	Con. Lec in Pol. Science	Member
		Kum K. Indira Kumari	Con. Lec in Economics	Member
		Smt. M. Usha Rani	Senior Assistant	Member
		Smt.R. Sirisha	Junior Assistant	Member
		Sri. V.V. Ramana Murthy	Record Assitant	Member
19	Feedback	Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Coordinator
		Smt. M.Srilakshmi	Lec. In English	Member
		Smt. G. Tejaswini	Lec in Chemistry	Member
		Smt. Ch. Usha Rani	Lec in Hindi	Member
20	Fee Committee	Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. G. Tejaswini	Lec in Chemistry	Member
		Smt. M. Usha Rani	Senior Assistant	Member
		Smt.R. Sirisha	Junior Assistant	Member

		Kum abbibynnisa	II B.COM Student	Member
		Kum Vijayasai	III BZC Student	Member
21	Grievance & Redressal	Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. M.Srilakshmi	Lec. In English	Member
		Smt. G. Tejaswini	Lec in Chemistry	Member
		Smt. Ch. Usha Rani	Lec in Hindi	Member
22	Health & Hygiene	Smt. Ch. Usha Rani	Lec in Hindi	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. M.Srilakshmi	Lec. In English	Member
		Smt. G. Tejaswini	Lec in Chemistry	Member
		Smt. J. Sobharani	Con. Lec. In Pol. Science	Member
23	IQAC	Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Coordinator
		Smt. G. Tejaswini	:Lec. In Chemistry	Member
		Smt. M.Srilakshmi	Lec. In English	Member
		A.Umatarangini	Lec in History	Member
		Smt.D.K.Mahalakshimi	Lec in Telugu	Member
		Smt. E. J. Kiranmayi	Lec. In Comp. Science	Member
24	ID Cards	Sri. P.L. Subrdahmanyam	Guest Lec in Commerce	Member
		Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Coordinator
		Smt. E. J. Kiranmayi	Lec. In Comp. Science	Member
25	Internal Complaint Cell	Sri. P.L. Subrdahmanyam	Guest Lec in Commerce	Member
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Coordinator
		Smt. M.Srilakshmi	Lec. In English	Member
		Smt. Ch. Usha Rani	Lec in Hindi	Member
26	JKC	A.Umatarangini	Lec in History	Member
		Smt. E. J. Kiranmayi	Lec. In Comp. Science	Coordinator
		Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Member
		Smt. M.Srilakshmi	Lec. In English	Member
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. J. Sobha Rani	Con. Lec in Pol. Science	Member
		Smt. M.UshaRDani	Senior Assistant	Member
Sril K. Chandra Sekhar	Full time mentor	Member		
27	Magazine & Hand Book	Smt. M.Srilakshmi	Lec. In English	Coordinator
		Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Member
		Smt. Ch. Usha Rani	Lec in Hindi	Member
		Smt. D.K.M. Lakshmi	Lec. In Telugu	Member
		Kum P. Leelavathi	III MPC Student	Member
		Kum J Geetanarasamma	II B.COM Student	Member
	MOOCS	Smt. M.Srilakshmi	Lec. In English	Coordinator

		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. G. Tejaswini	:Lec. In Chemistry	Member
		Smt. E. J. Kiranmayi	Lec. In Comp. Science	Coordinator
		A.Umatarangini	Lec in History	Member
29	Mana TV	Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Coordinator
		Smt. G. Tejaswini	:Lec. In Chemistry	Member
		A.Umatarangini	Lec in History	Member
		Smt. E. J. Kiranmayi	Lec. In Comp. Science	Coordinator
30	NSS	Smt. Ch. Usha Rani	Lec in Hindi	Program Officer
		A.Umatarangini	Lec in History	Member
		Smt. D.K.M. Lakshmi	Lec. In Telugu	Member
		Smt. S. Susyalatha	Con. Lec. In Commerce	Member
		Smt. J. Sobha Rani	Con. Lec in Pol. Science	Member
		Kum K. Indira Devi	Con. Lec in Economics	Member
31	Office Advisory	Sri. K.S.Ratna Kumar	Vice Principal &Lec. InEnglish	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. Ch. Usha Rani	Lec in Hindi	Member
32	Press Relations	Smt. Ch. Usha Rani	Lec in Hindi	Coordinator
		Smt. M.Srilakshmi	Lec. In English	Member
		Smt. D.K.M. Lakshmi	Lec. In Telugu	Member
33	Red Ribbon Club	Smt. Ch. Usha Rani	Lec in Hindi	Coordinator
		Smt. G..Tejaswini	Lec. In Chemistry	Member
		Smt. S. Susyalatha	Con. Lec. In Commerce	Member
		Smt. J. Sobha Rani	Con. Lec in Pol. Science	Member
		Kum K. Indira Kumari	Con. Lec in Economics	Member
34	RTI	Sri. K.S.Ratna Kumar	Vice Principal &Lec. InEnglish	PRO
		Smt. M. Usha Rani	Senior Assistant	APRO
35	Student Welfare	Sri. K.S.Ratna Kumar	Vice Principal &Lec. In English	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. M.Srilakshmi	Lec. In English	Member
		Smt. Ch. Usha Rani	Lec in Hindi	Member
		Smt. G. Tejaswini	Lec. In Chemistry	Member
		A.Umatarangini	Lec in History	Member
36	Special Fee	Sri. K.S.Ratna Kumar	Vice Principal &Lec. In English	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. Ch. Usha Rani	Lec in Hindi	Member
		Smt. D.K.M. Lakshmi	Lec. In Telugu	Member
		Smt. M. Usharani	Senior Assistant	Member
	Sports	Dr. S. Bapi Reddy	Physical Director	Coordinator

	Committee	Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Member
		Smt. A. Umatarangini	Lec. In History	Member
		Smt. M.Usha Rani	Senior Assitant	Member
		Kum U. Ramya	II BA Student	Member
		Kum Sailakshmi	IBA Student	Member
38	Biometric	Smt. M. Srilakshmi	Lec. In English	Coordinator
		Smt. E.J. Kiranmayi	Lec in Comp. Science	Member
		Sri. P.L. Subrahmanyam	Guest Lec. In Commerce	Member
39	UGC	Smt. G. Tejaswini	Lec. In Chemistry	Coordinator
		Smt. D.K.M. Lakshmi	Lec. In Telugu	Member
		Smt. J. Sobharani	Con. Lec in Pol. Science	Member
		Smt. M. Usha Rani	Senior Assistant	Member
40	LMS	Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Coordinator
		Smt. G., Tejaswini	Lec. In Chemistry	Member
		Smt. D.K.M. Lakshmi	Lec. In Telugu	Member
		Smt. A. Umatarangini	Lec. In History	Member
41	Students Attendance	Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Coordinator
		Smt. E.J. Kiranmayi	Lec in Comp. Science	Member
		Smt. J. Sobharani	Con. Lec in Pol. Science	Member
		Smt. S. Susyalatha	Con. Lec. In Commerce	Member
		Kum K. Indira Kumari	Con. Lec in Economics	Member
42	Peer Teaching	Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. M. Srilakshmi	Lec. In English	Member
		Smt. G., Tejaswini	Lec. In Chemistry	Member
		A. Umatarangini	Lec. In History	Member
		Smt. J. Sobharani	Con. Lec in Pol. Science	Member
		Smt. S. Susyalatha	Con. Lec. In Commerce	Member
		Kum K. Indira Kumari	Con. Lec in Economics	Member
		Sri. K. Subrahmanyam	Guest Lec. In physics	Member
43	Scholarships	Smt. Ch. Usharani	Lec. In Hindi	Coordinator
		Smt. A. Umatarangini	Lec. In History	Member
		Smt. S. Susyalatha	Con. Lec in Commerce	Member
		Kum K. Indira Kumari	Con. Lec. In Economics	Member
		Smt. M. UshaRDani	Senior Assistant	Member
		Smt. R. Sirisha	Junior Assistant	Member
		Kum M. Lakshmi Devi	III MPC's Student	Member
		Kum A. Bavitha	III MPC's Student	Member
44	Time-Table	Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Coordinator

		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
		Smt. G., Tejaswini	Lec. In Chemistry	Member
45	TC & Bonafide	Sri. K.S.Ratna Kumar	Vice Principal & Lec. In English	Coordinator
		Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Member
46	Women Empowerment	Dr. K. Naveena	IQAC Coordinator and Lec. In Commerce	Coordinator
		Smt. .Srilakshmi	Lec. In English	Member
		Smt. Ch. Usha Rani	Lec in Hindi	Member
		Smt. D.K.M. Lakshmi	Lec. In Telugu	Member
		A.Umatarangini	Lec. In History	Member

Tejaswini

Principal PRINCIPAL
S.V.D. Government Degree College for Women
NIDADAVOLE, W.C.D.T.

FINANCE COMMITTEE

Number	Category	Nature	Name
Chairman	The Principal		Dr.T.K.Visweswara Rao
Member	1.	Vice-Principal	Mr.K.S.Ratna Kumar
Member	1.	One senior most Lecturer form Science teaching staff	Mrs.G.Tejaswini
Member	1	One Senior most lecturer form other than Sciences	Mrs.M.Sri Lakshmi
Member	1.	Senior Assistant	Mrs.M.Usharani

Term: Term of the Finance Committee shall be two years. **Meetings:** The Finance Committee shall meet at least twice a year **Functions of the Finance Committee:**

The Finance Committee shall act as an advisory body to the Principal, to consider:

- (a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected.

- (b) Audited accounts for the above.

DO's and DON'T's

College	<p>DO's</p> <ul style="list-style-type: none">➤ Use only courteous and polite language and behave with decorum with the faculty, staff, students and guests of the college.➤ Shall be regular and punctual in attending classes and all activities connected to 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 difficult 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 & 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. <p>The students are expected to take up all assignments, tests and examinations of this college seriously and try to perform the best.</p> <ul style="list-style-type: none">➤ Each student of this college must always possess Student Identity Card with their photograph affixed on it and duly attested by the
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Principal.

- Use the resources of the college namely library, computers, equipment, transport, medical, communication, power etc. judiciously and effectively.
- Any genuine complaints file them to the concerned authority without any hesitation.

DONT's

- All shall resist from indulging in violence.
- Shall not talk or act in any manner in a way that would bring disrepute to 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 any kind of alcoholic drinks/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

<p>Teaching</p>	<p>DO's</p> <p>Mark attendance in the biometric machines provided in the college</p> <ul style="list-style-type: none"> ➤ Be well prepared before you stand before the students. ➤ Be aware of student's previous knowledge and abilities, when planning activities. ➤ Maintain a proper dress code. ➤ Use Blended mode of teaching & Student centric methods. ➤ Use teaching methods based on the topic & student ability. ➤ Inculcate interest in subject using case study methods when time permits. ➤ Prepare video lessons as per your student requirements & post in LMS platform of CCE. ➤ Inform student's progress to parents time to time & conduct parent- teacher meetings at least twice once at the beginning of course & after mid term exams. ➤ Treat students with pleasant smile. ➤ Follow the proverb " Speaking is silver , Listening is gold" ➤ Deliver feedback according to the criteria for student success (Do Acknowledge student's positive attributes) <p>DONT's</p> <ul style="list-style-type: none"> ➤ Don't be rude to students ➤ Don't deviate much from your teaching plan & time. ➤ Don't be over confident ➤ Don't punish the whole class because of one student. ➤ Don't invade into student's privacy. ➤ Don't lose your love of learning
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<p>Non-Teaching/Class IV employees</p>	<p>DO's</p> <ul style="list-style-type: none"> ➤ Maintain absolute integrity at all times. ➤ Maintain absolute devotion to duty at all times ➤ Maintain independence and impartiality in the discharge of your duties. ➤ Maintain a responsible and decent standard of conduct in private life. ➤ Render prompt and courteous service to the students. ➤ Observe proper decorum during lunch break. ➤ Respect your Organization, fellow workers and students & avoid gossip. ➤ Don't share confidential data with external parties. ➤ Don't spread unnecessary things in student's mind. ➤ If any legal proceedings are instituted against you for the recovery of any debt or for declaring you as insolvent, report the full facts of such proceedings to the competent authority. ➤ Act in accordance with the college policies. ➤ In performance of duties in good faith, communicate information to a person in accordance with the 'Right to Information Act, 2005' and the rules made there under. ➤ Do not indulge in any act sexual harassment of any women at her work place.
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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 sexual harassment of any woman at her work place.
- Do not use your official position or influence directly or indirectly to secure employment for any number of your family in any company or firm. Maintain absolute devotion to duty at all times
- Maintain independence and impartiality in the discharge of your duties.
- Maintain a responsible and decent standard of conduct in private life.

Students	DO's
	<ul style="list-style-type: none"> ➤ Be regular to the college ➤ Mark attendance in the biometric machines provided in the college ➤ Maintain college timings ➤ Attend college in full uniform ➤ Be attentive in the class. ➤ Interact with teacher and other students in the class politely ➤ Complete your assignments and the projects in time ➤ Do apply for scholarships in time . ➤ Pay College fees in time, which are used for your welfare. ➤ 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 while the class is going on. ➤ Collect & segregate waste papers & plastic for your sustainable future. ➤ Use laboratories properly ➤ You have to handle properly the equipment given to you. ➤ It is the property of the college use it and see it that it is passed on to your juniors ➤ Have lunch in waiting rooms provided for them separately. ➤ Don't gather as groups at drinking water places. ➤ Switch off fans & lights while leaving classroom. ➤ Attend for study hours with chairs provided by the college. ➤ Maintain library timings. ➤ Use sports room when you are free / wants to choose it as supportive career. ➤ Participate in NCC/NSS activities with full enthusiasm ➤ Keep wash rooms neat and clean ➤ Use dustbin for your litter ➤ 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.
- Use JKC, ELL; MOOCs, 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
- Be answerable to your superiors
- Maintain all records properly
- Keep all records for auditing at the end of financial year
- Maintain separately the scholarship records of students
- Cooperation and coordination keeps the office environment healthy
- Procure funds from resources available for the development of College. Introduce job oriented courses & organise jobdrives.
- Maintain cordial & working ambience in College
- Don't be rude to students
- Never delay the work

DONT's

- Don't be rude to your teachers and class IV employees.
- Don't waste your 1st semester.
- Misconduct during examination, production of false information or documents for admission purpose and the failure to return materials taken on loan from the University 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.

Labs	DO's
	<ul style="list-style-type: none"><li data-bbox="430 220 1453 325">➤ Know the location of all safety and emergency equipment used in the lab<li data-bbox="430 367 1201 409">➤ Know fire drill procedures and locations of all exits.<li data-bbox="430 472 1096 514">➤ Know the location of the closest telephone.<li data-bbox="430 567 1469 682">➤ Familiarize yourself with all lab procedures before doing the lab exercise<li data-bbox="430 745 1469 850">➤ Report all accidents, hazards or chemical spills to the instructor (no matter how small).<li data-bbox="430 913 1096 955">➤ Keep your work area clean and clutter free.<li data-bbox="430 1018 1469 1207">➤ Tie back all long hair and remove dangling jewellery during lab. Always be sure that electrical equipment is turned in the off position before plugging it into a socket.<li data-bbox="430 1270 1144 1312">➤ Use extreme care when handling sharp objects.<li data-bbox="430 1365 1469 1480">➤ Dispose off all chemicals broken glass and other lab materials into the proper containers as directed by the instructor .<li data-bbox="430 1543 1469 1648">➤ When heating liquids in a test-tube always point the test-tube away from other students.<li data-bbox="430 1711 1096 1753">➤ Keep all materials away from open flames.<li data-bbox="430 1816 1006 1858">➤ 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 of gas and electricity then attack the fire extinguisher.
- All chemicals in the laboratory are hazardous in some way are 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.
 - Be on time. At the start of the lab period, there will be a short introduction to the experiment you will perform that day.
 - Inform the instructor if there is 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 TA will take care of emergencies, you should know where to find the first aid kit, the chemical spill kit, the eye wash and the safety shower.
 - Wash your hands before you leave the lab for the day.

- Be aware of others in the lab. Areas of the room may be crowded at times and you should take care not to disturb the experiments of others in the lab.
- Bring your lab notebook and an open mind to every lab meeting.
- 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.
- For your protection, jewellery should not be worn in the lab.
- Tie back long hair.
- 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.

DONT's

- Never experiment on your own

Do 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.
- Absolutely NO HORSEPLAY is allowed in the lab areal.
- Never leave the lab are without washing your hands
- Do not eat, drink, chew gum, smoke or apply cosmetics in the lab
- Do not work with chemicals until you are sure of their safe handling

IN CASE OF ACCIDENTS:

- In the event don't bepanic.
- If a small portion of your clothes catches fire, if 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 androll
- 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.

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.

GENERAL BEHAVIOUR:

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

IMPORTANT DAYS CELEBRATION

Date	Activity
14.06.2020	World Blood Donation Day
21.06.2020	International Yoga 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
16.09.2020	Online workshop on Ozone Day.
24.09. 2020	NSS Day
02.10. 2020	Gandhi Jayanti & Lal Bahadur Shastri Jayanthi
31.10. 2020	National Integration Day
01.11.2020	Andhra Pradesh Formation Day
11.11. 2020	National Education Day
26.11.2020	National Constitution Day
01.12. 2020	AIDS Day
10.12. 2020	International Human Rights Day
24.12. 2020	Consumer Day
12.01.2021	National Youth Day
25.01.2021	National Voters Day
26.01.2021	Republic Day
05.02.2021	World Environment Day
21.02.2021	Antarjaatiya Matru Basha Dinotsvam
28.02.2021	National Science Day
08.03.2021	International Women's Day
05.04.2021	Babu Jagjivan Ram's Birthday
14.04.2021	Dr.B.R. Ambedkhar's Birthday

Linkages & MoU's

S.No	MoU / linkage	Date of Agreement	Purpose of MoU/linkage
1	Between GITAM Engineering College, Visakhapatnam		To train Faculty for NAAC visit Preparation under Paramarsh Scheme
2	Between Commerce Dept. and Chaithanya Godavari Bank, Nidadavole	11-01-2021	To Conduct awareness program on Agricultural and Rural Credit Policy of the bank.
3	Between Commerce Dept. and P.Rama Rao Associates (Chartered Account Firm)	11-01-2021	To train students in audit skills.
4	Student Exchange Programme Between SVD GDC(W), Nidadavole and GDC, Kovvur	01-01-2021	Exchange of Ideas and Knowledge
5	Staff Exchange Programme Between SVD GDC(W), Nidadavole and GDC, Kovvur	01-01-2021	Exchange of Ideas and Knowledge
6	Between Dept.of English SVD GDC(W), Nidadavole and SVRK GDC(M), Nidadavole		To train the students in soft skills.
7	Between Dept.of Political Science, SVD GDC(W), Nidadavole and Timmarajupalem Gram Panchayath, from 22-03-2021 to 21-03-2022	22-03-2021	To create awareness on local governance.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CHAITANYA GODAVARI GRAMEENA BANK
NIDADAVOLE, W.G.DT.
AND
DEPARTMENT OF COMMERCE
S.V.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN
NIDADAVOLE, W.G.DT.**

FOR EXCHANGE OF IDEAS AND SKILLS

This deed of memorandum of understanding is entered on 11-01-2021 at S.V.D.Govt.
Degree College (W), Nidadavole, West Godavari District.

In accordance with the Mutual Desire to Promote Co-operation between the CHAITANYA GODAVARI GRAMEENA BANK, Nidadavole, W.G.Dt., and the Principal, S.V.D. Government Degree College for Women, Nidadavole (Represented by Dr.K.Naveena, Mrs.S.Susyalatha, Mr.P.L.Subrahmanyam, S.V.D GDC(W), Nidadavole) enter into this formal statement of collaboration in the form of Memorandum of Understanding (MOU) for the purpose of Field Visit, Exchange of Ideas and Skills for the academic year 2021-2022.

Both the organizations have found it mutually beneficial for this exchange.





DEPARMENT OF COMMERCE
S.V.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN
NIDADAVOLE, W.G.DT.



CHAITANYA GODAVARI GRAMEENA BANK
NIDADAVOLE, W.G.DT.



WITNESSS

- 1) 
- 2) 

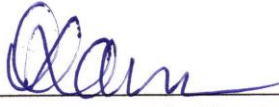
**MEMORANDUM OF UNDERSTANDING
BETWEEN
Mr.P.SRI RAMA RAO FCA
Partner of P SRI RAMA RAO & Co.
CHARTERED ACCOUNTANTS
NIDADAVOLE, W.G.DT.
AND
DEPARTMENT OF COMMERCE
S.V.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN
NIDADAVOLE, W.G.DT.**

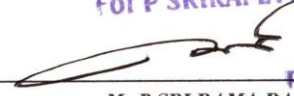
FOR EXCHANGE OF IDEAS AND SKILLS

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Degree College (W), Nidadavole, West Godavari District.

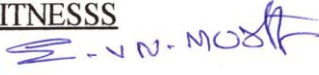

In accordance with the Mutual Desire to Promote Co-operation between the P SRI RAMA RAO & CO., CHARTERED ACCOUNTANTS, Nidadavole, W.G.Dt., and the Principal, S.V.D. Government Degree College for Women, Nidadavole (Represented by Dr.K.Naveena, Mrs.S.Susyalatha, Mr.P.L.Subrahmanyam, S.V.D GDC(W), Nidadavole) enter into this formal statement of collaboration in the form of Memorandum of Understanding (MOU) for the purpose of Field Visit, Exchange of Ideas and Skills for the academic year 2021-2022.

Both the organizations have found it mutually beneficial for this exchange.


DEPARTMENT OF COMMERCE
S.V.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN
NIDADAVOLE, W.G.DT.

FOR P SRIRAMA RAO & CO

Partner
Mr.P.SRI RAMA RAO FCA
Partner of P SRI RAMA RAO & Co.
CHARTERED ACCOUNTANTS
NIDADAVOLE, W.G.DT.

WITNESSS

- 1) 
- 2) 



S.V.D. GOVERNMENT DEGREE COLLEGE (W)
NIDADAVOLE, WEST GODAVARI DISTRICT-534301
(AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)
Phone: 08813 221418, E-mail: nidadavolew.jkc@gmail.com



Dt. 1.1.2021

**STUDENT EXCHANGE PROGRAMME
BETWEEN
S.V.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN
NIDADAVOLE, W.G.DT.
AND
GOVERNMENT DEGREE COLLEGE
KOVVUR, W.G.DT.**

FOR EXCHANGE OF IDEAS AND SKILLS

I am pleased to accept your request for Student exchange between SVD Govt. Degree College(W), Nidadavole and Govt. Degree College, Kovvur.

Under this programme the students of Govt. Degree College (W), Kovvur will attend SVD Govt. Degree College (W), Nidadavole twice a week for Chemistry, Physics, Botany, Zoology, Economics, Political Science and Commerce for Theory and Practical Classes.

Both the organizations have found it mutually beneficial for this exchange.

Therina

Principal
S.V.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN
NIDADAVOLE, W.G.DT.



S.V.D. GOVERNMENT DEGREE COLLEGE (W)
NIDADAVOLE, WEST GODAVARI DISTRICT-534301
(AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)
Phone: 08813 221418, E-mail: nidadavolew.jkc@gmail.com



Dt. 1.1.2021

**STAFF EXCHANGE PROGRAMME
BETWEEN
S.V.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN
NIDADAVOLE, W.G.DT.
AND
GOVERNMENT DEGREE COLLEGE
KOVVUR, W.G.DT.**

FOR EXCHANGE OF IDEAS AND SKILLS

I am pleased to accept your request for staff exchange between SVD Govt. Degree College(W), Nidadavole and Govt. Degree College, Kovvur.

Under this programme the faculty members of SVD Govt. Degree College (W), Nidadavole will render their services twice a week in Telugu, History, Mathematics and Commerce Subjects.

Both the organizations have found it mutually beneficial for this exchange.

PRINCIPAL

Principal, S.V.D. Government Degree College (W)

S.V.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN
NIDADAVOLE, W.G.DT.

ACADEMIC SOCIAL RESPONSIBILITY

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

- Job melas

- Educational Tours

- Tree Plantation

- Blood Donation Camp

- Awareness Programme to Students on Various uses of Public Interest NSS

- Activities and special Camp

ASSETS

S.No.	ASSETS	Location	Status
1	Tables(Student sitting)	Class Room	95
2	Tables(For Staff)	Staff Room	15
3	Tables(Big Size for Science Laboratory)	Labs	8
4	Student Stools	Labs	15
5	Chairs	Classroom+Store	150
6	Fans	Office,StaffRoom	30
7	Tubelights	Office+ Staff Room	20
8	Laptops		2
9	Projectors	Virtual Classroom	2
10	Desktops	Office,ELL Lab	10
11	Printers	Office,ELL Lab	3
12	Copiers	Xerox	1
13	Resographs	NA	
14	Tablets	NA	
15	Closed Circuit Cameras		4
16	Televisions	NA	
17	Internet(LAN)	Office,	1
18	Audio Visual Equipment	Amplifier, Mike, Sound Box, Virtual Classroom	1
19	Collar Mikes	Virtual Classroom	1
20	Podiums	Seminar Hall	1
21	Almirahs	Labs,Office	15
22	Steel racks	Labs,Departmental Rooms,Office	3

Students Achievements

B.Sc.:

- V.Vasanthi, B.Padmavathi, M.Venkatalakshmi of MPC and A.Sravani of MPCs, Joined in M.Sc Physics in Govt. Arts College (A), Rajamahendravaram
- P.Sujitha of MPC Joined M.Sc. Physics in Andhra University, Visakhapatnam.
- B.Ranakumari – TELUGU Arts college, Rajahmundry
- D . Anusha - Mahila police and Women and Child Welfare Assistant
- Gowtami - PG in Maths - GDC(A), RJY
- V. Sravani Mpc doing MSc in organic chemistry , Andhra University
- K Lakshmi Kumari BZC doing as Veterinary assistant
- Anantha lakshmi mpc PG in maths arts college
- K. Vijaya and B Padma are PG in Chemistry arts college

BA:

- Y.Sirish- PG in POLITICALSCIENCE Nannaya University.
- A. Paparathnam PG in POLITICALSCIENCE Nannaya University
- Vijayalakshmi PG in POLITICALSCIENCE Nannaya University
- Praveena PG in POLITICALSCIENCE Nannaya University

B.Com:

- A.Sirisha, Joined in Hindi Pandit Training College, Bommuru
- L.Vedamika, G.Manasasa, G.Pavani and Y.Kalyani are working in RSMIPL, Sri City, Nellore.
- R.Prasanna, Studying M.B.A. in GIET, Rajamahendravaram
- K.Sarojini and V.Satyaveni Studying M.Com, GDC(A), RJY

Sports and Games

The College focuses on the overall development of students and gives special importance to Sports and Games and Co-Curricular activities. The College won the following Awards in the year 2019-2020

- ❖ Kum.U. Ramya, II BA from our college participated in National and International event in Karate, II International Open Raion-Ryu championships and bagged Ist prize from India, II Inter state Goju-RYU Open karate Champion ship 2020 bagged First Gold medal Open to all styles RYU National Karate Championship 2019 and bagged 1st Place.
- ❖ Kum. B. Sai Lakshmi, I BA has participated South Zone National Championship on 26-2-2021 to 28-02-2021 held at Kerala in the events 1500 meter and placed II and stood III in 3000 mts.
- ❖ Achieved silver and bronze medals.

Teachers achievements & participation

- ❖ Dr.K.Naveena Lec. In Commerce was awarded Ph.D. in 2017.
- ❖ Dr.T.K.Visweswara Rao Lec. In was Physics awarded Ph.D. in 2021.
- ❖ Dr.K.Naveena participated in ARPIT in the subject Commerce from 01-09-2019 to 15-01-2020.
- ❖ Dr.K.Naveena participated in FDP on IQAC from GDC(A), Rajamundry In the month of May, 2020
- ❖ Dr.K.Naveena participated in FDP in Commerce organized by CCE, AP in the month of June, 2020
- ❖ Dr.K.Naveena participated in FDP on LMS organized by CCE, AP in the month of July, 2020
- ❖ Mrs.D.K.M.Lakshmi participated in FDP in Adikavi Nannayya University “Telugu Patya Bohdna Melukuvalu” from 18-06-2020 to 21-07-2020.
- ❖ Mrs.D.K.M.Lakshmi participated in OC from teaching learning center ramanujan college, university Delhi from from 04-06-2020 to 01-07-2020.
- ❖ Mrs.D.K.M.Lakshmi participated in RC from Osmania University in ‘Language Literature and Cultural Assistance” from 21-07-2020 to 04-08-2020.
- ❖ Mrs.D.K.M.Lakshmi participated in ARPIT in Genged/Women studies from 01-09-2019 to 15-01-2020.
- ❖ Mrs.Ch.Usharani participated in RC from Andhra University, Visakahapatnam from 11-07-2014 to 31-07-2014
- ❖ Mrs.Ch.Usharani participated in RC from SV university, Tirupathi University from 24-09-2018 to 13-10-2018.
- ❖ Mrs.Ch.Usharani participated in RC from SV university, Tirupathi University from 14-10-2019 to 26-10-2019.
- ❖ Mrs.A.Umatarangini participated in OC in teaching learning center, Ramanujam college , University of Delhi from 04-06-2020 to 01-07-2020

RESULT ANALYSIS

Whole College:

2019-2020						
Course	I-Semester			II-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
B.A.(H.E.P)	42	24	57.14	32	27	84.38
B.Com.(General)	42	33	78.57	39	34	87.18
B.Sc.	62	45	72.58	55	36	65.45
	III-Semester			IV-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
B.A	24	10	41.67	23	19	82.61
B.Com.(General)	40	38	95	38	36	94.74
B.Sc.	73	40	54.79	71	51	71.83
	V-Semester			VI-Semester		
	Appeared	Passed	Pass %	Appeared	Passed	Pass %
B.A	27	27	100	25	22	88
B.Com.(General)	31	30	96.77	31	31	100
B.Sc.	54	34	62.96	52	41	78.85

Lecturer Wise Results



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	T K VISWESWARA RAO
6	Designation	Regular Lecturer
7	Subject	Physics
8	Employee ID	0341229

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
B.Sc	III Sem	III	Wave Optics	48	28	58.33
B.Sc	IV Sem	IV	Thermodynamics and Radiation Physics	47	34	72.34
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Total				95	62	65.26

Remarks



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	K S RATNAKUMAR
6	Designation	Regular Lecturer
7	Subject	English
8	Employee ID	0425217

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
B.Sc	I Sem	I	General English	62	62	100
BA	I Sem	I	General English	40	25	62.5
B.Com	III Sem	III	General English	40	38	95
B.Com	III Sem	II	Communication and Soft Skills	40	40	100
B.Sc	II Sem	II	General English	54	54	100
BA	II Sem	II	General English	32	32	100
B.Sc	II Sem	II	Communication and Soft Skills	54	54	100
BA	IV Sem	I	Communication and Soft Skills	32	32	100
B.Com	IV Sem	II	Communication and Soft Skills	39	39	100
Not Applicable	NA	NA	NA	NA	NA	NA
Total				393	376	95.67

Remarks



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	Mopidevi Sri Lakshmi
6	Designation	Regular Lecturer
7	Subject	English
8	Employee ID	0439214

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
B.Com	I Sem	I	General English	42	39	92.86
B.Com	II Sem	II	General English	39	37	94.87
B.Com	II Sem	I	Communication and Soft Skills	39	36	92.31
BA	III Sem	III	General English	24	10	41.67
BA	II Sem	II	Communication and Soft Skills	24	24	100
B.Sc	III Sem	III	General English	73	73	100
B.Sc	III Sem	II	Communication and Soft Skills	73	73	100
B.Sc	IV Sem	III	Communication and Soft Skills	71	69	97.18
BA	IV Sem	III	Communication and Soft Skills	23	22	95.65
Not Applicable	NA	NA	NA	NA	NA	NA
Total				408	383	93.87
Remarks						



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	Dr K NAVEENA
6	Designation	Regular Lecturer
7	Subject	Commerce
8	Employee ID	0113112

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
B.Com	I Sem	I	Business Organization and Management	42	41	97.62
B.Com	II Sem	II	Business Environment	39	39	100
B.Com	III Sem	III	Financial Services and Banking	40	33	82.5
B.Com	IV Sem	IV	Business Laws	38	37	97.37
B.Com	V Sem	I	Goods and Service Tax	31	31	100
B.Com	V Sem	II	Rural Farm Credit	31	31	100
B.Com	VI Sem	VI	Audit	31	31	100
B.Com	VI Sem	V	Financial Services	31	31	100
B.Com	VI Sem	VI	Project work in banking and Financial Services	31	31	100
Not Applicable	NA	NA	NA	NA	NA	NA
Total				314	305	97.13

Remarks



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	Ch.Usharani
6	Designation	Regular Lecturer
7	Subject	Hindi
8	Employee ID	0452087

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
B.Sc	I Sem	I	Gaandya sandesh	14	12	85.71
B.Com	I Sem	I	Gaandya sandesh	5	5	100
B.Sc	II Sem	II	Gaandya sandesh	14	14	100
B.Com	II Sem	II	Gaandya sandesh	5	5	100
B.Sc	III Sem	III	Kavya Deep	13	13	100
B.Com	III Sem	III	Kavya Deep	5	5	100
B.Sc	IV Sem	VI	Enterpreneurship	72	72	100
B.Com	IV Sem	VI	Enterpreneurship	38	38	100
BA	IV Sem	VI	Enterpreneurship	24	24	100
Not Applicable	NA	NA	NA	NA	NA	NA
Total				190	188	98.95
Remarks						



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	G TEJASWINI
6	Designation	Regular Lecturer
7	Subject	Chemistry
8	Employee ID	0255300

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
B.Sc	I Sem	I	Inorganic and Organic Chemistry	35	32	91.43
B.Sc	II Sem	II	Physical and General Chemistry	32	25	78.12
B.Sc	III Sem	III	Inorganic and Organic Chemistry	47	38	80.85
B.Sc	IV Sem	IV	Spectroscopy and Physical Chemistry	47	40	85.11
B.Sc	V Sem	V	Inorganic Organic Physical Chemistry	35	33	94.29
B.Sc	V Sem	V	Inorganic Organic Physical Chemistry	35	22	62.86
B.Sc	VI Sem	VII	Analytical Methods in Chemistry	34	32	94.12
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Total				265	222	83.77
Remarks						



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	AITHM UMATARANGINI
6	Designation	Regular Lecturer
7	Subject	History
8	Employee ID	0458284

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
BA	I Sem	I	Ancient Indian History and Culture From Earlist times to 600AD	40	37	92.5
BA	II Sem	II	Early Medival Indian History and Culture 600AD TO 1526AD	32	29	90.62
BA	III Sem	III	Late Medieval and Colonial History of India 1526 to 1857 AD	24	23	95.83
BA	IV Sem	IV	Social Reforms Movement and Freedom struggle 1820 to 1947AD	23	19	82.61
BA	V Sem	V	Age of Rationalism and Humanism the world between 15 and 18th century	27	27	100
BA	V Sem	VI	History and Culture of AndhraPradesh 12th to 19th century AD	27	27	100
BA	VI Sem	VII	History of Modern Europe	25	25	100
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Total				198	187	94.44

Remarks



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	D KANAKA MAHALAKSHMI
6	Designation	Regular Lecturer
7	Subject	Telugu
8	Employee ID	0457078

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
BA	I Sem	I	Sahitee Nandanam	37	32	86.49
BA	II Sem	II	Sahitya Koumudi	29	29	100
BA	III Sem	III	Sahitee Sourabham	24	23	95.83
B.Com	I Sem	I	Sahitee Nandanam	39	39	100
B.Com	II Sem	II	Sahitya Koumudi	36	35	97.22
B.Com	III Sem	III	Sahitee Sourabham	33	32	96.97
B.Sc	I Sem	I	Sahitee Nandanam	48	48	100
B.Sc	II Sem	II	Sahitya Koumudi	44	44	100
B.Sc	III Sem	III	Sahitee Sourabham	59	59	100
B.Sc	IV Sem	IV	Leadership in Education	72	72	100
Total				421	413	98.1
Remarks						



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	EDA JYOTHI KIRANMAYI
6	Designation	Regular Lecturer
7	Subject	Computer Science
8	Employee ID	2913085

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
B.Sc	I Sem	I	Computer Fundamentals and Photoshop	26	25	96.15
B.Sc	II Sem	II	Prgramming in C	23	16	69.57
B.Sc	III Sem	III	Object Oriented Programming using Java	26	24	92.31
B.Sc	IV Sem	IV	Data Structure	25	24	96
B.Sc	V Sem	V	Database Management System	19	19	100
B.Sc	V Sem	VI	Software Technologies*	19	14	73.68
B.Sc	VI Sem	VII	Web Technologies	19	16	84.21
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Total				157	138	87.9
Remarks						



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	S Susyalatha
6	Designation	Contract Faculty
7	Subject	Commerce
8	Employee ID	0

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
B.Com	I Sem	I	Business Economics I	42	40	95.24
B.Com	II Sem	II	Business Economics II	39	38	97.44
B.Com	III Sem	III	Business Statistics	40	30	75
B.Com	IV Sem	I	Accounting for Service Organization	38	37	97.37
B.Com	V Sem	I	Commercial Geography	31	31	100
B.Com	V Sem	II	Central Banking	31	31	100
B.Com	V Sem	III	Project work in banking*and Financial Services	31	31	100
B.Com	VI Sem	I	Marketing	31	31	100
B.Com	VI Sem	II	Marketing of Financial Services	31	31	100
Not Applicable	NA	NA	NA	NA	NA	NA
Total				314	300	95.54

Remarks



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	JUVVALA SOBHARANI
6	Designation	Contract Faculty
7	Subject	Political Science
8	Employee ID	0

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
BA	I Sem	I	Basic Concepts of Political Science	39	37	94.87
BA	II Sem	I	Concepts Theories and Institutions	32	32	100
BA	III Sem	I	Indian Constitution	24	24	100
BA	IV Sem	I	Indian Political Process	23	23	100
BA	V Sem	I	Indian Political Thought	27	27	100
BA	V Sem	II	Western Political Thought	27	26	96.3
BA	VI Sem	I	Local Self Government in Andhra Pradesh	25	23	92
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Total				197	192	97.46

Remarks



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	T KUSUMAKUMARI
6	Designation	Contract Faculty
7	Subject	Zoology
8	Employee ID	0

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
B.Sc	I Sem	I	Animal diversity Non chordates	19	19	100
B.Sc	II Sem	II	Animal diversity Non chordates	16	16	100
B.Sc	III Sem	III	Cytology Genetics Evolution	25	25	100
B.Sc	IV Sem	IV	Embryology Physiology Ecology	25	25	100
B.Sc	V Sem	V	Animal Biotechnology	21	20	95.24
B.Sc	V Sem	V	Animal Husbandry	21	20	95.24
B.Sc	VI Sem	VII	Immunology	19	19	100
B.Sc	VI Sem	VIII	Principles of Aquaculture	20	20	100
B.Sc	VI Sem	VIII	Aquaculture Management	20	20	100
B.Sc	VI Sem	VIII	Pestharvest Technology	20	20	100
Total				206	204	99.03

Remarks



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	P L SUBRAHMANYAM
6	Designation	Regular Lecturer
7	Subject	Commerce
8	Employee ID	0

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
B.Com	I Sem	I	Accounting 1	42	41	97.62
B.Com	II Sem	I	Accounting 2	39	34	87.18
B.Com	III Sem	I	Corporate Accounting	40	28	70
B.Com	IV Sem	I	Income Tax	38	38	100
B.Com	IV Sem	V	Analytical Skills	38	37	97.37
B.Com	V Sem	I	Cost Accounting	31	30	96.77
B.Com	V Sem	VI	Tally foundation course	31	31	100
B.Com	VI Sem	I	Management Accounting	31	30	96.77
B.Com	VI Sem	VI	Business Leadership	31	31	100
Not Applicable	NA	NA	NA	NA	NA	NA
Total				321	300	93.46
Remarks						



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	J N S LAKSHMI
6	Designation	Guest Faculty
7	Subject	Economics
8	Employee ID	0

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
BA	I Sem	I	Micro Economics Consumer Behaviour	39	24	61.54
BA	II Sem	II	Micro Economics Production and Price Theory	32	32	100
BA	III Sem	III	Macro Economics National Income Employment	24	22	91.67
BA	IV Sem	IV	Macro Economics Banking and International Trade	23	22	95.65
BA	V Sem	V	Economics Development and Indian Economy	27	27	100
BA	V Sem	VI	Indian AndhraPradesh Economics	27	24	88.89
BA	VI Sem	VII	Agricultural Economics	25	24	96
BA	VI Sem	VIII	Agribusiness Environment in AndhraPradesh	24	24	100
BA	VI Sem	VIII	Agricultural Output Marketing	25	24	96
BA	VI Sem	VIII	Project Work	25	25	100
Total				271	248	91.51

Remarks



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	K Subrahmanyam
6	Designation	Guest Faculty
7	Subject	Physics
8	Employee ID	0

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
B.Sc	I Sem	I	Mechanics and Properties of Matter	43	29	67.44
B.Sc	V Sem	V	Electricity Magnetism and Electronics	32	31	96.88
B.Sc	V Sem	VI	Modern Physics	32	31	96.88
B.Sc	II Sem	II	Waves and Oscillations	39	33	84.62
B.Sc	VI Sem	VII	Renewable Energy	33	33	100
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Total				179	157	87.71

Remarks	
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Government of Andhra Pradesh
Commissionerate of Collegiate Education



Faculty Results 2019-20 Submitted Details

1	Zone	ZONE-2
2	District	WEST GODAVARI
3	College	GDC(W) NIDADAVOLE
4	College Type	Government
5	Name of the Employee	K SUJINA WESLEY
6	Designation	Guest Faculty
7	Subject	Botany
8	Employee ID	0

Results

UG/PG	Semester	Paper No	Paper Title	No. of Students Appeared	No. of Students Passed	Pass %
B.Sc	I Sem	I	Botany	19	19	100
B.Sc	II Sem	II	Botany	16	16	100
B.Sc	III Sem	III	Botany	25	25	100
B.Sc	IV Sem	IV	Botany	25	25	100
B.Sc	V Sem	V	Botany	22	19	86.36
B.Sc	V Sem	VI	Botany	22	22	100
B.Sc	VI Sem	VII	Botany	20	20	100
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Not Applicable	NA	NA	NA	NA	NA	NA
Total				149	146	97.99

Remarks

ISO TEAM MEMBERS

ISO Members	Chairman Convener Member Member	➤ Dr.T.K.Visweswara Rao ➤ Mr.K.S.Ratna Kumar ➤ Dr.K.Naveena ➤ Mrs.M.Sri Lakshmi
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THANKS NOTE

Keeping in mind the vision and mission, Smt.Velagapudi Durgamba Govt. Degree College for Women, Nidadavole with its adherence to self-imposed norms and standards steers the institution for sustainable development and achievement of its vision and mission. The college has been making strides with its unswerving commitment to provide quality education to the women youth in and around Nidadavole region. We sincerely thank ISO for having gone through the quality standards maintained by every Department of the college and especially for having helped us with new methods of achieving and sustaining quality consciousness. We earnestly express our gratitude to CPDC Members and parents for having been supporting all the endeavors of our college 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 achieving tremendous progress in the present education system.



Dr.T.K.Visweswara Rao
Smt.Velagapudi Durgamba Govt. Degree College for Women,
Nidadavole-534301
Andhra Pradesh