

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 2020-21



Dr. Tadepalli patanjali
M.A. PhD
PRINCIPAL

COLLEGE MOTTO

To impart value based quality education
ESTD. 1984

Staff Name	Category(Regular/Contract/guest/non teaching)	Employee ID	Designation	Mobile Number	Mail id	Remarks
Dr.T.patanjali	Regular	1706706	Principal	9154806839	pr l-gdc-sdsp-ce@telangana.gov.in	
VINAYAKA KUMAR	Regular	1443472	ENGLISH	9441736538	vinayakakumar2633@gmail.com	
KANURADHA	Regular	1826299	BOTANY	9963868668	saiteja.b@gmail.com	
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Dr. Baby ramani	Regular	1800340	Telugu	8332932330	drkolliramani@gmail.com	
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P. SAVIDYA	contract		COMMERCE	9493141694	savidya84@gmail.com	
P. RAJI REDDY	contract		PHYSICS	9493461389	paathurirajireddy569@gmail.com	
J.Rajeswar	Regular	1843339	Record Assst	9963439394	rajeshwarjangili@gmail.com	
Ch. Mallaiah	Contingent Staff		Part time Sweeper	8008468297		

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

B.A. any 3 Subjects from (History/ Mathematics-Economics-Psychology(MOOCs)/ Political Science-Computer Applications/ Sociology(MOOCs)/ Geography(MOOCs)/ Mass Communication & Journalism(MOOCs))-3310 English 60

B.Com.(Computer Applications)-30172 English 60

B.Sc. Life Science any 3 Subjects from (Botany-Zoology-Psychology(MOOCs)/ Chemistry-Computer Science)-3312 English 60

B.Sc. Physical Science any 3 Subjects from (Mathematics-Physics/ Economics-Chemistry-Computer Science)-3311 English 60

B.A. any 3 Subjects from (History-Economics-Political Science-Computer Applications)-1310 Telugu 60

B.Com.(Computer Applications)-10172 Telugu 60

B.Sc. Life Science any 3 Subjects from (Botany-Zoology-Chemistry-Computer Science)-1312 Telugu 60

Admission Schedule, DOST 2020-21.

S.NO	Details	Dates
1	Notification	20.08.2020
2	Phase I Registrations (with registration fee of Rs.200/-)	24.08.2020 to 09.09.2020
3	Web options	29.08.2020 to 09.09.2020
4	Verification of Special Category Certificates	(i) 03.09.2020 PH/ CAP (ii) 04.09.2020 - NCC/ Extra Curricular Activities (at All University Help Line Centers from 10:00 AM)
5	Phase I Seat allotment	21.09.2020
6	Online self-reporting (by online payment of college fee/seat reservation fee as the case may be) by students	21.09.2020 to 27.09.2020
7	Phase II registration (with registration fee of Rs.400/-)	21.09.2020 to 27.09.2020
8	Phase II web options	21.09.2020 to 27.09.2020
9	Phase II Verification of Special Category Certificates	(i) 25.09.2020 - PH/CAP/NCC/Extra Curricular Activities (at All University Help Line Centers from 10:00 AM)
10	Phase II Seat allotment	01.10.2020
11	Online self-reporting (by online payment of college fee/ seat reservation fee as the case may be) by students	01.10.2020 to 10.10.2020
12	Phase III registration (with registration fee of Rs.400/-)	01.10.2020 to 10.10.2020
13	Phase III web options	01.10.2020 to 10.10.2020
14	Verification of Special Category Certificates	(i) 05.10.2020 - PH/ CAP/ NCC/ Extra Curricular Activities (at All University Help Line Centers from 10:00 AM)
15	Phase III Seat allotment	15.10.2020
16	Online self-reporting (by online payment of college fee/ seat reservation fee as the case may be) by students	15.10.2020 to 28.10.2020
17	Special Phase Registration (with registration fee of Rs.400/-)	15.10.2020 to 28.10.2020
18	Special Phase web options	15.10.2020 to 28.10.2020
19	Verification of Special Category Certificates	(i) 22.10.2020 - PH/ CAP/ NCC/ Extra Curricular Activities (at All University Help Line Centers from 10:00 AM)
20	Special Phase Seat allotment	31.10.2020
21	Online self-reporting (by online payment of college fee/ seat reservation fee as the case may be) by students	31.10.2020 to 10.11.2020
22	Reporting to Colleges by the students who have already confirmed their seats online (self-reporting) in Phase-I, Phase-II, Phase-III and Special Phase	31.10.2020 to 10.11.2020
23	Commencement of class work, Semester-I	07.12.2020
24	Intra-college Phase	17.11.2020 to 20.11.2020
25	Seat allotment	21.11.2020
26	Special Drive Fresh Registrations & Web Options: 1.For Fresh Registered candidates 2.Already Registered candidates but didn't exercise web options 3.Already Registered but couldn't secure seat 4.Already allotted seats but did not confirm in the college	27-11-2020 to 03-12-2020
27	Verification of Special Category Certificates	02-12-2020 PH/CAP/NCC/Extra Curricular Activities (at All University Help Line Centres from 10:00 AM)
28	Seat allotment for Special Drive Phase	05-12-2020
29	Online self-reporting (by online payment of college fee as the case may be) by students	05.12.2020 to 09.12.2020 and 16.12.2020 to 17.12.2020
30	Reporting to Colleges by the students who have already confirmed their seats online in Special Drive Phase	05.12.2020 to 09.12.2020 and 16.12.2020 to 17.12.2020

31	Vacancy Seats Drive Registrations & Web Options (with registration fee of Rs.400/-)	17.12.2020
32	Vacancy Seats Drive Seat allotment	18.12.2020
33	Online self-reporting (by online payment of college fee/ seat reservation fee as the case may be) by students	19.12.2020
34	Reporting to Colleges by the students who have already confirmed their seats online in Vacancy Seats Drive Phase	19.12.2020

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.

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	
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)

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 2020-21

Month	Activity
April/ May- 2020	Submission of IQAC report/College Annual Report to NAAC and CCE College Annual Report to CCE.
	Preparation of Financial plan for 2020-18.
	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 – 2020 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 2020-18
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