

# GOVERNMENT DEGREE COLLEGE FOR WOMEN

(AUTONOMOUS)

BEGUMPET, HYDERABAD, TELANGANA.

Accredited by NAAC with 2.76 CGPA at 'B' Grade

Phone : 040-27766536 E - Mail : begumpet.idcollege@gmail.com



GOVERNMENT DEGREE COLLEGE FOR WOMEN (A)

**HAND BOOK**

**2016-2017**



## PRINCIPAL

**VISION:** "EMPOWERING WOMEN THROUGH KNOWLEDGE"

**MISSION:** " The mission of the college is to empower young women to be able to fight the challenges of life with courage and commitment and to become the builders of a just and humane society. Thus, the college promotes a value-based learning community where everybody contributes to holistic growth. In pursuance of this mission, the college has set the following objectives:"

Government Degree College for Women, Begumpet, Hyderabad was established in 1971. It is located centrally at Begumpet and caters to the needs of the girl students of twin cities and also the nearby districts. The college provides university education to deserving candidates in a secular atmosphere and is committed to serve the economically weak, socially underprivileged and needy students. During the last four decades the college has grown from strength to strength and presently helps about 2000 students to access higher education. With an objective of "Empowerment of Women through Knowledge", the college helps the students to become truly empowered citizens. The college celebrated its Silver Jubilee in 1996.

### Goals and objectives:

- Education to women especially from backward areas .
- Promotion of academic excellence through-Teaching-Learning process .
- Training for employment through TSKC.
- Focus on quality education,life and career management skills for women empowerment.
- Promoting the spirit of leadership and competence among the students by various academic, value based and related programmes.

# PERSONAL MEMORANDUM

NAME :

FATHER'S NAME :

MOTHER'S NAME :

CLASS :

GROUP :

MEDIUM :

YEAR :

REGISTRATION NUMBER :

BLOOD GROUP :

ADDRESS :

TELEPHONE NUMBER :

CELL NUMBER :

E-MAIL :

SIGNATURE OF THE STUDENT  
OF THE PARENT/GUARDIAN

SIGNATURE

# ALMANAC FOR THE ACADEMIC YEAR 2016-17

## B.A/B.Sc./B.Com I, II, III year

### ADMISSION SCHEDULE:

As per Telangana Online Admission schedule

#### Semester -I/III/V

S.No.	Programme	Date
1.	Commencement of classes for Semester-III/V	01.6.2016
2.	Commencement of classes for Semester-I	07.7.2016
3.	Internal Assessment test-I	16.08.2016 to 20.8.2016
4.	Internal Assessment test-II	26.9.2016 to 29.9.2016
5.	Last date of Instruction for semester III/V	04.10.2016
6.	Last date of Instruction for Semester I	15.10.2016
7.	Commencement of Practical Examination	05.10.2016
8.	Commencement of Theory Examinations of Semester I/III/V	26.10.2016

#### Semester -II/IV/VI

S.No.	Programme	Date
1.	Commencement of classes for Semester - I/IV/VI	16.10.2016
2.	Internal Assessment Test-I	04.01.2017 to 07.01.2017
3.	Internal Assessment Test-II	22.02.2017 to 26.02.2017
4.	Last date of Instruction for Semester -II/IV/VI	07.3.2017
5.	Commencement of practical Examinations	08.3.2017
6.	Commencement of Theory Examinations of Semester-II/IV/VI	30.3.2017
7.	Summer Vacations	16.4.2017 to 31.5.2017
8.	Reopening of college	01.6.2017

## College profile

Government Degree College For Women Begumpet is established in 1971 and affiliated to Osmania University.

The college was granted Autonomus status in 2012 by UGC.

The college has been accredited with Grade 'B' by National Assessment and Accreditation Council (NAAC) in 2011.

The college has completed 45 years of service in the cause of Higher Education for women.

Choice Based Credit System was introduced in the academic year 2013-2014.

Presently college offers 3 programmes with CBCS. The college follows the semester system with two internals in every semester.

Transdisciplinary courses have been introduced to meet the emerging needs of the society. N.C.C./N.S.S./Sports/Unarmed combat is made compulsory will be allotted one credit.

## Courses offered :

**PART-I : ENGLISH**

**PART-II : SECOND LANGUAGES OFFERED:**

**Telugu / Hindi / Sanskrit / Arabic /  
Only Urdu with self study**

## UNDER GRADUATE COURSED

S.no.	GROUP	COMBINATIONS	MEDIUM
1.	B.A.	<ul style="list-style-type: none"> <li>● EPP - Economics, political science, Public administration.</li> <li>● Journalism</li> <li>● Computer Applications.</li> <li>● HEP- History, Economics, Public administration.</li> <li>● HPJ- History, political science, Journalism.</li> </ul>	<p>MEDIUM</p> <p>T/M</p> <p>E/M</p> <p>E/M</p> <p>E/M</p> <p>E/M</p>
2.	B.Com.	<ul style="list-style-type: none"> <li>● General</li> <li>● General</li> <li>● Computer Applications</li> </ul>	<p>T/M</p> <p>E/M</p> <p>E/M</p>
3.	B.Sc.	<ul style="list-style-type: none"> <li>● BZC-Botany, Zoology, Chemistry</li> <li>● BCM-Botany, Chemistry Microbiology.</li> <li>● Bt.ZC - Biotechnology, Zoology, Chemistry</li> <li>● MSCS-Maths, Statistics, Computer science</li> <li>● MCIC - Maths, Chemistry, Industrial chemistry</li> <li>● MPC - Maths, Physics, Chemistry.</li> <li>● MPCS-Maths, Physics, Computer science</li> </ul>	<p>E/M &amp; T/M</p> <p>E/M</p> <p>E/M</p> <p>E/M</p> <p>E/M</p> <p>E/M</p> <p>E/M</p>
1.	M.A.	<ul style="list-style-type: none"> <li>● Telugu</li> <li>● Economics</li> <li>● English</li> <li>● Chemistry, Mathematics</li> </ul>	
2.	M.Sc		
3.	M.Com		

# COLLEGE ADMINISTRATION

Principal : Dr. P. RAJINI

Vice Principal : Dr. LALITHA VANI

Controller of Examinations : Dr. SUJATHA

Academic Co-ordinator : Dr. V. VIJAYA LAKSHMI

## Teaching Staff 2016 – 17

### DEPARTMENT OF ENGLISH

Ms. Anita Abraham - Associate Professor

Ms.B.E.A.Tanuja - Lecturer

Ms.B.C.Joy Hephzibah (Contract)

### DEPARTMENT OF TELUGU

Dr.P.Lalitha Vani - Associate Professor

Ms.M.Rama Lakshmi - Assistant Professor

### DEPARTMENT OF HINDI

Dr. Chandra Mukarji - Associate Professor

Dr.Anitha Mishra - Lecturer

### DEPARTMENT OF SANSKRIT

Dr. K. Geetha - Lecturer

I.R.Nandini - Contract Lecturer

### DEPARTMENT OF STATISTICS

Ms. S. Nirmala - Assistant Professor

Ms. T. Vedhavathi - Assistant Professor

Ms. Anusha - Contract Lecturer

### DEPARTMENT OF MATHEMATICS

Ms. Malathi Vasudevan - Associate Professor

Ms.V.Padma Anuradha - Assistant Professor

Dr.D.Malleswari - Assistant Professor

### DEPARTMENT OF BOTANY

Ms.Tasneem Farhat - Lecturer

Dr.P.Vijaya - Assistant Professor

Ms.B.Vijaya Lakshmi (Contract)

Ms.Sudha Rani- Contract Lecturer

### DEPARTMENT OF MICROBIOLOGY

Ms.J.Sridevi - Assistant Professor

## **DEPARTMENT OF ZOOLOGY**

Dr.M.Sujatha - Associate Professor  
Ms.N.Sridevi - Assistant Professor  
Ms. J. Parameshwari (Contract)  
Ms. Reshma - Contract Lecturer

## **DEPARTMENT OF CHEMISTRY**

Dr.V. Vijaya Lakshmi - Associate Professor  
Ms. T. Uma Devi - Associate Professor  
Ms.T.Aruna Kumari - Assistant Professor  
Mrs. P. Surekha - Assistant Professor  
Mrs.Pranitha - Assistant Professor

## **DEPARTMENT OF COMMERCE**

Ms. G. Nirmala - Associate Professor  
Dr. D. Koteswara Rao - Associate Professor  
M. Sangeetha - Assistant Professor  
Ms. B.A. Rajini Kala - Contract Lecturer  
S.Praveena - Contract Lecturer

## **DEPARTMENT OF ECONOMICS**

Dr. K. Uma - Associate Professor  
Dr. Ch.Anuradha - Assistant Professor  
Ms. G.T.Padma- Contract Lecturer

## **DEPARTMENT OF POLITICAL SCIENCE**

Ms.C.Shanthi - Assistant Professor

## **DEPARTMENT OF PUBLIC ADMINISTRATION**

Ms.J.D.Saraswathi - Assistant Professor  
V.V.Mallika - Assistant Professor

## **DEPARTMENT OF COMPUTER SCIENCE**

Ms. P. Kalpana - Contract Lecturer  
G.T.Jaya Lakshmi - Contract Lecturer

## **DEPARTMENT OF JOURNALISM**

Ms. Parveen Sultana - Contract Lecturer

## **DEPARTMENT OF PHYSICAL EDUCATION**

Ms.P. Supriya - Assistant Professor

## **DEPARTMENT OF LIBRARY**

Asthma Tabasum - Assistant Professor



## Non-Teaching Staff

SL.NO	NAME	DESIGNATION
1	Sri. C.P. Ashok Kumar	Administrative Officer
2	Sri. Raja Sekhar	Superintendent
3	Smt. Afroz	Sr. Assistant
4	Sri.Raj Kumar	Jr.Assistant
5	Ms.P. Vasantha	Jr.Assistant
6	Smt.N.Lakshmi	Sr.Assistant
7	Smt. Chandrakala	Office Subordinate
8	Sri. D. Sadanand	Office Subordinate
9	Smt. Y. Swarnalatha	Office Subordinate
10	Smt. P. Nagamani	Office Subordinate
11	Sri. M. Gnaneshwar (On deputation)	Office Subordinate
12	Sri. B. Srinivas	Office Subordinate
13	Mr.Raz zak	Office Subordinate
14	Mr. Delson	Office Subordinate
15	Mr.Fernandez	Office Subordinate

## CODE OF CONDUCT

College timings are from 9.00 A.M. to 4.00P.M.

Students should be punctual to their classes. The gates will be closed by 9.15.A.M.

Students should wear their Identity Cards in the college premises.

Visitors are not allowed to meet their wards in the college hours.

75% of attendance is compulsory to appear for semester Examinations, Internal Assessment tests and for claiming scholarship.

Ragging is strictly prohibited as per government orders.

Use of mobile phones/FM in the college is not allowed as per Government order.

Absolute silence must be maintained in the class rooms, library and corridors.

Students should see notice board regularly.

Cleanliness must be maintained in the class rooms and college campus.

Students should visit the library during free periods.

Students should visit English Language Library during free periods.

Students should be dressed neatly and decently.

Students must take care of their belongings

## GENERAL FACILITIES

The college has the following facilities:

1. Science Laboratories.
2. Commerce Laboratoroes.
3. Computer Laboratories.
4. English Language Laboratory.
5. Physics Lab.
6. Eco club.
7. Library.
8. Model Class rooms.
9. ICT class rooms.
10. Games and sports.
11. Gym.
12. NCC
13. NSS
14. Couselling centre.
15. Coaching center for competitive exams.
16. Seminar Hall.
17. Medical centre,
18. Cultural club.
19. Field trips and tours.
20. Grievance cell.
21. Canteen

## GENERAL INFORMATION

### IDENTITY CARD

An identity card is issued to students after the admission is finalized. Library cards, Hall ticket and Memorandum of marks and other important documents will be issued only if the ID Card is produced.

### BUS PASS.

Students applying for bus pass should get their forms signed by the concerned following members. **ATTENDANCE & BUS PASSES**

B.Sc. (B.Z.C./Micro./Biotech.)

Dr.M.Sujatha  
Ms.Taneem Farhat

B.Sc. (M.S.Cs.)

Ms.S.Nirmala  
Ms.T.Vedavathi  
Ms.V.Padma Anuradha

B.Sc. (I.C.)

B.A.

Ms.T. Aruna Kumari  
Ms.J.D.Saraswathi  
Ms.C.Shanthi

B.Com I yr A Section

Ms.B.E.A.Tanuja

B.Com I Yr B Section

Ms M.Rama Lakshmi

B.Com II yr A Section

Ms.M.Rama Lakshmi

B.Com II yr B Section

Dr.Anita Mishra

B.Com I, II yr T/M

Dr.P.Lalitha Vani

B.Com III yr

Dr. D. Koteswara Rao  
Ms.M.Sangeetha

## B.Sc. First year Course Structure Template.

### Semester-I

S.No.	Course Title	Course Type	Hours per week	Credits
1.	Environmental studies	AECC-1	2	2
2.	English	CC-1A	5	5
3.	Second Language	CC-2A	5	5
4.	Optional-I	DSC-1A	4T+2P=6	4+1=5
5.	Optional-II	DSC-2A	4T+2P=6	4+1=5
6.	Optional-III	DSC-3A	4T+2P=6	4+1=5

### Semester-II

S.No.	Course Title	Course	Hours per week	Credits
1.	Communication	AECC-2	2	2
2.	English	CC-1B	5	5
3.	Second Language	CC-2B	5	5
4.	Optional-I	DSC-1B	4T+2P=6	4+1=5
5.	Optional-II	DSC-2B	4T+2P=6	4+1=5
6.	Optional-III	DSC-3B	4T+2P=6	4+1=5

Note: AECC-Ability enhancement compulsory course, CC-Core course, DSC-Discipline specific elective

### Choice based credit system (CBCS) Guidelines

The college has introduced CBCS from the academic year 2013-14

1. Program: Each branch of study ( B.A./BSC/B.Com) is called a program.
2. Course: A 'Paper' in the subject of study offered in a degree program is called a course.
3. Curriculum: The various components of each and every degree program that give appropriate teaching-learning experience are collectively called curriculum.
4. Credits: A numerical weightage given to each course of study based on the number of instructional hours and depth of teaching-learning experience.
5. Grade letter(GL): GL is an index of performance of a student in a particular course. It is awarded based on actual marks secured by a student in a course.
6. Grade point(GP): GP is the weightage allotted to each Grade letter assigned depending on the range of marks awarded in course.

7. Credit points(CP): Cp refers to the product of number of credits multiplied by the grade point of a given course.
8. Semester Grade Point Average(SGPA): SGPA is the performance of the student in a given semester , and is calculated baed on the total credit points earned by the student in all the courses of the semester and the total number of credits assigned to the course of that semester.
9. Cumulative Grade Point Average (CGPA): CGPA refers to the cumulative Grade point Average weighted across all the six semesters for UG programmes and four semesters .

## SCHEME OF EXAMINATION

### Theory:

The duration of Semester theory examination is 2hours and the duration of practical examination is 2 hours.

Each semester examination paper carries 50 Marks out of which 40 are allotted for external examination and 10 for internal assessment .A candidate is required to secure a minimum of 40% marks in theory and 50% in practicals in the external examinations

### Practicals:

There will be practical examination at the end of each semester

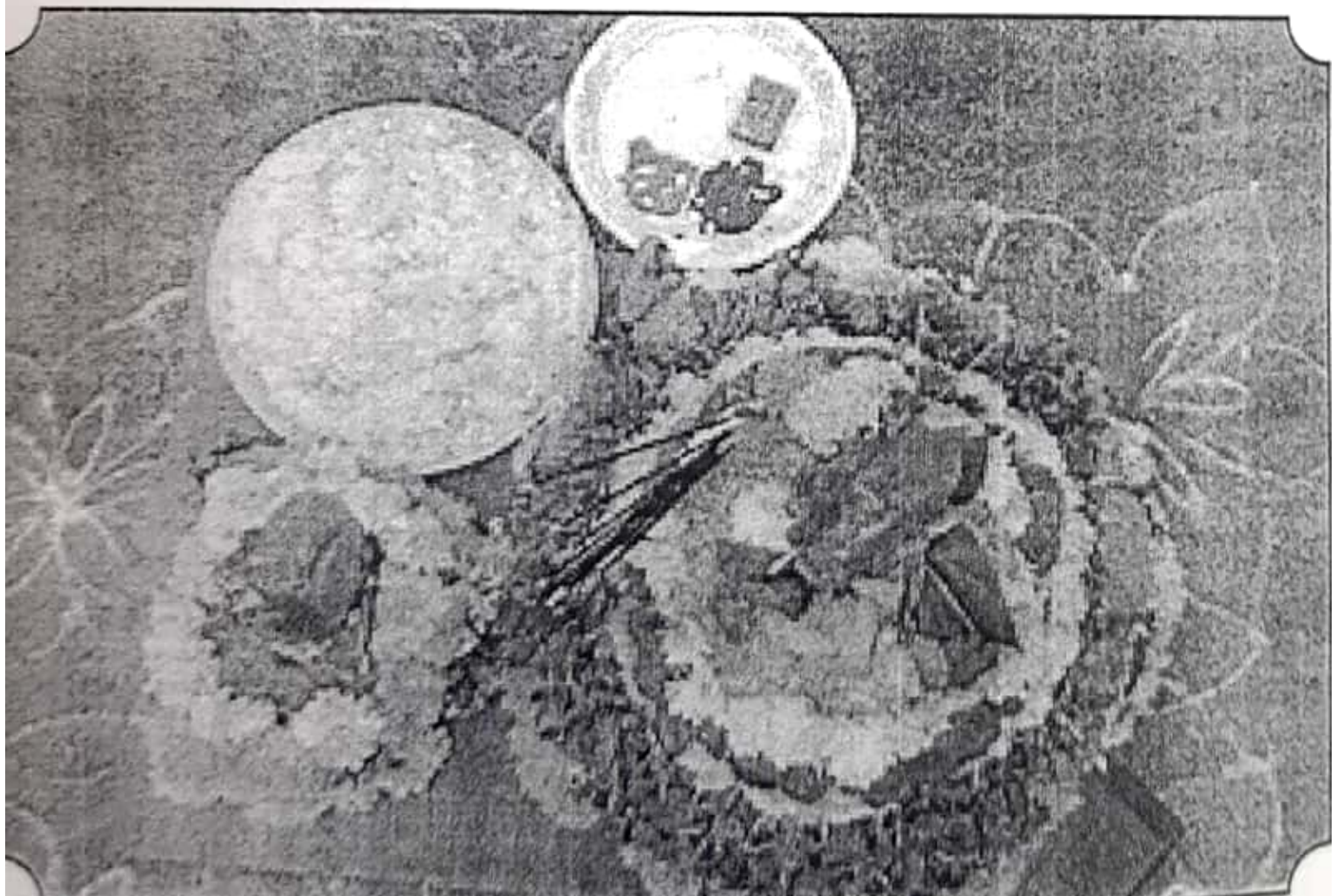
Each practical exam carries 25 marks with 2 ½ hours duration

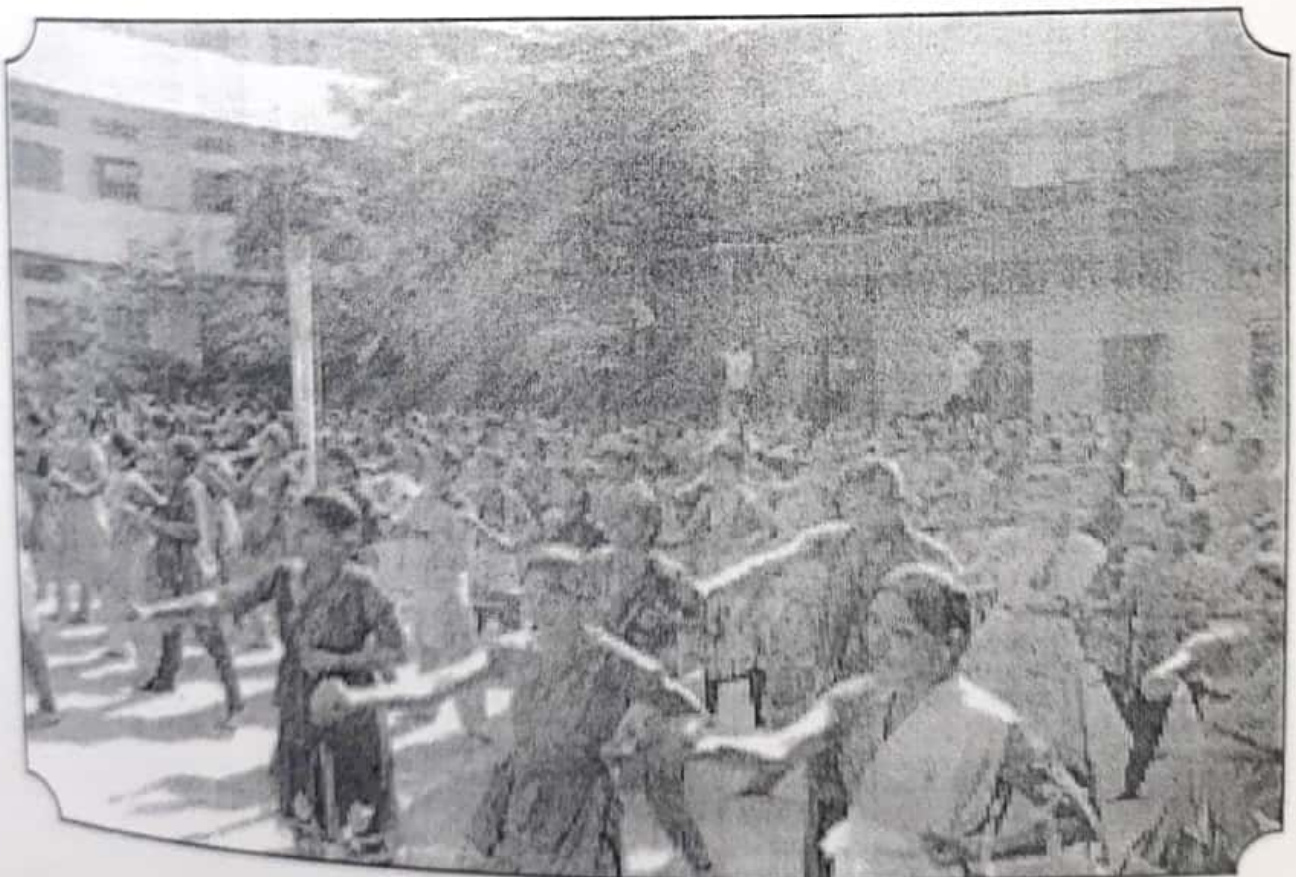
### Supplementary Examination:

Students who fail in the end semester examination can take supplementary exams in alternative semester only along with respective end semester exams.

### Grade and Grade points:

Letter Grade	Grade points
O (Outstanding)	10
A+ (Excellent)	9
A (Very good)	8
B+ (Good)	7
B (Above average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0







GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)  
 BEGUMPET, HYDERABAD

DEPARTMENT OF BOTANY  
 TIME TABLE FOR THE ACADEMIC YEAR 2016 -2017

Period	I	II	III	IV	L	V	VI	VII
Day	9-9.50	9.50-10.40	10.40-11.30	11.30-12.20		1.-1.50	1.50-2.40	2.40-3.30
MON								
TUE								
WED								
THU								
FRI								
SAT								

## ABOUT THE COLLEGE

The Government Degree College for Women, Begumpet,(GDCW Begumpet) is located in the heart of the city of Hyderabad, Telangana and is spread over 2.32 acres .It was established as a multifaculty college in 1971 with the Vision Empowerment through knowledge.

The college provides tertiary education to young women in a secular environment and is committed to serving the cause of economically weak and socially underprivileged women students. The college has produced several meritorious students who have brought laurels to the institution in various fields. During the last fifty years the college has grown from strength to strength and presently facilitates the higher education of 3870 students. The leadership and management of the college work towards achieving the objective by providing an effective governance which is participatory and transparent. The Governing Body, Academic Council, IQAC, Women Empowerment Cell, Internal Complaints Committee, Cultural Committee and the Library Committee also have representatives from the students and also eminent personalities in education.

The Principal is supported by eighty-six experienced teaching staff, a Librarian and a Physical Director. The Administrative Officer and the thirty nine members of non-teaching staff help in the maintenance and smooth functioning of the college. The Examination Branch is also automated to make the process quick, efficient and transparent.

GDCW Begumpet has been accredited by NAAC with CGPA of 2.64 at 'B+' Grade in the year 2016. The college is affiliated to Osmania University and was conferred Autonomous status in the year 2012 .The college adopted the Choice Based Credit System (CBCS) in 2014. Admissions into various courses are made online on the basis of merit, strictly adhering to the reservation policy of the Government. Currently in 2020-21. The college offers fifty-five Undergraduate programs in Arts, Science and Commerce.

Admissions into various courses are made online on the basis of merit, strictly adhering to the reservation policy of the Government. The curricular, co-curricular, and extra-curricular activities focus on equipping the women students with value based and skill oriented education. . All departments in the college organize seminars, symposia, conferences, study tours and other academic activities to strengthen the teaching learning process. The various Departments, the Staff Council, committees, student clubs as well as active NCC and NSS units run comprehensive programmes for the betterment of the students in particular and society at large.

. The Telangana Skills & Knowledge Centre (TSKC), a training and placement cell with an IT Lab and Language Lab, Health centre, Gymnasium, and a subsidized canteen are the support services provided by the college. Internal Complaints Committee (ICC) , Women Empowerment Cell (WEC), Anti Ragging Cell have been created to address the special needs of the women students. These units work towards the overall personality development of students. Activities like industrial trips and educational tours and MOUs with various organizations are taken up by the college. The college has a health centre on campus and also provides the students with an insurance cover. . The college has created

## STUDENTS HANDBOOK

facilities for differently abled students and staff in accordance with the government guidelines.

The Library houses around 22,331 books on all disciplines and has a Reading Room with an e – corner. The library is equipped with Online Public Access Catalogue (OPAC) facility and INFLIBNET portal to facilitate e learning. The computer laboratories are equipped with the latest software and all classrooms are ICT enabled meet the needs of the curriculum and college campus is a Wi-Fi enabled zone.

In alignment with its vision, the college has a perspective plan of development that covers all aspects viz. infrastructure, academic upgradation, faculty development, research and extension services, environmental consciousness and community engagement. The college has established Internal Quality Assurance Cell (IQAC). The quality enhancement policies are communicated to all stake holders and collective efforts are made to implement them smoothly and create a dynamic environment. The college ensures that all efforts are made to empower the young women to be active participants in the society and in the nation building process.

### **Admissions.:**

All admissions are completely online, right from applications to allotment of admission. This process is through the DOST website <https://dost.cgg.gov.in/>, which is a common platform for all Government degree colleges and some private degree colleges across the state of Telangana.

The bucket system allows the student to choose from all subjects offered across a discipline like life sciences or physical sciences. This encourages the student to pursue their passions and motivates them.

### **CBCS**

The choice-based credit system adopted in the institute has given scope to students to learn cross-domain subjects and take up interdisciplinary project work for the development of all-round personality. Apart from Programme Specific domain courses, subjects having social relevance that helps in achieving objectives like awareness of societal needs and problems and in line with the initiatives of the Government of India, are incorporated in the program

### **COURSE WORK:**

- The undergraduate programs are of three years duration with **SIX** semesters.
- Each semester is of **FIFTEEN** weeks duration.
- Every week has 36 hours of Instruction spread between Monday and Saturday.
- The curriculum comprises core subjects, elective subjects and foundation courses.

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- All core subjects and Foundation Courses are compulsory. However a student can exercise her choice in choosing elective subjects such as Trans-disciplinary electives and subject electives.
- Participation in any one Extra –Curricular Activity is compulsory. The College offers various Extra–Curricular Activities like NCC, NSS, Sports, Martial Arts, Yoga etc. and the student has to choose any one Extra –Curricular Activity from the above list.

### **Programs offered**

### **Fee Structure**

### **Examinations:**

- There will be two semesters in each academic year.
- Final examinations are conducted at the end of each semester.
- There will be no detention at the end of first, third and fifth semester.
- There will be detention at the end of the second and fourth semester as per the following rules:
  - If a student fails in more than 50% of the total papers of first and second semester, she will be detained at the end of second semester.
  - If a student fails in more than 25% of first, second, third and fourth semesters put together she will be detained at the end of fourth semester.

### Evaluation Process

Each Semester paper carries 100 marks out of which

- a. Internal Component —40 marks
  - b. External Component —60 marks
- \* Practical Examinations will be held at the end of semester.
  - \* The student is declared passed if she
    - Secure a minimum of 40% marks in External and an overall 40 % in external and internal examinations.
  - \* NCC/ NSS students should put in minimum 40 hrs of attendance to get 1 extra credits

Throughout the semester, the faculty assesses students through Continuous Internal Assessment (CIA). Students' learning in knowledge, skills, aptitude, imagination and other such aspects related to each course are assessed using a range of methods like tests (written, practical and oral), assignments, seminars and projects. The scores are part of semester-end evaluation.

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The Continuous Internal Assessment (CIA) is carried through-out the semesters by the faculty to evaluate the students in the following manner:

1. Following completion of each unit, an online Multiple Choice Questions (MCQs) test is conducted.
2. After 30 days into the semester one assignment is taken.
3. After 45 days into the semester, Internal Assessment Test- I is conducted.
4. Within 60 days into the semester, Student Seminars are conducted.
5. After 80 days into the semester, Internal Assessment Test- II is conducted.

### ALLOCATION OF CREDITS:

The allocation of credits for B.A, B.Com and B.Sc Programmes have been made as per the UGC guidelines and are as follows:

#### Allocation of Credits for B.A./B.Com/B.Sc. from 2019 onwards

S.No	Subject	Sem-1	Sem-2	Sem-3	Sem-4	Sem-5	Sem-6	Total
1	English	4	4	3	3	3	3	20
2	II Language	4	4	3	3	3	3	20
3	AECC	2	2					4
4	SEC			2	2			4
5	SEC			2	2			4
6	Generic Elective Project	-	-	-	-	4	4	8
7	DSC / DSE	5	5	5	5	5	5	30
8	DSC / DSE	5	5	5	5	5	5	30
9	DSC / DSE	5	5	5	5	5	5	30
	Total	25	25	25	25	25	25	150

Students can earn additional credits from NSS,NCC, etc

### Second Languages Offered:

The college offers Telugu / Hindi / Sanskrit subjects as second language.

## STUDENTS HANDBOOK

### **Attendance:**

A minimum of 75% of attendance is compulsory for the students to appear for the semester examinations and for obtaining scholarships

### **ATTENDANCE:**

1. Every student is required to attend classroom Lectures and practical work punctually and regularly.
2. Every student must have at least 75% attendance in every subject of the course to secure eligibility to appear for the University examination.
3. No student shall absent herself from the college without submitting application for leave of absence. This should be endorsed by the parents/guardians and handed over to the class lecturer. If the leave of absence is for more than five days, a certificate from a Medical practitioner is necessary.

### **DISCIPLINE:**

There is a Discipline and Attendance Committee comprising a team of Lecturers to ensure the strict observance of rules

- Students are required to attend all the classes including extension lectures and seminars regularly.
- The students should **come to the college properly dressed.**
- Students should maintain discipline in the classroom as well as in the college campus.
- Students **should not use Mobile phones** in the class room. If they are found talking on Mobile phones, they will be liable for punishment.
- Students misbehaving in the classroom or in the college campus will be severely punished.
- The Principal will communicate with the Parents / Guardians of those students, whose study progress and behaviour is not satisfactory.
- Students are required to observe discipline at all times in the college and should not make noise while moving from one classroom to another.
- Spitting on the walls and floors, throwing waste paper and use of plastic bags within the college premises is forbidden.

## STUDENTS HANDBOOK

- Students are prohibited from organizing any meetings or entertainments in the college or collecting money for any purpose without obtaining prior permission from the Principal.
- The Principal reserves the right to suspend or dismiss any student, who is found guilty of serious misbehavior.

## FEE PARTICULARS

### TELANGANA SKILL & KNOWLEDGE CENTRE (TSKC)

The concept of Skill and Knowledge Centre (TSKC) in Government Degree Colleges is intended to enhance the employability of graduates, particularly those who do not opt for higher studies after completion of their graduation. The JKC aims to provide equal employment opportunities to students from urban and rural communities through campus recruitments. TSKC trains students in various areas like Communication Skills, Analytical Skills, Personality Development, Soft Skills and Computers.

The college hosts one of the best TSKC's in the state with fifteen batches of students having completed their training so far. The JKC is a nodal center, governing and monitoring the activities of JKC centers in four districts.

### Campus Placements conducted at GDCW, Begumpet in 2020-21

S.No	Name of the company	2014-2015 No. Selected
1	Adp	8
2	Aegis Ltd	7
3	Corpone	8
4	Easy Labs	2
5	Elico	43
6	Genpact	7
7	ILM	1
8	Real Shoppe	36
9	SBI Credit Card Recruitment	48

## STUDENTS HANDBOOK

10	Wipro	3
11	Xavier's institution For Excellence	2
	Grand Total	165

### **EXTRA CURRICULAR ACTIVITIES:**

The college is concerned not merely with academic progress of the students but endeavors to help each student to realize their maximum potential and to acquire self-discipline, excellent morals and a deeper sense of personal and social responsibility. The college considers extra-curricular activities, an integral and important part of the college education. For students studying under the CBCS pattern, participation in any one of the Extra Curricular Activities mentioned below is mandatory. Every student should put in 15 hours of Extra Curricular activity per semester. One credit for semester is allotted for Extra Curricular activity.

#### **a) SPORTS & GAMES:**

The college is equipped with excellent facilities in the Department of Physical Education like Indoor and Outdoor games material, sufficient ground etc. An able lady Physical Director trains and gives practice to the students. Our students have participated in Inter-Collegiate, Inter University and National level Sports and have been winning medals and shields for many years.

**Gymnasium:** There is a well equipped gymnasium for the improvement of physical health of the students and to ensure their physical fitness.

#### **b) NATIONAL SERVICE SCHEME (NSS):**

The college has 4 units of N.S.S. with 400 student strength. The N.S.S. activities are carried out under the guidance of 4 trained Program Officers.

#### **c) NATIONAL CADET CORPS (NCC):**

The College has Started N.C.C in 2001-2002. A company of 100 students with a lady associate NCC Officer attached to 7 Andhra Girls Battalion of Hyderabad group is an integral part of the College.



## STUDENTS HANDBOOK

### d) **MARTIAL ARTS:**

On popular demand from students and keeping the need of the hour in mind, college has introduced **Martial Arts (Self Defence Techniques)** as one of the optional offered under Extracurricular Activities from the academic year 2014-15.

### e) **LITERARY AND CULTURAL ACTIVITIES:**

The College conducts different competitions under the auspices of the Literary and Cultural Committees. Essay writing, Elocution, Creative Writing and Quiz Competitions, Dramas, One-act plays & Songs competitions are held every year. Our students have won many prizes at the inter Collegiate, Inter University and State level Competitions.

## **SUPPORT SERVICES:**

### b) **COLLEGE LIBRARY:**

The college has a full-fledged Library with about 20,000 books on different subjects and different languages. All the books are computerized and automation is under process. There is a separate reading room with magazines, dailies and study material, which is kept open beyond college hours also.

### b) **COMPUTER LABS:**

The college has two air-conditioned Computer Laboratories, where 92 PC sets are available with two servers and ably managed by efficient instructors and teachers.

Internet facility is available in both the labs and all the Departments.

### c) **NETWORK RESOURCE CENTRE:**

The Network Resource Centre with internet facility was established by the UGC to provide the socially and economically under privileged students with the required technical skills to function effectively in the society.

### d) **CAREER GUIDANCE / GRIEVANCE REDRESSAL CELL:**

A special committee consisting of senior teachers is constituted at the college level for the benefit of the students, to solve their problems. The committee advises students regarding placements and also provides general counseling.

## STUDENTS HANDBOOK

### FEE CONCESSION:

Students belonging to the Scheduled Castes, Scheduled Tribes and Adi-Andhra Christians, Vimukta Jatis and Semi Nomadic Tribes are given full fee concession on production of certificate of caste and income in the prescribed form, issued by the M.R.O.

### ADVISORY COMMITTEES FOR THE YEAR

2021- 2022

As part of decentralization of administration and making every body responsible in the activities of the college different committees are constituted as follows:

*Principal – Dr.K.Padmavathi*

*Vice- Principal – Dr.M.Vasudha*

*Academic Coordinator – Dr.G.Sunitha*

#### 1. Academic Advisory committee

Dr. G.Sunitha	ACO 1
Dr.R.Prasanna	ACO 2
Dr.P.Kamala	ACO 3

#### 2. EXAMINATION BRANCH

a. Dr.K.Vijay Kumar	Controller of Examinations (COE)
b. Dr.M.J.Eliat	Addl COE 1
c. Dr.D.Pushpa	Addl.COE 2

#### 3. STUDENTS UNION COMMITTEE

a. Dr.GS Jyothirmai	Convener
b. Dr.D.Sarada Devi	Member
c. Ms.K.Shilpavalli	Member
d. Dr.K.Srinivas	Member

#### 4. INTERNAL QUALITY ASSURANCE COMMITTEE (IQAC)

a. Dr.Annie Sheron	Coordinator
b. Dr.Nancy Serena	Member
c. Dr.d.Prasanna	
d. Dr.MJ Eliat	

## STUDENTS HANDBOOK

- e. Dr.Sajida Begum

### 5. TELANGANA SKILLS & KNOWLEDGE CENTER COMMITTEE

- a. Dr.M.Sundaramurthy Convener
- b. Dr.Sreelatha Member
- c. Dr.R.Prasanna Member
- d. Dr.Nancy Serena Member
- e. Mr.Abdul Wajid mentor

### 6. CAMPUS MAINTANCE COMMITTEE

- a. Dr.H.Narsimhlu Convener
- b. Dr.K.Venkateswarlu Member
- c. Ms K.Shilpavalli Member
- d. Mr.Satyajit Raj Member
- e. Smt.N.Lakshmi Member

### 7. MAGAZINE COMMITTEE

- a. Dr A.Vasantha Kumari Convener
- b. Dr.Saritha Member
- c. Dr.N.Mrudula Member
- d. Ms.Parveen Sultana Member

### 8. U.G.C. COMMITTEE

- a. Dr.G.Nirmala Convener
- b. Dr.Ch.Kanchanalatha Member
- c. Ms.C..Uma Maheshwari Member
- d. Ms.G.Pranitha Member

### 9. LITERARY COMMITTEE

- a. Dr.N.Mrudula Convener
- b. Dr.Gautam Member
- c. Dr. D.Padmaja Member

### 10. CULTURAL COMMITTEE

- a. Dr.D.Padmaja Convener
- b. Dr.k.Geetha Member
- c. Ms.I.R.Nandini Member
- d. Ms.Parveen Sultana Member

### 11. AUDIO VISUAL COMMITTEE

## STUDENTS HANDBOOK

- |            |                                     |          |
|------------|-------------------------------------|----------|
| a.         | Dr.Ch.Kanchanalatha                 | Convener |
| b.         | Dr.Koteswar Rao                     | Member   |
| c.         | MsG..Pranitha                       | Member   |
| <b>12.</b> | <b>NSS COMMITTEE</b>                |          |
| a.         | Dr.K.Venkateswarlu                  | PO I     |
| b.         | Ms. Uma Maheshwari                  | PO II    |
| c.         | Ms.Sarita Rani                      | PO III   |
| d.         | Dr.A.Madhuri                        | PO IV    |
| <b>13.</b> | <b>NCC COMMITTEE</b>                |          |
| a.         | MS.K.Shilpavalli                    | Convener |
|            | a. Member                           |          |
| <b>14.</b> | <b>GRIEVANCE REDRESSAL CELL</b>     |          |
| a.         | Ms.K.Sarita Rani                    | Convener |
| b.         | Ms.B.Rukmini Devi                   | Member   |
| c.         | Dr.D.Radhka                         | Member   |
| d.         | Ms.K.Shilpavalli                    | Member   |
| <b>15.</b> | <b>Women Empowerment CELL (WEC)</b> |          |
| a.         | Dr.PS Rajini                        | Convener |
| b.         | Ms. Rohini                          | Member   |
| c.         | Dr.K.Praneetha                      | Member   |
| d.         | Dr.K.Kamala                         | Member   |
| <b>16.</b> | <b>CENTRAL PURCHASE COMMITTEE</b>   |          |
| a.         | Dr.K.Padmavathi (Principal)         | Convener |
| b.         | Dr.M.Vasudha                        | Member   |
| c.         | Dr.K.Vijaya Kumar                   | Member   |
| d.         | Ms.Sravani (A.O)                    | Member   |
| <b>17.</b> | <b>RESEARCH COMMITTEE</b>           |          |
| a.         | Dr. Vijaya Raghavi                  | Convener |
| b.         | Dr. Sajida Begum                    | Member   |
| c.         | Dr.k.Kamala                         | Member   |
| d.         | Dr. D.Prasanna                      | Member   |
| <b>18.</b> | <b>HEALTH CENTRE</b>                |          |

## STUDENTS HANDBOOK

- |                     |          |
|---------------------|----------|
| a. Dr. PS Rajani    | Convener |
| b. DrB. .Rukmini    | Member   |
| c. Ms.K.Shilpavalli | Member   |
| d. Dr.D.Radhika     | Member   |

### 19. ECO & NATURE CLUB

- |                      |          |
|----------------------|----------|
| a. Dr.K.Usha Rani    | Convener |
| b. Dr.B.Rukmini Devi | Member   |
| c. Ms.N.Sneha        | Member   |
| d. Ms.B.Vijaya Laxmi | Member   |
| e. Dr.K.Sudha Rani   | Member   |

### 20. LIBRARY COMMITTEE

- |                                    |          |
|------------------------------------|----------|
| a. Dr.D.Radhika Librarian          | Convener |
| b. Mr.M.raghavendra Asst.Librarian | Member   |
| c. Ms.SRAVANI AO                   | Member   |

### 21. SCHOLARSHIP COMMITTEE

- |                     |          |
|---------------------|----------|
| a. Dr.Koteshwar Rao | Convener |
| b. Ms.Sravani (A.O) | Member   |
| c. Mr.Ambadas       | Member   |

### 22. MINIMUM REQUIREMENTS COMMITTEE

- |                       |          |
|-----------------------|----------|
| a. Dr.P.Ramachary     | Convener |
| b. Dr.P.Satyanarayana | Member   |
| c. Dr.K.Srinivas      | Member   |
| d. Ms Sravani(A.O)    | Member   |

### 23. P.G. COMMITTEE

- |                       |          |
|-----------------------|----------|
| a. Dr.k.Sreenivas     | Convener |
| b. Dr.M.Nirmala       | Member   |
| c. Dr.D.Prasanna Rani | Member   |
| d. Ms .M.Prabhavathi  | Member   |

## STUDENTS HANDBOOK

### 24. DISCIPLINE COMMITTEE

- |                          |          |
|--------------------------|----------|
| a. Dr.I.Sandhya Jyothsna | Convener |
| b. Dr.Sajida Begum       | Member   |
| c. Ms.K.Shilpavalli      | Member   |
| d. DrVigneshwar          | Member   |
| e. Mr.Bal Reddy          | Member   |

### 25. ALUMNI COMMITTEE

- |                  |          |
|------------------|----------|
| a. Ms.Sreelatha  | Convener |
| b. Ms.Kalpana    | Member   |
| c. Ms.G.Pranitha | Member   |

### 26. PARENT – TEACHER COMMITTEE

- |                      |          |
|----------------------|----------|
| a. Dr.Sajida Begum   | Convener |
| b. Dr.Jyothirmai     | Member   |
| c. Dr.Rajitha Kumari | Member   |
| d. Dr.H.Narsimhlu    | Member   |

### 27. INTERNAL COMPLAINTS COMMITTEE -ICC

- |                       |          |
|-----------------------|----------|
| a. Dr.Nancy Serena    | Convener |
| b. Dr.R.Prasanna      | Member   |
| c. Dr.K.Usha Rani     | Member   |
| d. Dr.J.Saritha       | Member   |
| e. Ms.Parveen Sultana | Member   |

### 28. FACULTY FORUM

- |                          |          |
|--------------------------|----------|
| a. Dr.D.Prasanna         | Convener |
| b. Dr.I.Sandhya Jyothsna | Member   |
| c. Ms.Rajani Kala        | Member   |

### 29. ENTREPRENEURSHIP DEVELOPMENT CELL

- |                        |          |
|------------------------|----------|
| a. Dr.N.Vijaya Raghavi | Convener |
| b. Dr.Sajida Begum     | Member   |
| c. Dr.A.Madhuri        | Member   |

**Government Degree College for Women, Begumpet, Hyderabad  
(Autonomous)**

## **STUDENT'S CHARTER**

### **Objective:**

Students charter enables the students / parents to aware of the services provided by the college and also to look into suggestions and complaints for the implementation of students services.

## STUDENTS HANDBOOK

Sl. No.	Nature of Service	Service Delivery Time Limit	Contact Person
1.	Admissions: a) Admission procedure and time frame for admissions b) Grievance redressal	As per the guidelines of the College and DOST concerned 3 days	Dr.P.Ramachary, Asst.Professor in Political Science / Mr.Srikanth
2.	Facilities and Fee: a) The courses, infrastructural facilities, faculty position, counseling and fee structure b) Grievance redressal	As given in the handbook  7 days	-do-
3.	Academic Programmes: a) No. of working days and No. of teaching hours (Theory and Practical) for each subject b) Grievance redressal	As given in the prospectus  2 days	Department Incharge
4.	Extra Curricular Activities a) Games & Sports Facilities b) NCC c) NSS d) Martial Arts e) Literary & Cultural Activities f) Career Guidance Programmes g) Equal Opportunity Centre h) Guest Lectures / Extension Lectures i) Certificate Courses j) Grievance redressal	As given in the prospectus  2 Days	-do-
5.	Issue of certificates for regular students (as per rules and on submission of application in proper form) a) Transfer Certificate b) Bonafide & Conduct Certificate c) Migration Certificates (if issued at the college level)  d) Grievance redressal	3 Days	Ms.N.Lakshmi, Suptdt  b) Mr Jaffer, Office Subordinate

## STUDENTS HANDBOOK

6.	Scholarships  d. Issue of cheques b) Grievance redressal	Within 7 days after receipt of the amount from the treasury	Mr.Ambadas, Jr.Assistant
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### **WHOM TO APPROACH:**

The Principal shall be contacted when the grievance is not redressed within the stipulated time by the first level contact person concerned mentioned in the table above.

### **PUBLIC PARTICIPATION:**

It is ensured through College Planning and Development Council (CPDC) in which some parents are members, and parent teacher meetings which are arranged atleast twice in a year in the college.

### **HELPLINE:**

Individual staff members, incharges of the Departments and the Principal can be approached by students / parents for any help at any time during college hours.

### **WHAT WE EXPECT FROM YOU:**

#### **STUDENTS:**

- Come regularly and punctually to the college.
- Attend all classes without fail.
- Be sincere and honest in all activities / dealings.
- Participate in curricular / extra curricular activities with zeal and enthusiasm.
- Appear for all monthly / quarterly / half-yearly / pre-final examinations compulsorily.
- Bestow personal interest in maintenance and use of infrastructural facilities.
- Uphold moral and traditional values.
- Be courteous and polite to all.
- Use proper methods while seeking grievance redressal.

#### **PARENTS:**

- ⇒ Ensure and check and regular attendance of their wards.
- ⇒ Attend all parent-teacher meetings compulsorily.



## STUDENTS HANDBOOK

- ⇒ Actively participate in developmental activities of the college.
- ⇒ Give immediate response to progress reports / letters.
- ⇒ Alert the Teachers / Principal when situations demand.
- ⇒ Above all identify yourselves with the institution and extend active cooperation / guidance for the development of the college

Allotment of Class Counselors B.A., B.Com, B.Sc I, II & III year students  
For the  
Academic Year 2021-2022

## **NON-TEACHING STAFF – 2015-16**

(Front cover inside)

**GOVERNMENT DEGREE COLLEGE FOR WOMEN**  
BEGUMPET,(A) HYDERABAD

**Dr.K.Padmavathi, Principal**  
**Dr.M.Vasudha vice-Principal**  
**Dr.K.Vijay Kumar – Controller of Examinations**

Teaching Staff List – 2021-22

**DEPARTMENT OF ENGLISH**