

# KRRGOVERNMENT ARTS & SCIENCE COLLEGE

(AFFILIATED TO MAHATHMAGANDHI UNIVERSITY, NALGONDA)

KODAD - 508 206, DISTRICT: SURYAPET

Phone No: 9154806857,

Website:

<https://gdcts.cgg.gov.in/kodad.edu>

Email : [kodad.jkc@gmail.com](mailto:kodad.jkc@gmail.com) and [pri-gdc-kdd-ce@telangana.gov.in](mailto:pri-gdc-kdd-ce@telangana.gov.in)



## HAND BOOK 2020-21

Chairman

: **Sri.M.Nagu**

Principal

Convener

: **Sri. M. Srinivas Sarin**

Assistant Professor of Zoology

Co-Convener

: **Sri. K.Anand Kumar**

Assistant Professor of Economics

Members

: **Dr.V.Shekhar**

Assistant Professor of Chemistry

: **Dr.N.Chandra Babu**

Assistant Professor of Botany

: **Dr.N.Venkateshwarlu**

Assistant Professor of History

STUDENT'S DATA	
Name of the Student (In block letters as per SSC Memo)	
Class	
Admission No.	
Hall Ticket No.	
Date of Birth	
Blood Group	
Gender	
Caste	
Nationality	
Religion	
Father's Name	
Mother's Name	
Local Guardian Name	
Aadhaar Card No.	
Mobile No.	
Father's Occupation	
Mother's Occupation	
Local Address	
Permanent Address	

- The college reserves the right to cancel the admission of the candidate at any stage, if and when it is detected that the admission is against the rules and was secured by giving WRONG or INCORRECT information.
- Any case of breach of rules and regulations of the College may result in suspension or expulsion from the College, depending upon the gravity of the case. (As per the State Government Education Code)

I, hereby, declare that I fully understand the rules, regulations, attendance system and the examination pattern of the College and agree to abide by the same.

Signature of the Parent / Guardian

Signature of the Student

## VISION OF THE COLLEGE

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"To provide high-quality transformational education to all sections of students for holistic development by inculcating scientific temper, quest for excellence, moral values, social responsibility for successful career and character building to serve the nation as responsible citizens."

## MISSION OF THE COLLEGE <sup>12</sup>

- To be transparent and impartial in admissions, academics, administration and examinations.
- To acquire the necessary infrastructure, amenities and equipment from time to time.
- To involve the influential people and philanthropists in college developmental activities.
- To include latest technology such as ICT in the existing set of knowledge - impartation methods.
- To ensure continuous evaluation and follow-up.

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Our mission is to translate vision of the college into action Mission statement of the college is as follows:

1. *To ensure access to higher education by all sections of the society in the context of existing socio-economic deprivation.*
  - *To provide a platform to enable students to realize their full potential and to hone their skills and talents.*
  - *To create a teaching learning environment that facilitates the pursuit of higher knowledge.*
  - *To create awareness of employment opportunities and to develop self-reliant, enterprising and employable human resource.*
  - *To inculcate values like self-respect, social justice, national integration, secularism and brotherhood by organizing various sensitisation programmes*
2. *To internalise the value of discipline, sincerity, service for generating responsible citizens committed to the social good.*

The motto of the college **"Come to learn, leave to serve"** aptly fits the vision and mission of the college. Most of our students are first generation learners. We strive to make students intellectually competent by inculcating in them the enthusiasm to develop core knowledge base in their academic field through independent thinking and inquiry. Through various Programmes we try to focus on capacity building to empower students with the sense of confidence to boldly face the challenges in life. We try to develop sensitivity towards various social issues so that students become instrumental in building a just and humane society.

## OBJECTIVES OF THE COLLEGE

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- To provide students with opportunities to realize their talents and skills and to get career guidance.

The vision, mission and objectives are communicated to the students, teachers, staff and other stakeholders. This is done through the students hand book, wall writing, college website, introductory class at the commencement of the academic year, especially for the newly admitted students.

## PROFILE OF THE COLLEGE

Kondapally Raghavamma RangaRao Government Arts and Science College, **established in 1968**, was named after Sri Kondapally Raghavamma donated the 43 acres Land by the memories of her husband Kondapally Ranga Rao(Late), a freedom fighter. It is located in sprawling campus of nearly about **43 acres of land**. The college is catering 600+ students of tribal thandas, rural and academically backward areas near to the kodad town. The college is approved by the **UGC 2(f) and 12(B)** in 1972. It functioned under Osmania University, Hyderabad till 2011 and is now affiliated to MGU, Nalgonda. In tune with the latest trends the college introduced restructured course like Computer Science and Computer Applications.

The college has well established with **14 ICT enabled Classrooms**, 1 TSKC computer Lab with 30 computer, 1 Commerce Computer Lab, 1 Computer Science & Application Lab, 1 Seminar Hall, 1 Mana TV Hall, 4 Science Laboratories with well equipped, 1 big digital Library with 15 computers and 30000+ listings books, 1 modern Gymnasium with well equipped items. The college also has 10 acres of play ground, and nearly 10 acres of land to be proposed to grow rare medicinal plants. It has three NSS wings to serve the needs of tribal thandas.

K.R.R. Government Arts and Science College, Kodad is one of the biggest and oldest institutions in the state of Telangana. Since its establishment in 1968 it has been fostering to the higher education needs of the people. It stood as a beacon light enlightening the rural poor of this area. Over the past five decades this institution has created a brand in the field of academic excellence through its exclusive and inclusive activities. The institution has made a great impact on the society by its holistic approach. The college has successfully catered to the needs of rural and urban students equally. The NAAC Peer Team visited the institution during 2006-07 academic year, has acknowledged the efforts of the institution and awarded B++ status and it was also reaccredited with B grade in the Cycle2 on 27-29 th August, 2015 by the NAAC PEER TEAM 1. Dr. Gurdeep Singh - Chairperson, 2. Prof. Susmith Prasad Pani - Member Coordinator, 3. Dr. R. K. Pande - Member.

## FEATURES OF THE COLLEGE

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Well experienced and student friendly faculty.

Innovative and Result oriented teaching methodology for effective teaching learning Programme.

Low Fee structure.

Spacious class rooms and well equipped laboratories Computer Lab with latest technology and Smart Board Teaching.

Job oriented certificate courses for skill development.

Partially digitalized library facility.

Well equipped Physical Education Department. Play Ground.

NSS Unit.

Red Ribbon club. Eco-club, Photography club etc.

Student progression monitoring through internal exams.

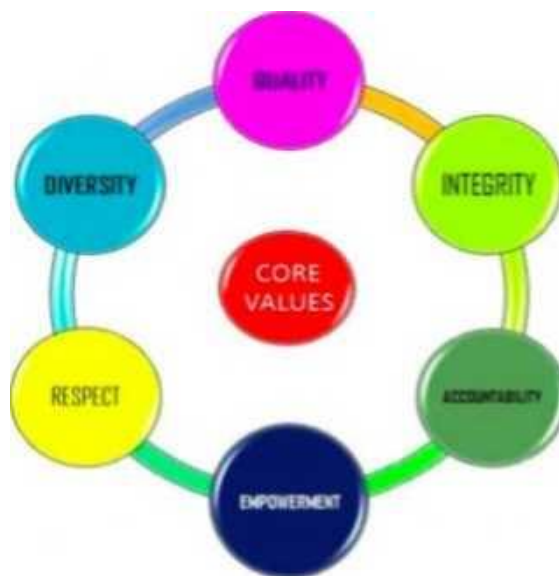
Digital class room with smart board facility.

Wi-Fi facility in the campus.

## SPECIALITIES OF THE COLLEGE <sup>34</sup>

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- Conducting of Seminars. Workshops and Extension Lectures in various subjects.
  - Participation in Extension Activities.
  - Participation in various Competitions.
  - Coaching for P.G. Entrance.
  - Project Works by students.
  - Field Trips and Internships.
  - Cash Prizes for Meritorious students.
  - Free Health Checkup Camps.
  - Blood Donation Camps.
  - 4 Remedial Coaching for Failed and Slow Learners.
  - Scholarships for all eligible Students.
  - Alumni Association.
  - Special Job Oriented Training.

## CORE VALUES



**QUALITY:** We strive for excellence in all our endeavours.

**INTEGRITY:** We are true (air and honest to ourselves and others.

**ACCOUNTABILITY:** We are accountable for our words and actions.

**EMPOWERMENT:** We address the needs of students & help them to realise their potential.

**RESPECT:** We respect as we wish to be respect.

**DIVERSITY:** We embrace all sections of students to ensure a vibrant learning community.

### CODE OF CONDUCT OF THE COLLEGE

Educational institution is a place where the future of the students is shaped and thereby the destiny of the nation is carved. Hence it has a special place in the society and needs special code of conduct. Along with general conduct rules prescribed by the Government, the teaching staff of the Colleges may follow the code of conduct given below:

- 1) The Principal should conduct himself / herself in such a way that both the staff and the students look upto him / her for guidance.
- 2) He/She should be impartial, secular, dignified and punctual in discharging his / her duties.
- 3) The Principal should be present in the College at least half-an-hour before the commencement of

### **CODE OF CONDUCT OF THE PRINCIPAL**

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the college timings and leave the college after the day's work is over.

- 4) He/She should be a pace setter in dress, demeanor, attendance, punctuality etc.,
- 5) He/She should handle the minimum number of classes prescribed in the rules and should endeavor to be an example as the first teacher in the College.
- 6) The Principal should be in constant touch with students and residents of the hostel (wherever hostel is attached) which will greatly solve the problem of indiscipline and discontent in the college and on the campus.
- 7) The Principal should be a true academic and administrative leader and assume full responsibility for discipline in the college.
- 8) The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.

### **CODE OF CONDUCT OF TEACHING STAFF**

- 1) The members of the teaching staff should be models of decency in their dress and demeanor culture and academic leadership. They should be impartial in dealing with any student problems.
- 2) The lecturers should avoid wearing gaudy looking cloths likely to arouse the curiosity, resentment or amusement of students, which will distract their attention towards the teaching.
- 3) He/She should be punctual to the college and enter the class rooms at the prescribed time and utilize full time allotted for teaching. He/She should not leave the class before the prescribed time is over.
- 4) He/She should go to the class room thoroughly prepared and maintain all academic records update knowledge and acquaintance with the latest trends in the subject
- 5) The lecturers should be utilise their leisure time for preparation of the class work or to update their knowledge in the subject.
- 6) Except giving synopsis of the lecturer they should avoid dictating detailed notes in the class room.

- 7) He/She must be present during the working hours of the College and if required he/she should also be present in the college until the work assigned is completed.
- 8) He/She should not smoke, chew pan during the college hours and should not indulge in any act of indiscipline.
- 9) He/She should always try to command the respect of the student community.
- 10) The lecturer should be absent only with the prior permission of the Principal and prior intimation to the lecturer-in-charge of the department, without which the alternate arrangement for running the classes is not possible.
- 11) The lecturer should not engage private tuitions and should not take up any assignment part-time or full time in any other organizations.
- 12) The lecturers working in a college should form a disciplined and purposeful team, subordinating their individual interests and caprices to the college academic purpose and fit into a harmonious organizational framework. They should help the Principal in maintaining the discipline in the college.

#### **CODE OF CONDUCT OF ADMINISTRATIVE OFFICERS**

The following are duties / powers delegated to the Administrative Officers working in the Government Degree College vide Procs. Rc.No. 116-k1-4/80, Dated 12-03-1981 under the overall supervision and control of the Principal.

- 1) Responsible for all fee collections and other collections due from students and others.
- 2) Signing the Cash Book (General and Special) and all subsidiary records relating to them.
- 3) Cancellation of vouchers.
- 4) Drawing the salary bills of the Teachers and Non-Teaching staff (all sanctions to be given by the Principal), Administrative Officers will be drawing and disbursing Officers.
- 5) Preparation of Admission Registers, Term Fee Registers. C.C.B. Statements and all periodical returns.
- 6) Attestation of entries in Service Register after sanction by the Principal or other higher authorities.
- 7) Preparation of Budget estimates, Revised Estimates, Number statements and all matters connected with them.
- 8) Reconciliation of expenditure with the Treasury figures and reconciliation of pass books with Treasury figures (the Principal will operate the P.D. Account)
- 9) Sanction of Casual leave, Optional holidays and Compensatory Leave to non-teaching staff below the rank of U.D. Clerks.



- 10) Attestation on non-teaching staff Attendance Registers daily.
- 11) In charge of Stationery and Forms, Indents, Issue of Stationery and maintenance of connected records.
- 12) Routine correspondence not involving policy matters and signing of fair copies.
- 13) The Administrative Officer is accountable to the Principal of the College.
- 14) Principals should verify cash book and pass books and other important records at least once in a month regularly and sign on them as a token of verification to ensure updating and correctness.

### **CODE OF CONDUCT OF SUPERINTENDENTS (DUTIES AND RESPONSIBILITIES)**

The Superintendents is head of the section / college office and controls the functioning of assistants working under him. The following are the duties and responsibilities of Superintendents working in a college.

- 1) He/She should monitor the movement of Wes going to the Officers / Principal and coming back from them.
- 2) He/She should guide the Officers / Principal with correct and latest rule position on the subject and assist them in taking correct decision.
- 3) He/She should assign current numbers to each and every paper received by him/her. A separate register should be maintained for the distribution of these papers to the assistant. The papers are then distributed to the concerned assistant.
- 4) He/She should see that the assistant, working under him/her are maintaining personal registers properly and strictly in accordance with the laid down procedure and also see that the currents are attended to promptly.
- 5) He/She should know the pendency position and get the monthly abstract and detailed arrears list, prepared assistant-wise, in the prescribed proformas and submit them to the Officers/ Principal before 5<sup>th</sup> of every month.
- 6) He/She should offer his/her remarks on the note initiated by assistant, and submit the same to Officer/Principal.
- 7) He/She should supervise the remainder files maintained by assistants.
- 8) The Superintendents working in a college should also supervise the Service Registers, Leave accounts of the staff working in the College and guide the Principal in proper disposal of the issues.
- 9) He/She will assist the Principal in the preparation of the budget and also in spending the budget allotted to the college strictly in accordance with rules in vogue.

- 10) He/She will guide the Principal in the operation of the Government budget, special fee collection and the funds/grants received from any other agency. He/She will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.
- 11) He/She will supervise the maintenance of all records pertaining to accounts, stocks, cash books etc.,
- 12) The Superintendent will attend to the inspection parties and audit parties visiting the college and help the Principal in answering the audit objections. He/She will also maintain the Register of Audit objections and help the Principal interviewing them every month and sending the replies to the Commissioner
- 13) The Superintendent should monitor the reconciliation of accounts from the treasury and the banks.
- 14) The Superintendent has to perform any other duties entrusted to him/her by the Principal/Supervising Officer
- 15) The Superintendent is accountable to the Administrative Officer and the Principal.

#### CODE OF CONDUCT OF SENIOR/JUNIOR ASSISTANTS (DUTIES & RESPONSIBILITIES)

- 1) The Assistant should enter all tappals received in the inward register and submit them to Superintendent for distribution to the concerned assistants.
- 2) After receiving tappals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant.
- 3) While registering the currents they will be sorted out in two groups, the new currents and reference received on old currents.
- 4) All details of the new currents be clearly entered in the P R. in the columns prescribed. The references on old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.
- 5) The assistant should initiate the note pointing out the facts and the rule position in the note file opened on the current. The note file is continuous with page numbers and para numbers. The currents on the subject are maintained in current file. The note file and current file are always together in the same file pad.
- 6) The assistant should maintain a "Remainder Diary" in prescribed proforma. Month wise record of reminders to be sent should be maintained. It is duty of the assistants to verify the reminders for the day and issue them promptly and enter the same in the reminder dairy.
- 7) The assistant should also maintain the register of court cases and register of disciplinary cases in the given proforma.
- 8) The assistant should bring forward all un-disposed files to the current years personal file on the 1<sup>st</sup> of April every year.

- 9) When the file is disposed of finally the assistant should send it to record room by rounding off the current number in P R. with red ink. The type of disposal be noted on the file before sending it to stock.
- 10) The assistant should dispose off the file with in three working days of its receipt by him/her.
- 11) The Senior and Junior Assistants are accountable to the Superintendent of the office.

### **RULES OF CONDUCT AND DISCIPLINE FOR STUDENTS**

- 1) Rules of conduct and discipline for students in a college should be framed by the College keeping in view the instructions and guidelines received from the Government and the Affiliating body.
- 2) All such rules should be printed in the college handbook to facilitate perusal by the students.
- 3) The Code of discipline for students should be comprehensive and should include matters like attendance, punctuality, respect for staff members, cordial relations with fellow students, maintenance of peace on the campus, proper use of college property like furniture, scientific equipment, library books, games material etc.,
- 4) It should be clearly stated in the rules that offences like eve-teasing, misbehaviour towards the staff and damage to college property will attract severe punishment.
- 5) A discipline committee should be constituted in the college to enforce the rules of discipline. The Committee should deal with all problems of discipline in the college and advise the Principal. The discipline committee should consist of a few staff members and also some students nominated by the Principal. The office bearers of the students union may also be considered for nomination.
- 6) As per G.O.Ms.No. 154, dated 17-01-1964 action can be taken against students who indulge in eve teasing or similar activity prohibited on the college premises.
- 7) As maintenance of discipline is of utmost importance, the Principal should take all necessary steps to promote discipline among the students not only through the disciplinary approach but also through the day-in and day-out persuasion. Great care should be taken in following the procedure when punishment is awarded. This will avoid future litigation and complications.
- 8) Before any student is punished for any act of indiscipline, the Principal should:
  - i) Order an enquiry to be conducted by at least three staff members.
  - ii) Issue a show cause notice to the student and parent or guardian.
  - iii) Obtain the explanation, if possible and place the matter before the staff council for advice.
- 9) After following the procedure and fulfilling the prerequisites the Principal may impose suitable punishment under intimation to the Commissioner of Collegiate Education.
- 10) It may be noted that in all cases imposing punishment on students for acts of indiscipline, the Principal should observe the prescribed procedure carefully. <sup>56</sup>

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
  - The relevance and quality of academic and research programmes
  - Equitable access to and affordability of academic programmes for various sections of society
  - Optimization and integration of modern methods of teaching and learning
  - The credibility of evaluation procedures;
- 6 Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.
  - Maintaining relationship with stakeholders for mutual contribution & growth.

#### SERVICES PROVIDED :

Sl. No	Nature of Service	Service Delivery Standard Time	Contact Person with Designation
1	Academic Programmes:	As per given in Prospectus	Dr. Vanam Shekar Assistant Professor of Chemistry & Academic Coordinator
2	Admissions: a) Admission Procedure & Time frame for Admissions b) Grievance & Redressal	As per DOST & University guidelines  3- 5 days	a) Dr. Vanam Shekar. Assistant Professor of Chemistry & Academic Coordinator b) Sri.M.Srinivas Sarin, Asst. Professor of Zoology
3	Extra Curricular Activities: a) Games & Sports b) N.S.S.  c) Literary & Cultural Activities d) Career Guidance & Counseling	2 days	a) Sri P.Srinivasa Reddy, Physical Director  b) Dr.D.Sreenivas, Assistant Prof. of Commerce Dr.V.Shekhar, Assistant Professor of Chemistry Sri.S.ramaRao Assistant Professor of Economics c) Dr.N.Chandra Babu Assistant Professor of Botany  d) Dr.Y.V.R.Prasanna kumar, Asst. Prof. English

## STUDENTS' CHARTER

### OBJECTIVE:

The purpose of this charter to make the students/parents aware of the services provided by the college to them and to provide quality and quick service to the students of the college.

	b) Migration Certificate  c) Transfer, Bonafied & Other Certificates  d) Grievance & Redressal	3-5 days  3- 5 days  3- 5 days	b) Dr. V.Shekhar ,  Assistant Professor of Chemistry & Incharge of the Examination Branch  c) Sri Yahya Bin Amar, Museum Keeper.  a) Sri.M.Srinivas Sarin, Asst. Professor of Zoology
6	Scholarships: a) Application Forms etc. b) Grievance & Redressal	As per ePass in sections	a) Smt S. Yadamma, junior Assistant b) - do -
7	Fee Collection:		a) Sri.Md.Ismail, Record Assistant
8	Library & Reading Room: Books Issue & Others		a) Sri P.Srinivasa Reddy,  Physical Director & Library Incharge

### WHOM TO APPROACH:

Dr. V.Shekhar, Assistant Professor of Chemistry. Grievance and Redressal Committee shall be contacted when the grievance is not redressed within the stipulated time by the first level contact person concerned mentioned in the charter.

### PUBLIC PARTICIPATION:

It is ensured through College Planning and Development Council (CPDC) and parent teachers

4	Examinations:  Rules & Procedure, Fee, Time-Table etc.	As per University guidelines	Dr. V.Shekhar.  Assistant Professor of Chemistry & Incharge of the Examination Branch
5	Issue of Certificates: a) Marks Memo	3-5 days	a) Dr. V.Shekhar  Assistant Professor of Chemistry & Incharge of the Examination Branch

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 without exception.
- Be sincere and honest in all activities/dealings.
- Participate in Curricular / Extra-curricular with zeal and enthusiasm.
- Appear for all Internal Assessment Test 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.

#### **GUIDELINES FOR ADMISSIONS <sup>78</sup>**

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#### **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](http://www.dost.cgg.gov.in). Hence admissions to UG courses from the year 2016 - 2017 onwards are done online. The rules and regulations for admission process are given in the above 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.Com. / B.Sc. is as mentioned

- As per the Letter RC.No.51009/ERTW-III/2009-10, dt06.05.2010 of the Secretary, Telangana State Board of Intermediate Education, the students, who completed first 2 years Course of RGUKT, NT, Basaraprogramme 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, Dated.27.10.2001.
- Candidates who have passed qualifying examination with Science / Arts / Commerce subjects are eligible for admission to BATBCom 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 BA. /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.<sup>9</sup>

below:

- 8 The Candidate should be of Indian Nationality. The candidate should satisfy Total 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 1 st year B.A. / B.Com. / B.Sc. 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.
- 9 Candidates seeking admission into the B.Sc. I<sup>st</sup> 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 / Social Sciences /

### **MERIT CRITERIA FOR ADMISSION INTO U.G. COURSES (BA / B.COM. / B.SC.):**

- 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) <sup>10</sup>

### **RULES OF RESERVATION FOR ADMISSIONS:**

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Commerce subjects are NOT ELIGIBLE for admissions into the B.Sc. Course.

- 10 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.



- 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.

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

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

(III) 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%

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 & 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.09.06.2017. 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:

O. 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	ii	Hand Bal	21	
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:**

- Migration certificate in case of candidate who pass the qualifying examination other than Board of Intermediate Examinations.
- Transfer certificate from the college where last studied.
- Pass certificate and memo of marks of the qualifying exam.
- Bonafide certificate from the college where last studied.
- Study Certificate for the four consecutive years preceding the qualifying examination.
- Community certificate in case the applicant belong to Scheduled caste. Scheduled tribe, Backward

class issued by a competent authority, (from Tahsildar / M.R.O)

- Income Certificate (issued by a gazetted officer) in case of the applicant seeking fees concession.
- Certificate if any of special proficiency, extra curricular activities including sports, games. NCC. NSS.CULTURA; etc.
- PHC, Ex servicemen - supporting evidence.

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

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

**GENERAL RULES:**

- When a student joins in the college, it is assumed that she accepts and obliges to abide by the rules in force.
- A student is expected to behave decently with all members of the teaching staff and all supporting staff.
- Students should refrain from loitering in the corridors or standing in the verandahs during workings hours. The leisure periods may be utilized in the Library or reading room.
- Every student should always carry his / her Identity Card with him / her.
- The name of the student absent to the college for more than fifteen days continuously without intimation will be removed from the rolls.
- Every student must put in a minimum of 75% attendance to be eligible for scholarship or bus pass concession.

**SEMESTER : CHOICE BASED CREDIT SYSTEM (CBCS) - (UG COURSES)**

The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).

**Course Structure:**

- a) UG Courses in the CBCS are offered within the Semester pattern.
- b) There shall be six semesters in each UG course. The duration of an Academic year consists of two semesters, each of 15 weeks of teaching.
- c) The Academic session in each semester will provide 90 teaching days.
- d) The period of the odd semesters shall be from July to November and the even semesters shall be from December to April.
- e) There shall be six categories of courses/papers in the UG Programmes:
  - i. AECC (Ability Enhancement Compulsory Course)

- ii. CC (Core Course)
- iii. DSC (Discipline Specific Course)
- iv. DSE (Discipline Specific Elective)
- v. SEC (Skill Enhancement Course)
- vi. GE (Generic Elective)

### **DISSERTATION / PROJECT:**

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

0 Each course/paper shall have a character code which indicates

- i. The Department
  - ii. The Semester
  - iii. The course No./Paper No.
- g) The detailed UG course structure for each Department will be designed by the UG Board of Studies of the Department and finalized by the Faculty and approved by the Standing Committee of the Academic Senate of the University from time to time.
- h) Skill Enhancement Course SEC (Choice Based):
- Each department shall offer one SEC paper in each of the Semesters III, IV, V and VI. Students shall choose one SEC paper from a pool of 3 for BA and BSc. based on their optionals. For B.Com the pool will consist of 2 SEC papers per semester out of which the student has to do only one.
- i) Generic Elective GE:
- Each department has to offer a Generic Elective in Semester V to students of other departments. Student has to select one of them.

### **CBCS PATTERN OF EXAMINATION: EVALUATION METHOD**

#### **EVALUATION SYSTEM : (CGPA and SGPA)**

- Cumulative Grade Point Average-CGPA

. Semester Grade Point Average - SGPA

. **Credit** : Credit means the unit by which the course work is measured. In these Regulations one credit means one hour of teaching work or two hours of practical work per week.

. **Grade Letter** Is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. It is indicated by a

Grade letter O, A, B, C, D, E, F. There is a range of marks for each Grade Letter. In case the student is absent for any exam, Ab is indicated in the memo in place of the Grade Letter.

- . **Grade Point** is weightage allotted to each grade letter depending on the marks awarded in a course/paper

**AWARD OF GRADES:**

Range of % of Marks	Grade Letter	Grade Point
£ 85 to 100	O	10
; > 70 to < 85	A	9
; > 60 to < 70	B	8
£ 55 to < 60	C	7
£ 50 to < 55	D	6
: > 40 to < 50	E	5
< 40	F	0
Absent	Ab	–

**SEMESTER GRADE POINT AVERAGE (SGPA):**

- Credit Points for the paper = No. of Credits assigned for the paper x Grade Point secured for that course/Paper
- SGPA indicates the performance of a student in a given Semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.

$$\text{SGPA} = \frac{\sum (\text{Letter Grade Points}) \times \sum (\text{Credits})}{\sum (\text{Credits})}$$

$$\text{Then, CGPA} = \frac{\sum (\text{SGPA}) \times \sum (\text{Credits})}{\sum (\text{Total Credits})}$$

NOTE: SGPA is computed only if the candidate passes in all the papers (gets a minimum 'E' grade in all the Papers).

The following examples illustrate the calculation of Grade Points, Credit Points and Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The percentage of marks shown in column III is the marks secured by the student in the internal Assessment and Semester End Examination put together.

Example: B.Sc/B.Com/B.A. - Semester -1:

Course/paper	Credits	% of Marks	Grade Letter	Grade Point	Credit Points = (Credits x Grade Points)
Paper-I	4	60 (Theory)	B	8	4x8=32
Paper-II	4	50 (Theory)	D	6	4x6=24
Paper-III	4	70 (Theory)	A	9	4x9=36
Paper-IV	4	75 (Theory)	A	9	4x9=36
Paper-V	4	75 (Practical)	A	9	4x9=36
Paper-VI	4	80 (Practical)	A	9	4x9=36
	24				200

Note: The number of practical papers and the credits assigned may vary from one Course to other.

Total Credit Points obtained for all the papers in the Semester-1 = 200

Total Credits assigned to all the papers in the Semester-1 = 24

$$\text{SGPA} = \frac{\text{Total Credit Points in the Semester-1}}{\text{Total Credits in the Semester-1}} = \frac{200}{24} = 8.33$$

SGPA for Semester-1 = 8.33

Similarly, semester II, III, IV, V and VI should be calculated as per the above procedure.

### **CUMULATIVE GRADE POINT AVERAGE (CGPA):**

CGPA refers to the Cumulative Grade Point Average weighted across all the semesters (6 Semesters). CGPA is obtained by dividing the total number of credit points (CPts) in all the semesters by the total number of credits in all the Semesters. The final result at the end of all the semesters is declared in the form of CGPA.

Note: CGPA is calculated only when the candidate passes in all the papers of all the semesters.

Example: B.Sc./B.Com/B.A.

I Semester:	Total CPts = 200	Total Credits = 24
II Semester:	Total CPts = 212	Total Credits = 24
III Semester:	Total CPts 213	Total Credits = Total 25
IV Semester:	CPts = 218	Total Credits = Total 24
V Semester:	CPts = 216	Total Credits = Total 24
VI Semester:	CPts = 210	Total Credits = 22

$$\text{CGPA} = \frac{\text{Total CPts of Semester I, II, III, IV, V, VI}}{\text{Total Credits of Semester I, II, III, IV, V, VI}}$$

In the present example:

$$\text{CGPA} = \frac{200+212+213+218+216+210}{24+24+25+26+24+22} = \frac{1269}{145} = 8.75$$

### METHOD OF EVALUATION :

- 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.
- 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.)

- 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 1 mark each ;10 FIBs of 1 mark each ;5 short answers of 1 mark each.
- No assignments for any 3 credit core/elective course /paper.
- 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.
- 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 answers 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, practices, project work and semester-end examinations are converted into SGPA and CGPA.

#### **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-1	Undergone a Regular Course o( Study of Semester-1 and registered ' for the Semester-1 examination
2	From Semester-II to Semester-III	a) Undergone a Regular Course of study of Semester-1 and II. and b)The number of backlogs if any.of Semester-1 and II taken together, shall not exceed 50% of the total number of papers/subjects prescribed for Semesters-I and II.

		Number of papers / Subjects prescribed for Semesters-I & II	Number of backlogs permitted
		B.A.12 B.Sc.18 B.Com 14	6 9 7
3	From Semester-III to Semester-IV	aj.Undergone a Regular Course of study of Semesters-I,II,III and IV b).The number of backlogs if any.of Semester-1,11,111 and IV taken together, shall not exceed 50% of the total number of papers / subjects prescribed for Semesters-1,11,111 and IV	
		B A 24 12 B.Sc. 36 18 B.Com 2814	
A 1	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 fa 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 6 yrs (3+3) as per the guidelines of UGC approved by Satavahana University standing committee of the academic senate.
- Any student from the earlier year-wise UG programme seeking re-admission from the academic year 2017-18 onwards Will have to opt fa CBCS semester system.

#### ATTENDANCE <sup>1112</sup>

- 
- 75% of attendance is compulsory for all students. A student shall be considered to have satisfied the requirement of attendance for appearing for the semester end examination, if he/she has attended not less than 75% of the number of classes held upto the end of the semester including tests and practical etc.
  - However, there is a provision for condonation of attendance for the students who have attendance between : 65% and < 75% on Medical Grounds on payment of a fee and production of medical certificate.
- 12 If a student represents his/her institution, University. State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities, he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 20 days in a Semester based on the specific recommendations of the Head of the Department and Principal of the College concerned.
- The Principal shall have complete power lor maintaining discipline among the students of the college. He may frame any rule from time to time to enforce discipline and to maintain law and order in the college.
  - The Principal may impose fine, suspend or expel or rusticate students from the college in case of indiscipline, violence, misbehavior or violation of college rules and regulations,
  - No meetings or programme can be organized by the students in the college premises without obtaining prior permission of the Principal. A student who does not satisfy the requirements of

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attendance shall not be permitted to take internal assessment as well as the Semester end examinations.

- Students shall be required to put in a minimum of 75% of attendance in each paper in theory and practical separately to be eligible for appearing for the University Examination at the end of every year. 10% attendance exemption will be given on medical grounds, subject to the following conditions:
  - o If a medical certificate from a Government Doctor not below the rank of Civil Surgeon is produced.
  - o A penal fee of Rs. 200/\*<sup>12</sup> is paid to the University'.
  - o In case of Women candidate, a maximum of 6 weeks absence on account of pregnancy may be condoned in an academic year, such leave shall not be availed twice during the concerned course of study.

Students should appear for all the Internal examinations conducted by the college. If not, Punishment will be given in any manner deemed fit by the Principal or Principal may impose fine,

**Important Aspects of Telangana Ragging prohibition ordinance for attention of the students:**

The following are the extract on Prohibition of ragging as per the Act No. 26 of A.P.

Legislative Assembly, 1977.

- Ragging is prohibited in Educational Institutions and outside.
- Ragging entails heavy fines and / or imprisonment
- Ragging invokes suspension and dismissal from the college.
- Outsiders are prohibited from entering the college and hostels without permission.
- All the student is must carry their Identity Cards and show them when demanded.
- Students indulging in Ragging or Insulting or Teasing or Embarrassing or Humiliation are punished with 6 months imprisonment and a fine of Rs. 1000/-.
- Students resorting to violence or threatening or Assaulting or using criminal force or criminal intimidation are punished with 1 year imprisonment and a fine of Rs. 2000/-.
- Students resorting to wrongfully restraining or illegal confinement or hurting are punished with 2 year imprisonment and a fine of Rs. 5000/-.
- Students resorting to kidnapping, seriously hurting or sexual harassment or rape or committing unnatural offence are punishable with 5 years imprisonment and a fine of Rs. 10000/-.
- Students committing murder during ragging or forcing the victim to commit suicide are punishable with 10 years imprisonment and a fine of Rs. 50000/-.
- Students convicted for any of the above said offences are not eligible for admission in any other educational institution.
- If any student complains about ragging to the authorities of the concerned educational Institution will immediately order for an enquiry into the matter and suspend the offending student if there is adequate evidence.
- Victims of ragging or others who have information about ragging may report the matter immediately to the Principal.

**Rules of Award of Punishment to the Candidate who indulged in Mal-Practice during University Examinations - Existing Rules  
(Communicated vide No. BI/1981, Dated 25-04-1981):**

- When a candidate is found in possession of forbidden material even if it is not relevant, he/she shall not be allowed to continue remaining part of the examination.
- If the material found is relevant, but not used, the candidate shall forego two (2) examinations i.e. the current one and the immediate subsequent examination.
- If the candidate uses the material he/she shall forego four (4) examinations, including the current one.
- In the case of impersonation and or misbehavior with the invigilators, the candidate shall forego is (6) examinations, i.e. the current one and the immediate subsequent five (5) examinations.
- The standing committee of the Academic Council at its 5<sup>th</sup> Meeting held on 06-04-1981 has amended which is reproduced below in amended form.
- In the case of (i) Impersonation (ii) Misbehavior with the invigilators (iii) Insertion of written sheets in different hand writings in the main answer book (iv) Leaving the examination hall with the answer book, the candidate shall forego six (6) examinations, i.e. the current one and the immediate subsequent five (5) examinations.

- The following rules (Communicated vide No. 233/B1/KU/96, Dated 15-03-1996 and 1705/B1/KU/1996, Dated 23-12-1996) will come into force from the Academic year 1996-1997 onwards (Applicable to the batch of students admitted into I year of the course from the academic year 1996-1997). These rules are in addition to the above exiting rules.
- The candidate booked under malpractice case shall not be allowed to continue further studies or repeat the course or seek admission into other course/s till the period of punishment is over.
- The candidate indulged in mutual consultation in examination hall shall be sent out of the examination hall by canceling the answer script for the day only. The candidate shall, however, be permitted to appear for the rest of the examinations as per schedule.
- The candidate found guilty of malpractice during the examination he / she shall forego all the other examinations appeared during the period of examination. For example a candidate has written I and II years and caught on any, day of the examination while appearing for the III year, he / she shall forego the I, II and III year examination as whole, which cancels all the papers which he/she had appeared earlier during the period (Annual or Supplementary) as the case may be.
- The candidate found guilty of malpractice in the improvement examination (After completion of course) subject to above rules of punishment he/she will not be permitted to appear for the improvement examination.

(Office of the Controller of Examinations, Satavahana University, Karimnagar. True extract of the Mal-Practice Punishment Rules communicated to all the Principals of Under Graduate, Post Graduate and Professional Colleges under Satavahana University for circulation among the students.)

## ADMISSION SCHEDULE FOR THE YEAR 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	<b>Commencement of class work, Semester-I</b>	<b>07.12.2020</b>
24	Intra-college Phase	17.11.2020 to 20.11.2020
25	Seat allotment	21.11.2020
26	<b>Special Drive Fresh Registrations &amp; Web Options:</b> 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	<b>Vacancy Seats Drive Registrations &amp; Web Options</b> (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

## Almanac



**MAHATMA GANDHI UNIVERSITY  
ANNEPARTHY – 508 254  
NALGONDA**

Lr.No. 447 /MGU/NLG/2020-21

Date: 29-01-2021

To  
All the Principals of Affiliated UG Colleges,  
Under the jurisdiction of Mahatma Gandhi University.

Sub: - Revised Almanac of UG 2<sup>nd</sup> & 3<sup>rd</sup> year (III, IV, V&VI Semester) for UG Courses for the academic Year 2020-21 – Approval communicated – Reg.

Sir/Madam,

I am to communicate the approval of the University for the following Almanac of III, IV,V&VI semester for 2<sup>nd</sup> & 3<sup>rd</sup> year Courses for the academic year 2020-21.

**SEMESTER – III, V**

1	Last day of Instruction	27-02-2021
2	Preparation of Holidays & Practical Exams	28-02-2021 to 08-03-2021
3	Commencement of Theory Examinations	09-03-2021 to 25-03-2021

**SEMESTER –IV, VI**

1	Commencement of classes	26-03-2021
2	Cutoff date for Readmission	26-04-2021
3	I-Internal Assessment Test	04-05-2021 to 07-05-2021
4	II-Internal Assessment Test	08-07-2021 to 10-07-2021
5	Last day of Instruction	12-07-2021
6	Preparation Holidays & Practical Examinations	13-07-2021 to 22-07-2021
7	Commencement of Theory Examinations	23-07-2021

The Principals are requested to strictly adhere to the above Almanac.  
Kindly acknowledge the same.

  
REGISTRAR

Copy to:

1. The Dean, Faculty of Science, Arts & Management Studies, MGU
2. The Director, Directorate of Academic Audit, MGU
3. The Dean, College Development Council, MGU
4. The Dean, Student Affairs, MGU
5. The Controller of Examinations, MGU
6. The Public Relations Officer, MGU.
7. The Secretary, to Vice-Chancellor, MGU
8. The P.A. to Registrar/Officer on special duty to V.C., MGU.



# COURSES OF STUDY, SANCTIONED STRENGTH WITH FEE STRUCTURE

SNo	Name of the Course / Subject	Medium	No. of Sections Sanctioned	Intake Capacity Sanctioned	Fees
1	B.A.				
	I.H.E.P.	ENGLISH	01	60	1150-00
	2. H.E.P.	TELUGU	01	60	1150-00
	3. H.E.P.	URDU	01	60	1150-00
2	B.COM.				
	1. COMPUTER APPLICATIONS	ENGLISH	01	60	4250-00
	2. COMPUTER APPLICATIONS	TELUGU	01	60	4250-00
3	B.SC.				
	I.B.Z.C.	ENGLISH	01	60	1350-00
	2. B.Z.C.	TELUGU	01	60	1350-00
	3. M.P.CSc.	ENGLISH	01	60	4350-00
	Total:		08	480	

Note: Subject to modifications as per University / Government Orders.

## U.G. PROGRAMMES

### B.A PROGRAMME : FIRST YEAR (SEMESTER-1)

Code	Course Title	Course Type	HPW	1 Credits
BA101	Environmental Studies	AECC-1		2
BA102	English	CC-1A		5
BA103	Second Language	CC -2A		5
BA104	Optional -1	DSC-1A	1	5
BA105	Optional -II	DSC-2A		5
BA106	Optional -III	DSC-3A		5
Total Credits: [				27 ]

### FIRST YEAR (SEMESTER II)

Code	Course Title	Course Type	HPW	Qredits
BA201	Gender Sensitization	AECC-2		2
BA202	English	CC-1B		5
BA203	Second Language	CC -2B		5
BA204	Opdonal -1	DSC-1B		5
BA205	Opdonal II	DSC-2B	1	5
BA206	Opdonal -III	DSC-3B	f"	5
Total Credits: [				27 ]

### SECOND YEAR (SEMESTER-111)

Code	Course Title	Course Type	HPW	] Credits
BA301	A/B	SEC-1		2
BA302	English	CCOC		5
BA303	Second Language	CC-2C		5
BA304	Opdonal -1	DSC-1C		5
BA305	Opdonal -II	DSC-2C	T	5
BA306	Opdonal -III	DSC-3C		5
Total Credits:[				27 ]

### SECOND YEAR (SEMESTER-IV)

Code	Course Title	Course Type	HPW	Credits
BA401	C/D	SEC-2		2
BA402	English	CC-1D		5
BA403	Second Language	CC-2D		5
BA404	Optional -1	DSC-1D	1	5
BA405	Opdonal -II	DSC-2D	1	5
BA406	Optional -III	DSC-3D		5
Total Credits:				27 ]

THIRD YEAR (SEMESTER-V)

Code	Course Title	Course Type	HPW	Credits
BA501	E/F	SEC-3	2	2
BA502	GE-1	GE-1	2	2
BA503	Optional -1	DSC-1E	4	4
BA504	Optional -II	DSC-2E	4	4
BA505	Optional -III	DSC-3E	4	4
BA506	Optional -1A/B/C	DSE-1E	4	4
BA507	Optional -II A/B/C	DSE- 2E	4	4
BA508	Optional -III A/B/C	DSE- 3E	4	4
Total Credits _____			28	28

THIRD YEAR (SEMESTER VI)

Code	Course Title	Course Type	1 HPW	Credits
BA601	G/H	SEC-4		
BA602	GE-2	GE-2		
BA603	Optional -1	]DSC-1F		
BA604	Optional -II	1 DSC-2F	4	4
BA605	Optional -III	JjDSC 3F		
BA606	Optional -1 A/B/C	T DSE-1F		
BA607	Optional -II A/B/C	DSE-2F		
BA608	Optional -III A/B/C	DSE-3F		
Total Credits:			28	28

TOTAL B A. Credits 164

B.COM PROGRAMME :

FIRST YEAR (SEMESTER-1)

Code	Course Title	Course Type	1 HPW	Credits
BCO 101	Environmental Studies	AECC-1	2j	2
BCO 102	English	CC-1A	Tr	5
BCO 103	Second Language	CC -2A	TT	5
BCO 104	Optional -1	DSC-1A	5 1	5
BCO 105	Optional -II	DSC-2A	ST	5
BCO 106	Optional -III	DSC-3A		5
BCO 107	Optional -IV	DSC 4A	5	5
Total Credits			32 L	32

FIRST YEAR (SEMESTER-II)

Code	Course Title	Course Type	HPW	Credits
BCO 201	Gender Sensitization	AECC-2	2	2
BCO 202	English	CC-1B	5	5
BCO 203	Second Language	CC -2B		5
BCO 204	Optional-1	DSC-1B		5
BCO 205	Optional -II	DSC 2B	5 "I"	5
BCO 206	Optional -III	DSC 3B		5
BCO 207	Optional -IV	DSC-4B		5
Total Credits			32 f	32

SECOND YEAR (SEMESTER-III)

Code	Course Title	Course Type	HPW	Credits
BCO 301	A/B	SEC-1		2
BCO 302	English	CC-1C	5	5
BCO 303	Second Language	CC-2C	5	5
BCO 304	Optional -1	DSC-1C	5I	5
BCO 305	Optional -II	DSC-2C	5I	5
BCO 306	Optional -III	DSC-3C	T	5
BCO 307	Optional -IV	DSC-4C		5
Total Credits			32 <sub>1</sub>	32

**SECOND YEAR (SEMESTER-IV)**

Code	Course Title	Course Type	HPW	Credits
BCO 401	C/D	SEC-2	2	2
BCO 402	English	CC-1D		5
BCO 403	Second Language	CC-2D	5	5
BCO 404	Optional -I	DSC-1D		5
BCO 405	Optional -II	DSC-2D	5	5
BCO 406	Optional -III	DSC-3D	5	5
BCO 407	Optional -IV	DSC-4D	5	5
Total Credits:			32	32

**THIRD YEAR (SEMESTER-V)**

Code	Course Title	Course Type	HPW	Credits
BCO 501	E/F	SEC-3	2	2
BCO 502	GE-1	GE 1	2	2
BCO 503	Optional -1 _____	DSC-1E _____	4	4
Rrnsnd	Hnhnnal II *		4	4
BCO 505	Optional -III	DSC 3E	4	4
BCO 506	Optional -IV	DSC-4E	4	4
BCO 507	Optional -1 (Specialization-1)	DSE-1E	4	4
BCO 508	Optional -II (Specialization-2)	DSE 2E	4	4
Total Credits:			28	28^

**THIRD YEAR (SEMESTER-VI)**

Code	Course Title	Course Type	HPW	Credits
BCO 601	G/H	SEC-4	2	2
BCO 602	GE-2	GE-2	2	2
BCO 603	Optional T	DSC-1F	4	4
BCO 604	Optional -II	DSC 2F	4	4
BCO 605	Optional -III	DSC 3F	4	4
BCO 606	Optional -IV	DSC-4F	4	4
BCO 607	Optional -1 (Specialization-3)	DSE-1F	4	4
BCO 608	Optional -II (Specialization-4)	DSE-2F	4	4
Total Credits:			28	28

TOTAL B.Com. Credits 184

B.SC PROGRAMME

**FIRST YEAR (SEMESTER-1)**

Code	Course Title	Course Type	HPW	Credits
BSiOi	Environmental Studies	AECC-1	I	2*
BS 102	English	CC-1A		2
BS 103	Second Language	CC -2A		5
BS 104	Optional -1	DSC-1A		5
BS 105	Optional -II	DSC-2A		5
BS 106	Optional -III	DSC-3A		5
Total Credits:			27	27

#### FIRST YEAR (SEMESTER II)

Code	Course Title	Course Type	HPW	Credits
BS 201	Gender Sensidzation	AECC-2		2
BS 202	English			5
BS 203	Optional -I	CC-1B		5
BS 204	Optional -II	DSC-1B		5
BS 205	Optional -II	DSC 2B		5
BS 206	Optional -III	DSC 3B		5
Total Credits:			27	27

#### SECOND YEAR (SEMESTER III)

Code	Course Title	Course Type	HPW	Credits
BS 301	A/B	SEC-1		2
BS 302	English	CC-1C		5
BS 303	Second Language	CC-2C		5
BS 304	Optional -1	DSC 1C		5
BS 305	Optional -II	DSC-2C		5
BS 306	Optional -III	DSC-3C	1	5
Total Credits:			27	27

#### SECOND YEAR (SEMESTER-IV)

Code	Course Title	Course Type	HPW	Credits
BS 401	C/D	SEC-2		2
BS 402	English	CC-1D		5
BS 403	Second Language	CC-2D		5
BS 404	Optional -1	DSC-1D		5
BS 405	Optional -II	DSC-2D		5
BS 406	Optional -III	DSC-3D		5
Total Credits:			27	27

**THIRD YEAR (SEMESTER-V)**

Code	Course Title	Course Type	HPW	Credits
BS 501	E/F	SEC-3	1	2
BS 502	GE-1	GE-1		2
BS 503	Optional -1	DSC-1E		4
BS 504	Optional -II	DSC-2E		4
BS 505	Optional -III	DSC-3E		4
BS 506	Optional -1A/B	DSE- 1E	4[	4
BS 507	Optional -II A/B	DSE-2E	4	4
BS 508	Optional -III A/B	DSE-3E	4	4
Total Credits TT			28	28

**THIRD YEAR (SEMESTER-VI)**

Code	Course Title	Course Type	HPW	Credits
BS 601	G/H	SEC-4		2
BS 602	GE-2	GE-2		2
BS 603	Optional -1	DSC-1F		4
BS 604	Optional -II	DSC-2F	4j	4
BS 605	Optional -III	DSC-3F	ft	4
BS 606	Optional -1 A/B	DSE-1F	4	4
BS 607	Optional -II A/B	DSE- 2?	4	4"
BS 608	Optional -III A/B	DSE- 3F	1	4
Total CreditsTT			1	28 <sub>A</sub>

TOTAL B SC. Credits 164

## SUPPORTING SERVICES

### **LIBRARY & READING ROOM :**

The college has a well equipped Library. There are about 3000 books available for students. A spacious reading room is there in the college with various news papers and competitive magazines for our students to enable them to spend their leisure time profitable instead of idling away. As the Librarian Post is not sanctioned to this college, Sri.P.Srinivasa Reddy, Physical Director, is extending his services to maintain the Library. The following are general rules of the Library:

- Strict silence must be observed in the Library and the Reading Room.
- To borrow books from the Library, an application must be made prior to borrowing books from the issue counters.
- Books will be issued only on presentation of the identity card of the student on which his/her photograph and signature has been attested.
- Borrowing on other's identity cards is not allowed and their library membership will be cancelled if found guilty of the same.
- No one is allowed to sub-lend the library books which he/she has borrowed.
- For I & II year students, a maximum of three books and for the final year students, a maximum of four books at a time will be allowed.
- The borrower will be held responsible for loss, exchange or damage done to the books which he/she borrows and in case of loss of the book, he/she has to replace the new and latest book of that title, after reporting to the Librarian.
- The borrower should not mark with pencil or pen on the pages of the book. Before leaving the library-counter, the student must carefully check the books issued to him/her. If any damage is noticed, it must be reported to the Librarian at once, lest the student be held responsible for it later.
- The loss of a library book should be immediately reported to the Librarian.
- Books must be returned to the library on or before the due date stamped on them. If not, an over due charge of 2 Rs. per day will be collected from the defaulter.
- No books will be issued to those who have not cleared their over due charges in full.
- The library hours are 10:00 a.m. to 4:30 p.m.

### **PHYSICAL EDUCATION:**

The college has a separate department of physical education for promotion of Sports and Games and imparts training to participate and compete in various events at College, Zonal, State and National Level. Our college has a unique facility of a Gymnasium for regular physical exercise. Presently, Sri.P.Srinivasa Reddy, Physical Director



### **NATIONAL SERVICE SCHEME (N.S.S.):**

The college has an NSS Unit and our students are actively participating in various activities of social service under the able guidance of Dr.V.Shekhar, Asst. Professor of Chemistry, Sri.RamaRao, Asst.Professor of Economics, Dr.D.Sreenivas, Asst.Professor of Commerce and Programme Officer of NSS Unit. 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.

### **RED RIBBON CLUB:**

The college Red Ribbon Club has been established to create awareness about HIV and AIDS among the rural people. The club propagates the importance and consequences of blood donation. It also organizes advocacy meetings. It works under the able guidance of Sri. M.Srinivas Sarin, Assistant Professor of Zoology.

### **SCHOLARSHIPS:**

The College students are being disbursed scholarships sanctioned by Government from time to time under different categories like SC, ST, BC, EBC, Minorities, Urdu, Hindi, Children of Beldi Workers, PHC, Prathibha Award, Merit and Central Scholarships. Smt. S.Yadamma, junior Assistant is looking after the sanction of Scholarships.

### **CAREER GUIDANCE & PLACEMENT CELL :**

The Career and Guidance Cell has been extending its services under the able guidance of Dr.YVR Prasanna Kumar, Assistant Professor of English. It provides guidance and counselling for career development.

The placement cell of the college helps facilitate the placement of eligible students in various private companies that visit our campus. This is merely an additional service rendered by the college and the management of the college does not promise nor is under any obligation to secure any specific jobs either in the private or public sectors under the able guidance of Dr.YVR Prasanna Kumar, Assistant Professor of English .

To groom students with competencies and employability skills to become part of top- notch companies.

- To assist the student to become self-reliant.
- To enrich and enhance the knowledge, competencies and attitudes of the students.
- To improve their soft skills.
- To build life skills and self-confidence through value-based education.

### **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 under the able guidance of Dr.N.Chandra Babu, Asst. Professor of Botany

#### **e-CLASS ROOM:**

e-Class room has been exclusively meant to unite education and technology together, as they are treated as sides of the same coin. The ICT based education help the students to understand easily the pictorial concepts and make effect on their minds for long lasting memory.

#### **CONSUMER CLUB:**

All the students of this college are taghut about the rights and responsibilities of consumers through the experts. Dr. D. Sreenivas, Assistant Professor of Commerce, is in-charge for Consumer Club.

#### **T-SAT T.V.:**

T-SAT (Nipuna) programmes are being telecasted by SAPNET. These programmes are made part and parcel of the academic activity. The telecast is provided in 2 channels (Channel-1 is meant for telecasting of recorded programmes and Channel-II is for LIVE telecast). The telecast timings will be informed in advance. Dr.K. Anand Kumar, Assistant Professor of Economics, is in-charge for T-SAT (Nipuna).

#### **TELANGANA SKILLS KNOWLEDGE CENTRE (TSKC):**

Apart from the regular studies, our students have a very good opportunity to make themselves fit for employment through the Telangana Skils Knowledge Centre (TSKC) (erstwhile it is called as Jawahar Knowledge Centre (JKC)) in our college. The centre, which was formed in 2008 with the aim of creating opportunities, developing skills and unleashing the potential of the students, is looked after by the Co-ordinator, Dr.V.Shekhar, Assistant Professor of Chemistry and Sri. Siripurapu V Chowdari as TSKC Mentor. Since its inception, there has been a growing demand for training and placement record has also been considerably impressive

#### **WOMEN EMPOWERMENT CELL:**

Women Empowerment Cell was started in the last academic year with the objectives to enlighten empower the women students in different walks of Sfe. Smt. B.Sreedevi, Lecturer in Telugu is the incharge of the cell.

#### **ANTI-RAGGING COMMITTEE :**

Anti-Ragging Committee has been established with main motto of curbing of ragging on the campus. Its other objective is to create cordial relations among the senior and junior students. Sri. P.Srinivasa Reddy, Physical Director is the incharge of the Anti- Ragging

Committee.

#### **GRIEVANCE & REDRESSAL COMMITTEE :**

The Committee will look after the grievances and logistics problems of the students. The committee tries to provide different amenities for the students.

#### **SPECIAL TRAINING PROGRAMME :**

This is a programme launched by the Commissioner of Collegiate Education, A.P. for providing the training to the students aspiring for competitive examinations.

#### **WOMEN HOSTEL:**

It is granted by the UGC within the college premises and is now under construction. It is going to provide amenities for women students.

#### **ATTENDANCE:**

Although the University prescribes a minimum of 75% of attendance, this college insists on regular attendance in all classes. Hence, no one should be absent from class except for genuine reasons and with prior leave.

#### **CERTIFICATES:**

A student (past or present) desiring to obtain a certificate (Transfer, Conduct, Bonafide, etc.) shall apply for it with a request application. To obtain any certificate the student needs to apply 72 hours in advance. Application for certificates should be addressed to the Principal.

The annual certificates of attendance and progress required for the End-Semester Examination will not be issued unless:

- a) The Principal is satisfied with the student's progress and conduct.
- b) The student has attended three-fourths of the total working days in the academic year

#### **DRC:**

The District Resource Centre (DRC) was established by the Commissioner of Collegiate Education, Hyderabad with a vision to have an exchange of teaching programme.

#### **INTERNAL QUALITY ASSURANCE CELL (IQAC):**

**Functions :** Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.

- Organization of workshops, seminars on quality related themes.
- Documentation of the various programmes / activities leading to quality improvement.
- Acting as a nodal agency of the institution for quality-related activities.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

**Benefits :** IQAC will facilitate / contribute:

- To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture for Quality and Excellence in Higher Education.
- Enhancement and integration among the various activities of the institution and institutionalize of many good practices.
- To provide a sound basis for decision making to improve institutional functioning.
- To act as a change agent in the institution.
- For better internal communication.

#### **IQAC @KRR Govt. Arts & Science College, Kodad:**

Internal Quality Assurance Cell has been set up to ensure the best quality of education. It frequently conducts quality audits on the curricular, co-curricular and infrastructure aspects to track down the anomalies from time to time, it also undertakes the responsibility of collecting, analyzing and communicating the feedback on various aspects from the students and other stakeholders of the college.

#### **DISCIPLINE/PUNCTUALITY:**

- Students are expected to be punctual in attending all classes, especially, the First Hour in the morning and the Fourth Hour in the afternoon.
- Attendance is taken at the beginning of each class / period.
- No one is allowed to enter the class after the second bell.
- If a student reaches after the class begins, he/she should stay in the library / reading room for the rest of the period and attend the next class.
- All lecturers are expected to strictly enforce this rule

#### **CLASS ROOM CONDUCT:**

- Do not loiter anywhere on the College Campus during the class hours.
- Do not transact any work in the College Office during the class hours.
- Do not go to the canteen during the class hours or hang around the canteen unnecessarily after 4.00 p.m.
- Do observe strict silence in the class after the second bell. Men & Women are expected to be

seated in the classroom separately.

#### **CODE OF BEHAVIOUR AND COLLEGE CULTURE :**

- Use English as a medium of communication on the campus.
- The Government and the University have issued detailed instructions with regard to the banning of any sort of RAGGING on the College campus by any student. The Government Degree College, Koratla, right from the beginning, has enforced this ban on ragging or any type of intimidation with severe sanctions attached. Instant dismissal is the usual punishment for any offender in this regard.
- Smoking, drinking or taking drugs on the College campus are strictly forbidden. Any violation of this rule will be viewed very seriously and appropriate penal action will be taken against the offender/s. Any student found dmnk inside the college campus at any time of the day or night, will be dismissed from the college.
- No one should spoil the name of the staff or the officials or the institution or fellow students on the social network websites such as Face Book, Whatsapp, Kaizala, Twitter, Viber, Orkut etc. If any one does so, legal action will be taken against the culprit based on cyber laws.
- Students should not get involved in politics and hold membership in political student unions.
- By order of the Supreme Court, the students are prohibited from using their mobile phones on the college campus. No student is permitted to use any electronic gadgets like MP3, IPOD, etc on the campus.
- All vehicles (Scooters, Motorbikes, Mopeds, Cycles, etc.,) should be parked only in the parking lot near the main gate. Pleasure riding on the college campus is strictly forbidden.

#### **DO'S:**

- Respect yourself and carry yourself with dignity. Be gentle and pleasant with fellow students. Be well-mannered towards all.
- Greet the staff with a smile, Treat one another with reverence. Get constant guidance from your Mentors.
- Respect lawful Authority: Principal and Staff, Parents and Civil Authority.
- Wear your Identity Card in the college campus at all times. Loss of Identity Card should be reported to the Principal immediately.
- Be regular and punctual to all the classes and labs. Be seated in your classroom immediately after the first bell both in the morning and the afternoon sessions.
- Inculcate the habit of exercising and playing any particular indoor or outdoor game every day after the College hours.
- Be studious in your studies and work hard to fulfil your dreams. Clarify your doubts that very day from your lecturers/friends before you leave the campus.

- Maintain an absolute, attentive silence in the classroomflab during class hours, except when you ask some intelligent questions!
- Form like-minded groups among yourselves to discuss, read or clarify doubts during your spare time.
- Take care of your own belongings. Hand over lost articles to the Principal/Vice principal. Park your vehicles only in the place allotted for the purpose.
- Save water and electricity. Close taps after using them. When you leave the classrooms or labs, switch off lights and fans.
- Keep the classroom and the college campus clean and neat Make Government Degree College Campus an Eco-friendly one.
- Be noble in your dealings and help others in their need.
- Maintain punctuality and regularity.
- Use the garbage disposal bins for papers or plastic containers.

#### **STUDENT IDENTITY CARDS:**

Students should wear their identity cards while they are on the college campus. It is used to identify the student to borrow books from the library, attending college functions, writing examinations, collecting certificates etc. The ID card must not be passed on to any person for their use. If the ID card is lost, the Principal / Vice Principal should be informed immediately and a new ID card is issued on prescribed payment.

#### **PARENT-TEACHER INTERACTION:**

Parents are encouraged to interact with the faculty regularly regarding their ward's attendance, performance or any other related issue.

#### **SUGGESTIONS / COMPLAINTS:**

Students can drop their suggestions / complaints about any aspect of the college, in the complaint box placed next to the College office with their name and roll number. Strict confidentiality will be maintained and their identity will not be disclosed.

#### **Wi-Fi:**

Wi-Fi facility is available on the College campus for ICT presentation and other related activities.

## DETAILS OF TEACHING STAFF

S.No.	Name Of the Teaching Staff	Department/ Subject/ Designation
1	Sri.M.Nagu	Principal, Assistant Professor of Chemistry
2	Sri.M.Srinivasa Sarin	Assistant Professor of Zoology
3	Dr. K Ananda Kumar	Assistant Professor of Economics
3	Dr.D.Sreenivas	Assistant Professor of Commerce
4	Sri. S. Rama Rao	Assistant Professor of Economics
5	Dr.V Shekhar	Assistant Professor of Chemistry
6	Sri.P.Surendra Rao	Assistant Professor of Public Administration
7	Dr.N.Chandra Babu	Assistant Professor of Botany
8	Sri.M.Srinivasa Chary	Assistant Professor of English
9	Sri.P.Srinivasa Reddy	Physical Director
10	Dr.N.Venkateswarlu	Assistant Professor of History
11	Dr YVR Prasanna Kumar	Assistant Professor of English
	<b>Part Time Telugu</b>	
1	Smt.B.Sreedevi	Lecturer in Telugu
	<b>Contract Faculty</b>	
1	Sri.T.Raju	Lecturer in History
2	Smt.A.Sumalatha	Lecturer in Physics
3	Smt.N.Saidamma	Lecturer in Political Science
4	Sri. P.Saidulu	Lecturer in Mathematics
5	Sri.V.VenkateswaraReddy	Lecturer in Commerce
6	Sri.Sk.Mohammad Rafi	Lecturer in Political Science
	<b>Guest Faculty</b>	
1	Sri.T.Malikaarjun Rao	Lecturer in Computer Science
	<b>TSKC</b>	
1	Sri.S.V.Chowdari	TSKC Full Time Mentor
	<b>PG Guest Faculty</b>	
1	Sri.B.Rambabu	Lecturer in Political Science
2	Smt. A.Swathi	Lecturer in Telugu
3	Smt.Y.Madhavi	Lecturer in Telugu
4	Sri.P.Venkateshwarlu	Lecturer in Political Science

## DETAILS OF NON-TEACHING STAFF

S.No	Name of the Non TECHING Staff	Designation
1	Smt.P.Madhavi	Administrative Officer
2	Smt.J. Vasantha Laxmi	Superintendent
3	Sri. Janainah	Senior Assistant
4	Sri. Yah Bin Amar	Museum Keeper
5	Sri. Ismail	Record Assistant
6	Sri.D.Saidulu	Record Assistant
7	Smt.P.Rama	Record Assistant
8	Smt. Chandra Kala	Record Assistant
9	Sri. K. Venu Gopal	Record Assistant
	<b>Outsourcing staff</b>	
1	Smt.B.Jyothi	Office Subordinate
2	Smt.N.Sravanthi	Office Subordinate
3	Sri.B.Linga	Office Subordinate
4	Smt.B.Saroja	Office Subordinate



## CO-ORDINATORS / INCHARGES

SNo	Name of the Committee	Co-ordinators / In-charges
1	Academic Co-Ordinator, Admissions & Examinations	Dr.V.Shekhar
2	Internal Quality Assurance Cell &NAAC	Dr.N.Venkateshwarlu
3	Library	Sri.P.Srinivasa Reddy
4	Games & Sports	Sri.P.Srinivasa Reddy
5	T-SAT (Nipuna) TV	Dr.K.Ananda Kumar
6	U.G.C.	Sri.M.Nagu
7	National Service Scheme (N.S.S.)	a) Dr.D.Sreenivas b) Dr.V.Shekhar c) Sri.S.RamaRao
8	Consumer Club	Dr.D.Sreenivas
9	Red Ribbon Club	Sri.M.Srinivas Sarin
10	Health Club	Sri.M.Srinivas Sarin
11	Student Welfare	Dr.Sreenivas Dadigala
12	Telangana Skills Knowledge Center (T.S.K.C.)	Dr.V.Shekhar
13	Career Guidance & Counseling Cell	Dr.YVR Prasanna Kumar
14	Grievance Redressal Cell	Sri.M.Srinivas Sarin
15	Eco Club	Dr.N.Chandrababu
16	Women Empowerment Cell	Smt.B.Sreedevi
17	Telugu Language, Cultural & Arts Committee	Smt.B.Sreedevi Dr.N.Chandrababu
18	R.T.I. Committee	1 <sup>st</sup> Appellate Authority: Sri.M.Nagu 2 <sup>nd</sup> Appellate Authority: Sri M.Srinivas Sarin 3 <sup>rd</sup> Appellate Authority:Smt.P.Madhavi
19	Anti - Ragging Committee	Sri.P.Srinivasa Reddy
20	Swacha Bharath / Haritha Haram	Dr.N.Chandrababu
21	Yuvatharangam&Jignasa	Dr.N.Chandrababu
22	Hand Book	Sri.M.Srinivas Sarin

**"Positive attitude enables one to be stable in all circumstances".**

**"It must be remembered that the purpose of education is not to fill the minds of students with facts... it is to teach to think, if that is possible, and always to think for themselves".**

