



# **SKR & SKR GOVERNMENT DEGREE COLLEGE FOR WOMEN**

**(Autonomous)**

**Reaccredited with 'B' Grade by NAAC**

**KADAPA - 516001 (A.P)**

## **MINUTES OF ACADEMIC COUNCIL MEETING - IV**

**Date: 1<sup>st</sup> April, 2021**

**Time: 3:00 P.M**

**SKR & SKR Govt. College for Women (A), Kadapa**  
**Reaccredited with 'B' Grade by NAAC**  
website: [www.skrgcdwkadapa.org](http://www.skrgcdwkadapa.org)

**ACADEMIC COUNCIL MEETING – 4**

Date: 01-04-2021 at 3.00 PM

**PROGRAMME**

1. Welcome& Introducing the University Nominees **Dr. D. ARUNA KUMARI**  
Lecturer in Zoology
2. Initiation: **Smt. Dr.P. SUBBA LAKSHUMMA**  
M.Com., M.Phil., Ph.D.  
**Principal**  
SKR & SKR Govt. College for Women (A),  
Kadapa
3. Submission of Agenda to AC: **Smt.L.SUDHEERA**  
Lecturer in Chemistry&  
Member Secretary,  
Academic Council – Agenda  
Items Presentation
4. Remarks & Suggestions: By the University Nominees and Experts
5. Finalization of Draft Copy of Minutes: By Academic Council Members
6. Vote of Thanks: **Smt. D. WINNIE TEJA**  
Lecturer in Chemistry

**SKR & SKR GOVERNMENT COLLEGE FOR WOMEN (A), KADAPA (A.P)**  
**Reaccredited with 'B' Grade by NAAC**

**ACADEMIC COUNCIL MEETING – IV (2020-21)**

**DATE: 01-04-2021**

**COMPOSITION OF ACADEMIC COUNCIL**

<b>S.No.</b>	<b>NAME AND DESIGNATION</b>	<b>CADRE</b>
1.	<b>Dr. P.SubbaLakshumma,</b> M.Com., M.Phil., Ph.D. Principal, SKR & SKR GOVERNMENT COLLEGE FOR WOMEN (A), KADAPA	Chair Person
2.	<b>Prof.A.G.Damu</b> Department of Chemistry, YV University, Kadapa.	University Nominee
3.	<b>Prof.T,Ram Prasad Reddy</b> Department of Telugu, YV University, Kadapa.	University Nominee
4.	<b>Prof. T. Srinivas</b> Department of Business Administration, YV University, Kadapa.	University Nominee
5.	<b>Sri.T.Sekhar Reddy</b> Advocate/Notary, Maruthi Nagar,Kadapa.	Member – Law
6.	<b>Sri.S.Guru Sankar</b> Industrialist Chaitanya Chemicals Industrial Estate,Kadapa.	Member – Industries
7.	<b>Dr. K.Sasi Kala</b> Gynecologist Sri Lakshmi Maternity Hospital, Nagarajupet, Kadapa.	Member – Medicine
8.	<b>Sri. Posa Prasad</b> Auditor, H.G Street Madras Road,Kadapa.	Member – Commerce

9.	N. Rama Krishna, Lecturer In Charge, Dept. Of English	Member
10.	S,Shazeeya begum, Lecturer In Charge, Dept. Of Telugu	Member
11.	PMR. Jayanthi, Lecturer In Charge, Dept. Of Hindi	Member
12.	Dr. S. Shazeeya Begum, Lecturer In Charge, Dept. Of Urdu.	Member
13.	B. Gangadhar, Lecturer In Charge, Dept. Of History	Member
14.	K. Vijaya lakshmi, Lecturer In Charge, Dept. Of Economics	Member
15.	M. Veera Bhadraiah, Lecturer In Charge, Dept. Of Political Science	Member
16.	N. Rama Krishna, Lecturer In Charge, Dept. Of Special English	Member
17.	Dr. S. Saziya Begum, Lecturer In Charge, Dept. Of Special Urdu.	Member
18.	B. Gangadhar, Lecturer In Charge, Dept. Of Tourism & Travel Management	Member
19.	V. Sree Rama Reddy, Lecturer In Charge, Dept. Of Commerce	Member
20.	I.Nageswar Reddy, Lecturer In Charge, Dept. Of Statistics	Member
21.	B, Yugavani Lecturer In Charge, Dept. Of Botany	Member
22.	B.Swarna Mary, Lecturer In Charge, Dept. Of Zoology	Member
23.	Dr. Ch.Sravanthi, Lecturer In Charge, Dept. Of Microbiology	Member
24.	Dr.K.Nagamuni Reddy, Lecturer In Charge, Dept. Of Biochemistry	Member
25.	Dr. D. Aruna Kumari, Lecturer In Charge, Dept. Of Biotechnology	Member

26.	K. Namratha, Lecturer In Charge, Dept. Of Mathematics	Member
27.	Dr. M.Padmavathi, Lecturer In Charge, Dept. Of Physics	Member
28.	L.Sudheera, Lecturer In Charge, Dept. Of Chemistry	Member
29.	A. Haritha, Lecturer In Charge, Dept. Of Computer Science& CA	Member
30.	Dr. M. Padamavathi, Lecturer In Charge, Dept. Of Electronics	Member
31.	Dr. S. Shazeeya Begum, Lecturer In Charge, Dept. Of HVPE	Member
32.	N. Rama Krishna, Lecturer In Charge, Dept. Of English (PG)	Member
33.	K. Madan Mohan, Physical Director, Dept. Of Physical Education	Member
34.	B.Yugavani, Lecturer in Botany, Controller of Examinations	Member
35.	Smt. C.V. Krishnaveni, Lecturer in Computer Science, IQAC Coordinator	Member
36.	<b>L.Sudheera</b> , Lecturer In Charge, Dept. Of Chemistry	<b>Member-Secretary</b>

**PRINCIPAL**

**SKR & SKR Govt. College for Women (A), Kadapa.  
Reaccredited with 'B' Grade by NAAC**

**ACADEMIC COUNCIL MEETING – IV**

**Date: 01-04-2021 at 3:00 PM**

<b><u>AGENDA</u></b>	
1.	About the College
2.	Welcome by the Chair Person
3.	Self-introduction of the Members
4.	Action taken report on AC Meeting – III resolutions
5.	Academic and BOS Council functions
6.	Approval of curriculum structure of all UG & PG Programs
7.	Nomination of two experts in each Board of Studies of UG courses
8.	Approval of Examiners and Question Paper Setters
9.	Approval of Academic Calendar
10.	Approval of CBCS Rules and regulations
11.	Assessment of Student Performance
12.	Continuous Internal Assessment
13.	Result Analysis
14.	Innovations in Teaching & Learning
15.	Certificate Courses
16.	Approval of New Market Oriented UG & PG Courses
17.	Extra and Co – Curricular Activities
18.	Revision of Regulations and Curriculum
19.	Initiation of Academic Prizes & Medals
20.	Scholarships
21.	Awarding Incentives to Research Activities
22.	Requirements for proceeding to subsequent semester (Promotion)
23.	Condonation of Attendance
24.	Readmission
25.	Student Discipline
26.	Engaging Guest Faculty
27.	Table of Agenda if any
28.	Date of next academic council meeting

**SKR & SKR Govt. College for Women (A), Kadapa**  
**Minutes of Fourth meeting of Academic Council**  
**Date: 01-04-2021**

**AGENDA NOTES**

\*\*\*\*\*

The fourth meeting of Academic Council of SKR & SKR Govt. College for Women (A), Kadapa is held on 01-04-2021 at 3-00 p.m. in Library of the college.

**Quorum was maintained throughout the meeting.**

**About the College**

SKR & SKR Government College for Women (A) was established in the year 1973 to cater the higher educational needs of the women students in the landscape of Kadapa region and empowerment of the women folks to face the global challenges with competencies. At present the college is offering 15 UG programs and 02 PG programs in conventional and Re-structured (Self-finance) programs. It is renowned for its quality and in the vicinity of Kadapa District. The institute has completed two NAAC cycles and ready to go for third cycle in Dec, 2022. By the eminent Principal and Staff, the college attained Autonomous Status for a period of six years and completed its first three academic years in Autonomous pattern in the Academic years 2017-18, 2018-19 and 2019-20 successfully.

Since its establishment in 1973, the college has been exhibiting phenomenal growth and development in terms of academic excellence, co-curricular and extra-curricular aspects. While serving the educational needs of the students of socially, economically and academically poor background, this institution has genuinely attempted to contribute its optimum towards the noble cause. In a bid to impart quality education to the students, the highly learned faculty of this college has been sincerely extending services with unswerving commitment to the institution. The basic amenities required are effectively provided to the students. Student centric and innovative teaching pedagogies are being adopted successfully for the better teaching-learning practices in a blended manner i.e., both online and offline. The college is endeavoring to reach the excellence by providing all pervasive education through various activities linked with academic prosperity such as classroom seminars, field study projects, guest lecturers of the scholars, science exhibitions, national festivals, cultural programs, JKC training, RRC, NCC, NSS, sports and games. The college has been identified for its best discipline and strict policy of conduction of various examinations.

**Item No. 1: Welcome by the Chair Person:**

At the outset of the meeting the chairperson Dr. P. SubbaLakshumma, Principal of this college, heartily welcomed all the members to the Meeting of constituted Academic Council. She hoped that, she would receive cooperation and guidance from all the distinguished and knowledgeable members with high academic reputation in achieving aims and objectives of the institution.

**Item No. 2: Self introduction of the Members:**

The chairperson requested all the members for self-introduction. All the members of the Academic Council introduced themselves.

### **Item No.3: Action Taken Report on AC meeting-3Resolutions:**

The Chair Person and Principal, Dr. P. Subba Lakshummagaru appreciated the experts and members that the third Academic Council meeting held on 02-08-2019 and presented the action taken report in accordance with the resolutions/suggestions made in the 3<sup>rd</sup> Academic Council Meeting.

All the Academic regulations and resolutions that have been successfully implemented. Detailed Action taken report is provided in the Annexure- III. The Principal briefed all academic, co-curricular extra-curricular, and NSS/NCC/Sports activities conducted during the year 2019-20.

Submitted to Academic Council for approval

### **Item No. 4: Structure and Functions of Academic Council & BOS:**

The Academic Council noted the Guidelines for Autonomous Colleges during the 12<sup>th</sup> plan period published by UGC and discussed the duties and responsibilities of BOS and Academic Council. The Structure and Functions of Academic Council and Board of Studies play vital role in framing curriculum, and academic policies. All the members resolved to work collectively for the benefit of students as per the guidelines of UGC (Annexure – II).

### **Item No. 5: Approval of the Curriculum for I and II Semesters of UG and PG Courses in BOS Meetings**

The BOS meetings in all the subjects for the Academic Year 2020-21 were conducted in Feb, 2021 I Year (I and II Semesters) UG program to design academic curriculum for the Academic Year 2020-21 and the salient academic issues discussed and approved by BOS. To nurture student proficiency, Life Skill foundation courses were introduced in I and II semesters in all I year UG programs with 2 grade points per each course in I and II semesters, which certainly help to enhance the knowledge, computer skills, entrepreneurial skills and values. They are mandatory for all programmes.

#### **Life Skill Courses for I Semester:**

<b>Sl. No.</b>	<b>Name of Life Skill Course</b>	<b>Teaching Hours</b>
1	Computer Applications (CS Department)	2 Hours
2	Human Values and Professional Ethics (English/Telugu/Any Dept.)	2 Hours
3	Entrepreneurship (Commerce)	2 Hours

#### **Skill Development Courses for I Semester:**

<b>Sl. No.</b>	<b>Name of Life Skill Course</b>	<b>Teaching Hours</b>
1	<b>Stream -A {Arts}</b>	2 Hours
	A. Tourism Guidance	2 Hours
	B. Public Relations	2 Hours
2	<b>Stream -B {Commerce}</b>	2 Hours
	A. Office Secretary ship	2 Hours
	B. Insurance Promotion	2 Hours
3	<b>Stream -C {Science}</b>	2 Hours
	A. Electrical Applications {Physics}	2 Hours
	B. Plant Nursery {Botany}	2 Hours



**Life Skill Courses for II Semester:**

Sl. No.	Name of Life Skill Course	Teaching Hours
1	Information and Communication Technology(Computers)	2 Hours
2	Indian Culture and Science(History/Telugu)	2 Hours
3	Elementary Statistics(Statistics/Maths/Economics/Commerce)	2 Hours

**Skill Development Courses for II Semester:**

Sl. No.	Name of Life Skill Course	Teaching Hours
1	<b>Stream -A {Arts}</b> A. Journalistic Reporting (English) B. Survey & Reporting (Economics/History) C. Social Work Methods (Pol Sci) D. Performing Arts (Telugu)	2 Hours 2 Hours 2 Hours
2	<b>Stream -B {Commerce}</b> A. Agricultural Marketing B. Business Communication (English) C. Advertising D. Logistics & Supply Chain	2 Hours 2 Hours 2 Hours
3	<b>Stream -C {Science}</b> A. Solar Energy (Physics) B. Fruit & Vegetable Preservation (Botany) C. Dairy Techniques (Zoology) D. Food Adulteration (Chemistry)	2 Hours 2 Hours 2 Hours

The above approved curriculum in BOS meetings by Department Lecturers-in-charge submitted to the Academic Council for discussion and approval.

**Item No.6: Nomination of two experts in each Board of Studies of UG & PG course:**

The Academic Council approved list of two subject experts from outside to the Board of Studies of each Department of the College for the period of 2 years submitted by concerned Academic Council Members of the Institution.

**List of Subject Experts:**

S.No	Name of the Department	Name of the Subject Expert	College
1	English	Dr. V. Siva Prasad Reader in English	SVDC, Kadapa
		Mrs. G.P. Asha Lastha Lec.in English	GDC, Yerraguntla Kadapa dt
2	Telugu	Dr.K. Sundareswar Rao	GDCM{A}, Kadapa
		Dr.P. Hazrathiah	GDC,Rajampet Kadapa Dist.

3	Hindi	Smt. M. Parvathi, Lect. In Hindi	GDC, Nandikotkur
		Dr. K.Madhavi	GDC Khairathabad, Hyderebad
4	Urdu	Dr.SyedVasiullaBaskhtiary Lec.in Urdu	GDC, Rayachoty Kadapa Dist.
		Dr.Shaik Farooq Basha Lec.in Urdu	GDC, Rayachoty Kadapa Dist.
5	History	Dr.B.R.Prasad Reddy, Prof.of History	GDC, Dharmavaram Ananthapuram Dist.
		Dr. M. Ramesh Lec. In History	GDCM{A}, Kadapa
6	Economics	Dr.T.Sudarshana Reddy Dept. of Economics	YVU, Kadapa
		Dr. B. Vijaya Kumar, Lec . In Economics	GDCM{A}, Kadapa
7	Political Science	Dr.P.Hariprasad Lec. In Political Science	GDCM{A}, Kadapa
		Dr. C. Rama Mohan Reddy, Lec. In Political Science	SKSCDC,Proddatur, Kadapa Dist.
8	Special English	Dr. V. Siva Prasad Reader in English	SVDC, Kadapa
		Mrs. G.P. Asha Lastha Lec.in English	GDC,Yerraguntla Kadapa dt
9	Special Urdu	Dr.SyedVasiullaBaskhtiary Lec.in Urdu	GDC, Rayachoty Kadapa Dist.
		Dr.Shaik Farooq Basha Lec.in Urdu	GDC, Rayachoty Kadapa Dist.
10	Tourism & Travel Management	I.L.N. Chandra Sekhar Rao Lec. In History	GDC, Rajampeta, Kadapa Dist.
		N. Siva Parvathi Lec. In History	GDCM{A}, Kadapa
11	Commerce	Dr.T.MadhuSudhan Lec. In Commerce	GDCM{A}, Kadapa
		Dr.P.Neelaiah, Lec. In Commerce	. GDCM{A}, Kadapa
12	Statistics	Dr.G.Satya Narayana Reddy	. GDCM{A}, Kadapa
		Dr. H.Ravi Sankar Lec. In Statistics	Layola DC PLVD Kadapa Dist.
13	Botany	Dr.P.V. Krishna Rao Lec. In Botony	GDCM(A), Kadapa
		Smt. Y.Nagarathnamma Lec. In Botony	GDCM(A), Kadapa.
14	Zoology	Dr.P.Sachi Devi, Lec. In Zoology	GDCM{A}, Kadapa
		Smt. Vara Lakshmi, Lec. In Zoology	GDC, Mydukuru, Kadapa Dist.
15	Micro- Biology	Dr. B.Adinarayana, Lec. In Botany	GDC, Rajampeta, Kadapa Dist.

		P.Kalpana Lec. In Biotechnology	GDCM{A}, Kadapa
16	Bio-chemistry	Dr.M.V.Suresh Babu, Lec. In Botany	GDC, Rajampeta, Kadapa Dist.
		Dr.Y.Savithri, Lec. In Zoology	GDCM{A}, Kadapa
17	Bio-Tech	P.Kalpana Lec. In Biotechnology	GDCM{A}, Kadapa
		Smt.G,Indravathi Lec. In Biotechnology	KVR,GDCW{A} Kurnool.
18	Mathematics	DR.A. NaghaBhusan Reddy Lec. In Mathamatics	GDCM{A}, Kadapa
		Dr. S.Navaneeswar Reddy Lec. In M athamatics	GDCM{A}, Kadapa
19	Physics	Dr. ShsnthiLatha Lec. In Physics.	GDCM{A}, Kadapa
		Dr.H. Sudhakar Rao	GDCM{A}, Kadapa
20	Chemistry	Smt.B. Rajeswari Lec. In Chemistry	GDCM{A}, Kadapa
		Dr.N.Anand Kumar Reddy Reader in Chemistry	SVDC. Kadapa
21	Computer Science and applications	Sri.G. Dayanandam Lec in Computer Science	GDCM{A}, Kadapa
		Dr.A. Sri Lakshmi, Lec. In Computer Applications	GDC,Rly.Kodur, Kadapa Dist.
22	Electronics	Dr.K.Venkata Rao	SBVR DC, Badvel, Kadapa
		M. Sreenivasulu, Lect in Electronics	GDCM (A), Kadapa
23	Horticulture	Dr. P. V Krishna Reddy, Lect in Botany	GDCM{A}, Kadapa
		Dr.M.V.Suresh Babu, Lec. In Botany	GDC, Rajampeta, Kadapa Dist.
24	Human Values and Professional Ethics	Dr.K. Sundareswar Rao	GDCM{A}, Kadapa
		Dr.P. Hazrathiah	GDC,Rajampet Kadapa Dist.
25	PG - M.A English	Dr. V. Siva Prasad Reader in English	SVDC, Kadapa
		Mrs. G.P. Asha Latha Lec.in English	GDC,Yerraguntla Kadapa dt

**Item No. 7 :Approval of List of Examiners and Question Paper setters :**

The panel lists of Examiners and Question Papers Setters for all UG & PG programs for the academic year 2020 – 21 submitted by concerned Academic Council members which were approved by respective BOS members are accepted (Annexure – IV ).

**Item No.8 : Approval of Academic Calendar:**

The Academic calendar for I, II- & III-year UG & I & II-year PG programs in Autonomous structure is approved for the academic year 2020-21 Academic Council of the institution decided to follow Academic Calendar for I II & III Year program for the year 2020-21.

**SKR & SKR Govt. College for Women (A), Kadapa**

**Academic Calendar: 2020 - 21**

<b>I, III and V Semesters</b>		
<b>S. No</b>	<b>PARTICULARS</b>	<b>DATE</b>
1	Re-opening of the College after summer vacation and commencement of classes for III & V semesters	Online classes 03-08-2020
		Offline classes 02-11-2020
2	Online Admissions into I year UG Programs	
	Admissions into I year UG Programs – Phase-I	25.01.2021 to 27.01.2021
	Admissions into I year UG Programs – Phase-II	22.02.2021 to 25.02.2021
	Admissions into I year UG Programs – Phase-III	08.03.2021 to 09.03.2021
	Spot admissions	15.03.2021 to 31-.03.2021
3	Commencement of Classes for I semester	28.01.2021
4	Last date for admission into I semester of UG Courses	22.03.2021
5	Commencement of I internal exams for III and V semesters	05.12.2020 to 09.12.2020
6	Commencement of II internal exams for III and V semesters	18.01.2021 to 21-01-2021
7	Exam notification and last date for payment of fee for III and V semesters	22.02.2021 to 04.03.2021
8	Last date for submission of student consolidated attendance to COE (A)	06.03.2021
9	Commencement of Practical examinations for III and V semesters	03.03.2021 to 10-03-2021

10	Last Instruction Day for III and V semesters	06.03.2021
11	Commencement of End Semester examinations for III and V semesters	05.03.2021 to 29.03.2021
12	Results announcement for III and V semesters	25.04.2021
13	Commencement of I internal exams for I semester	30.03.2021 to 03.04.2021
14	Commencement of II internal exams for I semester	28.04.2021 to 30.04.2021
15	Exam notification and last date for payment of fee for I semester	15.04.2021 to 25.04.2021
16	Last date for submission of student consolidated attendance to COE (A)	30.04.2021
17	Commencement of Practical examinations for I semester	01.05.2021 to 04-05-2021
18	Last Instruction Day for I semester	30.04.2021
19	Commencement of End Semester examinations for I semester	10.05.2021 to 18.05.2021
20	Results announcement for I Semester	30.05.2021

**II, IV and VI Semesters**

<b>S.No</b>	<b>PARTICULARS</b>	<b>DATE</b>
1	Commencement of Classes for IV and VI semesters	30.03.2021
2	Commencement of Classes for II semesters	24.05.2021
3	Commencement of I internal examinations for IV and VI semesters	01.06.2021
4	Commencement of I internal examinations for II semesters	25.06.2021
5	Commencement of II internal examinations for IV and VI semesters	01.07.2021
6	Commencement of II internal examinations for II semesters	05.07.2021
7	Last date for submission of student consolidated attendance to COE (A) for IV and VI semesters	07.08.2021
8	Last date for submission of student consolidated attendance to COE (A) for II semesters	21.08.2021
9	Exam notification and last date for payment of fee for IV and VI semesters	10.07.2021 to 25.07.2021
10	Exam notification and last date for payment of fee for II semesters	01.08.2021 to 15.08.2021
11	Last Instruction Day for IV and VI semesters	07.08.2021
12	Last Instruction Day for II semesters	21.08.2021
13	Commencement of Practical Examinations for IV and VI semesters	25.07.2021 to 31-07-2021
14	Commencement of Practical Examinations for II semesters	16.08.2021 to 22-08-2021

15	Commencement of End Semester examinations for IV and VI semesters	09.08.2021 to 20.08.2021
16	Publication of Results for IV and VI semesters	31.08.2021
17	Commencement of End Semester examinations for II semesters	30.08.2021 to 08.09.2021
18	Publication of Results for II semester	20.09.2021

### **Item No.9 : Approval of CBCS Rules and Regulations :**

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising Core, Elective, and Skill Based Courses. The uniform grading system will benefit the Students and also enable potential employers in assessing the performance of the candidates. In CBCS pattern the Autonomous College have the flexibility and freedom in designing curriculum, examination and evaluation process. In uniform grading system the student will move across institutions without any hamper. SKR&SKR Govt. College for women was conferred autonomous status and put in practice the CBCS rules from the academic year 2017-2018. The academic council approved the CBCS rules and regulations to implement the same from the academic year 2017-2018 onwards for all first, second and third year UG and PG programs.

#### **9.1 Course of Study:**

The main Subjects of Study for First Year Bachelor Degree Courses have the following pattern in accordance with the CBCS.

PART – I	English & Telugu / Hindi / Sanskrit / Urdu
PART – II	Foundation Courses: i. Skill Development Course ii. Life Skill Course
PART – III	Core subjects

Course in PG Academic program consists of:

The main subject of PG Course is English, consists of the following in accordance with CBCS pattern. Each Semester comprises five papers in general viz.

- (a) Poetry (b) Fiction (c) Drama (d) Prose (e) Language.

The main subjects of PG Course in Zoology, consists of the following in accordance with CBCS pattern. Each Semester comprises five papers in general viz.

- (a) Structural Anatomy of Invertebrates and Vertebrates  
(b) Genetics and Evolution  
(c) Cell Biology & Microbiology  
(d) Tools and Techniques in Biology  
(e) Practical-I and II

### **9.2:Duration:**

The duration of UG Program consists of four academic years with Six Semesters and PG Program consists of two academic Years with Four Semesters. Each Academic year shall be divided into two semesters. The first academic year shall comprise the first and second semesters, the second academic year the third and fourth semesters and the third academic year the fifth and sixth semesters respectively. The odd semesters (I, III & V) shall consist of the period from June to November of each year and the even semester (II, IV & VI) from December to April of each year. There shall be not less than 90 working days for each semester. But due to COVID-19 Pandemic this academic year 2020-21 the odd semesters (III & V) duration period is from November to March and I semester duration period is from January to May 2021. The even semesters (IV &VI) duration period is from April to August 2021 and the II semester duration period is from June to September 2021.

### **9.3: Credit Points for I Year:**

**Curricular Frame Work(Credits) :** The following credit pattern implemented for I Year Semester I & II for Academic year 202021

Program	Subject	Semester I		Semester II	
		Hours	Credits	Hours	Credits
BSc	English	4	3	4	3
	Language (H/T/U)	4	3	4	3
	Life Skill Courses	2	2	2	2
	Skill Development Courses	2	2	2+2	2+2
	Core 1	4+2	4+1	4+2	4+1
	Core 2	4+2	4+1	4+2	4+1
	Core 3	4+2	4+1	4+2	4+1
	Total (Hrs /w & Academic Credits)	30	25	32	27

Program	Subject	Semester I		Semester II	
		Hours	Credits	Hours	Credits
BA	English	4	3	4	3
	Language (H/T/U)	4	3	4	3
	Life Skill Courses	2	2	2	2
	Skill Development Courses	2	2	2+2	2+2
	Core 1	5	4	5	4
	Core 2	5	4	5	4
	Core 3	5	4	5	4
	Total (Hrs /w & Academic Credits)	27	22	29	24

Program	Subject	Semester I		Semester II	
		Hours/W	Credits	Hours/W	Credits
BCom	English	4	3	4	3
	Language (H/T/U)	4	3	4	3
	Life Skill Courses	2	2	2	2
	Skill Development Courses	2	2	2+2	2+2
	Core 1	5	4	5	4
	Core 2	5	4	5	4
	Core 3	5	4	5	4
	Total (Hrs /w & Academic Credits)	27	22	29	24

Each course is normally assigned a certain number of credits as follows,

1 credit for lecture hour, per week

1 credit for tutorial hour, per week

1 credit for 2 hours per laboratory practical

Each course is normally assigned a certain number credits finalized by the BOS as follows,

3 credits per week

4 credits per week

In UG Programs the total number of credit points for I-year B. A and B. Com Courses are 22 credits in I Semester and 24 credits in II semester ( $22 + 24 = 46$  credits), total number of credit points for I-year B.Sc. Courses are 25 credits in I Semester and 27 credits in II semester ( $25 + 27 = 52$  credits). The Academic Council Approved Semester I & II Credit Points of all UG & PG programs approved by BOS submitted by concerned Academic Council members of the Institution.

In PG Program M.A English and M.Sc. Zoology in first year the total number of credit points are 20 credits per semester ( $20 \times 2$  semesters = 40 credits) (Annexure – IV).

#### **9.4: Eligibility for the Award of Degree:**

A candidate shall be eligible for the award of the UG Degree if she has undergone the prescribed course of study for a period of 3 academic years (6 Semesters), and should pass the examinations of all the six semesters prescribed earning total maximum credits 134 in Arts & Commerce and maximum Credits 158 in Science programs in parts I, II & III.

A candidate shall be eligible for the award of the PG Degree if she has undergone the prescribed course of study for a period of 2 academic years (4 Semesters) earning total maximum credits 80.

#### **9.5: Internal & External Evaluation:**

The following procedure is adopted for Internal Assessment Evaluation for I Year UG Programs for the Academic year 2020-2021

Theory Papers (External): 75 Marks

Internal Marks : 25 Marks



**Evaluation:** In Theory and Practical Examination the evaluation pattern will be as follows.

S.No	Assessment	Duration	Type
1	Continuous Theory Internal	1 hour	Internal
2	Continuous Internal Practical Exams for Odd Semesters (I, III, V)	3 hours	Internal
3	Semester End Theory Exam	3 hours	External
4	Semester End External Practical Exam for Even Semesters (II,IV, VI)	3 hours	External

To Pass, minimum score required in both Practical & Theory is 40%.

### **9.6 :Internal and External Assessment Pattern :**

All the subjects carries 75 marks for external theory and 25 marks for internal Assessment. The model question papers are enclosed in the curriculum designed and developed by the departments

### **External Assessment Evaluation :**

#### **SECTION – A**

Answer 5 questions out of 10 ---- 5 X 5 marks = 25 marks

#### **SECTION – B**

Answer 5 questions out of 10 ---- 5 x 10 marks = 50 marks  
(Internal Choice)

TOTAL ----- 75

### **Internal Assessment Evaluation :**

### **Evaluation Components for UG Programme (Semester I& II):**

1. Written Test (Average of 2 Tests each test carries 15 marks)= 15 Marks
  2. Seminars (Semester-I) / Study Project (Semester-II)= 5 Marks
- (In each paper every student should give 2 seminars and present the copy to concern department. Study project may be individual or group)

3.Assignments  
(Every student should submit 5 Assignments in each paper)

--5 Marks

Total 25 Marks

**Model Question Paper pattern:**

**External Model Question Paper**

**Q.P. Code No:**

**SKR & SKR GOVT. COLLEGE FOR WOMEN (A), KADAPA  
B.A/B.Com/B.Sc First Year Degree I Semester Examination**

**Paper-I:  
(w.e.f 2020-21)**

Time: 3 hours

Max. Marks: 75

Part A (5 x5 = 25 Marks)

Answer any FIVE questions.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Part B (5 X 10 = 50 Marks)

Answer ALL questions.

11. (a)  
OR  
(b)
12. (a)  
OR  
(b)
13. (a)  
OR  
(b)
14. (a)

OR

(b)

15. (a)

OR

(b)

**Internal Model Question Paper**

**Q.P. Code No:**

**SKR & SKR GOVT. COLLEGE FOR WOMEN (A), KADAPA  
B.A/B.Com/B.Sc First Year Degree I Semester Examination  
Paper-I:  
(w.e.f 2020-21)**

Time:1 hours

Max. Marks: 15

Part A (5 x 1 = 5 Marks)

Answer any One questions.

- 1.
- 2.
- 3.

Part B (1 X 10 = 10 Marks)

Answer One (01) questions.

4. (a)

OR

(b)

**9.8: Minimum Passing Percent:**

Candidate shall be declared to have passed:

- i) Minimum Pass Percent in Internal Examinations shall be 40% i.e., 10 marks out of 25 Marks in each paper or subject.
- ii) Minimum Pass Percent in External Examinations shall be 40% i.e., 30 marks out of 75 Marks in each paper or subject.
- iii) In aggregate (Internal + External), the Minimum Pass Percent shall be 40%.

**9.9: Supplementary Examinations (Practical&Theory) and Revaluations:**

The Institute will conduct the supplementary examinations along with the regular examinations (Third semester supplementary examinations shall be conducted along with Third semester regular

examinations and Fourth semester supplementary examinations shall be conducted along with Fourth semester regular examinations).

If a student is absent for Practical examinations or fails to get 40 % of the total practical marks a practical End Semester Examination (ESE) will be held when the concerned Practical Examination is held for the next batch of students in the subsequent academic year(s).

A student who is not satisfied with the evaluation of his / her paper in any course, can apply (By the date notified on the Examination Notice Board), for re-evaluation of the answer paper by paying an amount of Rs.400/ per each course paper to the Controller of Examinations.

If the re-evaluation reveals a (+/-) 15 % or greater difference, an average of the first evaluation and of the re-evaluation will be the final score awarded.

If the re-evaluation reveals a less than (+/-) 15 % then the original marks will be retained

Errors in the marks sheet (i.e., Change in name, marks, SGPA & CGPA) have to be brought to the notice of the COE via the Principal within 30 days of then distribution of the mark sheets. No change in the mark sheet will be entertained after the lapse of these 30 days.

It is submitted to Academic Council for discussion and approval.

### **9.10: Letter Grade:**

Examination & evaluation process conversion of Credits into Grades on 10 Points Scale

<b>Letter Grade</b>	<b>O (outstanding)</b>	<b>A+ (excellent)</b>	<b>A (Very Good)</b>	<b>B+ (Good)</b>	<b>B (Average)</b>	<b>C (Pass)</b>	<b>F Fail</b>	<b>AB (Absent)</b>
<b>Grade Point</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>0</b>
<b>Score</b>	<b>90-100</b>	<b>80-89</b>	<b>70-79</b>	<b>60-69</b>	<b>50-59</b>	<b>40-49</b>	<b>&lt; 40</b>	<b>AB</b>

### **9.11: Approval of Grade Sheet and Transcript formats designed under CBCS & Computation of SGPA and CGPA:**

In CBCS pattern Credits, Grade Letter and Grade Points are given for computation of SGPA & CGPA. Total earned points and classification of results Grade Sheet was introduced for all the semesters. The Transcript format is provided in Annexure. It is submitted to Academic Council for discussion and approval.

The UGC recommends the following procedure to compute Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) :

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, ie

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

Where  $C_i$  is the number of credits of the  $i^{th}$  course and  $G_i$  is the grade point scored by the student in the  $i^{th}$  course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$

Where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

### **Item No. 10 : Assessment of Students Performance**

All II year UG programmes are conducted on continuous assessment manner in theory and practicals, two internals and one external in theory and practical in the following manner:

There are two 'Continuous Internal Assessments (CIA)' for 40% of the total marks per course. One End Semester Examination (ESE) for 60 % of the total marks of the said course.

The assessment of theoretical component should be undertaken by the external examiner from outside of the College. In case of project work it should be undertaken by the internal as well as external examiners. It is submitted to Academic Council for discussion and approval.

### **Item No. 11: Continuous Internal Assessment:**

The Principal will request the concerned Departments to hold a special CIA Test (of one or more courses) for a student, within the same semester, under the following circumstances.

If the Principal allows a student to represent the College at or to participate in some event (academic / cultural / sports / NCC / NSS) and this causes the student to miss a CIA Test. (Note: The concerned event could be either a couple of weeks prior to or during the CIA period).

### **Item No. 12: Result Analysis:**

Result Analysis of I to VI semesters in autonomous for the academic year 2019- 20. The College got creditable Pass Percentage in the semester end examinations in all the UG programmes. Detailed group wise analysis

S.No	Semester	Programme	Appeared	Passed	Percentage
1	I	B.A	159	100	62.89
2	I	B.Com	149	116	79.19
3	I	B.Sc	449	379	84.41
4	II	B.A	144	137	95.14
5	II	B.Com	136	108	79.41
6	II	B.Sc	418	348	83.25

7	III	B.A	138	74	53.62
8	III	B.Com	121	84	69.42
9	III	B.Sc	360	294	81.66
10	IV	B.A	125	109	87.2
11	IV	B.Com	113	96	84.96
12	IV	B.Sc	349	313	89.68
13	V	B.A	120	107	89.17
14	V	B.Com	129	115	89.15
15	V	B.Sc	385	351	91.17
16	VI	B.A	110	103	93.64
17	VI	B.Com	127	121	95.28
18	VI	B.Sc	379	353	93.14

**UG Program Result:**

I semester Average Percentage = 79.17 %

II semester Average Percentage = 85 %

III semester Average Percentage = 73 %

IV semester Average Percentage = 88%

V semester Average Percentage = 90.37 %

VI semester Average Percentage = 94 %

M.A English Pass percentage = 100%

It is submitted to Academic Council for discussion and approval.

**Item No. 13: Innovation in Teaching and Learning:**

In tune with the changing scenario in learning process across the globe it is necessary to utilize communication technology for teaching and learning to the optimum. All the lecturers are guided and advised to enroll the students for MOOCS online courses. Teaching faculty is drawn their attention to utilize the available two Virtual Class Rooms and Three Digital Class Rooms for effective teaching and learning for better outcome. They are also directed to take online and offline classes and to use appropriate teaching methods like problem solving based learning, interactive learning, writing for learning, guided learning and peer learning, Pedagogical Methods where ever necessary to grass the original concept by the students.

It is submitted to Academic Council for discussion and approval.

**Item No. 14: Certificate Courses:**

Most of the departments conducted certificate courses like Health Education, Tally with GST, Photonics, Chemdraw-Drawing of Chemistry. This Academic year 2020-21 all the departments are instructed to start the certificate courses for the benefit of stakeholders

**Item No. 15: Approval of new market Oriented UG and PG Courses:**

In the Academic year 2020-21, the following 3 new market oriented UG courses, UGC Sponcered B.Voc Fashion Technology and 2 PG courses are sanctioned by CCE, AP and added in Jnanaboomi portal through YVU.

UG PROGRAMS:

1. B.Sc Botany, Chemistry, Horticulture
2. B.Sc Maths, Chemistry, Industrial Chemistry
3. B.A Political Science, Economics, Office Management & secretarial Practice

PG PROGRAMS:

1. M.Sc Zoology
2. M.Sc Physics

Online admissions are conducted for UG programs through OAMDC, APSCHE. The admissions in PG courses are done through the counselling conducted by YVU.

Due to below 30% admissions the following UG Courses are under Unviable courses in OAMDC Portal for this academic year 2020-21.

1. B.Sc Maths, Chemistry, Industrial Chemistry
2. B.A Political Science, Economics, Office Management & secretarial Practice
3. B.Voc fashion Technology

Due to the Non-allotment of candidates by YVU through counselling, M.Sc Physics course is also winded up for this academic year.

**Item No. 16: Extra and Co-Curricular Activities:**

All the students have equal opportunity to utilize extracurricular activities in the institute by enrolling themselves in NSS / NCC / Sports & games / Cultural Activities or any other service organization in the College.

The Academic council emphasized the importance of physical education in the college for all round development of young women of this institution by involving them in games and sports. The Department of Physical Education is striving hard in keeping women physically fit and to participate in all tournaments. The Department of Physical Education follows the below given criteria for the benefit of students of the institute.

- Identifying, selecting players and organizing intensive coaching camps for the students in all disciplines.
- Maintenance of playfields from available funds.
- Conducting intramural competitions in sports and games
- Participation in Extramural competitions in sports and games conducted by University and CCE.
- To Award prizes to the place secured students
- To enhance student enrolment in participation of sports and games and to keep them healthy.

### **Co-Curricular Activities:**

In order to develop knowledge and skills in students the college conducts other Curricular Activities viz. Essay writing, Elocution, Group Discussion, Quiz Programme, Seminars in each department. These will improve Communication Skills, enhance subject knowledge, current affairs and competitive spirit to compete with other students in competitive exams.

### **Item No. 17: Revision of Regulations and Curriculum:**

The academic council may from time-to-time revise, amend or alter the regulations of courses of study and syllabus when found necessary. The Council has Power to Modify - Not withstanding all that has been stated above the governing body has the right to modify the above rules and regulations from time to time.

### **Item No. 18 :Initiation of Academic Prizes& Medals:**

The Academic Council advised to initiate to institute, incentives to the meritorious students of institution in each programme by awarding with proficiency, endowment prizes and medals on the eve of College Annual Day Celebrations to encourage academic excellence.

### **Item No. 19 : Scholarships:**

Since, most of the inmates of SKR & SKR Govt. College for Women (A) are economically poor and cannot sustain and continue their studies without financial aid from Govt. Hence, the Academic Council observed the prevailing conditions and suggested that all the eligible Students should be registered in “**Jnanabhumi**” portal provided by the AP Govt. to get fresh and renewal Scholarships and Return fees every year. The College Scholarship Committee should pursue the matter by extending their cooperation for the benefit of Student Stakeholders.

- Poor Student Fund: Every year from special fee fund poor students are given some amount.

### **Item No. 20 : Awarding Incentives to Research Activities :**

To inculcate research attitude, enhance wide range of knowledge and to achieve pre-determined academic goals, the Academic Council resolved to encourage the faculty working in College to participate in International / National Seminars, Workshops, Conferences, Symposia etc. without financial burden to the College. It is resolved that the faculty is permitted to attend / submit papers / on chair / invited talks / Oral and Poster presentations can avail two days On Duty per academic year with prior permission of the Principal.

### **Item No. 21 :Requirements for Proceeding to Subsequent Semester (Promotion):**



- i. If any student fails to pay first semester examination fee to appear for 1st semester examination, She will not be allowed to study further, and She has to rejoin in the first semester and continue her studies in the 1st semester itself. The candidate should get readmission in first semester to continue her studies.
- ii. Candidates shall be permitted to proceed from the First Semester up to Final Semester irrespective of their failure in any of the Semester Examination subject to the condition that the candidates should register for all the arrear subject of earlier semesters along with the current (subsequent) Semester Subjects.
- iii. Candidates shall be eligible to go to subsequent semester, only if they earn sufficient attendance as prescribed in College regulations from time to time.

**NOTE:** The candidate should complete the UG Course within 6 years period from the date of her first joining in UG course. In case, if any one paper or papers are pending then the student must and should complete within the stipulated period of six years.

**Item No. 22 :Condonation of Attendance :**

Candidates are eligible for condonation of attendance, if they have put in 62.5% of attendance on the total working days in each semester, and pay the following fee along with the condonation application together with the recommendations of the Principal and submit the same to the Controller of Examinations before commencement of examination for promotion to the next class and also to write the Semester examinations.

1. First 5 working days at the rate of Rs.100/- per day.
2. Beyond first 5 working days and below 12 days (i.e., up to 75% of attendance) Rs.200/- per a day.

In special conditions leave will be sanctioned only on producing medical certificate from the office of the Govt. hospital. However, it is only consideration for the shortage of attendance. Medical leave cannot exceed 24 days in an academic year in both the semesters. Those who are shortage of attendance will loss financial assistance from the Government.

**Item No. 23 :Readmission :**

Candidates who have fallen shortage of 75% attendance and on whose behalf the condonation applications are not forwarded are not eligible for promotion to the next higher Class. Such candidates should repeat the course in the same class in the next academic year and shall take the examinations after putting in the required 75% of attendance.

The Students who could not put minimum of 62.5 % of attendance on genuine reasons are eligible to seek readmission. An amount Rs.3500/ has to be paid to the college as readmission fee in addition to the regular fees. The admitted candidate should put in attendance continuously for 10 working days after readmission to keep his name on rolls. Readmission into respective semester is allowed within first 20 working days of that semester.

**Item No.24 :Student Discipline :**

Every student is required to observe proper discipline and decorous behavior both inside and outside the campus. She should not indulge in any activity which will tend to lower the prestige of the

institution. Any act of indiscipline on the part of student the disciplinary committee intervene and investigate the case and recommend for suitable punishment existing in the education system.

- Students should cultivate the habit of reading notices displayed on the various college notice boards. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with it.
- Bicycles, twowheelers, cars etc., must be parked only in the parking lots meant for the purpose
- College premises should be kept neat and clean. Spitting, pasting posters, scribbling on the tables and walls, throwing of waste paper and rubbish, except in dustbins provided for the purpose are prohibited.
- Each student of the college is required to possess an identity card which is issued by the college at the time of admission and the identity card should be displayed prominently by the students up to the completion of their tenure in the college.

**Item No. 25: Engaging Guest Faculty:**

As the institute is offering wide range of “Restructured courses” it is inevitable to engage Guest faculty every year. As per the workload and existing vacancy their services are being engaged every year by paying remuneration not exceeding of Rs. 14,400/- per month @ Rs.200/- per hour as per guidelines in sanctioned post. Guest faculty is also engaged as per the workload where sanctioned posts are not available such as Spl. Urdu, Spl. English, Biotechnology, Computer Science and Applications Electronics etc., and paid.@ Rs. 200/- per hour.

It is submitted to Academic Council for discussion and approval.

**Item No. 26: Table of Agenda if any with the permission of the Chair**

**Item No. 27 :Date of next Academic Council Meeting:**

The BOS meetings for the revision of I and II-year curriculum if any will be completed by the end of 20<sup>th</sup> March 2021. It is proposed for the fixation of tentative date for the **Fifth academic council meeting** on July 15<sup>th</sup> 2021.