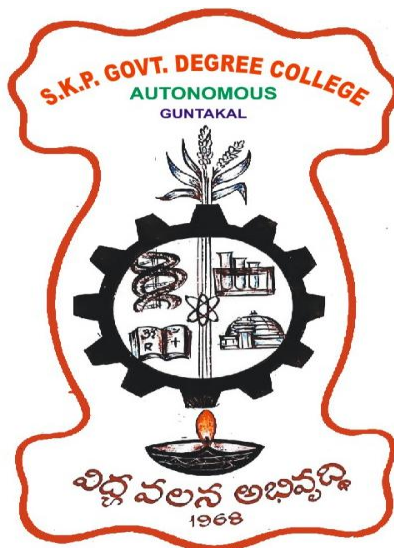


SKP GOVERNMENT DEGREE COLLEGE (A)

Affiliated to Sri Krishnadevaraya University

Re-Accredited at “A” Grade by NAAC

GUNTAKAL



COLLEGE HANDBOOK



Principal's Message:

I am immensely pleased to present the Students' Handbook of SKP Government Degree College (Autonomous), Guntakal. This handbook has been carefully compiled to serve as a comprehensive guide for students, providing essential information about the institution's academic programmes, rules and regulations, administrative structure, support services, policies, and code of conduct.



I extend my sincere appreciation to all the faculty members and staff who have contributed their valuable efforts in preparing this handbook. Their commitment reflects the institution's dedication to maintaining academic excellence and student support.

The handbook is designed to help students gain a clear understanding of the institutional framework and to facilitate a smooth academic journey. I encourage all students to make the best use of the academic resources and support services provided by the college, uphold discipline and values, and strive for excellence in all their endeavours.

I wish all our students a successful and rewarding academic experience and a bright future ahead.

About the College:



Sri Kanyaka Parameswari Government Degree College (A), Guntakal was established in 1968 as composite college. It was bifurcated in 2006 into a separate Degree College. Since its inception, the institution has been committed to imparting quality and career-oriented education, particularly to students from socially and economically backward regions of Rayalaseema. Over the years, the college has expanded its academic offerings and provides 14 undergraduate programmes. The college has

Witnessed steady academic and infrastructural growth. The College is located in Guntakal town of Anantapur district, a region with significant socio-economic challenges, the college has been serving the educational needs of the community for over five decades and has emerged as one of the leading higher educational institutions in the region. The college is spread over an area of 16.5 acres.

College Park:

The college entrance is marked by a statue of Dr. Sarvepalli Radhakrishnan, symbolizing the institution's commitment to knowledge, wisdom, and the ideals of education. Adjacent to the entrance, a beautifully maintained park enhances the aesthetic appeal of the campus. The park features a statue of Goddess Saraswathi, representing learning and enlightenment, and is enriched with a wide variety of plants and greenery. The presence of numerous plants not only adds to the scenic beauty but also promotes environmental awareness and a serene atmosphere, creating a welcoming and inspiring environment for students, staff, and visitors.



Vision:

- To make quality higher education accessible to the marginalized sections of society making them responsive to its objectives by creating dynamic environment for enlightening of student community embodying them with modern scientific temperament and cultural heritage and tradition.

Mission

- To fulfill the vision, the college has adopted a missionary approach to redefine the goals and objectives of spreading education and to meet the needs and aspirations of the region in tune with changing times.
- Introducing Restructured courses to develop global competence among the students and to make the institution self-supporting.
- Creating a conducive academic ambience of higher learning with main focus on Scheduled Tribes, Scheduled Castes and other economically and socially backward students.
- Raising the quality of education and making the college as an effective human Resources institution
- The stake holders are made aware of the vision and mission through action and various programmes.

Motto: Vidhya Valana Abhivrudhi (Progress through Education)

Student ID Card Policy:

- Every student enrolled at SKP Government Degree College (A), Guntakal is issued an official Student ID Card.
- Students are expected to keep their ID card with them at all times while on campus.
- The ID card must be shown whenever requested by college staff or visiting officials.
- Students are responsible for safeguarding their ID card throughout all semesters of enrollment.
- Possession of the ID card is compulsory when attending exams at other colleges as part of the jumbling system.
- In case an ID card is lost or stolen, it should be reported immediately to the assigned ward counselor.

Timing Policy

As per the guidelines of UGC the college functions between 10:00 AM and 5:00 PM.

Programmes Offered: As per university norms

S. No.	Single Major Programme	Type (RG/SF)	Medium	Intake
1	B.A Honours (Economics)	Regular	English	40
2	B.A Honours (History)	Regular	English	40
3	B.A Honours (Special English)	Regular	English	40
4	B.A Honours (Special Telugu)	Regular	Telugu	40
5	B.Com Honours (Banking, Financial Services and Insurance)	Self-Financed	English	60
6	B.Com Honours (Computer Applications)	Self-Financed	English	60
7	B.Com Honours (General)	Regular	English	60
8	B.Sc Honours (Botany)	Regular	English	40
9	B.Sc Honours (Chemistry)	Regular	English	40
10	B.Sc Honours (Computer Science)	Self-Financed	English	40
11	B.Sc Honours (Mathematics)	Regular	English	40
12	B.Sc Honours (Physics)	Regular	English	40
13	B.Sc Honours (Zoology)	Self-Financed	English	60
14	BBA Honours (Digital Marketing)	Self-Financed	English	60

Details of Head of the Department's:-

Name of the Department	Details	Photo
Principal	Dr.A.Lakshmaiah, Phone No:9440561104 Mail-Id : skpgdc.guntakal@gmail.com	
Vice Principal & Physics	Sri.A.Ravisankar Sharma Phone No: 9398657110 Mail-Id: arssarma2011@gmail.com	
History	Dr.K.Gopi Naik Phone No: 9441654022 Mail-Id: kgopinaik@gmail.com	
Zoology	Smt.B.Jameela Beebi Phone No: 9849704477 Mail-Id: bjameela71@gmail.com	
Chemistry	Smt.B.Vanisree Phone No: 7780191295 Mail-Id: Vanigopal72@gmail.com	
Botany & Micro-Biology	Sri.N.Narayana Phone No:9908424310 Mail-Id: narayananeelam67@ gmail.com	
Commerce	Dr.U.Raghavendra Prasad Phone No:6300077926 Mail-Id: skpgcccommerce@gmail.com	
Urdu & Library	Sri. Syed Mohammad Zahurullah Phone No: 9701000749 Mail-Id: zahurullahsyed@gmail.com	
English	Dr.R.Nagaraju Phone No: 9908491600 Mail-Id: raj.ciefl@gmail.com	

Name of the Department**Details****Photo**

Bio-Chemistry

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Political Science

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Telugu
&
Physical Education

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Computer Science

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Mail-Id:pavteja1978@gmail.com



Economics

Dr.H.Marriswamy
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Mail-Id: mariswamy.pnc@gmail.com



Hindi

Dr.G.Ramakrishna
Phone No:7702430128
Mail-Id: drgatti1978@gmail.com



Teaching Staff Details:

Name of the Department	Name of the Lecturer	Qualification
English	Dr.R.Nagaraju	M.A., B.Ed., Ph.D
	T.Aruna Jyothi	M.A., NET
Telugu	Dr.C.Balakrishna	M.A.,Ph.D
	Y.Vanajamma	M.A.,SET
Hindi	Dr.G.Ramakrishna	M.A.,Ph.D,NET
Urdu	S.Mohammad Zahurulla	M.A., M.Phil
History	Dr.K.Gopi Naik	M.A (His).,M.A(Pol)., B.L.Isc., M.Phil.,Ph.D., SET
Economics	Dr.H.Marriswamy	M.A., Ph.D
Political Science	S.Devi Chaitanya	M.A, NET
Mathematics	D.Hussainaiah	M.Sc., B.Ed
	B.Siva Prasad	M.Sc
Physics	A.Ravisankar Sharma	MSc, M.Phil
	S.Pavani	M.Sc.,SET., Ph.D
	S.Umar Shareef	MSc, M.Phil
Chemistry	B.Vanisree	M.Sc
	M.Jakeer Hussain	M.Sc,SET
	K.Raghavendra	M.Sc
	Dr.S.Shahanshawali	M.Sc.,B.Ed., Ph.D
Botany	J.Bheemalingaiah	M.Sc
	M.Vanaja	M.Sc
Zoology	N.Narayana	M.Sc
	D.Venkataswamy	M.Sc
	B.Jameela Beebi	M.Sc.,M.Phil,B.Ed.APSET(P.hd)
Bio-Chemistry	Dr.B.Dhanasree	M.Sc., M.Sc., M.Phil., Ph.D., CSIR-NET.,GATE
Micro-Biology	M.Ali Abbas	M.Sc
Computer Science	C.M.Kishore Kumar	M.Sc.,M.Phil,SLET
Commerce	Dr.U.Raghavendra Prasad	M.Com.,M.B.A.Ph.D,NET
	K.Rajasekhar	M.Com,NET
	N.A.Althaf	M.Com
Computer Applicaions	D.Sivasankar	M.Tech
	P.Sreenivasulu	MCA
Physical Director	G.Suresh	M.P.Ed
Librarian	M.Malles	MLSI

Non- Teaching Staff Details :

Name	Designation	Qualification
M. Venkateswara Babu	Superintendent	Inter
U. V. Narasimhulu	Senior Assistant	M.A
N. Sai Kiran Reddy	Typist	M.A
A. Ramanjaneyulu	Junior Assistant	Inter
B. Ramesh Naik	Junior Assistant	M.A
N. Zakeer Hussain	Record Assistant	Inter
N.Victoria Rani	Record Assistant	Degree
V.Lakshmid devi	Record Assistant	Degree
U.Narasimhulu	Record Assistant	Inter

ACADEMIC AND ADMINISTRATIVE COMMITTEES:

Planning and evaluation	Sri A Ravi Sankar Sarma, Lec. In Physics, Vice Principal Dr. R. Nagaraju , Lec. in English Controller of Examination Dr.S M.D.zahurullah, Lec. in Urdu, NIRF Coordinator Smt B.Jameela Beebi , Lec. in Zoology, IQAC Coordinator Dr .S.PavanI , Lec. in Physics, Academic Coordinator Dr. U. Raghavendra Prasad, Lec. in Commerce, Member
Admissions	Smt.S.Devi chaitanya, Lec. in Political Science, Convener Dr .S.PavanI , Lec. in Physics, Sri A. Ravisankar Sarma, Lec. in Physics, Member Member Dr. K. Gopi Naik, Lec. in History, Member Dr .S.Shahinsha Vali, Lec. in Chemistry, Member Sri.P.Sreenivasulu, Lec. in Computer Applications, Member Sri.K.Pullaiiah, JKC Full Time Mentor, Member
IQAC / Academic Audit / NAAC	Smt B.Jameela Beebi , Lec. in Zoology, IQAC Coordinator Dr. R. Nagaraju , Lec. in English, Member Smt.B.Vanisree, Lec. in Chemistry, Member Sri.M.Jakeer Hussain, Lec. in Chemistry, Member Smt.T.Aruna Jyothi , Lec. in English, Member Dr .S.PavanI , Lec. in Physics, Member Sri.N.A.Althaf, Lec. in Commerce, Member Sri.K.Pullaiiah, JKC Full Time Mentor, Member
Examination / Autonomous	Dr. R. Nagaraju , Lec. in English, Convener Dr .S.PavanI , Lec. in Physics, Member Sri.M.Jakeer Hussain, Lec. in Chemistry, Member Sri.N.A.Althaf, Lec. in Commerce, Member Sri.B.Siva Prasad, Lec. in Mathematics, Member Sri.K.Rajasekar, Lec. in Commerce, Member Sri.D.Sivasankar, Lec. in Computer Applications, Member Sri.K.Pullaiiah, JKC Full Time Mentor, Member
PM-USHA / RUSA / UGC	Sri A. Ravisankar Sarma, Lec. in Physics, Convener Dr. R. Nagaraju , Lec. in English, Member Smt.B.Vanisree, Lec. in Chemistry, Member Sri.K.Rajasekar, Lec. in Commerce, Member Sri P Nandakumar Varma, Senior Assistant, Member
Grievance redressal / discipline / internal complaints	Smt.T.Aruna Jyothi , Lec. in English, Convener Sri A. Ravisankar Sarma, Lec. in Physics, Member Dr. K. Gopi Naik, Lec. in History, Member Smt.B.Vanisree, Lec. in Chemistry, Member Dr. U. Raghavendra Prasad, Lec. in Commerce, Member Sri.K.Rajasekar, Lec. in Commerce, Member
Women Empowerment Cell	Smt.B.Vanisree, Lec. in Chemistry, Convener All Women Staff Members, Members
Jkc, Placements & Career Guidance Cell	Dr. R. Nagaraju , Lec. in English, Member Sri A. Ravisankar Sarma, Lec. in Physics, Member Dr. U. Raghavendra Prasad, Lec. in Commerce, Member Dr.S M.D.zahurullah, Lec. in Urdu, Member Sri.K.Rajasekar, Lec. in Commerce, Member Sri.K.Pullaiiah, JKC Full Time Mentor, Member
CSP / Internships	Dr. U. Raghavendra Prasad, Lec. in Commerce, Convener All Incharges of the Departments, Members

Social Media / Website Updation And Maintenance	Sri.P.Sreenivasulu, Lec. in Computer Applications, Convener Sri.M.Jakeer Hussain, Lec. in Chemistry, Member Sri.K.Pullaiiah, JKC Full Time Mentor, Member Sri.K.Rajasekar, Lec. in Commerce, Member Sri C M Kishore Kumar, Lec. in Computer Science, Member Sri.D.Sivasankar, Lec. in Computer Applications, Member
Photos / Press & Public Relation	Sri.U.Raghavendra , Lec. in Chemistry, Convener Dr. C.Balakrishna , Lec. in Telugu, Member Dr. R. Nagaraju , Lec. in English, Member Smt B.Jameela Beebi , Lec. in Zoology, Member Sri.N.A.Althaf, Lec. in Commerce, Member Sri.B.Siva Prasad, Lec. in Mathematics, Member
NSS	Sri. N.Narayana, Lec. in Zoology, Convener Dr. R. Nagaraju , Lec. in English, Member Sri.N.A.Althaf, Lec. in Commerce, Member Sri.K.Rajasekar, Lec. in Commerce, Member Sri.U.Raghavendra , Lec. in Chemistry, Member
NCC	Dr. C.Balakrishna , Lec. in Telugu, Coordinator
Red Ribbon Club	Smt B.Jameela Beebi , Lec. in Zoology, Convener Sri. N.Narayana, Lec. in Zoology, Member Sri.N.A.Althaf, Lec. in Commerce, Member Dr.S.Shahanshawali. Lec. in Chemistry, Member Sri.D.Hussainaiah, Lec. in Mathematics, Member Sri D.Umar Shareef, Lec. in Physics, Member
RTI	Dr. K. Gopi Naik, Lec. in History, Convener Sri.M.Jakeer Hussain, Lec. in Chemistry, Member Dr. R. Nagaraju , Lec. in English, Member Sri.K.Pullaiiah, JKC Full Time Mentor, Member Sri P Nandakumar Varma, Senior Assistant, Member
Games / Sports	Dr. C.Balakrishna , Lec. in Telugu, Convener Smt.S.Devi chaitanya, Lec. in Political Science, Member Dr H Marriswamy , Lec. in Economics, Member Sri G Suresh , Lec. in Physical Education, Member Sri.P.Sreenivasulu, Lec. in Computer Applications, Member Sri M Mallesu, Library Science, Member
Consumer Club	Sri.K.Rajasekar, Lec. in Commerce, Coordinator Sri.N.A.Althaf, Lec. in Commerce, Member Sri.D.Sivasankar, Lec. in Computer Applications, Member Sri.M.Basavaraju, Lec. in Commerce, Member Sri.P.Sreenivasulu, Lec. in Computer Applications, Member
ECO Club	Smt.M.Vanaja, Lec. in Botany, Coordinator Sri. N.Narayana, Lec. in Zoology, Member Sri.N.A.Althaf, Lec. in Commerce, Member Sri M Ali Abbas, Lec. in Microbiology, Member Sri J Bheemalingaiah, Lec. in Botany, Member Sri S Narayana Swamy, Record Assistant, Member Sri C Narasimhulu, Record Assistant , Member
AISHE / NIRF	Dr.S M.D.zahurullah, Lec. in Urdu, Convenor Dr. U. Raghavendra Prasad, Lec. in Commerce, Member Smt B.Jameela Beebi , Lec. in Zoology, Member Dr .S.PavanI , Lec. in Physics, Member Sri.M.Jakeer Hussain, Lec. in Chemistry, Member Dr. R. Nagaraju , Lec. in English, Member Sri D.Umar Shareef, Lec. in Physics, Member Sri.K.Pullaiiah, JKC Full Time Mentor, Member

LMS / Swayam Courses / ICT	Sri C M Kishore Kumar, Lec. in Computer Science, Convener Sri A. Ravisankar Sarma, Lec. in Physics, Member Sri.D.Sivasankar, Lec. in Computer Applications, Member Sri D.Umar Shareef, Lec. in Physics, Member Sri.P.Sreenivasulu, Lec. in Computer Applications, Member Sri.K.Pulliah, JKC Full Time Mentor, Member
Attendance, FRS & TLP Monitoring	Sri.M.Jakeer Hussain, Lec. in Chemistry, Convener Dr. U. Raghavendra Prasad, Lec. in Commerce, Member Dr H Marriswamy , Lec. in Economics, Member Sri C M Kishore Kumar, Lec. in Computer Science, Member Sri.K.Pulliah, JKC Full Time Mentor, Member
Library / Reference Hall / SC, ST Book Bank	Dr.S M.D.zahurullah, Lec. in Urdu, Convenor Sri M Mallesu, Library Science, Member Sri.M.Jakeer Hussain, Lec. in Chemistry, Member Dr. C.Balakrishna , Lec. in Telugu, Member Dr.G.Ramakrishna, Lec. in Hindi, Member Sri.M.Basavaraju, Lec. in Commerce, Member Dr.S.Shahanshawali. Lec. in Chemistry, Member
Tamarind Trees Auction & College Auditorium	Dr.G.Ramakrishna, Lec. in Hindi, Convener Dr. R. Nagaraju , Lec. in English, Member Sri. N.Narayana, Lec. in Zoology, Member Dr H Marriswamy , Lec. in Economics, Member Sri.N.A.Althaf, Lec. in Commerce, Member
Correspondences	Dr. R. Nagaraju , Lec. in English, Convener Sri A. Ravisankar Sarma, Lec. in Physics, Member Smt B.Jameela Beebi , Lec. in Zoology, Member Sri.K.Rajasekar, Lec. in Commerce, Member Sri A Ramanjineyulu, Junior Assistant , Member
Student Welfare	Sri.K.Rajasekar, Lec. in Commerce, Convener Smt.S.Devi chaitanya, Lec. in Political Science, Member Sri. N.Narayana, Lec. in Zoology, Member Dr. C.Balakrishna , Lec. in Telugu, Member Sri.N.A.Althaf, Lec. in Commerce, Member Sri.D.Sivasankar, Lec. in Computer Applications, Member
Scholarships, Issue Of Tcs, Bonafide & Bus Pass Certificates	Sri A Ravi Sankar Sarma ,All Groups-Issue of TCs Smt S Devi Chaitanya - Arts - Scholarships, Bonafide & Bus Pass Certificates Dr U Raghavendra Prasad -Commerce Sri N Narayana - Biological Sciences Smt B Vanisree -Mathematical Sciences
Infrastructure / Furniture / Repairs & Renovation / Waste Management	Sri D HUSSAINIAH, Lec. in Mathematics, Convenor Sri N Narayana, Lec. in Zoology, Member Dr C Balakrishna, Lec. in Telugu, Member Sri B Siva Prasad, Lec. in Mathematics, Member Sri P Nanda Kumar Varma, Senior Assistant, Member Sri U Narasimhulu, Senior Assistant, Member Sri A Ramanjineyulu, Junior Assistant, Member
Alumni / Endowment	Sri.M.Jakeer Hussain, Lec. in Chemistry, Convener Dr. R. Nagaraju , Lec. in English, Member Sri C M Kishore Kumar, Lec. in Computer Science, Member Sri.K.Rajasekar, Lec. in Commerce, Member Sri D.Umar Shareef, Lec. in Physics, Member Sri G Suresh , Lec. in Physical Education, Member

Photos / Press & Public Relation	Sri.U.Raghavendra , Lec. in Chemistry, Convener Dr. C.Balakrishna , Lec. in Telugu, Member Dr. R. Nagaraju , Lec. in English, Member Smt B.Jameela Beebi , Lec. in Zoology, Member Sri.N.A.Althaf, Lec. in Commerce, Member Sri.B.Siva Prasad, Lec. in Mathematics, Member
Audio Visual	Sri D.Umar Shareef, Lec. in Physics, Convener Dr.S.Pavani, Lec. in Physics, Member Dr. C.Balakrishna , Lec. in Telugu, Member Sri G Suresh , Lec. in Physical Education, Member Sri.B.Siva Prasad, Lec. in Mathematics, Member Sri.P.Sreenivasulu, Lec. in Computer Applications, Member
Extra-Curricular Activities	Smt.Y.Vanajamma , Lec. in Telugu, Convener Smt.B.Vanisree, Lec. in Chemistry, Member Smt.S.Devi chaitanya, Lec. in Political Science, Member Sri.N.A.Althaf, Lec. in Commerce, Member Sri G Suresh , Lec. in Physical Education, Member Sri.D.Sivasankar, Lec. in Computer Applications, Member
Literary Association / Magazine & Calendar	Dr. C.Balakrishna , Lec. in Telugu, Convener Smt.Y.Vanajamma , Lec. in Telugu, Member Dr.G.Ramakrishna, Lec. in Hindi, Member Sri J Bheemalingaiah, Lec. in Botany, Member Dr.S M.D.zahurullah, Lec. in Urdu, Member Smt.T.Aruna Jyothi , Lec. in English, Member
Research Development Cell	Dr B Dhanasree, Lec. in Bio-Chemistry, Convener Smt B.Jameela Beebi , Lec. in Zoology, Member Dr.S.Pavani, Lec. in Physics, Member Smt.B.Vanisree, Lec. in Chemistry, Member Smt.S.Devi chaitanya, Lec. in Political Science, Member Dr.S.Shahanshawali. Lec. in Chemistry, Member
SPECIAL FEE / ADDL. SPL. FEE	Sri A. Ravisankar Sarma, Lec. in Physics, Convener Sri.M.Jakeer Hussain, Lec. in Chemistry, Member Sri U V Narasimhulu, Senior Assistant, Member
Institutes Innovative Council / Avishkandhra	Sri A Ravi Sankar Sarma, Lec. in Physics, President Dr S Pavani, Lec. in Physics, Vice-President Sri M Jakeer Hussain, Lec. in Chemistry , Convener Dr U Raghavendra Prasad , Lec in Commerce , Internship Activity Dr R Nagaraju , Lec. in English , Startup Activity Dr S Md Zahurullah, Lec. in Urdu , NIRF Coordinator Smt B Vani Sree, Lec. in Chemistry, Innovation Activity Sri Na Althaf, Lec. in Commerce, IPR Activity Coordinator Sri P Sreenivasulu, Lec. in Computer Applications, Social Media Sri K Rajasekhar, Lec. in Commerce, Member

Student Support Services:

Library



The college library serves as a vital academic resource center, providing a wide range of textbooks, reference books, journals, periodicals, and digital resources to support the curriculum and research needs of students and faculty.

It offers a quiet and conducive environment for study and learning, along with access to e-resources and updated materials to enhance knowledge and academic excellence.



Placement Cell



The Placement Cell of the college actively works towards enhancing the employability of students by organizing campus recruitment drives, career guidance programs, skill development workshops, and training sessions. It serves as a bridge between students and potential employers, ensuring better career opportunities and facilitating placements in reputed organizations.

Red Ribbon Club

The Red Ribbon Club (RRC) is an active student-led initiative aimed at creating awareness about HIV/AIDS, promoting healthy lifestyles, and encouraging voluntary blood donation. The club organizes various programs such as awareness campaigns, seminars, rallies, and workshops to educate students about the prevention of HIV/AIDS and the importance of safe practices. It also fosters a sense of social responsibility among students by engaging them in community outreach activities. Through its efforts, the Red Ribbon Club contributes to building a well-informed and health-conscious student community.



Digital Classrooms



The institution is equipped with modern digital classrooms to enhance the teaching-learning process through the effective use of technology. These classrooms are provided with smart boards, projectors, audio-visual aids, and internet connectivity, enabling faculty to deliver interactive and engaging lessons. Digital classrooms facilitate the use of multimedia content, presentations, and e-learning resources, making complex concepts easier to understand. This technology-driven approach not only improves student participation and comprehension but also aligns the institution with contemporary educational practices and digital advancements.

Mid-Day Meals



The institution provides a **Mid-Day Meal facility** to support the nutritional needs and well-being of students. This initiative aims to ensure that students receive healthy and hygienic food, enabling them to focus better on their academic activities. The provision of meals helps in promoting regular attendance, reducing hunger-related distractions, and supporting students from economically disadvantaged backgrounds. The college ensures that the meals are prepared and served under proper hygiene standards, contributing to the overall health and academic performance of students.

Chalivendram

During the summer season, the institution organizes a *Chalivendram* (Drinking Water Shelter) to ensure students have easy access to safe and cool drinking water on campus. This initiative is aimed at preventing dehydration and promoting student well-being during periods of high temperatures. The Chalivendram is maintained with proper hygiene standards and is regularly monitored to ensure continuous water availability. This thoughtful provision reflects the institution's commitment to the health, comfort, and care of its students.



National Service Scheme (NSS)



The NSS unit of the college plays a significant role in instilling social responsibility and community service among students. Through various outreach activities such as awareness programs, health camps, cleanliness drives, and rural development initiatives, NSS encourages students to contribute meaningfully to society while developing leadership and interpersonal skills.

National Cadet Corps(NCC)



The NCC unit aims to develop discipline, leadership, and a sense of patriotism among students. It provides training in physical fitness, drill, and defence-related activities, along with opportunities to participate in camps, parades, and national-level events, thereby shaping responsible and confident citizens.

Grievance Redressal Cell

The Grievance Redressal Cell ensures a fair and transparent mechanism for addressing the concerns and complaints of students and staff. It promotes a supportive and harmonious environment by resolving issues promptly and maintaining confidentiality, thereby safeguarding the rights and well-being of all stakeholders.



Examination Cell



The Examination Cell is responsible for the smooth and transparent conduct of all academic examinations within the institution. It plans, schedules, and administers internal and external examinations in accordance with academic regulations and university guidelines. The cell ensures confidentiality in question paper handling, proper evaluation processes, and timely declaration of results. It also addresses student grievances related to examinations, including revaluation and verification procedures. By maintaining accuracy, fairness, and efficiency, the Examination Cell plays a crucial role in upholding the academic integrity and standards of the institution.

Gym



The college gymnasium is equipped with modern fitness equipment to promote health and well-being among students. It provides a supportive environment for regular exercise and physical training, encouraging students to maintain a healthy lifestyle alongside their academic pursuits.



Women Empowerment



The Women Empowerment Cell is committed to promoting gender equality, safety, and the overall development of female students. It organizes awareness programs, workshops, and counseling sessions on issues related to women's rights, health, and self-defense, empowering them to become confident and self-reliant individuals.



Field Trips



The institution organizes regular field trips and educational tours to provide students with practical exposure and experiential learning beyond the classroom. These visits help students understand real-world applications of theoretical concepts, enhance their observational skills, and broaden their knowledge. Field trips also encourage interaction, teamwork, and a deeper appreciation of subject-related environments.

Laboratories



The institution provides modern computer laboratories with adequate systems and internet connectivity to support academic and technical learning. These labs enable students to acquire essential digital skills, access e-learning resources, and complete assignments and projects efficiently. The computer labs play a vital role in enhancing students' technological competence and preparing them for the demands of the modern world.

The college is equipped with well-maintained and fully functional laboratories that cater to the practical needs of various science disciplines, including **Chemistry, Physics, Botany, Zoology, Microbiology, and Biochemistry**. These laboratories provide students with valuable hands-on experience in conducting experiments, analyzing results, and applying theoretical knowledge to practical situations. Under the guidance of experienced faculty, students develop scientific temper, precision, and problem-solving skills. The laboratories are regularly updated with necessary equipment and safety measures, ensuring a conducive environment for effective learning and research.

PM-USHA GIRLS' HOSTEL AND SKILL DEVELOPMENT INITIATIVES UNDER GIEI SCHEME

The college has established a PM-USHA Girls' Hostel under the Gender Inclusion and Equity Initiative (GIEI) Scheme to provide safe, secure, and comfortable accommodation for girl students, thereby promoting access to higher education and supporting their academic pursuits.



Under this scheme, the institution organizes a wide range of academic, skill-oriented, and certificate courses aimed at enhancing students' knowledge, employability, and self-reliance. Various workshops, seminars, and certificate programmes are conducted in emerging and livelihood-oriented areas such as Artificial Intelligence (AI), tailoring, 3D printing, drone technology, microgreens cultivation, and soil testing.

The institution also focuses on the holistic development of students by offering certificate courses and training sessions on self-defense, self-esteem, self-confidence, and personality development. In addition, awareness programmes on the Right to Information (RTI) and other social issues are conducted to nurture responsible and informed citizens.

These initiatives, including the certificate courses under PM-USHA, significantly contribute to the empowerment of girl students, equipping them with practical skills, confidence, and the ability to meet contemporary challenges effectively.



The **PM-USHA Girls' Hostel**, being established under the **Gender Inclusion and Equity Initiative (GIEI) Scheme**, is currently under construction and is expected to be operational from the upcoming academic year **2026–27**. This facility is designed to provide safe, secure, and comfortable accommodation for girl students, thereby promoting greater access to higher education. Once completed, the hostel will be equipped with essential amenities to support a conducive living and learning environment, contributing significantly to the empowerment and academic success of female students.

Faculty Responsibilities

Faculty members play a crucial role in maintaining the academic standards and overall development of the institution. They are expected to demonstrate **punctuality, commitment, and professionalism** in all their duties. Regular and timely conduct of classes, along with effective completion of the prescribed syllabus, is essential. Faculty should adopt **innovative teaching methods and ICT tools** to enhance student learning and engagement.

Maintaining **discipline and a positive classroom environment** is a key responsibility. Faculty members are required to prepare and follow **lesson plans, academic schedules, and maintain accurate records** of attendance and assessments. Continuous evaluation through **assignments, tests, and feedback** helps in monitoring student progress and improving learning outcomes.

Faculty are also expected to provide **mentoring, academic guidance, and counseling** to students, encouraging their participation in **seminars, workshops, and co-curricular activities**. Active involvement in **institutional committees and development programs** is encouraged.

In addition, all faculty members must adhere to the **Facial Recognition System (FRS)** implemented by the institution to ensure **timely attendance and transparency in work hours**. Marking attendance through FRS at the beginning and end of the working day is mandatory, reinforcing accountability and discipline.

Faculty should uphold **professional ethics, integrity, and mutual respect**, and engage in **research and professional development activities**. Maintaining proper documentation and contributing to a conducive academic environment remain integral to their role.

Code of Conduct

The institution places great emphasis on maintaining a disciplined, respectful, and academically focused environment for all students. Every student is expected to uphold the values and reputation of the college by adhering to the prescribed code of conduct.

Students are expected to **maintain discipline** within the campus at all times and demonstrate a sense of responsibility in their behavior. They should show **due respect to faculty members, staff, and fellow students**, fostering a culture of mutual respect and harmony. **Regular attendance and punctuality** in attending classes, seminars, and academic activities are essential to ensure effective learning and academic progress.

At the same time, students must strictly refrain from any form of **ragging**, which is a punishable offense and is prohibited within and outside the campus. Any acts of **misconduct, indiscipline, or behavior that disrupts the academic atmosphere** will be dealt with seriously as per institutional rules. The use of **mobile phones in classrooms** is not permitted, as it distracts from the teaching-learning process.

Students are also encouraged to maintain **cleanliness, decorum, and a positive attitude** on campus, contributing to a healthy and productive academic environment. By following these guidelines, students can ensure a safe, inclusive, and enriching experience throughout their academic journey.

Disciplinary Policy

The institution is committed to maintaining a high standard of discipline to ensure a safe, respectful, and academically conducive environment for all. Students are expected to strictly adhere to the rules and regulations prescribed by the college. Any violation of the code of conduct, including acts of indiscipline, misconduct, or behavior that disrupts the academic atmosphere, will be viewed seriously. Appropriate disciplinary action will be taken based on the nature and severity of the violation, which may include warnings, suspension, or other measures as deemed necessary by the college authorities. The disciplinary process is carried out in a fair and transparent manner, ensuring that justice and institutional integrity are upheld at all times.

Conclusion

This handbook serves as a comprehensive guide to help students understand the rules, regulations, facilities, and opportunities available within the institution. It is designed to support students in making informed decisions, maintaining discipline, and actively participating in academic and co-curricular activities. By following the guidelines outlined in this handbook and making effective use of the resources and opportunities provided, students can achieve both academic excellence and personal growth. The institution encourages every student to uphold its values and strive towards becoming responsible, confident, and successful individuals.

