

# JMJ COLLEGE FOR WOMEN (AUTONOMOUS), TENALI – 522202

**PRIVATE AIDED – MINORITY INSTITUTION**

Affiliated to Acharya Nagarjuna University  
Reaccredited by NAAC with B++ Grade 2.93/4 (4<sup>th</sup> Cycle)



## RIGHT TO INFORMATION ACT 2005

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

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## **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 in 1963 to empower the rural and poor girls who are socially and economically backward. It is a Catholic Christian Minority Institution registered under the Society Registration Act XXI of 1860. The college has a good reputation for its academic excellence and educating the young girls of Andhra Pradesh for the past 61 years. We admit the girl students from all three regions of the state, the coastal Andhra, Telangana and Rayalaseema and a few students from other states. JMJ College is committed to provide quality and holistic education to the young women despite of several challenges posed by the pandemic. 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. The University Grants Commission, New Delhi, conferred Autonomy in 2005. UGC conferred status to our Institution College with Potential for Excellence (CPE) in 2010. The College was identified as one of the Best Colleges of Andhra Pradesh in India ranking 12<sup>th</sup> place with rating AAA by NAFSA 2016. JMJ College stands at 121 Position in the Country among the colleges that have opted for National Institutional Ranking Framework (NIRF) Ranking, 2017. The college has produced thousands of distinguished alumnae who are working in India and abroad by standing as an icon in the field of Higher Education. Education World India Private Autonomous ASC Colleges Rankings 2022-23, our college got 117<sup>th</sup> Rank in India and 18<sup>th</sup> Rank in Andhra Pradesh.

The college received Good Hygiene Practices certifications from HYM International certifications Pvt Ltd, Hyderabad on 28th July 2021. Received ISO 50001:2011 Certification from HYM, Hyderabad for the Implementation of Energy Saving Practices on 10<sup>th</sup> November, 2021. Received ISO 14001:2015 Certification from HYM, Hyderabad for the Implementation of Greenery and Environmental Promotion Activities on 9<sup>th</sup> November, 2021. The college received ISO Certification 9001:2015 on 10<sup>th</sup> January, 2022 for providing quality education to UG and Post Graduate students. Harshitha Davaluri, III B.Sc CBZ is a World Record Holder as she achieved and entered to International Book of Records for making a smallest painting of Samudra Manthan on stone of size 5cm on 25<sup>th</sup> September 2021. The College started one Skill Hubs Initiative Programme titled Web Developer for the dropouts under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) in the academic year 2021-22. MOOCs (Massive Open Online Courses) Fifty of our PG students completed MOOC online Courses on various topics such as M.Sc Mathematics students on Concepts of C-Programming, Life Skills, Cultural Tourism in India, M.A.English students on Life Skills and Introduction to Computer Science, M.Sc Chemistry students on Life Skills, Concepts of C Programming and M.Com students on Life Skills and Environmental Economics. The college was one of the three colleges in the AP State which offer NCC as an Elective Subject. Five Cadets have participated in the Prestigious Republic Day Celebrations at New Delhi. The college academic result is above 90 % every year for all UG & PG Courses. Dr.Sr.Shiny.K.P,Principal received Pratibha Puraskar Award 2020 from Smt.Taneti Vanitha, Minister of Andhra Pradesh Women and Child Welfare Department for the Best Service to the women through education on the occasion of celebrating the Birth Anniversary of Savitribai Phule on 3<sup>rd</sup> January,2020. We seek and strive to mould and empower the young girls to be self-reliant and the persons who can contribute towards social transformation. A student-centric, participatory teaching-learning-evaluation system assures the students of optimal educational benefits.

**VISION:** To educate, enrich and empower the young girls to achieve academic excellence, spiritual growth and noble principles of life, to become integrated women force to lead home and society.

**MISSION:** JMJ higher education aims to promote the intellectual development of the rural youth who are socially and economically backward, to enable them to serve the society. The institution aims at enhancing the levels of competence, commitment and compassion to prepare the students as dynamic leaders and global citizens.

**AIMS & OBJECTIVES:** We endeavour through our motto, Love in Service in realizing 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 tenants of science and technology
- To empower their tender hearts to become the leaders of the new world.
- To inculcate the spiritual order, needed to lead the society.

The college has been accredited with four stars (\*\*\*\*) in its first cycle. In the year 2006 reaccredited with B++ by NAAC in second cycle. In 2013, reaccredited with B grade in the third cycle and B++ Grade with CGPA 2.93/4 in the 4<sup>th</sup> Cycle in 2019.

The college has introduced vocational courses like B.Voc Degree Programmes Software Development, Accounting & Taxation under the NSQF schemes of UGC from the academic year 2018-19. Four Diploma Skill Based programmes namely Food Processing/ Dairy Products Processing, Food and Agricultural Commodities, Pickle Making Technician, and Biscuit Production Specialist were approved by UGC under NSQF in the academic year 2020-21.

The College has many co-curricular activities like NSS, NCC, AICUF, Sports, Gymnasium, Jawahar Knowledge Centre (JKC) to train the students in communication skills, spoken English and software basics. Andhra Pradesh State Skill Development Corporation (APSSDC) and Employability Skill Centre (ESC) provide Communications skills training, APSET, NET and coaching for competitive exams to all the students every year. The college is

offering B.Sc, B.A., B.Com, Programmes. All together we are offering 22 UG Honors programmes in English Medium such as B.Sc Mathematics, Physics, Chemistry, , Computer Science, Statistics, Botany, Zoology, Home Science, B.A. Spl Economics,,Spl.English, Spl.Telugu, B.Com General and B.Com Computer Applications and 4 PG Courses such as M.Sc Mathematics, M.Sc. Chemistry, M.A. English and M.Com. One of the best practices JMJ College carried out every year is that adopting a village and training 30 women in tailoring by appointing a certified tailoring teacher. We have adopted 4 villages namely, Angalakuduru, Kattevaram, Sundarinagar and Pedaravuru and provided training to the women over there in tailoring for 3 months. After the completion of the training, certificates were issued to the women and a few sewing machines to some of the poorest women to help them for their livelihood. SWADHAR, a Central Govt. Scheme –a Home for women in difficult circumstances was established in 2005 as part of the Social service unit in which college plays a very crucial role. Established Mathias Wolff Research Centre in 2017. We received Rashtriya Uchchatar Shiksha (RUSA) grant 2.0 Crore. We the JMJ's devote ourselves constantly to protect and promote the educational values with dedication and commitment. We look forward to take our institution to new heights believing that the world offers endless possibilities and these possibilities have to be explored with ingenuity, passion, creativity and hard work.

## **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**

<b>SL NO.</b>	<b>CLAUSE</b>	<b>PARTICULARS</b>
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 ITSOFFICERS 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 DIBURSEMENTS 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 61 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](http://www.jmjcollege.ac.in)

#### **Organization**

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

E-mail id: [jmjtenali@gmail.com](mailto:jmjtenali@gmail.com)

Website: [www.jmjcollege.ac.in](http://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"> <li>1. Supervise the maintenance of the Service Registers and the payment of salaries to the employees.</li> <li>2. Appointing the staff</li> <li>3. Supervise the maintenance of the campus and spiritual and moral growth of the staff and students.</li> <li>4. Foster and strengthen relationships between Alumnae</li> <li>5. Involved in over all administration and finance matters</li> </ol>
2	PRINCIPAL	<ol style="list-style-type: none"> <li>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.</li> <li>2. To ensure effective and participatory management.</li> <li>3. To understand and meet the needs of the staff both teaching and non-teaching, students and parents.</li> <li>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.</li> </ol>

		<ol style="list-style-type: none"> <li>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.,</li> <li>6. The Principal shall supervise and conduct regular assembly and meetings with students, staff and other committees for the enhancement of quality education.</li> <li>7. To ensure that the proposal for renewal of affiliation/permanent affiliation is sent to the concerned University well in time.</li> <li>8. To ensure that the reaccreditation of the NAAC is obtained and the preparation of SSR on time.</li> <li>9. The Principals have to teach their concerned subjects six hours per week.</li> </ol> <p>7) To ensure sending all correspondence of the College on time.</p>
3	VICE-PRINCIPAL	<ol style="list-style-type: none"> <li>1. She takes the charge of Intermediate Students</li> <li>2. Conducting Intermediate Public Examinations</li> <li>3. Involved in Management Administration</li> <li>4. Doing regular teaching and sharing the responsibility of the Principal</li> </ol>
4	CONTROLLER OF EXAMINATIONS	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. She shall attend to the re-totaling of the valued answer</li> </ol>

		<p>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.</p> <ol style="list-style-type: none"> <li>5. In coordination with the office staff, she shall arrange for printing of question papers well in advance.</li> <li>6. She shall issue duplicate marks memos, consolidated marks memos and rank certificates to the college office to be distributed to the students.</li> <li>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.</li> <li>8. 8) She shall exercise all the powers in connection with the examinations subject to the general control and supervision of the Principal.</li> </ol>
5	TEACHING STAFF	<ol style="list-style-type: none"> <li>1. The staff conducts the classes as per the time-table.</li> <li>2. Complete the syllabus prescribed by the College well in time.</li> <li>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.</li> <li>4. Co-operating with the Principal and Controller of Examination to conduct the Mid and Semester end Exams successfully.</li> <li>5. To maintain the attendance of the students of the respective classes.</li> <li>6. The staff conducts the practical classes as per the time-table</li> <li>7. The Staff conduct mentoring classes for the failed and slow learners.</li> <li>8. The Staff conduct co-curricular activities to bring out the potentialities of the students.</li> </ol>
		<ol style="list-style-type: none"> <li>1. Issue books to the teaching, non teaching staff and students</li> </ol>

6	LIBRARIAN	<p>and collect it back.</p> <ol style="list-style-type: none"> <li>2. Maintain necessary records/registers etc., in the library.</li> <li>3. Make arrangements for annual stock verification of the library books and send annual stock verification report to the concerned officers etc.,</li> <li>4. Conduct of Library week, Guest lectures, competitions to encourage and motivate the staff &amp; students to cultivate reading habit.</li> </ol>
7	SUPERINTENDENT	<ol style="list-style-type: none"> <li>1. The Superintendent shall be primarily responsible for the efficiency of her section are accurate and conform to the rules and procedure.</li> <li>2. She shall scrutinize all the papers/files before they are submitted to the higher officers.</li> <li>3. The Superintendent shall personally handle all important and complicated cases.</li> <li>4. She shall guide her subordinates in all respects and make them put up the cases in accordance with the rules.</li> <li>5. She shall maintain her section neat and clean. She shall supervise her section and submit reports to his immediate officers.</li> <li>6. She shall sign and issue acknowledgement letters.</li> </ol>
8	NON TEACHING STAFF	<ol style="list-style-type: none"> <li>1. Maintain the various registers prescribed under the rules of office procedures.</li> <li>2. Carrying a file from one section to another or from one case worker to another, etc.</li> <li>3. Arranging of furniture</li> <li>4. Keeping the office premises clean</li> <li>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 of the Superintendent.</li> </ol>

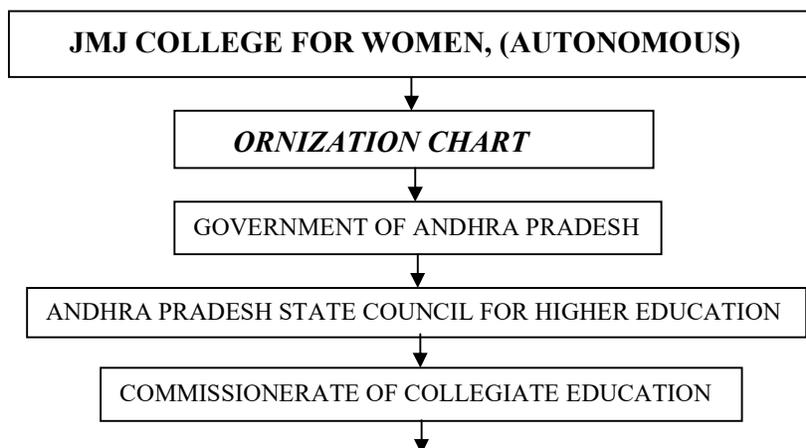
**FORMAT -III**

**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"> <li>1. Supervise the maintenance of the Service Registers and the payment of salaries to the employees.</li> <li>2. Appointing the staff</li> <li>3. Involved in over all administration and finance matters.</li> </ol>
2	PRINCIPAL	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	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 2023-2024  
INTERMEDIATE & UG AIDED COURSES**

SL.NO	Class	Course	I Semester Fee	II Semester Fee	Total
1	II & III Degree	B.A E.M	7500	7000	14500
2	II & III Degree	B.COM E.M	7500	7000	14500
3	II & III Degree	BSC MPC& CBZ E.M	8500	8000	16500
4	II & III Degree	B.Sc Home Science E.M	8500	8000	16500
5	I Degree	B. A E.M	7500	7500	15000
6	I Degree	B.Com E.M	7500	7500	15000
7	I Degree	B.Sc MPC & CBZ E.M	9500	9000	18500
8	I Degree	B.Sc Home Science	9500	9000	18500

**FEE PARTICULARS FOR THE YEAR 2023-2024  
UG UN-AIDED COURSES**

SL.NO	Class	Course	I Semester Fee	II Semester Fee	Total
1	II & III Degree	B.Com .Comp	9500	9000	18500
2	II & III Degree	B.Sc M.P Comp & M S C S	9750	9750	19500
3	I Degree	B.Com. Computer Science	9500	9000	19500
4	I Degree	B.Sc M.P Computer Science	10500	10000	20500
5	I Degree	B.Sc Statistics Computer Science	10500	10000	20500
6	I Degree	B.Sc Agriculture and Rural Development	Kindly contact to this number - 7989345455		
7	I Degree	B.Com Banking Insurance and Financial Services	9500	9000	18500
8	I Degree	B.Sc Data Science	9750	9750	19500

**PG Courses:**

M.Sc Mathematics, M.Sc Chemistry, M.A. English, M.Com - Fee Structure for the PG Courses are as per the University Guidelines.

Sanskrit Classes Fee Rs 500/-

**Extra Curricular Activities Fee for the Year**

1. Karate Training Rs 2500/-
2. Dance Rs 1200/-
3. Yoga Rs 300/-

Two sets of Uniform Fees Rs 1000/-

## Hostel Fee Structure for the Year 2023-24

Programme	I-Term (Rs)	II –Term (Rs)	Total (Rs)
I,II,III Degree	15,000	15,000	30,000
PG	18,000	18,000	36,000
B.Sc Agriculture & Rural Development	22,500	22,500	45,000

### 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. Dr.Sr.Theresamma Gade, Correspondent
2. Dr.Sr.Shiny K.P, Principal
3. Sr.G.Mary Sarada, Vice Principal
4. Steering Committee Members (Senior Faculty Members)
5. OSD (Office on Special Duty)

**COLLEGE GOVERNING BOARD MEMBERS**

1. Dr. Sr.Treasa KVM, President
2. Dr. Sr.Theresamma Gade., Vice President
3. Dr. Sr. Santha Kumari Putti, Member
4. Sr. Shiny K.P, Secretary
5. Sr. G.Mary Sarada, Member
6. Sr.Anthonamma.P., Member

7. Sr. D.Mariyamma, Member
8. Sr. Vijaya Saripudi., Member
9. Dr.Sr. Roselin Arulandu, Member
10. Ms. C.M.Anitha, Member
11. Ms. M. Aruna, Member
12. Sr.Ch.Emily, Treasurer

**UGC GOVERNING BOARD MEMBERS**

1	Dr. Sr. Tresa KVM, Provincial Superior	Chair Person
2	Dr. Sr.Theresamma Gade, Correspondent	Member
2	Dr. Sr. Shiny K.P, Principal	Ex – Officio
3	Dr. Sr.Shanta Kumari Putti	Member
4	Sr.G.Mary Sarada, Vice Principal	Member
5	Prof.Janak Ahi, Head, Department of Zoology, Dr.Hari Singh Gour University, Madhya Pradesh	UGC Nominee
6	Prof.K.Ratna Shiela Mani, Department of English, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur	State Government Nominee
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### NCC

1. Ms.Y. Sarah Susan J.M.J CollegeFor Women (A), Tenali	CTO
2. C.O (Commanding Officer 10(A) Girls (A) Bn, Guntur	Subject Expert
3.Lt.Dr. J. UshaKranthi (ANO, RVR&JC Engg College, Chowdavaram, Guntur	Subject Expert

**FORMAT - 9**

**DIRECTORY OF ITS OFFICERS AND EMPLOYEES  
AIDED & MANAGEMENT TEACHING STAFF**

**Teaching Staff**

<b>Sl.No.</b>	<b>Name of the Employee</b>	<b>Qualification</b>	<b>Designation</b>
1	Dr.Sr. Shiny K.P.	M.A.Ph.D	Principal
2	Dr.N.Vimala Devi	M.A.Ph.D	L:ect. in English
3	Dr. G. Jyothi Olivia	M.A.Ph.D	L:ect. in English
4	Ms. E.Pranavi	M.A.	L:ect. in English
5	Sr.G. Mary Sarada	M.A.	L:ect. in English
6	Ms. D. Punnamma	M.A.	L:ect. in English
7	Dr.B. Mary Kumari	M.A. Ph.D.	Lect. in Telugu
8	Dr.D .VijayaLakshmi	M.A.Ph.D	Lect. in Telugu
9	Dr. S.Sarala Devi	M.A.Ph.D	Lect. in Telugu
10	Ms.G. Sailaja	M.A.	Lect. in Sanskrit
11	Ms. Y. Sarah Susan	M.A.	Lect. in Hindi
12	Dr. P. Mary Padmalatha	M.Sc. Ph.D.	Lect. in Maths.,
13	Dr.S.Uma Maheswari	M.Sc. Ph,D..	Lect. in Maths.,
14	Ms.P.Sushma	M.Sc.	Lect. in Maths.,
15	Ms.B.Bharathi	M.Sc.	Lect. in Maths.,
16	Ms.Ch.Radhika	M.Sc.	Lect. in Maths.,
17	Ms.A.Siji Devi	M.A.	Lect. in Statistics
18	Ms. C. Mary Anitha	M.Sc. M.Phil.	Lect. in Physics
19	Mr.P. Sateesh Kumar	M.Sc.	Lect. in Physics
20	Ms.K. Arunodaya	M.Sc. M.Phil.	Lect. in Physics
21	Dr.K.Nirmala Jyothi	M.Sc. Ph.D.	Lect. in Chemistry
22	Dr.V.Sumalatha	M.Sc. Ph.D. NET	Lect. in Chemistry
23	Ms. M.Shakeena Kumari	M.Sc.	Lect. in Chemistry
24	Ms.K.Vijaya Lakshmi	M.Sc.	Lect. in Chemistry
25	Ms.Ch. Anujya	M.Sc.	Lect. in Botany
26	Ms. D. Srujana Devi	M.Sc.	Lect. in Botany
27	Ms. M. Aruna	M.Sc. SLET	Lect. in Zoology
28	Dr.Ch.Sarojini	M.Sc. Ph.D.	Lect. in Zoology
29	Dr. P.Bujjamma	M.Sc. M.Phil. Ph.D.	Lect. in Zoology
30	Ms.P.Hemalatha	M.Sc. M.Phil.	Lect. in Home Sci.,
31	Ms.G.Naveena	M.Sc.	Lect. in Home Sci.,
32	Ms.P. Jennamma	M.A.	Lect. in History
33	Dr.M.Miriam	M.A.	Lect. in Economics

34	Ms. Ch.Visranthamma	M.A.	Lect. in Pol.Science
35	Dr.M.Sambasivudu	M.Com,,Ph.D.	Lect. in Commerce
36	Dr. G. Sudhakaraiah	M.Com,,Ph.D.	Lect. in Commerce
37	Dr.R.Naga Jyothi	M.Com,, M.B.A. M.Phil Ph.D.	Lect. in Commerce
38	Ms.M.Vanaja	M.Com.AP.SET Ph.D..	Lect. in Commerce
39	Dr.E.Sheela	M.Com,,Ph.D.	Lect. in Commerce
40	Dr.K.Aruna Sujatha.	M.A. M.P.Ed. Ph.D.	Lect. in Phy.Edn.,
41	Dr. Sr.Amul Mary F	M.C.A. Ph.D.	Lect. in Com.Sci.,
42	Ms.Sk.Kareemunisa	M.Tech	Lect. in Com.Sci.,
43	Ms.K. Yojitha	M.C.A	Lect. in Com.Sci.,
44	Ms.Ch. Priyanka	M.Sc.	Lect. in Agriculture,
45	Ms.Md.Shannu	M.Sc.	Lect. in Agriculture,
46	Mr. A. Chinna Raju	M.Sc.	Lect. in Agriculture,

### Non-Teaching Staff

SL.No.	Name of the Employee	Qualification	Designation
1	Ms.N.Ignatius Mary	Intermediate	Typist
2	Ms.D. Mary Margaret	B.Com.	Typist
3	Ms. G. Siva Parvathi	S.S.C.	Rec.Asst.,
4	Mr.R.Nagendra Rao	S.S.C.	Rec.Asst.,
5	Ms. K. Mary Nirmala	Intermediate	Rec.Asst.,
6	Ms. K.Raga Rangitha	Inter	Rec.Asst.,
7	Mr.K.Raja Sekhar	S.S.C.	Gas Man
8	Ms. S.Ratnam	Matric failed	Lab Att.,
9	Ms. M. Annamma	S.S.C.	Lab Att.,
10	Ms. B.Venkata Ramanamma	BA	Lab Att.,
11	Mr.K.Vara Prasada Rao	S.S.C.	Lab Att.,
12	Sr N.. Veeramma	M.A.	Lab Att.,
13	Mr.K.Prasad	B.A.	Lab Att.,
14	Ms.B.Swarupa Rani	S.S.C.	Office Att.,
15	Ms. A. Benardamma	B.A.	Off.Att.,
16	Mr.K.Nagabhushanam	B.Com.	Off.Attender
17	Mr.N.Arlappa	M.A.M.L.Sc.	Off.Att.,
18	Ms. Ch.Varalakshmi	V Class	Sweeper
19	Mr.K.SambasivaRao	Imnintermediate	Office Sub-ordinator
20	Sr. Emily	M.Com.	Office Suptd.,
21	Ms.T.Vana Lakshmi	M.Com.	Clerk
22	Mr.M.Vijaya Kumar	B.A. D.M.L.T.	Instructor
23	Mr.K.Ravi Babu	B.A.	Instructor

24	Mr.G.Anil Kumar	M.A.	Instructor
25	Mr.J.Srikanth Babu	S.S.C.	Instructor
26	Mr.K. Eswara Rao	B.A. Poltechnic	Electrician
27	Ms.P.Padmavathi	B.A.	Clerk
28	Ms.P.Jyothi	S.S.C.	Attender
29	Mr.G. Bharth Kumar	Intermediate	Gardner
30	Ms. M.Josephine	S.S.C.	Attender
31	Ms. V.Rajeswari	S.S.C.	Attender
32	Ms. K.Madhavi	B.A.	Attender
33	Ms.M.Suneetha	S.S.C.	Attender
34	Ms.B.Prabha rani	S.S.C.	Attender
35	Ms.P.Aruna	S.S.C.	Attender
36	Mr.T.Deena Raju	IV Class	Watchman
37	Ms.Ch.Santha Kumari	M.A.	Instructor
38	Ms.K. ChinnammaI	IV Class	Scavenger
39	Ms.S. Asha Jyothi	S.S.C.	Sweeper
40	Ms.G.Sowjanya	S.S.C.	Attender
41	Sl.Afreen	M.L.Sc.	Asst.Lib.
42	Mr.T. Ravi Kumar	Vith Class	Gardner
43	Ms. G.Bhargavi	S.S.C.	Attender
44	Ms.D. Vennela	Intermediate	Attender
45	Ms.S.Asha	S.S.C.	Sweeper
46	Ms.G.Mariamamma	IV Class	Sweeper

**FORMAT – 11**

**(AidedColleges)**

**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 2022-23**

<b>S.No.</b>	<b>Name of the Student</b>	<b>Name of the Programme</b>	<b>Amount Granted In INR(Rs)</b>
1.	Mothe Poojitha	I B.A Special Telugu	1,000
2.	Arigala Meghana	I B.Sc Chemistry,Botany,Zoology	1,000
3.	Manga Bhuvaneswari	I B.Sc Chemistry,Botany,Zoology	1,000
4.	Tadiboyinatriveni	I B.Sc Chemistry,Botany,Zoology	1,000
5.	Pulugu Sasi Kalyani	II B.A Special English	2,500
6.	Raju Venkata Subbamma	II B.A Special English	2,500
7.	Medaballi Thirupathamma	III B.Com..General	2,500
8.	Chittibomma Lakshmi Samrajayam	III B.Com..General	1,000
9.	Kukkamalla Srivalli	I B.Sc Chemistry,Botany,Zoology	1,500
10.	Gunturu Pavithra	I BSc.Maths,Physics,Chemistry	1,000
11.	Kallevarapu Swapna	I B.A Special Telugu	500

12.	Penumaka Sree Latha	I B.A Special Telugu	1,000
13.	Seelam Visali	I B.COM.General	1,000
14.	Pokuri Vanaja	I B.Sc Chemistry,Botany,Zoology	1,500
15.	<i>Chilaka Reena</i>	I B.Sc Chemistry,Botany,Zoology	1,000
16.	Valiveti Mounika	I BSc.Maths,Physics,Chemistry	500
17.	Mothe Likitha	II B.A Special English	1,000
18.	Vallabhapuram Rehma	I B.A SPL TEL	2,000
19.	Kothapalli Maduri	II B.COM.General	1,000
20.	Mallavarapu Vennela	II B.A Special English	1,500
21.	Bussa Samatha	II B.A Special English	1,000
22.	Nadikoti Jyotsana	II BA SPL TEL	1,000
23.	Kesana Anka Lakshmi	II B.Sc Chemistry,Botany,Zoology	1,000
24.	Tenali Sneha	I B.Sc Chemistry,Botany,Zoology	500
25.	Kunchala Harika	I B.Sc Chemistry,Botany,Zoology	1,000
26.	Turaka Keerthana	II B.COM.General	1,000
27.	Vesapaga Prabhandana	II B.COM.General	1,000
28.	Rachabathuni Divya	II B.COM.General	2,000
29.	Yallavula Anuradha	II B.COM.General	1,500
30.	Vemu Sirisha	II B.COM.General	1,000
31.	Pachigolla Smily	II B.COM.General	1,000
32.	Kuchipudi Keerthana	II B.A Special Economics	1,000
33.	Palaparathi Karuna Kumari	II B.A Special Economics	1,000
34.	Setty Sowmya	II BSc.Maths,Physics,Chemistry	2,000
35.	Muthyam Devi Rama Tulasi	II BSc.Maths,Physics,Chemistry	1,000

36.	Maddu Veronika	II BSc.Maths,Physics,Chemistry	1,500
37.	Kanda Jyothi	II BSc.Maths,Physics,Chemistry	500
38.	Setty Soniya	II BSc.Maths,Physics,Chemistry	2,000
39.	Bogiri Meghana	I BSc.Maths,Physics,Chemistry	3,000
40.	Chennuboina Sravani	I BSC Maths,Physics,Computers	1,000
41.	Golla Jaya Sri	I BSC Maths,Physics,Computers	1,000
42.	Katta Malleswari	I BSC Maths,Physics,Computers	1,000
43.	Kethavath Eswari Bai	I BSC Maths,Physics,Computers	1,000
44.	Thoka Renuka	I BSC Maths,Physics,Computers	1,000
45.	Kanapala Vasavi	I BSC Maths,Physics,Computers	1,000
46.	Neela Sruthi	I BSC Maths,Physics,Computers	1,000
47.	Karri Pooja Bhavani	IB.Com.Computers	1,000
48.	Narendra Poojitha	IB.Com.Computers	1,000
49.	Thodeti Ankitha	IB.Com.Computers	1,000
50.	Paladugu Naga Kavya	IB.Com.Computers	1,000
51.	Karaku Bhuvaneswari	I BSc.Maths,Physics,Chemistry	1,500
52.	Talapala Lakshmi Thipupathamma	I BSc.Maths,Physics,Chemistry	1,500
53.	Degala Sara	I BSc.Maths,Physics,Chemistry	2,000
54.	Yarramesetty Kiranmai	I B.COM.General	2,000
55.	Rachagiri Sai Lakshmi	I BA Special Economics	2,000
56.	Meka Padmasri	I B.A Special English	1,500
57.	Jaladi Akshaya	I B.Sc Chemistry,Botany,Zoology	1,500
58.	Amvathaluri Archana	II B.A Special English	1,500
59.	Yadali Navya	I B.Sc Chemistry,Botany,Zoology	1,500

60.	G Pavithra	I B.A Special Telugu	5,000
61.	Varretriveni	I BA Special Economics	1,500
62.	Rayapati Ankitha	IB.Com.Computers	1,000
63.	Kathi Naga Venkata Rohitha	IB.Com.Computers	2,000
64.	P Nandini	IB.Com.Computers	1,500
65.	Ambepalli Triveni	IB.Com.Computers	2,000
66.	Bojja Pavithra	IB.Com.Computers	2,000
67.	Nakka Meghana	I B.Sc Chemistry,Botany,Zoology	500
68.	Pelle Sowmya	I B.Sc Chemistry,Botany,Zoology	1,500
69.	Mukka Keerthi	II B.Com .General	6,500
70.	R P.S.Rajya Lakshmi	II B.SC Maths,Physics,Chemistry	2,000
71.	D Priyanka	II B.Com.Computers	6,000
72.	Ch Suhrudi	III B.A Special Telugu	9,000
73.	N Koti Nagulu	II B.Sc Chemistry,Botany,Zoology	2,000
74.	V Anitha	III BSC Maths,Statistics,Computers	6,000
75.	T Pravallika	III B.COM.General	2,500
76.	Manikyala Siva Naga Lakshmi	I BSc. Maths,Statistics,Computers	1,500
77.	Chennu Prema Kumari	I BSc. Maths,Statistics,Computers	1,500
78.	Chirra Sussana	I B.Com.Computers	1,500
79.	Darsi Madhura Bhavana	I B.Com.Computers	2,000
80.	Talluri Deva Kumari	I B.Com.Computers	2,000
81.	Mannava Cherry	I B.COM.Computers	2,000
82.	Govathati Shoba	I BSC Maths.Physics, Computers	2,000
83.	Palapati Srujana	I BSC Maths.Physics, Computers	1,500

84.	Kancharla Supriya	I BSC Maths.Physics, Computers	1,500
85.	Kancharla Jayalakshmi	I BA Special Economics	1,500
86.	Burri Meenakshi	I BA Special Economics	1,500
87.	Painam Geethika Sri Naga Pujitha	I BSc. Maths,Statistics,Computers	1,500
88.	Munipalli Archana	I BSC Maths.Physics, Computers	1,500
89.	Paletti Prasanthi	I BSc.Maths,Physics,Chemistry	1,500
90.	Bommidala Bindu	I B.Sc Chemistry,Botany,Zoology	2,000
91.	Nagaanjali Swarnala	I BA SPL ENG	1,500
92.	Chintabathini Sahithi	I BSC Maths.Physics, Computers	2,000
93.	Pasupuleti Gowthami	I B.Com Computers	1,500
94.	Polisheety Alekhya	I B.Com Computers	1,500
95.	Aluri Mounika	I B.A Special Telugu	1,500
96.	Mopidevi Siri Chandana	I BSC MPC	1,500
97.	Pottapenjara Madhuri	I BSC Maths.Physics, Computers	1,500
98.	Nimmagadda Nikhitha	I B.Sc Chemistry,Botany,Zoology	2,000
99.	Dara Aarthi	I B.Sc Chemistry,Botany,Zoology	1,500
100.	Kayalamudi Kejiya Rani	I B.COM.G	2,000
101.	Maddu Bhargavi	I B.Com Computers	2,000
102.	Pulivarthi Chukkamma	I B.Com Computers	2,000
103.	Jjhansi	I B.Com Computers	1,500
104.	Kalanti Sireesha	I B.Com Computers	1,500
105.	Kavalakuntla Chandrika	I BSC Maths.Physics, Computers	1,500
106.	Chintaguntla Keerthana	I BSC Maths.Physics, Computers	1,500
107.	Kota Vyshnavi	I BSC Maths.Physics, Computers	1,500

108.	Jaladi Akshitha	I BSC Maths.Physics, Computers	1,500
109.	Golakonda Ruchita Sowparnika	I BSC Maths.Physics, Computers	2,000
110.	T Sahithi	I BSC Maths.Physics, Computers	1,500
111.	Janga Mamatha	I BSc Home Science	2,000
112.	Y Srujana Paul	I BSc Home Science	1,500
113.	K Venkata Naga Durga	I BSc Home Science	1,500
114.	Kondepati Srujana	I BSc Home Science	1,500
115.	Gottipati Valiva	I BSc Home Science	1,500
116.	Kanaparthi Anusha	I BA Special Economics	1,500
117.	Kakumanu Sravya	I BSC Maths.Physics, Computers	2,000
118.	Gainboyina Madhuri	I B.A Special Telugu	2,000
119.	Nagadesi Prasunna	I B.Sc Chemistry,Botany,Zoology	1,500
120.	Kattivarapu Ester Rani	I BSC Maths,Statistics,Computers	1,500
121.	Kattivarapu Mounika	I BSC Maths,Statistics,Computers	2,000
122.	Munnangi Nikhitha	I BSC Maths,Statistics,Computers	1,500
123.	Nimmagadda Geethika	I BA Special English	2,000
124.	Dhasetty Nandini	I BA Special English	2,000
125.	Kommlapati Mariya Kumari	I BA Special Economics	1,500
126.	Chilukuri Likhitha	I BA Special Economics	1,500
127.	Aramalla S V L N Raja Kumari	I BA Special Economics	2,500
128.	Borra Aasha	I BA Special Economics	8,000
129.	Rayapati Ankitha	I B.Com.Computers	7,000
130.	Gunji Anuradha	I B.Com.Computers	2,000
131.	Vulavala Pudi Jasmin	I B.Com.Computers	1,500

132.	Doddaka Hemalatha	I B.Com.Computers	8,000
133.	Nalliboina Shirisha	I B.Com.Computers	1,500
134.	Amgothu Sindhu Bai	I B.Com.Computers	2,000
135.	Kopiri Anitha	I B.Com.Computers	1,500
136.	Maliseti Sirisha	I B.Com.Computers	2,000
137.	P Velangani	I B.Com.Computers	2,000
138.	Kukkamalla Renuka	I B.Com.Computers	2,000
139.	Kattempudi Sravanthi	I B.Com.Computers	1,500
140.	Malisetty Sowjanya	I B.Com.Computers	2,000
141.	Mallela Sravanthi	I B.Com.Computers	1,500
142.	Gudari Anusha	I B.Com.Computers	2,000
143.	M Kusuma	I B.Com.Computers	2,000
144.	Palavai Padma	I B.Com.Computers	2,000
145.	Mandru Havila Wesly	I B.Sc Chemistry,Botany,Zoology	1,500
146.	Mekala Drakshavali	I B.Sc Chemistry,Botany,Zoology	1,500
147.	Munipalilisanthya	I B.Sc Chemistry,Botany,Zoology	1,500
148.	Kongaleeti Anusha	I B.Sc Chemistry,Botany,Zoology	1,500
149.	Nakka Meghana	I B.Sc Chemistry,Botany,Zoology	7,500
150.	Bolla Vishnu Vardhini	I BSc Home Science	1,500
151.	Isukapalli Srisarika	I BSc Home Science	1,500
152.	Buhndiamudi Supriya	I BSc.Maths,Physics,Chemistry	1,500
153.	Dandamudi Nandu Priya	I BSc.Maths,Physics,Chemistry	1,500
154.	Karre Rupa Devi	I BSC Maths.Physics, Computers	2,000
155.	Donthiboina Lavanya	I BSC Maths.Physics, Computers	1,500

156.	Murikipudi Karuna	I BSC Maths.Physics, Computers	2,500
157.	Madhanu Velangini Nikhitha	I BSC Maths.Physics, Computers	2,000
158.	Tadisetty Srikanya	I BSC Maths.Physics, Computers	2,500
159.	Perli Angel	I BSC Maths.Physics, Computers	1,500
160.	U Bhumika	I BSC Maths.Physics, Computers	1,500
161.	Srungarapati Swetha	I BSc. Maths,Statistics,Computers	1,500
162.	Bolla Dhanasri	I BSc. Maths,Statistics,Computers	1,500
163.	P Koteswari	II B.Com.General	8,000
164.	T Meghana	II B.Com.Computers	8,000
165.	G Latitha	III BA Special Telugu	8,000
166.	A Prasanna	III B.Sc Chemistry,Botany,Zoology	2,500
<b>Total Amount</b>			<b>3,25,500</b>

**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](http://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**

<b>SL. NO.</b>	<b>Name and Designation</b>	<b>Nominated as</b>	<b>Contact No.</b>
1	Sr. Shiny K.P., PRINCIPAL	Appellate Authority	9441613054
2	Sr.G.Mary Sarada, VICE PRINCIPAL	College Public information officer	9493838002
3	Ms. K. Mary Nirmala, Junior Assistant	College Assistant Public information officer	9948601247

**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. Accounting & Taxation
  2. Software Development
  3. Food Processing/ Dairy Products Processing
  4. Food and Agricultural Commodities
  5. Pickle Making Technician
  6. Biscuit Production

## **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 5<sup>th</sup> 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 '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.
- 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.
- JMJ College carried out every year is that adopting a village and training 30 women in tailoring by appointing a certified tailoring teacher. We have adopted 4 villages namely, Angalakuduru, Kattevaram, Sundarinagar and Pedaravuru and provided training to the women over there in tailoring for 3 months. After the completion of the training, certificates were issued to the women and a few sewing machines to some of the poorest women to help them for their livelihood

## **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](http://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 : (2x3)=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**

- English for Empowerment
- The Art of Public Speaking
- Developing Communication Skills
- Enrich Your Word Power
- SthreevadhahSahithyam
- Mandalikalu
- Sandhulu
- Alankaralu
- Beauty Care Science
- Tourism Guidance and Operating Skills
- Contemporary History of Andhra Pradesh
- Museum Management
- Inferential Statistics and Software Packages
- Project Designing and Report Writing
- Health Insurance
- Indian Economy
- Indian Foreign Policy
- Comparative Constitutionalism: UK & USA
- Women's Rights
- Contemporary Theories of International Relations
- Tailoring
- Banking and Insurance
- Financial Markets
- Agricultural Rural Marketing
- e – Payment System
- Vedic Mathematics
- Discrete Mathematics
- Research Methodology in Mathematics
- Statistical Computing Using R
- Domestic Instrumentation
- Air Pollution – A Global Threat to Human Health
- Astrophysics
- Nano Particles and Nano Materials
- Artificial Intelligence
- Programming in C
- Machine Learning
- C with Graphics
- Photochemistry
- Instrumental Methods of Analysis
- Polymer Chemistry
- Analysis of Drugs and Dairy Products
- Seed Technology
- Bio-fertilizer Preparation
- Herbal Botany
- Cut Flower Technology
- Medical Laboratory and Assistant Training
- Applied Zoology – Recent Trends in Apiculture
- Recent Methods in Brackish Water Aquaculture
- In Andhra Pradesh
- Advanced Techniques in Pearl Oyster Culture
- Garment Making
- Fabric Painting
- Child Development Disabilities and Autism

### **NCC Elective Subject:**

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

### **Examination Reforms:**

Starting from the academic year 2023-2024, students will have the opportunity to enroll in 4-Year UG Honours Programmes with a Single Major and one Minor. This reform aims to provide students with a more comprehensive and flexible education.

### **Major and Minor Structure:**

- ❖ Students are not allowed to select their major subject as their minor.
- ❖ Major programs will consist of 21 courses totaling 84 credits.
- ❖ Minor programs will include **6 courses, equivalent to 24 credits.**
- ❖ Major courses include 12 credits for Languages, 6 credits for Multidisciplinary courses, 28 credits for Skill courses, 4 credits for open online trans-disciplinary courses, and 2 credits for Value-Added courses, making a total of 160 credits.
- ❖ Additionally, students will be assigned 20 extra credits i.e. for Community Service Projects (4 credits), Short-term internships (4 credits), and Semester internships (12 credits). This will apply to UG Honours Degree programs for students admitted from 2023-2024 onwards.

**Language Requirements:** In the first semester (I), students will be required to study two languages: English and a modern Indian Language, with 3+3 credits.

**Multidisciplinary Courses:** Students will undertake three multidisciplinary courses, one in each of the semesters 1, 3, and 4, starting from the 2023-2024 admitted batch.

**Skill Development:** To enhance student employability, skill development courses will be offered in semesters I to IV. Students must complete six such courses, with 2 in each of semesters I and II, and 1 in each of semesters III and IV, assigned with 12 credits.

**Degree Requirements:** To be eligible for the award of a Degree, students must pass all courses, including Languages, Multidisciplinary, Enhancement, and Core Courses in the Major and Minor. They must also complete the Community Service Project in the summer, term between the 1st and 2nd year, a short-term internship in the summer term between the 2nd and 3rd year, and a full-semester internship from the 2023-2024 admitted batch onwards.

**Degree Naming Convention:** Degrees will be awarded to students in the format of B.Sc. (Major with Minor). For example, B.Sc. (Mathematics with Physics minor).

**Fundamental Courses:** In the first semester (I) of the UG program, two fundamental courses are designed based on the major:

- ❖ **For all Arts and Social Sciences majors:** Fundamentals of Social Sciences and Perspectives on Indian Society.
- ❖ **For Commerce and Business Administration:** Fundamentals of Commerce and Business Organization.

- ❖ **For Biological Sciences:** Introduction to Classical Biology and Introduction to Applied Biology.
  - ❖ **For Mathematics, Physical, Chemical, and Computer Sciences:** Essentials and Applications of Mathematical, Physical, and Chemical Sciences and Advances in Mathematical, Physical, and Chemical Sciences. **The B.Sc Agriculture and Rural Development Syllabus has been officially approved by the BOS members.**
- Assessment:**
- ❖ Semester End Examinations (SEE): **60 Marks**  
These assessments are objective, consisting of 20 multiple-choice questions, 10 fill-in-the-blanks, 10 very short answer questions, 10 matching, and 10 True/False questions, each worth 1 mark.
  - ❖ Continuous Internal Assessment (CIA): **40 Marks**  
**Mid-Semester Examinations:** These assessments are also objective and include 18 multiple-choice questions, 8 fill-in-the-blanks, 8 very short answer questions, 8 matching, and 8 True/False questions, with each question worth 1/2 mark. (Average of the two MID Semester examinations will be taken)
  - ❖ Assessment includes:
    - Attendance : 5 marks
    - Assignment : 5 marks
    - Seminar : 5 marks
  - ❖ Life Skill Courses and Multidisciplinary Courses Assessment: **50 Marks**  
Each course carries 2 credits, and the assessments are objective in nature. The assessment format includes 18 multiple-choice questions, 8 fill-in-the-blanks, 8 very short answer questions, 8 matching questions, and 8 True/False questions, with each question being valued at 1 mark. This culminates in a total weightage of 50 marks without internal examinations.
- Model Paper Change:**  
For the III Semester, the model paper has been modified. One of the essays with internal choice is divided into two parts with equal weightage of marks for the 2022-2023 admitted batch.

## 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 40:60 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 40 marks allotted for each subject in CIA in each semester are distributed as follows :

- |                     |           |
|---------------------|-----------|
| ➤ Mid-Semester Test | 25 marks. |
| ➤ SEM/GD/PPT        | 05 marks  |
| ➤ Attendance        | 05 marks  |
| ➤ Online Exam       | 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. 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.

### **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.

### **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.

### **PETITIONS AND COMPLAINTS**

Requests, petitions, appeals and complaints of any kind must be made to the Grievance Redressal Committee or to the Principal.

### **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
- Online Certificate Verification System
- Biometrics
- Students Quality Assurance Cell

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