

JMJ COLLEGE FOR WOMEN (AUTONOMOUS), TENALI – 522202

PRIVATE AIDED – MINORITY INSTITUTION

Affiliated to Acharya Nagarjuna University
Reaccredited by NAAC with B Grade 2.75/4 (3rd Cycle)



RIGHT TO INFORMATION ACT 2005

**INFORMATION HANDBOOK (Under Section 4 (I) (b) of
the Right to Information Act, 2005)**

E-mail: jmjtenali@gmail.com

Website: www.jmjcollege.ac.in

JMJ COLLEGE FOR WOMEN, (AUTONOMOUS) TENALI

GOVERNMENT OF INDIA INFORMATION ACT- 2005 PARTICULARS OF CLAUSE 4 (1) B

A brief Profile of the College

Jesus Mary Joseph (JMJ) College for Women, Tenali is one of the Minority institutions, established by the Society of Jesus Mary Joseph (J.M.J.) inspired by the teachings of Jesus Christ in 1963. In 1976 the College was affiliated to Acharya Nagarjuna University. In the year 1982 General Inspection committee headed by Prof. D. Bhaskar Reddy, the then Vice Chancellor of Acharya Nagarjuna University adjudged the college as one of **the best colleges** in the University.

A separate **library building** was completed and inaugurated in 1994. According to the needs of the time, there is a progress in the courses of the college. The **self-finance courses** like Industrial Microbiology, B.Sc Computers, B.Com Computers, B.Sc Statistics, B.C.A, B.Sc. Medical Lab Technology, B.Sc. Electronics, B.Sc. Bio-Technology were introduced from 1998 to 2004. **Vocational courses for Intermediate students** were introduced in 1997. In the year 1998 N.C.C was started.

JMJ **Community College** was started in the year 1999 to provide skill training for the dropouts. The motto is “To Include the Excluded and give the Best to the Least”. This was the **first community college in Andhra Pradesh**.

In the year 1999 the executive committee of the National Accreditation and Assessment Council (NAAC), Bangalore inspected the college and **accredited at **** level**.

In the year 2001 **P.G courses** MCA, M.Sc. Computers and M.Sc Mathematics were launched. In the year 2003 M.Sc. Chemistry, in 2005 M.Sc Physics, M.A Economics; M.A. English in 2009 and M.Com in 2012 were introduced. The college necessitated the growth of infrastructure facilities in the campus. The **JMJ Centenary Memorial Auditorium** was built to mark the JMJ presence in India in 2004, which can accommodate 2000 people.

SWADHAR, a Central Govt. Scheme for women in difficult circumstances was established in 2005 as part of the Social service unit in which college plays a very crucial role.

The college was conferred **Autonomous status** in 2005 and was **Re-accredited by NAAC at B++ level** in 2006 and the college was Re-Accredited (3rd Cycle) at B Grade with CGPA 2.75 in 4 point scale in 2013. In 2008 a separate block was constructed to house the PG courses. Separate **hostel facilities** are provided for Inter, U.G and P.G students in the campus. Women’s hostel is built with UGC aid outside the campus in 2008. A new Women’s hostel building is under construction with XII plan UGC grants.

Now the college is well established with sufficient infrastructure - spacious class rooms, laboratories, computer labs, CYBER WORLD with 2 servers including **Internet facilities** to all the systems in different Computer labs, a separate fully computerized Administrative block, Language Lab, SMART Boards, IDRC centre, Edu SAT and Mana T.V. Programmes,

Public Addressing System, CC Cameras, Seminar Halls, BOARD Room, Waiting Hall, Car and Cycle parking sheds, Information Centre, Books and Fancy Centre, Open air stage, Canteen, Gymnasium, Recycled Waste Paper Unit, beautiful gardens, Eco-Park, spacious sports grounds and sports facilities, Solar Lights and fans, Two Mineral Water plants, Water Harvesting, OPAC (Online Public Access Catalogue) and INFLIBNET and Internet facilities in the library, Audio Visual Lecture Halls, Lap Tops and LCD Projectors, Printers, Intercom, Fridges and Internet facilities are available in every department. E-Learning and ICT based teaching, Mentoring system, Certificate Courses, EAMCET, Bank, NET/SLET coaching are provided in the Campus and Placement Cell. The College was recognized as “A College with Potential for Excellence by UGC and was reaccredited by NAAC for the third time at B Grade level 2.75 in June, 2013. The college was one of the three colleges in the AP State which offer **NCC as Elective Subject**. Five Cadets have participated in the Prestigious Republic Day Celebrations at New Delhi. From the beginning, JMJ College made every effort to impart quality education and the standards are maintained and good results are secured till today.

Ever since the college was started almost every year students secured university ranks 100% results and won several gold medals. Nearly 30,000 students have graduated and some of the old students of the college are working as Govt. Officers, Bank officers, Scientists, Doctors, Advocates, Lecturers, Teachers, Professors, Engineers and social workers both in India and different parts of the world. Some students are also settled as Industrialists and business women.

JMJ believe in giving an education that promotes all round development of the students. Utmost attention is paid to extracurricular activities like sports and games, National Cadet Corps (NCC), National Service Scheme (NSS) and cultural activities. JMJ College has rendered its 52 years of services to the women of Andhra Pradesh empowering them to achieve their goals.

Vision

To educate, enrich and empower the young girls in academic excellence, spiritual growth and noble principles of life and service to become integrated women leaders of home and society.

Mission

J.M.J. Higher Education aims to promote intellectual development of rural youth and others who are socially and economically backward; in order to enable them to serve the Society, with competence, commitment and compassion as dynamic leaders and global citizens.

Our students are mostly belonging to socially and economically backward classes, rural agricultural background and first generation learners. More than sixty five percentages of the students stay in our college hostels with great security and good learning ambience.

AIMS AND OBJECTIVES OF THE COLLEGE

The aim and objective of the college is primarily to serve the interests of the minority community, belonging to the Roman Catholic Mission. As such they are given first

preference for admission to the College and Hostel. It aims at imparting a sound Christian Education, keeping in view, the Roman Catholic Religion and Faith, under the teaching of the Roman Catholic Church. It awakens and inspires in students, high ideals of service, social justice and the prominent role they play as makers of home and society. The College considers as its special obligation, preparation of the Christian youth to deeper experience of Jesus and love of fellow-men based on the Gospel. As such, the college as a minority institution reserves for itself, its inherent and constitutionally recognised right of management and administration. However the youth of other Christian denominations, creeds and classes are also given an access in promoting education, specially the socially and economically backward classes in the society.

We endeavour through our Motto, “Love in Service” in realising the following:

- To transform the girls into women of Character and wisdom
- To modulate their thoughts into a world of service and order
- To remodel the minds of innocence with sparks of intellect and elegance
- To make them master the tenets of science and technology
- To empower their tender hearts to become the leaders of the new worlds
- To inculcate the spiritual order, needed to lead the Society.

We teach.... to reach the new heights

GAIT & DECORUM

Discipline is necessary to achieve success in life. Regularity and punctuality have a prominent place in the institution.

- Courtesy requires that every student greets the staff when she meets them for the first time in the day.
- She will endeavour to create an atmosphere of friendliness and good cheer in the college.
- Genuine warmth and cordial relationship with staff and other students adds to the climate of the college.
- Respect, politeness and courtesy to all, is a perquisite of every JMJ student.
- Neat and modest dressing in accordance with approved uniform, etiquette, decency gives weight to maidenly dignity.
- Keeping classrooms and college premises neat and clean and treating the college property carefully, as their own, gives a sense of belongingness.
- Decent behaviour requires abstaining from throwing paper, food, or other articles in the class room or around.
- They will avoid standing on the verandas of the college during and between the class hours.
- Updating themselves by reading notices posted on the college bulletin is required and ignorance of any notice thus posted cannot be accepted as an excuse for failing to comply with it.
- Permission of the lecturer is needed to leave the class room during the lecture.

- It is expected that Catholic and Christian students profit from the religious instructions, retreats, seminars and classes in value education is for all.
- The Principal at discretion may require a student who fails to show adequate progress in studies, who is irregular in attendance or who takes part in strikes to withdraw from the college and the hostel.
- Students who trespass the code of conduct of the college are liable to be dismissed from the rolls.
- Cell phones are not allowed to the college and hostel.
- Ragging of any kind is strictly forbidden in the campus.

Objective / purpose of this hand-book

The objective of this handbook is to enlighten the staff and students and the general public with the information of our college.

Who are the intended users of this hand-book?

The intended users of this hand-book are all citizens of the Republic India who required information. Important information is made accessible for the public through this manual. The Appellate Authority, PIO (Public Information Officer) and APIO (Assistant Public Information Officer) will keep a copy of the manual at their office for the use of the public.

PARTICULARS OF CLAUSE 4(1) B OF THE GOVERNMENT OF INDIA INFORMATION ACT – 2005

SL NO.	CLAUSE	PARTICULARS
1	CLAUSE 4(1)B (i):	PATICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES
2	CLAUSE 4(1)B (ii):	POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES
3	CLAUSE 4(1)B (iii):	PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY
4	CLAUSE 4(1)B (iv):	THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS
5	CLAUSE 4(1)B (v):	THE RULES, REGULATIONS, INSTRUCTIONS MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS
6	CLAUSE 4(1)B (vi):	A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY ITS OR UNDER ITS CONTROL
7	CLAUSE 4(1)B (vii):	PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THERE OF

8	CLAUSE 4(1)B (viii):	A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC
9	CLAUSE 4(1)B (ix):	DIRECTORY OF ITS OFFICERS AND EMPLOYEES
10	CLAUSE 4(1)B (x):	MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS
11	CLAUSE 4(1)B (xi):	BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE
12	CLAUSE 4(1)B (xii):	MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES
13	CLAUSE 4(1)B (xiii):	PARTICULARS IF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY IT
14	CLAUSE 4(1)B (xiv):	DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM
15	CLAUSE 4(1)B (xv):	PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM IF MAINTAINED FOR PUBLIC USE
16	CLAUSE 4(1)B (xvi):	NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS
17	CLAUSE 4(1)B (xvii):	SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

FORMAT - I

PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES AS PER CLAUSE 4(1)B OF THE RIGHT TO INFORMATION ACT 2005

Jesus Mary Joseph (JMJ) College for Women, Tenali is one of the Minority institutions, established by the Society of Jesus Mary Joseph (J.M.J.) inspired by the teachings of Jesus Christ in 1963. In 1976 college was affiliated to Acharya Nagarjuna University. In the year 1982 General Inspection committee headed by Prof. D. Bhaskar Reddy, the then Vice Chancellor of Acharya Nagarjuna University adjudged the college as one of **the best colleges** in the University. JMJ believe in giving an education that promotes all round development of the students. Utmost attention is paid to extracurricular activities like sports and games, National Cadet Corps (NCC), National Service Scheme (NSS) and cultural activities. JMJ College has rendered its 52 years of services to the women of Andhra Pradesh empowering them to achieve their goals. Our college makes information available to the public through our college website. www.jmjcollege.ac.in

Organization

JMJ College for Women (Autonomous), Morrispet, Tenali- 522202, Guntur Dt., A.P.

E-mail id: jmjtenali@gmail.com

Website: www.jmjcollege.ac.in

Phone Nos: Principal's office: 08644-227994

College Reception: 08644-225994

Morning hours of the office: 9.A.M.

Closing hours of the office: 5 P.M.

Efficient Governance:

- Identifying new means of resource generation
- Optimal deployment resources
- Development of state of the art infrastructural facilities
- Transparency in functioning
- Constant Assessment and up gradation of processes to ensure maximum output

Social Responsibility

- Sensitizing learners about social, ecological, economic and political issues
- Endeavoring to find solutions that will benefit society as a whole
- Positive role modeling in order to create responsible citizens

Functions and Duties of the Governing Body

- As per rules and directives of Government of Andhra Pradesh
- Planning, Evaluation, UGC and Finance Committee are responsible for the execution of Academic and Finance matters.
- IQAC, Steering Committee and Other Committees are responsible for governing various activities.

FORMAT - II

POWERS AND DUTIES OF THE OFFICERS/EMPLOYEES AS PER CLAUSE 4(1)B (ii) OF THE RIGHT TO INFORMATION ACT 2005

SL NO.	DESIGNATION	POWERS AND DUTIES OF OFFICERS/EMPLOYEES
1	CORRESPONDENT	<ol style="list-style-type: none">1. Supervise the maintenance of the Service Registers and the payment of salaries to the employees.2. Appointing the staff3. Supervise the maintenance of the campus and spiritual and moral growth of the staff and students.4. Foster and strengthen relationships between Alumnae5. Involved in over all administration and finance matters
2	PRINCIPAL	<ol style="list-style-type: none">1. The Principal involved in over all college administration, the curriculum, leadership and community relations and working relationships and various activities of the college in accordance with the guidelines, various acts, rules, regulations, orders and instructions of the Government, Commissioner of Collegiate Education and other competent authorities. She shall take all steps in consultation with Steering Committee and HOD's of the College for smooth and efficient functioning of the college.2. To ensure effective and participatory management.3. To understand and meet the needs of the staff both teaching and non-teaching, students and parents.4. To plan along with staff, students and parents for promoting high standards of learning and teaching and over all development of the staff, students and the institution.5. To ensure that the scholarship applications of the concerned students are sent to sanctioning Departments viz Social Welfare Department, Backward Classes and Minorities department and Department of Collegiate Education, etc.,6. The Principal shall supervise and conduct regular assembly and meetings with students, staff and other committees for the enhancement of quality education.7. To ensure that the proposal for renewal of affiliation/permanent affiliation is sent to the concerned University well in time.8. To ensure that the reaccreditation of the NAAC is obtained and the preparation of SSR on time.9. The Principals have to teach their concerned subjects six hours per week.

3	VICE-PRINCIPAL	<ol style="list-style-type: none"> 1. She takes the charge of Intermediate Students 2. Conducting Intermediate Public Examinations 3. Involved in Management Administration 4. Doing regular teaching and sharing the responsibility of the Principal
4	CONTROLLER OF EXAMINATIONS	<ol style="list-style-type: none"> 1. The Controller of Examinations shall be responsible for the proper records, maintenance of marks list and valued answer scripts. The valued answer scripts shall be preserved for one year after the announcement of results and thereafter dispose them off as per the procedure. 2. She shall arrange for the valuation, tabulation and announcement of results expeditiously and arrange for the distribution of the marks memos with the help of the college office superintendent. 3. With the help of the office staff she shall arrange to prepare the merit list, rank list. She shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the sections. 4. She shall attend to the re-totaling of the valued answer scripts, challenge valuation, redressed of grievances, make enquiries into mal-practices committed by students and lapses of examiners, etc., in consultation with the Principal as per the rules. 5. In coordination with the office staff, she shall arrange for printing of question papers well in advance. 6. She shall issue duplicate marks memos, consolidated marks memos and rank certificates to the college office to be distributed to the students. 7. She shall make an enquiry into the lapses/ mistakes committed by anyone involved in the conduct of examination under this manual and fix fine/penalty and issue an order to give effect to her decision in consultation with the Principal.

5	TEACHING STAFF	<ol style="list-style-type: none"> 1. The staff conducts the classes as per the time-table. 2. Complete the syllabus prescribed by the College well in time. 3. 3) Extend their full co-operation to the heads of the departments in completing the syllabus before the commencement of the Semester end Examinations. 4. Co-operating with the Principal and Controller of Examination to conduct the Mid and Semester end Exams successfully. 5. To maintain the attendance of the students of the respective classes. 6. The staff conducts the practical classes as per the time-table 7. The Staff conduct mentoring classes for the failed and slow
6	LIBRARIAN	<ol style="list-style-type: none"> 1. Issue books to the teaching, non teaching staff and students and collect it back. 2. Maintain necessary records/registers etc., in the library. 3. Make arrangements for annual stock verification of the library books and send annual stock verification report to the concerned officers etc., 4. Conduct of Library week, Guest lectures, competitions to encourage and motivate the staff & students to cultivate reading habit.
7	OFFICE SUPERINTENDENT	<ol style="list-style-type: none"> 1. The Superintendent shall be primarily responsible for the efficiency of her section are accurate and conform to the rules and procedure. 2. She shall scrutinize all the papers/files before they are submitted to the higher officers. 3. The Superintendent shall personally handle all important and complicated cases. 4. She shall guide her subordinates in all respects and make them put up the cases in accordance with the rules. 5. She shall maintain her section neat and clean. She shall supervise her section and submit reports to his immediate officers. 6. She shall sign and issue acknowledgement letters.

8	NON TEACHING STAFF	<ol style="list-style-type: none"> 1. Maintain the various registers prescribed under the rules of office procedures. 2. Carrying a file from one section to another or from one case worker to another, etc. 3. Arranging of furniture 4. Keeping the office premises clean 5. They shall sweep or wipe with wet cloth, the room, verandas, steps, etc., allotted to them, well before starting of office and also during office timings if need be. They shall carry the waste/ rubbish for disposal outside the department under the supervision
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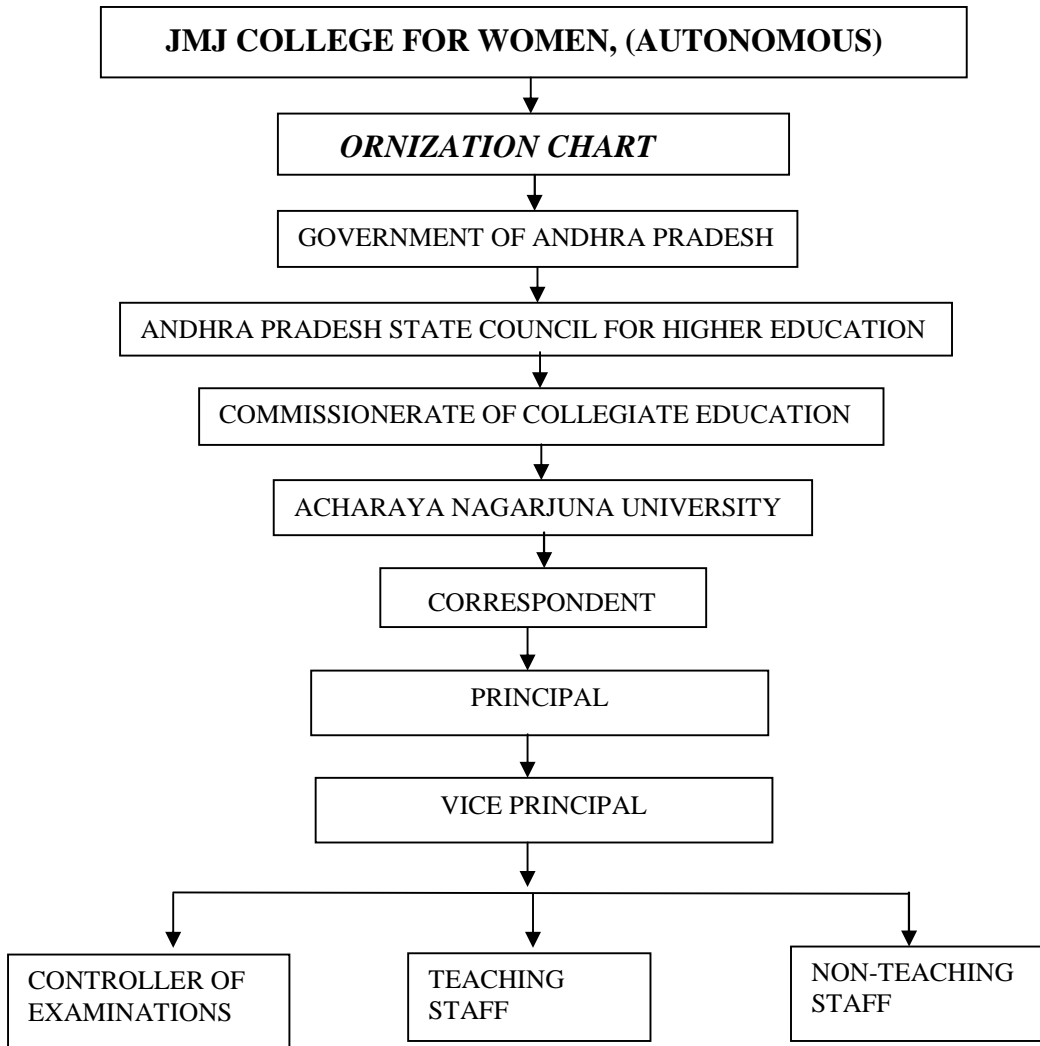
FORMAT -III

PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY AS PER CLAUSE 4(1) B (iii) OF THE RTI ACT 2005

SL. NO.	DESIGNATION	POWERS AND DUTIES OF OFFICERS/EMPLOYEES
1	CORRESPONDENT	<ol style="list-style-type: none"> 1. Supervise the maintenance of the Service Registers and the payment of salaries to the employees. 2. Appointing the staff 3. Involved in over all administration and finance matters.
2	PRINCIPAL	<ol style="list-style-type: none"> 1. The Principal shall exercise all administrative powers as are delegated under various acts, rules, regulations, orders and instructions of the government, Department of Collegiate Education and other competent authorities. She shall take all steps for smooth and efficient functioning of the College.
3	VICE- PRINCIPAL	<ol style="list-style-type: none"> 1. She shares the responsibilities of the Principal and takes in-charge of Intermediate students.
4	CONTROLLER OF EXAMINATIONS	POWERS AND DUTIES MENTIONED IN FORMAT- 2
5	STATUTORY & NON STATUTORY COMMITTEE	The committees have been constituted under the convener-ship of senior teachers for the smooth functioning of the college. Planning, Evaluation, UGC, Steering, Examination & Finance Committees involved in the decision making process.

FORMAT -IV

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS AS PER CLAUSE 4(1)B (iv) AS PER RTI ACT 2005



FEE PARTICULARS FOR THE YEAR 2015-16

AIDED COURSES DEGREE FIRST YEAR

S.No	CLASS	COURSES	Amount(Rs.)
1	I Degree	BA	8,000
2	I Degree	BCom	8,000
3	I Degree	BSc MPC	9,200
4	I Degree	BSc CBZ	9,200
5	I Degree	BSc Home Science	9,200

AIDED COURSES DEGREE SECOND AND THIRD YEARS

S.No	CLASS	COURSES	Amount(Rs.)
1	II and III Degree	BA	7,400
2	II and III Degree	BCom	7,400
3	II and III Degree	BSc MPC	8,600
4	II and III Degree	BSc CBZ	8,600
5	II and III Degree	BSc Home Science	8,600

SELF FINANCE COURSES DEGREE FIRST YEAR

S.No	CLASS	COURSES	Amount(Rs.)
1	I Degree	BCom Computers	10,500
2	I Degree	BSc MPComputers	11,000
3	I Degree	BSc Maths,Stat, Comp.	11,000
4	I Degree	BSc MPC S/F	9,350
5	I Degree	BBA	11,000

SELF FINANCE COURSES DEGREE SECOND AND THIRD YEAR

S.No	CLASS	COURSES	Amount(Rs.)
1	II and III Degree	BCom Computers	10,000
2	II and III Degree	BSc MPComputers	11,000
3	II and III Degree	BSc Maths,Stat, Comp.	11,000
4	II and III Degree	BSc MPC S/F	8,700
5	II Degree	BBA	11,000

PG COURSES - I YEAR

S.No	CLASS	COURSES	Amount(Rs.)
1	I Year	Chemistry	35,200
2	I Year	Mathematics	17,600
3	I Year	MA English	10,500
4	I Year	M.Com	10,500

PG COURSES - II YEAR

S.No	CLASS	COURSES	Amount(Rs)
1	II Year	Chemistry	32,000
2	II Year	Mathematics	16,000
3	II Year	MA English	8,750
4	II Year	M.Com	8,750

FORMAT -V

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS AS PER CLAUSE 4(1)B (v) AS PER RTI ACT 2005

The rules and regulations applicable to the college and its employees are:

1. The Ordinance and regulations approved by the Government of A.P from time to time for teaching and non-teaching staff.
2. A.P Education Code
3. Rules and regulations approved by the Governing Body

FORMAT -VI

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER CONTROL AS PER CLAUSE 4 (1) (b) (vi) OF THE RIGHT TO INFORMATION ACT 2005

SL. NO.	CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER CONTROL
1	Attendance Registers
2	Movement Registers
3	Casual Leave Registers
4	Letters Inward Registers
5	Postal Stamps Account Registers
6	Letter outward Registers (RC Numbers)
7	Tappal Issue Acknowledgment Registers
8	Files Sending Registers (Signal Files System)
9	Cash Books
10	Day Books
11	Grant Release Registers
12	Salary Disbursement Registers (Acquittance)
13	Stock Registers Stationery
14	A. G. Audit Observation Compliance Report Registers
15	Subject Diary
16	Convocation Certificate Issue Register
17	Scholarship Register
18	Staff Notice Register
19	Governing Body Register
20	Log Register
21	Late Comers Register

FORMAT -VII

PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULATATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THEREOF TOGETHER AS PER CLAUSE 4(1)B (vii) AS PER RTI ACT 2005

- 1) Governing body
- 2) Public Relation Officer(PRO)
- 3) College Alumni.
- 4) Construction/Building Committee
- 5) Anti-Ragging Committee

FORMAT -VIII

STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF

SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC AS PER CLAUSE 4(1)B (viii) AS PER RTI ACT 2005

THE BOARD OF MANAGEMENT

1. Rev.Sr.Stella Maris, Correspondent
2. Rev.Sr.Shiny K.P, Principal
3. Rev.Sr.Amul Mary F., Vice Principal
4. Steering Committee Members (Senior Faculty Members)
5. OSD (Office on Special Duty)

COLLEGE GOVERNING BODY MEMBERS

1. Rev. Sr. Regina Chinnappan, President
2. Rev. Sr. Stella Maris B., Vice President
3. Sr. Shiny K.P, Secretary
4. Sr.Roseline Antony, Treasurer
5. Sr.Amul Mary Francis, Member
6. Sr. Kavitha Dasari, Member
7. Sr. Fathima Rani M., Member
8. Rev. Sr. Showrilu Kommareddy, Member
9. Rev.Sr.Victoria N., Member
10. Sr. Rani Pudota, Member
11. Sr. Santha Putti, Member
12. Sr. Fathima Kommareddy, Member
13. Sr. Raja Kumari Y., Member
14. Ms. M. Adilakshamma, Member
15. Ms. T. Arogyamma, Member

UGC GOVERNING BOARD MEMBERS (AUTONOMOUS)

1. Rev. Sr. Regina Chinnappan, Provincial Superior, Chairperson
2. Rev. Sr. Stella Maris B., Correspondent, Member
3. Dr.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. M.Vijaya Lakshmi, Dept. of Botany & Micro Biology,
Acharya Nagarjuna University, Nagarjuna Nagar, Guntur : State Government Nominee
6. Dr. Rev. Fr. A. Francis Xavier S.J., Member, Correspondent, Loyola Academy, Hyd.
7. Prof. K.R.S. Sambasiva Rao, Rector, ANU University Nominee
8. Rev. Sr. Showrilu K., Member
9. Sr. Amul Mary, Vice Principal, Member
10. Ms. K.Prameela, Lecturer in Botany, JMJ Tenali Member

ACADEMIC COUNCIL

1. Dr. Sr. Shiny, Principal, Chairperson
2. Prof. A.V. Dattatreya Rao, OSD,
University Nominee Member

3. Prof. M. Madhusudhana Rao, Principal,
University Arts College, ANU University Nominee
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:
Dr. G. Saraswathi Devi, Lecturer in Physics
Ms. K. Prameela, Lecturer in Botany
Ms. K. Nirguna, Lecturer in Chemistry
Ms. C. Mary Anitha, Lecturer in Physics
10. Ms. K. Sailaja, Addl. Controller of Examinations
11. Mr. K. Subramanyam, Industrialist, Tenali Member
12. Ms. P.M.Padmalatha, Lecturer in Maths

NON-STATUTORY COMMITTEES -2017-18

Name of the Quality Circle Members:

1	Planning, Evaluation and UGC Steering Committee	<p>Dr. Sr. Shiny K.P., Principal, Chair Person</p> <p>Sr. Stella Maris B, Correspondent, Member</p> <p>Ms. P. Hemalatha</p> <p>Ms. T. Arogyamma</p> <p>Ms. K. Prameela</p> <p>Dr. G. Sudhakaraiah</p> <p>Ms. Ch. Sarojini, Controller of Examinations</p> <p>Mr. P.C. Swaroop, Lecturer in Geology Sir CR Reddy College, Eluru</p> <p>Ms. P. Pavani, III B.Sc, M.St. Comp</p> <p>Sr. Amuly Mary</p> <p>Ms. M. Adhilakshamma</p> <p>Ms. K. Nirguna</p>
2	NAAC & IQAC Committee	<p>Ms. M.Adilakshamma, IQAC Co-ordinator</p> <p>Dr. P.M.Padmalatha, NAAC Co-ordinator</p>

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6	Ms.K. Vanitha	M.Sc.,	Lect. Stat.,
7	Ms.A.Chiranjeevi	M.A.	Lect.Hindi
8	Ms. R.Yamini	M.Sc	Lect.H.Sci.,
9	Ms. T. Sushma	M.Sc	Lect.H.Sci.,
10	Ms. G. Hareesha	M.Sc.,	Lect.Maths
11	Ms. K. Arunodaya	M.Sc.,	Lect. Physics
	P.G.		
1	Ms.P.Sushma	M.Sc	Lect. Maths
2	Ms.K. Mounika	M.Sc	Lect.Maths
3	Ms. K.Geetha Bhavani	M.Sc, (Ph.D)	Lect.Che.,
4	Ms. S.Bala Saraswathi	M.Sc, B.Ed	Lect. Che.,
5	Ms. P. Parimala Jyothi	M.Sc, B.Ed	Lect. Che.,
6	Ms.T.Sireesha	M.A, PGCTE	Lect. English
7	Ms.Divine Dolpino	M.A	Lect. English
8	Dr.R.Naga Jyothi	M.Com, MBA, M.Phil, Ph.D	Lect. Commerce
9	Mr.Ch.R.N.Ram Prasad	M.Com	Lect. Comp.

	INTERMEDIATE		
1	Sr. Ansi	MA, B.Ed.	Lect.English
2	Ms.J. Saroja Kumari	M.A	Lect. Eng.,
3	Ms. S. Sarala Devi	MA	Lect.Telugu
4	Ms. B. Dhanalakshmi	MA, B.Ed.	Lect. Sanskrit
5	Ms.B.Bharathi	M.Sc	Lect.Maths
6	M.Janaki	M.A	Lect. Maths
7	Mr.P.Satish Kumar	M.Sc	Lect.Physics
8	Ms.Y.Rama Devi	M.Sc	Lect. Che.
9	Ms. M.Shakeena Kumari	M.Sc	Lect. Che.
10	Ms.N.Anthonamma	MA, B.Ed, (M.Ed.)	Lect. Eco.
11	Ms.P.Jennama	M.A, B.Ed	Lect. His.
12	Ms. Visranthamma	M.A	Lect. Pol.
13	Ms.M.Vanaja	M.Com, B.Ed, (Ph.D)	Lect. Commerce

AIDED NON-TEACHING STAFF

1	Ms.K.Anthony Mary, B.A	Jr.Asst.,
2	Ms.N.Ignatius Mary, Inter	Typist
3	Ms.D. Mary Margaret , B.Com	Typist
4	Ms.T. Venkata Ramanamma.	H.keeper
5	Mr. J. Raja Rao ,B.A.,	Rec.Asst.,
6	Ms.G.Anthonamma	Rec.Asst.,
7	Ms. K. Rangavardhini	Rec.Asst.,
8	Ms. G. Siva Parvathi	Rec.asst.,
9	Ms. N. Saraswathi	Rec.Asst.,
10	Ms.D.Sarojini	Rec.Asst.,
11	Mr. R. Nagendra Rao	Rec.Asst.,
12	Ms. K. Mary Nirmala, Inter	Rec.Asst.,
13	Ms. K.Raga Rangitha, Inter	Rec.Asst.,
14	Mr.K.Raja Sekhar	Gas Man
15	Ms. S.Ratnam	Lab.Sub- ordinate
16	Ms. M. Annamma	-do-
17	Ms. B.Venkata Ramanamma	-do-
18	Mr.K.Vara Prasada Rao	-do-
19	Sr. N. Veeramma, M.A	-do-
20	Mr.K.Prasad	-do-
21	Ms.B.Swarupa Rani	Office Attender
22	Ms. A. Benardamma B.A	-do-

23	Mr.K.Nagabhushanam B.Com	-do-
24	Mr.N.Arlappa , M.A., M.L.I.C	-do-
25	Ms.K.Theresamma (alias) (P)	Sweeper
26	Ms.G.Annamma (alias) (M)	Scavenger
27	Mr.G.Sambaiah	Watchman
28	Ms. Ch.Varalakshmi	Sweeper
UN-AIDED NON-TEACHING STAFF		
2	Sr. Kavitha B.A., MBA	Sr. Asst.
3	Ms.T. Vana Lakshmi, B.Com	Programmer
4	Mr.M.Vijay Kumar, B.A., DMLT	Instructor C.C
5	Ms.K. Agnes, M.A	Instructor C.C
6	Mr.K. Anand Kumar	Electrician
7	Ms.P. Malleswari	Attender
8	Ms.P.Jyothi, B.Sc	Attender
9	Mr.G.Bharath kumar	Attender
10	Ms.M.Josephine	Attender
12	Ms.K.Madhavi, B.A	Attender
13	Ms.T.Priyanka	Attender
14	Ms.V.Rajeswari	Attender
15	Mr.Sambaiah	Gardener

PRO (Public Relation Officer): Ms.C.Rama Devi

OSD (Office on Special Duty): Mr.K.Sambasiva Rao

FORMAT – 10

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS AS PER CLAUSE 4(1)B (X) OF RTI ACT 2005

Aided Teaching Staff & Management Staff

SL. No.	Name of the Employee	Qualification	Designation	Gross Salary Rs.
1	Sr. Shiny	M.A., M.Phil, PGCTE & PGDTE, (Ph.D)	Principal	25,000 Consolidated
2	Sr.Amul Mary	M.C.A.	Vice Principal	20,000 Consolidated
3	Ms.N.Vimala Devi	M.A., M.Phil.	Lect.Eng.	84,990
4	Ms. G. Jyothi Olivia	M.A., M.Phil.	Lect. Eng.	88,280

5	Ms.B. Mary Kumari	M.A. M.Phil (Ph.D)	Lect.Tel.	88,499
6	Ms. P. Mary Padmalatha	M.Sc. (Ph,D)	Lect. Maths	96,620
7	Dr.S.Uma Maheswari	M.Sc. Ph.D	Lect. Maths	1,26,445
8	Dr.G.Saraswathi Devi	M.Sc. Ph.D	Lect. Phy.	1,64,149
9	Ms. C. Mary Anitha	M.Sc., M.Phil	Lect. Phy.	1,34,275
10	Ms. K.Nirguna	M.Sc, B.Ed.	Lect. Che.	1,68,290
11	Ms.K.Nirmala Jyothi	M.Sc. B.Ed.(Ph.D)	Lect. Che.	1,26,445
12	Ms. V.Sumalatha	M.Sc., (Ph.D)	Lect. Che.	58,854
13	Ms. K.Prameela	M.Sc. B.Ed.	Lect. Bot.	1,68,190
14	Mr. D.Anil Kumar	M.Sc.	Lect. Bot.	59,627
15	Ms.M.Adilakshamma	M.Sc. B.Ed.	Lect. Zoo.	1,68,190
16	Ms. M. Aruna	M.Sc.	Lect. Zoo.	1,42,369
17	Ms.Ch.Sarojini	M.Sc. (Ph.D)	Lect. Zoo.	82,522
18	Ms.P.Hema Latha	M.Sc, M.Phil	Lect. H.Sci.	1,60,277
19	Ms.T.Arogyamma	M.A. B.Ed.	Lect. Eco.	1,68,190
20	Ms.K.Aruna Sujatha.	B.A. M.P.Ed.	Lect.Phy.Edu.	84,894
21	Dr.M.Sambasivudu	M.Com, Ph.D	Lect.Com.	67,736
22	Dr.G.Sudhakaraiyah	M.Com, Ph.D.	Lect.Com.	67,736
28	Ms. B.Elizabeth Rani	M.H.R.M., B.L.	Part-Time	4,200
	Un-Aided Staff - UG (Consolidated Salary)			
1	Ms. D.Vijayalakshmi	MA, (Ph.D)	Lect. Telugu	11,000
2	Ms.K.Swarupa Rani	M.A., (Ph.D)	Lect. Pol.	11,500
3	Ms.J.Vasundhara	M.Sc.Comp, M.Tech.	Lect. Comp.	17,000
4	Ms.J.Suvarna Kalpana	M.C.A	Lect. Comp.	12,500
6	Ms.D.Usha Kranthi	M.Sc(IT, M.Tech	Lect. Comp.	10,500
7	Ms.K. Vanitha	M.Sc.,	Lect. Stat.,	9000
8	Ms.A.Chiranjeevi	M.A.	Lect.Hindi	7500
9	Ms. R. Yamini	M.Sc	Lect.H.Sci.,	11,000
	P.G.			
1	Ms.P.Sushma	M.Sc	Lect. Maths	13,000
2	Ms.K. Mounika	M.Sc	Lect.Maths	8,000
3	Ms. K.Geetha Bhavani	M.Sc, (Ph.D)	Lect.Che.,	13,000

4	Ms. S.Bala Saraswathi	M.Sc, B.Ed	Lect. Che.,	10,000
5	Ms. P. Parimala Jyothi	M.Sc, B.Ed	Lect. Che.,	10,000
6	Ms.T.Sireesha	M.A, PGCTE	Lect. English	12,000
7	Ms.Divine Dalfino	M.A	Lect. English	10,000
8	Dr.R.Naga Jyothi	M.Com, MBA, M.Phil, Ph.D	Lect. Commerce	15,250
9	Mr.Ch.R.N.Ram Prasad	M.Com	Lect. Comp.	12,000
	<i>Intermediate</i>			
1	Sr. Ansi	MA, B.Ed.	Lect.English	10,000
2	Ms.J. Saroja Kumari	M.A	Lect. Eng.,	10,000
3	Ms.S Sarala Devi	MA	Lect.Telugu	10,000
4	Ms. B. Dhanalakshmi	MA, B.Ed.	Lect. Sanskrit	10,060
5	Ms.B.Bharathi	M.Sc	Lect.Maths	10,700
6	M.Janaki	M.A	Lect. Maths	10,000
7	Mr.P.Satish Kumar	M.Sc	Lect.Physics	13,450
8	Ms.Y.Rama Devi	M.Sc	Lect. Che.	13,550
9	Ms. M.Shakeena Kumari	M.Sc	Lect. Che.	10,000
10	Ms.N.Anthonamma	MA, B.Ed, (M.Ed.)	Lect. Eco.	12,500
11	Ms.P.Jennama	M.A, B.Ed	Lect. His. (Part Time)	10,500
12	Ms.Ch.Visranthamma	M.A	Lect. Pol.	10,500
13	Ms.M.Vanaja	M.Com, B.Ed, (Ph.D)	Lect. Commerce	10,000

Aided Non Teaching Staff

S.No.	Name	Qualification	Designation	Gross Salary Rs.
1	Ms.K.Anthony Mary	B.A.	Jr.Asst.,	75,669
3	Ms.N.Ignatius Mary	Inter	Typist	68,386
4	Ms.D. Mary Margaret	B.Com.	Typist	61,566
5	Ms.T. Venkata Ramanamma.	X failed	H.keeper	56,487
6	Mr. J. Raja Rao	S.S.C.	Rec.Asst.,	64,609
8	Ms.G.Anthonamma	S.S.C.	Rec.Asst.,	58,002
9	Ms. K. Rangavardhini	Matric	Rec.Asst.,	58,002
10	Ms. G. Siva Parvathi	S.S.C.	Rec.asst.,	59,677

11	Ms. N. Saraswathi	VIII th class discontinued	Rec.Asst.,	58,012
12	Ms.D.Sarojini	VIII th class discontinued	Rec.Asst.,	58,002
13	Mr. R. Nagendra Rao	S.S.C.	Rec.Asst.,	54,977
14	Ms. K. Mary Nirmala	Intermediate	Rec.Asst.,	58,002
15	Ms. K.Raga Rangitha	Inter	Rec.Asst.,	50,645
16	Mr.K.Raja Sekhar	Matric failed	Gas Man	34,318
17	Ms. S.Ratnam	Matric failed	Lab.Sub-ordinate	52,051
18	Ms. M. Annamma	IX Class	-do-	52,051
19	Ms. B.Venkata Ramanamma	VI Class	-do-	53,456
20	Mr.K.Vara Prasada Rao	S.S.C.	-do-	34,318
21	Sr N.. Veeramma	B.A.	-do-	33,363
22	Mr.K.Prasad	S.S.C.	-do-	19,344
23	Ms.B.Swarupa Rani	S.S.C. failed	Office Att.	50,660
24	Ms. A. Benardamma	B.A.	-do-	34,318
25	Mr.K.Nagabhushanam	B.Com	-do-	34,318
26	Mr.N.Arlappa	B.A.	-do-	34,318
29	Ms.K.Theresamma (alias)(P)	V Class	Sweeper	52,051
30	Ms.G.Annamma (alias) (M)	IV Class	Scavenger	52,051
31	Mr.G.Sambaiah	V Class	Watchman	50,645
33	Ms. Ch.Varalakshmi	V Class	Sweeper	49,238

Un-Aided Non-Teaching Staff

S.No.	Name	Qualification	Designation	Gross Salary Rs.
1	Ms.Esther Shobha	M.A, M.Lsc	Librarian	9,470
2	Sr. Kavitha	B.Com, (M.B.A.)	Sr. Asst.	7,000
3	Ms.T. Vana Lakshmi	B.Com	Programmer	8,906
4	Mr.J.Vijay Kumar	B.A, DMLT	Instructor C.C	9,638
5	Ms.Agnes	M.A	Instructor C.C	7,400
6	Mr.K Ananad kumar	SSC	Electrician	8,000
7	Ms.P. Malleswari	5 th Class	Attender	8,906
8	Ms.P.Jyothi	B.A	Attender	7,442
9	Mr.G.Bharath kumar	SSC	Attender	8,662
10	Ms.M.Josephine	7 th Class	Attender	6,466
12	Ms.K.Madhavi	SSC(B.A)	Attender	6,500
13	Ms.T.Priyanka	5 th Class	Attender	6,300
14	Ms.V.Rajeswari	SSC(B.A)	Attender	7,500

15	Mr.Sambaiah		Gardener	7,076
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FORMAT – 11

(Aided Colleges)

BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE AS PER CLAUSE 4(1) B (XI) OF RTI ACT 2005

The salary and other allowances payable to Aided teaching and non-teaching staff of the college are paid by the state government as per UGC/State pay scales in-force. Salaries for the Un-Aided staff will be paid by the Management from the Management funds.

FORMAT-12

MANNER OF EXECUTIONS OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES AS PER CLAUSE 4(1) B (XII) OF RTI ACT 2005

The following students are benefitted from Management Scholarship;

CONCESSION GIVEN TO THE STUDENTS FOR THE YEAR 2016-2017

S.NO	Name	Class	Amount
1	D.Monika	III BSc	2000
2	K.Roja Rani	II BSc	1000
3	P.Aruna Mary	II BSc	1000
4	J.Karunya	II BSc	1000
5	G.Likhitha	I B.A	2000
6	A.Tejaswi Prakhya	I B.A	2000
7	B.Manasa	I B.A	2000
8	R.Glory	I B.A	1500
9	Ch.Amala	I B.A	1500
10	P.Manasa	I B.A	1500
11	G.Latha	I Bcom	1500
12	G.Lavnya	I Bcom	1500
13	V.Sarala Devi	I BSc	1500
14	Ch.Mounika	I BSc	1500
15	S.Prasanthi	I BSc	1500
16	K.Swarna	I BSc	1500
17	K.Jhansi	I B.A	1500

18	D.Monika	III Bcom	1500
32	Dandamudi Preethi	I B.Com.com	1000
33	G Udaya Bhanu	I B.Com .com	500
34	Kandula chinnari	I B.scM.P Comp	1000
35	Konidala Sowndarya Silpa	I B.Sc MP Comp	1000
36	Nennepaga Daiva Krupa	I B.sc MP Comp	1000
37	Sk Praveen	I B.ScMP Comp	500
38	N Divya	I Degree	1,500
39	N Maheswari	I Degree	1,000
40	M Rajini	I Degree	2,000
41	S Sailaja	I Degree	1,500
42	K Lakshmi tirupathamma	I Degree	1,000
43	Ch Rajini	I Degree	2,000
44	D Prasantha valli	I Degree	2,000
45	G Pravallika	I Degree	1,000
46	D.V.N.Malleswari	I Degree	3,000
47	D Ramya	I Degree	1,500
48	A mounika	I Degree	1,000
49	P Lavanya	I Degree	1,000
50	Ch Jyothirmai	I Degree	5,000
51	B Leela Maruthi	I Degree	1,500
52	Ch Lavanya	I Degree	2,000
53	P Swathi	I Degree	3,000
54	K Kavitha	I Degree	1,000
55	K Sandhya	I Degree	1,500
56	Akoteswari	I Degree	1,000
57	P Rathna Kumari	I Degree	1,000
58	G Suvarna	I Degree	1,000
59	T Sandhya rani	II Degree	2,000
60	V Sravanthi	II Degree	1,000
61	V Anusha	II Degree	1,000
62	Sk Asmat	II Degree	3,000
63	Ch Sri Lakshmi	II Degree	3,000
64	A Priyanka	II Degree	5,000
65	D Harshitha	II Degree	1,000
66	Ch Naga Malleswari	II Degree	3,000
67	I Rajasri	II Degree	3,000
68	K Aparna	II Degree	3,000
69	Ch Yamini Prathyusha	II Degree	2,000
70	J Maneesha	II Degree	10,000
71	A Rekha	II Degree	3,000
72	B Jhansi Rani	II Degree	3,000
73	D Sandhya	II Degree	3,000
74	P Vinusha	II Degree	3,000
75	P Ramya	II Degree	3,000
76	P Bhanu Sindhura	II Degree	3,000
77	B Jyosthna Rani	II Degree	3,000

78	M Manasa	II Degree	1,000
79	B Sudha Rani	II Degree	5,000
80	K Karuna Sri	II Degree	2,000
81	E Rajeswari	II Degree	2,500
82	B Mary Susmitha	II Degree	3,000
83	T Kamakshi	II Degree	2,000
84	P Priyanka	II Degree	5,000
85	G Sailaja	IIIDegree	2,500
86	A Usha Rani	IIIDegree	2,000
87	G Sarvitha	IIIDegree	3,000
88	K BalaRani	IIIDegree	10,000
89	P Anusha	IIIDegree	3,000
90	K Anusha	IIIDegree	3,000
91	M Mounika	IIIDegree	2,000
92	Y Sowmya	IIIDegree	5,000
93	Y Yesu Mariyamma	IIIDegree	1,500
94	N L Thirapathamma	IIIDegree	5,000
95	G Vijaya Lakshmi	IIIDegree	2,000
96	T Madhavi	IIIDegree	3,000
97	V Shanthi Sai	IIIDegree	5,000
98	Ch Anusha	IIIDegree	3,000
99	M Glowri Spandana	IIIDegree	1,500
100	B Bhagya Lakshmi	IIIDegree	1,000
101	M Preethi	IIIDegree	3,500
102	P Sravani	IIIDegree	5,000
103	Y Pushpa naga jyothi	IIIDegree	2,400
104	Ch saramma	IIIDegree	2,000
105	Y Sruthi	IIIDegree	500
106	V maheswari	IIIDegree	1,500
107	V Shushma	IIIDegree	2,000
108	K Sri Latha	IIIDegree	3,000
109	B Koteswaramma	IIIDegree	10,000
110	B ramya	IIIDegree	2,000
111	D Priyanka	IIIDegree	500
112	T Pranitha Kumari	IIIDegree	3,000
113	G Sudha Priya	IIIDegree	10,000
114	D Triveni	IIIDegree	10,000
115	N Akansha	IIIDegree	10,000
116	B Soni Amruthavalli	IIIDegree	10,000
117	P Maneesha	IIIDegree	10,000
118	N Siresha	I P.G	2,000
119	A Kenusha	I P.G	2,000
120	G Ester	I P.G	2,000
121	R Sharmila	I P.G	2,000
122	T Premaradhana	I P.G	1,500
123	K HimajaTejaswini	I P.G	3,000
124	B Kavitha	I P.G	1,500
125	K Rajitha	I P.G	1,500

126	S Navya sri	I P.G	2,000
127	B Alphonsa	II P.G	4,000
128	S ChinnaVeeramma	II P.G	3,000
129	R Amani	II P.G	3,000
130	N Sarala Kumari	II P.G	3,000
131	G Ramya	II P.G	1,500
132	D Saramma	II P.G	1,000
133	M Swapna	II P.G	1,000
134	M Swapna	II P.G	1,000
135	Ch Sasi Rekha	II P.G	3,000
136	M Anitha	II P.G	3,000
137	G Prasanna Mounika	II P.G	3,000
138	T Vijaya Lakshmi	II P.G	2,000
139	R Krupa	II P.G	3,000
140	Y Sri Lakshmi	II P.G	3,000
141	M Asha Kumari	II P.G	1,000
142	B Divya	II P.G	2,000
143	S Sireesha	II P.G	2,000

FORMAT – 13

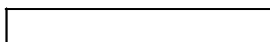
PARTICULARS OF RECEIPTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT AS PER CLAUSE 4(1) B (XIII) OF RTI ACT 2005

Reservation of policies of the Government of India is adhered to. Scholarships are given to the needy and deserving students as per social welfare schemes/tribal welfare development schemes/BC/SC/ST welfare schemes of the government.

FORMAT – 14

DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM AS PER CLAUSE 4(1) B (XIV) OF RTI ACT 2005

1. Attendance
2. Marks
3. Staff List
4. Students Information
5. Management Information (College Website: www.jmjcollege.ac.in)
6. Fee Structure
7. Bio-metric Machine



FORMAT – 15

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE AS PER CLAUSE 4(1) B (XV) OF RTI ACT 2005

1. Library Hours Displayed – 8.00 A.M. to 6.00 P.M
2. OPAC (Online Public Access Catalog) is installed
3. Library Notice Board
4. New Gen Lib Software (Open Source Library System for Research Work)
5. Information Center

FORMAT – 16

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AS PER CLAUSE 4(1) B (XVI) OF RTI ACT 2005

SL. NO.	Name and Designation	Nominated as	Contact No.
1	Sr. Shiny K.P., PRINCIPAL	Appellate Authority	M.No.9441613054
2	Sr. Amul Mary, VICE PRINCIPAL	College Public information officer	M.No.9700165855
3	Ms. K. Antony Mary, Junior Assistant	College Assistant Public information officer	M.No.9032280477

FORMAT-17

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AS PER CLAUSE 4(1) B (XVII) OF RTI ACT 2005

1. **Career Oriented Course/Add on Course:**
 1. Multimedia
 2. Beauty Care Science

JMJ SWADHAR

Swadhar is an innovative scheme sponsored by Dept. of Women Development and Child Welfare, ministry of Human Resource Development, New Delhi, India started in 5th April, 2005. It is designed with more flexible and suitable approach to address the specific

vulnerable women in distress, diverse situations. The target group includes women who are trafficked and rescued from brothels, deserted, ex-prisoners, homeless, victims of violence, HIV affected, mentally challenged and others who are in difficult circumstances.

Our students and faculty visit Swadhar home and gives counseling and share their problems. They also celebrate some of the important events namely Children's day, World AIDS day, Laughing day, Girl Child day, Semi-Christmas and so on. Through this scheme our students got awareness on burning issues of the society. They were inspired to serve the needy, comfort the distressed and consoled the victimized. The college management is extending financial support for educating some of the SWADHAR inmates in our college.

JMJ COMMUNITY COLLEGE

JMJ Community college was started in the year 1999 for the dropouts and house wives. The motto is **including the excluded and giving best to the least**. The following skill based courses are offered namely:

1. Tailoring and Embroidery
2. Medical Lab Technology

Social consciousness of the staff and students

- The little sisters of the poor visit our college every year for financial support as they are running 'A Home for the Aged'. The staff and students generously contribute their might for a noble cause.
- The staff donates one day basic salary to HIV& AIDS Care Centre at Sathenapalli.
- In honour of MJM College Golden Jubilee Year, a fund was raised for the **Education of the Poor**. The faculty contributed 2.5 lakh and encouraged the management.
- It is a regular practice in our college to celebrate Solidarity Day every year and the collection is given to the education of the tribal children who are in SSS Tribal Home at Kondramutla.

GENERAL INFORMATION AND RULES

ADMISSION

All the courses offered in this institution are notified by the UGC and Acharya Nagarjuna University. And ANU is in the list of Universities maintained by the UGC. A prospectus (Hand Book) will be given with curricula including syllabi, details of faculty, evaluation

procedure, and duration of course, academic calendar etc. The Hand Book contains the process and criteria for admission. The student should produce all the original documents as SSC Marks Sheet, Intermediate Certificate for Degree, Caste Certificate, Transfer Certificate at the time of admission.

QUALITY OF TEACHING AND LEARNING

Qualified and experienced staffs are extending their committed service to the students and mostly learner centric environment is created for quality education. The students are entitled for reasonable access to facilities, services and resources including Library, Laboratories and ICT both in English and Telugu. There is transparent and timely evaluation including fair provisions for timely reevaluation of the scripts, and redresses of any grievance related to evaluation process.

They are entitled to timely conduct of examinations and declaration of results as specified in the academic calendar in the prospectus. Regular feedback on the quality of teaching, students' services and institutional infrastructure are invited from the students.

FEE AND FINANCIAL AID

The students are entitled to prior and full information about amount, components, frequency and mode of any payment including fees or charges of any kind. The fee particulars are given at the time of admission. Scholarship is available for the deserving candidates if applied in time with all the necessary information online.

INFRASTRUCTURE

Well ventilated, large class rooms, library with large number of books and laboratories which are fully equipped are made available to students. They are also entitled to reasonable access to sports, recreation and gym facilities. Reasonable attention is given to medical and health requirements of the students.

Adequate, clean and hygienic hostel accommodation is available with all amenities at affordable charges. Barrier free access and scribes are provided for all students with disabilities. • There is no discrimination of any kind in the campus. There is protection from

sexual harassment and ragging in any form. The students have the right to freedom of thought and expression. There is a student council and student representatives are selected from each year. There will be student representation in IQAC, Grievance Committee and Academic Council. The college website contains full and correct information about the college.

Website: www.jmjcollege.ac.in.

The students will receive redressal to their grievance by the Grievance Redressal Committee of the college every 10 days, of making a representation.

AUTONOMOUS STATUS

The autonomy of the College covers only its degree courses. In conducting the Under Graduate Courses, the College enjoys autonomy in :

- a. Framing the course of study
- b. Arranging for instruction to its students.
- c. Devising methods of evaluation and examinations and tests for the award of degrees by the University.

Every Under Graduate student of the College who completes her course successfully will be awarded the degree of Acharya Nagarjuna University. The Degree will carry the name of J.M.J. College for Women (Autonomous) also.

CHOICE-BASED CREDIT SYSTEM (CBCS)

- For each programme 3 core courses are mandatory.
- For each core course 6 credits allocated in each of I & II semesters. In case of practical oriented course credits are divided into 4 for theory and 2 for practical.
- In addition to core courses the student should study the courses like (AECC) Ability Enhancement Compulsory Courses and Foundation courses.
- Ability Enhancement Compulsory Courses:2 For each AECC 3credits allocated in I & II semesters : $(2 \times 3) = 6$ Credits
English: 3credits
Telugu/Sanskrit/Hindi/Tamil: 3credits.
- For each foundation course 1credit is allocated.
Foundation courses:

Communication skills & Soft skills in I &II semesters. (1x2) =2 credits

Human values and professional ethics in I semester: 1 Credit

Environmental Education in II semester: 1 Credit

- Besides undergoing the above regular curriculum, the student must choose 2 General Interest courses from the following and must complete in 3 years of degree study for procuring the degree.

CERTIFICATE COURSES

- DTP
- NCC (B-Certificate & C-Certificate)
- MLT
- Medical Sales Representative
- Tailoring
- Yoga
- Mushroom Culture
- English Grammar
- Travel & Tourism
- Android Applications

Career Oriented Programme Sponsored by UGC:

- Multimedia (COC)
- Beauty care Science (COC)

NCC Elective Subject:

- NCC I & II (B-Certificate & C-Certificate)

GENERAL ELECTIVES FOR ADDITIONAL CREDITS

1. PROJECT WORK: 2

2. NCC

- B certificate holders: 1
- C certificate holders: 2

OR

3. NSS

- 75% Regular attendance and One special camp certificate: 1
- 75% Regular attendance and Two special camp certificates: 2

4. AICUF

86-90	3
81-85	2
76-80	1

- Each semester consists of two mid Semester exams. The average marks of the two mid semesters will be considered.
- Semester End Examinations (SEE): 70 Marks
- Practical examinations will be conducted semester wise instead of year wise from the academic year 2015-16 admitted batch.
- Odd semester practical examinations will be conducted with internal examiners from the academic year 2015-16 admitted batch.
- 50 Marks are allotted for each practical examination in a year and distributed with 30:70 weightage for CIA and SEE. i.e Continuous Internal Assessment (CIA)-15 Marks, Semester end Examination -35 Marks
- From this academic year all the general interest and foundation course papers are evaluated internally. No mid semester examinations for these courses and Semester End Examination will be conducted for 100 marks.
- If the student gets the certificate under UGC Career Oriented Programme it will be considered as general interest course and concern credits will be allotted to a particular student.
- For first semester students only one mid examination will be conducted instead of two due to late admissions.
- Students must have 75% of attendance in each course for appearing the examination. Students who have 74% to 65% of attendance shall apply for condonation in the prescribed form with the prescribed fee. Students who have 64% to 50% of attendance shall apply for condonation in prescribed form with the prescribed fee along with the Medical certificate.
- Students who have below 50% of attendance are not eligible to appear for the examination. They shall repeat the semester(s) after completion of the programme.
- The passing minimum for CIA shall be 35% out of 30 marks i.e. 11.
- Failed candidates in the continuous internal assessment are permitted to improve their internal assessment marks in the subsequent semesters (2 chances will be given) by

writing test and /by submitting assignments with Rs.50 for each attempt of examination. (i.e. Re-mid examination)

- The passing minimum for University Examinations shall be 35% out of 70 marks (i.e. 25 Marks)
- Foundation Courses of III Semester i.e Entrepreneurship and Communication & Soft Skills are introduced in the II Degree curriculum. Examinations will be conducted at the end of III Semester.
- Foundation Courses of IV Semester i.e Communication & Soft Skills -3, Analytical Skills(in the place of Typical English) and ICT – 2 (Information & Communication Technology) are introduced. Examination will be conducted at the end of IV Semester.
- Citizenship Education i.e Foundation Course of IV Semester which occupies the place of Second language are introduced. Examination will be conducted at the end of IV Semester.
- All Foundation Courses Examinations will be conducted at the end of respective Semesters for 50 Marks with 2 credits without Mid Semester exams w.e.f. 2016-2017.
- Tailoring Course is newly introduced as a General Elective w.e.f. 2016-2017.Only practical Examination will be conducted at the end of respective Semester.
- Instead of Practicals, Problem solving session is introduced in Mathematics subject for 2016 – 2017 admitted Batch onwards.
- Memorandum of Marks with Photo and credits are issued to 2013 admitted Batch onwards as they are under Choice Based Credit System. Consolidated marks memorandum is divided into different parts as given below:
 - Part I- Languages
 - Part II - Group Subjects
 - Part III - Foundation courses
 - Part IV - General Electives and
 - Part V – Extra credits

In the Choice Based Credit system 138 credits were allocated to B.A. & B.Com. programme along with Compulsory Certificate Courses and 162 Credits were allocated to B.Sc. programme along with Compulsory Certificate Courses from 2015-16 batches onwards. The students can acquire additional credits for NCC, NSS, AICUF, Sports, Cultural Programme, Library and Extension activities. The consolidated marks memo was issued with photo to 13A Batch (2013-2016). II Mid Exams of each odd semester will be of online objective type from 2016-17 Batches onwards to train the students to attend the online Competitive exams without hesitation.

ATTENDANCE

1. Theory

- 75% of Attendance is sufficient for being admitted to the Semester end and Intermediate Public Examinations, but the college insists on regular attendance at all classes. Therefore, no student should be absent even for one period either in the morning session or in the afternoon session, she will lose half-a-day attendance.
- A student should apply for leave only in the prescribed form. Leave may be granted only at the discretion of the Principal/ Vice-Principal.
- When a student takes leave for a day or two, she should submit her leave letter either before she takes leave or on the day of return from leave.
- If leave is requested for reasons of illness for more than two days, a medical certificate must be attached to the application which shall be submitted as early as possible as but not later than the day of return from leave.
- Leave letter submitted after the time limit will not be accepted. vi. If a student is absent continuously for more than 12 working days without leave, her name will be removed from the rolls.
- Permission for representing the college in extracurricular activity like sports, games, Cultural festivals, NCC, NSS etc., should be obtained in advance from the Principal.
- Once the list of students not having sufficient attendance is put up on the notice-board at the end of the semester, no request will be entertained.

2. Practicals

The minimum attendance for practicals is 80% of the total practicals conducted during the academic year.

ACADEMIC PLAN

As per the autonomous system, J.M.J. College has adapted the semester system. The academic year is divided into two semesters, each consisting of 90 instructional days. The odd semester is from June to October and the even semester is from November to March. Each semester is a complete unit by itself. The instructional methods include conventional

lectures, classroom interactions, guest lectures, seminars, symposia, field study, etc. The syllabi and the model question papers will be provided by the respective departments.

Theory: Examination and Evaluation

The college follows a system of evaluation based on Continuous Internal Assessment (CIA) and Semester-End Examination (SEE). The 100 marks allotted for each theory paper in a semester are distributed with 30:70 weightage between CIA and SEE.

A. CONTINUOUS INTERNAL ASSESSMENT (CIA)

The CIA in Theory consists of tests, assignment and regular attendance during the semester. The 30 marks allotted for each subject in CIA in each semester are distributed as follows :

- Mid-Semester Test 20 marks.
- Assignments 05 marks
- Attendance 05 marks

i. Mid-Semester Tests: Usually, two mid-semester tests are held approximately after 30 days of instructions. The dates are notified in the handbook. The syllabus and the model question paper for mid-semester tests will be provided by the respective Departments.

Mid-Semester tests are considered for final evaluation and award of class. Students should take these tests earnestly. Absence from a scheduled test will be viewed very seriously, if permission is not obtained from the Principal / Vice Principal before the end of the scheduled examinations.

ii. Assignments : In general, every student is expected to submit an assignment in each subject in each semester. The choice of the assignment, its nature and the time limit for submission will be decided by the staff concerned. No assignments will be accepted after the stipulated date and it will entail loss of marks under this head.

iii. Attendance: Attendance will be calculated in terms of percentage while awarding marks.

Table for calculating marks for attendance:

% of Attendance	Marks
-----------------	-------

Up to 75%	0
76 – 80	1
81 - 85	2
86 - 90	3
91 - 95	4
96 - 100	5

NB: As each semester is a complete unit in itself, any deficiency in CIA cannot be made up in subsequent semesters. If a student is forced to repeat a semester for some reason, all her CIA marks will stand cancelled. While repeating the semester, the student has to follow the syllabus and the model question paper which are in force at that time.

b. Semester - End Examinations (SEE)

Regular Semester-End Examinations (SEE) for odd Semester (I, III, V) are held in Oct/Nov. and regular and supplementary for both odd and even Semesters (II, IV, VI) in March / April every academic year. Supplementary exams will be conducted in odd semesters also.

i. Eligibility

1. Every student who has atleast 75% of attendance in a semester is eligible to take the Semester-End Examinations.
2. Any student who has between 60 and 75% of attendance in a semester may be permitted to take the Semester-End Examinations on payment of the prescribed condonation fee for attendance.
3. Student having less than 60% attendance in a semester will not be permitted to take the Semester-End Examination. She has to repeat that Semester, in the event of which, all her earlier CIA marks shall stand cancelled. However, if any student has between 50% and 60% of attendance in a semester and has at least 85% of attendance in the preceding or subsequent semester of the same academic year, she may be permitted to take those examinations, on payment of the prescribed condonation fee for attendance, without repeating that semester.
4. In semester VI, if a student has between 50% and 60% attendance, she may be permitted to write the examinations, at the discretion of the Principal, under the following conditions:
 - a. In all previous semesters, her average attendance has been 75% or more

- b. Her prolonged absence is due to illness or other exigencies of life and she has been regular to classes at other times.
- c. If her case is recommended for consideration by a committee consisting of the Principal, Vice-Principal and the Head(s) of the Department(s) concerned.

ii. Registration

Every eligible student shall register herself for the Semester- End Examinations through an application by paying the prescribed examination fee within the stipulated time. The college reserves the right of permitting a student for Semester - End Examinations on grounds of discipline, attendance, etc.

iii. Examinations

1. Question papers for Semester - End Examinations are prepared according to the latest syllabi and model question papers approved by the Boards of studies and the Academic Council.
2. Students who repeat a semester will have to take the Semester- End Examinations with the syllabus and the model question papers which are on force at that time.
3. All candidates have to answer the question papers in the medium as specified in their applications for admission into the course. No change of medium will be permitted thereafter.

2. Practicals

Unlike theory, the practical study in the respective subject stretches the year, which is treated as a unit by itself. The practical methods include laboratory work, project work, field work, practical training, record work etc. The syllabi, model question papers and the practical schedule will be provided by the respective Department.

EXAMINATION AND EVALUATION

50 marks are allotted for each practical examination in a year and distributed with 30:70 weightage for CIA and SEE.

a. Continuous Internal Assessment (CIA)

The CIA Practical assessment is based on the student's performance in laboratory work, project work, record work, etc. Regular assessment - 5, Record-10.

Record Work: Record work, complete in all aspects, is compulsory for assessment. The efficiency and the effort of the student are considered for the award of marks for the record work. A Student who fails to produce a completed record will be restrained from submitting herself for assessment.

b. Year End Practical Examinations

All year-end practical examinations are held only once a year during March/April. All eligible candidates should take the examinations only during this period. No supplementary examinations are held at any time.

i. Eligibility

1. A student should have atleast 80% of attendance in laboratory work in a year
2. A student should possess a duly certified record.

Registration

All eligible students have to register themselves for all practical examinations along with theory examinations. No student is allowed to take the practical examinations without registration.

iii. Examinations

For the purpose of practical examinations, students will be divided into small batches. Each batch has to take the examination on a specified date and time as per the time table announced.

3. Malpractice

The college takes a serious view of unfair methods in all theory and practical examinations. Cases of malpractice noticed at any stage are severely punishable. If students are caught for malpractice in the examinations, all the examinations of that specified period will be cancelled. In all cases of malpractice, the decision of Malpractices Committee is final and binding.

4. Results

i. * Pass: To pass any course, a candidate must secure a minimum of 35% marks in SEE and CIA.

ii. * Computation of Class: Computation of class will be carried out only at the end of Semester VI, when the candidate gets through all the six semesters.

A student is eligible for the award of a class only when she completes the part-II (Group) subjects within three academic years from the date of admission into the course.

5. Computation of class is done as follows;

Less than 35%	-	Failed
35 - 49%	-	Third
50- 59%	-	Second
60	-	74% - First
75% & Above	-	Distinction

Note: Any pass after the stipulated limit will be treated as third class, irrespective of the percentage of marks scored. It will be indicated by an (*) in the cumulative marks statement.

MEMORANDUM OF MARKS

Semester-wise marks memorandum will be issued to all registered candidates as and when they are ready. The authorities concerned are not obliged to give memoranda of marks after 90 days from the date of issue. Cumulative marks statements are issued to successful candidates at the end of the course on payment of the prescribed fee.

Students are expected to preserve all their memoranda of marks for future. It may be noted that no duplicate marks memoranda will be issued as a routine. In case of loss or damage, duplicate memoranda will be issued after completing the required legal formalities and paying the prescribed fee.

6. CANCELLATION AND BETTERMENT

A successful candidate is not allowed to cancel her CIA and SEE marks in theory/practical and reappear for betterment. However, a candidate who fails in the examination for want of

internal marks may be permitted to take the betterment examinations only once after the completion of the course with syllabus which is in force at the time of examinations.

REQUEST TO PARENTS / GUARDIANS

Parents / Guardians are requested to give full co-operation to the management with regard to the character, discipline and academic progress of their daughters. They must respond to all Communications sent to them from the college pertaining to their daughters.

CERTIFICATES

1. A student who leaves the college during the course of an academic year will have to pay the fees for the entire year.
2. T.C. will be issued only one day after receipt of the application for T.C.
3. It shall be the responsibility of the person concerned to point out immediately to the principal and get corrected any clerical error in the certificate issued. Later the college will not be responsible for such mistakes.

G. PETITIONS AND COMPLAINTS

Requests, petitions, appeals and complaints of any kind must be made to the principal. Students are not allowed to make a complaint in a body or to address any authority in collective petition. Such combined action is subversive of good order and discipline.

N.B.: Under the Government's Educational rules the Principal has full power to inflict the following punishments; fine, loss of attendance, suspension, expulsion from the college.

H. IDENTITY CARD

Every student will be issued an identity card to have in their custody as long as she is a student of the college. This will be produced whenever she approaches the office on academic or administrative matters. For all requests identity card has to be produced. Along

with the hall ticket the identity card should be brought for taking any examination, theory or practical. Student should wear the Identity Card in the campus.

OUTREACH PROGRAMME / RURAL EXPOSURE

The college organizes Outreach Programmes and Rural Exposure programmes to understand the people who are living in rural areas. Students are taken to various villages and made to live with people. Living with ordinary people in their homes, sharing their food, joining them in their daily work is a great experience to the students who are brought in urban areas.

FIELD WORK / STUDY TOURS

The College conducts industrial visits to various companies and industries to supplement with the classroom teaching. Students are greatly benefited by these visits.

STUDENT SERVICES AND SUPPORT SYSTEM:

There is a wide range of support services that complement the classroom experience and contribute directly to the welfare and overall growth of the students.

- JKC (Jawahar Knowledge Centre) Training
- Campus Placements
- Mentoring
- Counselling
- Midday Meal for the poor day scholars
- Fee Waiver to poor students
- Computer & Internet Facility
- Employability Skill Training Programmes
- Communicative English Classes
- Certificate Courses
- MOOCS (Massive Open Online Certificate Courses)
- Coaching for Competitive Exams
- Innovative Teaching Methods and qualitative learning
- Edu SAT and Mana TV Programmes
- Online Certificate Verification System
- Biometrics

- SQAC

To

The Regional Joint Director of Collegiate Education,

Guntur

Sir,

Sub: RTI Act-2005 Section 4(1) (B) – information of JMJ College for Women-
Tenali-Submission-Reg.

In obedience to the telephone message from the office of the Regional Joint Director of Collegiate Education, Guntur on 26-10-2014, I herewith submit the required information in the duly filled in prescribed formats of RTI Act-2005 in English pertaining to our JMJ College for Women, Tenali. A copy of the manual with required information is placed in Principal's office for the use of the public.

From the last 6 months, we have not received any applications under RTI Act-2005 section 4 (1) (B).

Thanking you

Yours Sincerely

Filename: RTI ACT 2017- 18 - Modified 2016-17
Directory: F:
Template: C:\Users\hp5\AppData\Roaming\Microsoft\Templates\Normal.dotm
Title:
Subject:
Author: Jesus
Keywords:
Comments:
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