

Detailed guidelines for Civil Services Coaching Programme – 2022

1. Eligibility for Admission :

As per the existing norms of the Study Circle, candidates who possess Graduation are eligible for admission. The admission to the Institute is by way of conducting Entrance Examination.

Fresh candidates and Repeaters (only those who have taken coaching for CSAT-2020 during 2019-20) are eligible for admission.

The students are seeking for edit option in the online application form to correct wrong entries.

In this regard, they are informed that, the wrong entry may be brought to the notice of Study Circle through mail to the mail I.D. studycircle1980@gmail.com, for rectification at Study Circle level. This facility is provided to each aspirant once only. However, aspirants are informed to be careful while entering data in online application. This facility will be available till last date of application i.e. 10.10.2021 only.

2. Entrance Examination :

Admission to the Institute is strictly on the basis of merit order obtained in the Entrance Exam at state level. Applications will be invited through a paper notification. The Test paper will be objective type with multiple Choice questions on the pattern of UPSC Prelims pattern and will have 100 questions on General Studies and 40 questions on CSAT-Paper-II (Test of Reasoning, Mental ability and English comprehension). Each General Studies question carries 2 marks for correct answer and 1/3rd negative mark for each wrong answer, like wise CSAT Paper-II question carries 2.5 marks for correct answer and 1/3rd negative mark for each wrong answer, thus the total marks to be valued is 300. Time given will be 3.00 hrs. (10.30 AM to 1.30 PM). The Objective type of question paper and valuation by OMR will not give scope for any manipulation and ensure fair selection. There will be a cut off mark with 35 percent for Boys & 30 percent for Girls and those candidates who score less than cut off mark will not be considered.

The time schedule is as follows :

- Paper Notification : 20th September, 2021
- Last date for receipt of applications : 10th October, 2021
- Date of Entrance Examination : 24th October, 2021

3. Examination Centres :

- i. Hyderabad**
- ii. Warangal**
- iii. Nizamabad**

4. Online Registration of applications through CGG :

The Center for Good Governance had designed and developed a web portal for TSSC Study Circle, for registering the applications, even the students can download their halltickets at the time of examination.

5. Selection of Candidates :

Selection of Candidates will be strictly based on merit order and following reservations as per the norms of Study Circle.

SCs – 75% STs – 10% BCs – 15% (A,B,C,D and E)

Over all 33.33% of seats are reserved for women and 5% to PwD.

If any seats are unfilled with eligible candidates, they will be filled with the eligible SC candidates.

In addition to the candidates selected on merit basis through the Entrance Examination, all those who cleared Prelims will be admitted as these are potential candidates for final selection.

6. Admissions :

The admissions will take place only after announcement of results of Entrance exam. The selected students will be admitted after scrutiny of original certificates. However, the selection shall be purely on merit basis on the marks obtained in exam. Originals shall be kept with the Institute as this is a full time residential programme. All the selected candidates shall sign an undertaking, that they will abide by the terms and conditions of the Institute.

7. Facilities available :

The candidates admitted for the coaching in the institution will be provided with the following facilities.

1. Free accommodation : The student will be allotted a bed, & provided carpet and bed sheet. Keys of the cup-board are returnable.
2. Mess charges @ Rs.2250/- per month per candidate : A mess Committee will be formed once in two months with 3 students, which will manage the mess arrangements with the help of the Caretaker.
3. Book fund of Rs.10,000/- per candidate will be supplied only in kind, which will be released in 2 instalments.
4. In case of Repeaters, set of Book fund of Rs 4000/-, which are required for mains preparation, will be provided once.
5. Digital Library with adequate number of computers systems both for Girls and Boys are available. Reference library with adequate number of Books and magazines, Standard Newspapers available for preparation in the Reading Room. Books in the Reference Library can be used within the Reading room and not meant for issue.
6. Personal allowance of Rs.750/- per month for Boy candidates and Rs.1000/- per month for Girl candidates will be paid on having 90 per cent attendance in a month by a student.
7. Medical allowance of Rs.400/- per candidate will be provided.
8. Notebooks (Long- 18 No.s), a bundle of A4 size paper (500 sheets), writing pad one time will be provided, provision of (50) pages of Xerox to each student every Month. Over and above the ceiling shall be met by the candidate on their own from the book money or personal allowance.
9. One daily News Paper (English), Kurukshetra and Yojana will be supplied to each candidate. The students are advised to make use of the magazines and other Newspapers like Telugu and Business newspapers and weekly, monthly magazines from the reading room. Only the back issues of journals / Magazines will be issued in the Library to the students. Separate reading room is available to Girls in the girls Hostel.
10. Conveyance will be paid @ Rs.160/- per candidate including lunch for writing UPSC Preliminary examination.

8. Selection of Optional :

For Selection of optional, the fresh students will be given one month's time after admissions, to choose the optional. As per the norms of TSSC Study Circle, optional

classes will be arranged only if there are a minimum of 5 candidates in an optional subject, otherwise, the students have to prepare themselves for such optional. The required books will be made available for that optional in the Library. The Chief Consultant shall decide the optionals to be introduced in a year as per the choices made by the students.

9. (i) Classes :

Classes will be organized with renowned faculty regularly @ 6 hours in a day.

The sessions may start for 07:30 AM onwards in 3 sessions

07:30 AM to 09:30 AM

10:30 AM to 12:30 PM

02:30 PM to 04:30 PM

However, these timings are flexible and can be rescheduled as per the convenience of the faculty and the Institute. A schedule of academic plan for 2021-22 is worked out and shown below :

Details of the classes to be arranged paper-wise for Prelims-cum-Mains - 2022, Batch in General Studies and Optional			
Sl. No.	Paper	Subject	Total Hours
1	Paper - I	Essay	30
2	Paper - II	a) Indian Heritage Culture-25, b) Indian History-Ancient , Medieval and Modern-80 c) Post Independent History-15 d) World History-25 e) India and World Geography-80 f) Society -30	255
3	Paper - III	a) Governance,Constitution,Polity-90 b) Social Justice-10 c) International relations- 30	130
4	Paper -IV	a) Science & Technology-30 b) Economic Development-80 c) Biodiversity,Environment-25 d) Biology & Physics-50 e) Security and Disaster Management-20	205
5	Paper -V	Ethics, Integrity and Aptitude-40 Case studies-20	60
6		Current Affairs	60
Total-A			740

7	CSAT - Paper II	English, Arithmetic & Reasoning (B)	180
Total-(A+B)			920
Optional Subjects			
8		Telugu	200
9		History	150
10		Geography	150
11		Political Science	150
12		Public Administration	150
13		Anthropology	200
14		Sociology	150
TOTAL			1150
GRAND TOTAL			2070

The following guidelines as adopted by the Study Circle as earlier for engaging guest faculty for Civil Services coaching for 2021-22 is shown below. The batch should have started early got delayed due to Covid, hence advance action is proposed for keeping the guest faculty ready to save time in imparting coaching. Empaneled list of guest faculty with probable dates of delivery of lectures to be drawn to avoid their delay.

1. The faculty engaged should be reputed and presently engaged in Civil Services coaching for considerable period.
2. The Curriculum Vitae (C.V.) has to be obtained from each faculty, indicating their qualification, no. of years of services in Civil Coaching, the Institution in which they are teaching for the last 3 years.
3. The Faculty once selected, shall indicate their convenient dates and timings in which they will be available for TSSC Study Circle during 2021–22 and with mutual acceptance the time table will be drawn by the TSSCSC at least one month before actual date of delivery of their session.
4. In case where notes are to be supplied, the faculty may furnish one soft / hard copy so that the copies can be supplied to the students by the institute.
5. A list consisting of the faculty members required for the year 2021–22 may be prepared well in advance by selecting the best available faculty and also a list consisting of suitable replacement for the faculty subject-wise may be prepared before the commencement of the academic year. In case the agreed faculty fails to attend as per our time table the next best in the list will

automatically be chosen. The selections may be permitted to be made by Director, Chief Consultant and one renowned faculty from the market.

6. The Faculty shall provide once in a fortnight or as per the schedule drawn up by the TSSCSC, the question papers (objective) basing on the syllabus covered for the period along with the keys and explanatory note.
7. After, the Examination is over, the faculty shall explain and clarify the difficult questions to the students in subsequent classes.
8. The TSSCSC will have the right to record the teaching class digitally, which can be used for the future needs of the institution, wherever it is necessary.
9. The faculty may interact sometime with the students, either in the class or in the faculty room, for giving suitable advice. The students who are preparing for the Mains, may get their write ups corrected by the faculty. The no. of sessions taken will be designed taking into consideration of Exams, Interaction and examining the student write-ups.
10. The list of selected faculty for 2021–22, will be displayed in the website of TSSCSC.

(ii) Online Classes :

Online classes will be organized in some subjects wherever it is found necessary specially to give an opportunity to make available the video classes which will be complementary to the regular classes. Or where some additional inputs are required by students to strengthen the programme owing to non-availability of faculty in case of an epidemic or pandemic or for any other reason.

(iii) Mock tests :

Mock Tests will be organized in 2 categories. The first one is to design question papers by the faculty to the extent of syllabus covered in the class till the date of Examination. The full length Tests will be conducted once the syllabus is over for a subject. It will be ensured that the Question Papers will be designed by the best faculty and the standard question papers available in the market for prelims, mains Exam with explanatory Notes, Video lessons will also be procured and used. The students are expected to use this facility. In this process, the student will be able to revise the syllabus automatically and constantly equipping to strengthen his / her knowledge on Civils pattern.

It is proposed to conduct 40 Mock Tests for Prelims, of which (24) Tests subject wise and Grand Tests for Paper-I (10) and CSAT Paper-2 (6) Tests.

10. Book Fund :

The students of T S Study Circle are eligible for Book fund. A comprehensive list of Books required for preparation by a student has been worked out. An amount of Rs.10,000/- will be sanctioned as Book fund and the books will be supplied in kind and no fund shall be paid to the candidates. The list of Books will be communicated to all students at the time of admission. The student may give in writing the choice of the books selected, and sealed tenders will be called for from the book suppliers for offering their maximum discount. So that orders can be placed for supply of Books within 30 days from admission of students to Study Circle. Books may be supplied in 2 instalments , i.e. the first 50 per cent books within 30 days and the balance in next 60 days.

11. Mains Coaching :

The Coaching for Civil Services Programme, is '**Prelims-cum-Mains**' for a period of 8 months for freshers, but for those repeaters and who clear Prelims, there will be special focus for Mains preparation on Optional and Mains G.S. Papers I to IV and General essay by arranging classes. The students will be asked to practice earlier mains papers as well as the model question papers available in the market. Focus will be more by encouraging writing practice of the students, for improving skills and time management. There will be support from the faculty to correct the drafts and for regular interaction.

12. Viva Guidance :

For those selected for the interview after clearing the mains, Viva guidance programme will be arranged with the help of experts and involving those who were in UPSC interview Board earlier. The meritorious candidates will be sent to Delhi for Viva guidance by providing all facilities like fee, transport, boarding and other needs.

13. Library and Reading Room cum reference Library :

The Study Circle has a collection of more than 12,000 books which are mainly useful for preparation to Civil Services examination. The student is entitled to borrow (4)

books and (2) journals or Magazines of older issues, at a time. which can be renewed once in 15 days provided there is no demand from others. Every student has to pay a caution deposit of Rs 1000 at the time of admission, which is refundable at the end of the course, provided there are no dues towards library books. Library will be opened at specific timings other than the class hours as announced separately. There is a separate Reading room with reference books and Journals, magazines, and all types of newspapers. There is also a digital Library with adequate number of computers both for boys and girls separately.

14. Books suggested for Civils students admitted in TSSC Study Circle Hyderabad :

I - List of NCERT Books-

Class	Title
VI	History- Our Past I & Part II
	Social Political Life
	Our Environment
VII	History- Our Past III - Part1 and 2
	Social Political Life
	The Earth- Our Habitat
VIII	Geography- Resource & Development
	Social & Political Life
	Our Past III - (Part-I, Part-II)
	Science
IX	Democratic Politics -I
	Economics
	India & the Contemporary World Vol-1
	Science
X	Contemporary India
	Understanding Economic Development
	India & Contemporary World Vol-2
	Democratic Politics-2
	Science
XI	Fundamentals of Physical Geography
	India- Physical Environment

	Political Theory
	India Constitution at Work
	Themes in World History
	Statistics for Economics
	Indian Economic Development
	Biology
	Physics I & 2
	Chemistry
	Sociology Part -1
	Human Ecology & family Science Part 1 & 2
XII	Contemporary World Politics
	Politics in India since Independence
	Modern India
	Introductory Macro Economics
	Introductory Micro Economics
	Political Science
	Fundamentals of Human Geography
	Practical Work in Geography
	India People & Economy
	Crafts Tradition of India
	Social Changes in India
	Biology
	Physics Part ii & II
	Chemistry

II-List of Books- (Telugu Academy Books for Competitive Examinations)

S.No	Title
1	History (11 th & 12 th Standard) Telugu
2	Indian Economy(Bharathadesa Aardhika Vyavastha)Vol1 &2
3	Bharatha desa aardhika Vyavastha Drukpathalu (Essays-C.Rangarajan) Telugu
4	Aandhra Pradesh Abhivridhi- Aardhika Sanskaranalu-Savallu-

	CH.Hanumantharao & Mahendradev
5	Political Science Question Papers (Telugu)

III. List of Books- (Telugu Academy Books for Competitive Exams)

1	BIPIN CHANDRA(HBT)	ఆధునిక భారతదేశ చరిత్ర
2	KRISHNA REDDY	భారత చరిత్ర ఆధునిక యుగం
3	KRISHNA REDDY	భారత చరిత్ర మధ్య యుగం
4	KRISHNA REDDY	భారత చరిత్ర ప్రాచీన యుగం
5	నదీమ్ హుస్సేన్	భారతీయ గిరిజనులు
6	ADAPA SATYANARA	తెలంగాణ చరిత్ర- సంస్కృతి
7	K KRISHNA REDDY	భారతదేశ చరిత్ర
8	GVS	భారతదేశ చరిత్ర
9	JITENDRA REDDY	తెలంగాణ చరిత్ర
10	BIPIN CHANDRA	స్వాతంత్ర్యం తరువాత భారతదేశం
11	PUBLICATION DIVISION	ప్రాచీన భారతదేశం
12	GV SUBRAHMANYAM	TELUGU LITERATURE
13	RAMANA RAJU	జాగ్రఫీ
14	TELUGU ACADEMY	తెలంగాణ ఆర్థికవ్యవస్థ
15	D D BASU	భారత రాజ్యాంగం
16	SIVARAJAM BOTTALA	భారత రాజ్యాంగం
17	PENDAYALA SATYANARAYANA	భారత రాజ్యాంగం
18	SATHISH CHANDRA	మధ్యయుగ భారతదేశం
19	DWANA SASTRY	తెలుగు సాహిత్య చరిత్ర
20	GOVT OF TS	సామజిక ఆర్థిక ముఖచిత్రం
21	JOGINAIDU	ఆధునిక భారతదేశ చరిత్ర
22	WINNERS	ఇండియన్ ఎకానమీ
23	డా .పి. మనోహర్	ఆబ్జెక్టివ్ జనరల్ సైన్స్ చాప్టర్ వెజ్ ఆబ్జెక్టివ్ బిట్స్ అండ్
24	డా .పి. మనోహర్	సైన్స్ అండ్ టెక్నాలజీ చాప్టర్ వెజ్ ఆబ్జెక్టివ్ బిట్స్ అండ్
25	నంబుల రాంబాబు	భారత ఆర్థిక సర్వే అండ్ కేంద్ర బడ్జెట్
26	ప్రోఫెసర్. చింత గణేష్	భారతీయ సమాజం నిర్మితి సమస్యలు ప్రభుత్వ విధానాల
27	శ్రీవణ్ కుమార్ శ్రీరామ్(GVS)	సామజిక నిర్మితి సమస్యలు ప్రభుత్వ విధానాలు బిట్

28	బిల్లే పబ్లికేషన్స్	హిస్టరీ ప్రీవియస్ పేపర్స్(1983-2016)
29	బిల్లే పబ్లికేషన్స్	జాగ్రపీ ప్రీవియస్ పేపర్స్(1983-2016)
30	బిల్లే పబ్లికేషన్స్	జనరల్ నాలెడ్జ్ ప్రీవియస్ పేపర్స్(1983-2016)
31	బిల్లే పబ్లికేషన్స్	ఎకానమీ ప్రీవియస్ పేపర్స్(1983-2016)
32	బిల్లే పబ్లికేషన్స్	జనరల్ సైన్స్ ప్రీవియస్ పేపర్స్(1983-2016)
33	బిల్లే పబ్లికేషన్స్	పాలిటి ప్రీవియస్ పేపర్స్(1983-2016)
34	డా . ఎస్. నరసింహారావు	ఆబ్జెక్టివ్ భారత రాజకీయ వ్యవస్థ
35	ఎస్. ఐ. పి. పబ్లికేషన్స్	మెంటల్ ఎబిలిటీ

IV - Books List: Civil Services :

Prelims

a. History::

1. Indian Struggle For Independence --- Bipin Chandra
2. India Since Independence -- Bipin Chandra
3. World History --A.V.Kotireddy

Reference Books:

4. Gandhi Biform India -- Rama Chandra Guha
5. Indian History for General Studies -- Krishna Reddy
6. History of India Vol-I, Vol-II --Romilla Thapar
7. The wonder that was India -- A.L. Bashan

b. Polity

1. Indian Polity for Civil Services examination
—M. Lakshmikanth(Latest Edition)
2. Objective Indian Polity for General Studies (Paper-I)
3. Introduction of the Constitution of India -DD Basu
4. The Constitution of India -- Bakshi
5. Public Administration: M.Laxmikanth

c. India and World Geography:

1. India and the World Geography—Majid Hussain(4th Edition)
Certificate Physical and human Geography
--Goh Chung Leong

d. Economy

1. Indian Economy(latest Edition) -- Ramesh Singh (Mc Graw hill)
2. Indian Economy --Sanjeev Varma (Unique Publishers)

Reference Books:

1. Indian Economy -Mishra & Puri
 2. Indian Economy - Dutt and Sundaram
 3. Indian Economy - Prof. S.Krishna Rao (English)
 4. Indian Economy Since Independence --Uma Kapitha
 5. Economic Survey 2019-20 (Min. of Finance) .
- e. Science Technology
Comprehensive Manual for CSE
- f. English Language
Oxford Advanced learners Dictionary (Latest Edition)
- g. Analytical Approach to current events
--J.K Chopra(Latest edition)
- h. India Year Book - 2020 -Publication Division
- I Auto biography : My Experiments with Truth --Mohandas Karamchand Gandhi
- i. History of Smooth India --Neela Kanta Shastry
- j. History of world civilization (OUP) --J.E. Swain
- k. History of Modern India (OUP) --C.D.M Ketelby
- l. Glimpses of World History --Jawaharlal Nehru

LIST OF SUGGESTED BOOKS FOR MAINS & OPTIONALS

Reference Books for CSAT

History of India and Indian National Movement

- Indian History : Romila Thapur
- Indian After Independence, struggle for Independence : Bipin Chandra
- Medieval History Of India : L.K. Mukherjee
- An Introduction to the Study of Indian History by D. D. Kosambi
- Indian History by Krishna Reddy
- A Brief Survey of Indian History by Sakuntala
- Indian History by G. K. Puri
- History of Indian National Movement by R. K. Sharma
- A History of India by Hermann Kulke, Dietmar Rothermund
- The wonder That Was India: A.L. Basham

Indian Polity

- Organs of Government -- Iqbal Narain
- Democracy 80 questions --David Beethem

- Indian Constitution -- M.V. Pylee

Indian and World Geography

- Indian and World Geography by Majid Hussain
- Geography of India - Hussain
- Indian Geography by A.M Bagulia
- World Geography by A.M Bagulia
- Certificate Physical and Human Geography : Goh Chengleong
- Geography : Singh

Economic and Social Development

- Indian Economy for Civil Services Examination: Ramesh Singh
- Economics : Joseph E. Stightz, Carl E. Walsh
- Indian Economy- Mishra and Puri
- Indian Economy- Dutt and Sundaram
- India: Some Aspects of Economic and Social Development by S Mahendra Dev, K S Babu
- India Human Development Report-Latest (Oxford Publication)
- Economic Survey: 2019-20 or latest (Ministry of Finance)

General Science, Environment & Ecology:

- General Science by G K Puri
- General Science by Majid
- General Science by P D S Verma
- Environment and Ecology -Hussein
- Text Book of Environmental studies:- Erach Bharucha
- Elements of Bio-Technology - P.K. Gupta & Rastogi
- Sustainable Development & Environment Studies: A.K. De N.C. Gupta
- Ethics , Integrity & Aptitude : Subbarao, Ray Chowdary
- Path finder: Divya Iyer

General mental ability

- General Mental Ability by Practice Guru
- General Mental Ability and Reasoning by Pratiyogita Sahitya
- Data Interpretation, Logical Reasoning, and General Mental Ability for General Studies by Sharma

Interpersonal skills including communication skills

- Communication and Interpersonal Skills by Elaine Donnelly
- CSAT: Interpersonal, Communication, Problem Solving and Decision Making Skills by Shalini Verma
- Interpersonal Skills Including Communication Skills by S. Thomas
- Interpersonal Communication Skills by Debra Sutch

Logical reasoning and analytical ability

- Logical Reasoning and Analytical Ability by Pratiyogita Sahitya
- CSAT-Logical Reasoning & Analytical Ability by Dr. M.B.Lal & Ashok Gupta
- Analytical & Logical Reasoning by Sijwali

- Data Interpretation & Logical Reasoning for CAT by Sharma

Decision making and problem solving

- CSAT Decision Making Problem Solving & Interpersonal Skills by Prem Shankar Jha
- Decision Making and Problem Solving Strategies by John Adair
- Quick Skills: Decision Making & Problem Solving by Career Solutions Training Group

Basic numeracy

- Basic Numeracy by UPSC Portal
- Basic Numeracy for CSAT General Studies by Arun Sharma
- Numeracy by R Johnson
- Arithmetic : R.S. Augural

English Language Comprehension skills

- Language Skills and Comprehension by N K Aggarwal
- English Language Skills by Koneru Aruna
- Comprehensive English Language Course by Chandak Chatterjee
- English and Comprehension by Wren and Martin
- English Language important Books published by Oxford University Press

&&&

CHECKSLIP FOR ADMISSION INTO TSSC STUDY CIRCLE,
HYDERABAD FOR FREE COACHING PROGRAMME FOR
CSAT-2022 BATCH

1. Name of the Candidate : H.T.No. :
2. Father's Name & Age : Mobile No.
3. Mother's Name & Age :
4. Father's Occupation & Annual Income :
5. Mother's Occupation & Annual Income :
6. (a) Marital Status : Married / Unmarried
- (b) Spouse Name and Occupation with Income :
7. Contact No. of Parent / Guardian :
8. Caste / Community :
9. Date of Birth :

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 Age :
10. Full Address (Permanent) :
11. Contact No. (Mobile) (Self) :
12. Mail ID :
13. Local guardian Name : Mobile No.
14. Bank A/c. No. (for the purpose of depositing monthly allowance) :
15. Aadhar No. :
16. Educational Qualification & Year of completion :
17. Subjects in Graduation : _____

18. a) Have you appeared for Civil Services Prelims 2020 : Yes / No

b) If yes, have you passed : Yes / No

19. Have you appeared for any competitive exams of State / Central Services in 2020. : Yes / No

20. If yes, specify the details like name of the post, and year :

(Signature of the Candidate)

OFFICE USE ONLY

List of Documents to be submitted in Original :

Tick mark if yes

- | | |
|---|------------|
| 1. SSC marks memo (Date of Birth certificate) | () |
| 2. Community Certificate issued by MRO (Nativity, DOB & Caste Certificate) | () |
| 3. Income Certificate issued by MRO for the year 2020-21. (Father / Mother / Husband / Wife) any deviation in disclosure of facts leads to Cancellation of Admission. | () |
| 4. Provisional / Consolidated Marks memo of Degree / P.G. / Professional Degree | () |
| 5. Xerox copy of Aadhar Card | () |
| 6. Disability certificate in case of disabled candidates | () |
| 7. Physical fitness certificate | () |
| 8. Affidavit in Rs.50/- bond paper | () |
| 9. COVID – 19 Test report | () |
| 10. Certificate of Covid vaccination (Two levels) | () |
| 11. Four passport size photos | () |
| Total Documents submitted | () |

Scrutinized by (Signature) :

Librarian / Steno

Name :

Designation :

Date :

**Chief Consultant,
TSSCSC.**

Remarks:

Admitted / Rejected

DIRECTOR, TSSCSC.

**RULES AND REGULATIONS TO BE FOLLOWED BY THE CANDIDATES WHO
ADMITTED FOR CSAT COACHING DURING THEIR STAY IN THE INSTITUTE**

1. The T.S.S.C. Study Circle provides coaching for Civil services Examination held by the U.P.S.C. and the coaching is residential, full term coaching and the aspirant is expected to stay within the Institute for 24 hours.
2. The aspirant shall attend all the classes and should not leave the premises without obtaining written permission from the competent authority i.e. either from the Director / Chief Consultant / Coordinator for Admin. & Accounts.
3. Whenever the student leaves the premises, the timings and date will be recorded in the register available with watchman at the time of leaving the Institute and after coming back.
4. Unauthorized absence of 15 days and above by a student, will be liable for action and for removal of name from the rolls of Study Circle.
5. Only holidays declared by the Government are implemented, however, in exceptional cases, declaring holidays will depend upon the discretion of the Director.
6. The attendance to the Mock-Tests is compulsory. The Tests will be conducted at such intervals to cover the syllabus completed till the Test as far as possible. This will be followed by full length tests after a few months. The marks obtained in each test will be evaluated and the student is expected to improve the performance in the areas wherever he/she is found weak, by making special efforts.
7. Monthly Personal allowance shall be paid only subject to 90% of attendance in a month.
8. Students have to stay in the allotted bed in the room. Allotment is purely official, but students' choice may be considered, provided it is not earlier allotted to some other candidate. The student is not allowed to change his room or bed by himself without official allotment.
9. Students are expected to maintain silence from 10-00 PM to 6-00 AM and during study hours in the dormitories. The lights in the dormitories will be switched off after 10.30 P.M. Those who want to study can continue their studies either in the Library / Reading Room or Study Room.

10. Involvement of any candidate in any offence that is punishable under law results in expulsion of the candidate.
11. The behaviour of the student or action directly / indirectly should not harm or hurt anyone in the Study Circle and are expected to behave decently during their stay in the Study Circle.
12. If any student found to be involved in any kind of undesirable activities like drinking liquor, smoking cigarette / beedi / cigar / electronic cigarette, chewing gutkha. Usage of banned substances like LCD / ganja, vandalism, he/she shall be expelled from the Study Circle without any notice.
13. The student while using the internet / Wi-Fi facility and Institute computers, shall not misuse or indulge in any act that violates the cyberlaws which are offensive and attract criminal action..
14. Employees receiving salary for the period are not eligible for admission. The student shall not take admission in any other Institute during the period nor receiving Scholarship from any other Institute in the duration of coaching.
15. Not to wear improper dress like shorts / half pants indecently and roam in the premises during office hours.
16. The Library Books issued should not be damaged and shall be returned after the due date failing which the cost of books shall be recovered from the defaulter.
17. Guests are strictly prohibited, and under any circumstances guests will not be allowed to stay in the hostel.
18. The student shall sign in the Attendance Register of Hostel kept in the Dining Hall, every day and also to use the biometric device three times a day (i.e.) at the time of breakfast, lunch and night dinner.
19. Night attendance can be taken by surprise whenever required. If anyone is found absent without permission, he / she is liable for action.
20. The students are strictly prohibited from posting any unauthorized or unlawful material through the websites, which are in violation of cyber laws.
21. All original certificates shall be deposited in the office, at the time of admission, which will be returned at the end of the course. In case of urgency, student may obtain the originals and shall be returned to office within a week after the work is over.

22. The student has to submit a Physical fitness certificate at the time of admission stating that he / she do not have any chronic disease and will not claim for treatment of such chronic diseases.
23. Only official celebrations will be organized by the Management, and no festival celebrations will be entertained in the Institution under any circumstances.
24. Any misbehaviour with the staff of TSSC Study Circle, if it is proved in preliminary enquiry, will lead to expulsion without prior notice.
25. Any activity that disturbs the tranquility and atmosphere of the Institution will lead to expulsion.
26. The students shall follow the timetable and academic planning of the Study Circle even though they have their own planning.
27. Any information about your education qualification, caste, income, non-continuing status of education, and unemployment status is found false your candidature here in Study Circle stands cancelled and you will be expelled by recovering the entire expenditure on your Boarding, lodging, faculty charges, books & stationery, water & electricity charges and administration charges which comes to your share.
28. The decision of the Institute is final in case of any violation of these terms and conditions.

AFFIDAVIT

I _____ S/o / D/o. _____
Surname Name
aged about _____ belonging to _____ (community), Resident
of _____ (Village) _____
(Mandal) _____ (District), admitted into CSAT-

2022 coaching do hereby solemnly and sincerely affirm and state on oath

as follows.

1. I shall abide by the rules and regulations of the Study Circle and keep up the dignity of the Institution.
2. I shall attend all the coaching classes and attend all examinations conducted regularly, and in case, if I fail to maintain 90% attendance for classes and tests every month, with an exemption of one test, I am liable to be expelled from the Study Circle.
3. I will seriously prepare for the ensuing UPSC Civil Services Examination only and attend classes and tests conducted by the Study Circle regularly.
4. I will not take coaching outside the TSSC Study Circle or attend any other programme for an award of degree or diploma or certificate etc. during coaching period.
5. I will not undertake any employment during the period of coaching.
6. The certificates submitted to the TSSC Study Circle by me are true and correct, if found false I am liable for termination as per rules in vogue and criminal action against me.
7. Under any circumstances, I will not take the original certificates deposited in the office at the time of admission, and in case of any emergency, if I take the original certificates for any valid reason, I will return the same within 3 days, otherwise my admission deemed to be cancelled.

8. I have not undergone Civil Services coaching in any of Government (SC / ST / BC / Minority) Study Circles at Hyderabad, earlier / present year. If found false, I am liable for expulsion from Study Circle by recovering the entire expenditure like boarding, lodging, faculty charges, books & stationery, water and electricity charges and administration charges incurred on me.
9. I will never consume alcohol in the premises (i.e.) during my stay in the Institution, and in case, if I am caught at any time in the premises, I am liable for termination immediately without any notice.
10. I will not participate in any unlawful agitations and illegal gatherings.
11. I will not disturb the tranquility of the administration with arguments and prolonged discussions with the staff members.
12. I will not misuse or damage the Government property and facilities including the cyber facility such as watching pornography etc. If I am found guilty in this regard, I may be expelled from the institution instantly.
13. I shall not carry any food eatables, drinks etc. from outside during the coaching nor move outside in large gatherings.
14. I shall not leave the premises in any circumstances except some health problems during the coaching period with prior permission.
15. I undertake to leave the Study Circle immediately after completion of UPSC CSAT-2022 examination, which will be held in June, 2022.
16. I shall abide the Covid-19 guidelines / rules during the coaching period.
17. I shall be responsible myself to strictly follow the guidelines for taking care of myself, about my health, personal hygiene with regular hand washing, wearing a mask and observing social distancing.
18. I shall maintain to wear mask, sanitization and cleanliness during the classroom, dinning hall, Library, and in the hostels as per the norms of Covid-19 in all times during the coaching period.
19. I shall not indulge in any activity that will spread Covid to other students and staff and take all precautions to protect from Covid.
20. Keeping in view the safety and security of all other students, I shall scrupulously follow the Covid precautions. In case of any incident of Covid occurs in coaching centre, I shall follow immediately self-isolation, wearing the mask, sanitization, etc to protect other students in the institution.

21. I shall be liable for expulsion from the Study Circle for any deviation from the Covid guidelines during the coaching period.

Date :

Place :

Signature of Parent :

Signature of the Candidate :

Name :

Name of the Candidate :

Contact Number :

Contact Number :

Witness:

News Papers and Magazines providing in the library

News Papers :

S.No	Description
1	The Hindu
2	Deccan Chronicle
3	Times of India
4	Economic Times
5	Eenadu
6	Andhra Jyothi
7	Namaste Telangana

Magazines :

S.No	Description
1	Employment News
2	India Today
3	Economic & Political Weekly
4	Front line
5	Down to earth
6	Civil services reporter
7	Civil services Chronicle
8	Science Reporter
9	Yojana (Telugu & English)
10	Kurukshetra
11	National Geography
12	Telangana Magazine

Official Celebrations :

S.No.	Date	Day	Occasion
1	26.01.2022	Wednesday	Indian Republic Day
2	05.04.2022	Tuesday	Birthday celebrations of Dr. Babu Jagjeevan Ram
3	11.04.2022	Monday	Birthday celebrations of Jyothi Rao Phule
5	14.04.2022	Thursday	Birthday celebrations of Dr. B.R. Ambedkar
6	02.06.2022	Thursday	Telangana Formation Day

**DIRECTOR, TSSCSC,
HYDERABAD.**