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**G.V.S.M.GOVERNMENT DEGREE**

 **COLLEGE**

**ULAVAPADU—523292(A.P).**

**HAND BOOK**

**For the academic year**

**2017-18**

E-mail: gdculavapadu@gmail.com

Website: [www.ulavapdugdc.com](http://www.ulavapdugdc.com)

**Tele: 08599 - 251006**

**WELCOME TO**

**G.V.S.M.GOVERNMENT DEGREE**

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**Tele: 08599 251006**

**College Timings:**

**10:00 to 01:00 P.M.**

**&**

**01:30 to 04:30 P.M.**

**REGULAR ATTENDANCE IS**

**MANDATORY TO ALL STUDENTS**

HISTORY OF THE COLLEGE:

 The elders and well-wishers of Ulavapadu affirming their belief that education has a fundamental role to play in personal and social development have put tireless efforts in starting the institution in 1978. As a result, GVSM Government Degree was established on 08-09-1978 in Ulavapadu. This village is a Mandal head-quarter, locked on the NH-5,40km from Ongole, the district HQ-of Prakasam district.

 In the beginning the, the college was run in the Govt .Junior college buildings. Later it was shifted to the present Campus with an area of 19 acres of land donated by Sri Gaddam Seshsaiah, a well-known philanthoropist. The Institution in its march towards fulfilling the aspirations of its founders, has been working with a vision to help students to become valuable citizens equipped with employable skills, there by contributed to reduce poverty, inequality and ignorance.

 G.V.S.M Government Degree College is a co-education college and offers B.A., B.Sc., and B.Com. Courses. It is affiliated to Acharya Nagarjuna University and enjoys 2(f) &12(B) recognition by UGC from 04-02-2000. It caters to the educational needs of the rural and marginal people of Ulavapadu and surrounding Villages. The college used to attract students from far and wide. The mushrooming of a number of private colleges, with dubious offers in recent times is posing grave challenge to the institution resulting in the drastic fall of student enrolment. The institution under the guidance and assistance from higher authorities is trying to strengthen its resources both human and technical to overcome the challenges.

**Vision:-**

 The college was established with a vision to provide quality education to the rural, marginal and downtrodden section of the society among whom the college is located

And to mould the students into a well-meaning and useful citizens while inculcating in them secular and socialist values.

**Mission**:

 The mission of the college is to consistently move forward to keep while fostering talent among the students from the deprived section of society and to fulfill its national and social commitments by enhancing the employability of the students.

**Objectives:**

To train the students to be good useful citizens of India.

To make them self reliant and employable.

 **COURSES OFFERD:**

**B) Conventional Courses**:

 B.A -----HEP (T.M) -- 30 Seats : History, Economics Political Science

B.Sc -- MPC (T.M) – 30 Seats : Math’s, Physics Chemistry

B.Com. – General (T.M.) – 30 seats

**STAFF DETAILS:**

TEACHING STAFF:

The College is made a Knowledge Society by its qualified, Experience and erudite Principal and teachers. Their expertise and efforts mould the aspirations of the students into realities. The College functions through the Departments of English, Telugu, Hindi, Political Science, History, Economics, Mathematics, Physics, and Chemistry Science Besides Physical Education and library.

Principal : Dr.N.Venkata Lakshmi

Dept. of English : 1) Sri.N.Kutumba Rao

Dept. of Telugu : 2) Dr. A. Bala Krishna

Dept. of Hindi : 3) Vacant

Dept. of Political Science : 4)Sri. P. Nageswara Rao

Dept. of Economics : 5) Sri .G. Anjaiah

Dept. of History : 6) Sri.M.Lavakumar (P.T)

Dept. of Mathematics : 7) Smt.K.Kezija

Dept. of Physics : 8) Dr. J. Lakshmi Kumari

Dept. of Chemistry : 9) Sri K.V.S. Koteswara Rao

Dept. of Physical Education : 10) Sri G.Sai Suresh

NON-TEACHING STAFF:

Sri SK.Abdul Kalam : Sr.Assistant

Smt K.Swapna : Jr.Assistant

Sri V. Vijaya Bhaskar Rao : Jr. Assistant (on

 Deputation to GDC, Vinukonda)

Smt N.Saila rani : Asst.Librarian

Smt K.Raja Lakshmi : Office subordinate

Sri Y. Rajendra Prasad : Sweeper

Sri K.Karimulla : Night Watchman

**G) ADMISSION SCHEDULE OF ACHARYA NAGARJUNA UNIVERSITY FOR 2017-2018**

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| --- | --- | --- |
| S.No. | Particulars | Date |
| 1 | Reopening of the college | 05-06-2018 |
| 2 | Commencement of college for 1st, 3rd & 5th semester students | 05-06-2018 |
| 3 | Closure of admissions for various courses | 10-08-2017 |
| 4 | Last date of transfers | 21-08-2017 |
| 5 | Submission of list of transferred candidates to the A.C.E., ANU | 22-08-2017 |
| 6 | Last date for submission of master list of newly admitted 1st Sem students of 2017-18 | 21-08-2017 |
| 7 | Conduct of mid exams | 24-08-2017 |
| 8 | Submission of details of optional papers in 5th semSubmission of staff particulars | 20-08-2017 |
| 9 | Payment of exam fee for suppl. Exams(year wise | 22-06-2017 |
| 10 | Conduct of year wise suppl. Exams | 14-07-2017 |
| 11 | Payment of fees and submission of examination applications for 1st, 3rd & 5th semesters to the colleges | 28-08-2017 |
| 12  | Last date for submission of galleys | 08-09-2017 |
| 13 | Conduct of Internal Practical exams | 19-09-2017  |
| 14 | Closure of instructions for 1st, 3rd &5th semester classes | 25-09-2017 |
| 15 | **DASARA Holidays** | 26.09.2017 - 30.09.2017 |
| 16 | 1st,3rd &5th semester end exams | 04-10-2017 |
| 17 | Commencement of classes to 2nd,4th&6th semester students | 01-11-2017 |
|  |  |  |
| 18 | **CHRISTMAS Holidays** | 23.12.2017 -26.12.2017 |
| 19 | **PONGAL Holidays** | 10.01.2017 -16.01.2017 |
| 20 | Conduct of Mid exams  | 06-01-2018 |
| 21 | Last date for instructions of computing attendance | 28 -01-2018 |
| 22 | Last date for payment examination fee | 20-01-2018 |
| 23 | Last date for submission of galleys | 25-01-2018 |
| 24 | Conduct of Internal Practical exams | 12-02-2018 |
| 25 | Commencement of 2nd,4th&6th Sem examinations and yearly pattern | 03-03-2018 |
| 26 | Closure of Colleges | 10-04-2018 |
| 27 | Summer Vacation starts from | 10-04-2018 |
| 28 | Reopening of the colleges | 11-06-2018 |

**APRIL 2017**

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| **Week/Date** | **Activity** | **Description** |
| **I-IV week** | **API and AADPI** | **Online Submission of API and** **AADPI scores to****WWW.apcce.gov.in** |
| **Preparation of Financial plan****For 2014-15** | **\*Details of income and**  **Expenditure****\*Preparation of proposals &** **Submission for financial** **Assistance to UGC, State**  **Govt.etc.** |
| **College Activity Register** | **Proposed Activities for2015-16** |
| **Summer Training Programmers’** | **Coaching PG Entrance &other competitive Exams** |
| **5** | **Babu Jagjivan Ram’s birthday** | **Celebrating the Day** |
| **14** | **Dr.B.R. Ambedkar Birthday**  | **Celebrating the Day** |

 **Departmental Activities**

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| **II week** | **JKC training** | **JKC 1st batch training** |
| **Last Week** | **Nodal DRC Coordinators****Workshop** | **To prepare DRC action Plan for the year 2015-16** |

**MAY 2017**

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| **Week/Date** | **Activity** | **Description** |
| **I-IV week** | **Administrative activities** | **Formation of College Level****Committees and Clubs** |
| **College Prospectus& Hand Book** | **Preparation &posting on** **College website** |
| **Admission Process** | **Issue of Applications****Campus cleanliness** |
| **College Wall Magazine** | **Display of college news,****Circulars and other information** |
| **Alumni/CPDC Meeting** | **Organizing meeting with Alumni other stake holders to explore ways of income generation** |
| **DCEDRC** | **I Meeting** |

 **Departmental Activities**

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| **III week** | **API and AADPI** | **Consolidation of API scores of Lectures and AADPI scores of Principals** |

 JUNE 2017

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| **Week/Date** | **Activity** | **Description** |
| **I week** | **Institutional Plan for2016-17** | **Preparation of Institutional** **Plan as per the activities of Academic Calendar** |
| **Annual Curricular Plan** | **Preparation of Lecturer wise Annual curricular plan as per the formats provided** |
| **Admission Process** |  |
| **College Level Review** **Meeting By Principal** | **Preparation of Annual Curricular Plan** |
| **II week** | **District Level Review Meeting**  | **Review Meeting by ID Principal with Principals of all colleges in the District** |
| **III week** | **College reopens** | **Commencement of classes for II&III year students** |
| **IV week** | **Result Analysis** | **Analysis of results and Submission to O/o CCE** |
| **5** | **World Environment Day** | **Conduct of Activities to create awareness among students on environment** |
| **14** | **World Blood Donor Day** | **Red Ribbon Clubs shall conduct activities to promote awareness among students and parents** |

**JULY 2017**

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| **Week/Date**  |  **Activity** | **Description** |
| **I week** | **Orientation for First year Students** | **Organizing Anti Ragging activities and Conduct of Bridge Courses** |
| **II week** | **Class Representatives** | **Compilation of feedback and preparation of compliance report** |
| **III week** | **Commencement of Student centric activities** | **Class room seminars, study Projects, Field trips and competitions etc.,**  |
| **II week** | **Medical Camp** | **Organize Medical camp in collaboration with District Health Officials** |
| **III week** | **Vanamohothsavam** | **Organize plantation programs in college premises** |

 **Departmental Activities**

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| **III week** | **MANA TV** | **Special Live Telecast** |
| **IV week** | **Result Analysis** | **Consolidation and completion of Result analysis** |

AUGUST 2017

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| **Week/Date** | **Activity** | **Description** |
| **II week** | **Parent Teacher Meeting** |  |
| **III week** | **Scholarships** | **Issue of scholarship application forms** |
| **IV week** | **I unit Examination** | **Conduct of examination and record of marks in the prescribed formats** |
| **IV week** | **Add-on Courses** | **Start of Add-on /Certificate Course** |
| **DCEDRC** | **II Meeting** |
| **Career Counseling programs** | **Display of notification on College Wall Magazine &counseling** |
| **12** | **International Youth Day** | **Celebrate the day** |
| **15** | **Independence Day celebrations Yuvatarangam****(Academic festival) college level** | **Conduct of related activities,****Presentation of awards to toppers in academics (subject wise &group wise) at college level.** |
| **29** | **Telugu Bhasha Dinotsavam**  | **Conduct of related activities** |

 **DepartmentalActivities**

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| **I week** | **JKC TRANING** | **Commencement of JKC II batch training** |
| **III week** | **Mana TV** | **Special Live Telecast** |

SEPTEMBER 2017

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| **Week/Date** | **Activity** | **Description** |
| **Last week** | **II unit Examination** | **Conduct of examination and record of marks in the prescribed formats** |
| **Students centric activities** | **Class room seminars, Study Projects ,Field trips and competitions** |
| **Yuvataranagam (Academic festival)district level** | **Presentation of awards to toppers in academics (subject wise& group wise) district level** |
| **5** | **Teachers ‘Day** | **Celebration of Teacher’s ‘Day** |
| **8** | **International Literacy Day** | **Conduct of related activities** |

 **Departmental Activities**

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| **III week** | **Mana TV** | **Special Live Telecast** |

OCTOBER 2017

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| **Week/Date** | **Activity** | **Description** |
| **III week** | **Consumer awareness** **programs** | **Conduct of related activities** |
| **IV week** | **Academic Festival 2015-16** |  **Selection of District level toppers in academics and administration& submit to O/o CCE** |
| **2** | **Gandhi Jayanti & Lal Bahdur Sastri Jayanti** | **Celebration of day** |
| **31** | **National Integration Day** | **Conduct of related activities** |

 **Departmental Activities**

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| **II week** | **Mana TV** | **Special Live Telecast** |
| **IV week** | **Yuvatarangam (Cultural&literary,Sports&****Games)** | **Review Meeting with cultural coordinators and Physical,****Directors** |

NOVEMBER 2017

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| **Week/Date** | **Activity** | **Description** |
| **III week** | **DCEDRC****Yuvataranagam** | **III Meeting****District level cultural& sports****Competitions** |
| **1** | **A.P Formation day** | **Celebration the day** |
| **14** | **Pandit Jawaharlal l Nehru Birthday /World Diabetes day** | **Conduct of related activities** |
| **14-20** | **National Library Week** | **Awareness programmes to inculcate reading habit among students** |

 **Departmental Activities**

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| **II week** | **Yuvatarangam** |  **State level cultural competitions****(Through MANA TV live telecast)** |
| **IV week** | **Academic Audit** | **Academic Audit in Government Degree Colleges** |

DECEMBER 2017

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| **Week/Date** | **Activity** | **Description** |
| III week | **University Examinations** | **Submission of Examination forms** |
|  **IV week** | **II term examination** | **Conduct Of examination, ensure student attendance and record marks** |
|  **1** | **AIDS day** | **ADS awareness programs by Red Ribbon Clubs** |
|  **10** | **Human Right Day** | **Conduct of related activities** |
|  24 | **National Consumer Day** | **Awareness programs** |

 **Departmental Activities**

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| **III week** | **Mana TV** | **Special Live Telecast** |

JANUARY 2018

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| **Week/Date** | **Activity** | **Description** |
| **II week** |  **JKC& Career Guidance Cell**  | **Organizing Job fairs& Campus drives** |
| **III week** | **Pre-final Examination** | **Conduct of theory and practical examination and record marks** |
| **IV week** | **DCEDRC** | **IV Meeting** |
| **12** | **National youth day** | **Birthday of Swami Vivekanananda** |
| **25** | **National Voters day** | **Awareness programmes** |
| **26** | **Republic day** | **Celebration of Republic Day** |

**FEBRUARY 2018**

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| **Week/Date** | **Activity** | **Description** |
| **II week** | **Practical examination** | **Commencement of University Practical examination** |
| **III week** | **Performance improvement activities** | **Revision and Remedial classes to needy students** |
| **IV week** | **JKC & Career Guidance Cell**  | **Organizing Job fairs & Campus Drives** |
| **21** | **Antarjaatiya Matru Bhasha Dinotsavam** |  **Celebrating the Day** |
| **28** | **National Science Day** | **Organize Science** **Exhibition** |

**MARCH 2018**

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| **Week& Date** | **Activity** | **Description** |
| **I week** | **Budget Utilization** | **Submission of bills to DTO** |
| **II week** | **University Examination** | **Commencement of University Examination(2017-18)** |
| **Last week** | **Stock Verification** | **Stock Verification of Laboratories and Libraries** |
| **8** | **International Women’s Day** | **Conduct of related activities** |