



*Government Degree College for Women
Ramagiri,Nalgonda,Nalgonda District.
Telangana State-500 001,India.*



(Affiliated Mahatma Gandhi University-Nalgonda.)

Re-Accredited with "B" Grade by NAAC



ISO 9001:2015 - Quality Manual

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2	Ms.Sultana Begum, Superintendent	Controlled

**QUALITY MANAGEMENT SYSTEM
(ISO 9001:2015 INTERNATIONAL STANDARD)**

Effective Date of Implementation: 18.03.2019

TITLE :INDEX		
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REVISION NO	0	DATE: 22.01.2020

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TITLE : QUALITY POLICY VISION & MISSION		
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Vision:

Empowerment of women through knowledge.

Mission:

The mission of the college is to empower young women to be able to fight the challenges of life with courage and commitment and to become the builders of a just and humane society. Thus, the college promotes a value -based learning community where everybody contributes to holistic growth.

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TITLE : OBJECTIVES		
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- ❖ To serve the Higher educational needs of the society
- ❖ To promote employment related skill and knowledge
- ❖ To build capabilities, competencies and confidence
- ❖ To promote scientific temper
- ❖ To train the students in serving the community
- ❖ To inculcate values for a better society
- ❖ To provide undergraduate Education
- ❖ Enhancement of intake
- ❖ To enhance the pass percentage
- ❖ Training for selection of National Institutes
- ❖ To conduct More Job fairs
- ❖ To provide Internship and employment opportunities

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- ❖ Infrastructure development
- ❖ Provide Virtual Class rooms / Digital class rooms / e-class rooms
- ❖ Implementation of MOOC's
- ❖ Mobilization of Funds through CSR, Philanthropies, and Alumni
- ❖ Conduct of Workshops/ Seminars / Students Study Projects
- ❖ Start new UG courses which are skill oriented and make students employable;
- ❖ Re-structure and design the course curricula to suit local needs;
- ❖ Inculcate research culture amongst the students and teachers;
- ❖ Strive for quality in the research undertaken;
- ❖ Use ICT enabled modern technology in teaching and learning;
- ❖ Promote healthy practices such as community service, extension services, projects, etc. for the benefit of the society;
- ❖ Use the autonomy for the benefit of the society in general and students & teachers in particular.
- ❖ Advancement of knowledge.

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TITLE : COURSES OFFERED		
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S.No	Course Name	Medium	Intake
1	B.A.(Computer Applications-Economics-Political Science)	English	19
2	B.A.(Economics-History-Political Science)	English	125
3	B.A.(Economics-History-Political Science)	Telugu	74
4	B.A.(Economics-History-Public Administration)	English	06
5	B.A.(Economics-Public Administration-Political Science)	English	11
6	B.A.(Economics-Public Administration-Political Science)	Telugu	40
7	B.A.(Economics-Office Management-Computer Applications)	Urdu	23
8	B.A.(History-Political Science-Economics)	Urdu	52
9	B.Com(Computer Applications)	English	243
10	B.Com(General)	English	80
11	B.SC(Botany-Zoology-Chemistry)	English	373
12	B.SC(Botany-Zoology-Chemistry)	Telugu	109
13	B.SC(Mathematics-Physics-Chemistry)	English	151
14	B.SC(Mathematics-Physics-Computer Science)	English	300
15	B.SC(Mathematics-Statistics-Computer Science)	English	60
16	B.SC(Microbiology-Botany-Chemistry)	English	71
17	B.SC(Microbiology-Zoology-Chemistry)	English	46
	Total		1783

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TITLE : TEACHING STAFF		
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Sl.No	Name	Designation
1	Dr.Ghanshyam	Principal
2	B.S.S.P.Rajasekhar	IQAC Coordinator
3	L. Kamala	Asst. Prof. of Chemistry
4	Smt. K. Deva Vani	Asst. Prof. of Microbiology
5	Dr. K Koteswara Rao	Asst. Prof. of Telugu
6	Dr.R. Sreenivas	Asst. Prof. of Telugu
7	Dr.K. Venkata Krishna	Asst. Prof. of Chemistry
8	T. Bhasker Reddy	Asst. Prof. of Economics
9	Dr. V. Yadaiah	Asst. Prof. of Maths
10	Dr. K. Yadagiri	Asst. Prof. of English
11	J. Nagaraju	Asst. Prof. of Commerce
12	K.Ravi	Asst. Prof. of Chemistry
13	B. Jyothi	Asst. Prof. of Chemistry
14	Ch.Bixmaiah	Asst. Prof. of Physics

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15	Dr. K. Srinivasa Reddy	Asst. Prof. of Botany
16	Dr. Urooj Afshan jabeen	Asst. Prof. of Economics
17	Y. Sreedhar	Asst.Prof.of Physics
18	G. Yadagiri	Asst. Prof. of English
19	B.S.S.P.Rajasekhar	Asst. Prof. of Maths
20	R.Venkateswarlu	Asst.Prof.of Physics
21	R.Naresh	Asst. Prof. of Zoology
22	R. Venkat Rama Rao	Asst. Prof. of Economics
23	J. Swamy	Asst. Prof. of Zoology
24	Dr. T.Kalyani	Physical Director
25	S. Rajaram	Librarian
26	Dr. Aparna Cheturvedi	Asst. Prof. of Hindi
27	S. Veeraiah	Asst. Prof. of Botany
28	M. Anitha	Asst. Prof. of Chemistry
29	Ch. Aruna	Asst.Prof.of Physics
30	M.Sudershan Reddy	Asst.Prof.of Physics
31	R.Sujith Reddy	Asst. Prof. of Chemistry

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1	K.Mallikarjun	Contract Lecturer
2	M.Shankar	Contract Lecturer
3	Dr.B.Veeranna	Contract Lecturer
4	Quasim Ali	Contract Lecturer
5	G.Saritha	Contract Lecturer
6	K.Vanaja	Contract Lecturer
7	Miskin	Contract Lecturer
8	Y.Suneetha	Contract Lecturer
9	Sk Osman Pasha	Contract Lecturer
10	T.Vasantha	Contract Lecturer
11	Srinivas	Contract Lecturer

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1	MD.Moyeed Athar	Guest Faculty in Commerce
2	B.Triveni	Guest Faculty in Com.Sci
3	N.Nagesh	Guest Faculty in Commerce
4	K.Anitha	Guest Faculty in Commerce
5	K.Saritha	Guest Faculty in Micro Bio.
6	S.Ramesh	Guest Faculty in Telugu
7	P.Varalaxmi	Guest Faculty in Maths
8	Naziya	Guest Faculty in Maths
9	B.Kalyani	Guest Faculty in Maths
10	G.Sushma	Guest Faculty in Com Sci.
11	S.Bhagya Laxmi	Guest Faculty in Com Sci.
12	G.Swapna Priya	Guest Faculty in Com Sci.

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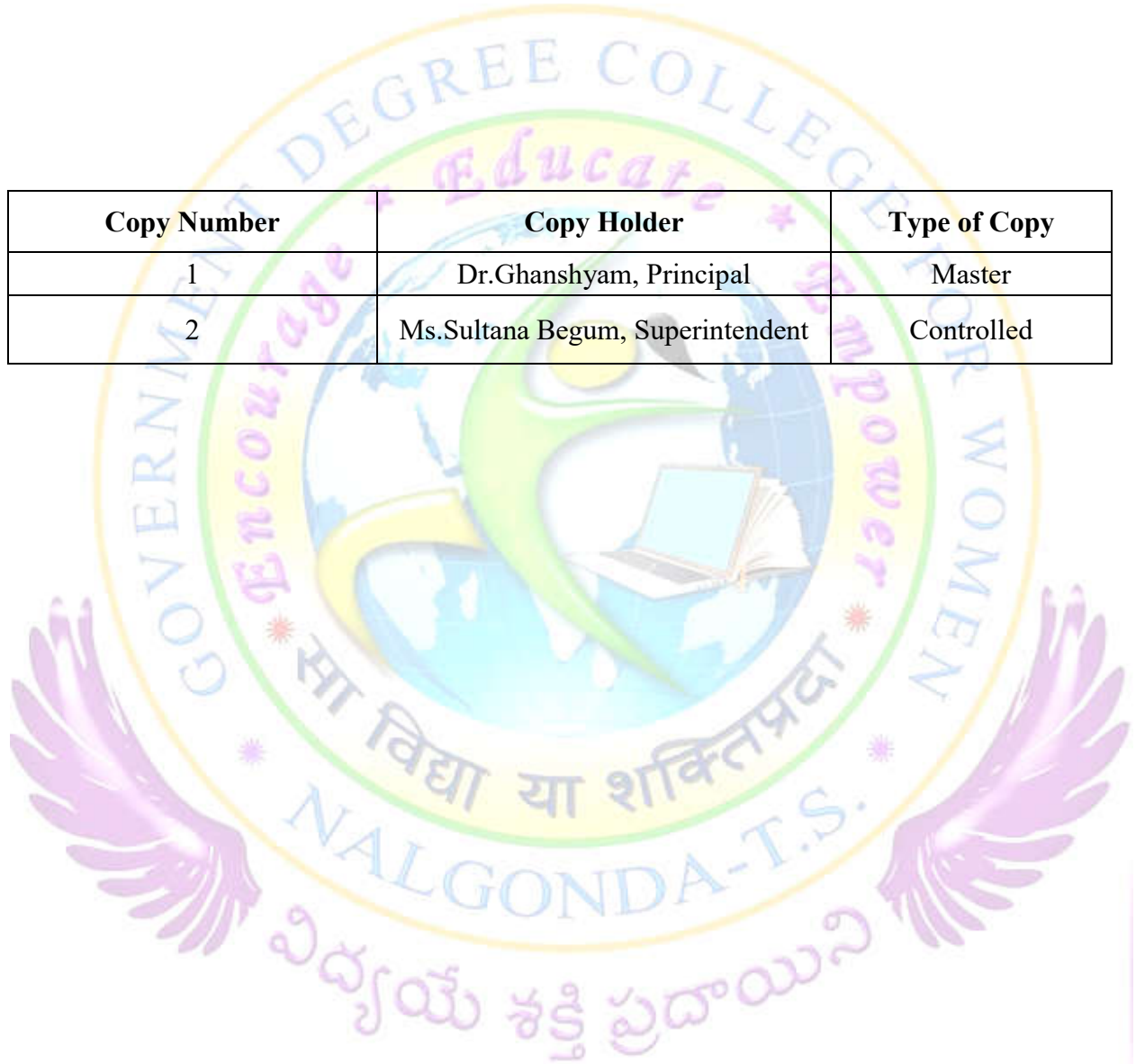
TITLE : NON- TEACHING STAFF		
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S.No	Name of the Employee	Regular / Aided	Designation
1		Regular	Administrative Officer
2		Regular	Superintendent
3		Regular	Senior Assistant
4		Aided	Senior-Asst
5		Regular	Senior Assistant
6		Aided	Junior-Asst
7		Regular	Store-Keeper
8		Aided	Store-Keeper
9		Regular	Junior Assistant
10		Regular	Record Assistant
11		Regular	Record Assistant

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TITLE : PRINCIPAL ROLE AND RESPONSIBILITY

SECTION	COLLEGE	PAGE NO. 1 OF 2
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Principal	Responsibilities
<ul style="list-style-type: none"> ✓ PG with 55% ✓ Ph.D. in relevant subject ✓ 15 years of teaching Experience ✓ Must clear Accounts Test 	<p>The Principal is the academic and administrative leader of the college. He will plan and supervise the execution of annual academic plans, co- curricular and extra-curricular activities, in consultation with the staff of the college. He will strive for the overall development of the college.</p> <p>Administrative functions:</p> <ul style="list-style-type: none"> ❖ Sanction Casual Leave to Teaching Staff and Non Teaching Staff. ❖ Sanction increments to the teaching and nonteaching staff. ❖ Constitutes different committees for Smooth functioning of the college. <p>Financial Functions (Powers):</p> <ul style="list-style-type: none"> ❖ Temporary Advance from GPF : Sanction GPF to Teaching Staff and Non Teaching Staff. ❖ Reimbursement of tuition fee. ❖ To conduct Annual review of stocks and other assets of the institution as on 31st March every year.

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TITLE : PRINCIPAL ROLE AND RESPONSIBILITY

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	<ul style="list-style-type: none"> ➤ Medical Reimbursement: To sanction medical reimbursement to Teaching, non teaching and retired employees. ➤ Distribution of Budget allotments to Various departments of the college. ➤ Utilization of current Special fee/ PD Funds ➤ DDO – Drawing and Disbursement of Salary to the staff. ➤ Monthly reconciliation of all Plan and Non plan expenditure with Treasury figures. ➤ Preparation of UGC Plan Proposal for a plan period. <p>III. Academic Functions (Powers):-</p> <ul style="list-style-type: none"> ❖ Supervision over students and maintenance of discipline in the college. ❖ Issue of TC and Conduct Certificate to the outgoing students.
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TITLE : VICE-PRINCIPAL ROLE AND RESPONSIBILITY		
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<p>Vice Principal</p> <ul style="list-style-type: none"> <input type="checkbox"/> PG with 55% <input type="checkbox"/> Senior faculty 	<p>Responsibility</p> <ol style="list-style-type: none"> (1) This is a non cadre post with no additional remuneration and administrative & financial powers of delegation. (2) The Purpose of this post is to extend help to the Principal in the matters of Academic nature and handle day to day affairs in the absence of Principal. (3) The appointment authority is the Principal of concerned college.
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TITLE : ADMINISTRATIVE OFFICER ROLE AND RESPONSIBILITY		
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Administrative <ul style="list-style-type: none"> □ Graduation □ □ Accounts Test 	Responsibility <ol style="list-style-type: none"> (1) Fee collection and other collections due from students and others. (2) Signing of cash book (General and Special) and all subsidiary records relating to them. (3) Cancellation of Vouchers (4) Drawing the salary bills of the Teaching and Non-teaching staff. (All sanction to be given by the Principal), Administrative Officer will be Drawing and Disbursing Officer. (5) Preparation of Admission Registers, Term Fee Registers and other registers. (6) Attestation of entries in Service Registers after sanction by the Principal. (7) Preparation of Budget estimates, Revised Estimates, Number statements and all matters connected with them. (8) Reconciliation of expenditure with the Treasury figures and reconciliation of pass books with Treasury figures (the Principal will operate the P.D. Account)
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TITLE : ADMINISTRATIVE OFFICER		ROLE AND RESPONSIBILITY
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		<p>(9) Sanction of Casual leave, Optional holidays and Compensatory Leave to non-teaching staff below the rank of U.D. Clerks.</p> <p>(10) Attestation of non-teaching staff attendance registers daily.</p> <p>(11) In charge of Stationary and Forms, Indents, Issues of Stationary and maintenance of connected records.</p> <p>(12) Routine correspondence not Involving policy matter and signing fair copies.</p> <p>(13) The Administrative Officer Is accountable to the Principal of the college. Principal should verify cash book and pass book other important Records at least once in a month Regularly sign on them token of verification to ensure updating and Correctness.</p>

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TITLE : SUPERINTENDENT ROLE AND RESPONSIBILITY

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<p>Administrative</p> <ul style="list-style-type: none"> <input type="checkbox"/> Graduation <input type="checkbox"/> Accounts Test 	<p>Responsibility</p> <ol style="list-style-type: none"> (1) He/ She should monitor the movement of files going to the Officers / Principals and coming back from them. (2) He / She should guide the officers / Principal with correct and latest rule position on the subject and assist them in taking correct decision. (3) He /She should assign current numbers to each and every paper received by him/her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant. (4) He/She see that the assistants, working under him/her are maintained personal registers properly and strictly in accordance with the laid down procedure and also see that the currents are attended to promptly.
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TITLE : SUPERINTENDENT ROLE AND RESPONSIBILITY

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	<p>(5) He/She should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant-wise, in the prescribed preformed and submit them to the Officers/ Principal before 5th of every month.</p> <p>(6) He/ She should offer his /her remarks on the note intimated by assistant, and submit the same to Officer /Principal.</p> <p>(7) He/She should supervise the files maintained by assistants.</p> <p>(8) The Superintendent is accountable to the Administrative Officer and the Principal</p> <p>(9) The superintendent working in a college should also supervise the Service Registers, Leave accounts of the staff working in the college and guide the Principal in proper disposal of the issues.</p> <p>(10) He/She will assist the Principal in the preparation of budget And also spending the budget allotted to the college strictly in accordance with the rules of vogue.</p>
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	<p>(11)He /She will guide the Principal in the operation of the Government budget, special collection and the funds / grants. Received from any other agency. He/ She will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.</p> <p>(12)He /She will supervise the Maintenance of all records, pertaining to accounts, stocks, cash books etc..</p> <p>(13)The Superintendent will attend to the inspection parties and audit parties visiting the college and help the Principal in answering the audit objections.He/She will also maintain Register of Audit objections and help the Principal Interviewing them every month and sending the replies to the Commissioner.</p> <p>(14)The Superintendent should Monitor the reconciliation of accounts from the treasury and the banks.</p>
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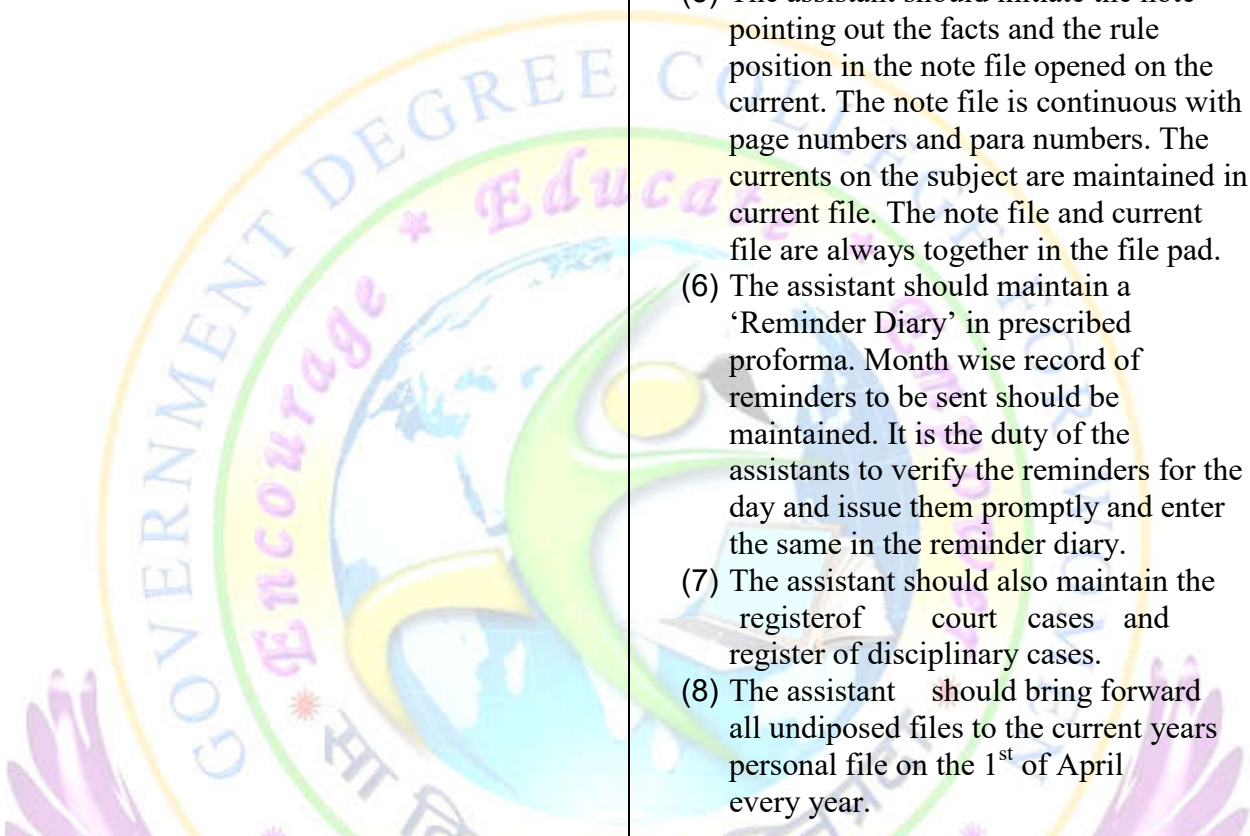
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TITLE : SENIOR /JUNIOR ASSISTANTS ROLE AND RESPONSIBILITY		
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<p>Administrative</p> <ul style="list-style-type: none"> □ Intermediate <ul style="list-style-type: none"> □ Accounts Test 	<p>Responsibility</p> <ol style="list-style-type: none"> (1)) The Assistant should enter all tappals received in the inward register and submit them to Superintendent for distribution to the concerned assistants. (2) After receiving the tappals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant. (3) While registering the current they will be sorted out in two groups, the new currents and reference received on old currents. (4) All details of the new currents be clearly entered in the P.R in the columns prescribed. The reference on old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.
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TITLE : SENIOR /JUNIOR ASSISTANTS ROLE AND RESPONSIBILITY		
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	<p>(5) The assistant should initiate the note pointing out the facts and the rule position in the note file opened on the current. The note file is continuous with page numbers and para numbers. The currents on the subject are maintained in current file. The note file and current file are always together in the file pad.</p> <p>(6) The assistant should maintain a 'Reminder Diary' in prescribed proforma. Month wise record of reminders to be sent should be maintained. It is the duty of the assistants to verify the reminders for the day and issue them promptly and enter the same in the reminder diary.</p> <p>(7) The assistant should also maintain the register of court cases and register of disciplinary cases.</p> <p>(8) The assistant should bring forward all undiposed files to the current years personal file on the 1st of April every year.</p>
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TITLE : SENIOR /JUNIOR ASSISTANTS ROLE AND RESPONSIBILITY		
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	<p>(9) When the file is disposed of the finally the assistant should send it to the record room by rounding off the current number in P.R with red ink. The type of disposal be noted on the file before sending it to the stock.</p> <p>(10) The assistant should dispose off the file with three working days of titt receipt by him/her.</p> <p>The Senior and Junior Assistants are accountable to the Superintendent of the office.</p>
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TITLE : LECTURERSROLE AND RESPONSIBILITY

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<ul style="list-style-type: none"> ▪ PG in concern subject with 55% ▪ NET/SET/Ph.D compulsory 	<p>Responsibility</p> <ol style="list-style-type: none"> (1) The Lecturer has the primary duty to disseminate knowledge in his /her subject to all the students. (2) At the beginning of the academic year, the lecturer in-charge of the department should distribute syllabus to the members of the department, by convening the members of all staff members in the department. (3) Taking into consideration the number of working days and periods available for each subject, the month-wise annual plan should be prepared for each lecturer in the department. Provision should be made for revision of the syllabus before the end of the academic year. (4) The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbance or due to his/her own absence in the college, the syllabus should be completed by taking extra classes.
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	<p>(5) The Lecturer should inform the students regarding the schedule of coverage of syllabus.</p> <p>(6) The lecturer-in-charge of the department should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he should discuss with the lecturer concerned and plan for completion of the backlog in the succeeding month.</p> <p>(7) The lecturer concerned should also plan the seminars, tutorial and assignments and such other academic activities. Along with lecturer method, the lecturer should also motivate the students and Enlighten the process of learning by adopting student centred method of instruction like group discussion , question answer session etc.</p> <p>(8) To achieve the best result, it is necessary for the lecturer to give regular assignments to the students preferably every fortnight.</p> <p>(9) The lecturer should necessarily take the help of audio – visual methods of teaching by using projector, e-class rooms and virtual classes etc.</p>
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	<p>(10) The lecturer should necessarily take the help of audio – visual methods of teaching by using projector,e-class rooms and virtual classes etc.</p> <p>(11) He/she should also organize screening of educational films wherever /whenever possible.</p> <p>(12) The lecturer should maintain the teaching dairy in the given proforma.This should be submitted to the Principal,through In-charge of the department every month.</p> <p>(13) The lecturer should maintain synopsis of each lesson prepared by him/her.As far as possible,a copy of the synopsis maintained by the lecturer will be checked by the Principal every month.</p> <p>(14) TThe lecturer should conduct periodic tests in the subject and motivate the slow learners to bring them on par with other students in the class . A record of marks obtained at the monthly,quarterly and half yearly lest should be maintained in the department.Incentives in the form of prizes may be provided to those who get higher rank.The progress of students should be submitted to the Principal through in-charge lecturer,so that a consolidated progress report can be sent to the parents.</p>
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	<p>(15) The Lecturer should participate in Students Counselling Programmes organised by the Principal.He/She should give necessary counseling to 20 to 30 students allotted to him / her, Guidance should be given on opportunities .as a Counsellor, the lecturer should act as a liaison between college administration and his wards.He/She should enlighten the wards about the facilities available in library games etc.,and orient them to the traditional,rules and regulations of the college.</p> <p>(16). The lecturer working in Science subject see that practical classes are conducted immediately after the theory class of a particular topic is completed. There should be perfect co-ordination of heory and practical classes.In practice classes , the lecturer should bestow personal attention on every student and verify his/her work. The practical class should continued till the end of the specific period.</p> <p>(17). The lecturer should cooperate and participate in all cocurricular and extra-curricular activities in the college.</p> <p>(18). He/She should accept the membership of the Committees to which he/she is nominated by the Principal and discharge the duties with commitment.</p> <p>(19). The lecturer should attend to all examination duties without fail.</p> <p>(20). The lecturer should assist the Principal in the maintenance of the discipline in the college.</p>
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	<p>21) He/she should remain in the college premises during the college working hours and even beyond the working hours, if required.</p> <p>(22) The lecturer should also as a community service, conduct such programmes such as useful seminars, interface-discussions etc., involving local experts, and the use for the benefit of the community. The lecturer of the subject concerned can act as moderator.</p> <p>(23) The lecturers should attend to any assigned to him/her by the Principal or any other higher authority.</p> <p>(24) As per the orders of the Government and the concerned University from time to time, the lecturer have to adhere to the workload prescribed.</p> <p>(25) The lecturer is accountable to the principal of the college.</p>
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<p>□ Master Degree in Library Science with 55% of marks</p> <p>□ NET/SET/Ph.D</p>	<p>Responsibility</p> <p>(1) The Librarian will ensure that an amount not exceeding 20% of the grant is normally utilized for purchase of reference books.</p> <p>(2) The Librarian will take necessary steps for the purpose of books as per the order of the Principal. Books can be purchases directly from the publisher and their sole distributors by taking usual discount or from reputed and outstanding firms in the book trade after calling for quotations for terms of supply and the discount they offer.</p> <p>(3) The Librarian should maintain an Accession Register.</p> <p>(4) The Librarian should adopt the scientific system of classification and cataloguing of books in the Library and library shall be fully automated.</p> <p>(5) The Librarian should maintain a catalogue of the books available in the library: The library fee collected under specific fee fund funds can be utilized for the purpose. with the prior approval of thy Commissioner/ Director of Collegiate Education.</p> <p>(6) The Librarian should frame the rules and get the approval of the Principal regarding the issue of books time limit for return of books and number of books to be issued to the students and the staff.</p>
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1	Dr.Ghanshyam, Principal	Master
2	Ms.Sultana Begum, Superintendent	Controlled

TITLE : LIBRARIAN ROLE AND RESPONSIBILITY		
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	<p>(7) The Librarian should ensure that as far as possible, the concerned subject books only be issued to staff and students.</p> <p>(8) The Librarian should full operate with the annual stock verification committee appointed by the Principal.</p> <p>(9) As per the report of the annual stock verification committee, , the librarian should prepare the list of books lost and books damaged after annual stock verification and submit the same for condemnation to the principal, who will take appropriate action as per existing rules.</p> <p>(10) The librarian is responsible for maintaining all records pertaining to the library like records relating to catalogues accession registers issue registers stock registers etc.</p> <p>(11) The Librarian should see that the annual stock verification of books in the library is done before the end of each academic year. For the purpose of the stock verification, it should be seen that all staff and students return to the all staff and students return to the them, before the stock verification commences.</p> <p>(12) Fine(to be decided by the Librarian)is to be collected from the students for late return of copies.</p> <p>(13) List of journals and newspapers for library shall be prepared by the Librarian in consultation with the lecturers.</p> <p>(14) cost of books lost by students or staff is to be recovered from them Disposal of old magazines is to be done by the Librarian in accordance with the existing rules.</p> <p>(15) The Librarian is accountable to the Principal of the college. The library shall be kept open at least one hour before and one hour after the regular College timings for the benefit of students.</p>
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TITLE : PHYSICAL DIRECTOR		
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	<p>1.He/ she ensures the regular functionin of the department by organizing gamesand sports in college.</p> <p>2. He/she shall be available in the collegeTill sunset on all working days and organise the practice of all gameavailable in the college in consultation with the games committee of the college and the Principal.</p> <p>(3) He/she as the convener of the games Committee of the college organises meetings of the committee at the beginning of year to plan the Physical Education programmes forthe year. which is to be reviewed even term.</p> <p>(4) He/she should coach the students, with the correct techniques of various games and sports, Top players shall be kept as captains of the team/college.</p> <p>(5) Expert coaches of different games are invited to guide the students to learn superior techniques. A provision for the honorarium of the coaches maybe planned while preparing the Annual Budget.</p> <p>(6) He/she has to conduct coaching camps in the college to train students in various games and sports.</p> <p>(7) He/she is responsiblefor including general discipline among the players in particular and students of the college in general.</p>
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TITLE : PHYSICAL DIRECTOR		
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	<p>(8) He/she is plan and invite experts in various games and sports to enable the students to learn correct techniques of various games.</p> <p>9) He/she should encourage the students to develop sportsman spirit.</p> <p>10) He/she will prepare the list of games material, to be purchased every year, keeping in view the stocks available in the college and stocks required for the current year. The list are to be placed before the games committee for approval.</p> <p>(11) For making Purchases of games and sports Physical Director should follow the purchase procedures prescribed by the Government from time to time. He should verify the samples before placing the orders for the supply of material.</p> <p>(12) The Physical Director should follow The prescribed procedure while fixing the conveyance charges, training allowances, refreshments to the competitors part in games and sports competitions conducted out side the college.</p> <p>(13) The physical Director should maintain all records pertaining to the stocks and purchases of the department. The stock registers of consumable and non-consumable materials should be maintained separately and the stock registers should be submitted to the Principal for verification once in every term.</p>
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TITLE : PHYSICAL DIRECTOR		
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	<p>(14) He/she should help the annual stock verification of the department conducted by the committee appointed for the purpose by the Principal.</p> <p>(16) He/She will be Head of the Department of Physical Education in the college and is responsible for maintaining the stock and accounts of the Department.</p> <p>(17)physical director should conduct annual games and sports of the college during the 2nd half of the Academic year.</p> <p>(18) He should organise the annual games and sports day much before the commencement of annual examinations.</p> <p>(19)Physical director accountable the principles of the college.</p> <p>(20)While sending the teams to participate in tournaments the physical director has to take care of the following</p> <ul style="list-style-type: none"> ○ The well trained teams will be sent to participate in the Inter College tournaments. ○ The participating teams/Players should be provided with proper uniforms,playing material(sports kit) and refreshment amount and conveyance charges. ○ The teams are instructed to maintain dignity,decency and decorum at thevenue of the tournaments. ○ They should participate with a 'will to win' respecting the rules and regulations. <p>21)To improve General Knowledge on Sports and Games, a Sports Quiz may be conducted in the college and prizes be awarded at the Annual Day function.</p> <p>22)Sports persons of high caliber shall be invited for Sports Day functions to inspire the students.</p> <p>(23)Annual Stock Verification must be completed before 31st March of every Academic Year.</p>
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TITLE : SECTION		
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SECTION	FUNCTION	Record
INWARDS	All the Tappals / Letters received in the Office which were registered by Inward section, will be entered/ recorded in a register which is called Inward Register for which a format has been prescribed. The Inward staff after taking acknowledgement, will hand-over the letters/tappals to the Superintendent.	Inward register consists of 1.S.No.2.No.Of the letter received 3.Date of letter received 4.from whom received 5.Subject 6.File No.7.remarks.
OUTWARDS	All communications which are sent from the office are to be recoded in the Out ward register of the office.for containing communications account is to be maintained in the stamp account register.	Outward gegister consists of 1.S.No.2.date 3.No.of enclosures 4.To whom addressed 5.Subject 6.File No. 7.Reply-Lr.No/Date 8.Remarks
SUPERINTENDENT	After receipt of tappales,the Superintendent will distribute the Tappal giving current numbers to the clerk concerned.soon after receipt of the tappal,by the clerk,he will enter the details of letter in his personal Register.He will also segregate the tappal into routine and primary.the Routine tappals which are replies received in response to a communication already sent and action to be taken further.”primary currents” that basing on which a new file will be started with the given number on the current received.	A file consists two parts i.e., Current file and another is note File.

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	<p>NOTE FILE: It consists the details of communication received,rule position governing the issue, best possible solution the case and decision taken on the papers.</p> <p>CURRENT FILE: It is nothing but Inward and Outward communication of the case arranged data-wise.</p> <p>NOTES: Remarks recorded on a case or a paper to facilitate early and current disposals which includes previous decisions, rule position, analysis of questions requiring decisions / suggestions. Noting means preparation note.</p> <p>How the nothing should be</p> <ol style="list-style-type: none"> 1. Simple language is to be used. 2. References is to be made. 3. The grievance / problem is to be submitted briefly. Then the correct rule position and possible solution is to be given to enable to take suitable decision. 4. Repetition should be avoided. 5. The remarks/ observations made by the superior officer are to be replied continuing the note to arrive at a solution. 	
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The following records are the main records in the Office

- 1) Inward Register
- 2) Personal Register
- 3) Note File
- 4) Current File
- 5) Outward Register
- 6) Record Room Register
- 7) PERSONAL REGISTER:

Sl. No.	Current No.	Date of Receipt by Clerk	Title – from whom & outside No. & Date	Sub.	When current was		Submitted by clerk	Returned to Clerk
					Sent to record for	Returned		
(1)	(2)	(3)	(4)	(5)	(6)		(7)	(8)

Reference issued to whom and date	Reply to fresh current received from whom No. & Date	Date of receipt by the clerk	Nature of Disposal
(9)	(10)	(11)	(12)

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Various types of Communications, their form and purpose: The various types of Communications are (i) Memo (ii) Letter (iii) D.O. Letter (iv) Proceedings and (v) Telegram. Memo is a reference made to a subordinate or to petitioner. Letter is a reference made to an Officer or to an Officer of other Department

- i) D.O. Letter is generally written where personal attention of the Officer concerned is required to be bestowed.
- ii) PROCEEDINGS are the final orders passed with reference to certain powers invested.
- iii) TELEGRAM should be brief and intelligible. It should be accompanied by a post copy.

DISPOSALS: The various kinds of disposals are: 1.R. Dis. to be retained permanently. 2.D.Dis. to be retained till the prescribed period of retention (10 years normally. 3. Period can be extended, where ever necessary by obtaining orders for further extension)L. Dis. to be Retained till one (or three) years. F. Dis. is to be filed. L. Dis. to be filed without numbering.

- (1) N. Dis. to be returned without numbering in original

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TITLE : LIST OF RECORDS		
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S No.	Name of the record	Record No.	Location	Maintained by	Retention period of the record	remarks
1	Inward & outward	1	Office	Re.Asst/Jr.Asst	8years	
2	Staff service Records 1.Service registers 2 Personal files of employees	2	Office	Jr.Asst/Sr.Asst	Permanent	
3	Stock register of Stationery	3	Office	Jr.Asst/Sr.Asst	5years	
4	Stock register of furniture	4	Office	Jr.Asst/Sr.Asst	Permanent	
5	Special fee		Office	Jr.Asst/Sr.Asst	5years	
6	Restructured/course fee		Office	Jr.Asst/Sr.Asst		
7	Scholarships	7	Office	Jr.Asst/Sr.Asst		
8	Admission	8	Office	Jr.Asst/Sr.Asst		
9	TBR			Jr.Asst/Sr.Asst		
10	Sports stock register	10	Physical education	PD		
11	Library accession	11	Library	Librarian		
12	PG cash book	12	Office	Jr.Asst/Sr.Asst		
13	Ledger	13	Office	Jr.Asst/Sr.Asst		
14	NSS	14	Office	Jr.Asst/Sr.Asst		

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TITLE : LIST OF RECORDS		
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15	UGC cash book	15	Office	Jr.Asst/Sr.Asst		
16	CPDC cash book	16	Office	Jr.Asst/Sr.Asst		
17	DRC cash book	17	Office	Jr.Asst/Sr.Asst		
18	TC & Bonafied books	18	Office	Jr.Asst/Sr.Asst		
19	Equipment	19	Office	Jr.Asst/Sr.Asst		
20	RUSA	20	Office	Jr.Asst/Sr.Asst		
21	Staff council	21	Office	Academic		
22	General Staff	22	Office	Academic		
23	Special fee committee	23	Office	Jr.Asst/Sr.Asst		
24	Staff attendance Registers	24	Office	Jr.Asst/Sr.Asst		

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TITLE : LIST OF RECORDS		
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25	Students Attendance Register	25	Teachers	Teacher		
26	C.L Register	26	Office	Jr.Asst/Sr.Asst		
27	Medical reimbursement claims register	27	Office	Jr.Asst/Sr.Asst		
28	Late Attendance	28	Office	Jr.Asst/Sr.Asst		
29	State Budget	29	Office	Jr.Asst/Sr.Asst		
30	UGC Budget	30	Office	Jr.Asst/Sr.Asst		
31	UGC Stock register	31	Office	Jr.Asst/Sr.Asst		
32	RUSA/Budget & Stock Register	32	Office	Jr.Asst/Sr.Asst		
33	Postal Account Register	33	Office	Jr.Asst/Sr.Asst		
34	Office order register	34	Office	Jr.Asst/Sr.Asst		
35	RTI register	35	Office	Jr.Asst/Sr.Asst		
36	Register for disciplinary cases	36	Office	Jr.Asst/Sr.Asst		
37	Consumable stock register	37	Departments	Dept		
38	Increment	38	Office	Jr.Asst/Sr.Asst		
39	Non-Government Cash book	39	Office	Jr.Asst/Sr.Asst		
40	PD account book	40	Office	Jr.Asst/Sr.Asst		
41	Temporary advance register	41	Office	Jr.Asst/Sr.Asst		

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TITLE : LIST OF RECORDS		
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42	Issue register	42	Office	Jr.Asst/Sr.Asst		
43	Non consumable stock register	43	Dept	Dept		
44	Daily Fee Collection register	44	Office	Jr.Asst/Sr.Asst		
45	Cautions Money Deposit Reg,	45	Office	Jr.Asst/Sr.Asst		
46	Scholarships register	46	Office	Jr.Asst/Sr.Asst		
47	Fee register	47	Office	Jr.Asst/Sr.Asst		
48	Students central attendance register	48	Office	Dept		
49	Students Marks Registers	49	Academic	dept		
50	Land and building records	50	Office	Jr.Asst/Sr.Asst		
51	Pay Bill Register	51	Office	Jr.Asst/Sr.Asst		
52	Cheque book details register	52	Office	Jr.Asst/Sr.Asst		
53	Placement register	53	Placement cell	Placement officer		
54	Alumni	54	Alumni Assn	Alumni		
55	Consolidated purchase register	55	Office	Jr.Asst/Sr.Asst		
56	Cadre strength/scale register	56	Office	Jr.Asst/Sr.Asst		

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TITLE : SECTIONS		
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S.No.	Name of the Section	Incharge	Remarks
1	Inward & Out ward	Record Asst	
2	Establishment	Sr.Asst	
3	Accounts	Sr.Asst	
4	Scholarships	Jr.Asst	
5	Bills	Sr.Asst	
6	Academic	Jr.Asst	
7	Examinations	Jr.Asst	
8	Stores Stationery	Jr.Asst	
9	Records	Jr.Asst	
10	Autonomous		
11	UGC		
12	RUSA		

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TITLE :ACADEMIC RECORDS		
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S.no	Name of the record	Record No.	Location	Maintained by
1	Students Attendance Registers Theory and practicals	Teacher		
2	Teaching diary and Synopsis	Teacher		
3	Students marks Registers	Teacher		
4	Workload and timeTable	Teacher		
5	Departmental Minutes Register	Teacher		
6	Student Progression	Teacher		
7	Students activity Register- Students seminars/Quiz/group discussion etc	Teacher		
8	Students study projects	Teacher		
9	Log book for Department library	Teacher		
10	Log book for Lab	Teacher		
11	Subject Video lessons register	Teacher		
12	Log book for Gym	PD		
13	Log book for Library	Librarian		
14	Departmental activity register	Teacher		
15	Remedial coaching Register	Teacher		
16	Teachers self appraisal API scores	IQAC Coordinator		
17	Assignments	Teacher		
18	Slow, Medium and advanced learners register	Teacher		
19	Mentor –Mentee	Teacher		
20	Laboratory equipment	Teacher		
21	Minor Research Project	Teacher		
22	Guest lectures	Teacher		
23	Extension activities	Teacher		

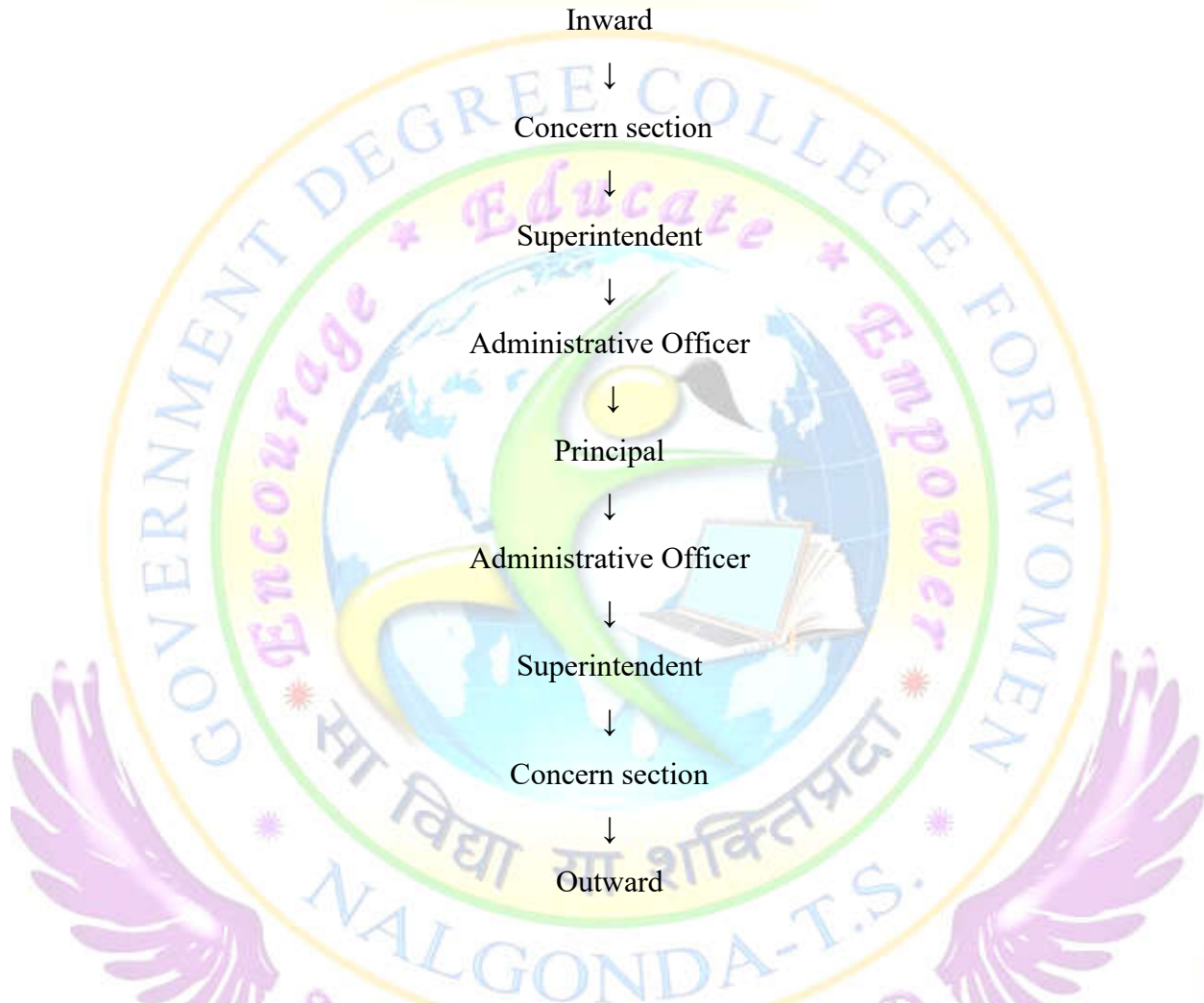
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TITLE :ACADEMIC RECORDS		
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24	Academic Social responsibility	Teacher		
25	Gold medals/cash awards register	Teacher		
26	consultancy	Teacher		
27	Best Practices			
28	Internal Quality Assurance cell	IQAC Coordinator		
29	Feedback from students, alumni, parents, academicians	Teacher		
30	Field visits	Teacher		
31	MOUs	Teacher		
32	Alumni	Teacher		
33	Subject Gold medal/Toppers	Teacher		
34	Teacher OC/RC/Seminars/workshops attended and organised	Teacher		
35	Research publications	Teacher		
36	Syllabus and Model papers	Teacher		
37	Board of studies minutes register	I/C Dept		
38	Academic Council register	Academic Coordinator		
39	Subject forum			
40	Cultural and literary activities	Teacher		
41	NSS	Programme Officer		
42	NCC	NCC care Taker		
43	Competitive exam/PG coaching/employable skills/training etc.,	Teacher		
44	Commendations	Teacher		
45	Best Practices			

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TITLE : FILE FLOW CHART		
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TITLE : LIST OF ABBREVIATIONS		
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S.No	Abbreviation	Expanded form
1	P	PRINCIPAL
2	AO	ADMINISTRATIVE OFFICER
3	JR.ASST	JUNIOR ASSISTANT
4	SR.ASST.	SENIOR ASSISTANT
5	RA	RECORD ASSISTANT
6	MK	MUSEUM KEEPER
7	SK	STORE KEEPER
8	OS	OFFICE SUBORDINATE
9	TBR	TABULATION REGISTER
10	PD	PHYSICAL DIRECTOR
11	CCE	COMMISSIONER OF COLLEGIATE EDUCATION
12	IQAC	INTERNAL QUALITY ASSURANCE CELL
13	CPDC	COLLEGE PLANNING AND DEVELOPMENT COUNCIL
14	PR	PERSONAL REGISTER
15	SR	SERVICE REGISTER
16	NF	NOTE FILE
17	NCC	NATIONAL CADET CORPS
18	NSS	NATIONAL SERVICE SCHEME
19	CF	CONTRACT FACULTY

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TITLE : LIST OF ABBREVIATIONS

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20	GF	GUEST FACULTY
21	ID	IDENTIFIED
22	GB	GOVERNING BODY
23	BOS	BOARD OF STUDIES
24	AC	ACADEMIC COUNCIL
25	AC	ACADEMIC COORDINATOR
26	TSKC	TELANGANA SKILL AND KNOWLEDGE CENTRE
27	LAB	LABORATORY
28	OC	ORIENTATION COURSE
29	RC	REFRESHER COURSE
30	MOU	MEMORANDUM OF UNDERSTANDING
31	RUSA	RASHTRIYA UCHCHATAR SIKSHA ABHIYAN
32	UGC	UNIVERSITY GRANTS COMMISSION

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TITLE : LIST OF COMMITTEES		
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1. C.P.D.C. COMMITTEE			
1	Dr. R. Sreenivas	Vice- Principal	Convener
2	L. Kamala	Lecturer in Chemistry	Member
3	K. Devavani	Asst. Prof. of Microbiology	Member
4	R.Venkateswarlu	Asst. Prof. of Physics	Member
5	S. Rajaram	Librarian	Member
6	Dr.Ch.Pullarao	Philanthropist	Member
7	Smt Sudharani	Alumni	Member
2. ACADEMIC AND EXAMINATION COMMITTEE			
1	K. Ravi	Asst. Professor of Chemistry	Co-ordinator
2	T. Bhasker Reddy	Asst. Prof. of Economics	Member
3	Dr. V. Yadaiah	Asst. Prof. of Mathematics	Member
4	Dr. K. Yadagiri	Asst. Prof. of English	Member
5	J. Nagaraju	Asst. Prof. of Commerce	Member
6	B. Jyothi	Asst. Prof. of Chemistry	Member
7	Dr. Urooj Afshan Jabeen	Asst. Prof. of Economics	Member
8	Y. Sreedhar Reddy	Asst.Prof.of Physics	Member
9	R. Naresh	Asst. Prof. of Zoology	Member
10	R. Venkat Rama Rao	Asst. Prof. of Economics	Member
11	J. Swamy	Asst. Prof. of Zoology	Member
12	S. Veeraiah	Asst. Prof. of Botany	Member
13	S.Rajaram	Librarian	Member

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TITLE : LIST OF COMMITTEES		
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3. RUSA COMMITTEE			
1	K. Devavani	Asst. Prof. of Microbiology	Co-ordinator
2	Dr. R. Sreenivas	Vice- Principal	Member
3	K. Ravi	AEC	Member
4	Dr. Urooj Afshan Jabeen	Asst. Prof. of Economics	Member
5	Y. Sreedhar Reddy	Asst.Prof.of Physics	Member
6	R. Sujith Reddy	Asst. Prof. of Chemistry	Member
7	S. Rajaram	Librarian	Member
4. IQAC COMMITTEE			
1	B.S.S.P. Rajasekhar	Asst. Prof. of Mathematics	Co-ordinator
2	Dr. R. Sreenivas	Vice- Principal	Member
3	K. Ravi	AEC	Member
4	T. Bhasker Reddy	Asst. Prof. of Economics	Member
5	K. Venkata Krishna	Asst. Prof. of Chemistry	Member
6	J. Nagaraju	Asst. Prof. of Commerce	Member
7	R. Naresh	Asst. Prof. of Zoology	Member
8	G. Yadagiri	Asst. Prof. of English	Member
9	B. Jyothi	Asst. Prof. of Chemistry	Member
10	Dr. K. Srinivasa Reddy	Asst. Prof. of Botany	Member
11	R. Venkateswarlu	Asst.Prof.of Physics	Member
12	R. Venkat Rama Rao	Asst. Prof. of Economics	Member
13	Dr. Aparna Cheturvedi	Asst. Prof. of Hindi	Member
14	M.Anitha	Asst. Prof. of Chemistry	Member
15	S.Rajaram	Librarian	Member

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5. UGC COMMITTEE			
1	Dr. Urooj Afshan Jabeen	Asst. Prof. of Economics	Co-ordinator
2	Dr. Aparna Chaturvedi	Asst. Prof. of Hindi	Member
3	B.S.S.P. Rajasekhar	Asst. Prof. of Mathematics	Member
4	S.Rajaram	Librarian	Member
6. Career guidance & Placements COMMITTEE (TASK- TSKC - Spoken Tutorial)			
1	G. Yadagiri	Asst. Prof. of English	Co-ordinator
2	Dr.R. Sreenivas	Vice- Principal	Member
3	B.S.S.P. Rajasekhar	IQAC Coordinator	Member
4	T. Bhasker Reddy	Asst. Prof. of Economics	Member
5	Dr.K.Srinivasa Reddy	Lecturer in Botany	Member
6	J. Nagaraju	Asst. Prof. of Commerce	Member
7	Y. Sreedhar Reddy	Asst.Prof.of Physics	Member
8	R.Venkateswarlu	Asst. Prof. of Physics	Member
9	Dr.T.Kalyani	Physical Director	Member
10	M.Anitha	Asst. Prof of Chemistry	Member
11	Dr. Aparna Chaturvedi	Asst. Prof. of Hindi	Member
12	S.Rajaram	Librarian	Member
7. Internal Audit Committee			
The committee should scrutinize the proceedings regarding payfixations and other arrears and take steps for timely submission of returns to the Income Tax Department.			
1	Dr. R. Sreenivas	Vice- Principal	Co-ordinator
2	T.Bhasker Reddy	Asst. Prof. of Economics	Member
3	Ch. Bixmaiah	Asst. Prof. of Physics	Member
4	Dr.V.Yadaiah	Asst. Prof. of Mathematics	Member
5	Dr. K.Srinivasa Reddy	Asst. Prof. of Botany	Member
6	J.Nagaraju	Asst. Prof. of Commerce	Member

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8. MANA TV & AUDIO VISUAL COMMITTEE			
1	R. Venkateswarlu	Asst.Prof.of Physics	Co-ordinator
2	M.Sudharshan Reddy	Asst.Prof.of Physics	Member
3	Ch. Aruna	Asst.Prof.of Physics	Member
4	R.Naresh	Asst. Prof. of Zoology	Member
5	Dr.V.Yadaiah	Asst. Prof. of Mathematics	Member
9. NSS & Advisory COMMITTEE			
1	Dr. K Koteswara Rao	Asst. Prof. of Telugu	Unit-I
2	M. Anitha	Asst. Prof. of Chemistry	Unit-II
3	B.Jyothi	Asst.Prof.of Chemistry	Unit-III
1	J.Nagaraju	Asst. Prof. of Commerce	Member
2	T. Bhasker Reddy	Asst. Prof. of Economics	Member
3	Dr. K.Srinivasa Reddy	Asst. Prof. of Botany	Member
4	S.Veeraiah	Asst. Prof. of Botany	Member
5	R. Venkateswarlu	Asst.Prof.of Physics	Member
6	Dr. T.Kalyani	Physical Director	Member
7	S.Rajaram	Librarian	Member
10. WOMEN EMPOWERMENT CELL COMMITTEE/ ICC			
1	L. Kamala	Lecturer in Chemistry	Co-ordinator
2	All Women lecturers		Members
3	Dr. K Koteswara Rao	Asst. Prof. of Telugu	Member

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11. ANTI RAGING & DISCIPLINARY COMMITTEE			
1	Dr. T.Kalyani	Physical Director	Co-ordinator
2	Dr.R. Sreenivas	Vice- Principal	Member
3	Smt. K. Deva Vani	Asst. Prof. of Microbiology	Member
4	Dr. K Koteswara Rao	Asst. Prof. of Telugu	Member
5	T.Bhasker Reddy	Asst. Prof. of Economics	Member
6	Dr.Aparna Cheturvedi	Asst. Prof. of Hindi	Member
7	Smt M. Anitha	Asst. Prof. of Chemistry	Member
8	Dr.Urooj Afshan Jabeen	Asst. Prof. of Economics	Member
9	Smt Ch. Aruna	Asst.Prof.of Physics	Member
10	M.M.Sudharshan Reddy	Asst.Prof.of Physics	Member
11	S.Raja Ram	Librarian	Member
12	Smt Sultana Begum	Superintendent	Member
12. LIBRARY & READING COMMITTEE			
1	S. Rajaram	Librarian	Co-ordinator
2	Dr. K Koteswara Rao	Asst. Prof. of Telugu	Member
3	Dr.R. Sreenivas	Asst. Prof. of Telugu	Member
4	G. Yadagiri	Asst. Prof. of English	Member
5	R. Venkateswarlu	Asst.Prof.of Physics	Member
6	R.Sujeeth Reddy	Asst.Prof.of Chemistry	Member
7	Ch. Bixmaiah	Asst.Prof.of Economics	Member
8	Dr. T.Kalyani	Physical Director	Member

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13. MAGAZINE , LITERARY & CULTURAL COMMITTEE (Yuvatharangam)			
1	Dr. K Koteswara Rao	Asst. Prof. of Telugu	Co-ordinator
2	Dr.R. Sreenivas	Asst. Prof. of Telugu	Member
3	Dr. K. Yadagiri	Asst. Prof. of English	Member
4	G.Yadagiri	Asst. Prof. of English	Member
6	M.Anitha	Asst.Prof.of Economics	Member
7	Y. Sreedhar Reddy	Asst.Prof.of Physics	Member
8	M.M.Sudharshan Reddy	Asst.Prof.of Physics	Member
9	R. Venkateswarlu	Asst.Prof.of Physics	Member
11	J. Swamy	Asst. Prof. of Zoology	Member
12	S.Rajaram	Librarian	Member
14. PHYSICAL EDUCATION COMMITTEE			
1	Dr. T.Kalyani	Physical Director	Co-ordinator
2	S. Rajaram	Librarian	Member
3	T.Bhasker Reddy	Asst. Prof. of Economics	Member
4	Y. Sreedhar Reddy	Asst.Prof.of Physics	Member
5	R.Naresh	Asst. Prof. of Zoology	Member
6	J. Swamy	Asst. Prof. of Zoology	Member
7	Ch. Aruna	Asst.Prof.of Physics	Member
15. INTER FACULTY FOURM/ RESEARCH & JIGNASA COMMITTEE			
1	Dr. K. Srinivasa Reddy	Asst. Prof. of Botany	Co-ordinator
2	Dr. K Koteswara Rao	Asst. Prof. of Telugu	Member
3	Dr.R. Sreenivas	Asst. Prof. of Telugu	Member
4	Dr. V. Yadaiah	Asst. Prof. of Mathematics	Member
5	Dr. K. Yadagiri	Asst. Prof. of English	Member
6	Dr. Urooj Afshan Jabeen	Asst. Prof. of Economics	Member
7	Dr. Aparna Cheturvedi	Asst. Prof. of Hindi	Member
8	Dr.T.Kalyani	Physical Director	Member
9	Dr.B.Veeranna	C.Lect in Telugu	Member

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16. WEBSITE & INTERNET COMMITTEE			
1	Dr. V. Yadaiah	Asst. Prof. of Mathematics	Co-ordinator
2	B.S.S.P. Rajasekhar	IQAC Coordinator	Member
3	Ch.Bixamaiah	Asst.Prof.of Physics	Member
4	Y. Sreedhar Reddy	Asst.Prof.of Physics	Member
5	G. Yadagiri	Asst.Prof.of English	Member
6	J.Nagaraju	Asst. Prof. of Commerce	Member
7	J.Swamy	Asst. Prof. of Zoology	Member
8	S.Rajaram	Librarian	Member
17. RED RIBBON CLUB/ SOCIAL RESPONSIBILITY COMMITTEE			
1	R.Naresh	Asst. Prof. of Zoology	Co-ordinator
2	J.Swamy	Asst. Prof. of Zoology	Member
3	Dr. K. Srinivasa Reddy	Asst. Prof. of Botany	Member
4	S. Veeraiah	Asst. Prof. of Botany	Member
5	K.Vanaja	C.Lect in Zoology	Member
6	B.Jyothi	Asst. Prof. of Chemistry	Member
7	M.Anitha	Asst. Prof. of Chemistry	Member
8	Miskin Tarunnam	C.Lect in Zoology	Member
9	G.Saritha	C.Lect in Botany	Member
10	P.Sunitha	C.Lect in Botany	Member
18. SWACHH BHARATH COMMITTEE			
1	B. Jyothi	Asst.Prof.of Chemistry	Co-ordinator
2	Y.Sridhar Reddy	Asst. Prof. of Physics	Member
3	Dr. K Koteswara Rao	Asst. Prof. of Telugu	Member
4	M. Anitha	Asst. Prof. of Chemistry	Member
5	Dr. T.Kalyani	Physical Director	Member

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19. ECO - CLUB/ HARITA HARAM			
1	S. Veeraiah	Lecturer in Botany	Co-ordinator
2	Dr. K. Srinivasa Reddy	Asst. Prof. of Botany	Member
3	J. Swamy	Asst. Prof. of Zoology	Member
4	R. Naresh	Asst. Prof. of Zoology	Member
5	Dr. K Koteswara Rao	Asst. Prof. of Telugu	Member
6	Y. Sreedhar Reddy	Asst.Prof.of Physics	Member
7	R. Venkateswarlu	Asst.Prof.of Physics	Member
8	M. Anitha	Asst. Prof. of Chemistry	Member
9	Ch. Aruna	Asst.Prof.of Physics	Member
10	M.M.Sudharshan Reddy	Asst.Prof.of Physics	Member
20. Consumer Club			
1	J. Nagaraju	Asst. Prof. of Commerce	Co-ordinator
2	T. Bhasker Reddy	Asst. Prof. of Economics	Member
3	Dr. Urooj Afshan Jabeen	Asst. Prof. of Economics	Member
4	R. Venkat Rama Rao	Asst. Prof. of Economics	Member
21. MOOCS			
1	B.S.S.P. Rajasekhar	Asst. Prof. of Mathematics	Co-ordinator
2	K.Koteswara Rao	Asst. Prof. of Telugu	Member
3	G.Yadagiri	Asst. Prof. of English	Member
4	R. Sujith Reddy	Asst.Prof.of Chemistry	Member
22. Bhagya			
1	Dr. Aparna Cheturvedi	Asst. Prof. of Hindi	Co-ordinator
2	Dr. Urooj Afshan Jabeen	Asst. Prof. of Economics	Member
3	M.Anitha	Asst. Prof. of Chemistry	Member
4	Ch. Aruna	Asst.Prof.of Physics	Member
5	S.Rajaram	Librarian	Member
6	Dr. T.Kalyani	Physical Director	Member

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23. RTI Committee			
1	Dr.R. Sreenivas	Vice Principal	Co-ordinator
2	T. Bhasker Reddy	Asst. Prof. of Economics	Member
3	K.Ravi	AEC	Member
4	S.Rajaram	Librarian	Member
5	Sultana Begum	Superintendent	Member
24. Scholarship Committee			
1	Dr.R. Sreenivas	Vice Principal	Co-ordinator
2	Mallikharjun	C.Lecturer	Member
3	Kalpana	R.A	Member
25. Purchase Committee			
1	Dr.R. Sreenivas	Vice Principal	Co-ordinator
2	Incharges of All Depts.		Members
26. Hobbies & Life skills Committee			
1	Dr. Aparna Cheturvedi	Asst. Prof. of Hindi	Co-ordinator
2	Dr. Urooj Afshan Jabeen	Asst. Prof. of Economics	Member
3	B. Jyothi	Asst. Prof. of Chemistry	Member
4	M. Anitha	Asst. Prof. of Chemistry	Member
5	Ch. Aruna	Asst.Prof.of Physics	Member
6	Dr. T.Kalyani	Physical Director	Member

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27. Alumni & Parents meeting Coordination committee			
1	Dr. R.Srinivas	Asst. Prof. of Telugu	Co-ordinator
2	G.Yadagiri	Asst. Prof. of English	Member
3	S.Rajaram	Librarian	Member
4	T.Kalyani	Physical Director	Member

28. Ek Bharath Swachh Bharath committee			
1	B. Jyothi	Asst. Prof. of Chemistry	Co-ordinator
2	Dr. Koyi Koteswara Rao	Asst. Prof. of Telugu	Member
3	K. Deva Vani	Asst. Prof. of Microbiology	Member
4	T. Bhasker Reddy	Asst. Prof. of Economics	Member
5	G.Yadagiri	Asst. Prof. of English	Member
6	Dr. Aparna Chaturvedi	Asst. Prof. of Hindi	Member
7	M. Anitha	Asst. Prof. of Chemistry	Member
8	S.Rajaram	Librarian	Member
9	T.Kalyani	Physical Director	Member

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CA- IMS Committees			
1. Student Information Management System (SIMS)			
1	K.Ravi	AEC	Co-ordinator
2	R.Naresh	Asst. Prof. of Zoology	Member
3	Dr. Urooj Afshan Jabeen	Asst. Prof. of Economics	Member
4	R. Venkateswarlu	Asst.Prof.of Physics	Member
5	T. Yadagiri	Store Keeper	Non teaching Member

2. Accounts Management System (AMS)			
1	J.Nagaraju	Asst. Prof. of Commerce	Co-ordinator
2	Dr.V.Yadaiah	Asst. Prof. of Mathematics	Member
3	Dr. K.Srinivasa Reddy	Asst. Prof. of Botany	Member
4	D.Dharmender	Jr. Asst	Non teaching Member

3. Marks Management System (MMS)			
1	Y. Sreedhar Reddy	Asst.Prof.of Physics	Co-ordinator
2	S. Veeraiah	Asst. Prof. of Botany	Member
3	R. Venkateswarlu	Asst.Prof.of Physics	Member
4	Md. Salauddin	Jr. Asst	Non teaching Member

4. Certificate Management System (CMS)			
1	Dr.R.Srinivas	Vice Principal	Co-ordinator
2	T.Bhaskar Reddy	Asst. Prof. of Economics	Member
3	S.Rajaram	Librarian	Member
4	R.Mattaiah	Rec.Asst	Non teaching Member

5. Academic Audit System (AAS)			
1	B.S.S.P.Rajasekhar	IQAC Coordinator	Co-ordinator
2	B. Jyothi	Asst. Prof. of Chemistry	Member
3	R. Venkat Rama Rao	Asst. Prof. of Economics	Member
4	M. Satya Sainadh	Jr. Asst	Non teaching Member

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Number	Category	Nature	
Chairperson	Principal of the college		
Members	All the Heads of Department in the College		
4 Member	1. 2. 3. 4.	Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.	
4 member	1. 2. 3. 4.	Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine Engineering, Sciences etc.,	to be nominated by the Governing Body.
3 Member	1. 2. 3. 4.	Three nominees of the university not less than Professors.	
Member Secretary	1.	A faculty member nominated by the Principal.	

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Term: The term of the nominated members shall be three years

Meetings: Academic Council shall meet at least twice a year

The Academic Council shall have powers to:

- (a) Make regulations regarding the admission of students to different programmes of study in the college Keeping in view the policy of the Government.
- (b) Make regulations for sports, extra-curricular activities, and
- (c) Proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new programmes of study.
- (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, to frame regulations for the award of the same.
- (f) Advise the Governing Body on suggestions(s) pertaining to academic Affairs made by it.
- (g) Advise the Governing Body on suggestions(s) pertaining to academic Affairs made by it.

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