

**RIGHT TO INFORMATION
PARTICULARS U/s4 (1) (b)**

**GOVERNMENT DEGREE COLLEGE
BICHKUNDA**



**NIZAMABAD DT
08464-200402**

**bkdgdcbkdgd@gmail.com
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STRUCTURE OF THE DEGREE COLLEGES:

The Degree Colleges in the state are of three types:-

Government Degree Colleges
Government Aided Private Degree Colleges
Private Un-aided Degree Colleges

The Principal is the Head of the Degree Colleges. He/She is the Chief Executive Officer and Liaison Officer between the College and the Commissioner of Collegiate Education & Regional Joint Directors of Collegiate Education.

1. ORGANIZATIONAL SETUP IN GOVERNMENT DEGREE COLLEGE

The Principal is the academic and administrative leader of the college. He/She plans and supervises the execution of the academic activities of the teaching faculty as well as the administrative work of the non teaching staff. The organizational setup of the college consists of the

1. Principal
2. Faculty (Teaching staff of different subjects)
3. Non-teaching staff (consisting of AO/Supdt/Sr.Asst/Jr.Asst/Other Class IV employees/
Teaching staff

PURPOSE:

The main purpose of establishing Degree colleges is to provide Higher Education through Undergraduate Course along with Postgraduate Courses. The main objective is to develop knowledge base i.e. Intellectual and vocational skills and value system of the future citizens of the country.

AIMS AND OBJECTIVES OF THE DEGREE COLLEGES:

- To provide Undergraduate and Post Graduate education.
- To serve the higher educational needs of society
- To promote employment related knowledge and skills.
- To build capabilities, competencies and confidence.
- To promote scientific temper
- To bridge the rural urban divide.
- To provide equal access to various marginalized sections the society.
- To train students in serving the community.
- To inculcate values for a better society

ACTIVITIES:

The Colleges need to function well to achieve the above goals by organizing diverse activities and programmes. Some of them are mentioned below.

- Facilitating learning of knowledge and skills by students through a variety of courses, activities and programmes.
- Offering Conventional and Restructured Courses to suit the changing needs.
- Extending infrastructural facilities to students
- Conduct of divers and learner oriented curricular, co-curricular and extra curricular activities based on comprehensive plans.
- Periodical evaluation of progress and remedial measures
- Promoting research culture.
- Training in work , employment and behavior related skills.
- Training the student in community service through extension activities.
- Providing support to students that facilitates their learning and career progress and inculcating values and fostering creativity and innovation in students through extra curricular activities.
- Empowering women students from marginalized sections through higher education.
- Facilitating participation of community, alumni and other well wishers in the development of the college.

2. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

PRINCIPAL:

The principal is the head of the institution and he will ensure proper and effective implementation of such quality policies and plans so as to achieve the organizational objectives. For this purpose the principal involves the faculty members by assigning specific tasks, delegate authority for taking quick decisions and ultimately makes them responsible for the positive outcome. The monthly review meetings are conducted by the principal to review the activities of various committees and wherever required he gives his suggestions for effective implementation of plans. The college IQAC also plays a vital role in providing valuable inputs to the principal and other staff members for smooth and effective conduct of curricular, co-curricular and extra-curricular activities of the college.

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. These 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 extra curricular 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 Commission 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.

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.

FACULTY:

The faculty members are made in-charges for various activities like Time-table committee, literary cultural committee, games, discipline, examinations committee, library committee etc. and granted operational freedom for planning and effective implementation of the activities. These committees meet according to the administrative needs. This will help the faculty members in developing management skills like planning, organizing, directing, decision making, coordination and controlling and creates responsibility with accountability.

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 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 proforma. 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

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 Counsellor, 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

3. PROCEDURE FOLLOWED IN DECISION MAKING:

- For development of leadership qualities in students they are actively involved in the extra-curricular activities such as NSS, organizing programmes like seminars, group discussions, cultural programmes, rallies, field visits and surveys.
- Tutor-ward system – Tutor is appointed for specific number of students for counseling in academic, personal and psycho-social matters.
- Departmental In-charges – Senior most faculty of the department is made in charge to supervise the activities of the department.
- Coordinators at college level – Coordinators are appointed for various committees like NAAC Coordinator, Academic Coordinator, UGC Coordinator etc.
- Office – Section in-charges are appointed in office for decentralized administration.
Example: Fees In-charge, Exam In-charge etc

4. NORMS FOR DISCHARGE OF ITS FUNCTIONS:

- Policies and plans of the institution are framed after detailed discussion and deliberations in the staff council meeting. Suggestions of the staff members are given due importance and decisions are taken on the basis of consensus

- Departmental action plans are chalked out after thorough discussions among faculty members of the department.
- Students and non-teaching staff members are also made part of the various committees to enhance the scope for participative management.
- C.P.D.C.(College Planning and Development Committee) Alumni Association, Parents, Students participation in decision making process leads to participative management.

5. Manuals, records held by employee:

Sri.Sai Kiran,, JACT

- Attendance Registers (Gazetted & Non Gazetted staff including last grade service.)
- .Service Books of all the staff (Gazetted & Non Gazetted stall including last grade service.)
- .Confidential Reports
- .Stock Registers. (Pertaining to Stationary, Computers furniture etc., maintained by OP IT Sections.).
- Grant Registers (ie. grant in aid released to the Private Aided Co1leges.
- Staff Registers (maintained by Service I, II, III, IV & Admn II- Sections.).
- Scale Registers. (i.e., Number of Teaching/Non Teaching posts sanctioned to the Directorate/Govt. Colleges. (Maintained by the Admn. I Section).
- Admission Register (Maintained in the colleges).
- T.C. Books (Maintained in the colleges).
- Stock Registers of the entire Department including Physical Education (Maintained in the colleges).
- Accession Registers (Maintained in the Library).
- Scale Register (maintained in the private aided colleges showing the details of the salariesial lowances etc paid to the individual in the entire year).
- Seniority lists of RJDs/Principals/Lectures/Etc

7. Particulars of arrangements with members of the public

The principal of Government Degree College is pleased to constitute the College planning And Development Committee with the following members with the objectives:

To help in creating the right climate for academic, cultural, social and service oriented activities for the benefit of students as well as for the community

- To prepare a detailed plan, with annual budgetary allocations for college development to execute development programme
- To support construction of building, development of infrastructure, purchase of equipment, development of campus, building and other facilities
- To create a mechanism for mobilizing public contribution
- To discuss and approve expenditure proposals of all categories made by the college
- To arrange extension programmes for the community for mutual benefit

Members:

1. Dr.J.Sanath Kumar	Principal	Chairman	9849697735
2 Sri. Mallikarjunappa Shetkar	Philanthropist	Secretary	9849615168
3. Sri Kumar set	Industrialist	Member	9866664694
4. Sri. N.Srihari	Philanthropist	Member	9908073870
5. Sri. Asad Ali Bahamad	Philanthropist	Member	9666604499
6. Sri Venkatesam	Businessmen	Member	9441423225
7. Sri.K.Naresh	Lecturer in Chemistry	Member	9704295903
8. Sri.G.Shankar Rao	Lecturer in Commerce	Member	9032869237
9. Sri.Gangaram F/o Veeramani MPC I	Parent	Member	9948144776
10. Sadu Tukaram Sadu swapna BA I	Parent	Member	9908073820

Special invitees

Sri.Venkateswa Rao	Panchayat Engineer	Member	9440871860
Sri.k.Santosh	Alumni	Member	7893184815
Sri.Lakshman Rao	Advocate	Member	9440475302
Sri.k.veera reddy	Educationist	Member	9440036445

The principal of Government Degree College is pleased to constitute the following committees for smooth running of the college

NAAC			
Sri. K.Naresh	Lecturer in Chemistry	Coordinator	To prepare SSR and consolidate all activities
Sri.B.GangaReddy	Lecturer in Commerce	Member	

Sri.K.Venkateswarlu	Lecturer in History	Member	
<u>IQAC</u>			
Sri.E.Raj Kumar	Lecturer in Commerce	Coordinator	To prepare IQAC reports year wise and make resolutions
Sri.B.Chandrasekhar Goud	Lecturer in Politics	Member	
Kum.Ramyasree	Lecturer in Physics	Member	
<u>Academic Cell & BRAOU</u>			
Sri.G.Sasidhar	Lecturer in Telugu	Coordinator	To make necessary arrangements for admission works, consolidation of marks, university correspondences
Sri.G.GanagaReddy	Lecturer in Commerce	Member	
Sri.B.Kotaiah	Lecturer in Economics	Member	
<u>Examination Cell</u>			
Sri.Vibhu Prakash singh	Lecturer in Hindi	Coordinator	To prepare examination preparations and other related items to all exams
Sri.G.Sasidhar	Lecturer in Telugu	Member	
Sri. B.Sankaram	Lecturer in Botany	Member	
<u>Scholarships</u>			
Sri.B.Santosh	Lecturer in English	Coordinator	To monitor and process all scholarships including Adharcards
Sri.V.Markandeya	Lecturer in Commerce	Member	
Sri.Sri.Chandrasekhar Goud	Lecturer in History	Member	
Sri.E.Raj Kumar	Lecturer in Commerce	Coordinator	JKC
Sri.Vibhu Prakash singh	Lecturer in Hindi	Coordinator	MANA TV
Sri. K.Naresh	Lecturer in Chemistry	Coordinator	RRC
Kum.Ramyasree	Lecturer in Physics	Coordinator	Women Empowerment Cell

9. Employees Directory

(IX) A Directory of its officers and Employees

S.No	Office Name	Employee ID	Name	Gender	Designation	Mobile No.
1	Government Degree College, Bichkunda	1	3	4	8	5
1			Dr.J.Sanath Kumar	M	Principal	9849697735
2		2038283	Ri.G.Shashidhar	M	Lecturer in Telugu	9492734183
3		2038285	Vibhu Prakash Singh	M	Lecturer in Hindi	9494372330
4		2038284	Sri.E.Raj Kumar	M	Lecturer Commerce	9951470246
5		2040386	Sri.K.Naresh	M	Lecturer in Chemistry	9704295903
6		2027393	Sri.M.Sai Kiran	M	JACT	9948330896
7		2012562	Sri.K.Poshetty	N	R.Asst	8801046566

10. Employees Salary Details**(X) Monthly Remuneration**

S.No	Office Name	Employee ID	Name	Gender	Designation	Scale of Pay	Basic Pay
1	Government Degree College, Bichkunda	1	3	4	8		5
1			Dr.J.Sanath Kumar	M	Principal		57110/-
2		2038283	Ri.G.Shashidhar	M	Lecturer in Telugu	15600-39100+6000 AGP	22250/-
3		2038285	Vibhu Prakash Singh	M	Lecturer in Hindi	15600-39100+6000 AGP	21600/-
4		2038284	Sri.E.Raj Kumar	M	Lecturer Commerce	15600-39100+6000 AGP	21600/-
5		2040386	Sri.K.Naresh	M	Lecturer in Chemistry	15600-39100+6000 AGP	21600/-
6		2027393	Sri.M.Sai Kiran	M	JACT	8440-24950	9460/-
7		2012562	Sri.K.Poshetty	N	R.Asst	7520-22430	13270

Statement of funds utilized under salary

Particulars	Amount Received in Rs.			
	2008-09	2009-10	2010-11	2011-12
Salary grant of faculty	8,30,827	4,91,959	23,57,076	14,84,268
Salary of Non teaching	3,65,213	3,26,911	3,00,848	2,79,667
Grant for building Development.			14,00,000	

11. Budget Plan of Office

The college is a government college. The college receives budget from state government for the maintenance and upkeep of furniture & equipments. The maintenance of computers is done out of college budget. Details of the budget received for maintenance of various facilities is as under.

	Particulars	2008-09	2009-10	2010-11	2011-12
a.	Building(Minor works) 270/271				
b.	Water& electricity.130/133	26000	5800	59000	68000
c.	Machinery & Equipment 520/521	10000	50000	470000	120000
d.	Office &other expenditure. 130/132	15000	100000	170000	190000
e.	Service postage & Tel. charges.130/131	8000	15000	15000	180000
f.	T.A. 110/111	8400	13500	15000	17500
g.	Materials & supplies 210/211		5000		

12 Manner of execution of subsidy programme

The following welfare schemes are provided to the students.

- Student charter is displayed on signboards and implemented as per stated schedule.
- Fee reimbursement and scholarships
- Extension lectures by eminent academicians
- Remedial coaching to slow learners
- Career guidance and counseling for higher studies and career opportunities.
- Prizes and appreciation certificates for outstanding students in curricular, co curricular and extracurricular activities
- Tutor ward counseling etc.

Q13. Particulars of recipients of concessions

- **Scholarships:** during this year 218 student applications are sent for renewal of scholarships of which 9 for minorities, 49 for SC, 153 belong to BC, 7 for ST students. 177 fresh applications also sanctioned for scholarships

Sl. No.	year	Category				Total Number of students
		SC	ST	BC	Minority	
1	2008-09	47	05	144	30	226
2	2009-10	68	16	190	38	312
3	2010-11	84	14	267	36	401
4	2011-12	96	16	284	28	424
5	2012-13	75	14	286	9	384

The support services/facilities available to the above mentioned category of students are:

- Financial support in the form of scholarships and fee reimbursement.
- Bus pass facility
- Allowing to borrow more number of books from library.
- Extra tutorial classes for slow learners.
- Students with physical disabilities are provided
Ramp facility
Comfortable seating etc.

The college has the career guidance and counseling cell which conducts extension lectures, workshops on career planning and employment opportunities and train them in group discussions and on facing interviews. The cell also helps the students to decide on the most suitable course and/career opportunity depending on their abilities.

The college runs a small health centre, which is maintained by NSS unit. First-aid facility is available in health centre. In case of any serious ailment the case is referred to the specialist doctor in town for treatment

15. Facilities available to Students

Ans. Students are given opportunity by the college to take part in the inter-collegiate, zonal and University games and sports every year. Following games & sports are conducted in the college.

Indoor. Chess and carom boards

Outdoor- Cricket, Volleyball, ball badminton, shuttle badminton, Kabaddi, Kho-kho, Long jump, High jump, Javelin, Shot-put, weight lifting etc.

Literary and Cultural- Essay writing, Elocution, debating, Quiz, song singing, Slogan writing, rangoli, Drama, Dancing etc

The literary and cultural committee and games committee decide the schedule for

conducting these activities. Winners and participants are awarded certificates and prizes on college annual day function.

Student Citizen Chart

S. No	Nature of Service	Service Delivery standard Time limit
1	Admissions: a) Admission procedures and time frame for admissions b) Grievance redressal	As per the guidelines of University concerned. 3 Days
2	Facilities and Fee: a) The courses,infrastructural facilities,faculty position, conseling and fee structure. b) Grievance redressal	As given in the prospectus 7 Days
3	Academic Programmes: a) No. of working days and No of teaching hours (Theory and Practical) taken up for each subject. b) Grievance redressal	As given in the prospectus 3 Days
4	Extra Curricular Activities: a) Games and Sports facilities b) NCC/NSS c) literary and cultural activities d) Career guidance programmes e) Guest lectures / Extension lectures f) Grievance redressal	As given in the prospectus 2 Days
5	a. Issue of certificates for regular students (as per roles and on submission of application in proper form). I.Transfer Certificate II.Bonafide and Conduct Certificates. III.Migration Certificates (if issued at the college level. IV. Grievance redressal	3-5 Days 2-3 days 3 Days 2 days
6	Scholarships a) Issue of cheques b) Grievance redressal	Within 7 days after receipt of the amount from the Treasury. 3 Days

WHOM TO APPROACH:

Principal shall be contacted when the grievance is not redressed with in the stipulated time by the first level contact person concerned mentioned in the table above.

PUBLIC PARTICIPATION:

It is ensured through College Planning and Development Council (CPDC) and Parent Teacher Association meetings at least twice in a year in the college.

HELPLINE:Individual staff members, in charge of the Departments and the Principal can be approached by students / parents for any help.

WHAT WE EXPECT FROM YOU:

STUDENTS

- Come regularly and punctually to the college.
- Attend all classes without exception.
- Be sincere and honest in all activities / dealings.
- Participate in curricular / extra curricular with zeal and enthusiasm.
- Appear for all monthly I quarterly I Half year/ Pre - : final examinations compulsorily.
- Bestow personal interest in maintenance and use of infrastructure facilities.
- Be courteous and polite to all.
- **Use proper methods while seeking grievance redressal.**

PARENTS:

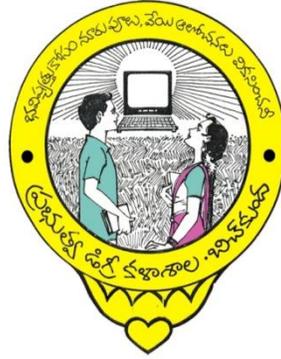
- Ensure and check the regular attendance of his ward.
- Attend all parent-teacher meetings compulsorily.
- Active participation in developmental activities of the college
- Immediate response to progress reports I letters
- Alerting the Teachers I Principal when situations demand

16. Public Information Officers

S.No	Designaion	Nominated as	Phone numbers
1	Dr.J.Sanath Kumar Principal	First Appellate Authority	08464 200402
2	Sri.K.Naresh Lecturer in chemistry	Public Information Officer	08464 200402
3	Sri .G.Sai Kiran	Assistant Public Information Officer	08464 200402

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