



Government College for Men:: Kadapa

Autonomous & NAAC accredited at "B" Grade

Andhra Pradesh-516004



The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures

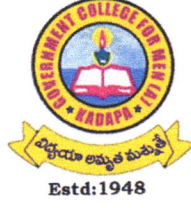
1. **Institutional policies:** Institutional policies (15 policies), SOPs are being framed in such a way that it can ensure the smooth functioning of the college. The college has Research Policy, Plagiarism Policy, Anti Ragging Policy, Financial support Policy, Grievance Redressal Policy, Policy on ICC, IT Policy, Policy for Slow Learners, Student Council Policy, Policy on Maintenance of Infrastructural Facilities etc.

The following are the Institutional Policies

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PRINCIPAL
GOVT. COLLEGE FOR MEN (A)
KADAPA.



Government College for Men (A), Kadapa

(Affiliated to Yogi Vemana University, Kadapa)

Anti-Ragging Policy

Contents:

1. Preamble
2. Measures for prohibition of ragging at the institution level
3. Ragging Reporting Procedure
4. Anti-Ragging Committee
5. Administrative action in the event of ragging
6. Punishment if ragging is established
7. Appeals

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1	Prepared (R1) by	Dr. B. Ramachandra	01.11.2022	<i>B. Ramachandra</i> 01.11.22
2	Reviewed by	Dr. M. Ramesh	12.11.2022	<i>M. Ramesh</i>
3	Approved by	Dr. G. Ravindranath	18.11.2022	<i>G. Ravindranath</i>

1. Preamble

The College is committed to implementation of all the provisions of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Ref: F.1-16/2007(CPP-II; Dated 17th June, 2009) and also the guidelines issued by the relevant bodies from time to time.

Any incidence of ragging shall be dealt with strictly according to the provisions of the said guidelines and any other statutes in force.

1.2. What constitutes Ragging

Ragging constitutes one or more of any of the following acts:

1. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
6. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. any act that affects the mental health and self-confidence of a fresher or any other student

with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

2. Measures for prohibition of ragging at the institution level

1. During the Student Induction Programme of the I year, the coordinator of the anti-ragging committee shall address the students and explain the procedures to be adopted in case of incidence of ragging.
2. Adequate surveillance camera at all vulnerable locations where there is a possibility of occurrence of the incidence of ragging

3. Hoardings and notices at various locations where students would easily notice, discouraging students from indulging in ragging and also the remedy available to the victims of ragging in the College premises
4. Publish The list of members of the anti-ragging cell in the College website and also in the student handbook with their contact numbers
5. Formation of appropriate committees in accordance with the UGC guidelines is formed and the details are published in the College website
6. Collection of affidavits from the students and parents in the prescribed form is collected in the beginning of the academic year
7. Make available full-time service of the trained and qualified counsellors for the benefit of the students
8. Arrange orientation programme to the students to bring the awareness on ragging and its punishments, if happens.
9. Anti-Ragging Squad visits to prevent ragging issues by visiting various places such as Canteen, College Ground and other locations where there are chances of ragging issues at frequent intervals

3. Ragging Reporting Procedure

If any individual believes that he or she has been subjected to ‘ragging’ or has knowledge of any such incident, such person may resort to any of the following steps:

1. Contact the coordinator of the anti-ragging committee or any faculty member with whom he/she is comfortable with; or
2. File online complaint through the college website; or

It is not mandatory for the complainant to reveal the name. Hence the complaint can be lodged anonymously too

4. Anti-Ragging Committee

An anti-ragging committee is constituted as per the UGC directions. The ARC of College shall have the following as members of the committee:

1. Principal - Chairman
2. Senior Faculty Member- ARC Co-Ordinator
3. Representatives of faculty members (Male and Female)
4. Representatives of Non-teaching staff (Male and Female)
5. Representatives of Parents (Male and Female)
6. Representatives of local media
7. Representatives of Non-Government Organizations involved in youth activities
8. Representative of Civil and Police Administration
9. Representatives of senior students
10. Representatives of freshers

5. Administrative action in the event of ragging

When a complaint is received, an enquiry committee shall be constituted by the Principal of the College consisting of members diverse mix of members. The inquiry committee shall conduct thorough enquiry giving ample opportunity for the plaintiff, witness and accused of being heard.

If the incidence of ragging is established, the enquiry committee shall prepare a report of its findings and shall submit it to the chairman of the anti-ragging committee (Principal). The chairman shall immediately convene the Anti-Ragging Committee adhering to the UGC guidelines.

6. Punishment if ragging is established

Once the anti-ragging committee (ARC) decides on the nature and gravity of the incident, the following are the punishments that can be awarded to the guilty by the ARC:

1. Suspension from attending classes and academic privileges.
2. Withholding/ withdrawing scholarship and other benefits.
3. Debarring from appearing in any test/ examination
4. Withholding results.
5. Debarring from representing the institution in any sports, cultural and academic events, etc.
6. Cancellation of admission.
7. Rustication from the institution for period ranging from one to two semesters.

7. Appeals.

The students awarded punishments for ragging can appeal to the Commissioner, Collegiate Education, Amaravati, Andhra Pradesh




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GOVERNMENT COLLEGE FOR MEN (A), KADAPA

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Anti-Sexual Harassment Policy

Contents:

1. Preamble
2. Objectives
3. Internal Complaints Committee
4. Responsibilities of ICC
5. Procedure to be followed by ICC
6. Punishment if sexual harassment is established
7. Appeals

S. No	Name of the Activity	Activity Done by	Date	Signature
1	Prepared (R1) by	Dr. B. Ramachandra	04.10.2022	<i>B. Ramachandra</i> 04.10.22
2	Last Reviewed by	Dr. M. Ramesh	11.10.2022	<i>M. Ramesh</i>
3	Last Approved by	Dr. G. Ravindranath	17.10.2022	<i>G. Ravindranath</i>

1. Preamble

Government College for Men (Autonomous), Kadapa has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation.

The University Grants Commission (UGC) has been sending out circulars to all universities since 1998, advising them to set up a permanent cell and committee; to develop guidelines to combat sexual harassment, violence against women, and ragging at universities and colleges. These circulars are in reference to the 1997 Supreme Court judgment and guidelines that were issued to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more specifically against sexual harassment at work places. Government College for Men (A), Kadapa has established a Committee against Sexual Harassment with the aforementioned standards in mind.

2. Objectives

1. To comply with the Supreme Court's directive, as outlined in the UGC directives, regarding the implementation of a policy addressing sexual harassment within the institution.
2. To develop a mechanism for preventing and addressing incidents of sexual harassment and other forms of gender-based violence within the institution.
3. To guarantee the effective implementation of the policy by ensuring proper reporting of complaints and adhering to follow-up procedures in both letter and spirit.
4. To establish an environment that is devoid of discrimination based on gender.
5. To establish a physically and socially secure environment that discourages incidents of sexual harassment.
6. To foster a social and psychological atmosphere that promotes awareness about sexual harassment in its diverse manifestations.

3. Internal Complaints Committee (ICC)

An Internal Complacence Committee (ICC) is constituted as per the UGC directions. The ICC of College shall have the following as members of the committee:

1. Principal – Chairperson
2. Coordinator-Senior Faculty
3. Members (Minimum 2 members)- From amongst faculty committed to the cause of women/having legal knowledge

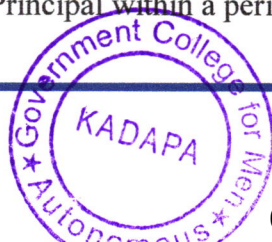
4. Member-From amongst NGO/associations committed to the cause of women or a person familiar with the issue of Sexual Harassment

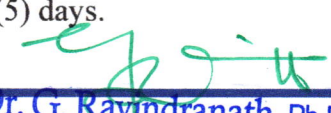
4. Responsibilities of ICC

1. Effectively communicate a policy that prohibits unwelcome behavior that constitutes workplace sexual harassment and provides details framework for prevention, and redress processes
2. Carryout awareness and orientation to sensitize employees and adolescent groups with the provision of the Act.
3. Prepare annual report and report to the respective state government
4. Conduct Orientation Programs, workshops, seminars
5. Awareness Programs widely publicize names and contact details of the ICC members

5. Procedure to be followed by ICC

1. The Committee will convene upon receipt of any complaint, whether in written or oral form, and such complaints may be submitted by any committee member.
2. If the written or oral complaint lacks precision and necessary details, the Committee may instruct the complainant to prepare and submit a detailed statement of incidents within the time period decided by the committee or within a week.
3. The Committee will instruct the accused person(s) to prepare and submit a written response to the complaint or allegations within a time frame decided by the Committee.
4. The Committee shall conduct the proceedings in accordance with the principles of natural justice.
5. The Committee shall allow both parties to produce relevant documents and witnesses to support their case.
6. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
7. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
8. The Committee shall make all endeavors to complete its proceedings within a period of two weeks from the date of receipt of complaint and shall forward the same to the Principal within a period of five (5) days.




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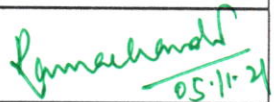
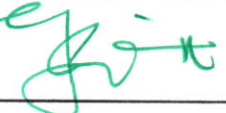
Government College for Men (A), Kadapa

(Affiliated to Yogi Vemana University, Kadapa)

Code of Ethics in Research Policy

Contents:

1. Preamble
2. Objectives
3. Ethical Committee and Its Responsibilities
4. Research Advisory Committee and Its Responsibilities
5. Mechanism for detecting plagiarism
6. Punishment for malpractices and plagiarism

S. No	Name of the Activity	Activity Done by	Date	Signature
1	Revised (Version-II) by	Dr. B. Ramachandra, IQAC Co-Ordinator	05.11.2021	
2	Last Reviewed by	Dr. B. Sudhakar Reddy, R AC Cell Co-Ordinator	12.11.2021	
3	Last Approved by	Dr. G. Ravindranath, Principal	20.11.2021	

1. Preamble

In pursuit of academic excellence and the generation of new knowledge, it is essential to uphold the highest standards of integrity and ethical conduct in research. This Code of Ethics in Research aims to ensure that all research activities are conducted responsibly, transparently, and with respect for all involved. It is applicable to all members of the institution, including faculty, researchers, students, and staff.

2. Objectives

- ✓ To foster a culture of honesty, accountability, and transparency in research activities.
- ✓ To ensure adherence to relevant laws, regulations, and institutional policies.
- ✓ To safeguard the rights, dignity, and well-being of research participants.
- ✓ To prevent research misconduct, including fabrication, falsification, and plagiarism.
- ✓ To maintain high standards of research quality and credibility.

3. Ethical Committee and Its Responsibilities

The basic responsibility of an Ethical Committee (EC) is to ensure a competent review of all ethical aspects of the project proposals received and execute the same free from any bias and influence that could affect their objectivity. EC should provide advice to the researchers on all aspects of welfare and safety of the research participants after ensuring the scientific soundness of the proposed research through appropriate Scientific Review Committees.

It is expected that each member involved in research- faculty and students will adhere to highest ethical standards of conduct. Highest ethical standards of conduct include data integrity, adhering to ethical guidelines, given from time to time, for carrying out research. Each faculty member and researcher shall follow academic honesty in his/her research work. Faculty and researchers shall be careful not to fall prey to academic dishonesty.

4. Research Advisory Committee and Its Responsibilities

The Research Advisory Committee provides strategic direction and oversight for research activities within the institution.

Responsibilities:

- ✓ Develop and oversee the implementation of the institution's research strategy.
- ✓ Allocate resources for research activities, including funding, facilities, and support services.
- ✓ Develop and update research policies, including those related to ethics and integrity.
- ✓ Promote capacity building and professional development for researchers.

5. Mechanism for detecting plagiarism

- ✓ **MOU for Plagiarism Check:** A MOU is established with Affiliating University i.e., Yogi Vemana University, Kadapa for checking of research articles and thesis on free basis with the software available with them.
- ✓ In addition to that the following free softwares have been using for checking of plagiarism of individual.

www.smallseotools.com

www.plagramme.com

www.prepostseo.com

www.plagiarisma.net

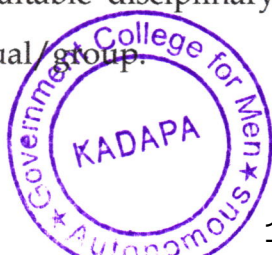
www.plagscan.com

www.duplichecker.com

www.quetext.com

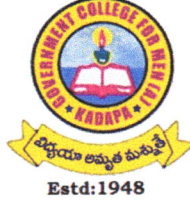
6. Punishment for malpractices and plagiarism

A disciplinary committee, on instruction of Principal, shall be formed in order to carry out inquiry when academic dishonesty is reported against an individual/group. Suitable disciplinary action may be initiated, if found guilty, against such individual/group.




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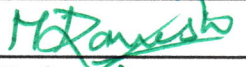
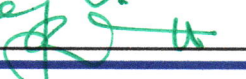
GOVERNMENT COLLEGE FOR MEN (A), KADAPA

(Affiliated to Yogi Vemana University, Kadapa)

Grievance Redressal Policy

Contents:

1. Preamble
2. Objectives
3. Scope of Policy
4. Grievance Redressal Committee (GRC)
5. G-MAPP (Grievance Redressal Management App)
6. Responsibilities of G RC
7. Procedure to be followed by GRC
8. Appeals

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1	Prepared (R1) by	Dr. B. Ramachandra	14.10.2022	
2	Reviewed by	Dr. M. Ramesh	21.10.2022	
3	Approved by	Dr. G. Ravindranath	27.10.2022	

1. Preamble

Government College for Men (A), Kadapa is equipped with a Grievance Redressal Committee, tasked with the responsibility of examining complaints filed by students or faculty members to assess their validity. The committee is authorized to investigate cases of harassment as well. Individuals with legitimate grievances can either personally contact the members of the Grievance Redressal Committee or the Principal submit their complaints in writing.

2. Objectives

The Grievance Redressal committee is established with the objective of fostering a responsive and accountable attitude among all stakeholders to uphold a harmonious educational atmosphere in the institute.

1. Promoting an environment where students feel comfortable articulating their concerns openly and candidly, without apprehension of reprisal.
2. Suggestion / Complaint box have been installed in front of the Principal Chamber in which the students, who want to remain anonymous.
3. Advising all staff to be affectionate to the students and not behave in a revengeful manner towards any of them for any reason.
4. Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be immediately brought to the notice of the Principal.

3. Scope of Policy

The committee deals with Grievances received in writing from the students about any of the following matters:

1. Addressing grievances related to unfair practices and complaints of alleged discrimination, particularly among students of Scheduled Caste, Scheduled Tribe, OBC, Women, Minority, and differently-abled students.
2. Addressing the scholarship issues
3. Handling cases of sexual harassment.
4. Issues pertaining to the timely issuance of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates, or other examination-related matters.
5. Concerns related to dues and payments for various items
6. Issues related to specific concerns, such as sanitation conditions, drinking water and the availability of transport.

7. Issues related to decisions of the Executive council, Academic council and Board of studies are excluded.

4. Grievance Redressal Committee (GRC)

Grievance Redressal Committee is constituted with the following as members:

1. Principal – Chairperson
2. Coordinator-Senior Faculty
3. Members (Minimum 2 members)- From amongst faculty committed to work for Grievance Redressal Cell

5. G-MAPP (Grievance Redressal Management App)

In addition to College Level Grievance Redressal Committee (GRC), the Commissioner of Collegiate Education is also introduced G-MAPP (Grievance Redressal Management App) facilitates easy submission of grievances to CCE enabling quick and transparent redressal mechanism with assured follow up. No grievance is left unredressed with this app. Staff & Students can file grievances with ease of a click & hope of assured redressal.

Features:

1. College wise Student and staff data is uploaded
2. Individual can login and register grievance
3. Online 24X7 access to file any grievance.
4. Escalation of grievance to concerned authority within a short time.
5. Tracking the redressal status of the grievances from dashboard at Individual, College, District, Zone, and State level.
6. Grievance will be forwarded to concerned officer for redressal

Outcomes:

1. Provision of direct access to the administration
2. No delay and faster redressal mechanism
3. Applicant can track his/her application
4. Transparency in Administration
5. Increase of accountability on part of Colleges
6. Staff & Students can file grievances with ease of a click & hope of assured redressal.

6. Responsibilities of GRC

1. The setting of the Grievance Redressal Committee for students will be widely published.
2. To encourage the students, feel free to put up a grievance and drop it in boxes placed at conspicuous locations.
3. The Committee needs to prepares a statistical report about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the principal.
4. Conduct Awareness Programs widely publicize names and contact details of the GRC members

7. Procedure to be followed by GRC

1. The student, who are willing to lodge any complaints, shall sent their representation for redressal of their grievance to the Grievances Redressal Committee.
2. All aggrieved parents and the stockholders may also henceforth approach to the Grievance Redressal Committee.
3. The GRC will also take up the matters which have not been solved by the different departments.
4. On receipt of the Compliant, the staff in-charge will submit the same to the Co-Ordinator of the “Grievance Redressal Committee”.
5. The cases are attended at earliest day on receipt of written grievances from the students.
6. The principal resolves the problems if any raised by students/faculty. Otherwise, the complaint may forward to the higher authority.

8. Appeals.

If the complaints not resolved at college level, then the students/faculty may appeal to the Commissioner, Collegiate Education, Amaravati, Andhra Pradesh through G-MAPP (Grievance Redressal Management App).



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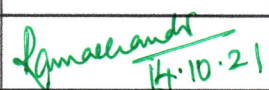
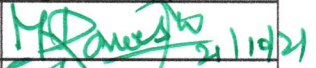
GOVERNMENT COLLEGE FOR MEN (A), KADAPA

(Affiliated to Yogi Vemana University, Kadapa)

Policy on Financial Support

Contents:

1. Preamble
2. Policy Statement
3. Objectives
4. Scope of Policy
5. Eligibility
6. Financial Support Guidelines
7. Application Procedure
8. Mode of Approval
9. Monitoring the Outcome

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1	Prepared by	Dr. B. Ramachandra	14.10.2021	 14.10.21
2	Reviewed by	Dr. M. Ramesh	21.10.2021	 21.10.21
3	Approved by	Dr. G. Ravindranath	27.10.2021	 27.10.21

1. Preamble

Government College for Men (A), Kadapa believes that research and quality improvement in the teaching and learning process contribute to classroom excellence. Significant changes in the structure of education have occurred both nationally and internationally by making learning more accessible. As a result of these changes, teachers must be more adaptable, flexible, and diversified. The faculty members can upgrade their academic knowledge and skills through FDPs.

2. Policy Statement

This programme intends to assist faculty members in advancing their academic careers. The goal is achieved by offering financial support (Registration fee/TA/Membership fee) to teaching staff and encouraging them to attend seminars, symposia, conferences, workshops, and training programmes and official meetings conducted by APCCE/APSHE. This would aid in sharing knowledge, fostering academic growth, increasing collaborations and networking. This also helps to create a conducive environment for academic study. The outcomes of such interactions and interventions would improve teachers' professional and personal effectiveness, resulting in institutional, individual, and student academic achievements. In addition to that the financial support is also provided towards membership fee of professional bodies.

3. Objectives

To provide financial support to the teaching staff in the following activities

- ✓ To encourage the faculty for participate in Professional Development Programmes, Capacity Building Programmes, Faculty Development Programmes such as attending training programmes, workshops, refresher courses, orientation course, Faculty Exchange Programmes and Official meetings conducted by APCCE/APSHE.
- ✓ To encourage the teaching staff for presentation of research papers in conferences, seminars.

- ✓ To support the teaching staff to avail opportunities for discussing the novel developments, the emerging challenges, future perspectives in their fields of interest.
- ✓ To support the teaching staff to promote teaching-learning, research, extension activities and governance through participation in conferences, workshops.
- ✓ To enhance their academic credentials in line with UGC expectations
- ✓ To encourage Faculty Exchange Programmes with reputable academic institutions whenever it is deemed essential.
- ✓ To encourage the faculty to get membership in reputed and recognized bodies.

4. Scope of policy:

The following guidelines have been created in accordance with Government College for Men (A), Kadapa policies. The teaching (Permanent, Contract and Guest) members will be eligible for grants under the following circumstances:

Major categories for providing financial support to the teachers to promote

- Teaching Learning and related activities
- Research and related academic activities
- Co-curricular, Extracurricular and Professional Development Activities

5. Eligibility

Financial assistance may be provided in the following purposes, who are participating on behalf of the college:

1. Those invited to attend academic conferences/ seminars/ symposia/ workshops
2. For faculty delivering key-note addresses/ plenary lectures/Invited Lectures of National and International events
3. Those contributing a paper.
4. For faculty participating in Professional Development Programmes, Capacity Building Programmes, Faculty Development Programmes

5. The financial Assistance will be provided, the faculty who is nominated and relieved by the Principal and treated the duration of leave as ON DUTY (OD). Then only, the applicant is eligible for financial support.
6. If the Organizing Institute/College provided TA for the faculty, in such case, the faculty is not eligible for Financial Support.
7. If the Organizing Institute/College provided remuneration for acting as Resource Person, in such case, the faculty is not eligible for Financial Support.
8. To avail the membership fee, the professional body should be reputed and recognized.

6. Financial Support Guidelines

- ✓ Admissible Travelling Allowance (TA) expenditure will be from Second Class Sleeper Train fare by the shortest route or APSRTC Bus (Super Luxury) or Any Government Transport Bus (Super Luxury) by providing Travelling Tickets
- ✓ In case of, any FDP/Official Meeting is conducted by APCCE/APSHE/Other Institution approved by APCCE, then the faculty is eligible for TA as per Admissible Travelling Allowance (TA) expenditure.
- ✓ The faculty can avail financial support for registration fee for seminars, conferences or workshops, in such case, as a registration fee will be on producing the fee receipt.
- ✓ Providing Original Travelling Tickets and Attendance/Participation Certificate/Geotagged Photographs are mandatory to avail financial support.
- ✓ The faculty can avail financial support for registration fee Online NPTEL/Swayam MOOCs/FDPs is allowed on producing the fee receipt.
- ✓ Faculty can avail financial support for getting membership from recognized professional bodies, in such case, as a membership fee will be provided on producing of fee receipt.

7. Application Procedure

- ❖ Employees shall apply in the proper format (Annexure-I) to the Principal at least 2 days before the date of commencement of event/FDP and get OD certificate.

- ❖ If there are multiple applicants from the same department, the principal's decision is final.
- ❖ In the event of research paper presentation, the First Author/Corresponding Author will be eligible to apply for financial support.

8. Mode of Approval

- ✓ The faculty should submit a detailed report along with the bills for reimbursement after returning from the event.
- ✓ The original copies of travel tickets, attendance/participation certificates/Geotagged Photographs is need to submit for processing of bills to the Administrative Officer, after Counter signed by the Principal.
- ✓ The Committee shall consist of the Administrative Officer and In-charge of respective Department will scrutinize the application of teachers and forward to the Principal for release of funds.
- ✓ The Committee shall verify the suitability of the event for academic progression of the applicant, standing/status of the organizing agency; and likely impact on the departmental academic activities.
- ✓ Granting of financial assistance will depend on the availability of funds in the College
- ✓ The decision of the Principal shall be final.

9. Monitoring the Outcome

- ❖ In the case of any training programme attended by the staff, the details of the programme outcome/learning experience should be presented to the respective department within a week of their return.
- ❖ The faculty attending National event Conference/Seminar/Symposia should publish his/her paper/abstract in proceedings or in some other journals.
- ❖ The officer/Co-ordinator availing the facility should make a presentation/share his/her views about how the skills learnt may be utilized to strengthen the administration.
- ❖ Copies of participation certificate, best paper certificate, and other relevant certificate should be handed over to the IQAC and Concern Department, with a soft copy uploaded on the Data Management System.

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Policy on Special Programs for Slow, Moderate and Advance Learners

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3. Responsibilities of Subject Teachers
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5. Selection Criteria
6. Activities for Slow, Moderate and Advanced Learners
7. Activities Commonly Conducted for All Students
8. Assessment of academic progress:
9. Expected Outcomes:

S. No	Name of the Activity	Activity Done by	Date	Signature
1	Prepared (R1) by	Dr. B. Ramachandra	04.10.2021	Ramachandra 04.10.21
2	Reviewed by	Dr. M. Ramesh	11.10.2021	M. Ramesh
3	Approved by	Dr. G. Ravindranath	27.10.2021	G. Ravindranath

1. Preamble:

In pursuit of fostering an inclusive and equitable learning environment, this academic policy is crafted to address the diverse needs of students, recognizing the variations in learning pace and style. The intent is to create an atmosphere where slow, moderate, and advanced learners can all thrive academically, ensuring that every student receives tailored support to maximize their educational potential. Classrooms are a heterogeneous mix of slow, medium and advanced learners. It is a difficult task to assess the learning level of individual student. This manual instructs the subject teachers to classify the learning levels of students. Based on the ability determined, some students need only guidance and some students need a hard work and regular attention.

2. Classification of Students:

Students are classified into three groups slow, moderate and advanced learners based on the Semester end examination results and discrimination of teacher concern.

3. Responsibilities of Subject Teachers:

1. The teacher concern should prepare the list of slow, moderate and advanced learners based on their performance in semester end examinations.
2. Maintaining the Remedial Coaching Register as prescribed by the IQAC.
3. Analysis the performance of the students after announcement of semester end results.
4. Document the Outcome of Remedial coaching.

4. Responsibilities of Mentor:

Mentor is the one of the subject teachers who looks after the student's activities

1. Monitoring of Community Service Projects & Internships
2. Encouraging the students to participate in Job drives conducted by the Placement Cell/JKC
3. Enrolling the students in CCE Job Portal
4. Enrolling the students in I-MAPP
5. Career counselling for their all-round development.
6. Mentor should take care of academic performance of the students

5. Selection Criteria:

The identification of slow, moderate, and advanced learners will be a collaborative effort involving subject teachers and mentors. Semester End Examination Results will be considered to determine the appropriate categorization of students.

Slow Learners: The students who failed in semester end examination. In addition to that the subject teacher may consider the student as slow learner by analyzing the performance of passive learners in the class room.

Advance Learners: Top 10% students who are having highest marks in semester end examination.

Moderate Learners: Remaining students who are not in Slow and Advance Learners Category.

6. Activities for Slow, Moderate and Advanced Learners

Activities for Slow Learners: Few Activities but not limited to

- ✓ **Peer Tutoring Programs:** Initiatives will be introduced to encourage peer tutoring, fostering a supportive learning community and allowing slow learners to receive guidance from their peers.
- ✓ **Remedial Coaching:**
- ✓ **Assignments and Seminars:**
- ✓ **Counselling:** Special hints and techniques
- ✓ **Material Support:** Providing material, handouts and LMS content

Activities for Moderate Learners: Few Activities but not limited to

- ✓ **Enrichment Opportunities:** Moderate learners will have access to enrichment activities, such as workshops, seminars, and projects, to challenge and stimulate their intellectual curiosity.
- ✓ **Independent Projects:** Opportunities for independent study projects and creative assignments will be provided, encouraging moderate learners to explore subjects in greater depth.
- ✓ Encouraged to pursue Higher Education
- ✓ Encouraged to enroll in NCC/NSS/RRC/Clubs
- ✓ PG Coaching to pursue Higher Education

Activities for Advanced Learners: Few Activities but not limited to

Mentorship Programs: Advanced learners will be offered acceleration programs, allowing them to progress at a faster pace through the curriculum and delve into advanced topics.

Example:

- ✓ Encourage to prepare for IIT-JAM, CUCET etc.,
- ✓ Encouragement to complete NPTEL/MOOCs/Online Courses

Research Opportunities: Advanced learners will be encouraged to undertake independent research projects, study projects fostering critical thinking and a deeper understanding of their chosen field.

Example:

- ✓ Encourage to participate in Summer Training Programs
- ✓ Encourage to participate Extension and Outreach Programs
- ✓ Encourage to apply for Paid Internships
- ✓ Encourage to participate in Seminars/Conferences/Technical Events

7. Activities Commonly Conducted for All Students:

- PG Coaching
- Coaching for Competitive Exams
- Field Visits
- Organization of seminars/workshops/conferences
- Job Drives
- Career Counselling
- Career Guidance
- Bridge Courses
- Academic Competitions

8. Assessment of academic progress:

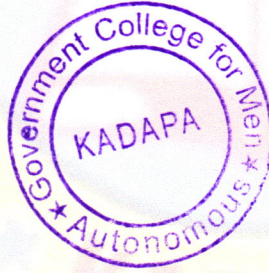
Assessment methods will be designed to align with the individual needs of each learner category. The comprehensive evaluation of student academic progress will be monitored by any one or combination of the following methods

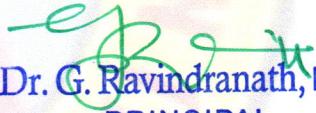
- ✓ Student assignments
- ✓ Student seminars
- ✓ Feedback Collection
- ✓ Semester End Examination Results
- ✓ Active Participation in Curricular, Co-curricular, Extension and Outreach Programs

9. Expected Outcomes:

Outcomes will be measured not only in terms of academic achievement but also in the development of essential skills such as critical thinking, problem-solving, and effective communication. The ultimate goal is to empower every student, regardless of their learning pace, to become lifelong learners and contributors to society.

- ✓ Pass in the next coming Semester End Examinations
- ✓ Getting Good Rank in the various PGCETs
- ✓ Getting Internship in Reputed Industry
- ✓ Getting Paid Internship
- ✓ Getting Placement in the Job Drives




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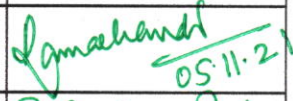
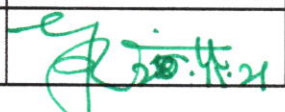
Government College for Men (A), Kadapa

(Affiliated to Yogi Vemana University, Kadapa)

Research Promotion Policy

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2. PURPOSE
3. OBJECTIVES
4. CUSTODIAN OF POLICY
5. POLICY AND GUIDELINES

S. No	Name of the Activity	Activity Done by	Date	Signature
1	Revised (Version-II) by	Dr. B. Ramachandra, IQAC Co-ordinator	05.11.2021	 05.11.21
2	Last Reviewed by	Dr. B. Sudhakar Reddy, R & D Cell Co-ordinator	12.11.2021	 12/11/2021
3	Last Approved by	Dr. G. Ravindranath, Principal	20.11.2021	 20.11.21

1. PREAMBLE

Rapid growth in scientific knowledge is an indication of quest for discovery and has an impact on economic and societal development. Science, technology and innovation is often initiated at the college research environment and it is also the mission of Government College for Men(A), Kadapa. Research and developmental activities create and disseminates new knowledge in range of fields, promotes innovation and these will motivate better learning and teaching among faculties and students of our college as these are often incorporated in the courses. Research is the foundation of knowledge that would bring new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these into considerations, following Government College for Men(A), Kadapa Research Policies are implemented.

2. PURPOSE

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and researchers in Government College for Men(A), Kadapa. The policy shall serve as an overall framework within which research activities may be carried out.

3. OBJECTIVES

- To create an enabling environment within the College in order to foster a research culture as well as provide required support through research framework and guidelines.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
- To Ensure publications in quality journals, indexed in Scopus/Web of Science/Indian Citation Index and/or with impact factor.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- To Establish Research Centers within College with potential for Excellence.
- To Forge interdisciplinary collaborations and partnerships nationally and globally.

- To motivate our faculty members to concentrate on research related activities, in addition to teaching, so as to publish research articles in reputed journals with impact factor.
- To pursue efforts to write books, monographs for publication by national, international publishers of repute.
- To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India.
- To undertake consultancy projects sponsored by Government & Private Organizations.
- To empower the faculty to take up the research activities utilizing the existing research facilities

4. CUSTODIAN OF POLICY

The implementation and updating of Research Policy shall be carried out by Research advisory committee. The Research Policy shall have a research advisory body to function under the principal, to assist and advice in matters related to research within college.

5. POLICY AND GUIDELINES

5.1. Under taking Research

Faculty members of college and research departments are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity.

5.2. Research Management

Overall management of research activities may be coordinated by Research advisory committee, under direct supervision of Principal. Research advisory body shall be responsible for overall functioning of research activities within the College. Each department research activities will be coordinated by HOD/In-charge of each department.

5.3. Resources for research support

The College provides intramural funding through seed money based on the

quality and impact of research. Such requests will be scrutinized through a committee appointed by principal. Research advisory committee will facilitate awareness regarding potential funding. The College may also provide facilities in departments with higher research intensity and research output, depending on specific justifiable requirements while adhering to regulations of statutory agencies.

5.4. Research Incentive Policy

- The College provides Incentives to the Faculty/Researchers/Students through merit certificate with appreciation letter.
- The publications should be in UGC Recognized Journals indexed in Scopus/Web of Science/Indian Citation Index with good impact factor.
- The awardees will be felicitated on behalf of the staff club, who recognized or awarded at state or national level.

5.5. Quality of Publications

- The research carried put in university system should be of good quality adhering to highest standards of ethics. College encourages publications in UGC Recognized Journals indexed in Scopus/Web of Science/Indian Citation Index.
- College may revise such policy as deemed necessary in future.
- It is the responsibility of faculty member to provide evidence of having published papers in the refereed journal and the impact factor of the journal.
- It is also responsibility of faculty member to produce updated information in the Scopus/Web of Science/Indian Citation Index every year to the research board.
- When a paper being presented in National/International seminars/conferences has multiple authors, the right of presentation of paper will be restricted to the first author; and if the first author so permits to the second author in lieu of the first.

5.6. Periodic review of research output

Periodic review of research output shall be carried out by each institution/department and provide such information to Research Advisory

Committee, periodically (preferably every half year) for assessment and required corrective actions, if any.

5.7. Undertaking Consultancy Projects

If there is a substantial contribution by the faculty member and the staff in the consultancy project with no resources of college, the members involved in the consultancy project will take 60% of the total value of the consultancy amount received and 40% will go to the College.

5.8. College Affiliation

No article will be considered without College Affiliation for publication of papers, books or any other form. The articles published without College Affiliation, which will not be considered for API, CAS or any other awards. It is mandatory that the faculty should keep College name, place in the publications.

5.9. Extension activities:

College encourages to conduct workshops/seminars/conferences on IPR, industry academia innovative practices in addition to general topics. Extension activities like community issues, gender disparities, and social inequity issues are given prime importance for societal benefit.

5.10. Active Collaboration

Active collaboration is encouraged between the college and industry or other agencies for training, student exchange, faculty exchange, research and resource sharing through a formal agreement or MOU.

5.11. Ethics in Research

The basic responsibility of an Ethical Committee (EC) is to ensure a competent review of all ethical aspects of the project proposals received and execute the same free from any bias and influence that could affect their objectivity. EC should provide advice to the researchers on all aspects of welfare and safety of the research participants after ensuring the scientific soundness of the proposed research through appropriate Scientific Review Committees. It is expected that each member involved in research- faculty and students will adhere to highest ethical standards of conduct. Highest ethical standards of conduct include data

integrity, adhering to ethical guidelines, given from time to time, for carrying out research. Each faculty member and researcher shall follow academic honesty in his/her research work. Faculty and researchers shall be careful not to fall prey to academic dishonesty. A disciplinary committee, on instruction of Principal, shall be formed in order to carry out inquiry when academic dishonesty is reported against an individual/group. Suitable disciplinary action may be initiated, if found guilty, against such individual/group.

5.12. Recruitment

The College shall recruit such Guest faculty members and researchers who have demonstrable/demonstrated capability in research. The quality of research output, especially research publications, may be assessed on the established yardsticks such as Impact Factor (IF), h-Index ect.

5.13. Student Research projects

To enhance quality research output, student mentorship shall be facilitated to encourage undergraduate/postgraduate students to pursue research activities leading to tangible output. To encourage students' research in the college, student research project made it compulsory and incorporated the same in the curriculum as well.



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