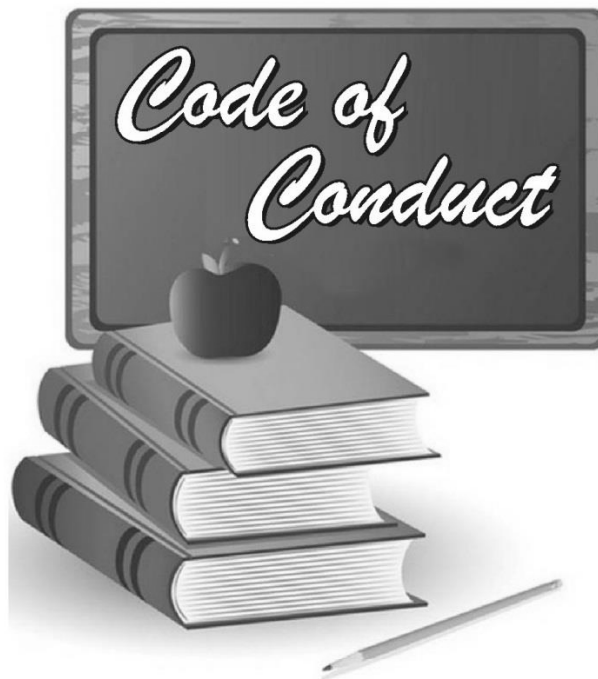




**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**  
AUTONOMOUS – NAAC RE-ACCREDITED  
O.U. Campus, Hyderabad - 500 007.



## **Hand Book**

**Governing Body, Principal, Teaching Staff,  
Non-Teaching Staff and Students**



**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**  
(Autonomous)  
O.U.Campus, Hyderabad – 500 007.



Date : 13.7.2018

## Office Order

The following members are appointed as Code of Conduct Committee Members

1. Dr. K. Karuna Devi - Academic Coordinator
2. Ms. P.Rajyalakshmi - IQAC Coordinator
3. Smt. Y. Vasundhara - Convener
4. Dr. K. Kiranmai - Member
5. Smt. K. Arunjyothi - Member
6. Ms. Swathi - Member
7. Mr. Satyanarayana - Member
8. Smt. Sunitha - Member



*D. Rang*  
Principal

PRINCIPAL  
ANDHRA MAHILA SABHA  
Arts & Science College for Women  
(Autonomous)  
O.U. Campus, Hyderabad-500 007.



**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**  
(Autonomous)  
O.U.Campus, Hyderabad – 500 007.



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Date: 15/07//2018

To  
The Principal  
Andhra Mahila Sabha  
Arts & Science College for Women  
O.U Campus, Hyderabad.

Subject: Request for Permission to Conduct Code of Conduct  
Meeting

Respected Madam,

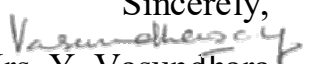
I am writing on behalf of the Code of Conduct Committee of Andhra Mahila Sabha, Arts & Science College for Women. We are in the process of organizing a crucial meeting that is scheduled to take place on 15/07/2018 at 1.30. p.m. in the Board Room.

In this regard, we would like to request your kind permission to conduct the aforementioned meeting. We believe that your approval is essential for the smooth execution of our agenda and the effective functioning of the committee.

We assure you that the meeting will be conducted in an organized and respectful manner, and we will adhere to all the necessary protocols. Your support

in granting us permission for this meeting is highly valued, and we are confident that it will contribute to the overall success of our efforts.

Thank you for considering our request. We look forward to receiving your approval at your earliest convenience.

Sincerely,  
  
Mrs. Y. Vasundhara

Convener Code of Conduct Committee  
Andhra Mahila Sabha, Arts & Science College for Women



**ANDHRA MAHILA SABHA  
ARTS & SCIENCE COLLEGE FOR WOMEN  
(Autonomous)**

O.U.Campus, Hyderabad – 500 007



Date : 15/7/2018

**Circular**

This is to inform all the Code of Conduct Committee Members that a meeting has been scheduled to take place on 15/07/2018 at 1.30 p.m. in the Board Room. Your active participation in this meeting is crucial to ensure the effective functioning of the committee. All members are requested to make a note of this and attend the meeting without fail.

*Vasundhara*  
Mrs. Y. Vasundhara  
Convenor



*D. Rao*  
Principal  
PRINCIPAL  
ANDHRA MAHILA SABHA  
Arts & Science College for Women  
(Autonomous)  
O.U. Campus, Hyderabad - 500 007.

Copy to:

- IQAC
- Academic Coordinator
- All the HoDs
- Notice Board



**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**  
(Autonomous)  
O.U.Campus, Hyderabad – 500 007



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## Meeting Minutes

Date: 15-7-2018

Time: 1.30 p.m

Location: Andhra Mahila Sabha, Arts & Science College for Women

### Agenda

1. Discussion and establishment of a code of conduct for students

### Meeting Minutes

The meeting of the Code of Conduct Committee was held on 19/10/2021.

The following members were Present.

1. Dr. Rajeshwari - Chairman
2. Dr. K. Karuna Devi - Academic Coordinator
3. Ms. P.Rajyalakshmi - IQAC Coordinator
4. Mrs . Y. Vasundhara - Convener
5. Dr. K. Kiranmai - Member
6. Smt. K. Arunjyothi - Member
7. Ms. Swathi - Member

8. Mr. Satyanarayana - Member
9. Mrs . Sunitha - Member
10. Ms. Sirisha - B.A ( EPP) Final Year
11. Ms. G.Madhuri - B.Com ( Gen ) Final Year
12. Ms.Lakshmi Himaja - B.Sc (MSCS) Final Year

The committee convener welcomed the members and briefed about the meeting agenda. The existing code of conduct was presented and discussed.

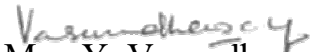
Looking into the agenda points, Dr.D.Rajeshwari, Principal, informed all the members to educate the students about the code of conduct of our college in the orientation programme for the first year.

Dr. K. Karuna Devi, Academic Coordinator suggested that the convenor be provided with a session in the orientation programme to educate students about our rules and regulations as all the students have to follow.

Mrs.Y.Vasundhara, Convenor informed that she is ready to interact with students and discuss with them about the discipline, punctuality and attendance, regularity. She also requested the members with any other suggestions to be conveyed to the students.

Dr.D. Rajeshwari, Principal, suggested and informed Ms. P. Rajyalakshmi, IQAC Coordinator to organize a session to the students.

Discussed the overarching purpose of the code of conduct, emphasizing fostering a positive learning environment and ensuring the well-being of all students. Discussed and outlined key elements such as academic integrity, respectful behavior, attendance policies for violations. Mrs.. K. Arunjyothi, member proposed vote of thanks.

  
Mrs. Y. Vasundhara

Convener Code of Conduct Committee  
Andhra Mahila Sabha, Arts & Science College for Women



**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**  
(Autonomous)  
O.U.Campus, Hyderabad – 500 007



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## Photos







**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**  
(Autonomous)  
O.U.Campus, Hyderabad – 500 007



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Date: 3 /12//2018

To  
The Principal  
Andhra Mahila Sabha  
Arts & Science College for Women  
O.U Campus, Hyderabad.

Subject: Request for Permission to Conduct Code of Conduct  
Meeting

Respected Madam,

I am writing on behalf of the Code of Conduct Committee of Andhra Mahila Sabha, Arts & Science College for Women. We are in the process of organizing a crucial meeting that is scheduled to take place on 03/12/2018 at 1.30. p.m. in the principal's room.

In this regard, we would like to request your kind permission to conduct the aforementioned meeting. We believe that your approval is essential for the smooth execution of our agenda and the effective functioning of the committee.

We assure you that the meeting will be conducted in an organized and respectful manner, and we will adhere to all the necessary protocols. Your support in granting us permission for this meeting is highly valued, and we are confident that it will contribute to the overall success of our efforts.

Thank you for considering our request. We look forward to receiving your approval at your earliest convenience.

Sincerely,  
*Vasundhara*  
Mrs. Y. Vasundhara

Convener Code of Conduct Committee  
Andhra Mahila Sabha, Arts & Science College for Women



**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**  
(Autonomous)  
O.U.Campus, Hyderabad – 500 007



Date: 3 /12//2018

### **Circular**

This is to inform all the Code of Conduct Committee Members that a meeting has been scheduled to take place on 03/12/2018 at 1.30 p.m. in the principal's Room. Your active participation in this meeting is crucial to ensure the effective functioning of the committee. All members are requested to make a note of this and attend the meeting without fail.

*Vasundhara*  
Mrs. Y. Vasundhara  
Convenor



*D. Rang*  
Principal  
PRINCIPAL  
ANDHRA MAHILA SABHA  
Arts & Science College for Women  
(Autonomous)  
O.U. Campus, Hyderabad - 500 007.

Copy to:

- IQAC
- Academic Coordinator
- All the HoDs
- Notice Board
-



**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**  
(Autonomous)  
O.U.Campus, Hyderabad – 500 007.



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Date: 03-12-2018

Time: 1.30 p.m

Location: Andhra Mahila Sabha, Arts & Science College for Women

### **Agenda**

2.1 Discussion of a code of conduct for Teaching Staff

### **Meeting Minutes**

The meeting of the Code of Conduct Committee was held on 19/10/2021.

The following members were Present.

1. Dr. Rajeshwari - Chairman
2. Dr. K. Karuna Devi - Academic Coordinator
3. Ms. P.Rajyalakshmi - IQAC Coordinator
4. Mrs . Y. Vasundhara - Convener
5. Dr. K. Kiranmai - Member
6. Smt. K. Arunjyothi - Member
7. Ms. Swathi - Member
8. Mr. Satyanarayana - Member
9. Mrs . Sunitha - Member

10. Ms. Sirisha - B.A ( EPP) Final Year  
11. Ms. G.Madhuri - B.Com ( Gen ) Final Year  
12. Ms.Lakshmi Himaja - B.Sc (MSCS) Final Year

The committee convener welcomed the members and briefed about the meeting agenda. The existing code of conduct was presented and discussed.

Looking into the agenda points, Dr.D.Rajeshwari, Principal, informed all the members to educate the staff and students about the code of conduct of our college in the programme for the first year. Dr.D. Rajeshwari, Principal, suggested and informed Ms. P. Rajyalakshmi, IQAC Coordinator to organize a session to the students.

Dr. K. Karuna Devi, Academic Coordinator suggested that the convenor be provided with a session in the orientation programme to educate students about our rules and regulations as all the staff have to follow.

Mrs.Y. Vasundhara, Convenor informed that she is ready to interact with students and discuss with them about the discipline, punctuality and attendance, regularity. She also requested the members with any other suggestions to be conveyed to the staff.

Discussed the overarching purpose of the code of conduct, emphasizing fostering a positive learning environment and ensuring the well-being of all staff. Discussed and outlined key elements such as academic integrity, respectful behavior, attendance policies for violations.

Mrs.. K. Arunjyothi, member proposed vote of thanks.



Mrs. Y. Vasundhara

Convener Code of Conduct Committee

Andhra Mahila Sabha, Arts & Science College for Women



**ANDHRA MAHILA SABHA  
ARTS & SCIENCE COLLEGE FOR WOMEN**  
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## Photos

