



Smt.N.P.Savithramma Govt college for women

Re-accredited in cycle 3 with **A** Grade by NAAC
Chittoor-517002



HAND BOOK

2023-2024



Contact Us



chittoor.w.jkc@gmail.com



6305307968

వందేమాతరం

వందేమాతరం వందేమాతరం
సుజలాం సుఫలాం మలయజ శీతలామ్
సస్యశ్యామలాం మాతరం వందేమాతరం
శుభ్రజ్యోత్స్న పులకిత యామినీమ్
పుల్ల కుసుమిత ద్రుమదళ శోభినీమ్
సుహాసినీం సుమధుర భాషిణీమ్
సుఖదాం వరదాం మాతరం వందేమాతరం



బంకించంద్ర ఛటర్జీ

జాతీయ గీతం

జనగణమన అధినాయక జయహే!
భారత భాగ్య విధాతా!
పంజాబ,సింధు, గుజరాత,మరాఠా,
ద్రావిడ, ఉత్కళ, వంగా!
వింధ్య,హిమాచల, యమునా,గంగా,
ఉచ్చల జలధి తరంగా!
తవ శుభనామే జాగే!
తవ శుభ ఆశిష మాగే!
గాహే తవ జయ గాథా!
జనగణ మంగళదాయక జయహే!
భారత భాగ్య విధాతా!
జయహే! జయహే! జయహే!
జయ జయ జయ జయహే!

రవీంద్రనాథ్ ఠాగూర్

Smt.N.P.Savithramma Govt college for women

Re-accredited in cycle 3 with **A** Grade by NAAC
Chittoor-517002



Affiliated to



Sri Venkateswara University
Tirupati-517502

Andhra Pradesh, India



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
is pleased to declare*

*Smt. N.P.S. Government Degree College for Women, Chittoor
Vellore Road, Dist. Chittoor,
affiliated to Sri Venkateswara University, Andhra Pradesh as
Accredited*

*with CGPA of 3.23 on four point scale
at A grade
valid up to April 30, 2028*

Date : May 01, 2023



S. C. Datta
Director

ECISC/154/ 3rd Cycle/APCOGN12695



Certificate

HYM International Certifications Pvt. Ltd.

Certified that the Quality Management System of
SMT. NPS GOVERNMENT DEGREE COLLEGE FOR WOMEN
Chittoor, Andhra Pradesh, India

has been assessed and found to be in accordance with the requirements of the quality standards

ISO 9001 : 2015

for the following scope of certification

PROVIDING EDUCATIONAL SERVICES

Further information about the scope of this certificate and applicability of ISO 9001 : 2015 requirements may be obtained by consulting the organization.

Issue Date : 03/05/2021

1st Surveillance 02/05/2022

Renewal Date : 02/05/2024

2nd Surveillance 02/05/2023



Authorised Signature

Certificate No : **Q91864141955**

HYM International Certifications Pvt. Ltd

NOTE: Subject to Recertification at the end of every one year from the date of issue of this certificate

This is an accredited certificate authorized for issue by Accreditation Service for Certifying Bodies (Europe) Limited who have assessed M/s HYM International Certifications Pvt. Ltd. against defined criteria and in cognisance of ISO 17021:2015 "Conformity Assessment - Requirements for bodies providing audit and Certification of management Systems"

www.hymcertifications.com on for checking the validation of the Certification

Regd. Office : Plot No. 265/C, Addagutta Society, Opp. JNTU, Kukatapally, Hyderabad - 500 072, Telangana State, India.
E-mail: siva@hymcertifications.com, Website: www.hymcertifications.com

Founder



Smt N.P.Savithramma





Dr. K. Manohar, Principal

Welcome Note

Dear Students, Parents, and Esteemed Stakeholders,

It is with immense pride and great pleasure that I extend a warm welcome to all of you to Smt. N.P. Savitramma Government College for Women, Chittoor. Established in 1982, our institution stands as a beacon of women's empowerment and academic excellence in the region.

Spread over 23 acres, the college was founded through the generous contribution of Smt. N.P. Savitramma, with the noble vision of fostering higher education among women. Over the past four decades, we have upheld this vision by providing a transformative learning environment that integrates academic rigor, ethical values, and practical knowledge essential for life and career success. As the first Government Women's Degree College in Chittoor Town and a NAAC 'A' Grade institution, we have consistently set benchmarks in quality education. Our commitment to academic excellence is reflected in the achievements of our students



COLLEGE INFORMATION



ADDRESS

**Smt.N.P.Savithramma Govt. College for Women ,
Greamspat,Durganagar colony,
Chittoor - 517002 ,
Andhra Pradesh.**

TELEPHONE

College : 6305307968

E-Mail : chittoor.w.jkc@gmail.com

Website :www.npsgcwctr.edu.in

STUDENT PROFILE



1. NAME : _____

2. MOTHER : _____

3. FATHER/GUARDIAN : _____

4. CLASS & ROLL No. : _____

5. BLOOD GROUP : _____

6. DATE OF BIRTH : _____

7. PERMANENT ADDRESS : _____

8. E-MAIL ID : _____

9. MOBILE No. : _____

About the College

Overview:

Smt. N.P. Savithramma Government College for Women, located in Greampet, Chittoor ,Chittoor District, Andhra Pradesh – 517002, was established in the academic year 1982-83.As a dedicated women's institution, the college provides a safe, inclusive, and supportive environment that fosters academic excellence, skill development, and leadership qualities among women.

Key Contributions to Women's Empowerment:

1. Promoting Higher Education for Women:

By offering undergraduate and postgraduate programs in Science, Commerce, Business, and Humanities, the college ensures that women receive quality education tailored to their aspirations and societal needs.

2. Bridging Gender Gaps in Education and Employment:

The institution actively works to reduce gender disparities in education by equipping women with technical knowledge, digital literacy, and market-oriented skills to enhance their employability and entrepreneurship potential.



3.Holistic Development and Leadership Training:

- o The college nurtures confidence, self-reliance, and decision-making abilities through a variety of co-curricular and extracurricular activities, including NSS, Women Empowerment Cell, and skill development programs.

4.Safe and Inclusive Learning Environment:

- o A women-centric campus provides students with security, encouragement, and motivation to focus on their education and personal growth, free from gender-based societal constraints.

5.Value-Based and Socially Responsible Education:

- o The institution instills a sense of social responsibility, ethical values, and community engagement through initiatives such as blood donation camps, health awareness programs, and field visits.

6.Encouraging Higher Education and Research Opportunities:

- o The college motivates women to pursue higher studies, research, and professional excellence, ensuring their active participation in national development and global competitiveness.

Vision

To produce educated, intellectually enlightened, scientifically advanced, technologically equipped, and functionally disciplined citizens capable of carrying out the most vital, practical, and intellectual tasks of society with courage, confidence, self-reliance, and self-actualization.

Mission

Smt. N.P.S. Government College for Women, Chittoor strives to produce an academic pool of patriotic, secular, knowledgeable, competent, skilled, technical, and resourceful women graduates and postgraduates in Science, Commerce, Business, and Humanities streams by inculcating in them the qualities of self-learning, self-reliance, and self-dependence, with a view to empower them with all virtues and enlist their participation in national development.

Affiliation and Accreditation

The college is affiliated with Sri Venkateswara University, Tirupati. In its third cycle of accreditation, the college received an 'A' grade from the National Assessment and Accreditation Council (NAAC) on May 1, 2023, valid up to April 2028

Academic Programmes

UG and PG Programmes offering for the Academic Year 2023-24

S.No	Name of the Major Program
1	B.A. Honours (History)
2	B.A. Honours (Economics)
3	B. Com Honours (General)
4	B. Com Honours (Computer Applications)
5	BBA Honors
6	B.Sc Computer sciences
7	B.Sc Chemistry
8	B.Sc Zoology

S.No	Name of the Minor Program
1	Political Science
2	Statistics
3	Computer Applications
4	Mathematics
5	Microbiology

S.No	Name of the PG programme
1	Microbiology
2	Zoology
3	M.Com

Teaching Staff

S.No	Name of the Faculty	Subject
1	Dr.K.Manohar	Principal
2	Dr.Y.Usha Rani	Telugu
3	Sri.A.M.Narendra Kumar	Vice-Principal (Commerce)
4	Sri.B.Purushotham Naidu	Commerce
5	Dr.K.Usha Sri	Microbiology
6	Dr.T.Vinila	Commerce
7	Dr.S.Shamsakthar	Hindi
8	Dr.M.Sandhya Rani	History
9	Dr.B.Thirukumaran	English
10	Dr.C.Rajya Lakshmi	English
10	Dr.Kousar jaha begum	Statistics
11	Smt.P.Sobhalatha	Mathematics
12	Dr.J.Rama Devi	Commerce
13	Smt.Y.Jnapika	Computer Science
14	Dr.K.Vaishnavi	Chemistry
15	Sri.K.Nagaraju	Zoology

Teaching Staff (Contract)

S,No	Name of the Faculty	Subject
1	Dr.P.Siva Raagini	Microbiology
2	Dr G Dharmamoorthy	Telugu
3	Smt.C. Komaladevi	Zoology
4	Smt.N.Kasthuramma	Commerce
5	Smt.R.Krishnaveni	Economics

Teaching Staff (Guest)

S.No	Name of the Faculty	Subject
1	Smt.G.Asha	Commerce
2	Sri.G.Suresh Babu	Physical Education
3	Smt.C.Kumari	Library

NonTeaching Staff

S,No	Name of the Faculty	Subject
1	Sri.B.S.Bhaskar	Senior Assistant
2	Sri D. Chennakesavulu	Junior Assistant
3	Sri.C.Visweswaran	Record Assistant
4	Smt.M.Sugunamma	Attender

College Timings

10:00 a.m. to 10:50 a.m. 1st Period

10:50 a.m. to 11:40 a.m. 2nd Period

11:40 p.m. to 12:30 p.m. 3rd Period

12:30 p.m. to 01:20 p.m. 4th Period

01:20 p.m. to 02:20 p.m. Lunch break

02:20 p.m. to 03:10 p.m. 5th Period

03:10 p.m. to 04:00 p.m. 6th Period

04:00 p.m. to 05:00 p.m. 7th Period

SINGLE MAJOR SYSTEM

By the NEP 2020, the UGC has formulated a new Student-Centric “Curriculum and Credit Framework for Undergraduate Programmes (CCFUP)” incorporate a flexible choice-based credit system, multidisciplinary approach, and multiple entry and exit options. This will help students pursue their career path by choosing the subject/field of their interest.

In consonance with NEP 2020 the Government of Andhra Pradesh rolled out a redesigned CBCS Curriculum for 4-year UG Honours Programmes from the year 2020-21. With the CCFUP guidelines released in December 2022, the AP State Council of Higher Education has taken up the task of redesigning the curricular framework for the UG Degree Programmes.

Programme Overview:

A) Programme Name and Duration: 4 - Year UG Honours with Single Major.

The duration of the Programme is 4 years, with multiple entry and exit options after 1st, 2nd and 3rd years of study with a Certificate , Diploma and Degree after the respective years of study. Honours Degree is awarded at the end of 4-years of study.

4 – Year UG Honours with Research with multiple entry and exit options after 1st, 2nd and 3rd years of study with a certificate, diploma and degree after the respective years of study. Honours with Research Degree is awarded at the end of 4-years of study.

Programme Structure and Curriculum:

A) Credit Requirements:

- For UG Honours Degree the number of Credits required is 160 along with 20 additional credits assigned for Community Service Project (4 credits), Short Term Internship (4 credits) and Semester Internship (12 credits).

- For UG Honours Degree the number of Credits required is 160 along with 20 additional credits assigned for Community Service Project (4 credits), Short Term Internship (4 credits) and Semester Internship (12 credits).

These 160 credits are apportioned as, 84 for Major Courses, 24 for Minor Courses, 12 for Languages, 6 for Multidisciplinary Courses, 28 for Skill Courses, 4 for Open Online Transdisciplinary Courses and 2 for Common Value-Added Courses.

The thumb rule for assigning credits is 1 hour of theory per week is equivalent to 1 credit. Similarly, 2 hours of practical per week is equivalent to 1 credit. The credits assigned for Internship /Apprenticeship /OJT are not to be equalized with the hours of work done.

- A student can acquire a maximum of 40% of credits online.

B) Major Courses

- Major discipline is the discipline or subject of main focus and the Degree will be awarded in that discipline. Students should secure the minimum prescribed number of credits, i.e., 84 (about 50% of total credits) through core courses in the major discipline.
- A student of UG Honours Degree has to study 21 course papers with 84 credits in the chosen major. The eligibility for admission into a Major will be similar to the existing eligibility for a programme.
- A student has to choose one Major for gaining in-depth knowledge in that subject discipline.

All discipline-specific major courses carry a weightage of 4 credits, irrespective of the discipline of study, viz., arts, commerce, science, etc.

Wherever practicals are involved, 3 credits are assigned for 3 hours of theory and 1 credit is assigned for 2 hours of practical. For all courses without practical's, 4 credits are assigned for 4 hours of theory.

- The first two courses in the Major shall be the foundation courses for that Major and shall be pathway courses to choose their Minor in the second semester.

In the case of B. Com., Computer Applications or wherever Computer Science/Applications involved subjects or courses are offered, the courses (papers) shall have 3 hours of theory and 2 hours of practical.

C) Minor Courses:

- Students have to choose a Minor in the second semester. The student can choose a minor cutting across the disciplines or from the allied disciplines.
- A student has to study 6 courses in the chosen minor with 24 credits. The minor courses start from the second semester onwards.

Some minors may require eligibility to study a particular course at the intermediate level. Such conditions, if any, will be notified against the minor.

- A student can complete a second minor online from approved sources during the period of study and submit the credits to the university for inclusion in the Degree Certificate.
- Minor courses can be studied offline or online or in blended mode.

D) Languages:

- Two courses in English Language and two courses in Modern Indian Language are to be completed in the first two semesters.
- Each language course is taught for 4 hours with 3 credits.
- A student can opt for doing the English Language Courses online which are equivalent to IELTS/TOEFL/OET, etc. Or the minimum required scores for qualifying in IELTS/TOEFL/OET can be reckoned for the 6 credits assigned for English Language.

E) SKILL COURSES:

- Enhancing student employability is the top priority for higher education. Employability is a measure of a student's ability to secure their first job and remain employed throughout their working lives.
- A pool of Skill Enhancement Courses is offered in Semesters I to IV. These Skill Enhancement Courses are contemporary in nature and not major-specific.

A student has to complete 6 such courses (2 credits each) in Semesters I to IV assigned with 12 credits. Students are offered choices for selecting skill enhancement courses of their interest.

- Major subject-specific Skill Enhancement courses with choices are offered in Semester V/VI as two of the four major courses.
- And two Skill Enhancement courses each with choices are offered in Semesters VII and VIII in the concerned major.

F) Multidisciplinary Courses:

- In consonance with NEP – 2020 all UG students are required to undergo multidisciplinary courses. These courses are intended to broaden the intellectual experience.
- Students are not allowed to choose the courses in a major discipline or repeat courses already undergone at the higher secondary level or Intermediate level or 12th class as the multidisciplinary course.
- A student has to complete 3 multidisciplinary courses each carrying 2 credits.

J. **10-month mandatory Internship:**

Three internships are mandatory for all students irrespective of the of the Program of study.

First internship (April-May after 1st year examinations): Community Service Project

- To inculcate social responsibility and compassionate commitment among the students, the summer vacation in the intervening 1st and 2nd years of study shall be for Community Service Project.

- **Learning outcomes:**

- To facilitate an understanding of the issues that confronts the vulnerable/marginalized sections of the society.
- To initiate team processes with the student groups for societal change.
- To provide students an opportunity to familiarize themselves with urban/rural community they live in.
- To enable students to engage in the development of the community.
- To plan activities based on the focused groups.
- To know the ways of transforming society through systematic programme implementation.

Second Internship (April-May after 2nd year examinations):

Apprenticeship / Internship / On-the-job training / In-house Project/ Off-site Project

- To make the students employable, an Apprenticeship / Internship / On the job training / In-house Project / Off-site Project shall be undertaken by the students in the intervening summer vacation between the 2nd and 3rd years.

• Learning outcomes:

- Explore career alternatives prior to graduation.
 - Integrate theory and practice.
 - Assess interests and abilities in their field of study. Learn to appreciate work and its function towards future.
 - Develop work habits and attitudes necessary for job success.
 - Develop communication, interpersonal and other critical skills in the future job. Build a record of work experience.
 - Acquire employment contacts leading directly to a full-time job following graduation from college.
- The College should follow the APSCHE guidelines for the short-term project and the program book designed for the purpose.

Third internship (6th Semester period):

During the entire 5th /6th Semester, the student shall undergo Apprenticeship / Internship / On the Job Training. This is to ensure that the students develop hands on technical skills which will be of great help in facing the world of work.

- Learning outcomes:
- Explore career alternatives prior to graduation.
- Integrate theory and practice.
- Assess interests and abilities in their field of study.
- Learn to appreciate work and its function towards future.
- Develop work habits and attitudes necessary for job success.
- Develop communication, interpersonal and other critical skills in the future job.
- Build a record of work experience.

Acquire employment contacts leading directly to a full-time job following graduation from college.

- Acquire additional skills required for the world of work.

The College should follow the APSCHE guidelines for the semester term project and the program book designed for the purpose

G) Common Value-Added Courses:

- Common Valued Added Course includes Environmental science/education, and shall carry 2 credits.

H) Courses on Indian Knowledge Systems:

- Courses on IKS are integrated into the curricular framework. The IKS course shall be an Audit Course which is a mandatory course with only a Pass or Fail.
- A student has to complete 2 courses on IKS one in the VII semester and one in the VIII semester.
- Students are offered choices for selecting IKS courses of their interest.

I. Open Online Transdisciplinary Courses:

- Two mandatory Open Online Transdisciplinary Courses, with 2 credits per course, are to be done by the students, one in each of Semesters VII and VIII.
- Students are free to select courses of their interest from any discipline.

B.Sc (Honours) with Single Major																								
Semester	Major* (4 Cr)			Minor (4 Cr)			Languages (3 Cr)			Multi Disny' (2 Cr)			Skill Enhanceme nt Courses (2Cr)			OOTC			Env. Edn (2 Cr)			Total		
	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr
Sem 1	2*	10	8				2	8	6	1	2	2	2	4	4							7	24	20
Sem 2	2	6+4	8	1	3+2	4	2	8	6				2	4	4							7	27	22
Community Service Project of 180 hours with 4 Credits. Student is eligible for Exit Option-1 with the award of Certificate in respective discipline																								
Sem 3	4	12+8	16	1	3+2	4				1	2	2	1	2	2							7	29	24
Sem 4	3	9+6	12	2	6+4	8				1	2	2	1	2	2							7	29	24
Short-Term Internship/Apprenticeship/OJT of 180 hours with 4 Credits. Student is eligible for Exit Option-2 with the award of Diploma in respective major with minor																								
Sem 5	4	12+8	16	2	6+4	8													1	2	2	7	32	26
Sem 6	Semester Internship/Apprenticeship/OJT with 12 Credits. Student is eligible for Exit Option-3 with the award of Degree in respective major with																							
																			IKS#					
Sem 7	3	9+6	12										2*	6+4	8	1	2	2	1	2	0	6	29	22
Sem 8	3	9+6	12										2*	6+4	8	1	2	2	1	2	0	6	29	22
	21		84	6		24	4		12	3	6	6	10	32	28	2	4	4	2	4	0	47		160
20 Additional Credits for 10 month mandatory Internship/OJT/Apprenticeship																								
C Courses						H Hours						Cr Credits						OOTC Open Online Transdisciplinary						
IKS# Indian Knowledge Systems - Audit Course																								

B.A./B.Com (Honours) with Minor																									
Semest er	Major* (4 Cr)			Minor (4 Cr)			Languages (3 Cr)			Multi Disney' (2 Cr)			Skill Enhancement Courses (2Cr)			OOTC			Env. Edn (2 Cr)			Total			
	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	
Sem 1*	2	8	8				2	8	6	1	2	2	2	4	4							7	22	20	
Sem 2	2	8	8	1	4	4	2	8	6				2	4	4							7	24	22	
Community Service Project of 180 hours with 4 Credits. Student is eligible for Exit Option-1 with the award of Certificate in respective discipline																									
Sem 3	4	16	16	1	4	4				1	2	2	1	2	2							7	24	24	
Sem 4	3	12	12	2	8	8				1	2	2	1	2	2							7	24	24	
Short-Term Internship/Apprenticeship/OJT of 180 hours with 4 Credits. Student is eligible for Exit Option-2 with the award of Diploma in respective major with																									
Sem 5	4	16	16	2	8	8													1	2	2	7	26	26	
Sem 6	Semester Internship/Apprenticeship/OJT with 12 Credits. Student is eligible for Exit Option-3 with the award of Degree in respetive major with minor																								
																			IKS#						
Sem 7	3	12	12										2*	8	8	1	2	2	1	2	0	6	24	22	
Sem 8	3	12	12										2*	8	8	1	2	2	1	2	0	6	24	22	
	21		84	6		24	4		12	3	6	6	10	32	28	2	4	4	2	4	0	47		160	
20 Additional Credits for 10 month mandatory Internship/OJT/Apprenticeship																									
C Courses			H Hours			Cr Credits			OOTC Open Online Transdisciplinary																
IKS# Indian Knowledge Systems - Audit Course																									

Smt. N.P. Savitramma Government Degree College follows the academic calendar of Sri Venkateswara University, as it is affiliated with this university.



SRI VENKATESWARA UNIVERSITY :: TIRUPATI

No. C.I(3)/Academic Schedule/2023-24.

Date 12.09.2023.

From

The Registrar
Sri Venkateswara University
TIRUPATI

To

The Correspondents / Principals of all Government
and Affiliated Degree Colleges in
Sri Venkateswara University Area

Sir / Madam,

Sub:- S V University – Academic Branch – Communication of
Academic Schedule for UG Course for the Academic Year
2023-24 – Regarding.

- Ref:- 1. Minutes dated 25.08.2023 of the Committee, constituted to
formulate the Academic Schedule for three year UG
Courses for the Academic Year 2023-24.
2. Vice-Chancellor's orders dated 05.09.2023.

====oooOOOooo===

I am, by direction to inform that, based on the Minutes of the Academic Schedule
Committee first cited, the Academic Schedule for all UG Courses including BBA & BCA for
the Academic Year 2023-24 is as detailed below:-

UG Academic Schedule for the Academic Year 2023-24		
Sno.	Description	Date
I Semester		
1.	Commencement of Classes	07.08.2023 (Monday)
2.	Dusera Holidays	16.10.2023 to 23.10.2023
3.	Closure of Instructions	30.11.2023 (Thursday)
4.	End Examinations	01.12.2023 (Friday)
III Semester		
1.	Commencement of Classes	01.08.2023 (Tuesday)
2.	Dusera Holidays	16.10.2023 to 23.10.2023
3.	Closure of Instructions	30.11.2023 (Thursday)
4.	End Examinations	01.12.2023 (Friday)
V Semester		
1.	Commencement of Classes	16.09.2023 (Saturday)
2.	Dusera Holidays	16.10.2023 to 23.10.2023
3.	Closure of Instructions	11.01.2024 (Thursday)
4.	Sankranthi Holidays	12.01.2024 to 17.01.2024
5.	End Examinations	18.01.2024 (Thursday)
II & IV Semester		
1.	Commencement of Classes	15.12.2023 (Friday)
2.	Sankranthi Holidays	12.01.2024 to 17.01.2024
3.	Closure of Instructions	13.04.2024 (Saturday)
4.	End Examinations	15.04.2024 (Monday)
VI Semester		
1.	Internship (OJT)	29.01.2024 to 18.05.2024
Summer Vacation		01.05.2024 to 31.05.2024

Academic calendar 2023-2024

Hence, all the Correspondents / Principals of all the Government and Affiliated Degree College in SV University area are requested to circulate the same among the faculty members and the students of your College and to follow the academic schedule strictly without any deviation.

Further, the same is upload in the University website www.svuniversity.edu.in to download the same, for your reference and record.

This is for your information and necessary action.

Yours sincerely,
Sd/- O. MAHAMMAD HUSSAIN
REGISTRAR

Copy to the Director, Social Welfare and Nodal Officer, JVP Schemes for information.
Copy to the Director I/c SVU Computer Centre, SVU Tirupati with a request to place this on University website.

Copy to the Controller of Examinations, S V University, Tirupati.

Copy to Supdt. BI, BII, BIII, BV, BVII & BXI Section, Examination Branch, SVU Office, Tirupati.

Copy to Supdt. CII & CIII/Sections, Academic Branch, for information.

Copy to PS to Vice-Chancellor / PA to Rector / PS to Registrar / Dean CDC / Dean Exams, S.V. University for information.

Copy to File.

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O. K. Hussain
DEPUTY REGISTRAR
(ACADEMIC)

Academic Policies

Admission process

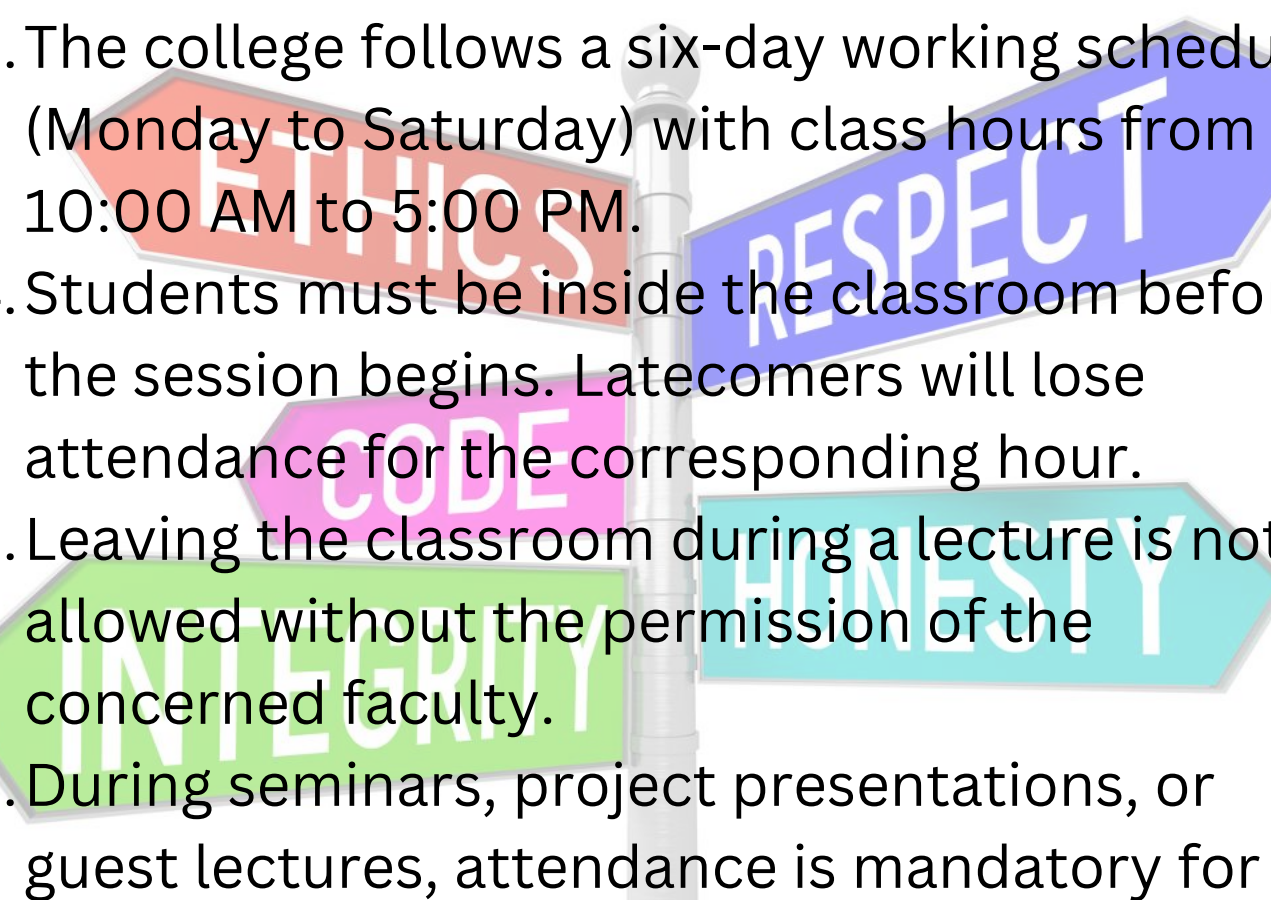
The admission process for undergraduate degree programs in Andhra Pradesh is conducted through the Online Admission Module for Degree Colleges (OAMDC) under APSCHE. It begins with the release of the admission notification, usually in June. Candidates who have completed Intermediate (10+2) or an equivalent qualification can apply online by registering, filling out the application form, and uploading the required documents. After verification, candidates select their preferred programs and colleges, and seats are allotted based on merit, reservation, and availability. Those allotted seats must report to the college within the given time to confirm admission. Additional counseling rounds and spot admissions are conducted for vacant seats. This structured admission process ensures transparency, merit-based selection, and equal opportunities for all eligible candidates.

Examination

The examination system follows a comprehensive evaluation under the CBCS of Sri Venkateswara University, Tirupati, combining internal assessments (25 marks) and semester-end exams (75 marks). Internal assessment includes Mid-Semester Exams (Mid-1: 20, Mid-2: 15), assignments, projects, seminars (5 marks each), and participation/attendance (5 marks), totaling 50 marks, scaled to 25. The university conducts semester-end exams for 75 marks. Passing requires a minimum of 40% in both internal (10/25) and semester-end exams (30/75). If internal marks are below 10, students must score at least 40 in the final exam. Practical and viva-voce exams are conducted by appointed examiners, ensuring a balanced assessment.

Code of conduct

All members of Smt. N.P. Savitramma Government College for Women, Chittoor play a crucial role in upholding the values and integrity of the institution. The Student Code of Conduct is designed to foster discipline, respect, and responsibility among students while ensuring a safe and secure learning environment. It also aims to uphold the vision and mission of the college by maintaining high academic and ethical standards. Admission to the college implies adherence to these rules, and full cooperation from parents and guardians is expected.

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1. Students must adhere to the college rules and regulations and are accountable to the Principal, faculty, and other college authorities for their conduct.
 2. Discipline is key to success. Regularity, punctuality, and sincere efforts in academics are expected from all students.
 3. The college follows a six-day working schedule (Monday to Saturday) with class hours from 10:00 AM to 5:00 PM.
 4. Students must be inside the classroom before the session begins. Latecomers will lose attendance for the corresponding hour.
 5. Leaving the classroom during a lecture is not allowed without the permission of the concerned faculty.
 6. During seminars, project presentations, or guest lectures, attendance is mandatory for all students of the respective class.
 7. Students can leave the campus during class hours only with prior approval from the Principal, HoD, or Tutor and must register their exit in the Gate Register.
 8. All students must wear the prescribed uniform and attend college events in the official dress code unless otherwise specified.

9.Students must contribute to maintaining a clean and eco-friendly campus. Waste should be disposed of only in designated dustbins. Scribbling on walls, doors, or furniture is strictly prohibited.

10.Loitering in the verandahs or disturbing ongoing classes is not allowed.

11.All students must regularly check the notice board for updates. Ignorance of posted notices will not be accepted as an excuse.

12.Students should demonstrate respect and inclusivity, refraining from discrimination based on race, caste, religion, gender, disability, or other legally protected statuses.

13.Any damage to college property will result in strict disciplinary action, including fines, suspension, or expulsion.

14.All students and staff must wear their identity cards while on campus .

15.Students must not form organizations, societies, or collect funds without written permission from the college administration.

16.Students cannot represent the college in media or invite media organizations for coverage without written permission from the Principal.

Campus Facilities

CLASS ROOMS

The institution has 22 class rooms for teaching and learning in which few classes are equipped with ICT enabled facilities such as LCD projectors, smart boards and LAN/Wifi connectivity and one seminar hall equipped with complete smart class rooms, with smart interactive boards and multimedia facilities to facilitated e-teaching and learning process.

Laboratories

Smt. N.P. Savitramma Government College for Women, Chittoor, is equipped with well-furnished laboratories featuring state-of-the-art equipment to support practical learning and research. The laboratories provide students with hands-on experience using modern instruments, ensuring a strong foundation in experimental techniques.

Library

The library at Smt. N.P. Savitramma Government College for Women, Chittoor, serves as a vital academic resource, supporting students and faculty with extensive reading materials, research tools, and digital resources.

With a collection of over 10,000 books spanning various disciplines such as science, commerce, humanities, literature, and general knowledge, along with 2,000 national and international journals, it helps students stay updated with the latest research and developments. The digital library provides access to e-books, research papers, and online study materials, while platforms like INFLIBNET and SWAYAM offer a vast repository of electronic journals and free online courses. The library offers reference and lending services, a quiet reading area, digital access through internet-enabled computers, and a book bank facility for economically weaker students. Operating from Monday to Saturday, 9:00 AM to 5:00 PM, students and staff can utilize the reading room and digital library during these hours. The library plays a crucial role in enriching students' academic journey by providing traditional and digital learning resources to enhance knowledge, research, and career development, contributing to a holistic learning experience.

Conference Hall

- A well-furnished Conference Hall with a seating capacity of 30.
- Used for staff meetings, discussions with higher officials, and faculty interactions.
- Equipped with essential facilities like projector, audio system, and comfortable seating.

Auditorium

- A spacious auditorium with a seating capacity of 1,500, designed to host large-scale events.
- Well-equipped with chairs, projector, sound system, microphones, fans, and proper ventilation.
- Used for seminars, workshops, college day celebrations, cultural programs, and academic conferences.

Gymnasium

- A well-equipped gym with modern fitness equipment, promoting health and well-being.
- Includes treadmills, elliptical trainers, dumbbells, weightlifting machines, cycling machines, and multi-station gym equipment.

- Open to students and staff for regular exercise and fitness training.

Sports Facilities

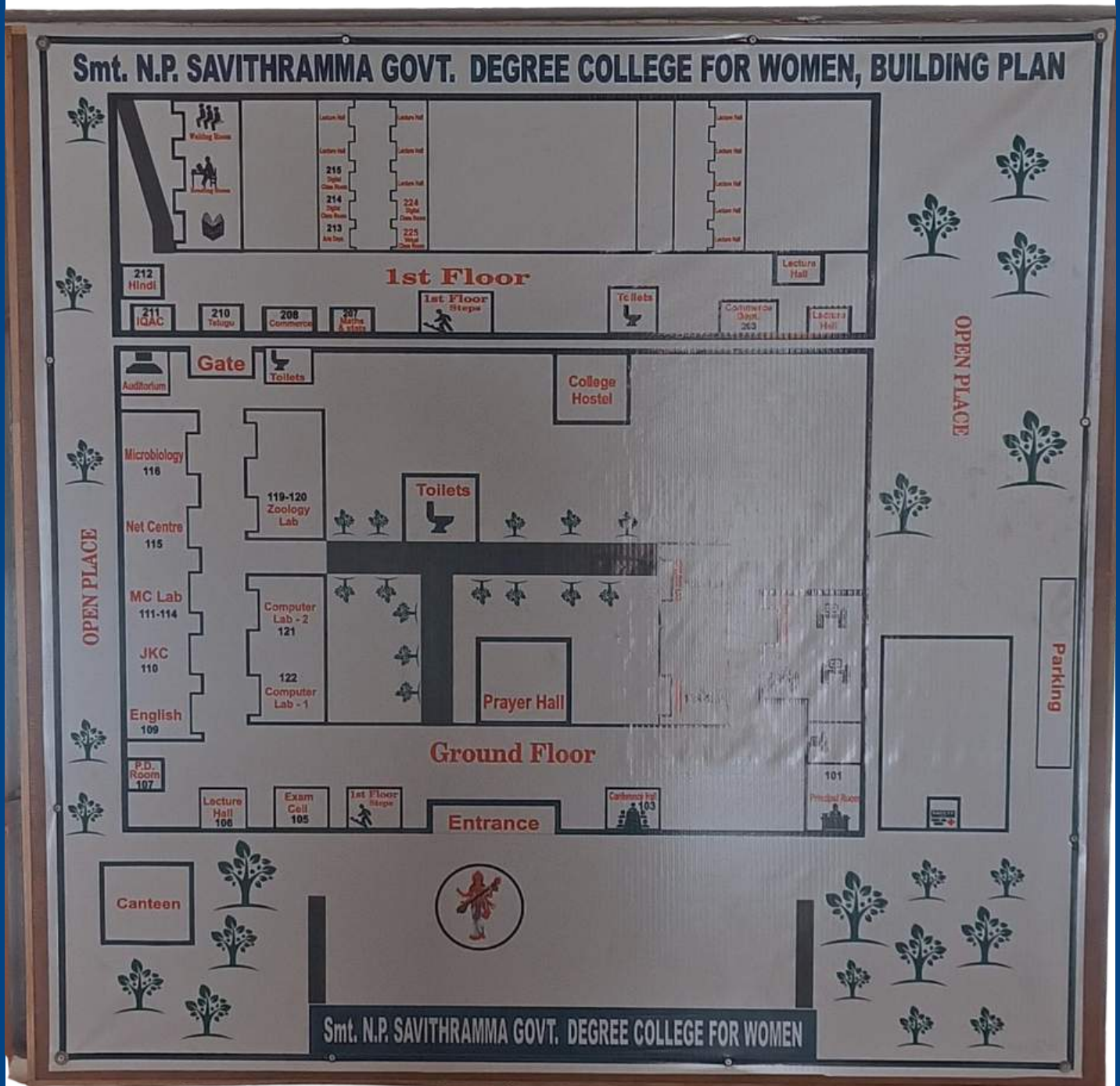
- A large sports ground suitable for multiple sports activities.
- Facilities for cricket, volleyball, football, badminton, kho-kho, kabaddi, and athletics.
- A well-maintained running track for track and field events.
- All necessary sports equipment is available to encourage student participation in physical activities and competitions.

Canteen

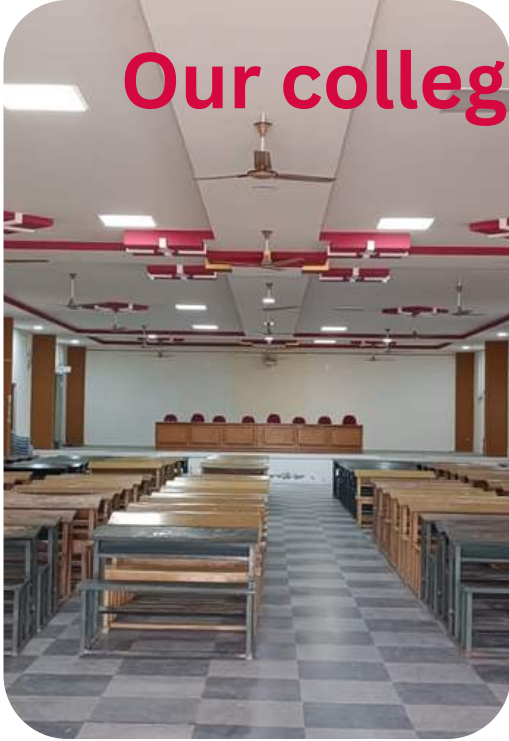
- A hygienic and spacious canteen catering to students and staff.
- Provides fresh and nutritious food at affordable prices.
- Offers a variety of food items, including meals, snacks, tea, coffee, fruit juices, and soft drinks.
- Ensures proper seating arrangements and a clean dining environment.

These facilities contribute to a well-rounded educational experience, fostering academic growth, cultural engagement, and physical well-being among students.

Campus map



Our college facilities and Activities



Student support services

Jawahar Knowledge Centre (JKC)

The Jawahar Knowledge Centre (JKC) was launched in 2005 by the Commissionerate of Collegiate Education, Government of Andhra Pradesh, to bridge the employability gap for students pursuing non-professional degree courses. Recognizing the need for skill development, Smt. NPS Govt. College for Women, Chittoor, implemented JKC to train students in communication, technical, and soft skills essential for securing jobs. Through career-building workshops, skill development programs, and placement assistance, JKC plays a vital role in empowering students for successful careers in the competitive job market.

NSS

The NSS unit at Smt. N.P. Savitramma Govt. College for Women, Chittoor (NPS) actively engages in various community service initiatives, including social awareness campaigns on health, hygiene, education, gender equality, and road safety. It organizes blood donation camps, free medical check-ups, and menstrual hygiene awareness programs.

Environmental activities such as tree plantation drives, Swachh Bharat Abhiyan, and waste management awareness are regularly conducted. Rural development efforts include village adoption, literacy programs, and skill development training. Educational and self-development activities focus on personality development, career guidance, and entrepreneurship training. Disaster management initiatives involve first aid training, fire safety awareness, and relief work during natural calamities. The NSS unit also observes national and international days like Independence Day, Republic Day, World Environment Day, and NSS Day. Additionally, it conducts special 7-day rural development camps and participates in government initiatives, fostering leadership, social responsibility, and nation-building among volunteers.



Women Empowerment Cell (WEC)

The Women Empowerment Cell (WEC) at Smt. N.P. Savitramma Govt. College for Women, Chittoor (NPS) actively conducts various programs to promote gender equality, skill development, and social awareness among students. Key activities include workshops and seminars on women's rights, legal awareness, self-defense training, and health and hygiene awareness. WEC organizes career guidance sessions, entrepreneurship development programs, and skill-based training for financial independence. It also conducts counseling sessions on mental health, gender sensitization programs, and awareness campaigns on issues like domestic violence, cyber safety, and workplace harassment. Observance of International Women's Day, National Girl Child Day, and other significant events fosters empowerment and leadership qualities among students, encouraging their active participation in societal development.



Red Ribbon Club (RRC)

The Red Ribbon Club (RRC) at Smt. N.P. Savitramma Govt. College for Women, Chittoor (NPS) actively engages in awareness programs on HIV/AIDS prevention, blood donation, and overall health and well-being. Key activities include seminars and workshops on HIV/AIDS awareness, stigma reduction, and safe health practices, along with voluntary blood donation drives in collaboration with healthcare institutions. The club also conducts rallies, poster campaigns, and street plays to educate the community on disease prevention and the importance of healthy lifestyles. Special observances like World AIDS Day, National Youth Day, and International Blood Donor Day are organized to promote social responsibility among students. Through these initiatives, RRC fosters leadership, compassion, and a commitment to public health.



Anti-Ragging Cell

The Anti-Ragging Cell at Smt. N.P. Savitramma Govt. College for Women, Chittoor (NPS) is committed to ensuring a safe and ragging-free campus environment in compliance with the directives of the Hon'ble Supreme Court and the University Grants Commission (UGC). The cell conducts awareness programs, orientation sessions, and seminars to educate students about the legal consequences and psychological impact of ragging. Anti-ragging affidavits are collected from students and parents to reinforce accountability. Regular monitoring, surprise inspections, and grievance redressal mechanisms are in place to prevent any form of harassment. Helpline numbers and complaint boxes are provided for students to report any incidents confidentially. The cell also observes Anti-Ragging Week and collaborates with faculty and student representatives to promote a culture of mutual respect, discipline, and safety on campus.



Career Guidance Cell

The Career Guidance Cell at Smt. N.P. Savitramma Govt. College for Women, Chittoor (NPS) plays a vital role in equipping students with career-oriented skills and opportunities. It conducts seminars, workshops, and guest lectures on career planning, resume building, interview techniques, and competitive exam preparation. The cell organizes job fairs, campus recruitment drives, and skill development programs in collaboration with industry experts and employers. It provides guidance on higher education opportunities, scholarships, and entrepreneurship development. Personalized counseling sessions are conducted to help students identify their strengths and career paths. Through these initiatives, the cell empowers students with the knowledge and confidence to achieve their professional goals.



Grievance Redressal Cell

The Grievance Redressal Cell at Smt. N.P. Savitramma Govt. College for Women, Chittoor (NPS) is dedicated to addressing and resolving student grievances in a fair, transparent, and confidential manner. The cell provides a structured platform for students to voice their concerns related to academics, infrastructure, discipline, harassment, or any other issues affecting their well-being. Complaint boxes and an online grievance submission system are available for easy access. Regular meetings are conducted to review and resolve grievances promptly, ensuring a positive and supportive campus environment. Awareness sessions on students' rights and responsibilities are organized to foster mutual respect and a harmonious academic atmosphere. Through its proactive approach, the cell ensures justice, fairness, and a stress-free learning environment for all students.



Alumni Association

The Alumni Association at Smt. N.P. Savitramma Govt. College for Women, Chittoor (NPS) actively engages with former students to foster lifelong connections and contribute to the development of the college. The association organizes regular alumni meetups, networking events, and webinars to facilitate interaction between alumni and current students. It supports mentorship programs, where alumni offer career guidance, internships, and job opportunities to students. The association also collaborates with the college to initiate community development projects, scholarships, and donations to enhance the infrastructure and academic resources. Through these activities, the Alumni Association strengthens the bond between past and present students, promoting a spirit of collaboration and support for the college's growth.



Our College Facilities and Activities



Empowering Women, Enriching Futures

Initiatives of Commissionerate of Collegiate Education, AP

OTLP :

“The TLP App” system that was introduced during the AY 2021-22 is used for streamlining the delivery of classroom (online/offline) instructions. Through this app, regular monitoring and reporting of classes, recouping of deviated classes, re-assigning the classes as per last minute modifications in the time table , Continuous Internal Assessment etc., can be done.

I-MAP :

The I-MAP INTERNSHIP MONITORING APPLICATION is to monitor the students who are doing internship in Onsite by going to various industries and monitoring the student weekly tasks by the mentor, trainer and principal.

F-MAP :

The F-MAP Fee collection management system is mainly used to get the student fee online by providing an application; he/she gets the fee details in the provided application, and if the student wants to pay, he/she can pay through that total amount or half amount. The fee amount will be directly credited into the respective college account, and it will be shown in header-wise and college-wise reports.

FRS:

The student attendance for JVD is implemented through Jnanabhumi Attendance App which is through Facial Recognition System (FRS).

e-CEGRaM:

The application was developed as a web application and mobile responsive. The e-CEGRaM of CCE allows you to lodge grievances through this website. This will allow the CCE to speedily redress your GRIEVANCES. The process and the time taken to resolve grievances vary according to the amount of work required to resolve the grievances.

**Brief Notes on Monthly Activities
(2023-2024)**



**Brief Notes on Monthly Activities
(2023-2024)**



PERSONAL MEMORANDA

1. Name :
2. Class & Roll No. :
3. Intermediate/CBSE(Agg) :
4. Language Proficiency :
5. Date of Birth :
6. Blood Group :
7. Aadhaar Card No. :
8. Bank & Account No. :
.....
9. Religion. :
10. Whether OC/SC/ST/BC/EBC/etc
11. Any Medical History/Allergies: :.....
.....
12. Residential Address :
.....
13. If Hosteller (Hostel Address) : :.....
.....
14. Contact No with STD :
15. E-mail ID :

DECLARATION BY PARENTS

I hereby declare that I have gone through the rules and regulations mentioned in the hand book regarding the various aspects of the college and I promise to abide by them.

Qualification &
Occupation

Specimen Signature

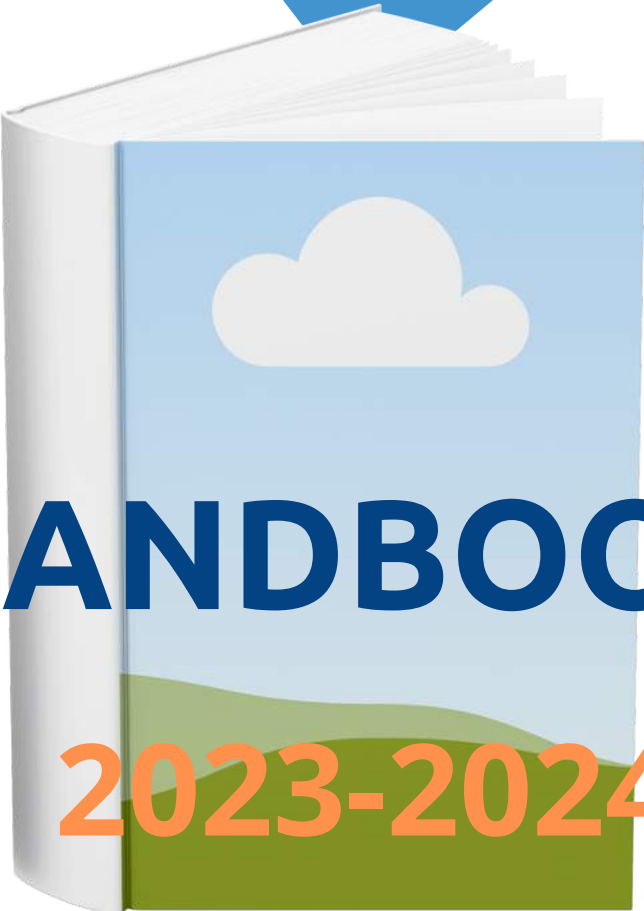
Father

Annual Income

Mother

Annual Income

Guardian (if any)



HANDBOOK

2023-2024



Prepared by :

Sri.K.Nagaraju
Lecturer in Zoology