

GOVT. DEGREE COLLEGE HUZURABAD



Learn Better to Serve Better

Handbook

2019-2020

GOVERNMENT DEGREE COLLEGE HUZURABAD

KARIMNAGAR DIST. TELANGANA – 505468

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

PROFILE OF THE COLLEGE

Huzurabad is a Mandal headquarters and one of the major towns of Karimnagar District of Telangana state. It is noteworthy that it has a rich heritage and culture and ideal place for peaceful co-existence of 30,000 people of diverse communities. It is encircled by the canals of Lower Manair Project which help for rich vegetation and green crops. Agriculture is the main livelihood of the people. “VANGARA” the birth place of Sri. P.V. NARASIMHA RAO, Former Premier of India is located very near to Huzurabad. PV had his primary education in this town.

The College was established in 1993 in Huzurabad town initially in the Government Junior College, Huzurabad premises as a co-educational institution and later it was shifted to Sri Rama Sagar Project (SRSP) Camp Huzurabad in the year 1999 as the SRSP Camp was shifted to Warangal as running Degree as well as Junior college simultaneously in the same campus became an uphill task, adversely impacting the academic activities of UG Students and recently it was shifted to Junior college premises in 2018. The college was allocated 8.05 acres of land and RUSA sanctioned 2 crores for construction of building 888 sq.mtrs and providing and it was allocated 5.08 acres of land.

Government Degree College, Huzurabad started its services in 1994 with BA and B.Com courses and from the academic year 1998-99 B.Sc courses Life Sciences and Physical Sciences groups were started. The College focuses its attention mainly on advancing and disseminating knowledge by diverse means like student seminars, bridge courses, and extension lectures by the subject experts and eminent academicians, Remedial classes to slow learners are arranged for their

progression. Class room teaching activity, assignments, conducting of internal examinations are the regular activities of the institution. Field trips and project works are taken up to inculcate scientific temper and to develop comprehensive understanding of the socio-economic, political and historical conditions. In-depth study of commercial organisations and physical, chemical and biological systems and life cycles take place on regular basis. The college was accredited with Grade 'B' by NAAC, Bangalore in 2015.

VISION

To make the college the best in the field of higher education and fulfil higher educational needs of present and future generations of the locality by imparting quality education. To actualise the aspirations of the students that would prepare them for the life in a better way and address the needs of the society.

MISSION

- To educate and train the students to meet the challenges of the society by various curricular, co-curricular and extracurricular activities.
- To provide an effective and purposeful learning environment
- To provide an opportunity to the students of local surroundings and rural area to pursue the higher education.
- To encourage all round personality development and life skills in the students in turn to make them stand on their own feet.

- To drive emotional quotient of students in a right direction.
- To empower and inspire the students for higher studies and consequently for a better employment.
- To empower the students to face personal challenges and to combat anti social elements.
- To enrich values of Indian Culture and Arts

Salient Features of the College:

1. Campus area: 8.05 acres
2. No. of programmes: UG – 11
3. No. of rooms: 16
4. No. of Departments: 12
5. No. of Laboratories: 5
6. No. of Teaching Staff: 14

Aims and Objectives of the College

1. To make the rural students build up confidence and acquire competencies to meet the challenges of the present global needs.
2. To give up monotonous lecture method and adopt interactive methods.
3. To devise Micro-teaching plans on curricular and additional curricular lines and implement them with multimedia aids.
4. To encourage the students to take up research work.
5. To make the students involve more actively in the class room activities.

COURSES OFFERED:

UNDER GRADUATE COURSES:

ARTS COURSES:

BA (HISTORY – POLITICAL SCIENCE – COMPUTER APPLICATIONS) EM

BA (HISTORY – ECONOMICS – COMPUTER APPLICATIONS) EM

BA (ECONOMICS – HISTORY – POLITICAL SCIENCE) EM

BA (ECONOMICS – HISTORY – POLITICAL SCIENCE) TM

BA (HISTORY – POLITICAL SCIENCE- PUBLIC ADMINISTRATION) TM

COMMERCE COURSES:

B.COM (CA) EM

B.COM (GEN) EM

B.COM (GEN) TM

SCIENCE COURSES:

B.SC. (MATHEMATICS-PHYSICS-COMPUTER SCIENCE) EM

B.SC. (MATHEMATICS-PHYSICS-CHEMISTRY) EM

B.SC.(BOTANY- ZOOLOGY- COMPUTER APPLICATIONS)

B.SC. (BOTANY- ZOOLOGY- CHEMISTRY) EM

VALUE ADDED COURSES:

1. Human values and Ethics
2. Environmental Sciences
3. Basic Communication skills
4. Basic Computer skills
5. Health and hygiene etc.,

ADDITIONAL FACILITIES AVAILABLE

NSS (NATIONAL SERVICE SCHEME)
MANA TV
HEALTH CLUB
WOMEN EMPOWERMENT CELL
GREVIANCE REDRESSAL CELL
ENTREPRENEURSHIP DEVELOPMENT CELL

STAFF DETAILS

PRINCIPAL: SRI G.PARAMESH

M.Sc., (Ph.D).

VICE-PRINCIPAL: Sri P.L.N.Murthy

M.COM. M.Ed., M.Phil. (Ph.D)

Sl.No.	Name of the Faculty	Qualifications	Experience	Subject
1	Dr.P.Dinakar	M.A.M.Phil.Ph.D. PGDTE, B.Ed.SET	23 Years	English
2	S.Madhu	M.A.,NET (Ph.D)	22 Years	Telugu
3	S.Sammaiah	M.A.,B.Ed.,SET,(Ph.D)	20 Years	History
4	S.Shyamala Devi	M.A., (Ph.D).	19 Years	Economics
5	G.Swapna	M.A.,(Ph.D).	11 Years	Political Science
6	PLN Murthy	M.COM. M.Ed., M.Phil. (Ph.D)	24 Years	Commerce

7	M.Sridhar	M.COM.,SET	15 Years	Commerce
8	D.Swaroop Rani	M.Sc.,B.Ed.,	10 Years	Mathematics
9	G.Paramesh	M.Sc.,B.Ed., (Ph.D).	13 Years	Zoology
10	P.Hariprasad	M.Sc., M.Phil, SET (Ph.D) .	19 Years	Physics
11	C.Raja kumar	M.Sc., B.Ed., SET, (Ph.D) .	19 Years	Botany
12	Md.Khaja Arif	M.Sc.,NET,SET, (Ph.D)	10 Years	Chemistry
13	S.Nagaparameshwara Chary	M.Sc., M.Tech, NET, SET (Ph.D) .	8 Years	Computer Science
14	K.Ramesh	M.A., M.LiSc.	32 Years	Librarian

NON - TEACHING STAFF

S.No.	Name of the Employee	Designation
1	D.Srinivas	Junior Assistant
2	Srilatha	Record Assistant
3	Raghupathi	Office Subordinate

CODE OF CONDUCT OF 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:

CODE OF CONDUCT OF PRINCIPAL:

The Principal should conduct himself / herself in such a way that both the staff and the students look upto him / her for guidance.

- 1) He/She should be impartial, secular, dignified and punctual in discharging his / her duties.
- 2) The Principal should be present in the College atleast half-an-hour before the commencement of the college timings and leave the college after the day's work is over.
- 3) He/She should be a pace setter in dress, demeanor, attendance, punctuality etc.,
- 4) 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.
- 5) The Principal should be in constant touch with students and residents of the hostel(whenever hostel is attached) which will greatly solve the problem of indiscipline and discontent in the college and on the campus.
- 6) The Principal should be a true academic and administrative leader and assume fullresponsibility for discipline in the college.
- 7) 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.

The lecturers working in a college should form a disciplined and purposeful learn, subordinating their individual interests and caprices to the college academic purpose and

fit into a harmonious organizational frame work. They should help the Principal in maintaining the discipline in the college.

CODE OF CONDUCT OF NON-TEACHING STAFF:

- 1) Non-Teaching are responsible for all fee collections and other collections due from students and others.
- 2) They prepare the Cash Book (General and Special) and all other subsidiary records
- 3) They are responsible for the preparation of Admission Registers, Term Fee Registers, C.C.B. Statements and all periodical returns.
- 4) They prepare Budget estimates, Revised Estimates, Number statements and all matters connected with them.
- 5) They prepare Reconciliation of expenditure with the Treasury figures and reconciliation of pass books with Treasury figures (the Principal will operate the P.D. Account
- 6) They are the In-charge of Stationery and Forms, Indents, Issue of Stationery and maintenance of connected records.
- 7) They supervise the Service Registers, Leave accounts of the staff working in the College and guide the Principal in proper disposal of the issues.
- 8) They attend to the inspection parties and audit parties visiting the college and help the Principal in answering the audit objections.
- 9) They also maintain the Register of Audit objections and help the Principal interviewing them every month and sending the replies to the commissioner.
- 10) They enter all correspondence letters received in the inward register.
- 10) They initiate the note pointing out the facts and the rule position in the note file opened on the current.

RULES OF CONDUCT & 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.



SHOT ON POCO X3

P. Sankar
Principal
Govt. Degree College
Muzurabod, Dt. Kannur

Achievements of Teachers:

1. Sri. G. Paramesh, Asst. Prof. of Zoology attended RC in Life Sciences at Osmani University., Hyderabad
2. Sri. S. Madhu, Asst. Prof. of Telugu attended Refresher Course in Telugu at HRDC, Osmani University, Hyderabad.
3. Sri. S. Madhu, Asst. Prof. of Telugu has bagged First Prize at National Level Patriotic poetry Writing Competition at Mancherial.
4. Dr. P. Dinakar, Asst. Prof. of English attended a 5 Day Training Programme on Technical Communication Skills at NIT, Warangal.
5. Dr. P. Dinakar, Asst. Prof. of English has extended his services as the course writer for English Text Books of UG I & II Years.
6. Smt. S. Shyamala Devi, Asst. Prof. of Economics attended a 7 Day Faculty Development Programme at NIT, Warangal.
7. Smt. S. Shyamala Devi, Asst. Prof. of Economics has been elected as EC Member in TEA (Telangana Economic Association), Hyderabad.
8. Smt. S. Shyamala Devi, Asst. Prof. of Economics has presented her Research Paper at National Seminar conducted by the Dept. of Economics, Kakatiya University, Warangal.
9. Smt. S. Shyamala Devi, Asst. Prof. of Economics has completed On Line RC in Economics from SWAYAM
10. Smt. S. Shyamala Devi, Asst. Prof. of Economics has completed On Line RC in Agricultural & Rural Development from SWAYAM
11. Dr. P. Dinakar, Asst. Prof. of English, Sri. P. LaxmiNarasimha Murthy, Lecturer in Commerce, Sri. S. Madhu, Asst. Prof. of Telugu, Sri. G. Paramesh, Asst. Prof. of Zoology and Smt. S. Shyamala Devi, Asst. Prof. of Economics presented Research Papers in National Seminar on Higher Education conducted at GDC Jammikunta.

Achievements of Students:

- B. Ramesh, student of BA III Year has completed Adventure Camp in High Altitude Trekking & Skiing Centre Narkanda, Shimla Himachal Pradesh.
- 4 students attended District Level Awareness Session on Role of Students in Strengthening Healthy Democracy and Ethical Voting Under SVEEP
- 6 Students got prizes in District Level Voters Day Competitions and received prizes from Sri Sarfaraz Ahamadgaru Honourable District Collector, Karimnagar.
- 15 Students appeared for P.G Entrance Test of various state and central universities
- 04 Students appeared for TET and cleared
- 09 students appeared for B.Ed. Entrance Test and got seats

Achievements of the Institution:

- **Academic:** Participated the students in Student study projects at State Level in all departments under Jignasa
- **Sports:** Kabaddi, Kho-Kho – Participated District Level
- **Cultural:** Yuvatarangam – District and State Level
- **Others:** Cultural, Co-curricular and Extra Curricular Competitions are conducted at the College Level at Regular intervals.

Corporate Social Responsibility (CSR) activities:

- Conducted Career Guidance Programme *Vijayam Mee Guppitlo* in association with Saakshi Media and Gillett Plus, Hyderabad.
- Mid-Day Meals provided to the students from the Staff Club Fund
- Conducted Flash Mob near Bus Stand Circle, Huzurabad
- Field Trip to Sericulture Plant at Thummanapally Village

- Special NSS Programme was conducted at Thummanapally Village, Mandal: Huzurabad
- Conducted Voter Awareness Drive in Huzurabad
- Study Material was supplied to the students on Free of Cost by Department of Telugu,English and Economics
- Conducted *BathukammaSambaralu*
- Conducted *Swatch Bharath&SwatchaSarvekshana* in and around college
- Conducted Huzurabad Constituency Level *Rangoli* Competitions
- Conducted awareness programme on EVMs for Voting

Best Practices of the Institution:

- Implementation of SIE (Speak in English) Programme
- Conducting Moral Values to the students
- Extension Lectures to the students of Intermediate on Respective Subjects in order to improve enrolment percentage
- Coaching for PG Entrance Tests and other Competitive Exams.