

# HAND BOOK

2024-2025



## A.V. College of Arts, Science and Commerce

(Affiliated to Osmania University)  
Gaganmahal, Hyderabad-500029, Telangana  
Accredited with 'B++' Grade by NAAC (3<sup>rd</sup> Cycle)

*Managed by the A.V. Education Society*

Affiliated to Osmania University

Established in 1968

**UG & PG College**

**Domalguda, GaganMahal,**

**Hyderabad**

**Phone No: 040-27637751, Mobile No: 9908615462**

**E-mail: [avcollege@gmail.com](mailto:avcollege@gmail.com)**

**Website: [www.avcollege.in](http://www.avcollege.in)**

## GENERAL INFORMATION

<b>Address of the College</b>	A.V.College of Arts, Sciences & Commerce GaganMahal, Domalguda Hyderabad – 500029
Telephone	040-27637751
Mobile	9908615462(U.G.) 9490746385(P.G.)
College Timings	9:00 AM to 3:00 PM
Office Timings	10:00 AM to 4.00 PM
Fee Payment Timings	10:00 AM to 4.00 PM
Visiting Hours (Principal )	2:00 PM to 3:00 PM

- Request for any type of certificate or documents should be addressed to the Principal and submitted in the college office. The application should be submitted along with the relevant fee.
- All types of Certificates will be issued on a prior notice.

## PERSONAL INFORMATION

Name	:	_____
Program & Year	:	_____
Roll No.	:	_____
E-Mail ID	:	_____
PhoneNo.	:	_____
Blood Group	:	_____
Vehicle No.	:	_____
Driving License	:	_____
Aadhaar Card (optional)	:	_____
Category	:	_____
Health Issues	:	_____
Student Signature	:	_____
Father's Name	:	_____
Occupation	:	_____
Contact No.	:	_____
Mother's Name	:	_____
Occupation	:	_____
Contact No.	:	_____
Res. Address	:	_____ _____
If staying in a hostel [Yes/No]	:	_____
Warden's Contact No.	:	_____
Address	:	_____ _____

## VISION AND MISSION

**Vision:** Empowerment through Pursuit of Excellence

**Mission:**

- To ignite young minds through knowledge and its application, competency building, extension activities with a holistic approach for societal needs, leading to self - reliance among the students.
- Provide career-oriented academic programs in a supportive and stimulating environment, for the intellectual and ethical growth of a diverse student community.
- Achieve excellence in education through technological advancements, effective pedagogy, and methods of evaluation.
- Embrace equity and accountability through measurable learning outcomes.

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## 1. Principal's Message



**Dr. CH Rajalingam**  
Principal, A.V. College

I am happy and proud to greet you through this message. Welcome to A.V. College- It is an honor and a privilege to be the Principal of A. V. College, one of the best colleges in the twin cities which stands for excellence and continuously sets the highest standards. We, at A.V. College offer opportunities in learning and are committed to providing the best learning experience possible for all our students who choose our college. The college is relentlessly striving to maintain academic excellence and at the same time encourage the students to participate in various co-curricular and extra-curricular activities.

The amiable environment nurtures creativity, passion, resilience and leadership qualities among students for development of versatile personality. We work hard to support your learning with guidance, counseling, study, support and monitoring. Sports are a special feature of our college. Being located right in the Centre of the twin cities adds to the attractiveness of student life here, thus making it a college of choice. We care about your learning, your success and your student experience here. Our teaching faculties are the best that can be found in the area in terms of their dedication and commitment to the students. We are passionate about our college and to make it a great experience for you. Quality courses, Quality teachers and huge commitment to teaching and learning process make me proud to be the Principal here.

## 2. Director's Message



**Dr. Bhagavantha Reddy**  
**Director, AVPG Centre**

It is my proud privilege to welcome you to A.V. College P. G. Center. Since its inception in 1991, it has grown steadily from strength-to-strength and is known for its academic excellence. It is one of the leading centers of teaching and research in the field of Management Studies, Science and Technology achieved through total commitment towards quality education and training. To facilitate an effective teaching and learning process, the College has a full-fledged Career Guidance, Placement and Counseling Centre. We disseminate knowledge to the students through the help of well qualified, highly dedicated members of the faculty, state-of-art library and well-equipped labs along with an audio-visual room. We constantly endeavor to instill our students with the strength of character, self-confidence, technical competence and leadership ability to help them achieve their goals and dreams.

The programs offered are geared towards research and innovation. The students are encouraged to pursue research on their own or in collaboration with others. Many of our students and faculty members have been presenting papers in National and International Conferences and have published their work in research journals of repute. Our Centre has a rich alumni base that has significantly contributed to the nation building process. The alumni of the Centre have done exceedingly well in all spheres of life both at the national and the international levels and have brought name and fame for themselves as well as to their alma mater. The College takes pride in their achievements.

I invite you to embark on a lifetime-partnership with our Centre and warmly welcome those aspiring to be leaders in their chosen fields/areas to come and join us to explore and experience the joy of learning and innovation. I extend my best wishes for a bright and prosperous future to all our students.



### **3. College Profile:**

The A.V. Education Society is one of the oldest and pioneering Educational Societies in the erstwhile Nizam State of Hyderabad. This society was established in the year 1944 (Reg.No.7/52) to extend educational opportunities to backward sections of the region, which were deprived of basic education during the rule of the Nizam. Stalwarts and philanthropists like Sri Raja Bahadur Venkatrama Reddy, Sri Suravaram Pratap Reddy, Sri Konda Venkata Ranga Reddy (Former Deputy Chief Minister), Sri Madapati Hanumantha Rao and Sri J.V. Narsing Rao (Former Deputy Chief Minister) who took part in the Freedom Struggle, Women's Education Movement, Library Movement and Press Movement were instrumental in founding this great Educational Society. It was the dream of the founding fathers to start Educational Institutions that would impart education in the mother tongue i.e., education in Telugu became a reality with the establishment of Andhra Vidyalaya High School, the first Telugu medium school in the erstwhile Nizam's Dominion.

A.V. College was established in the year 1968 as a composite college offering plus two and UG programs. It grew to occupy the status of a multidimensional institution with PG programs. The PG programs were first offered in the year 1991. K.V. Ranga Reddy Law College was set up in the same year.

The Management of the College has been stewarded by great luminaries like the late Justice K. Madhava Reddy, former Chief Justice of the High Courts of Telangana and Maharashtra. The present Management Committee consists of Sri. K. Pratap Reddy, a Senior Advocate of Telangana High Court, Chairman, Prof. K. Ramchandra Reddy, an Eminent Professor of Psychology, as the Secretary, Sri K Raghuvver Reddy, a Technocrat by Profession and a distinguished Educationist, as the Correspondent. The Magazine India Today has consecutively rated A.V. College is one of the best colleges in the twin cities of Hyderabad and Secunderabad.

The College is centrally located in the heart of Hyderabad, with Hussain Sagar Lake and the A.P. Government Secretariat in its vicinity. It has a sprawling campus of 7.33 acres with a built-up area of 1,28,937sq.ft with beautiful landscaped gardens and a green belt.

Several eminent personalities are associated with the Management of the Institution since its inception. Presently the College Committee consists of several outstanding Academicians, Jurists, Civil Servants and distinguished men of public life. The composition of the Managing Committee is as follows.

#### 4. Governing Body:

S.No	Name & Profile	Designation
1	Dr. K. Gautami, M.Sc. Ph.D Correspondent, A.V. College (UG & PG)	Chairperson
2	Prof. K. Ramchandra Reddy, M.A, M.S, Ph.D. Dean, Faculty of Social Sciences, OU (Retd) Vice-President, AVES	Member
3	Prof. K. Madhusudhan Reddy, M.A, Ph.D. Dean, Faculty of Social Sciences, OU (Retd)	Member
4	Prof. R. Ramesh Reddy, M.E, Ph.D Dean, Faculty of Engineering, OU (Retd)	Member
5	Sri. A. Uma Maheswar Reddy Secretary, AV Education Society	Member
6	Sri. K. Malla Reddy Joint Secretary, AV Education Society	Member
7	Sri. K. Matta Reddy Treasurer, AVES	Member
7	Dr. G. Yadagiri Joint Director, CCE	Government Nominee
8	Prof. C. Kaseem, Dept of Telugu UCA & SS, Osmania University	OU Nominee
9	Dr. M. Bhagavantha Reddy	PG Director
10	Dr. P. Padma Vice Principal & Associate professor in Botany A.V. College	Member
11	Ms. M. Vidyulatha, HOD English	IQAC Coordinator

12	Ms. A Manjula Devi HoD,Physics	Staff Representative
13	Dr. Ch. Rajalingam, Principal, A. V. College	Principal & Convener

## 5. Managing Committee

S.No	Name & Profile	Designation
1	Justice. Abhishek Reddy	President
2	Prof.K.Ramchandra Reddy	Vice- President
3	Sri. K. Atchyut Prasad Reddy	Secretary
4	Sri A. Uma Maheshwar Reddy	Joint Secretary
5	Sri. K. Matta Reddy	Treasurer
6	Dr.K.Gautami	Correspondent, AV College UG & PG
7	Sri.K.Vinod Reddy	Correspondent KV Ranga Reddy Law College
8	Prof. M. Vivekan Reddy	Correspondent A.V.High School, Kattal Mandi
9	Sri. K. Vishweshwar Reddy	Member
10	Sri K.Malla Reddy	Member
11	Sri. T. Venkat Reddy	Member
12	Sri.Gubba Nagender Rao	Member
13	Dr.K.Narsimha Reddy	Member
14	Prof. G. Gopal Reddy	Member
15	Sri Srikanth Palwai	Member

## 6. U.G. Teaching Staff

S. No	Name of the Teaching Faculty	Designation
1	<b>Dr. Ch. Rajalingam</b>	<b>Principal</b>
2	<b>Dr. Padma</b>	<b>Vice- Principal, Head Department of Botany</b>
<b>Department of English</b>		
3	Ms M Vidyulatha	Asst. Professor, IQAC Coordinator & H.O.D
4	Ms G Persis Sunitha	Asst. Professor
5	Ms Jessica Joyce	Asst. Professor
6	Mr. G Nikhil Kumar	Asst. Professor
7	Ms. Barnali Bhattacharjee	Asst. Professor
8	Ms Hannah Chrysolyte	Asst. Professor
9	Ms Tehniyat Fatima	Asst. Professor
<b>Department Of Telugu</b>		
10	Dr. G. Bhaskar	Asst. Professor
<b>Department Of Hindi</b>		
11	Dr.Prakash	Asst. Professor & H.O.D
<b>Department Of Sanskrit</b>		
12	Mr R. Nagaraju	Asst. Professor
13	Ms K. Sangeetha Reddy	Asst. Professor
<b>Department Of Arabic</b>		
14	Mohd Abdul Muqtadir Hassan	Asst. Professor
<b>Department Of French</b>		
15	Ms. Sumathi Nayak	Asst. Professor
<b>Department Of Political Science</b>		
16	Ms Mousami Singh	Asst. Professor
<b>Department Of Journalism</b>		
17	Mr. B. Satyanarayana Reddy	Asst. Professor

<b>Department Of Public Administration</b>		
18	Ms C Vennela	Asst. Professor
<b>Department Of Economics</b>		
19	Ms Prasuna Sundari	Asst. Professor
<b>Department Of Psychology</b>		
20	Mr. P. Prashanth	Asst. Professor
<b>Department Of Commerce</b>		
21	Mr Ch. Buchi Reddy	Asst. Professor & H.O.D
22	Dr K. Resheta Reddy	Asst. Professor
23	Ms Renu Mathur	Asst. Professor
24	Mr V. Sudhakar Reddy	Asst. Professor
25	Dr K. Narasaraj	Asst. Professor
26	Mr Majjiga Ramesh	Asst. Professor
27	Ms Ritika Tiwari	Asst. Professor
28	Ms P Rukmini	Asst. Professor
29	Mr B. Venkataiah	Asst. Professor
30	Mr. D.Vinay Raj	Asst. Professor
31	Mr.S. Praveen Kumar Reddy	Asst. Professor
32	E.Vinay	Asst. Professor
<b>Department Of Business Management</b>		
33	Ms G. Kavitha	Asst. Professor
34	Ms Gopisree	Asst. Professor
35	Mr R. Naveen Kumar	Asst. Professor
36	Ms. B Renu Sree	Asst. Professor
37	Ms. C. Bhargavi	Asst. Professor
<b>Department Of Statistics</b>		
38	Mr R. Mahesh	Asst. Professor
39	Ms. K.Ramya	Asst. Professor

<b>Department Of Mathematics</b>		
40	Mr B. Pavan Kumar Reddy	Asst. Professor & H.O.D
41	Ms Y. Vasumathi	Asst. Professor
42	Ms. T. Sowmya Sree	Asst. Professor
43	Mr. Madhusudhan	Asst. Professor
44	Ms. D. Ranjani	Asst. Professor
<b>Department Of Physics &amp; Electronics</b>		
45	Ms A. Manjula Devi	Asst. Professor & H.O.D
46	Mr P. Mohan Rao	Asst. Professor
47	Dr. Sumit Ghosh	Asst. Professor
48	Mr T. Ramesh	Asst. Professor
49	Mr. Raja Ram	Asst. Professor
<b>Department Of Chemistry</b>		
50	Dr. A .Jaganmohan Reddy	Asst. Professor & H.O.D
51	Ms G. Sudha Rani	Asst. Professor
52	Dr. B. Anjaiah	Asst. Professor
<b>Department Of Computer Science</b>		
53	Ms D. Suhasini	Asst. Professor & H.O.D
54	Ms. P. Veena	Asst. Professor
55	Ms P. Sowmya Sree	Asst. Professor
56	Ms K. Vineela	Asst. Professor
57	B. Suresh	Asst. Professor
58	Ms. E Anuradha	Asst. Professor
59	Ms. K . Likhita Roy	Asst. Professor
<b>Department Of Botany</b>		
60	Mr. Y.Srinivas Reddy	Asst. Professor
61	Mr A. Chandra Sekhar Reddy	Asst. Professor
62	Mr Ch. Nagesh	Asst. Professor

<b>Department Of Biotech</b>		
63	Ms.Bogam Bhavani	Asst. Professor
<b>Department Of Zoology</b>		
64	Ms B Chandana Priya	Asst. Professor & H.O.D
65	Ms. C. Shirisha	Asst. Professor
<b>Department Of Phy. Education</b>		
66	Mr. R. Prakash	Asst. Professor
<b>Department Of Library</b>		
67	Ms P. Prathibha	Librarian
<b>Department Of Clinical Nutrition &amp; Dietetics</b>		
68	Ms. K. Sree Lakshmi	Asst. Professor and Head Department of Nutrition
69	Ms. Tejaswini Lingala	Asst. Professor

## 7. PG. Teaching Staff

S.NO	Name of the Faculty	Designation	
1	<b>Dr. M.Bhagavantha Reddy</b>	<b>Director</b>	
2	Prof .Vinitha Sharma	Director MBA & MCA, HoD	M B A
3	Ms Archana Chaitankar	Asst. Professor	
4	Dr. J.Divya	Asst. Professor	
5	Ms P.Sandhya Rani	Asst. Professor	
6	Dr. B Sravani	Asst. Professor	
7	Mr V. Bhanu Murthy	Associate Prof & HOD	M.C.A
8	Mr. M.Kiran Kumar	Associate Prof M.C.A HOD	
9	Mr. T.Vamshi Krishna Reddy	Asst.Prof M.Sc.Comp HOD	
10	M.Snehalatha	Asst.Prof M.C.A	M.Sc. Comp Science
11	Ms K.Shivani	Asst. Professor	

12	Mr S.Bala Krishna	Asst. Professor	
13	Mr.Ch. Ramulu	Asst. Professor	
14	Dr.S.Gopi Krishna	Asst. Professor & HOD	M.Sc. Physics
15	Dr. Y.V.S. Rama Krishna	Asst. Professor	
16	Dr. TSPLN Prasad	Asst. Professor	
17	Ms T.Vijaya Laxmi	Asst. Professor	
18	Dr. N. Jyothi (PT)	Asst. Professor	
19	Ms M.Anitha	Asst. Professor	M.Sc. Maths
20	Ms. D. Rishita	Asst. Professor	
21	Dr Ch.Anjaiah	Asst. Professor & HOD	M.Sc. Chemistry
22	Ms N.Madhavi	Asst. Professor	
23	Mr V. Pramod Kumar	Asst. Professor	
24	T.Swetha	Asst Prof M.Sc.Chemistry	
25	Ms.S.Laxmi Harika	Asst Prof M.Sc.Chemistry	
26	T.Sudhakar	Asst Prof M.Com	M.Com
27	G.Usha	Asst Prof M.Com	
28	Dr.B. Jyothi	Asst Prof M.A. (Telugu) HOD	
29	Dr.k. Lakshmi Vijaya	Asst Prof M.A. (Telugu)	M.A. (Telugu)
30	Dr.Y. Sathya Narayana	Asst Prof M.A. (Telugu)	
31	B.Y. Kavitha	Asst Prof M.Sc.Bio-Tech HOD	
32	K Swathi	Asst.Prof M.Sc.Bio-Tech	M.Sc.Bio-Tech
33	B.Anitha	Asst Prof M.Sc.Bio-Tech	
34	G.Uma sree	Asst Prof M.Sc.Bio-Tech	
35	CH.Harshitha	Asst Prof M.Sc.Bio-Tech	
	M.Ravindar	Librarian	



## 8. U.G. Non-Teaching Staff

1	Mr. Veeramarayana	Superintendent
2	Mr. Shaik Elias Mohiuddin	Accounts Officer (Exam Fee)
3	Mr. Giridhar Reddy.J	Sr. Assistant ( Scholarships)
4	Mr. Raghotham Reddy.Y	Sr. Assistant (Accounts)
5	Ms. P.L.Nagamani	Jr. Assistant (Programmer)
7	Mr. Venkatesh.V	Jr. Assistant (B.Sc Incharge), T.C, Bonafide & Conduct Certificates
8	Ms. Lavanya	Jr. Assistant (B.A Incharge), (B.Com Incharge), T.C, Bonafide & Conduct Certificates
9	P Ramesh	Caretaker

## 9. P.G. Non-Teaching Staff

1	Sri S.P. Reddy.	Administrative Officer
2	Ms.M. Vasundhara	Office Asst. (Scholarships)
3	Mr.S. G. Leelavathi	Accountant
4	Ms.Praveena	Fees
5	Ms. Anupama	Cashier

## 10. U.G. Admission Process:

The Admission process is transparent and as per the norms of the affiliating University. The schedule and cut off dates are given wide publicity through newspapers, websites, college notice boards, etc. The candidates apply to various colleges affiliated to State Universities through an online admission service DOST (Degree Online Service, Telangana -<https://dost.cgg.gov.in/welcome.do>.) The programs offered under this provision are mentioned below.

### 10.1. U.G. Programs

Program	Optionals
<b>B.A.</b>	Literature , Psychology, Public Administration Literature , Psychology, Journalism Literature, Political, Science, Public Administration Literature , Political, Science, Journalism Literature ,Economics, Psychology Literature ,Economics, Pol Science Literature , Economics, Journalism Economics , Political Science, Public Administration Economics , Political Science, Journalism Psychology, Economics, Pub Administration Economics, Psychology, Journalism
<b>B.Com</b>	General Computer Applications Finance
<b>BBA</b> <b>BBA Logistics</b>	
<b>B.Sc.</b>	Mathematics-Physics-Chemistry Mathematics-Statistics-Computer Science Mathematics-Physics-Computer Science Mathematics-Electronics-Computer Science Mathematics-Chemistry-Computer Science Mathematics-Physics-Electronics Mathematics-Physics-Statistics Mathematics-Statistics - Data Sciences

Mathematics - Data Sciences - Computer Science Botany-Zoology-Chemistry Botany - Chemistry-Clinical Nutrition and Dietetics Botany - Zoology - Clinical Nutrition and Dietetics Zoology-Chemistry- Clinical Nutrition and Dietetics Botany - Chemistry - BioTechnology Zoology-Chemistry-BioTechnology Botany - Zoology - BioTechnology <b>Honors(4 Years Course)</b>
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## 10.2. U.G. Fee Structure

<b>Course</b>	<b>Non- Scholarship Holders</b>	<b>Scholarship Holders BC, SC, ST, Min &amp; EBC</b>
B.A (Journalism/ Psychology/ Economics Pol. Sci & Pub Admn )	21,670	12870
B.Com ( Finance )	25,320	13,220
B.Com (CA)	28,670	13,270
BBA	31,270	13,670
BBA ( Logistics)	52,170	13,670
B.Com (Finance) I year	25,320/-	18920/-
B.Sc. Life Sciences (BZC,BCCN,ZCCN,BZCN)	30,870	13,270
B.Sc. Physical Sciences(MPC,MPS,MPE,MSCs,	28,670	13,270

MPCs,MCCs, MECs & Data Sciences)		
B.Sc Honors	61,670/	13,270/-

**Note:** Income Limit for Eligibility of Scholarship subject to approval of Social Welfare

For BC, SC, ST, Min Rural Rs. 1, 50,000/-

For BC, SC, ST, Min Urban Rs. 2, 00,000/-

For EBC Rs. 1, 50,000/-

### 10.3. U.G. Student Intake for 2024-25

S. No	Course	Intake
1	B.A	120
2	BBA	60
3	BBA(Logistics)	60
4	B.Com Computer Applications	240
5	B.Sc Life Sciences	120
6	B.Sc Physical Sciences	300
8	B.Sc Honors	60
	<b>Total</b>	<b>960</b>

### 11. P.G Admission Process:

The Admission process is primarily based on the entrance exam conducted by the University. The schedule and cut off dates are given wide publicity through newspapers,

websites, college notice boards, etc. The candidates apply to various colleges affiliated to State University.

The Admissions are carried away through counseling based on the score obtained in Telangana State Integrated Common Entrance Test (TSICET/ CPGET).

Those who are not qualified at ICET can seek admission under Management Quota

### 11.1. P.G Fee Structure:

S. No	Name of the Course	Fee
1.	M.A Telugu	24,550
2.	M.Com	34,450
3.	M.Sc. Chemistry	34,500
4.	M.Sc. Computer Science	34,650
5.	M.Sc. Mathematics	34,500
6.	Applied Mathematics	34,500
7.	M.Sc. Physics	34,500
8.	M.Sc. Bio Technology	34,500
9.	MBA	59,150
10.	MCA	44,150

### 11.2. P.G. Student Intake for 2024-25

S. No	Course	Intake
1	MA Telugu	48
2	M.Com	48
3	Maths	48
4	App Math	48

5	Physics	36
6	Chemistry	36
7	Bio Technology	36
8	Comp Science	48
9	MBA	64
10	MCA	65
	<b>TOTAL</b>	<b>477</b>

## 12. Certificate Courses

A.V. College of Arts, Science and Commerce offers Career and Skill Oriented Certificate Courses to build and enhance critical professional skills needed to succeed in today's in-demand fields. The courses offered cover a varied range of subjects and topics that will help them gain employability and be self-sufficient. The skill oriented courses focus on advancement of skills that are relevant to the emerging economic environment. The goal of these courses is to create opportunities, space and scope for the development of the talents of the Indian youth and to enhance their personalities in every way possible.

### 12.1. List of Certificate Courses 2024-25

S.No	Name of the Course	Department
1	Digital Marketing	BBA & Commerce
2	Cyber Security	BBA & Commerce
3	Business Analytics	BBA & Commerce
4	CCNA (Cisco Certified Network Associate)	BBA & Commerce
5	Advanced Excel for Business	BBA & Commerce

6	TALLY ERP 9	BBA & Commerce
7	Mushroom Cultivation(2024)	Botany
8	Cloud Computing	Computer Science
9	Computer Networks	Computer Science
10	Ethical Hacking	Computer Science
11	Deep Learning with AI	Computer Science
12	Machine Learning	Computer Science
13	Indian Constitution	Social Sciences
14	Earthing & Grounding	Physics & Electronics
15	E-Technology in Agriculture	Social Sciences
16	Chem draw - Basic & Advanced Laboratory Techniques	Chemistry

### 13. Student Code of Conduct

1. To maintain discipline, dignity, decency, order, calmness in the classroom, campus and outside the campus.
2. The students should be polite and courteous to the teaching staff and the office staff. They should not use indecent language with fellow students or the staff.
3. To be regular and punctual to the classes, and to be in the class at least 5 minutes before the commencement of the period.
4. Bringing outsiders into the college premises without obtaining prior permission from the Principal is deemed as misconduct.
5. Disturbing the lecturer inside the classroom constitutes serious misconduct.
6. Smoking and chewing pan are strictly prohibited inside the college building. Spitting on the walls will be considered as indecent conduct and hence punishable.
7. A student involved in violent clashes in and around the college is a serious case of misconduct.

**To obey the instructions of the teacher in the classrooms, wear an identity card inside the campus.**

8. To cultivate the habit of looking at notice boards of the institute / department every day.

9. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance every month / in the academic year.
10. To attend all counseling sessions convened by their mentors and to feel free to explain their academic/ personal / career difficulties and seek solutions.
11. Not to form any formal and informal groups on the basis of caste, community and religion.
12. To note that any violence on the campus, destruction of institute's property, manhandling of teachers or administrative staff or any other person in the institute campus or the authorities of the institute, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for disciplinary action such as suspension or rustication for a specific period etc.
13. If he/she secures between 65% and 75% he can be promoted to next semester or entertained to write the examination on medical grounds by paying condonation fee as per the rules.
  - The Principal/Director shall have complete powers for the maintenance of discipline in the college.
  - The Principal may impose a fine, suspend or expel a student from the college in case of indiscipline or violent misbehavior or gross insubordination and violation of college rules and regulations.
  - In the case of indiscipline of the students, the Principal will contact the parents and request them to correct the erring wards. Failure to do so by the parent is liable to result in the expulsion of the student from the college.

#### **14. Almanac & Academic Calendar**

Osmania University Almanac and A.V College Academic Calendar is available on A.V.College Website.

#### **15 . Infrastructure Facilities**

Infrastructure facilities are provided on A.V. College website



## **16. Suravaram Pratapa Reddy Library Building**

The Library has an Independent Three Storied Building with a plinth area of 9000 sq.ft. A spacious reading hall provides a congenial atmosphere for study and reference purposes. The library subscribes to various newspapers periodicals and research journals of both national and international standards in different subjects for the benefit of the faculty and students. All the in-house activities are computerized like the issue, return, searching OPAC (Open Access Catalog) and technical works like cataloging, classification, and barcode of the books in the library. The Library has subscribed to INFLIBNET, DELNET & EBSCO online databases. And also SAGE journals print & online journals for Management students. Library will be kept open on all working days except on Sundays, Second Saturdays & Institutional holidays.

**Library Timings: - 10:00 A.M. to 04:00 P.M.**

**Book Issue Timings: - 10.00 A.M to 4.00 P.M.**

**Library Card Issue:**

2 cards per student for 15 days

4 cards for Staff Members

The library is the heart of the college. It supports intellectual growth and expands the horizons of learning. This academic hub is fully automated, stocked with a vast collection of latest books, Newspapers, Periodicals, Journals, and CDs. This collection is expanded and updated every year. Students and faculty have access to a lending library, a reference library and e-library for a comprehensive approach to education. The library also offers photocopying and internet facilities. The college library has more than 60,000 volumes on a wide range of subjects. The library notice board gives attractive and informative displays on current topics. Separate Computer Cabins are available for students and faculty.

### **16.1 Rules and Regulations for Library:**

1. Students shall observe silence in the reading halls and library premises.
2. Students should bring their ID cards while visiting the library; otherwise, the books will not be issued or renewed.

3. Personal belongings are to be kept in the rack at the library entrance. Only one notebook is allowed inside.
4. Students shall not be allowed to sit in the library during class hours.
5. Library books are to be used with care and returned on/before the due date without damage.
6. A fine of Rs. 1/- is charged for each day, if a book is overdue for the first week and thereafter Rs.2/- for each day. If a book which is in demand is not returned on the due date a fine of Rs. 3/- will be charged per day.
7. Students will be checked before leaving the library.
8. Students must return all the books and cards and settle any outstanding dues at the end of the academic year to obtain the No Dues Certificate.
9. Cell Phones are not to be brought into the Library.
10. According to the management rules, the Librarian reserves the right to suspend the membership of any member found misbehaving.

## 17. Committees & Students Clubs

S. No	Name of the Committee
<b>College Committees</b>	
1	Time Table & Result Analysis Committee
2	Admission Committee
3	Mentor Mentee Committee
4	Purchase Committee
5	Examination Cell
6	Green Committee
7	Gender Equality Cell
8	IKS Cell
9	Research & Development
10	Website & Multimedia Committee
11	Cultural Committee

12	Career Development Centre (CDC) & Placement Committee & Self Help Groups
13	Alumni Committee
14	Canteen Committee
15	Social Responsibility Cell
16	Student Council
17	Newsletter; Student & College Magazine; & Student Handbook
18	Sports Committee
19	Feedback & Analysis
20	Question Paper & Marks uploading Monitoring Committee
21	Faculty Appraisal Committee
22	Feedback Committee
23	Time Table & Result Analysis Committee
24	Admission Committee
25	Mentor Mentee Committee
<b>Statutory Committees</b>	
24	Anti Ragging Committee
25	Internal Complaints Committee -ICC
26	Student Welfare and Grievance Redressal Committee
27	Equal Opportunity Cell
28	Ethics Monitoring Committee
29	Anti Drugs Committee
30	NCC
<b>CLUBS</b>	
31	Health Club
32	Youth Red Cross
33	Entrepreneurship Club
34	Consumer Club

35	Literary Club
36	Kalam's Science Club
37	Social Sciences Club
38	Hobby Club
39	Reading Club
40	SWASTH Club( For Yoga & Meditation)

#### **A.V. College Rural Entrepreneurship Cell**

<b>S.No</b>	<b>Role in Cell</b>	<b>Name</b>	<b>Designation/ Assigned Faculty</b>
1.	Chairman	Dr. Ch.Rajalingam Dr. P .Padma	Principal Vice Principal
2.	Internship and Apprenticeship with Rural Enterprises (Training and Placement Wing)	Dr Vinita Sharma	Placement Officer IQAC Coordinator
3.	Initiating Rural Entrepreneurship (Entrepreneurship wing)	Ms.RenuMathur	Faculty of MBA Faculty of Commerce
4.	Networking with Rural Manufacturers (Rural Engagement wing)	Dr. A. Jagan Mohan Reddy Dr. Satyanarayana	Faculty of Chemistry Faculty of Telugu
5.	Developing Rural Technological Interventions (Technology wing)	Mr.K.E.Chaitanya Prasad Ms D Suhasini	Faculty of Computer Science (P.G) Faculty of Computer Science (U.G)

#### **18. N.C.C - (National Cadet Corps)**

NCC aims at the development of leadership qualities, strong character, spirited service and creation of disciplined courses that could be of use in national emergencies. They should put in a minimum of 80 hours of work to be eligible for the award of certificate and pass C-Certificate examination.

## **19. N.S.S – (National Service Scheme)**

The College has two NSS units that provide a platform for community service and cater to those students who have an inclination to developmental activities. Proving their motto, “Not me, but you”. The NSS volunteers actively participate in programs related to community service, blood donation camp, HIV awareness, slum development, cleanliness program (Swachh Bharat), free medical checkup, educating the government school children and planting trees (Haritha Haram) for a green environment. The students in NSS have to put in a minimum of 240 hours of work to be eligible for award of NSS Certificate.

NSS Unit 1

NSS Unit 2

The NSS Unit 2 has organized a one week camp in Nakkalapalli Village. The students briefed the villagers about Clean and Green, regarding sterilized Drinking water; they also educated the children about their careers.

## **20. Bridge Course**

Bridge courses are a tool to help students succeed in their graduate level studies. The Faculty of A.V College conducts Bridge Courses for students taking admission to First year of graduation programs run by the faculty. Students who take admission in different courses without a foundation in that stream are required to enroll themselves for bridge courses to strengthen and refresh some of the core competencies required. Bridge courses are organized by various departments to help the students gain proficiency in the subject.

## **21. Placement Cell**

- The Placement cell guides the students about their career, interacts with industrial representatives and organizes various seminars, conventions, educational programs.
- Facilitates on Campus and off Campus drives.

**Our placement companies:**

			
			
			
			
			

## 22. Student Support Services

### 22.1. Scholarships and Financial Assistance

Government Scholarships: Students can apply for the Government Scholarships as per the guidelines directed by the Government from time to time. College is a facilitator to the students to avail the scholarships.

### 22.2. Star Students

The College identifies a few students from all existing courses as star students who have excelled in all departments. The students are acknowledged and appreciated for their efforts and hardwork and given a certificate and a memento as a reinforcement to motivate and encourage the merit students.

- Students whose attendance is 75% at the end of each semester.
- Best Outgoing Student Award is awarded to a student with overall academic performance.
- Contribution and service with responsibilities and attitude
- Participation in extra-curricular and extension activities

### 22.3. Mentors

Every student is assigned a Faculty Mentor from the respective Department. A mentor helps his mentee in exploring careers, setting goals, developing contacts, and identifying resources. (Mentor-Mentee List is given in College Web-site)

### 23. Anti-Ragging Committee

Anti - Ragging Committee of A.V College decided that early measures would be taken to further consolidate prevention and prohibition of ragging in the college. Monitoring measures to prevent ragging in the college campus have also been implemented. Members of the Anti-Ragging Committee will act as squad members with student teams for overall monitoring and supervision in the classrooms as well as in the campus. Team of students has been appointed to go around campus in college timings. Any student found indulging in such cases may immediately bring to the notice of the College Authorities.

Regarding any matters related to complaint, no such cases have been recorded, as a matter of fact; the campus is a ragging free zone.

The following are the members of the Anti- Ragging Committee.

#### **Anti Ragging Committee (2022-2024)**

**Helpline Numbers: +91 995942233 , 9177540159**

**The following Members Have been appointed as Anti Ragging Committee For the Year (2022-2024)**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No</b>	<b>Signature</b>
1	Dr.K. Reshetha Reddy	Convenor	9959542233	
2	Dr. Ch. Rajalingam	Principal	9908615462	
3	Dr. M. Bhagvantha Reddy	Director	9492426986	
4	Dr.P. Padma	Vice Principal	9866077274	
5	Dr. Vinita Sharma	MBA & MCA Director	9848396024	
6	Ms.M. Rukmini	Member	9866606904	

7	Mr. Venkanna , Dept of Physical Director	Member	966664659	
8	Ms. Prathiba, Librarian	Member	9110587948	
9	Mr. B. Gopal (Chikadpally) Police station	Member	8519820060	
10	Mr. Sateesh Dept of Mathematics	Member	7396775479	
11	Mr. T. Gattaiah, Dept. of Commerce	Member	9966180807	
12	Ms. Varalaxmi, Anti Red Eye (Social Activities NGO)	Member	7416886832	
13	Mr.P.Tharun Kumar B.com	Student	7093976286	
14	Mr. J. Mani sharan (BBA)	Student	9866602450	
15	Ms. G Bhavana (B.sc)	Student	6300139946	
16	Mr. K. Vamshi (B.A)	Student	9392722079	
17	Huda Masarrat (B.com CA)	Student	8309941209	

## 24. Medals and Cash Prizes

1. Smt. & Sri K. Raghuveer Reddy (Former Secretary, A.V. Education Society) sponsors an award in memory of Dr. B. Venkat Reddy to topper in Mathematics Department.
2. Sri. Dayanand Reddy sponsors the award in memory of Smt. Konda Thungabhadramma to the Women topper of the Commerce Department.
3. Sri. Dayanand Reddy sponsors the award in memory of Sri. Borra Sada Siva Reddy to the Women topper of the Telugu Department.
4. Prof. Vasunandan (Dean, Ambedkar University) is sponsoring a cash award to PG Telugu Topper.
5. M.Chandramathi is sponsoring a cash award in the memory of M.V.S Prakash Rao to the topper in Economics

## 25. Handbook Committee



Ms. Persis Sunitha	English	Convener& Editor
Ms Archana Bhaganagre	MBA	Co-convener
Ms. Jessica Joyce	English	Member & Co-Editor
Ms. P. Shireesha	English	Member & Co-Editor
Dr Shashikanth Mishra	Hindi	Member
Mr Shekar	Sanskrit	Member
Mr Nikhil Kumar	English	Member

For queries:

Contact us on [avchandbook@gmail.com](mailto:avchandbook@gmail.com)

## NATIONAL ANTHEM

Jana GanaManaAdhinaayak Jaya Hey,

Bhaarat BhagyaVidhaata

Punjab Sindh Gujarat Maratha,

DraavidUtkalBanga

Vindhya Himaachal Yamuna Ganga,

Uchhal Jaladhi Taranga

TavShubhNaameyJaagey,

TavShubhAashishMaange

GaaheyTavJayagaathaa

Jana GanaMangalDaayak, Jaya Hey

Bhaarat BhagyaVidhaata

Jaya Hey, Jaya Hey, Jaya Hey,

Jaya JayaJaya, Jaya Hey