

**SRR GOVERNMENT ARTS & SCIENCE COLLEGE
KARIMNAGAR- TELANGANA**

(NAAC Reaccredited with 'A' Grade)

HAND BOOK

2018-19

FACULTIES OF ARTS, COMMERCE AND SCIENCE

(B.A., B.Com, B.Sc.)

CBCS

Chairman

DR.K.RAMAKRISHNA M.A.,M.Phil,Ph.D.

PRINCIPAL

Convenor

DR.S.ODELU KUMAR M.A.,Ph.D

Members

DR.G.KISHORE KUMAR M.Sc.,Ph.D

DR.M.ARCHANA M.Sc., Ph.D

SRI.S.RAJESH M.A., SET

SRI.CH.MARUTHI M.A., SET

PROFILE OF THE COLLEGE

Sri Rajarajeshwara Government Arts and Science College, Karimnagar, was established in the year 1956. Situated on the banks of the river Manair, Karimnagar is a happening town. With extended acres of crops, lush green forest and Industries, Karimnagar demands a special mention in the history of the state. It was surrounded by great Vaishnavite and Saivite temples. The climate of the district instills every individual with pious feelings and balanced philosophy of life. This land of Karimnagar has been the inspiring source for several poets, novelists, singers and artisans. This is a land of committed leaders and academicians, balladeers witnessing a rapid growth in the field of education.

The location adds a significance to the culture and living conditions of the people. As it is surrounded by Telangana Districts, unlike any other district headquarter, it is able to preserve its linguistic and native culture that could lend to several works of art in its native dialect.

Satavahanas, Chalukyas, Padmanayakas, Asafjahis ruled this region and enriched its history and culture. The then district headquarters was situated at Elagandal and Syed Karimuddin, the Khiledar shifted the head quarters to this place in 1905 and named as Karimnagar.

Karimnagar was a sleepy little town till late 20th century. It witnessed sweeping changes with the establishment of academic institutions and from 1950s onwards, these changes turned out to be conspicuous. Establishment of SRR Govt. College in 1956, was the first step for academic development of Karimnagar.

Several visionary leaders and academicians like Sri P.V. Narsimha Rao, Sri Juvvadi Thukka Rao, Sri K.V. Narsing Rao, Sri Mukundlal Mishra, Sri Gourishetti Venkataiah, Sri J. Goutham Rao, Sri Ch. Rajeshwar Rao, Sri D. Hanumantha Rao, Sri Khaja Basheeruddin, and several others wanted to start a Degree College at Karimnagar. They could obtain permission to start in a small go down. Several philanthropic organisations came forward to offer their might for the development of the college. Ultimately the college was established in 1956. The noble trustees of Sri Raja Rajeshwara Swamy Temple Vemulawada came forward to extend their helping hand. Greater amounts of money flowed in. Volunteers like Smt. Rangamma Obul Reddy and Chalmeda Anand Rao volunteered to collect large amounts from nook and corners of the districts explaining the need for a Degree college. The college was taken over by the government in 1959. The foundation stone for this massive and impressive building

was laid by the then Hon'ble Chief Minister Sri K. Brahmananda Reddy in 1965. The earlier 'godown college' was shifted to the present massive and impressive building with an area of 26 acres, which was generously donated by Gourishetti family.

The college owes its credit to great scholars and administrators like Sri A.V. Gopal Rao, Sri S.S. Barlingcy, Kavisamrat Vishwanatha Satyanarayana (Gnanapeeth awardee), Prof. I.V. Chalapathi Rao, Sri K.Y.L. Narsimha Rao, Sri B. Madhava Reddy and many others. The new generation Principals Sri N.Sangameshwar Rao, Sri Bankatlal Agarwal, Sri K. Srinivas Rao, Sri M.V. Narsinga Rao, Sri M. Narayana Reddy, Sri B. Damodar, Sri B. Ramchandar Rao, Dr. C. Vijaya Kumar and Dr. K. Murali contributed immensely to the growth of the institution. At present Dr.K.Ramakrishna M.A., Ph.D is leading the institution.

Profile of the College:

1. Campus area: 26 acres
2. No. of programmes: UG 24, PG 07, Certificate Courses 11
3. No. of rooms: 91
4. No. of Departments: UG 17, PG 07
5. No. of Laboratories: 24
6. No. of Teaching Staff: 84 {Ph.D-16}

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 (HEP) EM

BA (PUB ADMINISTRATION) TM

BA (RURAL INDUSTRIALISATION) TM

BA (HE PUB ADMN.) EM

COMMERCE COURSES:

B.COM (GEN) TM

B.COM (GEN) EM

B.COM (CA) EM

B.COM (CA) TM

SCIENCE COURSES :

B.SC. (MPC) TM

B.SC. (MPC) EM

B.SC. (MPCS) TM

B.SC. (MPCS) EM B.SC. (MPE) EM

B.SC. (BZC) TM

B.SC. (BZC) EM

B.SC. (BZCA) TM

B.SC. (BCBT) EM B.SC. (IMB) TM

POST GRADUATE COURSES :

MA TELUGU

MA ENGLISH

MA ECONOMICS

M.SC CHEMISTRY (ORGANIC CHEMISTRY)

M.SC MICROBIOLOGY

M.SC ZOOLOGY

M.COM

CERTIFICATE COURSES :

JOURNALISM

SOCIAL WORK

BASIC BEAUTICIAN

WATER & SOIL ANALYSIS

YOGA

PERINI DANCE

MEMORY SKILLS

CALLIGRAPHY

ADDITIONAL FACILITIES AVAILABLE

TSKC

STP (SPECIAL TRAINING PROGRAMME)

NCC (NATIONAL CADET CORPS)& TKHH

NSS (NATIONAL SERVICE SCHEME)& SWATCHA BHARATH

MANA TV

E - PLUS CLUB

RRC (RED RIBBON CLUB)

HEALTH CENTRE

WOMEN EMPOWERMENT CELL

ECO CLUB & VALUE EDUCATION CELL

STAFF DETAILS

PRINCIPAL

DR.K.RAMAKRISHNA M.A,M.PHIL., PH.D

Sl.No	Name of the Faculty	Subject
1	J.Uma Maheshwari	English
2	Dr.S.Odelu Kumar	English
3	G.Ramakrishna	English
4	Dr.M.Shobha Rani	English
5	S.Rajesh Kumar	English
6	Ch.Maruthi	English
7	Dr.Vasala Varaprasad	Hindi
8	Dr.P.Nagamani	Hindi
9	Dr.K.Malla Reddy	Telugu
10	Dr.T.Pramod Kumar	Telugu
11	Dr.P.Vishwaprasad	Telugu
12	K.Sharada	Telugu
13	Kaleem Mohiuddin	Urdu
14	Dr.V.Bikshapathi	Commerce
15	Dr.A.Sathish Kumar	Commerce
16	A.Narayana	Commerce
17	K.Laxmi Narsaiah	Commerce
18	Appani Prasad	Commerce
19	T.Rajaiah (OD)	Commerce

20	R.Gopal Krishna	Economics
21	Dr.G.Purushotham	Economics
22	K. Rajendram	Economics
23	G.Pradeep Shravan	Pub. Admn.
24	D.D. Naidu	Pub. Admn.
25	J.Narsaiah	Pol. Sci
26	B.Murali	Pol. Sci
27	DR.M.Archana	Mathematics
28	E.Komuraiah	Mathematics
29	D. Pavan Kumar	Mathematics
30	B.Satyanarayana	Physics
31	K.Ramachandram	Physics
32	M.A.Shukur	Physics
33	S.Krishna Prasad	Physics
34	V. Kiran Kumar	Physics
35	M.Himabindu	Chemistry
36	N.Venugopal	Chemistry
37	B.Mahipal Reddy	Chemistry
38	G. Srinivas	Chemistry
39	GVR Sai Madhukar	Chemistry
40	K.Anjaneyulu	Chemistry
41	K.Bhaskar	Chemistry
42	M.Sridhar	Chemistry
43	B.Suresh Kumar	Zoology
44	Ch.Thirupathi	Zoology
45	Dr.G.Suhasini	Zoology
46	K.Surender Reddy	Zoology
47	Dr.T.Mahesh	Zoology
48	P.Raju	Zoology
49	G. Chandraiah	Botany
50	P.Hari Krishna	Botany
51	Dr.A. Sreenivas	Botany
52	Dr.P.Balaraju	Botany

53	Dr.T.Shankar	Botany
54	Dr.P.Muthenna	Microbiology
55	Dr.G.Kishore Kumar	Biotechnology
56	S.Nageswar Rao	PD
57	K.Surendher	Librarian

Contract Faculty

S. No.	Name of the Contract Lecturer	Subject
1	M.VENKATESHWARLU	TELUGU
2	A.RAJU	TELUGU
3	A.CHANDRASHEKAR	ENGLISH
4	G. RADHA	HISTORY
5	G.RAJENDHAR	HISTORY
6	M.THIRUPATHI	MATHEMATICS
7	G.SRIDHAR	MATHEMATICS
8	V.SRINIVAS	Computer Science
9	K.S.P. CHOWDARY	Computer Science
10	J.RAMESH	Computer Applications
11	K. PREM CHANDER	Computer Applications
12	M. ANJANEYULU	Computer Applications
13	D. RAJASHEKAR	TSKC MENTOR

NON - TEACHING STAFF

Sl.No.	Name of the Employee	Designation
1	Sri.V.Kamraj	Administrative Officer
2	Sri.R.Mahesh	Superintendent
3	Sri.T.Balachander	Senior Assistant
4	Smt. A.Shankaramma	Senior Assistant
5	Sri.K.Vinay Kumar	Senior Assistant
6	Sri.K.Ramakrishna	Junior Assistant
7	Sri.N.Pratap	Junior Assistant
8	Sri.E.Srinivas	Junior Assistant
9	Sri.A.Laxmi Rajam	Junior Assistant
10	Sri.G.Srinivas	Typist
11	Sri.G.Anjaiah	Store Keeper
12	Sri.D.Buchaiah	Store Keeper
13	Smt.T.Susheela	Musiuem Keeper
14	Sri. MD. Fasiuddin	Mechanic
15	Sri. J. Surendar Reddy	Record Assistant
16	Sri. MA. Shafeeq	Record Assistant
17	Sri. B.Suresh	Record Assistant
18	Sri. MD. Masood	Office Subordinate
19	Sri. Chinna Rajaiah	Office Subordinate
20	Sri. S. Partha Sarathi	Office Subordinate
21	Smt. G. Rajamma	Office Subordinate
22	Sri. G. Laxmi Raju	Office Subordinate

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. 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 afore 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.Sc./ B.Com. is as mentioned below:

The Candidate should be of Indian Nationality.

The candidate should satisfy 'local'/'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.Sc./B.Com. 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, (other than Pre-Degree Course in Oriental Languages of OU).

As per the Letter RC.No.51009/ERTW-III/2009-10, dt.06.05.2010 of the Secretary, Telangana State Board of Intermediate Education, the students, who completed first 2 years Course of RGUKT, IIT, Basara programme 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, dt.27.10.2001.

Candidates who have passed qualifying examination with Science /Arts / Commerce subjects

are eligible for admission to B.A./B.Com 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 B.A. /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.

Candidates seeking admission into the B.Sc. 1 st 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/Commerce subjects are NOT ELIGIBLE for admissions into the B.Sc. Course.

Merit Criteria for admission into Undergraduate Courses (B.A. / B.Sc. / B.Com.):

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)

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.

Rules of Reservation for Admissions:

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.

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

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

C) Backward class A total of 29% seats in each course shall be reserved for 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 and 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:

0.5% 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

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:

1. Migration certificate in case of candidate who pass the qualifying examination other than Board of Intermediate Examinations.
2. Transfer certificate from the college where last studied.
3. Pass certificate and memo of marks of the qualifying exam.
4. Bonafide certificate from the college where last studied.
5. Study Certificate for the four consecutive years preceding the qualifying examination.
6. Community certificate in case the applicant belong to Scheduled caste, Scheduled tribe, Backward class issued by a competent authority. (from M.R.O)

7. Income Certificate (issued by a gazette officer) in case of the applicant seeking fees concession.
8. Certificate if any of special proficiency, extra curricular activities including sports, games, NCC, NSS,CULTURAL etc.
9. PHC, Ex servicemen – supporting evidence.

A CANDIDATE PROVISIONALLY SELECTED FOR ADMISSION

WILL FORFEIT THEIR SEAT IF:

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

Fee particulars for the year 2018 – 19

Sl. No	Name of the Course & Medium	Tuition/Govt. Fee	Special Fee	Addl.spl Fee	Total
1	B.A (CBCS) Regular	500	1150	-	1650
2	B.A (CBCS)Restructured	500	1150	3000	4650
3	B.COM(Comp.Appl)	500	1250	3000	4750
4	BBA Restructured	500	1250	10000	11750
5	B.Sc Physical Science CBCS	500	1350	-	1850
6	B.Sc Physical Science CBCS Restructured	500	1350	3000	4850
7	B.Sc Life Sciences CBCS	500	1350	-	1850
8	B.Sc Life Sciences CBCS	500	1350	3000	4850
9	MOOCS/Virtual classrooms subjects	500	1150	2000	3650

GENERAL RULES

1. When a student joins in the college, it is assumed that he/she accepts and obliges to abide by the rules in force.

2. A student is expected to behave decently with all members of the teaching staff and all supporting staff.
3. Students should refrain from loitering in the corridors or standing in the verandahs during working hours. The leisure periods may be utilized in the Library or reading room.
4. Every student should always carry Identity Card .
5. The name of the student absent to the college for more than fifteen days continuously without intimation will be removed from the rolls.
6. Students who are granted admission will be required to pay the entire college fee of the year in advance. Otherwise, they will not be allowed to attend the classes and their examination form will not be forwarded to the University & they will not be allowed to write the Semester Examination.
7. Every student must put in a minimum of 75% attendance to be eligible for scholarship or bus pass concession.

CBCS PATTERN OF EXAMINATION:

EVALUATION METHOD

1. 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.

2. 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.)

3. 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 ½ mark each ; 10 FIBs OF ½ mark each ; 5 short answers of 1 mark each.

4.No assignments for any 3 credit core/elective course /paper.

5.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.

6 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, practicals, 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.

ATTENDANCE:

1. Every student is required to attend classroom subject lectures and Practical work punctually and regularly.
2. Every student must have at least 75% attendance in every subject of the course to secure eligibility to appear for the University Examination.
3. No student shall absent herself from the college without submitting application for leave of absence. It should be endorsed by the parents /Guardians and handed over to the class lecturer. If the leave of absence is for more than five days a certificate from a medical Practitioner is necessary.

DISCIPLINE:

There is Discipline and Attendance Committee comprising a team of lecturers to ensure the strict observance of rules.

1. Students are required to attend all the classes including practical classes regularly and punctually. Also, they should maintain discipline in the classroom as well as in the college campus.
2. Students misbehaving in the classroom and in the college campus will be severely punished.
1. Students are required to abide by the instructions issued by the principal.
2. The principal will communicate with the parents /guardians of those students, whose behaviour and progress in studies is not satisfactory..

ANCILLARY DEPARTMENT

Department of Library Science:

Our library is one of the best libraries in the region. It consists around 52225 books 46 magazines and journals, 14 newspapers, a spacious news paper room. Separate reference sections for UG and PG students were created. Automation of library was completed.

Department of Physical Education

The college is equipped with full facilities for Physical Education like indoor and outdoor games material, sufficient ground, etc. Our students have participated in Inter-collegiate and other competitions and have been winning accolades for the last many years. There is a well equipped Gymnasium for the improvement of physical health of the students and to ensure their physical fitness

NSS:

The college has four N.S.S units about 400 students are involved in the N.S.S. activities under the guidance of 4 Program Officers. The N.S.S. Volunteers are actively involved in programs like Haritha Haharam, Literacy Programme Adult education, Blood Grouping Camp, Medical Camp, Swachh Bharath, Awareness of HIV AIDS camp, Awareness of Environment, Red Ribbon Club, Consumer Club, Eco Club etc.

NCC:

The vibrant NCC unit of the college is participating in various campus/competitions ranging from battalion to national level. The unit regularly represents NCC camps like ATC, CATC, IGC, TSC, STATE DRC, STATE IDC, Attachment, All India Trekking, National integration camps, etc.

TSKC

Telangana Skills and Knowledge Centre (TSKC) is to provide technical knowledge, soft and communication skills to all the students. Every year job drives are conducted in the college. TSKC has a fully air-conditioned lab with 80 computers. Telangana Academy for Skills and Knowledge (TASK) collaborated with TSKC to provide job oriented trainings and placements. TSKC has MOU with Naandi foundation. The foundation will conduct Employability skills training programme for our college students.

a) LITERARY AND CULTURAL ACTIVITIES:

The college conducts literary and cultural competitions in 22 events at college level, cluster and state level under Yuvatarangam Programme, a flagship programme of CCE Telangana. Our students have won many prizes in these competitions at state level.

b) COMPUTER LABS:

The college has two air-conditioned Laboratories, where computers with battery backup are available.

c) CAREER GUIDANCE CELL:

This Committee consisting of teachers, who are experts in teaching competitive examinations . **Mission to Mussori**, is a programme intended for civil services aspirants of our college. The committee also guides students on competitive exams and higher education course such as IBPS,RRB,LIC,SSC, TSPSC GROUP SERVICES, ICET,PGCET.

d) MANA TV

The facility of MANA TV is provided to the students of the college. It is a good resource to upgrade our skills in various fields. There is a platform called TSAT NIPUNA ,(Student as a teacher programme) a live interactive session on presentation techniques, where the selected students give presentation on various subjects. The college faculty has been involving in live presentations.

e) JIGNASA STUDENT STUDY PROJECTS:

Jignasa is a programme conducted by CCE Telangana , in which a group of students not less than five members will do the project work. The main aim of the JIGNASA is to develop research aptitude among the under graduate students .Our students bagged many prizes at state

f) INTERNAL QUALITY ASSURANCE CELL(IQAC)

The main purpose of IQAC is to improve the academic and administrative performance of the institution.It is helpful in getting NAAC accreditation. The college is preparing for autonomous status, which is granted by the UGC.

g) BRAOU

Dr.B.R.Ambedkar open university has established its regional centre to offer various UG and PG courses under distance mode to rural youth.

Other Ancillary wings of the college:

There are many co curricular programmes such as Eco Club, Red cross, Consumer Club, English and Telugu Literary club, Women Empowerment Cell, Red Ribbon Club, Student Welfare Centre and Health centre have been helping the students a lot.

PUBLIC PARTICIPATION:

It is ensured through College Planning and Development Council (CPDC) and parent teachers association meetings at least twice in a year of the college.

WHAT WE EXPECT FROM STUDENTS & PARENTS:

STUDENTS:

- Come regularly and punctually to the college.
- Be sincere and honest in all activities
- Participate in curricular, Co-Curricular and Extra curricular with zeal and enthusiasm.

PARENTS:

- Ensure and check the regular attendance of their wards.
- Attend all parent-teacher meetings compulsorily.
- Actively participate in developmental activities of the college