

**GOVERNMENT DEGREE COLLEGE,  
KARVETINAGARAM  
CHITTOOR DIST. – 517582**

# **HAND BOOK**



**2021 -2022**

**MEMBERS OF THE COLLEGE**

Principal & Chairperson

**Dr. S.VIJAYULU REDDY,**

Convener

**Sri. Dr.V.Balasubramanyam Achari**

Members

**Sri. Dr.P.Venkatesan**

**Sri. S.Karthik**

**Sri. M.Rajasekhar**

## **A BRIEF HISTORY OF THE COLLEGE**

Govt.Degree College, Karvetinagaram was established in the year 1995 with an initial strength of 80 with BA and B.COM Courses to provide quality higher Education to student from diverse Social backgrounds, B.sc (MPC) and B.COM (CA) Courses have introduced in 2009. The college was granted permanent affiliation by the U.G.C under 2 (f) and 12 (b) of the U.G.C Act 1956. In the year 2012-2013.

Apart from curricular aspects, much importance has always been given to the Co-curricular, extracurricular programmers, Culture and Extension Activities that go a long way in helping around development of the personality of the young learners , The college was Assessed and accredited by NAAC at the level of the B grade during 2015-16

## **WHY SHOULD YOU JOIN THIS COLLEGE?**

- Govt.Degree College, Karvetinagaram, has several distinctions to its credit.
- Situated in the serene natural surroundings far from the madding crowds and housed in the newly constructed and well – furnished buildings.
- Attained reputation for excellent track record in academic performance and campus discipline.
- Accredited by NAAC at level of B grade
- The Govt. Sanctioned a Jawahar Knowledge Centre (JKC) to our College. It trained Two batches in the last year.
- Fortunate to have a band of dynamic, dedicated, well –experienced and highly qualified faculty.
- Implements well thought out instructional programmers supported by continuous evaluation mechanism.
- Possesses Well – equipped laboratories and library with over 5603 Volumes of Book. Huge play grounds are recently leveled foot ball & Cricket courts. Volleyball, Basketball Facilities are also being made.
- Committed to the around development of the personality of the budding youth through several curricular and extra –curricular activities such as literary meets, Seminars, guest lecturers, group discussions, Red Cross and NSS Unit.
- To promote awareness among the students about the job opportunities and higher education avenues, a Career Guidance Cell functions in the College.

- Established an “Eco Club” in the College as part of environment Protection drive.
- With a view to improve proficiency in English language, English language laboratory was established.
- To promote to women empowerment awareness among the girl students a “Women Empowerment Cell” was started in the College.
- Remedial coaching for SC&ST students is in progress.
- Separate Computer labs are established for B.Sc., and B.Com students.

### **DEGREE COURSES OFFERED:**

The college offers instruction in the following courses

- ❖ B.A ., History, Economics and Political Science (EM)
- ❖ B.Com. General (EM)
- ❖ B.Com. Computer Applications. (EM)
- ❖ B.Sc., Mathematics, Physics, Chemistry (EM)
- ❖ B.Sc., Mathematics, Physics, and Computer Science (EM)

### **ELIGIBILITY CRITERIA:**

A Candidate for admission into first year B.A B.Com /B.Sc., Degree Course must have passed Two year – Intermediate Education, or any Higher Secondary School Certificate Examination recognized by S.V.University as its equivalent.

### **HOW TO APPLY?**

- Students who want to admit into the Degree College have to apply in Mee Seeva Services Center or at College Admission Center. The govt. has Created an OAMDC Online Admission Module for Degree Colleges Web portal

### **DOCUMENTS TO BE PRODUCED:**

Attested copies of the following certificates should be submitted along with the application.

1. Intermediate pass Certificate and Marks Memorandum issued by the Board of Intermediate Education of Govt.of A.P. or any equivalent body.
2. SSC/SSLC/HSSLC/Matriculation/Pre- University Certificate.
3. Transfer Certificate.
4. Conduct Certificate from the Head of the Institution last studied.

5. In case of SC,ST or BC Candidates latest Caste Certificate from an officer of Revenue Department not lower than the rank of MRO.
6. PHC,Ex-Service Men,NCC,Sports and Games Certificate by those who claim reservation in respective categories.
7. Study Certificate for four consecutive years of study in any school or College in S.V.University area or nativity certificate by those who have not studied four years continuously in any institution and Migration Certificate in Case of the Candidates coming from the other University jurisdiction.
8. One self addressed envelope with Rs.5 Stamps
9. Two Passport Size Photos

**Note:** All the Original certificates must be submitted at the time of the Admission.

#### **INSTRUCTION AND PRECAUTIONS:**

- The college will retain all the original certificate of the candidates until the completion of their study.
- The candidates are advised to take number of Xerox copies of the original certificates. True copies of the certificates may be required for fee concessions and scholarship at a later stage.
- The Parent or guardian should necessarily accompany with ever candidate at the time of admission
- Fee once paid will never be refunded whether the candidate attends the classes or not.

#### **FEE STRUCTURE**

S.No	Name of the fee	Conventional Courses		Restricted Courses	
		BA/B.COM	B.Sc(MPC)	B.Com (CA)	B.Sc (MPCS)
1	Tution fee	605	605	605	605
2	Sp.fee	445	445	445	445
3	University fee	1975	1975	1975	1975
4	Laboratory fee	-	85	85	85
5	Add.spl.fee Restricted Courses	-	-	5445	5445
<b>TOTAL</b>		3025	3110	8555	8555

**Note:** Total fee and special fee will be exempted to the students who produce Income Certificate below Rs. One Lacks Income per Annum however they pay University fee.

#### **COLLEGE TIMINGS:**

The College works from 10: 00 am to5:00 pm

### **ATTENDANCE REQUIREMENTS:**

1. A minimum of 75% attendance in each Semester is necessary to enable a student to write the university examination.
2. Students who fall short of requisite attendance can seek condonation if they have put in at least 50% of the attendance and apply to the University through the Principal after paying the prescribed fee. Students with less than 50% attendance will lose the academic year.

### **RULES OF CONDUCT AND DISCIPLINE:**

- Students should wear decent and proper dress.
- Students should be Punctual regular to the College
- Students should assemble in the Classroom prior to the entry of the lecturer.
- Students should maintain perfect order and strict silence inside the lecture halls/labs/reading room irrespective of the fact whether the teacher is present or not
- Unnecessary movement from desk to another desk within the class room/labs should be avoided. Movement outside the class rooms in between lectures should be minimum and for valid reasons only
- Students should not stay into other classes for any reason whatsoever
- Students should attend all examination, Seminars, quiz and Guest lecturers.
- Students should be polite and courteous towards the staff and the fellow students.
- Visitors are not permitted to meet their children/friends within the college working hours.
- Students should pay all the fees due to the college or university in time
- Ragging and eve teasing are banned and any violation will be viewed seriously
- Students should co-operate to maintain the cleanliness in classroom, labs and the premises

## Academic Calendar for the Academic year 2021-2022

<b>Academic Schedule for 2021 for odd semesters III and V</b>		
1	Re opening of College I,III,V	1 <sup>ST</sup> October2021
2	Commencement of Classes for I,III,V,Semester	1 <sup>ST</sup> October2021
3	Internal Examinations	For I,III &V Semester 1 <sup>ST</sup> December to 6 <sup>TH</sup> December 2021
4	Closure of Instruction	For I,III &V Semester 22 <sup>ND</sup> January 2021
5	Commencement of End Semester Examination	For I,III &V Semester 24 <sup>th</sup> January 2022
<b>Academic Schedule for 2021-22 for Even Semester II,IV &amp;VI</b>		
1	Commencement of Classes for II,IV &VI	15 <sup>th</sup> February ,2022
2	Internal Examinations	For II,IV &VI 4 <sup>th</sup> -9 <sup>th</sup> April,2022
3	Closure of Instruction	For II,IV &VI 28 <sup>th</sup> May,2022
4	Commencement of End Semester Examination	For II,IV &VI 1 <sup>st</sup> June,2022
5	Community Service Project	After II Semester Examination 8 Weeks duration
6	Summer Internship /On the job Training / Apprenticeship	After IV Semester Examination 8 Weeks duration
7	Commencement of next academic year	9 <sup>th</sup> August

# GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM

## Institutional Plan for 2021-22

### October 2021

1. Re – opening of College
2. Commencement of Classes for III, V Semesters
3. Celebration of the Gandhi jayamthi
4. Admissions Process: Committees, Applications, Prospectus, press note.
5. Preparation of Academic Records /Time -Table/Attendance Registers.
6. Class In-charge Lecturers -Action Plan.
7. Preparation of Annual Curricular Plan
8. World Students Day Celebrations
9. Celebrations of UNO Day
10. Celebrations of National Integration Day
11. College Campus cleaning with NSS Students.

### November-2021

1. Admissions Process: Committees
2. Preparation of Academic Records / Attendance Registers.
3. Class In-charge Lecturers -Action Plan.
4. Orientation program / Bridge Course to Ist year students
5. College Campus cleaning with NSS Students.
6. Celebration of National Educational Day, 2020
7. Celebration of National Library Week
8. Celebration of Indian Constitution Day

### December-2021

1. World AIDS Day Awareness Program – Rally
2. Celebration of World Human Rights Day
3. College Campus Cleaning
4. Celebration of National Mathematics Day
5. Celebration of National Consumers Day
6. Internal Examinations
7. IQAC meeting
8. Commencement of I Semester Classes
9. Career Guidance Programme
10. Spoke Tutorial Online Programme
11. AQAR, 2019-20 Submission

### January -2022

12. Conducting of first internal examinations for I, III & V semester Students
13. Republic Day Celebrations.
14. Fundamental Duties Day
15. Review Meet with Departments

16. National Youth day
17. National Voters day Celebrations
18. NIRF, 2021
19. AISHE,2021
20. Blood Donation Camp
21. University Examinations for I, III & V Semesters

**February -2022**

22. Commencement of Classes for II, IV & VI Semesters
23. National Science Day
24. Review Meet with Departments
25. Celebration of International Mother Tongue Day
26. Swath Bharath
27. Career Guidance Cell - Orientation on Entrance Exams.
28. IQAC meeting

**March- 2022**

29. International Women's Day Celebrations.
30. Review Meet with Departments
31. Stock Verification for 2021-22
32. Field trips

**April- 2022**

33. World Health Day
34. Dr. B.R. Ambedkar Jayanthi

**May -2022**

35. Community Service Project Work

**June- 2022**

36. End Semester Examinations for II, IV & VI Semesters
37. International Day of Yoga

**August- 2022**

38. End Semester Examinations for II, IV & VI Semesters
39. Independence Day celebrations/ Academic Festival.
40. Telugu Bhasa Dinostovam

# **TEACHING STAFF PARTICULARS**

**Sri.Dr.S. Vijayulu Reddy**

**Principal**

## **Dept.of English**

Smt.Dr. C.N.Latha  
Lecturer in English

## **Dept.of Telugu**

Sri.Dr.P.Venkatesan  
Lecturer in Telugu

## **Dept.of History**

Sri. T.Swami Sivaiah  
Lecturer in History

## **Dept.of Economics**

Smt. J. Vishnupriya  
Lecturer in Economics

## **Dept. of Political Science**

Sri. S.Karthik  
Lecturer in Political Science

## **Dept.of Commerce**

Sri. Dr.J. Babu  
Lecturer in Commerce  
Sri. Dr S.Gopi krishana  
Lecturer in Commerce

## **Dept of Computer Application**

Smt . G. Bhargavi  
Lecturer in Computer Application

## **Dept of Computer Science**

## **Smt.P.Lavanya**

Lecturer in Computer Science

## **Dept. of Mathematics**

Sri. Dr. DhanajayaReddy  
Lecturer in Mathematics

## **Dept. of Physics**

1. Dr.A. Subbarao  
Lecturer in Physics
2. Dr.V.Balasubramanyam Achari  
Lecturer in Physics
3. Sri. M.Rajasekhar  
Lecturer in Physics

## **Dept of Chemistry**

Sri. Dr. A.C.H.Chandrasekhar  
Lecturer in Chemistry  
Sri.Dr.N.Siva Rama Krishana  
Lecturer in Chemistry

## **Dept. of Library**

### **Sri.R.Anbalagan**

Library Assistant

## **Dept of Physical Education**

Sri.Mr.Jogiprasad

# NATIONAL ANTHEM

Jana-gana-mana-adhinayaka jaya he

Bharata-bhagya-vidhata

Panjaba-Sindhu-Gujarata-Maratha

Dravida-Utkala-Vanga

Vindhya-Himachala-Yamuna-Ganga

Uuchchala-jaladhi-taranga

Tava Subha name jage,

tave subha asisa mage,

gahe tava jaya-gatha.

Jana-gana-mangala-dayaka jaya he

Bharata-bhagya-vidhata.

Jaya he, Jaya he, Jaya he,

jaya jaya jaya jaya he.

