

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

HAND BOOK



2022 -2023

MEMBERS OF THE COLLEGE

Principal & Chairperson

Dr. S.VIJAYULU REDDY

Convener

Dr.V.Balasubramanyam Achari

Members

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 for B.A, B.Sc (MPC) and B.Com (Gen) and U.G.C 2 (f) and 12 (b) approval in the year 2011.

Apart from curricular aspects, much importance has always been given to the Co-curricular, extracurricular programmes, Cultural and Extension Activities that go a long way in helping around development of the personality of the young learners , The college has accredited by NAAC at the level of 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 programmes 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(Gen)	B.Sc(MPC)	B.Com (CA)	B.Sc (MPCS)
1	Tution fee	500	500	500	500
2	Sp.fee	2775	2975	2775	2975
3	University fee	1625	1625	1625	1625
4	CPDC FEE	500	500	500	500
5	Add.Spl.Fee Restructed Courses	-	-	5445	5445
TOTAL		5400	5600	10845	11045

Note: The above fee from the academic year 2022-23

COLLEGE TIMINGS:

The College works from 10: 00 am to 5:00 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 2022 -23

Academic Schedule for Semester V of the AY 2022-23 for 2020-24 Batch		
1	Commencement of Class work and Internship for V Semester	17 th November 2022
2	Closure of instruction / Internship	28 th February 2023
3	End Semester Examinations for Semester III & Evaluation of V Semester Internship	1 st March 2023 to 11 th March 2023
Academic Schedule for Semester VI of the AY 2022-23		
1	Commencement of Class work and Internship for VI Semester	13 th March 2023
2	Closure of Instruction / Internship	10 th June
3	End Semester Examinations for Semester V and VI & Evaluations of VI Semester Internship	12 th June 2023 to 24 th June 2023

Academic Schedule for Semester III of the AY 2022-23 for 2021-25 Batch		
1	Commencement of Class work	1 st November 2022
2	Closure of instruction	18 th February
3	End Semester Examination for Semester III	20 th February 2023 to 28 th February 2023
Academic Schedule for Semester IV of the AY 2022-23		
1	Commencement of Class work and Internship for IV Semester	29 th February 2023
2	Closure of Instruction	17 th June 2023
3	End Semester Examination for Semesters IV	19 th June 2023 to 24 th June 2023
4	Short – term Internship (200 Hours)	26 th June 2023 to 5 th August 2023
5	Commencement of A.Y. 2023 -24	7 th August 2023

Academic Schedule for Semester - I of the AY 2022-23 for 2020-26 Batch		
1	Commencement of Class work for Semester I	15 th October 2022
2	Closure of instruction	28 th January 2023
3	End Semester Examinations for Semester III	30 th January 2023 to 4 th February 2023
Academic Schedule for Semester - II of the AY 2(J22-23		
1	Commencement of Class work for II Semester	6 th February 2023
2	Closure of instruction	20 th May 2023
3	End Semester Examinations for Semester IV	22 nd May to 27 th May 2023
4	Community Service Project (200 Hours)	29 th May to 8 th July 2023
5	Commencement of A.Y.2023 -24	10 th July 2023

GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM

Institutional Plan for 2022-23

June-2022

1. Admissions Process: Committees, Applications, Prospectus, press note.
2. Preparation of Academic Records /Time –Table/Attendance Registers.
3. Class In-charge Lecturers –Action Plan.
4. Preparation of Budget Projections- Priorities.
5. Preparation of Annual Curricular Plan
6. Conducting of staff meetings.
7. Result Analysis of 2021-22
8. Staff Council Meeting and formation of committees.
9. International Day of Yoga – /NSS/YRC/RRC

July-2022

10. Orientation program to Ist year students
11. IQAC Activities Plan Report.
12. RRC - Seminar on Drug Abuse & Drug trafficking.
13. NSS Enrollment & Campus Clean.
14. Preparation of TISS, DRC, MANA TV, JKC, UGC, RUSA, WEC, CGC, NSS, RRC, YRCand other organs ACTION PLANS.
15. IQAC Action plan & AQAR Preparation.

August -2022

16. Independence Day celebrations/ Academic Festival.
17. Review on IQAC Activities and Report.
18. Staff council meeting.
19. Medical test to I year students on eyes, teeth & blood grouping & Gynic to girlstudents

September -2022

20. Teachers Day, International literacy day Celebrations.
21. Online submission of IQAC Report (2021-22)
22. Hindi Divas Day celebrations.
23. NSS Formation Day celebrations.
24. Women Empowerment Cell - Awareness Camp to Women Students by DSWO & MDO.
25. Organization of District level DRC Program by DRC unit.
26. First internal assessment examinations for I, III & V semester of I, II, & III-year degree courses- from

October- 2022

27. Organizing Blood Donation camp (NSS, NCC, RRC, YRC)
28. Gandhi Jayanthi celebrations & International Non-Violence Day Celebrations.
29. National Integration Day- competitions.
30. World Human Rights Day Celebrations.
31. World Students Day (Dr.A.P.J Abdul Kalam's Birth Anniversary)
32. Staff council meeting.
33. NSS Special Camp in Villages.
34. Consumer Awareness Program.
35. Receipt of examination applications from I, III & V Semester students for University end examinations

November- 2022

36. Moulana Abul Kalam Azad National Education Day Celebrations.
37. NCC Day celebrations.
38. JKC Campus Drive.
39. Academic Audit – Review meeting on Pro formats
40. Second internal assessment examinations for I, III & V semesters of the I, II & III year degree courses from
41. Commencement of Practical examinations I, III & V semesters
42. Commencement of University examinations I,III & V semester theory examinations

December-2022

43. World AIDS Day Awareness Program – Rally.
44. Staff council meeting
45. Commencement of II, IV & VI Semester classes

January - 2023

46. JKC/UGC/ RUSA Works Review.
47. Review of Study Projects, field trips, educational tours.
48. Republic Day Celebrations.
49. Organizing Campus Drive by JKC.
50. National youth day, National Voters day Celebrations.
51. Planning for Admissions for the academic year 2023-24

February 2023

52. National Science Day
53. Career Guidance Cell – Orientation on Entrance Exams.
54. Commencement of UG Practical Exams.
55. **JKC Summer Batch** Students Selection.
56. Review of IQAC Report & Pro forma of API
57. Planning for Admissions for the academic year 2023-24
58. First internal assessment examinations for II, IV & VI semesters
59. Receipt of examination applications forms from II, IV & VI semester students
for university examinations

March-2023

60. International Women's Day Celebrations.
61. Stock Verification for 2022-23
62. Planning for Admissions for the academic year 2023-24
63. Sports day celebrations
64. College Day Celebrations.

TEACHING STAFF PARTICULARS

Sri.Dr.S. Vijayulu Reddy

Principal

Dept.of English

Dr. C.N.Latha
Lecturer in English

Dept.of Telugu

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

Dr.J. Babu
Lecturer in Commerce

Sri. V.Manigandan
Lecturer in Commerce

Smt. L.S.Narmadha
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

Dr. DhanajayaReddy
Lecturer in Mathematics

Dept. of Physics

1. Dr.V.Balasubramanyam Achari
Lecturer in Physics
- 2 Sri. M.Rajasekhar
Lecturer in Physics

Dept of Chemistry

Dr.N.Siva Rama Krishana
Lecturer in Chemistry

Dept. of Library

Sri.R.Anbalagan
Lecturer in Library Science

Dept. of Physical Education

Sri. Jogi Prasad

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.



