

**KONDAPALLI THATHI REDDY  
WOMEN'S COLLEGE**

**Aided by Govt of Andhra Pradesh  
GUDIVADA**



**HAND BOOK OF INFORMATION  
&  
CALENDAR FOR THE YEAR  
2017 - 2018**

*Name* : .....

*Class* : .....

*Group* : .....

## **CLASS ROOM**

1. Upon the teacher entering the classroom the students shall rise up and remain standing till they are asked to sit or the teacher takes his/her seat.
2. No student should leave the class room without the permission of the teacher until the class is dispersed
3. Punctuality and regularity in attendance will be given due consideration in judging the performance of the students
4. Students should not interrupt the teacher in the middle of the lecture. They can clear their doubts, if any from the lecturer later on. Any student who disturbs the lesson or is found mischievous and behaves in an indisplined manner will be expelled from the class by the lecturer and the student so expelled will be treated as absent for the whole session.

## **CONDUCT AND DISCIPLINE**

1. Every student shall wear clean and decent uniform prescribed by the college.
2. Students are required to observe absolute silence and order at all times in the college and should not make any noise in moving from one room to another room.
3. Students are required to help the authorities in keeping the classrooms and premises tidy.
4. Any action or conduct on the part of the student even outside the college likely to injure the name and prestige of the college, may be taken due cognizance by the college authorities and such guilty students be punished with any of the penalties imposed for similar conduct within the college.
5. Malpractice at any of the college examinations is liable for punishment with fine or expulsion from the examination or detention : or with holding of the progress and conduct certificates at the discretion of the Principal.
6. Students guilty of going over to other colleges to take part in acts of indiscipline, such as demonstrations and strikes would be viewed as serious breach of discipline and would be punished as each case warrants.
7. Students shall not hold meeting for criticising the conduct of the authorities of the college. Such meetings may be reported to the syndicate under

section (3) or chapter VII of the code of Rustication, etc., in case she / he considers the case is of such serious nature.

8. Means involving violence to self or others or any method of correction both direct and indirect adopted by students for example hunger strike for enforcing their will on the college, hooting from outside the college, causing obstruction to the students/member(s) of the staff from performing their legitimate duties shall either be punishable by the Principal or be reported to the syndicate for such action as the University may deem fit to take.

9. Students are forbidden to loiter in verandahs or in the compound at any time during the working sessions of the college.

10. Scribbling and writing / drawing of any kind on the wall and black boards of the college are strictly prohibited and such acts of omissions will be viewed seriously and the defaulters are liable to such disciplinary action as the Principal may take.

11. Besides attendance in class and diligent study at home a student shall perform such duties and discharge such obligations as extra curricular activities that the college may require on each occasion.

**ARTICLES AND MEMORANDUM  
OF  
ASSOCIATION**

*As amended and approved by the General Body  
on 29-9-1977*



**KONDAPALLI THATHI REDDY WOMEN'S COLLEGE  
GUDIVADA  
1977**

**Certificate of Registration of Societies  
Act XXI of 1860**

**Society No. 84 of 1968**

I hereby certify that **Sri Kondapalli Thathi Reddi Women's College, Gudivada** has this day been registered under the Societies Registration Act XXI of 1860.

Given under my hand at Machilipatnam this 16th day of December one thousand nine hundred and sixty eight.

(Sd.) **D. PANCHAJANYA DEO**

Selection Grade District Registrar  
Krishna District

*The Seal of  
the Registrar  
of Krishna*

**S. No. 84 of 1968**

Name of Soc.: **Sri Kondapalli Thathi Reddi Women's College, Gudivada**

Name of the Document: **Memorandum of Association**

Serial No. **1 / 68**

Date of Registration: **16-12-1968**

(Sd.) **D. PANCHAJANYA DEO**

Selection Grade District Registrar

**( True copy )**

ARTICLE XII

**POWERS AND DUTIES OF THE OFFICE-BEARERS**

**1. President**

President shall preside over and conduct all the meetings of the Association.

The President shall be responsible for the maintenance of the accounts of the College Committee. In addition, the President shall advise the Secretary, Treasurer and the Principal

in the administrative and financial matters as and when necessary in the successful maintenance and smooth running of the institution. In case his advices are not followed, the matter will be referred to the College Committee whose decision will be final.

## 2. Vice-President

(a) In the absence of the President, the Vice-President shall preside over the meetings of the College Committee and the Governing Body.

(b) When the President delegates his powers to the Vice-President he shall act as President.

In the absence of the President and the Vice-President, the members present subject to the quorum prescribed shall elect among themselves a President to preside over the said meeting.

## 3. SECRETARY

The Secretary, in consultation with the President, shall have the overall responsibility of the entire administration and shall properly discharge and implement the decisions of the College Committee and the Governing Body and supervise the affairs of the Association.

He shall have the custody of all the records of the Association. He shall be responsible for the maintenance of the college accounts. The Secretary shall be the Correspondent of the college and he shall correspond with the University and other agencies in the day-to-day administration of the college.

## 4. TREASURER ✓

The Treasurer shall be entrusted with all the donations, grants and other monies of the institution.

## BYE-LAWS

1. The College Committee is authorised to receive donations, charities, etc., from various sources for the construction of the college buildings, hostels or any other buildings, concerned to the institution, and their maintenance and also for scholarships and prizes, etc.

The College Committee shall have the power to either accept or reject any donation without assigning reason and none can question or find fault with the College Committee.

All such amounts received shall be passed on to the Treasurer who shall invest the same in the Central Bank of India, Gudivada, or in any other scheduled bank or in any Co-operative Bank approved by the College Committee. He shall also issue a receipt duly signed by him in favour of the donor.

2. The College Committee shall maintain a separate account for dealing with funds collected in the form of subscriptions, donations, etc., from the public, and the funds shall be spent only for the attainment of the objects of the Society and no portion thereof shall be paid or transferred directly or indirectly to any of its members through any means.

3. The funds of the institution have to be audited once in every year before 15th May, by the person appointed by the Committee. The budget of the academic year shall be placed before the General Body before 15th June every year.

4. If any member excluding the Life Members of the College Committee is absent for 4 consecutive meetings without any justifiable cause and without intimation to the Secretary, his membership shall cease automatically. When the strength of the College Committee falls below 25 at any particular time, either by resignation, death or otherwise, the existing members of the College Committee shall have the power to fill up the vacancy or vacancies including office-bearers by co-option from the General Body to make up the total of 25 for the remaining part of the quinquennial period or till the General Body elects the member for the vacancy in its next quinquennial meeting.



5. In the event of any vacancy caused by the resignation or death of any member of the Governing Body it shall be filled in by election from the members of the College Committee by the College Committee.

6. The appointments and removals of the members of staff of the institution are to be done by the Governing Body. The President is empowered to make appointments of staff temporarily as per the University rules on the subject.

7. Budget shall be prepared by the President and Secretary in consultation with the Treasurer and the Principal.

8. The Secretary shall call for a meeting of the College Committee at least once in a month to consider various aspects of the institution.

9. The Governing Body elected from the College Committee shall have the power to appoint, remove, suspend or fine any member of the staff either permanently or temporarily. It shall have the power to fix the salary, to determine the terms of employment, to grant or cancel leave facilities and do all other acts necessary for the efficient administration of the institution. It shall have also power to make such rules and regulations for the running of the institution, for the distribution of work among the staff and for regulating the work and programme of study in the institution.

10. In case of emergency where the Secretary finds it difficult to call for a meeting of the Governing Body and in order to take immediate decision, the Secretary shall obtain the opinion of the members of the Governing Body by circulation, provided there is no objection from any member of the Governing Body.

11. The President and the Secretary will sign all contracts and all documents on behalf of the Association.

12. The proceedings of the College Committee and the Governing Body are to be recorded in the minutes book maintained in the office for the aforesaid purposes.

13. **Treasurer :** All the receipts issued by the Treasurer shall bear the seal of the College Committee.

14. The Secretary shall give a clear notice of 3 days for all meetings of the College Committee called for any purpose. In the event of extraordinary emergency, the Secretary, with the written consent of the President or Vice-President whoever is available, shall be entitled to call for a meeting of the College Committee within 24 hours.

15. The name of the institution and the name of the hostel shall not be either amended or altered or deleted in any manner at any time and the power of amendments vested under Article XI or in any other article in the Articles of Association shall not be applicable for this purpose.

16. The College Committee is authorised to appoint special committee for specific purposes. Such special committee becomes functus officio as soon as the purpose is achieved or ceases. The College Committee is also authorised to take expert advice from outsiders for efficient running of the institution or in times of need.

17. The President and Secretary are empowered to keep an imprest of Rs. 1000 each for which a separate account has to be maintained.

18. The College Committee is authorised to make rules for the drawing of funds from the bank by the Secretary and Treasurer fixing the target of withdrawal in a week or a month and directing the method of expenditure.

19. The College Committee shall keep a Register of Properties—immovable and movable.

20. Principal is empowered to grant fee concessions to the students belonging to the Scheduled Castes, Scheduled Tribes and other classes as per rules in force.

#### **Bye-Law 21 :**

##### **Substitute the following for Bye-law 21 :**

In the event of dissolution, the assets remaining shall be transferred to any other institution with similar objects and aims and which has been recognised by the I. T. authorities as required under Section 12-A of the I. T. Act 1961.