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| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | 8 | |





GOVERNMENT DEGREE COLLEGE CHODAVARAM

STUDENT HANDBOOK

Chodavaram-531036 Anakapalli District Andhra Pradesh Website: www.gdcc.ac.in

Welcome Message

NOTES

Dear Students and Parents,

On behalf of GDC Chodavaram community, I am delighted to extend a warm and heartfelt welcome to all our students, both new and returning, as well as their families.

Government Degree College Chodavaram was established in the year 1981. The college was accredited by NAAC with B⁺ grade in December-2023. It is an ISO 21001:2018 certified institution.

At GDC Chodavaram, we strongly believe that education goes beyond merely acquiring knowledge; it's about nurturing the minds and hearts of our students, and guiding them to become responsible, compassionate, and lifelong learners.

At GDC Chodavaram, we are committed to providing a safe, inclusive, and inspiring learning environment where each student can thrive and achieve their full potential.

As we begin this new academic year, we are excited to continue our journey together, creating meaningful experiences and cultivating a deep love for learning. Our well-qualified and experienced teachers are passionate about their work and fully committed to supporting our students on their educational journeys.

| 10 | Cultural Committee | 1. Dr.V. Ratna Bharathi- Coordinator |
|-----|--------------------------|--|
| 10 | Cultural Committee | |
| | | 2. Dr. S. Suryavathi- Member 3. Dr. S. Mallibabu- Member |
| | | |
| 1.1 | 26 | 4. Smt. K. Ramalakshmi- Member |
| 11 | Magazine | 1. Dr.Ch. Jyothi- Coordinator |
| | | 2.Dr.S.Mallibabu-Member |
| | | 3. Dr. S. Suryavathi- Member |
| 12 | Discipline Committee | 1. Sri. V. Appalanaidu-Coordinator |
| | | 2. Dr. A. Krishna Rao- Member |
| | | 3. Dr. T. Radha Krishna- Member |
| | | 4. Dr. J. Laxmi Mangamma- Member |
| 13 | Eco club | 1. Sri G. Naraya Murthy- Coordinator |
| | | 2. Dr. J. Laxmi Mangamma-Member |
| | | 3. Dr. T. Radhakrishna-Member |
| 14 | Career guidance & | 1.Sri H. Sudheer- Coordinator |
| | Placement Cell& | 2. Dr. T. Radhakrishna- Member |
| | Incubation Cell | 3. Sri V. Appalanaidu - Member |
| | | 4. Dr. V. Ratna Bharathi- Member |
| 15 | Scholarships Committee | 1. Sri D. Malyadri-Coordinator |
| | | 2. Sri A. Krishna Rao-Member |
| | | 3. Sri H. Sudheer-Member |
| 16 | Grievance Redressal Cell | 1. Dr. T. Radhakrishna -Coordinator |
| | | 2. Sri G. Venkatesh-Member |
| | | 3.Dr.S. Suryavathi-Member |
| 17 | Attendance Committee | 1.Smt. I.V.V. Satyavathi- Coordinator |
| 1 | | 2. Sri G. Venkatesh-Member |
| | | 3.Sri V. Appalanaidu-Member |
| | | 4. Dr. T. Radhakrishna-Member |
| 18 | Inclusive center (Multi- | 1. Dr. V. Ratna Bharathi- Coordinator |
| | facet club) | 2. Dr. Ch. Jyothi-Member |
| | | 3. Smt. B. Pitchamma-Member |
| | | 4. Smt. B. Saraswathi-Member |
| 19 | Internal complaint | 1. Dr. V. Ratna Bharathi -Coordinator |
| | Committee | 2. Smt. B. Pitchamma -Member |
| | Commune | |
| | | 3. Dr. Ch. Jyothi -Member |

Vision and Mission

Vision

To become a premier higher learning institution by fostering the intellectual development of diverse students

Mission

- > Create a holistic environment for learning
- > To employ student-centric methods and innovative pedagogical tools in teaching
- Use of ICT and AI tools to provide a rich learning experience to the students
- > To conduct community service activities to instill civic responsibility in students
- > To achieve increased levels of learning by organizing workshops, seminars, hands-on training programmes

Courses offered and Fee structure*

UG programmes

- 1. BA Economics (Honours) 60 seats- Rs. 5590/- per year
- 2. BCom Computer Applications (Honours)-60 seats- Rs. 8590/- per year
- 3. BSc Chemistry (Honours)-40 seats-5790/- per year
- 4. BSc Zoology (Honours)- 40 seats- 5790/- per year
- 5. BSc Computer Science (Honours)- 40 seats- Rs. 9790/- per year

PG programme

MSc Organic Chemistry (Self Finance)- 20 seats- Rs.
 42,600/- per year

COMMITTEES

| S. No. | Name of the | Committee members |
|---|--------------------------|--|
| ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | Committee | |
| 1 | Examinations Committee | 1. Sri G. Venkatesh -Coordinator |
| | | 2. Dr. S. Mallibabu-Member |
| | | 3. Sri D. Malyadri-Member |
| | | 4. Smt B. Pitchamma-Member |
| 2 | Technical, OTLP and F- | 1.Sri G.Venkatesh-Coordinator |
| | MAP | 2. Dr. J. Laxmi Mangamma-Member |
| | | 3. Dr. S. Mallibabu-Member |
| 3 | CSP and Industry connect | 1.Sri G. Narayana Murthy - Coordinator |
| | Committee | 2. Sri H. Sudheer-Member |
| | | 3.Sri T. Radha Krishna-Member |
| | | 4. Smt I.V.V. Satyavathi-Member |
| 4 | NSS Committee | 1.Dr.V. Ratna Bharathi |
| | | 2.Smt.B.Pitchemma |
| | | 3.Sri D. Malyadri |
| 5 | Red Ribbon Club | 1.Dr. Dr.V. Ratna Bharathi- |
| | | Coordinator |
| | | 2.Smt.B.Pitchamma-Member |
| | | 3.Sri D. Malyadri-Member |
| 6 | Anti-ragging Committee | 1.Dr. A. Krishna Rao-Coordinator |
| | | 2.Sri V. Appalanaidu-Member |
| _ | | 3. Dr.S. Suryavathi-Member |
| 7 | Anti-sexual harassment | 1.Smt. I.V.V. Satyavathi-Coordinator |
| | | 2.Dr. J. Laxmi Mangamma-Coordinator |
| | | 3.Smt.B.Saraswathi-Member |
| 8 | Women empowerment cell | 1.Dr.J.LaxmiMangamma-Coordinator |
| | | 2. Dr. V. Ratna Bharathi-Member |
| | | 3.Dr.S. Suryavathi-Member |
| | | 4. Dr. Ch. Jyothi-Member |
| | | 5.Smt.I.V.V.Satyavathi-Member |
| | | 6.Smt.B.Pitchamma-Member |
| | | 7.Smt.K.Ramalakshmi- Member |
| 0 | | 8.Smt.B.Saraswathi- Member |
| 9 | Sports Committee | 1. Dr. S. Mallibabu- Coordinator |
| | | 2. Sri G. Venkatesh- Member |
| | | 3.Dr. Ch. Jyothi- Member |
| | | |

^{*} Fee structure may change as per the government orders

8. Harassment and Discrimination

• **Zero Tolerance:** The College has a zero-tolerance policy toward harassment, bullying, or discrimination based on race, religion, gender, caste, or any other characteristic. Violations will be addressed according to the college's grievance redressal mechanism.

9. Participation in College Activities Involvement:

Students are encouraged to participate actively in college events, seminars, and extracurricular activities, contributing to the holistic development of the college community.

10. Use of Technology

• Ethical Use: Students are expected to use technology (internet, social media, college portals) responsibly and ethically. Misuse of digital platforms, including cyber bullying, inappropriate content sharing, or unauthorized access to systems, will be met with strict consequences.

11. Environmental Responsibility

• **Sustainability:** Students should take responsibility for maintaining a clean and sustainable campus. Littering, wasting resources, or damaging the environment is discouraged.

12. Grievance Redressal

 Process: Students have the right to raise concerns or grievances through the appropriate channels. The college will ensure a fair and transparent process for resolving complaints and addressing issues.

13. Legal Compliance

• Adherence: Students must comply with all laws of the country and the state, including traffic rules, public safety regulations, and other applicable laws. Any legal violations, both on and off campus, can lead to disciplinary action by the college.

14. Social Media Conduct

 Representation: Students should represent themselves and the college positively on social media. Defamatory, offensive, or inappropriate posts that harm the reputation of the college or its members will result in disciplinary action.

Academic Calendar

Academic Year: 2024-25

Semester-1

Orientation for New Students: August 12-16, 2024

Classes Begin: August 17, 2024

Closure of Instruction: November 28, 2024

Semester End Examinations: November 29 to December 13, 2024

Semester-2

Classes Begin: December 16, 2024 Closure of Instruction: April 8, 2025

Semester End Examinations: April 9 to April 26, 2024

Community Service Project (8 weeks) & Summer Vacation: April 27 to

June 2, 2025

Semester-3

Commencement of Class work: August 12, 2024 Closure of Instruction: November 19, 2024

Semester End Examinations: November 21 to December 07, 2024

Semester-4

Classes Begin: December 9, 2024 Closure of Instruction: April 4, 2025

Semester End Examinations: April 7 to April 29, 2024

Short-Term Internship (8 weeks) & Summer Vacation: May to June, 2025

Curriculum framework

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| Semest | 500 | Major* (4 Cr) | * = | - | Minor (4 Cr) | 5 F | 3 | inguag (3 Cr) | Languages (3 Cr) | 200 | Multi Disny' (2 Cr) | 1 'Z C | Ent Cor | Skill Enhancement Courses (2Cr) | nent 2Cr) | 1000 | OOTC | ပ | | Env. Edn (2 Cr) | | | Total | 7 |
| | 0 | H | S | C | H | Cr | C | H | c | C | H | Ç | O | Н | Ċ | C | H | Cr | 0 | H | Ċ | C | H | Cr |
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| Sem 2 | 64 | 8 | 60 | 1 | 4 | 4 | 2 8 | œ | ō | | Г | | 2 | 4 | 4 | | | 100 | 8 | | 8 | 7 | 24 | 22 |
| | | (550) | Con | Ĭ | Ħ | y Se | L | ce | rojec | t of | 180 | 9 | urs | Community Service Project of 180 hours with 4 Credits. | Cre | dits | | | | | 22 | -4 | 24 | |
| St | ıder | it is | eligi | ble | for | Exi | 0 | ptic | m-1 w | 1 with the | the | awa | rd o | Student is eligible for Exit Option-I with the award of Certificate in respective discipline | ifica | te | n re | spe | ctiv | ø | | | | |
| Sem 3 | 7 | 15 | 16 | - | 4 | 4 | | | | - | 2 | 64 | - | 2 | CA | | | | | | 2 | 7 | 24 | 24 |
| Sem 4 | 3 | 12 | 12 | 2 | 00 | 00 | | | | 1 | 2 | C4 | 1 | 2 | t7 | | | | | T | | 7 | 24 | 24 |
| Short-Term Internship/Apprenticeship/OJT of 180 hours with 4 Credits. Student is eligible for Exit Option-2 with the award of Diploma in respective major with | Sho t is | rt-Te | rrm ole f | Into | Exit | did o | A i | ppre | ntice: with t | ship he a | Var | o P | f 18 | Short-Term Internship/Apprenticeship/OJT of 180 hours with 4 Credits. is eligible for Exit Option-2 with the award of Diploma in respective ma | rs wi in re | th spe | ctiv | edit | S. ajo | В | ŧ | = | | |
| Sem 5 | 7 | 15 | 16 2 8 | 2 | 00 | œ | | | | | Г | | | | | | | 5 5 | 1 | (N | 2 | 7 | 26 | 26 |
| Sem 6 | Stu | dent | is | ligi | est | for | Exi | rns! | up/Ap ption- | 3 wi | i th | prenticesh 3 with the with minor | ip/C awa | Semester Internship/Apprenticeship/OJT with 12 Credits. Student is eligible for Exit Option-3 with the award of Degree in respetive major with minor | th 1 Degre | 2 c | redi | ts. spet | İve | ma | , o | | | |
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| Sem 8 | 3 | 12 | 12 | | | | | | | | | | :2 | 8 | 8 | 1 | 7 | 7 | 1 | 2 | 0 | 9 | 24 | 72 |
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| | | 20 | Add | itio | nal | Cre | dit | s fo | - 10 п | non | hn | ายก | datc | 20 Additional Credits for 10 month mandatory Internship/OUT/Apprenticeship | erns | hip | 10. | TI | (dd) | ren | ices | ή | | |
| O | 2 | C Courses | | | H | H Hours | urs | | | č | Cre | Cr Credits | | | 8 | TC | 0 | en (| Jul | ne | Tran | sdi | scipli | OOTC Open Online Transdisciplinary |
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2. Attendance and Punctuality

- Attendance: Students are required to maintain a minimum attendance percentage as prescribed by the college or university regulations. Absenteeism without valid reasons may lead to disciplinary action.
- **Punctuality:** Students must be punctual to their classes, exams, and college activities. Latecomers may not be allowed to enter the classroom or examination hall.

3. Academic Integrity

- **Honesty:** Students must uphold the highest standards of academic honesty and integrity. Cheating, plagiarism, or any form of academic dishonesty is strictly prohibited.
- Assignments and Exams: All assignments, projects, and exams should be completed independently unless otherwise specified by the instructor. Sharing or copying others' work is not acceptable.

4. Dress Code

 Attire: Students are expected to dress appropriately, respecting the cultural and academic environment of the college. Any form of attire that is deemed indecent or inappropriate is not permitted on campus.

5. Use of College Property

- Care of Property: Students should handle college property with care. Any damage or defacement of college property (e.g., furniture equipment, library books) may result in penalties or fines.
- **Library and Labs:** Students must adhere to the rules of the library and laboratories, maintaining silence and order while using these facilities.

6. Anti-Ragging Policy

 Prohibition: Ragging in any form is strictly prohibited on campus. Students found involved in ragging will face severe disciplinary action, including suspension or expulsion, in accordance with the Anti-Ragging Act.

7. Substance Abuse

• **Drugs and Alcohol:** The possession, consumption, or distribution of alcohol, drugs, or any illegal substances on campus is strictly forbidden. Violations will lead to disciplinary action and may involve legal consequences.

List of Mentors

| S.No | Class | Name of the Mentor | Designation |
|------|-------------------------------------|--------------------------|---------------------------------|
| 1 | I BA Economics (Honours) | Smt. K. Ramalakshmi | Lecturer in History |
| 2 | I BCom CA (Honours) | Sri V. Appala Naidu | Lecturer in Commerce |
| 3 | I BSc Chemistry (Honours) | Sri G. Venkatesh | Lecturer in Chemistry |
| 4 | I BSc Zoology (Honours) | Sri G. Narayana Murthy | Lecturer in Botany |
| 5 | I BSc Computer Science (Honours) | Dr. S. Suryavathi | Lecturer in Hindi |
| 6 | II BA Economics (Honours) | Dr. T Radha Krishna | Lecturer in Economics |
| 7 | II BCom General (Honours) | Dr. Ch. Jyothi | Lecturer in Telugu |
| 8 | II BSc Chemistry (Honours) | Dr. J. Laxmi Mangamma | Lecturer in Chemistry |
| 9 | II BSc Zoology (Honours) | Dr V.Ratna Bharathi | Lecturer in Zoology |
| 10 | II BSc Computer Science (Honours) | Smt. Y. Komala | Lecturer in Computer Science |
| 11 | III BA HEP | Smt. B. Saraswathi | Lecturer in Political science |
| 12 | III BCom General | Smt. B. Pitchamma | Lecturer in commerce |
| 13 | III BSc MPC | Sri H. Sudheer | Lecturer in Physics |
| 14 | III BSc BZC | Smt. I.V.V. Satyavathi | Lecturer in Zoology |
| 15 | III BSc MPCs | Sri A.Krishna Rao | Lecturer in Mathematics |

Code of Conduct

- 1. General Behavior
 - Respect: Students must treat faculty, staff, peers, and visitors with respect and courtesy at all times.
 Discipline: Students should maintain discipline within the campus, following the rules and regulations of the institution.

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|---|--------------|--|---------------|--------|---|-----------|-----|----------|-----------------------------------|-------------|---------------------------|--------------|------|---|---------|--------|----------|-------|------|--------------------|------|------------------------------------|-------|------|
| Semester | | Major* (4 Cri | t | | Minor 14 Cr | * E | 2 | (3 Cr) | Languages (3 Cr) | | Multi Disny' (2 Cr) | म के च | E E | Skill Enhanceme at Courses (2Cr) | II Semi | ATLES | 00TC | 9 | A | Bav. Edn (2 Cr) | 뷮호 | 1.75°C | Total | - |
| | o | H | Ç | C | H | ර් | C | H | c | Ü | Н | S | o | H | Cr | C | Н | Cr | C | Н | Ç | Ü | H | ඊ |
| Sem 1 | 5 | 10 | 00 | | | | O. | 00 | 9 | 1 | CA | 5 | C.I | 7 | + | | 8 - 0 | | | 6 | | 7 | 24 | 20 |
| Sem 2 | 63 | 6+4 | 8 | 1 | 3+2 | 4 | 01 | 8 | 9 | | , | | 63 | 4 | + | | 50 | | | 0 | | 7 | 27 | 22 |
| Stude | at is | Community Service Project of 180 hours with 4 Credits. Student is eligible for Exit Option-1 with the award of Certificate in respective discipline | Com le for | Ex | Community Service Project of 180 hours with 4 Credits, it for Exit Option-1 with the award of Certificate in resp | ervi | l w | roje | ct of | 18C | od C | Cer | ult. | 4 C | redi | spec | ctive | dis (| cip | line | S | | | |
| Sem 3 | 4 | 12+8 | 9: | П | 3+2 | 4 | i i | | 5 5 | 1 | Ø | 6 | 40) | 51 | 2 | | | | ļ | | | 7 | 29 | 24 |
| Sem 4 | 63 | 9+6 | :2 | 2 | 5+4 | 8 | 3 : | | 50 5 | 1 | O | 2 | 919 | 64 | 2 | | | | | | | 7 | 29 | 24 |
| Short-Term Internship/Apprenticeship/OJT of 180 hours with 4 Credits. Student is eligible for Exit Option-2 with the award of Diploma in respective major with minor | Sh is ell | Short-Term Internship/Apprenticeship/OJT of 180 hours with 4 Credits. eligible for Exit Option-2 with the award of Diploma in respective major | or E | at cit | rnship Option | /Ap | pre | 等 | eship | 300 | T of | f 18 plon | O be | o res | rith | 4 dive | red | its. | it. | nin | 10 | | | |
| Sem 5 | 4 | 12+8 | 97 | ©/ | 6+4 | 8 | | | | | | | | - 12 | | | | | 1 | 2 | 61 | 7 | 32 | 25 |
| Sem 6 | Stu | Semester Internship/Apprenticeship/OJT with 12 Credits. Student is eligible for Exit Option-3 with the award of Degree in respetive major with | s elig | Sen | Semester Internship/Apprenticeship/OJT with 12 Credits gible for Exit Option-3 with the award of Degree in respeti | Inte | Opt | hip | Appr 3 wit | out h ti | ices | hip/ | Q . | r wit | h 12 | Cr | edit | ive | maj | 30 | ith | | | |
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| Sem 7 | 52 | 9+6 | 22 | | | | | | | | 9-1 | | 5. | 6+4 | 00 | 1 | Ø | 2 | 1 | 2 | 0 | 9 | 29 | 22 |
| Sem 8 | 60 | 9+6 | 1.2 | | | | | | | | | | 2. | 6+4 | 8 | 1 | 2 | 2 | I | 2 | 0 | 9 | 29 | 22 |
| | 21 | | 84 | 9 | | 24 | + | | 12 | 60 | 9 | 0 | 10 | 32 | 28 | C/I | 4 | + | 2 | 4 | 0 | 47 | | 160 |
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| | | | | | | | | | | | | | | | | | | | | | | | | • |

Skill Enhancement Course (SEC) / Multi Disciplinary Course (MDC) and other courses

| Sem- ester | Skill Enhancement Course (SEC) | Multi Disciplinary Course (MDC) |
|---------------|---|--|
| I | Entrepreneurship Development Analytical Skills | A. Indian History (for science streams) B. Principles of Biological Sciences (Arts and Commerce streams) |
| | Digital Literacy (For all Streams) | |
| II | A. Business Writing (For BCom stream) B. Marketing Skills (For BA, BSc streams) | NO MDC |
| III | Information and Communication Technology (For all Streams) | A. Introduction to Public Administration (Science streams) B. Health and Hygiene (Arts and Commerce streams) |
| IV | Cyber security (For all Streams) | A. Fundamentals of Economics (Science streams) B. Basic Statistics (Arts and Commerce streams) |
| V | Environmental Education (| • |

- English Proficiency for Career Development-1 in semester-III
- English Proficiency for Career Development-1 in semester-IV
- Social Development Skills Paper-I: UNESCO-MGIEP SEEK and SEL -Semester-III
- Social Development Skills Paper-II: Human Values & Ethics-Semester-IV

CSP and Internship

- ✓ **Community Service Project-** 8 weeks duration after semester-II- 4 Credits
- ✓ **Short term internship-** 8 weeks duration after semester-IV- 4 Credits
- ✓ **Semester Internship-** Semester-6: 12 credits

Teaching Staff

| reaching Starr | |
|-----------------------|-----------------------------|
| Department of English | Department of Telugu |
| Dr. S. Malli Babu | Dr. Ch. Jyothi |
| Department of Hindi | Department of Econom |
| Dr. S. Suryavathi | Dr. T. Radha Krishna |
| | |

Department of History

Smt. K. Rama Lakshmi (CF)

Department of Commerce

Sri V. Appalanaidu Smt. B. Pitchamma Sri M. Srinivasa Rao (GF)

Department of Chemistry

Dr. J. Laxmi Mangamma

Sri G. Venkatesh

Sri N. Santhosh Kumar

Department of Zoology

Dr. V. Ratna Bharathi

Smt. I.V.V. Satyavathi

nics

Department of Politics

Smt. B. Saraswathi (CF)

Department of Mathematics

Dr. A. Krishna Rao

Department of Physics

Sri H. Sudheer

Sri S.M. Rafiuddin (GF)

Department of Botany

Sri G. Narayana Murthy

Sri U. Thatha Rao (GF)

Librarian

Sri D. Malyadri

Physical Director

Y.V. R. Murthy(GF)