

# UNIVERSITY COLLEGE FOR WOMEN

Constituent College of Osmania University

College with Potential for Excellence (CPE) NAAC Accredited 'A' Grade



## Hand Book -2019-2020

# UNIVERSITY COLLEGE FOR WOMEN – HAND BOOK

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**Note:- Limited Hostel admission to II and Final year U.G. students only subject to availability of accommodation**

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## UNIVERSITY COLLEGE FOR WOMEN – HAND BOOK

### PRINCIPAL'S MESSAGE

#### **Greetings to all the students!**

It gives me immense pleasure to welcome the young students, bubbling with enthusiasm, to University College for Women, Koti. As one of the prestigious institutions of higher education dedicated to the cause of empowerment of women, University College for Women has been steadfastly contributing to the holistic development of girl students. The college has completed 93 years and during these 93 years it has been consistent in terms of designing need-based courses, imparting quality education and nurturing life-sustaining skills which enable women take on changing vicissitudes of life with confidence. Course curriculum, teaching and learning methodologies and market demands are constantly monitored in order to support students acquire employability skills.

The aim of education as Vivekananda rightly points out is to bring out inner talents of each individual and to ignite their dormant potential. However, as the young students are aware, teachers and college are mere facilitators. Students have larger responsibilities, given the pace of progress the world has been witnessing. I call upon the students to be alert to the changes and to be innovative in acquiring necessary skills. The college has comprehensive Library which the students can utilize for optimization of knowledge. Cyber Café with Internet facility could be used constructively to stay in touch with the latest developments. The college in addition to the regular academic schedules encourages co-curricular activities which aim at providing opportunity for the students to demonstrate their sporting, literary and cultural talents. The college has also a large number of foreign students and interaction with the foreign students would create convergence of cultures- an experience which is mutually beneficial. The college, in addition, has literary and cultural clubs, NSS and NCC units to complement the academic endeavors.

Our Alumni have done well in all spheres of life at both national and international levels and brought name and fame for themselves as well as to their Alma Mater. The Institution takes pride in their achievements.

I take this opportunity to call upon the parents to keep track of the progress of the children and follow the activities of the college and feel free to meet respective teachers and members of administration to give feedback. Education is a combined effort. The world out there is full of opportunities and all students will have their own place, their own role, their own responsibilities cut out for them. I am confident with each passing year; the college will fathom new heights of excellence.

Be the 'Pearl' in the ocean of wisdom. When your commitment is deeper than the Sea and ambition is higher than the Sky... then your future will be brighter than the Sun.

**PRINCIPAL**

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### **Vision**

The College is committed to offer quality education to women students. The Vision Statement of the College is as follows:

- ✓ To offer quality education to girl students and contribute to overall development.
- ✓ To provide an ambience conducive to realization of the students' full potential.
- ✓ To empower girl-students with information and awareness that enables them to cope with the challenges at various levels and in different spheres
- ✓ To train them for skilled roles and responsibilities.
- ✓ To help students to grow into socially aware, independent, able and responsible Individuals
- ✓ To equip the students with skills, attitudes, and habits of learning that would help them in adapting themselves to the continual changes in their professional interactional zones.
- ✓ To awaken and sensitize students to evolve the right skills, attitudes and learning strategies in order to meet the dynamic, professional and job demands
- ✓ To strive for excellence in the fields of teaching, research and employment
- ✓ Inculcate and include values which help them work with integrity and face the exigencies of life.

### **Mission**

The goals and objectives of the institution are to offer quality education to women and to empower them with information and awareness that enable them to cope with the challenges at various levels and in different spheres and to strive for excellence in the fields of teaching, research and employment; make young women strong and confident by imparting transformational education that is intellectually stimulating and academically inspiring and address the issues of gender in all their complexities in an effort to achieve optimum empowerment. Facilitate each woman to gain strength based on values and life sustaining skills which enable them to meet the challenges of the changing world.

### **Anti Ragging**

Ragging is an offence under A.P. Prohibition of Ragging Act 1997, punishable for six months to seven years of imprisonment. Abettors will also face similar punishment. The Anti Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award to those found guilty, one or more of the following punishments, namely:

1. Suspension from attending classes and academic privileges
2. Withholding/withdrawing scholarship/fellowship and other benefits
3. Debarring from appearing in any test/examination or other evaluation process
4. Withholding results
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
6. Suspension/expulsion from the hostel
7. Cancellation of admission
8. Rustication from the institution for a period ranging from one to four semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period

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**A Model Student Charter as Proposed by NAAC**

Students' Responsibilities of Learning

- Appreciate the institutional goals and objectives and contribute to their realization by participating in relevant institutional activities
- Have a clear knowledge of the programmes, admissions policies, rules and regulations of the institution
- Understand the teaching learning strategies and evaluation system of the institution
- Follow the time schedules, rules and regulations of the institution
- Undertake regular and intense study of learning materials
- Make optimum use of the learning resources and other support services available in the institution
- Prepare for continuous internal assessments and term-end examinations
- Give feedback for system improvement
- Have faith and ability to pursue lifelong learning
- Live as worthy alumni of the institution

## UNIVERSITY COLLEGE FOR WOMEN – HAND BOOK

### About the College

**University College for Women** is a Constituent College of Osmania University, with the autonomous status since 1989. It is accredited 'Five Stars' in the first cycle and 'A' Grade in the next two cycles by NAAC besides CPE status conferred by the UGC, New Delhi. Established in the year 1924, the College is celebrating successful completion of 94 years of empowering women. The goals and objectives of the institution are to offer quality education to women and to empower them with information and awareness that enable them to cope with the challenges at various levels and in different spheres and to strive for excellence in the fields of teaching, research, employment and entrepreneurship.

The College is located in a sprawling Campus of 42 acres covered with lush greenery. It has state of art Classrooms for UG and PG, Computer Labs, Seminar Halls fitted with LCD, Auditorium, Open-Air Theatre, Sports Room, Gymnasium, Sports Ground, well equipped Laboratories, Commerce Lab, English Language Lab, Cafeteria, Staffrooms, Washrooms, Hostel with a TV Hall, Botanical Garden, Animal House, Green House, Health Centre etc, The institution utilizes optimally the existing infrastructure facilities for Diploma and Certificate Courses, Workshops, Seminars, Extension Lectures, Personality Development Classes, Students' Programs, etc.

In the process of developing the future of India with a holistic approach, the College has adopted a continuous monitoring, assessment and evaluation of the Curriculum and brings out changes periodically by adopting to the need based changes as per the demands of the market and the industry. Being one of the oldest institutions of higher learning for women, it endeavors to make young women strong and confident by imparting transformational and skill based education that is intellectually stimulating and academically inspiring which helps them in their sustenance and future growth. The College has highly qualified teachers with 76 PhD holders, NET/SET qualified teachers with a lot of experience and research publications to their credit and willingness to take up new challenges.

Being a Constituent College for Women with hostel facilities on the campus, it caters to a large number of first generation learners of about 4000 students from most of the districts of the newly constituted state of Telangana. It provides both UG & PG programs. The College being autonomous, offers various combinations of Undergraduate Courses (regular & self finance programs) under BA, B.Sc (Physical & Biological Sciences) and B.Com; Post Graduate Programs along with Diploma and Certificate Courses. Further, making optimum use of autonomy, the College introduced many Add-on and Skill Oriented Courses in order to equip students with specific skills to make them employable and also opt for higher education in emerging areas. These courses include B.Com (Taxation), B.Com (Hons), B.Com (Computers), Food Science Management, Food & Nutrition, Biological Chemistry, Genetics, Mass Communications and Digital Humanities.

UGC identified University College for Women to introduce Vocational Courses with the seed money for five years during the year 1994-95. B.Com (Taxation), B.Sc. (Electronics), BA (Functional Hindi) and FSM (Food Science Management) were offered under this scheme. B.Com (Taxation), B.Sc. (Electronics), and FSM are being successfully run. Moving forward in this direction the College has successfully implemented CBCS pattern with a component of add on courses with effect from the Academic Year 2015- 16. **The first batch of students under CBCS pattern successfully passed out during the year 2017-18**

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## Developments

- ✓ Biometric attendance has been introduced for the Teaching & Non teaching staff.
- ✓ Student online information system has been inaugurated by hon'ble Vice-Chancellor, Prof. S. Ramachandram. UCW is the first constituent college of Osmania University to have started online information system.
- ✓ Controller of Examinations, OU Prof. Sri Ram Venkatesh has inaugurated Spot evaluation centre. UCW will take up in house evaluation of answer scripts from this semester onwards.
- ✓ Academic Audit has been started by the exam branch from November 2018 onwards. Exam pattern, evaluation, grading pattern and moderation has been checked thoroughly by the Academic audit committee constituted by the Heads of the departments and reports have been generated.
- ✓ Exam branch has been extended to create more space for student counters.
- ✓ Child care centre, Shishu vihar has been re opened in the college premises.
- ✓ Funds of Rs. 1 crore has been sanctioned under RUSA funding.

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**AUTONOMY:** The University Grants Commission conferred the status of ‘Autonomy’ to the College to facilitate introduction of innovative courses at the undergraduate level from the year 1988. Autonomy has facilitated the college to design its own academic programmes, and assessment norms. This has resulted in all round development of students having regard to their special needs and aptitudes.

This has helped the college to focus on all round development of students in consonance with their aptitudes and needs since autonomy is a continuous process, it has given opportunity to the college to review common intake with the market and the inspirations of the students.

**ACCREDITATION:** UCW was the first of the Osmania University Constituent Colleges to seek accreditation. The NAAC team visited the College in February 1999 and after a comprehensive assessment, taking into consideration various parameters, it had accorded 5 stars to the college which was the highest grade then. After five years the college sought reaccreditation from the NAAC in 2006 and the College was awarded “A grade”. In March 2015 the College went for the third cycle of reassessment and was reaccredited with “A grade”, applicable till March 2022.

**COLLEGE WITH POTENTIAL FOR EXCELLENCE:** UGC granted the status of “*College with Potential for Excellence*” to UCW in the year 2004. As a part of the scheme, the college got a grant of Rupees one Crore for developing infrastructure including automation. The college continues to get funds under CPE. Following are some of the programmes taken up under CPE:

- Automation of Library
- Automation of Examination Branch
- e-learning Centre with SPSS & Tally software facility
- Cyber Cafe with internet facility
- Independent Health Centre
- Modernization of departments and labs
- Software for the English Language Lab
- Gym for Students / Staff
- Protected drinking water aided by Reverse Osmosis System

CPE status presently has been renewed for five more years (2017-2022)

**UGC ADDITIONAL ASSISTANCE TO COLLEGE:** An additional grant of Rs.50 lakhs was

sanctioned by UGC to the College. The College purchased Generators for uninterrupted power supply to all the labs and to the Administrative Block. Latest teaching aids like Interactive Boards, LCD projectors etc. have been setup.

**FIST & DST PROGRAMMES:** The Department of Chemistry was identified by DST under FIST programme (funds for infrastructure for Science & Technology). Under this programme Rs.59 lakhs were sanctioned. Various equipments were purchased which are available to students & research scholars.

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INFRASTRUCTURE & LEARNING RESOURCES

	Admin Block	
Library		PG. Block
Commerce <b>Block</b>		IT Block
Ezra Hall	<b>42 acres</b> <b>British</b> <b>Residency</b> Durbar Hall Block	Science Block
Sports Block I & II		Botany Dept.
Canteen		Science Block II
	Chemistry Block	Zoology Block

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**ACADEMIC PROGRAMMES**

**University College for Women** has to its credit the honour of being accredited by NAAC with the top grade continuously for three cycles. UCW sought autonomous status as early as 1989 and ever since strove to provide holistic education to learners. Starting with the introduction of Professional and Allied Courses like B.Com with Taxation; Computers; and Honors specialization, Food Science Management; Electronics; Bio Technology; Food & Nutrition and Digital Humanities, UCW moved on to introduce short term courses in Entrepreneurship and has successfully implemented CBCS pattern with effect from the Academic Year 2015-2016. This provides learners a wide scope of choice to choose subjects across disciplines for an overall personality development.

Undergraduate programmes in Arts & Social Sciences, Science and Commerce focus on providing a rigorous training to students in the subjects of their choice. The students are equipped with all the necessary skills required to take up employment in related fields. These programmes are aimed at inculcating a spirit of inquiry, stimulate independent thinking, and impart analytical and experimental abilities. An effort is made to create a sense of self-reliance in students and give them an orientation to seek suitable employment and also generate self employment. Students are made to be aware of their responsibility to people and society around them. College organizes seminars for all the students. Experts from different fields are invited to deliver lectures. The objective of these seminars is to enhance general and environmental awareness of the students and inculcate values.

Postgraduate programmes in Arts & Social Sciences, Science, Commerce and Management enable students to develop expertise in their special areas of study and inculcate in them a keen interest in research. These courses are designed in such a way that students not only acquire the knowledge of the latest developments in their field but also try to contribute to further the developments. Postgraduate programmes are linked to the employment needs of different social and scientific organizations, thus forging a vital link between the University and Society.

Diploma, Certificate and Add-on Courses are primarily vocational courses, which train students for specific jobs. These courses are need-based and they are designed in consonance with the requirements of various private and public sector organizations. Entrepreneurship along with skills training is also offered as a short term modular course of two credits.

Restructuring of the courses to fit into the CBCS pattern has been done, taking into consideration the local needs placed in a national context so as to fulfill global demands. Education is neither just an accumulation of inert facts nor is a narrow approach to subjects; UCW provides application oriented interdisciplinary learning. Therefore, students pursuing graduation degrees in specific courses are encouraged to imbibe knowledge and skills which enable all round personality development.

CBCS at under graduate level has been introduced w.e.f the academic year 2015-16.

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**Two Credit Add-On Modular Courses:** Students must choose at least two courses, one for each Semester I & II from among the following courses apart from the compulsory courses in semesters III & V.

### **BA (Telugu Medium)**

1. English Language & Comm. Skills I Dept of English  
(Basic grammar, Listening & Reading)
2. English Language & Comm. II & Soft Skills Dept of English  
(Speaking & Writing)
3. Practical Accountancy Dept of Commerce
4. Mathematical Aptitude & Reasoning Dept of Maths & Statistics
5. Basics of Computer Application Dept. of Computer Science

### **BA (English Medium)**

1. Practical Accountancy Dept of Commerce
2. Mathematical Aptitude & Reasoning Dept of Maths & Statistics
3. Report & Review Writing Dept. of English
4. Disaster Management Dept. of Pol. Science
5. Fundamentals of Food & Nutrition Dept of Nutrition
6. Basics of Computer Application Dept. of Computer Science

### **B. Com**

1. History & Culture (one Unit on Telangana) Dept of History
2. Disaster Management Dept. of Pol. Science
3. Mathematical Aptitude & Reasoning Dept of Maths & Statistics
4. Report & Review Writing Dept. of English
5. Fundamentals of Food & Nutrition Dept of Nutrition
6. Basics of Computer Application Dept. of Computer Science
7. Climate Change: Vulnerability and Adaptation Dept. of Geography

### **B. Sc. (Physical Sciences)**

1. Practical Accountancy Dept of Commerce
2. History & Culture (one Unit on Telangana) Dept of History
3. Fundamentals of Food & Nutrition Dept of Nutrition
4. Report & Review Writing Dept. of English
5. Disaster Management Dept. of Pol. Science
6. Basics of Computer Application Dept. of Computer Science
7. Climate Change: Vulnerability and Adaptation Dept. of Geography

### **B. Sc. (Biological Sciences)**

1. Practical Accountancy Dept of Commerce
2. History & Culture (one Unit on Telangana) Dept of History
3. Mathematical Aptitude & Reasoning Dept of Maths & Statistics

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4. Report & Review Writing Dept. of Mass Communication
5. Disaster Management Dept. of Pol. Science
6. Basics of Computer Application Dept. of Computer Science
7. Climate Change: Vulnerability and Adaptation Dept. of Geography

### **Compulsory Add-On Modular Courses in semesters III & IV**

#### **Semester V**

III. Open Stream – Finishing School - (20 hours of theory (5 for each unit) 10hrs for activity oriented assignment 3+3+2+2hrs for each unit respectively)

Unit I: Soft Skills & Etiquette Dept. of English

Unit II: Personality Development Dept. of Psychology

Unit III: Women's Rights & Self Defense Dept. of Sociology & Sports

Unit IV: Health Care & Diet Management Dept. of Food & Nutrition

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**COMBINATIONS & FEE STRUCTURE FOR UG COURSES**

**B. A.**

<b>Combinations</b>	<b>Tuition Fee Per annum Rs.</b>
B.A. (T.M.) : History, Political Science, Economics 5,800	5800
B.A. (T.M.) : History, Political Science, Telugu Literature 5,800	5800
B.A. E.M: (Choice Based Credit System with Combinations) Economics, History, Political Science, Public Administration, Philosophy, Classical Language ( Arabic, Persian, Sanskrit) & Modern Language ( English, Hindi, Telugu, Urdu)	5800
B.A. E.M: (Choice Based Credit System with Combinations) with Sociology, Psychology & Geography (for these subjects practical work is incorporated into course work)	6,375
B.A. E.M: (Choice Based Credit System with Combination) *Mass Communications	17,530
B.A. E.M: (Choice Based Credit System with Combination) *Digital Humanities	17,530
B.A. E.M: (Choice Based Credit System with Combinations) *Mass Communications & *Digital Humanities	28,340

**B. Com.**

<b>Courses</b>	<b>Tuition Fee Per annum Rs.</b>
B.Com Regular	7,640
*B.Com Taxation	18,220
*B.Com Computers	22,705
*B.Com Honours	26,155

**B.Sc. Physical Sciences**

<b>Combinations</b>	<b>Tuition Fee Per annum Rs.</b>
Maths /Physics/Chemistry	7,640
Maths /Physics/Electronics	7,640
Maths /Physics / Electronics & Computer Science*	22,705
Maths /Physics/Computers & Inf. Sciences*	22,705
Maths /Statistics */Computer Science *	22,705
Maths /Economics / Statistics*	17,530

**B.Sc. Biological Sciences**

<b>Combinations</b>	<b>Tuition Fee Per annum Rs.</b>
Genetics with Bio-Tech*/Botany/Biol. Chemistry *	29,835
Genetics with Bio. Tech* / Zoology/Biol. Chemistry*	29,835
Genetics with Bio. Tech*/Botany/Chemistry	16,035

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Genetics with Bio. Tech*/Zoology/Chemistry	16,035
Nutrition &Dietetics/Botany/Chemistry	15,345
Nutrition &Dietetics / Zoology/Chemistry	15,345
Food Science* /Botany/Chemistry	21,440
Food Science*/Zoology/Chemistry	21,440
Botany / Zoology / Chemistry	7,640
Botany / Zoology / Biological-Chemistry*	22,015

### \* Self Finance Programs

#### 1.SCHOLARSHIPS

The following Scholarships are available subject to certain conditions.

1. Scheduled Caste and Scheduled Tribe Scholarships.
2. Listed Backward Class- Scholarships (LBC)
3. Economically Backward Class Scholarships (EBC)
4. Minority Scholarships

2. All the candidates / students who belong to SC/ST/BC/EBC/PHC who are eligible for scholarship for fee reimbursement as per the latest G.O' s of Govt. of Telangana have to apply for the scholarship as per the instructions from e-pass.

3. All candidates who belong to SC/ST category and whose parents' income is below Rs.2,00, 000/- per annum are eligible for SC/ST scholarship; for BC, EBC & Minority candidates if the parent's income is below Rs. 1, 00,000/ per annum as per Gove of Telangana orders.

**4. Scholarship holders pursuing both Self- Financing and Regular Courses have to pay the difference amount , in case the full fee is not sanctioned by the Social Welfare Departments, Govt. of Telangana State.**

**5. If Scholarship is rejected for any candidate either for inadequate information or for any other reason, the candidate will have to pay the entire fee.**

6. Note: Any Scholarship is given only to eligible students who put in a minimum of 75% attendance and have cleared their entire hostel, and other fee dues and whose academic record is satisfactory. The hostel students who receive scholarships are requested to note that the disbursement of scholarship amount is related to the dues payable by them to hostel.

**7. Food Science & Management students are required to undergo On Job Training at the end of (II year) IV Semester. Project fees of Rs.2, 000 will be collected for the project.**

**8. Rs. 100/- per semester to be paid for all the Add on courses**

**9. Fees once paid shall Not Be Refunded.**

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### **RULES OF ATTENDANCE**

- i) Candidates admitted to a particular course of study are required to pursue a “Regular course of study”, before they are permitted to appear for the College Examinations
  - ii) Regular course of study means putting in attendance of not less than 75% of the lectures and practical (wherever applicable) and this provision be enforced strictly provided that in special cases, and for sufficient cause shown, the Principal may, on the specific recommendation of the Head of the Department, condone the deficiency in attendance to the extent of 10% on medical grounds, subject to production of medical certificate.
  - iii) The fee of condonation of attendance on medical grounds shall be Rs.250 for semester system to be paid through J Challan, SBI Collect in favour of Principal, Osmania University College for Women, Koti, Hyderabad.
  - iv)
    - a. Attendance of students attending NCC camps or Inter-College or Inter-University or Inter-State or Inter-National matches or educational excursions or such other Inter-University activities, as approved by the authorities involving journeys outside the city in which the college is situated will not be counted as absence. However such absence shall not exceed 8 weeks per year for the total period of instruction. Such leave should not be availed of twice during the course of study.
    - b. In the case of women candidates a maximum of six weeks absence on account of pregnancy may be condoned in an academic year. Such leave shall not be availed of twice during the concerned course of study.
- The attendance shall be calculated from the date of commencement of the classes as per the almanac communicated by the college.** The attendance shall be calculated on the aggregate of papers/subjects in the faculty of Arts, Science, Commerce and Social Sciences.
- v) The attendance is to be marked only in the classroom and kept in cumulative and progressive manner.
  - vi) In any semester of the course, if a candidate fails to secure the minimum percentage of attendance, she shall not be eligible to appear in the examination of that semester, and she shall have to enroll herself to undergo afresh, a Regular Course of Study of the corresponding semester in a subsequent academic session, in order to become eligible to appear for the examination.
  - vii) Attendance shall be reckoned from the date of commencement of instruction as per the almanac communicated by the University/College, However, in the case of late-admitted candidates (but within the stipulated time), the attendance will be reckoned from the date of admission.
  - viii) To enable students to know their attendance, at the end of each month the concerned Heads of Departments shall display cumulative attendance for information.
    - ✓ In respect of candidates admitted into the course but have put in not less than 40% attendance can seek re-admission during the subsequent year and such admission shall be treated as casual admission for all purposes.
    - ✓ In respect of others who have put in less than 40% attendance, the admission to the course is deemed to have been annulled and the candidate has to seek admission afresh through counseling
  - x) Whenever there is a change in syllabus/model paper, the student will be given another two chances to clear the backlog of that paper under the old syllabus/model paper. The Candidate is required to prepare for the examination with new syllabus/model paper subsequently.

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**NOTE: Students admitted to various UG Courses must put in 75% attendance to be eligible to write the SEMESTER Examination.**

**1. Controller of Examinations:**

**Dr. A. Lakshmi**, Dept. of Economics

**Addl. Controller of Examinations:**

**Dr. S. Anitha Kumari**, Dept. of Zoology

**Mrs. Madhuri Thakur**, Dept. of Commerce

**Ms. Shatabdi Das**, Dept. of Psychology

**2. Academic Co-ordinator:**

**Dr. K. Premalatha**, Dept. of Chemistry

**Dr. M. Kavitha**, Dept. of Chemistry

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### **Attendance**

75% attendance in each semester is mandatory for eligibility to appear for the examination.

Candidates who have the attendance between 65% and 75% should pay condonation fee of Rs.250/- to appear for examination and submit medical certificate.

### **Evaluation of Examination**

The evaluation of the candidate's performance in each subject is based on marks obtained in Internal Assessment (30%) and end semester examination (70%) inclusive of theory and practicals. In each semester, two Internal Assessment Tests are conducted, one objective and one subjective and average of both the tests marks is taken as a final mark and added to the end semester examination.

### **Malpractice:**

Any student indulging in malpractice such as possession of any written material or any electronic gadgets is strictly punished as per O.U. norms.

### **Fee structure:**

Application Form	...	Rs.100/-
Theory	...	Rs.100/- per paper
Practical	...	Rs. 100/- per paper
Improvement/backlog	...	Rs.150/- per paper
Revaluation	...	Rs.150/- per paper

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### **Waiver of Examination Fee**

The examination fee is waived for physically challenged students and wards of O.U. Employees. No waiver is given for Memo and Provisional Certificate.

Foreign Students pay the exam fee at the time of admission therefore they need not pay the semester end exam fee.

**No Waiver of fee** for Improvement and Backlog Examinations and for Memo and Provisional Certificate.

### **Practical Examination**

In subjects where practicals are a part of the curriculum, practical examinations are conducted in the following way.

- (i) Odd semester practical exams will be conducted by internal examiners.
- (ii) Even semester practical exams will be conducted by external examiners.

### **Pass Percentage in Theory & Practicals**

Pass percentage in Theory paper & Practical paper is 40% each.

### **Results, Grade and Award of Division**

- a) A Candidate shall be declared passed in semester examination if the candidate has passed in all papers/subjects.
- b) A candidate shall be given Semester Grade Point Average (**SGPA**) at the end of each semester if she passes in all Papers/Subjects.
- c) A candidate shall be given Cumulative Grade Point Average (**CGPA**) and Division only after the completion of the course.(i.e, from I to VI Semesters)
- d) Reduction of 10% pass marks in each subject is given to the students of Hearing Impaired, Orthopedically Handicapped and visually challenged for all the UG Courses.

### **Distribution of Marks:**

Courses	Theory Papers						Practical Papers					
	I.A.		S.E.		TOTAL		I.A.		S.E.		TOTAL	
	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min
	<b>B.A.</b>	15	---	35	14	50	20	07	---	18	07	25
<b>B.Com.</b>	15	---	35	14	50	20	---	---	---	---	---	---
	15	---	25	10	40	16	---	---	10	04	10	04
<b>B.Sc.</b>	15	---	35	14	50	20	07	---	18	07	25	10
<b>Add On Course</b>	10	---	15	06	25	10	---	---	---	---	---	---

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**Note:- Limited Hostel admission to II and Final year U.G. students only subject to availability of accommodation**

## UNIVERSITY COLLEGE FOR WOMEN – HAND BOOK

### Grades and Grade points:

Academic performance	Letter Grade	Grade Point
≥ 90%	O	10
≥ 80% - <90%	A+	9
≥ 70% - <80%	A	8
≥ 60% - <70%	B+	7
≥ 50% - <60%	B	6
≥ 40% - <50%	C	5
<40%	D	0
	AB (Absent)	0

### Computation of SGPA & CGPA

Credit Points = No. of Credits Secured X Grade Points.

SGPA =  $\frac{\text{Sum of Credit Points obtained in that semesters}}{\text{Total Credits}}$

CGPA =  $\frac{\text{Sum of Credit Points obtained in all semesters}}{\text{Total Credits}}$

$$SGPA(S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

$$CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

$C_i$  = No. of credits of the  $i$ th course.  $G_i$  = the grade point scored by student in the  $i$ th course.

Where  $S_i$  is the SGPA of  $i$ th semester and  $C_i$  is total number of credits in that semester.

### Conversion of CGPA into Division:

Division may be awarded based on CGPA secured as shown in the following table

- SGPA is computed only if the candidate passes in all the Theory/Practical papers with a minimum of C Grade.
- A student securing D Grade in Theory/Practical paper shall be considered failed in that paper.
- A Student should pass in Add on Course and AECC (Ability Enhancement Compulsory Course) papers however they are not included for the calculation of SGPA & CGPA.

CGPA	Division
≥ 7	Distinction
≥ 6 & < 7	I Division
≥ 5 & < 6	II Division
≥ 4 & < 5	III Division
<4	Fail

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## **UNIVERSITY COLLEGE FOR WOMEN – HAND BOOK**

### **Rules of Promotion**

Following are the Rules of Promotion in UG Courses.

- 1) Students of I, III and V semesters will be promoted to II, IV & VI semesters if they have completed their regular course with 75% Attendance and having applied for the examination.
- 2) The students of II/IV semester will be promoted to III/V semesters if they have completed their regular course with 75% Attendance and having passed in atleast 50% of their subjects. Otherwise they will be detained.

<b>No. of papers / subjects prescribed for I &amp; II Semesters</b>	<b>Number of Backlogs permitted</b>
7/8	4
9/10	5
11/12	6
13/14	7
15/16	8
17/18	9

### **Maximum Duration for Completion of Degree Course**

- a) The maximum duration for completing a three year degree course is six years (ie three more years after regular course of three years). The rule is also applicable to Readmission Cases.
- b) After instruction of 15 weeks in a semester there will be an examination for I, III, V Semesters in October/ November each year. There is no detention at the end of I, III, V Semesters.
- c) After instruction of 15 weeks in a semester there will be an examination at the end of II, IV, VI Semesters in March/April each year. There is detention system at the end of II and IV Semesters.
- d) Not more than 50% of backlog papers can be carried forward at the end of every year, i.e., II and IV Semesters.

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### **Ragging is an Offence under Prohibition of Ragging Act 1997 Page 2**

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**Improvement & Backlogs**

- a) A student who wishes to improve her result is entitled to repeat the examination for improvement in any paper provided she has cleared all the papers relating to that relevant semester. No student carrying backlog is permitted to appear for improvement examination for the relevant semester.
- b) Backlog/Improvement papers of both semesters in a given academic year (i.e., I and II semesters, III and IV semesters, V and VI semesters of an academic year) will be held in March-April, i.e., at the end of the every academic year. No backlog examination will be held at the time of I, III and V semesters.
- c) Whenever there is a change in syllabus/model paper, the student will be given two chances to clear backlog of that paper under the old syllabus/model paper. Later the candidate is required to prepare for the examination with new syllabus / model paper.

**Medium of Examination**

A Student admitted to a particular medium of instruction has to appear for the examinations in that medium only. If for their own reasons, they write the examination in another medium, their scripts will not be valued.

**Memorandum of Marks**

Semester wise Memorandum is issued at the end of each semester. Consolidated memorandum is issued at the end of the course, on application by the candidate.

**Issue of Transcripts**

The Examination Branch issues the transcripts for the students who wish to apply for other foreign universities for higher studies. The student has to pay Rs.100/- per copy for the first set and subsequent copies for Rs.50/- per copy.

**Verification of Certificates**

We are delighted to announce the launch of an Online Certification Verification System; [www.oucwkoti.directverify.in](http://www.oucwkoti.directverify.in) to facilitate expeditious verification of students' certificates. The increase in counterfeit certificates worldwide has been a major concern over the years and has caused tremendous damages to various institutions. This system will enable Embassies, Organizations and Agencies worldwide to verify University College for Women students certificate online from anywhere in the world to safeguard themselves from the fake document menace. Verification request status can be monitored by using the transaction numbers. Furthermore, net banking, credit cards and debit cards facility is enabled for making payment for raising a request for verification.

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## **UNIVERSITY COLLEGE FOR WOMEN – HAND BOOK**

### **Instant Completion Examinations**

Instant Completion Examinations are being conducted for final year students in the month of June/July every year since 2016 onwards, after taking the approval from the Academic council.

### **New Portal**

The Exam Branch has started a new portal for student online E.A.F(Examinaion Application Form) i.e., submission of application and payment of examination fee through online mode.

### **Online Results**

The results are declared after Semester end examination online for easy access to students with marks. [www.oucwxambranch.org](http://www.oucwxambranch.org)

### **Convocation**

The college holds a convocation every year for the Under Graduate Students passed out in the current academic year.

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## UNIVERSITY COLLEGE FOR WOMEN – HAND BOOK

### STUDENT SUPPORT SYSTEM

#### NATIONAL CADET CORPS

The N.C.C. unit of this college is more than 40 years old. The college houses one company of 200 cadets attached to the Army Wing. Students are also enrolled in the air and naval units. The N.C.C. training inculcates discipline, leadership, punctuality and obedience as cardinal virtues in its cadets. The unit is headed by an Associate N.C.C. Officer. The College has a Firing Range.

This is an institute which sends maximum number of cadets for Basic Leadership Camp and Republic Day Camp, Delhi. The N.C.C. unit of the college was awarded the Best Institution Prize among senior wing institutions in 1998, 1999, 2000, 2001. N.C.C.

The NCC through its multidimensional and value oriented activities in various fields not only infuses defense security consciousness but has also moulded personality. The NCC is one of the overall and all round grooming of the students. We have a sub-unit with 200 cadets from all 3 years. Apart from their regular education qualification, by enrolling in NCC, cadets learn Human values, Community or social values, Cultural values and Institutional values.

- Cadets are taught how to take care of themselves and the society. They have adopted 10 statues around our college, of famous personalities which cadets take care every 2<sup>nd</sup> Saturday by cleaning the statue and surrounding premises.
- Every 4<sup>th</sup> Saturday, cadets along with our college students, take the social responsibility of carrying out rallies.
- Apart from many National Integration Camps, Annual Training camps 64 cadets appeared for B- Certificate exam and 48 cadets appeared for C-Certificate exam at the end of the academic year 18-19,
- The regular activities of the Department include organizing (i) coaching camps for all kinds of sportspersons; (ii) scheduled inter-collegiate, inter- university coaching camps and (iii) inter-faculty and inter- department contests in some selected sports for campus students. Sports competitions are also selectively organized by the department for the teaching, non- teaching and administrative staff of the college.

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## UNIVERSITY COLLEGE FOR WOMEN – HAND BOOK

### SPORTS&GAMS

The Physical Education department trains students in 23 different sports and prepares them for participation in International, National, State and Inter-University Competitions. The department has developed good sports fields and other related facilities like gym etc. Specialists in different sports are invited from time to time to give advanced training to our sports persons. Every year the department organizes 'Sports Day' and sports persons of repute are invited to preside over this function. Physical Education is recognized as an important aspect of women's education and due encouragement is given to this aspect.

The Department is proud to have played a vital role in the following outstanding achievements of the University in games and sports.

- 1) Kunchetty Priyanka Sagar of Bcom Honours 1st year has participated in fig rhythmic Gymnastics world challenge cup in Russia, All around individual senior gymnastics from 22 August to 24 August 2018
- 2) P. Naga Harika of BA II yr has participated in the 33rd Kings Cup of Sepatakraw held at Thailand in Korat terminal from 23rd September 2018 to 30th September 2018.
- 3) 23 students represented at National level in different sports and games.
  - Prerana Saha of Bcom hon I yr has secured a silver medal in 56th National Roller Skating Championship held at Vishakapatnam from 18th to 23rd Dec 2018 and also secured a silver medal in Roller skating Federation Cup held at Punjab University, Chandigarh from 13th June to 15th June 2018.
  - P.Naga Harika of BA II yr, has secured second place in Senior National Sepatakraw championship held at Rajasthan from 2nd to 6th of January 2019 in Regu event.
- 4) 25 students represented at University level in different sports and games.
  - K. Priyanka Sagar of Bcom Hons I yr has secured a Bronze medal in Rhythmic Gymnastics All India Inter Universities Championship held at Chandigarh from 17th Nov 2018 to 19th Nov 2018.
  - P.Naga Harika of BA II yr has secure gold in doubles and bronze medal in Regu in All India Universities Sepatakraw Competition held at Bareilly from 16th to 19th January 2019..

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### Inter-collegiate

- University college for women have conducted Kho-Kho Inter collegiate held on 6<sup>th</sup> and 7<sup>th</sup> September 2018 and won 1<sup>st</sup> place
- T. Sandhya Rani of Bsc II yr, has secured gold medal in the Inter collegiate wrestling competition held at LB stadium in Hyderabad on 8<sup>th</sup> Sept 2018.
- Inter collegiate Kabaddi competition was conducted by Kasturba Gandhi college in which our college has secured 1<sup>st</sup> place.
- Inter collegiate soft ball competition was held at Bhavan's college on 3<sup>rd</sup> and 4<sup>th</sup> of October 2019, in which our college has secured 3<sup>rd</sup> place.
- Basket Ball competition was held at St. Fransis college on 17<sup>th</sup> and 18<sup>th</sup> September 2018 in which our college secured 4<sup>th</sup> place.
- Inter collegiate Kabaddi competition was conducted by Kasturba Gandhi college in which our college has secured 1<sup>st</sup> place.
- Inter collegiate soft ball competition was held at Bhavan's college on 3<sup>rd</sup> and 4<sup>th</sup> of October 2019, in which our college has secured 3<sup>rd</sup> place.
- Basket Ball competition was held at St. Fransis college on 17<sup>th</sup> and 18<sup>th</sup> September 2018 in which our college secured 4<sup>th</sup> place.

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**NSS**

The NSS Unit of our College is always in the forefront to render services to the Society thus fulfilling the aims & ideas of our Father of Nation Mahatma Gandhi. The cardinal principle of the N.S.S. program is commitment to social service their motto being ‘Not Me but You’. The students and teachers come together in the cause of social service and this activity helps them in realizing their potential.

We are not social workers. We may be doing social work in the eyes of few people, but we must be contemplatives in the heart of world. The miracle is not what we do, but we are happy doing it. About 300 volunteers are enrolled in three different units. Each Unit comprises of 100 volunteers. The Program Officer for Unit- I is Mr.Yadiah of I.T. Department, Unit-II, Dr. M. Dorcas, Department of Botany, and Unit – III is headed by the Principal of the college Prof. A. Roja Rani

Here are some of our events:

1. Harithaharam
2. Swatch Bharath
3. Role of Armed Forces
4. MNJ Cancer Hospital singing and Protein Distribution
5. Election duty for Physically Disabled

**Credits for NSS /NCC/ Sports/ Co curricular – 2 credits (three years of study)**

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#### COUNSELING CELL

This is an extension service. The college provides guidance and counseling to the students in the matters of aptitude and other personal matters. Efforts are being made to strengthen the cell further.

#### PLACEMENT CELL

The Training and Placement office offers intensive training programs for the graduate students of the college. The college is registered with TASK – Telangana Academy for skill and knowledge. For the first time in history of the college 100 students across all UG faculties have registered with TASK and have availed the benefits.

The following are the programs organized by the Training & Placement cell for the academic year 2018-19.

1. Training program on Interview skills 20-21 August 2018. The trainer Mr. Narender Reddy conducted the interactive session with the students.
2. TASK-Mahindra Pride learning program of 40 hour duration (1 week) was conducted from 17<sup>th</sup> to 24<sup>th</sup> December 2018. In this intensive program students were trained in a wide variety of like team building, group skills, time management, group discussions many activities were also conducted.
3. TASK – IT Moocs-reasoning and aptitude online material link was given to the students so that students can prepare for various competitive exams.

We had a number of companies providing job opportunities to our students in off campus and pooled drive modes

1. Novartis
2. Reddy Labs
3. Avra Technologies
4. Aakash Institutions
5. Byjus
6. Sri Chaitanya technologies
7. Deloitte
8. ETV – Bharat
9. Infosys
10. TCS
11. Syngene
12. Vijayasri organics

Some of the students got selected through TASK also.

#### PUBLIC RELATIONS OFFICE

The College has a Public Relation Office which started functioning from June 1993. Apart from reporting the newsworthy items of the college, this newsletter also catalogues all the achievements of the staff and students. It also carries the complete schedule for the year in the first issue published, each academic year for the benefit of the students.

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### LIBRARY

The College Library is among the oldest libraries in the city and it caters to the academic requirements of the staff and students. The holdings of the library are frequently updated. The Library is equipped with latest software & hardware. INFLIBNET facilities are also available to enable online access of resources.

### HEALTH CENTRE

The College has a Health Centre on the campus to cater to the students and employees. The dispensary functions on full-time basis with one Regular Doctor, one staff nurse and an ayah.

### HOSTEL

Hostel accommodation will be provided for 250 students of undergraduate students ONLY based on distance, family background and economic conditions. A.P. reservation rules are also taken into consideration for allotment. However first year UG students are NOT eligible for the admission in to Hostel.

### CANTEEN

The College Canteen caters to the needs of students and staff, and is open from 9.00 a.m. to 5.00 p.m. on all working days.

### CYBER CENTRE

This Centre, equipped with 40 systems and software, enables internet access and online browsing to all the students. There are 4 systems exclusively for physically challenged.

### STUDENT – TEACHER INTERACTION

Student teacher interaction is one of the key areas of learning. Appreciating the imperative of promoting a congenial ambience in the college that promotes creative and academic experiences of the students, the College has constituted a student consultative committee. Selected students from different disciplines are nominated to the Committee which meets periodically to discuss various issues relating to the students in the college and liaisons with the Administration for solutions. The College also nominates a team of Teachers as Student Counselors who advise the Student Consultative Committee. Guest lectures, Seminars and Group discussions are arranged periodically by the faculty members for the students. Periodically parent-teacher meetings are held and the feedback is taken. Principal takes care to improve on the basis of suggestions given by the parents.

**NOTE: IT IS MANDATORY FOR THE STUDENTS TO ATTEND WEEKLY ASSEMBLY**

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Formation of the co-curricular clubs will be done in weekly assembly. Students can be part of more than one club and the meeting day of these clubs will be decided accordingly. Active participation from students is the key for the success of all these activities.

### FACULTY WISE CLUBS

These Clubs guided by the teachers of the departments enroll students and guide them to take up various co-curricular activities. Those who participate actively and consistently are given a participation certificates. The following are the clubs:

- |                  |   |
|------------------|---|
| a. Eco Club      | f. Consumer Club                              |
| b. Commerce Club | g. Art Club                                   |
| c. Music Club    | h. Photographic Club                          |
| d. Literary Club | i. Health Club<br>(Nutrition/Attitude/Values) |

### ALUMNAE ASSOCIATION

As a part of the Platinum Jubilee Celebrations the Alumnae Association was formed to bring together the old students of the college for active involvement in institution building. The following are the objectives of the association:

- To create a broad network of former students to enable the current and future students to interact with them on academic, professional, extra-mural and any other appropriate areas of interaction
- To facilitate collaborative research / projects between UCW & National and International Institutions
- To involve former students in fund raising for restoration of heritage building by identifying suitable technologies and experts
- To raise funds for improving college infrastructure such as hostels; class rooms; laboratories; library; sports complex; gymnasium and Medicare and Health care facilities
- To generate an e-journal by the alumnae to be uploaded on the college website once every year.

Note: All the final year students of UG and PG are requested to enroll themselves in the alumnae association before they leave the college. Alumnae of the college can register themselves by logging onto college website or can send mail to: [alumnioucw@gmail.com](mailto:alumnioucw@gmail.com)

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**UNIVERSITY COLLEGE FOR WOMEN – STUDENTS HAND BOOK**  
**UG Convocation 2018 – List of Gold Medals**

- 1) DR. M. SULOCHANA & Dr. Y. BHASKAR RAO ENDOWMENT AWARD for securing highest marks in B.Com. instituted by Prof. M. SULOCHANA.
- 2) Ms. GUMMELLA VEERA DEEPIKA has been awarded Prof. PRAMADA DEVI GOLD MEDAL for securing highest marks in B.A. instituted by Dr. Indira Devi Ponugoti, former professor, Osmania University, HOD, KIMS.
- 3) Ms. SIMRA FAROOQUI has been awarded STATE BANK OF INDIA GOLD MEDAL for securing highest marks in B.Sc. (Biological Sciences) instituted by STATE BANK OF INDIA – SULTAN BAZAR BRANCH.
- 4) Ms. SOORA DIVYA has been awarded STATE BANK OF INDIA GOLD MEDAL for securing highest marks in B.Sc. (Physical Sciences) instituted by STATE BANK OF INDIA – SULTAN BAZAR BRANCH.
- 5) Ms. ESPI SHARANYA has been awarded Mrs. C. SUBBAYAMMA MEMORIAL GOLD MEDAL for securing highest marks in B.Sc. (Physics) instituted by Dr. C. HANUMAYAMMA and Dr. C.P. VARDHANI.
- 6) Ms. GUMMELLA VEERA DEEPIKA has been awarded Mrs. G. VIDYULATHA MEMORIAL GOLD MEDAL for securing highest marks in B.A. (Political Science) instituted by Prof. G. GOPAL REDDY and his sons HAREESHWAR & KAUTILYA.
- 7) Ms. N ARUNA has been awarded Prof. PRAMADA DEVI GOLD MEDAL for securing highest marks in B.A. (Telugu Literature) instituted by Dr. Indira Devi Ponugoti, former professor, Osmania University, HOD, KIMS.
- 8) Ms. S SHRAVANI has been awarded CONSTANT GIBBS MEMORIAL GOLD MEDAL for securing highest marks in B.A. English Literature (Modern Language English) instituted by ARUNA BAHUGUNA, IPS.

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## UNIVERSITY COLLEGE FOR WOMEN – STUDENTS HAND BOOK

### **PROPOSED UG ALMANAC 2019-2020**

#### **Commencement of Classes**

III / V Semester	10 <sup>th</sup> June 2019
I Semester	1 <sup>st</sup> July 2019
Last day of Instruction III / V	5 <sup>th</sup> October 2019
Last day of Instruction I Sem	30 <sup>th</sup> October 2019
Short Vacation	6 <sup>th</sup> to 13 <sup>th</sup> October 2019
Practical Exams III / V Semester	14 <sup>th</sup> to 19 <sup>th</sup> October 2019
Practical Exams I Semester	4 <sup>th</sup> November to 8 <sup>th</sup> November 2019
Semester End Exams III / V	25 <sup>th</sup> October 2019
Semester End Exams I Semester	11 <sup>th</sup> November 2019
Result declaration	20 <sup>th</sup> December 2019

#### **Commencement of Classes**

II / IV / VI Semester	2 <sup>nd</sup> December 2019
Short Vacation	11 <sup>th</sup> to 19 <sup>th</sup> January 2020
Last Day of Instruction	31 <sup>st</sup> March 2020
Practical Exams	1 <sup>st</sup> April to 10 <sup>th</sup> April 2020
Semester End Exams	15 <sup>th</sup> April 2020
Result declaration	5 <sup>th</sup> June 2020

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## UNIVERSITY COLLEGE FOR WOMEN – STUDENTS HAND BOOK

Principal has proposed the following activity calendar for the Academic year 2019-20

### June:

- Telangana Formation Day
- Staff Meeting - Commencement of Academic Schedule
- IQAC Meeting
- Anti Ragging Awareness – Reorientation Programme
- Ice Breaking- Induction Programme for first year UG students
- World Environment Day- 5<sup>th</sup>
- World Music Day – 21<sup>st</sup>
- International Yoga Day -21<sup>st</sup>
- Road Safety Week

### July:

- Weekly Assemblies – every Wednesday
- Tree Plantation Programme on *Vanmahotsav*
- Health Camp: Awareness on Health Issues
- Industry Academy Meet

### August:

- National Handloom Day
- Prof. Jaya Shankar Birthday
- Placement Training Program
- Swachh Bharat
- Convocation
- Women Cell: Activity
- World Photo Day – Photo Exhibition – Photography Club
- Independence Day Celebrations: 15<sup>th</sup>
- Skills & Entrepreneurship Development

### September:

- Staff Meeting –Teaching and Non-Teaching
- Teacher’s Day Celebrations: 5<sup>th</sup>
- Kaloji Narayana Rao’s Jayanthi Celebration
- Eco-friendly Ganesha making
- Trip to CCMB Open Day for all Life Sciences Students
- International Peace Day: 21<sup>st</sup>: Peace walk – NCC/NSS/Students/Faculty
- Nutrition Week Celebrations
- Languages Day

### October:

- Parent – Teachers’ Meet
- Traditional Day
- Bathukamma and Dandiya
- International Commerce Day – Commerce Club
- Articles to be submitted for **College Magazine: Clarion**

### November:

- Seminars / Workshops by the Departments
- NCC Day
- Children’s Day Activities for Under-Privileged School Children: 14<sup>th</sup>
- Science Week: Seminar & Extension Talks

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### **December:**

- World AIDS Day: Awareness Drive
- Women Alumni Meet
- Human Rights Day
- International Anti Corruption Day 9<sup>th</sup>
- National Consumer Day

### **January:**

- College Fest- Intercollegiate Competitions/ Seminars
- Republic Day Celebrations
- BOS meetings by all Departments

### **February:**

- Sports Day
- College Day

### **March:**

- Women's Day Celebrations
- World Consumer Rights Day
- Academic Council
- Finance Committee
- Governing Body

### **April:**

- Ambedkar Jayanthi

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