

VISVODAYA GOVERNMENT DEGREE COLLEGE

VENKATAGIRI, TIRUPATI DISTRICT, AP- 524132



STUDENT HAND BOOK

2022-23

OUR TEAM



Dr. K. Aruna Kumar

(M.Sc., M.Phil., Ph.D.)

Principal

Dr. D. Sujatha

Vice-Principal

G.Yugandhar

IQAC Coordinator

Other teaching staff, supporting staff and students

VISVODAYA GOVERNMENT DEGREE COLLEGE

Near IIHT, Tirupati Road, **Venkatagiri**
Tirupati Dt. Andhra Pradesh- 524132

Contact us:
9247262230
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FOREWORD

Visvodaya Govt. Degree College, Venkatagiri was established on 16th August 1968 under private management as Aided College. Later the college was taken over by the Government of Andhra Pradesh on 26th November 1977. It is affiliated to Vikram Simhapuri University, Nellore. This college had recognition under 2(f) and 12(b) of the U.G.C Act since 1968.

The College is located in an area of 18.89 acres of land surrounded by Andhra Pradesh State Residential Junior College on one side and Indian Institute of Handloom Technology and a Cricket Stadium on the other side making the entire area a knowledge hub for future generations.

The College has well qualified Lecturers and a state of art infrastructure. The college has a good building with well furnished labs for Sciences and English. It has a Virtual Class room enabling students to listen to lectures given by Lecturers or professors from other institutes. It has three Digital Classrooms through which lectures are made livelier. It has a well equipped Gym for the use of staff and students. The college promotes sports, literary and cultural activities among students. The College maintains strict discipline and a policy of anti-ragging. There is a women empowerment cell to help female students. The major attraction of the College is NCC for which a majority of students compete. It has been training female NCC cadets also, promoting a feeling of self-worthiness and confidence among them. The College has NSS wing which promotes the idea of serving the nation.

The College has developed to a great extent since its establishment producing some well known persons in the field of science, education, literature, politics etc. The college is known for its distinguished Alumni.

While the teaching staff is in the forefront of teaching and helping in the overall development of students, the administrative staff has been doing its duties sincerely supporting them in many ways especially taking care of the arrangements for the conduct of examinations for students to mention a few.

I am thankful to the honourable Commissioner and AP CCE for extension of its support and each and everyone who helped build this institute and hope for a more vibrant future for the College.

-PRINCIPAL

About the college:

Visvodaya Government Degree College was established on 16th August 1968 under Private Management as an Aided College, with the initiative taken by Sri M. Narasimha Rao, a Philanthropist and an active member of Visvodaya Educational Trust. At that time the students of this area had to rush to long distances like Chennai and Tirupati to pursue their higher education. The poor people could not afford to send their wards to distant places. Pitying the lack of facilities for higher education among poor people, the trust established Visvodaya Govt. Degree College in Venkatagiri, to provide higher education to these rural and remote area students. Sri. Y.V.Chalapathi Rao was the first principal of the college. The college was taken over by the Government of Andhra Pradesh on 26th November 1977. Ever since its establishment it has been imparting value based quality education to thousands of poor and needy students.

At the inception of the college all traditional courses in P.U.C and Degree were simultaneously introduced. Thus the dreams of rural public for higher education of their children became a reality. The Govt. of Andhra Pradesh bifurcated the composite college and the Intermediate courses were repatriated and retained in the same campus as Govt. Jr. College since 2002. After the bifurcation, the lecturers are able to devote their time fully in imparting quality education to the students of B.A., B.Com., B.Sc. and B.Voc.

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Vision

To nurture young minds towards academic excellence and social relevance, relying on the principles of scientific temper, ethical perseverance and patriotism, in order to shape them as responsible citizens of the 21st century.

Mission

To encourage the students to participate in social and cultural activities.

To leverage digital tools for the alleviation of socio-economic and educational backwardness among students.

To provide outcome-based education for fulfilling the aspirations of both the individuals and the nation.

Profile of the college

1	Name of the College	Visvodaya Government Degree College
2	Address	Near IIHT, Tirupati road, Venkatagiri
3	Date of Established	1968
4	Website	www.gdcvenkatagiri.ac.in
5	E Mail	venkatagiri.jkc@gmail.com
6	Name of the Principal	Dr. K. Aruna Kumar
7	Cell No.	9247262230
8	Status of Institution	Government
9	Type of the Institution	Government & Co-education
10	UGC Recognition	2f &12(b) on 14.10.1968
11	Campus Area	18.89 acres
12	Built in Area	2400 sq.mts.
13	No. of Rooms Available	16
14	No. of Digital Class Rooms	3
15	No. of Virtual Class Rooms	1
16	ICT Rooms	5
17	No. of Laboratories	4
18	No. of Computer Labs	2
19	JKC Lab	1
20	Seminar Hall	2
21	Internet Facility	Wifi campus with 200 mbps

Programmes offered

S.NO	PROGRAM NAME	INTAKE	MEDIUM
1	B.A. (History, Economics, Political Science)	40	English
2	B.Com (Computer Applications)	80	English
3	B.Sc. (Botany, Zoology, Chemistry)	40	English
4	B.Sc. (Mathematics, Physics, Computer Science)	30	English
5	B.Voc (Medical Lab Technology)	40	English

Fee Structure

S. N O	Course Name	Tuition Fee	Examination Fee	Special Fee	University Fee	Restructured Fee	College Development Fee	Total
1	I BA (HEP)	500	1820	2775	1390	0	500	6985
2	I BCOM (CA)	500	1820	2775	1390	4408	500	11393
3	I BSc (MPCs)	500	1820	2975	1390	6208	500	13393
4	I BSc (BZC)	500	1820	2975	1390	0	500	7185
5	I BVoc (MLT)	500	1820	2975	1390	13780	500	20965

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.

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 (<https://oamdc-apsche.aptonline.in/OAMDC202324/Index>)

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 VS 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. 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.

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.

Code of Conduct for Students

Dos:

- Recognize the fact that he/she is coming to college in order to acquire sound knowledge and skills of the subjects concerned besides their communication and personality development in order to ready themselves to confront the future challenges of their personal as well as professional lives.
- Attend college regularly in time with proper dress code and identity card.
- Mark biometric attendance while entering and leaving the campus.
- Be attentive and interactive in the classrooms so as to attain maximum comprehension of the subjects.
- Be courteous with the faculty and fellow students.
- Utilize the laboratories and library to the core.
- Submit the assignments, project works and records on time to the concerned faculty.
- Maintain high standards of discipline and manners both on and off the campus.
- Participate actively in seminars, co-curricular and extra-curricular activities.
- Keep the classrooms and campus clean and tidy.
- Represent the college in various intercollegiate events and community services.
- Minimize the use of plastic in the campus.

Don'ts:

- Deviate themselves from the rules and norms of the college.
- Indulge in any antisocial activities like ragging and eve teasing.
- Smoke or consume alcohol/drugs.
- Disturb others during class, library or laboratory sessions.
- Using cell phones during the class.
- Arrange any unauthorized meetings or celebrations on the college campus.
- Indulge in violence or gather in groups at the portal, entrance or pathways.
- Damage the building or any other property of the college.

Infrastructural facilities

1. Spacious class rooms
2. Principal's office
3. Administrative office
4. Lush Green Campus
5. Well-equipped science and computer labs
6. Jawahar Knowledge Centre
7. Well equipped English Lab
8. Skill Development Lab
9. Virtual Classroom
10. Digital Classrooms
11. Well-equipped Gym
12. NCC Room
13. NAAC & IQAC rooms
14. Washrooms for Boys and Girls
15. Staff rooms
16. Library
17. E- learning Portal
18. Reading Room
19. Ladies waiting room
20. Wifi enabled campus

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, YRC and 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 girl students

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

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

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

S.No	Name of lecturer	Subject
1.	Dr.Y Malyadri	English
2.	Dr.B.Rajasekhar	English
3.	Dr.Jyotheeswarnaidu	Telugu
4.	Dr.V.Reddi Rani	Chemistry
5.	Smt.M.Padmaja	Chemistry
6.	Dr.D.Sujatha	Zoology
7.	Dr.P.Revathi Reddy	History
8.	Sri G.Yugandhar	Political Science
9.	Dr.M.Venkata Subbaiah	Commerce
10.	Dr.M.Sriramulu	Commerce
11.	Dr.B.Sateesh	Commerce
12.	Sri.P.Hanumantha Rao	Economics
13.	Sri. D.Nagabhushanam	Computer Science
14.	Smt.N.Lakshmi Chaitanya	Computer Science
15.	Sri A. Srinivasulu	Botany
16.	Sri Y.Manjunath Reddy	Botany
17.	Sri N. Nagaraju	Physics
18.	Sri. M. Murali	Physics
19.	Sri M.Ravindra Babu	Physical Director
20.	Dr.P.Anuradha	Library Science
21.	Smt.R.Nirupama	Zoology
22.	Smt.E.Maruthi	Mathematics
23.	Sri K. Uma Maheswara rao	Computer Applications
24.	P. Govardhan	MLT
25.	T. Uma Rani	MLT

