



**SRI PADMAVATHI WOMEN'S DEGREE & PG COLLEGE, TTD(A), TIRUPATI
(Accredited with NAAC A+ Grade)**

Proceedings of the First Finance Committee Meeting

Date: 08.08.2024

Time: 11 AM

The first Finance Committee Meeting of Sri Padmavathi Women's Degree & PG College, TTD (A), Tirupati is held on 08-08-2024 at 11:00 AM at Principal's chamber. The meeting was commenced with a short welcome by Dr. T. Narayanamma, the Chairperson of the Finance Committee and the Principal of the college. The Member Secretary of the Finance Committee Smt. V. Santhi, Office Superintendent, introduced all the committee members. Dr. S. Jayasree, Member, Finance Committee, presented and recorded the minutes of the meeting.

Members of the Finance Committee

S NO	Category	Name of the Person	Designation	Representation
Approved Members				
1	Chairperson	Dr. T. Narayanamma	Principal	Chairperson
2	Nominated by the Management	Sri. T. Venkata Ramana	Chief Accounts Officer	Member
3	Senior most faculty member of the college Nominated by the Principal	Dr. S. Jayasree	Associate Professor in Commerce	Member
4	Finance Officer of the Autonomous College	Smt. V. Santhi	Office Superintendent	Member Secretary
Additional Members Nominated by the Principal				
1	Nominated by the Principal	Dr. G. Bhadramani	Academic Council Member Secretary	Member
2	Nominated by the Principal	Dr. A. Vidhyullatha	Controller of Examinations	Member

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Agendas of the Finance Committee Meeting

- Agenda 1:** Approval of Admission fee structure and Revenue generated through Admission fee for the Academic Year 2024-2025.
- Agenda 2:** Approval of the Examination Fee and Examination Related Fee Structure and Revenue generated through Examination Fee and Examination Related Fee approved in the Academic Council Meeting held on 03-06-2024.
- Agenda 3:** Approval of Expenditure for Governing Body, Academic Council, Board of Studies and Finance Committee Meetings for the Academic Year 2024-2025.
- Agenda 4:** Approval of Admission Committee Expenditure for admissions of Students into 21 Single Major Programmes of UG Honours in BA, B. Com & B. Sc for the Academic Year 2024-2025.
- Agenda 5:** Approval of Non-Recurring Expenditure (Infrastructure) of Examination Cell.
- Agenda 6:** Approval of Printing Charges of Answer Paper Booklets for the Academic Year 2024-2025
- Agenda 7:** Approval of the Rates of Remuneration for Question Paper Setting, Evaluation of Answer Scripts and related functionaries for the academic year 2024-2025.
- Agenda 8:** Approval of Expenditure for Question Paper Setting, Coding & Decoding, Bundles Packing, Paper Valuation, Scrutiny, Bundle Handling Charges, Transportation and Moderation, Tabulation of Marks and Publication of Results for the Academic Year 2024-2025
- Agenda 9:** Approval of proposed Rates of Remuneration for Examination Functionaries of Semester End Theory and Practical Examinations of UG Honours in B.A., B. Com and B.Sc. Single Major Programmes for the academic year 2024-25.
- Agenda 10:** Approval of Expenditure for Conducting Semester End Theory & Practical Examinations of UG Honours in B.A., B. Com and B.Sc. Single Major Programmes for the Academic Year 2024-2025.
- Agenda 11:** Approval of Stationary Expenditure for conducting Internal and Semester End Examinations for the Academic Year 2024-2025
- Agenda 12:** Approval of Remuneration for the Staff of Examination Cell.
- Agenda 13:** Approval of the Expenditure on Research and Development activities of the

Teaching Faculty and students for the Academic Year 2024-2025

- Agenda 14:** Approval of the Expenditure on Participation of Students in Co - Curricular and Extra-Curricular activities, Research and Experiential Learning Activities, Conduction of Special Days, Fairs and Festivals for the Academic Year 2024-2025
- Agenda 15:** Approval of the Expenditure on Coaching for Competitive Examinations and Placement Drives for the Academic Year 2024-2025
- Agenda 16:** Approval of Miscellaneous Expenditure, Postage and BSNL charges, Academic Audit, Website update charges for the Academic Year 2024-2025
- Agenda 17:** Approval of the Consolidated Statement of Revenue and Expenditure for the Academic Year 2024-2025
- Agenda 18:** Approval of Examination Cell Functionaries.
- Agenda 19:** Approval of the Purchasing Committee constituted by the Principal.
- Agenda 20:** Approval of the Internal Audit Committee constituted to Audit the College Accounts.
- Agenda 21:** Approval for Additional Members in Finance Committee.
- Agenda 22:** Approval of Norms and Procedures for Sanctioning of Bills.

Minutes of the Finance Committee Meeting

AGENDA-1: FC/2024/01 Approval of Admission fee structure and Revenue generated through Admission fee for the Academic Year 2024-2025.

Statement Showing Receipts of I Year B.A/B.Com/B.Sc Honours Admission Fee for the Academic Year 2024-2025										
S. No	Name of the Single Major Programme	Student Sanctioned Strength	Admission Fee (Per Student)				Admission Fee Receipts for Sanctioned Strength			Total Receipts Rs.
			Special Fee Rs.	Tuition Fee Rs.	Other Fee Rs.	Total Fee Rs.	Special Fee Rs.	Tuition Fee Rs.	Other Fee Rs.	
1	B.A Honours-Political Science	110	3170	605	1625	5400	3,48,700	66550	1,78,550	5,94,000
2	B.A Honours-Social Work	50	3170	605	1625	5400	1,58,550	30,250	81,250	2,70,000
3	B.A Honours-History	90	3170	605	1625	5400	2,85,300	54,450	1,46,250	4,86,000
4	B.A Honours--Special English	30	3170	605	1625	5400	95,100	18,150	48,750	1,62,000
5	B.A Honours--Special Telugu	30	3170	605	1625	5400	95,100	18,150	48,750	1,62,000
6	B.A Honours--Economics	75	3170	605	1625	5400	2,37,750	45,375	1,21,875	4,05,000
7	B.Com Honours--Computer Applications	180	8615	605	1625	10845	15,50,700	1,08,900	2,92,500	19,52,100
8	B.Com Honours--General	180	3170	605	1625	5400	5,70,600	1,08,900	2,92,500	9,72,000
9	B.Sc Honours--Computer Science	120	8815	605	1625	11045	10,57,800	72,600	1,95,000	13,25,400
10	B.Sc Honours--Biochemistry	50	8815	605	1625	11045	4,40,750	30,250	81,250	5,52,250
11	B.Sc Honours--Mathematics	90	3370	605	1625	5600	3,03,300	54,450	1,46,250	5,04,000
12	B.Sc Honours--Statistics	50	3370	605	1625	5600	1,68,500	30,250	81,250	2,80,000
13	B.Sc Honours--Psychology	30	3370	605	1625	5600	1,01,100	18,150	48,750	1,68,000
14	B.Sc Honours--Physics	60	3370	605	1625	5600	2,02,200	36,300	97,500	3,36,000
15	B.Sc Honours--Home Science	60	3370	605	1625	5600	2,02,200	36,300	97,500	3,36,000

16	B.Sc Honours-- Biotechnology	50	8815	605	1625	11045	4,40,750	30,250	81,250	5,52,250
17	B.Sc Honours-- Electronics	25	3370	605	1625	5600	84,250	15,125	40,625	1,40,000
18	B.Sc Honours-- Botany	90	3370	605	1625	5600	3,03,300	54,450	1,46,250	5,04,000
19	B.Sc Honours-- Zoology	90	3370	605	1625	5600	3,03,300	54,450	1,46,250	5,04,000
20	B.Sc Honours-- Chemistry	60	3370	605	1625	5600	2,02,200	36,300	97,500	3,36,000
21	B.Sc Honours-- Geography	30	3370	605	1625	5600	1,01,100	18,150	48,750	1,68,000
Total		1550					72,52,500	9,37,750	25,18,750	1,07,09,000

Abstract -I of Revenue from Admission Fee

S. No	Particulars	Rs.
1	Special Fee	72,52,500
2	Tuition Fee	9,37,750
3	Other Fee	25,18,750
Total Admission Fee		1,07,09,000

Discussion: The members of the finance committee discussed on the admission fee structure and opined that the admission fee structure may be enhanced on par with other Autonomous colleges from the ensuing Academic year 2025-2026.

Resolution: The finance committee members unanimously resolved to recommend to the Governing Body the admission fee structure as furnished above for the Academic year 2024-25. Further it is resolved to consider the enhancement of fee structure, from the next Academic Year, 2025-2026 duly examining with other Autonomous Colleges.

AGENDA-2: FC/2024/02 Approval of the Examination Fee and Examination Related Fee Structure and Revenue generated through Examination Fee and Examination Related Fee approved in the Academic Council Meeting held on 03-06-2024 is placed before the Finance Committee.

Examination Fee and Examination Related Fee Structure

1. Condonation Fee:

S. No	Particulars	Amount Rs.
1	Condonation Fee for shortage of attendance for all B.A /B.Com/ B.Sc. Honours Programmes	Rs. 200/- per day

2. Semester End Examination Fee:

S. No	Programme	I Semester (Rs.)	II Semester	Rs.
1	B. A Honours	1000/-	Non – Practical Programme Practical Program:	1000/- 1500/-
2	B. Com Honours	1000/-	General Program: Computer Applications:	1000/- 1500/-
3	B. Sc Honours	1000/-	All Practical Programmes	1500/-

3. Revaluation & Retotaling Fee per paper:

S. No	Particulars	Amount (Rs.)
1	Revaluation	1100/-
2	Personal identification and Retotaling	1400/-
3	Retotaling	650/-

4. Others

- A. Fine for delayed submission of Examination Application up to 15 days from the last date - Rs.100/-
- B. Fee for Provisional Certificate - Rs.100/-
- C. Fee for Duplicate Marks Memo - Rs.100/-
- D. Fee for Migration Certificate - Rs.200/-
- E. Fee for Testimonial (Genuineness Certificate) Rs.100/-

Revenue generated through Examination Fee and Examination Related Fee

No. of First year students Per Semester = 1550

Abstract II showing Approximate Revenue generated through Examination Related Fee

S. No	Semester (Honours Programmes)	No. of Students in semester	Fee per Student (Rs.)	Amount (Rs.)
Semester End Examination Fee				
1	I Semester (B. A, B. Com, B. Sc)	1550	1000	15,50,000
2	II Semester (B.A non- Practical)	335	1000	3,35,000
3	II Semester (B.A Practical)	50	1500	75,000
4	II Semester (B. Com General)	180	1000	1,80,000
5	II Semester(B.Com Comp. Applications)	180	1500	2,70,000
6	II Semester B. Sc Honours	805	1500	12,07,500
Revaluation (10% of 1550)				
1	I Semester	155	1100	1,70,500
2	II Semester	155	1100	1,70,500
Personal identification and Retotaling (5% of 1550)				
1	I Semester	78	1400	1,09,200
2	II Semester	78	1400	1,09,200
Retotaling (5% of 1550)				
1	I Semester	78	650	50,700
2	II Semester	78	650	50,700
Condonation fee for shortage of attendance for all B.A /B.Com/ B.Sc. Honours (5% of 1550)				
1	I Semester	78	200	15,600
2	II Semester	78	200	15,600
Fine for delayed submission of Examination Application up to 15 days from the last date. (5% of 1550)				
1	I Semester	78	100	7,800
2	II Semester	78	100	7,800
Duplicate Marks Memo (5% of 1550)		78	100	7,800
Provisional Certificate (5% of 1550)		78	100	7,800
Migration Certificate (5% of 1550)		78	200	15,600
Testimonial (Genuineness Certificate) (5% of 1550)		78	100	7,800
GRAND TOTAL				43,64,100

Discussion: The members of the finance committee discussed on the examination fee structure and opined that the examination fee structure may be enhanced on par with other Autonomous colleges from the ensuing Academic year 2025-2026.

Resolution: The finance committee members unanimously resolved to recommend to the Governing Body the examination fee structure as furnished above for the Academic year 2024-2025. Further it is resolved to consider the enhancement of fee structure, from the next Academic Year 2025-2026 duly examining with other Autonomous Colleges and University fee structure.

AGENDA-3: FC/2024/03 Approval of Expenditure for Governing Body, Academic Council, Board of Studies and Finance Committee Meetings for the Academic Year 2024-2025.

Sanctioned Expenditure for conducting Governing Body, Academic Council & Board of Studies Meetings by the TTD Management

S. No	Type of Meeting	Item	Rate per Member (Rs.)	No. Members (outside)	Total (Rs.)	No. of Subjects	No. of Meetings per Year	Total Amount (Rs.)
1	Governing Body Meeting	Sitting Fee	2,000	5	10,000	--	2	20,000
		Refreshments for 16 members	--	--	1,920	--	2	3,840
		Lunch for 16 members	1000	--	16000	--	2	32,000
2	Academic Council Meeting	Sitting Fee	1,000	7	7,000	--	2	14,000
		Refreshments for 33 members	--	--	2500	--	2	5,000
3	Board of Studies Meeting	Sitting Fee	1,000	6	6,000	21	2	2,52,000
		Refreshments for 210 members	--	--	15,000	--	2	30,000
Total								3,56,840

Proposed Expenditure for Finance Committee Meeting

S. No	Type of Meeting	Item	No. of Members	Total (Rs.)	No. of Meetings per Year	Total Amount (Rs.)
1	Finance Committee Meeting	Refreshments @ Rs. 75/- per Member	20	(20 x 75) = 1,500	2	3,000
Total						3,000

Discussion: The members of the Finance committee suggested following UGC Norms. Also the members advised to procure refreshments from the Hostel Mess.

Resolution: It is resolved unanimously to recommend to the Governing Body the proposed remuneration to the external experts attending to the statutory body meetings and to procure refreshments from the Hostel Mess.

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AGENDA-4: FC/2024/04 Approval of Admission Committee Expenditure for admissions of Students into 21 Single Major Programmes of BA, B. Com & B. Sc for the Academic Year 2024-2025.

Statement showing Admission Committee Expenditure for the Academic Year 2024-2025

S. No	Particulars	No. of Programmes	Rate Rs.	Amount Rs.	Total Amount Rs.
1	Stationery – A4 papers Stapler, pens, etc.	21 21	1 ream @ Rs 270/- 100/-	21 x 270 = 5,670 21 x 100 = 2,100	7,770
2	Refreshments (5 members per programme for 15 days)	21	40 per member	21 x 5 x 15 x 40 = 63,000	63,000
Total					70,770

Discussion: The committee members advised to purchase the Stationery items through tenders have a cost advantage for all the three colleges. Also the members suggested procuring refreshments from the Hostel Mess.

Resolution: The members of the Finance committee resolved unanimously to purchase the Stationery items through tenders and to procure refreshments from the Hostel Mess.

AGENDA-5: FC/2024/5 Approval of Non-Recurring Expenditure (Infrastructure) of Examination Cell

Statement showing Non-Recurring Expenditure (Infrastructure)of Examination Cell

Item	Quantity	Price (Rs.)	Amount (Rs.)
HP Server	2	88,399	1,76,798
Printer for OMR with Bar code and Variable data	2	80,000	1,60,000
OMR Scanner	1	65,000	65,000
Stitching Machine for OMR Sheets	1	60,000	60,000
Bar code Readers	2	7,000	14,000
Xerox Machines	2	40,000	80,000
Copiers	2	65,000	1,30,000
Dell Systems	3	75,000	2,25,000
UPS (Micro Teck)	1 (5KV)	88,787	88,787
CC TV Cameras	5	5,000	25,000
Iron Godrej Almirah (Inerio)	10	24,000	2,40,000
Computer Tables	3	5,000	15,000
Computer Chairs	3	10,000	30,000
Tables	6	10,000	60,000
Chair S type	12	5,000	60,000
Bar Code Stickers	30,000	500 Nos @ Rs.300	18,000
Bar Code printer	2	6,300	12,600
HP Laser jet Printer	1	15,600	15,600
EPSON Colour Printer	1	14,000	14,000
Total			14,69,885
For Maintenance of Examinations Cell Infrastructure (10 % of cost)			1,46,989
Examination Management System software			3,00,000
Grand Total			19,36,774

Discussion: The committee discussed at length on this matter, as the existing infrastructure is not meeting the additional requirements increased due to autonomous status. Further, to have optimum utilisation of resources, members suggested to purchase three different types of Examination related software one for each college and share among the three colleges as the software can be used for multiple institutions.

Resolution: The committee members unanimously resolved to recommend to the Governing Body, the above expenditure for the purchase of Examination Cell Infrastructure. Soft wares are to be shared among three colleges to avoid duplicate applications and outflows.

AGENDA-6: FC/2024/06 Approval of Printing Charges of Answer Paper Booklets for the Academic Year 2024-2025

Statement showing Printing Charges for Answer Paper Booklets

Particulars	Quantity Required	Rate Per Unit (Rs.)	Amount (Rs.)
No. of First year students Per Semester = 1550			
Main Answer Booklets of 10 Pages (70 gsm Maplitho1/4 th size printing and pinning of 10 Pages) (Internals, Practicals and Assignments) (1550 X 7 Courses X 2 Semesters X 2 = 43,400 + 6,600 (additional) = 50,000)	50,000	10	5,00,000
Main Answer Booklets of 28 Pages (70 gsm Maplitho1/4 th size printing and pinning of 28 Pages) with OMR Sheet (Semester End Examinations) (1550 X 7 Courses X 2 Semesters) = 21,700 + 8,300 (additional))	30,000	30	9,00,000
Printing of Marks Memo (5% of 1550)	78	20	1,560
Printing of Diploma Certificate (5% of 1550)	78	20	1,560
Total			14,03,120

Discussion: The committee members advised to purchase the Stationery items through tenders to have a cost advantage for all the three colleges.

Resolution: The committee members unanimously resolved to recommend to the Governing Body, the above expenditure for the Printing Charges of Answer Paper Booklets for the Academic Year 2024-2025. The printing activity supposed to be handled through tender activity.

AGENDA-7: FC/2024/07 Approval of the Rates of Remuneration for Question Paper Setting, Evaluation of Answer Scripts and related functionaries for the academic year 2024-2025.

Rate of Remuneration for Evaluation of Answer Scripts and Related Functionaries

S. No	Particulars	Rate (Rs.)
1	Coding	1.75 (per script)
2	Decoding	1.75 (per script)
3	Bundle packing	50 (per bundle)
5	Paper valuation for descriptive paper (3 Hrs paper)	500 (per bundle containing 25scripts)
6	Paper valuation for descriptive paper (2 Hrs. paper)	500 (per bundle containing 35 scripts)
7	Paper valuation for Objective paper	500 (per bundle containing 25 scripts)
8	Scrutiny	3.50 (per script)
9	Bundle handling charges	30 (per bundle)
10	Transportation	20000

Rate of Remuneration for Question Paper Setting and Moderation

S. No	Particulars	Paper Setting Charges (Rs)	Typing Charges (Rs)	Total (Rs)
1	Descriptive question paper	600/-	50/-	650/-
2	Objective question paper	1000/-	200/-	1200/-
3	Moderation of one Question Paper	15/-	Nil	15/-

Rate of Remuneration for Evaluation of Answer Scripts and Related Functionaries

S. No	Particulars	Rate (Rs)
1	Coding	1.75 (per script)
2	Decoding	1.75 (per script)
3	Bundle packing	50 (per bundle)
5	Paper valuation for descriptive paper (3Hrs paper)	500 (per bundle containing 25 scripts)
6	Paper valuation for descriptive paper (2 Hrs. paper)	500 (per bundle containing 35 scripts)
7	Paper valuation for Objective paper	500 (per bundle containing 25 scripts)
8	Scrutiny	3.50 (per script)
9	Moderation of Answer Scripts	15.00
10	Bundle handling charges	30 (per bundle)
11	Transportation	20000

Discussion: The committee members discussed on charges relating to Question paper setting, Printing, Evaluation etc. and opined to include Question Paper typing and Moderation charges.

Resolution: The Finance Committee members unanimously resolved to include Question Paper typing and Moderation charges and finalised the rates as stated above.

AGENDA-8: FC/2024/8 Approval of Expenditure for Question Paper Setting, Coding & Decoding, Bundles Packing, Paper Valuation, Scrutiny, Bundle Handling Charges, Transportation and Moderation, Tabulation of Marks and Publication of Results for the Academic Year 2024-2025.

Statement showing Expenditure for Question Paper Setting and Moderation

S. No	Particulars	No. of Question Papers			No. of Sets	Total No. of Question Papers	rate per Question Paper Setting & Typing (Rs.)	Total Amount (Rs.)
		Sem – I	Sem – II	Total				
1	Descriptive Question Paper	16	79	95	2	95 X 2 = 190	650	1,23,500
2	Objective Type Question Paper (100 nos.) including Key	6	-	6	2	6 X 2 = 12	1200	14,400
3	Moderation of Question Papers	20 (10% of 202 Q. papers)	20 (10% of 202 Q. papers)	40	2	40X2=80	15	1,200
TOTAL								1,39,100

Statement showing Remuneration for Paper Valuation, and Related Functionaries

Total no. of students: 1550 One Bundle = 25 Answer Scripts

S. No	Particulars	Rate /bundle (Rs.)	No. of Courses		Total No. Scripts	No. of Bundles	Total Amount (Rs.)
			Sem-I	Sem II			
1	Coding & Decoding	87.50	7	7	1550 X 14 = 21,700	868	868 X 87.50 = 75,950
2	Bundles Packing	50	7	7	1550 X 14 = 21,700	868	868 X 50 = 43,400
3	Paper Valuation	500	5	7	Sem 1 = 7750 Sem 2 = 10850 Total = 18600	744	744 X 500 = 3,72,000
4	Objective Type Paper Valuation	500	2	1550 X 2 = 3100	124	124 X 500 = 62,000
5	Scrutiny	87.50	7	7	1550 X 14 = 21,700	868	868 X 87.50 = 75,950
6	Bundle Handling Charges	30	7	7	1550 X 14 = 21,700	868	868 X 30 = 26,040
7	Transportation	-	-	-	-		20,000
Total Amount							6,75,340

Remuneration for Moderation of Answer Scripts

Total Number of Answer Scripts	Answer Scripts taken for Moderation (10% of Total Answer Scripts)	Moderation Charge for Each Answer Script (Rs.)	Total Amount for Moderation (Rs.)
21,700	2,170	15	32,550

Remuneration for Tabulation of Marks and Publication of Results

S. No	Person	Particulars	Total Amount (Rs)
1	Examination Cell Non-academic functionaries	Rs.10 Per Examinee (1550 x10 x 2)	31,000
Total			31,000

Discussion: The committee members discussed on charges relating to Question paper setting, Evaluation, Moderation, etc, regarding the justification of extra remuneration payable to the Examination Cell staff, Dr. T. Narayanamma, Chair Person explained that in order to publish the results within the time, the non-academic staff has to work extra hours. Hence it is justifiable to pay extra remuneration to the non-academic Staff.

Resolution: The Finance committee members unanimously resolved to recommend to the Governing Body the above expenditure for Question Paper setting, Evaluation, Publication of results etc.

AGENDA-9: FC/2024/9 Approval of proposed Rates of Remuneration for Examination Functionaries of Semester End Theory and Practical Examinations of B.A., B. Com and B.Sc. Single Major Programmes for the academic year 2024-2025.

Semester End Theory Examinations

S. No	Particulars	Rate per session (Rs)
1	Chief Superintendent	300/-
2	Additional Chief Superintendent	250/-
3	Squad	250 /-
4	Invigilator	200/-
5	Clerk	100/-
6	Typist	100/-
7	Group –D staff	80/-
8	Contingency per candidate	5/-

Semester End Practical Examination

S. No	Particulars	Rate per session (Rs)
1	Examiner	20/- (per Candidate)
2	Skilled Asst.	100/-
3	Lab Assist/Store keeper/Technical Asst.	50/-
4	Attender	50/-
5	Sweeper	30/-
6	Preparation Day(For Assist)	50/-
7	Cleaning (For sweeper)	30/-
8	Contingency	8/- (per Candidate)
9	T.A for the examiner	100 Km @ Rs.3.00 per Km not more than Rs 300/-
10	D.A for the Examiner	250/- per day

Custodian charges for Examination Conduction Committee

S. No	Particulars	Rate per Day (Rs)
<u>1</u>	Chief Superintendent	200/-
<u>2</u>	Clerk	100/-
<u>3</u>	Office Sub-Ordinate	75/-

Discussion: The committee members discussed on the rates of remuneration for Examination Functionaries of Semester End Theory and Practical Examinations

Resolution: The Finance Committee members unanimously resolved to recommend to the Governing Body the above rates of remuneration to the Examination Functionaries of Semester End Theory and Practical Examinations.

AGENDA-10: FC/2024/10 Approval of Expenditure for Conducting Semester End Theory & Practical Examinations of B.A., B. Com and B.Sc. Single Major Programmes for the Academic Year 2024-2025.

Statement showing the Expenditure for Conducting Semester End Theory & Practical Examinations

S. No.	Particulars	Description	Rs.
Conducting Theory Examination for One Session			
1	Chief Superintendent	Rs300 x 7 sessions x 2 sems	4,200
2	Addl Chief Superintendent	Rs250 x 7 sessions x 2 sems	3,500
3	Squad	Rs250 x 7 sessions x 3 members x 2 sems	10,500
4	Invigilators (1 invigilator for 25 candidates +10% Reserve + 1% of 1550 Scribe)	Number of Invigilators 62 + 6+15 = 83 Rs200 x 7 sessions x 83 invg x 2 sems	2,32,400
5	Clerk (1 per 500 candidates)	Rs100 x 7 sessions x 3 clerks x 2 sems	4,200
6	Typist:1 per 500 candidates	Rs100 x 7 sessions x 3 Typist x 2 sems	4,200
7	Group D:1 per 100 candidates	Rs80 x 7 sessions x 16 Staff x 2 sems	17,920
8	Contingency: Rs. 5 per Candidate	Rs5 x 7 sessions x 1550 students x 2 sems	1,08,500
Total			3,85,420
Conducting One Practical Examination for one session (15 Candidates)			
1	Examiner	15 students per session x 64 session x Rs 20 x 3 subjects	57,600
2	Skill Assistant	64 session x Rs 100 x 3 subjects	19,200
3	Lab Asst./Store Keeper/Technical Staff	2staff x 64 session x Rs 50 x 3 subjects	19,200
4	Attender	2 staff x 64 session x Rs 50 x 3 subjects	19,200
5	Sweeper	1 staff x Rs 30 x64 session x 3 subjects	5,760
6	Preparation day (Assistant)	1 staff x Rs. 50 x 64 sessions x 3 subjects	9,600
7	Cleaning (Sweeper)	1 staff x Rs 30 x64 session x 3 subjects	5760
8	Contingency	15 students per session x 64 session x Rs 8 x 3 subjects	23,040
Total			1,59,360
TA & DA to the Examiners			
1	TA	Examiner:(100 km @ 3.00 per km not more than Rs 300) 13 Programmes x 3 Courses x Rs 300 x 2 (up and down)	23,400
2	DA	Examiner 250 per day ; 64 batches – 3 courses = 64 x 3 = 192 batches 2 batches per day : 192/2 = 96 days (96days x Rs.250)	24,000
Total			47,400
Examination Conduction Committee - Custodians Charges for Question Paper/Answer Booklets			
1	Chief Superintendent	1 x 14 days Rs. 200/-	2,800
2	Clerk	1-person x 14 days x Rs. 100/-	1,400
3	Office Subordinate	1-person x 14 days x Rs. 75/-	1,050
Total			5,250
GRAND TOTAL			5,97,430

Discussion: The committee members discussed on the expenditure with regard to conducting Semester End Theory and Practical Examinations. The remunerations are fixed on par with the rates payable by the University and justifiable.

Resolution: The Finance Committee members unanimously resolved to recommend to the Governing Body the above expenditure of remuneration for the conduction of Semester End Theory and Practical Examinations.

AGENDA-11: FC/2024/11 Approval of Stationary Expenditure for conducting Internal and Semester End Examinations for the Academic Year 2024-2025.

Statement showing Stationary Expenses for conducting Internal and Semester End Examinations

S. No	Particulars	Quantity Required	Rate Per Unit (Rs).	Total (Rs.)
1	A4 Size	128 Reams	270	34,560
2	A3 Size	50 Reams	540	27,000
3	Legal Size	78 Reams	350	27,300
Total				88,860

Discussion: The committee members discussed on the Stationary expenditure and advised that the stationary may be purchased through tenders.

Resolution: The members of the Finance Committee resolved unanimously to purchase the Stationery items through tenders.

AGENDA-12: FC/2024/12 Approval of Remuneration for the Staff of Examination Cell.

Statement showing the Remuneration for the Staff of Examination Cell

S. No	Particulars	Honorarium /month (Rs.)	Total/annum (Rs.)
1	Controller of Examinations	9000	1,08,000
2	Deputy Controller of Examination -I	7000	84,000
3	Deputy Controller of Examination -II	7000	84,000
Total			2,76,000

Discussion: The committee members discussed regarding the functions of Examination Cell Functionaries. Dr. T. Narayanamma, Chair Person explained that, in addition to regular teaching work, COE and Deputy COEs have to attend for the following pre and post examination related work.

- Data preparation regarding the number of question papers and answer booklets required for conducting Mid Semester and End Semester Examinations
- Data collection from the BOS chairpersons regarding Course Titles, Syllabus and Model Question Papers and list of Question Paper Setters.
- Sending the copies of the Syllabus, Model Question Paper of each Course and the remuneration bills to the Question Paper Setters and collection of the Question Papers in time.
- Sending the remuneration bills of Paper Setters to the finance section for disbursement of payments.
- Calling the quotations for the printing of Answer Booklets and sending the quotations for finalization to Finance Committee,
- Printing and custodian of Question Papers in safe and secure manner..
- Disbursement of Question Papers and Answer Booklets to the Examination Committee at the time of examinations.
- Collection of Answer Booklets from the Examination Committee at the end of examinations.
- Monitoring coding and decoding of answer booklets.
- Transporting the Answer Scripts to Paper Evaluators of other Autonomous colleges for valuation.

- **Collection of Answer Scripts after evaluation.**
- **Moderation, Tabulation and Grading of results.**
- **Announcement of Results**
- **Addressing the issues if any, to the Grievance Redressal Committee.**

Resolution: The Finance committee members resolved unanimously to recommend to the Governing Body the above Remuneration to be paid to the Staff of the Examination Cell.

Refer Anne- III Page 44

AGENDA-13: FC/2024/13 Approval of the Expenditure on Research and Development activities of the Teaching Faculty and students for the Academic Year 2024-2025.

Statement showing the Expenditure on Research and Development

S. No	Particulars	No. of Dept.	No. of Events/ Publication	Amount per Event Rs.	Total Amount (P.A) Rs.
1	Research paper publication for students (10% of 1550 students)	-	155	3000	4,55,000
2	Organising Workshops, Seminars, and FDP for Lecturers	26	-	-	150,000
3	Inviting Guest lectures	26	26	1,000	26,000
4	Seed money assistance to Research Projects for Lecturers@ each project Sciences: Rs.50,000/- Arts: Rs.25000/- Commerce: Rs. 25,000/-	26			Maximum Limit 5,00,000
Total					11,31,000

Discussion: The committee members discussed in detail on the expenditure to be incurred on Research and Development activities of the Teaching Faculty and students for the Academic Year 2024-2025. The IQAC coordinator, Dr C. Bhuvanewari Devi informed that allotment of Seed Money will be done as per the Research, Development and Consultancy Policy norms. With a view to encourage the faculty to get involved in research along with their teaching, the management of Sri Padmavathi Women's Degree & PG College, TTD (A) College has formulated the Research Funding Policy. The entire faculty will be encouraged towards Research and benefited from the policy to bring out their best. She further justified that sometimes there is need to support preliminary work that is expected to grow into a sizeable research project which will be submitted to an external funding organization later. For this research seed money is needed.

The College will help the faculty proactively to prepare and submit proposals to National and International funding agencies. The maximum amount that may be dispersed as a Research Grant/ Seed money to a single Project defined in Research, Development and Consultancy Policy is as below.

1. Rs. 25,000 for Arts and Commerce Faculty.
2. Rs. 50,000 for Science Faculty (taking into account the cost of Lab materials and other Consumables as applicable).

For this purpose the college needs budget up to Rs. 5, 00, 000 as Seed money for Research Projects of the Faculty.

These activities relating to Research & Development shall be an added advantage for NAAC accreditation.

Resolution: The Finance Committee members unanimously resolved to recommend to the Governing body, the above expenditure on Research & Development activities of the Teaching Faculty and Students. However, the project in-charges are made responsible for drawl of fund and submission of research reports to management.

Refer Anne- IV Page 59

AGENDA-14: FC/2024/14 Approval of the Expenditure on Participation of Students in Co - Curricular and Extra-Curricular activities, Research and Experiential Learning Activities, Conduction of Significant Days, Fairs and Festivals for the Academic Year 2024-2025.

Statement Showing Co-Curricular & Extra – Curricular Activities Expenditure

S. No	Particulars	Description of Activity Expenditure	No. of events (Approx)	Students per event (Approx)	No. of students (Approx)	Per student (Rs.)	Total (Rs.)
1	Elocution, Essay writing, Quiz, Drawing,	Conveyance, Refreshments, Enrollment Fee for Competitions	20	10	20 x 10 = 200	150	30,000
2	Cultural activities	Trainer Fee, Makeup, conveyance, Refreshments, Enrollment Fee for competitions etc	10	10	10 x 10 = 100	1500	1,50,000
Total							1,80,000

Statement showing the Expenditure on Student participation in Research and Experiential Learning Activities

S. No.	Particulars	No. of Dept.	No. of Activities (Approx)	No. of Students (Approx)	Per student (Approx) Rs.	Total Rs.
1	National seminars, Workshops, Conferences, Symposiums etc	26	4	5	1000	(26x4x5x1000) =5,20,000
2	Experiential Learning through observation/ industrial visits/ out Reach Programmes.,	26	26 (One activity for each dept.	20	2,000 per event	(26 x 2000) =52,000
** Request for vehicle from TTD Transport Dept.						
Total						5,72,000

Statement showing the Expenditure for Significant Days, Fairs and Festivals

S. No	Particulars	No. of Events	Amount allotted per Event Rs.	Total Rs.
1	Significant Days	30	1000	30,000
2	Fairs and Exhibitions	15	2000	30,000
Total				60,000

Abstract of Expenditure on Co-Curricular & Extra – Curricular Activities

Sl. No.	Particulars	Amount (Rs.)
1	Co- Curricular & Extra – Curricular Competitions	1,80,000
2	Research and Experiential Learning Activities	5,72,000
3	Significant Days, Fairs and Festivals	60,000
Total		8,12,000

Discussion: The committee members discussed on the expenditure to be incurred and its justification for conducting Co-Curricular and Extra-Curricular activities. Attending of seminars and programs nationwide shall enhance students' exposure for various new developments.

Resolution: The Finance Committee members unanimously resolved to recommend to the Governing Body, the above expenditure for conducting Co- Curricular and Extra-Curricular activities.

It is also resolved to recommend to the Governing Body, to obtain vehicle from transport department @ hire basis as and when required for conducting field trips which is mandatory component in course structure for B.Sc, B.A, B.Com Single Major Programmes. It was discussed to.

AGENDA-15: FC/2024/15 Approval of the Expenditure on Coaching for Competitive Examinations and Placement Drives for the Academic Year 2024-2025.

Statement showing the Expenditure on Coaching for Competitive Examination and Placement Drives

S. No	Particulars	No of Batches	No. of Hours	Per Hour Rs.	Total Amount Rs.
1	Coaching for UPSC and APPSC Group I	2	80	1500	2 x80 x 1500=2,40,000
2	Coaching APPSC Group II, III & IV	3	80	1000	3 x 80x100 = 2,40,000
3.	Placement Drive expenses		1550	20.00	31,000
	In-Campus Off-Campus		1550	30.00	46,500
Total					5,57,500

Discussion: The committee members discussed about the fixation of number of coaching hours. It is decided that the number of hours and method of coaching is at the choice of the concerned college Principal.

Conducting the above sessions shall empower students to get familiar with the curriculums in various competitive examinations after Graduation and Post-Graduation.

Resolution: The Finance committee members unanimously resolved to recommend to the Governing Body, the above expenditure for conducting coaching for competitive examinations and placement drives.

Refer Anne- V Page 64

AGENDA-16: FC/2024/16 Approval of Miscellaneous Expenditure, Postage and BSNL charges, Academic Audit, Website update charges for the Academic Year 2024-2025.

Statement showing the Miscellaneous, Postage, Academic Audit and Website Expenditure

S. No	Particulars	Rate per Annum (Rs.)
1	Miscellaneous Expenditure	50,000
2	Postage charges and BSNL charges	8,000
3	Conduction of Academic Audit (Remuneration to the two external members from the Government Degree Colleges)	10,000
4	Website charge: Design, Development & Maintenance	1,00,000
Total		1,68,000

Discussion: The committee members suggested to enhance the Website Design, Development and Maintenance charges from Rs 50,000/- to Rs 1,00,000/-

Resolution: The Finance committee members unanimously resolved to recommend to the Governing Body, the Miscellaneous Expenditure on Postage and BSNL charges, Academic Audit, Website update charges for the Academic Year 2024-2025 and resolved to purchase the website .edu through tenders. Recommended to allot up to Rs 1 lakh for the purchase of .edu website.

AGENDA-17: FC/2024/17 Approval of the Consolidated Statement of Revenue and Expenditure for the Academic Year 2024-2025.

**Statement of Estimated Revenue for the Academic Year 2024-25
I Year B.A/B.Com/B.Sc**

S. No	Particulars	Abstract	Revenue (Rs.)
1	Receipts from Special Fee and Other Fee	I (Page 6)	1,07,09,000
2	Receipts from Examination Fee	II (Page 8)	43,64,100
Total			1,50,73,100

**Statement of Estimated Expenditure for the Academic Year 2024-25
I Year B.A/B.Com/B.Sc**

S. No.	Particulars	Expenditure (Rs.)
Administrative Expenditure		
1	Statutory Bodies Meeting Expenditure Finance	2,86,000
2	Admission Stationary Expenditure	7,770
Examination Expenditure		
3	Non-Recurring Expenditure of Examination Cell	19,36,774
4	Printing Charges of Answer Paper Booklets	14,03,120
5	Question Paper Setting and Moderation expenditure	1,39,100
6	Paper Valuation, Scrutiny, Coding of Answer Scripts	6,75,340
7	Remuneration for Moderation of Answer Scripts	32,550
8	Remuneration for Tabulation of Marks and Publication of Results	31,000
9	Expenditure for Conducting Semester End Theory & Practical Examinations.	5,97,430
10	Stationary Expenses	88,860
11	Remuneration for the Staff of Examination Cell.	2,76,000
Quality Enhancement Expenditure		
12	Expenditure on Research and Development	11,31,000
13	Co-Curricular & Extra – Curricular Activates Expenditure	8,12,000
14	Expenditure on Coaching for Competitive Examinations and Placement Drives.	5,57,500
15	Miscellaneous Expenditure, Postage and BSNL charges, Academic Audit, Website update charges.	1,68,000
Total		81,42,444

Discussion: The committee members verified the above revenue and expenditure for the Academic year 2024-2025.

Resolution: The Finance committee members unanimously resolved to recommend to the Governing Body, the consolidated statement of revenue and expenditure for the Academic year 2024-2025.

AGENDA-18: FC/2024/18 Approval of Examination Cell Functionaries

Examination Cell Functionaries

S. No	Members	Designation
1	Dt. T. Narayanamma	Chief Controller of Examinations
2	Dr. A. Vidhyullatha	Controller of Examinations
3	Dr. G. Bhadramani	Deputy Controller of Examination -I
4	Dr. C. Divyavani	Deputy Controller of Examination -II
5		Assistant
6		Jr. Assistant
7		Data Entry Operator
8		Attender

Discussion: The committee members discussed with regard to the Approval of Examination Cell functionaries.

Resolution: Resolved unanimously to recommend to the Governing Body.

AGENDA-19: FC/2024/19 Approval of the Purchasing Committee constituted by the Principal.

Purchasing Committee

S. No	Category	Name of the Person	Designation
1	Chairperson	Dr. T. Narayanamma	Principal
2	CAO/Representative of CAO		
3	AEO, Education Department		
4	Two Senior Faculty from Science stream	Dr.Y.Suneetha	HOD of Chemistry
		Dr. V. Lakshmi	HOD of Home Science
5	Senior Faculty from Arts stream	Mrs. K. Sai Kumari	HOD of Political Science
6	Senior Faculty from Commerce stream	Dr. G. Nirmala	Lecturer in Commerce
7	Senior Assistant from Office	Mr. Tyagaraju	Senior Assistant

Discussion: The committee suggested to include one member from Audit department and another member from Education department.

Resolution: The Finance committee members unanimously resolved to modify the composition of Purchasing Committee members and recommended to the Governing Body for approval.

AGENDA 20: FC/2024/20 Approval of the Internal Audit Committee constituted to Audit the Accounts.

Discussion: The committee expressed the opinion that it is not necessary to constitute Internal Audit Committee as the TT Devasthanams auditing department is already doing Internal Auditing.

Resolution: The Finance Committee members unanimously resolved that it is not necessary to constitute Internal Audit Committee as the Tirumala Tirupati Devasthanams auditing department is already doing Internal Auditing.

AGENDA 21: FC/2024/21 Approval for Additional Members in Finance Committee.

Finance Committee

S. No	Category	Name of the Person	Designation	Representation
Approved Members				
1	Chairperson	Dr. T. Narayanamma	Principal	Chairperson
2	Nominated by the Governing Body	Sri. T. Venkata Ramana	Chief Accounts Officer	Member
3	Senior –most faculty member of the college Nominated by the Principal	Dr. S. Jayasree	Associate Professor in Commerce	Member
4	Finance Officer of the Autonomous College	Smt. V. Santhi	Office Superintendent	Member Secretary
Members to be Approved				
1	Nominated by the Principal	Dr. G. Bhadramani	Academic Council Member Secretary	Member
2	Nominated by the Principal	Dr. A. Vidhyullatha	Controller of Examinations	Member

Discussion: The committee suggested including two Additional Members in Finance Committee.

Resolution: Approved unanimously and recommended to the Governing Body to include two Additional Members in Finance Committee.

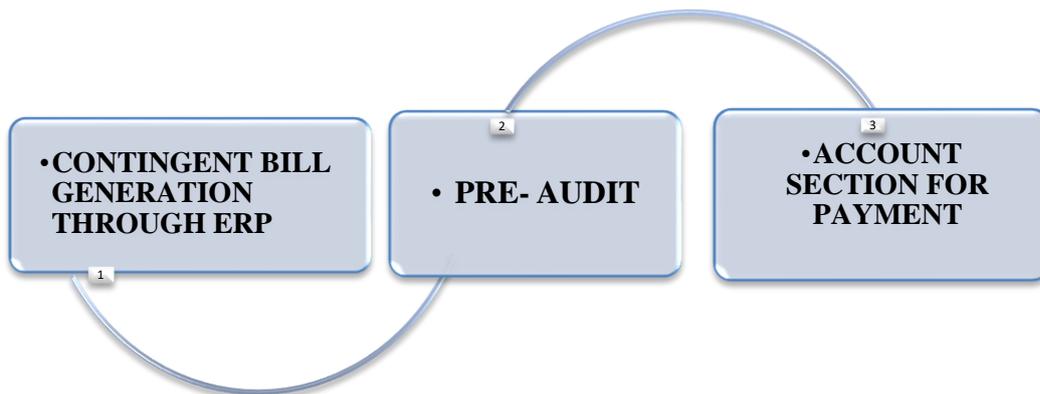
AGENDA-22: FC/2024/22 Approval of Norms and Procedures for sanctioning of Bills

DELEGATION OF POWERS TO SANCTION THE AMOUNT AS PER THE PROCEEDING OF EO, TTD

Vide. Roc. No. Proceedings Roc No. B5/ 13688 / 2015, Dated: 10.09.2019

<p>a) Sanction of expenditure under office contingencies.</p>	<ul style="list-style-type: none"> • Joint Exe. Officer, Tirupati / Tirumala • FA&CAO • All the other Heads of Departments (DEO) • All the Heads of Sections (Principal) 	<ul style="list-style-type: none"> • Rs.10 Lakhs in each case • Rs.75,000/- in each case. • Rs. 10,000/- in each case. • Rs. 2,000/- in each case. 	<p>With concurrence of the Addl. FA&CAO/FA&CAO</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>
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BILLING PROCEDURE



Resolution: Approved the proposed Norms and Procedures for sanctioning of Bills.

**Dr. S. Jayasree, Member, Finance Committee proposed vote of thanks.
The meeting came to end by 1.30 PM.**

Members present for the Finance Committee Meeting

S NO	Category	Name of the Person with Designation	Representation	Signature
Approved Members				
1	Chairperson	Dr. T. Narayanamma, Principal	Chairperson	
2	Nominated by the Governing Body	Sri. T. Venkata Ramana, Chief Accounts Officer	Member	
3	Senior –most faculty member of the college Nominated by the Principal	Dr. S. Jayasree Associate Professor in Commerce	Member	
4	Finance Officer of the Autonomous College	Smt. V. Santhi Office Superintendent	Member Secretary	
Members Nominated by the Principal				
1	Nominated by the Principal	Dr. G. Bhadramani Academic Council Member Secretary	Member	
2	Nominated by the Principal	Dr. A. Vidhyullatha Controller of Examinations	Member	

Annexure-I

FINANCE POLICY

The finance policy is evolved by the institution for optimum use of resources for the achievement of various objectives of the institution in accordance with the Vision and Mission of the institution.

Objectives of the Finance Policy

1. To manage the financial resources prudently and effectively.
2. To maintain Honesty and transparency in all aspects of financial management and financial reporting.
3. To comply with the legal requirements of various Acts.
4. To ensure proper Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc.
5. To present report to the statutory bodies.
6. To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.
7. To deliver maximum benefits at minimal cost.

Constitution of Three committees to achieve the objectives of the finance policy is

- Finance Committee,
- Purchase Committee
- Internal Audit Committee

These committees will work with mutual coordination under the supervision and guidance of the Principal of the college.

FINANCE COMMITTEE

Composition of Finance Committee:

1. The Principal (Chairman).
2. One person to be nominated by the Governing Body of the college for a period of two years.
3. One senior-most lecturer of the college preferably from commerce to be nominated in rotation by the Principal for two years.
4. Finance officer or / officer in-charge of the finance and Accounts of the autonomous college (Member Secretary)
5. Two Senior Faculty members of the college (Members).

Term: Term of the Finance Committee will be three years.

Meetings: The Finance Committee will meet at least once in every six months. Quorum Attendance of 1/2 of its total strength is considered the quorum for the meeting.

Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- (a) Budget estimates relating to the grant received/receivable from UGC and Income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (b) Audited accounts for the above.

The role of the Finance Committee is primarily to provide financial oversight for the institution and to discuss the finalization of the budget proposals submitted by various

departments and to ensure proper utilization of funds. Finance committee recommends the Governing Body for the sanction of Budget for every academic year. The duties of a Finance Committee will normally include responsibility for monitoring the institution's budget and a requirement to take corrective action to address issues such as potential overspending arising during the year. It also serves as an advisory team, which would offer sagacious suggestions to the Governing Body to use the funds with discretion.

The Finance Committee shall act as an advisory body to the Governing Body, to oversee:

- Budget estimates relating to the grant received/receivable from UGC, Government, Non-Government sources and from fees etc., collected from students to undertake the scheme of autonomy and audited accounts for the above.
- Fixation/revision of fees and other charges payable by the students.
- Scrutinizing and recommending the financial proposals for expenses made by other committees with or without modification for approval by the Governing Body.
- Necessary formalities to be observed in incurring expenses
- The bills placed for payment
- The consideration of proposals for enhancement of wage/allowance or engagement of temporary staff
- The finance Committee will monitor the allocation of funds related to meet general, additional and special needs such as:
 - a) Orientation and re-training or refresher courses for lecturers
 - b) Re- designing courses and development of teaching / learning material
 - c) Organizing Workshop and seminars
 - d) Minor and Major Research Projects
 - e) Examination reforms
 - f) Office equipment, teaching aids and laboratory equipment
 - g) Furniture for office, classrooms, library and laboratories
 - h) Library equipment, books / journals
 - i) Expenditure on meetings of the Governing body and Committees
 - j) Renovation and repair not leading to construction of a new building
 - k) Extension activities – games and sports, cultural activities, NCC, NSS, Red Cross activities etc.
 - l) Student Projects, field trips and industrial tours
 - m) Student council activities

Other Standard Tenets

- The committee may prepare a draft plan for budget estimations to be presented for further processing which are submitted by the relevant bodies.
- If any member comes up with an innovative proposal, he/she may be advised to prepare a full-stretch document of the project put forward by Research Committee with projected financial commitment with relevant documents failing which such open suggestions can be deferred to the next meeting by requesting the members to be more focused in their approach.
- The deliberations are strictly confidential and shall be confined to in-house circulation, and if any member is found leaking the information to external agencies, the matter shall be reported for correctional administration i.e. The Principal of the College.

PURCHASE COMMITTEE

Purchase Committee (PC) is a group of designated staff established for independent review and evaluation of purchasing documentation whose main objective is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references, credentials etc. Purchase Committee (PC) is established with the responsibility for the successful outcome of the evaluation process under the guidance of the Principal.

Composition of Purchase Committee

1. The Principal
2. Senior faculty – two members from Sciences stream
3. Senior faculty – two members from Arts and Commerce streams
4. Officer in-charge of the finance and Accounts of the autonomous college

Objectives:

- To ensure that equipment / accessories is procured through standard procedure in major & minor purchases of the institution like stationery, examination material etc...
- To prepare the annual procurement plan of the institution.
- To provide support to the department HODs and Faculty members for procurement of goods / services in efficient, economic and transparent manner.
- To support the Finance Committee to allocate the required fund and its judicious utilization.

Meetings: The Purchase Committee shall meet as and when needed.

Tenure: Tenure of the Purchase Committee shall normally be three years. The Principal, if not satisfied with the performance of the existing Committee, may reduce its tenure, and if satisfied, may extend the tenure for another three years.

Annexure-II:

UGC Norms regarding Remuneration to the External Experts.



UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002

No.F.21-1/2015 (FD-I/B)

16th March, 2016

OFFICE MEMORANDUM

TA/DA AND HONORARIUM PAYABLE TO OFFICIAL AND NON-OFFICIAL MEMBERS/EXPERTS

In supersession of UGC O.M. No.21-1/2015 (FD-I/B) dated 29th July, 2015, the Rules for TA/DA and Honorarium payable to the official and non-official members and experts will be as under:-

The categories of Official and Non-Official Members are as follows:-

Serving (State/Central) Government servants, Semi Government/ Autonomous Bodies, Employees paid from the Consolidated Fund of India or through Grants-in-aid are treated as Official Members.

All others including retired Government Servants and retired/ex-member of the University Grants Commission or Statutory Bodies viz. Universities, Institutions, Councils, Boards and Societies etc. are to be treated as Non-Official Members.

"Permanent Account Number (PAN) allotted by the Income Tax Authorities has to be indicated by the member/expert invariably while filling up the Bill". Payment of TA/DA will be made through E-mode in the bank accounts of members mandatorily. Hence, Experts are required to attach a copy of a cancelled cheque leaf with their claims.

1. HONORARIUM

1. Rs.3,000/- per day for per meeting subject to maximum of Rs.5,000/- per day irrespective of number of meeting in a day.
2. Rs.5,000/- per day for inspection/visit of various committees to institutions/ Universities /organizations. Commission members would also be entitled for honorarium @ Rs.5,000/- per day on the date of Commission Meetings.

University Grants Commission

Page 1 of 4

Note: Officials of Govt. of India who are nominated as Govt. representatives would not be entitled for honorarium as they attend the meeting in their official capacity as Govt. nominee/nominee of Secretary or on ex-officio basis.

2. TRAVELLING ALLOWANCE

Outstation Members/Experts:

- (i) **Travel by Air:** The members (officials as well as non-official) will be entitled to travel by air as per entitlement in service or before retirement as the case may be. Non-entitled members will be entitled for journey by air, on specific prior approval of Chairman, UGC. The journey by Air is to be performed by Air India on the sectors where it ply. On other sectors, journey by private airlines will be allowed. Any deviation would require prior approval of competent authority. The members/experts entitled to travel by air may travel by helicopter in case place is not connected by air. However, hiring of charter helicopter, will not be permissible. The claim for air/helicopter journey is to be supported by original boarding cards.
- (ii) **Travel by Train:** The members/experts will be entitled to travel by all trains including Rajdhani Express/Shatabadi Express, by AC-2 Tier/Chair Car.

NOTE

- (a) Train/Air tickets will be arranged by the UGC, Travel Desk for UGC Meetings, if TA/DA is to be paid by the UGC.
- (b) The cancellation charges shall also be reimbursable in case of cancellation or postponement of meeting by the UGC [For Sl. No. 2. (i) & (ii)]. The specific approval for the same would be required for claiming such amount.
- (iii) The outstation members/experts for intercity travel from the place of residence/Office to the place of meeting and back or in between the places of residence and meeting place & back (located not more than 350 kms.each side) may travel by their own vehicle or by hired taxi (receipt to be produced). In such case, road mileage @Rs.16/-per K.M. for journey performed between A & A-1 Class cities and North Eastern



Regions/Hilly Regions (both stations) and @Rs.12/-per K.M. in other cities will be allowed on point to point basis. No night halting or driver allowance will be allowed. If the particular routes have toll plazas, the taxi/car claim will be admitted only if it is supported with the receipts of toll taxes or inter-state entry fee as the case may be. The toll taxes/entry tax etc., will additionally be reimbursed in such cases.

If the distance is more than 350 kms (each side), either the road mileage will be restricted to 350 kms or to the fare of train as per train entitlement AC bus as available on that particular route (as per the option of member.)

- (iv) The local taxi fare at State Transport Authority (STA) rates applicable in the State from residence/office to Airport/Railway Station/Bus Stand and from Place of meeting to Airport/Railway Station/Bus Stand is payable. Where there are no rates notified by State Transport Authority, the Taxi or Own Car fare @Rs.14/-per km and AC Taxi @Rs.16/- Per Km. (Rs.25/- for first km upon downing the meter) and Auto-Riksha @ Rs.8/-per km (Rs.25/- for first 2 km upon downing the meter) and thereafter Rs.8/- per km shall be reimbursable. The reimbursement of pre-paid or post-paid taxi fare (including toll taxes) on point to point basis will be allowed on actual basis on production of receipt. Taxi fare for full day will not be reimbursed.
- (v) The night charges @25% will additionally be allowed if starting the journey by road/ by own car or taxi between 11.00 p.m. to 5.00 a.m. [For Sl. No. 2. & (iv)]

Local Experts

Local Experts will be reimbursed taxi charges @ Rs.14/- per k.m. and for AC Taxi @ Rs.16/- per k.m. from residence/office, as per entitlement, to the place of meeting & back on point to point basis. Taxi for full day will not be allowed for reimbursement.



3. DAILY ALLOWANCE:

(i) Outstation Members/Experts:

Following rates of Boarding & Lodging etc. as applicable to the Central Govt. Employee will be applicable to the Experts:-

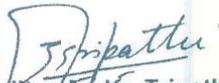
S. No.	Classification	Rate per day of Boarding (Rs.)	Rate per day of Lodging* (Rs.)
1.	Experts working/retired in G.P. or AGP of Rs.10,000/- and above and also those in pay scale of HAG + and above	750/-	7,500/-
2.	Experts in GP or AGP of Rs.7600/- and above but less than Rs.10,000/-	450/-	4,500/-
3.	Experts in GP or AGP of Rs.5400/- but less than Rs.7600/-	300/-	2,250
4.	Experts in GP or AGP less than Rs.5400/-	225/-	750/-

- *1. Lodging charges are admissible subject to actual on production of receipt.
2. Boarding charges will be re-imbursed on production of receipt/self certification.
3. No lodging charges will be paid if self arrangement is made.

(ii) Local Members/Experts:

No D.A. is payable to Local Members/Experts.

4. UGC Officers/Officials will be covered under FR/SRs (TA) Rules.
5. This issues with the approval of CM Dy. No.51194 dated 9.3.2016.


(Dr. Atendra Kr. Tripathi)
Joint Secretary (Finance)

Copy to:-

PS to Chairman, UGC/ PS to Vice Chairman, UGC / PS to Secretary, UGC
PS to Director (Admn.), UGC / PA to JS (F), UGC
All Bureau Heads, UGC / All Regional Offices, UGC
All Dy. Secretaries, UGC / Under Secretaries, UGC / Education Officers, UGC
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University Grants Commission

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Annexure III

EXAMINATION POLICY

Preamble

Sri Padmavathi Women's Degree & PG College, TTDs, Tirupati got autonomous status from UGC in the academic year 2023-24. "Teaching and Learning" is the core function of the College, and it aims to cater to the diverse educational needs of marginal section and also to augment the students' capabilities and potentialities. College offers UG Programs. Academic policies, Evaluation patterns and procedures become the integral part of Examination system to set standards in achieving program outcomes. Academic & Examination policies from time to time are formulated and amended by Examination Committee by taking final approval from the Academic Council.

1. Short Title and Commencement:

The term "Evaluation" refers generally to the gathering, collating and interpretation of information related to the student's learning abilities, learning attainments, learning strengths and areas of learning that need addressing. In brief, an evaluation is an assessment of a student's performance in credits which will count towards the final grade achieved by the student in that course. Evaluation of student performance is established by the faculty through their respective Departments (or Programs), under the authority of Lecture In-charge/Ward in-Charge and Exam cell. The College recognizes the need for evaluation of student performance to adhere to college-wide standards to ensure fairness and consistency in practice.

The Examination Policy aims to explain the rationale and importance of assessment, enlist various patterns of assessments, schedules, post assessment procedures to publish the results and award the degree. The regulations listed under this head are common for all undergraduate and Post Graduate programs offered in the college based on the guidelines for implementation of Academic Autonomy at college level. Keeping the recommendations of the Examination Committee in view, the regulations are subjected to amendments made by the Academic Council of the college from time to time. Such amendments will be effective from the date decided by the Academic Council.

2. Examination System in Autonomous College:

The methodology for examination and evaluation of the programs run by this college is as under **Examination Cell (EC)** which is constituted as follows:

- (i) Principal (Chairperson),
- (ii) Controller of Examinations (COE),
- (iii) Two Deputy Controller of Examinations (Dy COEs)

The members of EC shall meet at least twice during the academic year and at other times as and when necessary. For any meeting of EC, one-third members shall be the quorum.

2.1 The Powers and Duties of Examination Cell (EC):

- The EC shall ensure proper performance of the various duties in conducting

examinations viz. preparing mid and end semester examination schedules, paper setting, time table preparation, assessment and declaration of results.

- The EC shall recommend examination reforms and shall implement them after the approval of Academic Council (AC).
- The EC shall prepare the detailed time table of examinations as per the schedule approved by Academic Council.
- The EC shall arrange for strict vigilance during the conduct of examinations in order to avoid use of unfair means/ malpractices by the students, faculty and invigilators.
- Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by the Chairperson. The EC (as and when required) deals with the complaints related to the conduct of examinations.
- The recommendations of the CRC shall be approved by the Chairperson and EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.
- The various formats shall be prepared by the EC for record keeping and monitoring all examination related activities.
- The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.
- Controller of Examinations (COE) shall be assisted by the two Deputy Controllers of Examination (Dy COE) for carrying out all the examination activities

3. Assessment Pattern:

Assessment of the students' performance is made on the basis of the knowledge, skills and competencies for the course as defined in the curriculum. The assessment of students' performance in course work during and/or at the conclusion of a programme has to be done in the examinations.

The Regulations given below enable the Autonomous Colleges to achieve this goal and gain the confidence and respect of the stake holders, particularly students. Typically achievement- testing is done in two parts as follows, both of them being important in assessing a student's achievement.

Evaluation of UG & PG programmes is based on both **Continuous Internal Assessment (CIA)**, held twice in the course of the semester at pre-determined intervals and the **Semester End Examination (SEE)** held at the end of each Semester.

3.1 Continuous Internal Assessment (CIA): CIA has to be done by the course teacher all through the semester. This includes mid-term tests, weekly/ fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project, etc.

The Internal Assessment marks shall be awarded as per the academic regulations of an individual Programme. The Internal Assessment marks shall be submitted to the COE at the end of each academic session before the commencement of the SEE in the prescribed form or upload in specified link provided by the COE.

3.2 Semester End Examinations (SEE)

A comprehensive examination for each course, irrespective of the number of credits allotted to it, will be held at the end of each semester. SEE shall be conducted by the Examination Conduction Committee (ECC) at the end of a semester, on the dates fixed at the college level. This includes a written examination for theory courses and practical examination for laboratory/field courses.

The eligibility of a student to write the SEE is based on:

1. Minimum Attendance Requirement
2. Minimum CIA requirement
3. Payment of the prescribed examination fee for the Programme.

Being CIA and SEE equally important in judging the performance of students, they need to be conducted with equal rigour and seriousness. A student's performance in coursework shall be judged by considering the marks of both CIA and SEE.

3.3 Evaluation Pattern

- The CIA for 30 marks is conducted by the concerned Course teacher and SEE for 70 marks is conducted by the ECC.
- Minimum pass marks for CIA will be 40% out of 30 marks (i.e., 12 marks) and for SEE will be 40% out of 70 marks (i.e., 28 marks).
- CIA component for 30 marks shall be split in the following pattern.

Two Mid exams are conducted for each semester for UG students in order to make them ready to write semester end exam confidently.

The mid examinations are of descriptive in nature will be conducted for 50 marks each. However, the marks will be reduced to 15. The best of the two mid examinations will be reckoned in the final count.

Sl.No	Assessment pattern	Evaluation method		Marks Allotted
1 a	I Mid term	Conducted for 50 marks	Best of two Mid Term marks are to be proportionately reduced for 15 marks.	15
1 b	II Mid term	Conducted for 50 marks		
2	Seminar/Assignment	Submission of Records		05
3	Area Study Programme/ Study Project	Submission of Records		05
4	Attendance			5
Total				30

Students should write at least one CIA test in order to qualify to write the SEE.

There will be no provision for additional tests on grounds of absence. However, students who were unable to take tests on the specified test days due to participation in college sponsored activities like NCC, NSS, Sports and Games will be permitted to complete the course requirement before the commencement of the SEE. They should state the reasons for not taking the test in writing to the Head of the Department as well as to the course teacher. Permission to take the re-test should be obtained from the COE, a week before the internal examination schedule.

A student will be permitted to take the SEE only if she completes the CIA requirements of test / assignments / seminars / project work, etc. However, on special grounds they are allowed on next academic year by paying due fine prescribed by the COE.

3.4 Paper Setters and Examiners:

The Question papers shall be set by the External Examiner for 70 Marks as per the Choice Based Credit System (CBCS).

- Every precaution is taken to set the question paper correctly and to maintain the confidentiality. Each paper setter is supplied with the approved syllabus, model question paper and blue print. The paper setter is requested to send two sets of Question Papers for each course and a soft copy of the scheme of valuation to the Examination Cell and also is directed not to mention the name of the college on the question paper.
- The paper setting of SEE shall be done by the external faculty who is teaching the course. A panel of subject experts from outside the college shall be prepared for this purpose by the BOS. This step is necessary for gaining the confidence of the parent University and also of the society at large, on the fairness and transparency in the system.
- The remuneration for paper setting is to be proposed by the Finance Committee.

4. Examination Fee:

The COE will release the notification regarding the Examination fee structure for SEE. The examination fee structure will be discussed and decided in the Academic Council Meeting.

5. Moderation of Question Papers and Model Answers:

Moderation is the process by which the Institution ensures the consistency of question papers within the framework of the syllabus, thereby ensuring consistency of assessment for all students. It also ensures that weightage within a module is appropriate and conforms to the blueprint and other guidelines issued by the BOS, thereby ensuring fairness, accuracy and consistency in conducting and the announcement of results. With this intention, the moderation committee has to be constituted from the Academic Year 2024-25.

5.1 Moderation Committee:

5.1.1. Constitution of the Committee: The Chairperson of the Examinations Cell,

shall appoint “Moderation Committee” for the purpose of moderation of question papers of the Semester End Examinations submitted by various paper setters.

5.1.2. Composition of the Committee: The Moderation Committee shall consist of the Principal as Chairperson; the Academic Coordinator, the Chairperson of the concerned Board of Studies as Members and the COE as Member Secretary.

5.1.3. Functions of the Committee: The moderation committee shall:

- Ensure that the questions are within the syllabus and framed in an intelligible manner.
- Ensure that the coverage and level of the question paper are appropriate and consistent with the curriculum and assessment framework
- Ensure that the questions contains no ambiguity and the wording of each question is precise, definite and easily understandable
- Ensure that the rubric for the question paper conforms to the scheme of evaluation submitted by the paper setters.
- Ensure that the scheme of evaluation is sufficiently flexible and detailed
- Ensure that there is no spelling mistakes or other errors in the question paper.

In case, the moderation done in a question paper is more than 30% (not merely edited), the case shall be reported with full justification to the Chairperson, Examination Cell, who shall have the power to change the paper setter, if necessary. After moderation, the question papers and other material shall be sealed intact in the presence of all members.

5.1.4. Prohibitions and Security Requirements:

As the Moderation Committees’ work is confidential in nature, members must meet certain security requirements.

- They must take all necessary measures to ensure the security and confidentiality of the examination papers and other material.
- The members must not disclose their appointment to any unauthorized person. The members must not carry mobile phones or any other communicative gadgets where the moderation committee meeting takes place.
- Failure to preserve the secrecy of all information and examination materials/documents classified as confidential will be viewed seriously and shall be liable for disciplinary action.

5.2. Grace Marks: Provision of Grace Marks for moderation necessarily be maintained, if any candidate fails with one mark in any one paper, one mark may be added as Grace Mark to declare a candidate pass in that paper by subtracting one mark from the other paper, if there is any excess marks over and above in any other paper.

6. Conduction of Examinations:

6.1 Semester End Examinations for theory papers

COE and the ECC shall be responsible for smooth and proper conduct of examination in the College. COE shall -

- Give the directions to Examination Conduction Committee (ECC) Coordinator for

the smooth conduct of examination.

- Prepare the master plan for seating arrangement by considering the total number of students appearing for the examination and seating arrangement available in the college.
- Get the examination schedule prepared for the entire programme and send the copy of the same to all Heads of the Department and ECC.
- Receive the requirements of answer books, supplements, graph papers and other material from ECC and keep it ready centrally for distributing to students during examinations. A record of the same shall be maintained.
- Receive the cases of misbehavior, malpractices, copying cases from ECC for taking further necessary action.
- Receive the list of external examiners (for conducting practical examinations) for various courses from Heads of the Department for record purpose.
- Seating arrangement shall be made centrally as per the master plan.
- The COE shall appoint staff for examination as per requirement.
- There shall be one invigilator for 25- 35 (maximum up to 40) students subject to maximum two per room.
- Reliever: One reliever per five class rooms subject to maximum of two.
- Invigilators, additional invigilator, and relievers shall be appointed centrally among the faculty of all departments.
- Depending on the need and availability, COE may change the number of staff for conducting examination.
- On each day of examination, COE shall hand over required number of packets of question papers to the Chief Superintendent/of ECC at least one hour before the commencement of examination. Prior to opening, however, Chief Superintendent of ECC shall sign on all the packets indicating the date and time of opening the packets. They shall then take out the required number of question papers from the packets.
- COE shall hand over the required material to the ECC and in turn the ECC will conduct the examination as per the existing rules.
- The invigilators shall follow the “Guidelines/Instructions to the Invigilators” of the college.
- The ECC shall monitor by taking rounds in different examination blocks to confirm that invigilators are performing their duties properly and discipline is being maintained during examination.
- ECC shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to COE for taking necessary action.
- After receiving the answer books from ECC, the Dy COE(Deputy Controller of Examinations) shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately.

- Dy COE shall direct the sealing assistant to bundle the answer books of each course separately along with two copies of question papers, copies of attendance sheet. Thereafter, he/she shall handover all packets to the COE In-charge of assessment on the same day or on the next day. He/she shall maintain the record of all such packets of answer books.
- Office-clerk (examination) shall maintain the account of answers books and supplements received and consumed for the examination in a register. He/She shall also prepare the bills of remuneration of all staff involved in the examination work and submit those to Dy COE for further action.
- COE shall prepare the bill for remunerations of the staff involved in SEE as per rules.
- Remuneration shall be paid to the staff involved in conduct of examination after the examination is over and account of payment shall be submitted to the office within 10 days.

6.2 Semester End Examination for Laboratory/Field Courses

SEE for Laboratory/Field courses shall be conducted as per the examination schedule approved by EC. However in case of any emergency, the examination may be rescheduled with the prior approval of the Chairperson of the Examination Cell. ECC shall act as coordinator for conducting practical examinations.

- ECC /HOD of the concerned department shall be responsible for proper conduct of practical examinations and various examination related activities of their respective department. However, HOD shall take the services of staff of his/her Department for this purpose.
- ECC in consultation with HOD and COE shall prepare detailed timetable (batch-wise) for practicals for Laboratory/Field course of the concerned department.
- The HOD shall submit the schedule and final list of examiners for all practical/field examinations to Examination Cell. Based on the list of examiners received from the HOD, COE shall issue the appointment orders.
- For external evaluation of UG project and PG project in practicals, external examiner outside the college is mandatory.
- Appointments of the external examiners for SEE of Practicals/Field courses shall be done only for even semesters for UG Courses. Whereas, for PG Courses external examiners are appointed for both odd and even semesters from the list of Examiners recommended by BOS of the respective departments
- HOD of the concerned department shall send the required panels of external examiners for UG and PG projects to the EC. The appointment orders of internal and external examiner shall be issued by COE.
- HOD of the concerned department shall arrange internal staff for Practicals/Field course examination and forward the copy of the same to the COE.
- Internal examiners shall make all the necessary arrangements of equipment/laboratory setup required for conducting laboratory/ field course examination for which their appointment is made.

- After the practical examination, internal examiner along with the other examiner shall prepare the mark list, and submit it in sealed envelope to the COE on the same day or latest by the next working day along with TA/DA and remuneration bills. These marks are not to be disclosed to the students.

6.3 Assessment of Self-Study Course, Internship, Employability Skills and Projects:

- Evaluation of Practicals, Self-Study Courses, Internships, Employability Skills and Projects shall be conducted as per the schedule approved by EC.
- The student is evaluated for his/her self-study course or project through the quality of work carried out, the novelty in the concept, the report submitted and presentation(s) etc.

6.4. Appointment of the External Examiners for SEE of Projects/ Internships:

Appointment of the external examiners for semester end evaluation of Projects/ Internships shall be issued by COE based on the recommendations from BOS. ECC shall prepare detailed timetable (batch-wise/student-wise) for the Project/ Internship examination.

6.5. Scribes for Differently Abled Candidates

Students who are identified with disability should submit a written request to the convener of ECC three weeks before the commencement of SEE for scribe assistance. The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has disability of 40% or more if so desired by the person on production of Disability Certificate from the concerned Government Physician. Such candidates may be given compensatory time of one hour for examination of 3 hours duration.

7. Attendance Requirement:

Attendance in all the components is compulsory, while pursuing studies in any Semester.

- Candidate shall be eligible to appear for SEE if she acquires a minimum of 75% attendance in aggregate in all the subjects during a semester.
- No consideration in attendance will be given to any student.
- Condonation of shortage of attendance may be recommended provided a student puts in at least 50% attendance in all the papers put together and the Principal is satisfied with the reason for shortage of attendance.

1 Attendance and Condonation Rules:

% of Attendance	Fine
Above 75	Nil
Between 70 to 74	Rs 100/- per day
Between 60 to 65	Rs 100/- per day with Medical Certificate from Asst. Civil Servant
Between 50 to 59	Rs 200/- per day with Medical Certificate from Asst. Civil Servant
Below 50	Detained

- A student who could not satisfy these requirements of attendance as given in clauses above, shall have to repeat that semester.
- Further a student is required to complete the course of study satisfying the attendance requirements in all the six semesters within a period of first twelve semesters from the time of admission, failing which he/she shall forfeit her seat.

8. Malpractices and Misconduct in Examinations

Malpractice is an illegal act committed by a student alone or in collaboration with others like fellow students, parents, teachers, supervisors, invigilators ect., during or after examination in order to obtain undeserved marks or grades.

The general types of malpractice attempted by a student are:

- The copying at an examination from any book, notes, answer book of some other candidate are from any other source.
- Receiving help from another candidate or person or the giving of any help to another candidate.
- Use of any other unfair means aimed at influencing the results of the examination.

Misconduct during examination is the action of the student which leads to the disruption of examination hall environment. The general types of actions which define as misconduct of students are:

- a) Refusal to obey the orders of the Chief Superintendent t/Asst. Superintendent/ Invigilator/any other functionary on duty or misbehavior or causing disturbance of any kind in and around the examination hall.
- b) Abusing or insulting the Chief Superintendent, Invigilator or other examination functionaries.
- c) Ant act which amounts to the use of unfair means or having the tendency to disrupt the orderly conduct of the examinations.
- d) Engages in any other activities which, in the opinion of the Chief Superintendent of the examinations, amount to misconduct.

8.1. Procedure to be followed in instances of Malpractices or Misconduct:

- A student found involving or involved in malpractice or guilty of misconduct in an examination shall not be permitted by the chief superintendent to write the remaining part of the examination unless the candidate tenders an unconditional written apology at the spot.
- The chief superintendent shall send a report to the COE detailing t6he malpractice supported by documentary and other evidence available.
- At the enquiry the student shall be given a reasonable opportunity to defend the charge against her.
- If the malpractice or misconduct is held as proved, one or more of the punishments in the following table may be suggested to be imposed on the candidate by considering the gravity of the malpractice or misconduct.
- A register of the malpractice should be maintained by the Examination Cell.

8.2. Punishment Imposed on a Student for Malpractice or Misconduct during the Examination.

S NO.	Nature of Malpractice	Quantum of Punishment
1	Possession of copying material.	Annulment of the performance of the candidate at the examination in full.
2	Actual copying from the copying material.	Exclusion of the candidate from examination and for one additional examination.
3	Possession of another student's answer book.	Exclusion of the candidate from examination and for one additional examination (Both the candidates).
4	Possession of another student's answer book and actual evidence of copying from that answer book.	Exclusion of the candidates from examination and for two additional examinations (Both the candidates).
5	Mutual/mass copying.	Exclusion of the candidates from examination and for two additional examinations.
6	Smuggling-out or smuggling-in the answer book.	Exclusion of the candidate from examination and for two additional examinations.
7	Smuggling-in of the written answer book.	Exclusion of the candidate from examination and for three additional examinations.
8	Smuggling-in of the written answer book forging signature of the invigilator on the answer book.	Exclusion of the candidate from examination and for four additional examinations.
9	Impersonation at the examination .	Exclusion of the candidate from examination and for five additional examinations.
10	Revealing the identity in any form in the answer written or in any other part of the answer book by the student.	Annulment of the performance of the candidate at the examination in full.
11	Found having written on palms or on the body or on the cloths while in examination.	Annulment of the performance of the candidate at the examination in full.
12	All other malpractices not covered in the aforesaid categories .	Annulment of the performance of the candidate at the examination in full and severe punishment depending on the gravity of the offence.

8.3. Malpractices by the Functionaries in relation to an examination and the Punishment to be imposed:

S NO.	Nature of Malpractice	Quantum of Punishment
1	Functionaries found responsible for leakage of the questions paper.	Disqualification from any examination work and disciplinary action by the Chief COE by imposing fine not exceeding Rs 1000/-.
2	Favouring the candidate by the examiner by showing negligence in reporting the malpractice	
3	Invigilator's negligence in reporting the mass copying.	Permanent disqualification from any examination work and befitting disciplinary action by the Chief COE by imposing fine not exceeding Rs 1000/-.

8.4. Squad in Examinations:

To ensure the integrity of the examinations, the Examination Cell has to set up a Squad Team comprising of three senior lecturers. The Squad team is empowered to physically check any candidate suspected of using unfair means.

8.4.1. Duties and Responsibilities of Squad:

1. The Squad members shall be appointed by the COE.
2. The Squad team shall visit each of the Examination rooms every day of the examination.
3. The Squad team is empowered to physically check any candidate suspected of using unfair means. In case the squad chief is a male then the assistance of a lady invigilator may be taken to check a lady candidate. If the squad chief is a female, a male invigilator would be asked to check a male candidate.
4. The Squad team should ascertain that the security measures are adequate.
5. In case of any malpractice, the Squad team is empowered to seize the Admit Card and the answer booklet of the candidate and to hand over the same to the invigilator for further necessary action.
6. The Squad team shall report any discrepancies/malpractices observed to the COE.

9. Semester End Examination Result

Results shall be declared after 20 days from the date of the last examination. After all grievances are addressed, the final result will be declared by COE.

9.1 Pass Mark Regulations:

In CBCS system, 10 point scale evaluation is followed. Examinations are conducted in Continuous Internal Assessment (CIA) and Semester End Examinations (SEE) pattern.

- (a) Passing minimum for end of semester exam for UG courses will be 40% out of 70 marks (i.e., 28 marks). Passing minimum for Internal Examination will be 40% out of 30 marks (i.e., 12 marks).

(b) Courses with Practical / Field trip/Study project): Practicals are being conducted for 100 marks split between odd and even semesters for 50 marks each. Out of 50 marks, 40 marks are to be awarded for experiments/job works and 5 marks for record and 5 for viva- voce examination.

9.2 Supplementary Examinations:

No supplementary examinations as per UGC guidelines.

9.3 Instant Examinations:

- (a) Instant examinations are conducted only for the Final Year regular outgoing students immediately after declaration of final results.
- (b) If any student fails in any of two papers of any semester are permitted to appear for instant examinations.
- (c) Instant examinations will be scheduled within 15 days after declaration of final year results.

10 Credits Required for Award of Degree:

10.1 For UG Courses:

A student shall become eligible for the award of U.G degree, if he/she earns a **minimum of 160** credits for BA, B Com and BSc by passing all the core and electives along with Practicals, Field study, comprehensive viva- voce prescribed for the programme.

Additional Credits for Certificate/Diploma/Advanced Diploma/Online Courses

S. No.	Particulars	Duration of Course in Days	Credits
1	Certificate/Diploma/Advanced Diploma/Online courses	30	2
		60	4
		120	8
		150	10

It is resolved by Board of Studies of all departments unanimously to award extra credits to the students for completing Certificate/Diploma/Advanced Diploma/Online courses offered by the college.

11. Grading and Grade Points

- **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale
- **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- **Semester Grade Point Average (SGPA):** It is a measure of student's performance in a semester.
- **Cumulative Grade Point Average (CGPA):** It is a measure of overall performance of a student over all semesters.

11.1. Letter Grades and Grade Points:

A 10-point grading system with the letter grades are as given below:

Grades and Grade Points

Letter Grade	Range of Marks	Grade Point
O (Outstanding)	91 - 100	10
A+(Excellent)	81 - 90	9
A(Very Good)	71 - 80	8
B+(Good)	61 - 70	7
B(Above Average)	51 - 60	6
C(Average)	41 - 50	5
P (Pass)	40	4
F(Fail)	<40	-
Ab (Absent)	-	-

A student obtaining Grade F shall be considered as fail and shall be required to reappear for the Semester End Examination.

11.2. Computation of SGPA and CGPA

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 and the sum of the number of credits of all the courses in the semester.

$$SGPA (S_i) = \frac{\sum_{I=1}^N (C_i \times G_i)}{\sum_{i=1}^N C_i}$$

Where, C_i is the number of credits of the i^{th} course, G_i is the grade point scored in the i^{th} course and N is the number of courses in the semester.

The CGPA is also calculated in the same manner taking into account all the courses taken over all the semesters of the Programme.

$$CGPA = \frac{\sum_{I=1}^M (C_i \times S_i)}{\sum_{i=1}^M C_i}$$

Where S_i is the SGPA of the i^{th} semester, C_i is the total number of credits in that semester and M is the number of semesters.

SGPA and CGPA shall be rounded off to two decimal points.

12. Grievances in Examinations

The examination system of the College shall also provide for mechanism to redress/resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned candidate. All such matters shall be resolved subject to the College/Parent University rules and regulations.

12.1. Photocopy of Answer Script(s)

After declaration of the results, if any candidate wishes to apply for Photocopy of

theory answer script (subject to a maximum of 3 scripts), she shall apply to the COE by paying the prescribed fee notified by the college from time to time within 10 days from the date of announcement of results.

12.2. Re-evaluation

1. Re-evaluation is applicable only for theory papers and shall not be entertained for practicals/field courses.
2. The application for re-evaluation shall be submitted by the student to the Controller of Examinations through the HOD of the concerned department.
3. Every application for re-evaluation should be submitted by the candidate in the prescribed form along with the prescribed fee receipt to the COE.
4. Re-evaluation of answer-scripts can be sought only with at least one affirmation by a teacher relevant to the subject as mentioned below and that any of the criteria below are satisfied
 - Finds that any answer(s) that has/have not been evaluated.
 - Finds that the answer valuation in full or part is not justified and there is reasonable ground for re-evaluation
5. The COE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners. If there is a difference of more than 25% of maximum marks between the first valuation and re-evaluation, the average of the original and re-evaluated marks shall be awarded to the candidate. Otherwise the candidate is entitled to the marks advantageous to her.
6. The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.

In all cases of re-evaluation, fee once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any aspect will not be entertained and will be summarily rejected without notice. In the case of applications which are found in order, the college shall take steps to get the answer scripts re-evaluated.

The result of the revaluation shall ordinarily be made known to the student through the HOD of the Department within 2 months of the last date of receipt of applications by the Office of the COE. No interim enquiries of any kind will be entertained in this regard.

13. Post-Evaluation Custody and Disposal of Answer Scripts

- a. The evaluated Answer-scripts shall be preserved safely for a period of at least five years from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.
- b. Appropriate staff shall be assigned the responsibility of safe-keeping of the answer scripts till they are approved by the Principal after public notice for safe disposal.

- c. Records of all such bundles are maintained in appropriate computer database/register for easy retrieval at a later stage if necessary.
- d. Answer scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totaling/ Re-evaluation etc. Such transactions shall be recorded.
- e. The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE.

14. Amendments of Regulation

The COE may amend the regulations and scheme of examinations whenever necessary.

Annexure IV

Research & Development and Consultancy Policy

A. RESEARCH POLICY

Aims of the Research Policy

- The research policy of the college aims to create and support a research culture among its staff and students and leverage it for enriching and enhancing the professional competence of the faculty members;
- Developing and promoting scientific temper and research aptitudes of all learners;
- Realizing the vision and mission of the college and for contributing to national development by establishing an institutional fund approved by the management and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities.
- It also aims at ensuring that the research activities of the college conform to all applicable rules and regulations as well as to the established standards and norms relating to safe and ethical conduct of research.

Scope of the Research Policy:

This policy shall apply to all the researchers of the college. “Researchers” for this policy are defined to include:

- All staff, temporary and permanent, active in teaching and research
- All students registered with the college.
- All mentors, guides, external experts and sponsors associated with any of the research activities of the college.
- All academic and administrative departments of the college.

This policy shall apply to all the research and related activities of the college and for the purpose of this policy following research and related activities will be included.

- Research activities including basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems.
- Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies.
- Knowledge compilation and communication initiatives for keeping abreast of academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks, monographs; developing/updating curriculum etc.
- Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances or artefacts, including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise.
- Research projects of students undertaken as part of the curriculum or for enriching it.

- Publication, presentation and communication of the research outcomes and related activities.

Objectives of the Research Policy

1. To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the college.
2. To create and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students.
3. To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities.
4. To provide a modality of for proper coordination of all research activities of the college and aligning these to the vision and mission of the college and national development goals.
5. To prepare and regularly update the research agenda of the college outlining the preferred focus areas and priorities of research activities to be supported.
6. To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities.
7. To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations.
8. To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects.
9. To define enabling framework for researchers to obtain grants for research projects and which makes the participating researchers responsible for the successful implementation of the project.
10. To develop and promote linkages with the Research Council of the affiliating University and enable all the researchers of the college to benefit from the activities and programmes of the council.
11. To identify and establish linkages including MOUs for long term relationships with national and international research organizations for widening the scope of research opportunities and funding options available to the teachers and students of the college.
12. To identify and establish linkages including MOUs for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students of the college to involve themselves in real life research projects and obtaining grants.
13. To encourage and facilitate the publication of the research work/projects in reputed academic journals.
14. To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures.
15. To compile data on all the research work/projects undertaken by the teachers and students into a database for easy monitoring and analysis of the progress being

made by them from year to year.

16. To provide a mechanism for ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the College mission.
17. To draw up and adopt a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research.
18. To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications.
19. To develop, prescribe and administer rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.

Composition of Research Committee

Research Committee will have the following composition

- Principal – Chairperson
- Coordinator – Senior Faculty
- Four teachers – Members
- Industry/Academia representative - Member
- Two student representatives – Members

Research Committee may be expanded with the inclusion of more members if necessary. It may also set up and promote 'Action Groups' for managing specific projects/activities.

Research Policy Implementation Mechanism

The Research Committee of the college shall be responsible for implementing this research policy of the college by working closely with the college vision. The specific roles and functions of the Board of Research Studies will be as follows:

- Facilitate the faculty in undertaking research and will work with the college to set up a research grants from the management for providing seed money
- Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.
- Encourage and promote a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).
- Encourage the faculty to undertake research by collaborating with other research organizations / industry.
- Create suitable procedures for giving due recognition for guiding research.
- Facilitate the establishment of specific research units/ centres by funding agencies / university.
- Organize workshops/ training programmes / sensitization programmes to promote research culture on campus.
- Prepare budgets for supporting students' research projects.
- Invite industry to use the research facilities of the college and sponsor

research projects.

- Approach National and international organizations such as UGC, DAE-BRNS, ICSSR, ICHR, ICPR, DST, DBT, NBHM, CSIR etc. to fund major and minor research projects undertaken by the faculty / students
- Make efforts to improve the availability of research infrastructure requirements to facilitate research.
- Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
- Facilitate Interdepartmental / interdisciplinary research projects.
- Institute research awards.
- Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
- Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
- Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
- Publicize the research expertise and consultancy capabilities available in the college.
- Facilitate the provision of consultancy services to industries / Government / Non- Government organizations / community/ public.
- Prepare Guidelines for design and evaluation of curriculum-oriented research projects
- Prepare a college research agenda with relative priorities.

B. POLICY FOR SEED MONEY FOR DEVELOPMENT OF RESEARCH

The best teaching colleges in the world have a strong research component. Relevant research projects provide a good opportunity for teachers to keep abreast of developments in their respective fields of competence and interest. Often, however, funds needed for research are not easily available, or have been applied for from funding agencies, but there is a delay in obtaining these funds. Sometimes there is need to support preliminary work that is expected to grow into a sizeable research project which will be submitted to an external funding organization later. For this research seed money is needed. With a view to encourage our faculty to get involved in research along with their teaching, the management of Sri Padmavathi Women's Degree & PG College, TTD (A) College has formulated the following research funding policy. All are encouraged to benefit from the policy and bring out their best. The College will help the faculty proactively to prepare and submit proposals to funding agencies nationally and internationally. The maximum amount that may be dispersed as Seed money to a single Project is

1. Rs. 25,000 for Arts and Commerce Faculty.
2. Rs. 50,000 for Science Faculty (taking into account the cost of Lab materials and other Consumables as applicable).

For this purpose the college need to budget up to Rs. 5, 00,000 as Seed money for Research Projects of the Faculty.

C. CONSULTANCY POLICY

- The institution aims to be an entrepreneurial organization by providing consultancy services to client organizations. The College recognizes the consultancy carried out by the faculty as a core and valuable part of its function as an Autonomous institution and also as part of the 'Knowledge Transfer' in developing mutually beneficial relationships with commercial, public and other organizations. Therefore, the College has established its Consultancy Policy to support all staff in the delivery of approved consultancy.
- This policy is projected to provide a clear framework for faculty who wish to take up consultancy, either through College or in personal capacity. Consultancy includes the work extended by a faculty member of the college in their field of expertise for external clients, for which payment is usually made. The faculty members should take prior approval from the Head of the Institution to extend consultancy work and maintain the proper record in this regard. Personal Consultancy must be undertaken outside normal working hours of the college and should not hamper the regular teaching in the College.

Some of the Consultancy services are mentioned below:

- External examiner
- Acting as an subject expert/University Nominee
- Delivering a special private/public lecture
- Production of Intellectual works such as books, articles and papers
- Editor of academic/research journals
- Serving on governmental or related committees
- Extension of research instrumentation
- Counsellors/Mentors for distance Learners
- Any other consultancy activity
- The College reserves the right to impose rejection on any consultancy proposed by the faculty. Any income generated from consultancy, approved by the college, may be used to develop the academic/research facilities in the concerned department.

Annexure V



Since 2008

www.kautilyainstitution.com

TIRUPATI : II Floor, Opp: Canara Bank, near M.R.Palli circle, Ph: 0877- 2222212, Mobile: 9698 123456

Sep 12, 2024

The Principal
SPW Degree & PG College, Tirupati

Sir,

SUB: Proposal for off-line training on UPSC and APPSC Group I, II, III, IV for the students of SPW Degree & PG College, Tirupati

At the outset we take this opportunity to introduce ourselves. In Tirupati, KAUTILYA is the most reputed institution with the highest national level achievements for admissions of IIM-MBA, M.S. admissions (abroad), NLU (Law) and central government jobs in Public sectors (IBPS Banks), SSC (Staff Selection Commission) through national and international level entrance tests like the CAT, UPSC, APPSC Group I, II, III, IV, IBPS Banks and SSC, Campus Placements etc. As for our achievements in the 2023 year, 16 students of Kautilya, Tirupati achieved national level top scores in CAT-2023 results on Jan 2, 2024 (= the highest in our A.P & Telengana). We got **Record Breaking - 10 IIM Admissions** in the year 2023. These students belong to S.V.University campus Eng. Col (SVUCE) & Sree Vidyaniketan (MBU) and other local colleges of Tirupati & other places. And hundreds of our Kautilya have achieved IIM admissions (IIM-Ahmedabad, IIM-Bengaluru, IIM-Calcutta..) for the last 10 years. Thousands of our students have achieved IBPS Bank & SSC (Staff Selection Commission) government jobs thru our coaching. And we have been the training partner for SVUCE, SPMVV, S.V. Agricultural college, Horticulture university and universities in our A.P. for their placements.

Now we would like to conduct on-campus training on **UPSC and APPSC Group I, II, III, IV** for the students of SPW Degree & PG College, Tirupati. This training also helps the students to secure good placements in MNCs and jobs in the **public sector exams** like IBPS, SBI Bank PO (Institute of Banking Personnel Selection for bank probationary officers in the nationalized banks) and SSC (Staff Selection Commission for central government jobs- Income Tax, Customs and Excise departments, etc) and higher education entrance test like CAT, etc. This training will be delivered by our experts who have got vast experience in dealing with Communication Skills and Personality Development. Indeed these faculty have a teaching experience of CAT (MBA at IIMs), the toughest aptitude exam (the same syllabus of campus placement tests) in the country. Therefore we request you to consider this proposal favorably at your earliest convenience.

Looking forward to hearing from you

Thank you

N.S. Reddy
Senior Manager
KAUTILYA Institution
Ph: 9383212345

Enclosures :

- 1. Profile of KAUTILYA Institution**
- 2. KAUTILYA Institution's Achievements**
- 3. Teaching Plan**
- 4. Faculty Profiles**

Financial Charges for UPSC & APPSC Group – I training

Charges per hour (per batch)	GST of 18%	Amount after GST	No. of hours	Total Amount
Rs.1000	Rs.180	Rs.1180	80 hours	Rs.94400
The above amount includes: 1. Material expenses including hardcopy of Handouts, Mock tests and softcopy of pdfs 2. Food Expenses of the trainers 3. Travelling expenses of the trainers				

Terms & Conditions: We request you to make a payment of 50% of the above mentioned remuneration at the beginning of the training and the balance may be paid after the completion.

Financial Charges for APPSC Group – II, III, IV training

Charges per hour (per batch)	GST of 18%	Amount after GST	No. of hours	Total Amount
Rs.1000	Rs.180	Rs.1180	80 hours	Rs.94400
The above amount includes: 1. Material expenses including hardcopy of Handouts, Mock tests and softcopy of pdfs 2. Food Expenses of the trainers 3. Travelling expenses of the trainers				

Terms & Conditions: We request you to make a payment of 50% of the above mentioned remuneration at the beginning of the training and the balance may be paid after the completion.

Bank Account details (for payments):

Account name: **KAUTILYA INSTITUTION**
Current Account No: 003311100001617
UNION Bank (Erstwhile Andhra Bank)
IFS Code: UBIN0800333
Balaji Nagar Branch, Tirupati

**Teaching Plan: Session-wise –for UPSC & Group – I for
students of SPW Degree College, Tirupati**

QA – Quantitative Aptitude (Arithmetic), AR – Analytical Reasoning (Logical Reasoning) VA – Verbal Ability and GA (General Awareness)

S.No	Subject	Topic Details	Duration
2	QA,AR,VA	Strategies to approach UPSC & APPSC Group – I exams	2 hours
3	QA	Vedic Math & Speed Math-Calculating	2 hours
4	AR	Directions	2 hours
5	QA	Percentages, Profit, Loss and Discount	3 hours
6	AR	Numbers & Letter Series, Analogies, Odd Man Out	2 hours
7	AR	Coding/Decoding	2 hours
8	QA	Ratio and Proportion, Partnerships and Shares	2 hours
9	QA	Averages, Mixture & Allegations & Ages	3 hours
10	AR	Blood Relations	2 hours
11	AR	Clocks and Calendars	2 hours
12	QA	Time and Work, Pipes & Cisterns	2 hours
13	QA	Time, Speed and Distance	3 hours
14	QA	Boats & Streams, Trains	2 hours
15	QA	Simple Interest, Compound Interest	2 hours
16	QA	Number System	2 hours
17	QA	LCM & HCF	2 hours
18	AR	Venn-diagrams	2 hours
19	AR	Non – Verbal Reasoning	2 hours
20	QA	Mensuration (Areas & Volumes)	2 hours
21	QA	Data Sufficiency and Data Interpretation	2 hours
22	QA	Permutations and Combinations	2 hours
23	VA	Roots, Prefix, Suffix, Synonyms, Antonyms	2 hours
24	VA	Grammar- Tense errors, Passive Voice	3 hours
25	VA	Grammar – Reporting, Modals, Articles	3 hours
26	VA	Grammar -Sentence Correction/ Error Spotting	3 hours
27	GA	Indian History	4 hours
28	GA	Indian Economy & Economics	5 hours
29	GA	Indian Polity	6 hours
30	GA	Indian Geography	3 hours
31	CA	Current Affairs	6 hours

Total: 80 hours

Teaching Plan: Session-wise –for Group – II, III & IV
For the students of SPW Degree College, Tirupati

QA – Quantitative Aptitude (Arithmetic), AR – Analytical Reasoning (Logical Reasoning) VA – Verbal Ability and GA (General Awareness)

S.No	Subject	Topic Details	Duration
2	QA,AR,VA	Strategies to approach APPSC Group II, III, IV exams	2 hours
3	QA	Vedic Math & Speed Math-Calculating	2 hours
4	AR	Directions	2 hours
5	QA	Percentages, Profit, Loss and Discount	3 hours
6	AR	Numbers & Letter Series, Analogies, Odd Man Out	2 hours
7	AR	Coding/Decoding	2 hours
8	QA	Ratio and Proportion, Partnerships and Shares	2 hours
9	QA	Averages, Mixture & Allegations & Ages	3 hours
10	AR	Blood Relations	2 hours
11	AR	Clocks and Calendars	2 hours
12	QA	Time and Work, Pipes & Cisterns	2 hours
13	QA	Time, Speed and Distance	3 hours
14	QA	Boats & Streams, Trains	2 hours
15	QA	Simple Interest, Compound Interest	2 hours
16	QA	Number System	2 hours
17	QA	LCM & HCF	2 hours
18	AR	Venn-diagrams	2 hours
19	AR	Non – Verbal Reasoning	2 hours
20	QA	Mensuration (Areas & Volumes)	2 hours
21	QA	Data Sufficiency and Data Interpretation	2 hours
22	QA	Permutations and Combinations	2 hours
23	VA	Roots, Prefix, Suffix, Synonyms, Antonyms	2 hours
24	VA	Grammar- Tense errors, Passive Voice	3 hours
25	VA	Grammar – Reporting, Modals, Articles	3 hours
26	VA	Grammar -Sentence Correction/ Error Spotting	3 hours
27	GA	History	4 hours
28	GA	Economics & Economy	5 hours
29	GA	Polity	6 hours
30	GA	Geography	3 hours
31	CA	Current Affairs	6 hours

Total: 80 hours

Syllabus of the Course- overview

The On Campus Programme deals with the following syllabus :

(The following syllabus has been framed with reference to many tests conducted by the recruitment companies more importantly the same syllabus is useful for **35 + government job recruitment exams** like UPSC, APPSC, IBPS Banks, Staff selection commission, etc)

**Subjects: 1. Logical Reasoning 2. Arithmetic 3. Verbal Ability & Communication Skills
4. General Awareness & Current Affairs**

1. Logical Reasoning:

1. Number Series 2. Letter Series
3. Analogies 4. Odd Man out
5. Coding-Decoding 6. Directions
7. Blood Relations 8. Analytical Reasoning
9. Calendars 10. Clocks
11. Venn Diagrams 12. Non-Verbal Reasoning
13. Logical Reasoning

2. Arithmetic:

1. Vedic Maths 2. Number System
3. Ratio & Proportions 4. Percentages and Averages
5. Simple Interest & Compound Interest 6. Profit, Loss and Discount
7. Time, Speed, Distance and work
8. HCM, LCF
9. Simplifications 10. Decimal Fractions

3. Verbal Ability & Communication skills:

1. Non-verbal communication 2. Verbal Communication
3. Roots, Prefix, Suffix, Synonyms, Antonyms
4. Grammar- Tense errors, Passive Voice
5. Mock GDs and Mock interviews for the students
6. Resume & Email writing 7. Grammar – Reporting, Modals, Articles
8. Grammar – Reporting, Modals, Articles
9. Reading Comprehension - Techniques & passages
General Awareness & Current Affairs

4. General Awareness & Current Affairs:

1. History
2. Economy
3. polity
4. Geography
5. Current Affairs