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TELANGANA TRIBAL WELFARE RESIDENTIAL
DEGREE COLLEGE (BOYS) MARIPEDA, MAHABUBABAD DIST.
(Affiliated to Kakatiya University, Warangal)
www.ttwrds.ac.in/Maripeda



INSTITUTIONAL POLICIES

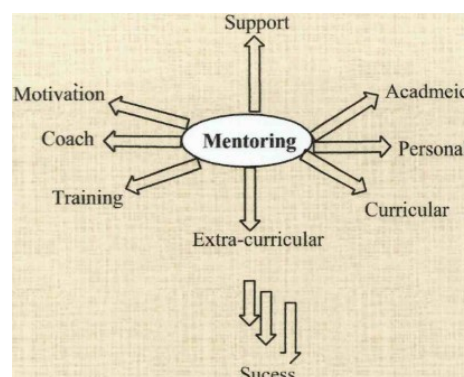
1. Mentoring policy (house masters)
2. ENERGY CONSERVATION POLICY
3. POLICY FOR WELFARE AND SUPPORT TO DIWANGJAN
4. EDUCATION AND CURRICULUM POLICY
5. WASTE MANAGEMENT POLICY
6. GREEN CAMPUS INITIATIVE POLICY
7. E-Governance Policy
8. Student Redressal and Grievances Policy
9. Anti-Ragging Policy
10. Scholarships and Free ships



1. Mentoring Policy

Mentoring (house master) constitutes an integral part in the academics that paves the path of student journey of higher education towards success.

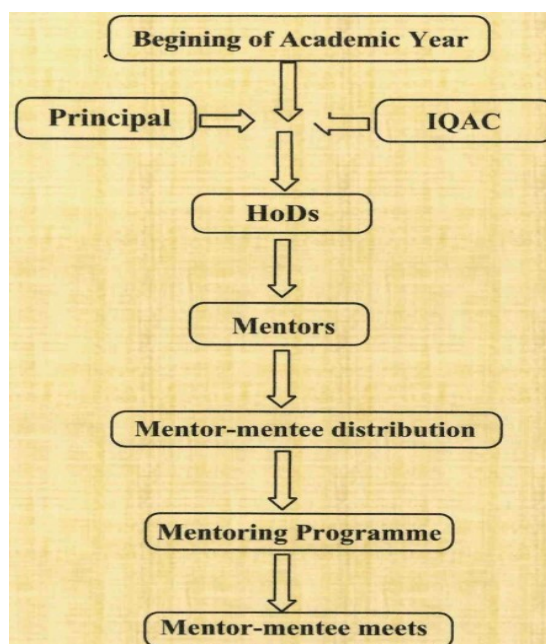
It is an important for student support and progression that assists learners of all types to achieve their goals in life. Mentors can address and solve the issues of their mentees through effective mentoring sessions. Mentoring is meant for supporting mentees on their academic, emotional, personal, evaluation etc. related issues. It helps the learner to improve his academic performance.



Institutional mentoring program:

TTWRDC(BOYS), Maripeda College has Student Mentoring Policy at its center place. The Internal Quality Assurance Cell prepares mentor–mentee distribution circular at the beginning of academic year in consultation with the Heads of respective departments and Principal.

Effective mentoring programs are motivated through regular HoD meetings, meetings with staff, , student interactions and so on. Mentors arrange periodic follow up of mentee issues periodically in order to understand their issues and try their level best to overcome the mentee from their issues.





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Objectives of mentoring:

- ❖ Mentee counseling
- ❖ Achieving goals in life
- ❖ Improvement of academic performance
- ❖ Career guidance
- ❖ Solving of academic, personal, examination related issues.
- ❖ Nurturing the learning needs

Key factors in institutional mentoring:

- ❖ Identification of learner
- ❖ Clear understanding of mentee issues
- ❖ Realizing severity of the mentee issues
- ❖ Socioeconomic background of the mentees

Responsibilities of Mentor:

- ❖ To collect mentee details and personal information.
- ❖ To arrange mentor mentee meetings periodically.
- ❖ To provide learning opportunities for the mentees.
- ❖ To identify and understand the mentee needs.
- ❖ To provide study material & educational resources to mentees.
- ❖ To monitor academic progress on mentees.
- ❖ To understand strengths and weaknesses of mentees and guide them as much as possible.

Responsibilities of mentee:

- ❖ To understand outcome of the mentoring programme.
- ❖ To attend mentor-mentee meets.
- ❖ To understand mistakes and learn new experience and competencies
- ❖ To be open minded with the mentor.
- ❖ Effective communication with the mentor.



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Frequency and schedule of the mentor-mentee meets:

On an average each mentor arranges four to five mentor mentee meets. The first meet is conducted at the beginning of academic year to understand the learning needs and socio-economic background of the students. Second mentor–mentee meet is generally conducted at the mid of the semester to know the syllabus covered, study material, need for extra lecture sessions and other issues faced by the mentees. Third mentee meeting is conducted after the declaration of semester results to monitor the student progress and in addition mentors can arrange mentee meetings as per the mentee demands.



2. ENERGY CONSERVATION POLICY

Preamble:

Telangana Tribal Welfare Degree College (TTWRDC(BOYS)), Maripeda follows the standardized procedures for establishing energy conservation practices in the institute. It is aimed to build on the progress of the institution to greater energy efficiency and lower fuel or energy use. The policy is implemented to promote environmental consciousness, achieve educational excellence and holistic development of the institution.

Practices:

- Practices that involve comprehensively reduction in energy consumption are adopted
- To ensure energy efficiency through methods those are consistent with a safe, secure, and eco-conscious campus community.
- Energy conservation measures are implemented for developing a proactive and progressive approach to provide energy efficient, responsible, and cost-effective operations in the college campus.
- The energy conservation practices are adopted by all the faculty members, students and visitors of the institution. The practice involves switching of LED and electronic appliances and instructing immediately switching off after use .
- Most of the ACs and five star which consume electricity in less amounts.
- Slogans “SAVE ELECTRICITY” are displayed near to electricity boards for appropriate use of the electricity.
- More than 90% bulbs and tubes are LED ones.



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- The institute involves use of renewable sources of energy- viz. solar panels for illumination during night.
- The institute undergoes periodic energy audits.

Awareness on Energy Conservation:

Rising utility rates are generally a fact of life. As an integral part of energy conservation and sustainability efforts, students and staff of the institute are promoted for energy saving practices.

Energy Saving TIPS to be followed:

- Complying with the energy conservation policy
- Taking actions to conserve energy and reduce energy waste
- Use of solar panels, LEDs or compact fluorescent bulbs
- Putting off electronic appliances, lab instruments, tubes, bulbs, fan immediately after use
- Putting PCs and laptops on sleep modes or turning them off immediately when not in use
- Activate power management features on laser printer
- Whenever possible, shut down rather than logging off
- Avoiding excess use of decorative lights
- Keep lights off in CFC halls, classrooms, auditorium halls when they are not in use
- Use the fans only when they are needed



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3. POLICY FOR WELFARE AND SUPPORT TO DIVANGJAN

Telangana Tribal Welfare Degree College (TTWRDC (BOYS)), Maripeda considers divyangjan studying in the institution of utmost significance. This has been reflected in the mission and vision of the institution.

Support is provided to divyangjan by the institution and priority is given for divyangjan in

- ❖ Admission and support
- ❖ Examination
- ❖ Library resources
- ❖ Other support and services

The institution is active in providing support and facilities in the college campus for the Divangjans:

- ❖ Divangjan are treated specially in terms of preference and care.
- ❖ Ramps are constructed for entry of the Divangjans in the college campus and library premises.
- ❖ Provision of Divangjan friendly washrooms.
- ❖ Provision of CDs and DVDs for learning.



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4. EDUCATION AND CURRICULUM POLICY

Statement:

“Education and curriculum policy of reputed institution consists in designing, promoting, and offering various program related to the effective implementation of the syllabi provided by the university along with conducting different courses to professionally prepare the students along with the regular courses”.

Policy:

- Being an affiliated college, Telangana Tribal Welfare Degree College (TTWRDC (BOYS)), Maripeda follows the curriculum of the affiliating university(KU).
- The education and curriculum is enriched through certificate courses run by the institute upon approval / sanction by the IQAC of the institute.
- Regular meetings of the IQAC are conducted for approval / sanction of the certificate / short term/ value added courses.
- Curriculum is designed to make the students efficient and responsible citizens of the nation as well as make them ready with the knowledge, understandings, capabilities, and values so that they can join in the scheme of various developmental programs organized for the integral development of the state. It includes various educational resources to select appropriate teaching and learning resources.
- Regular feedback is collected from students to ensure the percolation of the expected course and program outcomes.



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- Parental support is taken for a consistent track record of the students' performance . Strict adherence to the academic calendar of the college is insisted through regular meeting of IQAC and HoDs.



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5. WASTE MANAGEMENT POLICY

- According to institutional green protocol, Telangana Tribal Welfare Degree College (TTWRDC(BOYS)), Maripeda maintains a strict and eco-friendly waste management mechanism.
- Institute is communicating the waste management policy of the institute with staff, students, and other agencies in the campus to ensure all are aware of the waste management strategy followed by the institute.
- The entire stake holders of the institute are directed to take the ethical responsibility in reducing individual waste generation based on the waste management slogan of the institute: **Reduce, Reuse and Recycle.**
- The policy binds all the institutional activities to the dual principles of plastic reduction and lowest waste generation.
- Innovative and practical measures for waste management introduced by various departments of the government, and scientific agencies should be implemented in the institutional campus after making studies on its acceptability.
- The institute is trying to admit its environmental responsibilities and recognizes its responsibilities to donate in the resolution of global and local environmental issues by minimizing its environmental impact.
- The institute understands the significance of legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximize reuse and recycling where possible.



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- All the teaching and non-teaching staff, students, guests and anyone else making use of the premises to comply with this Policy and associated to ensure compliance with all waste legislations.
- Any solid waste generated in the campus shall be managed and handled in accordance with the compliance criteria and the procedure laid down in Municipal Solid Waste.
- The waste which is decomposable is grind by grinding machine and used in composting”.



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6. GREEN CAMPUS INITIATIVE POLICY

Policy statement: “The Green Policy of TTWRDC(BOYS), Maripeda aims to educate every stakeholder of the institution, on the major contributors tending to destroy and, on every step, helpful to restoration leading to further flourishing of its green status”.

Objectives:

- To secure the environment and cut down the threats
- To follow rules and regulations for green campus
- To adopt best practices for sustainable development
- To promote the environment management and conservation practices in the environment
- To avoid the interruptions in environment those are more difficult to handle
- To identify, quantify, describe and follow priorities framework for environment sustainability
- To maintain applicable regulations policies and standards.

Institutional commitment:

- To improve energy efficiency and reduce energy consumption
- To minimize consumption of water, energy and materials
- To account for policy and waste management
- To follow practices towards environmental sustainability
- To reduce material and organic waste
- To follow the principle of 3Rs – Reduce, Recycle and Reuse



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- To facilitate the reuse and recycling of paper, glass, aluminium, plastics and organic refuse generated by College activities, using the most environmentally effective means.
- To promote awareness of environmental issues in and outside the college
- To follow health and safety regulations
- To promote staff and students for engaging staff and students to participate in environmental sustainability.
- To invest a proportion of its capital on the basis of ethical and environmental criteria

Benefits of the policy:

- it would help to prepare plan for protecting the environment. It will help to recognize the cost saving methods through waste minimization and management.
- To point out the prevailing and forthcoming impacts on environment.
- To empower the institute for a better environmental performance.
- To create a good image of the institution among the society.
- To promote alertness for environmental guidelines and duties.
- To ensure conformity with the applicable laws.



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7. E-Governance Policy

Policy:

To have integrated, user friendly ERP solutions to automate various modules like Examinations, Finance and accounting, student admissions and support of the intuitions and providing the adequate training to all the stall for effective Use

Process of Implementation :

The TTWREIS is the complete authority to select the vendors for e-governance according to the need of the institution.

The management calls various vendors who provide various e-governance services. The criteria for selection of the vendors are - user friendly, time saving and cost saving software along with meeting the requirements of the institution.

The vendors can demonstrate and explain the special features of their services.

Based on the inputs from various vendors and their terms of service provided, the TTWREIS selects the vendor and signs an agreement with the selected vendor and their services will be provided to the institution for the mentioned period unless terminated earlier.

Administration:

The institution needs smooth functioning of its governance system for its improvement. To improve on its functioning, technology needs to be adopted. The e-governance should take care of providing information to the stakeholders,



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the staff and student's data should be maintained, maintenance of attendance, internal communications should be enabled and students also should be able to get the benefits by providing certificates, leave forms and so on without any trouble.

The administrative policies aim at enhancing operational efficiencies, best practices, laws and regulations, strengthening internal controls, and promoting operational efficiency.

1. Complete transparency is ensured.
2. Policy of decentralization is strictly adhered in effecting high quality administration.
3. Pro-student administrative mechanism is implemented.
4. Inclusive approach is elegantly followed in all administrative matters.

Finance and Accounts:

The e-governance software provides support for maintaining the accounts and finance of the institution. It should be able to provide e-copies of the staff salary certificates, support in tax deductions and also support the students' fee payment.

Student Support:

The e-governance partner should provide a platform for the maintaining Student Mess related issues.



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The student admission related issues are maintained through Degree Online Services Telangana(DOST)

Library:

The library is inducted with management software for books maintenance. More online sources and databases are pulled in to create a pool of knowledge in the campus. Facilities for online database of books in the library are made in the due course.

Examination Support:

The college conducts internal and model exams at regular intervals and the college maintains the marks of the internal assessments and exams in the college login provided by the affiliating university, KU for easy reference and maintenance.

Website The website is the mirror of the college and will be revamped from time to time to keep it updated. The website contains the details of programmes offered, facilities available, activities happening and information regarding the college.



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8. Student Redressal and Grievances Policy

TTWRDC(BOYS), Maripeda has a student grievances and redressal policy at prime place. The cell cares to provide solutions and relief to the students having grievances. College has a well developed mechanism to deal with the grievances of the students.

The Student Redressal and Grievances Cell functions with certain processes and procedures to solve the issues and problems of students at the college campus. It works effectively and tries to bring a positive response and assistance for all sorts of learners of the college.

The establishment, working and functioning of the cell follows guidelines of the affiliating university for resolving the student grievances. The cell was constituted as per the suggestions offered by the affiliating university.

The Student Grievances and Redressal Policy of the institute mainly works in the following areas:

- Admissions
- Examinations-Internal Assessment & evaluation
- Library services
- Dormitory Services
- Internet & Computer facilities
- Water & Sanitation
- Medical facilities
- Soft skill training - On and Off campus
- General Administration – All Amenities

Formation of the Student Grievances and Redressal Cell:

The cell is headed by the principal of the college, a senior faculty member as a coordinator and a few committee members who can solve the issues of students.



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Besides, there is a student member representative mainly the secretary of Students' Council.

Aims and objectives of the cell:

To provide opportunity to students to register their complaints regarding any aspect of the college services.

To establish and run a systematic process and procedure to receive grievances from students.

To process each complaint/grievance by the students leading to positive outcome of it aiming at satisfaction of the concerned student.

Document the process and each aspect of students' grievances and make use of the same to develop certain systems for avoiding the problems in future.

To suggest and recommend the outcomes for higher concerned authorities for the changes / improvement.

Student Grievances Redressal Mechanism :

- A student can provide suggestions and complaints through offline as well as online mode. Student can register the complaint in suggestion / complaint box placed within prominent places in college campus.
- If the student does not want to disclose his name, the concerned student can register the complaints / suggestions in the suggestion box.
- Student is also free to register complaint to the concerned department.
- Upon receipt of complaint, the coordinator of the Student Redressal and Grievances cell necessary action to solve the issues addressing the concerns.

The internal grievances are also overviewed through student feedback on the evaluation process and necessary actions are taken.



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9. Anti-Ragging Policy

Introduction:

- Ragging is an "initiation ritual" practiced in higher education institutions involving abuse, humiliation, or harassment of new entrants or junior students by the senior students.
- Ragging may take a malignant form wherein the newcomers may be subjected to psychological or physical torture.
- •in 2009, the University Grants Commission of India imposed regulations upon Indian universities to help curb ragging cases in higher education institutions.
- •in harmoniousness with the UGC regulations - 2009 and in view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05- 2009 regarding ragging TTWRDC(BOYS),Maripeda maintains the policy of keeping the campus free from ragging.
- The regulations of the Central and State governments, UGC and court orders including anti-ragging are undertaken by students and parents, awareness programs are conducted in the institute.
- The institution strictly observes the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and / or for the time being in force, considering ragging as a cognoscible offence.
- The institute has constituted a special Anti-ragging cell in the institute which ensures strict caution on activities of students especially during the arrival of new batches in the beginning of the academic year. The honorable principal of the Institution directly supervises the Antiragging, Cell.
- Special sessions are arranged for the newcomers in the first weeks of the academic year during the student induction program in order to prepare them for the socio-academic life in the campus of institution.



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Objectives:

- ❖ To maintain a ragging free campus by following the UGC regulations on curbing the menace of ragging.
- ❖ To create awareness about ragging & ensure a student-friendly environment at all times.
- ❖ To facilitate campus monitoring to ensure nil ragging.
- ❖ To prevent physical or mental torture or any disorderly conduct towards any student causing apprehension, humiliation, or agitation among students of the institute.

What is Ragging?

Ragging is an "initiation ritual" practiced in higher education institutions involving abuse, humiliation, or harassment of new entrants or junior students by the senior students.

It involves any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing.
- b) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- c) Treating or handling with rudeness a fresher or any other student. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- d) Asking any student to do any act which such student will not keep him physically and mentally healthy.



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e) Ragging is a serious crime and is punishable by law.

Measures for prevention of Ragging:

It is essential and mandatory for every stake holder to take following measures for prevention of ragging at such institutions:

- ❖ Ragging within and outside the campus is totally banned.
- ❖ Every candidate has to fill an affidavit.
- ❖ The affidavit should be filled up and signed by the candidate to the effect that he/ she is aware of the law regarding prohibition of raging as well as the punishments, and that he/ she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately .
- ❖ Parents of the students are also made aware of the anti-ragging regulations.
- ❖ Students are counseled during the induction programs to avoid ragging in the campus.
- ❖ Student code of conduct is displayed in the campus.
- ❖ Anti-Ragging policy is displayed on the college website.
- ❖ Anti-ragging Committee: Institute has constituted an Anti- ragging Committee which is headed by the Head of the Institution which takes care to maintain a ragging free campus in the institution.
- ❖ The Anti-Ragging Committee can make surprise raids in the classrooms and college campus.
- ❖ If anyone found guilty of ragging and/or abetting ragging is liable to be punished.
- ❖ Any student who found guilty of ragging is seriously dealt with as per the university regulations.
- ❖ The case should also be reported to the law-and-order Department of the state immediately at the reception of the complaint at the college office.



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Actions to be taken against students:

- ❖ Under the anti-ragging law, student if found can be imprisoned for years along with a fine as per the Supreme Court order 2001.
- ❖ A strong and exemplary and justifiably harsh punishment can be given to the guilty students.
- ❖ Action can be taken to prevent the guilty one to attend classes and practicals.
- ❖ Anti-Ragging Committee of the institution shall take appropriate decision depending upon the nature and gravity of the case.
- ❖ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- ❖ Withholding the free ship and academic benefits of the student.
- ❖ First Information Report (FIR) can be filed without exception by the institutional authorities with the local police authorities.



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10. Scholarships and Free ships

Objectives:

- ❖ To provide quality education with accommodation, food, uniform, and all other amenities.
- ❖ To reduce the drop outs and attract the first generation learners.

Policy:

- ❖ **NO FEE IS COLLECTED FROM STUDENTS** for admission, exam fee/ even for supplementary fee, tuition fee **(100% free)**
- ❖ Provides free accommodation per annum
- ❖ Provides free food per annum
- ❖ Provides 2 pairs of uniforms per annum
- ❖ Provides 1 pair of formal dress per annum
- ❖ Provides 1 pair of shoes, and one pair of slippers with socks per annum
- ❖ Provides 1 pair of sports dress per annum
- ❖ Provides 1 pair of night dress per annum



K. Neelapada Rao
Principal
T.T.W.R. DEGREE COLLEGE (BOYS)
Maripeda, Mahabubabad- 506315