

# Government City College (Autonomous)

Re-Accredited with 'A' Grade by NAAC  
Affiliated to Osmania University,  
Hyderabad, T.S.- 500 002.



**4 (1) (b) Data Under RTI ACT-2005**

## 1.1 BRIEF HISTORY OF ESTABLISHMENT

The history of one of the greatest democracies in the world is quite amazing. Its present clings powerfully with its past and promises a spectacular future to its people of all sections. The elite society and the humble hut dwellers are a part of the great legacy the forefathers had left and gone. If Indus Valley Civilization, Harappa, Mohanjedaro and Thakshasila are the glorious past, the ISBs, IITs, Genome Valleys, Silicon Valleys and Cyber Cities of the present times become the roadmaps for dazzling future of India. People of eminence became founders of the amazing structure. Eight decades ago, a visionary became the founder of quality educational learning centre to the people of twin cities which under no circumstance showed any signs of alienation but flourished as one of the best crowning educational institutions in the Old City. His was the strongest conviction that education was none other than a great virtue that adorned the society with sobriety and blessedness of knowledge and understanding.

City College owes its origin to the largesse of the VII Nizam of the erstwhile Hyderabad state, Nawab Mir Osman Ali Khan, who was known as the 'modern architect of Hyderabad'. The college building was designed by Vincent Esch, one of the prominent architects of the period, commissioned by the nizam in between 1915- 20 with a total outlay of Rs.8,36,919/-. The imposing structure is famous for its architectural synthesis, the harmonious blending of the pillar and lintels style of Ajanta and Ellora caves with the elegant indo-Saracen arches of superstructure and façade to represent the composite culture of Hyderabad. It is three- storied structure with a large central archway and parapets with many onion domes supported by brackets as well as corbels and lintels in the Hindu style of architecture. The building has four imposing arched entrances and has been built around six courts. These small courtyard spaces provide both natural light and ventilation to the classrooms.

Hyderabad, the capital of Andhra Pradesh, offers a fascinating panorama of the past with a rich mixture of cultural and historical tradition spanning over 400 years. Presently, Hyderabad acts as a link between Europe and Asia-pacific with a strong industrial, commercial and information technology base. Hyderabad is fast developing into a beautiful tourist destination. The city is popular for its natural beauty, mosques and minarets, bazaars and bridges and hills

and lakes. India's first Prime Minister Jawaharlal Nehru described it as the "Microcosm of Indian Culture".

What was started as an Urdu School grew later into an Institution of Higher Education a legendary structure standing alongside the grand edifice of AP High Court and facing the beautiful Osmania Hospital. There is a sensational story about the gorgeous tree on the northern bank of the river; it had saved lives of a few hundreds of people when the Musi was in hellish spate. No wonder that this fascinating City beckons tourists from all over the world to behold its beauty.

Now the river Musi flows quietly, dividing the old and new city of Hyderabad. Puranapul, the first bridge to connect the old city, was built in the year 1578. Many stories\* abound as to why the bridge was built.

The government city college stands on the south bank of the river musu, between puranapul and nayapul. The world famous Charminar, the edifice of the four minarets constructed by Mohammad Quli Qutub Shah in 1591 which is an exquisite landmark and masterpiece of Hyderabad. Salar Jung Museum, one of the largest private collections in the world and the Mecca Masjid, the holy shrine of Muslims are all in the vicinity of government City College.

### **PROGRESS OF THE INSTITUTION SINCE ESTABLISHMENT**

- In 1929, the school was upgraded to a college and was named as "City College". It became a constituent college of Osmania University.
- Consequent to the abolition of the intermediate course (F.A) in Osmania University in the year 1956, the pre-university course (PUC) was introduced.
- The Science courses were introduced in 1962 and the institution was named as "City Science College".
- City College was taken over by the government from Osmania University in 1965 and was renamed as "Government City Science College".
- In 1967, Humanities and Commerce courses were added and the college became "Government City College".

- In the year 1986, Mathematics-Physics-Electronics programmes were introduced..
- In 1997, Industrial Microbiology, a vocational course sponsored by UGC was introduced as the combination of industrial Microbiology –Botany and Chemistry combinations.
- In 1998, it took the lead in introducing socially relevant restructured courses such as biotechnology, biochemistry, BSc (computers), B.A Tourism and Travel Management, B.A Office Management.
- BCA course was introduced in the year 2000.
- With the introduction of M.Sc computers and M.Sc biotechnology in 2001, City College was upgraded further as a post-graduate centre.
- M.Sc Mathematics was introduced in 2003.
- The college is conferred with Autonomous status in 2004.
- The college is re-accredited with “A” grade in 2012 with CGPA 3.26, which is the highest grade for government degree colleges in Telangana State.
- In 2013, B.A (Economics, Political Science and Computer applications) was introduced.
- In 2015, B.Sc (Botany, Biotechnology and Chemistry) and M.Sc (Physics) were introduced.
- In 2016, B.A. (Economics, Mathematics and Statistics), B.Sc (Mathematics, Statistics and Computer applications), M.A (English) and M.Com (Tourism and Travel Management) courses were introduced.
- Now all together 5 PG courses and 21 UG courses are offered by the College.

#### **PG Courses**

<b>Course</b>	<b>Course</b>	<b>Medium</b>
M.Sc	Mathematics	English
	Biotechnology	English
	Physics	English
M.A	English	English
M.Com	Tourism and Travel Management	English

### UG Courses

Course	Combination	Medium
B.A	Economics-Political Science-Public Administration	Telugu
	History-Political Science- Office Management	Telugu
	History-Political Science- Tourism & Travel Management	English
	Economics-Political Science-Computer Applications	English
	Economics-Mathematics-Statistics	English
B.Com	Regular	Telugu
	Regular	English
	Computer Applications	English
	Vocational (Tourism & Travel Management)	English
B.Sc	Mathematics-Physics-Chemistry	Telugu
	Mathematics-Physics-Chemistry	English
	Mathematics-Physics-Electronics	English
	Mathematics-Physics-Computer Science	English
	Mathematics-Electronics-Computer Science	English
	Mathematics-Statistics-Computer Science	English
	Mathematics-Statistics-Economics	English
	Botany-Zoology-Chemistry	Telugu
	Botany-Zoology-Chemistry	English
	Biotechnology-Zoology-Chemistry	English
	Biotechnology-Botany-Chemistry	English
	Biotechnology-Biochemistry-Chemistry	English
	Microbiology-Botany-Chemistry	English

### **CURRENT STATUS:**

- Today the college provides education to thousands of students, both at the undergraduate and the postgraduate level providing quality-based education for the past 75 years.
- Some of the significant and notable features of the institute are as follows:
- There are 72,291 books in Arts, Commerce, Science faculties and in English, Telugu, Hindi, Urdu and Arabic literatures in the college library.
- Reference library is a special attraction. Open access to students is available.
- News papers, magazines and journals are put in the Reading Room for students to get themselves updated with the latest things happening in the world. On an average 400 students make use of newspaper reading room daily.
- A special attention is paid to post graduate students. They are issued books from main library reference hall and provided extended reference facility.
- Support services are by far the best activity nerve centers on the campus that have been bringing laurels to the institution time and again.
- The college bagged State Best Tourism Promoting Institution's Award Thrice.
- In 2010, an international conference on Mathematics Congress was held at this College. Dr. Burns from New Zealand had been the leading resource person at this conference.

### **State the vision and mission of the institution.**

The vision of the institution is to reach across to all sections of the society disseminating knowledge, kindling the spirit of learning, endeavoring to bridge the gap between the deprived and the advanced, amalgamating the public and private sectors, enhancing the opportunities in employment, molding future citizens in the strong cultural lines for a glorious tomorrow.

The mission of the institution is to provide excellent learning atmosphere to the learners, create challenging experiential initiatives, spearheading programmes that ensure all round development of the students turning them into globally talented and

carrying on with innovative approach in the area of ICT.

- The goals and objectives of the institution are:
1. To provide higher education to students from all sections of society.
  2. To provide opportunity to faculty members to update their knowledge, teaching and research skills.
  3. To empower the students with appropriate skills to face the challenges of a competitive job market.
  4. To serve the educational needs of the disadvantaged sections.
  5. To promote the spirit of research among the advanced learners.
  6. To ensure a closer relationship between “the world of skilled world” and “world of competent learning”.
  7. To make use of information and communication technology (ICT) optimally.
  8. To encourage all round personality development of the students towards transforming the institution into a centre of excellence.
  9. To inculcate moral values and commitment to society among the students.
  10. To provide infrastructure and learning resources to all its constituents.

The goals and objectives of the Institution are clearly made known to the stakeholders in the following manner.

**Parents, Alumni, Academic Peers and others:**

The goals and objective of the institution are made known through interactive sessions, prospectus, and college handbook, conducting alumni meetings, parent teachers meetings, local media and personal one- to- one sessions. They are also displayed prominently on a board placed adjacent to the Principal’s room and they are also stated in the College Calendar.

Governance of an Autonomous College:

GOVERNING BODY 2017-18

Sl. No	Name	Designation
1	Smt. A. Vani Prasad, I.A.S., Commissioner, Commissionerate of Collegiate Education, Hyderabad. T.S.	Chairperson
2	Dr. Naresh Chandra, Former Pro Vice-Chancellor, University of Mumbai, Principal, Birla College, Kalyan (W), Mumbai.	UGC Nominee
3	Prof. K. Arjun Rao, Dean, College Development Council, Osmania University, Hyderabad, T.S.	University Nominee
4	Dr. C. Manjulatha, Principal, Govt. City College (A), Hyderabad, T.S.	Member - Secretary
5	Smt. G. Sukanya, Vice-Principal, Govt. City College (A), Hyderabad, T.S.	Member
6	Sri. S.V. Bhatt (Alumnus), Professional	State Government Nominee
7	Sri. Ashwini Subba Rao, Industrialist, Hyderabad.	State Government Nominee
8	Sri. B. Kanaka Chary, Academic Guidance Officer, Commissionerate of Collegeiate Education, Hyderbaad, T.S.	Nominated by the Principal
9	Prof. Purushottam Reddy, Educationist, Hyderabad.	Nominated by the Principal

10	Prof. J. Siva Kumar (Alumnus) Educationist, Hyderabad.	Nominated by the Principal
11	Smt. G. Sukanya, Assoc. Professor, Dept. of Telugu, Govt. City College (A), Hyderabad, T.S.	Teacher, (nominated by the Principal)
12	Dr. N. C. Sowjanya, UGC Coordinator, Assist. Professor, Dept. of Botany, Govt. City College (A), Hyderabad, T.S.	Teacher (nominated by the Principal)
13	Smt. B. Suchitra Singh, Assistant Professor of English, Govt. City College, Hyderabad	Teacher (nominated by the Principal)

#### **Finance Committee:**

The constitution and functions of the Finance Committee are given below

Finance Committee

1	Dr. J. Chinna Babu	Convenor
2	Smt. G. Sukanya	Member
3	Dr. B. Sunitha Padmavathi	Member
4	Dr. S.E.Naina Vinodini	Member
5	Dr. N.C.Sowjanya	Member

#### **Functions Of Finance committee:**

The Finance Committee will advise the Governing Body on financial matters and  
Shall meet at least twice a year.

## **Academic Council:**

The composition and functions of the Academic Council are given below

Academic Council :

- |  |                                  |
|--|----------------------------------|
| 1. Dr.C.Manjulatha , Principal   | Chairperson                      |
| 2.All the heads of all the Departments<br>of the College                           | Hon'ble Members                  |
| 3. Smt.P.Jayamma   | Hon'ble Member (Arts)            |
| 4. Sri P. Venkateswarao  | Hon'ble Member (Social Sciences) |
| 5. Dr. J. Ratna Prabhakar  | Hon'ble Member (Commerce)        |
| 6. Dr. Y. Venkateswarlu  | Hon'ble Member (Science)         |
| 7. Sri.P.Ravicharan  | Hon'ble Member(Industry)         |
| 8. Sri.B.Rajagopal Rao   | Hon'ble Member( Commerce )       |
| 9. Sri.MujeebKumar   | Hon'ble Member( Law)             |
| 10. Prof. Laxman Gaddam<br>Dean, Faculty of Commerce<br>Osmania University         | Hon'ble Member                   |
| 11. Prof. B.Yadava Raju<br>Dean, Faculty of Arts<br>Osmania University             | Hon'ble Member                   |
| 12. Prof. K. Srinivasulu<br>Dean, Faculty of Social Sciences<br>Osmania University | Hon'ble Member                   |

13. Prof. V. Uma  
Dean, Faculty of Sciences  
Osmania University

Hon'ble Member

14. Sri. M. Anil Kumar  
Assistant Professor of Chemistry

Member Secretary

### **FUNCTIONS OF ACADEMIC COUNCIL:**

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university

### **Board of Studies:**

The Board of Studies is the basic constituent of the academic system of an autonomous college. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system, etc.

### **PRINCIPAL:**

#### **DUTIES OF PRINCIPAL**

1. The Principal should consult the colleagues in discharging his functions. The democratic and participative type of functioning is best suited for academic leaders.
2. The Principal should see that the long term and short term plans are prepared for the growth of the institution. Long term perspective plans should be prepared for 5 to 10 years. It includes building up of infrastructural facilities in the college keeping in view the future growth. The development plans of the institution should also take into consideration the manpower requirement based on appropriate surveys, introduction of Vocational/Job

oriented courses in the college may also be on the basis of local manpower needs as revealed by the survey. Short term plan is the annual plan prepared by setting up of goals to be achieved during the year. This goals of the long and short term plans should be achieved by effective implementation of the programmes with the help of the academic and administrative machinery existing in the college.

3. The Principal, at the beginning of the academic year, should convene the General Staff Meeting, discuss and finalize academic plan for the year.
4. The Principal should also convene the meeting of the staff council consists of all in-charge of subject departments, Physical Director and Librarian.
5. The staff council will plan all important activities to be performed during the year; like academic calendar, house examinations, extracurricular and co-curricular activities etc. The staff council will also identify 5 optional holidays to be declared as general holidays during the year. All important decisions regarding the functioning of the college are to be taken after the discussion in the staff council.
6. The Principal should advise the Lecturer in-charge of the department to convene their departmental meeting and prepare annual academic plans. He/she will scrutinize the plans and approve them.
7. The Principal should insist on the submission of month wise syllabus completion reports of every lecturer. The defaulters should be motivated to adhere to the academic schedule. The incomplete portion of the syllabus scheduled for a month should be completed in the succeeding month by proper planning.
8. The Principal should involve himself in classroom teaching at least for 6 periods per week in his subject.
9. The Principal should go round the college at least twice a day to supervise the academic work in the college.
10. The staff and students should be properly motivated by the principal for their effective involvement in the teaching learning programmes.
11. Periodical staff meetings should be conducted to discuss various aspects of college management. The staff should be involved in different activities and programmes of the college. They should be made to feel their participation in the programmes.
12. The Principal should plan for the periodic tests of short term duration during the year. At

the end of the academic year, pre-final examinations on the model of the University examination should be conducted.

13. The Principal will advise the lecturers to identify slow learners in each class for organizing special coaching classes for them. (A detailed plan of institutional coaching and remedial coaching discussed under the Section "Functions of Lecturers").
14. The Principal should conduct Public Examination strictly as per the rules laid down by the University. Scope should not be given for any type of malpractice in the examination and should be the Chief Superintendent of the examinations.
15. The results of the annual examination should be analyzed subject wise and lecturer-wise and the reasons for low percentage of results should be analyzed and measures should be taken to improve the results in the succeeding year.
16. The Principal should plan for the use of alternative, innovative teaching methods and the teachers should be motivated to adopt them in the classrooms for better results.
17. The Principal should encourage the talented students in the field of co-curricular and extracurricular activities by providing- necessary facilities in the college.
18. The N.C.C. and N.S.S. wings of the college should be properly strengthened by giving them required accommodation and infrastructure. For better results.
19. Regular activities of N. S.S. should be planned as per the guidelines given by the University and State Liaison Officer.
20. The Principal should get feedback from the students and staff on all important items of academic functioning especially the classroom instruction.
21. The State Government sanctions Vocational and job oriented courses from time to time, as recommended by the University Grants Commission. The Principal should identify the need of the region and submit proposals for starting such courses.
22. University Grants Commissions gives assistance to college during successive plan periods. The Principal should be in constant touch with the College Development Council of the concerned University and should plan to get maximum financial assistance from the U.G.C. for the development of the college.
23. As the academic leader, the Principal should be a source of inspiration to students and staff in regard to knowledge, character and culture. He must so conduct himself that both staff and students look up to him for guidance. He should be an example in punctuality,

dress, demeanor, attendance and in all other aspects.

24. As the administrative head, the Principal shall discharge the following functions.

- 1) General Supervision.
- 2) Supervision of office work.
- 3) Checking of all records and registers dealing with administration.
- 4) Routine administrative duties.
- 5) To discharge all duties assigned to him by the Commissioner/Director and R.J.D. or other collegiate officials from time to time.

#### **VICE PRINCIPAL:**

1. Vice Principal will assist the Principal in discharging some duties as assigned by Principal.
2. Vice Principal will assist in administrative matters and decision making process to principal.
3. Vice principal will supervise the conduction of classes and curriculum of different courses offered by the college.
4. In the absence of Principal he will act as in charge principal and discharge the duties of principal.

#### **CONTROLLER OF EXAMINATIONS**

1. Autonomous College shall have an Examination Cell headed by Controller of examination who will be a permanent faculty nominated by the Principal on the Basis of potential of the person.
2. The Principal of the college shall be the Chief Controller of Examinations.
3. The Controller of Examination will create his/her own team with the approval of the Principal of the College. The team shall consist of Deputy Controllers/Assistant Controllers, the number of persons to be nominated shall depend on the quantum of work in the Examination Cell. Teachers working in the college shall be nominated in the Examination Cell for a tenure of 3 years. They will continue doing their teaching work as scheduled by the college.
4. There shall be a team of Office Assistants, Computer Programmers, Data Entry

Operators and other helpers in the Autonomous Cell.

5. Examination Cell will have appropriate printing unit also for printing of question papers and other relevant confidential material.
6. All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honoraria shall be proposed by the Finance Committee and shall be approved by the Governing Body.
7. Governing Body may also approve appointment of full time office staff in the examination cell on contractual basis on the recommendation of Finance Committee. The salary of such staff will also be decided by the same mechanism.
8. There shall be continuous, comprehensive evaluation of students through internal and external examination. At least 2 internal examinations per semester and 1 semester ending examination should be conducted. In order to motivate students to be free of rote learning, various mechanism of internal evaluation should be adopted such as group discussion, paper reading, home assignments and viva voce.
9. Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body. In no case it should be less than that paid by the parent university.

### **POWERS AND DUTIES OF CONTROLLER OF EXAMINATIONS**

1. Subject to the general control of the Principal, the Controller of Examinations shall exercise and discharge the following powers and duties:
  - (a) He shall be in-charge of examination branch of the college
  - (b) He shall fix the duties of the staff working under him, exercise control over them and assess their work
  - (c) He shall, strictly in accordance with the provisions of the Code and instructions issued by the academic council and principal from time to time, make necessary arrangements for the conduct of college examinations, including paper setting, printing and issue of question papers, preparation, scheduling, valuation, tabulation, publication of results and such other matters connected therewith
  - (d) He shall be responsible for the safe custody of all Registers, papers, documents,

certificates and other confidential files connected with the conduct of college Examinations

(e) He shall keep the Minutes of the meetings of the Boards of Examiners and all related Committees

(f) He shall convene meetings and issue notices therefore to the members of the Malpractices Enquiry Committee constituted by the college, the Boards of Examiners, question paper-setters, and other Committees appointed by them and to conduct the official correspondence thereof

(g) He shall have the power to countersign the traveling allowance bills and remuneration bills of examiners and question paper-setters and all other bills relating to the college Examinations

(h) He shall, with the prior approval of the Principal appoint the Examiners and paper setters from the panels recommended by the respective Boards of Studies or any other body authorized to submit the panel

(i) He shall take all the steps necessary for eliminating scope for malpractice by the candidates at all stages

(j) He shall take steps for computerization of all processes in the conduct of examinations, tabulation and publication of results and issue of Certificates

(k) He shall acquaint himself with the latest trends relating to 'Examination Reforms' and propose for consideration of the Authorities steps for improving the reliability, validity and objectivity in evaluation and for removing the deficiencies in the examination system

(l) He shall be responsible for collection of all kinds of fees regarding all process in and after conduct of examinations

(m) He shall perform such other functions as may be assigned to him by the Principal

## **LECTURER:**

### **FUNCTIONS OF LECTURER**

The Lecturer is the main pillar on which the system of collegiate education rests. Teaching is the most important function of the lecturer which should be undertaken with at most dedication and sincerity. The functions of lecturers are detailed below.

1. The lecturer has the primary duty to disseminate the knowledge in his/her subject to all the students.

2. At the beginning of the academic year, the lecturer in-charge of the department should distribute syllabus to the members of the department, by convening the meeting of all staff members In the department.
3. Taking into consideration the number of working days and periods available for each subject, the month-wise wise annual plan should be prepared for each lecturer in the department. Provision should be made for revision of the syllabus before the end of the academic year.
4. The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case case of any dislocation in working days, either due to disturbances or due to his/her own absence in the college, the syllabus should be completed by taking extra classes.
5. The lecturer should inform the students regarding the schedule of coverage of syllabus.
6. The lecturer-in-charge of the department should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he should discuss with the concerned lecturer and plan for the completion of the backlog in the succeeding month
7. The lecturer concerned should also plan the seminars, tutorial and assignments and such other academic activities.
8. Along with the lecture method, the lecturer should also motivate the students and enliven the process of learning by adopting other methods of instruction like group discussions, question-answer session.
9. To achieve the best results, it is necessary for the lecturer to give regular assignments to the students, preferably every fortnight.
10. The lecturer should compulsorily take the help of audio-visual methods of teaching by using over-head projector, slide projector, charts, etc.
11. He should also organize screening of educational films where-ever Possible.
12. The lecturer should maintain the teaching diary in the given Proformae. This should be submitted to the Principal, through In-charge of department every month.
13. The lecturer should maintain synopsis of each lesson prepared by him/ her. As far as possible, a copy of the synopsis should be provided to the students. The record of synopsis maintained by the lecturer will be checked by the Principal every month.

14. The lecturer should conduct periodic tests in the subject and motivate the slow-learners to bring them on par with other students in the class. A record of marks obtained at monthly, quarterly and half-yearly test should be maintained in the department. Incentives in the form of prizes may be provided to those who get higher ranks. The progress of the students should be submitted to the Principal through in-charge lecturer. so that a consolidated progress report can be sent to the parents.
15. Remedial coaching: Remedial coaching should be arranged for academically backward students, outside the college hours, the UGC grants meant for this purpose can be utilized. The in-charge of the department should plan for remedial coaching and submit it to the Principal, who should plan the finances for the programme. The teaching staff of the department or the bright students of senior classes may be involved in this programme on payment basis. This will be in accordance with the programme of "Earn while you learn". G.O.No.129 Edn. Dt, 23-2-1977 provides the rules regarding this programme (More details are provided at the end of this chapter).
16. The lecturer should participate in Students Counseling Programmes organized by the Principal. He/she should give necessary counseling to 20 to 30 students allotted to him/her Guidance should be given on opportunities in the field of Collegiate education and the employment opportunities. As a Counselor, the lecturer should act as a liaison between college administration and his wards. He/she should enlighten the wards about the facilities available in library, games etc., and orient them to the traditions, rules and regulations of the college.
17. The lecturer working in Science subjects should see that practical classes are conducted immediately after the theory class of a particular topic is completed. There should be a perfect coordination of theory and practical classes. In practical classes, the lecturer should bestow personal attention on every student and verify his/her work. The practical class should be continued till the end of the specified period.
18. The lecturer should co-operate and participate in all co-curricular and extra-curricular activities in the college.
19. He/she should accept the membership of the Committee to which he/ she is nominated by the Principal and discharge the duties with commitment
20. The lecturer should attend to all examination duties without fail.

21. The lecturer should assist the Principal in the maintenance of the discipline in the college.
22. He/she should remain in the college premises during the college working hours and even beyond the working hours, if required.
23. The lecturer should also as a community service, conduct such programmes such as useful seminars, interface-discussions, etc. involving local experts, and the users for the benefit of the community. The lecturer of the subject concerned can act as moderator.
24. The lecturers should attend to any duty assigned to him/her by the Principal or any other higher authority.
25. As per the orders of the Government and the concerned University from time to time, the lecturers have to adhere to the work load prescribed
26. The lecturer is accountable to the Principal of the College.

#### **FUNCTION OF PHYSICAL DIRECTOR:**

The Department of Physical Education in the college is headed by the Physical Director. In colleges having bigger strength, the post of Assistant Physical Director is also sanctioned.

The functions of the Physical Director are

1. He ensures the regular functioning of the department by organizing games and sports in college.
2. He shall be available in the college up to sunset on all working days and organize the practice of all games available in the college in consultation with the games committee of the college and the Principal.
3. He is the convener of the games committee of the college and organizes the meetings of the games committee at the beginning of every year to plan the Physical Education programmes for the year, which is to be reviewed every term.
4. He should give coaching to the students, with the correct techniques of various games and sports.
5. He will plan and invite experts in various games and sports to enable the students to learn correct techniques of various games.
6. He is responsible for inculcating general discipline among the players in particular and students of the college in general.

7. He should encourage the students to develop sportsman spirit.
8. He will prepare the lists of games material, to be purchased every year, keeping in view the stocks available in the college and stocks required for the current year. The lists are to be placed before the games committee for approval.
9. For making purchases of games and sports material the Physical Director should follow the purchase procedures prescribed by the Government from time to time. He should verify the samples before placing the orders, for the supply of material.
10. The Physical Director should follow the prescribed procedures while fixing the conveyance charges, training allowances, refreshments to the competitors taking part in games and sports competitions conducted outside the college.
11. The Physical Director should maintain all records pertaining to the stocks and purchases of the department. The stock registers of consumable and non-consumable material should be maintained separately and the stock registers should be submitted to the Principal for verification once in every term.
12. He should help the annual stock verification of his department conducted by the committee appointed for the purpose by the Principal.
13. He will be Head of the Department of Physical Education in the college and is responsible for maintaining the stocks and accounts of the department.
14. Physical Director should conduct annual games and sports of the college during the 2nd half of the academic year.
15. He should organize the annual games and sports day much before the commencement of annual examination.
16. The Physical Director is accountable to the Principal of the College.

### **FUNCTIONS OF LIBRARIAN / LECTURER IN LIBRARY SCIENCE**

1. The Librarian of the college is responsible for the proper maintenance of the college library.
2. The Librarian is the convener of the college Library Committee nominated by the Principal of the college.
3. He is responsible for properly administering the library grants in consultation with the Library Committee. The Committee shall allot funds to the various subject departments of the college.

4. The Librarian will ensure that an amount not exceeding 20% of the grant is normally utilized for purchase of reference books.
5. The Librarian will take necessary steps for the purchase of books as per the orders of the Principal. Books can be purchased directly from the publishers and their sole distributors by taking usual discount or the books can be purchased from reputed and outstanding firms in the book trade after calling for quotations for terms of supply and the discount they offer.
6. The Librarian shall maintain an Accession Register.
7. The Librarian shall adopt the scientific system of classification and cataloguing of books in the Library.
8. The Librarian shall maintain a catalogue of the books available in the library. The library fee collected under special fee funds can be utilized for the purpose with the prior approval of the Commissioner/Director of Collegiate Education.
9. The Librarian shall frame the rules and get the approval of the Principal regarding the issue of books, time limit for return of books and number of books to be issued to the students and the staff.
10. The Librarian should ensure that as far as possible, the concerned subject books only be issued to staff and students.
11. The Librarian should fully co-operate with the annual stock verification committee appointed by the Principal.
12. As per the report of the annual stock verification committee, the Librarian should prepare the list of books lost and books damaged after annual stock verification and submit the same for condemnation to the Principal, who will take appropriate action as per existing rules.
13. The Librarian is responsible for maintaining all records pertaining to the library like records relating to catalogues, accession registers issue registers, stock registers, etc.
14. The Librarian should see that the annual stock verification of books in the library is done before the end of each academic year. For the purpose of the stock verification, it should be seen that all staff and students return to the library all the copies borrowed by them, before the stock verification commences.
15. Fine.(to be decided by the Librarian) is to be collected from the students for late return of copies.

16. List of journals and newspapers enclosed for library shall be prepared by Librarian.
17. Cost of books lost by students or staff is to be recovered from them. Disposal of old magazines is to be done by the Librarian in accordance with the existing rules.
18. The Librarian is accountable to the Principal of the college.

### **SUPERINDENT JOB CHART:**

#### **FUNCTIONS OF SUPERINTENDENT**

1. The Superintendent is head of the section/college office and controls the functioning of assistants working under him.
2. He should monitor the movement of files going to the Officers/Principal and coming back from them.
3. on the subject and assist them in taking correct decision.
4. The Superintendent should assign current numbers to each and every paper received by him. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant.
5. The Superintendent should see that the assistants, working under him are maintaining personal registers properly and strictly in accordance with the laid down procedure and also see that the currents are attended to promptly.
6. He should know the pendency position and get the monthly abstracts and detailed arrear list, prepared assistant-wise, in the prescribed proformas and submit them to the Officers/Principal' before 5th of every month.
7. The Superintendent should offer his remarks on the note initiated by assistant, and submit the same to Officer/Principal.
8. He should supervise the remainder files maintained by assistants.
9. The Superintendent working in a college: Along with all the above. functions the superintendent working in a college shall also perform the following functions:
10. The Superintendents working in a college should also supervise the Service Registers, Leave accounts of the staff working in the college, and guide the Principal in proper disposal of the issues.
11. He will assist the Principal in the preparation of the budget and also in spending the budget allotted to the college strictly in accordance with rules in vogue.

12. He will guide the Principal in the operation of the Government budget, special fee collection and the funds/grants received from any other agency. He will assist the Principal in ensuring that this money is spent. strictly, in accordance with the rules and regulations.
13. He will supervise the maintenance of all records pertaining to accounts, stocks, and cash books: etc.
14. The Superintendent will attend to, the inspection parties and audit parties visiting the college and help the Principal in answering the audit objection. He will also maintain the Register of Audit objection and help the Principal in reviewing them every month and sending the replies to the Commissioner/Director.
15. The Superintendent should monitor the reconciliation of accounts from the treasury and the banks.
16. The Superintendent is fully and personally responsible to guide the Principal on proper lines with latest rule position on all matters of administration, and counts. he Superintendent has to perform any other duties entrusted to him/her by the principal/Supervising officer.
17. The Superintendent has to perform any other duties entrusted to him/her by the Principal/Supervising Officer.
18. The Superintendent is accountable to the Administrative Officer and the principal.
19. He should guide the Officers/Principal with correct arid latest rule position

**List of Information officers RTI ACT:**

1	Appellate Authority	Dr. C. Manjulatha, Principal, Govt. City College, Hyderabad
2	Public Information Officer	Smt. G. Sukanya, Vice-Principal, Govt. City College, Hyderabad
3	Assistant Public Information Officer	Sri. M. Jaffari, Senior Assistant, Govt. City College, Hyderabad

**STAFF LIST:****TEACHING STAFF:**

DEPT. OF ENGLISH
1. Smt B. Suchitra Singh
2.Smt P. Jayamma
3. Mr. P. Ganesh
4. Ms.P. Rani
5. Dr. P. Sridhar
DEPT. OF TELUGU
1. Smt G. Sukanya
2. Smt U. Sri Latha
3. Sri. S. Ravi Prasad
DEPT. OF SANSKRIT
1. Smt. D. Padmaja
DEPT. OF HINDI
1. Sri. H. Rajesh Kumar
DEPT. OF URDU
1.. Sri. Abdul Quddus
DEPT. OF ARABIC
1. Ayesha Sultana
DEPT. OF COMMERCE
1. Dr. J. Ratna Prabhakar
2. Smt. Jaya Kagada
3. Smt S. Sailaja (Cont)
4. Ms.P.Y.Lalitha Chaitanya (Cont)
5. Iffath Unnisa Begum (Cont)
6. E. Saidulu
7.Sri. Mangilal
8. Rukhiya Begum
9. B. Satish
DEPT. OF ECONOMICS
1. Sri P. Venkateshwar Rao
2. Smt. G. Sushma
DEPT. OF POLITICAL SCIENCE
1. Farhana Sulthana (Contract)
2. Sri. P. Mukesh
DEPT. OF PUBLIC ADMN.
1. Sri. B.Sunitha Padmavathy

2. Dr. Ch. Laxminarayana
DEPT. OF HISTORY
1. Dr. M. Vani
2. Smt. K. Padma (Contract)
DEPT. OF TOURISM
1. Sri. Ch. Ravindra Babu(Cont.)
DEPT. OF MATHEMATICS
1. Smt. U. Sri Devi
2. Smt. L. Vishnu Priya
3.Sri M. Sudhakar
4.Sri B.S Vamsi Krishna
5.Smt. G. Sri Vani
6. Sri. C. Yadaiah Goud
DEPT. OF PHYSICS/ELECTRONICS
1. Smt. N. Chandana
2. Dr. S.E. Naina Vinodini
3. Dr. J. Chinna babu
4. Sri V. Srinivasa Rao (Cont.)
5. Mrs. Kiranmai (Cont.)
6. V. Suhasini (Cont)
7. Sri P. Poorna Chander
8. Sri. D. Ramesh
9. Sri V. Ramesh Kumar
10 .Sri. Mallikarjun
11. Sri. E. Sunil
DEPT. OF CHEMISTRY
1. Smt. G. Vijaya Jyothi
2. Sri M.Anil Kumar
3. M.Hari Priya (Cont)
4. G. Mani Deepa (Cont)
5. Sri. N.David Wilson(cont)
6. Mohd Vaseem
7. Smt. K,Swapna(Cont)
8. G. Shrisailam
DEPT. OF BIOCHEMISTRY
1. Ch. Vidya
DEPT. OF BOTANY
1. Dr. N. C. Sowjanya

2.. Dr. K.L.V. VaraPrasada Rao
3. Dr. R. Srilatha
3. Sri. R. Chandra Sagar ((Cont)
4. Mr. S. Madhu (Cont)
DEPT. OF MICROBIOLOGY
1. .Mrs.P. Archana Mary (Cont)
DEPT. OF ZOOLOGY
1. Smt. Suprabha Panda
2. Sri. S. Vekanna
3. Ms. B. Srilatha
4. Sri. Shyam
DEPT. OF BIOTECHNOLOGY
1. Miss P. Pushpalatha
2. Dr. Y. Venkateswarlu
3.Sri. M. Hemanth Kumar
4. Ms. Farheen Ayesha Birjees
5. Smt. Farheen Fatima
DEPT. OF COMPUTER SCIENCE
1 .Sri. A. Inna Reddy
2. Sri. D. Shravan Kumar
3. Smt. L. Babita Rani
4. Smt. Y. Avanthi
5. Smt. A. Swapna

NON-TEACHING STAFF:

<b>1. Sri. R. Ram Kishan</b> Administrative Officer
<b>2. Sri Mohd. Nazimuddin Irfan</b> Superintendent
<b>3. Ch. Mallaiah</b> Senior Assistant
<b>4. Sri. M. Jaffari</b> Senior Assistant
<b>5. Sri. Vimal Kishore Mishra</b> Senior Assistant
<b>6. D. Raja Narendra</b> Junior Assistant
<b>7. E.M. Rajani</b> Junior Assistant
<b>8. M. Satyanarayana</b> Record Assistant
<b>9. B. Krishna</b> Record Assistant
<b>10. M. Satyanarayana</b> Record Assistant
<b>11. Smt Beejan</b> Office Subordinate
<b>12. V. Shaik Javeed</b> Office Subordinate
<b>13. M. Mallikarjun</b> Office Subordinate
<b>14. B. Satish Kumar</b> Sweeper
<b>15. Dinesh Kumar</b> Scavenger

## ORGANOGRAM

