

GOVERNMENT DEGREE COLLEGE

SADASIVPET, SANGAREDDY DT- 502 291. T. S.
(Accredited with C Grade by NAAC)

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Website: <https://gdcts.cgg.gov.in/sadasivpet.edu>



STUDENTS HAND BOOK FOR 2018 - 2019



Dr. Tadepalli patanjali
M.A. PhD
PRINCIPAL

COLLEGE MOTTO

To impart value based quality education
ESTD. 1984

STAFF LIST (Teaching&Non teaching)

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ABOUT THE COLLEGE

The Government Degree College, Sadasivpet, Sangareddy Dist. (T.S.) Was established in the year 1984 vide G.O.Ms No. 509, Dt. 28-11-1984 and came into existence with B.A. (H.E.P.) and B.Com. (Gen.) courses from the academic year 1984-85. Since then the college has functioned in Govt. High School building Sadasivpet, Sangreddy Dist. In shift system. Later it was shifted to its own building constructed in the sprawling 15 Acres campus. However the college is affiliated to Osmania University, Hyderabad.

The college is very near to the National Highway No. 9, which runs from Hyderabad to Pune.

The District Head Quarters, Sangareddy is 16 K.Ms away from this place and the state capital Hyderabad 60 K.M.s away. Our college welcomes the attention of each individual as it produced thousands of graduates who settled in their life at respectable positions in the society. Dedication and Commitment are the qualities of every staff member.

Though Sadasivpet is a small town and Mandal Head quarter, it is surrounded by some villages and projects which are famous for their historical and Archaeological importance.

vision & Mission

VISION

- To impart value based quality education to rural and socio-economically backward students.
- To empower students with knowledge and skills.
- To face challenges in future endeavors.
- To inculcate the qualities of honesty, integrity, tolerance and hard working.

MISSION

- To improve the quality of the Curriculum.
- To ensure and encourage student participation in the functioning of the institution with a view to promote a culture of team work and co-operation to boost their democratic mannerism, leadership qualities, self confidence and overall personality development.
- To encourage students to participate in the sports and games for their all round development.
- To equip the students with essential competitive skills so as to meet the demands of

the society.

Guided by its vision and striving to achieve its Mission our college is continuing its efforts to become a premier educational institution in the area.

TELANGANA SKILLS KNOWLEDGE CENTRE (TSKC):

Telangana Skills Knowledge Centre (TSKC) is a highly employment-oriented programme of the State Government, especially for those students who do not opt for higher studies after completion of their graduation. It helps the students in sharpening their skills in communication, reasoning and simple arithmetic which leads to the overall development of their personality so that they will be able to face the challenges of competitive job market.

COURSES OFFERED, COMBINATION & SANCTIONED STRENGTH

Govt.Degree College, Sadasivpet

S.No	Course Name	Medium	Total Intake
1	B.A.(Economics-Public Administration-Political Science)	Telugu	25
2	B.A.(Economics-History-Political Science)	English	25
3	B.A.(Economics-History-Political Science)	Telugu	25
4	B.Com(General)	English	60
5	B.Com(General)	Telugu	60
6	B.Com(Computer Applications)	English	60
7	B.SC(Mathematics-Physics-Chemistry)	English	30
8	B.SC(Botany-Zoology-Chemistry)	Telugu	30
9	B.SC(Botany-Zoology-Chemistry)	English	60
10	B.SC(Mathematics-Physics-Computer Science)	English	30

ADMISSION PROCEDURE:

The Government of Telangana has accorded permission to the Commissioner of Collegiate Education, Telangana State, Hyderabad, to initiate the process to conduct Undergraduate (UG) online admissions from the Academic Year 2016-17 through Degree Online Services of Telangana (DOST), website - www.dost.cgg.gov.in. Hence admissions to UG courses from the year 2016 – 2018 onwards are done online. The rules and regulations for admission process are given in the afore mentioned website in detail. Some are listed here for guidance purpose.

Eligibility Criteria for Admission:

The eligibility criteria for the Undergraduate Courses such as B.A/ B.Sc./ B.Com. is as mentioned below:

The Candidate should be of Indian Nationality.

The candidate should satisfy 'local'/'non-local' status requirements as laid down in the Telangana Educational Institutions (Regulation of Admissions) Order, 1974, as subsequently amended (see DOST website for details).

Candidates seeking admission into 1st year B.A./B.Sc./B.Com. Degree Courses must have passed Two Year Intermediate Examination conducted by the Telangana State Board of Intermediate Education OR an Examination of any other University/Board recognized as equivalent thereto, (other than Pre-Degree Course in Oriental Languages of OU).

As per the Letter RC.No.51009/ERTW-III/2009-10, dt.06.05.2010 of the Secretary, Telangana State Board of Intermediate Education, the students, who completed first 2 years Course of RGUKT, IIT, Basara programme are also eligible.

In respect to the candidates, who have passed Intermediate (Vocational) Courses from the Telangana State Board of Intermediate Education OR +2 Examination conducted by any Board other than listed in the Annexure-II, the candidates shall submit an equivalence certificate issued by the Telangana State Board of Intermediate Education

The Candidates who have passed a Diploma in Engineering/Technology/Non-Engineering Courses recognized by State Board of Technical Education & Training (SBTET), Telangana, are eligible for admission in the 1st Year in all the Degree Programmes as per G.O.Ms.No.112, Higher Education (TE.I) Department, dt.27.10.2001.

Candidates who have passed qualifying examination with Science /Arts / Commerce subjects are eligible for admission to B.A./B.Com courses. Qualifying Examination means examination of the minimum qualification prescribed in these rules, passing of which entitles one to seek admissions into Undergraduate Courses.

The Candidates who have passed Intermediate (Vocational) Medical Lab Technology Course from the Board of Intermediate Education, Telangana State OR from any other State equivalent to it are eligible for admission into B.A. /B.Com Courses only. However, those who have a Bridge Course Certificate along with Intermediate (Vocational) Medical Lab Technology are eligible for B.Sc. Courses.

Candidates seeking admission into the B.Sc. 1 st Year Course should have passed and secured an aggregate of 40% marks (a Pass only in the case of Scheduled Caste and Scheduled Tribes candidates) in the concerned Science Subjects (i.e. Physical Sciences and Mathematics OR Physical Sciences and Biological Sciences as the case may be) in the qualifying examination. Candidates who have passed the qualifying examination with Arts/Commerce subjects are NOT ELIGIBLE for admissions into the B.Sc. Course.

Merit Criteria for admission into Undergraduate Courses (B.A. / B.Sc. / B.Com.):

The order of merit of the candidates shall be on the basis of the aggregate marks secured by the candidates in the qualifying examination. However, the aggregate marks awarded by other Boards will be normalized with that of Telangana State Board of Intermediate Education.

In case of a tie in the aggregate marks, the following preferences shall be followed in the order: (a) the marks secured by the candidates in the optional subjects, (b) the marks secured in English Language and (c) the date of birth/ age of the candidate (senior in age getting priority).

Two merit lists shall be prepared one in respect of all the candidates, who have passed the qualifying examination in single attempt and the other of the candidates who have passed in more than one attempt

Admission to the 1st Year of the three year Degree Courses will be made in order of merit as per the options exercised by the candidates through DOST. Candidates who have passed the qualifying examination in parts or compartmentally shall be considered for admission, only after all the candidates who passed in single attempt under the respective category of Undergraduate Course are accommodated.

Allotment of Seats:

Provisional allotment of seats into Courses / Colleges shall be made in the order of merit of by following the Rules of Reservation issued by the Government from time to time.

Allotment of Seats for B.Com: 60% of the total number of available seats in B.Com in any College under the jurisdiction of the Universities of Telangana State shall be reserved for the candidates who studied and passed the qualifying examination with Commerce as the main subject.(Refer DOST website)

Allotment of Seats for B.A: 50% of the total number of available seats in B.A. in any College under the jurisdiction of the Universities of Telangana State shall be reserved for the candidates who studied and passed the qualifying examination with at least one subject of Social Sciences or Humanities at the qualifying examination level.

Medium:

Candidates who pass the qualifying examination through a medium other than English and desirous of studying B.A./B.Com./B.Com.(Hons.)/BSW/BBA/ BBM/BCA Courses etc., in English shall be allowed to do so without stipulating any condition provided they secured minimum percentage in English at the qualifying examination.

Rules of Reservation for Admissions:

Reservation for local Candidates Admission to 85% of the seats in each Course shall be reserved for the local candidates and the remaining 15% of the seats shall be unreserved as specified in the Telangana Educational Institutions (Regulation of Admissions) Order, 1974 as subsequently amended.

Reservation for SC/ST/BC Communities

There shall be reservation of seats for SCs, STs and BCs as specified here under.

(A) Scheduled Castes A total of 15% of seats in each Course shall be reserved for Candidates belonging to the Scheduled Castes Category.

(B) Scheduled Tribes A total of 6% of seats in each Course shall be reserved for candidates belonging to the Scheduled Tribes Category.

(C) Backward Classes A total of 29% seats in each Course shall be reserved for the candidates in respect of Backward classes candidates as shown below:

Group - A 7%

Group - B 10%

Group - C 1%

Group - D 7%

Group - E 4% (ii)

Candidates belonging to the above categories should submit Community, Nativity and Date of Birth Certificate as per G.O.Ms.No.58 of Social Welfare Department, dt.12.05.1997.

SC, ST and BC candidates who get seats on merit will not be considered against the seat reserved for them and such candidates will be considered under the general category of seats.

If sufficient number of candidates are not available to fill up the seats reserved for SCs they shall be filled up by suitable candidates from STs and vice-versa. If the required

number of candidates is not available for filling up the quota of seats reserved for SCs and STs they may be filled up by candidates from the general pool on the basis of the merit.

While filling up the seats reserved for Backward Class -A, the qualified Backward Class-A candidates should be considered in the order of merit. If qualified Backward Class-A candidates are not available, the turn will go to Backward Class-B, Backward Class-C, Backward Class D or Backward Class-E in the order of merit in each group. If no suitable candidates are available in any of the five groups, the seats shall be filled up from general pool on the basis of merit.

Reservation of Seats for NCC and Games & Sports/ Extra Curricular Activities/ Children of Ex-Servicemen and Armed Personnel:

A Maximum of 4.5% of the seats of Degree Courses shall be reserved for the candidates who have distinguished themselves in Sports, Extra Curricular activities, N.C.C and children of Ex-Servicemen and Armed Personnel as follows:-

Reservation for N.C.C :

1% of the seats are reserved for the students possessing the prescribed certificates in N.C.C. The selection of the candidates shall be made according to the G.O.Ms.No.14, Higher Education (TE) Department, dt.09.06.2018. If suitable candidate is not available for any seat in the above categories, the same shall be filled up from general pool on the basis of merit.

Reservation of seats for Games and Sports:

0.5% of the seats are reserved for students who have participated in the following games and sports (list given below). The selection of the candidates under this category shall be made according to the G.O.Ms.No.20, Youth Advancement, Tourism & Culture (Sports) Department, dated: 24.08.2009

1 Archery 11 Hand Ball 21 Soft Ball 2 Athletics 12 Hockey 22 Swimming 3 Basket Ball 13 Judo 23 Table Tennis 4 Boxing 14 Khabadi 24 Taekwondo 5 Chess 15 Kho-Kho 25 Tennis 6 Cricket 16 Roller Skating 26 Volley Ball 7 Cycling 17 Rowing 27 Weight-lifting 8 Fencing 18 Sailing/ Yatching 28 Wrestling 9 Foot Ball 19 Shooting 29 Ball Badminton 10 Gymnastics 20 Shuttle Badminton If suitable candidate is not available for any seat in the above categories, the same shall be filled up from general pool on the basis of merit.

Change of Medium:

The candidates shall not be permitted to change the medium after the final allotment of the seat is made.

Originals to be verified at the time of Certificate Verification and following enclosures to be submitted in the college after allotment of seat:

1. Migration certificate in case of candidate who pass the qualifying examination other than Board of Intermediate Examinations.
2. Transfer certificate from the college where last studied.
3. Pass certificate and memo of marks of the qualifying exam.
4. Bonafide certificate from the college where last studied.
5. Study Certificate for the four consecutive years preceding the qualifying examination.
6. Community certificate in case the applicant belong to Scheduled caste, Scheduled tribe, Backward class issued by a competent authority. (from M.R.O)
7. Income Certificate (issued by a gazetted officer) in case of the applicant seeking fees concession.
8. Certificate if any of special proficiency, extra curricular activities including sports, games, NCC, NSS,CULTURA; etc.
9. PHC, Ex servicemen – supporting evidence.

A CANDIDATE PROVISIONALLY SELECTED FOR ADMISSION WILL FORFEIT HER SEAT IF:

1. The Original Documents and Certificates are not submitted at the time of admission.
2. The above Original Documents and Certificates are found defective.
3. She fails to pay the prescribed fee within the given time.

FEE PARTICULARS FOR B.A, B.Com, B.Sc I YEAR 2018 – 19

Govt.Degree College, Sadasivpet						
Fee Particulars 2018-19						
S.No	Course Name	Medium	Total Intake	Tuition Fee	Special Fee	Other Fee
1	B.A.(Economics-Public Administration-Political Science)	Telugu	25	500	1150	0
2	B.A.(Economics-History-Political Science)	English	25	500	1150	0
3	B.A.(Economics-History-Political Science)	Telugu	25	500	1150	0
4	B.Com(General)	English	60	500	1250	0
5	B.Com(General)	Telugu	60	500	1250	0
6	B.Com(Computer Applications)	English	60	500	1250	3000
7	B.SC(Mathematics-Physics-Chemistry)	English	30	500	1350	0
8	B.SC(Botany-Zoology-Chemistry)	Telugu	30	500	1350	0

GENERAL RULES

1. When a student joins in the college, it is assumed that she accepts and obliges to abide by the rules in force.
2. A student is expected to behave decently with all members of the teaching staff and all supporting staff.
3. Students should refrain from loitering in the corridors or standing in the verandahs during work hours. The leisure periods may be utilized in the Library or reading room.
4. Every student should always carry her Identity Card with her.
5. The name of the student absent to the college for more than fifteen days continuously without intimation will be removed from the rolls.
6. Students who are granted admission will be required to pay the entire college fee of the year in advance. Otherwise, they will not be allowed to attend the classes and their examination form will not be forwarded to the University & they will not be allowed to write the Semester Examination.
7. Every student must put in a minimum of 75% attendance to be eligible for scholarship or bus pass concession.

CBCS PATTERN OF EXAMINATION:**EVALUATION METHOD**

1. Semester End Examination of Ability Enhancement Compulsory Course (AECC) shall be conducted by the University and its marks shall be a part of SGPA and CGPA.
2. AECC has 2 credits and will be evaluated for 50 marks : 10 marks internal assessment (10 MCQs and 10 FIBs of half each); 40 marks for Semester End exam (Section A:10 marks – 2 short answers of 5 marks each, one from each unit and Section B:30 marks – 2 long answers of 15 marks each, from each unit with internal choice).

(AECC – I Course: Environmental Studies – The framing of syllabi, question paper, paper setting, panel of examiners and other confidential related work will be taken up by the Chairperson, BoS in Environmental Studies and AECC - II Course : Gender Sensitization - the framing of syllabi, question paper, paper setting, panel of examiners and other confidential related work will be taken up by the Chairperson, BoS in Sociology.)

3. Pattern of internal evaluation in UG Core and Elective papers (4 and 5 credit courses / papers) is 2 internal assessment tests of 15 marks each to be averaged and 1 assignment of 5 marks for a total of 20 marks. Each internal assessment question paper consists of 10 MCQs of ½ mark each ;10 FIBs OF ½ mark each ;5 short answers of 1 mark each.
4. No assignments for any 3 credit core/elective course /paper.
5. NO INTERNAL EXAM for practical courses. Each 1 credit practical examination is evaluated by internal examiners for I,III & V semesters and for II ,IV,& VI end semesters by external examiners.
6. Pattern of Semester End Exam for UG Core and Elective papers (4 and 5 credit courses /papers):

a) For **ARTS, COMMERCE AND SOCIAL SCIENCES** :

- i. **5 Credit Course / Paper (80 marks)**: ‘A’ (20 marks)consists of 8 short answer questions (at least one from each unit) out of which 5 questions are to be answered. Each question carries 4 marks. Section ‘B’ (60 marks) – 5 long answer /essay type questions of 12 marks each with internal choice (2 to be set per unit).
- ii. **4 credits course /paper (80 marks)**: Section ‘A’ (20 marks) consists of 8 short answer questions (two from each unit)out of which 5 questions are to be answered. Each question carries 4 marks. Section ‘B’ (60 marks) – 4 long question answer / essay type questions with internal choice (2 to be set per unit).Each question carries 15 marks.

b) For **SCIENCE**:

- i. **4 Credit Course / Paper: (80 marks)**: Section ‘A’ (20 marks) consists of 8 short answer question (two from each unit) out of which 5 questions are to be answered. Each question carries 4 marks. Section B (60 marks) – 4 long question answers / essay type questions with internal choice (2 to be set per unit). Each question carries 15 marks.
- ii. **3 Credit Course / Paper (60 marks)** : Section A (15 marks) –consists of 8 Short Answer Questions (at least two from each unit) out of which 5 questions are to be answered. Each question carries 3 marks. Section B (45 marks) -3 long answer/essay type questions of 15 marks each with internal choice (2 to be set per unit).

The marks secured by the student in the internal tests, assignments, seminars, practicals, project work and semester-end examinations are converted into SGPA and CGPA.

9. Improvement of Grades and Completion of the course:

Candidates who have passed in a theory paper/ papers are allowed to appear again for theory paper/ papers only once in order to improve his/her grade, by paying the fee prescribed by the University. If a candidate improves his/her grade, then his/her improved grade will be taken into consideration for the award of SGPA only. Such improved grade will be counted for the award of the prizes/medals, Rank and Distinction. If the candidate does not show Improvement in the grade, his/her previous to improve marks/grade in the internal assessment, seminars and project work.

10. Promotions, re-admission rules and maximum time for completion of course:

Rules of promotions are under:

Sl. No	Semester	Conditions to be fulfilled for Promotion	
1.	From Semester-I	Undergone a Regular Course of Study of Semester-I and registered * for the Semester-I examination.	
2.	From Semester-II to Semester-III	a)Undergone a Regular Course of study of Semester-I and II.and b)The number of backlogs if any,of Semester-I and II taken together,shall not exceed 50% of the total number of papers/subjects prescribed for Semesters-I and II.	
3.		Number of papers /subjects prescribed for Semesters-I & II	Number of backlogs permitted
		BA 12	6
		B.Sc 18	9
	B.Com 14	7	
4.	From Semester-III to Semester-IV	a).Undergone a Regular Course of study of Semesters-I,II,III and IV b).The number of backlogs if any,of Semester-I,II,III and IV taken together,shall not exceed 50% of the total number of papers/subjects prescribed for Semesters-I,II,III and IV	
		BA 24 12 B.Sc 36 18 B.Com 28 14	
5.	From Semester –V to Semester - VI	Undergone a Regular Course of study of Semester-V and registered* for Semester-V examination.	

*Registration means obtaining a hall ticket for the said examination.

The procedure to be followed for granting readmission to the students in the following cases:

- (1) A student who did not put in the required attendance in a semester/year of a course and thus detained

- (2) A student who did not pass in the required number of papers and thus detained.
- (3) A student after completing a semester/year did not continue their studies in the next intermediate Semester/year on personal/health grounds but desired to continue his/her studies after a short break.
- (4) A student who has put in not less than 40% of attendance in a semester and not registered for the examination, can take re-admission in the same semester
- (5) Candidates, who after completing a semester/year of the course but taken T.C to join some other courses and come back to continue the earlier classes.

In all the above cases, readmission is permissible provided they are within the period of three years. Further, the approval of the university has to be obtained in respect of those students who take TC to join some other course and come back for readmission in the same college. All the readmissions including such of those students who take TC and come back, shall be granted by the principals of the concerned colleges directly subject to the fulfillment of the following conditions stipulated by the university.

- They should have been promoted to next higher classes/semester in which they are seeking readmission
- They should join the course within 4 weeks in case of semester system from the date of commencement of classes
- They should be able to complete the courses within 5 weeks from the year of original admission
- They should pay the readmission fees as prescribed by the university

NOTE: No readmission shall be made After the cutoff date (4th week in a 15 week semester) under any circumstances. The cut off date for granting admission shall be reckoned from the date of commencement of classes for different courses as per the almanac communicated by the university every year.

- In the normal course of time a candidate is expected to complete UG degree courses within 3 years from the date of admission.
- Whenever the syllabus is revised, the candidate reappearing shall be allowed for UG degree examination according to the old syllabus upto 5 years from the time of his/her admission.
- The 6-semester 3-year course should be completed by a student within 5 yrs (3+2) as per the guidelines of UGC approved by osmania university standing committee of the academic senate 28-01-2016.
- Any student from the earlier year-wise UG programme seeking re-admission from the academic year 2018-18 onwards Will have to opt for CBCS semester system.

ATTENDANCE:

1. Every student is required to attend classroom subject 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. It 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 Discipline and Attendance Committee comprising a team of lecturers to ensure the strict observance of rules.

1. Students are required to attend all the classes including practical classes regularly and punctually. Also, they should maintain discipline in the classroom as well as in the college campus.
2. Students misbehaving in the classroom and in the college campus will be severely punished.
3. Students are required to abide by the instructions issued by the principal.
4. The principal will communicate with the parents /guardians of those students, whose behaviour and progress in studies is not satisfactory.
5. Students are required to observe order at all times in the college and should not make noise while moving from one classroom to another.
6. Spitting on the walls and floors and throwing of waste papers within the college premises is forbidden.
7. Students are prohibited from organizing any meeting or entertainment in the college and collecting money for any purpose without obtaining prior permission of the principal.
8. The principal reserves the right to suspend or dismiss any student who is found guilty of serious indiscipline.

EXTRA CURRICULAR ACTIVITIES:

The college is concerned not merely with the academic progress of the students but it endeavours 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. This college considers all extra – curricular activities, an integral and important part of the college education.

a) SPORTS & GAMES:

The college is equipped with full facilities for Physical Education like indoor and outdoor games material, sufficient ground, etc. Our students have participated in Inter–collegiate and other competitions and have been winning accolades for the last many years.

GYM: 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 two N.S.S units since 1998 about 120 students are involved in the N.S.S. activities under the guidance of 2 trained Program Officers. The N.S.S. Volunteers are actively involved in programs like Tree plantation, Literacy Programme Adult education, Child labour, Blood Grouping Camp, Medical Camp, Clean & Green Programme, Awareness of HIV AIDS camp, Awareness of Environment, Red Ribbon Club, Consumer Club, Eco Club etc.

c) LITERARY AND CULTURAL ACTIVITIES:

The college conducts different competitions under the auspices of the literary and Cultural Committees. Essay writing, Elocution, Creative writing, Quiz. Competitions. Dramas, One –act plays. Songs competitions are held every year .Our students have won many prizes in these competitions at Inter collegiate, Inter University and state level.

d) COLLEGE LIBRARY:

The college has a full – fledged library with seven thousand plus books on different subjects and different languages. Library automation is under process. There is a separate reading room with magazines, daily news papers and study material, which is kept open beyond college hours also.

e) COMPUTER LABS:

The college has two air- conditioned Laboratories, where P.Cs. with battery backup are available along with efficient Instructors and teachers.

f) CAREER GUIDANCE /STUDENTS REDRESSAL CELL:

This special Committee consisting of senior teachers is constituted at the college level for the benefit of the students, to solve their problems. The committee counsels students for their bright future and placements.

Different types of Scholarships available

S. No	Govt. Scholarships	Eligibility	Sanctioning Authorities
1.	A. P. Central Govt. Scholarship	All Minority Students	
2.	A.P State Govt. Social Welfare Scholarship	SC, ST, BC, Economical Backward & Harijan Christian	Director of Social Welfare Govt. of A.P SC & ST Rs. 50,900/BC, Rs.33,500/

3.	National Merit Scholarship	Matriculation / Inter Exam passed students who secured high distraction marks	CCE, Govt. of A.P
4.	Minority Welfare Scholarship Students	-	Minority Welfare , Haj House

GOVERNMENT DEGREE COLLEGE, SADASIVPET,
DIST. SANGAREDDY
Advisory Committees – 2018-19

The Principal, Govt. Degree College, Sadasivpet is pleased to form the following committees for the academic year 2018-19.

Academic, Admission & Examination Committee			
1	Sri Vinayaka Kumar	Lecturer in English	Convener
2	Sri Y. Ramesh Babu	Lecturer in Zoology	Member
3	Sri P. Savidhya	Lecturer in Commerce	Member
UGC Committee			
1	Sri Dr. D Karunakar	Lecturer in Chemistry	Convener
2	Sri Dr. SP Krishnaveni	Lecturer in Economics	Member
3	Sri K. Anuradha	Lecturer in Botany	Member
Grievance & Redressal Committee			
1	Sri Y. Ramesh Babu	Lecturer in Zoology	Convener
2	Sri Vianayaka Kumar	Lecturer in English	Member
3	Sri Dr. D. Karunakar	Lecturer in Chemistry	Member
Career Guidance & Council Cell			
1	Sri N Ramulu	Lecturer in Public admin	Convener
2	Sri Dr. SP Krishnaveni	Lecturer in Economics	Member
3	Sri Y. Ramesh Babu	Lecturer in Zoology	Member
4	Sri Dr. D. Karunakar	Lecturer in Chemistry	Member
Scholarship Committee			
1	Sri Dr. D. Karunakar	Lecturer in Chemistry	Convener
2	Ms. A. Sreelatha	Senior Assistant	Member
3	Sri. B. Omprakash	Record Assistant	Member
Furniture Committee			
1	Sri Y. Ramesh Babu	Lecturer in Zoology	Convener
2	Ms. A. Sreelatha	Senior Assistant	Member
3	Sri. B. Omprakash	Record Assistant	Member
Time -Table Committee			
1	Sri Vinayaka Kumar	Lecturer in English	Convener
2	Sri Y. Ramesh Babu	Lecturer in Zoology	Member
3	Sri P. Savidhya	Lecturer in Commerce	Member
Alumni Association			
1	Sri K. Anuradha	Lecturer in Botany	Convener
2	Sri Y. Ramesh Babu	Lecturer in Zoology	Member
3	Sri Vinayaka Kumar	Lecturer in English	Member

4	Sri. B. Omprakash	Record Assistant	Member
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T-Sat (Mana TV) Committee/Audio Visual

1	Sri K. Anuradha	Lecturer in Botany	Convener
2	Sri Dr. D. Karunakar	Lecturer in Chemistry	Member
3	Sri N Ramulu	Lecturer in Public admin	Member

Consumer Club Committee

1	Sri Dr. SP Krishnaveni	Lecturer in Economics	Convener
2	Smt P. Savadya	Lecturer in Commerce	Member
3	Smt A. Manjula	Lecturer in History	Member

Faculty Forum

1	Sri Y. Ramesh Babu	Lecturer in Zoology	Member
2	Sri Dr. D. Karunakar	Lecturer in Chemistry	Member

NSS Advisory Committee

1	Sri Dr. D. Karunakar	Lecturer in Chemistry	Convener
2	Sri Dr. SP Krishnaveni	Lecturer in Economics	

Women's Empowerment cell & Gender Sensitization

1	Mrs. K. Anuradha	Lecturer in Botany	Convener
2	Sri Dr. SP Krishnaveni	Lecturer in Economics	Member
3	Smt. Dr. S. Baby Ramani	Lecturer in Telugu	Member
4	Smt P. Savadya	Lecturer in Commerce	Member
5	Smt A. Manjula	Lecturer in History	Member

Health Welfare Committee

1	Sri Y. Ramesh Babu	Lecturer in Zoology	Convener
2	Sri Dr. D. Karunakar	Lecturer in Chemistry	Member
3	Smt. A. Manjula	Lecturer in History	Member
4	Smt. P. Savadya	Lecturer in Commerce	Member

Red Ribbon Club

1	Sri Dr. SP Krishnaveni	Lecturer in Economics	Convener
2	Sri P. Raji Reddy	Lecturer in Physics	Member
3	Sri Dr. D. Karunakar	Lecturer in Chemistry	Member

Placement Cell Committee

1	Sri Dr. D. Karunakar	Lecturer in Chemistry	Convener
2	Sri Vinayaka Kumar	Lecturer in English	Member
3	Sri Y. Ramesh Babu	Lecturer in Zoology	Member

Physical Education Committee

1	Sri N Ramulu	Lecturer in Public admin	Convener
2	Sri Y. Ramesh Babu	Lecturer in Zoology	Member
3	Sri Dr. D. Karunakar	Lecturer in Chemistry	Member

Parents Association Committee

1	Sri K. Anuradha	Lecturer in Botany	Convener
2	Sri Dr. D. Karunakar	Lecturer in Chemistry	Member
3	Sri Dr. SP Krishnaveni	Lecturer in Economics	Member

Central purchase Committee & Lab Equipments Committee

1	Sri Vinayaka Kumar	Lecturer in English	Convener
		Lecturer	Member
1	Sri Y. Ramesh Babu	in Zoology	
2	Sri Dr. D. Karunakar	Lecturer in Chemistry	Member
3	Sri. B. Omprakash	Record Assistant	Member

Gold Medal Committee

1	Sri D. Saravaiah	Lecturer in Maths	Convener
2	Sri Dr. D. Karunakar	Lecturer in Chemistry	Member

Anti Ragging Committee

1	Sri Vinayaka Kumar	Lecturer in English	Convener
2	Sri Dr. SP Krishnaveni	Lecturer in Economics	Member
3	Sri Dr. D. Karunakar	Lecturer in Chemistry	Member
TSKC Committee			
1	Sri T. Patanjali	Principal	Chief Coordinator
2	Vinayaka kumar	Lecturer in English	Coordinator
3	G. Naga Laxman	TSKC Mentor	Full Time Mentor
4	All Faculty Members		Member
Library Advisory Committee			
1	Smt. Dr. S. Baby Ramani	Lecturer in Telugu	Convener
2	Sri Y. Ramesh Babu	Lecturer in Zoology	Member
3	Sri N Ramulu	Lecturer in Public admin	Member
Literary & Cultural Committee			
1	Smt. Dr. S. Baby Ramani	Lecturer in Telugu	Convener
2	All Faculty Members		Member
Magazine & Hand Book Committee			
1	Sri Y. Ramesh Babu	Lecturer in Zoology	Convener
2	Sri Vinayaka Kumar	Lecturer in English	Member
3	Smt. Dr. S. Baby Ramani	Lecturer in Telugu	Member
Helping Fund (Poor Fund) Committee			
1	Sri Dr. D. Karunakar	Lecturer in Chemistry	Convener
2	Sri Vinayaka Kumar	Lecturer in English	Member
Eco Club			
1	Sri K. Anuradha	Lecturer in Botany	Convener
2	Sri Y. Ramesh Babu	Lecturer in Zoology	Member
Research Committee			
1	Sri Dr. D. Karunakar	Lecturer in Chemistry	Convener
2	Sri Dr. SP Krishnaveni	Lecturer in Economics	Member
K - Circle			
1	Sri Dr. D. Karunakar	Lecturer in Chemistry	Convener
Swacha Bharath Committee			
1	Sri Dr. D. Karunakar	Lecturer in Chemistry	Convener
	All lecturers	Members	
Haritha Haram Committee			
1	Sri Dr. D. Karunakar	Lecturer in Chemistry	Convener
2	All lecturers	Members	
Internal complaints committee			
1	Mrs. K. Anuradha	Lecturer in Botany	Convener
2	Sri Dr. SP Krishnaveni	Lecturer in Economics	Member
3	Smt. Dr. S. Baby Ramani	Lecturer in Telugu	Member
4	Smt P. Savadya	Lecturer in Commerce	Member

Internal Quality Assurance Cell (IQAC)/NAAC

S.No	Name	Designation	Category
1	Sri Dr. T. Patanjali	Principal	Chairman
2	Sri Y. Ramesh Babu	Lecturer in Zoology	Convener
3	All Staff Members		Member

I Q A C co ordinator

Principal.

SEVEN CLUBS OF HARIVILLU (RAINBOW)

- 1 **Gnana Vedika (Knowledge Club)**
- 2 **Srujana Vedika (Creativity Club)**
- 3 **Chitrakala/ Shilpakala (Painting&Sculpture Club)**
- 4 **Rangastala (Drama Club)**
- 5 **Sangeeta/Nritya Kala (Music & Dance Club)**
- 6 **Vyayama Kala**
- 7 **Samaja Seva (Community Service Club)**

STUDENTS CHARTER

Sl. No.	Nature of Service	Service delivery standard Time limit	Contract Person
1.	Admissions: a) Admission procedure and time frame for admissions	As per the guidelines of University concerned. 3 days	Admissions incharge Name:
2.	Facilities and Fee : a) The courses, infrastructural facilities, faculty position, counseling and fee structure b) Grievance redressal	As given in the prospectus 7 Days	IQAC Coordinator
3.	Academic Programmers: a) No. of working days and No. of teaching hours (Theory and Practical) taken up for each subject.	As given in the prospectus	Department incharge 1.
4.	Extra Curricular Activities a) Games and Sports facilities b) NSS c) Literary and cultural activities d) Career guidance Programs e) Guest lecturers / Extension lecturers f) Grievance redressal	As given in the prospectus 2 days	Lecturers incharge Incharge of the Department a)

5.	a) Issue of certificates for regular students (as per rules and on submission of application in proper form) I. Transfer Certificate II. Bonafide and Conduct Certificate III. Migration Certificates (if issued at the college level) IV. Grievance redressal	3 – Days	
6.	Scholarships a) Issue of Cheques b) Grievance redressal	2 – Days Within 7 days after receipt of the amount from the treasury 3 – Days	

WHOM TO APPROACH:

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) and parent teachers association meetings at least twice in a year of the college.

HELP LINE:

Individual staff members, In charge of the Departments and the principal can be approached by students/parents for any help.

WHAT WE EXPECT FROM STUDENTS & PARENTS:

STUDENTS:

- Come regularly and punctually to the college.
- Attend all classes with out exception.
- Be sincere and honest in all activities/dealings.
- Participate in curricular/Extra curricular with zeal and enthusiasm.
- Appear for all monthly / Quarterly / Half-yearly/Pre-final examinations compulsory.
- Best on personal interest in maintenance and use of infra structural facilities.
- Be courteous and polite to all.
- Use proper methods while seeking grievance redressal.

PARENTS:

- Ensure and check the regular attendance of their wards.
- Attend all parent-teacher meetings compulsorily.
- Actively participate in developmental activities of the college.
- Give immediate response to progress reports / letters.
- Above all identify yourselves with the institution and extend active cooperation / guidance for the development of the college.

Proposed Action Plan for 2018-19

Month	Activity
April/ May- 2018	Submission of IQAC report/College Annual Report to NAAC and CCE College Annual Report to CCE.
	Preparation of Financial plan for 2018-18.
	Commencement of I Batch of TSKC summer batch training.
	Training of PG Entrance/ICET/Competitive Exam during summer Students Admission.
	Student Admissions Formation of Admission Committees.
	Preparation of College Prospectus / Hand Book and hosting on College website. Release of college brochure by district collector
	1. Preparation and issue of Applications. 2. Cleaning the campus, providing drinking water, sanitation facilities to students.
	Alumni/CPDC Meeting. To involve all stake holders in the academic activity and to explore ways of income generation.
June – 2018 2nd June	College reopening Telangana State formation day Celebration
	Preparation of proposals for conduct of National/State Level Seminar/Workshop/Result Analysis
5th June	Commencement of Admission for first year Classes Haritha Haram Program World Environment Day
	DRC activities Action plan 2018-18
1st week	IQAC Meeting with all the departments
II Week	Commencement of classes for II & III year students
14th	World Blood Donor Day. / conducted by NSS.
Last Week	Staff Meeting 1. The meeting among other things shall discuss Innovative teaching learning techniques. 2. Review of Annual Curricular Plan & conduct

	<p>Activities as per schedule.</p> <ol style="list-style-type: none"> 3. All resolution are to be record in the Minutes Book. 4. Constitution of college level committees. 5. Swachh bharat
4th Saturday	Formation of New clubs, ECO club, consumer club, Book reading club.
July 1st week	<p>Meeting of IQAC Executive meeting</p> <ol style="list-style-type: none"> 1. Group wise, Subject wise and Lecturer wise Result Analysis. 2. Preparation of schedule for conduct of remedial Classes.
	Preparing TV for receiving telecast of T-SAT from 1 st July.
	Orientation for First year students about College activities, facilities, Conduct Bridge Course, Certificate/Add on Course, NCC & NSS etc.
	Organize Anti Ragging activities.
	Class Representatives Meeting.
	Sensitization programme on conduct of Students seminar & Study Projects.
	Staff Meeting.
	Medical Camp.(NSS)
August 1st week	Issue of scholarship application from IQAC Meeting with all the departments
15th	Independence day celebration.
	Parent Teacher Meeting.
	I Unit Test
	Conduct of Add-on course.
	DCEDRC.
	Extension Activities.
	Consumer awareness programs.
	Career Counseling.
	Commencement of II batch training as per JKC Action Plan.

	Women's Equality Day
	Telugu Bhasha Dinotsavam.
26th	Swachabharat
September	Feedback from students on teachers in prescribed Teacher Evaluation form and document the analysis of the Feedback for Academic Audit
1st week	IQAC Meeting with all the departments
	Staff Meeting
	Extension lecturer, Seminar, Workshops, Field visits.
	Youth Festival Conduct of District level Competition.
5th	Teachers Day celebrations.
	International literacy Day.
	Conduct of Quarterly Exams
14th	Hindi Divas celebrations.
Last Week	NSS Day
26th	Swachabharat
October	Departmental Meetings
1st week	IQAC Meeting with all the departments
2nd	Gandhi Jayanti & LalBahdur Sastri Jayanti
	Mid term Holidays
31st	Swachabharat
November	Literary Competitions (essay writing, elocution etc) Physical Education
1st week	IQAC Meeting with all the departments
11th	National Education Day
	III Unit Examination.
	Half Yearly Exams.
	Games/Sports Competitions
	JKC Special Preparation to students as per given proforma
	World Diabetes day

	National Library Week 1. Organize Programmes to inculcate reading habits & encourage students to visit libraries.
	University Exam fee collection & remittance.
28th	Swachabharat
December	Staff meeting (syllabus coverage, students attendance etc)
1st week	IQAC Meeting with all the departments
	IV Unit Test Review & academic administer and financial aspects meeting.
	Project work in different subjects Communal Harmony college social
	Quiz Competition,
	Review of Financial Plan. IQAC – Meeting & IQAC Executive body.
	Submission of Examination forms in University.
	TSKC Commencement training s per TSKC Action Plan.
1st	NSS unit red Red Ribbon clubs conduct AIDS awareness programs in collaboration with concerned District officials. Competitions & awareness program
24th	Human Rights Day Conduct of relevant activities. 10 th Dec can summers day
26th	Swachabharat
January - 2018	DRC Activities.
1st week	IQAC Meeting with all the departments
	Revision of important topics, staff meeting
	Internal Exams (1 st yr HVPE, IHC, & C.S) (2 nd yr EVS, & C.S) (3 rd yr Science & Civilization)
	Staff Meeting Preparations to conduct theory & Practical Examinations.
LAST WEEK	Pre-Final Examination in theory and practicals
26th	Celebration of Republic day
	Career Counseling III rd Year Students will attend the programme to know job opportunities and further /continuing their education at PG level & other professional courses.
	Youth Festival (Swami Vivekanda Birth day).
	National Voters day to organize programmes to inculcate the importance of vote in students.
	JKC Organizing job fair & Campus drives
30th	Swachabharat

February	Staff Meeting (Discussing Syllabus Prepare for Practical Exams, Time Table, batch for group& Subjects) Conducting Annual Practical Exams as per O.U Schedule Annual Day Celebrations
1st week	IQAC Meeting with all the departments
	Last instructional day for III rd Year Students
27th	Swachabharat
March	Last instructional day for 1 st & 2 nd Year Students
1st week	IQAC Meeting with all the departments
	Preparation for Annual Exams (Theory) O.U Annual Exams/ University Exams
	Budget utilization Submission of all bills to P.A.O.
	Stock Verification All Department should complete stock verification.
	International Women's day Conduct of relevant activities.
26th	Swachabharat