Estd:1948

Government College for Men (Autonomous), Kadapa

6.2.1: Appointment, service rules, and procedures, etc

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Government College for Men KADAPA Autonomous

PRINCIPAL
GOVT. COLLEGE FOR MEN (A)
KADAPA

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

UNIVERSITIES AND COLLEGES – Implementation of UGC Revised Pay Scales, 2016 to the Teaching staff in the Universities and Colleges with effect from 01.01.2016 – Orders – Issued.

HIGHER EDUCATION (UE) DEPARTMENT

G.O.Ms.No.14. Dated:13.02.2019.

Read the following:-

1. G.O.Ms.No. 14 Higher Education (UE.II) Department, Dated:20.2.2010.
2. G.O.Ms.No 38, Higher Education(U.E.II) Department, Dated: 23.6.2016
3. Govt.Lr.No. 2398/UE/A1/2017 Dated:29.6.2017 with UGC Regulations 2016
4. MHRD Govt. of India F.No.1-7/2015-U.II(1) Dated:2.11.2017
5. Secretary, UGC F.No.23-4/2017(PS), Dated:31.1.2018
6. UGC Regulations F.No.1-2/2017(EC/PS), Dated:18.7.2018
7. G.O.Rt.No.267 Higher Education (UE) Department Dated:27.11.2018
8. Report of the Committee, Dated: 23.1.2019.

***

ORDER :

In the G.O. first read above, orders have been issued extending the UGC Revised Pay Scales of 2006 which are analogous to the University Grants Commission Scales of pay to the Teachers, Librarians and Physical Education personnel in the Universities and Colleges in the State.

2. In the G.O. second read above and letter 3rd read above, orders were issued substituting the appendix of G.O.Ms.No.14, to that of UGC Regulations 2010 and communicated the UGC Regulations, 2016.

3. In the reference 4thand 5th read above, Government of India has revised the UGC Scales for University and College Teachers with effect from 01.01.2016 and communicated the same by the University Grants Commission to all State Governments for immediate action in a time a bound manner. It is stated, among other things, that the Government of India will provide financial assistance to the State Governments who wish to adopt and implement the revision of Pay scales subject to the following terms and conditions:

(a) The Central Government will provide financial assistance to the State Governments for the period from 1.1.2016 to 31.3.2019, which have opted for these revised pay scales, to the extent of 50% of the additional expenditure involved in the implementation of the revision.

(b) The State government will meet the remaining 50% of the expenditure from their own sources for the period from 1.1.2016 to 31.3.2019 and the entire liability on account of revision of pay scales, etc., of University and college teachers would be taken over by the State Government w.e.f. 1.4.2019.

(c) Financial assistance from the Central Government will be provided to those posts which were inexistence and had been filled up as on 1.1.2016.

(d) State Governments, taking into consideration other local conditions, may also decide in their discretion, to introduce scales of pay higher than those mentioned in this Scheme, and may give effect to the revised bands/scales of pay from a date on or after 1.1.2016; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay Bands as approved by the Central Government and not to any higher scale of pay fixed by the State Government(s);

(e) Payment of Central assistance for implementing this Scheme is also subject to the conditions that the entire Scheme of revision of pay scales, together with all the conditions to be laid down by the UGC by way of Regulations and other guidelines shall be implemented and scales of pay mentioned herein above.

(f) The proposal for claiming the reimbursement from MHRD should be submitted well before 31.3.2019. No proposal beyond this date will be accepted.

4. In the reference 6th read above, the University Grants Commission issued UGC Regulations, 2018 for minimum qualifications for appointment of teachers and other academic staff in the Universities and Colleges and measures for the maintenance of standards in higher education.

5. In the reference 7th read above, the Government have constituted a Committee to examine the implementation of UGC Pay Scales of 2016 and UGC Regulations 2018 with the following terms of references and submit its report to the Govt.

[a] To examine the terms and conditions stipulated in the Govt. of India letter Dated.02.11.2017 forwarded by UGC in its letter dt.31.01.2018 and UGC Regulations 2018 with regard to the Pay Scales in 7th PRC, its structure, increments, allowances and its applicability to the teachers working in all State Universities funded by the State Government, Government and Government Aided Colleges offering Degree, Education and Physical Education courses.

[b] To examine the additional financial commitment @ 50% on the part of the State Government from 1.1.2016 to 31.3.2019 to claim 50% arrears from MHRD,GOI during the period and 100%subsequently.

[c] To examine the formulae evolved by MHRD as per Govt. of India Lr.No.1-1/2017-V.II dt.11.6.2018 for consolidation of pension w.e.f.1.1.2016 to the university and college teachers who have drawn UGC Pay Scales and retired from service before 1.1.2016 and approximate additional financial commitment to be borne by the Government.

[d] To examine the UGC Regulations 2018 on maintenance of academic standards, selections of teachers under direct recruitment and CAS.

[e] To examine the Regulations on service matters of the teachers and on other general aspects.

6. The committee has submitted the report to the State Govt on 23.1.2019 in the reference 8th read above. After careful examination of the committee, the Government of Andhra Pradesh have decided to implement U.G.C. Revised Pay Scales, 2016 to the University and College Teachers with effect from 1.1.2016 in the State of Andhra Pradesh as shown in the Appendix to this order.

7. Short title:

These pay scales may be called the Andhra Pradesh Revised U.G.C. Scales of Pay, 2016.

8. Coverage and Applicability :-

(1) The UGC Revised Pay Scales of 2016 are applicable to the University and College Teachers, Librarians, Directors of Physical Education admitted to the privileges of the Universities.

(2) The scales shall be applicable to the faculty of all the State funded universities established through State Act and receiving Block Grants, Government Degree Colleges and Aided teaching staff in the Private Aided Degree Colleges, where UGC Scales of pay of 2006 were implemented/ extended.

(3) These orders are also applicable to such of the institutions which follow the norms/regulations prescribed by UGC/their respective National Councils, provided the qualifications and other criteria are not lower than those prescribed by the UGC Regulations.

(4) These scales are applicable to those university and college teachers who were under the UGC scales of pay as on 1.1.2016 and recruited thereafter and fulfilled all the eligibility criteria laid down by the UGC for the purpose in the UGC Revised Pay Scales, 2016.

(5) The UGC Revised Pay Scales, 2016 are applicable to the teachers who were in the scales other than UGC and came under the UGC Scales after 1.1.2016, by option.

(6) Teachers who were given UGC Revised Pay Scales of 2006 with conditions to fulfil within a time frame but failed to fulfil the same will not be eligible for the UGC Revised Pay Scales 2016 until they fulfil the conditions. They may be given the new scales prospectively as and when they fulfil the conditions. Further, the UGC Revised Pay Scales 2016 shall not be extended with conditions for ineligible teachers.

(7) The non-Teaching cadres like Registrars, Controller of Examinations and Finance Officers etc., in respect of the state funded institutions, shall continue to be governed by the existing service conditions and state pay scales as approved by the

Universities. And these scales are not applicable to the teachers who are drawing the UGC Scales of Pay and occupy these posts on deputation or transfer or by appointment.

9. Date of effect:

These pay scales shall come into force with effect from 01.01.2016.

10. Pay Scales and Pay Fixation Formula :

(I) Pay Fixation method

The revised pay structure for different categories of teachers and equivalent positions is based on the following :

a) The formula followed by the 7th Central Pay Commission (CPC) is followed in the academic pay structure, moving from the concept of Pay Band and Academic Grade Pay to that of Academic Levels and Cells.

b) The first academic level (corresponding to AGP of Rs.6000) is numbered as academic level 10. Similarly, the other academic levels are 11, 12, 13A, 14 and 15.

c) Each cell in an academic level is at 3% higher than the previous cell in that level.

d) The Index of Rationalisation (IOR) is 2.67 for present AGP less than Rs.10,000 and 2.72 for the AGP of Rs. 10,000 and above.

e) The entry pay for each level is as follows:

Level	Academic Grade Pay (Rs.)	Entry Pay (Rs.)
10	6,000	21,600
11	7,000	25,790
12	8,000	29,900
13A	9,000	49,200
14	10,000	53,000
15	-	67,000

f) The pay of all eligible university and college teachers in the UGC Scales of Pay as on 1.1.2016 shall be fixed at the corresponding pay in the UGC RPS 2016 as per the Pay Matrix Tables annexed with effect from 01.01.2016.

g) The Pay Matrix based on the above propositions on Academic Levels, Cells and Entry Pay are annexed shall be implemented.

h) For fixation of pay of an employee in the Pay Matrix as on 1st January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be

multiplied by a factor of 2.57. The figure so arrived at is to be located in the Academic Level corresponding to employee's Pay Band and Academic Grade Pay in the new Pay Matrix. If a Cell identical with the figure so arrived at is available in the appropriate Academic Level, that Cell shall be the revised pay; otherwise the next higher cell in that Academic Level shall be revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that Academic Level, then the pay shall be fixed at the first cell of that Academic Level.

If a situation arises whenever more than two stages are bunched together, one additional increment equal to 3 percent may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

(i) Revised pay for Teachers in Universities and Colleges

Existing pay	Revised pay
Assistant Professor (at Rs.6000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 10 with rationalized entry pay of Rs. 57,700/-)
Assistant Professor (at Rs. 7000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 11 with rationalized entry pay of Rs. 68,900/-)
Assistant Professor (at Rs. 8000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 12 with rationalized entry pay of Rs. 79,800/-)
Associate Professor (at Rs. 9000 AGP in PB Rs. 37,400-67,000)	Associate Professor (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)
Professor (at Rs. 10000 AGP in PB Rs. 37,400-67,000)	Professor (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)
Professor (HAG Scale/ PB of Rs. 67,000-79,000)	Professor (at Academic Level 15 with rationalized entry pay of Rs. 1,82,200/-)

(ii) Revised pay for Librarians in Universities and Colleges

Existing pay	Revised pay
Assistant Librarian / College Librarian (at Rs.6000 AGP in PB Rs. 15,600-39,100)	Assistant Librarian / College Librarian (at Academic Level 10 with rationalized entry pay of Rs. 57,700/-)
Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale) (at Rs. 7000 AGP in PB Rs. 15,600-39,100)	Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale) (at Academic Level 11 with rationalized entry pay of Rs. 68,900/-)

Deputy Librarian / Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade)(at Rs. 8000 AGP in PB Rs. 15,600- 39,100)	Deputy Librarian / Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs. 79,800/-)
Deputy Librarian / Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Rs. 9000 AGP in PB Rs. 37,400-67,000)	Deputy Librarian / Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)
University Librarian (at Rs. 10000 AGP in PB Rs. 37,400-67,000)	University Librarian (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)

(iii) Revised pay for Directors of Physical Education & Sports in Universities and Colleges

Existing pay	Revised pay
Assistant Director of Physical Education & Sports / College Director of Physical Education & Sports (at Rs.6000 AGP in PB Rs. 15,600-39,100)	Assistant Director of Physical Education & Sports / College Director of Physical Education & Sports (at Academic Level 10 with rationalized entry pay of Rs. 57,700/-)
Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Rs. 7000 AGP in PB Rs. 15,600-39,100)	Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Academic Level 11 with rationalized entry pay of Rs. 68,900/-)
Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports (Selection Grade) / College Director of Physical Education & Sports (at Rs. 8000 AGP in PB Rs. 15,600- 39,100)	Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports (Selection Grade) / College Director of Physical Education & Sports (at Academic Level 12 with rationalized entry pay of Rs. 79,800/-)
Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports (Selection Grade) / College Director of Physical Education & Sports (at Rs. 9000 AGP in PB Rs. 37,400- 67,100)	Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports (Selection Grade) / College Director of Physical Education & Sports (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)
University Director of Physical Education & Sports (at Rs. 10000 AGP in PB Rs. 37,400-67,000)	University Director of Physical Education & Sports (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)

(II) The minimum pay and maximum pay matrix of the category concerned i.e Assistant Professor, Assistant Professor-Senior Scale, Assistant Professor – Selection Grade, Associate Professor, Professor and Senior Professor, may be fixed as the pay scale of that category duly indicating the academic level of that category.

Category	Academic level	Pay scale
Asst. Professor	10	Rs. 57,700-1,82,400
Asst. Professor Sr.Scale	11	Rs. 68,900-2,05,500
Asst. Professor Sel.Gr.	12	Rs. 79,800- 2,11,500
Associate Professor	13A	Rs. 1,31,400-2,17,100
Professor	14	Rs. 1,44,200-2,18,200
Senior Professor	15	Rs. 1,82,200-2,24,100

11. Revised pay of the Vice-Chancellor of Universities

(i) Vice Chancellor: The pay of the Vice Chancellor shall be fixed at Rs. 2,10,000/- (fixed) (Figures obtained by using the IOR of 2.81 on 75,000/- and rounding off the figures to nearest five thousand), with the existing special allowance of Rs. 5000/- per month.

12. Revised pay of Principals in Colleges

The pay of Principals in Under Graduate and Post Graduate Colleges shall be

(i) Under Graduate Colleges : The pay of Principals shall be equivalent to the pay of Associate Professor i.e. Academic Level 13A with rationalized entry pay of Rs. 1,31,400/- with the existing special allowance of Rs.2000/- per month.

(ii) Post Graduate Colleges : The pay of Principals shall be equivalent to the pay of Professor i.e. at level Academic Level 14 with rationalized entry pay of Rs.1,44,200/-, with the existing special allowance of Rs.3000/- per month.

Note:

(i) The existing pay scale of person appointed as Principal shall be protected.

(ii) Principals would continue to have lien in their main academic post where they would continue to get notional promotions while they are functioning as principals. After completion of their tenure as principals, they would go back to their academic post and draw salary due in such respective academic posts, and would not continue to have the Principals pay.

13. Increment

(i) The annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in same level, rounded off to nearest 100. The annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.

(ii) There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation.

(iii) The option date of increment as on 1st Jan or 1st Jul will have effect as and when the teacher concerned was appointed or promoted. Till such time, the existing procedure of 1st July will continue. The clarification issued by the Ministry of Finance vide No.4-21/2017-IC/E.III (A) dt.31.7.2018 in this regard is to be followed.

14. Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, he would be given a notional increment (F.R. 22 a (i)) in his existing Academic Level of Pay, by moving him to the next higher cell at that level. The pay shown in this cell would now be located in the new Academic level corresponding to the post to which he has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise the next higher cell in that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of then level.

15. Allowances

(1) The percentage of HRA as clarified vide No. 2/5/2017-EII(B), Dated: 07.07.2017 of the Ministry of Finance, Govt. of India shall be followed w.e.f. 01.07.2017.

City	Cities in AP	HRA rates as per 2006	HRA Rates as per 2016		
			DA upto 25%	DA crosses 25%	DA crosses 50%
X	Nil	30%	24%	27%	30%
Y	Vijayawada, Vizag, Guntur, Nellore	20%	16%	18%	20%
Z	Remaining cities	10%	8%	9%	10%

(2) In respect of all allowances, except DA & HRA, state rules shall be adopted. In case of DA & HRA the rates prescribed for the Scales of the Central Government Employees, from time to time, shall be implemented. In respect of other allowances, except DA & HRA, the State PRC shall be requested to include the cadres of university and college teachers who are under UGC Revised Pay Scales 2006. Further, the changes made in respect of other allowances for the State Govt. employees shall also be applied automatically to the university and college teachers who are under UGC Revised Pay Scales 2006 from time to time.

16. Recruitment and Qualifications, Selection procedures and other service conditions :

(1) The Recruitment and Qualifications, Selection Procedures, general service conditions, teaching days, work load, code of professional ethics, accountability etc., shall be as indicated in the schedule to this order.

(2) Supplementary Rules will be issued for effective implementation of UGC Regulations 2018.

(3) Pension, Gratuity, ex-gratia compensation etc. The State Government Orders shall apply in respect of Pension, Gratuity and other retirement related benefits for those drawing UGC Scales on par with the State Government employees from time to time.

(4) Superannuation age - The existing age of superannuation of teachers in the State Universities and Colleges, shall apply from time to time.

(5) Medical Benefits: The state Govt orders shall be apply from time to time.

17. On account of implementation of 2016 U.G.C. scales of pay w.e.f. from 1.1.2016, the Government of A.P. shall make a claim towards central assistance to the extent of 50% of the additional expenditure involved immediately for the period from 01.01.2016 to 31.03.2019.

18. Anomalies if any in the implementation of the scheme should be brought to the notice of Government for clarification.

19. Payment of arrears in UGC revised Pay Scales of 2016, from 1.1.2016 to 31.3.2019 will be credited into GPF account of the teacher concerned on receipt of reimbursement from MHRD and the revised salary in UGC Scales of Pay of 2016 will be paid from 1.4.2019.

20. In respect of employees who were appointed to service on or after 01.09.2004 and are governed by the Contributory Pension Scheme (CPS), out of the arrears payable for the period from 01.01.2016 to 31.03.2019, 10% of arrears shall be credited to the PRAN accounts of the individuals along with the employer share as per G.O.Ms.No.250, Finance (Pen.I) Department, dated: 06-09-2012 and the remaining 90% of arrears shall be paid, in cash in three instalments, on receipt of reimbursement from MHRD share and the revised salary in UGC Scales of Pay of 2016 will be paid from 01.04.2019.

21. This order issues with concurrence of Finance (PC&TA) Department vide their Fin.U.O.No 62021/15/2018-PC and TA, Dated:12/02/2019.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K. DAMAYANTHI
PRINCIPAL SECRETARY TO GOVERNMENT

To
All the Registrars of State funded Universities,
The Commissioner of Collegiate Education, Vijayawada.
The Commissioner, School Education, Vijayawada.
The Secretary, UGC, New Delhi,

The Secretary, MHRD, GOI, New Delhi.
The Chairman, APSCHE, Tadepalli.
The Secretary, APSCHE, Tadepalli
The Director of Local fund Audit, Vijayawada.
The Director, Printing & Stores, Purchases, Vijayawada.
The Director of Treasuries & Accounts.

Copy to:

PS to Secretary to CM
OSD to M (HRD)
PS to C.S
PS to Prl. Secy, HE Department.
The GA (Cabinet) Department
Finance (PC&TA) Department
The Law (B) Department
All sections in H.E. Department
Pay & Accounts officer, Vijayawada.
The Accountant General, Vijayawada, AP.
The Secretary, APPSC, Vijayawada.
Sf/Sc.

// FORWARDED :: BY ORDER//

SECTION OFFICER

Schedule to G.O.Ms.No.14, HE[UE] Dept., Dated:13.2.2019

PART – I : RECRUITMENT AND QUALIFICATIONS

1.0 General

1.0.1 These Regulations may be called UGC (minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales) Regulations,2018.

1.0.2 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under Article 246 of the Constitution for the purpose of co-ordination and determination of standardsininstitutionsforhighereducationorresearchandscientificandtechnicalinstitutions,shallprevail.

(i) *Provided* that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.

(ii) *Provided* further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University GrantsCommissionorCouncilofScientificandIndustrialResearchasthecase maybe,orStatelevel Eligibility Test (SLET) or the State Eligibility Test (SET),conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall be an additional requirement.

1.1 Recruitment and Qualifications

1.1.1 The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Universities and Colleges, and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Regulations. These provisions shall be incorporated in the Statutes/ Ordinances of the university concerned. The composition of such a committee shall be as specified in these Regulations.

1.1.2 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC in these Regulations.

1.1.3

I. The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/ Colleges/ Institutions in the respective state only:

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/ Ph.D. Degree) Regulation,2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/ SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.

Provided further that the award of degree to candidates registered for the M.Phil/ Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/ Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions:

a) The Ph.D. degree of the candidate has been awarded in regular mode only;

b) The Ph.D. thesis has been awarded by at least two external examiners;

c) An open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

II. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.

1.1.4 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

I. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently- abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Loco-motor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

1.1.5 A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to19 September, 1991.

1.1.6 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

1.1.7 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.

1.1.8 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.

1.1.9 The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.

1.1.10 The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.

1.1.11 The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

1.1.12 No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognised under clause (f) of Section 2 of the University Grants commission Act, 1956

or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these Regulations.

1.2 Direct Recruitment

1.2.1 For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

I. Assistant Professor:

Eligibility (A or B) :

A.

(i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

(ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-Laws / Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SLET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions :-

a) The Ph.D. degree of the candidate has been awarded in a regular mode;

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) An open Ph.D. viva voce of the candidate has been conducted;

d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/ funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note:NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

B. The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

***Note: The Academic score as specified in Appendix II (Table-3A) for Universities, and Appendix II (Table-3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview*.**

II. Associate Professor:

Eligibility:

(i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.

(ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).

(iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

III. Professor:

Eligibility (A or B) :

A.

(i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.

(ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/ Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

B. An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/ allied/ relevant discipline, supported by documentary evidence provided he/ she has ten years' experience.

IV Senior Professor in Universities

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

Eligibility:

(i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC- listed journals, significant research contribution to the discipline, and engaged in research supervision.

(ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.

(iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.

(iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC -listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

V. College Principal and Professor (Professor's Grade)

A. Eligibility:

(i) Ph.D. degree

(ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.

(iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals.

(iv) A minimum of 110 Research Score as per Appendix II, Table 2

B. Tenure

(i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these regulations.

(ii) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

VI. Vice-Principal

An existing senior faculty member may be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal.

1.2.2 Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.

I. Assistant Professor:

Eligibility (A or B):

A.

(i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.

(ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions:

a) Ph.D. degree has been awarded to the candidate in a regular mode

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) An open Ph.D. viva voce of the candidate had been conducted;

d) candidate has published two research papers from his/her Ph.D. work, out of which, at least one is in a refereed journal;

e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/ funded/sponsored by the UGC/AICTE/ICSSR or any other similar agency.

Note 1: The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.

Note 2: The clearance of NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SLET/SET).

OR

B. A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:

(i) studied under a noted/reputed traditional Master(s)/Artist(s)

(ii) Has been 'A' grade artist of AIR/Doordarshan;

(iii) Has the ability to explain, with logical reasoning the subject concerned; and

(iv) Has adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor : Eligibility (A or B):

A.

(i) Good academic record, with a doctoral degree in the concerned / allied / relevant subject.

(ii) Performing ability of a high professional standard.

(iii) Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College.

(iv) Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

OR

B. A traditional or a professional artist with highly commendable professional achievement having Master's degree in the subject concerned, who has:

(i) been 'A'-grade artist of AIR/ Doordarshan;

(ii) eight years' experience of outstanding performing achievement in the field of specialisation;

(iii) experience in designing of new courses and /or curricula;

(iv) participated in National level Seminars/Conferences/Concerts in reputed institutions' and

(v) ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor :

Eligibility (A or B):

A.

(i) An eminent scholar having a doctoral degree in the concerned / allied / relevant subject.

(ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions

(iii) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals,

(iv) Has a total research score of 120, as per Appendix II, Table 2.

OR

B. A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,

(i) Having Masters degree, in the relevant subject

(ii) Has been 'A'-grade artist of AIR/ Doordarshan

(iii) Has Ten years of outstanding performing achievements in the field of specialisation

(iv) Has made significant contributions in the field of specialisations and ability to guide research;

(v) Has participated in National/International Seminars/ Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;

(vi) Has the ability to explain with logical reasoning the subject concerned, and

(vii) Has adequate knowledge to teach theory with illustrations in the said discipline.

1.2.3 Drama Discipline:

I. Assistant Professor Eligibility (A or B)

A

(i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.

(ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009, or 2016, and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme, prior to July 11,2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions, subject to the fulfillment of the following conditions:-

a) The Ph.D. degree of the candidate has been awarded in the regular mode;

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) An open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;

e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/ sponsored by the UGC/CSIR/ICSSR or any other similar agency

Note:

1. The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

2. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which the NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

B. A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:

(i) been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;

(ii) five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and

(iii) the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor:

Eligibility (A or B) :

A.

(i) A good academic record, having a Ph.D degree in a relevant / allied / concerned discipline with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose.

(ii) Eight years experience of teaching in a University/College and/ or research in a University/national- level institutions equal to that of Assistant Professor in a University/College.

(iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

OR

B. A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:

(i) Been recognised artist of Stage/ Radio/TV;

(ii)Eight years of outstanding performance in the field of specialisation;

(iii) Experience of designing new courses and /or curricula;

(iv) Participated in Seminars/Conferences in reputed institutions; and

(v) The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline

III. Professor

Eligibility (A or B) :

A. An eminent scholar, having a doctoral degree in a relevant / allied / concerned discipline, actively engaged in research with ten years of experience in teaching and /or research at a University/ National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialisation, with a minimum of 6 research publications in the peer- reviewed or UGC listed journals, and a total research score of 120, as per Appendix II, Table 2.

OR

B. A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:

(i) Master's degree, in the relevant subject;

(ii) Ten years of outstanding performing achievements in the field of specialisation;

(iii) Made significant contribution in the field of specialisation

(iv) Guided research;

(v) Participated in National/ International Seminars/ Conferences / Workshops and/or recipient of National/ International Awards/ Fellowships;

(vi) Ability to explain with logical reasoning the subject concerned;

(vii) Adequate knowledge to teach theory, with illustrations in the said discipline.

1.2.4 Yoga Discipline

I. Assistant Professor :

Eligibility (A or B) :

A. Good academic record, with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/ foreign University.

OR

B. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in a relevant / allied / concerned discipline, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time.

A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. Degree in Yoga* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

*Note: Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of these Regulations

II. ASSOCIATE PROFESSOR

(i) A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline.

(ii) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).

(iii) A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer- reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II, Table 2.

III. PROFESSOR Eligibility (A or B) :

A.

(i). An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.

(ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

OR

B. An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

1.2.5 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS

I. ASSISTANT PROFESSOR:

A Bachelor's Degree in Occupational Therapy (B.O.T./B.Th.O./ B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./ M.Sc. O.T/M.OT.), with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognised University

II. ASSOCIATE PROFESSOR:

(i) Essential: A Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.), with eight years' experience as Assistant Professor.

(ii) Desirable: Higher Qualification, including a Ph. D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer-reviewed or UGC- listed journals.

III. PROFESSOR:

(i) Essential : Master's Degree in Occupational Therapy (M.O.T./ M.O.Th./M.Th.O./M.Sc. O.T.), with Ten years of total experience in Occupational Therapy.

(ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer- reviewed or UGC-listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.), with fifteen years' experience, which shall include five years' experience as Professor (Occupational Therapy).

Note:

(i) The senior-most Professor in the institution shall be designated as the Principal / Director / Dean.

(ii) Desirable: Higher qualification, like a Ph. D. degree in any disciple of occupational therapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

1.2.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS

I. ASSISTANT PROFESSOR:

Bachelor's Degree in Physiotherapy (B.P./T./B. Th./P./B.P.Th.), Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University.

II. ASSOCIATE PROFESSOR:

(i) Essential: A Master's Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years' experience as Assistant Professor.

(ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of Physiotherapy recognised by the U.G.C, and published work of high standard in peer-reviewed or UGC - listed journals.

III. PROFESSOR:

Essential: Master's Degree in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.), with ten years experience.

Desirable:

(i) Higher Qualification like Ph. D. in any subject of Physiotherapy recognised by U.G.C, and

(ii) Published work of high standard in peer -reviewed or UGC-listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Physiotherapy (M.P.T./ M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).

Note:

(i) Senior-most Professor shall be designated as the Principal / Director / Dean.

(ii) Desirable: Higher qualification like Ph.D. in any subject of Physiotherapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

1.2.7 **MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVESRITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN**

I. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

(i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)

(ii) A consistently good academic record, with knowledge of computerization of a library.

(iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

a) The Ph.D. degree of the candidate has been awarded in the regular mode

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) Open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers based on his/ her Ph.D work in conferences/ seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

II. UNIVERSITY DEPUTY LIBRARIAN

(i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.

(ii) Eight years experience as an Assistant University Librarian/ College Librarian.

(iii) Evidence of innovative library services including integration of ICT in library.

(iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/ computerization of library.

III. UNIVERSITY LIBRARIAN

(i) A Master's Degree in Library Science/Information Science/ Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.

(ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.

(iii) Evidence of innovative library services, including the integration of ICT in a library.

(iv) A Ph.D. Degree in library science/information science/ documentation /archives and manuscript-keeping.

1.2.8 MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)

I. University Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports

Eligibility (A or B) :

A.

(i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)

(ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.

(iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-

a) The Ph.D. degree of the candidate has been awarded in regular mode;

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) Open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

Note: The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

(iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

(v) Passed the physical fitness test conducted in accordance with these Regulations.

OR

B. An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

II. University Deputy Director of Physical Education and Sports

Eligibility (A or B) :

A

(i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.

(ii) Eight years experience as University Assistant DPES/College DPES.

(iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.

(iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

(v) Passed the physical fitness test in accordance with these Regulations.

OR

B. An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.

III. University Director of Physical Education and Sports

(i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

(ii) Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.

(iii) Evidence of organising competitions and coaching camps of at least two weeks' duration.

(iv) Evidence of having produced good performance of teams/athletes for competitions like state/ national/ inter-university/combined university, etc.

IV. Physical Fitness Test Norms

(a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

(b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 metres	1500 metres	1200 metres	800 metres

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 metres	800 metres	600 metres	400 metres

PART- II : SELECTION COMMITTEE & SELECTION PROCEDURES

2.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURE:

2.1 Selection Committee Composition

I. Assistant Professor in the University:

(a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :

(i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.

(ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.

(iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.

(iv) Dean of the Faculty concerned, wherever applicable.

(v) Head/Chairperson of the Department/School concerned.

(vi) An academician representing SC/ST/OBC/Minority/ Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.

(b) Four members, including two outside subject experts, shall constitute the quorum.

II. Associate Professor in the University

(a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:

(i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.

(ii) An academician not below the rank of Professor to be nominated by the Visitor/ Chancellor, wherever applicable.

(iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.

(iv) Dean of the faculty, wherever applicable.

(v) Head/Chairperson of the Department/School.

(vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) At least four members, including two outside subject experts, shall constitute the quorum

III. Professor in the University

(a) The Selection Committee for the post of Professor in the University shall consist of the following persons :

(i) Vice-Chancellor who shall be the Chairperson of the Committee.

(ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.

(iii) Three experts in the subject/field concerned to be nominated by the Vice- Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.

(iv) Dean of the faculty, wherever applicable.

(v) Head/Chairperson of the Department/School.

(vi) An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice- Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) At least four members, including two outside subject experts, shall constitute the quorum.

IV. Senior Professor

(a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:

(i) Vice Chancellor who shall be the Chairperson of the Committee.

(ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.

(iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.

(iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.

(v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.

(vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

(b) Four members, including two outside subject experts, shall constitute the quorum.

V. Assistant Professor in Colleges, including Private and Constituent Colleges:

(a) The Selection Committee for the post of Assistant Professor in Colleges, including Private and constituent Colleges shall consist of the following persons:

(i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.

(ii) The Principal of the College.

(iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.

(iv) Two nominees of the Vice-Chancellor of the affiliating university, of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice-Chancellor of the affiliating university, from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.

(v) Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.

(vi) An academician representing SC/ST/OBC/Minority/ Women/ Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) Five members, including two outside subject experts, shall constitute the quorum.

VI. Associate Professor in Colleges, including Private and Constituent Colleges

(a) The Selection Committee for the post of Associate Professor in Colleges including Private and Constituent Colleges, shall consist of the following persons:

(i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.

(ii) The Principal of the College.

(iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.

(iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.

(v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/ declared as minority educational

Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

(vi) An academician belonging to the SC/ST/OBC/ Minority/Women/ Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) The quorum for the meeting shall be five, including two subject experts.

VII. Professor in Colleges, including Private and Constituent Colleges

(a) The Selection Committee for the post of Professor in Colleges including Private and Constituent Colleges shall consist of the following persons:

(i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.

(ii) The Principal of the College.

(iii) The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.

(iv) Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority

(v) educational institutions, two nominees, not below the rank of Professor, of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.

(vi) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the

University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

(vii) An academician not below the rank of Professor belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) The quorum for the meeting shall be five, including two subject experts.

Note : The Government will examine and issue separate orders on the issues relating to the implementation of regulations on the appointment of Professor / Principal under CAS in the Colleges including Private and Constituent Colleges.

VIII. College Principal and Professor

A. Selection Committee

(a) The Selection Committee for the post of College Principal and Professor shall have the following composition:

(i) Chairperson of the Governing Body to be the Chairperson.

(ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.

(iii) Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.

(iv) Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).

(v) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor,

if any of the above members of the selection committee does not belong to that category.

(vi) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

(b) Five members, including two experts, shall constitute the quorum.

(c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

(d) The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University as per the composition given in sub-clause (B) of 5.1 (VIII).

(e) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organisation with the designation as Professor and in the grade of the Professor..

B. Committee for Assessment of College Principal and Professor for Second Term

The Committee for assessment to the post of College Principal for second term shall have the following composition:

(i) Nominee of the Vice-Chancellor of the affiliating University.

(ii) Nominee of the Chairman, University Grants Commission.

The nominees shall be nominated from the Principals of the Colleges with Excellence/College with Potential of Excellence/Autonomous College/NAAC Grade 'A' accredited colleges.

Note : The Government will examine and issue separate orders on the issues relating to the implementation of regulations on the appointment of Professor / Principal under CAS in the Colleges including Private and Constituent Colleges.

IX. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

X. The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:

A. For University teachers:

(i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;

(ii) The Dean of the Faculty concerned;

(iii) The Head of the Department /Chairperson of the School; and

(iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

B. For College teachers:

(i) The Principal of the college;

(ii) Head /Teacher-Incharge of the department concerned from the college;

(iii) Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts;

C. For University Assistant Librarian:

(i) The Vice-Chancellor shall be the Chairperson of the Committee;

(ii) The Dean of the Faculty concerned;

(iii) The Librarian, University Library; and

(iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

D. For College Assistant Librarian:

(i) The Principal shall be the Chairperson of the Committee;

(ii) The Librarian, University Library; and

(iii) Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel of experts.

E. For University Assistant Director, Physical Education and Sports:

(i) The Vice-Chancellor shall be the Chairperson of the Committee;

(ii) The Dean of the Faculty concerned;

(iii) The University Director, Physical Education and Sports; and

(iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

F. For College Director, Physical Education and Sports:

(i) The Principal shall be the Chairperson of the Committee;

(ii) The University Director, Physical Education and Sports; and

(iii) Two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

Note: The quorum for these committees in all categories shall be three which will include one subject expert/ university nominee.

2.2 The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Regulations and as per the minimum requirement specified:

(a) In Appendix II,Table 1 for each of the cadre of Assistant Professor;

(b) In Appendix II,Table 4 for each of the cadre of Librarian; and

(c) In Appendix II,Table 5 for each of the cadre of Physical Education and Sports

shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

2.3 The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

2.4 For all Selection Committees specified in these Regulations, Head of Department / Teacher-Incharge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

2.5 SELECTION PROCEDURE:

I. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, 3B, 4, and 5.

In order to make the system more credible, universities may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in these Regulations.

II. The universities shall adopt these Regulations for selection committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 at the institutional level for University Departments and their Constituent colleges/ affiliated colleges(Government/ Government- aided/ Autonomous/ Private Colleges) to be followed transparently in all the selection processes. The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II, Table 1, 2, 3A, 3B, 4, and 5 specified in these Regulations.

III. In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/ OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University, and in case of a College, Vice-Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

IV. The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology guidelines set out in these Regulations in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

Provided that the publications submitted by the candidate shall have been published during the qualifying period.

Provided further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

V. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 4.1 (III.B), 4.2 (I.B, II.B, III.B), 4.3 (I.B, II.B, III.B) and 4.4 (III.B) of these Regulations, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.

VI. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.

VII. The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

A. The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:

(i) Teaching-Learning and Evaluation: The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by

the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

(ii) Personal Development Related to Teaching and Research Activities: Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

(iii) Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.

B. Assessment Process

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self- appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

Step 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 6.4 of these Regulations.

2.6 Assessment Criteria and Methodology:

(a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;

(b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and

(c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme.

2.7 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either

through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

2.8 The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.

I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

II. The Selection Committee specifications as contained in Clauses 5.1 to 5.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.

III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table1 of Appendix II.

IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.

VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The

university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

(i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.

(ii) If, however, the candidate finds that he/she would fulfils the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.

(iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

VII. Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

a. The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

OR

b. The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations.

The relaxation in the requirements of Academic Performance Indicators (API)based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

(i) Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.

(ii) Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

TABLE-A

(Minimum API requirement for the promotion of teachers under CAS in university departments)

S. No.		Assistant Prof. (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/AGP Rs. 8000/) to Associate Professor(Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs. 9000/- to Professor (Stage5/AGP Rs.10000/-)
1	Researchand Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-B
(Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG)

Sl. No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Prof. (Stage 4/ AGP Rs. 9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-C
(Minimum API requirement for the promotion of Library staff under CAS in Universities)

S.N		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage4/AGP Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-D

(Minimum API requirement for the promotion of Library staff under CAS in Colleges)

S. No.		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Table-E
(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director, Physical Education and Sports)

S. No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage2/AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/ Deputy Director (Stage 3/ GP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)	Deputy Director (Stage 4/AGP Rs. 9000/-) to Deputy Director (Stage 5 AGP Rs10,000/-)
1	Research and Academic contributio n (Category III)	40/assessme nt period	100/assessment period	90/assessment period	120per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-F
(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director(Stage 2/ AGP Rs.7000/-) to Assistant Director Selection Grade)/ Deputy Director(Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade) / Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

VIII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31st December, 2018.

2.9 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS/ PROFESSORS

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.

B. Career Advancement Scheme (CAS) for Colleges teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

(i) Attended one Orientation course of 21 days' duration on teaching methodology; and

(ii) Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

(i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;

(ii) The promotion is recommended by the screening-cum-evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.

2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

(i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II,Table 1) and

(ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.

2) A Ph.D. degree in subject relevant /allied/relevant discipline.

3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, and

(ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

1) An Associate Professors who have completed three years of service in Academic Level 13A.

2) A Ph.D. degree in subject relevant/allied/relevant discipline.

3) A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.

4) A minimum of 110 Research Score as per Appendix II, Table 2

CAS Promotion Criteria:

A teacher shall be promoted if;

(i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.

(ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

Note : The Government will examine and issue separate orders on the issues relating to the implementation of regulations on the appointment of Professor / Principal under CAS in the Colleges including Private and Constituent Colleges.

C. Career Advancement Scheme (CAS) for University teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

(i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:

(ii) Attended one Orientation course of 21 days duration on teaching methodology;

(iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and

(iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II,Table 1), and;

(ii) The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

(i). Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.

(ii). A Ph.D. Degree in the subject relevant/allied/relevant discipline.

(iii). Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

(iv). Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

(i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;

(ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.

2) A Ph.D Degree in the subject concerned/allied/relevant discipline.

3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at

least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

5) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.

(ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

1) An Associate Professor who has completed three years of service in Academic Level 13 A.

2) A Ph.D degree in the subject concerned/allied/relevant discipline.

3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

4) Evidence of having successfully guided doctoral candidate.

5) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

(i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per

Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.

(ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility:

(i) Ten years' experience as a Professor.

(ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

D. Career Advancement Scheme (CAS) for Librarians

Note:

(i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.

(ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11):

Eligibility:

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil or a Ph.D. degree.

(i) He/she has attended at least one Orientation course of 21 days' duration; and

(ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and

(ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)

Eligibility:

1) He/she has completed five years of service in that grade.

2) He/she has done any two of the following in the last five years: (i)Training/Seminar/Workshop/Course on automation and digitalisation, (ii)Maintenance and other activities as per Appendix II,Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;

(ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)

1) He/she has completed three years of service in that grade.

2) He/she has done any one of the following in the last three years: (i)Training/Seminar/Workshop/Course on automation and digitalization, (ii)Maintenance and related activities as per Appendix II,Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week

(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and

(ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:

1) He/she has completed three years of service in that grade.

2) He/she has done any one of the following in the last three years: (i)Training/Seminar/Workshop/Course on automation and digitalization, (ii)Maintenance and related activities as per Appendix II,Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

3) Evidence of innovative library services, including the integration of ICT in a library.

4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript- Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and

(ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports

Note:

(i) The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where

Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.

(ii) The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

I. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11) / College Director of Physical Education and Sports (Senior Scale/Academic Level 11)

Eligibility:

(i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.

(ii) He/she has attended one Orientation course of 21 days' duration; and

(iii) He/she has done any one of the following: (a)Completed Refresher / Research Methodology Course/ workshop, (b)Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5; and

(ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level11)/ College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / College Director of Physical Education and Sports (Selection Grade/Academic Level 12)

1) He/she has completed five years of service in that grade.

2) He/she has done any two of the following in the last five years: (i)Completed one course / programme from among the categories of refresher courses,

research methodology workshops, (ii)Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii)Completed two courses of at least one week(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II,Table 5, and;

(ii). The promotion is recommended by a screening-cum-evaluation committee .

III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A)

1) He/she has completed three years of service.

2) He/she has done any one of the following during last three years: (i)Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii)Teaching-Learning- Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

(i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II,Table 5, and;

(ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14) shall be the following:

1) He/she has completed three years of service.

2) He/she has done any one of the following during last three years: (i)Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii)Teaching- Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

3) Evidence of organising competitions and coaching camps of at least two weeks' duration.

4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter- university/combined university, etc.

5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

(i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II,Table 5, and;

(ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

2.10 Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit-specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph. D., M. Phil. or M.Tech. and LLM degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

PART- III : GENERAL CONDITIONS OF SERVICE

3.0 Pay Scales, Fixation, Allowances, Superannuation age etc.

3.1 Pay Scales, Fixation and Allowances

3.1.1 The UGC Revised Pay Scales, 2016 may be implemented w.e.f. 1.1.2016.

3.1.2 The pay may be fixed in the pay matrix as on 1.1.2016. The existing pay (pay in band plus academic grade pay) in pre-revised structure as on 31.12.2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the academic level corresponding to employees pay band and academic grade pay in the new pay matrix. If a cell identical to the figure so arrived is available in a appropriate academic level, that cell shall be the revised pay; otherwise the next higher cell in that academic level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that academic level, then the pay shall be fixed at the first cell of that academic level.

3.1.3 The minimum pay and maximum pay matrix of the post concerned ie Assistant Professor, Assistant Professor-Senior Scale, Assistant Professor – Selection Grade, Associate Professor, Professor, may be fixed as pay scale of that post duly indicating the academic level of the category of that post.

Category	Academic level	Pay scale
Asst. Professor	10	Rs. 57,700-1,82,400
Asst. Professor Sr. Scale	11	Rs. 68,900-2,05,500
Asst. Professor Sel. Grade	12	Rs. 79,800- 2,11,500
Associate Professor	13A	Rs. 1,31,400-2,17,100
Professor	14	Rs.1,44,200-2,18,200
Senior Professor	15	Rs.1,82,200-2,24,100

3.1.4 The option date of the increment as on 1st Jan. or 1st July, as clarified vide Ministry of Finance clarification vide No. 4-21/2017-IC/E.III (A) dt. 31.7.2018 may be followed.

3.1.5 The per centage of HRA as clarified vide No. 2/5/2017-EII(B) dt. 7.7..2017 of the Ministry of Finance, Govt. of India may be followed.

3.2 LEAVE

3.2.1 DUTY LEAVE:

(i) Duty leave upto 30 days in an academic year may be granted for the following purposes:

(a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college ;

(b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice- Chancellor/Principal of the College;

(c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;

(d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and

(e) For performing any other duty assigned to him/her by the university/college.

(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

(iii) The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

(iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.

(v) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

3.2.2 STUDY LEAVE:

(i) The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient‘s pay/salary paid to him/her by his /her parent institution. The

awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

(ii) A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.

(iii) The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/ College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.

(iv) The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.

(v) The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

(vi) The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.

(vii) The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.

(viii) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous

approval of the Executive Council/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.

(ix) Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.

(x) The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.

(xi) The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.

(xii) A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.

(xiii) A teacher -

(a) who is unable to complete his/her studies within the period of study leave granted to him/her or

(b) who fails to rejoin the services of the University on the expiry of his/her study leave or

(c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or

(d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the

expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

(xiv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (x) to (xiii) above.

(xv) The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

(xvi) The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/ monograph/ academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/ College/ Institution.

(xvii) With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities / Colleges/ Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/ College/ Institution in the long run.

3.2.3 Sabbatical Leave:

(i) The permanent, whole-time teachers of the university and colleges who have completed seven years' of service as a Reader/ Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

(ii) A teacher, who has availed himself/ herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.

(iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him / her immediately prior to his/her proceeding on sabbatical leave.

(iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Executive Council/ Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

(v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/ contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

3.2.4 Other Kinds of Leave Rules for Permanent Teachers of the Universities / Colleges The following kinds of leave would be admissible to permanent teachers:

(i) Leave treated as duty, viz. casual leave, special casual leave, and duty leave;

(ii) Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave;

(iii) Leave not earned by duty, viz. extraordinary leave; and leave not due;

(iv) Leave not debited to leave account

(v) Leave for academic pursuits, viz. study leave, sabbatical leave and academic leave;

(vi) Leave on grounds of health, viz., maternity leave and quarantine leave.

(b) The Executive Council/Syndicate may grant, in exceptional cases, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

3.2.4.1. Casual Leave

(i) The total casual leave granted to a teacher shall not exceed eight days in an academic year.

(ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

3.2.4.2 Special Casual Leave

(i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:

(a) To conduct examination of a university/Public Service Commission/ Board of Examination or any other similar body/ institution; and

(b) To inspect academic institutions attached to a statutory board.

(ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(iii) In addition, special casual leave to the extent mentioned below, may also be granted;

(a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and

(b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.

(iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

3.2.4.3 Earned Leave

(i) Earned leave admissible to a teacher shall be:

(a) $1/30^{th}$ of the actual service, including vacation; plus

(b) $1/3^{rd}$ of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.

(ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For removal of doubt, it may be clarified :

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.

3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government or State Government.

Note : The Government will examine and issue separate orders on encashment of earned leave for the University teachers.

3.2.4.4 Half-pay Leave

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

Explanation:

A "completed year of service" means the continuous service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

Note : Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India/ State Government.

3.2.4.5 Commuted Leave

Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

(i) Commuted leave during the entire service shall be limited to a maximum of 240 days;

(ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and

(iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;

Provided that no commuted leave shall be granted under these Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

3.2.4.6 : Extraordinary Leave

(i) A permanent teacher may be granted extraordinary leave when:

(a) No other leave is admissible; or

(b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

(ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:

(a) Leave taken on the basis of medical certificates;

(b) Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;

(c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.

(iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

3.2.4.7 'Leave Not Due'

(i) 'Leave not due', may, at the discretion of the Vice-Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(ii) 'Leave not due' shall not be granted, unless the Vice-Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Executive Council/College Governing Body.

Provided that the Executive Council/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

3.2.4.8 Maternity Leave

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

3.2.4.9 Child-care Leave

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the State Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the University/College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

3.2.4.10 Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

3.2.4.11 **Adoption leave**

Adoption leave as per the rules of the State Government.

3.2.4.12. Surrogacy leave

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the State Government.

3.3 Research Promotion Grant

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointment.

3.4 Consultancy Assignments

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant- teachers shall be as per the UGC Consultancy Rules to be provided separately.

3.5 Counting of Past Services for Direct Recruitment and Promotion under CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

(a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.

(b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.

(c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.

(d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.

(e) The previous appointment was not as guest lecturer for any duration.

(f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:

    (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be

(ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;

(iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and

Note: The State Government will examine and issue separate orders on counting of past service in the Universities and Colleges for recruitment and CAS for implementation of the above Regulation.

3.6 Period of Probation and Confirmation

The period of probation and confirmation may be as per the State Government rules in force.

3.7 Creation and Filling-up of Teaching Posts

Teaching posts in universities, as far as feasible, may be created, with the concurrence of the Government and on sufficient work load justification, in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.

Engaging teaching personnel for temporary teaching arrangement, in order to meet contingent teaching requirement can be resorted to for a limited and specified time period during an academic year by the Executive Council of the University on sufficient workload justification.

3.8 Appointments on Contract Basis

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student- teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly- appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

3.9 Teaching Days

3.9.1 The Universities/Colleges must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarised as follows:

	Number of weeks : 6-days a week pattern		Number of weeks : 5-days a week pattern	
Categorisation	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days)weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

3.9.2 In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with1/3rd of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3rd of the period shall be credited as Earned Leave.

3.9.3 Workload

3.9.3.1 The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra- Curricular Activities/library consultation/ research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor	-	16 hours per week
Associate Professor/Professor	-	14 hours per week

3.9.3.2 Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

3.10 Service Agreement and Fixing of Seniority

3.10.1 At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.

3.10.2 The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub-clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

3.10.3 Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates.

3.11 Other Terms and Conditions

3.11.1 Incentives for Ph.D./M.Phil. and other Higher Qualification

(i) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.

(ii) M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non- compounded advance increments.

(iii) Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./ M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compunded advance increments at the entry level.

(iv) (a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.

(b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

(v) In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non- compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.

(vi) Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non- compounded increments fixed at increment applicable at entry level only on award of Ph.D. , while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.

(vii) Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.

(viii) Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.

(ix) (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.

(b) However, persons in posts of Assistant Librarian/College Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.

(x) In respect of every other case of persons in the post of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the

Commission for the award of Ph.D.in respect of either course-work or evaluation or both as the case may be.

(xi) Assistant Librarian/College librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

(xii) Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.

(xiii) Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.

(xiv) Not-withstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.

(xv) Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.

(xvi) For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

3.12 Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell

shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

3.13 Allowances and Benefits

3.13.1 In respect of all allowances, except DA & HRA, state rules may be adopted. In case of DA & HRA the rates prescribed for the Scales of the Central Government Employees, from time to time, shall be implemented. In respect of other allowances, except DA & HRA, the State PRC shall be requested to include the cadres of university and college teachers who are under UGC Revised Pay Scales 2006. Further, the changes made in respect of other allowances for the State Govt. employees shall also be applied automatically to the university and college teachers who are under UGC Revised Pay Scales 2006 from time to time.

3.13.2 Pension, Gratuity, ex-gratia compensation etc. The State Government Orders shall apply in respect of Pension, Gratuity and other retirement related benefits for those drawing UGC Scales on par with the State Government employees from time to time.

3.13.3 Superannuation age - The existing age of superannuation of teachers in the State Universities and Colleges, shall apply from time to time.

3.14.4 Medical Benefits: All medical benefits for teachers and Library and Physical Education Cadres, shall be as applicable to the State Government employees. Further, the Teachers and Library and Physical Education Cadres may be placed under Health Scheme of respective State Government, as the case may be, for State Universities/Colleges respectively.

PART- IV : OTHER MEASURES

4.0 SELECTIONOF PRO-VICE CHANCELLOR/ VICE-CHANCELLOROF UNIVERSITIES:

4.1 PRO-VICE-CHANCELLOR:

The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice- Chancellor.

4.2 It shall be the prerogative of the Vice-Chancellor to recommend a person to be the Pro-Vice-Chancellor to the Executive Council. The Pro-Vice-Chancellor shall hold office for a period, which is co-terminus with that of the Vice-Chancellor.

4.3 VICE CHANCELLOR:

(i) A person possessing the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor should be a distinguished academician, with a minimum of ten years' of experience as Professor in a University or ten years' of experience in a reputed research and / or academic administrative organisation with proof of having demonstrated academic leadership.

(ii) The selection for the post of Vice-Chancellor should be through proper identification by a Panel of 3-5 persons by a Search-cum-Selection-Committee, through a public notification or nomination or a talent search process or a combination thereof. The members of such Search-cum-Selection Committee shall be persons' of eminence in the sphere of higher education and shall not be connected of the University concerned or its colleges. One member of the Search cum-Selection Committee shall be nominated by the Chairman, University Grants Commission, for selection of Vice Chancellors of State, Private and Deemed to be Universities.

(iii) The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search-cum-Selection Committee.

(iv) The term of office of the Vice-Chancellor shall form part of the service period of the incumbent making him/her eligible for all service related benefits.

4.4 Code of Professional Ethics

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

(i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;

(ii) Manage their private affairs in a manner consistent with the dignity of the profession;

(iii) Seek to make professional growth continuous through study and research;

(iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;

(v) Maintain active membership of professional organisations and strive to improve education and profession through them;

(vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;

(vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;

(viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;

(ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

(x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

(i) Respect the rights and dignity of the student in expressing his/her opinion;

(ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;

(iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;

(iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

(v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;

(vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;

(vii) Pay attention to only the attainment of the student in the assessment of merit;

(viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

(ix) Aid students to develop an understanding of our national heritage and national goals; and

(x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

(i) Treat other members of the profession in the same manner as they themselves wish to be treated;

(ii) Speak respectfully of other teachers and render assistance for professional betterment;

(iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities :

Teachers should:

(i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;

(ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;

(vi) Adhere to the terms of contract;

(vii) Give and expect due notice before a change of position takes place; and

(viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff :

Teachers should :

(i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

(ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

(i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

(i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;

(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

(v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

The Vice-Chancellor/Pro-Vice-Chancellor/Rector
The Vice-Chancellor/Pro-Vice-Chancellor/Rector should :

(a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;

(b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;

(c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;

(d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;

(e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

(f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

College Principal should;

(a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;

(b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;

(c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;

(d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;

(e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

(f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;

(g) Manage their private affairs in a manner consistent with the dignity of the profession;

(h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;

(i) Participate in extension, co-curricular and extra-curricular activities, including the community service.

(j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Director Physical Education and Sports (University/College)/Librarian (University/College) should;

(a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;

(b) Manage their private affairs in a manner consistent with the dignity of the profession;

(c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;

(d) Participate in extension, co-curricular and extra-curricular activities, including the community service.

(e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

4.5 Maintenance of Standards in Higher-Education Institutions:

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/ Colleges/ Institutions:

(i) The process of evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Regulations within six months of their notification.

(ii) There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.

(iii) In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.

(iv) All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/ computational facility as per the provisions laid down in these regulations.

(v) The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.

(vi) Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.

(vii) An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNMTT) scheme shall also organize such induction programmes as per their mandate.

(viii) These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.

(ix) All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

PART -V : SCHEDULE

APPENDICES

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017
Appendix II	Assessment Criteria and Methodology Table 1 to 3 - For University and College Teachers Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc. Table 5 - For Assistant Director/Deputy Director/Director Physical Education and Sports etc.

Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F.No.1-7/2015-U.II(I)
Government of India
Ministry of Human Resource Development
Department of Higher Education
University Section

ShastriBhavan, New Delhi
Dated : 2nd November, 2017

Corrigendum

Subject: Scheme of revision of pay of teachers and equivalent cadres in university and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission (CPC)

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) on 1-7/2015-U.II(I) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mention in

Cell Academic level 12, row 8 may be read as "84,700" instead of "84,100"
Cell Academic level 13A, row 16 may be read as "2,04,700" instead of "2,04,100"
Cell Academic level 14, row 8 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same

Annexure-I :Pay Matrix

Pay band Rs.	15,600-39,100			37,400-67,000		67,000 - 79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised \Entry Pay (Rs.) 1	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,500	1,27,900	2,10,800		
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

Appendix II

Table 1

Assessment Criteria and Methodology for University/College Teachers

S. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities) (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities

Overall Grading:
Good: Good in teaching and satisfactory or good in activity at Sl.No.2.
Or
Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.
Not Satisfactory: If neither good nor satisfactory in overall grading
Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

S.No	Academic/Research Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/ Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/Social/ Sciences/ Library/ Education/ Commerce/ Management/ & other related discipline
1	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08

	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c)Awards/Fellowship		
	International	07	07
	National	05	05
6	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

i)	Paper in refereed journals without impact factor	-	5 Points
ii)	Paper with impact factor less than 1	-	10 Points
iii)	Paper with impact factor between 1 and 2	-	15 Points
iv)	Paper with impact factor between 2 and 5	-	20 Points
v)	Paper with impact factor between 5 and 10	-	25 Points
vi)	Paper with impact factor >10	-	30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Table: 3 A

Criteria for Short listing of candidates for Interview for the Post of Assistant Professors in Universities

S. No.	Academic Record	Score			
1	Gradation	80% & Above = 15	60% to less than 80% =13	55% to less than 60%=10	45% to less than 55%=05
2	Post-Graduation	80% & Above = 25	60% to less than 80% =23	55% (50% in case of SC/ST/OBC (non-creamy layer) /PWD) to less than 60%=20	
3	M.Phil	60% & above = 07	55% to less than 60% = 05		
4	Ph.D	30			
5	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6	Research Publications (2 marks for each research published in Peer-Reviewed or UGC-listed Journals)	10			
7	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8	Awards				
	International/ National Level (Awards given by International Organisations/ Government of India/ Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

(A) (i) M.Phil + Ph.D Maximum - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks

(B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C)

Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
Total	**-**	**100**

(D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges / Institutions only

Table:3B

Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges.

SI.N.	Academic Record	Score			
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
2.	Post-Graduation	80% & Above = 25	60% to less than *0% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above= 07	55% to less than 60% =05)		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications (2 marks for each research publications published in Peer- Reviewed or UGC- listed Journals)	06			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India/ Government of India recognised National Level Bodies)	03			
	State Level (Awards given by State Government)	02			

However, if period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

(A)

(i) M.Phil. + Ph.D.	Maximum	-	25 Marks
(ii) JRF/NET/SET	Maximum	-	10 Marks
(iii) In awards category	Maximum	-	03 Marks

(B) Number of candidates to be called for interview shall be decided by the college.

(C)

Academic Score	-	84
Research Publications	-	06
Teaching Experience	-	10
TOTAL	-	100

(D) SLET/SET score be valid for appointment in respective State Universities / Colleges / institutions only.

Table 4

Assessment Criteria and Methodology for Librarians

S. No	Activity	Grading Criteria
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website	90% and above – Good Below 90% but 80% and above – Satisfactory Less than 80% - Not satisfactory
2	Conduct of seminars/ workshops related to library activity or on specific books or genre of books.	Good – 1 National level seminar/ workshop + 1 State/institution level workshop/ Seminar Satisfactory – 1 National level seminar/ workshop or 1 state level seminar/ workshop +1 institution level seminar/ workshop or 4 institution seminar/ workshop Unsatisfactory – Not falling in above two categories
3	If library has a computerized database then OR If library does not have a computerized database	Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date[Satisfactory-90% catalogue database made up to date Unsatisfactory – Catalogue database not up to mark. (To be verifies in random by the CAS Promotion Committee)
4	Checking inventory and extent missing books	Good : Checked inventory and mission book less than 0.5% Satisfactory – Checked inventory and missing books less than 1% Unsatisfactory – Did not check inventory OR Checked inventory and mission books 1% or more.

5	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work extracurricular activities. (v) Design and offer short-term courses for users. (vi)Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory: Not involved/ undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/ good in any two other items including Item 4. Satisfactory: Satisfactory in Item 1 and satisfactory/ good in any other two items including Item 4. Not satisfactory: It neither good nor satisfactory in overall grading.	

Note:

1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

Table 5

Assessment Criteria and Methodology for Directors of Physical Education and Sports

S. No	Activity	Granting Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above – Good Above 80 but below 90- Satisfactory. Less than 80- Not satisfactory.
2.	Organizing intra college competition	Good – Intra college competition in more than 5 disciplines. Satisfactory – Intra college competition in 3-5 disciplines. Unsatisfactory – Neither good nor satisfactory.
3.	Institution participating in external competitions	Good – National level competition in at least on e discipline plus Sate/District level competition in at least 3 disciplines. Satisfactory – State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory – Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	(i) At least one student of the institution participating in national/ state/ university/ (for college levels only) teams. Organizing state/national/ inter university/ inter college level competition. (ii) Being invited for coaching at state/national level. (iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory: Not involved/ undertaken any of the activities.

Overall Grading	Good: Good in Item 1 and satisfactory/good in any other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.

Note:

i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.

ii) The institution must obtain student feedback. The feed-backs must be shared with concerned Director of Physical and Education and Sports and also the CAS Promotion committee.

iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.

K. DAMAYANTHI
PRINCIPAL SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - STATE SERVICES - Andhra Pradesh Collegiate Education Services Special Rules - Issued.

HIGEHR EDUCATION (CE.I-1) DEPARTMENT

G.O.Ms.No. 47 **Dated: 14.05.2007.**
Read the following:.

1. From One Man Commission (SPF Services) General Administration Department, Lr. No. 380/OMC/(SPF.Ser)/90-1, dt:20.09.1990.
2. From the Director of Collegiate Education, A.P., Hyderabad, D.O.Lr. No. 1650/Ser.I-1/2000, dated: 26.10.2002.
3. From the Secretary (I/C), A.P. College Service Commission, Hyderabad Lr. No. 428/RR/2007, dated: 0,05.2007.

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ORDER: -

The following notification shall be published in the Andhra Pradesh Gazette:

NOTIFICATION

In exercise of the posers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling the Governor or Andhra Pradesh Collegiate Education Service in supercession of the Special and Adhoc Rules issued in the following G.Os from time to time, so far as they relate to the posts included in these Special Rules:

1. G.O.Ms.No. 259, G.A. (Rules) Department, dt:9.2.1962
2. G.O.Ms.No.258, Education dt:20,1.1971
3. G.O.Ms.No. 531, Education, dt:7.4.1975
4. G.O.Ms.No. 1196, Education, dt:27.12.1977
5. G.O.Ms.No.423, Education, dt:19.4.1979
6. G.O.Ms.No.843, Education, dt:19.9.1979
7. G.O.Ms.No.939, Education, dt:22.10.1979
8. G.O.Ms.No.399, Education, dt:21.5.1980
9. G.O.Ms.No.77, Education, dt:28.1.1981
10. G.O.Ms.No.1259, Education, dt:6.11.1981
11. G.O.Ms.No.491, Education, dt:16.11.1984
12. G.O.Ms.No.50, Education, dt:26.1.1986
13. G.O.Ms.No.158, Education, dt:10.6.1987
14. G.O.Ms.No.340, Education, dt:10.6.1987
15. G.O.Ms.No.131, Education, dt:29.5.1990
16. G.O.Ms.No.378, Education, dt:21.11.1991
17. G.O.Ms.No.37, Education, dt:5.2.1994

A.P.COLLEGIATE EDUCATION SERVICE RULES

1. Short Title

i) These Rules may be called the Andhra Pradesh Collegiate Education Service Rules

ii) they shall not be applicable to the teaching and non-teaching staff of Private Aided Colleges taken over by Government after 1982. In respect of teaching and non-teaching staff of Private Aided Colleges taken over by Government after 1982, separate rules shall be issued in accordance with the provisions of the Andhra Pradesh Education Act, 1982.

2. CONSTITUTION

The service shall consist of the following categories of posts.

Class A:

Category 1.	Director
Category 2.	Joint Director (H.0)/Regional Joint Director
Class B:	
Category 1.	Principal, Government Degree College
Category 2.	Lecturer, Government Degree College
Class C:	
Category 1.	Principal, Government Oriental College
Category 2.	Lecturer, Government Oriental College
Class D:	
Category 1.	Librarian
Class E:	
Category 1.	Physical Director
Class F:	
Category 1.	Deputy Director
Category 2.	Assistant Director
Category 3.	Chief Auditor
Category 4.	Administrative Officer

Note: The Joint Director (H.0) promoted from the category of Principal will be inter-changeable with that of Regional Joint Director but a Joint Director (H.0) promoted from the category of Deputy Director will not be so inter-changeable.

3. Method of appointment and appointing authority:

Subject to the other provisions in these rules, the method of appointment and appointing authority for the several classes and categories of posts shall be as follows:

Class & Category (1)	Method of Appointment (2)	Appointing Authority (3)
CLASS - A		
1. Director	By promotion from Category 2 of Class A	Government
2. Joint Director (Head Office)	i) By promotion from Category 1 of Class B OR ii) By promotion from Category 1 of Class F	Government
Regional Joint Director	i) By promotion from Category 1 of Class B	Government
Class - B		
1. Principal, Government Degree College	i) By promotion from category 2 of Class B	Commissioner / Director of Collegiate Education.
2. Lecturer, Government College	i) Direct Recruitment	Commissioner / Director of Collegiate Education.
	ii) By recruitment by transfer from Junior Lecturer in the related subject in the Department of Intermediate Education.	Commissioner / Director of Collegiate Education.
Class - C		
1. Principal, Government Oriental College	By promotion from Category 2 of Class C	Commissioner / Director of Collegiate Education.
2. Lecturer, Govt. Oriental College	i) By Direct Recruitment	Commissioner / Director of Collegiate Education.
	ii)By recruitment by transfer from Junior Lecturers in Sanskrit working in the Department of Intermediate Education	Commissioner / Director of Collegiate Education.
Class-D		
1. Librarian	i) By Direct Recruitment	Commissioner / Director of Collegiate Education.
	ii) Recruitment by transfer from Graduate Librarian working in theDepartment of Intermediate Education	Commissioner / Director of Collegiate Education.

Class E		
1. Physical Director	i) By Direct Recruitment	Commissioner / Director of Collegiate Education.
	ii)Recruitment by transfer from Physical Director working in the Department of Intermediate Education	Commissioner / Director of Collegiate Education.
Class - **F**		
1. Deputy Director	By promotion / transfer of Assistant Directors and Chief Auditors (Gazetted) working in the 0/o in the Office of the Commissioner / Director of Collegiate Education and Administrative Officers in the muffasils.	Commissioner / Director of Collegiate Education.
2. Assistant Director	By recruitment by transfer from Superintendents and Auditors in the Office of the Commissioner / Director of Collegiate Education and Superintendents and Auditors in the offices of the Regional Joint Directors of Collegiate Education.	Commissioner / Director of Collegiate Education.
3. Chief Auditor	By recruitment by transfer from Superintendents and Auditors in the Office of the Commissioner / Director of Collegiate Education.	Commissioner / Director of Collegiate Education.
4. Administrative Officer	By recruitment by transfer from Superintendents / Auditors working in the Office of the Commissioner / Director of Collegiate Education and Superintendent working in the Offices of the Regional Director of Collegiate Education I Government Degree Colleges.	Commissioner I Director of Collegiate Education.

Note:

1. Promotion to the Post of Joint Directors in the Office of the Commissioner/Director of Collegiate Education, Andhra Pradesh, Hyderabad shall be made from the cadre of Principals of Government Degree Colleges and Deputy Directors working in the Office of the Commissioner/Director of Collegiate Education, Andhra Pradesh, Hyderabad, in the ratio of 1 : **1.**

2. The post of Deputy Director in the 0/o the CCE/DCE shalt be filled up by promotion/transfer of Asst. Directors ana Chief Auditor (Gazetted) working the 0/0 the CCE/DCE and Administrative Officers in the ratio of 3 : 7. In a unit of (10) vacancies, the **1st, 4th** and 7th vacancies shall be filled up from a combined cadre or Assistant Directors and Chief Auditor (G), while the remaining vacancies shalt be filled up with Administrative Officers.

3. The post of Administrative Officer shall be filled up by recruitment by transfer of Superintendents and Auditors in the office of the Commissioner / Director of Collegiate Education and Superintendents working in the Offices of the Regional Joint Directors of Collegiate Education / Government Degree College and in a unit of 3 vacancies, the 2nd shall be filled by the Superintendents / Auditors working in the office of the Commissioner / Director of Collegiate Education and the 1st and 3rd vacancies shall be filled in by the Superintendents working in the offices of Regional Joint Directors of Collegiate Education / Government Degree Colleges.

4. The persons working as Assistant Lecturers, Tutors and Demonstrators and junior Lecturers who were allowed the Pay Scale of Rs. 700-1600 of Lecturers in the Revised Pay Scales of 1976, by virtue of the orders issued in G.O.Ms.No. 1072, Education dt.26th November, 1976 as amended in G.O.Ms.No. 719, Education, dt.03.07.1978 read with G.O.Ms.No. 423, Education, / G.O.Ms.No. 37, dt.19.04.1979 shall be deemed to have become Lecturers w.e.f. 01.04.1976 or on completion of the prescribed period of service, as the case may be.

5. The posts of Lecturer in Category 2 of Class B, in a particular subject or language in a Zone, shall be regarded as constituting one unit and out of every 4 vacancies in such unit, 2nd vacancy shall be filled by recruitment by transfer from among Junior Lecturers possessing the requisite qualification.

6. The posts of Lecturers in the subjects under restructured courses like Computer Sciences, Computer Applications, Biotechnology, Genetics, Tourism and Travel Management, Medical Lab Technician, Dairying etc., and in any other subject where no Junior Lecturer in the same subjects is available in Government Junior College, such posts shall be filled by direct recruitment only.

7. The persons working as Assistant Lecturers in Sanskrit and Junior Lecturers in Sanskrit who were allowed the Pay Scales of Rs. 700-1600 of Lecturers in the Revised Pay Scales of 1976, by virtue of the orders issued in G.O.ms.No. 1072, Education, dt.26th November, 1976 as amended in G.O.Ms.No. 719, Education, dt. 03.07.1978 read with G.O.Ms.No. 23, Edn., dt.19.04.1979 shall be deemed to have become Lecturers w.e.f. 01.04.1976 or on completion of the prescribed period of service, as the case may be.

8. The posts of Lecturers in Category 2 of class C, in a particular subject or language in a Zone, shall be regarded as constituting one unit and out of every 4 vacancies in such unit, **2nd** vacancy shall be filled up by direct recruitment and 1st, 3rd and 4th vacancies shall be filled by recruitment by transfer from among Junior Lecturers who acquired NET / SLET. If any vacancy is unfilled due to non-availability of suitable Junior Lecturer with NET/SLET qualification, such vacancy shall be filled up by direct recruitment.

9. In making appointments to the posts of Librarians, out of 4 vacancies, 2'd vacancy shall be filled by direct recruitment and the 1st, 3rd and 4th vacancies shall be filled by recruitment by transfer from the Graduate Librarian working in Government Junior Colleges in Intermediate Education Department. If any vacancy is unfilled due to non-availability of suitable Graduate Librarian with prescribed qualifications, such vacancy shall be filled up by direct recruitment.

10. In making appointments to the posts of Physical Directors, out of 4 vacancies, 2' vacancy shall be filled up by direct recruitment and the 1^{51}, r^{d} and 4' vacancies by recruitment by transfer from among the Physical Director working in Government Junior Colleges in Intermediate Education Department. If any vacancy is unfilled due to non-availability of suitable Physical Director with prescribed qualifications, such vacancy shall be filled up by direct recruitment.

4. Conditions of Appointment

(i) Promotion to every post in the service shall be made on the grounds of seniority-cum-merit.

(ii) In respect of teaching and non-teaching staff of private aided colleges taken over by the Government prior to 27.01.1982, the following procedure will be followed for absorption and seniority in Government.

la) In respect of teaching staff other than Principal and non-teaching staff, 50% weightage will be give for the past aided service rendered under the private management.

b) In respect of Principals, the aided service rendered by them as Lecturers will be given 50% weightage for absorption and seniority in the cadre of Principals only if he/she has completed 15 years of aided service as Lecturer on the date of absorption into Government Service. In case he/she has not completed 15 years of service, his/her absorption and seniority as Principal in Government service will be counted from the date he completes 15 years of total service in both aided and Government.

5. Reservation of Appointments

(a) The Rule of Special Representation in General Rule 22 shall apply to all the appointments to be made by Direct Recruitment to the posts in this service.

(b) In the matter of Direct Recruitment to any post in this service women shall be selected to an extent of at least 33 1/3% of the posts in each category of Open Competition, Backward Classes, Scheduled Castes, Scheduled Tribes and Physically Handicapped quota provided.

6. Age:

No person shall be eligible for appointment by direct recruitment to any post in the service if he has completed 33 years of age on the 1" day of July of the year in which notification for the selection is made (as per G.O.Ms.No. 336, GA (Ser.A) Dept., dt.30.7.2002. Relaxation of age in respect of SC/ST/BCs shall be provided as per Government rules prescribed in the Andhra Pradesh State and Subordinate Service Rules.

7. Minimum Service for promotion:

No member of the service shall be eligible for promotion to the next higher category of post or appointment by transfer unless he has put in 3 years of service in the category from which promotion or appointment by transfer is made.

8. Qualifications.

No person shall be eligible for appointment to the category of post in the class specified in column (1) of the Annexure to these rules by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entry in column 3 thereof.

9. Probation.

(a) Every person appointed by direct recruitment to any post in the service shall from the date on which he commences probation, be on probation for a period of 2 years on duty within a continuous period of 3 years.

(b) Every person appointed by transfer or by promotion shall, from the date on which he commences probation, be on probation for a total period of one year on duty within a continuous period of 2 years.

(c) The suspension, termination or extension of probation of a probationer shall be governed by the provisions of Rule 17 of A.P. State Et Subordinate Service Rules, 1996.

10. Tests:

A member of service shall pass the following Test / Tests for the purpose of promotion or for appointment by transfer or completion of probation as the case may be.

TABLE

Member of service	Tests	Purpose
(1)	(2)	(3)
i) Lecturer in Government Degree College	Accounts Test for Executive Officers	For promotion as Principal of Government Degree College.
ii)Lecturer in Government Degree College appointed by Recruitment or Recruitment bytransfer from category of Junior Lecturer inGovernment Junior College.	i)Special Language Test for Officers in Education Department (Higher Standard in Telugu)	For completion of probation.
iii) Lecturer in Government Oriental Colleges	Accounts Test for Executive Officers	For promotion as Principal of Government Oriental Degree College
iv) Lecturer in Government Oriental Colleges appointed by Direct Recruitment or recruitment by transfer from the category of Junior Lecturers in Sanskrit in Government Junior College.	i) Special Language Test for Officers in Education Department (Higher Standard in Telugu)	For completion of probation

v) Assistant Director! Chief Auditor / Administrative Officer.	Accounts Test for Subordinate Officers Part I and II	For promotion as Deputy Director
vi) Superintendent / Auditor	Accounts Test for Subordinate Officers Part I and II	For appointment by transfer as Assistant Director / Chief Auditor / Administrative Officer.

Explanations:

1) In the cases of persons appointed by direct recruitment they shall pass the test prescribed within the period of probation and in case of persons for appointment by promotion/transfer, the passing of tests is prerequisite.

2) A person who has studied and passed Telugu as a subject either as second language or as a group subject at Intermediate Level shall be deemed to have been exempted from passing the Special Language Test for Officers in Education Department (Higher Standard in Telugu)

11. Unit of appointment:

For the purposes of recruitment, appointment, seniority, promotion, transfer and appointment as a full member, the units of appointment for the posts indicated in column (1) of the table below shall be a zone as specified in Column (2) thereof:

Posts (1)	Unit of appointment (2)
I) 1) Regional Joint Director	

2) Principals in Government Degree Colleges
3) Principals in Government Oriental Colleges
4) Administrative Officers in the Offices of Regional Joint Directors of Collegiate Education and Government Degree Colleges.

II)

1) Lecturer in Government Degree College
2) Lecturer in Government Oriental College.
3) Librarian in Government Degree College
4) Physical Director in Government Degree College

State wide post

Zone-I:
Comprising Srikakulam, Vizianagaram and Visakhapatnam Districts

Zone-II:
Comprising East-Godavari, West-Godavari and Krishna Districts

Zone-III:
Comprising Guntur, Prakasam and Nellore Districts

Zone-IV:
Comprising Chittoor, Cuddapah, Anantapur and Kurnool Districts

Zone-V:
Comprising Adilabad, Karimnagar, Warangal and Khammam Districts

Zone-VI:
Comprising Nizamabad, Medak, Mahabubnagar, Nalgonda and Ranga Reddy and Hyderabad districts, excluding City of Hyderabad

City cadre:
Comprising the City of Hyderabad

12. Training.

Every persons promoted from Category-2 of Class-B to Category 1 of Class B and from category 2 of Class C to Category 1 of Class C shall undergo administrative training that may be prescribed by the Government.

ANNEXURE

(See Rule 8)

Class and Category of post	Method of Appointment	Educational Qualification
(1)	(2)	(3)
Class **A** Category 2 Joint Director/	Regional **Joint Director** By promotion	3 years of service in the cadre of Principal of Government Degree College / Deputy Director
Class B **Category 1** Principal, Government Degree College	**By** promotion	i) Must possessa Master's Degree with a minimum of 55% ofmarks or its equivalent degree or grade of B in the 7 points scale with letter grades 0,A,B,C,D,E & F, obtained from the Universities recognized in India. ii) Must possess Ph.D or equivalent qualification iii) An experience of of teaching as a Lecturer in Government Degree College. Note:
		(a) Persons who were appointed as Lecturers on or before 01.01.86 are exempted from possessing the qualification at item (ii) above. (b) They are also exempted from possessing minimum of 55% of marks in Masters Degree. However, the percentage of marks should not be less than 50% marks in the relevant subject.
Class **B** Category 2 Lecturer, Government Degree College	i) By Direct Recruitment	i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E & F at the master's Degree level, in the relevant subject, obtained from the Universities recognized in India. ii) Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC, CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.

	ii) Recruitment by transfer from Junior Lecturers in the relevant subject working in Government Junior College	i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E Er F at the Master's Degree level, obtained from the Universities recognized in India. ii) Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC, CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.
Class C Category 1 Principal, Government Oriental College	By promotion	i) Must possess a Master's Degree with 55% and above or its equivalent degree or grade of B in the 7 point scale with letter grades 0, A,B,C,D,E Et F, obtained from the Universities recognized in India. ii) Must possess Ph.D or equivalent qualification. iii) An experience of 15 years of teaching as a Lecturer in Government Oriental College. Note:
		(a) Persons who were appointed as Lecturers on or before 01.01.86 are exempted from possessing the qualification at item (ii) above. (b) They are also exempted from possessing minimum of 55% of marks in Masters Degree. However, the percentage of marks should not be less than 50% marks in the relevant subject.
Class C Category 2 Lecturer, Government Oriental College	i) Direct Recruitment	i) Good academic record with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E *Et* F at the Master's Degree level, in the relevant subject, obtained from the Universities recognized in India. ii) They should have passed National Eligibility Test (NET) for Lecturers conducted by UGC,

		CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.
	ii) Recruitment by transfer from Junior Lecturer in the subject working in Government Junior College.	i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E Et F at the Mater's Degree Level, in the relevant subject, obtained from the Universities recognized in India.
ii) Should have passed National Eligibility Test (NET) for lecturers conducted by UGC, CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.		
	i) Direct Recruitment	i) Good academic record with a Master's Degree in Library Science with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E Et F or equivalent Degree, obtained from the Universities recognized in India. ii) Should have passed National Eligibility Test (NET) conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.
Class-D Category Librarian	i) Recruitment by transfer	i) Good academic record in Master or Library Science with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades, 0, A, B. C, D, E Et F or an equivalent degree from an Indian University. ii) Should have passed National Eligibility Test (NET) conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.

Class-E Category Physical Director	1) Direct Recruitment	i) Good academic record with a Master's Degree in Physical Education with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E Et F, obtained from the Universities recognized in India ii) Should have passed National Eligibility Test (NET) conducted by UGC/ CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.
	ii) Recruitment by transfer	i) Good academic record with a Master's in Physical Education with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E Et F,obtained from the Universities recognized in India ii) Should have passed National Eligibility Test (NET) conducted by UGC/ CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.
Class-F Category 1 Deputy Director	By promotion	Must possess a Bachelor Degree in Arts or Science or Commerce of any University in India established or incorporated by or under a State Act, Central Act, Provincial Act or an Institution recognized by the UGC or any other equivalent qualification.
Category 2 Assistant Director	By recruitment by transfer	Must possess a Bachelor Degree in Arts or Science or Commerce or any University in India established or incorporated by or under State Act, Central Act, Provincial Act or an Institution recognized by the UGC or any other equivalent qualification Experience for a period of 3 years as Superintendent / Auditor in the Office or the Commissioner of Collegiate Education.

Category 3 Chief Auditor	By recruitment by transfer	Must possess a Bachelor Degree in Arts or Science or Commerce of any University in India established or incorporated by or under a State Act, Central Act, Provincial Act or an Institution recognized by the UGC or any other equivalent qualification Experience for a period of 3 years as Superintendent / Auditor in the Office of the Commissioner of Collegiate Education Must have 3 years of experience as Auditor in the Collegiate Education Department
Category 4 Administrative Officer	By recruitment by transfer	Must possess a Bachelor Degree in Arts or Science or Commerce of any University in India established or incorporated by or under a State Act, Central Act, Provincial Act or an Institution recognized by the UGC or any other equivalent qualification Experience for a period of 3 years as Superintendent / Auditor in the Office of the Commissioner of Collegiate Education.

NOTE:

1) The minimum qualification for the post of Lecturer in the newly started subjects under restructured courses in Government Degree Colleges shall be as prescribed by the Commissioner of Collegiate Education from time to time in consultation with the Universities concerned.

2) A relaxation of 5% marks may be provided, (from 55% to 50% of the marks) at the Master's level for the SC/ST category.

3) A relaxation of 5% marks may be provided (from 55% to 50% of marks) to the Ph.D degree holders who have passed their Master Degree Prior to 19.09.1991.

4) NET/SLET shall remain the compulsory requirement for appointment as Lecturer. However, the candidates who have M.Phil degree in the concerned subject are exempted from passing NET/SLET for U.G. level teaching and those who have Ph.D Degree in the concerned subject are exempted from passing NET/SLET for both P.G. and U.G. level teaching.

5) B in the 7 point scale which is given hereunder with letter grades 0,A,B,C,D,E Et F shall be regarded as equivalent of 55% wherever the grading system is followed:

SEVEN POINT SCALE

GRADE	GRADE POINT	% EQUIVALENT
0 = Outstanding	5.50 to 6.00	75-100
A = Very Good	4.50 to 5.49	65-74
B = Good	3.50 to 4.49	55-64
C = Average	2.50 to 3.49	45-54
0 = Below Average	1.50 to 2.49	35-44
E = Poor	0.50 to 1.49	25-34
F = Fail	0.00to 0,49	00-24

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

ASUTOSH MISRHA
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Commissioner of Collegiate Education, A.P., Hyderabad,
The Director of Printing Press, Chanchalguda, Hyderabad
for publication of the notification in the A.P. Gazette and send 500 copies to the Govt.
The Commissioner of Intermediate Education, A.P., Hyderabad
The Commissioner of School Education, A.P., Hyderabad
The Secretary, A.P. Public Service Commission, Hyderabad,
The Accountant General, A.P., Hyderabad
The Director of Treasuries & Accounts, A.P., Hyderabad
The Pay & Accounts Officer, Hyderabad
The General Administration (Ser) Department
The Law Deptt.,
P.S to Special Secretary to Chief Minister
P.S. to Minister (Higher Education)
P.S. to Principal Secretary (Higher Education)
SF/SC

//FORWARDED BY ORDER//

Sd/- X X X
SECTION OFFICER

== oOo ==



Sri Y S JAGAN MOHAN REDDY
Hon'ble Chief Minister of Andra Pradesh



Sri BOTCHA SATYANARAYANA
Hon'ble Minister for Education
Government of Andhra Pradesh

MANUAL FOR GOVERNMENT DEGREE COLLEGES





Commissionerate of Collegiate Education
Andhra Pradesh

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Andhra Pradesh

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This content is mostly taken from the Standard Operating Procedures (SOPs), Proceedings and Guidelines issued by the Commissionerate of Collegiate Education, Andhra Pradesh for Academic and Administrative governance of Government Degree Colleges in the State.

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"Education is an Investment for a Better Future. It Works in Shaping the Next Generation into a Confident and Competent Youth"

Sri Y S Jaganmohan Reddy
Hon'ble Chief Minister
Andhra Pradesh





"Our Government is Striving to Make Higher Education Accessible, Affordable, have Equity, Quality and Accountability. Poverty Should Not be a Barrier to Higher Education. No One Should be Deprived of Education"

Sri Botcha Satyanarayana
Hon'ble Minister for Education
Andhra Pradesh



Message

It is heartening to note that the Commissionerate of Collegiate Education is bringing out "*Manual for Government Degree Colleges"* a manual on the special initiatives of the department, started for the multi-dimensional development of Government Degree Colleges in the state.

As the development of a State depends on the development of its educational policies, the state of Andhra Pradesh is forging ways for its outreach to the underprivileged and the remote learners by establishing new Degree Colleges. The Commissionerate of Collegiate Education has been strengthening the colleges through several developmental initiatives in line with the guidelines of accreditation and ranking agencies like NAAC and NIRF.

I appreciate the efforts of the Commissionerate of Collegiate Education for remodeling the Collegiate Education in tune with the guidelines of NEP-2020 and for bringing out this manual. I hope this manual will guide colleges in achieving the expected goals.

Sri. J. Syamala Rao, IAS
Principal Secretary to Government
Department of Higher Education
Andhra Pradesh

Message



As John Dewey observes, 'Education is not preparation for life; education is life itself'. The real purpose of education is to broaden the vision of the individuals and to enlighten them to the facts and experiences of a truthful life.

The Various departments of Higher Education in the state of Andhra Pradesh have been striving hard to achieve the noble dream of our Hon'ble Chief Minister for a complete transformation to create job ready graduates with self-sustainability and enhanced employability. Right from admissions to certification and employability, various programmes and courses are re-designed to create diversified opportunities for the young graduates.

The Commissionerate of Collegiate Education has been charting a path for the graduates of Government and Aided Degree Colleges with its focus on the essential components of Higher Education through innovative vision, rigorous monitoring, guidance and hand holding.

The present booklet "*Manual for Government Degree Colleges"* showcases the initiatives taken up and being implemented across the Government and Aided Degree Colleges in the State. I congratulate the Commissioner and his team for this focused effort and extend warm wishes for the success of all the projects intended for the welfare of the students and thus for the economic growth of the state of Andhra Pradesh.

Prof. K. Hemachandra Reddy
Chairman
A.P. State Council of Higher Education

MANUAL FOR
GOVERNMENT DEGREE COLLEGES

Editor - in Chief

Dr. Pola Bhaskar, IAS

Commissioner of Collegiate Education

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Foreword



It gives me immense pleasure to bring out a manual on the initiatives of Commissionerate of Collegiate Education, Govt. of Andhra Pradesh. This book entitled "*Manual for Government Degree Colleges*" showcases our different initiatives designed for the development of Collegiate Education by the department on the lines of NEP.

The initiatives vary from improving admissions to the development of quality through monitoring and capacity building of teachers. With a special focus on developing quality, we have focused on NAAC Assessment and Accreditation. Our focus on employability has directed us to develop content for Life Skill Courses and Skill Development Courses which are essential for decency and livelihood.

With many feathers in the cap this book explains how we have opened new gateways for multi-dimensional development in the department on the lines of National Education Policy – especially on the three parameters: *Access, Quality and Future Readiness*. Not only these, but we are also trying to strengthen the systems like attendance, assessment and administration through different SOPs and Apps by harnessing relevant technology.

I appreciate the efforts of the Joint Director, Academic Guidance Officer and the officers of the Academic Cell who got involved in compiling this booklet. I believe that this book shows the path for the future golden years to come.

With best wishes,

Dr. Pola Bhaskar, IAS
Commissioner of Collegiate Education
Andhra Pradesh

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ABBREVIATIONS

APSCHE	AP State Council of Higher Education
AQAR	Annual Quality Assurance Report
CBCS	Choice Based Credit System
CCE	Commissionerate of Collegiate Education
CIA	Continuous Internal Assessment
CIF	Central Instrumentation Facility
CPDC	College Planning and Development Council
CSP	Community Service Project
CSR	Corporate Social Responsibility
FDP	Faculty Development Programme
GDC	Government Degree College
GER	Gross Enrolment Ratio
GoI	Government of India
GPI	Gender Parity Index
HEI	Higher Education System
IPR	Intellectual Property Rights
IQAC	Internal Quality Assurance Cell
JKC	Jawahar Knowledge Centers
JKCMC	JKC Monitoring Cell
LMS	Learning Management System
LSCs	Life Skill Courses
MIS	Management Information System
MoU	Memorandum of Understading
NAAC	National Assessment and Accreditation Council
NCC	National Cadet Corps
NEP	New Education Policy
NIRF	National Institutional Ranking Framework
NRC	Nodal Resource Centre
NSQF	National Skill Qualification Framework
NSS	National Service Scheme

OJT	On Job Trainings
RAF	Revised Accreditation Framework
RDCs	Research & Development Cells
RJDCE	Regional Joint Directors of Collegiate Education
RUSA	Rashtriya Uchchtar Siksha Abhiyan
SDCs	Skill Development Courses
SDG	Sustainable Development Goals
SoP	Standard Operating Procedure
SSC	Sector Skill Council
SSR	Self-Study Report
ToT	Training of the Trainers
UGC	University Grants Commission
VC	Virtual Classrooms
WEC	Women Empowerment Cells

I. PROFILE OF THE DEPARTMENT OF COLLEGIATE EDUCATION

I. PROFILE OF THE DEPARTMENT OF COLLEGIATE EDUCATION

The Directorate of Public Instruction (DPI) that managed all educational Institutions, both at Secondary and Collegiate levels was bifurcated as Directorate of School Education and Directorate of Higher Education in the year 1975 vide G.O. Ms. No. 788 Edn., dated 30.06.1975. The Directorate of Higher Education was entrusted with the responsibility of the Management of Degree and Junior Colleges in the State. Over the years, due to the enormous increase in the number of Junior colleges and the Degree Colleges, administration of these two sectors of Higher Education became difficult for a single Head of the Department. In order to give special attention to these two areas of education, the Directorate of Higher Education was further divided into Directorate of Collegiate Education and Directorate of Intermediate Education vide G.O.Ms.No.343-Edn, Dated: 31.10.1989. The Directorate of Collegiate Education came into existence on 01.11.1989. The Head of Collegiate Education deals with the matters of Undergraduate and Postgraduate Government and Private Aided Colleges in the State.

VISION

To provide a holistic platform for students and teachers to develop 21st century thinking skills, moral values, and leadership qualities for building a futuristic nation

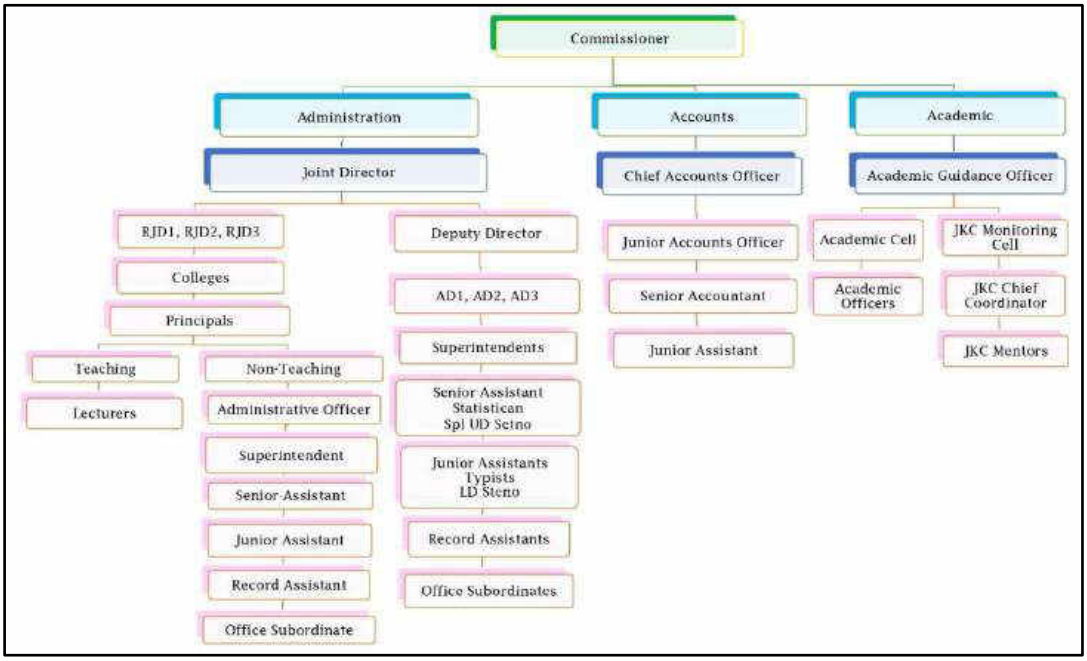
MISSION

- To upgrade the institutions as quality centers through continuous monitoring and guidance
- To develop a sense of commitment through self-motivated monitoring mechanisms
- To promote student centered teaching through capacity building of teachers
- To provide eco-friendly and skill-oriented campuses for holistic blooming of body-mind and soul of the students

- To produce job-friendly graduates through skill-based courses and internships

DEPARTMENT AT A GLANCE

Structure of the Organization (Organogram)



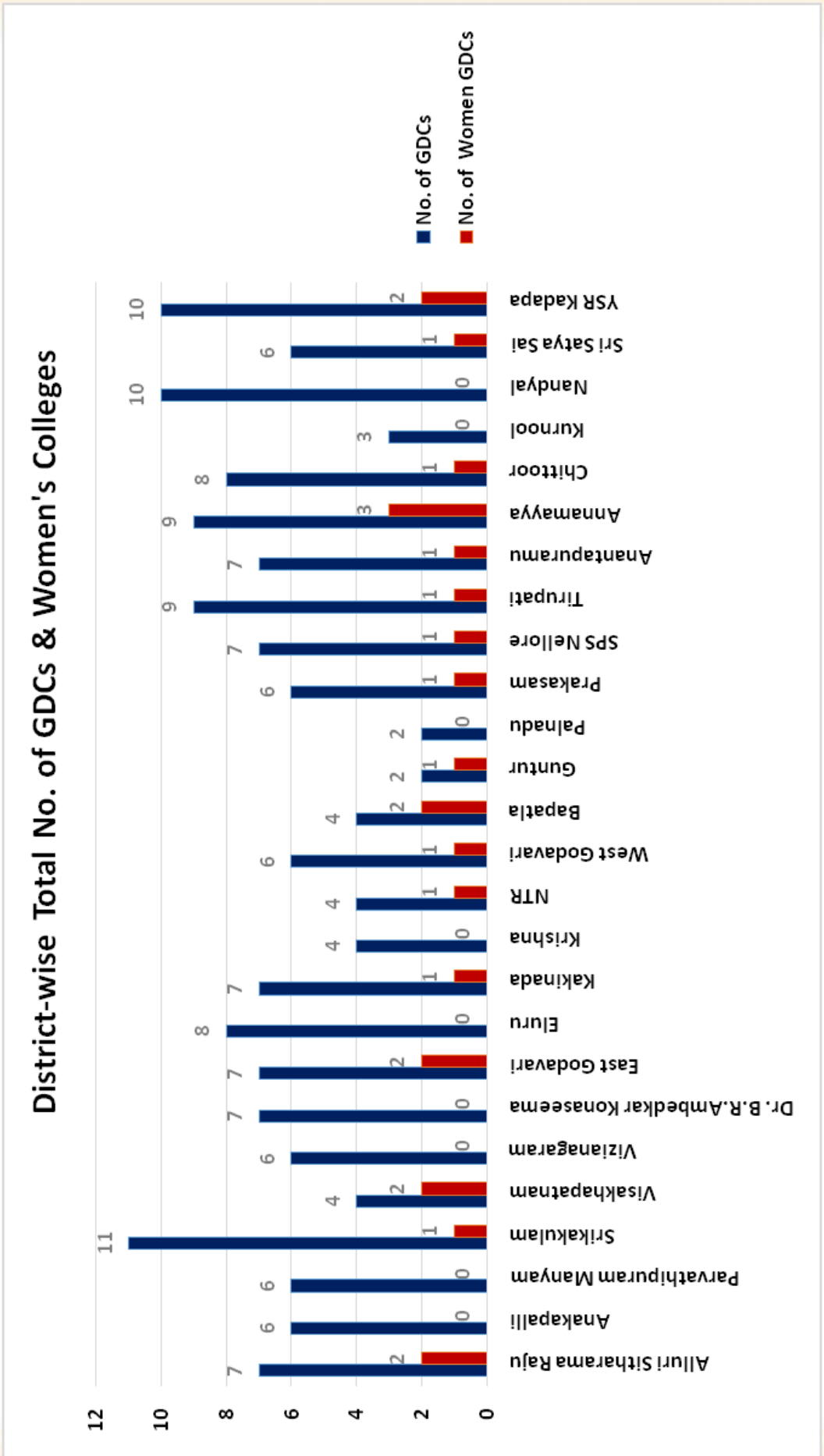
Details of GDCs

S.No.	Status	GDCs
1	No. of Government Colleges	166
2	Autonomous Colleges	14
3	CPE (College with Potential for Excellence) among autonomous colleges	3 GC(A), Rajahmundry, GCW(A), Guntur, DK GCW(A), Nellore
4	Department of Biotechnology (DBT) Star Colleges	1 GC(A), Anantapur
5	Colleges with valid NAAC grade	27
	NAAC "A" grade Colleges	8
6	UGC B.Voc., Courses from 2020-21	28 GDCs
7	Apprenticeship-Embedded Degree Programs	18 GDCs
8	NIRF Rankings in 2020	3
9	NIRF Rankings in 2021	1
10	Women's Colleges	24
11	Nodal Resource Centers	16
12	ISO certifications	100

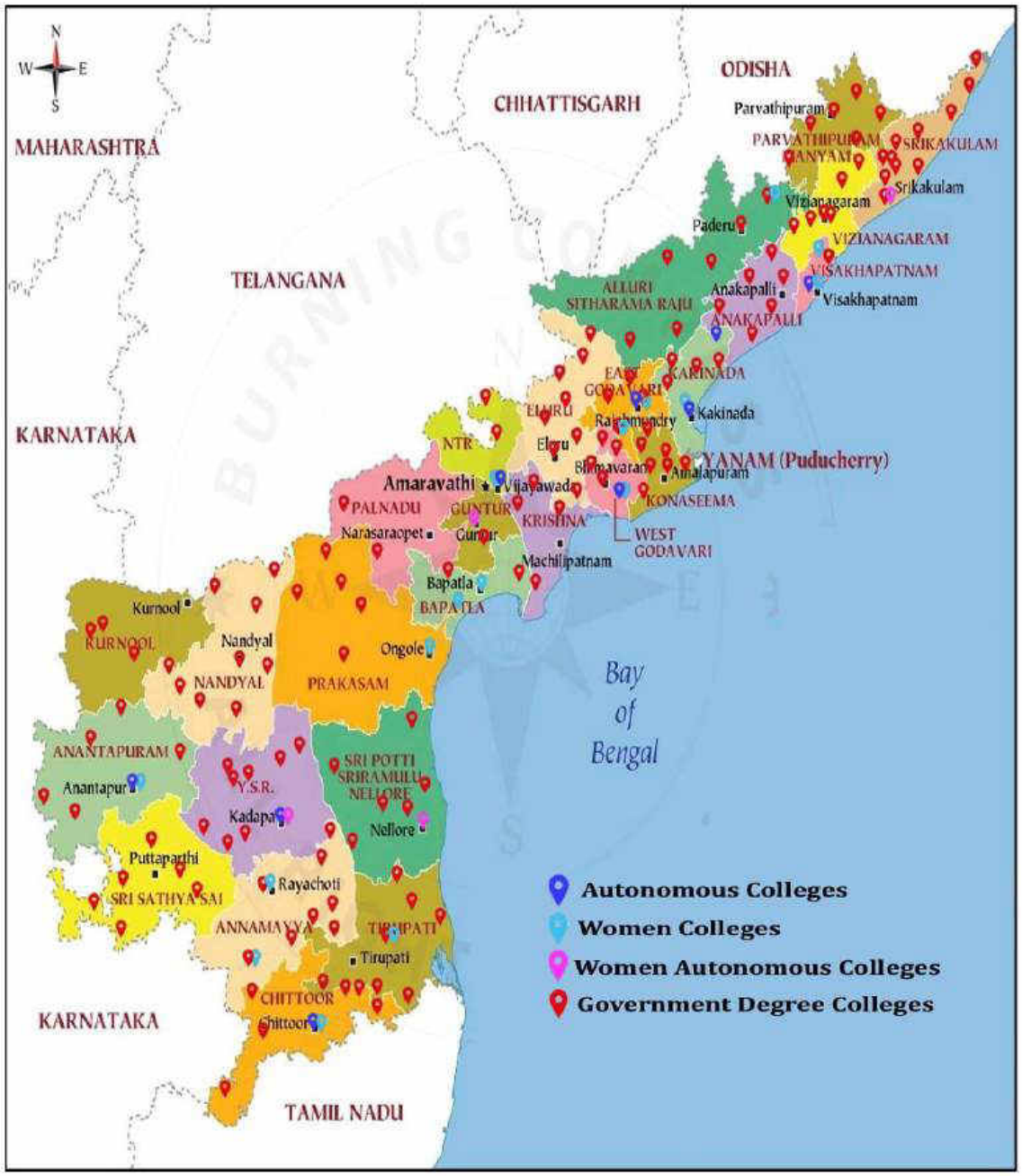
Govt. Degree Colleges cater to the educational needs of students representing all sections of the society including the poorest, underprivileged communities residing in the remotest parts of the state. Govt. Degree colleges impart higher Education to more than a lakh students and among them 48.7% are women students, 29% belong to SC, 11.9 % ST, 46.94% BC and 12.14 % other categories. 4000 teaching faculty members, including regular, recently absorbed, contract and guest faculty are working in these colleges to impart knowledge and skills to the students.

Details of GDCs New District wise:

Sl.No.	Zone	District	No. of GDCs	No. of GDCs for Women GDCs	No. of Autonomous Colleges
1	I	Alluri Sitharama Raju	7	2	0
2	I	Anakapalli	6	0	0
3	I	Parvathipuram Manyam	6	0	0
4	I	Srikakulam	11	1	1
5	I	Visakhapatnam	4	2	1
6	I	Vizianagaram	6	0	0
7	II	Dr. B.R.Ambedkar Konaseema	7	0	0
8	II	East Godavari	7	2	1
9	II	Eluru	8	0	0
10	II	Kakinada	7	1	3
11	II	Krishna	4	0	0
12	II	NTR	4	1	1
13	II	West Godavari	6	1	1
14	III	Bapatla	4	2	0
15	III	Guntur	2	1	1
16	III	Palnadu	2	0	0
17	III	Prakasam	6	1	0
18	III	SPS Nellore	7	1	1
19	IV	Tirupati	9	1	0
20	IV	Anantapuramu	7	1	1
21	IV	Annamayya	9	3	0
22	IV	Chittoor	8	1	1
23	IV	Kurnool	3	0	0
24	IV	Nandyal	10	0	0
25	IV	Sri Satya Sai	6	1	0
26	IV	YSR Kadapa	10	2	2
		Total	166	24	14


District-wise Total No. of GDCs & Women's Colleges
No. of GDCs
No. of Women GDCs
0
2
4
6
8
10
12
Alluri Sitharama Raju
Anakapalli
Parvathipuram Manyam
Srikakulam
Visakhapatnam
Vizianagaram
Dr. B.R.Ambedkar Konaseema
East Godavari
Eluru
Kakinada
Krishna
NTR
West Godavari
Bapatla
Guntur
Palnadu
Prakasam
SPS Nellore
Tirupati
Anantapuramu
Annamayya
Chittoor
Kurnool
Nandyal
Sri Satya Sai
YSR Kadapa

Map showing locations of GDCs in AP



List of Principals showing Names and their contact numbers

S#	District	College Name & Place	Name of the Principal	Mobile#
1	Srikakulam	GDC, Amadalavalasa	Dr. N.S.N.Swamy	9491915112
2	Srikakulam	GDC, Ichapuram	Dr. Rabin Kumar Padhy	9437874607
3	Srikakulam	GDC (W)(A), Srikakulam	Dr. K. Sreeramulu	9440521011
4	Srikakulam	GDC, Baruva	Dr. V. Saleem Basha	9491355579
5	Srikakulam	GDC, Narasannapeta	Smt. M. Shanti Ham	9515879885
6	Srikakulam	GDC, Tekkali	Dr. T. Govindamma	9542455385
7	Srikakulam	GDC (M), Srikakulam	Dr. P. Surekha	9948121716
8	Srikakulam	GDC, Pathapatnam	Dr. K. Suryachadra Rao	9849137382
9	Srikakulam	GDC, Ponduru	Dr. D. Rama Rao	8985724890
10	Srikakulam	GDC, Palasa	Dr. R. Adinarayana Reddy	9398698207
11	Srikakulam	GDC, Thogaram	Dr. P. Surekha	9948121716
12	Parvathipuram Manyam	GDC, Palakonda	Dr. G. Janardhana Naidu	9440257537
13	Parvathipuram Manyam	GDC, Salur	Dr. T. Radha Krishna	9440315794
14	Parvathipuram Manyam	GDC, Veeraghattam	Dr. Ch. Sudhakar Reddy	9291275355
15	Parvathipuram Manyam	GDC, Seethampeta	Dr. P. Jeevan Jyothi	9441980501
16	Parvathipuram Manyam	GDC, Gummalaxmipuram	Dr. M. Venugopal	9866247088
17	Parvathipuram Manyam	GDC (SV), Parvathipuram	Dr. C. Chalapathi Rao	9440127517
18	Vizianagaram	GDC, Srungavarapukota	Dr. Ch. Kesava Rao	9490430356
19	Vizianagaram	GDC, Cheepurupalli	Dr. P.V. Krishnaji	9490859690
20	Vizianagaram	GDC, Rajam	Dr. P. Swapna Hyndavi	8790607303
21	Vizianagaram	GDC (MR) Sanskrit, Vizianagaram	Dr. P.Anil Kumar	9441257827
22	Vizianagaram	GDC, Vizianagaram	Dr. P. Anil Kumar	9441257827
23	Vizianagaram	GDC, Gajapathinagaram	Dr. R. Satyanarayana	9849423233
24	Visakhapatnam	GDC (Dr.VSK)(A), Visakhapatnam	Dr. I. Vijay babu	9849829554
25	Visakhapatnam	GDC, Bheemunipatnam	Dr. R. Manjula	9985737633
26	Visakhapatnam	GDC (W), Visakhapatnam	Dr. S. Shobha Rani	7981719452
27	Visakhapatnam	GDC (W), Tagarapuvalasa	Dr. R. Manjula	9985737633
28	Anakapalli	GDC, Narsipatnam	Dr. S. Raju	9440306372
29	Anakapalli	GDC, Chodavaram	Dr. K. Ramachandra Rao	9440328736
30	Anakapalli	GDC, Sabbavaram	Dr. B. Seethalakshmi	9441400060
31	Anakapalli	GDC, V.Madugula	Smt. G. Jayalakshmi	9951676581

S#	District	College Name & Place	Name of the Principal	Mobile#
32	Anakapalli	GDC, Yellamanchili	Dr. P. Chandra Sekhar	8919279469
33	Anakapalli	GDC, Nakkapalli	Dr. M. Sivaiah	7659002882
34	Alluri Sitharama Raju	GDC, Rampachodavaram	Dr. V. Srinivasa Rao	9553303959
35	Alluri Sitharama Raju	GDC, Chintapalli	Dr. K. Brahmachari	9912304632
36	Alluri Sitharama Raju	GDC, Paderu	Dr. V. Chittabbai	9441142001
37	Alluri Sitharama Raju	GDC (W), Marripalem	Dr. Shaik Haroon	9441923660
38	Alluri Sitharama Raju	GDC, Araku Valley	Dr. K.B. Kumar Naik	9440335502
39	Alluri Sitharama Raju	GDC, Chinturu	Dr. K. Rathna Manikyam	9949229236
40	Alluri Sitharama Raju	GDC (W), Araku Valley	Dr. Ch. Rama Krishna	9848378211
41	Kakinada	GDC, Jaggampeta	Dr. E. Chandra Naidu	8328398875
42	Kakinada	GDC (ASD)(W)(A), Kakinada	Dr. B. Ananta Lakshmi	9963786386
43	Kakinada	GDC (A), Tuni	Dr. Ch. Lalitha	9866594053
44	Kakinada	GDC (PR)(A), Kakinada	Dr. B.V. Tirupanyam	9177786215
45	Kakinada	GDC, Yeleswaram	Dr. K.Venkata Rao	9492382120
46	Kakinada	GDC, Pithapuram	Dr. P. Subhashini	9666391910
47	Kakinada	GDC, Perumallapuram	Dr. M.V.K. Mehar	9848406772
48	Dr. B.R.Ambedkar Konaseema	GDC, Mandapeta	Dr. T.K.V. Srinivasa Rao	7981414513
49	Dr. B.R.Ambedkar Konaseema	GDC, Ravulapalem	Dr. Ch. Krishna	9440093239
50	Dr. B.R.Ambedkar Konaseema	GDC, Razole	Dr. P. Sai Babu	9440976477
51	Dr. B.R.Ambedkar Konaseema	GDC, Kothapeta	Dr. K. Peddi Raju	9849711253
52	Dr. B.R.Ambedkar Konaseema	GDC, Ramachandrapuram	Dr K.C. Sathya Latha	8977763199
53	Dr. B.R.Ambedkar Konaseema	GDC, Alamuru	Dr. T.K.V. Srinivasa Rao	7981414513
54	Dr. B.R.Ambedkar Konaseema	GDC, Mummidivaram	Dr. S. Prabhakar	9866668182
55	East Godavari	GDC (A), Rajahmundry	Dr. R. David Kumar	9989334981
56	East Godavari	GDC, Seethanagaram	Dr. D. Chitti babu	7659854317
57	East Godavari	GDC (SKR)(W), Rajahmundry	Dr. P. Raghava Kumari	9908542048
58	East Godavari	GDC (SKVT), Rajahmundry	Dr. Abel Raju Babu	9490710317

S#	District	College Name & Place	Name of the Principal	Mobile#
59	East Godavari	GDC (SVD)(W), Nidadavole	Dr. D. Rudra	8074244690
60	East Godavari	GDC (VRK), Nidadavole	Dr. K. Jyothi	9440301264
61	East Godavari	GDC, Kovvuru, E.G. Dt.	Dr. J. Suneetha	9441050910
62	West Godavari	GDC (ASNM)(A), Palakol	Dr. T. Raja Rajeswari	9441064063
63	West Godavari	GDC (W), Palakol	Dr. P. Shobha Rani	9949084030
64	West Godavari	GDC, Tadepalligudem	Dr. M. Syam Babu	9440575085
65	West Godavari	GDC, Bhimavaram	Dr. V.K.J. Prasuna	9491486449
66	West Godavari	GDC, Tanuku	Dr. N. Venkateswara Rao	9948121718
67	West Godavari	GDC, Dumpagadapa	Dr. P. Shobha Rani	9949084030
68	Eluru	GDC, Ganapavaram	Dr. M. Syam Babu	9440575085
69	Eluru	GDC, Jangareddigudem	Dr. M. Prasad Babu	9848731666
70	Eluru	GDC, Chintalapudi	Dr. P. Srinivasa Rao	9390883982
71	Eluru	GDC, Eluru	Dr. G. Giri Babu	9441303670
72	Eluru	GDC, Kaikalur	Dr. B. Raghunatha Reddy	9948422020
73	Eluru	GDC, Narayanapuram	Dr. G. Giri Babu	9441303670
74	Eluru	GDC, Kamavarapukota	Dr. S. Nathaniel	9490789741
75	Eluru	GDC, Buttaigudem	Dr. P.U.V.N. Maneendra	8885651366
76	Krishna	GDC, Movva	Dr. S. Madhavi	9440969636
77	Krishna	GDC, Avanigadda	Dr. D. Uma Rani	9247276451
78	Krishna	GDC, Bantumilli	Dr. S. Jagan Mohan Rao	9492976347
79	Krishna	GDC, Pamarru	Dr. P. Srinivas	9603227727
80	NTR	GDC, Mylavaram	Dr. I. Ravi	9440630271
81	NTR	GDC, Tiruvuru	Dr. M. Susheela Rao	9491716380
82	NTR	GDC (SRR&CVR)(A), Vijayawada	Dr. K. Bhagya Lakshmi	9848251236
83	NTR	GDC (SWR)(W), Kanchikacherla	Dr. V. Neeraja	9705798900
84	Guntur	GDC, Chebrole	Dr. V. Sridevi	9440961086
85	Guntur	GDC (W)(A), Guntur	Dr. V.R. Jyotsna Kumari	9948121715
86	Palnadu	GDC, Vinukonda	Dr. K. Srinivasa Rao	9866456431
87	Palnadu	GDC, Macherla	Dr. J Lakshmi Kumari	9491880547
88	Bapatla	GDC, Addanki	Dr. V. Mohan Rao	9441518793
89	Bapatla	GDC, Repalle	Dr. T.C. Ravichandra Kumar	7673928069
90	Bapatla	GDC (W), Chirala	Dr. Ch. Ramanamma	9440945039
91	Bapatla	GDC (W), Bapatla	Dr. K. Malyadri	8106288345
92	Prakasam	GDC (W), Ongole	Dr. D. Kalyani	9492903586
93	Prakasam	GDC, Kanigiri	Dr. J. Usha rani	9490443058
94	Prakasam	GDC, Cumbum	Dr. N. Srinivasa Rao	9885446519
95	Prakasam	GDC, Yerragondapalem	Dr. G. Sreedhar Naidu	9290006280
96	Prakasam	GDC, Darsi	Dr. V. Hanumanthaiah	9441523273
97	Prakasam	GDC, Dornala	Dr. T.S. Rajendra Kumar	9502644523
98	SPS Nellore	GDC (DK)(W)(A), Nellore	Dr. D. Giri	8008946963

S#	District	College Name & Place	Name of the Principal	Mobile#
99	SPS Nellore	GDC, Rapur	Dr. K. Aruna Kumar	9247262230
100	SPS Nellore	GDC, Udayagiri	Dr. P. Eswar Kumar	8074429161
101	SPS Nellore	GDC, Ulavapadu	Dr. G.L. Sudha Rani	9885940292
102	SPS Nellore	GDC, Vidavalur	Dr. B. Sujatha	6301091971
103	SPS Nellore	GDC, Kandukur	Dr. M. Ravi Kumar	9440221228
104	SPS Nellore	GDC, Kovur, Nellore Dt.	Dr. C.P. Lakshmi Prasuna	8247574997
105	Tirupati	GDC, Naidupeta	Dr. M. Madhusudana Varma	9963444253
106	Tirupati	GDC (W), Srikalahasti	Dr.B. Rajasekhar	9441964145
107	Tirupati	GDC, Puttur	Dr. M. Bhaskar Reddy	9866906633
108	Tirupati	GDC, Pakala	Dr. A. Mohiddeen Basha	9440216748
109	Tirupati	GDC, Satyavedu	Dr. G. Suresh Babu	9959204643
110	Tirupati	GDC, Gudur	Dr. P. Venkateswarlu	9885492370
111	Tirupati	GDC (M), Srikalahasti	Dr. Y. Nagaraja Naidu	9440076466
112	Tirupati	GDC, Sullurpeta	Dr. S.L.V. SankaraSarma	9440555840
113	Tirupati	GDC, Venkatagiri	Dr. K. Aruna Kumar	9247262230
114	Chittoor	GDC, Nagari	Dr. R. Venugopal	9440585464
115	Chittoor	GDC, Karvetinagaram	Dr. S. Vijayulu Reddy	9440079121
116	Chittoor	GDC, Kuppam	Dr. J. Lakshmi Narayana	9440044562
117	Chittoor	GDC, Palamaner	Dr. M. Vijaysekharam	9490109132
118	Chittoor	GDC (W), Chittoor	Dr. K. Manohar	9966247353
119	Chittoor	GDC (PVKN)(A), Chittoor	Dr. G. Ananda Reddy	9440088450
120	Chittoor	GDC, Punganur	Dr. Y. Rajasekhar	9885876776
121	Chittoor	GDC, Vedurukuppam	Dr. B. Annapurna Sarada	9948231118
122	Annamayya	GDC (BT), Madanapalle	Dr. M. Sudhakar Reddy	9441921918
123	Annamayya	GDC, Kodur	Dr. M. Sreelatha	9989305638
124	Annamayya	GDC, Rajampet	Dr. B. Purushotham	9966452703
125	Annamayya	GDC (W), Madanapalle	Dr. R. Krishnaveni	9441900481
126	Annamayya	GDC, Valmikipuram	Dr. P. Babu	9440581628
127	Annamayya	GDC, Pileru	Dr. M. Sudhakar Reddy	9441921918
128	Annamayya	GDC, Rayachoti	Dr. P. HarshaLatha	9949632906
129	Annamayya	GDC (SWR)(W), Kalikiri	Dr. L Anjali iDevi	9492375166
130	Annamayya	GDC (W), Rayachoti	Dr. Sk. Hyder Ali	9440222894
131	YSR	GDC, Jammalamadugu	Dr. G. Chandra Sekhar	9440419368
132	YSR	GDC, Proddatur	Dr. G. Chandra Sekhar	9440419368
133	YSR	GDC (M)(A), Kadapa	Dr. G. Ravindranath	9849765838
134	YSR	GDC, Porumamilla	Dr. S. Naresh	8985356051
135	YSR	GDC Yerraguntla, YSR Dt.	Dr. M. Ravi Kumar	8341184784
136	YSR	GDC, Mydukur	Dr. P. Narayana Reddy	9704522925
137	YSR	GDC (W)(A), Kadapa	Dr. P. Subbalakshumma	9951461047
138	YSR	GDC, Pendlimarri	Dr. V. Prasad Babu	7842191836

S#	District	College Name & Place	Name of the Principal	Mobile#
139	YSR	GDC, Vempalle	Dr. C. Yoganjaneyulu	9849347038
140	YSR	GDC (W), Pulivendula	Dr. B. Srinivasulu	9441457667
141	Nandyal	GDC, Yerraguntla, Nandyal Dt.	Dr. D. Rama Krishna Reddy	9347291971
142	Nandyal	GDC, Atmakur	Dr. M. Simhadri	9441182082
143	Nandyal	GDC, Banaganapalle	Dr. I. Swarna Latha Devi	9133605384
144	Nandyal	GDC, Dhone	Dr. M. Bharati	9440047067
145	Nandyal	GDC, Nandikotkur	Dr. R. Suneetha	9393826020
146	Nandyal	GDC, Srisailam	Dr. P. Hussian Basha	9441290749
147	Nandyal	GDC (PSC&KVSC), Nandyal	Dr. N. Sasikala	9490602116
148	Nandyal	GDC, Koilakuntla	Dr. J.V.V.N. Kesava Rao	9440165007
149	Nandyal	GDC, Allagadda	Dr. S. Siva Reddy	9866041775
150	Nandyal	GDC, Panyam	Dr. S. Makbool Hussain	9160044786
151	Kurnool	GDC, Alur	Dr. V. Venkata Narasaiah	9441022236
152	Kurnool	GDC, Pattikonda	Dr. R. Madhuri	9704958772
153	Kurnool	GDC, Yemmiganur	Dr K Mahaboob Basha	9701726027
154	Anantapuramu	GDC (M)(A), Anantapuramu	Dr. A.C.R. Divakara Reddy	8919879992
155	Anantapuramu	GDC (KSN)(W), Anantapuramu	Dr. P. Sankaraiah	9849626797
156	Anantapuramu	GDC, Kalyanadurg	Dr. D. Jayarami Reddy	9440333703
157	Anantapuramu	GDC, Rayadurg	Dr. R. Raghuram Murthy	9441951535
158	Anantapuramu	GDC, Tadipatri	Dr. B. Vijayalakshmi	9290500488
159	Anantapuramu	GDC, Uravakonda	Dr. G. Ramakrishna	9948098811
160	Anantapuramu	GDC, Guntakal	Dr. K. Gnaneswar	9949383640
161	Sri Satya Sai	GDC, Madakasira	Dr. R. Subbaiah	9704406695
162	Sri Satya Sai	GDC, Penukonda	Dr. N. Ramesh Reddy	9440216040
163	Sri Satya Sai	GDC, Dharmavaram	Dr. K. Prabhakara Reddy	9441177709
164	Sri Satya Sai	GDC (W), Hindupur	Dr. M. Pragathi	9440798008
165	Sri Satya Sai	GDC, Bukkapatnam	Dr. A. Lakshmaiah	9440561104
166	Sri Satya Sai	GDC, Kadiri	Dr. S. Smitha	9550099300

Outline of NEP 2020

National Education Policy-2020 envisages a new and forward-looking Vision for India's Higher Education System. To carry forward this vision to the colleges of Andhra Pradesh, the Commissionerate of Collegiate Education has prepared a route map through different Standard Operational Procedures for improving the academic and administrative quality for the betterment of standards in the fields of teaching and learning.

Higher education plays an extremely important role in promoting human as well as societal well-being. The students that come out of our Higher Educational Institutions must be socially conscious, cultured, and humane. They should be able to uphold the nation through liberty, equality, fraternity, and justice for all.

A holistic and multidisciplinary education would aim to develop all capacities of human beings and such a holistic education shall be in the long-term approach of all undergraduate programmes. With this view to address the three aspects, Access, Quality and Future Readiness, the department has been guiding the colleges in different ways:

A quality education focuses on the holistic wellbeing of the learner-the social, emotional, mental, physical, and cognitive development of each student regardless of gender, race, ethnicity, socioeconomic status or geographic location. It prepares the students for life, and not just for learning outcomes. Quality education provides the outcomes needed for individuals, communities, and societies to prosper. It promotes the institutions to align and integrate fully with their communities and access a range of services across sectors designed to support the educational development of their students.

Quality education supported by three pillars ***Access, Quality and Future Readiness***, as suggested by NEP-2020. These three aspects promote learning tools and professional development and create quality learning environments.

II. INITIATIVES TO PROMOTE ACCESS

- Gross Enrolment Ratio (GER)
- Gender Parity Index (GPI)
- Online Admissions
- Establishment of New Govt. Degree Colleges
- Establishment of Model Degree Colleges

II. INITIATIVES TO PROMOTE ACCESS

1. Gross Enrolment Ratio (GER)

The Gross Enrolment Ratio (GER) of the State and the Nation is the enrolment ratio of the population with age group between 18-23 years in Higher Education. Increased GER has been set as a Sustainable Development Goal (SDG) by Niti-Ayog. Gross Enrolment Ratio (GER) of HE is 35.1% in AP compared with 27.1 at national level and working with a target to reach 50% by 2030.

- Collegiate Education has been guiding the colleges to increase the enrolment by connecting with Community, Junior Colleges, Parents, Alumni and other stake holders.
- Issued SOP on strategies for enhancing access to HE to Socio Economically Disadvantaged Groups (SEDGs), Women
- At the same time, CCE has been strategically realigning the courses/programs offered according to the needs of the Industry and Society, introduced Market Oriented Programmes, Vocational Programmes in collaboration with UGC, Delhi and Apprenticeship-embedded Degree Programs in collaboration with Sector Skill Councils, Govt. of India which include a paid apprenticeship and placement assistance to the aspirants.
- Introduction of courses after review meeting with all colleges as per need analysis and employment avenues
- Constituted college wise Admissions Promotion Committee (APC) and Programme-Wise Admissions Teams (PATs) to prepare action plan to enhance the admissions for the academic year 2022-23
- Strengthening Skills training and student support services
- Preparation of a good quality video, brochures, pamphlets highlighting facilities and strengths and Programmes offered by the college
- Campaigning in all Junior Colleges, Visits to villages, houses and coordination with Village Secretariats
- Creation of awareness among Intermediate students on Degree Online Admissions and introduction English as medium of instruction
- Establishment of Help Desk at all Govt. Degree Colleges to guide and

support Intermediate students in the process of online admissions

- Conduct of online Awareness cum Bridge Course for Intermediate students before admissions
- Updating the college websites with all its previous achievements
- Support for provision of hostel facility and transport facility in coordination with BC, SC, ST welfare and RTC departments
- Working in collaboration with Alumni and parents to reach more students and parents
- Establishment of 14 new GDCs after 2019-20
- As per the vision of Hon'ble CM, Govt. of AP submitted proposals for establishment 51 more Govt. Degree colleges, i.e one Govt. degree college for every Assembly Constituency
- Government of AP is supporting all eligible students pursuing Higher Education by giving Jagananna Vidya Deevana (JVD) and Jagananna Vasathi Deevena

Increase of Strength in GDCs 2020-21:

Year	I yr		%	II yr	III yr	Total
	Intake	Admitted				
2019-20	54384	31501	57.92	25741	24950	82192
2020-21	51676	38830	75.14	31501	25741	96072
2021-22	53206	41843	78.64	38830	31501	112174



Staff of a GDC Releasing Admissions Brochure

2. Gender Parity Index (GPI)

Out of 166 Govt. Degree Colleges, 24 colleges were established exclusively to provide access to women students and to promote women education. New GDCs for Women are being established to encourage enrolment of women for higher education. Keeping in view of the weightage in accreditation in terms of gender parity (Staff & Students), provision of supernumerary seats for women in STEM courses like the IITs model is proposed.

Conduct of regular outcome-based activities by Women Empowerment Cells (WECs) at the HEIs has been a game changer for women students. These activities include academic counseling, personality development, health & hygiene, legal counseling, entrepreneurial guidance, etc.,

Encouraging the women staff and students across the chain of management is also a part of our GPI improvement strategies. This is attained by balancing the contribution of women with that of men in managerial roles at both student and staff levels, instilling the confidence in the women.

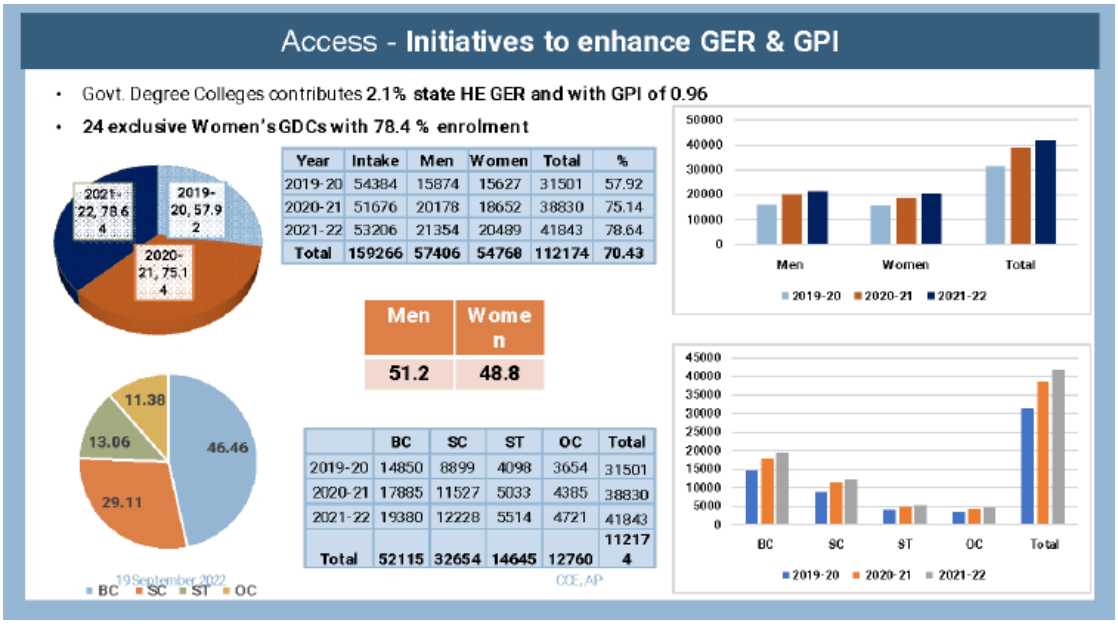
List of women colleges with details of admissions in 2021-22 and hostel facility

S. No.	Zone	District	College	Intake	Admitted	% of Admissions	Remarks	Hostel Facility
1	I	Srikakulam	GDC (W)(A), Srikakulam	700	676	96.57		
2	I	Visakhapatnam	GDC (W), Araku Valley	280	190	67.86		
3	I	Visakhapatnam	GDC (W), Marripalem	1810	145	80.56		
4	I	Visakhapatnam	GDC (W), Tagarapuvalasa	120	37	30.83	from 2021-22	
5	I	Visakhapatnam	GDC (W), Visakhapatnam	680	649	95.44		Available
6	II	East Godavari	GDC (W)(A), Kakinada	540	505	93.52		Available
7	II	East Godavari	GDC (SKR) (W), Rajamahendravaram	948	655	69.09		Available

S. No.	Zone	District	College	Intake	Admitted	% of Admissions	Remarks	Hostel Facility
8	II	Krishna	GDC (SWR)(W), Kanchikacherla	100	80	80		Available
9	II	West Godavari	GDC (SVD)(W), Nidadavole	220	188	85.45		
10	II	West Godavari	GDC (W), Palakol	220	166	75.45		
11	III	Guntur	GDC (W)(A), Guntur	1170	1018	87.01		Available
12	III	Guntur	GDC (W), Bapatla	150	109	72.67		
13	III	Prakasam	GDC (W), Chirala	300	196	65.33		Available
14	III	Prakasam	GDC (W), Ongole	220	189	85.91		Available
15	III	SPS Nellore	GDC (DK)(W)(A), Nellore	510	393	77.06		Available
16	IV	Anantapuramu	GDC (W), Anantapuramu	690	536	77.68		Available
17	IV	Anantapuramu	GDC (W), Hindupur	440	328	74.55		Available
18	IV	Chittoor	GDC (SWR)(W), Kalikiri	140	133	95		Available
19	IV	Chittoor	GDC (W), Chittoor	290	231	79.66		Available
20	IV	Chittoor	GDC (W), Madanapalle	330	209	63.33		
21	IV	Chittoor	GDC (W), Srikalahasti	300	163	54.33		
22	IV	YSR	GDC (W)(A), Kadapa	780	725	92.95		Available
23	IV	YSR	GDC (W), Rayachoti	150	47	31.33	from 2021-22	
24	IV	YSR	GDC(W), Pulivendula	120	--	--	from 2022-23	
			Grand Total	9550	7668	80.29		

- Coordinating with Welfare departments to provide hostel facility to the needy students
- Establishment of Inclusive Centers in all college to support and counsel women to continue Higher Education
- Conduct of regular outcome-based activities by Women Empowerment Cells (WECs) at the HEIs has been a game changer for women students. These activities include academic counselling, personality development, health & hygiene, legal counselling, entrepreneurial guidance, etc.,

- Encouraging the women staff and students across the chain of management is also a part of our GPI improvement strategies. This is attained by balancing the contribution of women with that of men in managerial roles at both student and staff levels, instilling the confidence in the women.

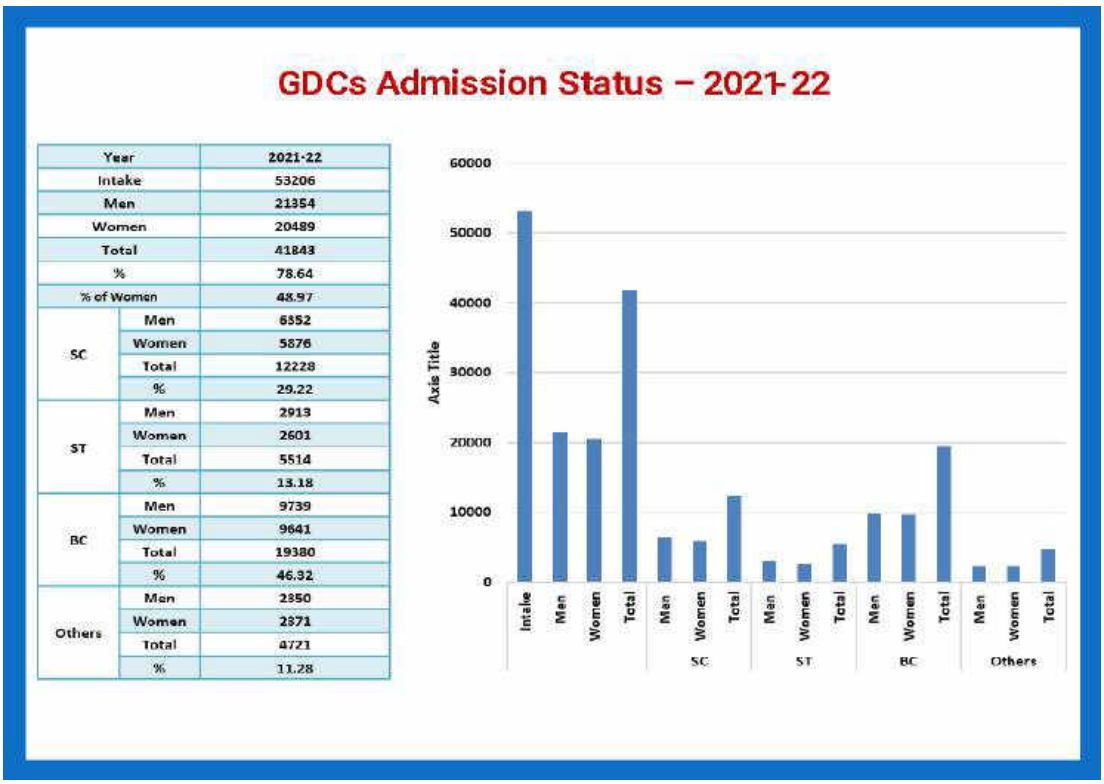




KSN Govt. Degree College for Women, Anantapur got NAAC "A" grade

3. Online Admissions

- Government of AP introduced online admissions from 2020-21 Academic year for undergraduate courses offered by the Degree Colleges in the State to promote merit, achieve excellence, curb malpractices, implement reservations, conduct fair, non-discriminatory, and merit-based admissions on a transparent basis in the larger interests and welfare of the student community.
- Through the single-window system of admissions into any UG program of any HEI in the state of A.P., a wide Range of College/Program Choice for students has been provided.
- Noteworthy is that this is a hassle-free admission process unlike the traditional offline admissions. Students across the state can apply for any college online through OAMDC portal from their homes or from Help Desk centers provided at Govt. Degree Colleges.



4. Establishment of New Government Degree Colleges

- The vision of the Government of A.P. to increase access to higher education through establishing a government UG college in each assembly constituency has been widely studied at the field level and proposals are sent for the sanction of new colleges as per the feasibility reports submitted by the Regional Joint Directors of Collegiate Education (RJDCEs) and the principals of the identified colleges. GDCs at Pulivendula (YSR dt), Dornala (Prakasam dt), Allagadda (Nandyal dt.) have already been sanctioned and gearing up for the admissions from the academic year 2022-23.

- The following 14 new Government Degree Colleges were established during 2020-21 and 2021-22 and for 2022-23.

S. No.	Year	District	Place of the College	No.of Programmes	Sanctioned Intake
1	2020 – 21	Visakhapatnam	GDC, Nakkapalli	6	180
2	2020 – 21	Kadapa	GDC, Vempalli	5	220
3	2020 – 21	Chittoor	GDC, Vedurukuppam	5	150
4	2021 – 22	Srikakulam	GDC, Palasa	5	150
5	2021 – 22	Srikakulam	GDC, Ponduru	7	210
6	2021 – 22	Srikakulam	GDC, Thogaram	7	210
7	2021 – 22	Visakhapatnam	GDC (W), Tagarapuvalasa	7	210
8	2021 – 22	East Godavari	GDC, Mummidivaram	7	210
9	2021 – 22	Prakasam	GDC, Darsi	7	210
10	2021 – 22	Kadapa	GDC (W), Rayachoty	5	150
11	2022-23	Kurnool	GDC, Allagadda	Will start functioning from the Academic Year 2022-23	
12	2022-23	Kadapa	GDC(W), Pulivendula		
13	2022-23	Prakasam	GDC, Dornala		
14	2022-23	Nandyala	GDC, Panyam		

- Four (4) Private Aided Colleges, SKVT College, Rajahmundry and SV Degree College, Parvathipuram, SKR College, Rajahmundry and BT College, Madanapalle were taken over by the Government as Govt. Degree Colleges.
- Government of AP has proposed to establish a Government Degree College in every Assembly Constituency and the file is under process.

5. Establishment of Model Degree Colleges

- With the support RUSA (Rashtriya Uchchtar Siksha Abhiyan), a centrally sponsored scheme, Govt. of AP established eight new Model Govt. Degree Colleges with academic building, boys' and girls' hostels in Educationally Backward Districts and aspirational districts with a fund of Rs. 12 cr. for each of the college.
- The following 8 Govt. Degree College were established as model colleges and offering higher education to the marginalized sections in rural and remote areas of educationally aspiring districts

Sl. No.	District	Name of the institution
1	Srikakulam	GDC, Pathapatnam
2	Vizianagaram	GDC, Cheepurupalli
3	Visakhapatnam	GDC(W), Araku
4	East Godavari	GDC, Jaggampeta
5	West Godavari	GDC, Kamavarapukota
6	Prakasam	GDC, Yerragondapalem
7	Kurnool	GDC, Atmakur
8	YSR Kadapa	GDC, Pendlimarri

- Additionally, 4 GDCs, i.e., GDC, Bheemunipatnam, GDC Repalle, GDC Paderu, GDC Saluru are being upgraded to Model Degree Colleges with requisite infrastructure by sanctioning Rs. 4 cr. of fund to each college.



Government Degree College, Pathapatnam

III. INITIATIVES TO ENSURE QUALITY

- Accreditation by NAAC
- Implementation of Revised Curriculum with Choice Based Credit System (CBCS) Content Generation for Life Skill and Skill
- Development Courses
- Implementation of Community Service Project (CSP)
- Implementation of Internships
- Strengthening Continuous Internal Assessment (CIA)
- Capacity Building Programs / Faculty Development Programs
- Academic Audit
- Review Meetings and Visits to Colleges
- Consortium of Autonomous Colleges
- Commissioner's Interaction with Students
- Nodal Resource Centers

III. INITIATIVES TO ENSURE QUALITY

1. Accreditation by NAAC

Monitoring Accreditation and Assessment:

The NAAC monitoring wing of the Academic Cell of APCCE planned to strengthen the assessment and Accreditation process.

APCCE – NAAC has been monitoring and guiding colleges on these lines.

1. Training of Principals and IQAC Coordinators on the metrics and Revised SSRs
2. Training of IQAC Coordinators through workshops on SSR and AQAR preparation
3. Reviewing colleges online periodically
4. Monitoring and guiding colleges for submission of SSRs and for Peer Team visits
5. Identifying potential colleges and monitoring for better grade and encouraging them for autonomous status (Cat – 1)
6. Identifying the potential colleges which got their accreditation cycle expired and motivating them for reaccreditation. (Cat – 2)
7. Leading colleges that got their accreditation cycle expired long ago and motivating them for Provisional Accreditation (Cat – 3)
8. Issued Standard Operation Procedures (SOP) on preparations for NAAC accreditation and Documentation of activities

Achievements and Action Plan:

- So far 108 colleges were monitored online
- The colleges that submitted their SSRs are being monitored for Peer Team visit
- Recently KSN GDC, Anantapur secured 'A' grade with 3.15 CGPA.
- KVR GDC(W), Autonomous secured B++
- APCCE – NAAC team is visiting colleges, guiding them for preparing SSR before the submission of IIQA.
- 31st October 2022 Deadline was set up for submission of IIQA for the colleges that lost their NAAC validity.
- Online and Physical Monitoring is being done through visits

Quality – Accreditation of Govt. Degree Colleges by NAAC



	GC(A), Rajahmundry A+ with 3.38 CGPA in 2020, First Govt. College in India with A+ grade in RAF
	GDC(W), Ananthapur A with 3.15 CGPA in April 2022
	KVR GC(W)(A), Kurnool B++ with 2.76 CGPA in May 2022

2. Implementation of Revised Curriculum with Choice Based Credit System (CBCS):

The system of CBCS has been in vogue for the undergraduate programmes in all the advanced countries for several decades and proved to be advantageous to the students of higher education because of its features like courses in place of papers, availability of diverse courses, scope for choice, weightages with credits, space for multiple kinds of teaching, learning and assessing methods which can effectively cater to the diverse needs of students.

As per guidelines from APSCHE, an initiative of implementation of NEP 2020, revised Choice Based Credit System (CBCS) was introduced in all colleges to allow flexibility in education system from the Academic year 2020-21, so that students depending upon their interests and aims can choose interdisciplinary, intra-disciplinary and skill-based courses.

- Revised Choice Based Credit System (CBCS) was introduced from 2020-21 in all colleges in AP to allow flexibility in Degree education system
- **Option to choose 3 or 4yr Degree** after completion of 3rd year by the student
- Research Methodology in 4th year
- Introduction of **4 Life Skills Courses** (student can choose 4 courses from 10 courses spread in first 3 semesters)
- **4 Skill Development Courses** (student can choose 4 courses from 24 courses spread in first 3 semesters)
- Introduction of **Skill Enhancement Courses** in 5th Semester
- **Internship** for 10 months
    - I Intern-2 Months Community Service Project (CSP) after 2nd semester
    - II Intern-2 Months Internship/Apprenticeship/OJT after 4th semester
    - III Intern-6 months Internship/Apprenticeship/OJT in III yr, either in 5th/6th semester

3. Content Generation for Life Skills and Skill Development Courses

- The state Government in line with the NEP is implementing Phase II of the Choice Based Credit System (CBCS) in all colleges across all undergraduate courses in Andhra Pradesh as per the revised curriculum framework:2020.

- CBCS has brought a paradigm shift from teacher centered learning approach to student centric learning which offers more flexibility to the student in choosing interdisciplinary, intra-disciplinary and skill-based courses depending on his interest. In brief, it offers opportunities and avenues to learn core subjects but also allows for exploring additional avenues of learning beyond the core subjects for holistic development.

- Such additional avenues of learning are covered under non-core subjects as two skill sets of courses.

- Based on the curriculum prescribed by APSCHE, the department conducted series of faculty Development Programmes for all faculty teaching Life Skills and Skill Development Courses in collaboration with VVKI -Art of Living and National Stock Exchange for Commerce Stream

- Identified 17 courses (4 LSCs and 13 SDCs) in Phase I and conducted faculty development programs for all faculty. Trained Master Trainers on e-content development and curriculum delivery mechanisms. Developed content, Video lessons, Podcast for all 17 courses and these will be made available to all students

- Prepared Master Trainers and designed content, LMS and Podcast developing the syllabus for the following Life Skill and Skill Development Courses:

a) Life Skill Courses:

LIST OF LIFE SKILL COURSES

Proposed for implementation in Phase-I at all Government Degree Colleges

Semester	No. of Courses	Choices (Any Stream)	Features	Outcomes/Job skills
I	01	Human Values and Professional Ethics	Characteristics & Understanding of Values in Education, Relationship Ethics of Trust, Competence, Openness, Harmony &Loyalty.	Understanding of role of Human in society & Applying the Values and Ethics in day-to-day life and profession. Differentiating Ethical & Unethical practices
II	01	Information and Communication Technology	Fundamentals of Internet, Use of Internet for communication Online educational reforms by Govt. of India.	Ability to use basic ICT tools which help in everyday life as well as in job roles.
III	02	Analytical Skills	Arithmetic ability Reasoning Business Computations Data Interpretation Quantitative aptitude	Problem solving ability Increased job opportunities Data analysis & Interpretation
		Environmental Education.	Natural Resources Recycling Environmental Conservation	Understanding of the Importance of Nature, Biodiversity, Population, Pollution, Role of citizens in protecting the environment, National/International Environmental Policies.

b) Skill Development Courses:

LIST OF SKILL DEVELOPMENT COURSES

Proposed for implementation in Phase-I @ all Government Degree Colleges

Semester	No. of Courses	Course (Stream of Study)	Features	Outcomes/Job skills
I	01	Tourism Guidance (Arts)	Basics of tourism Guiding techniques, guide, & relationship with the guests. Professional & legal level understanding of tourism & transport.	Understanding of role, requirements, responsibilities of professional tourism. Tourist Guiding
		Insurance Promotion (Commerce)	Introduction to Insurance mechanism IRDA Types of insurance plans Insurance counseling Documentation	Acquiring skills required for jobs in Insurance field.
		Electrical Appliances (Sciences; for Mathematics combinations)	Principles of Electricity Basics of electrical appliances Functionalities of electrical equipment	Acquiring skills required for jobs in the electrical appliances field.
		PlantNursery(Sciences, for Biology combinations)	Basic understanding of plant nursery Necessity, Requirements, & Management of Plant nurseries. Economics of nursery.	Ability to establish and maintain plant nursery Skills to work at an established plant nursery.
II	02	Survey & Reporting (Arts)	Surveying-types and purposes Questionnaire Data Organization Basic Statistics & Data representation	Ability to design & conduct surveys offline & online. Dealing with public/respondents. Reporting survey data with conclusions.

Semester	No. of Courses	Course (Stream of Study)	Features	Outcomes/Job skills
		Social Work Methods (Arts)	Concepts of social work Working with individuals, communities, Tools, Techniques, and facilitation skills in social work Understanding of field work in social work.	Skills to device social work methods to help people in need. hold on primary methods in social work.
		Business Communication (Commerce)	Elements, Types, and Importance of communication Writing, Filing, Processing, & Analysis- of business communications and -on outcomes of meetings	Ability to communicate and make correspondence for business establishments. Skills in organizing business filing systems.
		Logistics & Supply Chain (Commerce)	Understanding of the logistics & supply chain management Customer selection Managing supply chain demand	Basic skills to work in logistics & supply field. Capacity Building for Analysis & Strategy designing.
		Solar Energy (Sciences)	Sun as a source of energy/alternate energy Measurement, and utilization of solar energy Conversion of solar energy into heat, electricity, and mechanical energy.	Skills required to work in solar energy field, which is supported by the government, and the need of the hour technology.
		Dairy Techniques (Sciences)	Establishment & scope of dairy farm Identification, Management & Sanitation of dairy farm. Breeding & Caring for dairy animals Marketing & economics of dairy products.	Ability to establish and maintain Dairy farm. Skills to work at an established Dairy farm.

Semester	No. of Courses	Course (Stream of Study)	Features	Outcomes/Job skills
III	01	Financial Markets (Arts)	Organization of Indian financial marketing system and its institutions Functions of capital market (SEBI & NSE) & money market (bills and business)	Ability to guide financial investments for growth Skills of trading in stocks & financial planning Suitable as financial advisor.
		Retailing (Commerce)	Concepts of retailing, & growth of retailing in India. Planning and administering of retail business mechanisms Customer relations, loyalty, and sales	Ability to work as a retail executive. Skills required to work for retail firms/online commercial platforms.
		Poultry Farming (Sciences)	Establishment & scope of poultry farm Identification, Management & Sanitation of poultry farm. Brooding & rearing. Marketing & economics of poultry products.	Ability to establish and maintain Poultry farm. Skills to work at an established Poultry farm.


COMMISSIONERATE OF COLLEGIATE EDUCATION
GOVERNMENT OF ANDHRA PRADESH
LSC-SDC COURSES - B.A., B.Com., B.Sc.
SEM-I


COMMISSIONERATE OF COLLEGIATE EDUCATION
GOVERNMENT OF ANDHRA PRADESH
LSC-SDC COURSES - B.A., B.Com., B.Sc.
SEM-II





Faculty Development Programme on Content Generation

4. Implementation of Community Service Project:

- Community Service Project (CSP) is an experiential learning strategy that integrates meaningful community service with instruction, participation, learning and community development. Community Service Project involves students in community development and service activities and applies the experience to personal and academic development.
- The Community Service Project is meant to link the community with the college for mutual benefit. The community will be benefited with the focused contribution of the college students for the village/ local development. The college finds an opportunity to develop social sensibility and responsibility among students and emerge as a socially responsible institution.
- 2 Months after 2nd semester to make the students learn about people, problems in the Community, conduct of surveys and creation of awareness programmes etc., Proposed to award best CSP and mentors in Arts, Commerce and Sciences streams every year
- Detailed SOP prepared and issued to all GDCs as to take up CSP
- Orientation has been given to all Principals on implementation of Community Service Project
- All Lecturers have been trained by Principals
- 15/20 students allotted to each lecturer acting as Mentor
- All lecturers conducted orientation programme for the students allotted on selection and execution of CSP
- Every student has been monitored during CSP
- 2020-21 and 2021-22 admitted student completed CSP
- Proposed to award best CSP in Arts, Commerce, Commerce with Computer Applications, Biological Sciences and Physical sciences and mentors at College level, District level, Zonal level and State level on CCE Annual Fest and the criteria for selection was also communicated to colleges



ఈనాడు కల్చర్ వార్తలు — ఆదివారం 13 జూన్ 2022

కొత్త కొత్తగా.. ఉన్నదే!

✦ క్షేత్రస్థాయికి డిగ్రీ విద్యార్థులు

✦ సామాజిక, అల్పక సర్వేలో నిమగ్నం

నర్సీపట్నం ఆర్ట్స్ కళాశాలలో ఓ గృహానికి సంబంధించిన వివరాలు సేకరిస్తున్న యువతి

నర్సీపట్నం ఆర్ట్స్, సైన్స్ కళాశాలలో...

సమాజంపై అధ్యయన

సామాజిక ఆర్థిక సర్వే నర్సీపట్నం ఆర్ట్స్ కళాశాలకు దత్తత ఇవ్వడంతో సమాజంపై విద్యార్థులకు మరింత అవగాహన పెరుగుతుందని ప్రిన్సిపాల్ డాక్టర్ పోలా భాస్కర్ పేర్కొన్నారు. ఆయన మాట్లాడుతూ.. ప్రతి ఒక్కరూ బోధనలో సాంకేతికతను వినియోగించాలని కోరారు. విద్యార్థులు ఉపాధ్యాయులకు అనుగుణంగా ప్రవర్తించి ఉత్తమ పౌరులుగా ఎదగాలన్నారు. కళాశాల ప్రిన్సిపాల్ డాక్టర్ ఎం.శ్యాంబాబు, అధ్యాపక సిబ్బంది, నాన్ టీచింగ్ స్టాఫ్, విద్యార్థులు పాల్గొన్నారు.

ఆర్థిక ఇబ్బందులేంటో తెలిసాయి...

సంతృప్తి కరిగిపోతోంది



విద్యా వికాసం

Andhra Pradesh: Students sensitised on community service project

Ramesh Susarla

ANANTAPUR (UBL) 16, 2022 19:44 IST
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Students and faculty members of the Government Arts College at the workshop, in Anantapur on Thursday. | Photo Credit: R.V.S. PRASAD

The National Education Policy-2020 makes it mandatory for all undergraduate (UG) students to undertake a Community Service Project (CSP) at the end of their first year of study for two months during the summer vacation. A workshop organised at the Government Arts College, Anantapur on Thursday gave the students an insight as to what they were expected to do.

The Department of Economics of the Government Arts College organised the workshop for the students and faculty to understand the basics of the programme.

College principal D. Nagalingareddy asked the students to hone their skills through the CSP and make it useful to the society.

"The students will be awarded marks for each aspect of the project such as maintaining log and writing project report, implementation and final presentation. They are supposed to do internships at the local industries and business houses," said Mr. Nagabhushan Raju.

Arts College CSP coordinator Rajasekhar, convenor Ranganath, Economics Department in-charge Balaji Naik and others participated in the workshop.

THE HINDU
Our code of editorial values

జీవన నైపుణ్యాలు పెంపొందించుకోవాలి



గోయంకా కళాశాల సిబ్బందితో సమీక్షిస్తున్న కమిషనర్ పోలా భాస్కర్

పెంటపాడు: విద్యార్థులు జీవన నైపుణ్యాలు పెంచుకొనేలా ఆదర్శవంతమైన చదువును కొనసాగించాలని ప్రభుత్వ డిగ్రీ కళాశాలల కమిషనర్ డాక్టర్ పోలా భాస్కర్ పేర్కొన్నారు. పెంటపాడు డీఆర్ గోయంకా ప్రభుత్వ డిగ్రీ కళాశాలను గురువారం కళాశాలల కమిషనర్ డాక్టర్ పోలా భాస్కర్ ఆకస్మికంగా సందర్శించారు. ఈ సందర్భంగా కళాశాల సిబ్బంది పనితీరును, సౌకర్యాలను పరిశీలించి సంతృప్తి వ్యక్తం చేశారు. విద్యార్థులతో, అనంతరం ఉపాధ్యాయులతో ప్రత్యేకంగా సమావేశమయ్యారు. ఆయన మట్లాడుతూ సమాజంలో ఆదర్శవంతమైన విద్యార్థులను తయారు చేయాల్సిన బాధ్యత ఉపాధ్యాయులపై ఉందన్నారు. కళాశాల అభివృద్ధికి సంబంధించి గుణాత్మక అంశాలను వివరించారు. కమ్యూనిటీ సర్వీస్ ప్రాజెక్ట్ ప్రాధాన్యతను

కమ్యూనిటీ సర్వీస్ ప్రాజెక్ట్‌పై వర్క్‌ షాప్



మాట్లాడుతున్న కళాశాల ప్రిన్సిపాల్ నాగలింగారెడ్డి

అనంతపురం విద్య, జూన్ 16 (ప్రభ న్యూస్): జిల్లా కేంద్రంలోని ప్రభుత్వ ఆర్ట్స్ కళాశాల కామర్స్ విభాగంలో గురువారం డిగ్రీ విద్యార్థులకు కమ్యూనికేషన్ సర్వీస్ ప్రాజెక్ట్ పై వర్క్‌షాప్ నిర్వహించారు. కార్యక్రమానికి ప్రిన్సిపాల్ నాగలింగ రెడ్డి అధ్యక్షత వహించగా.. ముఖ్యఅతిథిగా ఆచార్య నాగభూషణం రాజు హాజరయ్యారు. ఈ సందర్భంగా వారు మాట్లాడుతూ కమ్యూనికేషన్ సర్వీస్ ప్రాజెక్టుకు సంబంధించిన అనేక అంశాలను వారు వివరించారు. పరిశోధన నైపుణ్యాలను పెంపొందించుకునేందుకు సమాజం పట్ల అవగాహన ఏర్పరచుకొని సేవా కార్యక్రమాల్లో భాగస్వాములు కావాలని వివరించారు. ఈ కమ్యూనికేషన్ సర్వీస్ ప్రాజెక్ట్ వంద మార్కులు ఇవ్వడం జరుగుతుందన్నారు. అనంతరం విద్యార్థులు తమ సందేహాలను నివృత్తి

5. Implementation of Internships/Apprenticeship/On Job training for 10 months

- Introduced 10-month mandatory internship/Apprenticeship/On Job training to bridge the gap between Industry and Academia and to prepare work Ready Graduates
    - I Intern - 2 Months Community Service Project (CSP) after 2nd semester
    - II Intern - 2 Months Internship/Apprenticeship/OJT after 4th semester
    - III Intern- 6 months Internship/Apprenticeship/OJT in III yr, either in 5th or 6th semester
- An exclusive portal created http://apcce.gov.in/TSEHomefor the GDCs with the data received from Samgra Parishrama Survey and mapping every college and student
- All Principals & faculty members programme wise are approaching industry for tie-ups as to ensure Internship/Apprenticeships for all the students
- A workshop was organized to sensitize the industry seeking their support for Internship/Apprenticeships on 23.06.22
- Skill Sector Councils (SSCs), GoI and other associate bodies like NASSCOM, CII, FICCI etc., participated in the workshop and shown keen interest to extend their support
- Department mapped more than 29,000 students with industries for internship and some students got paid internships too
- Proposed to train faculty on Implementation of Internships



Issue of Internship allotment letters to Students



Orientation to students on Internship

6. Strengthening Continuous Internal Assessment (CIA)

Continuous Internal Assessment has been a quality parameter for higher education. The CCE has devised & adopted a seamless CIA policy and issued Standard Operating Procedure to follow for CIA at all the colleges. This ensures that our students are continuously tracked and reminded of their academic performance for feedback-assisted iterative learning. Therefore, it is easy for students to complete the program in time with good knowledge and score.

CIA evaluates student's progress throughout the course. It is observed that there are differences/deviations in awarding internal marks to the students in autonomous and non-autonomous colleges in Degree Colleges due to differences from University to University

To bring uniformity among all the Government Degree Colleges in AP, CCE has issued an SOP based on “Bloom's Taxonomy” for CIA for implementation from 2022 January.

Every student should complete at least one assignment for each unit / module, Co-curricular activities like Project work / Quiz / Field trip etc., should attend the college and participate in clean & green work and write two mid exams in every semester and the data to be maintained as per the formats

The total of 50 Marks is to be scaled down to 25 Marks for non-autonomous colleges and it is to be scaled down to the respective internal marks of autonomous colleges:

S.No	Type of Assessment	Weightage Assigned
(i)	Assignments	5
(ii)	Project-Work / Seminar / Group Discussion / Role play / Quizzes / Presentations	5
(iii)	Cleaning, Greening and Attendance	5
(iv)	Testing of knowledge though Mid-term examinations (Mid -1 + Mid -2)	20 + 15
	TOTAL	50

The Principals and the staff of the colleges are instructed to maintain the below mentioned records in the college and the department.

1. Student-wise and Semester-wise Marks register - to be maintained by individual staff
2. Student-wise and Semester-wise Marks register - to be maintained by the H.O.D of all the programmes and staff.
3. Programme-wise and Semester-wise Consolidated register to be maintained or made available with the Principal of the college.
4. Student Progress Report will be generated by App.



STUDENT ACADEMIC EVALUATION REPORT - maintained by the concerned faculty



DEPARTMENT ACADEMIC EVALUATION REPORT - maintained at department level



CONSOLIDATED ACADEMIC EVALUATION REPORT - maintained at college level



SEMESTER-WISE PROGRESS REPORT - generated through App

7. Capacity Building Programmes/ Faculty Development Programmes

Building the capacity of faculty and students in line with the latest advances in diverse disciplines to push the boundaries of knowledge and contribute to technological developments relevant to societal needs. It would also pave the way for HEI to attract more research grants under norm-based funding, improve its accreditation ranking and enhance its brand image. Regular events such as refresher courses, workshops, training/internships, group discussions and seminars/conferences may be organized for capacity building. RDC would play a pivotal role in creating central R&D facilities with the provisioning of associated training/internship thereon.

- Conducted Capacity Building Programmes for all Principals and Induction Programme for newly recruited lecturers
- Organized Master Training Programmes and Faculty Development Programmes for Life Skills Courses and Skills Development Courses for 12 LSCs & SDCs and Proposed to conduct on 5 LSCs and SDCs and Implementation of Internships and Training Program for all other faculty on internships



8. Academic Audit

- The APCCE as part of quality initiatives with an objective to improve functional efficiency of colleges and to promote accountability among the teaching staff launched the Academic Audit. This practice was appreciated by RUSA and several Peer Team members that visited the colleges.
- Academic Audit is conducted through Academic Advisors, peer group from lecturers nominated by Principals from the colleges. The Academic Audit formats have been revised as per the new Reaccreditation Framework of NAAC and are validated by a group of experts containing Senior Principals and senior experts on NAAC from colleges.
  - Format I – College Profile
  - Format II – Institutional Data & observations by Academic Advisors
  - Format III – Faculty wise Data
  - Format IV – Action taken report by the college
- After the nomination of Academic Advisors by the Principals, they were mapped to the nearby colleges and were trained in the procedures and formats that should be used for Academic Audit.
- Academic advisers are nominated for each college who are selected from other colleges. The Academic Audit for the year 2020-21 was conducted in the month of August 2022.
- 154 Government colleges were audited by 314 Academic Advisors in two phases (from 25th August to 30th August)) and soon after the completion of the Audit, the Advisors were asked to upload their responses and suggestions for the improvement of the Institutions using a Google form.
- The responses are consolidated and are being monitored to fill the gaps.



Academic Advisers conducting Academic Audit in Colleges

9. Review meetings and Visits to Colleges

- Since the 166 GDCs working under the aegis of CCE are located in different places across the state of Andhra Pradesh, it is highly essential to advice the colleges on all the initiatives and their implementations from an organized platform.
- In this context the CCE organizes regular review meetings with Principals, IQAC Coordinators/concerned coordinators of the GDCs, as per the agenda of the review meetings planned.
- The Colleges are mapped as 16 clusters and named as "Nodal Resource Centers" to facilitate administration and to pool and share academic, intellectual, and infrastructural resources.
- The meetings are held at different levels viz. district, zone, and state levels.
- According to the importance of the agenda points, the meetings are held either online through 'Virtual Conferences' using Cisco-Webex platforms or offline mode by selecting a GDC as venue for the meeting. Usually, the GDCs that need attention are selected as venue of the review meetings.
- Principals and concerned staff are made answerable directly to the CCE on implementation and progress of the CCE initiatives. Guidelines, resolutions, measures and follow up actions are immediately communicated during the meetings instantly.
- Inputs of the staff are solicited in the review meetings for better & uniform implementation of the CCE policies on various aspects like admissions, Academics, Facial Recognition System for attendance, Internships, NAAC accreditation, utilization of Apps, LMS, Continuous Internal Assessment, Skill development initiatives, inclusive centers, and every other aspect of importance that arise from time to time.
- In addition to review Meetings CCE conduct surprise visits college to observe the conduct of Academic activities and to interact with students
- Besides this, Academic Officers from Academic Cell, O/o CCE also visit college



CCE visit to GDC, Chebrolu (above) & a Zonal Review Meeting held at the O/o CCE (below).



10. Consortium of Autonomous Colleges

The University Grants Commission (UGC) grants autonomous status to colleges for achieving higher educational standards by giving academic and administrative freedom in their functioning. The UGC has conferred autonomous status to 14 Government Degree Colleges in the state. As the perspectives of autonomous colleges are different from other affiliated colleges, it is appropriate that they need a separate forum **for sharing ideas, practices, exchanging quality initiatives** and representations for a collective better functioning. In view of the above, the Commissionerate of Collegiate Education AP has formed a "Consortium of Government Autonomous Degree Colleges in AP" vide its proceedingsRc. No.0l /CCE-Acad.Cell/Autonomous Colleges/AC-06/2022 dated 29 -07 -2022.

Objectives of Consortium

- To function as a forum for discussing and sharing the ideas, practices, perspectives, problems and solutions of Government Autonomous Colleges
- To extend support among Government Autonomous Colleges in their functioning and development
- To take up activities for enhancement of awareness, skills and quality education leading to the benefit of other colleges and students
- To share the resources like expert. faculty, collaborative research work and interdisciplinary activities.
- To discuss common issues and make representations to universities and institutions for the benefit of autonomous colleges which in turn benefit the students
- To extend and receive support to affiliated colleges whenever necessary
- Consortium will function as a Learning Hub, Research & innovation Hub, Skill Hub and also mentor all autonomous and non-autonomous Colleges on NAAC Assessment/NIRF.

11. Commissioner's Interaction with students

To know about the implementation of academic initiatives, curriculum delivery, coverage of syllabus, provision of basis facilities etc., Commissioner Collegiate Education interact with students directly



Interaction with students at Government College for Women (A), Guntur

- "COFFEE WITH COMMISSIONER" is a program devised by the CCE, Dr. Pola Bhaskar garu, as a 'Students Interaction Event', conducted at the colleges during the CCE visits.
- The event aims at interacting with the students in a friendly-atmosphere unlike the traditional official interaction.
- The program has garnered enthusiastic attention from the students, where they could convey/share their ideas on education, facilities, future plans, societal aspects etc., and get advised/inspired/mentored by none other than the Head of the Department directly.

12 Nodal Resource Centers:

Sixteen (16) Nodal Resource Centers (NRCs) are identified duly mapping surrounding Government Degree Colleges to an identified Govt. Degree College as a cluster to pool and share intellectual and infrastructural resources and to facilitate the mentoring among colleges. Department has proposed to establish a training center and a Video Recording room at each NRC to support faculty and students. The NRCs shall function as a Resource Centre with immediate effect and support mapped colleges in the following ways.

1. Conduct of Faculty Development, Trainings, and other Capacity Building Programmes
2. Conduct of Career Guidance Programmes and Placement drives including mapped colleges to provide best opportunities for the students
3. Facilitating the content generation through proposed LMS Video recording center
4. Promoting Research activities among mapped colleges by establishment of a Central Instrumentation Facility (CIF) at NRC among faculty and students
5. Guiding and monitoring of the implementation of the activities like Community Service Project, Internships among mapped colleges
6. Coordinating with mapped colleges regarding the communications and follow up of instructions/data collection/activities planned by CCE at NRC/State level.

List of Nodal Resource Centers:

S.No.	Name of the Nodal Resource Centre (NRC) & District of NRC.	No. of GDCs Mapped
1	GDC (M), Srikakulam, Srikakulam Dt.	11
2	SVGDC, Parvathipuram, Parvathipuram Manyam.	12
3	GDC (Dr.VSK)(A), Visakhapatnam, Visakhapatnam Dt.	10
4	GDC, Paderu, Alluri Sitharama Raju Dt.	7
5	GDC (PR)(A), Kakinada, Kakinada Dt.	10
6	GDC (A), Rajamahendravaram, East Godavari Dt.	11
7	GDC, Tanuku, West Godavari Dt.	11
8	GDC (SRR&CVR)(A), Vijayawada, NTR Dt.	11
9	GDC (W)(A), Guntur, Guntur Dt.	11
10	GDC (DK)(W)(A), Nellore, SPS Nellore Dt.	10
11	GDC (M), Srikalahasti, Tirupati Dt.	9
12	GDC (PVKN)(A), Chittoor, Chittoor Dt.	8
13	GDC (BT), Madanapalle, Annamayya Dt.	9
14	GDC (M)(A), Kadapa, YSR Dt.	10
15	GDC, Nandyal, Nandyal Dt.	12
16	GDC (M)(A), Anantapuramu, Anantapuramu Dt.	13

IV. STEPS FOR FUTURE READINESS

- Imparting Employability Skills
- Industry Connect and Internships
- Career Guidance and Placement Assistance
- Introduction of Market Oriented Programmes
- Enabling Learning Management System (LMS) for the tudents
- Research and Development Centers

IV. STEPS FOR FUTURE READINESS

1. Imparting Employability Skills

The Department has been imparting "Employability Skills" through Jawahar Knowledge Centers (JKCs) at GDCs. Each JKC runs 3-4 batches, with a duration of 3 months in an academic year and trains students on Communication Skills, Soft Skills, Analytical Skills, Technical Skills, General Awareness, and all other required employability skills which are essential for increased employability opportunities. The JKC Monitoring Cell at the O/o CCE defines the role and functions of JKCs at each college. JKCMC is involved in framing guidelines and administration of JKCs through trained mentors. It monitors the execution of all the Programs pertaining to JKC activities.

OBJECTIVES

- To impart requisite skills relevant for a dynamic job market and to enable students to seize employment opportunities.
- To provide the latest technologies to the students from poor and marginalized sections of society and to encourage them to compete with their urban counterparts
- To enable the students, climb the ladder of success by providing world class infrastructure and experienced faculty
- To help students realize their potential and aim high in life and to motivate students to be creative, independent, and self-reliant
- To provide SC and ST students with adequate knowledge and employability skills
- To ensure empowerment of girl students by providing job skills
- To conduct Job Fairs & Campus Recruitment drives and to facilitate the placement of students trained in JKCs.

2. Industry Connect and Internships

As per the orders of the Government vide G.O MS.No.9, Higher Education (EC) Dept. dated 11/03/2022 there shall be mandatory internship for all UG programs for l0 months – 1st Internship (Community Service Project) after the end of 2nd semester examinations for two months, 2nd Internship /Apprenticeship/ On the Job Training after the end of 4th semester examinations for two months and the 3rd Internship / Apprenticeship / On the Job Training in 5th or 6th semester for 6 months.

In compliance with the G.O MS.No.9 H.E(EC) Dept dated 11/03/2022, the Commissionerate of Collegiate Education AP, Vijayawada has taken up the following initiatives

1. Created a portal for Industry Connect to facilitate industry connect, Internships and placements to all Government Degree Colleges in the state.
2. All the Principals of GDCs were informed about APCCE's Industry Connect Portal 'Transforming Skilling Ecosystem' with the data of 54,000 industries across the state and instructions are given to the Principals of all GDCs with detailed procedures for Industry Connect Registration, Student Registration etc.,
3. Necessary instructions were given to all the Principals of GDCs (vide Proceedings RC No. l/CCE-Acad.Cell/Internships/AC- 4/2022 Dated :25-07-2022) to utilize the data of 54, 000 industries provided in the APCCE's Industry Connect Portal and contact the industries for providing internships for all the students as per the revised CBCS framework 2020.
4. It is further informed that it is the responsibility of the Principals/Vice-Principals/In-charge Principals and the Department In-Charge concerned to explore the avenues for industry connect to facilitate/provide internships to the students for the successful completion of mandatary Internship after the end of 4th semester examinations (for 2months) and final Internships during 5th or 6th semester (for 6 months).

5. The following Guidelines/instructions are issued for the effective implementation of mandatory internships (vide Proceedings RC No./CCE-Acad. Cell-Policies/AC- 15/2022 Dated :23-08-2022).
6. It is very difficult to find the required no. of industries for the internship at a time for all the students of different degree programmes being offered in Government Degree Colleges. Therefore, it is necessary to split the students into 2 phases for undergoing the internships.
7. Accordingly, the Principals are instructed that the students pursuing Arts & Commerce programmes shall undergo Apprenticeship/Internship/On-job training (OJT) in the V semester and the remaining students of respective Science programmes shall undergo in the VI semester.
8. In this regard, the principals of all Govt. Degree Colleges should list out suitable industries and Government Offices/ undertakings depending upon the programme combination and shall take an MoU with the industry as a formality.
9. The Principal and the lecturers should explore all the possibilities to identify Government / Private establishments for accommodating the students to undergo Internship/ Apprenticeship /On-job training (OJT) as per the norms prescribed in G.O.Ms. No. 9 dated 11/03/2022.
10. Some sectors where colleges may find Internship/Internship/On-job training (OJT) include Hospitality, Social Service, Healthcare, Government Offices, Marketing agencies, IT Companies, etc.
11. Students should be divided into groups comprising of 15 to 20 students and these groups should be tagged to the lecturers who are made responsible to act as a mentor during the process of undergoing Internship/ Apprenticeship /On-job training (OJT).
12. The lecturer should monitor the process of Internship/ Apprenticeship/On-job training (OJT) duly maintaining liaison with all the concerned industries tied up.

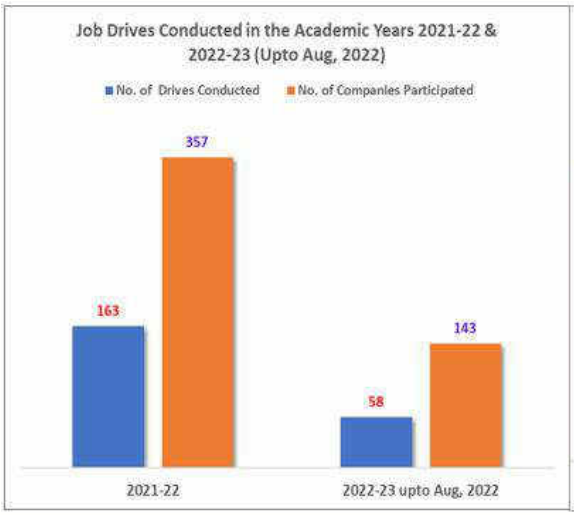
13. The lecturer should also visit the industries tied up for Internship/ Apprenticeship/On-job training (OJT) at least once in a fortnight and get feedback from the concerned supervisors of the industry during the Internship/ Apprenticeship /On-job training (OJT) and take corrective measures.
14. In case any industry is not able to continue with the Internship/ Apprenticeship/On-job training (OJT) for valid reasons of their own the Principal and Lecturer (Mentor) concerned should replace another industry to continue the Internship/ Apprenticeship/On-job training (OJT) of the concerned students.
15. The Principals and lecturers should ensure that the 2nd Internship of 8 weeks scheduled after the 4th semester and the 3rd Internship of 6 months, Internship scheduled during the 5/6th semester can be done in the same industry.
16. The assessment procedures prescribed by APSCHE / CCE for these Internship/Apprenticeship/ On-job training (OJT) should be followed without any deviation.

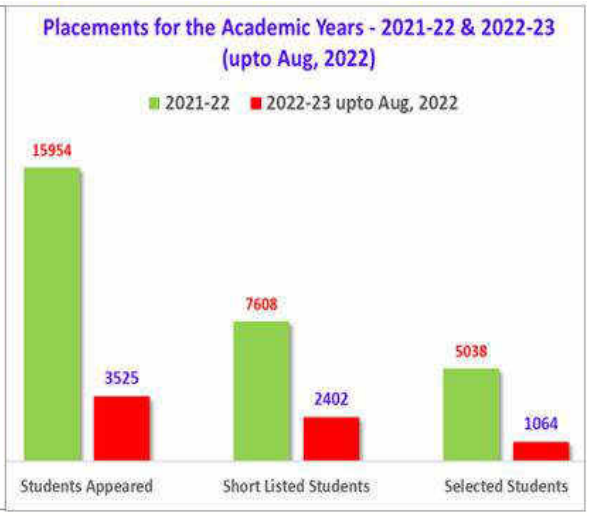
3. Career Guidance and Placement Assistance

Programmes conducted on JKC platform

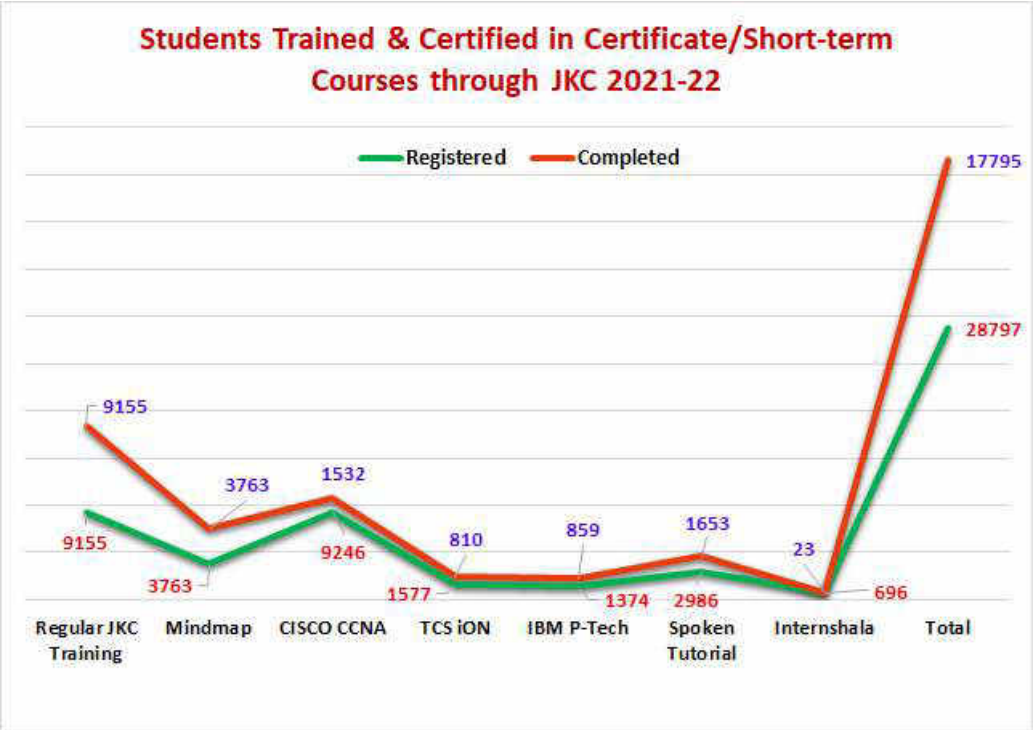
- JKC TCSiON Career Edge Skill Course was conducted to all the students in Govt. Degree Colleges. (30 Hour Programme on Employable skills)
- IBM P-Tech Programme was also introduced to students at Govt. Degree Colleges under JKC Platform (40 Hour Programme on introduction to 21st century skills with 6 Badges).
- CISCO – Edu Skills Programme which is a networking-oriented skills to students with 09 short term and 01 long term course
- Towards CISCO CCNA programme 134 faculty were trained for 3 months by Eduskills as CCNA master trainers.
- IIT B (Bombay) Spoken tutorials introduced in 2020-21 to impart Value add on courses through Online platform and certification through IITB
- JKC Accounting Course (TALLY) was conducted exclusively for Commerce students
- JKC Special Training Program (STP) to train students to gain employment in Govt. & Public sector units
- INTERNSHALA a Govt. of India Programme was also guided under the JKC platform
- TISS Foundation courses- Through Tata Institute of Social Sciences introduced 7 Foundation courses to the Colleges
- Microsoft Upskilling: - Government of Andhra Pradesh as per the vision of Hon'ble Chief Minister (HCM) has entered an MoU with "Microsoft '' for upskilling engineering/PG/UG/other students.
- Out of these, Microsoft Technology Associate (MTA) courses have concluded (including assessment/testing) and students of GDCs have bagged nearly 1100 certifications.

Abstract of Job Drives held & Placements					
Academic Year	No. of Drives Conducted	No. of Companies Participated	No. of Students		
			Appeared	Short Listed	Selected
2021-22	163	357	15954	7608	5038
Placement Details For **2022-23** (for the Period Up to **August'22)**	58	143	3525	2402	1064





All the Certificate/Short Term Courses - Registered/Trained Students information under JKC for the year 2021-22		
Activity	**Registered**	**Completed**
Regular JKC Training	9155	9155
Mindmap	3763	3763
CISCO CCNA	9246	1532
TCS iON	1577	810
IBM P-Tech	1374	859
Spoken Tutorial	2986	1653
Internshala	696	23
Total	28797	17795



Microsoft Upskilling:2022-23 (MTA Certification)		
Registered for MTA Assessment (Certiport)	**Appeared for Assessment**	**Passed / Certified**
3626	2494	1012



4. Introduction of Market Oriented Programmes

With an Objective to reorient Undergraduate Education for Industry Requirements and to help students to find immediate employment after graduation, the department has introduced Market Oriented Courses (MOCs) & Apprenticeship-embedded Courses in addition to the conventional programs imparting 'employability' to UG education.

- Department of Collegiate Education in collaboration with industry prepared syllabus for 25 New **Market-Oriented Courses** by modifying 1 subject among 3 core subjects in Degree courses
- 25 Market oriented courses were introduced in 2017-18 in 12 Govt. Autonomous Colleges
- Government issued G.O Ms. No.34 Higher Education (CE) Dept, dated 17.03.2020 for implementation of these courses in Govt. and Aided Colleges from the Academic year 2020-21.

List of 25 Market-oriented courses

S.No	Related Conventional Subject / Department	New Market Oriented Subject
1	Mathematics/Statistics	Actuarial Science
2		Basic Applied Statistics
3	Physics	Renewable Energy Sources
4	Computers	Web Enabled Technologies
5		Data Science
6		Multimedia
7		Cloud Computing
8		Internet of Things
9	Chemistry	Industrial Chemistry
10		Analytical Chemistry
11		Cement chemistry
12	Botany	Organic Farming
13		Horticulture
14		Seed Technology
15	Zoology	Aquaculture Technology
16		Sericulture Technology
17		Paramedical Technology

Arts & Humanities Programs – BA

S.No	Related Conventional Subject / Department	New Market Oriented Subject
18	History	Tourism & Travel Management
19		Archeology
20		History Writing
21	Economics	Econometrics
22	Pol. Science	Office Management & Secretarial Practice
23		Journalism & Mass Communication
24	English	English for Digital Age
25	Telugu	Functional Telugu

- UGC, Delhi sanctioned **B.Voc., courses** for 11 GDCs. These courses includes Certificate, Diploma, Advance Diploma and B.Vocational course, as per NSQF (National Skills Qualifications Framework guidelines
- 11 colleges are offering B.Voc, 3 year Degree programs in 23 combinations from the Academic year 2020-21as given below:
- Introduced **Apprenticeship based Degree Programmes** in Fourteen (14) Autonomous Govt. Degree Colleges and Four (04) Non –Autonomous Govt. Degree Colleges in Collaboration with Sector Skill Councils (SSCs) of Govt. of India, from the Academic Year 2022-23.
- These Programs have the following advantages:
    - Industry –integrated degree Programmes
    - Linked to National Skill Qualification Framework (NSQF)
    - Industry apprenticeship for all students within degree period
    - Apprenticeship considered as Work Experience
    - Apprenticeship Certificate issued by Government
    - Stipend of Rs.7,000 to 15,000/- per month during Apprenticeship
    - Final Placement at a monthly salary of Rs.20,000 – 25,000/-
    - Online Learning Resources including video lectures in addition to classroom teaching provided by Sector Skill Councils

- Faculty Development Programme (FDP) provided by Sector Skill Councils

- Option to join higher studies

List of Apprenticeship based programs

S.No	Name of the Course	Sector Skill Council (SSC) offering the Course
1	BBA(Logistics)	Logistics Sector Council (LSC)
2	BBA Healthcare Mgt	Healthcare Sector Council (HSC)
3	BA /BBA Tourism and Hospitality	Tourism and Hospitality Skill Council (THSC)
4	BBA Digital Marketing	Management, Entrepreneurship & Professional Skills council(MEPSC)
5	BBA Event Management	Management, Entrepreneurship & Professional Skills council
6	BBA Retail Operations	Retailers Association's Skill Council (RASC)
7	BSc Gaming	Media & Entertainment Skills Council
8	B.Com Banking, Financial services and Insurance	BFSI SSC
9	Beauty and Wellness Certificate Course	Beauty and Wellness Sector Skill Council



Exchange of MOU with SSCs, GoI, on Apprenticeship-embedded Degree Programs

5. Enabling 'Learning Management System (LMS)' for the Students

As an initiative to enhance the learning process of the students, online content is being made available in the form of LMS. Efforts are being made to revamp the platform to a universal platform.

Objectives:

- To encourage self-learning among students.
- To promote students towards higher education by providing ICT-based learning.
- To change the role of teachers and facilitate learning through innovations, mentoring and counseling
- To help students become familiar with the basics and master the subject.
- To improve employment opportunities in core subjects

  Through LMS, teachers utilize various pedagogical practices like video lessons, power point presentations, problem solving tasks, question banks, case studies, projects to promote active learning in students leading to effective transfer of knowledge and skills to students in and outside the classroom.



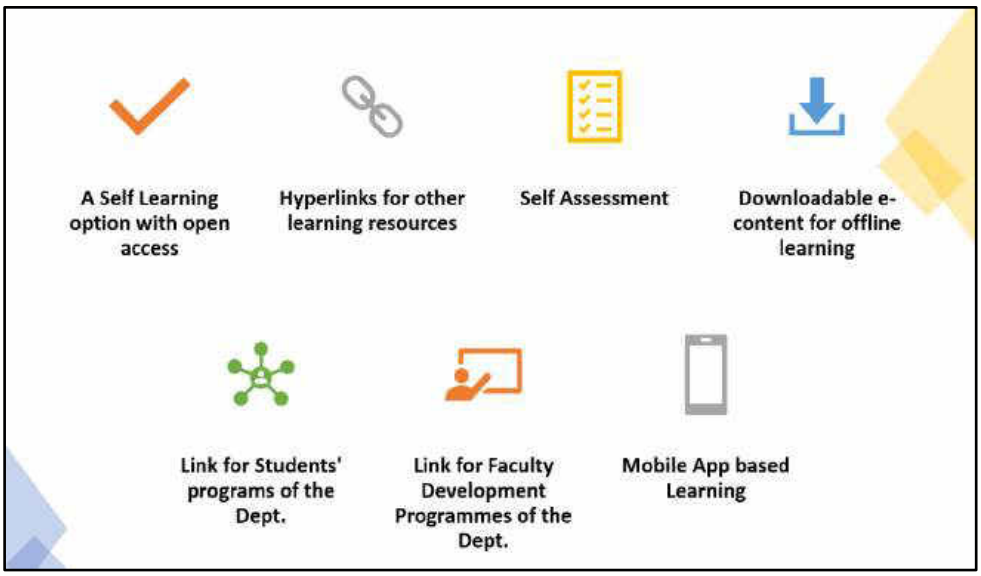
A screenshot of the CCE-LMS portal

3000 videos prepared by faculty members of the Department were made available to the students in Collegiate Education LMS Application.

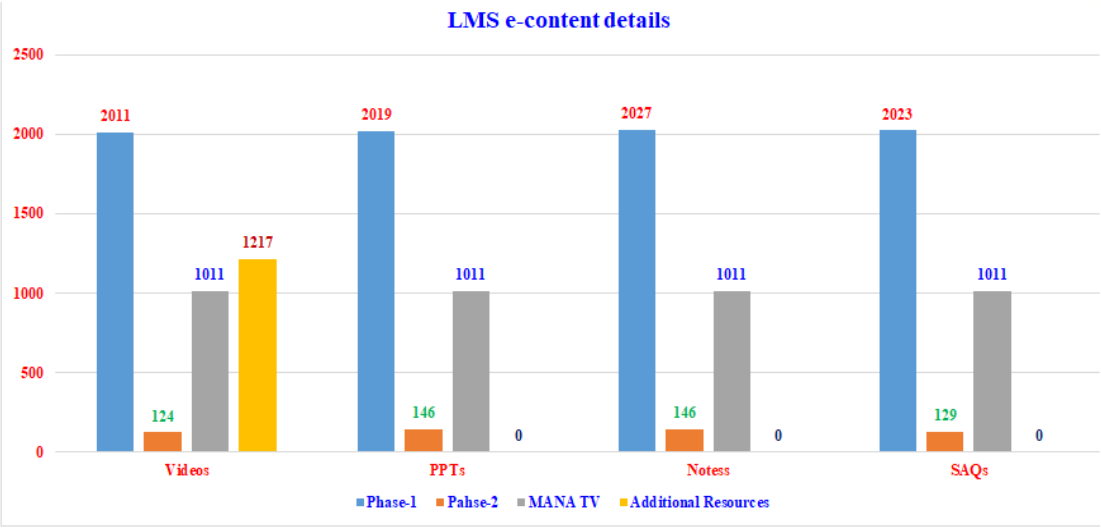
For each topic, the following 4 items will be prepared as per UGC 4 Quadrant model:

1. Video
2. Power Point Presentation
3. Reading material / Notes with web links

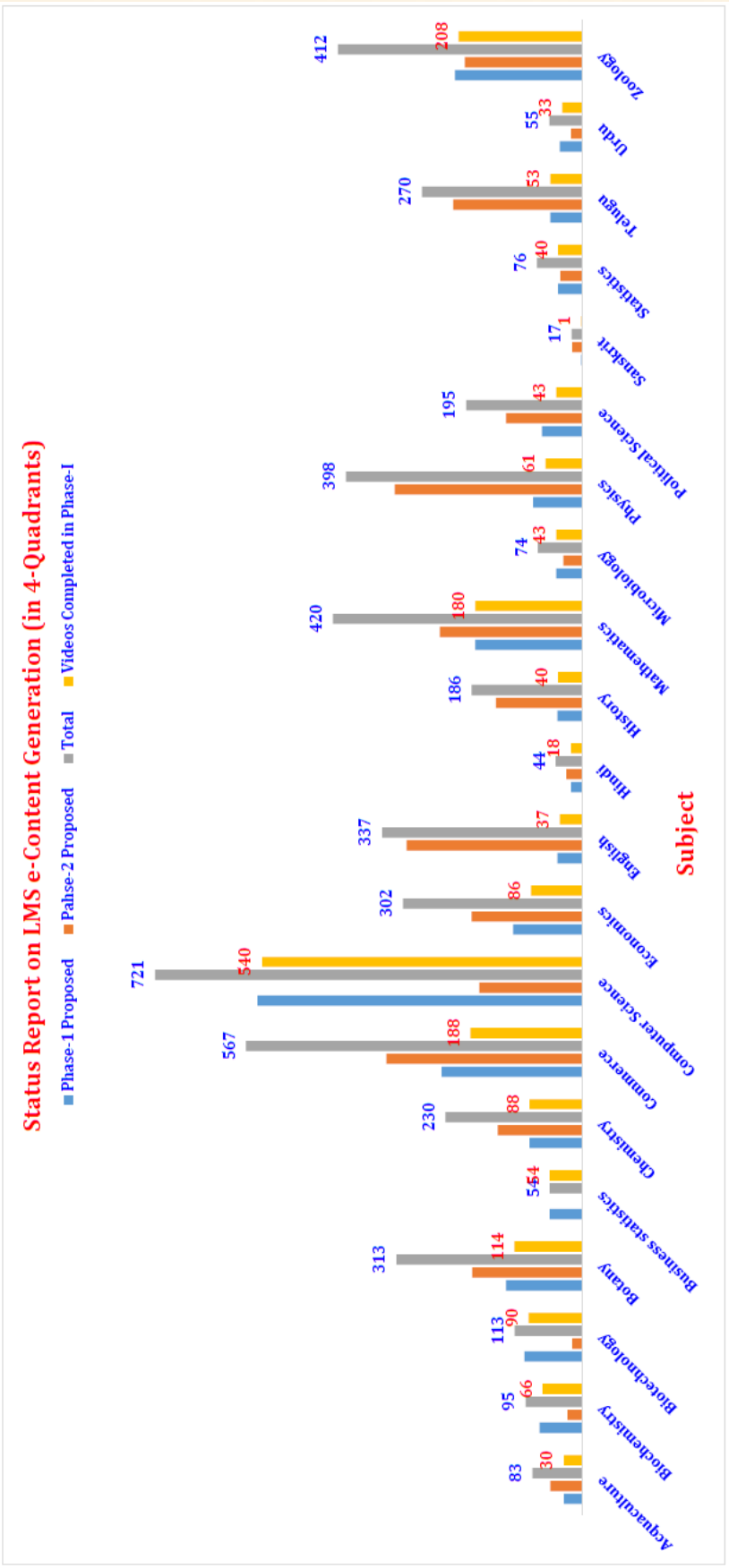
Proposed to complete LMS for all topics of all papers of UG Syllabus and topics were allotted to all regular and contract faculty or preparation of LMS content



Salient Features of LMS



Status Report on LMS e-Content Generation (in 4-Quadrants)					
Sl.No	**Subject**	**Phase-1 Proposed**	**Pahse-2 Proposed**	**Total**	**Videos Completed in Phase-I**
1	Acquaculture	30	53	83	30
2	Biochemistry	71	24	95	66
3	Biotechnology	97	16	113	90
4	Botany	128	185	313	114
5	Business statistics	54		54	54
6	Chemistry	88	142	230	88
7	Commerce	237	330	567	188
8	Computer Science	548	173	721	540
9	Economics	116	186	302	86
10	English	41	296	337	37
11	Hindi	18	26	44	18
12	History	41	145	186	40
13	Mathematics	180	240	420	180
14	Microbiology	43	31	74	43
15	Physics	82	316	398	61
16	Political Science	67	128	195	43
17	Sanskrit	1	16	17	1
18	Statistics	40	36	76	40
19	Telugu	53	217	270	53
20	Urdu	37	18	55	33
21	Zoology	214	198	412	208
	Total Videos	**2186**	**2776**	**4962**	**2013**


Status Report on LMS e-Content Generation (in 4-Quadrants)
Phase-1 Proposed
Pahse-2 Proposed
Total
Videos Completed in Phase-I
Subject
Zoology
Urdu
Telugu
Statistics
Sanskrit
Political Science
Physics
Microbiology
Mathematics
History
Hindi
English
Economics
Computer Science
Commerce
Chemistry
Business statistics
Botany
Biotechnology
Biochemistry
Aquaculture
412
208
55
33
270
53
76
40
17
1
195
43
398
61
74
43
420
180
186
40
44
18
337
37
302
86
721
540
567
188
230
88
54
54
313
114
113
90
95
66
83
30

6. Research and Development Centers

Promotion of research and innovation and its related activities as required by NAAC are being monitored and encouraged from time to time through creation of awareness of Research related Areas, Research Incentives and Recognition Opportunities like various Awards, providing Technology Development and Business Centered Facility to support the conceptualization of start-up ideas, pre-incubation, and guidance to establish start-ups and procure financial grants for such activities and scaling-up of the same.



Azolla culture and Hydroponics at Government Degree College, Kandukur

V. HOLISTIC DEVELOPMENT OF STUDENTS

- Inclusive Center
- NCC
- NSS
- Women Empowerment Cells (WEC)
- Red Ribbon Clubs (RRC)
- Eco-Clubs
- Consumer Clubs
- Literary and Cultural Clubs
- Games and Sports

V. HOLISTIC DEVELOPMENT OF STUDENTS

The department aims at developing well-rounded individuals that possess critical 21st century capacities. To realize the objectives of the NEP 2020, the department focuses on developing intellectual, social, physical, emotional and moral capabilities of students by adopting the following measures.

1. Inclusive Centers

Inclusive Centers are established in all Government Degree Colleges and Aided Colleges to inculcate a higher order thinking level among the students and to enable them to become individually responsible citizens. Inclusive center consists of the following five Sub Centers.,

(1) Legal Club

As students are considered as future leaders so they would be the best medium to communicate. Legal Club aims at spreading of knowledge on legal rights and duties to students and to give legal suggestions to the needy for their problems and for providing legal literacy and legal services programs.

Activities under Legal Club:

- Creating Awareness about Fundamental Rights & Duties of Indian Citizens, and Gender Equity through shows, easy writings, elocutions, and programs with Legal Authorities.
- Make the students to learn Contextual legal literacy, how to lodge a complaint.
- Make the students to learn about different Acts like POSCO/POSH Act, SC/ST Atrocity Act, Marriage /Dowry System / sex-selective abortions Acts, etc
- To spread legal literacy and awareness by setting up Rallies, making door-to-door visits in the neighboring areas, making road shows distributing leaflets, pamphlets, study materials etc containing information regarding legal services,
- To observe important days like world day against child labor, women's Day, and National legal service day, Girl child day, etc, and spread messages to the public about the aim and object of those days.
- Women empowerment programs.

(2) Anti-Human Trafficking Club

Activities under Anti-Human Trafficking Club:

- Visit local NGO working on Human rights or children to understand their functions, issues faced.
- Organize any events or recreational activities for the children of shelter home
- Visit Juvenile home-to understand their functions, interact with juvenile to document their issues/goals
- Study the living conditions of juveniles and recommend best practices.
- Visit Shelter homes to understand their functions, issues faced support required from government.
- Survey to identify school or college dropout students, encourage and counsel for continuation of students or find right employment via upskilling.
- Initiate conversations within your family/ neighborhood circle on issues related to good/bad touch, good parenting, family planning, education, women empowerment etc.,
- Create community awareness on safe migration and safe working conditions

The Club could work towards increasing the literacy ratio of the local town and district.

(3) Human Relations Club

The study of human relations emphasizes the analysis of human behavior, resolution of behavioral problems, and self-development. It enhances students' level of motivation and promotes learning. The goal of this club is to develop and implement activities to reduce prejudice and discrimination as well as increase cultural, religious, and ethical awareness in colleges.

Activities under Human Relations Club:

- Conducting Programs on Human Values, Psychological problems
- Conduct programs on Professionalism, Business Communication Techniques
- Keeping Thanksgiving baskets in the college

- Food donation programs.
- Conducting Book donation drives to Junior students as Best Practice.
- Blood Donation Programs

(4) Counseling Club

The aim of this club to provide career guidance and psychological counselling for capacity building of students. It intends to empower the students to face the challenges effectively through professional guidance and counselling programs. This club helps to resolve emotional and psychological issues of the student community. The Counselling club will function respecting the student's privacy so that they are free to explore them.

Activities Under Counselling Club:

- To counsel the students through individual counselling sessions based on their needs.
- To enhance the self-esteem of weaker/slow learners/physically challenged students.
- To help the students to overcome examination stress, anxiety, phobia.
- To inform the parents about psychological misbehavior
- To help the students in solving their personal, educational, social as well as psychological problems
- To assist the students in planning for educational choices.
- To help the students know themselves regarding their interests, abilities, aptitude, passion and opportunities.
- To create awareness, prepare and motivate to create success stories and decipher plans to overcome life challenges.
- To establish a feeling of mutual understanding between student and Lecturer.
- To conduct training programs on
  a) Stress Management
  b) Emotional Intelligence
  c) Relaxation Techniques
  d) Emotional first aid
- Conduct the programs to nurture the hobbies of the students.

(5) Entrepreneurial Club

These clubs function with an objective to inculcate Human Values, to provide awareness on legal matters, Human Trafficking, Entrepreneurial approach, and to counsel the students. It is important for college to start Entrepreneurial Club now a days because there is a start-up wave running across in all colleges. The aim of this club will help the students to turn their ideas and passions into business and develop help to develop future business leaders. This club would work as an incubation center for students to experiment with their ideas, explore opportunities to run small-scale in-house business for the students to cultivate their entrepreneurship skills and enable business opportunities.

Activities under Entrepreneurial Club:

- Awareness on subsidies, schemes, cluster development programs, women empowerment programs. Encourage the students to form a group and share ideas. Collect ideas subject wise weekly.
- Introducing Career Focused courses. Conducting Essay writing competitions on Inspirational startups in their subjects.
- Conducting college programs with low budget by involving student Entrepreneurs. Conducting awareness programs to make students as Entrepreneurs. Conduct programs on Government schemes, Subsidy schemes for women, Cluster development schemes, Startup ideas. MOUs with Industries & all industry connect internships for students.
- Club should identify unique local art, product, produce or skill, thereby brainstorm on upskilling, expanding, strengthening the economic activities towards offering sustainable value-added products or services
- 1st Year Students - Awareness on MSME and other start up opportunities; 2nd Year Students - Awareness on specific schemes ; 3rd Year Students - Implementation of ideas and host/participate in startup melas
- Ultimately the club could work towards increasing the employment ratio of the local town and district.





2. National Cadet Corps (NCC)

- The National Cadet Corps (NCC) has been the largest uniformed youth organization in India, aims at character building and leadership, in all walks of life and promotes the spirit of patriotism and National Integration amongst the youth of the country.
- Amongst the 166 GDCs in AP, 40 GDCs have NCC units in their colleges with 4686 enrolled strengths in three wings like Army, Navy & Air force.
- The National Service Scheme (NSS) is a voluntary association of young people in Colleges, Universities and at +2 level working for a campus-community (esp. Villages) linkage, aimed at developing a student's personality through community service.
- NSS helps the student to grow individually and also as a group. It makes the students confident, develop leadership skills, and gain knowledge about different people from different walks of life.
- Students also learn other skills that help them lead a better life in various situations. Amongst the 168 GDCs in AP, 129 GDCs are having NSS units in their colleges. NSS Volunteers from these colleges adopted nearby villages and involved in community development activities by conducting various awareness camps.
- Apart from this, many companies from the private sector consider the NCC certificates as an advantage. When it mentioned the NCC certified or achieved NCC 'C'/'B' certificate in resume, it gives a hint about the personality. Other than just military training the cadets also learn several other valuable things such as selflessness, honesty, discipline, hard work and ways to build confidence and gain leadership qualities. Trained Cadets from GDCs have been recruited in various sectors and fields to serve Mother India.



3. The National Service Scheme (NSS)

The National Service Scheme (NSS) is a voluntary association of young people in Colleges, Universities and at +2 level working for a Campus-Community linkage, aimed at developing students' personality through community service. NSS College Units adopt the villages and conduct various awareness camps as part of the community service.

- NSS helps the student to grow individually and also as a group. It makes the students confident, develop leadership skills, and gain knowledge about different people from different walks of life.
- Students also learn other skills that help them lead a better life in various situations. Amongst the 166 GDCs in AP, 129 GDCs are having NSS units in their colleges.
- NSS Volunteers from these colleges adopted nearby villages and involved in community development activities by conducting various awareness camps.



A representative Image of NSS Activities

4. Women Empowerment Cells (WEC)

Women Empowerment Cells were established in all Govt. Degree Colleges of AP. The empowerment of women is vital and increases their ability to influence changes and contribute to a better society. WEC ensures the attendance of girl students in the college regularly and focuses on health care, women related issues, access to Higher Studies and employability skills for girl students. This would also have a huge impact on women admissions. Never shall there be a lapse in attending women specific issues. Utilize the services of best women staff and address all the women grievances amicably.



A representative Image of WEC Activities.

5. Red Ribbon Clubs (RRC)

Red Ribbon Club is established in all GDCs for promoting blood donation through blood donation camps, Red Ribbon Club activities are implemented through National Service Scheme (NSS) Cell by conducting Awareness Programmes and blood donation camps. The strategy is to promote health seeking behavior and voluntary blood donation as well as enable them to become change agents in HIV & AIDS prevention programs in the state.



A representative Image of RRC Activities.

6. Eco-Clubs



A representative Image of Eco-club Activities

Eco-Clubs are established in all GDCs to protect & promote green environment and to sensitize the students on issues related to the environment. Eco-Clubs in GDCs organize various activities such as the 'Clean and Green' campaign which aims to protect and care for the environment by engaging the community in leading an environmentally conscious lifestyle. These clubs play key role in keeping the campus Clean and Green to create healthy atmosphere in respective colleges.

7. Consumer Clubs

Consumer Clubs are formed in all GDCs for creating awareness on consumer rights of the public as provided in the Constitution of India, Consumer Protection Act- 1986, and other Indian Laws. These clubs play an important role in imparting knowledge about real life situations and to enable to develop confidence among the students and local community to fight for consumer rights and justice. The consumer clubs celebrate the days of National and International importance to consumers in colleges in association with local Governmental and Non-Governmental agencies.

8. Literary and Cultural Clubs

Literary and Cultural clubs are formed in all GDCs for creating a platform for students to cultivate a passion for creative writing, literature, quizzing, debating, elocution and to be in touch with cultural values and traditions. These clubs conduct various literary activities to sharpen skills of logical thinking, build essential skills needed in various workplaces and also organize cultural events to expose them to a wide range of cultural diversity and to improve harmony among the students.

9. Games and Sports

Students of all GDCs in the state are encouraged to take part in sports and games in order to develop healthy and long-lasting lifestyles. Sports and games are integral part of human life as well as important for human resources development. They are also effective way of channelizing the energy of youth for productive and meaningful purposes. They also lead to physical, social, and mental integrated development of students by ensuring a sound mind in a sound body and equip the students to cope with the pressures in their career. Students of GDCs participate in various events/tournaments at College Level, University Level, National and International levels.





VI. TECHNOLOGY ENABLED GOVERNANCE

- Academic Related
  - C-MAPP (Classwork Monitoring)
  - A-MAPP (Assessment Monitoring)
  - I-MAPP (Internship Monitoring)
  - Industry Connect Portal
- Administration Related
  - e-Office Management
  - G-MAPP (Grievance Redressal Management)
  - SIMS (Student Information Management System)
  - FRAMS (Face Recognition Attendance Management System)

VI. TECHNOLOGY ENABLED GOVERNANCE

For effective administration of colleges at state level, CCE has developed five (5) Apps which are intended to cover the major administrative aspects of the department. They include two administrative Apps and three academic apps. Real Time monitoring of these activities from a state level dashboard is an added advantage of these interventions.

1. ACADEMIC RELATED

a) C-MAPP (Teaching Learning Process App)

Digital initiative by the department introduced during 2020-21 (July 2021) to monitor online/ offline Teaching learning Process during the COVID-19 second wave. It is available in two forms, Web Application for Desktop Users and Mobile Application.

All the faculty of GDCs across the state are using TLP App to report and monitor teaching learning progress daily.

Every College prepares course-wise timetables and map them to the respective teachers through the principal's dashboard of Web Application.

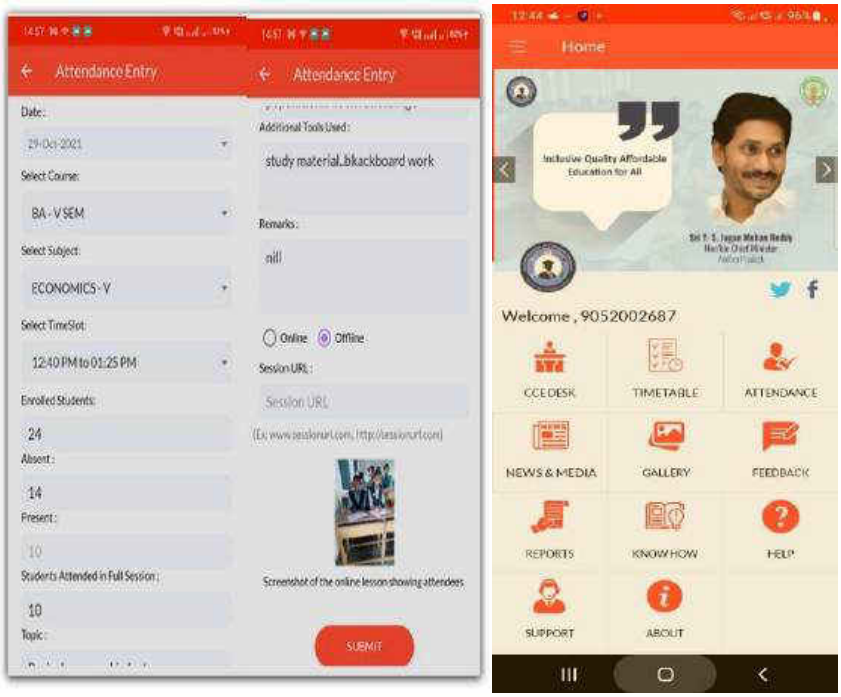
Features:

- College wise Timetable is mapped
- Student enrolment data is prepopulated
- After every class, Lecturer must upload the data

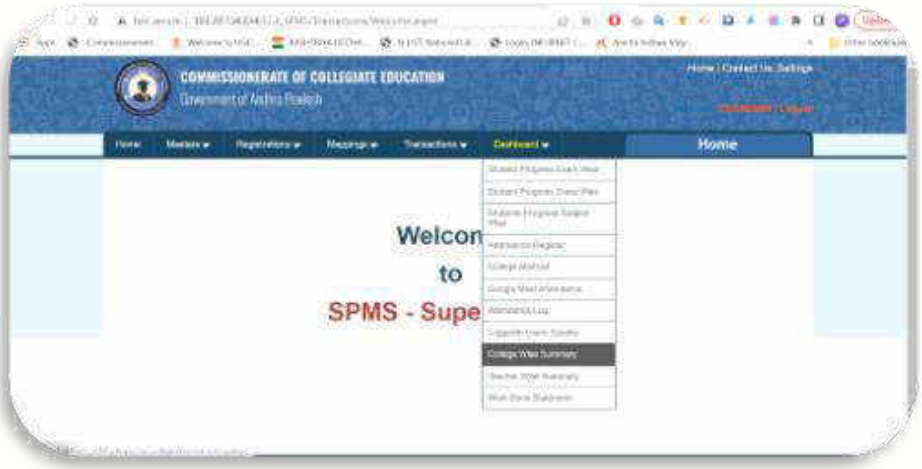
Outcomes:

- Lecturers and students' attendance is ensured
- Corrective measures are being taken for poor attendance
- Conduct of classwork is monitored
- Deviated classes are being properly recouped
- Academic Performance is accounted for
- Phenomenal increase witnessed in the academic performance
- Principals have been empowered
- Timetable Mapping to lecturers and corresponding sections/classes.

- Attendance entry of the students.
- Transfer Class from a lecturer to another lecturer as per dynamic requirements.
- Rescheduling of Classes for administrative flexibility
- Offline / Online mode of Class reporting to overcome network issues.
- View Reports of Individual, College, District, Zone, and State level.
- Feedback for betterment of the functionalities



Home Screen of TLP Mobile App



Dashboard of TLP Map Web Portal



Teacher Work Done Statement

Search Options

GDC (M)(A), Anantapuramu

Work done statement for the Teaching faculty for the Month of Aug-2022 (21-Aug-2022 to 20-Sep-2022)

Name of the Faculty	S Rajasekhar Reddy	Total classes scheduled in the Month	45
Type of Lecturer	Regular	Total classes reported	34
Designation	Lecturer (Use this as designation)	Total Deviated classes	11
Department	Chemistry	Total Approved Deviated classes	9
CFMS ID	1447/3324	% of Compliance	95.56
		Grade	A

S.No	Date	Time	Program	Semester	Subject	Topic covered	No. of hours in minutes	Remarks
1	22-Aug-2022	01:00 PM to 02:00 PM	B.Sc-Botany,Zoology,Chemistry-Sem-II-English	2	Chemistry	Estimation of Carbonate and Bicarbonate ions present in given test sample - Demonstration -	60	Reported
2	22-Aug-2022	02:00 PM to 03:00 PM	B.Sc-Botany,Zoology,Chemistry-Sem-II-English	2	Chemistry	Estimation of Carbonate and Bicarbonate ions present in given test sample - Demonstration -	60	Reported
3	23-Aug-2022	12:00 PM to 01:00 PM	B.Sc-Bio-Technology,Botany,Chemistry,-Sem-IV-English	4	Chemistry 4	Organic Compound functional group Analysis - Hands on experiment -	60	Reported
4	23-Aug-2022	01:00 PM to 02:00 PM	B.Sc-Botany,Zoology,Chemistry-Sem-II-English	2	Chemistry	Practicals - Estimation of Fe+2 ion Hands on experiment -	60	Reported
5	23-Aug-2022	02:00 PM to 03:00 PM	B.Sc-Bio-Technology,Botany,Chemistry,-Sem-IV-English	4	Chemistry 4	Organic compound functional group Analysis - Hands on experiment -	60	Reported

Sample Work-done Statement

b) A-MAPP (Continuous Internal Assessment (CIA) Monitoring App)

The Continuous Internal Assessment App Ensures uniform assessment, which is challenging to students continuously, follows up and ensure the progress during the course and facilitates the documentation and verification of the implementation of CIA and a progress Report will be shared to students after every semester.

The application will also be launched shortly in two (02) forms:

1. Web Application for Desktop users
2. Mobile App

The A-MAPP functionalities include

- Recording the Assessment Data of Every Student in Specific CIA format as mentioned in the SOP.
- Assigning & recording the topics allotted to students.
- Tracking the progress of the students from the dashboard at Individual, College, District, Zone, and State level.
- Feedback/Reports of the students, lecturers/mentors and the principals are recorded and made available for follow up action.

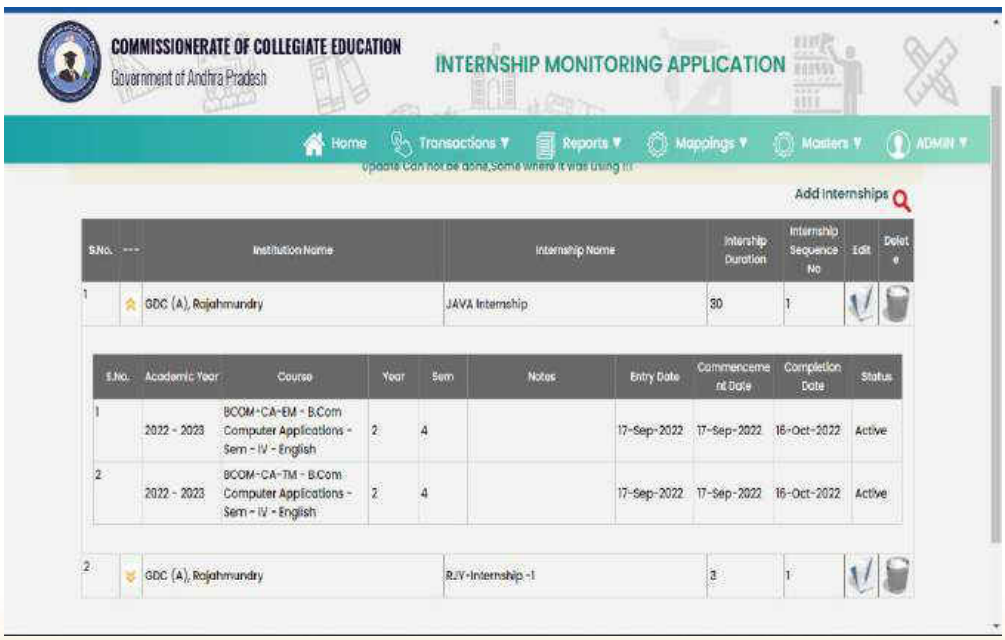
c) I - MAPP (Internship Monitoring APP)

Internship is mandatory as part of revised CBCS curriculum 2020-21, which is a tough task for colleges to implement alone. This Internship Monitoring App provides Internship opportunities to students with industry connect & monitors the status of every student in the state helping to easily identify the lapses and gaps to focus on. It's available in two (02) forms:

1. Web Application for Desktop users
2. Mobile App

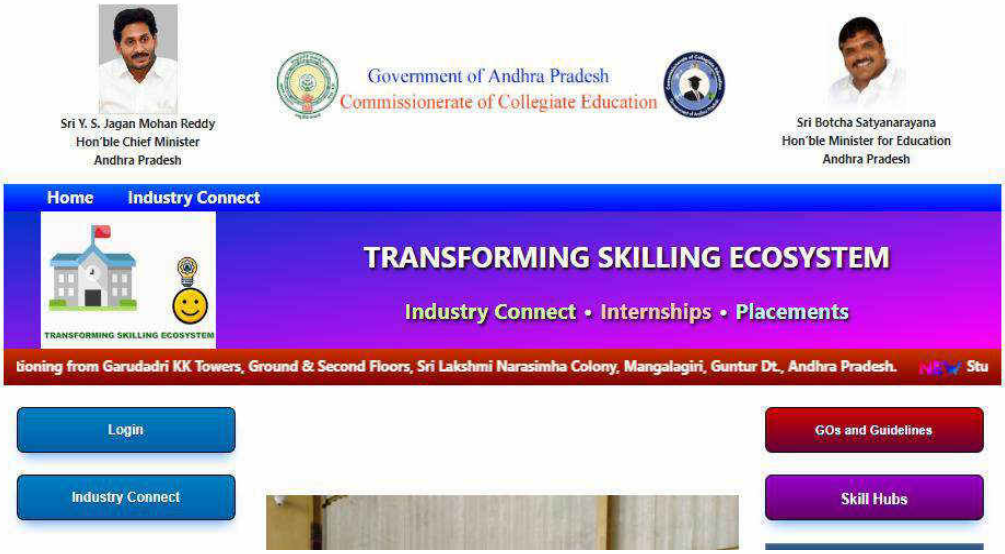
The I-MAPP functionalities include

- Adding industries to the Database for "Industry Connect"
- Mapping students to various industries for internships as per industry connect.
- Mentoring & monitoring the students who are doing internship on-site.
- Monitoring the student weekly tasks by the mentor, trainer, and the principal.
- To Assign tasks to the students, which will be reflected in the student login, and he/she is alerted of the daily tasks list, enabling them to submit the task report with attachments (If required in the scheduled task).
- Mentor can submit his comments on the student task report so that the student can improve himself/ herself according to the guidance.



d) Internship Portal

As a major part of the preparedness for internship of 2 months after 4th semester and 6 months in 5th or 6th semesters, a separate CCE-Industry connect portal (http://apcce.gov.in/TSEHome) is created. More than 25,000 internships were identified and mapped with students of GDCs who completed 4th semester, through the Internship web portal.



Home page of internship portal

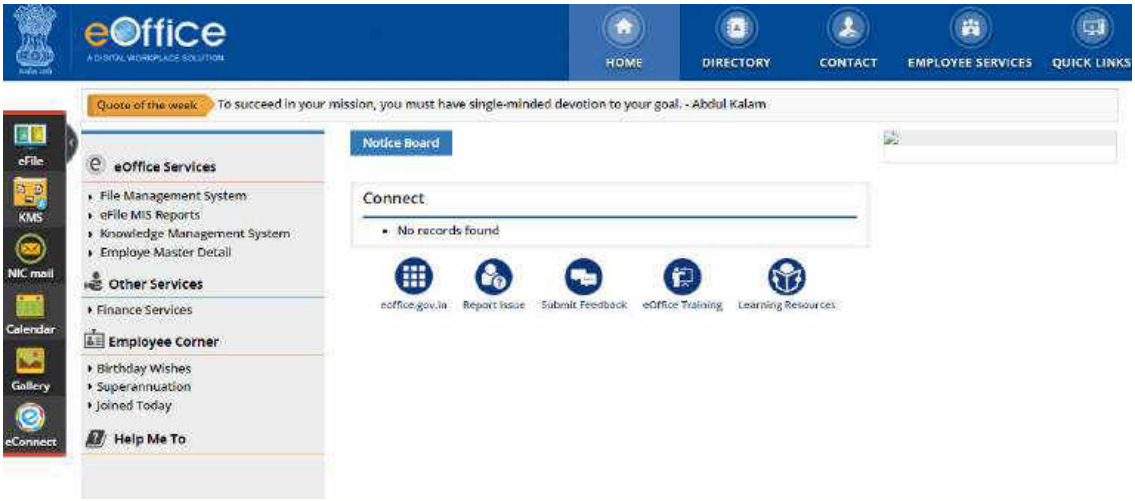
2. ADMINISTRATION RELATED

(a) e-Office Management

The Commissionerate of Collegiate Education uses the e-Office functionality of the National Informatics Center. Guidelines were issued to all the competent staff to use e-Office for easy, transparent, and quick disposal of the files within the stipulated timelines.

Functionalities include

- Creation of e-files with enclosures attached by uploading
- Share, Modify, Provide Remarks, Edit the e-Office files.
- Track the files with ease.



Dashboard of e-Office

(b) G-MAPP (Grievance Redressal Management App)

The **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.

a. Features:

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

Outcomes:

- Provision of direct access to the administration
- No delay and faster redressal mechanism
- Applicant can track his/her application
- No need to visit Head Office and hence conduct of classes enhanced
- Transparency in Administration
- Increase of accountability on part of Colleges and HoD office
- Staff & Students can file grievances with ease of a click & hope of assured redressal. The GR Mapp has two (02) forms

    1. Web Application for Desktop users, 2. Mobile App



Screen shot of the GR MAP's Web Application and App

c. SIMS (Student Information Management System):

Monitoring of funds at colleges would be transparent and allocation of funds according to the official guidelines would be easy through **SIMS**. All the fee types payable by students at the college are categorized and displayed in the app. Helping in the utilization follow up and justification. This helps in the overall development of the colleges.

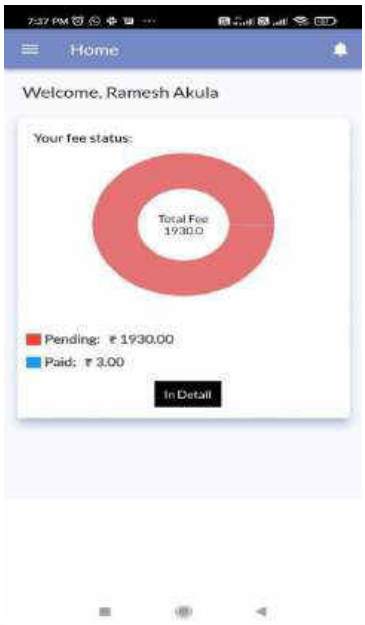
Features:

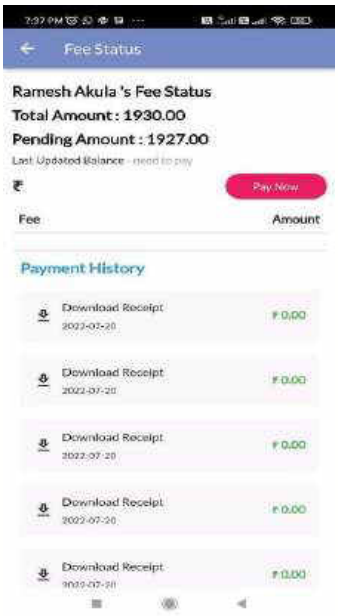
- Student can pay fee from any place and at his/her convenience
- Fee allocation for each component is specified
- Students receive messages regarding fee paid and balance to be paid

Outcomes:

- Transparency in Financial Management
- Principals are empowered and can utilize the funds in more useful way
- Remove misappropriation of Funds
- Monitoring of fee collected per every student, college-wise.
- Direct credit of the fee paid by the student according to the fee heads of the University/College.
- Tracking the fee collected and pending details from the dashboard.
- Alerts to students on the fee payable and paid receipts.
- Alerts to students & parents from other administrative & academic matters from the college.
- Monitoring of the fee heads for targeted & allocated expenditure without misappropriation of funds.
- Live cashbook & fund flow records.







d. FRAMS (Facial Recognition Attendance Management System)

The Government of Andhra Pradesh has come up with a 'Facial Recognition' based software solution for the Management of Attendance in Govt. organizations, namely "Facial Recognition Attendance Management System (FRAMS)". The FRAMS is used to Manage / Monitor the attendance of all the Staff and Students of the Government Colleges in Andhra Pradesh under the aegis of the CCE.

Functionalities & Features

- The primary functionality of attendance capturing in FRAMS is based on 'Facial Recognition and Presence' of the staff or students.
- Mobile devices running on Android/iOS with a decent camera are the only required equipment to implement the utility at College/Classroom level.
- Students are registered in the FRAMS APP and organized into sections/classes. Similarly, staff are also registered in the APP based on facial recognition.
- Accordingly, Lecturers are mapped to sections as per the timetable.
- A lecturer needs to capture the image of self in FRAMS to mark self-attendance followed by capturing of the class through camera.
- The system recognizes facial differences between individuals with utmost accuracy and marks attendance, for instance, it can differentiate between twins, and between stationary objects (like pictures) and people. It accepts the attendance within the radius of Geo-coordinates of the college.
- Re-scanning adds the attendance of any individual(s) left out of the attendance.
- Encrypted Students' & Staff data from Jnanabhoomi portal of the Govt. of A.P. is used for managing attendance.

Outcomes

- Use of simple tool like a mobile device helps in averting problems that arise with biometric devices in practice.
- High accuracy of attendance management in relatively less time.
- Unbiased attendance using facial capturing and detecting.

VII. EXCERPTS FROM STANDARD OPERATING PROCEDURES (SOPs)

- TLP - Roles & Responsibilities
- Maintaining NAAC Records Submission of NAAC AQARs &SSRs Submission of NAAC AQARs & SSRs in Govt. Degree Colleges (GDCs).
- Admissions Strategy & Enhancement of GER / GPI.
- Continuous Internal Assessment (CIA)
- College Websites – Maintenance
- Extra-Curricular Activities
- Research & Development Cells (RDCs) at Colleges
- CSP & Internships
- Code of Professional Ethics - Roles & Responsibilities
- Measures to Improve Overall Results
- Establishment of Inclusive Centers

VII. EXCERPTS FROM STANDARD OPERATING PROCEDURES (SOPs)

Index of SOPs

Sl. No.	Area of Implementation of the SOP	Features	Outcomes
1	**TLP - Roles & Responsibilities**	Real Time monitoring of classes, student attendance, teacher leaves and class adjustments.	Seamless & uniform transaction of teaching learning activities, uncompromised classwork schedule. Strict follow up of conduct and adjustment of the classwork in real time. State level monitoring of classwork from an online dashboard.
2	**Maintenance of Records & Submission of NAAC AQARs & SSRs**	Pathway for Internal Quality Assurance Cells (IQACs) of the Colleges. Guidance for accurate & ideal implementation/documentation of NAAC related activities.	For mandatory & intime NAAC grading of colleges, targeting 100% NAAC recognition of all institutions. Ensures that the institutions follow the appropriate guidelines of NAAC, UGC, etc., from time-to-time.
3	**Admissions Strategy &Enhancement of GER / GPI.**	Assists in capturing admissions from feeder Jr colleges and villages/wards nearby the GDCs. Detailed excerpts of all SOPs which in turn contribute to increase in Gross Enrollment Ratio and Gender Parity Index.	Improves admissions which further contribute to increase in GER and GPI, (including women empowerment through higher education), the Sustainable Development Goals (SDGs).

Sl. No.	Area of Implementation of the SOP	Features	Outcomes
4	**Continuous Internal Assessment (CIA)**	Seamless & Uniform CIA policy across all GDCs. Continuous feedback to students.	Ensures that our students are continuously tracked and reminded of their academic performance for feedback-assisted iterative learning. Enables students to complete the program in time with good knowledge and score.
5	**College Websites - Maintenance**	Mirroring up-to-date college information and essential data, on a regular basis.	Best & transparent administrative practice. Essential, yet score gainer in NAAC, NIRF etc.
6	**Extra-Curricular Activities**	Planning and implementation of the extracurricular activities including that of Women Empowerment Cell. Essential steps to follow for Village adoptions, Outreach Programs.	Simultaneous follow up of extracurricular activities for all-round personality development of students. Talent Promotion and recognition. Implementation of 'Outreach Programs" benefiting the public & enhances peer perception of the institutions.
7	**Research & Development Cells (RDCs) at colleges.**	Establishing RDCs, creating research ecosystems in colleges to promote "Teaching through Research Practice".	Functional RDCs at GDCs. Research driven progress of the colleges in terms of publications & patents.
8	**CSP & Internships**	Guidelines on CSP implementation. "Industry connect" of colleges provides internship opportunities to all the students.	Assured and in-time completion of internships by all students. Provides better job-opportunities during the course itself.

Sl. No.	Area of Implementation of the SOP	Features	Outcomes
9	**Code of Professional Ethics - Roles & Responsibilities**	UGC guidelines, 2018. AP Special Service Rules. Code of ethical conduct. Model for students.	Imperative practice of "Professional Ethics" & scrupulous adherence to roles and responsibilities at colleges to reach high standards set by UGC, NAAC, APSCHE & CCE. Enhanced responsibility of the staff while discharging the duties. Creates a professional & dignified environment at HEIs.
10	**Measures to Increase Overall Results**	Methods to follow for assured incremental performance of the GDCs.	Overall pass percentage of the students is the key indicator of the performance of colleges, which is improved by following this SOP
11	**Establishment of Inclusive Centers**	Guidelines to stand for / implement Anti women-trafficking, legal counselling, prevention of drug abuse etc., Promotion of Human Relations, & Entrepreneurship.	Creating awareness and security in terms of human trafficking, drug abuse, human relations & entrepreneurship, Root level implementation inclusive policies.

Excerpts from SOPs

1. TLP - Roles & Responsibilities

The Commissionerate of collegiate Education has institutionalized an online platform for monitoring the Teaching-Learning Process in Government Degree Colleges in the state of Andhra Pradesh. The online platform called "Teaching Learning Process Management (TLP Map) App" is available in both web portal and as well as mobile app. In this regard, the following Standard Operating Procedure (SOP) is prescribed for strict compliance at different levels namely Faculty/institutional/District/Zonal/State level.

Academic Cell, headed by the Academic Guidance Officer (A.G.O), is endorsed with the responsibility of planning and monitoring the Teaching Learning Process (TLP) regularly across the state. A monitoring officer is appointed for each Nodal resource center (NRC).

Principal shall play pivotal role in the implementation of TLP Map at college level. He/she should ensure that

i) Each faculty member prepares timetable for the subjects dealt by him/her for different semesters and map the same in the app.

ii) All the students must be motivated and mobilized to attend all the scheduled classes by consulting the parents, if needed.

iii) All the faculty members conduct their scheduled classes as per the timetable.

iv) Instruct the faculty to report the classes along with details like topic, student attendance etc., immediately after the completion of each class but not at the end of the day and authenticate the said information through Principal login by 7:00 P.M on that day.

v) Leaves/OD/Activities/Examinations etc., are to mark a day advance and classes adjustments should be made.

Faculty members are the critical persons at the cutting-edge level who are really connected with the students for the transmission of the content. If the faculty member is not connected, the very purpose of the TLP is vitiated. Therefore, the faculty member is expected to be sincere and committed in his/her role. They are requested to

1) Involve themselves in teaching and see that the class work conducted with utmost care and fruitful manner.
2) Report the classes immediately after every class with all details.
3) Submit leave/OD or if any well in advance to the principal to make necessary arrangements/ adjustments for conduct of classes.
4) Motivate students to attend all classes and take all measures to improve the attendance of the students.
5) Conduct of classes, and attendance of the students for the classes will be taken on day-to-day basis to assess the performance of the faculty and the same will be linked to the salary of the individual.

2. Maintaining NAAC Records Submission of NAAC AQARs &SSRs Submission of NAAC AQARs & SSRs in Government Degree Colleges (GDCs).

1. Vision and Mission

Each GDC shall prepare their own Vision and Mission statements as part of their action planning process for achieving the desired goals of the institution. Similarly, IQAC and each department in the institution shall also prepare their Vision and Mission statements in line with the institution's Vision and Mission.

The *Vision* statement envisages the long-term goals of the institution. It is the big picture of what the leadership wants the Institution to look like in the future. Therefore, a vision statement does not change from year to year until the completion of a cycle. It should be comprehensive and holistic and should be presented in a single sentence.

The *Mission* explains how the vision of the institution gets translated through various strategic plans. The vision represents the big picture, and the mission represents the necessary work that should be taken up constructively.

Both the 'vision' and 'mission' explain the goals and objectives and the steps planned for achieving the outcomes.

2. IQAC Committee

Since quality enhancement is a continuous process, as per the mandate of NAAC the Internal Quality Assurance Cell (IQAC) shall be established as part of the institution's system to work towards the realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent, and catalytic improvement in the overall performance of the institution. The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. The success of IQAC depends upon the sense of personalization and participative attitude along with committed hard work and team spirit of all the stakeholders. It will be a facilitating and participative voluntary unit of the institution.

3. Composition of the IQAC Committee:

According to the NAAC Manual, the composition of the IQAC should be as follows:

1. Chairperson: Head of the Institution,
2. Teachers to represent all levels (Assistant and Associate Professors, 3 to 8),
3. One member from the Management (RJDCE / a member from Academic Cell),
4. The senior administrative officer (Office Superintendent/Manager),
5. One nominee each from the Local Society/Trust, Students and Alumni,
6. One nominee each from Employers/Industrialists/Stakeholders, &
7. One of the senior teachers (Professor / Associate Professor) with quality track record and aptitude as the Coordinator of the IQAC.

4. Functions of IQAC

The IQAC has to ensure outcome-oriented quality work is taken up by different departments of the HEI and the stakeholders in tune with the Vision and Mission. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of the functioning of the institution. The IQAC Coordinator has a major role in implementing these functions. The IQAC may derive support from the already existing units and mechanism that contribute to the functions:

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks / parameters for various academic and administrative activities of the institution,
b) Creation of a learner-centric environment conducive to quality education and faculty knowledge / skill promotion to adopt the required knowledge and technology for participatory teaching and learning process,
c) Arrangement for feedback response from students, parents, alumni, and other stakeholders on quality-related institutional processes,
d) Dissemination of information on various quality parameters of higher education,

e) Organization of inter and intra institutional workshops, seminars, conferences and symposia on quality related themes and promotion of quality circles,

f) Documentation of various programmes / activities leading to quality improvement as per SOP,

g) Acting as a nodal agency of the Institution for planning, monitoring, and coordinating quality-related activities, including adoption and dissemination of best practices,

h) Development and maintenance of institutional database related to SSR / AQAR through MIS for the purpose of maintaining and enhancing the institutional quality,

i) Development of Quality Culture in the institution,

j) Guiding the institution and members for preparation and timely submission of the Annual Quality Assurance Report (AQAR) and preparing the Institutional Information for Quality Assessment (IIQA) and Self Study Report (SSR) for Assessment and Accreditation as per guidelines and parameters of NAAC.

5. Role of the Principal

The Principal, being the head of the institution, must be innovative, creative and logical in steering the institution. He / She must thoroughly be well versed with the NAAC methodology and should be able to assess the needs of the institution properly and should conduct the SWOT analysis.

The Principal should be a visionary, independent in thinking, collaborative in achievement, critical in thinking and unbiased in judgement.

The Principal should start the re-assessment plan by studying the recommendations made by the previous Peer Team of NAAC.

The Principal should

- go through the quality documents (AQAR / SSR) along with the SOP and discuss with the IQAC Coordinator and Criterion In charges before planning the course of action,
- appoint the Criterion in-charges to procure data related to various qualitative and quantitative metrics,

- ❖ appoint two additional coordinators (1. academic and 2. technical) to coordinate with the criterion in charges for procuring the necessary data for metrics and to upload the finalized data on the NAAC website from time to time,
- ❖ should convene periodical meetings, know about the progression and monitor the whole process to achieve the stipulated vision for each cycle,
- ❖ should strategically plan events and activities for the growth and development of the institution with a focus on the seven criteria of NAAC,
- ❖ should include the IQAC Coordinator in all decision-making meetings.

6. Role of the IQAC Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the departments. The coordinator of the IQAC may be a senior lecturer with a positive attitude, knowledgeable and should possess expertise with a good track record in quality aspects.

It is preferable that the coordinator must have sound technical knowledge to document the information periodically, the Agenda, Minutes and Action Taken Reports along with the reports of various activities and maintain them electronically in a retrievable format.

The following are the expected roles and responsibilities of the IQAC Coordinator:

- To visualize and prepare a qualitative vision statement,
- To plan, monitor, and coordinate with various quality initiatives in the institution,
- To examine, guide and coordinate the documentation of the various activities leading to quality improvement collected by the criterion in-charges with the help of Additional Coordinators,
- To coordinate with criterion wise in-charges, department in-charges and staff members,

- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters by conducting timely review meetings,
- To coordinate the timely and efficient execution of the decisions of the IQAC committee,
- To visit NAAC website at frequent intervals and inform the Institution about updates and deadlines from time to time.

7. Role of the Additional Coordinators:

a. Additional Coordinator (Academic):

The Additional Coordinator (Academic) will monitor the qualitative metrics collected by the Criterion In-charges and in association with the IQAC Coordinator will finalize them for upload. The **Additional Coordinator (Academic) shall be a committed teacher with a positive attitude for the development of the college.**

b. Additional Coordinator (Technical):

The Additional Coordinator (Technical) will monitor the Quantitative Metrics collected by the Criterion In-charges and in association with the IQAC Coordinator will finalize them for upload.

The **Additional Coordinator (Technical)shall be a committed teacher with a good attitude and innovation and shall have practical experience in using technology.**

8. IQAC meetings

a. The IQAC should conduct meetings periodically to plan and monitor the IQAC Calendar for the development of the Institution.
b. The IQAC should fix targets, timelines and discuss various assignments allotted to the Criterion In-charges.
c. The meetings should review, monitor and replan activities for achieving target-oriented activities.

9. IQAC Chamber and Facilities:

As the IQAC functions like the brain of the college, the following facilities must be provided by the Principal:

- ❖ The IQAC must be provided with a well-ventilated chamber large enough to conduct review meetings.
- ❖ It should have an uninterrupted internet facility with a good bandwidth and a functional Computer system with best configuration.
- ❖ A UPS must be provided for saving the date in times of power interruption.
- ❖ A functional scanner and printer, stationery and closed almirahs must be provided to store the data under lock and key.
- ❖ An attender also is to be provided to collect data from the departments from time to time.

10. Role of the Website In charge:

The website in charge of the college must be dynamic, creative, and innovative to present the Institutional website in a constructive way with all visual appeal and academic dynamics. He / She should be able to work in collaborative way with the IQAC teams and should incorporate all the required documents as required by NAAC from time to time.

He / She should see a dedicated functional and dynamic website maintained up to date with necessary space for uploading various scanned documents for a complete cycle - i.e., five years.

A list of items that should be displayed on the website (Website Checklist), furnished with the SOP shall be adopted in practice.

11. Maintenance of Records at IQAC

The following records/documents are to be maintained by the IQAC

- College establishment G.O
- Land related documents
- Peer Team recommendations
- Accreditation certificates
- Strategic Plan Deployment Documents (2(f) and 12(b) status documents / Autonomous status / RUSA, AISHE and NIRF submitted data and certificates, etc.,)

- Year wise Staff and Students' Data
- College Activities Register
- IQAC Circular Book
- IQAC Minutes Book and Action Taken Reports
- CPDC Minutes copy
- Staff Council Minutes Copy
- Academic Council Minutes Copy
- Syllabus documents
- Result Analysis Reports
- Month wise Activity Reports
- Criteria wise reports with evidence in the NAAC report format with proofs
- Monthly Newsletters of the college.

12. Role of the RJDCE, ID College Principal and Zonal Resource Persons

The RJDCE, in consultation with the ID College Principal, and the appointed Zonal Resource Persons should monitor the status and progress of the district colleges from time to time. They should prepare a calendar for personal visits to guide the colleges from time to time either virtually or personally and submit a report to the in-charge concerned at the Academic Cell.

13. Handing Over charge / records during transfers

All the records maintained by the in-charges of various Departments, IQAC Coordinator, additional coordinators, and members (Regular, Contract and Guest) shall be handed over to the new incumbent in the event of transfer or retirement of the incumbent in order to maintain continuity in the assessment and accreditation process.

The Principal of the college shall give the LPC / relieving order to the incumbent only after verifying the handing over of the charge and records lists to the new incumbent personally.

14. Disciplinary action for dereliction of duty

Disciplinary action will be initiated, and the incumbent shall be punishable for dereliction of duty in accordance with the procedure laid down in the Andhra Pradesh Civil Services (CCA) Rules, 1991, if

i) Any Principal, IQAC coordinator or Criterion In charge submits the AQAR with 'Nil' reports despite availability of data or

ii) does not submit the AQAR within the stipulated time or

iii) does not maintain the record as per the instructions given above.

15. Submission of NAAC AQARs & SSRs

The National Educational Policy, 2020 emphasizes on the need for and importance of accreditation as a means to ensure quality education. In this regard, the NEP, 2020 recommended mandatory accreditation of all Higher Educational Institutions in a time bound manner. The Govt. of Andhra Pradesh is committed to provide quality education to all the students of the state and ordered for mandatory accreditation of all the Higher Educational Institutions offering conventional, technical, and professional programmes within three years vide G.O.RT.No. 13 Higher Education (U.E) department, dt. 02-02-2021.

In this connection the Commissionerate of Collegiate Education, AP has conducted several review meetings with the Principals, Internal Quality Assurance Cell (IQAC) Coordinators, Criterion in-charges of certain Government Degree Colleges to review their preparedness for assessment and accreditation by NAAC.

In the departmental review meetings, it is noticed that certain Government Degree Colleges are maintaining the records not in the format of Revised Accreditation Framework for NAAC assessment and accreditation. It is also noticed further that some colleges have delaying the submission of AQARs even though the timeline for submission has expired and, in some cases, AQARs are being submitted with insufficient data. Reports and certain records are not properly maintained in the departments / college level IQACs.

In view of the above, all the Principals, IQAC Coordinators, Criterion in-charges / members and in-charges of departments are informed to maintain all the records for NAAC Assessment and Accreditation in the Revised Accreditation Framework (RAF) method and follow the guidelines mentioned below scrupulously at college level:

3. Admissions Strategy &Enhancement of GER / GPI.

These guidelines were issued to all the Principals of Government Degree Colleges requesting them to implement the guidelines given hereunder to enhance the Admissions in Degree courses for the Academic year 2022-23 without fail to ensure 100% admissions in all college and courses.

A. Creating Awareness about College and Online Admissions Process:

1. **Constitution of Admissions Promotion Committees:** Each College shall constitute college wise 'Admissions Promotion Committee (APC)' to oversee the entire admission process and form Programme-wise Admissions Teams (PATs) to enhance admissions in each programme. The committee and teams shall carry out programme wise admission analytics for the past three years and prepare action plan to enhance the admissions for the academic year 2022-23.

   The College shall conduct Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis in respect of each programme and collect the information on perception levels of each programme among the students and public and introduce new programmes or close unviable programmes basing on the need analysis, employment, and entrepreneur opportunities available for the courses.
2. **Preparation of brochure/pamphlets:** The college shall prepare brochure/pamphlets highlighting the courses, facilities, strengths, facilities for women students, students incentivization programme, sports and games, extracurricular activities, IT infrastructure, JKC initiatives, Certificate/Value added courses, training for PG Entrance, Competitive exams, CCE-LMS etc., for campaigning among stakeholders and for distribution to junior college and intermediate students.
3. **Preparation of College video:** Admissions Promotion Committee shall prepare a video showcasing the achievements, infrastructure facilities, academic programs, laboratory facilities, faculty expertise etc. This shall be shared to all stakeholders through social and electronic media, including Facebook,

WhatsApp group, local city cable system, alumni, etc., with all second-year intermediate students in the catchment area.

Updating the college website with all its previous achievements in curricular, co-curricular and extra-curricular arenas and innovative initiatives. The college website shall be widely taken into student community to know about the salient features of the college, its infrastructure, facilities, amenities, student support wings such as JKC, NCC, NSS, career guidance cell, etc., achievements, vision, mission, faculty, etc.

4. **Coordination with Junior Colleges:** Principal and APC along with some students shall visit all the Junior Colleges, Model Schools in the area to create awareness among intermediate students about the courses, facilities, faculty, and quality initiatives available at the college and collect the Intermediate students' details with group studying and mobile numbers to guide the students during admissions.

   These committees need to interact with the principals and staff of junior colleges to seek their cooperation in motivating their students take admissions in Govt. Degree Colleges by highlighting quality enhancement strategies in TLP, infrastructure facilities, Innovative practices, extra-curricular activities, etc.

   The faculty shall develop a connection with Intermediate colleges and students by visiting the college, taking guest lectures to Intermediate students and invite Intermediate staff and students to GDCs to get first-hand information about the college.

5. The faculty members have to reach out the students in surrounding villages, Alumni and parents in their door-to-door campaign and take support from village and ward secretariate to reach out to more students.

6. Each College shall conduct a press conference before admissions with all the print and electronic media representatives/ reporters, showcase the infrastructure, explain the strategies being adopted for implementation of quality Teaching, Learning and Evaluation, Co-curricular and Extracurricular activities, innovative and best practices, etc., and request them to cover the achievements/ infrastructure once widely in the feeder areas so that

stakeholders develop a positive perception about the college. Media people shall be requested to extend help in improving admissions.

7. **Highlighting Market Oriented Programmes:** The APC shall explain the importance of Market Oriented Programmes, employable courses, Online courses, Life Skill Courses, Skill Development Courses, and Certificate courses offering in the college highlighting their potential in securing employment opportunities
8. **Conduct of Online Awareness cum Bridge Course:** Colleges shall conduct an Hour bridge course every day for one week before admissions to the second-year intermediate students in the catchment area through online platforms like Google Suite, Zoom etc., and explain the available programmes and can show the facilities of the college.
9. **Establishment of Help Desk:** Each college should constitute at least one helpdesk with a minimum of two staff members with a dedicated contact phone number with WhatsApp facility to guide Intermediate students. The help desk team should interact with the parents as well as students in polite and pleasing manner.

   The help desk team should provide internet enabled desktops/laptops, printer, and stationery for online admissions process.

   The help desk team shall provide complete guidance to the candidates on online admissions procedures, documents required, fee particulars, timelines, etc., who approach the campus for online admissions.
10. **Advertising:** The Principal of the college shall take initiative to provide wide publicity about the Physical infrastructure, Academic Excellence, digital infrastructure, laboratory etc., through print and electronic media – newspapers, local cable TV, flexi banners, F.M radio; village secretariats, students, CPDC members, etc., in feeder areas. The digital advertising through Instagram, twitter, Facebook, etc., shall be widely used for cost effectiveness and wider outreach.
11. **Hostel Facility:** Hostel facility helps improve admissions into our colleges. Those Colleges with permanent hostels shall offer hostel facility to the students and maximize admissions through campaigning.

In case of GDCs where hostel is not available, Principals shall guide the needy students for admission into state Government run Social Welfare or B.C welfare or other hostels by coordinating with Hostel wardens in that area.

12. **Transportation facility:** In case the college is away from the town/ village and if transportation is a factor for decline in admissions, the Principal shall, in consultation with the necessary agencies, such as RTC, etc., make arrangements for providing transportation facility to the students.

    Further, transportation facility from the nearby bus complex to the college may be provided to the students by engaging private buses/mini vans with required number of trips by entering into agreement with private automobile players, if finances permit.

13. Roping in Alumni Networks: The Alumni association members of college, after creating alumni networks, especially those of last five years, shall be pressed into service for campaigning. They shall be motivated to carry out campaign in feeder areas by propagating their testimonials about the college.

B. Strengthening of Libraries:

- To strengthen the libraries in GDCs the College level Library Committee has to identify the alumni and educated elite in the town or city/nearby cities who can donate books to the library.
- Library committee should identify the required books for each department and conduct a meeting with alumni and educated elite to sponsor/ donate in cash or kind.
- Department in-charges/ Library committee shall conduct a meeting with final year students to motive them to donate their books to departments libraries in order to utilize the same for freshers. Each Department shall maintain separate logbooks for donations and utilizations.

C. Interaction with Parents:

- Parent –Teacher meetings have to be arranged at least once in a semester and it should be made part of the academic calendar.
- In the Parent –Teacher meetings feedback from the parents has to be taken on programmes and invite suggestion for introducing new certificate courses in a specific format for the record of suggestions given by parents.

- Parent suggestions/feedback has to be analyzed and discussed in the departmental review meetings and action taken report has to be prepared.

D. Awareness on programmes/courses:

- Information on courses /programmes/ value added courses/ certificate courses offered in colleges along with Programme Outcomes, Course Outcomes, Programme Specific Outcomes has to be made available to all students at the time of their admission into the programme in order to make them aware of the course outcomes/job opportunities/ future potential for higher education.

E. Conduct of Online Certificate Courses:

- GDCs have conducted 251 certificate courses after 01.08.2021 and selected courses will be conducted online during Zero hours to support students from other colleges also.
- Conducting I Semester Data science, and I and III semester Statistics classes through online to supplement classroom teaching.
- Proposed to conduct important certificate courses by Govt. Autonomous Colleges and make them available to all other GDCs though Virtual Classes with common online schedule/ timetable, online registration, online classes, online assessment, and online certification.
- Proposed to conduct PGCET training also to support all students.

F. Blended Learning

- Lesson plan should have both the direct method and ICT usage.
- Teachers training through NRCs.
- Hands on Job training on e-tools for blended learning.

G. Internet Facilities:

- Strengthen the internet facilities for GDCs with dedicated bandwidth under the continuous monitoring of JKC/ Computers department
- Principals of the colleges are also requested to do Need/Gap Analysis as per the Proceedings enclosed for continuation and identification of courses for the academic year 2022-23.

4. Continuous Internal Assessment (CIA)

In a general sense, both Assessment and Evaluation are considered synonymous. But actually, both have different meanings. Assessment is the feedback from student to teacher and Evaluation is feedback from teacher to student. It involves the use of empirical data on student learning to refine programs and improve student learning. It's a judgement on a student's performance, which includes both tangible and intangible aspects. Assessment is the use of empirical data on student learning to refine programs and improve teaching and student learning. As learning styles differ from student to student, the teacher needs to be more cautious while assessing the students.

Need for the Assessment:

Continuous Assessment is a critical step in the learning process. It determines whether learning objectives of the course/programme have been met. A learning objective is the expectation about what students should know or be able to do by the time a lesson is completed. Assessment affects many facets of education, including student grades, placement, and advancement as well as curriculum, instructional needs, and funding. The following points highlight the significance of assessment in the learning process.

- Capturing student's time and attention
- Generating appropriate student learning activity
- Providing timely feedback which students pay attention to
- Helping students to internalize the disciplines, standards and notion of equality.
- Generating marks or grades which distinguish between students or enable pass/fail decisions to be made.
- Providing evidence for others outside the course to enable to judge the appropriateness of standards of the course.

Types of Assessment:

In the past only observation by the teacher was the main mode of assessment. In the process of development of the systems and skills, various types of assessment came into vogue. Broadly they can be classified as 'Formative Assessment' and 'Summative Assessment'.

Formative Assessment:

Formative assessment is continuous and is conducted during the teaching-learning process using a variety of tools and strategies. The purpose of formative assessment is to monitor student learning and provide feedback during the teaching learning process. Here, the main role will be played by a teacher or a group of people through various transparent methods. The responsibility of evaluating the internal assessment is vested on the teacher/s who teach/es the course. Assessment will be conducted through the following strategies:

- Observation during class
- Tasks set for home learning
- Projects/presentations
- Open-ended tasks
- Performance tasks

The subject teacher prepares these assessments. Furthermore, it is continuous and does not replace exams. It is a suitable evaluation technique and tool. Also, they carry a fixed portion of marks for the assessment. Most noteworthy, it gives feedback to teachers so that they can improve their teaching. On the other hand, it gives students a chance to improve their external assessment grade by seeing internal assessment results. So, that student can improve their learning. For this, the internal grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of end semester examination.

Summative Assessment:

The goal of summative assessment is to *evaluate student learning* at the end of an instructional unit by comparing it against some standard or benchmark. There

will be University Examinations at the end of each semester for both Theory and Practical sessions. Semester End Examinations for all theory papers shall be set/prepared by the Controller of Examinations as per existing norms and evaluation of all theory papers shall be set/prepared by the Controller of Examinations as per existing norms.

Existing system of Assessment in Government Degree Colleges:

In the light of the above discussion, it is observed that the summative assessment in the state of Govt. Degree Colleges in Andhra Pradesh is found in Semester-end for 75/100 marks for each course. But in the case of formative assessment, it has been found that there are several differences/deviations in autonomous and non-autonomous colleges due to differences from University to University in awarding Internal marks to the students. The following tables show the existing system of awarding internal marks in colleges under various university jurisdiction.

- It is observed that the CIA Pattern is followed in all Autonomous and Non- Autonomous Government Degree Colleges which are affiliated to 11 Universities in the State with the pass mark being 8 out of 25 and 27 out of 75.
- In autonomous colleges, the internal marks are being awarded in the range of 30 to 50 marks.
- In case of non-autonomous colleges, it is differed from University to University, however, most of the Universities have opted for 75+25 External and Internal system respectively.
- In 09 State Universities, the colleges are following 75+25 pattern and 02 Cluster Universities adopted 70+30 pattern. But the procedure of awarding internal marks differs from University to University and College to College, with huge deviations in awarding criteria without any commonality.

In order to understand different criteria adopted by different Colleges, a One-day workshop was conducted with RJDCEs, Principals (39 in number) and Subject Experts (40 in number) to invite ideas from the Principals and Subject experts

with an aim to formulate uniformity in the assessment procedures in all the Government Degree Colleges in the State of Andhra Pradesh.

The Commissioner, Collegiate Education invited the Principals and Subject Experts to present their existing awarding criteria in the workshop and after the submission of Principals and Subject Experts, the CCE made the following remarks by suggesting a common pattern of Internal and External exams that needed to be followed in both Autonomous and non-Autonomous colleges in the State of AP in a uniform manner. The following Standard Operating Procedure (SOP) for Continuous Internal Assessment is prescribed.

SOP ON CONTIUOUS INTERNAL ASSESSMENT AND EVALUATION

1. The following citations should be kept in view by all the faculty members with regard to Teaching, Learning and Evaluation.

   "When learning and teaching continuously improves everything improves. Quality is never an accident. It is always the result of intelligent effort. Ignorance is bliss until it hits you on the face. The real education is the one that will set you free". - Nelson Mandela

   "The correct analogy for the mind is not vessel that needs filling; but wood that needs igniting". -Plutarch

2. While measuring the qualitative aspect of higher education, it is essential for everyone involved in the assessment process to understand the concepts clearly. Unless the correct interpretations and benchmarking are understood by everyone, there will be ambiguity in judgments.

3. In a changing context, the needs and aspirations of the students have to be met through the curriculum and curricular transactions to enable them to play an effective role in the employment sectors. The thrust of education is shifting to employability based on the changing philosophy from idealism to pragmatism.

4. One of the key insights into the knowledge issue is that what you know is less important than how you know it and how you apply it. It boils down to the difference between two types of thinking. Low level concrete thinking concerns simple observations, facts and figures and is the foundation of the next level of thinking-high level abstract thinking – concerns and relationships. Both kinds of thinking are necessary.

5. 'Examination reforms' has been a prominent theme in the deliberations in connection with higher educationalists apparently had little impact; examinations are universally associated with anxiety and stress both for students and others. There are various malpractices that reduce the dependability and credibility of the examination system.

6. The academic quality of the actual examination has long been a major complaint. The methodology in the system is the root cause that needs to be tackled on priority basis. The sizable weight for internal assessment is a major step. The main problem is the incomplete development and articulation of relevant and systematic schemes for internal assessment designed to suit the needs of different subjects and levels of the students.

7. In this regard, faculty members have not been offered sufficient support through 'clearly spells out SOPs', specific to their subjects and effective orientation through manuals or workshops. The absence of clarity is leading students to perceive internal assessment as lacking objectivity and transparency.

8. Benjamin Bloom, an 'Educational Psychologist' devised a pyramid model that represents different ways of learning which is known as "Bloom's Taxonomy" and is described below:

   A learner is expected to progress from the lowest level of the pyramid to the highest i.e. from the Lower Order Thinking Skills (LOTS) to the Higher Order Thinking Skills (HOTS)

9. There is every need for a change in focus in the internal assessment from question patterns that require simple memory recall to a judicious mix of questions which assess,
    - Knowledge acquired
    - Standard application of knowledge
    - Application of knowledge in new situations
    - Critical evaluation of knowledge
    - Ability to synthesize knowledge drawn from different sources
10. Therefore, the internal assessment should be aimed towards ensuring the descriptions of the abilities and other qualities a course seeks to develop in students. In other words, from inert product to processes and capacities that point to continued learning.
11. The major principle for improving the quality of internal assessment is that a variety of means of assessment should be used to match many dimensions of learning objectives. The use of many such devices is possible only in the college setting of internal assessment handled directly by the individual faculty member.
12. Under the above circumstances, the CIA has been divided into four categories of inventory tasks and activities as detailed below.

S.No.	Type of Assessment	Weightage
(i)	Assignments	10
(ii)	Project-Work/Seminar/Group Discussion/Role play /Quizzes /Presentations	10
(iii)	Extra-curricular activities like cleaning & greening, NCC, NSS and attendance	10
(iv)	Testing of knowledge though Mid-term examinations	20
	TOTAL	50

Sl.No.	Subject	Suggested Activity/Activities for CIA
1	Chemistry Physics Mathematics Electronics	Peer teaching, Student seminars, Quiz, worksheets on subjects, KWL (Know, Want-to-know, and Learned) Group work, Worksheets on subject, Industrial visit, Individual and Group Projects
2	Zoology, Botany, Geology, Geography, Computer Science	Field visit, Student projects, Student seminars, peer teaching, filling gaps, Matching, Quiz, worksheets on subjects, KWL, Hydroponic gardening, live projects, Vermicompost Preparation, growing Nursery plants, Aquarium maintenance, Fish farming
3	Microbiology, Biochemistry, Food & Nutrition, Home Science, Horticulture, Agriculture, Aquaculture, Home Science.	Industrial visit, Lab visit, Student seminars, quiz, worksheets on subjects, KWL, Student projects, Hydroponic gardening, live projects, Vermicompost Preparation, growing Nursery plants, Aquarium maintenance, Fish farming, Mushroom Cultivation, Organic farming
4	Statistics, Economics, History, Archeology, Political Science, Public Administration	Socio economic survey, Group discussions, Student seminars, peer teaching, Quiz, worksheets on subjects, KWL, Field visits, Mock Parliament, Web assignments
5	Languages	Comprehension paragraphs, Book review, Think-pair-share actions, Student seminars, peer teaching, filling gaps, Quiz, worksheets on subjects, KWL, Group Discussion, LSRW activities
6	Commerce & Management	Industry visits and tours, group discussion, group projects, Student seminars, one-word answers, Multiple choice questions, peer teaching, filling gaps, Matching, Quiz, worksheets on subjects, KWL, Socio economic surveys

13. **Assignments:** A writing assignment encompasses any writing task a teacher asks of students that involves more and more thought processes including analysis, evaluation, interpretation, narration, syntheses, reflection, clarification summarization, creative expression and application or

demonstration of knowledge or learning. Every faculty member should determine the purpose of the assignment and the levels of students and accordingly assignments should be given. There should be at least one assignment for each unit/module as and when the syllabus (unit/module) is completed. The weightage of marks, assigned for the assignments should be awarded after completion of all the assignments in respect of all the units/modules and it should be finished before the 1st and 2nd mid-term examinations are commenced.

14. **In class activities** - laboratory/manipulative skill which include as described below for different subjects should be organized by every faculty member in respect of the subjects being taught by him/her. Students should be encouraged to participate in the Extracurricular Activities like sports, games, and Clean & Green of the campus/in the community, NCC, NSS etc. Pucca record should be maintained showing the authenticity of the participation and accordingly marks should be awarded to each student. There should not be any malpractices in this regard. Attendance should also be considered for awarding total marks of 10.
15. **Testing of knowledge** subject-wise testing through mid-term exams is very important outcome of learning, covering a weightage to the extent of 40 % of the total internal assessment. Hence there should be three kinds of questions. Firstly, one out of Three Essay type questions carrying 5 marks should be given. Secondly, five out of seven short answer questions should be set carrying 5x2=10 marks with weightage and thirdly, ten objective type questions should be framed carrying 10x1/2=5 marks with weightage comprising multiple choice answers, fill in the blank questions, matching answers questions, comprehension etc.
16. **Two mid-term examinations** consisting of four components as explained above should be conducted with 50% marks, for the 50% of the syllabus finished for each mid-term and it should be scaled down to 25 marks. The average of two mid-term examination marks secured by each student should be taken towards 25% weightage of total 100 marks. In case of autonomous

colleges, whatever the weightage of internal assessment is fixed, it should be scaled down accordingly.

17. **Blended mode of internal assessment** should be followed. At least one-mid/assignment / should be conducted through online and records of every student should be documented for reference.
18. All the staff members should maintain records/registers properly in the prescribed format. The details of the marks secured by the students, subject-wise and component-wise, should be uploaded by each faculty member in the TLE monitoring app (TLP Map) on real time basis without fail. The Principals are informed to see that three (03) types of records are to be maintained in the college which are to be submitted during inspection.

    (i) Student-wise and Semester-wise CIA Record is to be maintained by the concerned faculty member as per STUDENT ACADEMIC EVALUATION REGISTER.

    (ii) Subject-wise and Semester-wise CIA Record is to be maintained by the concerned In-charge of the department of all the students of the subject as per STUDENT ACADEMIC EVALUATION REGISTER prepared by concerned faculty

    (iii) Program-wise and Semester-wise consolidated CIA Records of all students of the college are to be maintained by the Principal of the College/Examination I/c. Similar Registers are to be maintained for Life Skills, Skill Development Courses etc.,

5. College Websites - Maintenance

To bring in uniformity and quality as per the NAAC parameters the SOP on College Websites is issued. The following are the details:

MENU STRUCTURE

1. **Home**
2. **About Us**
    - 2.1. History
    - 2.2. Vision and Mission
    - 2.3. Principal's Message
    - 2.4. Succession List of Principals
    - 2.5. Valid NAAC Certificate
    - 2.6. AISHE Certificate
    - 2.7. ISO Certificate
    - 2.8. University Affiliation Certificate
    - 2.9. UGC 2(f) & 12 (b) Certificates
    - 2.10. Location and Campus Layout
        - 2.10.1. Building Layout/details
3. **Administration**
    - 3.1. College Staff
        - 3.1.1. Teaching Staff
        - 3.1.2. Non-Teaching Staff
    - 3.2. Statutory Bodies
        - 3.2.1. Organogram
        - 3.2.2. Governing Body
        - 3.2.3. Academic Council
        - 3.2.4. Finance
    - 3.3. Staff Council
    - 3.4. CPDC
    - 3.5. College Committees
4. **Academics**
    - 4.1. Academic Council
    - 4.2. Academic Calendar

4.3. Academic Audit

4.4. Programmes Offered

4.4.1. UG Programmes

4.4.2. PG Programmes

4.5. Certificate Courses

4.6. Admissions Category-wise

4.7. Curricular Transaction Plan

4.7.1. Master Timetable

4.7.2. Program-wise Timetable

4.7.3. Lecturer-wise Timetable

4.8. COs, POs, PSOs

4.8.1. COs

4.8.2. POs

4.8.3. PSOs

4.8.4. Attainment of COs

4.9. Pedagogical Toolkit

5. Departments (of all departments separately in the following structure)

5.1. Department of Languages/Sciences/Arts/Commerce

5.1.1. 'Name of the Department'

5.1.1.1. Vision & Mission

5.1.1.2. Courses/Programmes

5.1.1.2.1. Syllabus

5.1.1.3. Department Strengths

5.1.1.4. Staff

5.1.1.5. Student Admissions

5.1.1.6. Results

5.1.1.7. Achievements & Awards

5.1.1.8. Best Practices

5.2. Department of Physical Education

5.2.1.1. Department Strengths

5.2.1.2. Staff

5.2.1.3. Achievements & Awards

5.2.1.4. Best Practices

5.3. Awards/Recognitions

6. Research

6.1. Collaborations

6.2. Research Achievements

6.3. Research Publications

6.4. MOUs/Links

6.5. Field Trips/Study Tours

6.6. Student Study/Field Projects

6.7. MRPs

7. Infrastructure

7.1. Classrooms

7.2. Labs

7.3. Maintenance of Infrastructure

7.4. Virtual Classrooms

7.5. Digital Classrooms

7.6. Skill Development

7.7. Library

7.7.1. e-Resources

8. Student Support

8.1. JKC

8.2. NSS

8.3. NCC

8.4. WEC

8.5. Health Center

8.6. RRC

8.7. DRC/NRC

8.8. Anti-Ragging

8.9. Cultural Club

8.10. Career Guidance Cell

8.11. Grievance Reddressal Cell

8.12. Consumer Club

8.13. Scholarship

9. IQAC

9.1. About IQAC

9.2. IQAC Structure

9.3. AQARS

9.4. Accreditation

9.5. IQAC Meetings/Resolutions/Action taken Reports

10. Best Practices

10.1. Gender Sensitivity

10.2. Waste Management

10.3. Rainwater Harvesting

10.4. Green Practices

10.5. Differently abled Friendliness

10.6. Code of Conduct Handbook

10.7. Core Values

10.8. Best Practices

10.9. National Symbols

10.10. Fundamental Rights & Fundamental Duties

10.11. Professional Code of Government of AP&UGC

10.12. Other Practices

11. Examination Cell

11.1. About Examination Cell

11.2. Programmes Offered

11.3. Notifications

11.4. Examinations Timetables

11.5. Previous Question Papers

11.6. Results

11.6.1. Result Analysis

11.7. Evaluation Process

11.8. Circulars

12. RTI

13. Contact Us

6. Extra-Curricular Activities

Extra-Curricular Activities like National Cadet Crops (NCC), National Service Scheme (NSS), Sports & Games, Cultural, Red Ribbon Club (RRC), Women Empowerment Cell are implemented regularly in all Colleges. These activities offer students an opportunity to work with others and to gain essential life skills, boost academic performance, broaden social skills, improves time management also.

National Cadet Corps (NCC): The NCC has been the largest uniformed youth organization in India, aims at character building and leadership, in all walks of life and promotes the spirit of patriotism and National Integration amongst the youth of the country. Amongst the 166 GDCs in AP, 40 GDCs are having NCC units in their colleges with 4686 enrolled strengths in three wings like Army, Navy & Air force. Some of the GDCs are earnestly longing to raise NCC units in their Institutions. Such Institutes must fulfil some pre-conditions before applying.

- The College must provide a regular teaching staff to conduct activities of the Institutional NCC Unit. Primarily the teacher renders service as Caretaker; later on, the NCC Officer attends Pre-Commission Course and become an Associate NCC Officer (ANO).
- Institute must provide Storeroom & Office Room to look after the NCC Activities and has to provide training area & ground to train Cadets in Firing, Parade and Obstacle Training.
- The Principal of the Institute must contact the Commanding Officer of the nearest Battalion to raise a new unit and submit the application form in the prescribed format to the Commanding Officer of the concerned Battalion.

Interested Principals are instructed to contact the nearest Battalion Commanding Officer, submit the application, and send the details to O/o CCE through mail to pursue further action.

The National Service Scheme (NSS): The NSS is a voluntary association of young people in Colleges, Universities and at +2 level working for a campus-community (esp. Villages) linkage, aimed at developing student's personality through community service. NSS Colleges who adopt the villages must increase their community services by involving all the Departments accordingly to strengthen

the Units. For colleges that do not have NSS Units, the principals are instructed to follow the norms of the Affiliated University to start NSS Units immediately and adopt the villages for participation in the community services along with College Staff and Students.

Red Ribbon Club (RRC): Red Ribbon Club activities are implemented through National Service Scheme (NSS) Cell by conducting Awareness Programmes and blood donation camps. The strategy is to promote health seeking behavior and voluntary blood donation as well as enable them to become change agents in HIV & AIDS prevention programs in the state. All the Principals are requested to instruct the NSS Unit coordinators in the beginning of Academic year to Conduct Blood grouping as well as Blood Donation Camps and maintain records with documentary evidence.

Women Empowerment Cell (WEC): The WEC works to promote gender sensitivity in the college and conduct diverse programmes to educate, sensitize both male and female members and produce harmonious atmosphere on the campus. Instruct the respective coordinators to encourage the girl students to participate in NCC, NSS and sports activities. Conduct programs on 'Gender Equality' and various programmes related to girl students to empower them and form Class-wise girls counselling cells to make them to participate in all programmes and various activities.

Clean and Green: The Clean and Green campaign aims to protect and care for the environment by engaging the community in leading an environmentally conscious lifestyle. Keeping the Campus clean and making it green creates healthy atmosphere in respective colleges. Therefore, all the Principals are requested to instruct NCC & NSS Units, all the Staff and students to involve in the clean and green programs with slogans like

1. Be part of the solution not part of the Pollution
2. Don't be Greedy it's time to be Greeny.
3. Go to green to keep it Clean.
4. East or West going to Green is the Best.
5. Eco friendly not as deadly, etc,

Encourage Staff and Students with One Department-One week to Conduct make the Campus Clean with Green.

7. Research & Development Cells (RDCs) at colleges

The National Education Policy 2020 (NEP 2020) emphasizes on the need for development in research in higher educational institutes (HEIs) in India in Chapter 17 of the policy, saying “A robust ecosystem of research is perhaps more important than ever with the rapid changes occurring in the world today, e.g., in the realm of climate change, population dynamics and management, biotechnology, an expanding digital marketplace, and the rise of machine learning and artificial intelligence. If India is to become a leader in these disparate areas, and truly achieve the potential of its vast talent pool to again become a leading knowledge society in the coming years and decades, the nation will require a significant expansion of its research capabilities and output across disciplines. Today, the criticality of research is more than ever before, for the economic, intellectual, societal, environmental, and technological health and progress of a nation".

It has arisen a critical necessity for Government Degree Colleges (GDCs) in the state of Andhra Pradesh to chase such challenging future goals while playing the pivotal role of HEIs, particularly in terms of research, innovation, and incubation. There must be an effective implementation plan to match the expectations of the NEP. The UGC, has released guidelines to establish Research and Development Cell (RDC) in Higher Educational Institutes (HEIs) in March 2022. The guidelines included a clear Vision, Mission, and Objectives of establishing RDCs in HEIs. Most importantly, National Assessment and Accreditation Council (NAAC) assesses Research, Innovation and Extension as a criterion for accreditation; so also “Research and Professional Practice” is a major influential parameter in National Institute Ranking Framework (NIRF) ranking.

Research may be envisaged as a means of acquisition and use of expert skills for the professional development of students, faculty and the HEIs. Innovation is the essential need to inculcate and develop novel skills to match the ever-evolving job market/industry requirement.

Twenty (20) research activities are proposed to be undertaken in GDCs as a Standard Operating Procedure (SOP).

In this context, All GDCs are advised to scrupulously go through, adopt, and adhere to the procedures mentioned hereunder. Failing in which shall result in low/nil progression of research-based activities at the HEIs which could have a negative impact on the performance indicators of the HEIs with respect to recognition, accreditation, ranking etc., On the other hand, most importantly, the absolute purpose of HEIs as human resource development centers cannot be fulfilled.

I. Establishment of Research And Development Cell (RDC)

The UGC launched an initiative to establish a RDC in each HEI with the mandate for promoting quality research that contributes meaningfully towards the goal of a self-reliant India ("Atma-Nirbhar Bharat"), aligned with the provisions of NEP-2020. The UGC issued guidelines for the establishment of RDCs are extracted and reiterated hereunder to frame within the scope of GDCs.

Vision

"To put in place a robust mechanism for developing and strengthening the research ecosystem within HEIs, aligned with the provisions of NEP-2020."

Mission

❖To create a conducive environment for enhanced research productivity.

❖To encourage collaboration across industry, government, community-based organizations, and agencies at the local, national, and international levels.

❖To facilitate greater access to research through mobilization of resources and funding.

Objectives

1. To create an organizational structure with role-based functions of RDC, formulate Research Policy for the HEIs, identify thrust areas of research, and form related cluster groups/frontline teams/consortia of researchers.

2. To create enabling provisions in Research Policies for recruitment of research personnel, procurement of equipment, and financial management with adequate autonomy to the Principal Investigator(s) and disseminate research outcomes to stakeholders and the public at large.

3. To establish a special purpose vehicle to promote researchers and innovators, identify potential collaborators from industry, research organizations, academic institutions & other stakeholders for cooperation and synergistic partnerships.

4. To act as a liaison between researchers & relevant research funding agencies, extend guidance in preparation & submission of project proposals and post-sanctioning of the grants to oversee adherence to timelines.

5. To have better coordination among other cells/centres dealing with University-Industry Inter Linkage, Incubation, Innovation and Entrepreneurship Development and Intellectual Property Rights (IPR).

6. To develop an Institutional Research Information System for sharing the status of ongoing/ completed research projects/programmes, expertise & resources, etc., making effective use of Information & Communication Technology (ICT) for preparing the database of in-house experts to provide industrial consultancy and services.

7. To engage & utilize the services of superannuated active faculty/scientists in research capacity building of talented young minds and promote mobility of researchers across institutions and R&D Labs.

8. To serve as nodal center for ideation and conceptualization of research topics/themes by organizing workshops and training programs and ensuring

the integrity and ethical practices in research activities including clearance of bioethical committee wherever required.

Organizational Structure & Functions

1. Governance

A Research Advisory Council (RAC) is to be constituted with the following composition to function as RDC.

i) Principal as the CHAIRMAN
ii) A senior faculty (research experience is preferable but not compulsory) shall be nominated to act as CONVENER, & Committees, with two to three nominated faculty members and student representatives, to function as
iii) Finance and Infrastructure Committee
iv) Research Program Policy Development Committee
v) Collaborations and Community Committee
vi) Product Development Monitoring and Communication Committee
vii) IPR, Legal, & Ethical Matters Committee

The RAC shall look after all the research activities of the HEI with clear allocation of functions to respective committees and work as a Single-Window Operating System for effective functioning.

2. Administration

Planning, implementation, and monitoring of research activities in HEIs, formulating rules, regulations, and policy frameworks for utilization of facilities and resources at HEIs. The activities of RDC will be mentored and monitored by the above committees for devising research models, technology, appraisal, foresight & review functions, mediating sectoral R&D progress, and IPR protection. RDC should keep a close contact with the Ministry Innovation Cell to make use of various innovative plans for facilitating the researchers.

3. Research Ecosystem/Collaboration

Building a 'Research Ecosystem' which is sustainable and leading to consistent quality research outcomes and enhanced productivity does encourage the students and faculty to take up research-based activities. The HEIs that are relatively new or not so well established should develop a connection with RDCs of already well-known/established HEI. Facilitating all the networking requirements, funding opportunities, faculty/student exchange, academic & industry collaborations, MoU opportunities, conducting FDPs or provision of such opportunities etc., under a single window functioning system helps in bringing up the research prospective of the HEI, which is otherwise neglected due to existing guideless condition, or the hardships faced by individuals in the due course of taking up research and innovative activities.

4. Information Management System

To establish such an ecosystem as discussed above, a Research Information Management System (RIMS) is essential. RIMS shall maintain research-oriented information related to research databases, publications, research projects, fellowships, collaborations, patents, thrust research areas, innovations, conferences, workshops, publishing houses & publications etc. aligned with the institution's research policies. Also, it shall gather the information pertaining to subject experts, state-of-art research laboratories and sophisticated instrumentation facilities, digital libraries, intellectual property facilitation, quantitative methods, data analysis, analytical and consultancy services etc.,

Each HEI needs to create a blog or portal for Institutional Research Information and Institutional Repository and sign an MoU with UGC- INFLIBNET to access and upload the research information through Shodh Ganga, Shodh Gangotri, Shodh Sindhu, ShodhShuddhi, and Shodh Chakra.

5. Human Resources for Research and Innovation

Procurement of Human Resources by collaborating and inviting Visiting faculty, Superannuated faculty, Expert Alumni, Scientists, Industry Experts and Emeritus

Professors would fetch the HEI ecosystem an expert guidance and mentorship without much financial burden/no financial commitment.

6. Research Promotion

Promotion of research and innovation related activities by encouraging the staff and students by providing awareness of Research Thrust and Clustered Areas, Research Incentives and Recognition Opportunities like various Awards, providing Technology Development and Business Centered Facility to support the conceptualization of start-up ideas, pre-incubation, and guidance to establish start-ups and procure financial grants for such activities and scaling-up of the same.

7. Integrity and Ethics

Sensitizing of and ensuring the implementation of fair research practices like plagiarism check using standard software, fair publishing practices, ensuring that the research work gets published only in peer reviewed journals e.g., UGC-CARE listed journals.

8. Capacity Building

Building the capacity of faculty and students to undertake research problems in line with the latest advances in diverse disciplines to push the boundaries of knowledge through publications and contribute to technological developments relevant to societal needs. It would also pave the way for HEI to attract more research grants under norm-based funding, improve its accreditation ranking and enhance its brand image. Regular events such as refresher courses, workshops, training/internships, group discussions and seminars/conferences may be organized for capacity building. RDC would play a pivotal role in creating central R&D facilities with the provisioning of associated training/internship thereon.

9. Research Monitoring

The current policy environment in India encourages HEIs to be responsible and accountable for research development and innovation activities through the creation of infrastructure, generation of resources, promotion of business, and facilitation of policy framework to nurture the culture of quality research by adhering to ethical practices. Among the standard functions, the RDC in an HEI needs to monitor and oversee research progress, coordinate program, manage and facilitate optimizing resources, and timely review of research activities for completion of the projects as per schedule. HEIs need to formulate and adhere to specific quality benchmarks for research to meet the global/ international standards. The proposed RDC should conduct a quality review (SWOC Analysis) or internal evaluation of the research papers and suggest Scopus Indexed, Web of Science (WoS), or UGC-CARE recognized journals for appropriate publications. R&D Cell of HEIs must ensure that all the Research Labs in the institution fulfil the norms of Good Laboratory Practices (GLP) and Safety (Bio and Chemical) measures. Getting recognition as a QIP center would be an added advantage to the HEI.

Some important Research and Innovation based activities to be taken up by RDCs, their standard operating procedures, outcome, role of RDC, students, faculty, HEI/Principal are discussed in the table. Activities that are suggested to be implemented at the level of students must be monitored by concerned mentor/faculty & RDC, likewise, activities to be implemented at the level of faculty/HEI must be monitored and taken care of by RDC and Principal. Apart from the outcomes discussed, a better score in NAAC evaluation, NIRF, ISO certification etc., would result. Though the terms used in this document sound Sophisticated, the very nature of their functioning is as basic as gathering all the necessary information and disseminating it to the needy staff or students, encouraging them to apply/participate, follow up & maintaining records of the activities for uplifting of the research ecosystem in the college, which eventually help the institution in accomplishing the vision statement. Some web links are also provided to help in better understanding and adopting the activities

discussed. HEIs (GDCs) shall strive sincerely to implement the maximum, but not limited to, the activities discussed in the document. Although the roles of student/faculty/in-charges of the departments/Principal are suggested in the document, collective effort of all the stakeholders is required to implement the guidelines. Most important to note is that funding required for any activity may be met from internal resources or external grants.

Research Activities Suggested Under SOPs for RDCs

S#	Activity	Level of Implementation	Description	Possible Outcome
1	Student Study Projects (SSPs)	Student	Implementing Regular SSPs ensuring that every student undertakes at least one (1) SSP in all the core subjects with proper study report/ dissertation.	Experience in framing and testing hypotheses, skills in research methodology, understanding results as per research logic /conclusions, and writing research reports.
2	Internships	Student	Undergoing Internships at Recognized research institutes or R&D departments of various industries.	Fulfilment of program credits and simultaneous research upskilling in the latest industrial need.
3	Apprenticeships	Student/ Institute	Introducing Apprenticeship based programs or obtaining apprenticeship opportunities from R&D departments of various industries.	Increased admissions in the HEI. Assured placements and upskilling in the latest industrial need.

S#	Activity	Level of Implementation	Description	Possible Outcome
4	Inclusive activities	Student	Introduction of research learning platforms like CUBE, Chai & Why (references given below) and such outreach programs offered by prestigious research institutions to students.	Development of curiosity for research, Understanding of science concepts
5	Student Exchange Programs	Student	Exchange of students within GDCs nearby or with HEIs under collaboration for a short span.	Exposure to new research and academic environment and acquisition of new skills and academic contacts
6	Research Competitions	Student	Conduct of research competitions like Quiz, Article writing, Science Shows etc.,	Assessment of self-skills and interaction with other similar minded students and gets incentivized.
7	Trips to Research Centres	Student	Planning to visit science museums, research centres and interaction with scientists at the place of visit.	Introduction to the new horizons, & scope of research and a means of inspiration.
8	Academic writing	Student/ Faculty	Encouraging and ensuring that the students and staff do take up (or) Implementation of - Programs either offline in institute / online via MOOCs.	Skills in writing manuscripts such as articles, columns, chapters, books, dissertations, theses etc.,

S#	Activity	Level of Implementation	Description	Possible Outcome
9	Research Projects	Faculty	Encouraging & ensuring that maximum staff members do write for project grants (Minor/Major Research Projects) offered by various funding agencies like UGC, DST, DBT, CSIR, etc., This can be achieved with the help of RDC of the HEI.	1. Mobilization of research grants, 2. Improvement of research facilities and infrastructure. 3. Scope for high impact publications, 4. Opportunities for students to participate in sponsored research projects. 5. Scholarly recognition for the HEI.
10	Publishing Books/ Articles	Faculty	Encouraging the staff to publish their research work, manuscripts as original research articles/review articles/letters/correspondence in peer reviewed research journals that are listed in UGC-CARE.	Increase in 'h' index of the faculty/HEI, attaining National/International recognition.
11	Presentation of Research Work	Faculty/ Students	Presenting the research work of staff/students in various seminars/webinars of National/International level as Papers/Posters/Abstracts	Increase in 'h' index of the presenter or HEI, National/International recognition. Exposure to the concurrent scientific community and exploration of research domains and research opportunities.

S#	Activity	Level of Implementation	Description	Possible Outcome
12	Organizing National/International Seminars/Webinars	Faculty/ Institute	Applying for seminar grants & conduct of seminars/ webinars/ workshops at National & International level. (at least one on IPR).	National/International recognition. Institution-wise exposure to the concurrent scientific community and exploration of research domain and research opportunities.
13	Collaborations	Faculty/ Institute	Obtaining valid MoUs/Collaborations from various research organizations, R&D departments for specific periods particularly with research-goals.	Readily available platforms for research activities like student exchange, conduct of seminars, workshops, opportunities for students to undergo internship and flexibility for the introduction of apprenticeship-based skill embedded programs.
14	Patenting	Faculty/ Institute	Filing for grant of the patent for discoveries/inventions made by faculty/students of the HEI in the HEI.	Acquisition of commercially scalable patents for start-ups, industrialization of the patented concept. Recognition and revenue generation for the HEI

S#	Activity	Level of Implementation	Description	Possible Outcome
15	Central Instrumentation Facility (CIF)	Institute (Autonomous Colleges)	Establishment of CIF by pooling instruments from various departments in the HEI, which may be used by any department as a central facility with ensured maintenance and mandatory recording the usage in logbooks. Consumables required may be borne by the using department. Trained lab attendant(s) be assigned to look after the facility.	Universal access to research tools within the HEI and consultancy research/technical services can be offered.
16	Consultancy	Institute	Providing consultancy services either through CIF or department-wise for Public/ Private sectors by establishing a consultancy division; enlisting all the services the HEI can provide. Maintenance of records of such services, records on income generated and auditing.	Helpful in good peer perception and inclusivity. Revenue generation.

S#	Activity	Level of Implementation	Description	Possible Outcome
17	Outreach	Institute	Extension activities that target the Public.	Helpful in good peer perception, reputation and increase in admissions.
18	Open day	Institute	Keeping the institute open for the public visit for a day in a year	Helpful in good peer perception, reputation and increase in admissions.
19	Internal Funding	Institute (Autonomous HEIs)	Pooling/ maintaining a substantial research fund for the purpose of research by the aspirant faculty, preferably, those starting the research work.	Helpful to start research work by the beginners/ helpful for the pilot projects and Helpful in maintaining a continuous research ecosystem. Also, the experience acquired helps to get external research grants.
20	Use of Virtual Labs	Institution	Procurement and use of Virtual lab technology through purchase or open educational resources (OER) like that of MHRD, Govt. of India, for transferring experimental knowledge without sophisticated set up of actual laboratories.	Demonstration or hands on virtual experimentation of more expensive state of the art techniques without financial burden to the HEI.

8. Community Service Project & Internships

As per the orders of the Government, there shall be mandatory internship for all UG programmes for 10 months – 1st Internship (Community Service Project) after the end of 2nd semester examinations, 2nd Apprenticeship/ Internship / On the Job Training after the end of 4th semester examinations and the 3rd and final Apprenticeship / Internship / On the Job Training in 5th or 6th semester to ensure that the students develop hands on technical skills which will be of great help in facing the world of work along with developing social consciousness and compassionate commitment towards the neighborhood.

Community Service Project is an experiential learning strategy that integrates meaningful community service with instruction, participation, learning and community development. Community Service Project involves students in community development and service activities and applies the experience to personal and academic development. Community Service Project is meant to link the community with the college for mutual benefit. The community will be benefited with the focused contribution of the college students for the village/ local development. The college finds an opportunity to develop social sensibility and responsibility among students and emerge as a socially responsible institution.

The following Standard Operating Procedure shall be followed for the implementation of Community Service Project (1st Internship) in all Government Degree Colleges in the state duly following the Guidelines given by APSCHE.

Standard Operating Procedure (SOP)for Community Service Project (1st Internship)

I Duration:

The Community Service Project shall be held after the completion of 2nd semester examinations, i.e., during intervening summer of 2nd semester and 3rd semester for the duration of 4 weeks (100 Hours). For the students who are admitted in first year for the academic year 2021-22, the Community Service Project can be

done anytime during III to VI semesters, including on weekends or holidays, completing the mandatory 4 weeks as per the additional APSCHE Guidelines.

II Schedule:

- Socio-Economic Survey of the Village/Habitation (One week)
- Community awareness campaign (One week)
- Main Project Implementation (One week)
- Project Report writing (One week)

III Implementation of the CSP:

- A group of students or even a single student could be assigned for a particular habitation or village or municipal ward, as far as possible, in the near vicinity of their place of stay, to enable them to commute from their residence and return by evening or so.
- Each faculty member is to be assigned with a class/ section/ group of 10 to15 students depending upon availability of the faculty members. The faculty member will act as a faculty-mentor for the group and is in-charge for the learning activities of the students and for the comprehensive and continuous assessment of the students.
- All the Regular, Contract, Guest faulty shall be involved in CSP as faculty – mentor for a group of students.
- The Community Service Project should be different from the regular programmes of NSS/NCC/Green Corps/Red Ribbon Club, etc., in an adopted village. Students shall be given the choice to take up CSP in the habitation or village or municipal ward of their own choice/convenience.
- The Community Service Project is a twofold one –
  - Firstly, the student/s could conduct a survey of the habitation, if necessary, in terms of their own domain or subject area. For example, a student of Arts will focus on socio-economic conditions, social survey and about the Government's social security schemes. A student of sciences could take up a survey on the health and hygiene conditions of that habitation, similarly, with other subject areas too. Or it can

even be a general survey, incorporating all the different areas. A common survey format could be designed. This should not be viewed as a duplication of work by the Village or Ward volunteers; rather, it could be another primary source of data.

- Secondly, the student/s could take up a project work related to their domain or subject area.

IV Role of the Teacher/Mentor:

a) The faculty mentor shall provide necessary orientation and training for the students on methodology for survey, preparation of questionnaire, maintenance of Logbook, Project report and writing etc.,

b) To assign a village/ habitation/ municipal ward to each student as per the choice of the student/convenience.

c)To guide the students in conducting socio economic Survey in the assigned village/ habitation/ municipal ward.

d)To guide the students to take up Community awareness campaign/special camps and to act as resource person when required.

e) To verify and countersign the Logbook of each student

f) To guide the students in implementation of the project and Project report.

g) To evaluate the project and award the grade based on the active participation of the student as per the assessment methodology

V Procedure:

1. Socio-Economic Survey of the Village/Habitation – logbook

A group of students under the guidance of faculty mentors conduct a Socioeconomic Survey of the Village/habitation. They will interact with people to acquire basic knowledge on the project chosen for study and conduct the survey using a structured questionnaire.

2. Community awareness campaign

The students group takes up community awareness campaigns based on the above survey conducted by identifying the problems or vulnerable issues. They may also conduct house to house campaigns on socially relevant theme. Ex:

Government welfare programs, health care, consumer protection, food adulteration, digital transactions, information sources, etc.

3. Project Implementation

A group of students choose a topic related to their subject area and conduct a Project which includes data collection, interviews, internship in any select unit or department.

4. Project Report

The student should submit a project report duly signed by the mentor.

VI Assessment Methodology:

- There will be only internal evaluation for CSP internship.
- The faculty member will act as a faculty-mentor for the group and is in-charge for the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- 4 Credits to be allocated for Community Service Project within the Choice Based Credit System (CBCS).

Assessment Components:

S. No	Assessment Component	Max Marks
1	Project Log	20
2	Project Implementation	30
3	Project Report	25
4	Project Presentation	25
5	Total	100

VII Internal *Viva* committee:

An internal *Viva* shall be conducted by a committee constituted by the principal of the college. The committee shall consist of the following members.

1. Mentor/ faculty in-charge of CSP,
2. One faculty member from other departments within the same course combination,
3. One faculty member from Languages/ other courses.

9. Code of Professional Ethics - Roles & Responsibilities

The Government of Andhra Pradesh is committed to maintain standards in Higher Education and prescribed the Code of Professional Ethics for College Teachers, Principals, Physical Directors, and College Librarians through AP Special Service Rules, which emphasizes that whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient, and communicative by temperament and amiable in disposition.

Educational institution is a place where the future of the students is shaped and thereby the destiny of the nation is carved. Hence it has a special place in the society and needs special code of conduct. National Education Policy (NEP) 2020 states that to ensure positive learning environment, the role expectations of Principals and teachers will explicitly include developing a caring and inclusive culture at their institutions for effective learning and the benefit of all stakeholders.

Along with general conduct rules prescribed by the Government and UGC, the Principals, Lecturers, Physical Directors, and College Librarians working in Government Degree Colleges shall follow the code of conduct and perform the following duties and responsibilities.

I. General: (AP Civil Services Conduct Rules)

The employees working in the department of Collegiate Education are governed by A.P. Civil Service (conduct) rules of 1964 issued in G.O.Ms.No 468 G.A (ser .C.) dept dated 17-04-1964.

The salient features of the conduct rules are:

1. Every Govt. employee shall be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality, and sense of propriety. He/ she shall not join any organization or association, the objects of which are prejudicial to the state.
2. The Govt. employees shall not participate in any strike or similar activity and shall not participate in any demonstration, which is against the interest of the state.
3. The Govt. employees or his/her family members shall not accept gifts of any sort from anybody.
4. The Govt. employees shall not raise subscription or any other pecuniary assistance in pursuance of any objective whatsoever.
5. The Govt. employees or his/her family members shall not lend or borrow or deposit money or lend money to any person on interest.
6. The Govt. employees or his/her family members shall not acquire or dispose movable or immovable property exceeding the monetary limits prescribed by the Govt. except after previous intimation to the Govt.
7. The Govt. employees shall not engage directly or indirectly in any trade or business.
8. The Govt. employees shall not promote or manage companies in private capacity.
9. The Govt. employees shall not, except with previous sanction of Govt. negotiate or undertake any employment or work other than that of his official duties.
10. No Govt. employee who has a wife living shall contract another marriage without obtaining permission of the Govt. No female Govt. employees shall marry any person who has a wife living without obtaining the permission from the Govt.
11. No Govt. employee shall, while on duty, be under the influence of liquor or drugs, which render him incapable of discharging his/her duty. No employee shall appear in a public place in a state of intoxication.

12. No Govt. employee shall criticize the policy and action of the Govt. or any other State Govt. or central Govt.
13. No Govt. employee shall participate in politics or elections.

Any violation of conduct Rules attracts the provision of APCS (CCA) Rules, 1991 for initiation of disciplinary action against such employee.

II. Code of Conduct for the College Principal:

A College Principal is the hub around which the entire activity of the institution revolves. The motive forces of activities in a college campus apparently are students, academicians, and non-teaching staff members. The latent forces, which work on the principal, not felt by other, are the University, the Government, and the Public at large. The principals of the past also had to face several challenges posed by their own times. But the challenges faced by the present-day Principals are far greater in their magnitude and complexity.

In day-to-day functioning, a principal is expected to find solutions to many tricky situations. He/she is cast in a multipurpose role. As a teacher, as an administrator, he/she is expected to project a good image of his/her college. By his/her conduct and behavior, a principal is expected to be an example to others and provides inspiring leadership.

He/she is accountable to the CCE, the University, the Government, the Parents, and the Public and no less to faculty and students. A Principal is expected to be endowed with such attributes as tact, patience, understanding and be at the same time able to maintain strict discipline in the campus.

Principal should:

(a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.

(b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.

(c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively, and efficiently for providing a conducive working and learning environment.

(d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.

(e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

(f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.

(g) Manage private affairs in a manner consistent with the dignity of the profession.

(h) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.

(i) Participate in extension, co-curricular and extra-curricular activities, including the community service.

(j) Refrain from allowing considerations of caste, creed, religion, race, gender, or sex in their professional endeavor.

(k) Conduct himself/herself in such a way that both the staff and the students look up to him/her for guidance.

(l) Be impartial, secular, dignified and punctual in discharging his duties.

(m) Be present in the college at least half-an-hour before the commencement of the college timings and leave the college after the day's work is over.

(n) Be a pace setter in dress, demeanor, attendance, punctuality etc.

(o) Handle the minimum number of classes prescribed in the rules and should endeavor to be an example as the first teacher in the college.

(p) The principal should be in constant touch with students and residents of the hostel (wherever hostel is attached) which will greatly solve the problem of indiscipline and discontent in the college and on the campus.

(q) The principal should be a true academic and administrative leader and assume full responsibility for discipline in the college.

(r) The principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.

III. Duties and Responsibilities of the College Principal:

a. As an administrator, he/she is supposed to administer the College in such a manner that the stakeholders viz., students, academicians, non-teaching staff function promptly.
b. Should oversee the conduct of classes and other academic activities such as Curricular, Co-curricular and extra-curricular activities given by CCE and universities and implement academic innovations given by apex bodies from time to time.
c. To Implement Continuous Internal Assessment (CIA) as per the Standard Operating Procedure (SOP) issued by the CCE.
d. To take classes as per the teaching workload norms in vogue for college principals
e. To maintain the college website as per the SOP issued by the CCE
f. To prepare the Monthly Newsletters and upload them to the College Website and CCE website.
g. To organize the placement drives at college level in order to explore and promote better employment opportunities for students.
h. To mobilize resources for the development of the college through CSR/Alumni/ Philanthropic contributions.
i. Maintain records, files, note files of academic, administrative and financial activities.
j. Should make sure that each staff member handover the records of that particular academic year (ASAR with evidence, Lecturer wise

Academic Audit forms with evidences, Departmental NAAC records as per NAAC SOP) before the summer vacation

k. Should take measures to utilize the available resources in the college, Virtual Class, Digital Class, ELL, Library, Laboratories, Sports facilities etc.,
l. To take measures for improving college admissions (m) maintenance of stock registers and Stock verification in March/April every year
m. To maintain the Service Registers of all teaching and non-teaching staff
n. Should implement e –office and other digital initiatives such as biometric and TLP
o. To prepare Annual Confidential Reports (ACRs) of the teaching staff and non-teaching staff (Superintendents and Administrative Officers).
p. To maintain staff attendance and Movement registers.
q. To support for research.
r. To prepare the college for assessment and rankings.
s. To update the data from time to time.
t. To implement green initiatives and best practices

IV. Code of Conduct for Lecturers:

Lecturer should:

a. Respect the rights and dignity of the student in expressing his/her opinion.
b. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social, and physical characteristics; Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
c. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

d. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
e. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
f. Pay attention to only the attainment of the student in the assessment of merit.
g. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
h. Aid students to develop an understanding of our national heritage and national goals; and
i. Refrain from inciting students against other students, colleagues, or administration.
j. Treat other members of the profession in the same manner as they themselves wish to be treated.
k. Speak respectfully of other teachers and render assistance for professional betterment.
l. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
m. Refrain from allowing considerations of caste, creed, religion, race, or sex in their professional endeavor.
n. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest.
o. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
p. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

q. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.

r. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.

s. Adhere to the terms of contract.

t. Give and expect due notice before a change of position takes place; and

u. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view of their particular responsibility for completion of academic schedule.

v. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.

w. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

x. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

y. Work to improve education in the community and strengthen the community's moral and intellectual life.

z. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

aa. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

bb. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

V. Duties and Responsibilities of a Lecturer:

The Lecturer is the main pillar on which the system of Collegiate Education rests. Teaching is the most important function of the lecturer which should be undertaken with utmost dedication and sincerity. The duties and responsibilities of lecturers are detailed below.

a. The lecturer has the primary duty to disseminate the knowledge in his/ her subject to all the students.
b. 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.
c. 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.
d. The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In 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.
e. The lecturer should inform the students regarding the schedule of coverage of the syllabus.
f. 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/she should discuss with the concerned lecturer and plan for the completion of the backlog in the succeeding month.
g. The lecturer concerned should also plan the seminars, tutorial and assignments and such other academic activities.
h. Along with the lecture method, the lecturer should also motivate the students and enliven the process of learning by adopting student centric methods.

i. To achieve the best results, it is necessary for the lecturer to give regular assignments to the students, preferably every fortnight.

j. The lecturer should compulsorily take the help of audio-visual methods of teaching by using overhead projector, slide projector, charts, etc.

k. He should also organize screening of educational films where-ever possible.

l. The lecturer should maintain the teaching diary in the given proforma. This should be submitted to the Principal, through In-charge of the department every month.

m. The lecturer should maintain a 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.

n. 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 internal tests 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.

o. Remedial coaching should be arranged for academically backward students, outside the college hours.

p. The lecturer should participate in Students Counselling/mentoring Programmes organized by the Principal. He/she should give necessary counselling to 20 to 30 students allotted to him/her. 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.

q. 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.

r. The lecturer should co-operate and participate in all co-curricular and extra-curricular activities in the college.

s. He/she should accept the membership of the Committee to which he / she is nominated by the Principal and discharge the duties with commitment.

t. The lecturer should attend to all examination duties without fail.

u. The lecturer should assist the Principal in the maintenance of the discipline in the college.

v. He/she should remain in the college premises during the college working hours and even beyond the working hours, if required.

w. The lecturer should also conduct seminars, expert talks, commemoration days, etc., involving local experts, and the users for the benefit of the students and community. The lecturer of the subject concerned can act as moderator.

x. The lecturers should attend to any duty assigned to him/her by the Principal or any other higher authority.

y. As per the orders of the Government and the concerned University from time to time, the lecturers have to adhere to the workload prescribed.

z. The lecturer is accountable to the Principal of the College.

aa. The lecturers shall attend the college during the working hours on all working days. The staff is required to sign in the Attendance Register as soon as they come to college. For every three late attendances, one casual leave will be forfeited.

bb. One-hour permission can be given to the staff to attend office / to leave office with valid reasons, occasionally and it is purely at the discretion of the Principal / Administrative Officer. Similarly, members of staff should not leave college during working hours without prior permission, save for valid reasons as in the case of late attendance. The period of absence in this case also should not exceed one hour. The members of the staff

should obtain specific written permission for leaving the college and such permissions shall be recorded in a register (Movement Register).

cc. Lecturer shall maintain personal and departmental records for NAAC, Academic Audit, ASAR and update all the records monthly and submit to the Principal for verification.

dd. Lecturer shall make use of active blended learning pedagogical approach in order to make learning more experiential and activity based.

VI. Code of Conduct for College Physical Director & College Librarian:

a. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
b. Manage their private affairs in a manner consistent with the dignity of the profession.
c. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
d. Participate in extension, co-curricular and extra-curricular activities, including community service.
e. Refrain from allowing considerations of caste, creed, religion, race, gender, or sex in their professional endeavor.

VII. **Duties and Responsibilities of a College Physical Director**

a. Ensures the regular functioning of the department by organizing games and sports in college.
b. Organize the practice of all games available in the college in consultation with the games committee of the college and the Principal.
c. As the convener of the Games and Sports committee of the college and organizes the meetings of the games committee at the beginning of every year to plan the Physical Education Programmes for the year (Semester-wise), which is to be reviewed every month.
d. To provide coaching to the students, with the correct techniques of various games and sports. Top players shall be encouraged to participate in District Level and University Level events.

e. To plan and invite experts in various games and sports to enable the students to learn correct techniques of various games.

f. To prepare the lists of games material, to be purchased every year, keeping in view the stocks available in the college and stocks required for the current year. The lists are to be placed before the games committee for approval.

g. To prepare the annual budget requirements for games and sports events and equipment.

h. To conduct coaching camps in the college to train students in various games and sports.

i. To inculcate general discipline among the players in particular and students of the college in general.

j. To encourage the students to develop sportsman spirit.

k. For making purchases of games and sports material the Physical Director should follow the purchase procedures prescribed by the Government from time to time. He should verify the samples before placing the orders, for the supply of material.

l. The Physical Director should follow the prescribed procedures while fixing the conveyance charges, training allowances, refreshments to the students taking part in games and sports competitions conducted outside the college.

m. The Physical Director, being in-charge of the department, should maintain all records pertaining to the stocks, purchases, and accounts of the department. The stock registers of consumable and non-consumable material should be maintained separately, and the stock registers should be submitted to the Principal for verification once in every term.

n. Should help the annual stock verification of department of Physical Education conducted by the Committee appointed for the purpose by the Principal.

o. Physical Director should conduct annual games and sports of the college as per the Annual Institutional Plan.

p. The Physical Director is accountable to the Principal of the College.

q. While sending the teams to participate in tournaments, the Physical Director has to take care of the following.

- The well-trained teams will be sent to participate in the Inter-College tournaments.
- The participating teams / players should be provided proper uniforms, playing material (sports kit), refreshment amount and conveyance charges.
- The teams are instructed to maintain dignity, decency, and decorum, at the venue of the tournaments.
- They should participate with a "will to win", respecting the rules and regulations.

r. To improve General Knowledge on Sports and Games a Sports Quiz may be conducted in the college and prizes will be awarded at the Annual Day Function.

s. Sports Persons of high caliber shall be invited for Sports Day functions to inspire the students.

(v) Annual stock verification report, submission of all records, and accounts of that particular academic year shall be submitted to the principal before the summer vacation

VIII. Duties and Responsibilities of a College Librarian

a. The Librarian is the convener of the college Library Committee nominated by the Principal of the college.

b. He is responsible for properly administering the library grants in consultation with the Library Committee. The Committee shall allot funds to the various subject departments of the college.

c. The Librarian will ensure that an amount not exceeding 20% of the grant is normally utilized for purchase of reference books.

d. The Librarian will take necessary steps for the purchase of books as per the orders of the Principal. Books can be purchased directly from the publishers and their sole distributors by taking usual discount or the books can be purchased from reputed and outstanding firms in the book trade after calling for quotations for terms of supply and the discount they offer.

e. The Librarian shall maintain an Accession Register.

f. The Librarian shall adopt the scientific system of classification and cataloguing of books in the Library and library itself shall be fully automated.

g. The Librarian shall maintain a catalogue of the books available in the library.

h. The library fee collected under special fee funds can be utilized for the purpose, with the prior approval of the Commissioner/Director of Collegiate Education.

i. The Librarian shall frame the rules (Library Policy) and get the approval of the Principal regarding the issue of books, time limit for return of books and number of books to be issued to the students and the staff.

j. The Librarian should fully co-operate with the annual stock verification committee appointed by the Principal.

k. As per the report of the annual stock verification committee, the Librarian should prepare the list of books lost and books damaged after annual stock verification and submit the same for condemnation to the Principal, who will take appropriate action as per existing rules/waste management policy.

l. The Librarian is responsible for maintaining all records pertaining to the library like records relating to catalogues, accession registers issue registers, stock registers, etc.

m. The Librarian should see that the annual stock verification of books in the library is done before the end of each academic year (Before summer vacation). For the purpose of the stock verification, it should

be seen that all staff and students return all the books borrowed by them to the library before the stock verification commences.

n. Fine for late return of copies, cost of book for loss to be decided and collected by the Librarian as per the Library Policy of the College.

o. Librarian shall prepare the List of journals and newspapers subscribed for library (including e-books, e- journals etc.,).

p. Disposal of old magazines is to be done by the Librarian in accordance with the existing rules Library Policy of the College.

q. The Librarian is accountable to the Principal of the college.

r. The library shall be kept open at least one hour before and one hour after the regular College timings for the benefit of students.

s. Librarian shall take initiative to digitalize the library

t. Librarian should encourage the students to make use of digital resources such as NLIST, INFLIBNET, e-shodhsindhu, e-shodhganga etc.,

10. Measures to improve Overall Results

The Department of Collegiate Education, AP endeavors to provide necessary assistance to students who are pursuing their UG Programmes in GDCs, to acquire meaningful experiences for learning at the campus and to facilitate their holistic development and progression / vertical movement of students from one level of education to the next higher level or towards gainful employment or support to become an entrepreneur. The department of Collegiate Education strives to provide a stimulating learning environment through quality education. In order to make the students future ready, the department oversees the spectrum of activities such as introduction of Market Oriented Courses, Vocational Skill Based programs, Apprenticeship based degree programs and employability / job-oriented training through JKCs.

The Department of Collegiate Education aims at delivering high-quality higher education, with equity and inclusion to create well-rounded and innovative individuals. The guiding principles of the National Education Policy (NEP), 2020, inter-alia, include (i) recognizing, identifying, and fostering the unique capabilities of each student, by sensitizing teachers as well as parents to promote each student's holistic development in both academic and non-academic spheres, (ii) flexibility, so that each learner can choose their learning trajectories and programmes, and thereby choose their own paths in life according to their talents and interests.

In view of the above, it is the need of the hour to provide necessary assistance to students, to acquire meaningful experiences for learning at the campus and to facilitate their holistic development and progression to higher education and gainful employment. In order to facilitate the optimal progression for students, it is proposed to conduct online Add-on/ Certificate courses, online coaching for PGCET, Life Skill Courses, Skill Development Courses, Remedial Coaching for slow learners, JKC training, Cisco training, Microsoft Upskilling training, Faculty Development Programmes, Online lectures by the Students once in a month, College level R&D Cell activities, Sports activities etc., during the Seventh (7^{th})

hour of the regular day-wise timetable of the colleges throughout the state by following the Standard Operating Procedure (SOP) given below.

1. Adjustments in the Timetable of the College:

Regular timetable of a college consists of 6 periods (Each period for 1 hour) of classroom teaching from 10.00 am to 5.00pm with one-hour lunch break from 1.00 pm to 2.00 pm. The duration of each period shall be reduced from one hour (60 minutes) to 50 Minutes to accommodate the 7th hour in the college timetable from 4.00pm to 5.00pm which shall be utilized for taking up various activities such as Certificate Courses, Skill Development Courses, JKC training, coaching for PGCET/Competitive Exams, R&D Cell Activities online talks by students (once in a month), sports activities etc.,

2. Proposed activities during the Seventh hour:

a. Remedial Coaching for slow learners:

The slow learners have to be identified through classroom interaction, and Continuous Assessment. They are guided with special inputs with a focus on their gaps they have developed during the formative stages. They are advised and involved in various activities to develop the knowledge and skills related to the courses.

A Separate register must be maintained showing the specially designed activities and lesson plan along with the pre, while post marks during the remedial coaching process to record the progress.

b. Bridge Courses:

For better comprehension and developing interest in the subject, a bridge course must be framed for the new entrants during the first semester of their program. It will bridge the gaps in learning, provide adequate time for the transition and help them to equip with the knowledge and confidence needed before the commencement of courses for the first-year degree programmes.

The Course shall consist of 10-12 hours of interactive sessions and internal/baseline tests designed by the respective departments. The faculty concerned should also conduct pre and post Bridge Course tests to assess the improvement of the students. The curriculum that is designed for this course should prepare the students for the next course duly bridging the gap in the related subjects.

c. Online Add on/certificate courses

The Choice Based Credit System (CBCS), designed in line with the National Education Policy (NEP: 2020), offers more flexibility to the student in choosing intra-disciplinary and interdisciplinary avenues of learning beyond the core subjects for holistic development of an individual.

The Higher Educational Institution (HEI), Government Degree College (GDC) in the present case, is also expected to have provision for added courses and activities which may not be directly linked with one's discipline of study but contribute to sensitizing students to cross-cutting issues for curriculum enrichment.

Hence, it is imperative for all HEIs to offer 'Add-on Courses' or 'Certificate Courses' of short duration (STCs: Short Term Courses) that are not mandatory for acquiring a degree but are aimed at giving supplementary enrichment to students in his/her core subject or interdisciplinary topics or multi-disciplinary issues cutting across the streams (BA/BCom/BSc).

d. JKC training:

- Department is imparting employable skills through Jawahar Knowledge Centers (JKC) established in 132 Government Degree Colleges. Enhancing Skills through JKC in collaboration with CISCO, TCS-iON, IIT Bombay Spoken Tutorial, IBM P-Tech Programme etc.,

- The short-term courses such as CISCO Eduskills programme in enhancing Networking skills, TCS ioN Career Edge programme (Life Skills), IBM P-Tech NASSCOM Foundation and IBM (Intro to 21st century Skills), Microsoft

Upskilling Programme by Govt. of AP, MASSCOM-MINDMAP training programme for 2020-21 pass-outs and 2021-22 Final year students have to be conducted for the interested students for the improvement of the technical and employable skills of the students.

e. Online Coaching for PGCET:

Students, after final semester-end examinations are having a very short span of time i.e., not more than 30 days, for preparation for post-Graduation common entrance tests, even the lecturer finds it difficult to help students as he/she has to get involved in post-exam activities like valuation. As every post-Graduation course requires the student to pass through a Common Entrance Test, coaching for PG Common Entrance Test/I-CET in all subjects by respective faculty will not only help the student in getting a good rank but also in getting absorbed into best Universities of the country including Central Universities which paves for a better future of the student.

As many of the colleges in rural and agency areas are having single-lecturer posts and few colleges have no lecturers in certain subjects, it is proposed to conduct an Online Coaching through Google Meet / Cisco Webex with lecturers who have come forward voluntarily to train students in objective / MCQ-based qualifying tests.

There shall be a minimum 100 hours of coaching in each subject in the final semester of the U.G programme. Out of these minimum 100 hour of coaching, 80 hours shall be conducted during the final year of the U.G programme and the remaining minimum 20 hours of the coaching shall be conducted during the intervening period after the completion of end semester examination and the PG CET examination.

f. Coaching for Competitive Exams:

In order to help the students to get complete support in terms of guidance, preparation for competitive exams such as civil services, banking, railways, police etc., colleges shall also plan for providing coaching for competitive exams.

The colleges must prepare different modules which are useful for all types of competitive examinations and train the students. The coaching for competitive exams may also be conducted through online with lecturers who have come forward voluntarily to train students in objective / MCQ-based qualifying tests.

g. Online Courses / Activities for Advanced Learners:

After identifying the advanced learners through classroom interaction and assessment they can be grouped with slow learners to guide them through peer teaching and for peer learning. These students can be involved in conducting R&D activities like case studies, surveys, projects, panel discussion, thesis writing, interactive power points, peer teaching capsules to other colleges like students' guest lectures, seminar talks etc.,

h. Online Faculty Development Programmes:

With an objective to empower faculty on latest knowledge in the field, the college shall plan for subject specific and multi-disciplinary online Faculty Development Programmes by inviting eminent Resource persons across the globe in all subjects. Training to faculty should also focus on general aspects like Online education tools, Video content preparation, pedagogy techniques to prepare e-content.

i. Student talks / Projects:

The GDCs in the state shall also take interest in conducting seminars talks / project presentations among the students to convey their own ideas on a specific theme or share their project findings to the peers and teachers. It has to be conducted at least once in a month at college level or through online to reach out to students in other GDCs.

11. Establishment of Inclusive Centers

According to the directions of the Higher Education (MC) Department, Government of Andhra Pradesh, the APCCE wanted to establish 'Anti-Human Trafficking Clubs' at College level. Basing on this, CCE conducted meetings with Executive Director of 'Red Rope' along with the principals on the establishment of Anti-Human Trafficking Clubs at College level. The meeting outcome is to establish Anti-Human Trafficking Club as part of Inclusive Centre, in all the Government and Aided Colleges. This Inclusive Centre (Multi-Faceted Club) has Legal Club, Anti-Human Trafficking Club, Human Relation Club, Counselling Club, Entrepreneurial Club as sub centers. The importance of Launching Inclusive Centre is to provide knowledge on different social, legal, economic, aspects essential for students to lead a morally effective life. Believing in the strength and effective wonders preventive conversations and initiatives could ripple, these Inclusive Centers are proposed to start at all Government and Aided Colleges with the following guidelines.

Formation of Inclusive Centre:

***Vision*:** To empower students i.e., the youth with all the influencing factors enabling them to become individually responsible citizens.

Mission: To equip, engage and empower student communities with relevant tools and resources to function as strong independent responsible individuals.

i. Subcenters (Clubs) under the Inclusive Centre are

1. Legal Club
2. Anti-Human Trafficking Club
3. Human Relations Club
4. Counselling Club
5. Entrepreneurial Club

The Inclusive Centre functions by constituting committees at college level. District level and at State level with given panel members.

ii. Constitution of State Level Committee:

1. Commissioner of Collegiate Education
2. Academic Guidance Officer, O/o CCE
3. Executive Director, Red Rope Movement,
4. Academic Officer, I/C of Inclusive Centre
5. Members from Legal & Women Protection Cells

iii. Constitution of District Committee

1. ID College Principal – Convener
2. District Legal Service Authority (DSLA)-Member Secretary- Member
3. Anti-Human Trafficking Unit-Superintendent of Police (SP) – Member
4. All College Principals – Members
6. Academic Officer, I/C of Concerned Districts - Member

iv. Constitution of College Committee

1. College Principal – Convener
2. Teaching Staff- 5Members (Identified Lecturers (counsellors) -3, Supported Lecturers-2)
3. Non-Teaching Staff -2 Members
4. Police Officer from AHTU -SI/CI – Member
5. NGO Partner – Member
6. Mandal Committee member of District Legal Service Authority (DSLA) - Member
7. Student Champions (representatives from each year UG&PG, Men-1, Women-1 from the 1st year and likewise)

v. Committee Roles and Responsibilities of the College:

1. The Designated College Committee members are responsible for designing the plan of action at the start of the semester.
2. The Committee members should encourage addition of students or staff as Volunteers.
3. The Committee members should conduct at least 1 activity per month.

4. The Committee members are responsible to ensure the activities proposed are implemented.
5. The Committee members should have either online or offline discussions once in every two months on the improvements and effective implementations.
6. Prepare report at the end of the semester and submit to the state committee.

vi. Activities:

Each Club's activities are suggested as following

1. Brainstorming & Discussion Forums
2. Panel Discussions
3. Talent Show-Essay Writing, Elocution, Debates, Poster presentations
4. College Fest and Inter College Fest
5. Exhibitions
6. Film/Documentary shows

All the Clubs work accordingly through their respective subject.

vii. Legal Club:

- Fundamental Rights &Duties of Indian citizen
- Duties of Indian Citizen
- Contextual legal literacy
- How to lodge a complaint POCSO/POSH ACT
- The immoral Trafficking (Prevention) Act
- SC/ST Atrocities Act
- Marriage/Dowry system
- Anti-Human Trafficking Club:
- Self Defense
- Volunteer at Shelter
- Internship @ Child Line/Anti-Human Trafficking Organization
- Encourage drop out students into mainstream Education

viii. Human Relations Club:

- Extempore on relationships
- Safety Network

- Relationships Online Vs Offline
- Importance of mentor and coach

ix. Counselling Club:

- Health Management-Diet Habits/PCOD
- Psychological/Mental Wellbeing
- Anxiety Management
- Handling Stress
- Addictions Vs Hobbies
- Dialogues around Suicide
- Peer Pressure
- True independent being
- Social Media Management

x. Entrepreneurial Club:

- Personality Development
- Startup Media
- Job Mela
- Workshop on Start Ups
- Managing Finances
- Time Management
- Career Guidance
- Goal Setting
- Communication Skills
- Interpersonal skills
- Intrapersonal Skills
- Confidence-Esteem
- Planning Organizing and prioritization

xi. Network- Net worth

Each Inclusive Centre should work in coordination with district level & state level committees. Red Rope Movement, NGO partner offers to organize training on Basics of Counselling to the identified 3 teaching representatives from each college across the state at free of cost. The trained Lectures should offer primary counselling to the students in stress and facing issues in relationships, parental acceptance, discrimination, low self -esteem etc.

VIII. COLLEGE PLANNING & DEVELOPMENT ACTIVITIES

- Plan of Action for every Academic Year
- Maintenance of Buildings and Premises
- Ensuring Facilities & Amenities for the Students and the Staff
- Mobilization of Local Resources

VIII. College Planning & Development Activities

1. Plan of Action for Every Academic Year

We are starting the current academic year with abundant hope of a fair chance to re-build the COVID affected academic system. The NEP 2020, Revised Curricular Framework 2020-21 (APSCHE) have been come into force during the Pandemic times, Similarly the Revised Accreditation Framework of NAAC is also being implemented during the same era. Undoubtedly, the colleges, teaching and non-teaching departments are at the verge of facing the challenge of transforming the face of our Academic system in lines with the reformative norms, which inevitably makes our role as academicians and academic administrators a more challenging yet the path paving one. Besides, we always have been entrusted with the ultimate responsibility of moulding our students into the finest citizens who could be able to overcome the societal challenges and stand victorious in their lives. Therefore, in this Opportunistic Academic Year, let us pledge to fortify our work for the welfare of the colleges & our students.

It is said that **"Do not follow where the path may lead. Go instead where there is no path and leave a trail."** Each college is exceptional with latent gifts in diverse fields. Lead your team to new heights with innovative approaches, inspiring confidence and instilling faith among staff and students. The accomplishment of any institute depends on its leader's ability to discover and coordinate the competencies of his/her team. The assets are to be recognized and honed to inspire & benefit students.

Teaching Learning Process (TLP):

"The TLP App" system that was introduced during the AY 2021-22 has already proved its worth in bringing in the necessary order to streamline the delivery of classroom (online/offline) instruction. It needs to be further strengthened with your sincere efforts towards regular monitoring of the usage of the app, reporting of classes, particularly of the deviated classes which must be recouped, re-assigning the classes as per last minute modifications in the timetable etc.,

Continuous Internal Assessment (CIA):

"The Revised CBCS" which provided the students with multiple options to take up the courses of choice, and choice to exit from the UG programs at the end of each year warrants a necessity of keeping the undergraduates always ready to carry the credits they gain during their study. Seamless CIA can not only help achieve this task, but also reminds the students of their academic progress from time to time and guides them to attain gradual improvement during the course. The SOP issued for the CIA must be followed with sincere efforts towards the objective.

Community Service Project (CSP)/Internships:

Mandatory taking up of Internship by the students during every summer vacation and in the sixth (VI) semester is another welcoming reform that has been introduced to impart on field skills to the students unlike the previous academic system. The success of CSP implementation certainly lies in the dedication level of all the stakeholders, particularly, the Teacher/Principal, who actually hold a great influence on the disciples. It is a success to implement the CSP during the latest summer vacation. The same expected in the future with more fine tuning to standardize the norms for a flawless implementation as per SOP, already issued.

Courses and Admissions / SDGs GER & GPI:

The courses we offer have been reexamined to match the evolving needs for the expertise; accordingly, certain new courses, that could potentially impart required skills to the students have been introduced. Market Oriented Courses (MOCs), Apprenticeship-Embedded courses are the best examples of such courses. Since the beginning is not the success but accomplishment is, we need to improve the admissions into all the courses with tireless follow up. Full sections absorb the maximum of our efforts, and we could gift the society with more successful individuals in the form of skilled students. As a Govt. run department, we simultaneously have to align our work in reaching the "Sustainable Development Goals" (SDGs) set up by "NITI Ayog". Increasing our contribution

for the Gross Enrolment Ratio (GER), Gender Parity Index (GPI) of the Nation as well as that of our State, in the form of increased admissions, particularly of women, is the key to be noted here. Principals are expected to carry forward the job well on their shoulders.

Curricular Plans and Lesson Plans:

No task is achieved successfully without an implementation plan, most importantly, the academic tasks. The curriculum needs to be delivered continuously in a phased manner, periodically'. Preparation of appropriate curricular plans (semester-wise), and Lesson-plans (topic-wise) is the compass of a teacher. Ensure that they are well planned and regularly implemented keeping in mind the academic calendar, available choices and flexibility of implementation and content delivery.

Skill Enhancement activities:

Fortunately, the new CBCS have incorporated some highly useful life skill courses (LSCs) and Skill Development Courses (SDCs) as credits earning courses which are equal to the core courses when viewed as credits. The CCE has been very particular in imparting the skills to students in line with the available LSCs & SDCs. In order to make the necessary content available to all the colleges, the task of content generation at state level has been already taken up. All stakeholders shall contribute accordingly and use the generated content to the best possible extent for the maximum benefit.

Jawahar Knowledge Centers have been helping students in securing employability skills and placements. JKCs have emerged as broad-based Career Guidance Centers (CGC) and has spread its reach to all the students. Lecturers trained on various platforms shall put all kinds of efforts in imparting productive training & skills to students. Colleges should ensure that the benefits of courses from Spoken Tutorial, Cisco, TCS etc., should reach all students. JKC should instill confidence in students that training will facilitate and enhance the chance of getting placed in the campus drives. Regular organization of training programs

on employable skills and inviting companies for campus placement drives should be practiced as a calendar for every batch.

It is possible to condense the teaching periods from 60 min to 50 min and extend the timetable to a daily "7th hour". This provides scope and flexibility to train students for Skill Enhancement Activities and any other extra-curricular activities that could not be placed in the timetable.

Use of ICT in classroom:

Teaching has never been challenging before as it was during the times of the Pandemic. On a positive note, it has made us realize of the omnipresent ICT tools and Open Educational Resources (OER) which are not only alternative to the classical pedagogical methods of teaching but also enriching to the pedagogy. In such a scenario, it is so timely to adopt to the ICT-enabled teaching tools. List out those ICT tools which are useful to you, sensitize all the staff on the usage, organize demonstrative sessions to students and staff, encourage the hesitant and conventionally stuck group of teachers to come forward to embrace the revolutionary changes that have been happening in the ICT enabled teaching at a rapid pace. Otherwise, the resulting loss would be very huge to our students and the institutions, which must be averted.

Learning Management System (LMS) & LMS Content Generation:

Another important initiative of CCE is the establishment of common and open LMS facility for all. Already more than 3000 video lessons are kept available in almost all subjects in our CCE LMS portal. Their value is only realized when utilized by our students and yielded better results. The CCE is also launching the second phase of LMS content generation which needs the best support from our teachers. It is noteworthy to appreciate the teachers who contributed to phase-I of LMS. There is no further greatness if only the technology adopted teachers are contributing to LMS, it becomes an achievement when the staff acquire the required skills and generate the content with self-motivation. Along with video lessons, material, online assessment – quiz, short questions etc., are made available on the portal to which many more will be added in the second phase.

The systematic use of LMS will bring its vast potential to the fore. Use the resource to the maximum extent. Please be a driving force.

Research Publications, Patents & Intellectual Property Rights (IPR):

You all are aware that success is measured in terms of quality and quantity in the modern era. The number of publications and patents filed to the credit of our staff and the colleges could advocate for our intellect. Attention is invited to the least progressed but highly precious aspect of academics i.e., Research. Bestow personal attention on establishing Research and Development Cells (RDCs) as mentioned in the SOP issued by CCE, functioning of the RDCs, research activities undertaken by staff and students, their outcomes from time to time in the form of Research Publications, Filing of Patents etc., It is noticed that several institutions have organized workshops on IPR with the help of National Intellectual Property Awareness Mission (NIPAM). Use the precious knowledge gained for the purpose of rising the standards in research activities and research-based teaching.

Governance, e-Office, and Leadership:

In the modern era of e-Governance, it is inevitable to communicate office files through e-Office. Minimize the use of physical files gradually and reach to a level of cent percent e-Office communication of office files through constant attempts in acquainting the procedural expertise. While the transparent and trackable system of e-office is available, it is retrospective to use the physical file system. Arrange training programs for office staff or encourage them to undergo such training programs duly following the procedures. With the help of staff council, the principal may frame administrative policies which help to take quick and firm decisions for the benefit of stake holders.

It is reiterated that the principal of the college shall act as a leader under all circumstances. It is inappropriate to know that the staff are not serving as per the orders of the principal. Unless in a few exceptional cases, principal shall act swiftly to resolve the issues arise in the college and put the staff to work as per

the norms. Stand as an example, show the path, and others do follow. It is only when the path is unclear, the followers do scatter.

Student support activities

Grievance and Redressal Cells must be strengthened and be timely functional. This gains confidence of our students and other stake holders which is highly essential for the growth of the colleges.

Career Guidance & Placement Cells, functioning alongside the JKC, or independently are another channel for working towards for the benefit of student career progression. Don't maximum placements gain maximum job satisfaction and increase our reputation!? Strengthen the efforts for the same.

Women Empowerment Cells (WEC) were established in all Degree colleges of AP. The empowerment of women is vital and increases their ability to influence changes and contribute to a better society. WEC ensures the attendance of girl students in the college regularly and focuses on health care, women related issues, access to Higher Studies and employability skills for girl students. This would also have a huge impact on women admissions. Never shall there be a lapse in attending women specific issues. Utilize the services of best women staff and address all the women grievances amicably.

On the other hand, we also have Red Ribbon Club (for promoting blood donation through blood donation camps), Consumer clubs (for creating awareness on consumer rights of the public), Eco club (to protect & promote green environment), Cultural club (for the conduct & promotion of cultural activities) etc., Steer them towards the intended goals.

NRCs to function effectively:

NRCs are established in 16 colleges of all districts, interconnecting all Government Colleges. The resources and expertise in the NRC are pooled and shared for the benefit of the students and staff. NRC is a fruitful platform to conduct programs, like faculty trainings, seminars, workshops, lectures, student centric activities etc. The resources need to be used by all colleges innovatively. It is the high time to top up the scarce resources of the colleges for the larger

interest of students through this platform. Develop NRC to a highly appreciable standard with collective efforts.

Academic and Administrative Audit:

To improve the functional efficiency of colleges, observe the conduct of academic activities, promote accountability and professional competency of the staff. Academic Audit is initiated at lecturer and institutional levels covering all aspects of the institution like curricular, co-curricular and extra-curricular activities. The Audit report provides scope to improve the performance of the college and all colleges should take necessary measures and send compliance reports to the department.

Academic Formats on institutional plan, curricular plans, college activities, teaching notes, teaching diary, student progression and remedial coaching etc. have been redesigned to assure uniform maintenance of records of all activities in Degree colleges. Recording activities regularly and documenting them all evidence is vital for NIRF, AISHE, and NAAC assessment.

Websites – Timetable, AA, CSP, all other details:

College website is the live image of our performance. Dynamic college website shall reflect the information on academics and college activities which shall be regularly placed on the college website. The SOP issued for the purpose shall be scrupulously followed. Then only the fruits of maintaining a dynamic website could be reaped. Every department of the college must be able to update the college website with the latest information without delay. Doesn't it ease the burden of gathering all the information and uploading at once? Think wiser and adopt to the latest trends in assessment and accreditation procedures which are based mainly on the college website.

Quality Assurance:

It's a boon for the institutes to have an Internal Quality Assurance Cell (IQAC). Quality education is the motto of our department. A good academic institute should get recognition from students, alumni, and society. At the same time, the

college must secure a reputable grade from NAAC. All colleges due for NAAC assessment should submit AQARs, IIQA, and SSRs to NAAC on time; college should submit IIQA before six months of the grade expiry and submit SSR through online as per the revised accreditation framework (RAF). A well functional IQAC is the heart of all these duties. Strengthen and look after regular IQAC initiatives with strong & continuous faculty support. More GDCs may be accredited with "A" grades by improving the performance and upgrade into Autonomous and CPE colleges.

Utilization of Resources Available – Libraries, Laboratories, Digital Classrooms (DCs) and Virtual Classrooms (VCs):

Continuous follow up has been made with respect to the uplifting of infrastructural facilities at the colleges by CCE, which resulted out in procuring the facilities of DCs and VCs in most of the Institutions. Aren't those facilities very valuable and strengths of our teaching tools!? Digital and virtual classrooms will make education interesting, dynamic, innovative, and thoroughly inspiring. Please utilize the facilities to unravel the full potential of your teaching staff. The VCs have to be regularly utilized to share the expertise of our teachers to other institutions which lack such staff. NRCs can put these facilities to the best use by supplementing classes where there is scarcity for teachers in certain subjects.

Time spent in library by students and staff measures the interest they have towards academics. Use and enrich the facilities to the fuller potential. Similarly, the laboratories which impart the essential practical knowledge to students must be made the centers of skill training. Libraries and laboratories could be the places where students spend most of their times. After all, learning is so much fun. Make it flourish so.

Extension activities – (NCC, NSS):

Happy to see that some colleges carry out extension activities regularly. All the colleges are expected to have incorporated the schedule for Extension activities in the college calendars and to follow the calendar with utmost care. This part of our job is also intended to outreach the public, gaining fame for us. At the same

time, our students would get good exposure to the conduct of such activities, when planned in a student-centric manner. Plan and execute as maximum as you can, without compromising on the quality. National Cadet Corps (NCC) and National Service Scheme (NSS) do paly a huge role in conducting these activities. If not already having or when there is scope for additional units, apply for the grant of NCC and NSS units. When considered the role of NCC and NSS in instilling discipline to students, the most obvious objective of personality development of our students could easily be achieved. Never to ignore that these units are assets of the colleges and do attract more admissions.

Physical Education (Games, Sports & Yoga):

Nevertheless, Games & Sports are indispensable part of youth development. As the youth harboring platforms, the scope of our institutions in promoting the local talent, besides instilling healthy habit of practicing physical exercises and Yoga is endless. Encourage your students and staff through the physical education department and promote physical activities. Ensure participation in all possible competitions and tournaments. Participation is primary to winning. Academic excellence & recognition is well complemented with talent promotion which eventually fetches fame to our colleges.

Green Initiatives:

Lot of attention has been bestowed upon taking up of green initiatives as need of the hour in the days of environmental imbalance/crisis. Why don't we adopt and gain momentum towards such best practices as prescribed by NAAC? Take all measures to save energy as maximum as possible, to use alternative energy sources like solar energy, to implement plastic free campus, to recycle the waste including the biohazardous, and e-Waste. Evolve with the world for a better tomorrow. Lead our stake holders to carry forward the initiatives into the society.

Updating Institutional Data on MIS:

Management Information System (MIS) is a system harboring the entire data/information of any department enhancing the quality of management and

growth of the organization by providing timely, accurate and meaningful information for planning, organization, and control various administrative issues. The department has initiated Management Information System, designed, and developed by the Academic Cell. This portal provides a single-window solution for most of the official data requirements. Data of Government Degree Colleges and Aided Degree Colleges must be regularly uploaded with utmost accuracy to the portal. It is unusual for higher education department to find erroneous data in MIS. Data must better be verified on paper, signed by the principal prior to uploading the data. Such on-paper documents must be preserved to avoid mismatching of data upon verification or at a later stage.

Standard Operating Procedures (SOPs):

Some SOPs have been devised and circulated to the colleges viz. roles and responsibilities of TLP coordinator, Admission strategies, submission of NAAC AQAR/SSR, Running canteen facilities, CIA, maintenance of websites, Extracurricular activities, establishment of RDCs, enhancement of GER & GPI, Community Service Project, code of professional ethics, roles, and responsibilities of the staff members. These SOPs could be used for the smooth, hassle free and meaningful conduct of various regular and highly essential core activities of the colleges. After issuance of such SOPs any deviations, ignorance, or other excuses in follow up could be avoided which is very much anticipated by CCE.

2. Maintenance of Buildings and Premises

We spend more time at our workplace next to our homes. Our workplace must not be disowned and not be expected to be maintained by some others. Keeping in mind the difficulties we face procuring such facilities, maintain the institutional assets as we maintain our own. Recording of the usage of all the facilities in logbooks, regular cleaning, calibration of the equipment etc., are also an integral part of our duties. Do regularly monitor the maintenance, if not already doing. Cleanliness is Godliness.

It is our responsibility to create congenial and hygienic environments in colleges to help students receive good education and to keep them healthy. The colleges shall take necessary measures to keep the college and its surroundings clean and healthy and provide basic facilities like drinking water and sanitation to students. Surprise inspections will be conducted at any time to check the cleanliness and maintenance of colleges.

3. Ensuring facilities and amenities for the students and the staff

For the holistic development of the students and staff of GDCs the CCE focusses on the development of the facilities and amenities at all GDCs by utilizing the infrastructural grants for college development viz. RUSA, CPDC. Well-equipped classrooms with Internet facilities, Virtual Classrooms, Digital Classrooms are established at various GDCs.

Common Waiting Rooms for women students are provided under the management of Women Empowerment Cells. Adequate facilities are being provided for the extra- and co-curricular activities for the overall development of students and faculty members. Library facilities Language Labs, Seminar Halls, Sports and Games facilities, Safe Drinking Water Facilities, are some of the focused facilities/amenities that are being provided from the available funds/local resources. The following facilities are provided by utilizing the RUSA funds:

S. No.	Name of the facility	No. of classrooms/ colleges	Beneficiary colleges	
			GDCs	PACs
1	Virtual Classrooms	210	60	33
2	Digital Classrooms	260	73	33
3	Green Campus Solution - Solar panels of 6kv/10kv/ 20kv	55	51	4
4	Biometric Attendance – for Students and Faculty	343 Machines	56	0
5	Learning Management System	All GDCs	166	57
6	AP Fibernet – 10 Mbps ILL & 100 Mbps broadband	56	56	0
7	RUSA Computer Lab with 30 Systems, UPS, Laptop, whiteboard, etc	53	20	33
8	RUSA Scientific Lab – as per requirement of the college	37	7	30
9	E-Campus Management	39	7	32

Naadu-Nedu scheme aims at up gradation of existing buildings and facilities to strengthen the existing Govt. Degree Colleges there by fulfilling the cardinal principles of Higher Education- Access, Equity and Quality. Under Naadu-Nedu

programme, there are basically 9 components planned for schools, but as Degree colleges fall under tertiary education few other components were also included for consideration. The following are the Components and district wise proposal submitted:

- Toilet Blocks
- Drinking water
- Furniture
- Electrification
- Major & Minor Works
- Painting
- English Language Labs
- Lab Equipment
- Smart Boards
- Compound Wall and
- Landscaping
- Department of Collegiate Education submitted proposal for sanction of funds for upgradation of infrastructure facilities in GDCs under Nadu-Nedu.

4. Mobilization of Resources

To strengthen the quality of Government Degree Colleges, CCE has been encouraging the mobilization of funds by GDCs, particularly through internal income generating activities of CPDC, CSR & Alumni associations. Under the aegis of CCE, many Principals and staff have approached the Industrialists/philanthropists in the vicinity of respective colleges and mobilized funds under CSR. Alumni associations have been registered; meetings are being conducted to identify the need for donations.



Foundation stone for new hostel building donated by Crane Group worth Rs.1.00 crore at Government Degree College (W), Guntur



Foundation stone for Library building donated by KIA Group worth Rs.70.00 Lakhs at GDC, Penugonda

The funds generated for development activities/augmentation of facilities like

- Drinking Water (RO) facility,
- Construction of Toilets,
- Construction of Libraries,
- Purchase of physical books & digital infrastructure for libraries/colleges,
- Purchase of laboratory equipment, Provision of free ships, rewards, meritorious awards to students, etc.,

IX. APCCE VISION - 2047

IX. APCCE VISION 2047

Sl. No.	Concept / Proposal	Detailed Description:	Steps to be taken:	Specific Timeline
1	**Catering to the First-Generation Learners** **a) through establishment of colleges in remote and tribal areas and** **b) encouragement through relevant Bridge Courses with credits**	Most of the Government Degree Colleges are established to cater to the academic needs of the rural students who are mostly the first-generation learners. These students come from economically lower backgrounds, and they need special training in Life Skills, Communication Skills and Soft Skills which include Behavioral aspects. They also need Bridge Courses which focus on skill development for current-day market needs. Though some of our institutions are implementing Bridge Courses, the students are not given any credits for attending them. Outreach Programmes for First generation and Women students are to be conducted.	a) These Bridge Courses, as suggested in the Vision document, will be made mandatory for first year students with 'one credit' to motivate them for regular attendance and interest in the course. b) Vidyanjali Scheme to be implemented	2023 onwards in Autonomous Colleges 2025 onwards in Affiliated Colleges
2	**Need Based Certificate Courses for Micro Credentialing (Life Skills, Value Education, Law, Health, Agriculture, Panchakarma, Ayurveda, Jyothish, Research methodology, Plagiarism, Research Ethics)**	As NEP is laying its emphasis on multidisciplinary courses and programmes, the HEIs in the State will be asked to conduct surveys for the market needs of their areas and start Certificate Courses which will focus on employability skills to be used in various industries.	For this MoUs will be created between Government and Non-Government Organizations of National and International repute. The syllabi will be prepared with the help of Employing Organisations and universities offering such certificate courses and teachers will be trained as per the latest student-centered methods.	2023 2024 onwards

3	**Multidisciplinary Programmes (Humanities, Social Sciences, Teacher Education, Arts, Global Citizenship Education, Law, Health, Agriculture, Skill based Programmes)**	NEP prescribes to introduce more Multidisciplinary programmes to strengthen the academic quality of the institutions for expansion and better employability. Apart from the traditional programmes more futuristic programmes that connect various disciplines for a collaborative expansion will be planned and implemented across the HEIs in a phased manner.	1. Identification and Designing of Multi-disciplinary Programmes 2. Implementation in Autonomous Colleges 3. Extending the Programmes to Other Colleges	2023 2024 2028
4	**Accreditation of All Government Degree Colleges by NAAC in the Revised Accreditation Framework**	Accreditation is the most important aspect for deciding the quality of an institution. The department has been monitoring the accreditation aspect very closely by conducting reviews and visits for specialised monitoring and guidance. As this is a continuous process for promoting quality, the department is giving a special thrust. The newly established colleges and the colleges that got their grade expired are being monitored for Provisional Accreditation before they get equipped with all the necessary resources and the accredited colleges are monitored for next cycles of accreditation with better grades.	1. The autonomous colleges which completed accreditation and which need accreditation will be continuously monitored for better ranking and extension of autonomy 2. The affiliated colleges that completed accreditation with a better grade will be encouraged for obtaining autonomous status 3. The remaining affiliated colleges will be monitored for completion of the accreditation process. 4. The new colleges which need development will be guided to get ready for 'Provisional Accreditation' by NAAC. 5. Train the Trainer Programme for IQAC Coordinators	2022 – 2022 – 2022 – 2022 – 2022 –

5	**Strengthening Autonomous Institutions**	Of the 166 Government Colleges 14 are autonomous. Some of these colleges were listed in NIRF Rankings. These colleges are continuously monitored to achieve better grades during the Assessment and Accreditation by NAAC. Along with these, we have identified a set of colleges which have the potential for autonomy, and we are guiding and encouraging them to get autonomous status.	1. We are also planning to streamline the procedures of autonomous colleges by developing a consortium on the basis of the parameters of NAAC and NEP. 2. In a decade we want to see at least 50 more colleges as autonomous colleges. 3. Collaboration with industries for globally competitive resources 4. Potential Autonomous Institutions can offer supernumerary seats to admit foreign students	2022 – 2022 – 2032 2022 2022
6	**Developing Powerful Monitoring Mechanism**	As the Government Colleges are located in different interior pockets of the State to monitor the academic and administrative issues from close quarters we are planning for transparent decentralization. We are planning for a blended approach to monitor the institutions: a) virtual reviews on certain quality parameters and b) on site visits for personal inspection and guidance.	1. The Regional Joint Directors of Collegiate Education (RJDCE) will visit the colleges in the districts and will guide the Principals regarding administrative aspects and reforms. 2. The grievance Redressal of the district colleges will be taken up through the RJDCEs. 3. The Identified College Principals, located in the district head quarters, will monitor the academic aspects of the colleges in the districts.	

			4. The Commissioner through periodical reviews will monitor the RJDCEs and the Identified College Principals. 5. Administrative - Academic Audit teams as planned by Academic Cell will visit and review performance as per the guidelines of NAAC assessment.	
7	**Thrust for Digital Learning / Digital Colleges**	As the future of the world and its economic growth is linked with Digitalization, there is a great need to bring in blended learning and give a thrust to Digital form of learning.	1. The previous mode of distance education can be converted into online mode and some select autonomous colleges in the state with state-of- the-art facilities can be encouraged to develop digital mode of learning and offer need-based certificate courses in the digital mode in the first phase. 2. The same can be implemented to offer regular programmes on the digital platform through synchronous and asynchronous modes. 3. Other affiliated colleges with a better potential will be encouraged to implement the programme.	2023 2025 2028

8	**Digital Education Ecosystem**	In the changing educational scenario and the current pandemic situation against the backdrop of the proliferation of technology, there is a need for transformation of the educational ecosystem. Keeping this in view we are planning to bring in a Digital Ecosystem in the delivery of academics and administration in the HEIs of the State.	This can be achieved through development of resources in all the colleges in a phased manner. This requires a) development of IT infrastructure like tools and platforms b) funding aspects for installation c) accessibility and use of digital resources d) collaboration and networking e) professional development of teachers for effective use and delivery f) training of administrative staff for e - office g) monitoring mechanism for effective use and continuity	2023-25 2026 2025 2026 2027-32
9	**Integration / Institutional Partnerships for Skilling**	Development of Quality Skilling is possible only through quality development and integration and partnerships with external agencies. The teacher profile of the Institutions should be high in quality with a greater potential for research. Through skill based short term courses, knowledge and infrastructural partnerships, in collaboration with high performing public / private institutions the skilling	1. The Department will identify the institutions and will map them with potential Industries through MoUs for Internships and On Job Trainings (OJTs) 2. An SoP is prepared for taking up Internships and OJTs 3. Institutions will be encouraged and monitored. 4. Alumni for engagement with industry / endowment/	2022 -2023 2022 2023 -

		component can be enriched. These partnerships can be extended for sharing infrastructure, and Industry - academia integration. Industry experts on BoS Boards to design guidelines for Internships / apprenticeship.	internship / entrepreneurship / placements	
10	**Research, Incubations and Innovation**	To be in the top position in the Global Innovation Index, the HEIs should promote the Research temper among the staff and the students. Hence the Department wants to focus on developing an Innovative vision for new startups and commercial growth should be encouraged through the utilisation of Resources available on the campus.	1. The Department explores the possibility for creation of technologies and products 2. By forming cluster colleges, the Department wants to promote research, incubation and innovation. 3. Ideas for startups based on local needs will be generated through motivational interactions in the colleges. 4. Industry Academia interactions will be developed to turn the startup ideas into a reality. 5. Patenting of Indigenous Knowledge Systems	2022 2023 2023 2023 - 2032

11	**Campus Studios for High Quality Digital Content**	As the 21st century with all its innovations and challenges opened ways for digital learning, we are focusing on production of quality digital content at the institutional level by constructing digital studios. The Digital content can be used for on-line teaching, blended learning and distance education programmes. The teachers need to be trained in producing the content on the parameters of Bloom's taxonomy and a proper technological platform should be created for sharing the content across the partnered stakeholders. Certificate courses in locally employable needs can also be designed and offered and the content can be disseminated among the students using the studio.	The programme will be taken up in —- stages: 1. Construction of Digital Studios in autonomous / identified colleges 2. Training of Teachers for production of Quality e-content. 3. Production of e-content 4. Launching the e-content on technical platforms 5. Design and dissemination of Certificate Courses and dissemination through the studio for rural women students and Divyangans	2022 - 2025 2025 2025- 2026 2026 -
12	**Strengthening 21st Century Teaching and Learning**	As 21st century teaching and learning aims at the development of Critical Thinking Skills, Creative and Lateral Thinking and Leadership Qualities which include Communication Skills, Negotiation and Behavioral Skills, emphasis on these aspects must be given while designing curriculum. Displacing the rote learning, lessons in problem based, task based, problem oriented and case-based curriculum should	1. Designing of content in the student-centered way 2. Retraining of teachers for delivery in Student Centered methods 3. Capacity Building of teachers and administration	2023 - 2025 -

		be developed to offer a hands-on experience. We want to train the teachers in these areas and revise the content for curriculum and the methods of teaching.		
13	**Strengthening Formative Assessment through Continuous Internal Assessment**	A complete change in the existing assessment pattern should be brought in Formative Assessment as outlined by NEP. More emphasis should be given on Formative Assessment with a focus on both knowledge and skills. The ritualistic formative assessment, as suggested by the NEP document must be done away with.	For this the department is planning to implement this stage by stage and an SoP on Continuous Internal Assessment (SoP) is in the pipeline.	2023
14	**Extending Education to Women and Divyangan students**	Establishing support centers through DRCs	Training teachers for Special needs of Women students and Divyangans. Preparation of material / e- content in local languages through online courses /	2022 -
15.	**Strengthening Women Empowerment Cells**	Planning Gender Parity and Gender Sensitivity Programmes and Digital Education	Strengthening Women Empowerment Cells in each college by providing a special room More facilities for women students	2022 -



Sri J Syamala Rao, IAS
Secretary to Government,
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Dr. Pola Bhaskar, IAS
Commissioner of Collegiate Education
Government of Andhra Pradesh

"An Institution of Higher Education is a Partnership among students and alumni, faculty and administrators, donors and trustees, neighborhoods and more, to build a community and a culture"

-Ben Sasse

VALUE FRAMEWORK

To promote the following core values among the HEIs of the country :

- Contributing to National Development
- Fostering Global Competencies among Students.
- Inculcating a Value System among Students
- Promoting the Use of Technology
- Quest for Excellence

HANDBOOK FOR COLLEGE PRINCIPALS



Commissionerate of Collegiate Education

Government of Andhra Pradesh

Nampally, Hyderabad

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"The mediocre teacher tells.
The good teacher explains.
The superior teacher demonstrates.
The great teacher inspires."

-Willian Arthur Ward

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HANDBOOK FOR COLLEGE PRINCIPALS

GSR Murthy
Admn. Officer

"Learning is Experience
Everything else is just Information"

-Albert Einstein



Commissionerate of Collegiate Education

Government of Andhra Pradesh

Nampally, Hyderabad

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Dr. Y.S. RAJASEKHARA REDDY

CHIEF MINISTER
ANDHRA PRADESH

MESSAGE

I am glad to note that the Commissionerate of Collegiate Education is bringing out a Hand Book for Degree College Principals to empower them with academic, administrative & financial aspects of college administration.

Administration of an institution deals with the management of human and financial resources available to the maximum extent and continuous upgradation of these aspects by regular training and monitoring. Human Resource Development is the need of the hour. The State Government is providing much required skills to the students through Jawahar Knowledge Centres through out the state to meet the global demands in ICT sector.

I am sure that the Hand Book will be of more useful to the College Principals in sharpening their academic and administrative excellence.

(Y.S. RAJASEKHARA REDDY)

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MESSAGE

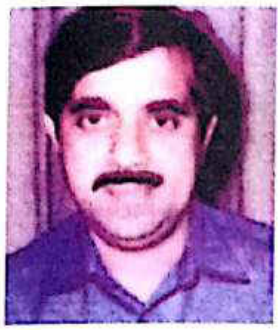
It gives me immense pleasure to note that the Commissionerate of Collegiate Education is publishing a Hand Book for College Principals.

The main objective of an Education Institution is the integrated development of the students by making them physically strong, mentally alert, intellectually sharp, emotionally well balanced & spiritually advanced. I hope that this Hand book provides necessary guidance and insight for the Degree College Principals to achieve this overall excellence.

This Hand Book is an excellent resource for any one who deals with academic and administrative environment and it gives an understanding of the crucial role played by the college administrators in discharging their duties.

(R. CHENGA REDDY)

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MESSAGE

I am very happy to learn that the Department of Collegiate Education is releasing a Hand Book for College Principals to create an awareness about academic, administration and financial matters.

The challenges faced by the Principals are greater in their magnitude and complexity in the present day scenario of globalization and ICT revolution. A true administrator must have confidence and a clear knowledge of administration rules and procedures.

I hope that the information pertaining to Academic, Administrative and Financial Management of Colleges given in this Hand Book, will be extremely useful to the Principals in monitoring the overall functioning of colleges.

(ASUTOSH MISHRA)

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Foreword

Each college is a separate unit and is administered by the unit head, i.e., Principal. The Principal, has to discharge to several academic, administrative, financial and managerial functions. He/she needs to have a thorough knowledge about the rules and procedures that are in vogue for carrying out effective administration. The rules and procedures are available but they are in various forms and are given / updated over a period of time. The need for compiling rules and procedures that are pertinent to college administration at one place is always highly desirable.

Realising the above need the Department of Collegiate Education published a Hand Book for Principal in 1985. Subsequently, Dr. MCR Human Resources Development Institute, Hyderabad published the Collegiate Education Departmental and Functionary Manuals in the year 2003 with a different approach. The most important academic aspects, however, were not included. More or less, the first manual published in 1985 remained as the chief reference book.

In recent years, rapid development has taken place in the field of Higher Education. The scenario in colleges has changed significantly. Many rules and procedures have changed. Hence, the dire need for revising the handbook has been felt for a long time.

I am happy to state that the Department of Collegiate Education has taken initiative to revise the Hand Book for Principals which was first published in the year 1985. Apart from updating the existing rules and procedures new ones have been incorporated in the handbook. As the Principal is also the academic leader, an exclusive chapter on the latest directional trends in academic areas has been included for improving the quality of the functioning of colleges.

Valuable suggestions are invited from the readers for strengthening and improving this handbook in the next revision.

I am very much thankful to all those who extended their cooperation and have taken personal care and interest in preparing this handbook.

With all Best wishes

G.N. Rao, IAS.,
Commissioner of Collegiate Education

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INTRODUCTION

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INTRODUCTION

The Principal is the key functionary around whom the entire activity of the institution revolves. His/Her responsibility, as the unit head, is immense in the proper functioning of the college. Primarily he/she is solely responsible for all the activities in the college. Unlike the other government offices, the functioning of a college is different with a variety of academic, administrative, financial, developmental, community related and student oriented activities. The day to day functioning of the Principal involves dealing with a large number of teaching and non teaching staff and hundreds (thousands in some colleges) of dynamic students often on a huge campus. And everything shall go smoothly to facilitate maximum learning, which is the primary objective of the college. This is not an easy task.

The Principal directly deals with the students, teachers and non-teaching staff members. He/She has to report regularly to the higher authorities and to the university concerned. He/she shall also deal with a variety of other official and non official persons, agencies and institutions.

With the advent of restructured UG and PG courses and large scale infrastructural developmental activities the administrative tasks in the colleges have grown multi dimensional.

The growth of education consciousness among the students has resulted in closer public monitoring of the institutions. The awareness created by the rapid technological advances is demanding an education of quality and relevance. Globalization and ICT revolution have created tremendous access to knowledge. The colleges and their teachers are now under severe pressure to perform. Diverse activities are to be taken up to meet the new requirements of the students. A variety of new dimensions like NAAC Accreditation, IQAC, JKC, Mana TV, DRC, e-learning etc., have been added to enable the colleges to rise to the required level.

With the changed scenario, the challenges faced by the present day Principals are far greater in their magnitude and complexity.

But then, there cannot be any improvement and development without challenges. Only fittest will survive. The Principal has to accept the challenges and gear himself/herself up and take the challenge as an opportunity, not only to succeed but also to move ahead.

As an administrator, the Principal needs to exhibit diverse competencies, skills and abilities to raise the performance of the institution to the required level. He/She can become a true leader with a clear understanding and vision. The first requirement for a principal to become an effective administrator is gaining confidence; which can be achieved through clear knowledge and comprehensive understanding about the functioning of the college with all its rules and procedures. Hence, an attempt is made to provide all the information needed to the college administrator (Principal) in this booklet. It is hoped that the information given is lucid and adequately useful to the Principals in understanding the functioning of colleges.

"People don't CARE, How much you KNOW
Until they KNOW, How much you CARE"

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COMMISSIONERATE OF COLLEGIATE EDUCATION

It is essential that the Principal as the administrator of the college, the front end unit, has a basic understanding of the department and its organization. To start with a brief description of the Department and the college is given below.

1.1 Origin of the Department

Prior to 1975 Education at all levels of the state was being managed under a single head of the Department named as the Department of Public Instruction. Owing to the enormous growth of educational institutions at Secondary and Collegiate levels and to make administration more accountable and functional the Government have issued orders bifurcating the DPI into the Directorate of School Education and Directorate of Higher Education in the year 1975 vide G.O.Ms.No.788 Edn.dt.30.6.1975.

- Directorate of School Education deals with the management of schools
- Directorate of Higher Education deals with the management of Junior & Degree Colleges in the State.

1.2 COMMISSIONERATE OF COLLEGIATE EDUCATION:

Over the years due to enormous increase in the number of Junior Colleges on the one hand and the Degree Colleges on the other hand administration of these two sectors of Higher Education Department had become difficult to manage under a single Head of the Department. Therefore, to give special attention to these two areas of education the Directorate of Higher Education was further divided in to the Directorate of Collegiate Education and Directorate of Intermediate Education with effect from 1.11.1989. vide G.O.Ms.No.343Edn., dt.31.10.1989. Thus the Commissionerate of Collegiate Education came into existence in the year 1989 as a separate entity to deal exclusively with the matters of Undergraduate and Postgraduate colleges in the state. It was upgraded to a Commissionerate in 1989.

Purpose:

The main purpose of creating separate Department for Undergraduate and Post graduate education is to promote Higher Education which is considered as productive sector for intellectual man power needed for the country. The Department gives special attention to the Colleges located in backward and Rural areas, creating educational opportunities for marginalized sections of the society and strengthening Women's education at undergraduate and postgraduate levels. As shown in the ***Annexure*** *(given in last page)*, there are 181 Government Colleges and 179 (plus 31 oriental colleges) Private Aided Colleges and 1378 Private Unaided Colleges functioning in the State.

1.2.1 AIMS & OBJECTIVES OF THE DEPARTMENT:

- Development of Undergraduate and Postgraduate education in the State keeping in view Access, Equity, Relevance and Quality.

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- Facilitating effective functioning of institutions.
- Ensuring optimum facilities and their effective use.
- Effective deployment of resources
- Providing general liberal education across the State by encouraging a wide range of courses for building capabilities, confidence and right attitude in youth.
- Linking education to emerging occupational patterns and social needs
- Promoting Scientific thinking temper and innovation
- Equalization of opportunities to weaker sections of the society and the people belonging to backward areas, to empower themselves
- Preparing the future citizens of the vibrant Democracy

1.2.2 ROLE OF THE DEPARTMENT:

The Commissionerate of Collegiate Education plays a major role in promoting UG/PG education in the State. The Commissionerate

- Acts as the Chief Managing Office in the general administration of the Department.
- Directly supervises the academic and administrative functioning of Undergraduate, Postgraduate and Oriental Government Colleges in the State.
- Sanctions and releases grants to Private Aided Colleges and Universities as per Government orders in force.
- Monitors academic functioning of Private Aided Colleges in the State.
- Inspects the Regional Offices and Degree Colleges in the state for effective functioning.
- Audits Private Aided Colleges.
- Regulates and sanctions various types of scholarships.
- Plans restructuring and vocationalisation of Higher Education.
- Enhances the quality and relevance of UG/PG education by devising and adopting new methods and practices.
- Transforms the latest developments in the higher educational sector into action

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- Frames policies and schemes for the overall development of the Department academically and administratively.

1.3. Organisational Structure of the Department:

The Commissionerate of Collegiate Education is the Departmental Head Office for Collegiate Education in the State. The Commissioner of Collegiate Education is the Head of the Department of Collegiate Education. The Department of Collegiate Education is under control of the Department of Higher Education at the State Government level. The Commissioner is assisted by two Joint Directors and the Administrative, Academic and Accounts wings.

The four Regional Joint Directorates at Warangal, Rajahmundry, Guntur and Kadapa assist the Commissioner in administering the Government and Aided Colleges at their respective regions.

The Government Degree Colleges are under the direct administrative control of the Commissionerate of Collegiate Education. The Commissionerate effects the overall supervision of the functioning of all Private Aided Colleges in the State.

The District Identified (Govt.) Colleges coordinate the functioning of the Govt. and Aided Colleges of the district

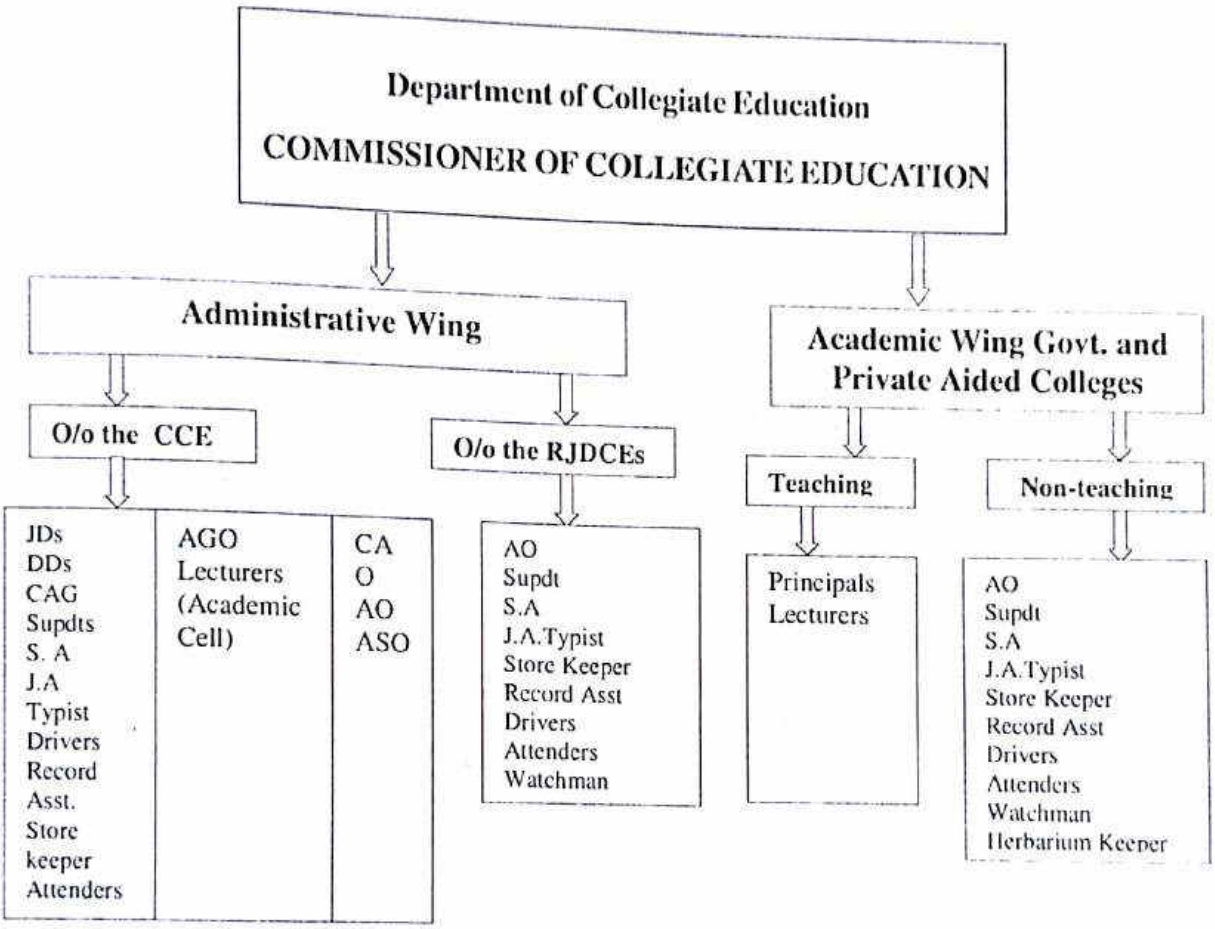
The Colleges are affiliated to the respective Universities in respect of a major part of their academic functioning.

The offices related to higher education, with which the Commissionerate liaises, are the AP State Council of Higher Education, Universities, UGC, APPSC, Commissionerate of Intermediate Education, Board of Intermediate Education etc.

"It must be remembered that the purpose of Education is not to fill the minds of students with facts..... it is to teach them to think, if that is possible and always to think for themselves."

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ORGANIZATION STRUCTURE



RJDCE Offices

1. RJDCE Office, Rajahmundry
2. RJDCE Office, Guntur
3. RJDCE Office, Kadapa
4. RJDCE Office, Warangal

E-Governance Initiatives – The Department has its own Website. **The location is www.apcce.gov.in**. The necessary statistical information and activities of the department are hosted on the website. The latest G.Os, Circulars, Proceedings, Notifications pertaining to the Department are placed on the website. The information on the website is updated periodically. The NAAC assessed colleges are encouraged to host their website linking it to the Department website.

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1.4. 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 College. He/She is the Chief Executive Officer and Liaison Officer between the College and the Commissionerate of Collegiate Education & Regional Joint Directorates of Collegiate Education.

1.4.1 ORGANIZATIONAL SET UP :

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/ Technical staff)

PURPOSE:

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

1.4.2 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 of the society.

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- 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 diverse 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 students 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.

"Most teachers waste time by asking questions which are intended to discover what a student does not know. Whereas the true art of questioning has for its purpose to discover what the student knows are is capable of knowing."

..... Albert Einstein

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ACADEMIC MATTERS

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2. ACADEMIC ACTIVITIES

The Principal is the academic leader of the college. The primary responsibility of the principal is the proper conduct of academic functioning of the college because the very purpose of a college is to provide education to the students. Hence, the Principal shall ensure systematic imparting of education achieving concrete learning outcomes in students.

Education shall ensure access, equity, relevance and quality. Transparent admission process and paying adequate attention to the needs of diverse groups of students are some of the means that address access and equity. Additional support shall be given to slow learners and students from the disadvantaged groups.

It is essential that an education of quality and relevance is provided to the students because education without these two qualities does not serve much purpose. Hence, strategies are to be evolved by the institutions for ensuring quality and relevance taking local, national and global scenario and requirements of students into consideration from time to time. Courses that are relevant shall be offered in the form of not only UG and PG courses but also in terms of certificate or diploma courses. Similarly, learning outcomes shall be ensured by following appropriate methods.

Learning can be assured by setting need-based learning objectives, designing appropriate participatory activities and implementing them for building the required capabilities, competencies and virtues in their students, in the subject as well as general areas. Unlike in the past, the activities of the institution shall be made objective-specific, task-oriented, well-planned, time-bound, documented, result-oriented and verifiable.

Some of the academic activities are explained in the following pages. The list is, however, not exhaustive. Apart from them, the college shall plan its own innovative activities and methods from time to time taking the requirements of students and society into consideration. The main objective shall be to achieve the desirable learning outcomes that are quantitative, qualitative and relevant.

2.1. CURRICULAR ASPECTS

2.1.1. NEW UG & PG COURSES:

A college imparts education to students, within a period of time, through a set of courses. Hence, the nature of courses is very important. Each course is a combination of a few subjects, some common and others optional. Useful modern/restructured courses shall also be offered in addition to the traditional courses from time to time to be in tune with the changing requirements.

The Principal shall assess the needs and demands with the teachers and experts concerned, study the feasibility and send proposals to the CCE for starting new UG and PG courses for the next academic year, before the end of December of the current year.

"Never tell people how to do things. Tell them what to do and they will surprise you with their "ingenuity"."

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2.1.2. 'CERTIFICATE' AND 'ADD ON' COURSES

As the UG and PG courses take care of the main course of education, the students need a variety of additional skills which are employment and market related. The UGC encourages a variety of such courses under the scheme 'add on' (certificate) courses. The colleges shall use this scheme. In addition, the college shall assess the local student needs and design short or long term certificate courses for the students. The Principal is authorized to issue the certificate for courses with the duration less than six months. If the duration exceeds six months the certificates will have to be signed by the Commissioner of Collegiate Education. Every subject in a degree college has the potential to offer one or more certificate courses. The proposal, design, syllabus, fee, time table, reading material, practical guide, teaching methods etc. are to be prepared and all documents preserved at the end of the course of a batch. Certificate courses, however, shall be more skill or practical oriented and can also be conducted in collaboration with a relevant external agency.

2.1.3. STAFF MEETINGS

It is essential that the Principal, as the leader and head of the college to discuss all important matters with his staff and also with select students wherever required. For this, the Principal needs to conduct meetings periodically with Staff Council, Full Staff and with student representatives.

He/she shall conduct a meeting with all the staff members at the very beginning of the academic year to review the activities and performance of the previous academic year and to finalise the plan and the activities for the current academic year. Measures for completing Institutional and individual curricular plans and their announcements to students will be finalized.

Subsequently, the Staff Council and CPDC meetings will also be held immediately for discussing and taking appropriate decisions and resolutions.

Each department shall conduct its own meeting immediately after the Staff /Staff Council meeting and finalise the departmental action plan (activities) for the current academic year including preparation of individual curricular plans. It is desirable that the Principal attends the first individual departmental meetings of all departments.

The agenda items and resolutions will be recorded in separate registers opened/operated for respective purposes. A clear agenda is to be prepared for any meeting and resolutions are to be taken on each item after adequate discussion. All the members present shall affix their signatures on the resolutions. Action shall be initiated on the resolutions taken.

2.1.4. ANNUAL CURRICULAR PLANS

Good planning is always needed to carryout effectively any activity or set of activities. It will improve the success rate and yield desirable outcomes. Preparation of a detailed plan is, therefore, very essential for conducting teaching learning and other processes effectively. The Commissionerate has taken initiative and

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modified existing designs of curricular plans and made them more systematic and learner oriented. They were communicated to all Government and Private Aided Colleges in the State for implementation from 2007-2008 onwards.

Each individual lecturer should prepare an Annual Curricular Plan for each paper allotted to him/her in the proforma prescribed in **Annexure I** at the commencement of the academic year keeping the experiences of the previous academic year in view. The Plans shall be preserved in the subsequent years and they will form part of material for various inspections.

The Plan should incorporate a realistic time-budgeting. Related additional inputs, curricular and co-curricular activities shall be identified and added against each syllabus topic at the appropriate column. The Plan shall reflect the learner centered approach in teaching each chapter. The Activity Chart (Annexure - 5) gives more information on the curricular and co-curricular activities.

2.1.5. ANNUAL CURRICULAR SCHEDULES

The finalized Annual Curricular Plan shall be announced to the students in the form of Annual Departmental Curricular Schedule in the given format (Annexure- 2) by in the classes concerned and by pasting on the departmental notice boards. The Annual Departmental Curricular Schedule shall be announced to the students before 30th June, for II & III year students and 30th July for I year students. This will intimate the students the schedule of the whole year's programme facilitating their preparation for the classroom interaction and other participatory activities.

2.1.6. INSTITUTIONAL ANNUAL CURRICULAR PLAN

It is necessary to have a comprehensive plan for all activities including the curricular, co-curricular, extra-curricular and administrative activities for the whole year so that they do not overlap and can be organized in a systematic way helping the students derive maximum benefit. Hence, an Annual Institutional Plan shall be prepared in the format given in Annexure IV after obtaining the information from the Lecturers in-charge of all Departments and the Convenors of various committees and associations. This plan shall be announced to the students by 30th June every year. An enlarged copy of it may be displayed in the Principal's room. A copy of the same shall be submitted to the Commissioner of Collegiate Educational and the Regional Joint Directors of Collegiate Education concerned. The Institutional plan shall be preserved for a period of five years. They will form a part of material for inspections.

2.1.7. EXTRA CURRICULAR ACTIVITIES

All college-level extra curricular activities shall be planned at the beginning of the year along with their dates and venues and be included in the *Institutional Curricular Plan*. The activities shall be spread across the academic year. The extra curricular activities may be designed to achieve learning outcomes in students in general areas, to inculcate values, to promote talent and to encourage creativity in students. Some of the activities suggested are debate, elocution, essay writing, quiz, group discussion, mock sessions, role play,

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seminar, invited lecture, celebration of particular days or events, literary activities, fine arts, cultural programmes, film/video presentations, activities of academic/service clubs etc.

2.2. TEACHING LEARNING

Teaching learning is the main function of a college. The Principal shall ensure an effective teaching learning activity on the campus on all teaching days for all classes. He/she him/herself shall act as a model by taking the prescribed number of classes. It is the responsibility of the Principal to ensure proper implementation of institutional and individual curricular plans and of learner oriented teaching learning activities. He/she shall organize a system where no single class is lost by the students.

As the academic leader the Principal shall supervise the effective implementation of all the following teaching learning practices.

2.2.1. POST ADMISSION ASSESSMENT

Every Lecturer/Department shall assess their students at their entry levels in the subject knowledge and skills at the beginning of the academic year. They should identify the shortages and group the students accordingly and note in the Marks Register. These shortages may be considered for revising the curricular plans, if needed.

2.2.2. BRIDGE CLASSES

After identifying the shortages Bridge Classes should be conducted in the first few days to raise the levels of students to an even and desirable level before starting the first chapter.

2.2.3. SUPPLEMENTARY METHODS OF TEACHING

As the lecturing system is at the core of the university tradition, its various purposes and techniques should be mastered and the lecture must be methodically prepared and structured. A formal lecture can be converted into an active or interactive lecture by combining it with questions and answers, discussions, demonstrations and video presentations

It is necessary to supplement the Lecture with certain other ways of teaching in order to ensure effective listening by the students. Further, for active participation of the student in the process of learning, appropriate supplementary methods shall be used in the classroom. They create interest in students and help in understanding the subject better. Examples of some supplementary methods are given below. The Lecturers can consult standard books for details and other such methods.

a. Question answer

b. Buzz session

c. Brainstorming

d. Short Seminar

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e. *Debate*

f. *Quiz*

g. *Role Play*

h. *Group/pair learning*

i. *Peer teaching*

j. *Problem solving*

Each of the above methods has certain learning advantages. The lecturer should become familiar with the above methods and use them in addition to lecture method in appropriate situations, for a limited time in the classroom, to make teaching more effective. One, however, should not forget that lecturing/teaching is the major mode of classroom transaction in colleges. The Lecturer shall note down all the methods, which are put into practice in the prescribed teaching plan for each topic.

2.2.4. STUDENT CENTERED LEARNING PRACTICES

The students of undergraduate courses would be entering into adolescence and have the ability of independent learning. Hence, student centered and independent learning activities shall be part of the teaching learning process. A few such activities are listed below.

a. Assignments (simple, tough, remedial, creative)

b. Student seminars (class/department/college levels)

c. Group discussion/quiz/debate/essay writing etc.

d. Role-play, mock sessions etc.

e. Field/study trips

f. Invited lectures/panel discussions

g. Project work/study projects

h. Linkages and Collaborations

i. Subject related extension programmes

The list is not exhaustive. The lecturers shall incorporate all such activities that are listed above into the annual curricular plan and teaching plan. Further, separate records shall be maintained for each activity with the programme details. Photographs and press clippings may also be pasted on white papers and added (with proper labeling) to the record concerned. In case of linkages and collaborations memoranda of understanding

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shall be obtained for a systematic approach. The project reports need to be written in the standard format of research publications. All the records shall be preserved properly for not less than five years.

Research activities are carried out in undergraduate colleges to inculcate research temper in students and to train them in the systematic approach of finding truth. Although research is not a full time activity for students in undergraduate colleges, it is surely a place where research initiatives and its broad methods could be harnessed. Hence, the Principal shall encourage taking up of student project works/study projects in colleges.

2.2.5. PREPARATION FOR CLASSROOM TEACHING AND TEACHING PLAN

Adequate prior preparation for each class is vital for the successful conduct of the class. The preparation shall be systematic to achieve the maximum learning outcomes. The format designed by the Commissionerate shall be used meticulously to record the teaching plan. It is desirable to fill the teaching plan as soon as the preparation is completed and prior to engaging the class. Teaching plans shall be prepared afresh for each year keeping the previous one in view. Updations shall be made wherever necessary.

2.2.6. TEACHING DIARY

Teaching Diary is a record of daily work done by the Lecturer. Hence, all the hours of work in a day, including curricular, co-curricular, extra curricular and other college related activities, are to be recorded.

2.2.7. DEPARTMENTAL ACTIVITIES REGISTER

After taking decisions in the departmental meetings and preparing curricular plans, the activities carried out by the department shall be recorded day-wise in the Departmental Activities Register. In a way, it is the diary of the department. It is separate from Departmental Minutes Register. Impressions and suggestions can also be recorded in the register.

2.2.8. TUTORIALS

It is mandatory for every lecturer to engage two tutorials per week. The lecturer divides his/her each class into small groups (10 to 20 depending on the overall number of students) and engages tutorial classes. It is desirable that all students are covered once in every month. The teacher can deal effectively with small groups of students. He/she shall review the progress of syllabus coverage, teaching learning, evaluation, curricular and co-curricular activities etc. and discuss appropriate remedial measures. The Principal shall besto his personal attention on the conduct of tutorials as they give insight into the progress of teaching learning of various groups of students in the college. The Principal can attend some of the tutorials.

2.3. EVALUATION

Periodical evaluation of student progress is a very vital input in the teaching learning process. It also reflects the teacher's progress. It is very helpful in correcting the course of learning by the individual student.

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The progress of each student is to be monitored through tests. The Lecturer shall be aware of the types of questioning and how to design the question paper for making the evaluation effective.

2.3.1. UNIT TESTS

Each Lecturer shall conduct atleast five unit tests in an academic year covering the complete curriculum. The tests shall cover all the students he/she teaches. The aim of the tests shall be to test the knowledge, understanding, application and certain skills in the subject and their progress. Hence, the tests shall be conducted and papers valued with care and perception. The marks shall be posted in the marks register regularly. The progress of the wards needs to be monitored. Slow and advanced learners are to be identified.

2.3.2. PREFINAL EXAMINATION

The intention of prefinal examination is to prepare the students for the university examinations. Hence, the question paper model may be given in accordance with that of the university examination. The scripts shall be valued and the students shall be explained their level of preparation. Suitable suggestions shall be given for their improvement and better preparation.

2.3.3. PROGRESS REPORTS

The results of unit/pre-final tests shall be incorporated into the progress reports to be sent to the parents concerned atleast twice a year, in December and July. Observations like chronic absence or learning difficulties or abnormal behaviour shall also be reported to the parents through the progress reports.

2.3.4. REMEDIAL PROGRAMMES

As soon as the slow learners are identified the lecturer shall meet such students separately and discuss their problems. Suitable suggestions can be given for their improvement. Additional classes shall be conducted for such students for bringing them on par with the other students.

2.3.5. ANALYSIS OF UNIVERSITY EXAMINATION RESULTS

University examination results are the formal assessment of students and are linked to their future career. Hence, utmost importance is to be given for achieving high level of percentages and distinctions. As soon as the college is reopened, the university examination results shall be discussed and analysed, subject-wise, teacher-wise and class-wise. They shall be recorded in the format prescribed and preserved in the departments for reference. Measures shall be finalized to improve the student performance in the next academic year. Some of the measures may be incorporated into the curricular plans.

2.4. RESEARCH ACTIVITIES

2.4.1. RESEARCH AND UPDATION OF KNOWLEDGE

College teachers need to continuously learn for updating their subject knowledge and skills. Pursuing original research, reading journals, attending seminars and presenting research papers, publishing research

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papers in standard journals, going through latest review and text books, are some of the activities which keep the teachers updated. Pursuing research will improve the quality of profession as a teacher. Hence, the college teachers shall treat these activities as a part of their profession.

The UGC is encouraging some of the above activities with financial assistance to some of them. It provides financial assistance to original research by granting Minor and Major Research Projects. The Principal shall encourage the teachers for undertaking such projects. The UGC website provides all the information required. In addition to the UGC, several other agencies will extend financial assistance to research projects.

Research projects can also be taken up on local problems in collaboration with the local government, non-governmental and other agencies or institutions.

The college can organize regional/national seminars that will expose both staff and students to advanced thinking and methods and experts in the field. They can be taken up with the help of funding agencies.

2.4.2. CONSULTANCY

College teachers can develop professional and field competencies in their subject in due course of their job. They can help the local people or agencies by using their expertise in the subject area. They may also train and fine tune the local semi-skilled professionals. These activities improve the college community relationships and benefit the college and students in the long run.

The teachers and college can also earn revenue to themselves and college through CPDC by providing consultancy. Care should, however, be taken to sustain it as an educational activity and to prevent this activity turning into a commercial activity.

2.5. STUDENT WELFARE AND SUPPORT

It is the responsibility of the Principal and staff to oversee the welfare and provide support to the students on the campus in all possible ways so that their studies and other learning activities go smooth and effective. Students shall be encouraged towards optimum utilization of infrastructural facilities. Some of the other support areas are given below.

2.5.1. LIBRARY

Library is one of the most important learning entities in any educational institution. It promotes independent learning in students and teachers and expands their understanding and mental horizons. Hence, the Principal shall take all steps for effective functioning of college library. The Librarian shall meet all groups of students and promote extensive use of library. All the teachers shall motivate the students in using the library by guiding them to study books, journals and magazines and by giving library based assignments. The library shall also provide access to downloaded electronic material and browsing of e-journals etc. through internet. (More information is given in the Appendices).

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2.5.2. PHYSICAL EDUCATION

Participation of students in Games and Sports is very essential for a sound development of their body and mind. The Principal shall ensure proper availability of facilities and coaching to students. The Physical Director shall motivate students so that as many of them as possible participate in the sporting activities. The teachers themselves shall become role models and support the students with their physical presence. It is important that a large percentage of women students actively participate in sports and games. (More details are given in the Appendices).

2.5.3. ELECTRONIC CLASSROOM / SEMINAR HALL

The need of the hour is using modern and especially electronic teaching aids not only to make teaching learning effective but also to introduce such global trends to the students at this stage itself. Electronic Classrooms were established in most of the Government Colleges where MANA TV telecast is shown to students. The Principal may arrange LCD Projector in the Electronic Classroom and make it available to all lecturers for taking special classes as per predetermined time-table. The lecturers who engage classes with the help of LCD shall prepare and present learning packages using power point, internet etc. A regular lecturer, who is well versed with the handling of the equipment, shall be kept in charge of the Electronic Classroom and the equipment therein. The Principal shall not only encourage all lecturers to use this facility but also give a presentation on the college activities to any visiting dignitary.

2.5.4. HEALTH AND HYGIENE

The Principal as the head of the institution should look after the basic amenities regarding the health and hygiene of the students on the campus.

Health Centre shall be established in every college and the Principal must see that the students both boys and girls, are medically checked once a year. The medical officers must examine the students thoroughly and if they detect any ailment in the general physical condition or in specific areas they must bring it to the notice of the Principal who in turn shall inform the parents. A record of the medical checkup of each student must be maintained. A health card can be maintained for each student.

A First Aid Box must be maintained to attend to the immediate needs of the students.

Protected Drinking water shall be provided to the students. There should be provision for toilets with good drainage system. A separate waiting room shall be provided for girl students preferably with attached toilets. The surroundings of the toilets should be kept clean and sprinkled with bleaching powder. Lecture halls, laboratories, stores, staff rooms, office etc. must be kept clean and well ventilated.

Canteen may be established in every college. A canteen committee has to be constituted with the teachers and students to ensure maintenance of nutritious food and high quality hygiene. The canteen workers must be made to wear aprons. Provision must be made to collect the garbage from the canteen and dining halls used by the students and dump them in garbage tins outside the campus. These rooms must

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be washed every day and kept clean.

Water should not be allowed to stagnate in pools inside the college campus and all low areas must be leveled up, to prevent water collecting in the rainy season. All further necessary steps should be taken up to keep the college premises neat and tidy. As the colleges exist for the sake of the students, top priority should be given to student welfare activities. Principals should take all necessary steps to provide minimum amenities to the students.

2.5.5. STUDENT COUNSELLING

The students of the college should be divided into groups and for each group one member of the teaching shall be nominated as Counsellor. The counsellors will procure and maintain full information about the academic, economic, social and educational background etc. of the students allotted in the format prescribed (**annexure - 6**). The Counselor shall help and guide the students on various issues related to their study in the college. The Counselor will also act as the link between the students and college administration. A periodic meeting of all the Counselors may be convened by the Principal to discuss different issues regarding the problems of students and help them in pursuing their studies in the college on sound lines.

2.5.6. GRIEVANCE REDRESSAL CELL

The Principal shall establish a Grievance Redressal Cell with himself/herself as the chairperson, two suitable teachers and one office staff member as members. A box shall be provided at an appropriate place for dropping complaints. A circular shall be sent to all classes informing the students to submit their grievances, if any, to the Cell or to drop them in the box. All complaints shall be processed and attended to within a week. The identities of the complainants shall be kept confidential, if necessary. The details of complaints and the action initiated are to be recorded in a separate register maintained for the purpose. Once in a month the Principal shall review the situation and take additional remedial steps if needed.

2.5.7. PREVENTION OF RAGGING

Ragging is an inhuman and barbarian act and a shame to the human dignity. It is sad that ragging, eve teasing etc., are still prevailing on some college campuses and hostels in some form or the other despite earlier instructions for curbing them strictly. Such savage activities which are contrary to the established human values are to be prevented at the initial stages itself. The students exhibiting such tendencies shall be appropriately counseled. The Disciplinary Committee, under the active supervision of the Principal, shall keep a watch on such tendencies and maintain campus discipline constantly.

2.5.8.CAREER GUIDANCE AND PLACEMENT CELL

The Career Guidance and Placement Cell provides information and assistance to the students in respect of their career in pursuing their higher education and also in securing employment. The students are to be trained and oriented for interviews, group discussions etc., by imparting communication skills and technical

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skills. A Career Guidance and Placement Cell shall be constituted and a staff member, who has the aptitude, shall be nominated as in charge of Cell. He/she may be assisted by other members. The Cell should regularly collect and display information regarding higher education and employment opportunities and other related information. Further, it may organize programmes like workshops, training and coaching involving local experts like employment officers, bankers, professionals, successful entrepreneurs etc. All the activities shall be recorded in registers. The material shall be stored in folders and be made available to the students for reference.

Further, the Cell may collect information related to employment opportunities around, make it available to students and make efforts for getting placement to suitable students. Correspondence can be made with the firms for conducting campus selections.

2.5.9. COLLEGE CALENDAR OR HAND-BOOK

Every college should have a calendar giving a brief historical sketch of the college, infrastructural facilities, curricular practices, syllabus, support services, rules of admission, payment of fees, almanac and all other particulars which guide the students in curricular and extra-curricu-lar activities. The Principal is permitted to publish it following the usual procedures. The calendar should be supplied at the time of admission.

2.6. OTHER SUPPORT SERVICES AND EXTENSION

2.6.1. N.C.C:

National Cadet Corps is a Tri-Services Organization, comprising the Army, Navy and Air Force, engaged in grooming the youth of the country into disciplined patriotic citizens. The Principal should take personal interest in all matters connected with the N.C.C. to ensure its efficient functioning in the college. The functioning is to be reviewed periodically and the impressions recorded by the Principal with suitable suggestions for further improvement. To promote a culture of discipline and systematic service among the students it is desirable that there is a unit of N.C.C. in every college. In colleges where there is no NCC Unit, the Principal may make efforts to get a unit sanctioned.

Regular lecturer is eligible to be appointed as a part-time N.C.C. Officer who is willing to undergo training once the company/troop has been raised in a college. The Principal should provide suitable accommodation for the office and stores of the N.C.C. and also necessary stationery for the N.C.C. Unit of the college.40 parades of 3 hour duration each have to be conducted in a year. In addition to the parades there will be periodical camps Annual training camp is compulsory. Each cadet is eligible for refreshments worth Rs.6 for each parade. Washing allowance is also provided to the cadets. Remuneration is to be paid to the Lecturer holding the charge of N.C.C. Officer depending on the cadre of the officer.

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2.6.2. N.S.S.

Launched in the Mahatma Gandhi Birth Centenary year 1969, as a student youth service programme, National Service Scheme (NSS) aims at arousing social consciousness of the youth with an overall objective of personality development of the students through community service.

The N.S.S. Unit in a college can play an important role in involving students in developmental activities. Values like social service, dignity of labour and self help can be promoted among the students through the N.S.S. Awareness shall be created in volunteers about the value of the service and they should be trained properly to carryout the tasks assigned. Collaborative work involving other agencies can also be taken up. As the Chairman of the college N.S.S. Unit(s), the Principal should evince special interest in the N.S.S. and provide the necessary inspiration and direction for its successful functioning. The N.S.S. unit in a college should have an N.S.S. programme officer. The Principal should select a suitable lecturer for the post. The Programme Officers, Clerk, Attender are eligible for an honorarium of Rs.400, Rs.60, Rs.40 per month respectively. An Advisory Committee should also be constituted by the Principal for the N.S.S. Unit of the College. An N.S.S. Unit in a college generally consists of 100 students. Each N.S.S. student should put in 120 hours of work in a year. The activities of the N.S.S. are broadly divided into two categories. They are;

Regular Programmes that are to be organised throughout the year include improvement and proper maintenance of the college campus, work in slums, general service programmes like blood donation, activities to promote civic sense, awareness programmes, project works that empower weaker sections of community etc.

Special camps are generally conducted during vacations. Two special camps have to be organised in a year. The camps are to be generally conducted in rural areas. Constructive programmes like laying of roads, repairing culverts, minor irrigation works, digging of wells, plantation of trees, improvement of sanitation etc, can be taken up in special camps. It is desirable to adopt a village or habitat and take up activities methodically so that there is concrete impact.

The Principal shall review the impact of the service done and take steps to improve the quality and relevance of work if necessary. The funds for N.S.S. activities are sanctioned by the respective universities. As per existing arrangements an amount of Rs. 70 to Rs. 75 per NSS volunteer per annum is available for meeting the expenses on conduct of regular NSS activities. In colleges where a separate social service league is existing it should be merged with the N.S.S. The records along with related material, photographs etc. shall be maintained and preserved carefully.

2.6.3. YOUTH RED CROSS UNIT

Youth represent a substantial part of the membership of Red Cross for its humanitarian commitment. Young volunteers can make a significant contribution to meeting the needs of the most vulnerable people within their local communities through Red Cross youth programme. Hence, Youth Red Cross Wing (YRCW)

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has to be constituted with men and women students in the age group of 18 to 25 years under the coordinator nominated by the College Principal from the faculty. Activities like AIDS awareness program, Blood donation camps, conduct of health checkups, providing help to blind, deaf and dumb, prevention of drug addiction and liquor etc., shall be taken up.

The group has to be registered with the A.P State branch of Indian Red Cross Society by paying Rs. 100/ per annum while each member of the wing has to pay annual Member Ship fee of Rs.10/. Out of Rs.10/ - an amount of Rs.5/ is to be remitted to the A.P State branch of IRCS and balance Rs.5/- is to be used for YRC activities in the respective colleges vide Proc. No 643.Admn-3/2001 dt. 30.04.2001.

2.6.4. WOMEN EMPOWERMENT CELL

The Colleges have to establish a women's development cell to empower girl students, to create awareness of issues related to women and to make the college campus a safe space for women students. The Cell will organize lectures and interactive sessions with experts in the field, hold essay and poster competitions, conduct film shows and other cultural activities and regular group discussions on different issues. The Cell is also meant to address specific problems and grievances of women students.

2.6.5. CONSUMER CLUB

In order to create awareness of rampant spurious drug marketing, prevention of adulteration in food products including milk, safe drinking water, etc., Consumer Clubs need to be established in colleges vide proceedings No. Acad Cell-7/cons.clubs/2005 dt: 28.3.2005 . The purpose of these clubs is to protect the consumers by creating a pro-active consumer protection regime in the country as mentioned in the consumer protection Act 1986.

Guidelines to establish the Consumer Clubs in Government Degree colleges:

a. Principal of the College will be Ex-Officio Chairman

b. The in-charge, Dept of Commerce will be the convener. In the absence of Commerce dept. any senior lecturer from Social Sciences may be made Convener

c. One senior Lecturer from each faculty will be the member.

d. One student from each class on the basis of merit will be nominated as member

e. The Committee must meet at least once in every calendar month.

f. The Committee must take-up at least one activity in every calendar month right from June till the end of the Academic year.

g. Activities must be taken up without any interruption to general class work.

h. As many students as possible must participate in the activities.

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i. The Convener must maintain the minutes register and Activities Register.

j. The Committee must plan well in advance of its activities and fix the targets.

k. The Committee must keep the photographs of its activities in chronological order

l. The Convener must maintain files of correspondence with various functionaries concerned to Consumer Forum activities in the town/ district.

m. Accounts if any must be maintained in a systematic manner.

n. Principal's decision is final in case of any difference of opinion among the members of the committee.

2.6.6. ECO CLUBS AND GREENARY IN COLLEGES.

The aim of the Ecological clubs is to maintain Ecological Balance, protect the environmental wealth and nature and educate the youth to participate in the activities of environmental issues to protect them at present and their future. The Principals of Govt. Degree Colleges have been instructed to take necessary steps to start Eco-Clubs in their respective Colleges by April, 2005 vide CCE Proceedings No. Acad Cell-7/Eco-clubs/ 2005 dt.2.4.2005. Principal has to take all necessary steps for plantation of trees and their maintenance in colleges to create peaceful and congenial atmosphere in colleges.

Guidelines to establish the Eco clubs in Government Degree colleges:

a. Principal of the College will be the Chairman of the Club.

b. One Lecturer from each faculty will be the organizing member.

c. Three or four students covering all faculties will be the leaders of student members who are enrolled to participate in the activities of the Eco Club.

d. At least 50 students where the strength of the college is less than 1000 and 100 students where the strength is above 1000 could get enrolled.

The Chairman, organizing members and leaders of the students will act as core group. This core group will set the goals and targets for academic year and also organize the Eco Club effectively. The enrolled students will be divided into subgroups comprising not more than 10 students each to perform specific task.

The activities include collecting data and information from various sources and displaying on the college campus. articles , paper cuttings on environmental activities and displaying them on Eco Club notice board, organizing seminars, debates on environmental issues, activities like cleaning and enhancing greenery of college campus, plantation, encouraging local people to plant trees, discouraging the use of plastic disposables etc.,

"As thoughts are the seeds of all actions, let me plant only good, pure seeds so that the fruit will be the best."

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2.6.7. RED RIBBON CLUBS

As per the recent discussion by the Govt. all activities like Blood donation, Red Cross Society, College talk on AIDS and HIV/ AIDS awareness programs were clubbed together under the name of Red Ribbon Clubs. The aims and objectives of this club are to promote regular voluntary Blood donation by young people, encouraging them for a healthy life style, promotion of life skills to bring about general behavioural change.

2.6.8. HERITAGE CLUBS

The aims and objectives of Heritage Clubs are to spread the message of conservation of old monuments and precincts among the younger generation and to inculcate in them belongingness towards their own culture and heritage. Indian National Trust for Art and Heritage (INTACH) A.P will train the teachers through workshops and they will be the coordinators of Heritage Clubs.

2.6.9. LITERARY, SOCIAL AND CULTURAL CLUBS

It is important to develop the right attitudes, courteous behavior and creative talents in students as an effort to develop their personality during their studies in the campus. Inculcating of values and widening of expansion of mental horizon are integral parts of education. These qualities can best be developed through a variety of activities which include literary, social and cultural activities organized by the respective clubs in the college. The Principal shall take initiative in forming of these clubs and of their active functioning.

2.6.10. STUDENTS CO-OPERATIVE STORES

It is desirable that every college should have a Students' Co-operative Stores so that books, stationery and other needy items are supplied at reasonable rates to students. Usually book-selling firms will give maximum discount to the co-operative stores. These stores will be managed by students with the help of lecturers. The local representative of the Co-operative Society may be consulted in organizing the Stores.

2.6.11. ALUMNI ASSOCIATION

The college student relationship sustains beyond the study period and every student remembers his/her college day life. Every college shall have an Alumni Association. The Principal shall take initiative to form Alumni Association. He/she shall make efforts to get it registered. The Principal shall encourage frequent meeting of Alumni Association. It is important that the old students discuss issues related to the college development. It is essential that the alumni are motivated to take part in the development of college by using its goodwill. It can also support the students with activities like instituting awards, endowment lectures/chairs etc. The college may conduct suitable courses to meet the needs of alumni.

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2.6.12. INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Government of AP encouraged assessment and accreditation of colleges by the National assessment and Accreditation Council (NAAC) as a measure of quality assurance. The NAAC advocated the establishment of Internal Quality assurance Cell (IQAC) by all the recognized Colleges for improving and sustaining quality in education. The work of IQAC is the first step towards the internalization and institutionalization of quality enhancement. The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

Composition of IQAC

The IQAC may be constituted in every institution under chairmanship of the head of the institution. The composition is as follows.

a. Chairperson: Head of the Institution

b. A senior Administrative Officer

c. Three to eight teachers

d. One / two nominees from local society

e. One or two members from the Management (if any)

f. One of the teachers as coordinators of the IQAC

Some of the functions of the IQAC are: Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.

- Dissemination of information on the various quality parameters of higher education.
- Organisation of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of various programmes / activities leading to quality improvement.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Optimization and integration of modern methods of teaching, learning and evaluation.
- Ensuring the adequacy, maintenance and functioning of the support structure.
- For further details regarding IQAC, the website www.naacindia.com may be visited.
- The Principal and coordinator play a major role in implementing these functions.

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2.6.13. COLLEGE WEBSITE AND MAIL ID

Every college has to construct and maintain its own website. Information and activities of the college shall be displayed on the website. Principal has to see that it is updated continuously and latest information shall be provided to the stakeholders. College website can be launched through the domain of Commissionerate free of cost.

2.6.14. DISTRICT RESOURCE CENTRE ACTIVITIES:

The Commissionerate established 21 District Resource Centres covering all the districts in the State with an intention of pooling and sharing of resources to the advantage of students of all colleges in the district. This novel scheme gives adequate support especially to the students of rural colleges. Hence, the Principal shall make all efforts to take advantage of this support for meeting as many shortages as possible. They also provide a platform for a variety of joint participatory academic activities for students as well as teachers at the district level. Cultural activities can also be included in the list. The logistics and opportunities of the district can also be understood well. The activities shall be based on the discussions and resolutions of the EC of The DRC concerned. It must be noted that students of as many member colleges as possible are to be benefited in the centralized activities taken up under DRC. The details, guidelines etc. are given in the CCE Proc. RC.No. 20/DRC/Acad.Cell/AC-1/7/2007, dated 24.7.07.

2A. ACTIVITIES INITIATED AT THE COMMISSIONERATE

2A.1. STATE QUALITY ASSURANCE CELL (SQAC)

The Government of Andhra Pradesh established State Level Quality Assurance Coordination Committee, (SLQACC) with Hon'ble Minister for Higher Education as the Chairman for evolving measures for quality enhancement in the institutions of higher education in the State at the request of NAAC. State Quality Assurance Cell (SQAC) the functional of SLQACC was established by the Government in the Commissionerate of Collegiate Education, AP, Hyderabad with the Director/Commissioner of Collegiate Education as its Chairperson.

The functions of SQAC are

- To create awareness on quality and relevance among colleges from time to time
- To encourage assessment and accreditation as a measure of quality enhancement
- To promote dissemination of best practices among educational institutions
- To encourage evolving of innovative ideas and practices that enhance quality

2A.2. ACCREDITATION AND REACCREDITATION OF COLLEGES

The Government has been encouraging assessment and accreditation as a measure of quality assurance in the institutions of higher education. The Commissionerate is providing guidance and other kinds of support to such colleges for enhancing sustainable quality. Accreditation and reaccreditation are continuous

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processes and are taken up with predetermined criteria that are global level indicators of quality. They assume significance and importance as they help in enhancing and sustaining the quality from time to time. The colleges, therefore, may have to periodically undergo accreditation and reaccreditation. Hence, they may take NAAC approach and methods into consideration while evolving their measures for quality enhancement. The NAAC website shall be visited regularly for updates taking place in assessment procedures. It is the responsibility of the Principal to see that the IQAC of the college coordinates all the activities and sends its report to NAAC regularly.

2A.3. JAWAHAR KNOWLEDGE CENTRES(JKCs)

The globalization and ICT revolution have created a tremendous job market especially in the IT and ITES sectors. The students at undergraduate level are missing these opportunities as the colleges have no campus recruitments. Keeping this in view, The Commissionerate initiated the establishment of Jawahar Knowledge Centres in selected Govt. Colleges with the objective of providing training to students in communicative, soft, analytical and computing skills that are essential for getting employment. Later, the JKC has been expanded to most of the Govt. Colleges and select aided and unaided colleges in the form of extension and training centres. The students are trained by the Mentors specially engaged for this purpose on one hand and by the Trained English lecturers on the other. The efforts put in yielded very good results in the form of campus recruitment by reputed multinational firms.

The Principals shall understand the role of JKCs and make every effort to conduct its activities effectively for achieving maximum outcomes.

2A.4. ENGLISH LANGUAGE TEACHERS RETRAINING PROGRAMME (ELTRP)

English language has got prime importance once again in the changed global scenario. Although, English has been one of the main subjects of study at the undergraduate level for decades, the ground situation in colleges, on the other hand, is not encouraging in general and in rural areas in particular. The Department of Collegiate Education has, therefore, taken up a unique project 'English Teachers Retraining Programme' in collaboration with Bureau of Educational and Cultural Affairs (English Language Fellow Programme), US State Dept. launched a two-year project "The AP State English Lecturers Retraining Programme" in November 2005.

The project, first of its kind in India where all the English lecturers of degree colleges in a state are retrained to equip the undergraduate students with the necessary skills to face competition boldly and confidently. The programme was designed to improve the English language communication proficiency of under graduate students by updating the teaching skills of English lecturers through a series of workshops and other means. It was aimed at shifting the focus from content-based teaching to skill-based teaching and teacher centric activity to student centric activity.

The result of the programme is the production of a pool of well trained, mutually supportive and highly motivated English lecturers who are able to provide the much needed English communication skills to their

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students, in a better way. The Principals shall, therefore, make the best use of English Lecturers trained in this programme, directly and through JKC and DRC activities.

2A.5. ENGLISH LANGUAGE LABORATORIES

To equip students with better accent and intonation for international employment needs and working conditions, English Language Labs are being established in Government Colleges. The Principals shall see that all students utilize this facility effectively.

2A.6. E-LEARNING

Another novel project taken up by the Commissionerate is, e-Learning, which is aimed at providing the most modern mode of learning. Semi-independent learning, with rich material background, is promoted through ICT in this mode. E-learning modules will be able to provide a comprehensive understanding of the subject and its applications. The Principals shall encourage and support students in using this effective mode of learning.

2A.7. MANA TV:

The Department of Collegiate Education is facilitating the telecast of curriculum based lessons of conventional as well as restructured subjects through Mana TV which support and supplement the normal teaching. These telecasts provide the latest information on the topic in the best possible way using appropriate pictures, animations etc. It is a modern and innovative learning resource and the telecast is received by almost all Govt. Colleges in the state benefiting large sections of the students belonging to semi urban and rural areas. Besides regular lessons, group discussions, panel discussion and teleconferences, certificate courses on communication skills etc., are telecast through MANA TV from time to time. Hence, it is mandatory on the part of the Principal to see that these programmes reach the students concerned. Feedback shall be submitted to Commissionerate for further improvement of the program.

2A.8. TRAINING PROGRAMS

The Department of Collegiate Education has been conducting Training programs/ workshops for Principals/ Lecturers/ non teaching staff for the past several years with an objective to refresh the knowledge in academic and administrative streams and to facilitate smooth functioning of the colleges promoting their quality. Six day, subject-wise, induction cum training programs are organized for newly promoted lecturers to create awareness on classroom dynamics, communication skills and team work, new methods of teaching, learning and evaluation and latest developments in the fields concerned. Since these are the department specific programs, the Principals of Government Degree Colleges shall relieve the lecturers/non-teaching staff to attend the programs organized by the department from time to time.

"For Learning to take place with any kind of efficiency, students must be motivated. To be motivated, they must become interested. And they become interested when they are actively working on projects which they can relate to their values and goals in life."

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2A.9. STATE TEACHER AWARDS

State Teacher Awards are given to the University and College Teachers by the Government of A.P with a view to recognize the meritorious and distinguished service rendered by the teachers and also to inspire others to take up the teaching profession effectively and with dedication for the benefit of the student community and society. These awards are given University wise. Hon'ble Chief Minister presents the awards on the Teachers' Day i.e., on 5th September every year.

Commissionerate gives notification somewhere in the months of April or May in every year. The application form and other details are also available on Website www.apcce.gov.in The Principal has to take utmost care and personal interest in recommending the right teacher for the award.

ANNEXURE – 1

2.11.1 Table A. *MODEL FORMAT FOR CURRICULAR PLAN – LECTURER-WISE*

Department:

Class: Year: Paper:

Name of the Lecturer:

Sno	Month & Week	Hours available	Syllabus topic	Additional Input/ Value Addition	Curricular Activity				Co- Curricular Activity				Remaks
					Activity	Hours alloted	Whether conducted	If not alternate date	Activity	Hours alloted	Whether conducted	If not, alternate date	
Eg.	July 1 week 2 week 3 week 4 week												

Signature of the Department i/c Signature of the Principal

"Do not train children to learning by force and harshness, but direct them to it by what amuses their minds, so that you may be better able to discover with accuracy the peculiar bent of genius of each."

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Annexure 2

2.11.2 MODEL FORMAT FOR CURRICULAR PLAN TO BE ANNOUNCED TO THE STUDENTS

Department: ***Class:*** ***Year:*** ***Paper:***

Sno	Month & Week	Hours available	Syllabus topic	Additional Input/ Value Addition	Curricular Activity		Co- Curricular Activity		Remarks
					Activity	Hours alloted	Activity	Hours alloted	

Signature of the Department i/c

Signature of the Principal

ANNEXURE – 3

2.11.3 A. MODEL FORMAT FOR INSTITUTIONAL CURRICULAR PLAN

College: Year:

Name of the Principal: Name of the Lecturer i/c:

Sno	Month	Week	Tentative Dates(s)	Activity	Lecturer/staff in charge	Whether conducted	If not, Reasons	Alternate date	Remarks
	June -	1 2 3 4							
	July -	1 2 3 4							
	Aug -								

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- Broad frame work in accordance with the Calendar announced by the University Concerned, detailed plan by the College
- Co-curricular and Extra curricular activities to be included to meet the students' needs in the areas of knowledge, skills and values/personality development in the non-subject General area

Name & Signature of the Lecturer i/c Signature of the Principal

Annexure 4

2.11.4 MODEL TEACHING PLAN (SYNOPSIS)

Course: Subject: Paper:

TOPIC:

Hours required	
Learning Objectives*	
Previous knowledge to be reminded	
Topic Synopsis	*(Continue on the reverse side if needed)*
Thrust areas	
Skills to be learnt by students	
Examples/Illustrations	
Additional inputs	
Teaching Models used	
Teaching Aids used	
References cited	
Student Activity planned after the teaching	
Activity planned outside Class	
Any other activity	

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ANNEXURE - 5

SUGGESTED ACTIVITY CHART (Department Level)

2.11.5 A. ESSENTIAL ACTIVITIES:

Sno	Learning Objectives	Background Activity for Preparing the Plan	Record
	CURRICULAR ASPECTS		
I	Preparation of Annual Curricular Plan for achieving learning objectives.	Review of existing syllabus & curriculum Feedback from students on syllabus & curriculum Profile of students' background and merit levels Additional Curricular Inputs/ Value additions Identification of Curricular & Co-curricular activities from the list given below to achieve the learning objectives set	***Departmental Meetings Register*** Material and consolidated feedback Organization of data with graphs etc.
II	**TEACHING LEARNING**	**Activity**	**Record**
a.	**Knowledge Area**	Teaching Based (Curricular)	(As many as possible Activities shall be mentioned in Curricular Plan, wherever applicable)
2	Bringing upto UG level	Bridge Course	Teaching diary
3	Information processing Subject Knowledge (syllabus) Understanding Comprehension Expansion (by study research) Application Global trends.	**Classroom Teaching** Use of Teaching Models Use of Teaching Aids Classroom interaction Student activity in the classroom like group discussion, Quiz, debate etc. on the topic Through learning packages ICT enabled classes Tutorial classes Remedial classes	Teaching Diary Teaching Notes Relevant material Soft/hard copies of learning packages (CDs/Computer/ Internet etc.) Registers with student attendance for tutorial and remedial classes

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	Skillls area	**Learner Oriented (subject related)**	
4	Self learning Relating evidenceAnalysis & Comprehension Application Survey/Study/ Research skills, Creative ability, Problem solving, Making judgments, ICT skills, Managing modern equipment, Work related skills, Communicative skills, Transfer of skills	Practicals / work experience (incl. Arts/commerce) *Co-Curricular Activities*: Seminars (class/dept/college levels) Assignments (including ICT/internet based) Field work Quiz/Debates/Elocution/Buzz etc. Project work/Study projects Creative assignments (building models etc.) Subject Extension Lectures Training/Workshops etc. Linkages / Collaborations.	Teaching Plan Records/Reports Departmental Activities Register (Separate Register wherever necessary only) Synopses Scripts Reports Memoranda of Understanding Materials etc.
	Values & Personality Development.	**Activity**	**Record**
5	Basic Social & Contemporary Work ethics Community Service Working in team & Leadership Fine Arts and Aesthetics.	Discussing values in the classroom & outside, Extension work (Subject/ General) Project Work/ Field work, Celebrating related National and international days.	Departmental Activities Register Relevant separate Registers, if any Reports Material Scripts.
	Evaluation	**Activity**	**Record**
6	Finding the progress in achieving the above learning objectives.	Analysis of University Exam Results *(Subject, Paper and Teacher-wise)* Post admission assessment Unit tests, Pre-final Monitoring of progress & Intimation to parents Student feedback & Self Appraisal Evaluation of other abilities.	University Exams Marks Register Dept Meeting Register with present year Targets Home exam marks Register showing monitoring of progress and progress cards Material Reports.
III	*Student support*	**Activity**	**Record**
7	Support to students for achieving learning objectives better	Additional reading material Career Guidance, Academic Counselling, Monitoring of progression, Dept. Library & Reading room, Museum/ Herbarium	Dept. Meeting Register Dept. Activities Register, Paper Clippings, Relevant Material etc.

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B. ***DESIRABLE ACTIVITIES:*** For achieving the above Learning objectives even more qualitatively and quantitatively.

	Objective	Activity	Record
1	Immediate short gains	Curricular Value Additions to students	Reading material
2	-do-	Certificate Course	Curriculum and records
3	Better learning outcomes	Use of OHP, CDs, Computers, Internet, LCD	Transparencies, Learning packages etc.
4	Inculcating Research temper	Collaborative project works	Material, MOU, Reports
5	Judging other abilities of students	Supplementary evaluation methods	Register and proformas
6	Keeping touch with the latest knowledge	Attending/Organising National seminars	Relevant Material
7	-do-	Subscribing to Journals	-do-
8	-do-	Consulting subject & industrial experts	-do-
9	Teacher improvement	Minor/Major Research projects	Copies of Journals
10	-do-	Publication of papers	Copies of papers
11	-do-	Consultancy	Reports, Material
12	Empowering community	Research related extension	Relevant Records
13	Exposing to wider knowledge & comprehension	Press Clippings/internet downloads	Organised folders
14	Better quality education	Adaptation of best practices	Relevant Material
15	-do-	Innovative teaching methods	-do-
16		Others	

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6. STUDENT COUNSELLING PROGRAMME – STUDENT BIODATA

1. Name of the Student:

2. Course: Present year study:

3. Medium: Combination:

4. Date of Birth: Admission No:

5. a) Father's Name:

b) Mother's Name:

6. Local Address:

7. Permanent Address:

8. Distance of residence from College: Mode of transport to college:

9. Nationality: Mother Tongue:

10. Social Category: SC/ST/BC(A/B/C/D)/ OC:

11. Marks in IPE Examination: Medium of study:

Subject	English	Telugu					Total	%
Max. Marks	100	100						
Marks Obtained								

First attempt/Compartmental:

12. Annual Income a) Father's: b) Mother's:

13. Education: a) Father's: Occupation: a) Father's:

b) Mother's: b) Mother's:

14. No. of other Brothers and Sisters:

15. Talents: (Singing / Painting / Writing / Oratory / Crafting / Histrionic etc.,)

16. Proficiency in Sports / Games:

17. NCC / NSS:

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18. Achievements in any of the above:

19. Drawbacks, if any:

20. Aspirations in career and Life:

21. Any Others:

Signature.

Marks obtained in I & II year Degree Course:

Year of Studying	Class							
	I Year							
	II Year							

COUNSELING NOTES

Name of the Lecturer:

S.No.	Date	Grievance Expressed by the student	Advices given and remarks

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APPENDIX

2.12.11. DUTIES AND RESPONSIBILITIES OF A LECTURER

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

1. The lecturer has the primary duty to disseminate 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 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 lecturer concerned 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 student centred methods of instruction like group discussions, question-answer session etc.,
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 necessarily take the help of audio-visual methods of teaching by using over-head projector, slide projector, charts, etc.
11. He/She should also organise screening of educational films wherever/ whenever 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.

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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.129Edn. Dt.23-2-1977 provides the rules regarding this programme. (More details are provided at the end of this chapter).

16. The lecturer should participate in Students Counselling Programmes organized by the Principal. He/ she should give necessary counselling 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 co-ordination 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 Committees 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.

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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.

2.12.2 II. LIBRARY AS A LEARNING RESOURCE

Library is the store house of knowledge. The library holdings in terms of titles of books, journals and other learning materials and technology aided learning mechanism, will enable the students to acquire information, knowledge and skills required for their study.

A good library should provide the following facilities

a. Text book section

b. Reference section

c. Reading Room

d. Periodicals section

e. Journals section and

f. E- library section with Internet

g. Reprography (copying)

The Librarian is the convenor of the College Library Committee nominated by the Principal of the college. He is responsible for properly administering the library grants in consultation with the Library Committee. The Committee shall allot funds to the various subject departments of the college.

1. The Librarian will ensure that an amount not exceeding 20% of the grant is normally utilized for purchase of reference books.

2. The Librarian will take necessary steps for the purchase of books as per the orders of the Principal. Books can be purchased directly from the publishers and their sole distributors by taking usual discount or from reputed and outstanding firms in the book trade after calling for quotations for terms of supply and the discount they offer.

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3. The Librarian should maintain an Accession Register.
4. The Librarian should adopt the scientific system of classification and cataloguing of books in the Library and library shall be fully automated
6. The Librarian should maintain a catalogue of the books available in the library. The library fee collected under special fee funds can be utilized for the purpose with the prior approval of the Commissioner/ Director of Collegiate Education.
7. The Librarian should frame the rules and get the approval of the Principal regarding the issue of books, time limit for return of books and number of books to be issued to the students and the staff.
8. The Librarian should ensure that as far as possible, the concerned subject books only be issued to staff and students.
9. The Librarian should fully co-operate with the annual stock verification committee appointed by the Principal.
10. As per the report of the annual stock verification committee, the Librarian should prepare the list of books lost and books damaged after annual stock verification and submit the same for condemnation to the Principal, who will take appropriate action as per existing rules.
11. The Librarian is responsible for maintaining all records pertaining to the library like records relating to catalogues, accession registers issue registers, stock registers, etc,
12. The Librarian should see that the annual stock verification of books in the library is done before the end of each academic year. For the purpose of the stock verification, it should be seen that all staff and students return to the library all the copies borrowed by them, before the stock verification commences.
13. Fine (to be decided by the Librarian) is to be collected from the students for late return of copies.
14. List of journals and newspapers for library shall be prepared by the Librarian in consultation with the lecturers.
15. Cost of books lost by students or staff is to be recovered from them. Disposal of old magazines is tobe done by the Librarian in accordance with the existing rules.
16. The Librarian is accountable to the Principal of the college.

The library shall be kept open atleast one hour before and one hour after the regular College timings for the benefit of students.

A good book is the precious life – blood of a master spirit, embalmed and treasured up in purpose to a life beyond life

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2.12.3 III. DEPARTMENT OF PHYSICAL EDUCATION

Physical Education is an integral part of General Education. Through participation in Physical Education activities, an individual develops physically, mentally, socially, emotionally and culturally

"A Healthy mind in A Healthy body"

Games and Sports are an organized and competitive form of play. In olden days sports and games were organized in a highly informal way without formulated rules and regulations. But, today sports hold a prominent place in modern life, because **Sports represent the young power of that Institution or Organization.**

Communication regarding the Inter Class, Inter-College and Inter - University Tournaments shall be displayed in the department Notice Board, and the college Notice Board.

THE DUTIES AND RESPONSIBILITIES OF A PHYSICAL DIRECTOR

1. He/she ensures the regular functioning of the department by organizing games and sports in college.
2. He/she shall be available in the college till sunset on all working days and organise the practice of all games available in the college in consultation with the games committee of the college and the Principal.
3. He/she as the convener of the games committee of the college organises meetings of the committee at the beginning of year to plan the Physical Education programmes for the year, which is to be reviewed every term.
4. He/she should coach the students, with the correct techniques of various games and sports. Top players shall be kept as captains of the team/college.
5. Expert coaches of different games are invited to guide the students to learn superior techniques. A provision for the honorarium of the coaches may be planned while preparing the Annual Budget.
6. He/she has to conduct coaching camps in the college to train students in various games and sports.
7. He/she will plan and invite experts in various games and sports to enable the students to learn correct techniques of various games.
8. He/she is responsible for inculcating general discipline among the players in particular and students of the college in general.
9. He/she should encourage the students to develop sportsman spirit.
10. He/she will prepare the lists of games material, to be purchased every year, keeping in view the stocks available in the college and stocks required for the current year. The lists are to be placed before the games committee for approval.

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11. For making purchases of games and sports material the Physical Director should follow the purchase procedures prescribed by the Government from time to time. He should verify the samples before placing the orders, for the supply of material.

12. The Physical Director should follow the prescribed procedures while fixing the conveyance charges, training allowances, refreshments to the competitors taking part in games and sports competitions conducted outside the college.

13. The Physical Director should maintain all records pertaining to the stocks and purchases of the department. The stock registers of consumable and non-consumable material should be maintained separately and the stock registers should be submitted to the Principal for verification once in every term.

14. He/she should help the annual stock verification of the department conducted by the committee appointed for the purpose by the Principal.

15. He/she will be Head of the Department of Physical Education in the college and is responsible for maintaining the stocks and accounts of the Department.

16. Physical Director should conduct annual games and sports of the college during the 2nd half of the academic year.

17. He/she should organise the annual games and sports day much before the commencement of annual examination.

18. The Physical Director is accountable to the Principal of the College.

19. While sending the teams to participate in tournaments, the Physical Director has to take care of the following.

    * The well-trained teams will be sent to participate in the Inter-College tournaments.
    * The participating teams / players should be provided with proper **uniforms, playing material (sports kit), and refreshment amount and conveyance charges.**
    * The teams are instructed **to maintain dignity, decency and decorum**, at the venue of the tournaments.
    * They should participate with a **"will to win"**, respecting the rules and regulations.

20. To improve General Knowledge on Sports and Games, a Sports Quiz may be conducted in the college and prizes be awarded at the Annual Day function.

21. Sports persons of high caliber shall be invited for Sports Day functions to inspire the students.

22. Annual Stock Verification must be completed before 31st March of every Academic Year.

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ADMINISTRATIVE MATTERS

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3. ADMINISTRATIVE MATTERS

ROLE OF PRINCIPAL AS AN ADMINISTRATOR

The Principal is the head of the front end unit of the Department called college. He/She is the chief administrator of the college and responsible for overall and effective functioning of the college. The areas of functioning include academic, administrative, financial and developmental activities. As the chief administrator of the college, the Principal will deal with a variety of tasks like day to day administration, the functioning of teaching and non-teaching staff and their service matters, all matters related to students from their admission to leaving the college, reporting to the Commissionerate and implementing their instructions, liaison with the RJDCE, matters related to the University, public relations, liaison with local offices, persons and institutions and so on and so forth. These diverse functions demand diverse and imaginative administrative capabilities from the principal. As the first step to develop these capabilities and confidence, the principal needs to learn all the required rules and procedures thoroughly. It is very essential that the principal acts as an administrator.

Further He/She needs to be constantly in touch with the latest communications and developments. He/She should try to understand and comprehend the knowledge available in the form of rules and procedures and gain wisdom in applying them appropriately. He/She should also be proactive and prevent occurrence of problems instead of trying to solve them later. The rules and procedures shall be followed scrupulously. However, they shall be utilized to inculcate discipline and enthusiasm among the staff and students. The Principal shall understand that he/she is the leader of a multidimensional and multifaceted institution and try to take all the functionaries along with him to achieve the set objectives as a true leader.

The administrative procedures are divided into several topics, keeping in view the day to day functioning of the Principal. The requirements of a Principal are explained in detail as far as possible in the following pages.

3.1.OFFICE PROCEDURES

The **Tottenham system of office procedure** was introduced in all the offices by the Government, but this system is not being followed strictly. But, after the RTI Act 2005 came into existence, the office system has its importance in all respects.

3.1.1 Allotment of Work

In order to introduce and implement the system, each member of the Office staff should be allotted definite work (subjects) to be dealt with by him. The tappal clerk should enter all the tappals received in the **inward register** and distribute them to the concerned clerks through the Office Superintendent. The Superintendent has to assign current numbers to each and every paper received from the tappals clerk and from the Principal directly. A separate register **(Current Register)** should be opened for this purpose, to be kept with the Superintendent and a new number should be given to each fresh current mail received. After assigning the current numbers, the papers should be distributed clerk-wise and must be handed over to every

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clerk, duly obtaining his/her signature in the **tappal/ distribution register**.

3.1.2 Personal Register

After receiving the tappals, the first duty of the clerk is to register them in the **personal register** provided to him. While registering the currents, the clerks should sort them out into two groups i.e., **the new currents and the references received on the old currents**. The new currents should be registered clearly writing in detail the subject of the paper, from whom it has been received etc., The reference on old currents need only to be indexed in one line indicating from whom received. In these old cases, it is not necessary to note down the subject in detail.

In column,1 of the personal register, the serial number should be noted down. In **columns 2 and 3** the current numbers and the date of receipt of the current respectively are to be noted. In **column 4** the "title" i.e., subject of the current should be noted. In **columns 5 and 6**, the details as to from whom it has been received and the number and date of the current of the sender should be noted. **In column 7**, the date of submission of the current either in the form of note or draft should be noted. In **column 8**, the date on which the approval of the officer has been obtained is to be noted. In **column 9**, the nature of the communication – going out of the office i.e.. Proceedings/ Memo/ Letter/ Remainders should be noted and in **column10**, the date of approval of the draft/ action, has to be noted. Column 12 to 14 are intended for noting down the details of replies received from the outside agencies i.e., these columns are mainly intended for noting down the communication received from the other offices on the old cases. In **column, 12**, the current number and the reference received on the old current should be noted. In **columns 13 and 14**, the details of the agency from which the communication is received and the date of the communication respectively should be noted. In **column 15**, the nature, number and date of final disposal should be noted in **"RED"** ink i.e., **column 15** will have to be filled up only after a file is finally disposed.

When initial action is taken on a current, the serial number in **column 1** of the personal register should be **rounded off in Blue / Black ink**. When the file is disposed of finally, the current number in **column 2** should be **rounded off** in **"RED"** ink. In column 9 of the personal register, whenever a reminder is issued, the same should also be noted in **"RED"** ink. When a reply to a communication is awaited from another agency, the **"Next reminder date"** should be noted in pencil in **column 15.**

For distribution of Govt./ Commissioner of Collegiate Education's Tappals, a separate distribution register should be maintained as in **Annexure-IV.** For entering valuables, Bank Drafts, etc., received, a security register has to be maintained as in **annexure - V.**

To know about the pendency, monthly abstract and detailed arrear lists clerk wise should be prepared as per **Annexures – I, II and III**. These monthly abstracts and detailed arrear lists should be put up to the Principal by **5th of every month**. It is the responsibility of the Superintendent to see that the personal registers are maintained properly and strictly in accordance with the procedure laid down and that the currents are attended to promptly. The Principal should give necessary instructions to the clerks for expeditious

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disposal of pending currents.

For all current files, there should be running note files. The clerk should initiate the note, pointing out the facts and the rule position; the superintendent should offer his remarks and submit it to the Principal through the Administrative Officer, if any. The Principal should pass final orders keeping in view the rule position, the remarks of Departmental Heads etc. The note file is a separate one with para numbers, kept with the current file and when finally closed the two files should be stitched together for further reference.

3.1.3 Stock Files

Stock files, subject wise running up to date, should be maintained by all the clerks instead of maintaining the stock files year wise with more than one subject. They should contain all important Government Memos, Amendments, Proceedings, clarifications etc., issued by the Government, Commissioner of Collegiate Education, University etc., The suggested subjects on which the stock files may be maintained are given in **Annexure –IX**. The papers are to be arranged date wise, one below the other, giving paper numbers with an index at the beginning of the file with the columns serial number, subject, G.O./ Proceedings/ Letters/ Memo. Nos and date and page number of the reference in the stock file. The original copies may be kept in the stock file and the true copies in the current files. Whenever amendments are issued to Codes, Rules, G.O.s etc., amendment slips are to be typed/ written and pasted at the appropriate places with suitable indications in the original copy.

3.1.4 Reminder Diary : **(Annexure – VI)** : For this purpose a small note book or register which is sufficient for a year, should be maintained by every clerk. One or two pages should be used for every month in a year. If the reminders on certain files have to be issued in the month of January, each clerk should sort them out according to his convenience, the files on which reminders have to be issued on a particular date. In the page intended for the month of January, under every date, the file numbers on which reminders have to be issued should be noted down. After the completion of work regarding the registration of papers in the personal register, the next duty of the clerk should be to refer to the reminder diary and pick out the files on which the reminders are to be issued. After a reminder is issued on a file, an entry has to be made in the reminder diary as well as personal register.

3.1.5 Cases pertaining to previous years: Remaining undisposed cases as on **1st April every year** should be brought forward into the personal registers of the **New Year (Calendar Year).** For this purpose, while opening a personal register for a new year i.e., from **1st January sufficient number of blank pages** should be left in the register for entering the old cases. **On 1st April**, all the undisposed files relating to previous years should be brought to current year's personal register in the blank pages left for the purpose.

It is desirable to maintain the following registers to watch their movement and disposal.

1. Register of cases in courts (**Annexure – VII**)
2. Register of disciplinary cases (**Annexure – VIIII**)

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3.1.6 Record Room: A well maintained record room is of vital importance to any public office. It is therefore, necessary to take steps to organize a record room on proper lines. The main function of a record room is the maintenance of the disposals and other records received from vaious clerks in a methodical manner and to supply the same when needed. These records are generally of two types

3. Those to be preserved from 1 to 3 years and
4. those to be retained / preserved permanently

The disposals should be arranged category wise and year wise and preserved in the racks provided for the purpose. Steps should be taken for cleaning and dusting of records periodically, in order to protect them from damages especially from white ants.

3.1.7 Attendance of Staff

All members of the office are expected to attend the college from **10.00 AM to 4.00 PM** on all working days (**lunch interval of half an hour from 1.00pm to 1.30 pm**). These hours may slightly vary depending upon the working hours of the college. The staff is required to sign in the **Attendance Register** as soon as they come to college. The attendance register will be closed after the college commences and would be kept before the Principal.

A grace time of ten minutes will be allowed **occasionally** for those who come late after the commencement of the college timings. Including such grace time of ten minutes, if any staff member attends college upto one hour from the commencement of college timings, such staff member has to sign in the late attendance register. For every three late attendances, one casual leave will be forfeited. If any balance of late attendance is left over after deducting one day casual leave for every three instances of late attendance, they shall be brought forward from time to time i. e. month by month and year by year. Similarly, if the casual leave of a year is not sufficient for deduction of such late attendance, subsequent year's casual leave can also be deducted for such late attendance.

One hour permission can be given to the staff to attend office / to leave office with valid reasons, occasionally and it is purely at the discretion of the Principal / Administrative Officer. Similarly, members of staff should not leave the college during working hours without prior permission, save for valid reasons as in the case of late attendance. The period of absence in this case also should not exceed one hour. The members of the staff should obtain specific written permission for leaving the college and such permissions shall be recorded in a register (**Movement Register**)

The teaching staff members should neither come late nor leave the college early. They must work as per the time table or as assigned by the Principal/ Lecturer in charge of the Department.

"It requires great power to make the best use of time that is in your hands. Therefore, be imaginative and resourceful."

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ANNEXURE – I

STATEMENT SHOWING THE PENDENCY AND DIPOSAL OF FILES FOR THE MONTH OF.

No of files pending at the end of month.....

1	2	3	4	5	6	7	8	9	10
Number of files pending at the beginning of the month	Number of new files opened during the month	Total files for disposal	Number of files disposed of	Total (3-4)	Less than 3 months	Over three months	Over six months	Over one year	Remarks

ANNEXURE-II

STATEMENT SHOWING THE RECEIPT AND DISPOSAL OF CURRENTS FOR THE MONTH OF _____

1. Name of the Section
2. Name of the Clerk
3. No of currents pending at the end of previous month
4. No of currents received during the present month

(a)	(b)	(c)
Primary	Routine	Total

5. Total of cols 3 and 4 ©
6. No of currents attended to during the month out of those mentioned in col. (5)
7. Balance pending at the end of the month (col. 5 minus col. 6)
8. Remarks

ANNEXURE –III
DETAILED ARREAR LIST

Serial No/ Current No	Subject Matter	Date of receipt	With whom pending and reasons for delay	Date of the last reference including reminders	Remarks
1	2	3	4	5	6

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ANNEXURE –IV
GOVERNMENT REFERENCE

Sl. No	Date of receipt	No and date of Govt/CCEs reference	Subject matter	Sent to which distributed	Date of interim/ final reply
1	2	3	4	5	6

ANNEXURE –V
SECURITY REGISTER FOR VALUABLES

Sl. No	Date	Regd Post No./ Courier No.	From whom received	Subject	To whom delivered	Initials of the person to whom delivered
1	2	3	4	5	6	7

ANNEXURE –VI
REMINDER DIARY

Date	No of the file in which reminder is to be issued
1	2

JANUARY-2007

1-1-2007	C.No
2-1-2007	C.No
3-1-2007	C.No
4-1-2007	C.No

FEBRUARY-2007

1-2-2007	C.No
2-2-2007	C.No
3-3-2007	C.No

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ANNEXURE –VII
REGISTER OF CASES IN COURTS

Sl.No	Current File No	Name of the Court	Writ petition Suit Number	Date of filling	Name of the petitioner	Subject Matter	Interim orders of the Court if any	Date of the receipt of the petition in the College
1	2	3	4	5	6	7	8	9

Date of sending Para wise remarks to the G.P of the concerned court or to C.C.E	Date of receipt of draft counter from the G.O. concerned	Date of return of the approved counter to the G.P	Date of Judgment	Action of final disposal	Action taken on the Judgment	Payment of fee to G.P
10	11	12	13	14	15	16

ANNEXURE –VIII
REGISTER OF DISCIPLINARY CASES

Sl.No	Reference No. of the office	Reference No of the D.H.E if any	Name of the officer with designation against whom charges are pending (present designation may be indicated in brackets)	Nature of Charges (indicate briefly irregularities etc, under which charge Memo & also show cause notice if it was issued and date of receipt of charge memo by Accused officer	Action taken during the quarter under reference	Present stage during the quarter under reference	Remarks
1	2	3	4	5	6	7	8

Annexure IX

STOCK FILE MAINTENANCE

The stock files shall be maintained subject-wise. They may be classified into 6 categories. G.Os., Govt. Memos. Proceedings of Commissioner and any other competent authority are to be filed under these categories.

Category – I: All orders pertaining the financial matters, pay fixation procedures, dearness allowance etc.,

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Category – II: All orders pertaining to administrative matters

Category – III: Papers received from UGC, University and other affiliating bodies

Category – IV: Miscellaneous subjects other than mentioned above.

Category – V: Orders relating to admission

Category – VI: Orders relating to examinations

Copies of each of the following books of rules shall be maintained in the Principals room and in the College Library.

1. Andhra Pradesh Financial Code
2. Andhra Pradesh Treasury Code
3. Fundamental Rules including A.P. Leave Rules
4. Budget Manual
5. Manual of Special pay and allowance including T.A Rules
6. General Rules for A.P. State and Subordinate Services
7. Special Rules for A.P. Educational Service
8. Special Rules for A.P. Educational Subordinate Service
9. A.P. Ministerial Service Rules
10. A.P. General Subordinate rules
11. A.P. Last Grade Service Rules
12. A.P.C.S (Conduct rules), 1964
13. A.P. C.S. (Classification Control and Appeal) Rules, 1991
14. A.P. Government Servant Conduct Rules
15. A.P. Pension Code
16. AP revised Pension Rules
17. Retirement Benefits Loans and G.P.F Rules

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18. Loans and Advances – Festival

    Marriage

    House Building

19. Family Benefit Fund
20. N.G.O concession Reimbursement of medical charges
21. Scale of pay, Pay revision fixation
22. U.G.C. Scales of Pay
23. U.G.C. Schemes
24. Admissions Fee
25. Maintenance of personal files
26. District Office Manual (Office procedure)
27. Educational Concessions/Scholarships

3.2. RIGHT TO INFORMATION

The Right to information Act 2005 ("the Act") gives the right to access: information held by a public authority and information under control of a public authority.

3.2.1 RTI ACT 2005 : BASIC FACTS

Title of the Act : The Right to Information Act 2005, No.22 of 2005

Passed by Lok Sabha : 11th May 2005

Assent by the President : 15th June, 2005

Published : The Gazette of India, No.251, Tuesday, June 21 2005

3.2.2 You have the right to :

- Inspect works
- Take certified samples of material
- Inspect documents, records at the offices of a public authority
- Take notes, extracts
- Take certified copies of documents/records

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- Obtain information in any form (diskette/ floppy/ tape/ video cassette/ electronic mode/ printout).

Objectives Of RTI ACT 2005 :

Overall Goal : To promote transparency and accountability in Working of every Public Authority

Key Objectives : To provide information and to make availability of information to citizens

3.2.3 RTI ACT COVERAGE – "PUBLIC AUTHORITIES" (Section 2(h))

PUBLIC AUTHORITY

authority body institutions of self government	Established or constituted	by	Constitution, laws made by Parliament and State Legislature (which serves to cover Panchayats & municipal bodies) Government notification Government order
	and		
body	owned controlled or substantially financed		by Government
	and		
non-Government organization- substantially financed	directly or indirectly		by Government funds

The Act shall not apply to central intelligence and security agencies specified in the Second Schedule, and other agencies exempted by the State Governments through a Gazette Notification. However, you can seek information in respect of allegations of violations of human rights from the exempted organizations. They may provide the information within 45 days with the approval of the Information Commission concerned.

"The purpose of higher education is to make, people aware of what was and what it is, to incite them to probe into what may be. It seeks to teach them to understand, to evaluate, to communicate."

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3.2.4 What is Information?

Records	Advice	Contracts
Documents	Press releases	Reports
Memos	Circulars	Papers
e-mails	Orders	Samples
Opinions	Logbooks	Models

Data Material held in any electronic form

- Information relating to any **private body** that can be accessed by a public authority.
- Information which cannot be denied to the Parliament or a State Legislature shall not be denied to you.

Records include:

- Document, manuscript and file.
- Microfilm, microfile and true copy of a document.
- Other material produced by a computer or any other device.

3.2.5 OBLIGATIONS OF PUBLIC AUTHORITIES

Every Public Authority Shall-

- Maintain all Records duly Catalogued, Indexed and wherever appropriate, computerized and networked – sec 4(1)(a).
- Publish within 120 days of the Enactment of the Act, the Organizational Details – Sec (4)(1)(b).
- Publish all relevant facts while formulating important policies or announcing decisions which affect public Sec 4(1)(c).

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Every public authority must publish in the local language the following information under section 4(1)(b) of the Act

- Names of the Public Information Officers.
- Functions, Duties and particulars of the Public Authority.
- How they take decision, supervise for accountability, their standards.
- Rules, regulations, instructions, manuals, records - held by it / under its control / used by its employees.
- Statement showing categories of documents (and documents in electronic form) -held/ under its control.
- Arrangements for your consultation / representation.
- Statement of boards / councils / committees showing whether you have access to them.
- Directory of employees; their powers and duties; their monthly earnings.
- Budget, plans, expenditures, disbursements.
- Beneficiaries of subsidy programmes, concessions, permits, authorizations.
- Facilities available, to you for obtaining information/ library timings.
- Publish facts behind important policies
- Publish relevant facts before announcing decisions affecting you.
- Provide reasons for administrative / quasi-judicial decisions to affected persons..
- The publications are available at free of cost or at a reasonable price or in electronic format on the internet.

A person below poverty line need not pay any fee for making a request for information.

3.2.6 DISPOSAL TIME LIMIT

Once a Public Information Officer ("P.I.O.") receives your request, He/ She should provide the information within 30 days (35 days if an Assistant Public Information Officer receives your request and forwards it to the P.I.O.). Add ten more days if the information relates to a third party. If the information concerns life or liberty of a person, the time limit is 48 hours.

"Coming together is a beginning.
Keeping together is progress.
Working together is success" - Henry Ford.

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3.2.7 EXEMPTIONS FROM DISCLOSURE OF INFORMATION

Exemptions are covered in section 8 of the Act.

One may not be provided the following information unless the Public Information Officer is convinced that the public interest in disclosure outweighs any other interests served by non-disclosure (partial access may be provided to the part of the record which does not contain information exempted from disclosure):

Information on the disclosure of which :

a) would affect our sovereignty and integrity /our security, strategic, scientific and economic interests our relations with a foreign State / lead to incitement of an offence;

b) constitute contempt of court

c) cause a breach of privilege of Parliament / the State Legislature;

d) harm other's competitive position (commercial confidence, trade secrets, intellectual property);

e) information available to a person in fiduciary relationship;

f) information received in confidence from Foreign Government.;

g) endanger the life or safety of any person /identify the source of information assistance given in confidence for law enforcement/ security purposes;

h) make difficult the process of investigation / arrest /prosecution of criminals;

i) cabinet papers and deliberations (however, after the decisions are taken, the relevant reasons and material shall be disclosed);

j) personal information causing invasion of the privacy of others;

3.2.8 Information Commissions

Independent Central and State Information Commissions have been constituted to enforce the Act (similar to the Election Commission of India). The Central Information Commission has a Chief Information Commissioner and [not more than ten] State Information Commissioners.

"It is okay to make mistakes,
Mistakes are our teachers - they help us to learn" - John Bradshaw.

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The State Information Commission has a State Chief Information Commissioner and [not more than ten] State Information Commissioners.

Designation of Public Information Officers

1. Every Public Authority shall within 100 days of the enactment of the Act, designate appropriate Officers as State Public Information Officers, in all administrative units or offices under its control.

Section 5(1)

2. Every Public Authority shall within 100 days of the enactment of the Act, designate an Officer at each Sub-Division Level or Sub – district Level as State Assistant Public Information Officer to receive the applications for information or appeals under this Act for forwarding the same forthwith the State Public Information Officer or Senior Officer specified under sub section (1) of section 19 or the State Information Commission

Section 5(2)

3.2.9 Public Information Officers (P.I.Os) for Department of Collegiate Education

Govt. Degree Colleges/ Private Aided Colleges

S.No	Designation	Nominated as	Subject
1	Commissioner of Collegiate Education	Appellate Authority	Right to Information Act, 2005
2	Regional Joint Director of Collegiate Education Concerned	State Public Information Officer (for the region concerned)	Right to Information Act, 2005
3	Principal (of the college concerned)	Assistant College P.I.O (for the college concerned)	Right to Information Act, 2005

3.2.10 Fees :

The Government of India has prescribed the following fees in respect of information requested from Government of India departments. In respect of State Governments the fees may vary.

"Having power doesn't mean that you can move anything. But it means that nothing can move you."

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To submit your request	Rs.10=00
To receive information :	
For each page created / copied copied (in A-4 or A-3 size)	Rs. 2-00
If the paper is in larger size	actual charge / cost price
Diskette / floppy	Rs. 50-00
Samples / Models	actual charge / cost price
Printed matter	Price fixed / Rs. 2 for page photocopy
Inspection of records :	
First hour	Free
Each subsequent hour •	Rs. 5-00

Fees may be paid in cash / demand draft / banker's cheque payable to the Accounts Officer of the public authority.

3.2.11 COMPLAINTS

One can complain to the Central / State information Commission:

- If you can not find a Public Information Officer,
- If the Public Information Officer refuses your request,
- If unreasonable fee is demanded
- If incomplete, misleading or false information is given..

The Commission may initiate an enquiry. It has powers of a civil court. It can summon the Public Information Officer and inspect the documents.

3.2.12 APPEALS

First Appeal:

You can prefer an appeal to a senior officer in the public authority -

- If you are aggrieved by the decision of the Public Information Officer (within 30 days from the receipt of the decision)
- If you do not receive any response from the Public Information Officer (within 30 days from the expiry of the time limit)

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Second Appeal to the Information Commission :

You can make a second appeal to the Central / State Information Commission within 90 days.

If you delay, show sufficient cause.

If you have suffered any loss or harm, you can claim compensation from the public authority.

3.2.12 Appeals

- First appeal within 30 days – to Senior Officer of P.I.O Sec. 19(1)
- Second appeal within 90 days – to the State Information Commission. Sec. 19 (3)
- If still not satisfied he/she can approach court.
- Appeals to be cleared within 30 or 45 days.

Burden of Proof:

The Public Information Officer has to prove that rejection of your request is justified.

Decision of the Information Commission :

Decision of the Information Commission is binding. The Act does not prescribe time limit for disposal of appeal. The Central / State Information Commission has the power to order a public authority.

- to provide information, records
- to appoint the public information officers
- to publish information
- to reject the request

The Commission can impose on the Public Information Officers a penalty of Rs/- 250 per day, till they provide the information, (up to a maximum of 25000 rupees).

3.2.13 PENALTIES IMPOSED

A sub-district administrator in Madhya Pradesh has been fined Rs.25,000 for not complying with the Right to Information Act: Chief Information Commissioner of the State Information Commission. T.N. Shrivastava imposed the fine on H.S. Chouhan, tahsildar of Gyaraspur in Vidisha district as 'he failed to provide the information to an applicant within the prescribed one month time limit'.

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3.2.14 Summary of Responsibilities of Public Authorities: RTI Act 2005

- Appointing PIOs/APIOs within 100 days of the enactment.
- Maintaining, cataloging, indexing, computerizing and networking records.
- Publishing within 120 days of enactment a whole set of information and updating it every year.
- Publishing all relevant facts while formulating important policies or announcing decisions that affect public.
- Providing information suo motu.
- Providing information to Information Commission.
- Raising awareness, education and training.

3.3 SERVICE BOOKS

3.3.1 Maintenance of Service Books:

In terms of G.O.Ms. No. 437, Finance Dt. 13-12-1976 and G.O.Ms. No. 214 Finance Dt. 16.8.1979, the service books of Gazetted Officers, including heads of the office are required to be maintained by the heads of the office. The Service Books of head of the office, i.e., Principal can be maintained by himself/ herself vide G.O.Ms. No. 21 Finance dt. 25.1.1977. The service books of all non-gazetted officers should also be maintained by the college. The Service Book should contain all events in a Government Servants Official Career like the date of appointment, probation declaration, promotions, punishments, pay fixations, increments, leave accounts, examinations passed etc., They should be regularly and concurrently recorded. Each and every entry should be supported by the Department's orders, pay bills, leave statements etc.

In colleges and offices, where Gazetted Administrative Officer is posted, he/she may be delegated with the duty of attesting the entries.

3.3.2 Verification of Service Books:

The Service Books should be verified in the month of March every year and after satisfying that the entries are correctly made, a certificate should be recorded and attested by the Principal. Along with the Service Book a separate personal file should be maintained for every employee in the college which starts with his/her appointment/transfer order and contains papers related to his/her service in the college. When an employee is transferred from the college the file is closed and kept in the Record room/ Record section.

3.3.3. Special Service Rules for the employees of AP Collegiate Education:

Various service conditions, particulars of qualifications and eligibility for the posts of Director, J.D/RJD, Principals, lecturers of Govt. Degree Colleges, Librarians, Physical Directors etc., are provided in G.O.Ms. No. 47 Dt. 14.5.2007 in a detailed manner. The Principals must scrupulously follow the instructions mentioned in the G.O. A copy of the G.O. shall be preserved by the Principal.

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3.4 CODE OF CONDUCT

The employees working in the department of Collegiate Education are governed by A.P. Civil Service (conduct) rules of 1964 issued in G.O.Ms.No: 468 G.A (ser .C.) dept dated 17-04-1964.

The salient features of the conduct rules are:

1. Every Govt. employee shall be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and sense of propriety. He/ she shall not join any organization or association, the objects of which are prejudicial to the state.
2. The Govt. employees shall not participate in any strike or similar activity and shall not participate in any demonstration, which is against the interest of the state.
3. The Govt. employees or his family members shall not accept gifts of any sort from any body.
4. The Govt. employees shall not raise subscription or any other pecuniary assistance in pursuance of any objective what so ever.
5. The Govt. employees or their family members shall not lend or borrow or deposit money or lend money to any person on interest.
6. The Govt. employees or their family members shall not acquire or dispose movable or immovable property exceeding the monetary limits prescribed by the Govt. except after previous intimation to the govt.
7. The Govt. employees shall not engage directly or indirectly in any trade or business.
8. The Govt. employees shall not promote or manage companies in private capacity.
9. The Govt. employees shall not, except with prior sanction of Govt. negotiate or undertake any employment or work other than that of his official duties,
10. No Govt. employee who has a wife living shall contract another marriage without obtaining permission of the Govt. No female Govt. employees shall marry any person who has a wife living without obtaining the permission from the Govt.
11. No Govt. employee shall while on duty be under the influence of liquor or drugs, which render him incapable of discharging his/her duty. No employee shall appear in a public place in a state of intoxication.
12. No Govt. employee shall criticize the policy and action of the Govt. or any other State Govt. or Central Govt.
13. No Govt. employee shall participate in politics or elections.

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Initiation of Disciplinary Action:

Any violation of conduct Rules attracts the provision of APCS (CCA) Rules, 1991 for initiation of disciplinary action against such employee.

3.5. GUIDELINES TO BE FOLLOWED WHILE DECLARING THE PERIOD OF PROBATION IN RESPECT OF GOVERNMENT EMPLOYEES.

1. The Head of the Office has to maintain a Register of Probationers separately for each category of posts in order to watch the declaration of Probation in respect of employees who are appointed to a post on regular basis. **The register of Probationers should be maintained in the following proforma.**

1. Name of the incumbent, Designation and Address.
2. Name of the post and category in which probation is to be declared.
3. Whether a direct recruit or promote to the post.
4. Names of tests, if any, to be passed within the period of probation.
5. Date of passing the tests mentioned in Col. 4 above.
6. Date from which services are regularized (Commissioner's or J. D's Process. No. & Date to be mentioned).
7. Period of Probation prescribed.
8. Period of leave, other than Casual leave availed by the Incumbent during the period of probation. from. to.
9. Duty period, which counts for Probation. from. to
10. Date of completion of Probation.
11. Adverse remarks, if any, in the Personal File, or any allegations pending.
12. Recommendation of Head of the Office.
13. Orders passed by the competent authority who declares the Probation (Proc. No. & Date of orders declaring the Probation is to be mentioned

Sd/-

Signature of the Head of the Office.

2. Proposals will have to be sent by the Head of the Office in the above proforma to the authority competent for the declaration of probation of a government employee immediately on completion of

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period of probation prescribed.

3.5.1 The period of probation will be as follows:

(i) Two years within a continuous period of three years in respect of direct recruitees or Recruitment made by transfer from other category or class or service.

(*ii*) One year within a continuous period of two years in respect of promotees.

(*iii*) A person who is working as Junior Lecturer, if promoted to the post of Lecturer, the period of Probation in the category of Lecturers will be one year within a continuous period of two years on duty with effect from the date of regularisation of his services in the category of Lecturers.

***3.5.2* Definition of duty period for the purpose of probation and its break-up.**

Suppose Mr. A's date of regularization in a particular cadre is 11-10-2005. Let us take the period of probation of the incumbent as two years within a continuous period of three years. He went on earned leave for 23 days from 9-11- 2005 to 1-12-2005. Further he went on half pay leave for a period of 7 days from 22-4-2006 to 28-4-2006 and extra-ordinary leave for 6 days from 6-6-2006 to 11-6-2006.

For the purpose of declaring the probation of Mr " A" the duty period of two years within a continuous period of three years is to be reckoned as follows: —

	Years	Months	Days.
Duty Period			
11-10-2005 to 31-10-2005	0	0	21
1-11-2005 to 8-11-2005	0	0	8
9-11-2005 to 1-12-2005	**on E.L**		
2-12-2005 to 31-12-2005	0	0	30
1-1-2006 to 31-3-2006	0	3	0
1-4-2006 to 21- 4-2006	0	0	21
22-4-2006 to 28- 4-2006	**on HPL**		
29-4-2006 to 30-4-2006	0	0	2
1.5-2006 to 31- 5-2006	0	1	0
1-6-2006 to 5-6-2006	0	0	5

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6-6-2006 to 11- 6-2006	on EOL		
12-6-2006 to 30- 6-2006	0	0	19
1-7-2006 to 31-10-2007	1	4	0
1-11-2007 to 14-11-2007	0	0	14
	2	0	0

Note:—The total arrived at under col. ' Days ' should be divided by 30 so as to arrive months.

Thus the date of completion of the period of probation of Mr."A" is 14-11-2007 AN.

The above guidelines should be followed by the Principals while sending proposals for the declaration of probation to the competent authority or while doing so by them in respect of the categories of employees for whom they are the appointing authorities. The Register of Pro-bationers should be maintained for all categories of staff appointed on probation.

3.6 ANNUAL CONFIDENTIAL REPORTS.

Maintenance and scrutiny of personal files. Confidential Reports (G.O.Ms. No. 1385, General Administration (Services-C) Dept. dated 31st October, 1961 and further instructions issued from time to time).

3.6.1 Preparation:

The object of the Annual Confidential reports is to assess as nearly as possible how far each officer is physically, mentally and morally suitable for his office, whether he is able to apply intelligently the law, rules, practices and procedure applying to the work within his/her charge, his/her treatment of his subordinates, his/her behaviour towards his superiors and colleagues in other departments and finally his/her relations with the public,

(i) In respect of Gazetted Officers, the report should be written in **Form A** annexed to these instructions as **Annexure-I.**

(ii) In respect of non-gazetted officers, necessary entries will be made in **Form-B** annexed to these instructions as **Annexure-II.**

(iii) From experience it has been found that the present method of annual assessment through the above confidential reports is not adequate and helpful in assessing the abilities and evaluating the work of the teaching staff of the educational institutions. It was, therefore, ordered by the Government in G.O.Ms.No. 255 Edn., dated 19-3-1974 inter alia that an assessment roll should be filled in **Form-C** annexed to these instructions as **Annexure-III** and attached to the existing form of confidential report.

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(iv) In G.O.Ms.No. 489 General Administration (Service-C) Department, dated 24-7-1980 read with G.O.Ms.No. 21 G.A. (Ser-C)Dept, dated 16-1-1982 Govt., directed that the personal files in the existing pattern may be abolished in respect of non-gazetted employees who are not governed by the principle of promotion by selection on grounds of merit and ability to next higher post. In its place, a simple record sheet should be maintained in **Form-D** annexed to these ins-tructions as **Annexure-IV**. Where, however, employees are eligible according to rules for promotion to non-selection posts and at the same time for recruitment by transfer to selection posts, for purposes of appointment by transfer the confidential reports in the existing form (Form-B) will be continued to be maintained.

While preparing the confidential reports, the following points should be kept in mind:

(a) The reports will be made out in duplicate in the first instance by the immediate superior Gazetted Officer of the office reported on and shall pass through the channel of submission.

Note:—The Section Head of the office should initiate reports on the Ministerial and non-technical staff working under him in the shape of a note which forms the basis of assessment for immediate gazetted officer. The note written by Section Head should be preserved in the personal file for a year as an annexure, for reference.

(b) The reports should be written or typed by the officer himself. To facilitate identification, the name of the officer writing the report should be written in block letters below his/her signature and his designation also indicated. The year/period for which the report relates should be written at the top in the space intended for. All the individual columns should be filled in separately in legible handwriting and not bracketed together.

(c) Name and designation of officers (with the subject) must be given in full and exactly as shown in service books. Confidential report forms should never be folded.

(d) If an officer is transferred during the year, the report should be prepared by the officer under whom he has served for the first part of the year and should be forwarded to the officer to whose charge he has been transferred.

(e) If the reporting officer is transferred before July in a year he need not leave any report on the officers under him but if he is transferred after July he should leave a report on each of the officer under him or a note to that effect to enable his successor to transcribe those remarks in to the annual confidential report stating the name of the reporting officer.

(f) Confidential report should be prepared and submitted for the period from 1st April of a year to 31st March of the succeeding year. The first reporting officer will forward the report by the 15lh April and the Intermediate authorities will pass on the report with their remarks to the next higher authority within one week of its receipt by them. These reports should reach the Head of the Dept.

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not later than the 15th May and the Secretary concerned not later than the end of May every year. In the case of officers deputed to another Department or on foreign service, the parent department of the Government servant should maintain the confidential reports of such officers and the head of the parent department should obtain their confidential reports in April every year from the borrowing Department concerned for further disposal.

(g) It is desirable to get the confidential reports written by officers before their retirement and the practice of retired officers writing confidential reports should be discouraged.

(h) If the countersigning officer retires at the time the report is put up he need not offer his remarks but the counter signature is done by his successor.

(i) When a superior officer differs from the opinion expressed in respect of an officer by the immediate superior of the later, the former should invariably give his reason to substantiate the remarks made by him in the confidential reports.

3.6.2 Expression of censure.

Expression of censure etc. conveyed to an officer will not be recorded in confidential reports but a copy of letter conveying the censure will be attached to the officer's confidential documents. The follow-ing entry may be made in the annual reports. Censured for_____ in letter No. dated:

3.6.3 Special reports.

Special reports may be called for at any time in connection with particular question or questions with regard to an officer. Such reports should be submitted through the prescribed channels but need not be recorded in the form of annual confidential reports and should be confined in detail to the question or questions raised

3.6.4 Communication of Unfavorable Remarks:

(i) All unfavourable remarks whether through ordinary or special reports, should be communicated to the officer concerned and a note to that effect should be made in the report as well as the manner of communication.

(ii) All adverse remarks whether remediable or non-remediable made in the confidential report should be promptly communicated in writing to the officer, adversely reported upon, within six weeks from the date of receipt of confi-dential report by the custodian of the personal file.

(iii) Adverse remarks should be supported by specific evidentiary examples or instances, as far as possible. The adverse remarks should be clear and unambiguous and be capable of either confirmation or contradiction. Since the confidential reports express only the opinion of the officer making the report, it is essential that all officers who have to record their remarks in the annual confidential reports should do so with the greatest caution and should not record any remarks lightly on the

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spur of the moment or based on prejudice. Vague and irrelevant remarks based on incidents of no consequence and significance deserve to be ignored. Suggestions for transfer of officers should be scrupulously avoided in the confidential reports.

(iv) Each officer initiating a C.R. should maintain a register or a pocket note book in his personal custody page-wise, officer wise, in which the reporting officer may write down specific, evidentiary examples for instances of adverse nature and necessary documents may be kept which will be of use at the time of writing annual confidential reports or special reports. These are maintained only for personal information of reporting officer and they need not be handed over to the successor.

(v) While communicating an adverse remark the name of the officer from whom the adverse remarks emanate should on no account be mentioned. The form of communication is of great importance and it should be such as not to unduly discourage or embitter an officer. The object should be as far as possible to improve him. Therefore, the communication should be worded very carefully and the best form is frequently a personal letter instancing what requires to be corrected.

3.6.5. Representations and their disposals.

(i) An officer should be given an opportunity to a make representation, if he wishes to, against any unfavorable remark made in his annual confidential report and it should be communicated to him/her. Such representations should be made to the authority to whom an appeal would lie against an order of censure on the officer concerned and they should be preferred within six weeks from the date on which the remark is communicated to the officer. The competent authority may, if the officer concerned, has sufficient cause for not submitting his representations within six weeks, extend the period suitably.

(ii) Representations should be confined strictly to the merits of question, couched in proper language and should not contain any personal attacks and insinuation against the superior officer.

(iii) Officers, who wish to make representations against adverse remarks communicated to them may be permitted to inspect the records, if any, if they desire so.

(iv) On receipt of the appeal, the competent authority will decide the scope of enquiry to be held on the representation, having regard to the reporting officer's remarks and the contentions contained in the representation and take further action as indicated in the following instructions.

(a) If the competent authority feels that there is no sufficient ground for interference, the representation should be rejected and the officer informed accordingly.

(b) If he, however, feels that the remarks should be toned down he should make necessary entry with proper attestation at the appropriate place of the report. Previous entries should not be corrected.

(c) If the competent authority comes to the conclusion that the adverse remarks were inspired by

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malice or were entirely incorrect or unfounded and therefore, deserve expunction he should paste over the remark and indicate side by side the reference through which the expunction was ordered and he has to append his full signature with date and designation and the officer be informed accordingly.

(d) The representations or explanations against adverse entries should not be added to the confidential reports.

(e) The competent authority should take a final decision on the representation of the officer concerned (if made within the time limit) within a period of three months from the date of submission of the representation. After a final decision has been taken on the representation no further representations should be entertained.

3.6.6 Maintenance of Personal files:

(i) One copy of the Confidential Report should be kept with the Head of the institution and the yearly reports relating to each officer should be filed neatly in one file, the latest report being kept at the bottom they are arranged chronologically and tagged together. In order to know the position at a glance, it is suggested that an index as shown below be prepared and placed at the beginning of each personal file.

3.6.7 Index for personal file..

of Sri appointed on

1. Period of report beginning of service (year).
2. Whether available or missing.
3. Particular of deficiences.
4. Action taken to obtain missing report supply deficiences.
5. Adverse remarks if any.
6. Whether when communicated.
7. Final decision taken.

Since the C.Rs. are the main basis to consider the suitability of persons to higher posts, all the C.Rs. should be available. If there are missing C.Rs, effort should be made to obtain them from the concerned institutions/ officers, at least to the extent of the latest five years.

(iii) The adverse remarks, if any, should be promptly communicated to the affected officials and their replies obtained for further action. Government ordered that adverse remarks not communicated should not be taken into account against the Government Servants concerned. In order to ensure

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that the adverse remarks are communicated to the Government Servants concerned promptly, the Heads of Departments should furnish a certificate in writing to the Secretariat Department concerned that the adverse remarks in the personal files of which they are the custodians, have been communicated to the concerned. They should also obtain and furnish similar certificates from their subordinate officers. Such certificates should be sent by the Heads of Departments to the concerned Department of Secretariat at the latest by 30th June every year in the following proforma.

This is to certify that: *the adverse remarks in the personal files of the following Government Servants of which I am the custodian, have been communicated in time to the persons concerned that there are no adverse remarks which have not been communicated to the persons concerned.*

The Heads of institutions should take similar action as above and submit a certificate as above to the Commissioner by 31st May every year in respect of the categories for which they are the appointing authorities/ custodians of personal files.

(iv) The Head of the Department may be required to furnish personally an annual certificate in writing to the concerned administrative Department by 30th June every year that the personal files of which he is the custodian are complete inclusive of the report for the last completed year. Similar certificates should be furnished by the Heads of Officers by May 31st every year to the Commissioner of Collegiate Education with regard to the personal files of which they are the custodians.

(v) A register as indicated below will be maintained in the Office of the Head of the Department (Including the Regional Joint Director) to watch timely receipt of confidential reports and their final disposal by the prescribed dates. Register to watch the receipt and disposal of confidential reports.

1. S.No.
2. Name of the Officer.
3. Designation.
4. Date of receipt.
5. Date when to sent Govt/CCE.
6. Remarks

"That is the difference Having power doesn't mean that you can move anything. But it means that nothing can move you."

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FORM—A.

3.6.8 ANNUAL CONFIDENTIAL REPORT OF GAZETTED OFFICERS FOR THE YEAR ENDED 31ST MARCH, 20....

ANNEXURE—I.

1. Name of Officer:

   Date of birth:

2. Appointment held during the year (with dates) and pay and scale of pay.

3. General qualifications and aptitude for post held including any special or technical and professional attainments.

4. Manner in which the Officer discharged his duties during the year i.e., if satisfactory or other wise (Specific instance of unsatisfactory work if adversely commented on to be cited with number and date of orders passed).

5. Does the Officer exhibit.

   (a) Patience :

   (b) Tact :

   (c) Courtesy :

   (d) Impartiality in his relations with the public and subordinate or Superior staff with whom he comes in contact.

6. Is the Officer:

   (a) of good character and integrity .?

   (b) of sound constitution?

7. Is the Officer

   (a) Physically energetic ?

   (b) Mentally alert ?

8. Has the Officer

   (a) Initiative and drive ?

   (b) Powers of Control ?

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(c) Powers of application ?

9. Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appoint-ments in the Service ?

10. Is he confirmed in this Post ? If not, what is his substantive post ?

11 Has he crossed the Efficiency Bar in the present grade ? If so, date.

12. Punishment, censures or Special commendations in the period under report.

13. (a) Date of communication of adverse remarks since last report.

(b) Orders on the representation if any arising from (a) above.

14. General remarks (comment) Generally on the way the Officer has Carried out his duties estimate of his personality etc.

15. Reporting Officer.

Date Signature

Name and Designation (In Block letters)

16. Remarks of the countersigning Officer

Date Signature.

Name and Designation (In Block letters)

17. Opinion of the Head of the Department (When not Reporting officer) on the conduct and efficiency of the Officer reported on.

Date Signature

Name and Designation (in Block letters)

Head of the Department

3.6.9 ANNUAL CONFIDENTIAL REPORT OF NON GAZETTED OFFICERS AND MINISTERIAL STAFF FOR THE YEAR ENDED 31 ST MARCH 20...

ANNEXURE—II

Name: Post Held: Date of Birth:

b) Entry into Govt. Service. Present grade and pay

1. Knowledge of:

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(a) Branch or Section

(b) Department

2. Personality/conduct and character.
3. Power of taking Responsibility.
4. Initiative
5. (a) Judgement

   (b) Accuracy
6. Tact and temper.
7. Power of supervising staff.
8. Zeal and industry.
9. Health.
10. Attendance.
11. Capacity to note and draft.
12. Punishments, Censures or Special commendations in the period under report.
13. Date of communication to the officer of any adverse remarks since last report.
14. Indebtedness (if indebted the extent of personal responsibility for incurring the debt.
15. Is he confirmed in this post? If not, What is his substantive post?
16. Has he crossed the efficiency bar in the Present grade (if so date).
17. General remarks (Including a statement on Discipline, integrity, reliability and any other special qualifications not included above).
18. Reporting Officer.

Date: Signature:

Name and Designation (In Block letters)

19. Remarks of the counter-signing Officer if any.

Date: Signature:

Name and Designation (In Block letters).

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20. Opinion of the Head of the Department on the conduct and efficiency of the officer reported on.

Date: Signature:

(Name in Block letters)

Head of the Department

FORM—C.

ANNEXURE – III

ASSESSMENT ROLL OF TEACHING STAFF IN GOVT. COLLEGES (GAZETTED AND NON GAZETTED) FOR THE YEAR ENDED 31ST MARCH 20

The assessment of different types of abilities as given below in the proforma under various categories like special abilities, academic work and public relations should be made on a five point scale represented by the letters, A,B,C,D,E. Assessment roll of teaching staff in Government Colleges (Gazetted and Non-Gazetted).

Academic Work :

(a) Ability and efforts to keep himself up-to-date with the recent developments of knowledge in the concerned subject.

(b) Ability to lecture to the students in an interesting manner.

(c) Ability to lecture in simple and effective language in an impressive, clear and understandable manner/ and to conduct tutorials.

(d) Ability for extensive reading on content and acquisition of more knowledge.

(e) Ability to employ effective methods for transmission of ideas.

(f) Ability to maintain and organise laboratories in an efficient manner (for science lecturers only).

(g) Ability to organise co-curricular and extra curricular activities to direct the activities of students into healthy channels. Ability to supervise effectively written and practical work of students

Special Abilities :

(i) Speech.

(ii) Reasoning.

(iii) Observation.

(iv) Accuracy and speed of work.

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(v) Ingenuity.

Public Relations :

(a) Ability to maintain proper relations with competent agencies and individuals in the subject and allied subjects and officials and non-officials connected with the place of his work.

(b) Ability to participate in important functions and social activities.

(c) Ability to play a dynamic role and use tact during periods of stress such as student indiscipline.

(d) Ability to maintain cordial and dignified relations with students and parents.

In addition, the following items are suggested.

1. Ability to supervise the work of his assistants (academic work and student's welfare).
2. Ability to give practical and useful guidance to his assistants in the improvement of academic standards.
3. Ability to guide and inspire the heads of institutions at the professional level.
4. Reporting Officer.

Date

Signature.

Name and Designation (in Block Letters)

Remarks of the Countersigning officer.

Date

Signature

Name and Designation (in Block letters)

ANNEXURE-IV.

FORM OF RECORD SHEET TO ALL-GAZETTED GOVERNMENT EMPLOYEES ELIGIBLE FOR APPOINMENT TO NON-SELECTION POSTS.

Department/Office

Report for the year/Period

1. Name of the Official in Block letters.
2. Date of Birth.
3. Date of appointment to the present grade.

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4 Present post and date of appointment thereto.

5 Punishments imposed / recorded warning issued, if any, during the period under re-port *vide* G.O./ Letter; Memo. No. dt (Reasons for such punishments/Warnings etc.)

6 Letters of appreciation or any other form of award given for good work done *vide* G.O. Setter/Memo No.and date.

Signature of the Reporting office

Name in Block letters:

Designation:

Date:

3.7. LEAVE RULES

The Principal is the sanctioning authority of all types of leaves to the employees working in the college. He should follow the Govt. leave rules while sanctioning leave.Different types of leave are provided in rules for the Government employees. They are:

1. Casual Leave.
2. Special Casual Leave
3. Maternity Leave
4. Earned Leave
5. Half-Pay Leave
6. Extra Ordinary Leave etc.

3.7.1 CASUAL LEAVE:

Every Government servant can avail 15 days casual leave in a calendar year. Casual leave can be combined with special casual leave, optional holidays, public holidays, etc., subject to the condition that total period of absence should not exceed 10 days at a time. Half-day casual leave can be granted but when the college runs in shift system and the staff are engaged for only one session, the question of granting half-day casual leave does not arise. For employees appointed on emergency/temporary basis casual leave can be sanctioned depending upon the length of service. As per rules casual leave and special casual leave cannot be claimed as a right.

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S.No	Category	Reservation %	Total
1	S.C	15	21
2	S.T	6	
3	B.C.A	7	25
	B.C.-B	10	
	B.C.-C	1	
	B.C._D	7	
4	NCC & ACC	2	5
5	Sports & Games	2	
6	Extra curricular	1	
7	Ex Servicemen	1	1
8	Physically Handicapped	3	3
9	OC	45	45
10	**Total**		**100**

3.9.4 *Suggested Procedure :*

(a) Each college should notify early before the re-opening of the college on its notice board the courses offered in the college, the date of issue of application forms in the proforma prescribed for admission, the last date for receipt of applications in the college etc. An indent should be sent sufficiently early to the Government press. If printed forms could not be obtained, on time they have to be got cyclostyled and serially numbered or get them printed with the permission of the Commissioner of Collegiate Education. Along with the application form the candidates should be supplied with prospectus giving details of the different courses and approved combina-tions offered, the tuition fee and special fee rates charged in the college, eligibility for fee concessions etc.

(b) Every college should maintain a register of all the applications for admissions sold to the candidates.

(c) Every college has in the first instance to register every application for admission received in the college and should maintain a separate register showing the applications so registered. This register has to be maintained course-wise, group-wise and medium-wise. Wherever the candidate desires to indicate his first preference, second preference etc., for different combinations he may be advised to use different application forms for each combination and medium for which he would like his claims to be considered. He/she may finally opt for one of the combinations, if selected for two or more combinations.

(d) The College should prepare a merit list of the candidates applying for admissions, combination-

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wise, medium-wise and selections should be made strictly in accordance with the rules prescribed by Government and the Universities. The selections should be on the basis of marks obtained in the qualifying public examination duly following the reservation procedure. It is desirable that these lists are prepared by staff committees with senior members as convenors. After these lists are prepared, another committee with the Principal as Chairman may go through the lists and satisfy themselves as to the correctness of the selection lists based on the rules in force, as ultimately the Principal is responsible for the admissions made.

(e) The lists of candidates selected under each of the combinations stating the marks obtained by them in the qualifying examination should be notified by way of prominent display on the college notice Board. Intimation of selections together with detailed instructions may be sent to the selected candidates if stamped self addressed envelopes are enclosed by the candidates at the time of submission of application forms in the college. In the prospectus, the candidates may be informed to make their own arrangements to ascertain information about their selection or otherwise and that the college will not be responsible if the candidates do not receive intimation in time due to postal delay and the like.

(f) A waiting list should also be prepared on merit basis, group-wise, medium-wise, mak-ing provision for reservations as per rules and in order to complete the process of selection quickly the numbers in the waiting list may be equal to the numbers in the original selection list if the applications are sufficient in number. This list also may be placed on the Notice Board along with the main list either on the same day or immediately thereafter, showing the marks obtained in the qualifying examination. The position of the candidates in the waiting list may be notified to the concerned candidates, so that they may be present on the dates fixed by the, Principal, (after the time given to the candidates in the first selection list) to take their chance in vacancies, if any, that may arise consequent on the failure of the selected candidates to turn up for admission. A candidate in the main list or waiting list should be allowed not less than a week's time from the date of announcement of the lists to join the college. The time schedule, if any, stipulated by the University for the process of admissions should be strictly followed.

(g) At the time of interview/admission the Principal should verify all the certificates, in original, and satisfy himself/herself that all the rules of eligibility and admission as prescribed by the Govt./ University, are satisfied. There will be legal complications, if any irregular admis-sions are made and cancelled later on.

(h) Candidates who have passed the qualifying examination of other States or foreign countries recognised by the concerned university may be admitted, if they are other-wise eligible for selection. Candidates whose qualifying examinations are not so recognised should not be admitted provisionally even after obtaining an undertaking from the candidate to the effect that his/her admission is liable to be cancelled at any time (in view of the legal complications). In these cases the matter has to be re

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referred to the concerned university, and its prior approval/clarification obtained.

(i) The minimum number of students to be admitted in any combination of subjects is 10 under Humanities and 15 under Sciences. Prior approval of the C.C.E. should be obtained when admissions fall short of the minimum indicated and where any section is to be run with uneconomic strength. No admission should be made into any course, section, combination, medium or, second language which was not sanctioned by the C.C.E. The sanctioned strength in each section or combination should not be exceeded under any circumstances without prior permission of the concerned University. Until any course/ combination is permanently affiliated, the Principal should apply every year in the prescribed form to the concerned affiliating body through the C.C.E. for temporary affiliation or its conti-nuation.

(j) The following Registers and lists should be carefully preserved and made available to the Departmental Officers and Officers of the affiliating body at the time of inspection. These records will have to be furnished for scrutiny by the Legislative Committees for welfare of SCs., STs and other Backward classes when called for.

1. Register of applications sold.
2. Register of applications received and registered.
3. General merit list of all candidates registered group-wise and medium-wise.
4. List of selected candidates class-wise, group-wise and medium-wise indicating reservations etc., with the date of admission.
5. Waiting list of candidates class-wise, group-wise and medium-wise indicating reservations etc., with the date of admission.

ANNEXURE.

ADMISSION FOR.....COURSE,

It is hereby certified

(a) that .....S/o, D/o ..... a candidate for admission to the course, appeared for the first time for the.....examination (being the minimum qualifying examination for admission to the course mentioned above) in .....(month) .....(year).

(b) that he/she has not studied in any educational institution during the whole/or part of the 4/7 consecutive academic years ending with the academic year in which he/she first appeared for the aforesaid examination.

(c) that in the 4/7 years immediately preceding the commencement of the aforeasaid examination, he/she has resided in the following place/places falling within the local area in respect of

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the.....University, namely.

Village.	Taluk	District	Period
1.			
2.			
3.			
4.			
5.			
6.			
7.			

2. The above candidate is, therefore, a local candidate in relation to the local area specified in paragraph**+3 (1)/ 3 (2) 3/(3) of the Andhra Pradesh Educational Institutions (Regulation of Admissions) Order, 1974.

Officer of Revenue Department

Not below the rank of Tahsildar.

OFFICE SEAL.

N. B.: Candidates claiming local candidature with refe-rence to para 4 (1) *(b)* of the Order need furnish particulars of residence for 4 years but those claiming candidature under para 4(2) *(b)* should furnish for 7 years. **score off the one not applicable .

(Andhra/Nagarjuna/Osmania/Kakatiya/SriVenkateswara and Sri Krishnadevaraya).

The Principal has to see that entire admission process is computerized. Data shall be made available as when asked by the Commissioner through on line immediately.

3.10. COLLEGE PLANNING AND DEVELOPMENT COUNCIL (CPDC)

In view of the changed scenario in the field of Collegiate Education and consequent diversification and sophistication of courses, involvement of local community, resources and experts have become necessary in the running and development of colleges in the State. College Planning & Development Councils were established for all Govt. Colleges in the State in 2000-01.

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3.10.1 The main objectives of the CPDC are:

To create suitable environment for community participation in the college development.

I. To create a mechanism for mobilizing public contribution

II. 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.

3.10.2 The composition of the C.P.D.C. is as given below:

1. Principal of the College	President	01
2. Lecturers	Members	03
3. Parents	Members	03
4. Industrialist	Member	01
5. Businessman	Member	01
6. Philanthropist	Member	01
7. Educational/Academic Expert	Member	01
	Total:	**11**

Special Invitees:

1. Working Engineer from Govt./Quasi Govt. Dept.	01
2. Alumni	01
3. Social Worker/Scientist/Doctor/Advocate	01
4. Educationists/University Professor	01
Grant Total	**15**

3.10.3 Some of the main functions of the CPDC are:

1. To generate separate CPDC funds (from donations/contributions etc.,) and to utilize the funds solely for the furtherance of the objectives of the CPDC.
2. To prepare a detailed plan, with annual budgetary allocations for college development and to execute development programmes.
3. To support construction of buildings, development of infrastructure, purchase of equipment, development of campus, building and other facilities.

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4. To support the college in getting consultancy services for modern restructured / vocational courses etc., in designing, teaching, equipping, training, funding etc. and strengthening them.

5. To arrange extension programmes for the local community for mutual benefit.

6. To discuss and approve expenditure proposals of all categories made by the college.

The Commissioner of Collegiate Education or the Government is competent to modify the rules of CPDC or dissolve the CPDC.

For other details on CPDC, refer to CCE Proceeding Rc.No. 300/ADMN.I/ 2000 DATED 01.08.2000.

3.11. ENGAGING CONTRACT FACULTY IN GOVT DEGREE COLLEGES

1. Orders were issued by the Government in G.O Ms.No.142 Edn. Dt 9-10-2000 for engaging faculty on contract basis in Government Degree Colleges in the State depending on necessity.

2. As per the said G.O, the College Planning & Development Council of the respective Govt. Degree College will call for applications for engaging contract faculty duly indicating the No. of positions available in each subject by way of press release in leading local news papers. The same information will also be displayed in the concerned college Notice Board/ Gram Panchayat/ Municipal Offices / MRO office etc.

3. The contract faculty will be selected by a three man committee, i.e. the Principal of the college concerned, Principal of near by Government or Aided College and senior most lecturer in subject for which the contract faculty is engaged in the college concerned.

4. The candidates with 2nd class P.G in concerned subject with not less than 55% of marks are eligible to apply for contract faculty. NET/SLET passed candidates will be given preference while selecting the contract faculty Research Scholars registered for M.Phil/Ph.D to bring in the concept of "Earn while you learn" can also apply. Retired Lecturers and Readers are also eligible, if other candidates are not available. P.T.Ls. continuing on court orders shall not be disturbed while engaging contract faculty. However, willing P.T.Ls can be considered for contract appointment.

5. The honorarium to the contract faculty engaged in Govt, Degree Colleges would be paid @Rs.7,000/ - P.M. For the contract faculty engaged in Govt. Colleges located in tribal and rural areas, the honorarium would be Rs 8,000/- P.M. vide G.O.Rt.No.633 HE (CEL1) Dept dt. 7.8.2007. The honorarium to the said contract faculty shall be paid from the grant released by Commissioner of Collegiate Education. However the amendments of said G.O. from time to time shall be followed by the Principal.

6. The maximum period of contract will be 10 months in an academic year or till reporting of regular lecturer to duty in the subject, whichever is earlier.

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7. The selected contract faculty will have to sign an agreement of contract with CPDC. The following points are to be covered in the agreement of Contract:

   i) Period of contract i.e. commencement/termination etc.

   ii) The contract faculty is not entitled to any renewal or extension or continuation of contract

   iii) The service rendered during the contract will not be construed or reckoned as part of any regular appointment for any post in Government.

Guidelines to Principals while engaging contract faculty (Proc. No. 382/Ser.II-2/2006 dt, 7.5.2007 from the O/o CCE):

1. The contract faculty should be engaged against sanctioned vacant post only and should not be engaged for self – finance eourses wherever functioning.

2. The student strength and workload shall be assessed identifying the need, to engage faculty on contract basis in the relevant subject.

3. Mere existence of vacancy is no basis for engaging the contract faculty. A viable student strength in the subject should be the basis for engaging the contract faculty.

4. In terms of Rule 9 of A.P. State and Subordinate Service Rules, candidates engaged on contract basis shall not be regarded as members of the service, in which the post to which they are appointed and they shall not be entitled by reason only of such appointment, to any preferential right to any other appointment in that or in any other service.

5. The contract lecturer cannot claim any preferential treatment for renewal and hence the contract faculty engaged during the previous year will not be renewed automatically during the current academic year unless they reach the pass percentage of the District average for two consecutive years in the relevant subject. This need not be a limiting factor in Agency areas as long there is reasonable improvement in the result over the previous year.

3.11.1 ENGAGING GUEST FACUTY IN GOVT. DEGREE COLLEGES

Orders were issued by Government in G.O Ms.No.3 Edn. Dt 6-1-2000 to pay remuneration of Rs. 50/- per hour for engaging guest faculty to teach the Degree Classes in Government Degree Colleges in the State where extra workload is available against substantive vacancies.

3.12. FUNCTIONS OF AN IDENTIFIED COLLEGE PRINCIPAL

From 1-4-1981 the salaries of teaching and non-teaching staff working in Private Aided Colleges are paid directly through Banks. This is called "Direct Payment System of Salaries". At the time of introduction of this scheme, District Educational Officers were countersigning their salary bills. From 1-3-1984 onwards Government have delegated the powers of countersigning of these bills to Regional Joint Directors and Principals

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of Identified Government Degree Colleges. The RJD will countersign the bills of the Private Aided Colleges situated in the Districts. In all other districts, the Principals of the Degree Colleges situated in the District Head Quarters, will countersign the bills. These colleges are called "Identified Colleges" (District Co-ordinating Colleges).

1. A Joint Account in the name of the college will be opened by the management and Regional Joint Director/Identified College Principal in the same bank and branch where the employees of the college have opened the savings bank account. This account is called **"aided staff salaries account"**. The bank should be informed that it is non drawl account and is meant for only crediting money and for payment of salaries to the aided staff of the college by adjusting to their respective savings accounts existing in the bank. The R.J.D. Identified College Principal should order for crediting the grant-in-aid intended for the purpose of payment of salaries to the employees in aided posts in their account. This account will not be operated for any purpose other than payment of salaries.
2. They shall ensure that the salaries are paid on 1st of every month.
3. The RJD/ Identified College Principal should insist for the submission of bills before 15th of every month.
4. They should also insist that the tuition fee collected from all the students, at the standard rate should be remitted to Joint Account regularly.
5. They should insist that D.C.B. statements should be presented regularly along with salary bill every month/year.
6. The salary statement approved by the concerned Regional Joint Director is the basis for allowing the salaries of the staff in private aided colleges. The bills should be countersigned only after verifying the salary statement.
7. The "non drawl certificate" should be insisted along with every bill.
8. The RJD/Identified College Principal should first utilize the entire balance of amount available in the joint account before releasing further grant for payment of salaries.
9. Except salaries no other bills, such as enhanced D.A. etc., submitted by the management shall be allowed without prior permission from the Commissioner of Collegiate Education.
10. They should send monthly statements to the Commissioner regarding the grant utilized for each college and the balance available in the grant.
11. The Principal, when attending the Staff Selection Committees as CCE's nominee should, well in advance, collect and read all the rules relating to Roster point, court cases, seniority, CCE's permission etc., to assert his position.

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Other Functions:

1. Identified college in each district is developed as District Resource Centre (DRC). Principal has to see that the activities of DRCs are made available to all Government Degree Colleges of the District concerned.

2. Principal has to furnish any kind of information as and when asked by the Commissionerate immediately.

3.13. FUNCTIONS AS A SPECIAL OFFCER FOR A PRIVATE COLLEGE

As per A.P. Education Act of 1982, the Commissioner is competent to appoint a Special Officer for a private college in the circumstances mentioned in the Act. When a special officer is appointed for a Private Aided College, the management of that college is to be suspended and it ceases to function. The Special Officer is competent to exercise all the functions of the management of the college.

Some of the important functions which a special officer has to exercise are

1. Signing of the salary bills of the staff of the college
2. Sending periodical reports to the CCE/RJD on the functioning of the college.
3. Implementing the orders of Govt./ CCE regarding the management of the college
4. Exercising all the functions of the Secretary/ Correspondent of the college.

3.14 EDUCATIONAL STATISTICS

Certain basic information about Colleges is to be collected from colleges by the Office of the Commissioner of Collegiate Education and is furnishing consolidated particulars to Government of India and also to State Government, the data relates to numerical and financial aspects. The numerical data relates to general information on the courses offered, workload and staff requirement particulars, enrolment of students, number of teachers and among these Scheduled Castes, Scheduled Tribes and listed Backward classes etc.,. The financial data relates to (a) Income-recurring and non-recurring from different sources - Government, or Governmental agencies, fees, endowments and other sources (b) ex-penditure — recurring on salaries, maintenance, equipment library etc., Non-Recurring on buildings, equipment, furniture, library etc.

The information shall be furnished in hard and soft copies/ or through online as and when requested by the Commissioner since the consolidation of particulars at the Stale Level and All India level are delayed due to late/incorrect/incomplete submission of particulars by colleges it is the responsibility of the Principals to maintain the records at the College Level properly and submit them to the Commissioner of Collegiate Education within the prescribed dates. Similarly the statistical data required by the affiliating bodies and the U.G.C. shall be furnished promptly.

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3.15 INSPECTION OF COLLEGES

For the efficient functioning of colleges a number of instructions are being issued from time to time, prescribing rules, regulations and procedures in dealing with academic, administrative and financial matters. To assess the effective and correct implementation of Government Orders and instructions from the Commissionerate and to assess the manner in which the colleges are functioning, periodical inspection of colleges is carried out. A detailed questionnaire (annexure..) seeking information on all important matters is sent to all colleges by the Commissionerate, which becomes the basis for inspection.

The scope of inspection is very wide covering academic, administrative and financial aspects. Matters relating to maintenance of office records, operation of Government and Non-Government funds, service conditions of Teaching and Non-Teaching staff with regard to their appointment, probation, pay fixation, sanction of leave and increments and disciplinary matters are covered in administrative and financial areas. Academic inspection relates to preparation of curricular plans and their announcement, coverage of syllabus and various curricular and co-curricular activities like teaching methods adopted, tutorials conducted, practicals in science subjects, periodical assessment of students and results of the University examinations etc. Student support programmes carried out are also evaluated. Welfare programmes like student counseling, cultural activities, sports & games, medical facilities, general student amenities are examined. The social service programmes of students for community development under NCC, N.S.S. AIDS Awareness, Eco club, Consumer club, Red Cross etc., are also looked into.

Besides the general annual/periodical inspection of colleges, college depth inspection is conducted when the Principal of the college is on the verge of retirement.

During the depth inspection, the college is inspected by the J.D./RJD or the Commissioner. The C.A.O/ A.O assists them in matters relating to accounts and finance. A Superintendent and some Assistants from the C.C.E/R.J.D office assist the Inspecting Officer. A lecturer from the Academic Cell will also assist the Inspecting officer.

3.15.1 SUBMISSION OF INSPECTION REPORT

The Inspection report is to be prepared and submitted to the Commissioner, immediately after the inspection. It will be ideal if the report is submitted within 15 days after the inspection. After a careful study of the report, the lapses found are reported to the Principal for remedial action. A time limit of one month may be allowed for the Principal of the college to submit his reply on actions to be taken on the inspection report.

"Good teaching is one fourth preparation and three fourth pure theatre."

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3.15.2 DEPTH INSPECTION QUESTIONNAIRE

ANNEXURE - I (Academic aspects)

1. COVERAGE OF SYLLABUS :

The syllabus is the minimum academic programme. It is necessary that its coverage is carefully planned term - wise and completed well in advance so that the teacher has sufficient time to revise and spot-light the salient points before the examination.

a) Did the Principal check the particulars of the term-wise planning and coverage of syllabus of each subject for three terms? (The cyclostyled statements containing the particulars of term-wise planning and coverage of syllabus are to be produced at the time of inspection).

b) How many meetings of Lecturers Incharge (staff council) were convened by the Principal during the academic year to discuss matters of academic interest? (a brief note may be given).

c) Were general staff meetings held? How frequently?

2. COMPOSITION EXERCISES IN LANGUAGES/ PRACTICALS IN SCIENCES:

a) How many exercises were done during the year in each .of the languages?

b) Are books test-checked by the Head of Dept. and the Lecturers?

c) How many practicals were done in each science subject? (Records to be maintained).

d) Were the practicals made to serve the purpose of a tutorial? How?

3. EXAMINATIONS AND PERIODICAL TESTS:

a) Were quarterly examinations held in each subject?

b) Were half-yearly examinations held?

c) Were the prefinal examinations held?

d) Were periodical tests conducted? What was the periodicity?

e) Were progress cards sent to parents/Guardians? How many times during the year? (All the records and marks-registers are to be produced at the time of Inspection).

f) Were library classes, group discussions and seminars classes and problem solving sessions conducted to supplement the lecture method in any of the subject? (Particulars may be given).

4. Were any special classes conducted for the benefit of the academically backward students? (Particulars may be given).

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5. a) How many times does the principal go round the classes every day to satisfy himself that classes are engaged regularly and punctually?

   b) What special safe-guards are devised to prevent cancellation of classes and dislocation of work when the teaching staff go on leave?

6. EXAMINATIONS; UNIVERSITY

   a) How many students appeared for the last University Examination? Please give subject-wise particulars.

Course	No. of students appeared	No. of students passed	No. I of Class	No. of II Classes
B.A				
B.Sc				
B.Com.				

b) Percentage of passes (class-wise and subject-wise) percentage of I classes (class-wise and subject-wise) percentage of II classes (class-wise and subject-wise).

c) No. of students rusticated or expelled for malpractice at the University Examination.

d) No. of students punished for malpractice at house examinations.

e) What special arrangements were made to check impersonation, malpractice and smuggling of forbidden material into the examinatic n hall?

9. a) Is there a Reading Room in the College? Give particulars

   b) Give a brief note on the Library.

ANNEXURE-II (Students welfare)

SCHOLARSHIPS AND FEE CONCESSIONS

a) What steps were taken to ensure that all information about scholarships and fee concessions was made available to students?

b) Were all scholarships and fee concessions awarded on time? Particulars of disbursement of each category of scholarship are to be furnished with date and month

c) Have the parents/guardians been informed about the sanction of Scholarships, through communication sent in English and regional language?

d) Have you been able to get any scholarships endowed? and by any local agencies like, Rotary-club and Lions club?

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2. STUDENT COUNSELLING, TUTORIAL SYSTEM

a) Was there student counselling system in the college? Give a brief note.

b) Did the Counsellors visit the lodges or residential places of their wards?

c) Do the Counsellors visit lodges or residential places of-their wards under personal supervision? How often? (Specimen card to be produced).

d) Was the system found to be effective? How effective?

e) Give a list of reputed scholars and dignitaries who addressed meetings during the year.

f) What role did the Student's Union play in promoting the welfare of the students?

g) What was impact of the Student's Union?

4. DEBATING SOCIETY:

a) Is there a Debating Society in the college?

b) How many debates were conducted during the year?

c) What were the subjects discussed?

d) What was the average attendance?

e) In how many Inter-collegiate debating competitions did the students participate? Were any prizes won?

f) Did the college conduct any Inter-Collegiate debating competition?

5. WELFARE WORK:

a) Is there a Planning or Social Service League in your college?

b) What were the activities during the year?

c) Was a socio-economic survey or rural camp conducted?

d) What is the social work done by the N.C.C. Cadets and N.S.S members.

6. CULTURAL ACTIVITIES:

a) Is there an auditorium-cum-theatre in the college?

b) Is there an open-air theatre?

c) Give particulars of the plays, musical concerts and other cultural activities conducted during

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the year

d) What is the record of participation in inter-collegiate competitions?

7. GAMES AND SPORTS:

a) What games were conducted?

b) What facilities are available for sports?

c) Is there a gymnasium and sports stadium?

d) What is the record of participation in inter-collegiate competitions?

e) Did the college conduct an inter - collegiate tournament?

f) How many students of the college were selected to represent the university in the Inter-University Meet?

8. OTHER EXTRA-CURRICULAR ACTIVITIES:

a) Were symposia, quiz programmes, model parliament or U.N, Session conducted during the year?

b) Mention names of staff members who took special interest in conducting such activities.

c) How many students take part in cultural activities, games and sports and other extra-curricular activities?

9. UNIVERSITY GRANTS COMMISSION PROJECTS:

a) What University Grants Commission projects or schemes were sanctioned to the College during the year? (building, furniture, science equipment books etc.).

b) What was the total amount of financial assistance received from the University Grants Commission? Give a brief note,

c) What was the matching grant? How was it met?

d) What are your schemes for the future?

e) Is there a Non-Resident Student Centre in the College? If not what are the steps being taken to start one?

10. MEDICAL FACILITIES:

a) Is there a college clinic with a part-time Medical Officer, a Compounder and supply of medicines? If not what alternative arrangements are being made?

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b) Was medical Inspection of all the students conducted at least once during the year? (specimen form to be produced at the time of Inspection).

c) Were there occasions when students were helped in getting expert diagnosis and treatment for any major complaints?

11. EMPLOYMENT OPPORTUNITIES:

What arrangements are made to provide information and guidance to students with regard to employment? Give a brief note.

12 - STUDENT AMENITIES:

a) Are there any facilities like a common room or indoor games room to be used by the students in their free time?

b) Are there modern sanitary facilities?

c) Is there a water cooler?

d) Is there a canteen? Is it run on co-operative basis and the other student requirements at reasonable price?

e) Is there city bus service connecting the college? Is the frequency satisfactory?

f) Is there a cycle-shed? Is it covered? Is there an Attender to keep a watch?

13. a) Is there Audio-Visual Education Association in the college?

b) Does the college own a film projector?

c) Does the college get films from other source? Give a brief note.

d) Does the college own a library of films? Give particulars.

e) How many films are exhibited during the year?

14. Is there an Old Boy's Association? Give a brief note on its activities during the year? ''

15. Is there a Parent's Association? Give brief note on its activities during the year?

16. Is there a hostel for the students of the college? Please furnish particulars.

17. Was there any student unrest in the college? Give particulars.

18. What is the present state of the student discipline in the college? Any problems?

Since the essential function of an educational institution is academic it is felt that the annual inspection

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should cover academic aspects also. Hence, a depth inspection questionnaire as per annexure has been approved by Government.

3.16 CODE OF CONDUCT FOR PERSONNEL WORKING IN COLLEGES

Educational institution is a place where the future of the students is shaped and thereby the destiny of the nation is carved. Hence it has a special place in the society and needs special code of conduct. Along with general conduct rules prescribed by the Government, the teaching staff of the colleges may follow the code of conduct given below.

3.16.1 Principal

1. The Principal should conduct himself/herself in such a way that both the staff and the students look upto him/her for guidance.
2. He/She should be impartial, secular, dignified and punctual in discharging his/her duties.
3. The Principal should be present in the college atleast half-an-hour before the commencement of the college timings and leave the college after the day's work is over.
4. He/She should be a pace setter in dress, demeanor, attendance, punctuality etc.
5. He/She should handle the minimum number of classes prescribed in the rules and should endeavor to be an example as the first teacher in the college.
6. The Principal should be in constant touch with students and residents of the hostel (wherever hostel is attached) which will greatly solve the problem of indiscipline and discontent in the college and on the campus.
7. The Principal should be a true academic and administrative leader and assume full responsibility for discipline in the college.
8. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.

3.16.2 Teaching staff

1. The members of the teaching staff should be models of decency in. their dress and demeanor, culture and academic leadership. They should be impartial in dealing with any student problem.
2. The lecturers should avoid wearing gaudy looking clothes likely to arouse the curiosity, resentment or amusement of students, which will distract their attention towards the teaching.
3. He/She should be punctual to the college and enter the class rooms at the prescribed time and utilise full time allotted for teaching. He/she should not leave the class before the prescribed time is over.

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4. He/She should go to the class room thoroughly prepared and maintain all academic records update knowledge and acquaintance with the latest trends in the subject.
5. The lecturers should utilise their leisure time for preparation of the class work or to update their knowledge in the subject.
6. Except giving synopsis of the lecturer they should avoid dictating detailed notes in the class room.
7. He/She must be present during the working hours of the college and if required he/she should also be present in the college until the work assigned is completed.
8. He/She should not smoke, chew pan during the college hours and should not indulge in any act of indiscipline.
9. He/She should always try to command the respect of the student community.
10. The lecturer should be absent only with the prior permission of the Principal and prior intimation to the lecturer-in-charge of the department, without which the alternate arrangement for running the classes is not possible.
11. The lecturer should not engage private tuitions and should not take up any assignment part-time or full time in any other organization.
12. The lecturers working in a college should form a disciplined and purposeful team, subordinating their individual interests and caprices to the college academic purpose and fit into a harmonious organizational frame work. They should help the Principal in maintaining the discipline in the college.

3.16.3 Administrative Officers in Govt. Degree Colleges

The following are duties/ powers delegated to the Administrative Officers working in the Govt. Degree Colleges vide Proc. Rc. No. 116-k1-4/80 dt. 12.3.1981 under the overall supervision and control of the Principal.

1. Responsible for all fee collections and other collections due from students and others.
2. Signing the cash book (General and special) and all subsidiary records relating to them.
3. Cancellation of vouchers.
4. Drawing the salary bills of the Teachers and Non-teaching Staff. (All sanctions to be given by the Principal), Administrative Officers will be drawing and disbursing Officers.
5. Preparation of Admission Registers, Term Fee Registers, C.C.B Statements and all periodical returns.
6. Attestation of entries in Service Registers after sanction by the Principal or other higher authorities.

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7. Preparation of Budget estimates, Revised Estimates, Number statements and all matters connected with them.
8. Reconciliation of expenditure with the Treasury figures and reconciliation of pass books with Treasury figures (the Principal will operate the P.D. Account)
9. Sanction of Casual leave, Optional holidays and Compensatory Leave to non-teaching staff below the rank of U.D. Clerks.
10. Attestation of non-teaching staff Attendance Registers daily.
11. In charge of Stationery and Forms, Indents, Issue of Stationery and maintenance of connected records.
12. Routine correspondence not involving policy matters and signing of fair copies
13. The Administrative Officer is accountable to the Principal of the College.
14. Principals should verify cash book and pass books and other important records at least once in a month regularly and sign on them as a token of verification to ensure updating and correctness.

3.16.4 DUTIES AND RESPONSIBILITIES OF SUPERINTENDENTS

The Superintendent is head of the section/college office and controls the functioning of assistants working under him. The following are the duties and responsibilities of Superintendents working in a college.

1. He/ She should monitor the movement of files going to the Officers/ Principal and coming back from them.
2. He/ She should guide the Officers/ Principal with correct and latest rule position on the subject and assist them in taking correct decision.
3. He/She should assign current numbers to each and every paper received by him/ her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant.
4. He/ She should see that the assistants, working under him/ her are maintaining personal registers properly and strictly in accordance with the laid down procedure and also see that the currents are attended to promptly.
5. He/ She should know the pendancy position and get the monthly abstracts and detailed arrears list, prepared assistant-wise, in the prescribed proformas and submit them to the Officers/Principal before 5th of every month.
6. He/ She should offer his/her remarks on the note initiated by assistant, and submit the same to

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Officer/ Principal.

7. He/ She should supervise the remainder files maintained by assistants.
8. The Superintendents working in a college should also supervise the Service Registers, Leave accounts of the staff working in the college and guide the Principal in proper disposal of the issues.
9. He/ She will assist the Principal in the preparation of the budget and also in spending the budget allotted to the college strictly in accordance with rules in vogue.
10. He/ She will guide the Principal in the operation of the Government budget, special fee collection and the funds/ grants received from any other agency. He/ She will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.
11. He/ She will supervise the maintenance of all records pertaining to accounts, stocks, cash books etc.,
12. The Superintendent will attend to the inspection parties and audit parties visiting the college and help the Principal in answering the audit objections. He/ She will also maintain the Register of Audit objections and help the Principal interviewing them every month and sending the replies to the Commissioner.
13. The Superintendent should monitor the reconciliation of accounts from the treasury and the banks.
14. The Superintendent has to perform any other duties entrusted to him/ her by the Principal/ Supervising Officer.
15. The Superintendent is accountable to the Administrative Officer and the Principal.

3.16.5 DUTIES AND RESPONSIBILITIES OF SENIOR/ JUNIOR ASSISTANTS

1. The Assistant should enter all tappals received in the inward register and submit them to Superintendent for distribution to the concerned assistants.
2. After receiving tappals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant.
3. While registering the currents they will be sorted out in two groups, the new currents and reference received on old currents.
4. All details of the new currents be clearly entered in the P.R. in the columns prescribed. The references on old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.
5. The assistant should initiate the note pointing out the facts and the rule position in the note file opened on the current. The note file is continuous with page numbers and para numbers. The

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currents on the subject are maintained in current file. The note file and current file are always together in the same file pad.

6. The assistant should maintain a 'Remainder Diary' in prescribed proforma. Month wise record of reminders to be sent should be maintained. It is the duty of the assistants to verify the reminders for the day and issue them promptly and enter the same in the reminder dairy.
7. The assistant should also maintain the register of court cases and register of disciplinary cases in the given proforma.
8. The assistant should bring forward all undisposed files to the current years personal file on the 1st of April every year.
9. When the file is disposed of finally the assistant should send it to record room by rounding off the current number in P.R with red ink. The type of disposal be noted on the file before sending it to stock.
10. The assistant should dispose off the file with in three working days of its receipt by him/her.
11. The Senior and Junior Assistants are accountable to the Superintendent of the office.

3.16.6 RULES OF CONDUCT AND DISCIPLINE FOR STUDENTS:

- Rules of conduct and discipline for students in a college should be framed by the college keeping in view the instructions and guidelines received from the Government and the Affiliating body.
- All such rules should be printed in the college handbook to facilitate perusal by the students.
- The code of discipline for students should be comprehensive and should include matters like attendance, punctuality, respect for staff members, cordial relations with fellow students, maintenance of peace on the campus, proper use of college property like furniture, scientific equipment, library books, games material etc.
- It should be clearly stated in the rules that offences like eve-teasing, misbehavior towards the staff and damage to college property will attract severe punishment.
- A discipline committee should be constituted in the college to enforce the rules of discipline. The Committee should deal with all problems of discipline in the college and advise the Principal. The discipline committee should consist of a few staff members and also some students nomi-nated by the Principal. The office bearers of the students union may also be considered for nomination.
- As per G.O.Ms.No. 154, dated 17-1-1964 action can be taken against students who indulge in eve-teasing or similar activity prohibited on the college premises.
- As maintenance of discipline is of utmost importance, the Principal should take all necessary steps

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to promote discipline among the students not only through the disciplinary approach but also through the day-in and day-out persuasion. Great care should be taken in following the procedure when punishment is awarded. This will avoid future litigation and complications.

- Before any student is punished for any act of indiscipline, the Principal should:

  1. Order an enquiry to be conducted by at least three staff members,

  2. Issue a show cause notice to the student and parent or guardian,

  3. Obtain the explanation, if possible and place the matter before the staff council for advice.

- After following the procedure and fulfilling the prerequisites the Principal may impose suitable punishment under intimation to the Commissioner of Collegiate Education.

- It may be noted that in all cases of imposing punishment on students for acts of indiscipline, the Principal should observe the prescribed procedure carefully.

Annexure

REVISED STAFF PATTERN OF NON TEACHING STAFF IN GOVT./ PRIVATE AIDED COLLEGES IN THE STATE (PROCEEDINGS NO. 957/ADMN. 1-12000 DT. 01.11.2000)

For Colleges having a student strength of

"NO and YES are short words which need long thoughts. Most of the troubles in life are the result of saving YES too soon and NO too late."

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3.16.7 Non-Teaching Staff Pattern

Sl. No.	Designation	above 2000	1000 to 2000	500 to 1000	below 500
1	Superintendent	1	1	1	
2	Sr. Asst.	3	3	2	1
3	Jr.Asst/Comp. Prog*	5 (3+2) Comp. Prog	4 (3+2) Comp. Prog	3 (2+1) Comp. Prog	3 (2+1) Comp. Prog
4	Typist	1	1	1	1
5	Assistant librarian	1	1	1	0
6	Store Keeper**	3 (2+1) Comp. Lab	3 (2+1) Comp. Lab	2	2
7	Museum/ Herbarium Keeper	2 (1+1) for each category	2 (1+1) for each category	2 (1+1) for each category	2 (1+1) for each category
8	Mechanic cum Gasman/ Electrician	1	1	1	1
9	Office attender	4 (3+1) Roneo Operator / Messenger boy	3 (2+1)	2	2
10	Women Attender***	1	1	1	1
11	Librarry Rec. Asst.Comp.Op.	2 (1+1) Comp.Op.	2 (1+1) Comp.Op.	1	1
12	Library Attender	1	1	1	1
13	Laboratory Rec. Asst.	2 For each Dept.incl. Restructed Courses & Office (not exceeding 14)	2 For each Dept.incl. Restructed Courses & Office (not exceeding 14)	1 For each Dept.incl. Restructed Courses & Office (not exceeding 14)	1 For each Dept.incl. Restructed Courses & Office (not exceeding 14)
14	Lab Attender	1 For each Dept.incl. Restructed Courses & Office (not exceeding 8)	1 For each Dept.incl. Restructed Courses & Office (not exceeding 8)	1 For each Dept.incl. Restructed Courses & Office (not exceeding 8)	1 For each Dept.incl. Restructed Courses & Office (not exceeding 8)
15	Lab Assts	Lab Assts. will continue until the retirement			
16	Contigent staff Watchmen Sweeper Scavenger Watermen Gardener **Total**	2 2 1 1 2 1 **55**	2 2 1 1 1 1 **52**	2 2 1 1 1 0 **38**	2 2 1 1 1 0 **32**

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* The post of Comp. Prog. is given where ever computers are available and used

** Store Keeper post is allowed where Science courses are existing

*** The post is allowed where the strength of girl students exceeds 50.

3.16.8 EMPLOYEES' CHARTER

OBJECTIVE

The purpose of this charter is to provide better quality and quick service to employees (teaching and non-teaching) of the department.

SERVICES PROVIDED

S.No	Nature of Service	Service Delivery Std. Time limit	Remarks
1	Issue of No Objection Certificate for obtaining passport or to go abroad.	3 days	
2	Full Additional Charge Arrangements Prl / RJD	3 days	
3	Sanction of additional charge allowances	7 days	
4	Sanction of any leave other than casual leave	7 days	
5	Sanction of annual grade increments	7 days	
6	Approval of fly leaves	7 days	
7	Release of grants to Private Aided colleges	7 days	
8	Approval of promotions in Aided colleges	10 days	
9	Pay Fixations	10 days	
10	Approval of correpondent ship of Aided colleges	7 days	
11	Sanction of group insurance/family benefit fund	15 days	
12	Reimbursement of medical expenses	7 days	After receipt of report from DME
13	Sanction of GPF part final withdrawals for pricipals of Govt. Degree Colleges	7 days	
14	Processing of GPF final withdrawal proposals to AG	7 days	
15	Compassionate appointments	10 days	
16	Appointments, Positions, Transfers, FIP reporting after leave postings	15 days	
17	Permission to fill up the post in Aided colleges	10 days	
18	Forwadding pension proposals to AG	15 days	
19	Disciplinary cases a.Which do not involve Suspension b. Which involves Suspension	90 days 1-2 years	depending on the nature of case

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WHOM TO APPROACH

In case the above schedule is not adhered to, Assistant Director of the O/o CCE, Hyderabad may be approached. Tel No: 2461 5576-218 (Ext)

REDRESSAL MECHANISM

JD/DD concerned shall personally see that the grievance is redressed on the same day or the next day.

HELPLINE

Tel. Number is 24615576 and 24747685

We are committed to constantly revise and improve the services being offered under the charter. Let us join in making this charter a success.

WHAT WE EXPECT FROM YOU:

Quality education delivery, maintenance of professional ethics etc.,

3.16.4 STUDENTS' CHARTER

OBJECTIVE:

The purpose of this charter is to make the students/ parents aware of the services provided by the college to them and to provide better quality and quick service to the students of the college.

"Never blame others to protect yourself for TIME has a way of revealing TRUTH."

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SERVICES PROVIDED:

S.no	Nature of Service	Service Delivery Std. time limit	Contact Person
1	Admissions*a.* *a. Admission procedures and time frame for admissions* *b. Grievance redressal*	as per the guidelines of University concerned. 3 days	Admissions in charge Name: Phone No:
2	Facilities and Fee *a. The courses, infrastructural* facilities, faculty position, counseling and fee structure. b. grievance redressal	as given in the prospectus 7 days	Academic in charge Name: Phone No.
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	Department in charge Name: Phone No.
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 Grievance redressal	as given in the prospectus 2 days	Lecturer in charge
5	a.Issue of certificates for regular Students (as per rules 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	Official concerned Name : Phone No :
6	**Scholarships** a.Issue of chequesb. Grievance redressal	With in 7 days after receipt of the amount from the Treasury3 days	Official concerned Name : Phone No :

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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 that College Planning and Development Council (CPDC) and Parent Teacher Association meets at least twice in a year in the colleges.

HELPLINE:

Individual staff members, Incharges 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 activities with zeal and enthusiasm.
- Appear for all monthly/quarterly /half-yearly/pre-final examinations compulsorily.
- Bestow personal interest in maintenance and use of infrastructural 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/letters.
- Alerting the teachers/principal when situations demand.
- Above all identify them with the institution and extend active cooperation/guidance.

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FINANCIAL MATTERS

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4. FINANCIAL MATTERS

The Principal as the head of the unit has to deal with a variety of financial transactions in respect of running the college. To the extent of financial powers delegated, he/she is the sanctioning authority and also the Approving, Drawing and Disbursing Officer at the college level, being solely responsible and accountable for proper conduct of all financial matters. Hence, he/she shall be thorough with all the fundamental as well as latest rules, regulations and procedures related to the financial matters. The Principal is expected to read and understand the related codes and manuals like AP Finance Code, AP Treasury Code, Departmental manuals, concerned G.Os, Govt. memos, Proceedings etc. issued from time to time. He/She shall be thorough with the prescribed forms. The Principal should maintain all the registers and records in a proper form and up to date. He/She should be very careful in dealing with financial matters. But at the same time He/ She should not shy away from discharging his/her responsibilities leading to unnecessary lapses and losses to the institution or to the individual.

Details of some important rules and procedures are given in the following pages. The Principal shall, however, refer the latest additions, deletions and modifications, if any, from time to time.

4.1 BUDGET

4.1.1 Budget Estimates.

Budget Estimates of the Department are prepared on the basis of estimates/number statements submitted by Unit Officers / DDOs (Principals). Heads of the Departments prepare the estimates in duplicate (as per Para 16.19.1 of AP budget manual)

- Budget Estimates consist of Receipts and Payments
- Budget Estimates consists of Two (02) parts viz:
- Part I estimates
- Part II estimates

Part I Estimates Consists of

- Are based on " standing sanctions", which are the existing sanctions.
- Revenue expenditure, meant for normal working of the department in respect of the existing sanctions

- Form of estimates

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Minor heads, sub heads and detailed heads of expenditure	Accounts of last financial yr 2006-07	Budget Estimates of current year 2007-08	Revised Estimates 2007-08	Budget Estimates next financial year 2008-09
1	2	3	4	5

Part II estimates – Part II estimates are the estimates of the cost of schemes involving new expenditure (or) abandonment of existing scheme.

Method of preparation of estimates –

- In Column No. (1) the various heads operated by the department are mentioned (Government is the competent authority to create a head) *(16-4 of A.P. Budget Manual).*
- In Column No. (2) the actual expenditure as reconciled with A.G / Treasury booked for the previous year has to be mentioned. *(16-5 of A.P. Budget Manual).*
- In Column No. (3) the budgets as allotted by the Government., as reflected in the budget estimate books, should be entered. *(16-3-1 of A.P. Budget Manual).*
- In Column No. (4) the revised estimates should be mentioned. *(16-6 of A.P. Budget Manual).*
- In column No. (5) Budget estimates for next financial year mean an estimate of probable receipts and expenditure under each head for that year. *(16-6 of A.P. Budget Manual).*
- It is framed with reference to the actual transactions recorded for that year whose details of accounts are available
- They (revised estimates) reflect the indicators for what Budget Estimates for coming year should be
- Amounts should be rounded off to nearest rupee
- Provision for all sanctioned schemes should be made
- Budget Estimates for receipts should be based on existing rates of taxes, duties, fee etc..
- Lump sum provisions should not be made
- Provision for salaries should include only of those who will be on duty
- Special allowances should also be shown
- Provision towards leave salaries of officers and staff should be made against leave allowances

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- In case of new schemes introduced during the year the dates of introduction and the estimated expenditure for the current year should be mentioned in the remarks column.

Submission of Estimates – Procedure

- Principals should prepare estimates under each head for which budget is allotted to them
- Wherever it is required, they may also submit requisition for funds along with justifiable reasons
- The Principals should submit the filled in forms to the Head of Department i.e. Commissioner, Collegiate Education, who in turn, after modification at his end, with comments wherever required, sends to the Administrative Department at Secretariat by 1st October. *(16-19-1 of A.P. Budget Manual).*
- Administrative Department should send the estimates to Finance Department by 15th October. *(16-19-1 of A.P. Budget Manual).*
- Fin.dept. finalises the budget and proposes for vote in the Legislature

4.1.2 Number Statements *: (16-20-1 of A.P. Budget Manual).*

- Number Statements should be sent to finance department by 1st August every year
- It gives details of posts of both Gazatted and Non-Gazatted in permanent and temporary categories
- Details of pay scale of pay, designation allowances attached to posts should be shown
- Pay and allowances to be drawn on 1st April of the following year for each post should be shown
- In the Number statement the details of vacant posts and the period they were likely to be vacant should be indicated. If the posts are likely to be vacant for more than 6 months no provision has to be made in the budget for these vacant posts. *(G.O.Ms.No. 253 Fin (B.G) Dept Dt. 07.10.2005.)*

The details of contract appointments category wise made against regular vacancies should be furnished in a separate proforma. *(G.O.Ms.No. 253 Fin (B.G) Dept Dt. 07.10.2005.)*

4.1.3 Preparation of Budget:

1. Estimates are filled up by the Principals and sent to Chief Controlling Officer(HOD). *(17-13 of BM.)*

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2. Chief Controlling Officer finalizes the estimates and sends them to Administrative Department at the Secretariat by 1st October.
3. Administrative Department sends the same with its comments to Finance Department by 15th of October.
4. Finance Department prepares the budget as per the Government Policies / decisions duly showing
   - Summary statement of receipts and expenditure
   - Detailed estimates of revenue
   - Statement of demands for grants for gross expenditure followed by detailed estimates.
5. After discussion in the Assembly, the budget document will be put to vote.
6. The demands that are voted in the assembly are published in booklet forms and the said booklets, called budget estimate books are circulated to the **Chief Controlling Officer.**

Budget Allocations and Authorization:

1. Finance Department communicates to all the departments the budget estimate books
2. Budget Estimate book consists of the budget allocations made to the department under each head (category of expenditure)
3. Head of the Department distributes the budget to all unit offices, as per the requirements of the office and budgetary constraints.
4. Wherever the budgets that are allocated are insufficient, each unit office should submit proposals to the Head of the Department along with justificatory reasons for requirement of additional budget.

Budget Authorization:

1. Head of the Department prepares a budgetary allocation statement in multiple copies
2. Each budget allocation statement contains the Name of the office, name of the Drawing and Disbursing Officer, the Dist. Treasury / Sub Treasury name, head under which budget is allocated, the amounts allocated and the quarter (period), for which the budget is allocated.
3. Budget allocation has to be made on quarterly basis
4. The budget allocation statements, as prepared by the Head of the Department, is sent to the Director of Treasuries and Accounts for authorization, (*G.O.Ms.No. 207 Fin & Plg (FW.BG) Dept. Dt. 17.12.1997* under all the Heads of Account except budget under works Head of

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Account. The Budget allocation statements/ LOC statements related to work will be sent to DWA by HOD for authorization. The DWA will issue authorization to the PAO/ APAO concerned. (G.O. Ms. No.278 Fin(TFR –1) Dept. 22.9.2006.

5. No office shall make any expenditure without the authorization of the budget by Director of Treasuries and Accounts.

6. Director of Treasuries and Accounts after verifying the budget details of the budget allocation statements sent by Head of the Departments would append the stamped signature of the authorized signatory indicating " **checked and authorized:** and with a covering letter dispatches the authorized statements to the respective treasuries by post. A Xerox copy of such covering letters is collected by Heads of the Departments.

7. The Dist. Treasuries can admit claims of a Drawing and Disbursing Officer only after receipt of **ink signed copy** of the budget authorizations.

8. In respect of budgets which are released in relaxation of treasury control orders budget authorization is mandatory. *(G.O.Ms.No. 207 Fin&Plg (FW.BG) Dept. Dt. 17.12.1997.*

9. In respect of budgets which are released from contingency fund, Government orders issued by the administrative department as well as the finance department should be enclosed to the claim.

10. In respect of budgets released from contingency fund, the unit office should send the proposals to the Head of the Department in the prescribed proforma, after the expenditure incurred, to be included in supplementary estimates and the said proposals are to be sent before February.

4.1.4 PROCEDURES TO BE ADOPTED BY PRINCIPALS / DRAWING AND DISBURSING OFFICERS IN R/O BUDGETS :

1. Whenever budgets are released by the Head of the Department, the budget statements should be filed.

2. The unit officer should compare the budget allocations made by the HOD with the budget requirements proposed by his office

3. In case of shortfalls, unit office should address the Head of the Department for additional budget allocations duly citing justifiable reasons

4. All budgets that are released should be entered into a register called as **budget watch register**

5. Budget watch register should contain the details as follows;-

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- Quarter for which budget is allocated
- Head under which amount is allocated
- Amount to be mentioned in words / figures
- Gross total of allocation

6. If authorization is received by treasury, the Drawing and Disbursing Officer can present his bills in the Treasury.

PROCEDURE FOR PREPARATION OF BILLS IN RESPECT OF BUDGET RELATED ITEMS:

1. Once it is known that authorization is received in treasury, the Drawing and Disbursing Officer can present his bills in Treasury.
2. While preparing a bill related to budgetary item, the first aspect that has to be followed is that whether budget is allocated and if so, the said budget is sufficient to prefer a claim. (as per art.3 and 38 of APFC vol.I)
3. In respect of all budget claims, sanctions need to be made by the competent authority. *(The delegation of financial powers were issued in the G.O.Ms.No. 148 F&P (FW.Admn.I) Dept. Dated. 21.10.*2000)
4. The amount of the bill, that is preferred, should be entered into budget watch register to keep a check on the budget progress and signed by Drawing and Disbursing Officer against each such entry.
5. For all sanctions, separate book of sanctions duly containing the details of sanctions / sanction orders should be maintained.
6. All budget related items lapse at the end of the financial year i.e. 31st March each year. *(Article 50 of APFC Vol.I)*
7. Budgets are controlled on quarterly basis (i.e if Rs.1,00,000/- is allocated for a unit office under a particular head, say, office expenses, for the first two quarters i.e 1st April to 30th September the amount of Rs.50,000/- only can be spent upto 30th June and the balances w.e.f 1st July to 30th September.)
8. All bills should be prepared in duplicate.
9. The bill details are entered into a register called as a Treasury Bill Register **TBR** and the original bill should be sent to the Treasury along with the Treasury Bill Register and office copies of the bill should be preserved in the office

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10. Treasury Bill Register is maintained in form 70 (Revised).
11. By sending the bill to Treasury with Treasury Bill Register, the first stage of transaction is completed.
12. Bills related to Works will be prepared and presented to PAO/ APAO by the Engineers of Works executing agency ((G.O. Ms. No.278 Fin(TFR -1) Dept. 22.9.2006.

4.1.5 TRANSACTIONS AT TREASURY

1. Treasury transacts its business i.e admits claims as per schedule contained in G.O.Ms.No. 162 F&P (FW.TFR) Dept. Dt. 18.09.1992
2. Where the bill is sent to the Treasury by the Drawing and Disbursing Officer through Treasury Bill Register, the concerned Sub Treasury Officer would initial it and send it to token issuing counter
3. Each such bill when admitted at treasury, a paper token number is given in the proforma enclosed in the G.O.Ms.No. 87 Fin (TFR) Dept. Dt. 31.01.2002 and the same number is entered on the top of the bill and shown as Trans. I.D in short (for Transactional Identification Number) which is unique in nature for that financial year.
4. The messenger of the Drawing and Disbursing Officer collects the Token Number which should be preserved by him for presentation of the same in the bank for collecting cash/ demand draft/banker cheque
5. After scrutiny by the case worker in the Treasury, the Treasury Bill will be passed by the Treasury Officer/PAO concerned.
6. When the bill is returned by the treasury, a treasury check slip in 'form 69' is used where objections are noted.
7. A bill of Drawing and Disbursing Officer has to be passed by the Treasury within three working days, as per citizens charter of the Department.
8. A bill will be passed subject to audit requirements viz;
   - Correct bill Form (G.O.Ms.No. 87 Fin (TFR) Dept. Dt.31.01.2002) Eligibility of the claim
   - Sanction proceedings of competent authority (*G.O.Ms.No. 148 F&P (FW.Admn.I) Dept. Dated. 21.10.*2000)
   - Budget availability (Art 3 APFC Vol. I)
   - Bills cannot be passed on duplicate invoices

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9. A bill that is passed by Treasury will be sent by the Treasury to bank through Treasury messenger in a sealed box.

10. The bank, after receipt of the bills, will make the payment to the messenger of the Drawing and Disbursing Officer whose name was authorized by Drawing and Disbursing Officer in Form 101 to collect payment in bank.

11. The messenger whose name was authorized by Drawing and Disbursing Officer in A.P.T.C Form.101 has to surrender the Token issued by Treasury in the bank and collect the instrument of transaction in the bank viz; cash or Demand Draft or Cheque.

TRANSACTIONS at Drawing and Disbursing Office after encashment:

1. The messenger after collection of Cash / Demand Draft / Banker's Cheque , will handover the same to the Drawing and Disbursing Officer.

2. The Drawing and Disbursing Officer should round up all paid bills in the Treasury Bill Register duly indicating the Demand Draft / Banker's Cheque Number in the Treasury Bill Register with date of encashment of bill.

3. All such transactions should be brought into the main cash book.

4. Various subsidiary registers to be maintained by Drawing and Disbursing Officer are as follows :

a. All payment details along with acknowledgement of the claimant or to be mentioned in acquittance register.

b. All disbursements should be stamped with revenue stamp of worth of Rs.1.00 wherever payment of Rs.5000/- and above is made.(G.O.Ms.No.110 Fin(TFRI) dept. dt. 26.4.2005)

c. Drawing and Disbursing Officer should at least once in a fortnight should examine his Treasury Bill Register to know the status of bills. (as per instru. 33 of TR 16 and G.O Ms.No. 171 F.P dept. dt. 6.6.1979). A certificate to that effect in the prescribed proforma should be recorded in the TBR.

d. Bills that are unclaimed in the bank (i.e. when messenger does not turn up at bank to collect the amount) will be returned to the treasury officer within five (05) working days.

e. All such bills which can be sent to the bank by the treasury can be sent duly revalidating only after such a requisition received from the Drawing and Disbursing Officer (DDO).

f. All amounts, which remained un-disbursed in the DDO Account, should be remitted back into the Government. account after (15) days.

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Procedure and importance of Reconciliation of drawals and remittances booked in the Treasury Account.

1. Reconciliation is a procedure that is used to verify the amount of the claims made by the Drawing and Disbursing Officer with that of the Treasury where transaction had taken place.
2. Each month on the 10th, the Treasury would issue a statement of expenditures and receipts made by Drawing and Disbursing Officer, day wise and head of the Account wise to the Drawing and Disbursing Officer in duplicate.
3. The Drawing and Disbursing Officer should verify the statements issued by the Treasury with the expenditure details preferred by him duly verifying Treasury Bill Register, o/c bills and main cash book and if found correct should sign the statement and return one statement to Treasury and other to his superior authority i.e Head of the Department.
4. This statement is called **Reconciliation Statement.**
5. Importance of the reconciliation statement is to ensure that no bogus claims are made and if made, are noticed immediately and rectification is made
6. If reconciliation is not done by Drawing and Disbursing Officer, by 11th of next month the salary of the Drawing and Disbursing Officer can be stopped by the Treasury (as per G.O. Ms.No.12 Fin(TFR) dept. 13.1.2004)

4.1.6 Other features of Budget

1. Budgets lapse on 31st March. (Art 50 of APFC Vol.I)
2. All budgetary transactions need to be supported by sanction from competent authority (ref. G.O Ms.No. 148 and appdx. 7 & 9 og APFC vol.I)
3. All sanctions related to budgetary items lapse after 31st March.
4. Budgets are regulated on quarterly basis.
5. All budget releases should be supported by budget authorizations of the DTA.
6. Director of Treasuries and Accounts at State level, issues budget authorizations.
7. Budget authorization at the Dist. Level is made by Dist. Treasury
8. Budget authorizations are to be sent by post or Treasury staff but not to be handed over to Department people.
9. Diversion of funds is not permissible from one major head to another

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10. Item of a particular head should be debited to that particular head only but not to other head.
11. When there is a deficit in one head and surplus in another head the procedure of transferring of such funds is called **re-appropriation**.
12. A unit officer or regional authority cannot make re-appropriation.
13. When Government issues re-appropriation orders, the G.O should be communicated to the Treasury.
14. When certain heads have surplus funds which are not required by the unit office, all such funds are called savings / surrenders.
15. The Drawing and Disbursing Officer should prepare a savings certificate and communicate it to the Treasury and request for issue of surrender certificate in the following proforma.
    a. Head of Account:
    b. Toal Budget allocated during the Financial year:
    c. Total expenditure incurred during this year:
    d. Amount to be required this financial year:
    e. Amount now surrendered:
16. The Treasury will verify the records with reference to accounts and arrive at the correct figure and issues a savings / surrender certificate to the Drawing and Disbursing Officer under the signature of Treasury Officer.
17. After issue of savings certificate, the Treasury would make entries in their Budget Control Registers and the Treasury will entertain no further transactions under the respective head except to the extent of the amount shown at item **"d".**
18. The savings Certificate collected by the Drawing and Disbursing Officer should be sent to Head of the Department for the redemption of funds elsewhere wherever it is required.
19. The exercise of obtaining and submission of saving certificate to Head of the Department should be completed before 20th March ideally.

Brief Introduction of Budget:

4.1.7 Parts of budget: It consists of three parts

a. Consolidate fund of state- includes all revenues received, all loans raised or by ways and means advances.

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b. Contingency Fund- to meet unforeseen expenditure.

c. Public Account- it consists of:

1) Provident funds

   a. Small savings

   b. Other provident funds.

2) Reserve funds-interest bearing depreciations

   a. Revenue reserve

   b. Other reserves

Non-interest bearing

   a. Sinking fund

   b. Famine relief

   c. Welfare

   d. General

3) Deposits

   a. Civil deposits

   b. Local fund deposits

   c. Other deposits

4) Advances

   a. Permanent advances

   b. Advances of TA & Pay

   c. Festival advances

   d. Suspense - temporary head of accounts..

   e. Remittances - inter government transfers,

   f. Cash balances.

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4.1.8 Classification of budget:

7 tier classification of Budget-

1st tier - major head- denotes **function**

2nd tier - sub major head

3rd tier - minor head- denotes **programmes**

4th tier - group sub heads

5th tier - sub head- denotes **schemes**

6th tier - detailed head- denotes **object of expenditure**

7th tier - sub detailed head

4.2.1 Bill Forms

1. The various bill forms in use for various types of claims are contained in TR.16 of APTC.Vol.I.
2. The various bill forms are as follows:-
   a) Form-40:- It is used for the following purposes
      i) Festival Advance
      ii) Special Festival Advance
      iii) Educational Advance
      iv) Pay Advance
      v) Tax Advance
      vi) Medical Advance
      vii) Cycle Advance
      viii) Motor Cycle Advance
      ix) Motor car advance
      x) Marriage Advance
      xi) Computer Advance
      xii) Moped Advance

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xiii) House Building Advance

xiv) GPF Advance

b) Form-47:- It is used for the following purposes:-

i) Salaries of all the employees

ii) Leave Salaries

iii) Surrender Leaves

iv) Encashment of EL

v) FAC Claims

vi) Subsistent Allowance claims

c) Form-52:- It is used for the following purposes:-

i) Tour TA

ii) FTA

iii) Conveyance allowance

iv) Payments towards bus warrants

v) Leave travel concession

vi) Transfer TA

vii) Any other type of TA

d) Form-57:- It is called an abstract contingent bill. It is used only if specifically permitted by the Government for such drawls.

e) Form-58:- It is used for the following purposes:-

i) Re coupment of permanent Advance.

ii) Service postage stamps

iii) Water charges

iv) Electricity charges

v) Telephone charges

vi) All utility payments

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vii) Other office expenditure

viii) Maintenance of vehicles

ix) Petrol, oil & lubricants

x) Rents, Rates, Taxes

xi) Machinery and Equipment

xii) Materials and Supplies

xiii) Professional services

xiv) Publications

xv) Advertising, Sales, Publicity.

xvi) Secret Services

xvii) Legal charges

xviii) Diet charges

xix) Purchases of all kinds

xx) Wages

xxi) Honorarium

f) Form-62:- It is used for the following purposes:-

i) Refund of Revenue

ii) Refund of Account of spoil & stamp

g) Form-64:- It is used for the following purposes:-

i) Repayment of Revenue Deposits.

ii) Repayment of Criminal court Deposits.

iii) Repayment of Earnest money Deposits.

iv) Repayment of other department deposits or Security deposits.

h) Form-102:- It is used for the following purposes:-

i) Grants need of all time

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ii) Ex gratia payments

i) Form-103:- Scholarship and stipends.

4.2.2 COMMON REQUIREMENTS ON ALL TYPES OF BILLS

1. Carbon copy of the bill / voucher should not be admitted.(SR 2 (b) TR 16 A.PTC Vol.I)
2. The bill should contain the office seal of the department affixed on the left side top corner. (SR 2 (c) TR 16 A, PTC Vol.I).
3. The bill should contain protective endorsement in red ink, be written vertically beside the classification on the bill. (SR 2 (c) of TR 16 A.PTC Vol.I).
4. Net amount payable should be expressed correctly in words and figures. (Authority : Art. 45 of AP FC Volume I.)
5. The word "only" should be written at the end.(SR 2 (c) of TR 16 A, PTC Vol.I).
6. The bill is to be preferred in printed and in the revised APTC forms with relevant certificates recorded thereon at the appropriate place, but not in a separate sheet.(SR 2 (b) of TR 16 A.PTC Vol.I).
7. Information about the nature / period of claim should be noted in the bill. (Authority : SR 2 (a) of TR 16 A.P. A.PTC Vol.I).
8. The correct classification up to 7 tier head of account i.e., Major Head, Sub-Major Head, Minor Head, Sub-Minor Head, Group Head, detailed Head, Sub-detailed Head are to be noted on the bill.(SR 2 (a) of TR 16 A.P. A.PTC Vol.I)
9. The bill should be signed by the DDO with date.(SR 1 of TR 16 of A.P. A.PTC Vol.I).
10. The bill should contain discharge endorsement and pass order in figures and words duly rounding off the amount to the nearest rupee.(Art 45 of AP FC Volume-I).
11. Sufficient funds are to be provided in the current financial year / re-appropriation from the competent authority.(Art 3 (b) and 38 of AP F C Volume – I).
12. The claim should be covered under proper sanction by the competent authority, wherever required.(Art. 3 (a) and 38 of AP F C Vol – I read with SR 2(a) of TR 16 AP A.PTC Vol.I)
13. The specimen signature of the DDO duly attested should be obtained in triplicate. One copy should be preserved with the Bill passing Accountant, another copy with the Sub-Treasury Officer and third copy with the ATO / DD for verification of the specimen signature of the DDO. To that effect a rubber stamp should be affixed on the bill under authentication by the STO.(SR 2 (h) of TR 16 A.P. A.PTC Vol.I)

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14. The specimen signature of the DDO should tally with the specimen signature available with Treasury.(Inst. 1 and 2 of TR 29 AP A.PTC Vol.I)

15. The expenditure to be booked under plan or non-plan should be indicated. (Authority : SR 2 (e) of TR 16 A.P. A.PTC Vol.I)

16. The alterations / corrections should be attested with full signature of the DDO.(SR 2 (d) of TR 16 A.PTC Vol.I)

17. The DDO should furnish non-drawl certificate stating that the claim has not been preferred and paid previously.(SR 14 under TR 16 A, PTC Vol.I)

18. If the sanction is for a specified budget financial year, then the claim should be preferred within that financial year otherwise it will be lapsed by 31st March of that financial year. The budget memoranda should be noted on the bill in the space provided for it.(Art. 50 of AP F C Vol – I.)

19. The validity of a sanction order is within one year from the date of sanction or otherwise the same will be lapsed and requires renewal in the expenditure when it is not met from Contingency Fund.(Art. 50 of AP F C Vol. I.)

20. Ink signed orders of sanctioning the expenditure leading to the drawl of money from exchequer is to be enclosed in original to the bill (stencil or facsimile signatures are not permissible).(Art. 45 of AP F C Vol. I.)

21. The bills to be drawn by a Non-Gazetted Government. servant should be got countersigned by the competent authority.(SR 7 TR 16 A.P. A.PTC Vol.I).

22. Drawing Officer's signatures on the bill, at appropriate places prescribed should contain date.

23. Totals in the bill should be correct (Arithmetical accuracy)(SR 7 TR 16 A.P. A.PTC Vol.I)

24. All bills should be presented through TBR in APTC Form 70. No bill should be received at treasury without entry in TBR.(SR 16 Ins. 33 A.P. A.PTC Vol.I)

25. Rubber stamp of the DDO should be affixed above the Code Number of the Drawing Officer.

26. Verify whether the claim comes under the jurisdiction of the PAO or not, if not the claim has to be presented to the concerned Sub-Treasury or Dist. Treasury.(Government. Memo No.61931/A/Accts/91/A. dt.24.11.71 and TR 19 A.PTC Vol.I)

27. The claim is not admissible before the expiry of the month in respect of Pay and Allowances.(Art. 72 of AP FC Vol. I.)

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28. A Government Servant shall not place any private money in the cash chest. It is for keeping the Money received in his official capacity, as such the money found to be in excess should be credited to Government Account (SR 7 (d) TR 10 AP A.PTC Vol.I)

29. A Treasury officer shall not honour a claim, which he considers to be disputable, he shall refuse the claim and refer it to AG. A Treasury Officer should not undertake on behalf of the claimant any correspondence with any authority in regard to a claim, which is considered being disputable (SR 18 of A.P. A.PTC Vol.I).

30. Not to utilize the private money for Government purpose as per Art. 3 and 38 of AP Financial Code Volume I, precludes the use of personal / private money for Government / public purpose. Hence the question of reimbursement does not arise when such expenditure is not authorized by the competent authority in terms of Chapters I and IV of APFC Volume I, such bills claiming the amount should be dishonoured. (Authority: Government. Memo No.1109/44/TFR/A2/91-2, dt.30.3.91 of F & P (FW. TFR) Dept)

31. The above restriction is exempted for payment of Telephone, postage bills subject to the condition that "paid receipts" have to be enclosed to the bill duly noting that they were paid by the DDO, on that undertaking given by the DDO the Bills can be passed for payment only by means of cheque / Demand Draft. (Memo No. 2326/B/35/A1/Admn.I/98 of F & P (FW Admn.I) Dept. dt.19.3.98.)

32. The cancelled bill should be enclosed to the present bill. (DTA's L. Dis. No. 1727774/TM-IIC/64 dt.28.10.74)

33. The Officer who draws money from the treasury should be empowered for the drawls from the Treasury.(: TR 16 A.P. A.PTC Vol. I)

34. The Treasury Officer should also affix the cello tape on the pass order both in words and figures.

35. Cello tape should be affixed by the DDO both in words and figures indicating amount of bill to avoid interpolation of amounts.

36. Separate bill should be prepared for the expenditure debitable to each Major Head.(SR 2 (e) of TR 16 A.PTC Vol.I)

4. 3.1 CASH ACCOUNTS TO BE MAINTAINED BY THE D.D.O

Form no. of APTC vol-II

1. Cash Book	5
2. Pay Bill Register.	47

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3. T.A. Bill Register	52
4. Register of contingent charges	7 APFC vol-.I
5. Miscellaneous Bills Register	40
6. Acquittance Register	88
7. U.D. pay register	20
8. Permanent advance register	89
9. Cash Book for non-Government Transfers	5
10. Treasury bill Register	70

11. Recoveries Registers of various deductions
12. Increment watch Register
13. T.T.A Advance Register
14. Register of a clerk expenditure incurred with progressive Totals as prescribed in the Budget Manual,

4.3.2 Maintenance of cash chest:

The office cash balance may be kept in iron cash chest having double lock arrangements. One key of cash chest should be held by the Head of the Office and the other by Superintendent or any other senior most Government Servant of the office. The cash chest should be opened and closed personally by them and should not be entrusted to the Office sub-ordinates. If any Government servant holding the keys happens to be on camp or going on C.L. he/she should personally hand over the key to the in charge employee and it should not be sent through messenger where there is every possibility to prepare a duplicate key for use at a later date without notice of Head of the Office.(SR122 of TR"APTC vol. I)

Duplicate keys of the cash chest may be kept in a small pocket and sealed: thereafter, it may be deposited in a Treasury of their jurisdiction for safe custody. Every year it may be checked and redeposited (Inst. 19 of TR" of APTC Vol-I)

Every day the cash chest may be properly sealed duly signed by the Head of the Office and pasted on it. The duty of the night watchman is to be awake during the night and guard the Office and cash chest.

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4.3.3 Maintenance of Cash Book (SR3, T.R.10):

Every Government Officer should maintain a cash Book in the following (form 5)

1. Date of receipt
2. Particulars
3. Amount
4. Date of remittance in the treasury
5. Particulars
6. Amount
7. Remarks

There may be two Cash Books. One for Government transactions and the other for non-Government transactions. Money received on behalf of Government should immediately be accounted for in cash book (SR3 T.R.10) The treasury drawls pay bills contingencies may be accounted for in the U.D. Pay register if not disbursed through the aquittance register. The U.D. Pay Register total also be taken in to account in the cash Book.

On Accounting of cash in the Cash Book receipt no. and date should be mentioned on the receipt side. Before signing, the officer should see that the receipt of the money has recorded correctly. When money is sent to Bank for remittance one entry should be made at debit side and signature should be made only on receipt of challan from the Bank.

For every disposal in cash Book at debit side, there should be an evidence/ proof of disbursing the amount.

Every working day the Cash Book should be closed duly verifying the cash on hand and the closing Balance arrived in the Cash Book.

DAILY ABSTRACT Rs.

I) Closing balance as per Cash Book _____
Balance as per U.D. Pay Register
Balance as per P.A. Register

Total _____

II A) Cash held in shape of currency _____
B) Amount held in shape of Cheques
And Bank drafts etc

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Total _____

III Cash Balance ascertained
By counting money Rs. _____

UD Pay Register may be maintained for pay and allowances and contingencies in form No. 20(APTC Vol I.)

1. Date
2. Annual Sl.No.
3. Description of Bills
4. Amount
5. Amount Undisbursed
6. Date of subsequent disbursement
7. Amount disbursed
8. Balance
9. Date
10. No. of Receipt item from which disbursed
11. Particulars of payments
12. Amount

The Sl.No. is rounded off when the disbursement is made on particular item leaving no balance. Receipt may be indicated in the column No. 1 to 4 and the disbursements from 9 to 12 columns.

Total on each day will be struck, the balance arrived is known as U.D. pay Balance. The same should be carried into the Cash Book. That Undisbursed amount shown in column. No. 5. Column Nos. 6 to 8 may be recorded as and when the entire amount is disbursed.

4.3.4 SALARY PAY AND ALLOWANCES BILL.

1 Pay is the master component in the salary. Other allowances are calculated on this pay only

2 Under RPS 2005 Pays are as under

3850-100-4150—110-4480-115-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185- 7570-200 -8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-15025-475 -16925-550-19675-625-22800-700-27000-750-30.000-765-30765

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3 Five stagnation increments are allowed beyond the pay scale applicable to the employee. These will be shown separately and count for all purposes.

4 Any excess payments or over payments recoverable from the individual may be short drawn from the pay after calculation of other allowances.

5 DA may be claimed as per the percentage on pay sanctioned by Government from time to time

6 HRA may be given based on pay, at the rate applicable to the place of duty not exceeding Rs. 4000/-. In case of Greater Hyderabad Municipal Corporation not exceeding at Rs. 6000/-

7 A certificate of not residing in the Government. Quarters may be enclosed. For payment of HRA.

8 Absentee's statement to be enclosed to identify the absentees from the salary Bill.

9 Other allowances should be verified with the rules relevant to the specific subject.

I) CCA : Hyderabad / Secunderabad.

Pay below	Rs. 4825	Rs.100/-
From	4825 to 7769	Rs.150/-
	7770 to 10564	Rs.200/-
Above	10565	Rs.300/-

II) PHC allowances or PHC, Deaf and dumb in Duty days only @10% of pay not exceeding Rs. 650/- w.e.f. 1.6.2006

III) Addl. HRA:- @ 8% of pay not exceeding Rs.500/-

Deductions :

A) GPF : minimum @6% of pay of those who are appointed prior to 01.09.2004.

B) APLIF	: pay up to Rs 4825	Rs 150/-
	Pay from 4826 to 6195	Rs 200/-
	6196 to 7770	Rs 250/-
	7771 to 9775	Rs 350/-
	9776 to 12640	Rs 450/-

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Above	12641	Rs 600/- for the employees having the age in between and including 20 years to 48 years.

C) **G.I.S**: There are four Groups

Group	Scale of pay	Rate of monthly subscription
A	10285 – 24200 to 10845 – 30765	Rs.120
B	6675 – 15500 to 9825 – 21550	Rs.60
C	4825 – 10845 to 6505 – 15025	Rs.30
D	3850 - 8600 to 4595 – 10285	Rs.15

I. Irrespective of the post, group shall be classified by the scale itself in which the individual is drawing.

II. Group shall be enhanced from the month of promotion and also reduced from the date of reversion and is not necessary to wait for next birth month of the scheme. i.e. up to November

D. Professional Tax On Gross Salary

Upto	1500	No Tax
From	1501 to 2000	Rs.16/-
	2001 to 3000	Rs.25/
	3001 to 4000	Rs.35/-
	4001 to 5000	Rs.45/-
	5001 to 6000	Rs.60/-
	6001 to 10000	Rs.80/-
	10001 to 15000	Rs.100/-
	15001 to 20000	Rs.150/-
Above	20000	Rs.200/-

All employees including contract payments also, Professional tax is to be recovered from their income.

E **EWF :** 1) Rs 50/- may be deducted from the 1st salary Bill

2) Rs 20/- may be deducted from the salary for March every year.

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F **Contributory Pension :** In case of the Government servant who is appointed on or after 01.09.2004 the amount may be recovered from the salary at the rate of 10% of pay + DA. Drawn from time to time and also from the arrears of pay or DA claimed if any

G **Income Tax** : IT returns may be enclosed to the salary Bill for the month of February every year, A certificate to this effect should be enclosed by the individual to the salary Bill of January every year. Deductions of I.T may be made from the month of March to February every year.

4.4. CONTINGENT EXPENDITURE.

The sanction order of contingencies is valid up to one year or end of the financial year i.e., 31st March, whichever is earlier, as per article 50 of APFC Volume I.

NOTE :- USE OF PERSONAL/ PRIVATE MONEY FOR GOVERNMENT/ PUBLIC PURPOSE, THE QUESTION OF REIMBURSEMENT DOES NOT ARISE, WHEN SUCH EXPENDITURE IS NOT AUTHORISED BY THE COMPETENT AUTHORITY AS PER ATRICLE 3 AND 38 OF APFC. Volume I and Chapter I & IV of APFC. Volume I.

Payment of bill or endorsement of bill in respect of Private parties must be paid by way of Bank Draft only as per Article 114 of APFC Volume I.

For the payments to be made to private parties for the stores supplied/service rendered, contingent bill should never be endorsed in favour of private parties. But the payment should be made through Demand Draft only as per G.O.Ms.No. 95, F&P dated.27.03.1980.

4.4.1 Telephone Charges :

i) The claim shall be preferred on APTC Form 58,

ii) Expenditure is debitable to 130-131

iii) Subject to budget availability

iv) Head of the office is the sanctioning authority.

v) Original bill issued by the BSNL to be enclosed with the endorsement of the D.D.O. (vide C&AG's letter No.864 Tech./Admn. 1/687/65, Dated. 24.03.1966.)

vi) The payment shall be made through **DD** only

vii) However, in the case of cash payments, made to the BSNL authorities, the payment may be made through DD in favour of individual who remitted the amount on surrender of original cash receipt to the treasury, (vide Memo.No.2326-B/35/A1/Admn.I/98. Dated 19.03.1998 of F&P (FW.Admn.I), Dept.)

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viii) The number of Telephone calls from the Office/ College telephone are restricted to 1000 calls per month in case of Principals and RJDs. Vide G.O.Ms.No.583 GAD (OP.III) Dept. Dated. 26.10.98. The calls in excess of ceiling limits stated above, the officers should bear the additional expenditure as per Memo No. 964/OP.III/96-8, dt.16.05.1996 of GAD (OP.III) Dept.

ix) The proposals for relaxation of ceiling limits should be sent to the Chief Secretary through Principal Secretary/Secretary of the concerned Dept for approval. (Memo No. 964/OP.III/ 96-8, Dt.16.05.1996 of GAD (OP.III) Dept.)

x) Permission from the Finance and Planning Dept is required for new Telephone Connection and or for STD facility. (G.O.Ms.No.242 GAD (OP.III) Dept.Dt.31.05.1996 & U.O.NoteNo.4652/OP.III/98-1 of GAD (OP.III) Dept. Dt.23.01.1998)

xi) A certificate to the effect that all the calls included in Telephone bill are official and which are private action has been taken to recover the charges, shall be produced with the Telephone bill.

4.4.2 Electricity consumption bill:

i) The claim shall be preferred on APTC Form 58

ii) Expenditure debitable to 130-133

iii) Subject to budget availability

iii) Head of the office is the sanctioning authority.

iv) The bills of Electricity Department are to be enclosed with the bill

v) Payment shall be made through DD in favour of the Electricity Department

4.4.3 Service Postage bill.

i) Claim shall be preferred on APTC Form 58.

ii) Expenditure is debitable to 130-131

iii) Subject to budget availability.

iv) Head of the office is the sanctioning authority.

v) The payment shall be made through DD in favour of the Post Master of the post office concerned .

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4.4.4 Other Office Expenses.

i) The claim shall be preferred on APTC Form 58

ii) Expenditure is debitable to 130-132

iii) Subject to budget availability

iv) All purchases to be made **from the dealers registered under the APGST Act 1957 only,** as per G.O.Ms.No.491 Revenue (CT.II) Dept. dated. 16.07.2001.This act is replaced by AP VAT act.

v) The details of sanctioning authorities are contained in G.O.Ms.no.148 and certain delegations are also given in Appendices 7 and 9 of APFC vol.II

v) All Sub-Vouchers exceeding Rs.1000/- should be enclosed with the bill

vi) For the Sub-Vouchers less than Rs.1000/-, a certificate to the effect that they have been cancelled and retained in this office, shall be enclosed with the bill, as per SR 18 (e) of TR 16.

vii) The Sub-Vouchers should be passed for payment with the signature of the D.D.O. and stock entry certificate with page number of stock book, should be appended, as per C&AG Lr.No.864 Tech./Admn.1/687/65, Dated.24.03.1966.

viii) All Sub-Vouchers worth Rs.5000/- and above should be affixed with revenue stamp, and an advance stamped receipt issued by party should be enclosed with the bill.

ix) **The ink-signed** sanction order issued by the competent authority is to be enclosed with the bill, as per SR19 (v) of TR 16.

ix) The sanction order is valid for one year from the date of issue or till 31st March of the financial year whichever is earlier, as per article 50 of APFC Volume. I.

4.4.5 HIRING OF PRIVATE VEHICLES.

i) The claim shall be preferred on APTC Form 58

ii) Expenditure debitable to 132-134

iii) Subject to budget availability

iv) The hiring charges shall be restricted to Rs.18,000/- in major Cities like Hyderabad, Vijayawada, Visakhapatnam and Rangareddy Districts and Rs.17000/- pm in the places districts and below.

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v) It includes POL charges, driver beta and maintenance charges with a coverage of 2500 km in 30 days. As per circular memo No. 1320/659/A2/W&M/2007 dt.11.12.2007 from Govt. of AP Finance (W&M) Department.

Petrol, Oil and Lubricants (POL) Charges.

i) The claim shall be preferred on APTC Form 58

ii) Expenditure debitable to 240

iii) Subject to budget availability

iv) The Maximum ceiling per Government vehicle **per month** for the consumption of petrol/ diesel is fixed **160 litres** as per G.O.Ms.No.529 GAD (OP II) Dept. Dated.13.09.1990.

v) A certificate to the effect that the quantity of petrol/diesel purchased has been entered in the log book of the vehicle (give page numbers of the log book) and vehicle has been used for Government purpose only not used for non -department. Purpose,' should be enclosed with the bill. Whenever the vehicle is used for non-department purpose, necessary recoveries should be made from the parties concerned.

vi) All sub-vouchers (Petrol/Diesel bills) should be enclosed with the claim with pass order of the D.D.O.

4.4.6 Maintenance of Government Vehicles:

i) The claim shall be preferred on APTC Form 58

ii) Expenditure debitable to 510

iii) Subject to budget availability

iv) For repairs of Government Vehicles a certificate from Motor Vehicle Inspector, office of the RTA is to be appended on the sub-vouchers and administrative sanction orders should be obtained from the competent authority and the repairs shall be carried out from any recognized approved agency only.

v) The D.D.O should enclose the following certificate after carrying out repairs/replacements.

" Certified that the Vehicle has been received in good condition after carrying out repairs and or replacements "

vi) The approval orders of the RTA are required, for the repairs and replacements, over and above Rs.1000/-as per Memo No. 30745/C3/76, Dated.27.08.1977 of the State Transport Authority, A.P.Hyderabad.

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4.5 CHECKLIST FOR ALL TYPES OF ADVANCES

4.5.1 NON-INTEREST BEARING ADVANCES

4.5.1.1 APCO or SPECIAL FESTIVAL

1. Bill form is Form 40
2. Not related to budget
3. Sanction order of the competent authority to be enclosed
4. It is non- interest bearing advance & sanctioned only ONCE in a financial year
5. ELIGIBILITY : To all Gazetted Officers, Non-Gazetted Officers & Class IV
6. QUANTUM : Gazetted Officers Rs. 4000/-
   Non-Gazetted Officers Rs. 3000/-
   Class IV Employees Rs. 2000/-
7. SANCTIONING AUTHORITY : Head of the office / D.D.O -
8. RECOVERY : In ten (10) monthly instalments.
9. APPLICATION FORM : Not Prescribed
10. COMMENCEMENT OF RECOVERY : From the next month of withdrawal of advance.
11. Payment is through DD/cheque in favour of The A.P. State Handloom Weavers Co-opertative Society Limited.

4.5.1.2 EDUCATIONAL ADVANCE

1) It is non- interest bearing advance.
2) ELIGIBILITY .

i. To Gazetted officers drawing a pay scale of Rs 7770-18575 & below (RPS 2005).

ii. Having at least one (01) school going child.

3) SANCTIONING AUTHORITY : Head of Office.
4) BUDGET : It is subject to budget availability.
5) QUANTUM : Rs 3000/- to all eligible employees.
6) WHEN TO SANCTION : To be sanctioned only once in an academic year between May and

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June.

7) APPLICATION : Prescribed in G.O Ms. No 235 Fin dt. 22-8-83.

8) RECOVERY : In Eight (8) monthly instalment and has to be recovered in the following month of withdrawal.

9) CHECKLIST : Bill Form 40 Sanction proceedings need to be enclosed.

4.5.1.3 FESTIVAL ADVANCE

i. Bill Form is 40

ii. It is non-interest bearing advance

iii. Non Budget related

iv. ELIGIBILITY : All NGO's including permanent and Temporary employees and also class IV Employees

- Should be in the pay scale up to Rs 7770-18575/ (RPS 2005)
- All temporary employees should have put in one (01) Yr of service.
- All temporary employees should furnish indemnity bond
- Indemnity bond to be given in form II
- Temporary employees should also furnish two (02) sureties of that of permanent Government servants

v. Quantum – Rs. 1500 to Class IV employees & Rs. 2000 to NGOs

vi. Sanctioning authority – is Head of office or DDO

vii. Should be sanctioned only once in a financial year

viii. Application form – NOT prescribed

ix. Can be given – for any festival (Not admissible for national festivals viz; Republic day, Independence Day and Gandhi Jayanthi)

x. Recovery – in (10) Monthly equal instalments

xi. Recovery to be effected to in the following month after withdrawal

xii. Checklist for claims - Sanction Order to be enclosed - To be claimed before the commencement of festival

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4.5.1.4. TA ADVANCE – (Article 239 of A.P.F.C. Vol .I.)

1. It is non-interest bearing advance
2. Eligibility – To all Government servants
3. Amount – 80% of probable expenditure
4. Sanctioning authority –DDO / Head of the office for NGOs Class IV employees,
5. Gazetted officers can sanction for themselves
6. Settlement - with in one (01) month of completion of journey or by March 31st, which ever is earlier
7. Advance taken in March should be settled within 30 days or before 30th April.
8. Checklist - in Form 40 - Sanction Order to be enclosed - Detailed bill to be settled in Form 52

4.5.1.5 PAY ADVANCE - (Article 239 of A.P.F.C Vol. I)

1. It is non- interest bearing advance
2. Eligibility: All Government Servants who are transferred on administrative grounds.
3. Quantum: One month's pay/pay of old post or new post whichever is less
4. Sanctioning authority: Head of the Office.
5. Recovery: In three (03) instalments
6. Bill form: 40 - When more than(1) advance is drawn for 2nd transfer recoveries can be made concurrently.
7. Application : No application form is prescribed

4.5.2 INTEREST BEARING ADVANCES

4.5.2.1 MOTOR CAR ADVANCE

1. Eligibility : i) Permanent Government Servants

   ii) Approved probationers should furnish surety bonds of permanent Government Servant

   iii) Should be in the Basic pay of Rs 15,975 & above
2. Sanctioning Authority : Head of the Office for all employees excepting himself, Next superior authority for the Head of the Office, and the HOD for Regional officers, Government for

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HOD & AIS. (G.O.Ms.No. 10 Fin (A&L) Dept., dt: 21.02.2003)

3. Quantum : 3.0 lacs or 15 times of Basic pay or Cost of Vehicle whichever is less.
4. Type of Advance: is Interest bearing
5. Rate of interest (ROI): 8.5% p.a
6. Recovery : Principal – (135) Interest (65) instalments.
7. Application form: Prescribed in UO note 54334/A/2183/PP P&L/71 dt. 24-9-71 of Fin & plg
8. Period of withdrawal of advance: Two (2) months from the date of sanction
9. Period for utilization: One (01) month from date of withdrawal
10. Period of Commencement of recovery: From the following month in which advance was drawn.
11. Gap between two loans: (5) yrs from date of first Sanction.

4.5.2.2 MARRIAGE ADVANCE

1. Eligibility : i) Regular employee with (5) yrs service including continuous temporary Service

   ii) Can draw for self as well as for children.
2. Quantum : Gaz & NGO – Male - Rs 15,000 - Female – Rs 30,000 Class .IV Employees - Male Rs 10,000 - Female – Rs 20,000.
3. Sanctioning authority : Head of the Office to all the employees excluding himself, Next superior authority for the Head of the Office, HOD to the Regional officer. - For H.O.D & A.I.S Government.
4. Rate of Interest : CL IV - 6.5% NGO - 7.5 % GO - 8.5 %
5. Recovery of Installment : Principle - 70 Interest - 10
6. Application form : Form I
7. Gap between two loans : After repayment of first loan
8. Period for drawl of Advance : (3) months from date of sanction
9. Period for Utilization : U.C to be given in From IV - U.C to be given within (1) month from date of marriage or (3) months from date of Drawl.

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10. Period of Commencement of recovery : Following month of celebration of marriage or Third month subsequent to withdrawal of advance.

11. Other Formalities

    i) Surety Bond

    ii) Agreement in form II with application

    iii) Disbursement not earlier than (2) months of application date.

    iv) Form prescribed in G.O 90 (F&P. PPR &L) dt 26-3-07

4.5.2.3 COMPUTER ADVANCE

It is interest bearing advance

1) Eligibility : Officers drawing B.P. of Rs 15,025 & above
2) Sanctioning authority: Head of the Department for all employees excluding Himself - Government for HOD & AIS officers
3) Quantum : Rs 50,000 or cost whichever is less
4) Rate of Interest : 8.5%
5) Application form : Can be applied in writing. No prescribed form
6) Installments : Principle - 135 Interest - 65
7) How many times : Only once the advance is given
8) Period to drawl of Advance : Nil
9) Period of utilization : One Month
10) Other formalities: i) Mortgage to Government after purchase is made

ii) Mortgage in same form as applicable to Motor car .

4.5.2.4 MOTOR CYCLE / SCOOTER ADVANCE -

IT IS AN INTEREST BEARING LOAN

1. Eligibility : Basic pay of Rs-6505 & above.
2. Quantum : Rs 40,000 or 7 times of B.P or cost of vehicle which ever is less.
3. Sanctioning authority: Head of the Office for all employees excluding himself, next superior

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authority to the Head of the Office, HOD is for the Regional Officers, Government for HOD & AIS .

4. Rate of Interest : 7.5 %.
5. Recovery : Principle - 80 installments Interest - 16 installments.
6. Application form : Prescribed in U.O note 54334/A/2183/PP/ P&L/71 dt: 24-9-71 of I: &P.
7. Period allowed for drawl : Two (02) months from the date of Sanction.
8. Period allowed for Utilization : One (01) month from the date of drawl.
9. Period of commencement : From following month in which advance is drawn.
10. Gap between two loans : 5 years from date of 1st Sanction.

11. Other Formalities

i. Agreement bond in form 13-C of APFC Vol. I at time of application.

ii. Surety bond at the time of withdrawal.

iii. Either of the two advances Viz: motorcar or Motorcycle/ Scooter advance only can be given.

iv Mortgage in form as in APFC VOL.I & Comprehensive insurance after purchase.

v No third party insurance admissible.

4.5.2.5 HOUSE BUILDING ADVANCE

5 Types of advances are given for HBA purposes viz;

i. For buying ready built house

ii. For construction of house on site already owned

iii. For purchase of site cum construction of house

iv. For repairs, extension, enlargements and improvements of the existing house

v. For purchase of house sites.

I. PURCHASE OF READY BUILT HOUSE:

1) Eligibility :

i) Permanent Government Servant.

ii) Regular employee with 8yrs of service

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iii) AIS officers who are on deputation to Central Government continuously for more than 5 yrs

iv) Applicant should have more than 5 yrs of service for his Superannuation.

v) When the employee's wife and minor child do not own a house at the same place.

2) Sanctioning authority : Head of the Office up to his next below level based on the Budget allotted by the Head of the Department. In respect of Head of the Office, next superior Officer. In respect of Regional Officers, HOD - Government in R/o HOD & AIS (G.O Ms. No 175 F & P (F.W. A & L, Dept 11-6-91)

3) Quantum : based on basic pay of the individual

a. Up to Rs. 7770/-is Rs 3.5 lacs or 72 times of BP which ever is less.

b. B.P. from Rs.7770/- Rs 12,325 is 4 lacs or 72 times of BP which is less.

c. B.P. from Rs.12355/- Rs.17,905 –is Rs.4.5 lacs or 72 times of BP which ever is less.

d. above 17,905 Rs.5.50 lacs or 72 times of BP which ever is less

4) Mode of Payment:

i) 10% in cash to the loanee for entering the agreement with the party

ii) 90% Through A/C Payee cheque in R/o vendor at the time of registration before sub-register

5) Rate of interest : Class IV employees 7.5 % p.a Others 8.5 % p.a

6) No of Instalments : Principle 192 - Interest 48

7) Agreement :In Form VI - At the time of drawl.

8) Surety bond : Form IX At the time of construction / Purchase.

9) Mortgage : In form VII / VIII Within (3) months.

10) Period of utilization : (3) months.

11) Period of commencement : 4th month following the drawl of advance.

12) Document required along with application :

i) Valuation cost of municipality or local body.

ii) Agreement bond with owner of house on Rs 10/- non-judicial stamp paper.

iii) Plan of the house purchased to be Authenticated by owner.

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13) Insurance : After completion of the house.

II. CONSTRUCTION OF HOUSE (ON SITE ALREADY OWNED)

1) ELIGIBILITY

i) Permanent Government Servant

ii) Regular employee with 8yrs of service.

iii) AIS officers who are on deputation to central Government. Continuously for more than 5 yrs

iv) Applicant should have more than 5 yrs of service for his Superannuation.

v) When the employee's wife and minor child do not own a house at the same place.

2) SANCTIONING AUTHORITY:

Head of the Office up to his next below level based on the Budget allotted by the Head of the Department. In respect of Head of the Office, next superior Officer. In respect of Regional Officers, HOD : - for HOD , Government. (Government in R/o HOD & AIS (G.O Ms. No 175 F & P (F.W.A & L, Dept 11- 6-91).

3) Quantum

a. Up to B.P of 7770/-is Rs 3.5 lacs or 72 times of BP which ever is less.

b. B.P from Rs.7770/- Rs 12,355 is 4 lacs or 72 time of BP which is less.

c. B.P from Rs.12325/- Rs.17,905 –is Rs.4.5 lacs or 72 times of BP whichever is less.

d. Above 17,905 Rs.5.50 lacs or 72 times of BP which ever is less

4) MODE OF PAYMENT :

i) 1/3rd after mortagaging the site along with the House to be built.

ii) 1/3rd when the walls reach lintal level.

iii) 1/3rd when House reaches roof level.

5) Rate of interest : Class IV 7.5 % p.a - Others 8.5 % p.a.

6) NO. OF INSTALMENTS : Principle - 240 Installments - 60.

7) SURETY BOND : Form IX At the time of construction / Purchase.

8) DOCUMENTS TO BE ENCLOSED WITH APPLICATION

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i) Photostat copy of sale deed of site.

ii) Plan of house signed by owner &A.E with the approval of municipality or local body.

iii) Detailed estimate of house attested by DY-E.E (R&B)

9) **INSURANCE :** Same as Others.

10) **PERIOD OF UTILIZATION :** 10th month from date of drawl of Ist installment.

11) **PERIOD OF COMMENCEMENT :** 19th month of drawl of 1st installment or for month following completion of house which is earlier.

III. SITE CUM CONSTRUCTION.

1) ELIGIBILITY:

i) Permanent Government Servant.

ii) Regular employee with 8yrs of service.

iii) AIS officers who are on deputation to central Govt continuously for more than 5 yrs.

iv) Applicant should have more than 5 yrs of service before he or she attains the age of superannuation.

v) When the employee's wife and minor child do not own a house at the same place.

2) SANCTIONING AUTHORITY:

Head of the Office up to his next below level based on the Budget allotted by the Head of the Department. In respect of Head of the Office, next superior Officer. In respect of Regional Officers, HOD : - for HOD , Government . (Government in R/o HOD & AIS (G.O Ms. No 175 F & P (F.W. A & L, Dept 11-6-91)

3) QUANTUM :

a. Up to B.P of 7770/-is Rs 3.5 lacs or 72 times of BP which ever is less.

b. B.P from Rs.7770/- Rs 12,325 is 4 lacs or 72 time of BP which is less.

c. B.P from Rs.12,325/- Rs.17 905 is Rs.4.5 lacs or 72 times of BP which ever is less.

d. Above 17,905 Rs.5.50 lacs or 72 times of BP which ever is less.

4) Mode of payment :

i) 25% for land purchase after executing agreement in form IV.

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ii) 50% after mortgaging the site in form VII.

iii) 25% after the house reaches lintel level.

5) Rate of interest : Class IV employees 7.5 % p.a - Others 8.5 % p.a.

6) Plinth Area : Area of site should be less than 900 Sft.

7) Documents :

i) Agreement bond executed with owner of site to be purchased On Rs 10/- NJ Stamps.

ii) Plan of house.

iii) Detailed Estimate of house attested Dy. EE (R&B).

8) Insurance :

9) Period of Utilization : 2 Months for purchase of site (Sale deed to be produced).

10) Period of Commencement of recovery : From the 19th month of drawl of 1st installment or from the month following completion of house whichever is earlier.

IV. REPAIRS, EXTENSIONS, ENLARGEMENT, IMPROVEMENTS

1. ELIGIBILITY:-

i) Permanent Government Servant.

ii) Regular employee with 8yrs of service.

iii) AIS officers who are on deputation to Central Govt. continuously for more than 5 yrs.

iv) Applicant should have more than 5 yrs of service for his Superannuation.

v) When the employee's wife and minor child do not own a house at the same place.

2. SANCTIONING AUTHORITY:

Head of the Office up to his next below level based on the Budget allotted by the Head of the Department. In respect of Head of the Office, next superior Officer. In respect of Regional Officers, HOD : - for HOD , Government . (Government in R/o HOD & AIS (G.O Ms. No 175 F & P (F.W. A & L, Dept 11-6-91)

1. Quantum : 15 times of B.P or Rs 90,000 which ever is less.

2 Mode of payment : Lump sum.

3. ROI : 8.5% for all employees.

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4. No. of Installments : (P) 75 (I) 15
5. Application form : Form III.
6. Surety Bond : Form IX.
7. Mortgage : To be furnished at the time of application.
   i) Cost issued by technical authority of EE (R&B) to repairs considering its life.
   ii) Detailed plan & estimates approved by AE.
   iii) Approved plan of house.
8. Period of utilization : (6) months from dt of drawl of advance
9. Period of commencement of recovery : From 6th month from drawl of advance.
10. Insurance : At the time of application.

V) <u>HOUSE SITES:</u>

1) Eligibility :
   i) Permanent Government Servant.
   ii) Regular employee with 8yrs of service.
   iii) IAS officers who are on deputation to Central Govt. Continuously for more than 5 yrs.
   iv) Applicant should have more than 5 yrs of service for his Superannuation.
   v) When the employee's wife and minor child do not own a house at the same place.
2) Sanctioning authority :

Head of the Office up to his next below level based on the Budget allotted by the Head of the Department. In respect of Head of the Office, next superior Officer. In respect of Regional Officers, HOD : - for HOD , Government . (Government in R/o HOD & AIS (G.O Ms. No 175 F & P (F.W. A & L, Dept 11-6-91)

3) Quantum : 7 times of B.P or Rs 35,000 whichever is less.
4) Mode of Payment : Lump sum.
5) ROI : 8.5% of for all.
6) No. of Instalments : Principle- 60 , Interest- 12 instalments.
7) Period of Utilisation : From 6th month of drawl of advance.

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8) Period of commencement : From 6th month for withdrawal of advance.

4.6 TRAVELLING ALLOWANCES – TA – RULES.

AUTHORITY : TA rules were issued by the Government. vide the G.O.Ms.No.226 F&P (FW:T.A) Dept. Dated.21.09.1996.

APPLICABILITY:-

- To all Government Servants of the A.P. Government who are subject to the Fundamental Rules and
- Whose pay is debitable to the Consolidated Fund of the State(1 (b))

DEFINITIONS:-

Controlling Officer-

i) The head of the office will be the controlling officer (CO)

ii) If the head of office is a Non-Gazetted Officer, the immediate superior Gazetted Officer shall be the controlling officer.

iii) In the case of claims relating to heads of offices themselves the next superior Gazetted Officer shall be the controlling officer under.

iv) A CO should scrutinise the TA claim and countersign the bill.

v) Without the countersignature of the CO a bill cannot be preferred in Treasury/PAO.

vi) He cannot delegate his power of countersignature without permission of the Government.

vii) TA bills shall be countersigned for the net amount of the bill only.

Family

A family includes the following who are **residing** with Government servant and wholly dependant on him:

a) Wife/husband.

b) Children, including step children.

c) Legally adopted child.

d) Married daughter , if still not placed under husband's protection

e) Widowed daughter.

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f) Parents

SANCTIONIG AUTHORITY:-

- Controlling officer can permit to tour within his jurisdiction.
- HOD can permit to tour any place within state.
- Government can permit to tour any place outside the state.

4.6.1 TYPES OF TRAVELS AND ALLOWANCES

i) Tour TA- It includes – Daily Allowance - Mileage Allowance - Lodging and Boarding charges.

ii) Fixed Travel Allowance.

iii) Transfer TA.

iv) TA on retirement.

v) TA on death.

vi) TA to attend departmental exams.

vii) TA to attend to court duties.

viii) TA to attend training courses.

4.6.2 TYPES OF JOURNEYS:-

a) **Air Travel -Eligibility** :- The following officers are eligible to travel by AIR.

i) All officers including IAS Officers drawing the scale of pay Rs. 19675-30765 (RPS 2005) and above.

ii) All HODs and Dy. Secretaries to Government drawing a scale of pay of less than Rs. 19675- 30765 can also travel by air on official duty with the prior permission of the Government.

b) ***Rail Journeys*** **(RULE 27).**

i) The Government employees drawing pay in the **Scale of Pay Rs. 7770-18575 and above in RPS 2005** are elgible to travel **by First class** and all others can travel by II class

ii) **All India Service Officers** in the junior time scale of pay shall be under Grade-II and are eligible to travel by first class.

iii) **U.G.C. Scales 1996:- Government servants drawing pay in the pay scales of Rs. 10000-15200 and above in the U.G.C. pay scales 1996 shall be under Grade I, and other**

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Government., Servants drawing pay in the U.G.C. pay scales 1996 shall come under Grade –II.(G.O.Ms.No.336 Fin (TA) Dept. Dt.29.10.2005).

iv) **Note:-**Officers eligible to travel by first class may travel by Air conditioned chair car or A.C II tier sleeper class while on tour

v) The employee eligible to travel by second class may travel by sleeper class also on tour

vi) And the Officers eligible to travel by Air may travel by availing I AC accomodation by train while on tour.

vii) All the claims for full train fare must be supported by a certificate in one of the following forms according to the circumstances.

" Certified that concessional rates were not obtainable for any of the journeys covered by this bill OR (ii) " Certified that the concessional rates obtainable for the journeys on ..... could not be availed off for the following reasons."

c) <u>By Road</u>. **(RULE 23)**

i) **Places connected by Train:-**When one performs a journey by a bus, between the places connected by train he gets either actual bus fare paid or the railway fare of the entitled class **whichever is less.**

ii **Places not connected by Train:-**When one performs a journey by a bus between the places not connected by railway he is entitled for actual bus fare. The employees can travel in all types of buses except Air Conditioned bus.

iii) **Places connected partly by Train and partly by Bus:-**When one travels in a bus between the places partly connected by train and partly by a bus he is entitled for the actual bus fare paid subject to the condition that it shall not exceed the railway fare by the entitled class for the rail portion and to the bus fare for the road portion put together.

d) <u>Journeys by own Conveyance (RULE 24)</u>

i) Officers drawing pay in the scale of pay of Rs.3880-8140 and above in RPS 1993 are eligible to maintain motor car and travel on motor car on tour.

ii) Officers drawing pay in the scale of pay of Rs.2600-5580 and above but below the scale of pay of Rs.3880-8140 in RPS 1993 are eligible to maintain motorcycle/scooter and travel on motor cycle/scooter on tour vide Annexure IV (rule 24 and 60) of APTA Rules 1996.

iii) Mileage allowance is given when one tours in personal vehicle and no DA is admissible.

iv) One can travel by own conveyance only when one goes beyond a radius of 8 kms.

v) In such cases the mileage allowance is payable as follows. Vide G.O.Ms.No.124 F&P

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(FW:TA) Dept, dared 21.08.1999.

vi) Rate applicable is **Rs 10/- per km.** (Motor Car)(RPS 2005) **Rs. 3/-** per KM (Motor Cycle)(RPS 2005).

4.6.3 GRADES:-

For the sake of regulating the TA claims the Government. Servants are categorized in to (3) grades as follows:-

Grade	D.A for tours within the State	D.A for tours outside the State
Grade I Rs. 14,305–25,965 and above	Rs. 200	Rs. 250
Grade II Rs. 7770 – 17455 to Rs. 13,285 – 25,315	Rs. 125	Rs.150
Grade III Rest of the employees	Rs.100/-	Rs.125/-

The pay scales assigned for Automatic Advance Scheme in case of Government servants/ non teaching staff and **the career advancement scheme in case of teaching staff shall not be taken into account for determination of grades indicated above**. Only the pay scales attached to the posts shall be taken into account for determination of the grade of such employess who perform the tours. This principle shall be adopted for determination of eligibility to travel First class by train also.

Mileage Allowance-(MA)

i) Mileage Allowance is the allowance given towards the cost of the journey undertaken.

ii) It is given only when one leaves the head quarters and goes beyond a radius of 8 kms.

iii) If the distance traveled exceeds 8 km but does not exceed 32 kms, the amount of mileage allowance shall be limited to the amount of one DA at normal rates under Rule 24.

iv) When MA is claimed, DA cannot be given.

4.6.4 DAILY ALLOWANCE ON TOUR:-

a) DA is admissible only when one.

i) goes on tour beyond the radius of 8 km from the head quarters.

ii) leaves the head quarters.

iii) is absent for a minimum of 6 hours period (all the above conditions are mutually inclusive)

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b) The classification of officers into grades and the rates of DA admissible are as follows in RPS 1999.

c) *For* every 24 hours of absence from the Head Quarters one daily allowance is admissible.

For any fraction of 24 hours of absence the rates of DA are as follows.

- Absence of 12 hours and more. **Full DA.**
- Absence of six hours and more but less than 12 hours. **Half DA.**
- Absence of less than six hours. **No DA.**

d) No DA is given if one avails casual leave while on tour.

e) No DA is given when mileage allowance is claimed.

f) **One-fourth DA** is given when **provided with free boarding and lodging** while on tour.

g) Half- **DA** is given when either boarding or lodging is provided free by the Government.

h) In other cases excepting the above two as mentioned at (f) and (g) **full DA** is admissible.

4.6.5 REIMBURSEMENT OF LODGING CHARGES:

i) Lodging charges are given only when any employee goes on tour to **any place** outside the state and only **certain places** within the state

ii) Government servant visiting Vishakapatnam, Vijayawada, Tirupati, Kurnool, Guntur, Warangal, Hyderabad and Secunderabad on official duty shall be paid lodging charges. The rates of lodging charges within the state are as follows:-

i. Grade - I not exceeding Rs. 250/-

ii. Grade – II not exceeding Rs. 200/-

iii. Grade – III not exceeding Rs. 100/-

Outside the state, cities are graded as A,B,C Class cities

Grade	A Class	B Class	C Class
Grade I not exceeding	Rs. 500	Rs. 350	Rs. 300
Grade II not exceeding	Rs. 300	Rs. 250	Rs. 200
Grade III not exceeding	Rs. 200	Rs. 150	Rs. 125

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In case of Delhi, Mumbai, Calcutta, Chennai and Banglore the reimbursement of lodging charges shall be increased by 75% at normal rates.

N.B:-Full DA can be claimed while claiming lodging charges with effect from 29.10.2005 as per Memo No. 30727/384/TA/06, dt. 22.11.06 of Finance (TA) Dept certificates to be enclosed by the claimant are:

a) On certification by the concerned touring officer that Government accommodation was not available.

b) Production of the original receipt for the Lodging House including the T.T.D. Guest house.

If Govt. employee is allowed free boarding and lodging while on tour, he/ she is admissible only 1/4th **Rate**. If either boarding or lodging alone is allowed, **the daily allowance is admissible at half of the rate** vide AP TA Rules, 1996, para 40(5)

4.6.6 Transfer Traveling Allowance. (TTA) (RULE 55 to 71 of APTA RULES. 1996)

Eligibility : TTA is admissible to an employee if transferred from one station to another station in **public interest (i.e on administrative grounds)**

· No TTA is admissible to the employees who are transferred at their request.

N.B:-But the TTA is admissible to the employees who were on transfer from foreign service dept. **,on reversion** to the parent department at his **request**.

1. If the journeys are made in the entitled class, the employee is eligible for two fares either by express or by passenger train.
2. If the journeys are made in a class lower than that of entitled class he is eligible for one fare of the class by which he traveled plus one extra fare of the entitled class.
3. If the journeys are made in a higher class than the entitled class, he is eligible to draw two fares of the entitled class only.

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Between the places NOT CONNECTED By Train.

Self	Two mileages	Rule56 (2)
Dependents (Parents of Gazetted officers are treated as dependents for TTA)	One mileage if three members of his family accompany with him and another mileage may be allowed if more than three members (excluding self) of his family accompany him.	Rule 57 (2)
Personal effects	Three mileages. (If the personal effects of employee are transported the actual cost of transportation may be allowed subject to the limit of three mileages.)	Rule 58 (2)

Places connected partly by train and partly by bus.

The cost of actual transportation or the amount admissible for transport by goods train for the rail portion plus two mileages for the road portion, whichever is less,

JOURNEYS ON DISSMISSAL/REMOVAL OR TERMINATION OF EMPLOYMENT.

i) NO TTA is given after removal/dismissal/Termination from services

ii) However when dismissed/removed/terminated as a penalty, performs a journey to attend the enquiry, he may be allowed TA.

TRAVELLING ALLOWANCE TO A RETIRING EMPLOYEE (RULE 79)

i) Eligibility-to all who have put in a total service of 10 years as on the date of retirement

ii) Not admissible to those who quit the service by resignation/dismissal/ removal .

iii) May be availed during leave preparatory to retirement or during refused leave or within six months of the date of retirement.

iv) Is payable from the station of retirement to the Home Town. If Home Town is not declared he is not entitled .

v) To be drawn on TA bill form.

vi) For self only single fare to be claimed.

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T. A to the Family members of a Government., employee who dies in service. (RULE 89).

i) It is similar to claim as on transfer excepting claim for self

ii) Claim for all dependant family members, personal effects can be claimed

iii) They can travel to any place from the place of death but the amount shall not exceed what would be admissible from headquarters to home town.

iv) It must be claimed within three months of the date of death of employee.

TTA TO FOREIGN SERVICE EMPLOYEES.

i) TTA is given to join a post under foreign service.

ii) TTA is given while coming from foreign service after reversion.

iii) The TTA in such cases is borne by the foreign employer.

iv) When transferred from one foreign service to another foreign service without reverting to the parent department the TTA shall be borne by the borrowing dept.

TA to attend Departmental exams

i) TA is given to attend departmental exams

ii) It is given NOT more than two times

iii) NO DA is given

TA to attend COURT/ENQUIRIES

i) TA is regulated as on tour

ii) Certificate of attendance should be produced while making claim

TA while attending TRAINING courses:

i) TA is regulated as that of on tour

ii) It is given for training in any part of India

iii) DA is given when the training does not exceed 90 days

iv) If the training exceeds 90 days , only transfer TA is admissible

v) When free lodging and boarding facilities are provided during training, only half DA is given

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vi) However if charges are collected by the training institute towards lodging and boarding facilities, full DA is given

vii) If either of boarding or lodging charges is provided free of cost, three fourths of DA is given

TIME LIMIT FOR CLAIM:

The claim should be submitted to the controlling officer (countersigning authority) within **three months** from the last date of journey, Rule 72.

4.6.7 LEAVE TRAVEL CONCESSION (LTC)

Rule 92 Annexure – VII. APTA RULES.

The expenditure is debitable to 019 under 010 Salaries w.e.f., 01.04.2006.

Eligibility :

i) All Government employees who have put in a continuous service of not less than five years

ii) During the first block of two calendar years the employee may avail the LTC for Home Town and in the second block of two calendar years the employee may avail LTC to visit any place within the state.

iii) The LTC not availed in any block period of two calendar years will lapse.

iv) Self and family can also go on LTC separately

Sanction:-

i) Prior permission from the sanctioning authority to avail the LTC.

ii) Authority competent to sanction EL can sanction LTC.

iii) Minimum of one day of leave should be applied for availment of LTC.

Family :

- Family members as defined under TA rules are included.
- The parents of Gazetted Officers shall **not** be treated as Family members for LTC under Rule 92(7) .of APCS (TA) Rules 1996.
- The **parents of married female Non-Gazetted** employees will be treated as family members provided they are dependent on them under Rule 92(7) of APCS (TA) Rules 1996 with GO.Ms.No.43 F&P (Fin..TA) Dt.08.01.1999.
- The pensioners of AP Government. are **not** treated as dependents for LTC Vide

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Government.Cir.Memo.No.48977-17/A1/TA/97,Dt.23.07.1997.

HOME TOWN :

Every Government employee should give a declaration of his Home Town at any time before availing LTC to go to home town for the first time.

i) The following reasons can be cited for the declaration of the place as Home Town.

(a) Physical presence required for social and domestic obligations.

(b) When one owns residential property at a place.

(c) When one's relatives stay there.

(d) Lived there prior to entry into Government service

ii) In exceptional cases, the employee may be permitted to change the declaration of Home Town once in the service. The decision of Controlling Officer is final, in acceptance of declaration of a place as Home Town of employee.

iii) **JOURNEYS ON LTC BETWEEN PLACES CONNECTED BY TRAIN;**

i) Can travel by entitled class

ii) When travelling in a class other than entitled class one can claim actual train fare OR train fare of entitled class **WHICHEVER IS LESS**.

iii) When travelling by bus between the places connected by train, they are eligible for actual bus fare paid **LIMITING TO THE TRAIN FARE OF THE ENTITLED CLASS. (Fare excluding the reservation charges).**

JOURNEYS ON LTC BETWEEN PLACES NOT CONNECTED BY TRAIN.

i) If the places are not connected by train but connected by bus, the journeys shall be performed by APSRTC Buses only.

ii) Such journeys may be performed, either by ordinary, express, semi-luxury or deluxe services.

iii) If the places are not connected by APSRTC buses employees may travel by other recognized public service buses.

iv) The Journeys by private buses or Private Taxis / Van etc., are not allowed.

NOTE:- Journeys by A.P Tourism Development Corporation buses are also permitted.

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JOURNEYS ON LTC BETWEEN PLACES NOT CONNECTED EITHER BY TRAIN OR BUS

i) If the places are not connected either by train or by bus **one mileage** allowance as admissible to the grade of the employee shall be allowed for a group not exceeding two persons.

ii) If the group exceeds two persons **two mileages** shall be allowed.

JOURNEYS BY AIR

If any employee performs journeys on LTC on AIR, the claim shall be limited to the admissible amount by train/bus or mileage as the case may be. However, the air ticket shall be enclosed in support of air journey actually made.

JOURNEYS ON LTC BY OWN CONVEYANCE

The Government employees may travel in their own motor car/Motor cycle or Scooter, who are entitled to maintain motor car, motor cycle or scooter , they may claim the actual expenditure limiting to the admissible amount by train/bus/mileage as the case may be.

N.B Train fare does not include reservation charges for berths or seats.

SUBMISSION OF ORIGINAL TICKETS;

Original tickets of train/ bus shall be enclosed with the LTC bill vide Fin (TA) Dept Cir.,Memo.No.11818/48/A2/TA/2001. Dated. 07.03.2002.

4.6.8 GENERAL RULES FOR ALL TYPES OF TRAVELS.

i) One should always travel by the **SHORTEST ROUTE**

ii) The return journey should be completed within SIX MONTHS from the date of outward journey from headquarters.

iii) When both husband and wife are employees, the LTC for the remaining family members can be claimed only once in the block period as the family members of male employee or female employee.

iv) When an employee's spouse is working in a non-Government organization the LTC may be claimed for the spouse, provided the LTC is not admissible to the spouse in non-Governmental organization. A certificate for this purpose shall be furnished by the employee.

TIME LIMIT:

i) The LTC claim should be preferred **within 30 days** of the date of completion of return journey.

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ii) In respect of LTC claims ,If the claims are preferred after 30 days they may be accepted after imposing 15% cut on the gross amount, up to one year; and the claims shall not be admitted, if preferred after one year from the date of return journey

ADVANCE:-

When permission granted to avail LTC, advance may be sanctioned up to 80% of estimated amount, to an employee by the authority competent to sanction the advances on tour as per the provisions contained in Article 84 of A.P.F.C.

4.6.9 CHECK LIST WHILE PREPARATION AND SUBMISSION OF TA CLAIMS

i) Bill form is form 52.

ii) Advances to be drawn in Form 40.

iii) Inner sheet of the bill should contain the details as follows:-

a) Name of the employee.

b) Designation.

c) Pay scale.

d) Basic pay.

e) Dates of journey .

f) Time of journey.

g) Places visited.

h) Any other details relevant for the claim

iv) Bill should contain the claimant's signature with date.

v) Countersignature of the controlling officer.

vi) Tour diary countersigned by the controlling officer.

vii) Orders of the Government./HOD wherever required for undertaking tour.

viii) Certificate of attendance when attends the court.

ix) Details of the budget availability.

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4.6.10 VARIOUS CERTIFICATES TO BE GIVEN FOR VARIOUS TYPES OF TOURS ARE AS FOLLOWS:-

THE FOLLOWING CERTIFICATES HAVE TO BE FURNISHED BY THE CLAIMANT WHILE CLAIMING TOUR TA (RULE 94-A)

a). I certify that for the railway journeys included in this bill I actually traveled by _____ class for which the railway fare is claimed.

b) I certify that the bus fare claimed in this bill was actually paid by me.

c) I certify that the places, for which the mileage allowance is claimed are not connected by train or by bus.

d) I certify that I was not provided with any Government conveyance for the journeys included in this bill.

e) I certify that either boarding or lodging or conveyance was provided to me free of cost on _____(dates to be specified.)

f) I certify that no TA/DA is claimed by me for the period during which I was on CL or availed public holiday /optional holiday.

4.6.11 CERTIFICATES TO BE PRODUCED WITH TTA CLAIM BY THE CLAIMANT.(RULE 94)

1. I certify that myself and my family members and personal servants have actually traveled in _____ for which the claim is made in this bill for rail journeys.
2. I certify that myself and members of my family and personal servants actually traveled by road for which bus fare claimed in this bill.
3. I certify that the personal effects were actually transported by road and spent a sum of Rs._____ towards their freight and the claim is limited to the amount that would be admissible, had the maximum number of kilograms of personal effects been taken by goods train at the rate of Rs. _____(here specify the goods rate).
4. I certify that the claim made for the members of my family is in respect of those who are actually residing with me at the time of receipt of orders of transfer and they are wholly dependent on me.
5. I certify that the personal effects transported as claimed in this bill were actually under my possession at the time of receipt of orders of transfer.

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CERTIFICATES TO BE FURNISHED BY THE COUNTERSIGNING AUTHORITY

I certify that I have satisfied myself about the necessity, frequency and duration of journeys and halts claimed in this bill.

I have satisfied myself about the distances and rates claimed in this bill.

CERTIFICATES TO BE FURNISHED BY THE CLAIMANT WITH LTC BILL

1. Certify that for the block period of _____ I have not submitted any claim so far for LTC in respect of the persons for whom TA is claimed in this bill.
2. Certified that the persons for whose journeys the claim is preferred in this bill performed the journeys to and have from _____.
3. Certified that the advance of LTC has been fully adjusted in this bill.
4. Certified that my wife/husband is not a Government employee/is an employee of_____and that the concession has not been availed by her/him separately for herself/himself or for any of the family members covered by this claim for the block period _____.
5. Certified that the family members for whom claim has been made in this bill are wholly dependent on me.
6. Certified that my parents are not pensioners and are wholly dependent on me.

CERTIFICATES TO BE FURNISHED BY THE CONTROLLING OFFICER / DRAWING OFFICER.

i) Certified that the claim was preferred in time by the claimant (employee) and the delay in presentation in treasury is due to administrative grounds.

ii) Certified that the claim was not preferred and paid previously

iii) Certified that necessary entries were made in the SR of employee .

iv) Certified that, apart from normal checks, I have verified the claim after obtaining all the required details, as to the actual travel correctness of number of family members, distance traveled, fares and mileage claimed and I am satisfied that the claim is in order.

4.7. DEPOSITS

In connection with the transactions relating to Public Business, the Government receives moneys deposited with them for various purposes by or on behalf of Public Bodies and Members of Public;

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and afterwards are accounted for the Deposit section of Government accounts. (Article 261 of APFC Vol I.)

2. Civil Deposits which include the classes of deposits, closely connected with the administration of various Government Depts.., and controlled by the Government.Civil Deposits, includes personal deposits among others such as Revenue Deposits, Civil Court Deposits, Criminal Court Deposits etc.,

3. Personal Deposits, includes the transactions on account of Caution Money Deposits collected from the Students of the Government Colleges (including Science students) for laboratory and library books.

4.General Rules :-

i) No amounts shall be credited to the Deposit Account without the formal sanction of the competent authority. (Article 267 APFC Vol. I).

ii) No transaction other than cash transactions may be accounted for in the Deposit Section of the Government Account (Art 268 of APFC Vol . I)

iii) No money tendered as Personal Deposit by private individuals or by Government., Servants, acting otherwise than in their official capacity and no funds of quasi Public Institution even though they are aided by the Government, may be accepted for deposit in a treasury except under an order of the Government. (Article 269 of APFC Vol . I)

5. Lapsable Deposits:-

Caution Money Deposits taken from students or Trainees of Government Educational Institutions shall lapse after three financial years from the date it became payable. (Memo No. 65172/1230/Accts/67-11, Dt. 14.06.1968.

6. Non – Lapsable Deposits.:-

The Deposits under which the Special Fees collected by the Educational Institutions (G.O.Ms.No. 43 F&P (W&M) Dept. Dt. 22.04.2000.

7. Procedure of Drawl of Funds.

i) Administrator (Principal) shall send the cheques directly to the Banks for withdrawing the Funds.

ii) Banks will make the payments on the cheques subject to the availability of balances.

iii) And the Banks will send the paid cheques to the Treasuries for accounting for in books of records.

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4.7.2 Letter of Credit :-

When funds are required for an administrator, he requests the treasury for issue of LOC to the banks.

i) There is no proforma prescribed for requisition of funds through LOC

ii) The treasury after verifying its ledgers for balances would issue LOC to bank in favour of the Deposit Administrator

iii) Such Letter of Credit is non-lapsable at the end of the Financial year.

N.B:-The Treasury Officer will have the right to issue the instructions to the Banks to stop the further payments on that particular Deposit Account , under which any deficiency or any procedural irregularity is noticed, till the correction is made by the Deposit Administrator.

4.7.3 Reconciliation :-

i) All the Personal Deposit Account Administrators are required to reconcile their balance with those of Treasury and Bank and issue a certificate of acceptance of balances (CAB's) to the Treasuries within a fortnight ending each quarter, failing which Treasury Officer may direct the Banks to stop further payments till the reconciliation is done and certificate of balance is furnished.

ii) The administrator of local funds as well as PD accounts should send their pass books to the Treasury or Sub Treasury as the case may be, regularly once in a week or ten days to be written up. The Treasury / Sub-Treasury officer should see that the pass books are promptly returned to the Administrator concerned after entries have been brought up to date. (Government. MemoNo. 11071/1278/Accts/69-15 dt.7.4.71)

4.8. PENSION - PROCESSING OF PENSION PAPERS

4.8.1. Superannuation Pension: Rule: 33

Superannuation pension is sanctioned to a Government servant on attaining the following age under Rule 42 A P. R. P. R 1980 read with FR 56 Superior Service 58 years Last Grade Service 60 years. At the time of retirement if one happens to be under suspension pension can not be settled until conclusion of the charges (G.O.Ms. No 64 F&P(FR) dept Dt 1.3.1979; however the following benefits may be paid.

A. FBF

B. Group Insurance

C. GPF

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D. APLIF

E. If on conclusion of the charges there should be no possibility of recovery from him / her Encashment of EL may be paid (G.O.Ms.No.11 F&P Dept. Date 15.1.97)

4.8.2. Provisional pension :

May be sanctioned by the competent authority at the rate not less than 75% of normal pension qualified, and send pension papers to the AGAP Hyderabad / State Audit with the letter of pending of Departmental Judicial Proceedings. No commutation on provisional pension is allowed even after conclusion of the proceedings commutation may be allowed on full pension without medical examination with in a period of one year from the date of conclusion of the proceedings.

F. 4.8.3. Retirement Gratuity:

According to clause (c) of sub Rule (1) of rule 52 of APRPS 1980 no gratuity shall be paid until conclusion of proceedings and issue of final orders except the case is for imposing any of the penalty specified in clause (i), (ii) and (IV) of Rule 9 of APCCA Rules 1991, 80% of eligible gratuity may be released.

Government employees should retire on the after noon of the last day of the month in which the date of superannuation falls. If date of Birth is first of any month the employee retires on the last working day of previous month (G.O.Ms.No. 289 F&P Dept Date 4.11.74)

The pension papers may be forwarded to the A G A P Hyd /State Audit authorities as the case may be in the form prescribed in the G.O.Ms.No. 263 F&P Dept Date 23.11.1998 duly calculating the pension gratuity and commutation in the following manner

1.Calculation of Qualifying Service:

Gross Service = Date of Retirement (Minus) (-) Date of Appointment to the Pensionable post Non-Qualifying service to be deducted from the Gross service above

1. Non contribution pension period of EOL taken for a job abroad for 5 years.
2. Suspension period not treated as duty Rule 23.
3. Boy service (below 16 and 18 year) - Rule 13.
4. Period of apprenticeship - Rule 16.
5. Period of interruption in between two spells of Government and non Government service.
6. EOL availed in excess of 36 months on private affairs Rule 21.(2).
7. Dies -Non- period.

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8. Service in non-pensionable post - Rule 14 (2).
9. Resignation entails forfeiture of past Services Rule 26.
10. Removal or dismissal entails forfeiture of past service.

Net Service:

Weightage may be allowed for 3 years put together not Exceeding 33 years - Rule 29.

Net Service Count for pension ....

Fraction of qualifying service of (3) months or more as one six monthly period, (G.O.MS. No. 268 F&P Dept. Dated 10.9.1983)

4.8.4 Service pension:

$$\text{Last Pay Drawn} \times \frac{\text{No. of years of Qualifying service.}}{66}$$

Family pension:

I) Enhanced Family pension:

$$\text{Last pay drawn} \times \frac{50}{100}$$ restricted to service pension

This will be paid, up to 7 years or 65 years of the service pensioner which ever is earlier.

(II) Normal Family pension

$$\text{Last pay drawn} \times \frac{30}{100}$$ till remarriage or death whichever is earlier.

Family includes:

1. Spouse
2. Sons / Daughters up to the age of 25 yrs or starts earning of Rs.2440/- pm. Or up to remarriage or marriage
3. Widowed/Divorced Daughter
4. Dependent parents
5. For life time payment may be made to mentally crippled and handicapped son or daughter.

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Gratuity:

Last pay drawn X Half yearly period of qualifying service X ¼

Commutation: (**In case of service pension only)**

40 / 100 of pension X Purchasing value on the next age of pensioner X 12

4.8.5 Sanction of Anticipatory Pension:

In respect of retired employees where the payment of pension has not commenced on the due date after retirement, the Head of the Office may sanction Anticipatory Pension and paid to the retired employee at the 3/10th of proposed service pension to the AGAP Hyderabad/ State Audit, after pension papers of Government Servant / Pensioner have been sent to the AGAP Hyderabad / State Audit. G.O.Ms.No. 71 F&P Dept. Dt. 22.2.94 and G.O.Ms.No. 275 Fin & Plg. Dept. Dt. 27.7.1994

Sanction of Anticipatory Family pension:

The Head of office irrespective of the fact whether pension papers of the family of a Government Servant who died while in service were sent to A G or not, may sanction anticipatory family pension at the rate not exceeding 75% of Family pension admissible under the Rules.

4.8.6 Sanction of Anticipatory Gratuity:

Under Rule 52 if there is likely to be delay in releasing the pensionary benefits due to the pensioner, anticipatory gratuity to the extent of 80% of the gratuity worked out pending verification of the full gratuity by the A G A P Hyderabad shall be sanctioned and paid to the pensioner after adjusting all the dues known to the Department.

This anticipatory gratuity may be adjusted in full from the final gratuity.

For sanction of anticipatory pension, application of the pensioner is not necessary. Head of the office himself/ herself may take initiative after obtaining the undertaking for refund of pension paid in excess, if any.

4.8.7 Procedure of sanction:

All the sanctioning authorities should pay anticipatory pension or family pension in all cases where there is delay in releasing pensionary benefits. Reasons for not sanctioning the anticipatory pension may be indicated in the letter which is sent to the Audit officer. The pensioner / family pensioner should produce a certificate from the Head of the office duly counter signed by the Audit Authorities i.e. Treasury officer / P A O. If the payment is different, counter signature of the Treasury officer / PAO showing whether he / she has drawn anticipatory pension and gratuity

(G.O.Ms.No. 787 F & P Dept. Rs.13.9.2002

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G.O.Ms.No. 79 F & P Dept. Rs 5.2.2003)

Retiring pension

The pension granted to a Government servant who opts to retire on voluntary basis and who is going to retire on compulsory basis is known as retiring pension Rule 43 and 44 APRPR 1980.

Voluntary Retirement

On rendering 20 years of qualifying service for pension after giving a notice well in advance for three months stating the intention of voluntary retirement Government servants may retire from service G.O.Ms.No 130 F&P Dept dt 21.3.1992. The following period will be treated as qualifying service

1. EOL availed for prosecuting higher studies with in or out side the state with out receiving any payment except stipends
2. Pre-absorption service of class IV employees G.O.Ms.No 156 F&P Dept Date 29.4.1983.

Compulsory Retirement (Rule 44)

Government servant may be asked to retire from service in the public interest after completing 33 year of service qualified duly following certain procedure

Invalid pension:

Government servant may be permitted to retire on invalidation due to physical or mental infirmity or declared unfit for public service or the particular branch to which he belongs on the strength of report given by Medical Authority

Pro Rata Pension

The pro rata pension may be sanctioned to a Government servant who opted for permanent absorption in the public enterprises. This pension and gratuity may be sanctioned based on the length of service rendered in the Government.

Compensation pension Rule 38

Compensation pension may be sanctioned to a Government servant on being discharged from service owing to reduction of establishment, and where there is no possibility to provide alternative appointment. Compensation pension shall be determined under Rule 45.

Compassionate Allowance: Compassionate allowance is sanctioned to a Government servant who is dismissed or removed from service. It will be sanctioned by the competent authority for deserving cases on special consideration, not exceeding 2/3rd of pension / gratuity or both which would have been admissible if he retired on medical invalidation (G.O.Ms.No. 75 F&P Dept Dt.7.3.90.) subject to minimum pension.

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4.8.8 Procedure for processing of papers:

1. Every Head of the Office shall have the list of all employees who are going to retire on superannuation during next 18 months prepared once in every 6 months i.e. on 1th January and 1st July covering the employees Gazeetted, Non-Gazetted and last grade servants.
2. Every Government servant should submit pension papers well in advance before his date of superannuation for 18 months. If the date of retirement cannot be foreseen he should submit immediately after his retirement
3. As per the service register Head of the Office shall personally ensure that the service particulars are duly entered in it and kept with up to date entries.
   a. List of family members only certified.
   b. Option of pension Rules applicable.
   c. Options under revised pay scales from time to time.
   d. Nomination form
   e. Head of the office shall review the S.R. of the individual at least 2 years in advance and basing on that service particulars and pay particulars are to be verified together with subsequent 2 years with reference to the pay bills and acquittance roll.
   f. If any period which is not capable for verification an affidavit shall be obtained from the employee duly supported with the information or evidence of contemporary employees.
   g. Pension papers contains the following papers:

1. Part I (Information to be submitted by the Government. Employee / Applicant).
2. Part II (A) (Information to be filled up by the pension sanctioning authority)
3. Part II (B) Sanction of Pension
4. Annexure-I: Descriptive Rolls
5. Annexure II: Nomination
6. Annexure III: Intimation to the.disciplinary authority regarding forwarding of pension papers to the AG / SA authorities.
7. L.P.C: Only signed by the D.D.O. and counter signed by the pension sanctioning authority.Pension papers may be forwarded to the AGAP Hyd/SA Authorities with in a period

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of **thirty** days from the date of receipt after thorough verification of service records as mentioned above.

4.8.9 Procedure of Payment At Treasury

1. The pension payment order issuing authority (i.e.AGAP Hyd/S.A) will send both halves of PPO to the district treasury or pension payment office as the case may be in turn the district treasury will forward the same to the concerned sub-Treasury where the pensioner intends to draw the pension.
2. The pensioner will receive the intimation from the AGAP.Hyd/ State Audit indicating the sanctioning of pension. The S.R. will be sent to the pension sanctioning authorities.
3. The pensioner should appear in person at the sub-treasury, together with pension sanction intimation and non-drawl or drawl certificate of anticipatory pension and also anticipatory gratuity issued by the pension sanctioning authority for counter signing by the Treasury Officer/PAO as the case may be.
4. The Treasury Officer will identify the pensioner with descriptive rolls available in the pension sanction order. All calculations of pension earnings will be made by the Treasury Officer on taking the signatures of the pensioner on various records of the Treasury, same pension, gratuity and commutation as approved by the AG/SA will be sent to the Government Bank for transfer of the entire payment to the concerned Bank before the pensioner has submitted his option to take pension.
5. Every month the STO concerned will send normally on 1st working day of the month duly calculating the monthly pension eligible to the retired employees.
6. Every year, in the month of November the pensioner should appear at STO concerned or the Bank concerned to produce the life certificate. In the absence of life certificate the STO is competent to send the pension for November and December. The Pension for January month cannot be paid by the STO without life certificate.

4.9. ANNUAL STOCK VERIFICATIONS :

At the end of the every financial year, the verification of stocks in Science Departments, Games Department, Library, Audio Visual Equipment, Stationery, Furniture, Printed Forms, Registers should be undertaken. The Principal should appoint Stock Verification Committees for the departments separately. The Committee will make the physical verification of the stocks of the department with the help of duplicate copies of the bills of the concerned year available in the department. The Committee will record stock verification certificate on the last page of the concerned stock register. A detailed report should also be submitted to Principal regarding the position of stocks, the loss of articles if any, the breakages etc. The Principal will take action on the recommendation of the stock verification

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committee. The damaged articles are to be repaired, and the worn out and broken articles are to be written off with the permission of the competent authority.

Separate stock register for library books science apparatus, games etc., should be maintained. The stock registers should be got verified with reference to the article or books every year. Annual Inter-departmental checking and verification of stocks should be done. Annual stock verification certificates should be recorded in the respective stock registers and counter-signed invariably by the Head of the Institution. Follow up action should be taken with regard to stock verification certificates to ensure recovery of loss of articles as and when noticed.

4.9.1 WRITE OFF POWERS :

In G.O.Ms.No.471 Finance (TFR) Department, dated: 03.09.2001, the Director of Collegiate Education, A.P., Hyderabad was empowered to issue write off orders for various kinds upto Rs.5.00 lakhs (Rupees Five lakhs only) and the Principals of Govt., Degree Colleges (Unit officers) are not authorized to issue write off orders. All the proposals for issue of write off orders should be forwarded to the Commissioner of Collegiate Education, duly following the norms as mentioned hereunder.

A Committee should be formed with all the Heads of Departments, headed by the Principal.

1. The Committee should check:

i. The stock register with invoices with references to approved indents.

ii. Stock registers with reference to invoice issues, breakages, recovery of costs, approved write-off etc.

iii. Ascertain the net book balance as per the stock register, and then take physical verification of the ground stocks.

iv. Results of stock verification in triplicate should be submitted to the Principal.

v. The committee members have to sign with date in all the stock registers and get them countersigned by the Principal.

Verification report should contain, among other things, lists of

i) Missing articles/books.

ii) Broken/damaged articles which can be repaired.

iii) Broken/damaged articles which cannot be repaired.

iv) Articles, which became useless/obsolete by wear and tear to be written off.

3. Lecturer-in-charge/Librarian/Physical Director has to offer their remarks.

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4. Basing on the remarks, the cost of the article spoilt either to be recovered or got written off by the competent authority before the next stock verification begins.

5. While sending lists of the articles to be condemned to the competent authority, specific and clear reasons are to be mentioned for write off.

6. Condemned articles should be disposed off by public auction giving wide publicity and the sale proceeds should be remitted to the Treasury after taking permission from the Commissioner of Collegiate Education. For writing off of unserviceable articles beyond the powers of Principal, proposals should be sent to the Commissioner as per article 140 of A.P.F.C. Vol.I.

S.No	Name of the article	Cost of the article	No.of articles	Total cost of the articles	Date of purchase	Remarks
1	2	3	4	5	6	7

4.10. AUDIT

The college accounts are audited by Accountant General and internal Audit by State Audit. The periodical inspections of Commissioner also include verification of accounts and accounting procedures. Therefore, it is the responsibility of the Principal to keep all the records up to date and ready for audit.

The A.G.'s audit report is communicated to the Principal immediately after the audit is completed. The audit objections communicated by the A.G. should be promptly attended to and replies to the audit objections are submitted and see that the objections are waived. Still if some objections continue to persist, the audit objections are entered in a register called "Register of audit objections" (Proforma mentioned below is used for maintaining the registers). The register is reviewed every month in the Proforma mentioned below. The compliance report of the defects pointed by A.G. should be submitted within six weeks from the date of receipt of the audit report from A.G. The Principal should put in all efforts to see that audit objections/paras are settled as early as possible.

REGISTER OF AUDIT OBJECTIONS

S.No	Bill. No AG/CCE	Token No.	Nature of objection	Monetary value	A.G's Ref	Office case	Nature of disposal	Date of submission
1	2	3	4	5	6	7	8	9

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PROGRESS REPORT ON THE CLEARANCE OF AUDIT OBJECTIONS FOR THE MONTH ENDING WITH.....

S.No	Name of the Institution & place	Year	Pending at the beginning of the month No. Money value	No.received during the month No. Money value	Total No. Money value (4+5)
1	2	3	4	5	6

No. of objections dropped by A.G. from out of col .4 No. Money value	No.of objections dropped by A.G. during the month (7 + 8) No. Money value	Balance No. Money value	Reasons for pendency here give particulars of objections for which final replies sent but communication is awaited from A.G No. Money value
7	8	9	10

DETAILS SHOWING PENDENCY OF AUDIT OBJECTIONS

S.No	Name of the Institution & place	Year	Balance at the close of the month No. Money value	Nature of objections				Other reasons No Money value
				Pending at the beginning of the month No. Money value	Want of sanction No. Money value	Want of adjustment advances No. Money value	Want of D.C of T.A bill No. Money value	
1	2	3	4	5	6	7	8	9

S.No	Para No.	Sub Para	Item & Sub item	Abstract of objection	Page in which found (SF Page No.	Date of receipt of reply from subordinate officers if any	Date of issue of reply AG/ CCE	Ref. Of intimation from AG
1	2	3	4	5	6	7	8	9

4.11. MEDICAL AND GIS, FBF CLAIMS

4.11.1 Documentation for Medical Reimbursement:

The regular staff both working and retired are eligible for claiming reimbursement of medical expenses spent for the treatment of themselves and their actual dependents. The medical expenses spent for the treatment will be reimbursed by the sanctioning authority i.e. Commissioner of Collegiate

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Education, A.P., Hyderabad, in case the treatment is obtained either in the Government hospitals or the hospitals recognized by the Government of A.P. The individuals claiming medical expenses shall submit their claims to the Commissioner through the College (duly attested by the Principal) where they are working or worked. The maximum limit of reimbursement to in service employees is Rs. 2.00 Lakhs and retired employees are Rs. 1.00 Lakh. For Dental treatments the maximum limit is Rs. 10,000/-. The following are the required documents to be submitted for examination of the medical reimbursement claims.

1) Application of the individual with date and signature.
2) Forwarding letter of the head of the institution.
3) Appendix II form duly filled in by the individual and countersigned by the head of the institution.
4) Original Essentiality Certificate issued by the hospital authorities with signature & hospital seal.
5) Original Emergency Certificate issued by the hospital authorities with signature & hospital seal (not required in case of Eye & Dental treatments).
6) The employees or their dependents should obtain dental treatment in the Government Hospital only. If the treatment is not available in the Government hospital, prior permission should be obtained from the Government hospital for getting dental treatment in the private recognized hospitals. Without prior permission from the Government hospital, the expenditure incurred for dental treatments in private recognized hospitals will not be reimbursed.
7) Original Discharge Summary issued by the hospital authorities with signature & hospital seal.
8) Original Bills and consolidated expenditure statement issued by the hospital authorities with signature & hospital seal.
9) Non-drawl certificate issued by the drawing and disbursing officer of the institution.
10) Dependent certificate by the individual if the claim is made for treatment to the dependent.
11) If spouse is working, non-drawl certificate issued by their employer.
12) Two sets of Xerox copies of the above, duly attested.
13) The claim should be submitted to the sanctioning authority **within 6 months** from the date of discharge of the patient.

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For further details G.O. Ms .No. 74, HM & FW Dept., Dated: 15.03.2005, G.O.Ms.No. 105, H.M & FW Dept., Dated: 09.04.2007 may be referred.

4.11.2 GROUP INSURANCE SCHEME (GIS) AND FAMILY BENEFIT FUND (FBF) SCHEME

There is no change in the insurance cover i.e. the amount of Insurance cover will be Rs. 15,000/- for each Unit of Rs. 15/- subscription per month.

The Principals of Government Degree Colleges concerned are competent to sanction the claims of GIS & FBF accumulations in respect of the employees working under them. GIS & FBF claims of the Principals of Government Degree Colleges are examined and sanctioned by the RJDCE concerned. The GIS & FBF claims in respect of the RJDCEs in the State and the Principals working in Twin Cities shall be forwarded to the Commissioner of Collegiate Education for sanction. The following information is required to be submitted for examination of the GIS & FBF claims at the O/o CCE.

A) GIS: -

1) Application of the individual in Form 3 as issued in G.O.Ms.No. 291, Dated: 08.10.1984.
2) Descriptive Rolls duly filled in by the individual.
3) Check list as issued in G.O.Ms.No. 910, Fin. (Admn.II) Dept., Dated: 28.10.2002.

B) FBF: -

1) Application (Schedule III) as issued in G.O.Ms.No. 307, Dated: November 1974.
2) Descriptive Rolls duly filled in by the individual.
3) Original FBF Card.

C) Service Register of the individual with update entries of FBF & GIS contribution particulars with Cheque No. & Token numbers etc.

D) Certificate of Non availment of EOL.

4.12 PURCHASES

4.12.1 PURCHASE OF FURNITURE :

The following guidelines should be followed in incurring expenditure on purchase of certain items

1. All the indents for purchases should be moved in the CPDC and after making a resolution in the C.P.D.C., the same may be put up to the Purchase Committee for approval. A member of the teaching staff should be made in-charge of the furniture. The following people should be

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the Members of the Purchase Committee

(a) All In charges of Departments of the College

(b) A nominee of D.I.C. (District Industries Centre) of the respective district.

2. While making purchases, they should strictly adhere to the instructions contained in the Art. 125 of APFC Vol.I and instructions issued thereon from time to time by the Government/ Commissioner of Collegiate Education.

3. Stock Registers should be maintained for all the purchases made, for verification.

1. FURNITURE & OTHER ALLIED ITEMS:

As per G.O.Ms.No.148 Finance & Planning (F.W.ADMN.I.TFR) Dept., dt.21.10.2000, the Principal (as unit officer) may purchase furniture to the extent of Rs.10,000/- p.a., subject to availability of budget provisions. This expenditure is met from the item "130.Office Expenses/ 132.Other Office Expenses" provided in the annual budget. While making purchases of furniture, the instructions issued from time to time by the Government and the Commissioner/Director should be followed.

As per G.O.Ms.No.566/D/67-1, Industries Department, dated. 17-02-1967, the Government Departments should purchase the wooden furniture required, in the following order of preference:

(i) Jail Department: As per G.O.Ms.No.387 Home Department dated 27-02-1978, Government has directed that all Government Departments should place their orders for the supply of articles manufactured in Jails and the institutions under the Jail Department, sufficiently early to enable the Jail Department to manufacture the articles and supply in time.

If they express their inability to supply the articles within the stipulated time, "No Stock Certificate should be obtained from the concerned institutions and there upon the indenting dept., can purchase the required articles from outside the Jail Department.

(ii) Govt., Centres like P.W.D., Workshops, Hyderabad and Sitanagaram, Saw-Mill-Cum-Production Centres run by the Govt., at Hyderabad and Rajahmnudnry.

(iii) Private institutions recognized by Govt., like Boys Town Industrial Training Centre, Hyderabad.

(iv) RATE CONTRACT FIRMS:

Since there are no Government firms which directly manufacture steel furniture, it has to be purchased from the Rate Contract Firms approved by the Industries and Commerce Department. Purchases from private firms can be resorted to, if the articles are not available under Rate Contract Basis as per G.O.Ms.No.48 Industries & Commerce (SSI) Dept., dt.20.02.1999. The list of approved Industrial Rate Contract holders as communicated by the Commissionerate of Industries through

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Lr.No.29/1/9/0243/UP, dt.06.11.2000.

(v) All the furniture articles should be serially numbered, item wise, and these numbers should be entered in the stock register also. With the help of the numbers entered in the stock registers, it is easy to know when a particular article has been purchased and at what cost. Different code numbers may be allotted for different items of furniture for easy identification and verification. The Stock Register is to be maintained in form 10 of A.P.F.C. Vo.I, with proper indexing.

4.12.2 REPAIR OF FURNITURE:

As per G.O.Ms.No.148, Finance & Planning (FW.ADMN.I.TFR) Dept., dt.21.10.200, the financial power of the Principal to repair the furniture is Rs.5,000/- p.a. The repair work should be periodically undertaken. The repair work can be entrusted to approved Government Agencies or to private persons in the absence of Government Agencies. Prior approval of the Director/Commissioner should be taken for the repairs, if the estimate of repair work exceeds financial powers of the Principal.

While making furniture repairs, they should strictly adhere to the instructions contained in the Art. 125 of APFC Vol.I and instructions issued thereon from time to time by the Government/Directorate.

4.12.3 PURCHASE OF LIBRARY BOOKS :

1. Purchase Committee consists of

Principal : Ex-Officio Chairman.

Librarian : Lecturer in Library Science - Convener.

All Lecturers-in-Charge of the Departments.

Library Books can be purchased from the amount set apart for the purchase of Library Books under the head "520. Machinery and equipment / 521. Purchases". There is no financial limitation for the purchase of books (Appendix of VIII (23) A.P.F.C. Vol.II) by the Principal.

The books can also be purchased from Special Fee Fund collection. Newspapers and periodicals can also be purchased from Special Fee collection made under the item "Library and Reading Room".U.G.C. also gives assistance for purchase of books. Care should be taken to buy standard books of permanent value, useful for staff and students of the college.

All the indents for purchase of books should be moved in the CPDC and after making a resolution in the C.P.D.C., the same may be put up to the Purchase Committee for approval.

They should be purchased from the firms which offer highest percentage of rebate within the State. If the books are not available in the State, they can go for purchases outside the State duly taking prior permission of the Commissioner/Director of Collegiate Education in this regard. If the branch

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office of firms of outside the State are situated in this State, they can directly place the orders with that firm within the State.

Separate Stock Registers should be maintained for the books purchased under the sources of income mentioned above. The registers to be maintained-

i) Accession Register

ii) Stock Register (Subject wise)

iii) Issue Registers (Class-wise)

iv) Issue Registers (For Staff)

4.12.4 PURCHASE OF SCIENTIFIC EQUIPMENT:

1. Formation of Committees for each department

Principal : Ex-Officio Chairman

Lecturer-in-charge of the Department : Convenor*

Lecturers (of the Departments concerned) : Member*

*(If no regular lecturer is available, lecturers of other related department(s) may be taken into the committee).

All the indents for purchases of Science Equipments should be moved in the CPDC and after making a resolution in the C.P.D.C., the same may be put up to the Purchase Committee for approval.

While making purchases, they should strictly adhere to the instructions contained in the Art. 125 of APFC Vol.I and instructions issued thereon from time to time by the Government/Directorate of Collegiate Education.

The Principal is competent to purchase Scientific Equipment (Apparatus, Instruments and Machinery) and has full powers as per G.O.Ms.No.148 Finance & Planning (FW.ADMN.I.TFR) Dept., dt.21.10.2000, subject to availability of budget provision. While making purchases, prescribed procedure should be followed. Open tenders or limited tenders maybe invited, The names of the companies maybe selected for calling limited tenders. As far as possible, least quoting company should be preferred for supply of articles If the quotation of the least quoting company is not approved, the reasons for not approving the quotation should be recorded clearly.

On receipt of the equipment, the stock should be entered in the concerned stock register after due verification of the quality of the equipment. The damaged and substandard equipment should not be accepted and should be returned to the supplying company. The lecturer in-charge of the Department

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will certify the good condition of the equipment and its entry in the stock register. On receipt of the bills with stock entry certificate, the Principal should make the payment to the supplying company. The stocks purchased from Government budget, U.G.C. Grant or Special Fee Fund should be entered into separate stock registers.

The Science Departments, Physical Education Department and Library should maintain Accession Registers, Stock Registers, Breakage Register, Issue Register and Bills Register. Non-consumable and Consumable stocks should be maintained in two separate registers. The cost of the broken article should be recovered from the students. The broken articles can be deleted from the stock register by the Principal at the end of the financial year, if he is fully satisfied of the reasons for breakages.

4.12.5 PURCHASES OF GAMES MATERIAL :

Formation of Committees:

Principal, Ex-Officio Chairman

The Games fee collected under Special Fee collections, can be used for purchasing games material. However, an amount equal to 1/3 of the games fee collected under Special Fee can be utilized from the budget provisions under "Machinery and Equipment" for the purchase of Games material. The proposal for such purchases should be sent to Commissioner for approval, since the Commissioner is competent for sanction of utilization of budget provided under "Machinery & Equipment" for the purchase of Games material (Appendix-7 A.P.F.C.Vol.II).

4.12.6 PURCHASE OF COMPUTERS :

Should be purchased through A.P.T.S. or A.P Sahakara Vignana Samithi, presently located at II floor, Haka Bhawan, Opp Police control Room, Lakdikapol, Hyderabad only.

4.12.6.1 Insurance coverage of Computers (proc. No. 251/Admn.II-1/2000-01 dt.14.3.2001): The computers and other accessories in a college shall be insured annually. The expenditure shall be met from the special fee funds or restructured special fee funds of the college. The Computers and other accessories in the college are to be covered by the After Sales Service. Annual contract for maintenance is to be made with the manufacturers / authorized dealer by the Principal, meeting the expenditure from the special fee funds of the college.

4.12.7 CONSTRUCTION OF BUILDINGS/MINOR WORKS/ORDINARY REPAIRS:

Procedure for execution of construction and repair works, funds flow, payment and accounting is prescribed in G.O.Ms.No. 278 Finance (TFR-1) Department, dated 22.09.2006.

On receipt of plans and estimates from the Principals/RJDCEs concerned, Administrative sanction will be accorded by the competent authority duly specifying the executing agency in that sanction orders viz. R&B or Panchayat Raj Engineering Wing.

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The assigned executing agencies follow all prescribed procedures, guidelines and provisions of various codes, manuals and Government orders; execute the works, prepare the claims and present the bills to Pay and Accounts Office of the district for payment and the Pay and Accounts Office will pass the bills.

The Principals/ RJDCEs should monitor the progress of works and furnish the same along with expenditure every month to the Commissionerate of Collegiate Education duly obtaining from the executing agency concerned. Further, after completion of the works, the Utilization Certificate and works completion certificate should be obtained from the executing agency concerned and the same should be furnished to the Commissionerate of Collegiate Education.

4.12.8 Financial powers of Principal (As Unit Officer)

S.No	Item	Limit	G.O
1	Purchase of furniture	Rs.10, 000/-p.a.	G.O.MS No 148 Fin & Pig. (FW.ADMN.I.TFR Dept., dt: 21.10.2000
2	Repair of furniture	Rs.5, 000/- p.a	-do-
3	Purchase of equipment (Apparatus, instruments and machinery)	Full Powers	-do-
4	Printing of forms	Full Powers	-do-
5	Purchase of Stationery	Full Powers	-do-
6	Repairs of Type Writer	Full Powers	-do-
7	Repairs of Duplicator	Full Powers	-do-
8	Purchase of Bulbs & Lamps	Full powers	-do-
9	Write off powers	Nil	-do-

4.13. UGC ASSISTANCE TO COLLEGES

The University Grants Commission (U.G.C) came into existence through an act of the Parliament in 1956 (Act 3 of 1956). All the Colleges and Universities which were in existence on the day of U.G.C formation started receiving assistance from the Commission (Under Section 2(f) of U.G.C Act of 1956). The act was amended in 1972 (Act 33 of 1972) in which certain conditions were imposed for recognizing the Universities and Colleges for the purpose of release of grants (Under Sec. 12(B) of Act 33 of 1972). The colleges which are started after this amendment in 1972 are governed by the conditions laid down therein for becoming eligible to receive the grants from U.G.C, or any other Central Agency.

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4.13.1 CONDITIONS FOR GETTING UGC ASSISTANCE:

The Commission will provide assistance to only such colleges which fulfill minimum eligibility conditions as mentioned below.

1. College should be admitted to section 2(f) and 12(B) of U.G.C act. (On getting permanent affiliation by concerned University the college becomes eligible for admission to Section 2(f) and 12(B) of UGC act).
2. The college should at least have three teaching departments with at least 10 permanent teachers.
3. The college must have atleast 250 students in degree classes and above.

These conditions are relaxable in case of colleges catering to the needs of scheduled caste and scheduled tribes, Colleges located in backward areas and Colleges for women.

X Plan guidelines of UGC are given as reference. The College may refer to UGC SERO, Hyderabad and UGC website for XI plan guidelines.

4.13.2 QUANTUM OF ASSISTANCE:

The quantum of assistance for colleges depends on the student enrolment. It ranges from Rs. 5 lakhs to Rs. 22 Lakhs for U.G and Rs.2.5 lakhs to 4 lakhs for P.G Department in a plan period.

1. The general development assistance is available for meeting basic needs like Books and Journals, Scientific equipment, Construction of Buildings, remedial courses for weaker sections etc.

4.13.4 Special Assistance by UGC:

In addition to above, UGC provides grants to the colleges in every plan period for construction/ renovation/ extension of existing buildings. The colleges can seek assistance upto 50% of the total grants allocated under development assistance.

1. UGC is providing one time grant of Rs. 1.5 lakhs to establish UGC-Network Resource Center (UGC-NRC) in colleges. This can be utilized for procuring hardware, software and internet connectivity.
2. Financial assistance is given to institutions for ongoing workshops/ seminars/symposia and conferences at national and International Level in various fields.

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4.13.5 Ceiling of Financial help by UGC

a. Regional Level Seminars/Workshops ..... Rs. 70,000

b. State level Conference/ workshop..... Rs. 80,000

c. National Level Conference/workshop..... Rs. 1 lakh

d. International Level Conference/ workshop....Rs. 1.5 lakh

3. One time grant unto a maximum of Rs.10 lakhs is given to the colleges located in the backward areas subject to the condition that such colleges should have minimum of five regular lecturers in Arts/ Commerce colleges and six regular lecturers in case of Science colleges.

4. One time grant upto Rs. 10 lakhs is given as special development grant for young colleges. This can be utilized for strengthening of infrastructure, basic teaching equipment, book bank, scientific and sports equipment.

5. For construction of Women's Hostel, grant up to Rs. 60 lakhs is given to the colleges where Women strength is below 250 and Rs. 80 lakhs where strength exceeds by 250. One crore will be given when women strength is over and above 500.

6. UGC provides assistance for the award of Teacher Fellowship for doing M.Phil or completing Ph.D to the teachers of those colleges eligible to receive assistance under normal development grant under 10th plan period. Under this scheme the teacher fellow will be eligible to receive living expenses allowance of Rs.1000 per month besides receiving Rs.10,000 contingent grant p.a.

7. Financial grant up to a maximum of Rs.1.00 lakh for all subjects is given for doing the Research in the form of Minor Research Project. The tenure of the Project is 2 years.

4.13.6 UGC Schemes for colleges offered by UGC-New Delhi

1. **Career Oriented Programme Scheme**: Financial assistance is upto Rs. 5 lakhs for Humanities and Commerce and Rs.7.00 lakhs for Sciences. It is one time grant for introducing career and market oriented, skill enhancing, add on courses that have utility for job, self-employment and empowerment of students.

2. **Computer Grant**: Rs. 1.00 lakh grant will be given by UGC, New Delhi for acquiring Computer and its accessories.

3. **Colleges for Potential Excellence**: The financial assistance under this scheme is Rs.35.00 lakhs for the Non Autonomous and Non-accredited colleges, Rs.60.00 lakhs for Autonomous and Non-accredited colleges and Rs.1.00 crore for Autonomous and Accredited Colleges. The main objective of this scheme is to help the colleges to attain the higher standards in

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teaching by improving their infrastructure.

4. **Special Schemes for introduction of Innovative courses in the colleges**: To encourage the introduction of special courses in the colleges and universities, financial assistance upto Rs.50.00 lakhs will be provided under non recurring and recurring heads.

4.13.7 THE PATTERN OF GENERAL DEVELOPMENT ASSISTANCE :

Of the total ceiling of UGC assistance received from UGC the colleges are permitted to utilize 20% for books / journals, 20% for equipment, 40% for building projects and remaining 20% of the ceiling for other programmes.

The commission provides 100% of eligible assistance for Books and Equipment and other programmes, for buildings the assistance is on the sharing basis 75:25, 75% being UGC share and 25% is matching share to be provided by the college.

Apart from General Development Grants, mentioned above, UGC provides special assistance for variety of programmes for improving the infrastructure facilities in the college and also for the faculty improvement.

4.13.8 ASSISTANCE FOR P.G. COLLEGES :

The Commission provides assistance for the post graduate education for the colleges which fulfill special conditions.

The assistance from UGC is available to improve the existing infrastructure in the college but not to create assets for fulfilling the conditions of affiliation.

4.13.9 COLLEGE DEVELOPMENT COUNCIL (C.D.C):

College Development Councils are established in every University to help affiliated colleges to get maximum assistance from U.G.C. It provides latest information regarding various schemes and pattern of UGC assistance to college. The council acts as liaison between the College and University on the one hand and College and UGC on the other hand. The college has to send the proposals for assistance through College Development Council.

4.13.10 REGIONAL CENTRES OF U.G.C:

During the 8th Plan period University Grants Commission has established Regional Centers to decentralize the distribution of funds to the Universities and colleges in the region Southern Regional Centre is established in Hyderabad to help the States of Andhra Pradesh and Tamilnadu. The address of the UGC Regional Centre is given below :

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UNIVERSITY GRANTS COMMISSION

SOUTHERN EAST REGIONAL OFFICE

P.B. No. 152, A.P.S.F.D.C. Building, 4th Floor,

5-9-194, Chiragali Lane, Hyderabad -500001.

4.13.11 ONLINE REGISTRATION AND TRACKING:

The UGC is providing the facility of* online registration and tracking *for the schemes to enable the individual institutions and faculty members to apply online, track and receive feedback.

For further details and required formats, Visit website of UGC www.ugc.ac.in

4.14 SCHOLARSHIPS

(Sanctioned by the Commissioner of Collegiate Education)

To encourage meritorious student and to prevent them from discontinuing their education on the grounds of non-affordability the Govt. of India and the State Govt. have introduced number of schemes of scholarships and other educational concessions. They are being continued year after year.

A. MERIT SCHOLARSHIPS :

4.14.1. STATE SPECIAL MERIT SCHOLARSHIPS :

This is sponsored by A.P. State Government; there are 75 awards for the students of under graduate classes who have qualified in the examination conducted by Board of Intermediate Education. An amount of Rs. 150/-p.m. is given for 10 months based on the merit list given by the (B.I.E) Board of Intermediate Education. There is no limit of parental income for this scholarship.

4.14.2 STATE MERIT SCHOLARSHIP:

Number of awards under this scheme is 300. The under graduate and post graduate students are eligible for this scheme. The award is based on the merit list given by Board of Intermediate Education and the concerned University. The amount of scholarship is Rs. 50/-. p.m. for 1st year students, Rs. 75/ - p.m. for 2nd , 3rd year students of under graduate course and Rs. 100/ - p.m. for post graduate students. The income limit of the parents for this scholarship is 6,000/- p.a.

4.14.3 NATIONAL MERIT SCHOLARSHIP

This is sponsored by Govt. of India. There are approximately 405 scholarships. These are post-Inter and post-Degree scholarships awarded to students of Under graduate, Post graduate and Professional courses in the State. The award is on the merit list provided by Board of Intermediate Education and the University concerned. The distribution of these scholarships is as follows.

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CLASS	DAY SCHOLAR
Degree Courses	Rs. 500/-p.m
P.G. & professional courses	Rs. 750/-p.m

4.14.4. TELUGU VIGNANA PARITHOSHAKAM OR UTTAMA VIDYARDHULA UPAKARA VETHANAM

This is sponsored by State Government. Number of Scholarships are 1150. They are post Inter Scholarships given to students of Under-graduate Classes, based on the merit list provided by the Board of Intermediate Education. An amount of Rs. 1000/- p.a. per student is given, there is no income limit of the parents.

The awards distribution @ 50 per district among 23 districts in the State. The scholarships are sanctioned to the top ranking Arts & Science students in the District in the ratio of 10:40 respectively. No proposals are required from the students for this scholarship.

B. OTHER SCHOLARSHIPS

4.14.5. ECONOMICALLY POOR PERSONS SCHOLARSHIPS

The awards are limited to available budget provided by the State Government. They are given to Undergraduate and Post Graduate students. The annual parental income limit is 12,000/- p.a. The scholarships are granted as detailed below.

S.No	Category of Course	Staying in College/ University attached Hostels	Staying in Hostels not attached to colleges	Days Scholars
1	Degree I, II & III years	Rs. 185/- p.m	Rs. 150/- p.m	Rs. 120/ p.a
2	P.G. Courses	Rs. 225 + 25 (pocket money)	Rs. 150/- p.m	**Arts Courses** Rs. 120/ p.a for I year and Rs.200 p.a for II year **Science Courses** Rs.200/- p.a for I & II years
3	Higher Technical & Professional Courses	Rs. 225 + 25 (pocket money)	Rs. 150/- p.m	Rs.250/- p.a

4.14.6. SCHOLARSHIP FOR THE CHILDREN OF PRIMARY/ SECONDARY TEACHERS:

This is sponsored by State Government. There are 14 scholarships under this scheme meant for Post-Inter and Post graduate degree student. Parental income limit for this scholarship is Rs. 6,000/-

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p.a. The scholarships are awarded as follows.

COURSE	DAY SCHOLARS	HOSTELLERS
Degree course	Rs. 50/- p.m.	Rs. 75/- p.m.
P.G. / Professional course	Rs. 100/- p.m.	Rs. 125/- p.m.

4.14.7. GENERAL MERIT SCHOLARSHIPS :

(Andhra Region)They are sponsored by State Government. There are 350 scholarships. These scholarships are awarded to post-Inter and Post Degree students. The parental income limit is Rs. 6,000/- p.a.

4.14. 8. RIAYATHI SCHOLARSHIPS : (Telangana Region)

This is a State Government Scholarship awarded to post Inter and Post degree students. There are 175 scholarships. The parental income limit is R.s 6,000/- per annum.

4.14. 9. SCHOLARSHIPS FOR CHILDREN OF GOVERNMENT SERVANTS WHO DIED WHILE IN SERVICE

These are State Government Scholarships. The number of scholarship depends on the budget available. There is no limit on parental income. The above three scholarships are sanctioned as mentioned below (7, 8 & 9)

I yr Degree Course/Diploma (Prof Course)	Rs. 200/- p.a.
I yr P.G. / Degree (Prof. Course)	Rs. 300/- p.a.

4.14.10. SCHOLARSHIPS FOR THE CHILDREN AND GRAND CHILDREN OF POLITICAL SUFFERERS

This is a State Government Scholarship. The number of scholarships, depends on the available budget. The parental income for this scholarship is Rs. 3,600/- p.a. The students of degree courses are given Rs. 300/- per annum.

The scholarships mentioned above at S.No. 7, 8, 9 & 10 are awarded on the merit from the proposals received from Principals, and are limited to available budget and number of scholarship available.

4.14.11. SCHOLARSHIPS FOR THE STUDENTS FROM NON- HINDI SPEAKING STATES FOR THE POST METRIC STUDIES IN HINDI.

These are sponsored by Government of India. The total number of scholarships is 192. Out of which 144 are given to Degree students and 48 to PG students. There is no limit of parental income.

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The scholarship amount is as follows.

I yr Degree	Rs. 300/- p.m.
II yr Degree	Rs. 500/- p.m.
P.G. and above	Rs. 1000/- p.m.

The sanctions are based on the merit from among the applications received from colleges and are limited to the number of awards available.

4.14.12 SCHOLARSHIPS FOR THE STUDENTS IN ORIENTAL COLLEGES: (only renewals)

These scholarships are sponsored by State Government. The number of scholarships depends on the budget available. The parental income limit is Rs. 3,600/- per annum. They are meant for the degree students @ Rs. 400/ - per annum.

4.14.13. PRATIBHA SCHOLARSHIPS :

It is a State Government Scheme. The Commissioner of Collegiate Education implements the scheme for LAWCET I & II (i.e.,3year & 5 year Degree Courses). The number of awards allotted for the above said courses are 30 each for LAWCET I & II. The selection will be from among the various categories i.e., SC,ST,BC,PH,OC and Women. The rate of scholarship is Rs.10,000/- p.a. The prescribed income limit under the scheme is Rs.1,00,000/- p.a. After the receipt of the Merit list from the Convenor of LAWCET Entrance Test, the applications are sent to the candidates and scholarships are sanctioned as per their eligibility.

4.14.14. POST MATRIC SCHOLARSHIPS FOR ECONOMICALLY POOR STUDENTS AMONG CERTAIN COMMUNITIES

The students who belong to the following (13) Economically Poor Communities studying in Professional Colleges and University Colleges (Other than Medical) are sanctioned Post-Matric Scholarships for Economically Poor students of certain Communities.

1. Ayyakara 2. Kasikapidi 3. Patra 4. Gajula Balija 5. Nagaralu 6. Pondara 7. Kurakala 8. Quresh (Muslim Butchers) 9. Pala-ekuri 10. Kapu 11. Balija 12. Telaga 13. Ontaries

Eligibility For Post Metric Scholarships :

1. The student should belong to the Economically Poor Community mentioned above.
2. The income of the Parent/Guardian should not exceed Rs.33,500/-p.a., for General Courses and Rs.44,500/- p.a., for Professional Courses.
3. The rate of scholarship is as follows:

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Courses	Attached Hostels	Student Managed Hostels/ Day Scholars
Professional	Rs.525/-p.m.for 10 months	Rs.250/-p.m.for 10 months
P.G. Course	Rs.400/-p.m.for 10 months	Rs.250/-p.m.for 10 months

4.14.15. SCHOLARSHIPS FOR SC, ST AND BC STUDENTS: (At the college level)

Scholarships for the students of Backward Classes and Scheduled Castes are sanctioned by the Social Welfare Department, while Scholarships for Schedule Tribe students are sanctioned by the Tribal Welfare Department. These scholarships are sanctioned by the concerned Departments based on the proposals received from colleges, subject to prescribed parental income limits and other conditions stipulated by the Government from time to time. The fees due from these students are reimbursed to the colleges and the students who are staying away from their homes are also sanctioned mess charges.

4.14.16 SUBMISSION OF APPLICATION AND PREFERRING THE CLAIMS :

The applications of the eligible students belonging to the above categories should be submitted by the Principal to the concerned Welfare Department within the prescribed time. The applications should be promptly scrutinized in terms of their parental income and other eligibility conditions by the Principal.

On receipt of the sanction orders from the concerned department, claims should be preferred. The Treasury Officer concerned will pass the bills and credit the amount to P.D. account, which is opened for operating scholarship money. The Principal will draw the required amount from time to time from P.D. account and disburse them properly to students as per prescribed rules.

4.14.17 DISBURSEMENT OF MESS CHARGES:

Mess charges received should be disbursed to the concerned students periodically as per the instructions of the sanctioning authority, after verifying the eligibility conditions like 75% of attendance etc. The disbursement should invariably be made through account payee cheques and under no circumstances the cash payment should be allowed.

4.14.18 SPECIAL FEE REIMBURSEMENT

The special fee payable by Scheduled Caste, Scheduled Tribe and Listed Backward Class students, who claim exemption of fee at the time of admission, will be reimbursed by the Government. A List of such students along with their particulars and supporting certificates should be sent to the concerned Welfare departments. These departments will reimburse the special fee of all eligible students. The special fee reimbursement so received shall be credited head wise to the college main special fee account and item-wise expenditure can be incurred as per the special fee rules laid down by Government. It is the general practice that the special fee reimbursement received in a particular academic year will

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be taken as the special income for that year and spent along with special fee collections for that year.

4.14.19 SANCTION OF POST MATRIC SCHOLARSHIP TO S.C. STUDENTS STUDYING SELF FINANCING COURSES (G.O.Ms. No. 56 Social Welfare (SW Edn.2) Dept. Dt. 6.10.2003):

In respect of sanction of Post – matric scholarship to S.C. Students studying Self Finance Courses at Under Graduate and Post graduate levels, the total fee reimbursable is restricted to Rs.20,000/- p.a or the actual fee fixed by University/ Government, which ever is less. The student claiming reimbursement of fee under all Self Finance Courses should produce "Income Certificate" issued by the Mandal Revenue Officer. The ceiling of family income shall be the same as per regular courses.

4.14.20 GENERAL RULES FOR OPERATION OF SCHOLARSHIP AMOUNTS:

1. Scholarship should be disbursed to the students after satisfying all conditions including 75% attendance.
2. Original stamped acquittances should be retained in the college for presentation at the time of audit.
3. Disbursement certificate should be submitted to the scholarship sanctioning authority as soon as the scholarships are disbursed.
4. Separate cash books should be maintained for scholarships sanctioned by different agencies.
5. Undisbursed amount of scholarship should be remitted back to the relevant head of account through challan. A copy of the challan shall be furnished to the scholarship sanctioning authority. To avoid double claim of scholarships in more than one college the original T.C. of the students should be retained by the college and it should never be returned to the students. If a student wants to leave the college the T.C. of the college should be given to him but not the original T.C. submitted at the time of admission of the student.

"World is not a parking place. It is a racing track keep on moving, no matter when and where you start, but reach your goal."

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G.O. NO. & DATE UNDER VARIOUS SCHOLARSHIPS SCHEMES :

1. State & special Merit in booklet form	State Govt. scheme. Rules contained
2. National Merit	Govt of India scheme. Rules contained in booklet form
3. Uttam Vidyarthula Upakara Vethanam (TVP)	G.O.Ms.No. 104, Edn (SS) Dept dated 27.21986
4. Scholarships to students from Non Hindi speaking state for post matric studies in Hindi	Govt of India Scheme. Rules contained in the booklet form.
5. Economically poor persons scholarships	G.O.Ms.No. 608 Edn (Y) Dept dated 17.7.1982
6. Scholarship for children of Primary/Secondary scholar teachers	Govt. of India Scheme. Rules contained in the booklet form.
7. General Merit scholarships	G.O.Ms.No. 1191, Edn (P2) Dept dated 2.8.71
8. Riyathi scholarship (Telangana Area)	G.O.Ms.No. 1191, Edn (P2) Dept dated 2.8.71
9 Scholarship to the Children of Govt servants who died while in service	G.O.Ms.No. 1191, Edn (P2) Dept dated 2.8.71
10. Scholarship to children and grand children of political sufferers	G.O.Ms.No. 2588, Edn (P) Deptdated 4.8.60
11. Scholarships to the students in oriental colleges (renewals are only sanctioned by CCE) for the fresh sanctions accorded by the Director of Intermediate Education.	G.O.Ms. No. 1191, Edn(P2) Dept. Dt. 2.8.1971

4.15. SPECIAL FEE RULES FOR COLLEGES (GOVERNMENT & AIDED)

(G.O. Ms. No.593, Education (C) Dept. dated 21-3-1972.) Under Rule 209 of Andhra Pradesh Educa-tional Rules, the college may levy special fees from students for the use of library or reading room or for any other special convenience provi-ded. No fees shall be levied for facilities not provided. The actual levy of each special fee item should be so arranged as not to leave any large surplus at the end of each year and. the collected amounts should be utilized for the purpose for which they are intended.

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This list is not exhaustive. Managements are at liberty to levy special fees from students for any other purpose and also increase the rate of special fees, if such increase is necessary, to meet the full cost of any special convenience provided.- It is an implied condition that in all cases, special fees collected will be utilised for the specific purpose for which the fee is collected, and invariably for the benefit of the students from whom the fees is collected.

The special fees shall not be treated, as a source of income to the management and no account shall be merged with or diverted to general funds of the college without the previous approval of the Commissioner. However, any internal diversion of funds from one item to another may be done under intimation to the Commissioner along with a resolution of the appropriate special fee committees.

The special fees shall be collected by the Principal in the same manner as the tuition fees from all the students.

There shall be a separate special fee fund-account for the special fees collected. Special fee collections should not be credited to the general fund cash book. Proper accounts should be maintained in respect of collection and expenditure. A single cash book, ledger and bank account should be maintained.

The Principal shall maintain a bank account in one of the local scheduled banks under the designation Principal and he/she shall operate it as and when required. The management shall not have anything to do with it. In the case of Government Colleges, Principals shall maintain the special fee funds accounts in treasuries under Personal Deposit Account.

The special fees collected in a year should as far as possible, be fully utilised during the year in which it is collected and for the specified purpose. Normally, there should be no accumulation of funds at the end of the year. Where an amount is left-over during the year, for any valid reason, such amount should be transferred to the corpus fund or spent on development activities in the case of aided colleges with the permission of the Director. There should be a supporting resolution of the appropriate students committee for the purpose. In the case of Government colleges, the accumulation of the special fee funds may be utilised towards developmental activities including the matching grants for schemes under U.G.C. with the previous permission of the Director.

Whenever books, science apparatus, furniture, games articles are proposed to be purchased, three competitive quotations of prices of the articles should invariably be called for from reputed firms and the lowest quotation accepted, without prejudice to quality. In the case of purchase of standardised articles i.e., books journals etc., no quotations need be called for. However usual discount should be asked for.

In cases where the Principals find it necessary to deviate from the normal procedure, they should invariably record the reasons for so doing and make a report to the Director in each such case.

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There shall be constituted a separate committee of at least five members for each special fee fund representing the staff and students. Each com-mittee shall be responsible for the proper utilisation of the fund. An annual budget estimating the total fees collected and expenditure should be drawn up and followed. The tenure of office for the members of Committee shall ordinarily be one year. The procedure for the constitution of the committees and the conduct of business of each committee shall be as may be notified by the Principal from time to time. The correspondent of the college need not necessarily be an ex-officio member of such committee.

Expenditure not exceeding 10 % of the Collection made under (a) Library (b) Games (c) Students Union (d) Laboratory fees may be set apart for the purchase of equipment and other items of a non-recurring nature including furniture.

Expenditure from the games fund may be incurred on all or any of the following items.

(i) Cost of materials: equipment and, apparatus required for compulsory and optional physical educational activities such as gymnasium repairs to play ground, etc., This includes equip-ment and apparatus required for physical training games and sports.

(ii) Cost of initial outlay on the making of tennis courts, but not the cost of maintenance and repairs, which should normally be met by levying special tennis fees or subscription to be collected from the players.

(iii) Conveyance charges limited to the actual expenses to the competitors taking part in games and sports competitions, conducted outside the colleges.

(iv) Training allowance for staff accompany-ing the competitors at the following rates:—

(a) Single Railway fare for the class for which he is entitled under A.P.T.A., Rules or single bus fare where railway journey is not possible on account of the places not being connected by rail.

(b) Mileage and D. A. at the rates admissible with reference to Government orders in force.

Note :—One Member of staff may accompany the competitors sent from a college. If the number of such competitors ex-ceeds 15, one additional member of staff may be sent, if considered necessary.

v) Daily allowance limited to Rs. 5/- per day for the competitors taking part in games, tournaments and sport competitions, conducted in places at a distance of more than 5 miles from the colleges, and where the competitors have to halt for the night.

(vi) Conveyance charges, refreshments and lunch in the case of cricket matches, only to the players and teachers accompanying the teams in friendly matches with neighbouring colleges or in local tournaments or sports competitions.

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(vii) T.A. and D.A. for representatives from the college to attend meetings of the Executive Committee.

(viii) Purchase of First Aid materials.

(ix) Expenditure on the purchase of in-expensive jerseys etc., for boys, and pyjamas and shirts for use when representing the college.

(x) Payment of remuneration to part-time -or whole time athletic peon, should not exceed l/5th of the total fee collection under the head.

(xi) A uniform rate of remuneration at 2% of the total collections of all the special fee funds put together subject to the following maxi-mum will be paid to the ministerial staff who maintain the accounts based on the strength of the colleges ':—

(a) Colleges with a student strength exceeding 750 The remuneration payable will be Rs. 130/- per annum for the Superintendent/Head clerk/Senior U.D.C. and Rs. 125/- per annum for each of the two other clerks.

(b) Colleges with a student strength less than 750 The remuneration payable will be Rs. 130/- per annum to the Superintendent/Head Clerk/Senior U.D.C./and Rs. 120/-for the clerk) U.D.Cor L.D.C.) The remuneration payable to the, staff made in two equal installments in the course of the academic year.

(xii) Subject to the availability of funds, audiovisual equipment such as film projector, library of films, radio, tape recorder, record-players, public address system and batteries, steel almarahs may be purchased from Audio-visual Education fund.

(xiii) The members of staff of the College who maintain the Audio Visual Equipment (preferably from physics Department) may be paid remuneration as indicated below:

	Rs. per annum
Lecturer	100
Attender	50

(xiv) The custodian of MANA TV may be paid a honorarium of Rs. 400/- p.m and one attender may be paid Rs.100 p.m for keeping the equipment in proper condition starting from July to till the end of Academic Year i.e March. from out of the special fee funds vide proceedings Rc. No.2/ AC-5/Mana TV/Acad.Cell/2007 dt. 02.07.2007.

(xv) A detailed statement based on cash book and ledger should be prepared at the end of each financial year, showing the receipts, expenditure and balance under the special fee and incorporated in the college financial state-ment and submitted to the Director of Higher Education.

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(xc) The rates of T.A. etc., allowed for competitors in Tournaments conducted at other places are also applicable to other competitors like debating teams and students Union represen-tatives.

(xci) A library catalogue may be printed tapping the library fees and supplied to each student if there is any balance after purchasing the books required for the library.

(xcii) Expenditure towards stationery and correspondence shall be met from different special fee funds. The colleges shall utilise the special fee funds strictly for the specific purpose for which they are intended and should not divert them to un authorised purposes. Should any doubt arise in the actual operation of the scheme or at any stages during the implementation of the programme, the Commissioner of Collegiate Education may be addressed for clarification or guidance. In all matters, the decisions of the Commissioner of Collegiate Education shall be the final.

The above rules governing the receipts and expenditure of special fee funds should be implemented in all Government and Private Degree Colleges in the State.

The accumulated special fee funds should as far as possible be utilized as matching share for U.G.C. schemes in Degree Colleges and for other developmental and student welfare activities of permanent nature. They should not be credited to the General Funds of private colleges. Permission of Commissioner of Collegiate Education should be obtained for their utilization.

In CCE's proceedings Rc. No. 41/Admn I-2/2007, dt. 17.2.2007, all the Principals of Government Degree Colleges are requested to furnish CPDC and Staff council Resolutions along with Special fee committee resolutions and head wise accumulated balances at the end of the financial year and details of specifications etc., while sending the proposals for utilization of special fee accumulations. Principals have to follow the procedure and decisions of the CPDC and Staff Council invariably in utilizing the special fee accumulations with prior permission of the Commissioner of Collegiate Education. .

In Telangana area the rates of special fees prescribed by the Osmania University should be followed but for utilization the above govern-ment orders should be followed. Utmost care as in the case of Government/Management funds should be taken in operation of special fee fund and all financial procedures have to be followed.

The daily totals of all collections by way of challans should first be entered in the daily fee collection register, then posted to cash book and from there to the ledger. The expenditure should be entered in the cash book and from there posted to the ledger. There should be one D.F.C., and one cash book. Continuous voucher numbers should be given in the cash book for the expendi-ture incurred and all the vouchers filed preferably pasted in a file specially designed for the purpose. There should be an advances register and when advances are given entries are to be made in the register and acknowledgement taken. When account is rendered an entry should also be made in this register. For the advance if a number of vouchers are given all of them should be en-tered in a sheet and totaled and

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signed by the giver that becomes the main voucher and all the receipts/vouchers, given showing the details of expenditure become sub-vouchers. In the cash book the main voucher numbers should be given with the numbers of sub-vouchers. The sub-vouchers should be filed/ pasted below the main voucher giving details of expenditure.

In the ledger, under each special fee fund the daily receipt, expenditure and balance will be shown with the voucher numbers given in the cash book. In the cash book the daily receipt and expenditure under each special fee fund will be shown besides the bank columns showing the de-posits, with drawl and balance.

It is essential that the periodical checking is done between the entries made in the Bank Column of the cash book and the pass book and, discrepancies reconciled in the following form failing which the cash book and pass book will not tally and over a period of time it will be immpossible to rectify the mistakes committed.

Balance as per cash Book .....

Balance as per pass Book .....

Difference .....

1. Challans not accounted for by college.

2. Receipts not accounted for by Bank.

3. Cheques issued and not accounted for by Bank.

4. Expenditure not accounted for by college.

A separate register should be opened for deposits collected like Laboratory deposit and Library Deposit showing the name of the student, Year of course the amount collected, Receipt number and date etc. When refund is given his acknowledgement should be obtained opposite his name. Ledger account should invariably be maintained for each academic year.

4.16 DONATIONS AND CONTRIBUTIONS FROM OTHERS

It is the responsibility of the Principal to maintain proper accounts of receipts and expenditure of moneys received from the above sources. He should not keep in pending university fee remittances and un-disbursed scholarships accounts beyond the academic year concerned. The Principals shall prepare plans and estimates for the construction of sheds to meet the college accommodation shortage with the approval of Staff Council and CPDC from accumulated special fee and additional special fee funds of the college to obtain CCE's permission and then start the work wherever necessary.

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4.17 FULL ADDITIONAL CHARGE (FAC) ALLOWANCES TO THE INDIVIDUALS PLACED IN F.A.C OF THE POST OF PRINCIPAL OF A COLLEGE

The following information should be submitted to claim FAC allowances.

1) Specific proposal from the Principal of the Government Degree College (Successor of the individual who held the FAC of the post of Principal.
2) Check list *
3) Copy of the proceedings of the Commissioner of Collegiate Education, wherein the individual was placed in FAC of the post of Principal.
4) Copy of the proceedings of the Commissioner of Collegiate Education, wherein the individual was relieved from the FAC of the post of Principal.
5) Copies of the CTCs both taking over and handing over.
6) Non-drawal certificate issued by the Principal.
7) Certificate of Non-availment of leave other than CL during the period of FAC held by the individual.
8) Certificate of mid term and summer vacation period.

CHECK LIST

(PROFORMA FOR SANCTION OF ADDITIONAL CHARGE ALLOWANCE)

1	Name of the Government Servant with designation, who has been given FAC	:
2	Post to which he has been placed in FAC	:
3	Proceeding No. & Date in which the employee has been placed in FAC of the post of Principal.	:
4	Date of taking over the charge of the post and reasons (CTC both taken over and handing over to be enclosed)	:
5	Certificate regarding availment of leave i.e. other than CL if any in	:

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	the period of FAC	
6	Vacation period if any during the period of FAC	:
7	Date of handing over the charge of the FAC post	:
8	Period of FAC handled by the incumbent	:
9	Period for which the charge allowance is now proposed for sanction	:
10	Scale of pay and basis pay of the individual	:
11	Recommendation of the Principal	:

Signature of the Principal with stamp

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GOVERNMENT DEGREE COLLEGE IN THE STATE-ZONE WISE AS ON MAY, 2008

ZONE-I

1. Srikakulam Dist. (8)	2. Vizianagaram Dist. (2)	3. Visakhapatnam Dist.(8)
1. Srikakulam (2)	1. Srungavarapukota	1. Visakhapatnam (2)
2. Amudalavalasa	2. Salur	2. Bheemunipatnam
3. Palakonda		3. Yellamanchali
4. Narasaraopet		4. Narsipatnam
5. Tekkali		5. Chodavaram
6. Baruva		6. Paderu
7. Ichhapuram		7. Chintapalli

ZONE-II

1. East Godavari Dist. (10)	2. West Godavari Dist. (12)	3. Krishna Dist. (7)
1. Kakinada (2)	1.Tadapalligudem	1. Vijayawada
2. Tuni	2. Nidadavolu (2)	2. Tiruvur
3. Razole	3. Tanuku	3. Kaikalur
4. Kothapeta	4. Chintalapudi	4. Bantumilli
5. Mandapeta	5. Palakol (2)	5. Avanigadda
6. Rajahmundry	6. Jangareddygudem	6. Movva
7. Seethanagaram	7. Dumpagadapa	7. Pamarru
8. Rampachodavaram	8. Bhimavaram	
9. Ravulapalem	9. Narayanapuram	
10. Ganapavaram		

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ZONE III

1. Guntur Dist. (5)	2. Prakasam Dist. (6)	Nellore Dist. (8)
1. Guntur	1. Ongole	1. Nellore
2. Repalle	2. Kandukur	2. Gudur
3. Chebrole	3. Ulavapadu	3. Naidupet
4. Macherla	4. Kanigiri	4. Sullurpet
5. Vinukonda	5. Chirala	5. Venkatagiri
6. Addanki		6. Rapur
		7. Udayagiri
		8. Vidavalur

ZONE - IV

1. Kurnool Dt. (12)	2. Anantpur Dt. (13)	3. Kadapa Dist. (9)	Chittoor Dist. (12)
1. Kurnool (3)	1. Anantapur (2)	1. Kadapa (2)	1. Chittoor (2)
2. Nandikotkur	2. Guntakal	2. Rajampet	2. Palamaner
3. Sri Sailam Project	3. Tadipatri	3. Koduru	3. Punganur
4. Nandyal	4. Dharmavaram	4. Rayachoti	4. Madanapalle
5. Koilakuntla	5. Bukkapatnam	5. Lakkireddipalli	5. Vayalpadu
6. Banaganpalli	6. Kadiri	6. Jammalamadugu	6. Pileru
7. Dronachalam	7. Penugonda	7. Proddatur	7. Karvetinagaram (Dhone)
8. Pattikonda	8. Madakasira	8. Porumamilla	8. Puttur
9. Alur	9. Kalayandurg		9. Srikalahasti (02)
10. Yemmiganur	10. Rayadurg		10. Nagari
	11. Hindupur		
	12. Uravakonda		

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ZONE V

1. Warangal Dt. (7)	2. Khammam Dt. (8)	3. Karimnagar Dt. (11)	4. Adilabad Dt. (8)
1. Warangal	1. Khammam (2)	1. Karimnagar (2)	1. Adilabad (2)
2. Hanamkonda	2. Madhira	2. Agraharam	2. Utnoor
3. Narasampet	3. Sathupalli	3. Jagityal (2)	3. Nirmal
4. Mahaboobabad	4. Yellandu	4. Korutla	4. Bhainsa
5. Mulugu	5. Kothagudem	5. Peddapalli	5. Mancherial
6. Janagaon	6. Paloncha	6. Huzurabad	6. Chinnoor
7. Eturunagaram	7. Bhadrachalam	7. Jammikunta	7. Bellampalli
		8. Manthani	
		9. Godavarikhani	

ZONE VI

1. Nizambad Dt. (7)	2. Medak Dt. (08)	3. Mahabubnagar Dt. (8)	4. Nalgonda Dt. (5)
1. Nizambad	1. Sangareddy (2)	1. Mahabubnagar (2)	1. Nalgonda (2)
2. Armoor	2. Siddipet	2. Jadcherla	2. Devarakonda
3. Kamareddi	3. Jogipet	3. Gadwal	3. Ramannapet
4. Bodhan	4. Gajwel	4. Wanaparthy (2)	4. Kodad
5. Bichkonda	5. Zaheerabad	5. Kondanagula	
6. Banswada	6. Sadasivapet	6. Palem	
7. Madhumalancha	7. Medak		

ZONE - VII

1. Hyderabad (6)	2. Secunderabad (1)

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PRIVATE AIDED COLLEGE IN THE STATE-ZONE WISE AS ON MAY, 2008

ZONE-I

1. Srikakulam Dist. (1)	2. Vizianagaram Dist. (5)	3. Visakhapatnam Dist. (8)
1. Kasibugga	1. Vizianagaram (2)	1. Visakhapatnam (6)
2. Garividi	2. Anakapalle (2)	
	3. Bobbili	
	4. Parvathipuram	

ZONE-II

1. East Godavari Dt. (10)	2. West Godavari Dt. (12)	3. Krishna Dt. (23)
1. Kakinada (3)	1. Eluru (3)	1. Vijayawada (11)
2. Amalapuram	2. Tadapalligudem	2. Nandigama
3. Malkipuram	3. Tanuku	3. Jaggayyapet
4. Anaparthi	4. Attili	4. Nuzvid
5. Ravulapalem	5. Penukonda	5. Bhuddavaram
6. Rajahumundry (2)	6. Narasapur (2)	6. Vuyyur
7. Ramachandrapuram	7. Bhimavaram (2)	7. Gudivada (2)
8. Peddapuram	8. Veeravasaram	8. Machilipatnam (4)
		9. Gudlavalleru

ZONE-III

1. Guntur Dist. (26)	2. Prakasam Dist. (8)	Nellore Dist. (8)
1. Guntur (7)	1. Ongole (3)	1. Nellore (4)
2. Tadikonda	2. Giddalur	2. Gudur
3. Dharanikota	3. Vetapalem	3. Vidyanagar
4. Mangalagiri	4. Chirala	4. Kavali
5. Duggirala	5. Podili	5. Atmakur
6. Tenali (2)	6. Markapur	
7. Kajipalem		

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8. Bhattiprolu
9. Nidubrolu
10. Sathenpalle
11. Peddan
12. Chilakaluripet (2)
13. Nagaram
14. Baptla
15. Narasaropet (3)
16. Nagarjunasagar (RS)

ZONE-IV

1.Kurnool Dist. (8)	2. Anantapur Dist. (3)	3. Kadapa Dist. (9)	Chittoor Dist. (5)
1. Kurnool (2)	1. Anantapur	1. Kadapa (2)	1. Madanapalle (2)
2. Velgode	2. Hindupur	2. Veerapanayanipalli	2. Tirupathi (3)
3. Nandyal	3. Guntakal	3. Pulivendula	
4. Allagadda		4. Proddatur (2)	
5. Chagalamarri		5. Pullareddipeta	
6. Adoni		6. Mydukur	
7. Kothapet		7. Badwel	

ZONE-V

1. Warangal Dist. (4)	2. Khammam Dist. (2)	3. Adilabad Dist. (1)	4. Karimnagar
1. Warangal (4)	1. Khammam	1. Sirpurkhagaznagar	-Nil-
2. Kothagudem			

ZONE-VI

1. Medak	2. Nalgonda (3)	3. Nizamabad (2)	4. Mahabubnagar(1)	5. Ranga Reddy (4)
-Nil-	1. Bhongir	1. Nizamabad (2)	1. Narayanpet	1. Vikarabad
	2. Suryapet			2. Tandur
	3. Miryalguda			3. Tarnaka
				4. Old Alwal

ZONE - VII

1. Hyderabad (15) **2. Secunderabad (21)**

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ADDRESSES OF FREQUENTLY USED WEBSITES

S.No	Institution	Web Address
1	Commissionerate of Collegiate Education (CCE), AP Hyderabad	www.apcce.gov.in
2	Andhra Pradesh State Council of Higher Education (APSCHE), Hyderabad	www.apsche.org
3	University Grants Commission, New Delhi.	www.ugc.in
4	National Assessment and Accreditation Council, Banglore	www.naacindia.in
5	Information on Library Network	www.inflibnet.ac.in/
6	For Government Orders (G.Os)	www.aponline.gov.in
7	Osmania University, Hyderabad	http://www.osmania.ac.in/
8	Acharya Nagarjuna University, Guntur	www.nagarjunauniversity.ac.in/
9	Andhra University, Visakhapatnam	www.andhrauniversity.info/
10	Sri Venkateswara University, Tirupathi	http://www.svuniversity.in/
11	Sri Krishnadevaraya University, Ananthapur	skuniv.ap.nic.in/
12	Kakatiya University, Warangal	http://www.kuwarangal.com/
13	Jawaharlal Nehru Technological University, Hyderabad	http://www.jntu.ac.in/
14	University of Hyderabad, Hyderabad	www.uohyd.ernet.in/
15	Dr. BR Ambedkar Open University, Hyderabad	www.baou.org/
16	Indira Gandhi Open University	http://www.ignou.ac.in/
17	NTR University of Health Sciences, Vijayawada	http://203.199.178.93/

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ABSRTACT

REGION-WISE DEGREE COLLEGES GOVT / AIDED / UN-AIDED/ORIENTAL - 2007 -2008

SL. NO.	DISTRICT	GOVT			PVT.AIDED			PVT.UN-AIDED			ORIENTAL			TOTAL		
		B	G	T	B	G	T	B	G	T	B	G	T	B	G	T
	ANDHRA															
1	SRIKAKULAM	8	1	9	1		1	58	4	62				67	5	72
2	VIZIANAGARAM	2		2	4	1	5	51	1	52	1		1	58	2	60
3	VISHAKAPATNAM	7	1	8	5	3	8	74	7	81				86	11	97
4	EAST GODAVARI	9	1	10	9	1	10	82	13	95		1	1	100	16	116
5	WEST GODAVARI	10	2	12	8	4	12	50	4	54	2		2	70	10	80
6	KRISHNA	7		7	18	5	23	57	10	67	1		1	83	15	98
7	GUNTUR	4	1	5	25	1	26	61	16	77	5	1	6	95	19	114
8	PRAKASAM	4	2	6	8		8	56	2	58	1		1	69	4	73
9	NELLORE	7	1	8	7	1	8	39	1	40	1		1	54	3	57
	TOTAL	57	9	66	85	16	101	528	58	586	11	2	13	682	85	767
	RAYALASEEMA															
10	CUDDAPAH	8	1	9	8	1	9	31	3	34				47	5	52
11	CHITTOR	9	3	12	4	1	5	52	2	54	2		2	67	6	73
12	KURNOOL	11	1	12	8		8	25	5	30	1		1	45	6	51
13	ANANTAPUR	11	2	13	3		3	36	3	39	1		1	51	5	56
	TOTAL	39	7	46	23	2	25	144	13	157	4		4	210	22	232
	TELANGANA															
14	WARANGAL	6	1	7	3	1	4	54	6	60	1	1	2	64	9	73
15	KHAMMAM	7	1	8	1	1	2	47	2	49				55	4	59
16	KARIMNAGAR	9	2	11				57	4	61	3		3	69	6	75
17	ADILABAD	7	1	8	1		1	37	6	43				45	7	52
18	NIZAMBAD	7		7	1	1	2	31	2	33	1		1	40	3	43
19	MEDAK	7	1	8				43	1	44				50	2	52
20	MAHABUBNAGAR	6	2	8	1		1	47	5	52	3		3	57	7	64
21	NALGONDA	4	1	5	3		3	68	7	75				75	8	83
22	RANGA REDDY				4		4	56	14	70				60	14	74
23	HYDERABAD	4	3	7	26	10	36	101	47	148	11		11	142	60	202
	TOTAL	57	12	69	40	13	53	541	94	635	19	1	20	657	120	777
	GRAND TOTAL	153	28	181	148	31	179	1213	165	1378	34	3	37	1548	227	1775

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G. .N. Rao, IAS.
Commissioner of Collegiate Education

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"Smile is a Electricity and
Life is Battery
Whenever you Smile
The battery gets charged and
A beautiful day is activated
So keep Smiling"

-David M. Burns

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Commissionerate of Collegiate Education

Government of Andhra Pradesh

Nampally, Hyderabad

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