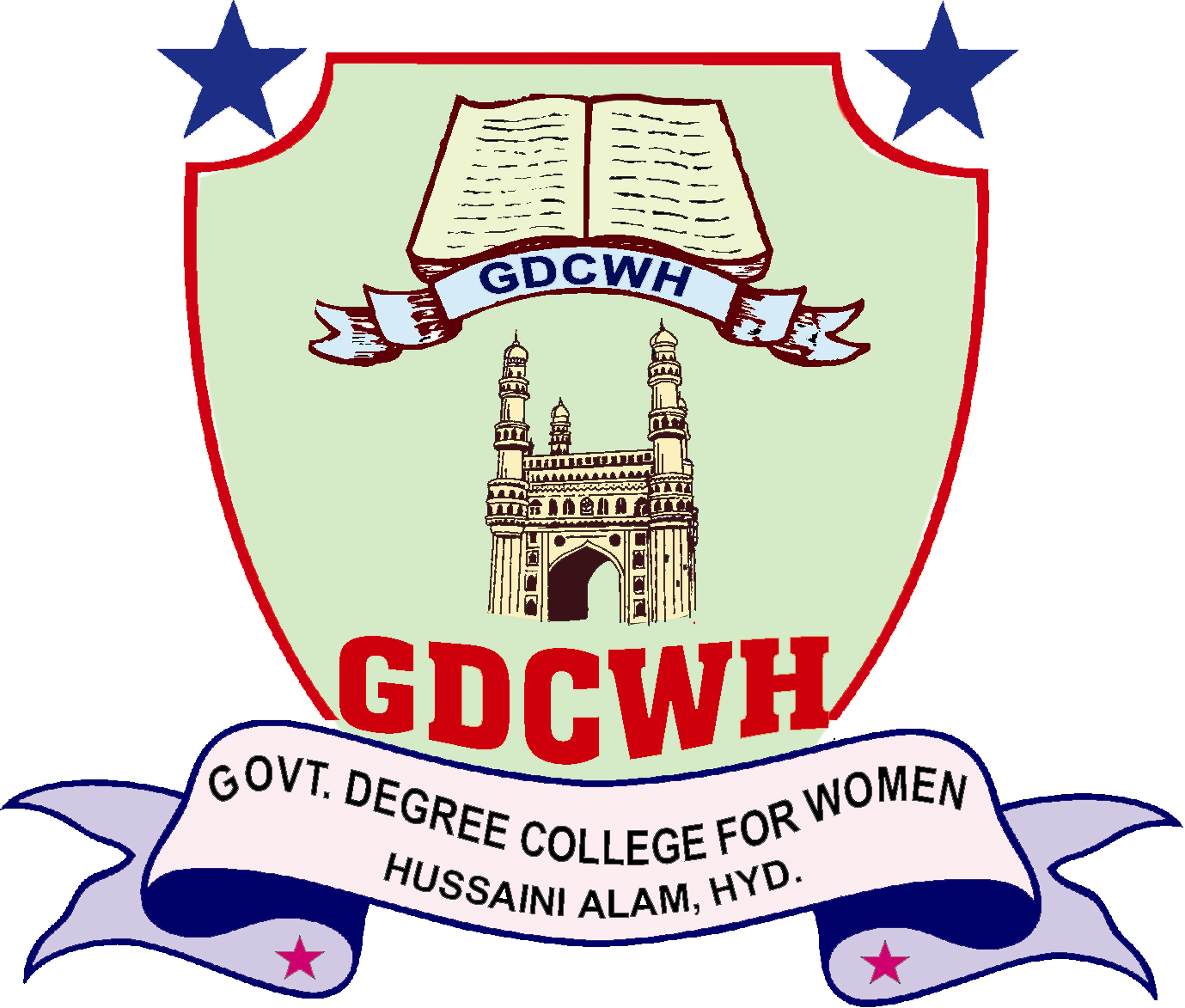
**GOVERNMENT DEGREE COLLEGE FOR WOMEN**

**HUSSAINI ALAM, HYDERABAD – 500 002. T. S.**

**(Accredited with B Grade by NAAC)**

**Phone: 040 – 24522052**

**E-mail:** [**hussainialum.ejkc@gmail.com**](mailto:hussainialum.ejkc@gmail.com)



**GOVERNMENT DEGREE COLLEGE**

**FOR WOMEN**

****

**HAND BOOK**

**2016 – 2017**

**STAFF LIST (Teaching)**

**Dr. S. Shobha Rani, (Principal)**

**Department of English**

1. Mrs. Shahjahan Siddiqui
2. Smt. Shaesta Siddiqua

**Department of Urdu**

1. Dr.Abdul Quddus
2. Smt. Waseem Begum

**Department of Hindi**

1. Mrs. Harbans Kour

**Department of Arabic**

1. Fouzia Fatima

**Department of Economics**

1. Sri. Mirza Fareed Ali Baig

**Department of Political Science**

1. Mrs. T. Geeta Sree
2. Smt. Shabana Sultana

**Department of History**

1. Smt. Juveria Fatima
2. Smt. Asma Parveen

**Department of Commerce**

1. Mrs. C. Uma Maheshwari
2. Mrs. Asiya Jabeen
3. Smt. K. Aruna
4. Naeema

**Department of Chemistry**

1. Dr. A. Santhoshi
2. Mr. Khaja Asifullah

**Department of Microbiology**

1. Mrs. A. Madhuri
2. Smt. I. M. Rajini

**Department of Genetics**

1. DR. M. Vasudha
2. Smt. Mohammadi Begum

**Department of Computer Applications**

22 Premlatha

23 Rayees Fatima

**Department of Mathematics**

24 B.Ramesh

**Department of Physics**

25 V.Srinivas Rao

**Department of Computer Sciences**

26 Rayees Fatima

**Department of Botany**

**27** Bushra Fatima

**Department of Zoology**

28Smt. Meher Unnissa

29 Anuradha

**Department of Games**

30 Mrs. K. Shilpavalli

**Department of Library**

**31** Mrs. Asra Sultana

**ABOUT THE COLLEGE**

Government Degree College for women, Hussaini Alam, is a premier institution of higher education for women, and affiliated to the Osmania University. The College provides University Education to deserving candidates in a secular atmosphere and is committed to sure the economically weak, socially underprivileged and the needy students.

            Government Degree college for women’s, Hussaini Alam was established in the year 1984 with a meagre strength of about 100 students. The college has made rapid progress in its growth. Initially the college started with B.A, and B.Com courses with Urdu and English as media of instruction. With the growing demand for new courses the college introduced Computer Applications in B.Com, and B.Sc was started in the year 1998 with Microbiology, Genetics and Chemistry as optional subjects. In the year 2000 the college was shifted in new building, now the college has sufficient accommodation for all the classes. Besides under graduate courses the college is also offering M.A. Urdu as post graduate level.

The college has good infrastructure with 17 class rooms, 4 laboratories and one conference hall and a library with 6,500 books, number of Journals, Magazines and News papers.

This college is the youngest Government College in the city and third Government College for women in the city and first Government College in the old city.

With this academic program and other activities the college is fulfilling its objective of “Empowerment of women” through knowledge.

**NAAC Accreditation:**

In recognition of its academic excellence the NAAC (National Academic Accreditation Council) an Autonomous institution of UGC has accredited the college with B Grade in the year

**Mission of the College:**

As the institution caters to the students coming from weaker sections our prime concern is to empower them by providing quality education:

* To develop confident and smart individuals who are ready to face the challenges of modern times.
* To strengthen this communications skills so as to make them successful in today job market.
* To instil the importance of moral values, working towards development of a complete personality.
* To involve students in the training of character and mould them to participate creatively as citizens.

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

Telangana Skills Knowledge Centre (TSKC) is a highly employment oriented programme of the State Government, specially those students who do not opt for higher studies after completion of their graduation. JKC helps the students in sharpening their skills in communication, reasoning and simple arithmetic which leads to the overall development of their personality so that they will be able to face the challenges of competitive job market.

**COURSES OFFERED, COMBINATION & SANCTIONED STRENGTH**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Course Offered | Combination | Medium | Sanctioned Strength |
|  | B. A. (Regular) | History  Economics  Political Science | English | 60 |
|  | B. A. (Regular) | History  Political Science  Modern Language (Urdu) | Urdu | 60 |
|  | B. Com | General  (Regular) | English | 60 |
|  | B. Com.  (Restructured Course) | Computer Applications | English | 60 |
|  | B. Sc.  (Restructured Course) | Microbiology  Genetics  Chemistry | English | 60 |
|  | B. Sc. | Botany  Zoology  Chemistry | English | 50 |
|  | B. Sc.  (Restructured Course) | Mathematics  Physics  Computer Science | English | 50 |
|  | B. Sc.  (Restructured Course | Mathematics  Physics  Chemistry | English | 50 |
|  | M. A. (Urdu)  (Self Financed Course) | P. G. | Urdu | 30 |
|  | M.COM | P.G | English | 30 |
|  | M.SC(Micro Biology) | P.G | English | 30 |

**ADMISSION PROCEDURE:**

1. Application for admission should be in the prescribed form, which can be obtained from the college office during the college timings after notification.
2. Candidates who wish to be considered for admission into more than one course or group or medium should submit separate applications for each course groups or medium into which they seek admission. Mention of II & III choice in the same application will not be considered.
3. Application form duly filled in should be submitted in the college office on or before the date noted on the application form along with the Registration fee of Rs. 60/-
4. Applicants belonging to the scheduled castes or scheduled tribes or Backward Classes should specify their Caste, Sub-Caste and group in detail in the application form.
5. A latest passport size photograph should be affixed on the top right side of the front page of the application form.

**ENCLOSURES (XEROX COPIES)**

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 gazetted officer) in case of the applicant seeking fees concesion.
8. Certificate if any of special proficiency, extra curricular activities including sports, games, NCC, NSS,CULTURA; etc.
9. PHC, Ex servicemen – supporting evidence.

**SELECTION:**

1. All selections are strictly provisional and are subject to confirmation only after the interview by the Principal.
2. List of selected candidates will be notified on the College Notice Board as per the Osmania University admission scheduled.
3. Selected candidates must produce the ORIGINAL CERTIFICATES mentioned above for verification by the selection committee at the time of interview.
4. A candidate’s admission may be cancelled at any time during the course of her study if any discrepancy is found after admission regard to community, marks statements etc.

**A CANDIDATE PROVISIONALLY SELECTED FOR ADMISSION WILL FOREFEIT HER SEAT IF:**

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

**RULES OF ADMISSION:**

The following rules of Osmania University will be followed at the time of admission into a particular course.

1. Candidates who have passed the qualifying examination (IPE) / 10+2 with less than 40% marks in Science subjects are not eligible for admission into the B. Sc. Course.
2. 40% of the seats in B. Com. Are given to general category including Commerce students in order of merit and the remaining 60% of the seats in order of merit are reserved only for Commerce candidates. Reservations apply.
3. 50% of the seats in B.A. are given to general category including Arts candidates in order of merit and the remaining 50% of the seats are reserved for students who have studied at least one subject of Social Sciences or Humanities in Intermediate. Reservations apply.

**RESERVATIONS:**

1. Seats for Scheduled Caste / Scheduled Tribe / Backward Class / Physically Handicapped / Ex-Servicemen / Games & Sports / N.C.C. & N.S.S. / Non Local and other categories of candidates are allotted as per Government rules.
2. Candidates who wish to secure admission in reserved categories have to submit the Caste Certificate as per G.O.Ms.No. 68, dated 6-6-1997 indicating their category duly attested by competent authorities.

**FEE PARTICULARS FOR B.A, B.Com, B.Sc I, II & III YEAR 2016 – 17**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| COURSE & MEDIUM | COMBINATION | I YEAR | | II YEAR | | III YEAR | |
|  |  | T.fee | Spl.fee | T.fee | Spl.fee | T.fee | Spl.fee |
| B. A E/M | EPH | 505 | 475 | 505 | 285 | 505 | 285 |
| B. A U/M | HPML | 505 | 475 | 505 | 285 | 505 | 285 |
| B. Com E/M | General | 505 | 575 | 505 | 385 | 505 | 385 |
| B. Com E/M | Computers | 505 | 3945 | 505 | 3755 | 505 | 3755 |
| B. Sc E/M | M.G.C. | 505 | 4075 | 505 | 3825 | 505 | 3825 |
| B. Sc E/M | B.Z.C. | 505 | 775 | 505 | 585 | 505 | 585 |
| B. Sc E/M | M.P.Cs. | 505 | 4075 | - | - | - | - |
| B. Sc E/M | M.P.Cs. | 505 | 4075 |  |  |  |  |

**GENERAL RULES**

1. When a student joins in the college, it is assumed that 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 workings hours. The leisure periods may be utilized in the Library or reading room.
4. Every student should carry her Identity Card with her daily.
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 Annual Examination.
7. Every student must put in a minimum of 75% attendance to be eligible for scholarship or bus pass concession.

**COLLEGE ACTIVITIES**

**A) Tests and Examinations**

There will be a minimum of 5 tests in every subject in a year and apart from this there will be a Pre – final Examination in the month of February / March, on the model of University Examination. Attendance for these tests and pre – final examination is compulsory. The performance in these examination will be taken into consideration for the award of prizes and scholarships.

**B) Promotion in Annual Examination:**

1. A student who has completed regular course of study in the first year is eligible for promotion to the second year with a backlog not exceeding 50% (i.e. she must pass 3 out of 5) of 3 papers.
2. A student who has completed the regular course of study in the first year and second year with a backlog of four papers in the first year and second year put together is eligible for promotion to the final year.

**IMPROVEMENT:**

A student is eligible to appear for improvement provided:

1. She has passed in all the papers in one attempt only.
2. If she has passed the examination in March, then she should take Improvement only in the immediate Supplementary Examination.

**C) 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.
3. Students are required to abide by the instruction issued by the principal.
4. The principal will communicate with the parents /Guardians of those students, whose behaviour and progress in studies is not satisfactory.
5. Students are required to observe order at all times in the college and should not make noise while moving from one classroom to another.
6. Spitting on the walls and floors and throwing of waste papers within the college premises is forbidden.
7. Student are prohibited from organizing any meeting or entertainment in the college and collecting money for any purpose without obtaining prior permission of the principal
8. The principal reserves the right to suspend or dismiss any student who is found guilty of serious indiscipline.

**EXTRA CURRICULAR ACTIVITIES:**

The college is concerned not merely with the academic progress of the students but it endeavours to help each student to realize their maximum potential and to acquire self – discipline, excellent morals and a deeper sense of personal and social responsibility. This college considers all extra – curricular activities, an integral and important part of the college education.

1. **SPORTS & GAMES:**

The college is equipped with full facilities for physical Education like indoor and outdoor games material, sufficient ground etc. Our student has participated in Inter– collegiate and many other competitions and has been winning medals and Shields since many years.

**GYM:** There is a well equipped gymnasium for the improvement of physical health of the students and to ensure their physical fitness.

1. **NATIONAL SERVICE SCHEME (NSS):**

The college has N.S.S unit since 1998 about 120 students are involved in the N.S.S. activities under the guidance of 1 trained program Officer. The N.S.S. Volunteers are actively involved in programs like Tree plantation, Literacy Programme , Adult education, Child labour, Blood Donation Camps, Medical Camp, Clean & Green Programme, Awareness of HIV AIDS camp, Awareness of Environment, Red Ribbon Club, Consumer Club, Eco Club etc.

1. **LITERARY AND CULTURAL ACTIVITIES:**

The college conducts different competitions under the auspices of the literary and Cultural Committees. Essay writing, Elocution, Creative writing and Quiz. Competitions. Dramas, One –act plays. Songs competitions are held every year .Our students have won many prizes in these competitions at Inter collegiate, Inter University and state level.

1. **COLLEGE LIBRARY:**

The college has a full – fledged library with about 8643 books on different subjects and different languages. All the books are computerized and automation is under process. There is a separate reading room with magazines, daily news papers and study material, which is kept open beyond college hours also.

1. **COMPUTER LABS:**

The college has two air- conditioned Laboratories, where 55 P.C. with battery backup are available with efficient Instructors and teachers.

1. **CAREER GUIDANCE /STUDENTS REDRESSAL CELL:**

This special Committee consisting of senior teachers is constituted at the college level for the benefit of the students, to solve their problems. The committee counsels students for their bright future and placements.

**Different types of Scholarships available**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Govt. Scholarships** | **Eligibility** | **Sanctioning Authorities** |
|  | T.S Central Govt. Scholarship | All Minority Students |  |
|  | T.S State Govt. Social Welfare Scholarship | SC, ST, BC, Economical Backward & Harijan Christian | Director of Social Welfare Govt. of T.S SC & ST  Rs. 50,900/BC, Rs.33,500/ |
|  | National Merit Scholarship | Matriculation / Inter Exam passed students who secured high distraction marks | CCE, Govt. of T.S |
|  | Minority Welfare Scholarship Students | - | Minority Welfare , Haj House |

**ADVISORY COMMITTEES FOR THE YEAR**

**2016– 2017**

1. **SWACHA BHARATH COMMITTE**

Mrs. A. Madhuri - Co-ordinator

Mr. Mirza Fareed Ali Baig - Member

Mrs. Shah Jahan Siddiqui - Member

Mrs. Shilpavalli - Member

1. **HARITHA HARAM COMMITTE**

Mrs. Shilpavalli - Co-ordinator

Mrs. Asiya Jabeen - Member

Mrs. Geetha Sri - Member

Mrs. A. Madhuri - Member

1. **MANA TV COMMITTE**

Mrs. Harbans Kour - Co-ordinator

Mrs. Shah Jahan Siddiqui - Member

Mrs. Uma Maheshwari - Member

Mrs. Rayees Fatima - Member

1. **INTERNAL QUALITY ASSURANCE CELL & NAAC COMMITTEE**

Mr. Mirza Fareed Ali Baig - Convenor

Dr. M. Vasudha - Member

Mrs. Harbans Kour - Member

Mrs. Uma Maheshwari - Member

Mr. Khaja Asifullah - Member

Mrs. Geetha Sri - Member

Mr. Irfan - Member

Mrs. A.S. Deepakala - Member

1. **PURCHASE OF LAB EQUIPMENT COMMITEE**

Mrs. Asiya Jabeen - Convenor

Mrs. A. Madhuri - Member

Dr. M. Vasudha - Member

Mrs. Santhoshi - Member

1. **GAMES & SPORTS COMMITTEE**

Mrs. Shilpavalli - Convenor

Mrs. Santhoshi - Member

Mrs. Uma Maheshwari - Member

1. **SCHOLOARSHIP COMMITTEE**

Mrs. A. Madhuri - Convenor

Mr. Khaja Asifullah - Member

Mrs. Asiya Jabeen - Member

Mr. Irfan - Member

1. **U.G.C. COMMITTEE**

Dr. M. Vasudha - Convenor

Mrs. Santhoshi - Member

Mr. Khaja Asifullah - Member

Mrs. Shahjahan Siddiqui - Member

Mrs. Asiya Jabeen - Member

1. **SPECIAL FEE COMMITTEE**

Mrs. Santhoshi - Convenor

Mrs. Uma Maheshwari - Member

Mrs. Asiya Jabeen - Member

1. **HUMAN VALUES COMMITTE**

Mrs. A. Madhuri - Co-ordinator

Mr. Mirza Fareed Ali Baig - Member

Dr. M. Vasudha - Member

Mrs. Santhoshi - Member

Mrs. Shah Jahan Siddiqui - Member

Mrs. Asiya Jabeen - Member

Mr. Fareed baig - Member

1. **COLLEGE PLANNING & DEVELOPMENT COMMITTEE**

Dr.S.Shobha Rani - President, Principal

Mr.Mirza Fareed Ali Baig - Secretary

Dr.M.Vasudha - vice President

Mrs. Shahjahan Siddiqui - Lecturer

Mr.Fareed Saher - Parent Member

Mr.Sohail Quadri - Business man

Mr. Khalid Bin mazi - Social Worker

Dr.Syed Waseem Hussain - Educationist

Dr.M.A.Qayyom - Philanthropist

Mrs.Gayatri - Dy.E.E(R&B)

1. **TIME TABLE COMMITTEE**

Mr. Khaja Asif Ullah - Convenor

Dr. M. Vasudha - Member

Mrs. Shahjahan Siddiqui - Member

Mrs. Asiya Jabeen - Member

1. **STUDENTS UNION COMMITTEE**

Dr. M. Vasudha - Convenor

Ms. Shahjahan Siddiqui - Member

Mrs. Asiya Jabeen - Member

1. **EXAMINATION COMMITTEE(ALL EXAMS)**

Mr. Khaja Asifullah - Convenor

Dr.M. Vasudhai - Member

Mrs. ShahJahan Siddiqui - Member

1. **TELANGANA STATE KNOWLEDGE CENTER COMMITTE**

Mrs. Shahjahan Siddiqui - Co-ordinator

Mrs. Asiya Jabeen - Member

Mrs. Harbans Kour - Member

1. **BUILDING COMMITTEE**

Mr. Mirza Fareed Ali Baig - Convenor

Mr.Khaja Asifullah - Member

Mrs. Shahjahan Siddiqui - Member

1. **DRC COMMITTEE**

Mrs. Geeta Sri - Convenor

Mr.Khaja Asifullah - Member

Mrs. Shahjahan Siddiqui - Member

**STUDENTS CHARTER**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Nature of Service | Service delivery standard Time limit | Contract Person |
|  | Admissions:  a) Admission procedure and  time frame for admissions | As per the guidelines of University concerned.  3 days | Admissions incharge  Name: Khaja Asifullah  Academic Co- ordinator |
|  | Facilities and Fee :   * 1. The courses, infrastructural facilities, faculty position, counseling and fee structure   2. Grievance redressal | As given in the prospectus  7 Days | Academic Co- ordinator |
|  | Academic Programmers:   1. No. of working days and No. of teaching hours (Theory and Practical) taken up for each subject. | As given in the prospectus | Department incharge |
|  | Extra Curricular Activities   1. Games and Sports facilities 2. NSS 3. Literary and cultural activities 4. Career guidance Programs 5. Guest lecturers / Extension lecturers 6. Grievance redressal | As given in the prospectus  2 days | Lecturers incharge   * 1. Incharge of the Department   2. Mrs. K. Shilpavalli   Mrs.A. Madhuri   * 1. Mrs. Shahjahan Siddiqui   2. Mrs. Shahjahan Siddiqui   3. Head of the Department   4. Dr. M. Vasudha |
|  | 1. Issue of certificates for regular students (as per rules and on submission of application in proper form) 2. Transfer Certificate 3. Bonafide and Conduct Certificate 4. Migration Certificates   (if issued at the college level)   1. Grievance redressal | 3 – Days | Name: Smt. A. S. Deepakala  Junior Assistant  Dr. M. Vasudha  Asst. Prof. in Genetics |
|  | Scholarships   1. Issue of Cheques 2. Grievance redressal | 2 – Days  Within 7 days after receipt of the amount from the treasury  3 – Days | Name: Smt. K. Bharathi  Junior Assistant  Sri. Mirza Fareed Ali Baig |

**WHOM TO APPROACH:**

Principal shall be contacted when the grievance is not redressed with in the stipulated time by the first level contact person concerned mentioned in the table above.

**PUBLIC PARTICIPATION:**

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

**HELP LINE:**

Individual staff members, In charge of the Departments and the principal can be approached by students/parents for any help.

**WHAT WE EXPECT FROM STUDENTS & PARENTS:**

**STUDENTS:**

* Come regularly and punctually to the college.
* Attend all classes with out exception.
* Be sincere and honest in all activities/dealings.
* Participate in curricular/Extra curricular with zeal and enthusiasm.
* Appear for all monthly / Quarterly / Half-yearly/Pre-final examinations compulsory.
* Best on personal interest in maintenance and use of infra structural facilities.
* Be courteous and polite to all.
* Use proper methods while seeking grievance redressal.

**PARENTS:**

* Ensure and check the regular attendance of their wards.
* Attend all parent-teacher meetings compulsorily.
* Actively participate in developmental activities of the college.
* Give immediate response to progress reports / letters.
* Above all identify yourselves with the institution and extend active cooperation / guidance for the development of the college.

LIST OF THE COUNSELLORS

2016 – 2017

|  |  |  |
| --- | --- | --- |
| **Class** | **Year** | **Name of the Lecturer** |
| B. Com (G) | III year | Mrs. Asiya Jabeen |
| B. Com (G) | II year | Mrs. K. Aruna |
| B. Com (G) | I year | Mrs. Harbans Kaur &  Mrs. K. Shilpavalli |
| B. Com (C) | III year | Mrs. C. Uma Maheshwari |
| B. Com (C) | II year | Mrs. Shajahan Siddqui |
| B. Com (C) | I year | Mrs. Shaesta Siddiqua |
| B. Sc. (BZC) | III year | Dr. A. Santhoshi |
| B. Sc. (BZC) | II year | Mrs. Rajini |
| B. Sc. (BZC) | I year | Mr. Khaja Asifullah |
| B. Sc. (MGC) | III year | Mrs. A. Madhuri |
| B. Sc. (MGC) | II year | Mrs. Mohammadi Begum |
| B. Sc. (MGC) | I year | Dr. Vasudha |
| B. A. U/M | III year | Ms. Shabana Sultana |
| B. A. U/M | II year | Mrs. Juveria Fatima |
| B. A. U/M | I year | Mrs. Waseema Begum |
| B. A. E/M | III year | Mr. Mirza Fareed Ali Baig |
| B. A. E/M | II year | Mrs. Geetha Sree |
| B. A. E/M | I year | Mrs. Asma Parveen |

**STAFF LIST (Non – Teaching)**

1. Senior Assistant Vacant
2. Junior Assistant Ms. K. Bharathi
3. Junior Assistant (Deputation) Mrs. A. S. Deepakala
4. Junior Assistant (Deputation) Mr. Khaja Naseeruddin
5. Junior Assistant (Deputation) Mr. M. Nagaiah
6. Record Assistant Vacant
7. Office Subordinate Mr. Mohammed Tabrez Khan
8. Office Subordinate Mr. Mohammed Arif
9. Office Subordinate Mr. Giri Babu
10. Lab Attender (Deputation) Mr.V. Ramesh Kumar
11. Lab Attender (Deputation) Sri. Bhikshapathi
12. Computer Operator Sri. D. Srikanth
13. Computer Lab Instructor Ms. B. Sumana
14. PT Record Assistant Nousheena Farheen
15. PT Record Assistant Sri. G. Mahesh
16. Sweeper Mrs. Noorjahan
17. Sweeper Mrs. Haleema
18. Sweeper Mrs. Shyamala
19. Sweeper Mrs. Asma Begum
20. Water Women Mrs. Kamalamma
21. Scavenger Mrs. Santra Bai
22. Watchman Mohd Yousuf

**Proposed Action Plan for 2016-17**

|  |  |
| --- | --- |
| **Month** | **Activity** |
| **April/**  **May- 2016** | Submission of IQAC report/College Annual Report to NAAC and CCE  College Annual Report to SQAC of CCE. |
|  | Preparation of Financial plan for 2015-16. |
|  | Commencement of I Batch of JKC summer batch training. |
|  | Training of PG Entrance/ICET/Competitive Exam during summer Students Admission. |
|  | Student Admissions  Formation of Admission Committees. |
|  | Preparation of College Prospectus / Hand Book and hosting on College website.  Release of college brochure by district collector |
|  | 1. Preparation and issue of Applications.  2. Cleaning the campus, providing drinking water, sanitation facilities to students.  3. Start college “Wall Magazine”. All information related to students to be displayed on this and it should be like a source for the students to receive information. |
|  | Alumni/CPDC Meeting. To involve all stake holders in the academic activity and to explore ways of income generation. |
| **June – 2016**  **2nd June** | College reopening  Telangana State formation day Celebration |
|  | Preparation of proposals for conduct of National/State Level Seminar/Workshop/Result Analysis |
| **5th June** | Commencement of Admission for first year Classes  Haritha Haram Program  World Environment Day |
|  | DRC activities Action plan 2015-16 |
| **1st week** | IQAC Meeting with all the departments |
| **II Week** | Commencement of classes for II & III year students |
| **14th** | World Blood Donor Day. / conducted by NSS. |
| **Last Week** | Staff Meeting  1. The meeting among other things shall discuss  Innovative teaching learning techniques.  2. Review of Annual Curricular Plan & conduct  Activities as per schedule.  3. All resolution are to be record in the Minutes Book.  4. Constitution of college level committees. |
| **4th Saturday** | Formation of New clubs, ECO club, consumer club, Book reading club. |
| **27th June** | Swachabharat |
| **July**  **1st week** | Meeting of IQAC Executive meeting  1. Group wise, Subject wise and Lecturer wise Result  Analysis.  2. Preparation of schedule for conduct of remedial  Classes. |
|  | Preparation action plan for utilization of UGC funds. |
|  | Preparation and repair for MANA TV for receiving telecast from 1st June. |
|  | Orientation for First year students about College activities, facilities, Conduct Bridge Course, Certificate/Add on Course, NCC & NSS etc. |
|  | Organize Anti Ragging activities. |
|  | Class Representatives Meeting. |
|  | Sensitization programme on conduct of Students seminar & Study Projects. |
|  | Staff Meeting. |
|  | Medical Camp.(NSS) |
|  | Fresher’s Day |
| **July 22nd & 23rd** | Start a reading club  National seminar on Recent trends in microbial Genetics |
| **25th July** | Swachabharat |
| **August** | Issue of scholarship application from |
| **Ist week** | IQAC Meeting with all the departments |
| **15th** | Independence day celebration. |
|  | Parent Teacher Meeting. |
|  | I Unit Test |
|  | Conduct of Add-on course. |
|  | DCEDRC. |
|  | Extension Activities. |
|  | Consumer awareness programs. |
|  | Career Counseling. |
|  | Commencement of II batch training as per JKC Action Plan. |
|  | Women’s Equality Day |
|  | Telugu Bhasha Dinotsavam. |
| **26th** | Swachabharat |
| **September** | Feedback from students on teachers in prescribed Teacher Evaluation from and document the analysis of the Feedback for Academic Audit |
| **1st week** | IQAC Meeting with all the departments |
|  | Staff Meeting |
|  | Extension lecturer, Seminar, Workshops, Field visits. |
|  | Youth Festival Conduct of District level Competition. |
| **5th** | Teachers Day celebrations. |
|  | International literacy Day. |
|  | Conduct of Quarterly Exams |
|  | Hindi Divas celebrations. |
| **Last Week** | NSS Day |
| **26th** | Swachabharat |
| **October** | Departmental Meetings |
| **1st week** | IQAC Meeting with all the departments |
| **2nd** | Gandhi Jayanti & LalBahdur Sastri Jayanti |
|  | Mid term Holidays |
| **31st** | Swachabharat |
| **November** | Literary Competitions (essay writing, elocution etc)  Physical Education |
| **1st week** | IQAC Meeting with all the departments |
| **11th** | National Education Day |
|  | III Unit Examination. |
|  | Half Yearly Exams. |
|  | Games/Sports Competitions |
|  | JKC Special Preparation to students as per given proforma |
|  | World Diabetes day |
|  | National Library Week  1. Organize Programmes to inculcate reading habits &  encourage students to visit libraries. |
|  | University Exam fee collection & remittance. |
| **28th** | Swachabharat |
| **December** | Staff meeting (syllabus coverage, students attendance etc) |
| **1st week** | IQAC Meeting with all the departments |
|  | IV Unit Test Review & academic administer and financial aspects meeting. |
|  | Project work in different subjects  Communal Harmony college social |
|  | Quiz Competition, |
|  | Review of Financial Plan. IQAC – Meeting & IQAC Executive body. |
|  | Submission of Examination forms in University. |
|  | TSKC Commencement of TSKC IPG training s per TSKC Action Plan. |
| **1st** | NSS unit red Red Ribbon clubs conduct AIDS awareness programs in collaboration with concerned District officials. Competitions & awareness program |
| **24th** | Human Rights Day Conduct of relevant activities. 10th Dec can summers day |
| **26th** | Swachabharat |
| **January -2016** | DRC Activities. |
| **1st week** | IQAC Meeting with all the departments |
|  | Revision of important topics, staff meeting |
|  | Internal Exams ( 1st yr HVPE, IHC, & C.S) (2nd yr EVS, & C.S) (3rd yr Science & Civilization ) |
|  | Staff Meeting Preparations to conduct theory & Practical Examinations. |
| **LAST WEEK** | Pre-Final Examination in theory and practicals |
| **26th** | Celebration of Republic day |
|  | Career Counseling III rd Year Students will attend the programme to know job opportunities and further /continuing their education at PG level & other professional courses. |
|  | Youth Festival (Swami Vivekanda Birth day). |
|  | National Voters day to organize programmes to inculcate the importance of vote in students. |
|  | JKC Organizing job fair & Campus drives |
| **30th** | Swachabharat |
| **February** | Staff Meeting (Discussing Syllabus Prepare for Practical Exams, Time Table, batch for group& Subjects)  Conducting Annual Practical Exams as per O.U Schedule  Annual Day Celebrations |
| **1st week** | IQAC Meeting with all the departments |
|  | Last instructional day for III rd Year Students |
| **27th** | Swachabharat |
| **March** | Last instructional day for 1st & 2nd Year Students |
| **1st week** | IQAC Meeting with all the departments |
|  | Preparation for Annual Exams (Theory)  O.U Annual Exams/ University Exams |
|  | Budget utilization  Submission of all bills to P.A.O. |
|  | Stock Verification All Department should complete stock verification. |
|  | International Women’s day Conduct of relevant activities. |
| **26th** | Swachabharat |