

JMJ College for Women:: Tenali

Code of Conduct for Employees of the Institution

1. Code and conduct of employees are mainly governed by A.P government rules and Acharya Nagarjuna University Statute.
2. During the period of service all the members of the staff shall abide to the rules of the institution laid by management governing body.
3. No members of the staff shall engage in political activity within the college campus.
4. All the members must attend at the appointed time and shall not leave before the stipulated time.
5. If any member enters the campus 15 minutes late than the appointed time without prior permission shall be recorded as late attendance.
6. For every 3 late attendances can be calculated as one day casual leave for which the employee is eligible.
7. All the members of Teaching and Non-Teaching must sign regularly in the attendance registers, which are to be maintained by the head of the institution.
8. Every member shall be available in the institution on all working days and shall perform the additional duties assigned to them.
9. The number of teaching hours is as per the UGC rules and State Government rules. The management may increase the working hours as per the need of the hours.
10. The normal working period for the clerical and supporting staff shall be 9AM to 5PM with 45 minutes lunch break on all working days.
11. In pursuance of the general interest of the college all shall staff shall be required to attend duties on any National and Festival Holidays, according to the occasion of celebration to be organized by the college.


Principal
J.M.J. COLLEGE FOR WOMEN (Autonomous)
TENALI - 522 202

JMJ College for Women:: Tenali

Statutory Committees of the College: 2012-17

1. The board of Management
2. Governing Board of the college
3. Academic Council
4. Finance Committee
5. Board of Studies of the Departments

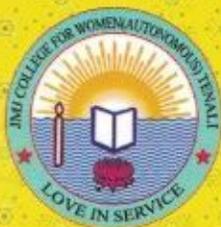

Principal
J.M.J. COLLEGE FOR WOMEN (Autonomous)
TENALI - 522 202

☎ 08644 - 227994

☎ 08644 - 225994

JMJ **COLLEGE FOR WOMEN** **(AUTONOMOUS), TENALI**

Affiliated to Acharya Nagarjuna University
Reaccredited by NAAC with B Grade (3rd Cycle)



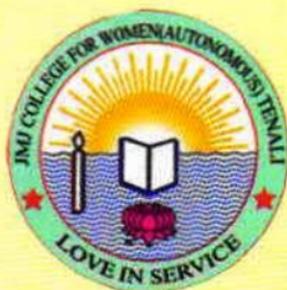
2016 - 2017



JMJ COLLEGE FOR WOMEN (AUTONOMOUS), TENALI

**Affiliated to Acharya Nagarjuna University
Reaccredited by NAAC with B Grade (3rd Cycle)**

**Calendar & Hand Book
2016 - 2017**



TELEPHONES

OFFICE

08644 - 225994

HOSTEL

08644 - 230720

Fax : 08644 - 222458

Email : jmjtenali@gmail.com

Website : jmjcollege.ac.in

THE BOARD OF MANAGEMENT

- | | | |
|-----|------------------------------|------------|
| 1. | Rev. Sr. Regina Chinnappan | President |
| 2. | Rev. Sr. Stella Maris B. | Member |
| 3. | Rev. Sr. Showrilu Kommareddy | Ex-Officio |
| 4. | Dr. Sr. Shiny | Secretary |
| 5. | Sr. Rani Pudota | Ex-Officio |
| 6. | Sr. Santha Putti | Ex-Officio |
| 7. | Sr. Fathima Kommareddy | Ex-Officio |
| 8. | Sr. Fathima M. | Member |
| 9. | Sr. Raja Kumari Y. | Ex-Officio |
| 10. | Ms. M. Adilakshamma | Member |
| 11. | Ms. T. Arogyamma | Member |
| 12. | Ms. K. Prameela | Member |
| 13. | Sr. Kavitha Dasari | Member |

ACADEMIC COUNCIL

1. Dr. Sr. Shiny K.P., Principal Chair Person
2. Prof. C. Rambabu, Principal,
University Science College, ANU
University Nominee Member
3. Prof. V. Chandrasekhara Rao, Principal,
University Arts College, ANU
University Nominee Member
4. Mr. A. Vittal Rao, Rtd. P.B. Siddhardha College,
Vijayawada Member
5. Rev. Fr.Dr. Francis Xavier, Correspondent,
Andhra Loyola Institute of Engineering & Technology,
Hyderabad Member
6. Rev. Sr. Stella Maris, Correspondent,
J.M.J. College for Women (A), Tenali Member
7. Sr. Amul Mary, Vice Principal Member
8. All Heads of the Departments
9. Senior Faculties Ms. K. Prameela, Lect. in Botany
Ms. K. Nirguna, Lect. in Chemistry
Ms. M. Aruna, Lect. in Zoology
Ms. C. Mary Anitha, Lect. in Physics
10. Ms. Ch.Sarojini, Controller of Examinations
11. Dr. Siva Rama Krishna, BAMS, Member
Jeevaka Ayurvedik Bhavan, Industrialist, Tenali

FINANCE COMMITTEE

1. Dr. Sr. Shiny K.P., Principal	Chair Person
2. Rev. Sr. Stella Maris B., Correspondent	Member
3. Ms.K. Nirmala Jyothi, Lectuer in Chemistry	Member
4. Ms.T.Arogyamma, HOD, Dept. of Economics	Member
5. Dr. R. Nagajyothi, Lecturer in Commerce	Member
6. Sr. Kavitha D, Office	Member

BOARD OF STUDIES

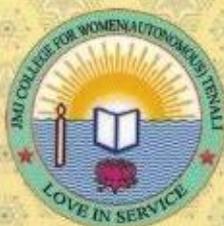
- Chair Person : Head of the Department
- Members : The entire faculty of each subject
- Two experts in the subject from outside the college
- One expert to be nominated by Vice-chancellor
- One Post Graduate Meritorious alumnus to be nominated by the Principal
- One Representative from the Industry
- Experts from outside the college whenever special courses study are to be formulated.

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JMJ **COLLEGE FOR WOMEN** **(AUTONOMOUS), TENALI**

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2015 - 2016



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Calendar & Hand Book 2015 - 2016

"A College with Potential for Excellence"



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| 3. | Rev. Sr. Showrilu Kommareddy | Ex-Officio |
| 4. | Sr. Shiny | Secretary |
| 5. | Sr. Rani Pudota | Ex-Officio |
| 6. | Sr. Santha Putti | Ex-Officio |
| 7. | Sr. Fathima Kommareddy | Ex-Officio |
| 8. | Sr. Fathima M. | Member |
| 9. | Sr. Raja Kumari Y. | Ex-Officio |
| 10. | Ms. M. Adilakshamma | Member |
| 11. | Ms. T. Arogyamma | Member |
| 12. | Ms. K. Prameela | Member |
| 13. | Sr. Kavitha Dasari | Member |

ACADEMIC COUNCIL

1. Rev. Sr. Shiny K.P., Principal Chairperson
2. Prof. A.V. Dattatreya Rao, OSD,
University Science College, ANU
University Nominee Member
3. Prof. M. Madhusudhana Rao, Principal,
University Arts College, ANU
University Nominee Member
4. Prof. G. Krupachari, Rtd. HOD of Telugu,
ANU Member
5. Rev. Fr.Dr. Francis Xavier, Correspondent,
Loyola Academy, Hyderabad Member
6. Rev. Sr. Stella Maris, Correspondent,
J.M.J. College, Tenali Member
7. Sr. Amul Mary, Vice Principal Member
8. All HoDs
9. Senior Faculties Ms. K. Prameela, Lect. in Physics
Ms. K. Nirguna, Lect. in Chemistry
Dr. G. Saraswathi Devi, Lect. in Physics
Ms. C. Mary Anitha, Lect. in Physics
10. Ms. K. Sailaja, Addl. Controller of Examinations
11. Mr. K. Subramanyam, Industrialist, Tenali Member
12. Ms. P. M. Padmalata, Lect. in Mathematics Member

FINANCE COMMITTEE

1. Rev. Sr. Shiny K.P., Principal	Chairperson
2. Rev. Sr. Stella Maris, Correspondent, J.M.J. College, Tenali	Member
3. Ms.D.Vidyavathi, HoD Physics	Member
4. Ms.T.Arogyamma, HoD Humanities	Member
5. Ms.R.Nagajyothi, Lecturer in Commerce	Member

BOARD OF STUDIES

- Chair Person : Head of the Department
- Members : The entire faculty of each subject
- Two experts in the subject from outside the college
- One expert to be nominated by Vice-chancellor
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J.M.J. COLLEGE FOR WOMEN (AUTONOMOUS), TENALI

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2014 - 2015



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Calendar & Hand Book 2014 - 2015

"A College with Potential for Excellence"



TELEPHONES

OFFICE

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HOSTEL

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Fax : 08644 - 222458

Email : jmjenali@gmail.com

Website : jmjcollege.ac.in

THE BOARD OF MANAGEMENT

- | | | |
|-----|------------------------------|------------|
| 1. | Rev. Sr. Regina Chinnappan | President |
| 2. | Rev. Sr. Stella Maris B. | Member |
| 3. | Rev. Sr. Showrilu Kommareddy | Ex-Officio |
| 4. | Sr. Shiny | Secretary |
| 5. | Sr. Rani Pudota | Ex-Officio |
| 6. | Sr. Santha Putti | Ex-Officio |
| 7. | Sr. Fathima Kommareddy | Ex-Officio |
| 8. | Sr. Fathima M. | Member |
| 9. | Sr. Raja Kumari Y. | Ex-Officio |
| 10. | Ms. M. Adilakshamma | Member |
| 11. | Ms. T. Arogyamma | Member |
| 12. | Ms. K. Prameela | Member |
| 13. | Sr. Kavitha Dasari | Member |

GOVERNING BOARD

- | | | |
|----|--|--------------------|
| 1. | Rev. Sr. Regina Chinnappan
Provincial Superior | Chairperson |
| 2. | Rev. Sr. Stella Maris B., Correspondent | Member |
| 3. | Sr. Shiny K.P., Principal | Secretary |
| 4. | Dr. Sriman Narayana, Prof. and
Head of Dept. of Analytical Chemistry,
University of Madras (UGC Nominee) | |
| 5. | Prof. D. Sarala Kumari, Dept. of Bio-Chemistry,
Sri Krishna Devaraya University, Anantapur | State Nominee |
| 6. | Dr. Rev. Fr. A. Francis Xavier S.J.,
Correspondent, Loyola Academy, Hyd. | Member |
| 7. | Prof. R. Rama Subbaiah, Rector, ANU | University Nominee |
| 8. | Rev. Sr. Showrilu K., | Member |

- | | |
|---|--------|
| 9. Sr. Amul Mary, Vice Principal | Member |
| 10. Ms. C. Rajasree, HOD, Home Science,
JMJ Tenali | Member |
| 11. Ms. D. Vidyawathi
HOD Dept. of Physics, JMJ Tenali | Member |

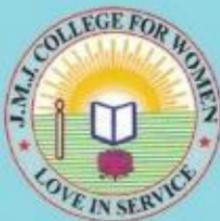
ACADEMIC COUNCIL

- | | |
|--|---|
| 1. Rev. Sr. Shiny, Principal | Chairperson |
| 2. Prof. A.V. Dattatreya Rao, OSD,
University Science College, ANU
University Nominee | Member |
| 3. Prof. M. Madhusudhana Rao, Principal,
University Arts College, ANU
University Nominee | Member |
| 4. Prof. G. Krupachari, Rtd. HOD of Telugu,
ANU | Member |
| 5. Rev. Fr.Dr. Francis Xavier, Correspondent,
Loyola Academy, Hyderabad | Member |
| 6. Rev. Sr. Stella Maris, Correspondent,
J.M.J. College, Tenali | Member |
| 7. Sr. Amul Mary, Vice Principal | Member |
| 8. All HODs | |
| 9. Senior Faculties | Ms. G. Saraswathi Devi
Ms. K. Prameela
Ms. K. Nirguna
Ms. C. Mary Anitha |
| 10. Ms. K. Sailaja, | Addl. Controller of Examination |
| 11. Mr. K. Subramanyam, Industrialist, Tenali | Member |
| 12. Ms. M. Aruna, Lect. in Zoology, JMJ | Member |

☎ 08644 - 225994

J.M.J. COLLEGE FOR WOMEN (AUTONOMOUS), TENALI

"A College with Potential for Excellence"



Estd. 1963

2013 - 2014



J.M.J. COLLEGE FOR WOMEN

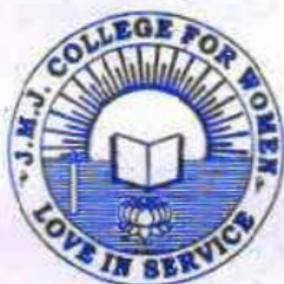
(AUTONOMOUS), TENALI

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Reaccredited NAAC B⁺⁺

**Calendar & Hand Book
2013 - 2014**

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TELEPHONES

OFFICE

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Website : jmjcollege.ac.in

THE BOARD OF MANAGEMENT

- | | | |
|-----|------------------------------|----------------|
| 1. | Rev. Sr. Regina Chinnappan | President |
| 2. | Rev. Dr. Sr. Mary Thomas M. | Vice-President |
| 3. | Rev. Sr. Stella Maris B. | Member |
| 4. | Rev. Sr. Showrilu Kommareddy | Ex-Officio |
| 5. | Dr. Sr. Mareelu Kommareddy | Secretary |
| 6. | Sr. Rami Pudota | Ex-Officio |
| 7. | Sr. Santha Putti | Ex-Officio |
| 8. | Sr. Fathima Kommareddy | Ex-Officio |
| 9. | Sr. Shiny Kochappilly | Member |
| 10. | Sr. Thankamma M. | Member |
| 11. | Sr. Raja Kumari Y. | Ex-Officio |
| 12. | Ms. M. Adilakshamma | Member |
| 13. | Ms. T. Arogyamma | Member |
| 14. | Ms. K. Prameela | Member |
| 15. | Sr. Kavitha Dasari | Member |

GOVERNING BOARD

- | | | |
|----|---|-------------|
| 1. | Rev. Sr. Regina Chinnappan
Provincial Superior | Chairperson |
| 2. | Rev. Sr. Showrilu K., | Member |
| 3. | Rev. Dr. Sr. Mary Thomas,
Correspondent | Member |
| 4. | Rev. Sr. Stella Maris B., Former Provincial | Member |
| 5. | Dr. Sr. Mary Kommareddy, Principal | Ex-officio |
| 6. | Sr. Shiny K.P., Vice Principal | Member |

7. Dr. Rev. Fr. A. Francis Xavier S.J.,
Correspondent ALC Vijayawada Member
8. Dr. R.D. Panwar, UGC Nominee, S.V. University
9. Prof. Padmavathi, Dept. of Chemistry, State
nominee
10. Prof. R. Rama Subbaiah, Rector, ANU
11. Ms. C. Rajasree, Lect. in Home Science, JMJ Tenali Member
12. Ms. D. Vidyavathi
HOD Dept. of Physics, JMJ Tenali Member

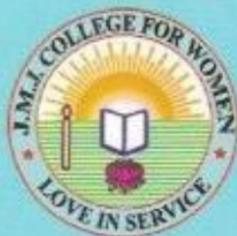
ACADEMIC CELL

1. Rev. Sr. Dr.K. Mareelu, Principal Chairperson
2. Prof. A.V. Dattatreya Rao, Principal, University
Science College, ANU
3. Prof. M. Madhusudhana Rao, Principal University
Arts College, ANU
4. Prof. G. Krupachari, Rtd. HOD of Telugu, ANU
5. Rev. Fr.Dr. Francis Xavier, Correspondent, AL
College, Vijayawada
6. Correspondent, J.M.J. College
7. PG Director "
8. Vice Principal "
9. All HODS
10. Senior Faculty Ms. C. Raja Sri
Ms. K. Prameela
Ms. K. Nirguna
Ms. G. Saraswathi Devi
Ms. K. Sailaja, Addl. Controller
11. Ms. M. Aruna, Member Secretary Lect. in Zoology, JMJ
12. Mr. K. Subramanyam, Industrialist, Tenali

☎ 08644 - 225994

J.M.J. COLLEGE FOR WOMEN (AUTONOMOUS), TENALI

"A College with Potential for Excellence"



Estd. 1963

**GOLDEN JUBILEE YEAR
2012 - 2013**



J.M.J. COLLEGE FOR WOMEN

(AUTONOMOUS), TENALI

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Reaccredited NAAC B⁺⁺

**Calendar & Hand Book
2012 - 2013**

"A College with Potential for Excellence"



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Fax : 08644 - 222458

Email : jmjtenali@rediffmail.com

Website : jmjcollege.ac.in

THE BOARD OF MANAGEMENT

A. Constitution of Governing Body of Private Management Autonomous College

Number	Category	Nature
5 members	Management	Trust or management as per the constitution or by laws, with the chairman or president/director as the chairperson.
2 members	Teachers	Nominated by the Principal of the college based on seniority.
1 member	Educationist or industrialist	Nominated by the management
1 member	UGC nominee	Nominated by the UGC
1 member	State Government Nominee	Academic not below the rank of professor or state government official of Directorate of Higher Education/State Council of Higher Education.
1 member	University nominee	Nominated by the University
1 member	Principal of the college	Ex-officio

THE ACADEMIC COUNCIL

Composition

Principal

Vice Principal (Degree)

Controller of Examinations

All Heads of Departments

Four Senior Staff Members

Five experts from outside nominated by the Board of Management

Three University Nominees.

Government Nominees.

A faculty member nominated by the Principal (Member Secretary)

BOARD OF STUDIES

Composition for each subject

1. Head of the Department – Chair person.
2. Teachers of each specialization up to a maximum of 5 teachers.
3. Two experts from outside the college
4. One expert nominated by Vice-Chancellor.

STUDENT FEEDBACK

Every year a Questionnaire is given to the students for the student feedback on the following points.

1. Teaching techniques.
2. Examination system.
3. Extra-curricular system.
4. Games facilities.