

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

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



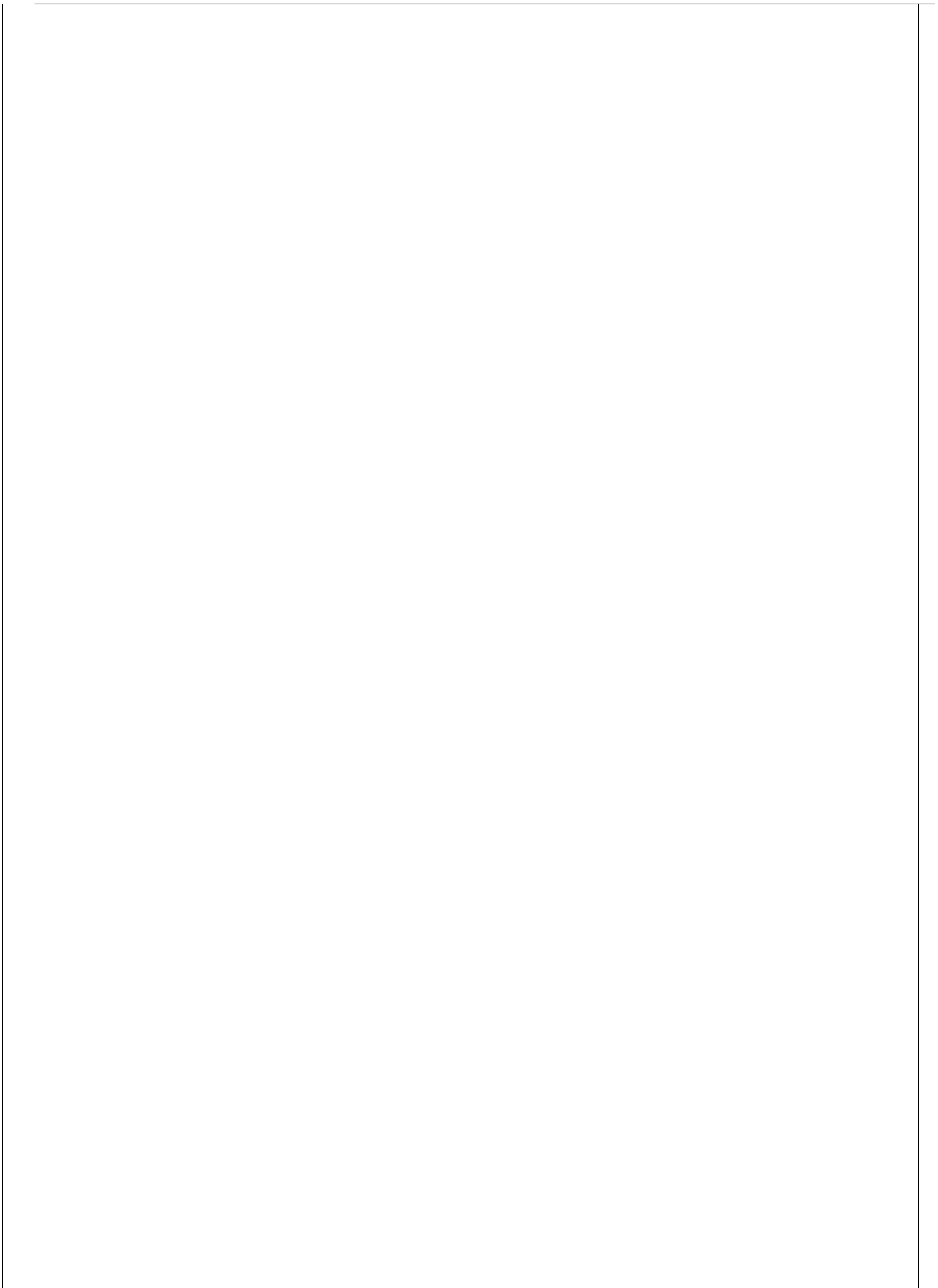
STUDENTS HAND BOOK 2019-20



Dr. Tadepalli patanjali
M.A. PhD
PRINCIPAL

COLLEGE MOTTO

To impart value based quality education
ESTD. 1984



Staff Name	Category (Regular/Contract)	Desgination	Mobile Number	Mail Id
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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

S.No	Course Name	Medium	Total Initial Seats(a)
1	B.A. CBCS any 3 Subjects from (History- Economics- Political Science- Computer Applications/ Geography(MOOCs/ Virtual Classrooms)/ Sociology(MOOCs/ Virtual Classrooms)/ Psychology(MOOCs/ Virtual Classrooms)/ Mass Communication and Journalism(MOOCs/ Virtual Classrooms))-3310	English	60
2	B.Com.(Computer Applications)-30172	English	60
3	B.Sc. Life Science any 3 Subjects from (Botany- Zoology- Chemistry- Computer Applications)-3312	English	60
4	B.Sc. Physical Science any 3 Subjects from (Mathematics- Physics- Chemistry- Computer Science)-3311	English	60
5	B.A. CBCS any 3 Subjects from (History- Economics- Political Science- Computer Applications)-1310	Telugu	60
6	B.Com.(Computer Applications)-10172	Telugu	60
7	B.Sc. Life Science any 3 Subjects from (Botany- Zoology- Chemistry- Computer Applications)-1312	Telugu	60
Totals			420

Admission Schedule, DOST 2019-20.

S.NO	Details	Dates
1	Notification	22.05.2019
2	Registrations	23.05.2019 to 06.06.2019
3	Web options	25.05.2019 to 06.06.2019
4	Verification of Special Category Certificates	(i) 01.06.2019 PH/ CAP (ii) 03.06.2019 - NCC/ Extra Curricular Activities (iii) Deferred - Sports & Games (at All University Help Line Centres from 10:00 AM)
5	Seat allotment - first list	10.06.2019
6	Online self-reporting (by online payment of college fee/seat reservation fee as the case may be) by students	10.06.2019 to 15.06.2019
7	II Phase registration (with registration fee of Rs.400/-)	10.06.2019 to 15.06.2019
8	II Phase web options	10.06.2019 to 15.06.2019
9	II Phase Verification of Special Category Certificates	(i) 15.06.2019 - PH/CAP/NCC/Extra Curricular Activities (at All University Help Line Centres from 10:00 AM)
10	Seat allotment-second list	20.06.2019
11	Online self-reporting (by online payment of college fee/ seat reservation fee as the case may be) by students	20.06.2019 to 25.06.2019
12	III Phase (last phase) web options and registrations (with registration fee of Rs.400/-)	20.06.2019 to 25.06.2019
13	Verification of Special Category Certificates	(i) 25.06.2019 - PH/ CAP/ NCC/ Extra Curricular Activities (at All University Help Line Centres from 10:00 AM)
14	Seat allotment-third List	29.06.2019
15	Online self-reporting (by online payment of college fee/ seat reservation fee as the case may be) by students	01.07.2019 to 04.07.2019
16	Reporting to Colleges by the students who have already confirmed their seats online (self-reporting) in Phase-I, Phase-II and Phase-III	01.07.2019 to 04.07.2019
17	Commencement of class work, Semester-I	01.07.2019
18	Intra-college Phase	05.07.2019 to 07.07.2019
19	Seat allotment	10.07.2019
20	Fresh Registrations: 1. Fresh Registration (for TS-BIE Advanced Supplementary-2019 passed students and other passed students who couldn't register so far on DOST). 2.Registrations for the candidates who got seat allotment but didn't self-report online. 3.The candidates who got seat allotment and self-reported online but didn't confirm in the college.	17-07-2019 to 23-07-2019
21	Web Options: 1.For Fresh Registered candidates 2.Already Registered candidates but didn't exercise web options 3.Already exercises web options but couldn't got seat due to insufficient web options 4.Already college confirmed student can exercise web options of earlier recent phase without editing/update.	17-07-2019 to 24-07-2019
22	Verification of Special Category Certificates	20-07-2019 PH/CAP/NCC/Extra Curricular Activities (at All University Help Line Centres from 10:00 AM)
23	Seat allotment for Special Phase	28-07-2019
24	Online self-reporting (by online payment of college fee as the case may be) by students	28-07-2019 to 02-08-2019
25	Reporting to Colleges by the students who have already confirmed their seats online in Special Phase	30-07-2019 to 02-08-2019
26	Intra College Sliding (with in college) Phase II	05-08-2019 to 06-08-2019
27	Seat Allotment for Intra College(with in college) Phase II	07-08-2019
28	Fresh Registrations: 1. Registrations for TS-BIE passed candidates (fresh registrations, registrations for the candidates who got seat allotment but did not online self-report & for the candidates who got seat allotment and online self-reported but did not confirm in the college)	09-08-2019 to 13-08-2019

	2. Registrations for other than TS-BIE passed candidates (fresh registrations, registrations for the candidates who got seat allotment but didn't online self-report & for the candidates who got seat allotment and online self-reported but didn't confirm in the college)	09-08-2019 to 10-08-2019
29	Web Options: TS-BIE & other than TS-BIE (for fresh registered candidates, already registered candidates but didn't exercise web options and already exercised web options but couldn't get seat due to insufficient web options) (Already college confirmed student can exercise web options of recent previous phase without editing/update)	09-08-2019 to 13-08-2019
30	Verification of Special Category Certificates	13-08-2019 PH/CAP/NCC/Extra Curricular Activities (at All University Help Line Centres from 10:00 AM)
31	Seat allotment for Special Drive	14-08-2019
32	Online self-reporting (by online payment of college fee as the case may be) by students	14-08-2019 to 17-08-2019
33	Reporting to Colleges by submitting CCOTP by the students who have already confirmed their seats online in Special Drive	14-08-2019 to 17-08-2019

Fee Structure in GDCs For the Year 2019-20

Sl.No	Stream	Type of Course (Regular/ Restructured)	Fee Details					Total
			Tuition_fee	special_fee	exam_fee *	Addl. Special Fee	non_rem_ fee	
1	BA(CBCS)	Regular	500	1150	-	0	-	1650
2	BA(CBCS)	Restructured	500	1150	-	3000	-	4650
3	MOOCS/Virtual Classrooms Subjects	Restructured	500	1150	-	2000	-	3650
4	B.Com(Computer Applications)	Restructured	500	1250	-	3000	-	4750
5	BBA	Restructured	500	1250	-	10000	-	11750
6	B.Sc(Physical Sciences) CBCS	Regular	500	1350	-	0	-	1850
7	B.Sc(Physical Sciences) CBCS	Restructured	500	1350	-	3000	-	4850
8	B.Sc(Life Sciences) CBCS	Regular	500	1350	-	0	-	1850
9	B.Sc(Life Sciences) CBCS	Restructured	500	1350	-	3000	-	4850

* As per University examinations fee

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 2019-18

Month	Activity
April/ May- 2019	Submission of IQAC report/College Annual Report to NAAC and CCE College Annual Report to CCE.
	Preparation of Financial plan for 2019-18.
	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 – 2019 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 2019-18
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