

# GOVERNMENT DEGREE COLLEGE

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

E mail : [prl-gdc-sdsp-ce@telangana.gov.in](mailto:prl-gdc-sdsp-ce@telangana.gov.in)

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



## STUDENTS HAND BOOK 2017-18



**Dr. Tadepalli patanjali**  
M.A. PhD  
PRINCIPAL

### *COLLEGE MOTTO*

To impart value based quality education  
**ESTD. 1984**

Name of lecturer	Name of the Subject	Type of Lecturer DR/JLP/ Contract faculty/Guest faculty/PTL on court orders/ Redeployed	Date of joining in the present cadre as lecturer	Date of joining in the present station	Service in the present station
S. Shiv Kumar	English	Contract	09-01-2008	09-03-2016	1 Year
B. Lachaiah	Telugu	JLP	11-06-2010	11-06-2010	7 Years
M. Ramachandram	Hindi	DR	30/07/1991	15/05/2010	7 Years
Dr. G. Jagadishwar	Economics	JLP	11-08-2010	11-08-2010	7 Years
M. Nagashyam Kishore Reddy	Political Science	JLP	08-01-2016	08-01-2016	1 Year
A. Manjula	History	Contract	27/09/2004	09-03-2016	1 Year
C. Jyothi	Commerce	JLP	29/11/2010	29/11/2010	7 Years
K. Krishna Priya	Commerce	Guest	15/10/2016	15/10/2016	1 Year
D. Saravaiah	Maths	Contract	13/10/2009	13/10/2009	8 Years

P. Raji Reddy	Physics	Contract	16/08/2011	09-03-2016	1 Year
V. Madhavi	Chemistry	Contract	09-01-2008	07-08-2013	4 Years
Dr.Md. Riyaz Khan	Zoology	Contract	12-10-2009	12-10-2009	8 Years
K. Gangadhar	Botany	Contract	16/08/2011	16/08/2011	6 Years

## **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, Sangareddy 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**

Under Graduate	B.A.-Bachelor of Arts	Arts	60	Annual
Under Graduate	B.Com.-Bachelor of Commerce	Computers	60	Semester
Under Graduate	B.Com.-Bachelor of Commerce	GEN	60	Annual
Under Graduate	B.Sc.-Bachelor of Science	BZC	40	Annual
Under Graduate	B.Sc.-Bachelor of Science	MPC	40	Annual
Under Graduate	B.Sc.-Bachelor of Science	MPCs	50	Semester

## ADMISSION PROCEDURE:

- CHECK LIST

- o For Intermediate Students of Telangana :

- 1. Your Intermediate Hall Ticket Number.
- 2. Your AADHAR Card Number.
- 3. Credit Card / Debit Card / Net Banking facility to pay your admission fee.
- 4. Your recent passport size photo. (Scanned photo not more than 100 Kb.).
- 5. You need a valid mobile number.
- 6. Your Caste Certificate Number issued by MEESEVA (If applying under any reservation).
- 7. Your Income Certificate Number issued by MEESEVA on or after 1st April 2017.(Required if scholarships are claimed).
- 8. Sports, NCC, NSS, CAP and PH scanned certificate copies in case of availing admission under special category.

- o Students of other boards and other states :

- 1. Your qualifying (10+2 Level) examination Hall ticket Number.
- 2. Your AADHAR Card Number.
- 3. Credit Card / Debit Card / Net Banking facility to pay your admission fee.
- 4. Your recent passport size photo. (Scanned photo not more than 100 Kb.).
- 5. You need a valid mobile number.
- 6. Your Caste Certificate (If applying under any reservation).
- 7. Your Income Certificate (Required if scholarships are claimed).
- 8. Sports, NCC, NSS, CAP and PH scanned certificate copies in case of availing admission under special category.

- o International Students :

- Approach directly the university concerned for foreign student admissions.
- <http://www.oufro.ac.in/>
- <http://www.kakatiya.ac.in/>

- Important Instructions

- o You need to fill in the "Student Details Form" only once.
- o You have to pay Rs.100 for seeking admission for all the six universities.
- o You may apply for unlimited number of colleges within a university.

- o You may apply for more than one combination within the permitted undergraduate programme.
- o You may apply for one or more or all the six universities. Registration is required to be done only once.
- o All the students, other than Board of Intermediate Education, Telangana should get their eligibility and equivalence certificates and approach nearest helpline centres of the respective Universities for verification.(Click on this link for applying for equivalence certificate online <https://tsbie.cgg.gov.in/studentServices.do> )
- o All the students, who applied under special category ie., NCC, NSS, Sports, CAP should get their certificates verified at helpline centres of the respective Universities. Dates will be informed in advance for each special category. Officers of concerned departments will be available for verification of the special category certificates.
- Step wise guidelines for DOST admission process
  - o Open <http://dost.cgg.gov.in> website.
  - o You will find the home page with the six university logos and various instructions, information of Colleges, Courses etc.
  - o Thoroughly read all the instructions on the home page such as Check List, Student Instructions and browse the Colleges and Course list .
  - o Click on "Register" button for registration process.
  - o UG Online Admission Payment Form will appear. Please fill in the Student Details in the form.
  - o After filling the UG Online Admission Payment Form click on Proceed to Payment button.
  - o Payment gateway page will appear. Pay your online application fee using your Credit Card / Debit Card / Net Banking facility.
  - o If payment is successful you will see a message which looks like below.

" Your payment was Successful for Rs.100/- on DD/MM/2017...Your Transaction Id is XXXXXXXXXXXX and Acknowledgment no. for your Application is: XXXXXXXXXXXX"

- o Please write down your application number. Also you will receive SMS with your application no. to your registered mobile no.
- o Click on the application button next to home,the UG Online Admission Form FOR ACADEMIC YEAR : 2017-18 will appear.
- o For students of Board of Intermediate Education, Telangana , some of your information will be auto filled by the software and you complete the remaining information.
- o For students who belong to the boards other than Board of Intermediate Education, Telangana all the details must be entered by the student.
- o Please enter equivalent percentage of CGPA accurately.
- o After furnishing all the details, click on the Preview button.
- o Verify your Details once again and Press "SUBMIT" button to submit UG Online Admission Form.
- o DOST Online Admission Registration Payments Status and Web Options page will appear.

- o To Exercise Web Options click on "Click for Web Options" link. To Exit click on LOGOUT.
- Who can participate in Web options Phase-II
  - o Candidates who have secured seats but not interested to join.
  - o Who have not secured seats in the options exercised in Phase-I
  - o Who have not exercised the options so far.
  - i. who have secured a seat ,reported and aspiring for a better option.
  - o Who have reported/Not reported in the Phase-I allotted seat.
  - o Candidates who have registered afresh both regular and advanced supplementary passed outs.

• NOTE

- Options given in the Phase-I may be changed by the candidate if desired.
- Candidates have to exercise options afresh for seat allotment in Phase-II other wise the previous web optins will be valid.
- The candidates are instructed to note that the seat allotted in the previous phase as per the options given may be lost, if the candidate is allotted a fresh seat in a new college/course and have no claim on the previous allotments as the vacated seat is allotted to next meritorious candidate. Hence students are cautioned to exercise only better options

SELECTION:

1. All selections are strictly provisional and are subject to confirmation only after the interview by the Principal.
2. List of selected candidates will be notified on the College Notice Board as per the Osmania University admission scheduled.
3. Selected candidates must produce the ORIGINAL CERTIFICATES mentioned above for verification by the selection committee at the time of interview.
4. A candidate's admission may be cancelled at any time during the course of her study if any discrepancy is found after admission regard to community, marks statements etc.

A CANDIDATE PROVISIONALLY SELECTED FOR ADMISSION WILL FOREFEIT 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.



**GOVERNMENT DEGREE COLLEGE, SADASIVPET, DIST.  
SANGAREDDY**  
**Advisory Committees**

The Principal, Govt. Degree College, Sadasivpet is pleased to form the following committees for the academic year 2017-18.

<b>Academic, Admission &amp; Examination Committee</b>			
1	Sri Dr. B. Lachaiah	Lecturer in Telugu	Convener
2	Sri M. Ramachandram	Lecturer in Hindi	Member
3	Sri Dr. G. Jagadishwar	Lecturer in Economics	Member
4	Sri M. Chandrashekar	Librarian	Member
<b>UGC Committee</b>			
1	Sri M. Ramachandram	Lecturer in Hindi	Convener
2	Sri Dr. G. Jagadishwar	Lecturer in Economics	Member
3	Sri M. Chandrashekar	Librarian	Member
<b>Grievance &amp; Redressal Committee</b>			
1	Sri M. Chandra shekher	Librarian	Convener
2	Sri Dr. G. Jagadeshwar	Lecturer in Economics	Member
3	Sri Dr. B. Lachaiah	Lecturer in Telugu	Member
4	Smt C. Jyothi	Lecturer in Commerce	Member
5	Nirupa	B.A. III year	Student Member
6	Vinitha	B.Com. III year	Student Member
7	Purushotam	B.Sc. III year	Student Member
<b>Career Guidance &amp; Council Cell</b>			
1	Sri M. Chandra shekher	Librarian	Convener
2	Sri Dr. G. Jagadishwar	Lecturer in Economics	Member
3	Smt. C. Jyothi	Lecturer in Commerce	Member
4	Sri Dr. Md. Riyaz Khan	Lecturer in Zoology	Member
<b>Scholarship Committee</b>			
1	Sri Dr. B. Lachaiah	Lecturer in Telugu	Convener
2	Sri V. Krishna	Typist	Member
<b>Furniture Committee</b>			
1	Sri M. Ramachandram	Lecturer in Hindi	Convener
2	Sri V. Krishna	Typist	Member
<b>Time -Table Committee</b>			
1	Sri Dr. B. Lachaiah	Lecturer in Telugu	Convener
2	Sri Dr. G. Jagadishwar	Lecturer in Economics	Member
3	Smt C. Jyothi	Lecturer in Commerce	Member
4	Sri D. Saravaiah	Lecturer in Maths	Member
<b>Alumni Association</b>			
1	Sri M. Chandra shekher	Librarian	Convener
2	Sri Dr. B. Lachaiah	Lecturer in Telugu	Member
3	Sri Dr. G. Jagadeshwar	Lecturer in Economics	Member
4	Sri V. Krishna	Typist	Member

<b>MANA TV Committee</b>			
1	Sri M. Chandrashekher	Librarian	Convener
2	Sri Dr. Md. Riyaz Khan	Lecturer in Zoology	Member
3	Sri P. Raji Reddy	Lecturer in Physics	Member
4	Sri Ch. Srinivas	Lecturer in Commerce	Member
5	Sri A. Manjula	Lecturer in History	Member
<b>Consumer Club Committee</b>			
1	Smt C. Jyothi	Lecturer in Commerce	Convener
2	Smt P. Savadya	Lecturer in Commerce	Member
3	Smt A. Manjula	Lecturer in History	Member
4	Smt V. Madhavi	Lecturer in Chemistry	Member
<b>CPDC</b>			
1	Sri Dr. T. Patanjali	Principal	Chairman
2	Sri.M. Ramachandram	Lecturer in Hindi	Convener
3	Sri Dr. B. Lachaiiah	Lecturer in Telugu	Member
4	Sri Dr. G. Jagadishwar	Lecturer in Economics	Member
5	Smt V. Madhavi	Lecturer in Chemistry	Member
<b>Faculty Forum</b>			
1	Sri Dr. G. Jagadishwar	Lecturer in Economics	Convener
2	Sri Dr. B. Lachaiiah	Lecturer in Telugu	Member
3	Sri Ch. Srinivas	Lecturer in Commerce	Member
4	Sri S. Shivkumar	Lecturer in English	Member
5	Sri K. Gangadhar	Lecturer in Botany	Member
<b>NSS Advisory Committee</b>			
1	Sri Dr. G. Jagadishwar	Lecturer in Economics	Convener
2	Sri Dr. B. Lachaiiah	Lecturer in Telugu	Member
3	Sri Ch. Srinivas	Lecturer in Commerce	
4	Sri Dr. Md. Riyaz Khan	Lecturer in Zoology	Member
5	Sri P. Raji Reddy	Lecturer in Physics	Member
<b>Women's Empowerment cell &amp; Gender Sensitization</b>			
1	Smt. C.Jyothi	Lecturer in Commerce	Convener
2	Smt. V. Madhavi	Lecturer in Chemistry	Member
3	Smt. A. Manjula	Lecturer in History	Member
4	Smt. P. Savidya	Lecturer in Commerce	Member
5	Sandhya Rani	B.A.II year	Student Member
6	Ambika	B.Com II year	Student Member
7	yeshovardini	B.Sc II year	Student Member
<b>Health Welfare Committee</b>			
1	Sri Dr. Md. Riyaz Khan	Lecturer in Zoology	Convener
2	Smt. V. Madhavi	Lecturer in Chemistry	Member
3	Smt. A. Manjula	Lecturer in History	Member
4	Smt. P. Savidya	Lecturer in Commerce	Member
<b>Red Ribbon Club</b>			
1	Sri. Dr. G. Jagadishwar	Lecturer in Economics	Convener
2	Sri S. Shivkumar	Lecturer in English	Member
3	Sri P. Raji Reddy	Lecturer in Physics	Member

<b>Placement Cell Committee</b>			
1	Smt. C.Jyothi	Lecturer in Commerce	Convener
2	Sri D. Saravaiah	Lecturer in Maths	Member
3	Sri Dr. Md. Riyaz Khan	Lecturer in Zoology	Member
4	G. Naga Laxman	FTM TSKC	
<b>Physical Education Committee</b>			
1	Sri M. Chandrashekhar	Librarian	Convener
2	Sri Dr. B. Lachaiah	Lecturer in Telugu	Member
3	Sri. G. Jagadishwar	Lecturer in Economics	Member
<b>Parents Association Committee</b>			
1	Sri M. Chandra shekher	Librarian	Convener
2	Sri M. Ramachandram	Lecturer in Hindi	Member
3	Sri Dr. G. Jagadishwar	Lecturer in Economics	Member
4	Sri V. Krishna	Typist	Member
<b>Central purchase Committee &amp; Lab Equipments Committee</b>			
1	Sri M. Ramachandram	Lecturer in Hindi	Convener
2	Sri M. Chandra shekher	Librarian	Member
3	Sri G. Jagadishwar	Lecturer in Economics	Member
4	Sri Ch. Srinivas	Lecturer in Commerce	Member
5	Sri V. Krishna	Typist	Member
<b>Gold Medal Committee</b>			
1	Sri D. Saravaiah	Lecturer in Maths	Convener
2	Sri Ch. Srinivas	Lecturer in Commerce	Member
3	Smt. A. Manjula	Lecturer in History	Member
4	Sri S. Shivkumar	Lecturer in English	Member
<b>Anti Ragging Committee</b>			
1	Sri Dr. G. Jagadishwar	Lecturer in Economics	Convener
2	Smt. C.Jyothi	Lecturer in Commerce	Member
3	Sri. N. S. K. Reddy	Lecturer in Political Science	Member
4	Naveen kumar	B.A. III year	Student Member
5	Yadhagiri	B.Sc.(BZC)IIIyear	Student Member
6	balraj	B.Com. III year	Student Member
<b>TSKC Committee</b>			
1	Sri T. Patanjali	Principal	Chief Coordinator
2	Smt. C.Jyothi	Lecturer in Commerce	Coordinator
3	M. Ramchandram	Lecturer in hindi	Member
4	Dr. B. Lachaiah	Lecturer in Telugu	Member
5	Dr. G. Jagadishwar	Lecturer in Economics	Member
6	N. S. Kishore Reddy	Lecturer in Political science	Member
7	M. Chandrashekar	Librarian	Member
8	Ch. Srinivas	Lecturer in Commerce	Member
9	P. Savadya	Lecturer in Commerce	Member
10	Dr. Md. Riyaz Khan	Lecturer in Zoology	Member
11	S. Shivkumar	Lecturer in English	Member
12	D. Saravaiah	Lecturer in maths	Member
13	K. Gangadhar	Lecturer in Botany	Member
14	V. Madhavi	Lecturer in Chemistry	Member
15	A. Manjula	Lecturer in History	Member
16	P. Raji Reddy	Lecturer in Physics	Member

17	K. Krishna Priya	Lecturer in Commerce	Member
18	G. Naga Laxman	TSKC Mentor	Full Time Mentor
<b>Library Advisory Committee</b>			
1	Sri M. Chandra shekher	Librarian	Convener
2	Sri M. Ramachandram	Lecturer in Hindi	Member
3	Sri.Dr. G. Jagadishwar	Lecturer in Economics	Member
4	Smt. C.Jyothi	Lecturer in Commerce	Member
<b>Audio Visual</b>			
1	Sri Dr. B. Lachaiah	Lecturer in Telugu	Convener
2	Sri. Dr.G. Jagadishwar	Lecturer in Economics	Member
3	Sri M. Chandra shekher	Librarian	Member
<b>Literary &amp; Cultural Committee</b>			
1	Sri Dr. B. Lachaiah	Lecturer in Telugu	Convener
2	Sri M. Ramachandram	Lecturer in Hindi	Member
3	Sri. Dr.G. Jagadishwar	Lecturer in Economics	Member
4	Sri M. Chandra shekher	Librarian	Member
5	Smt. C.Jyothi	Lecturer in Commerce	Member
6	N. S. Kishore Reddy	Lecturer in Political science	Member
7	Sri D. Saravaiah	Lecturer in Maths	Member
8	Sri S. Shivkumar	Lecturer in English	Member
<b>Magazine &amp; Hand Book Committee</b>			
1	Sri Dr. B. Lachaiah	Lecturer in Telugu	Convener
2	Sri M. Ramchandram	Lecturer in Hindi	Member
3	Sri. Dr. G. Jagadishwar	Lecturer in Economics	Member
4	Sri S. Shivkumar	Lecturer in English	Member
<b>Poor Fund Committee</b>			
1	Sri. Dr. G. Jagadishwar	Lecturer in Economics	Convener
2	Sri Dr. B.Lachaiah	Lecturer in Telugu	Member
<b>Eco Club</b>			
1	Sri Dr. Md. Riyaz Khan	Lecturer in Zoology	Convener
2	Sri D. Saravaiah	Lecturer in Maths	Member
3	Sri. K. Gangadhar	Lecturer in Botany	Member
4	Sri P. Raji Reddy	Lecturer in Physics	Member
<b>Research Committee</b>			
1	Sri Dr. G.Jagadeshwar	Lecturer in Economics	Convener
2	Sri Dr. B.Lachaiah	Lecturer in Telugu	Member
3	Sri C.Jyothi	Lecturer in Commerce	Member
4	Sri Dr. Md. Riyaz Khan	Lecturer in Zoology	Member
<b>K - Circle</b>			
1	Sri Dr. G.Jagadeshwar	Lecturer in Economics	Convener
2	Sri B. Lachaiah	Lecturer in Telugu	Member
3 4	Sri M. Chandrashekhar	Librarian	Member
<b>Swacha Bharath Committee</b>			
1	Sri Ch.Srinivas	Lecturer in Commerce	Convener
2	M. Ramchandram	Lecturer in hindi	Member
3	Dr. B. Lachaiah	Lecturer in Telugu	Member
4	Dr. G. Jagadishwar	Lecturer in Economics	Member
5	Smt. C.Jyothi	Lecturer in Commerce	Member
6	N. S. Kishore Reddy	Lecturer in Political science	Member

7	M. Chandrashekar	Librarian	Member
8	P. Savadya	Lecturer in Commerce	Member
9	Dr. Md. Riyaz Khan	Lecturer in Zoology	Member
10	S. Shivkumar	Lecturer in English	Member
11	D. Saravaiah	Lecturer in maths	Member
12	K. Gangadhar	Lecturer in Botany	Member
13	V. Madhavi	Lecturer in Chemistry	Member
14	A. Manjula	Lecturer in History	Member
15	P. Raji Reddy	Lecturer in Physics	Member
16	K. Krishna Priya	Lecturer in Commerce	Member
17	G. Naga Laxman	TSKC Mentor	Member
<b>Haritha Haram Committee</b>			
1	Dr. G. Jagadishwar	Lecturer in Economics	Convener
2	M. Ramchandram	Lecturer in hindi	Member
3	Dr. B. Lachaiiah	Lecturer in Telugu	Member
4	Dr. G. Jagadishwar	Lecturer in Economics	Member
5	Smt. C.Jyothi	Lecturer in Commerce	Member
6	N. S. Kishore Reddy	Lecturer in Political science	Member
7	M. Chandrashekar	Librarian	Member
8	P. Savadya	Lecturer in Commerce	Member
9	Dr. Md. Riyaz Khan	Lecturer in Zoology	Member
10	Sri Ch.Srinivas	Lecturer in Commerce	Member
11	S. Shivkumar	Lecturer in English	Member
12	D. Saravaiah	Lecturer in maths	Member
13	K. Gangadhar	Lecturer in Botany	Member
14	V. Madhavi	Lecturer in Chemistry	Member
15	A. Manjula	Lecturer in History	Member
16	P. Raji Reddy	Lecturer in Physics	Member
17	K. Krishna Priya	Lecturer in Commerce	Member
18	G. Naga Laxman	TSKC Mentor	Member

### Internal Quality Assurance Cell (IQAC)

S.No	Name	Designation	Category
1	Sri Dr. T. Patanjali	Principal	Chairman
2	Sri. Dr. G. Jagadishwar	Lecturer in Economics	Convener
3	Sri M. Ramchandram	Lecturer in hindi	Member
4	Sri Dr. Dr. B. Lachaiiah	Lecturer in Telugu	Member
5	Smt. C.Jyothi	Lecturer in Commerce	Member
6	N. S. Kishore Reddy	Lecturer in Political science	Member
7	M. Chandrashekar	Librarian	Member
8	P. Savadya	Lecturer in Commerce	Member
9	Dr. Md. Riyaz Khan	Lecturer in Zoology	Member
10	Sri Ch.Srinivas	Lecturer in Commerce	Member
11	S. Shivkumar	Lecturer in English	Member
12	D. Saravaiah	Lecturer in maths	Member
13	K. Gangadhar	Lecturer in Botany	Member
14	V. Madhavi	Lecturer in Chemistry	Member
15	A. Manjula	Lecturer in History	Member

16	P. Raji Reddy	Lecturer in Physics	Member
17	K. Krishna Priya	Lecturer in Commerce	Member
18	G. Naga Laxman	TSKC Mentor	Member
19	T. Srinivas	Senior Assistant	Member

Co-ordinator  
I Q A C.

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 2017-18

<b>Month</b>	<b>Activity</b>
<b>April/ May- 2017</b>	Submission of IQAC report/College Annual Report to NAAC and CCE College Annual Report to CCE.
	Preparation of Financial plan for 2017-18.
	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.
<b>June – 2017 2<sup>nd</sup> June</b>	College reopening Telangana State formation day Celebration
	Preparation of proposals for conduct of National/State Level Seminar/Workshop/Result Analysis
<b>5<sup>th</sup> June</b>	Commencement of Admission for first year Classes Haritha Haram Program World Environment Day
	DRC activities Action plan 2017-18
<b>1<sup>st</sup> week</b>	IQAC Meeting with all the departments
<b>II Week</b>	Commencement of classes for II & III year students
<b>14<sup>th</sup></b>	World Blood Donor Day. / conducted by NSS.
<b>Last Week</b>	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> <p>3. All resolution are to be record in the Minutes Book.</p> <p>4. Constitution of college level committees.</p> <p>5. Swachch bharat</p>
<b>4<sup>th</sup> Saturday</b>	Formation of New clubs, ECO club, consumer club, Book reading club.
<b>July 1<sup>st</sup> week</b>	<p>Meeting of IQAC Executive meeting</p> <p>1. Group wise, Subject wise and Lecturer wise Result Analysis.</p> <p>2. Preparation of schedule for conduct of remedial Classes.</p>
	Preparing TV for receiving telecast of T-SAT from 1 <sup>st</sup> 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)
<b>August 1<sup>st</sup> week</b>	Issue of scholarship application from IQAC Meeting with all the departments
<b>15<sup>th</sup></b>	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.
<b>26<sup>th</sup></b>	Swachabharat
<b>September</b>	Feedback from students on teachers in prescribed Teacher Evaluation form and document the analysis of the Feedback for Academic Audit
<b>1<sup>st</sup> week</b>	IQAC Meeting with all the departments
	Staff Meeting
	Extension lecturer, Seminar, Workshops, Field visits.
	Youth Festival Conduct of District level Competition.
<b>5<sup>th</sup></b>	Teachers Day celebrations.
	International literacy Day.
	Conduct of Quarterly Exams
<b>14<sup>th</sup></b>	Hindi Divas celebrations.
<b>Last Week</b>	NSS Day
<b>26<sup>th</sup></b>	Swachabharat
<b>October</b>	Departmental Meetings
<b>1<sup>st</sup> week</b>	IQAC Meeting with all the departments
<b>2<sup>nd</sup></b>	Gandhi Jayanti & LalBahdur Sastri Jayanti
	Mid term Holidays
<b>31<sup>st</sup></b>	Swachabharat
<b>November</b>	Literary Competitions (essay writing, elocution etc) Physical Education
<b>1<sup>st</sup> week</b>	IQAC Meeting with all the departments
<b>11<sup>th</sup></b>	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.
<b>28<sup>th</sup></b>	Swachabharat
<b>December</b>	Staff meeting (syllabus coverage, students attendance etc)
<b>1<sup>st</sup> week</b>	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.
<b>1<sup>st</sup></b>	NSS unit red Red Ribbon clubs conduct AIDS awareness programs in collaboration with concerned District officials. Competitions & awareness program
<b>24<sup>th</sup></b>	Human Rights Day Conduct of relevant activities. 10 <sup>th</sup> Dec can summers day
<b>26<sup>th</sup></b>	Swachabharat
<b>January - 2018</b>	DRC Activities.
<b>1<sup>st</sup> week</b>	IQAC Meeting with all the departments
	Revision of important topics, staff meeting
	Internal Exams ( 1 <sup>st</sup> yr HVPE, IHC, & C.S) (2 <sup>nd</sup> yr EVS, & C.S) (3 <sup>rd</sup> yr Science & Civilization )
	Staff Meeting Preparations to conduct theory & Practical Examinations.
<b>LAST WEEK</b>	Pre-Final Examination in theory and practicals
<b>26<sup>th</sup></b>	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
<b>30<sup>th</sup></b>	Swachabharat

<b>February</b>	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
<b>1<sup>st</sup> week</b>	IQAC Meeting with all the departments
	Last instructional day for III <sup>rd</sup> Year Students
<b>27<sup>th</sup></b>	Swachabharat
<b>March</b>	Last instructional day for 1 <sup>st</sup> & 2 <sup>nd</sup> Year Students
<b>1<sup>st</sup> week</b>	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.
<b>26<sup>th</sup></b>	Swachabharat