

Institutional Policies

☎ 08814-222128



SRI DASARI NARAYANA RAO GOVERNMENT DEGREE COLLEGE FOR WOMEN

(Affiliated to Adikavi Nanayya University, Rajahmundry)

Beside Municipal Office, Main Road, PALAKOL-53420, W.G.Dt., A.P.
e-mail : dnrjkc@gmail.com website : www.sridnrgdcw.ac.in



Summary – Institutional Policies

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Principal
Sri D.N.R. Govt. Degree College
For Women, PALAKOL - 534 260

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QUALITY POLICY

Sri.D.N.R.Government Degree College for Women ,Palakol is committed to provide quality education to the student community and to cater the challenges ,needs of the present industry though the continuous support from the Commissioner of Collegiate Education: Govt. of Andhra Pradesh.

- Contributing to the academic standards and over all knowledge development of the students
- Continuous monitoring of class work, attendance using different Apps
- Enhancing the competency of the faculty by taking modern and innovative methods of teaching learning process
- Inculcating Ethical and moral values among the students by various adopting various initiatives
- Collaborating and having MOUs with other institutions and industry for mutual benefit
- Ensuring Continuous Internal Assessment of the student in all aspects.
- No compromise in quality policy in all aspects of the institution.




PRINCIPAL
Sri D.N.R. Govt. Degree College
For Women, PALAKOL - 534 260

HEI Policy
For award of
Scholarships and free ships



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E Governance policy

As Sri. Dri D.N.R.Govt.Degree College for Women ,Palakol, W.G.Dt is a Government run Institution. We adopt and implement the **E governance policy of Govt.of Andhra Pradesh., scrupulously.** The e governance is being followed in the following areas for speedy and transparency in running the Higher Education Institution.

1. All the Staff members teaching and non-teaching give their attendance through Andhra Pradesh State Facial Recognition app every day. In addition they have ICOMA thumb based attendance in token of their presence on every working day. This is linked to A.PCFMS (Comprehensive Financial Management System of Govt. of Andhra Pradesh for the drawing and disbursing the salaries to the individual bank accounts.
2. Admissions for under Graduation are done through OAMDC (On line Admissions Module for Degree College Admissions) by the A.P.State Council of Higher Education/Affiliating University/ College. Student can choose a seat in a college which she feels better HEI.
3. Even fee payment is made by the student by F.MAP app. Student can directly pay the fee by downloading the app and make payment through electronic mode.
4. All payments will be made through A.P.CSFMS (Andhra Pradesh Comprehensive Finance Management System)through on line for the regular staff/retired employees for the pay and allowances and medical reimbursements.
5. Student attendance is taken through Jnanabhumi Portal, which is inter linked to Scholarships of the students. Basing on the attendance the scholarship and fee re-imbursement will be automatically transferred to the mother account of the student.
6. The Class work is being monitored by the Principal and other higher authorities through OTLP App(Teaching learning portal) Every day after completion of class work every faculty upload their classes in the TLP APP.
7. As our college is an affiliated college to the Adikavi Nanayya University, Rajahmundry, the examinations and university related communication is being made through electronic mode. The examination paper is being downloaded just before 1 hour of commencement of the examination and conducting examinations.
8. The correspondence with Govt .o f Andhra Pradesh, Commissioner of Collegiate Education :A.P., Vijaywada is being done through e office.
9. Staff, Principal and others even submit their grievances through the App., and the link is available in the college web site.



Y. S. Ch.
Principal
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Policy for Fee concession


Sri.D.N.R.Govt.Degree College for Women, Palakol, West Godavari is established in the year 1982-83 . As it is a Government institution all the students entitled for State and Central Government sponsored Scholarships subject to fulfillment of conditions.

To make transparency the Govt. of Andhra Pradesh introduced a portal by name Jnanabhoomi, where in all eligible students apply for Scholarships. On the submission of attendance by the Principal of the concerned institution, the disbursement will be made to the mother account of the student.

Eliigiblity criteria :

- I. SC/ST students belonging to BPL group are eligible for scholarships ,OBC students belonging to BPL group are eligible for scholarships Economically backward class students whose parental income is below BPL are elilgble for EBC scholarships. After submission of application though on line – every month the Principal submits the attendance particulars of the students in the portal and automatically the amount will be transferred to parent account by the Social Welfare Department.
- II. In addition to above the Instiution provide scholarship to the Poor cum Merit basis to the deserving students of the college.,under the title Poor Boy Fund Scheme.
- III. **Endowment** cash prizes will be given to the merit students purely on merit basis. On the occasion of college day function.




Principal
Sri D.N.R. Govt. Degree College
For Women, PALAKOL - 534 260

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Higher Education – Introduction of Online admission process for admission into under graduate courses offered by the Degree Colleges in the State - Rules for online admissions for admission of students into Undergraduate Courses in Arts, Science, Social Sciences, Commerce, Management, Computer Applications and Social work etc. including Honours, in all faculties in Government Degree Colleges, Government Autonomous Degree Colleges, Private Aided Degree Colleges, Private Unaided Degree Colleges and Private-Autonomous Degree Colleges (Aided and Unaided) –Notification - Orders - issued.

HIGHER EDUCATION (CE) EPARTMENT

G.O.MS.No. 34

Dated: 15-10-2020.

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ORDER:-

The objective of introducing the online admission process for admission into under graduate courses offered by the Degree Colleges in the State is 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.

2. Whereas, the Vice-Chancellors of the ten conventional Universities in the State i.e. Andhra University, Sri Venkateswara University, Acharya Nagarjuna University, Sri Krishnadevaraya University, Adikavi Nannayya University, Yogi Vemana University, Dr. B.R.Ambedkar University, Krishna University, Rayalaseema University, Vikrama Simhapuri University and the Commissioner of Collegiate Education have authorized the Andhra Pradesh State Council of Higher Education to conduct admissions into Government, Aided and Private Unaided and Autonomous Degree Colleges in the State of Andhra Pradesh from the academic year 2020-21.

3. And whereas the recognition, approval and affiliation authorities permitted the Chairman, Andhra Pradesh State Council of Higher Education to initiate the process to conduct Undergraduate (UG) online admissions from the academic year 2020-21 through OAMDC, (Online Admission Module for Degree Colleges) of APCFSS.

4. Therefore, the following notification will be published in an Extra Ordinary Issue of the Andhra Pradesh Gazette.

NOTIFICATION

In exercise of the powers conferred under clause (a) and sub-clause (xxv) of clause (b) of sub-section (1) of Section 99 of the Andhra Pradesh Education Act, 1982 (Act No.1 of 1982) read with clauses (i) and (j) of sub-section (2) of Section 25 of the Andhra Pradesh Universities Act, 1991 (Act No. 4 of 1991), 7 and sub-clause (vi) of clause (II) of sub-section (2) of Section 11 of the Andhra Pradesh State Council of Higher Education Act, 1988 (Act No.16 of 1988), the Government of Andhra Pradesh hereby makes the following Rules for on line admission of the students into Undergraduate Courses in Arts, Science, Social Sciences, Commerce, Management, Computer Applications and Social work etc. including Honours, in the faculties in the Government Degree Colleges, Government Autonomous Degree Colleges, Private Aided Degree Colleges, Private Unaided Degree Colleges and Private-Autonomous Degree Colleges (Aided and Unaided) in the State:-

1. Short title, applicability and commencement:

- (i) These rules may be called the Andhra Pradesh Degree Colleges on line Admission (for admission of the students into Undergraduate Courses in Arts, Science, Social Sciences, Commerce, Management, Computer Applications, Social work etc., including Honours) Rules, 2020.
- (ii) They shall apply to all Government Degree Colleges, Government Autonomous Degree Colleges, Private Aided Degree Colleges, Private Unaided Degree Colleges, Private-Autonomous Degree Colleges (Aided and Unaided).
- (iii) They shall come into force from the academic year 2020-21.

2. Definitions:

- (i) In these rules, unless the context otherwise requires:

(a) "Government" means State Government of Andhra Pradesh.

- (b) "State Council" means the Andhra Pradesh State Council of Higher Education, constituted under the Andhra Pradesh Council of Higher Education Act, 1988 (Andhra Pradesh Act No.16 of 1988).
- (c) "*University*" means a University established or to be established and incorporated as a University in the Schedule of the University Act;
- (d) "UGC" means University Grants Commission constituted under Parliament Act 1957;
- (e) "APHER&MC" means AP Higher Education Regulatory and Monitoring Commission constituted under the Act No. 20 of 2019.
- (f) "*Academic year*" means a period of twelve months commencing on the first day of July of the year or such other period of twelve months beginning on such date as the Executive Council may specify in respect of all the colleges under the control of the University or any particular college thereof;
- (g) "*Affiliated College*" means a college within the University area affiliated to the University in accordance with the conditions prescribed;
- (h) "*Aided College*" means a college other than a Government College which receives grant-in-aid from the State Government;
- (i) "*Unaided College*" means a College other than a Government College which does not receive any grant-in-aid from the State Government and functions with the prior approval of the Competent Authority and affiliation of the university concerned.
- (j) "*Autonomous College*" means an affiliated college on which the status of autonomy has been conferred by the University as per the guidelines of the UGC;
- (k) "*College*" means a college established and maintained by or affiliated to the University;
- (l) "*Commissioner of Higher/Collegiate Education*" includes Commissioner / Director of Higher / Collegiate Education;
- (m) "*Institute*" means an academic institution, not being a College, maintained and/or recognized by the University;
- (n) "*Student*" means a person who is admitted to a college, and is borne on the attendance register thereon;

(ii) Words and expressions used but not defined in these rules shall have the same meaning assigned to them in the respective Act of the Institution/University.

3. Eligibility Criteria for Admission:

3.1 The eligibility criteria for the Undergraduate Courses such as B.A/ B.Sc./ B.Com. / B.Com. (Voc) / B.Com.(Hons) /BSW /BBA /BBM/BCA etc., shall be as mentioned below:

- (i) The Candidate should be of Indian Nationality.
- (ii) The candidate should satisfy 'local'/'non-local' status requirements as laid down in the Andhra Pradesh Educational Institutions (Regulation of Admissions) Order,1974, as subsequently amended (enclosed as Annexure-I).
- (iii) Candidates seeking admission into 1st year B.A./B.Com./B.Com. (Voc.)/B.Com.(Hons)/BSW/BBA/ BBM/ BCAetc Degree Courses must have passed Two Year Intermediate Examination conducted by the Board of Intermediate Education, AP OR an Examination of any other University/Board recognized as equivalent thereto, (other than Pre-Degree Course in Oriental Languages of OU), as specified in the Annexure II.
- (iv) Candidates seeking admission into the B.Sc. 1st Year Course should have passed and secured an aggregate of 40% marks (a Pass only in the case of Scheduled Caste and Scheduled Tribes candidates) in the concerned Science Subjects (i.e. Physical Sciences and Mathematics OR Physical Sciences and Biological Sciences as the case may be) in the qualifying examination. Candidates who have passed the qualifying examination with Arts/Commerce subjects are NOT ELIGIBLE for admissions into the B.Sc. Course.

- (v) In respect to the candidates, who have passed Intermediate (Vocational) Courses from the Board of Intermediate Education, AP OR +2 Examination conducted by any Board other than listed in the Annexure-II, the candidates shall submit an equivalence certificate issued by the Board of Intermediate Education, Andhra Pradesh.
- (vi) The Candidates who have passed a Diploma in Engineering/ Technology/Non-Engineering Courses recognized by State Board of Technical Education & Training (SBTET), AP, are eligible for admission in the 2nd Year in all the Degree Programmes as per G.O.Ms.No.112, Higher Education Department, Dt.27.10.2001, in the supernumerary seats subject to a maximum of 5% of sanctioned intake.
- (vii) The Candidates who have passed Intermediate (Vocational) Medical Lab Technology Course from the Board of Intermediate Education, Andhra Pradesh OR from any other State equivalent to it are eligible for admission into B.A. /B.Com Courses only. However, those who have a Bridge Course Certificate along with Intermediate (Vocational) Medical Lab Technology are eligible for B.Sc. Courses.
- (viii) Candidates who have passed Intermediate Examination with Mathematics, Economics and Commerce combination are eligible for admission into B.Sc. with Mathematics, Statistics and Computer Science combination.
- (ix) Candidates seeking admission to BSW Course should have secured not less than 40% marks in aggregate in the qualifying examination (a pass only in the case of Scheduled Caste and Scheduled Tribes candidates).

4. Merit Criteria for admission into Undergraduate Courses (B.A. / B.Sc. / B.Com. /B.Com.(Voc)/B.Com.(Hons) /BSW /BBA /BBM/ BCA)etc:

4.1 The order of merit of the candidates shall be on the basis of the aggregate marks secured by the candidates in the qualifying examination. However, the aggregate marks awarded by other Boards will be normalized with that of Board of Intermediate Education, AP.

4.2 In case of a tie in the aggregate marks, the following preferences shall be followed in the order: (a) the marks secured by the candidates in the group subjects, (b) the marks secured in English Language and (c) the date of birth/ age of the candidate (senior in age getting priority).

- (i) Admissions to the 1st Year of the three year Degree Courses will be made in order of merit as per the options exercised by the candidates through OAMDC.
- (ii) Fraction of 0.5% and above secured by the candidates in the qualifying examination shall be treated as 1% wherever necessary in the calculation of percentage of marks (eg.39.5% and above shall be treated as40%).

5. Allotment of Seats:

5.1 Provisional allotment of seats into Courses / Colleges shall be made in the order of merit of by following the Rules of Reservation issued by the Government from time to time.

- (i) Allotment of Seats for B.Com: 60% of the total number of available seats in B.Com in any College under the jurisdiction of the Universities of Andhra Pradesh State shall be reserved for the candidates who studied and passed the qualifying examination with Commerce as one of the subject.
- (ii) Allotment of Seats for B.A: 50% of the total number of available seats in B.A. in any College under the jurisdiction of the Universities of Andhra Pradesh State shall be reserved for the candidates who studied and passed the qualifying examination with at least one subject of Social Sciences or Humanities at the qualifying examination level.

6. Medium:

6.1 Candidates who pass the qualifying examination through a medium other than English and desirous of studying B.A./B.Com./B.Com. (Hons.)/BSW/BBA/ BBM/BCA Courses etc., in English shall be allowed to do so without stipulating any condition provided they secured minimum percentage in English in the qualifying examination.

6.2 Candidates who desire to take admission into Telugu/Hindi/Urdu/ Kannada/ Marathi medium in Undergraduate Courses should have studied

- i. In the language concerned (Telugu/Hindi /Urdu/ Kannada/ Marathi) medium upto 10th standard or at Intermediate level.

OR

- ii. They must have studied the language concerned as one of the subjects/second language either upto 10th standard or at Intermediate level or 10 +2 level.

7. Special Admissions:

7.1 As per the G.O.Ms.No.112, Higher Education Department, Dt.27.10.2001, the students who have completed three year Diploma Courses in Commercial and Computer Practice conducted by the State Board of Technical Education and Training (SBTET) of Andhra Pradesh State which is equivalent to B.Com 1st Year are eligible to get admission into 2nd Year B.Com.

8. Rules of Reservation for Admissions:

8.1 Reservation for local Candidates:

8.1.1 Admission to 85% of the seats in each Course shall be reserved for the local candidates and the remaining 15% of the seats shall be unreserved as specified in the Andhra Pradesh Educational Institutions (Regulation of Admissions) Order, 1974 as subsequently amended (Details enclosed in Annexure-I).

8.1.2 In respect of State Universities, the State quotas apply as prescribed in the Andhra Pradesh Educational Institutions (Regulation of Admissions) Order, 1974.

8.2 Reservation for SC/ST/BC Communities/EWS

There shall be reservation of seats for SCs, STs and BCs as specified hereunder:

- (a) **Scheduled Castes A total of 15%** of seats in each Course shall be reserved for Candidates belonging to the Scheduled Castes Category.
- (b) **Scheduled Tribes A total of 6%** of seats in each Course shall be reserved for candidates belonging to the Scheduled Tribes Category.
- (c) **Backward Classes A total of 29%** seats in each Course shall be reserved for the candidates in respect of Backward classes candidates as shown below:

Group - A	:	7%
Group - B	:	10%
Group - C	:	1%
Group - D	:	7%
Group -E	:	4%

(i) A total of 10% supernumerary seats in each course shall be reserved for the candidates in respect of economically weaker sections as per G.O.No. 60, Backward Classes Welfare (F) Department, Dt: 27.07.2019.

(ii) Candidates belonging to the above categories should submit Community, Nativity and Date of Birth Certificate as per G.O.Ms.No.58 of Social Welfare Department,dt.12.05.1997.

(iii) SC, ST and BC candidates who get seats on merit will not be considered against the seat reserved for them and such candidates will be considered under the general category of seats.

(iv) If sufficient number of candidates are not available to fill up the seats reserved for SCs they shall be filled up by suitable candidates from STs and vice-versa. If the required number of candidates is not available for filling up the quota of seats reserved for SCs and STs they may be filled up by candidates from the general pool on the basis of the merit.

(v) While filling up the seats reserved for Backward Class -A, the qualified Backward Class-A candidates should be considered in the order of merit. If qualified Backward Class-A candidates are not available, the turn will go to Backward Class-B, Backward Class-C, Backward Class-D or Backward Class-E in the order of merit in each group. If no suitable candidates are available in any of the five groups, the seats shall be filled up from general pool on the basis of merit.

8.3 Reservation of Seats for NCC and Games & Sports/ Extra Curricular Activities/ Children of Ex-Servicemen and Armed Personnel:

A Maximum of 4.5% of the seats of Degree Courses shall be reserved for the candidates who have distinguished themselves in Sports, Extra-Curricular activities, N.C.C and children of Ex-Servicemen and Armed Personnel as follows:-

(i) **Reservation for N.C.C : 1%** of the seats are reserved for the students possessing the prescribed certificates in N.C.C. If suitable candidate is not available for any seat in the above categories, the same shall be filled up from general pool on the basis of merit.

(ii) **Reservation of seats for Games and Sports: 0.5%** of the seats are reserved for students who have participated in the following games and sports (list given below). The selection of the candidates under this category shall be made according to the G.O.Ms.No.20, Youth Advancement, Tourism & Culture (Sports) Department, dated: 24.08.2009.

1	Archery	11	Hand Ball	21	Soft Ball
2	Athletics	12	Hockey	22	Swimming
3	Basket Ball	13	Judo	23	Table Tennis
4	Boxing	14	Khabadi	24	Taekwondo
5	Chess	15	Kho-Kho	25	Tennis
6	Cricket	16	Roller Skating	26	Volley Ball
7	Cycling	17	Rowing	27	Weight-lifting
8	Fencing	18	Sailing/Yatching	28	Wrestling
9	Foot Ball	19	Shooting	29	Ball Badminton
10	Gymnastics	20	Shuttle Badminton		

If suitable candidate is not available for any seat in the above categories, the same shall be filled up from general pool on the basis of merit.

8.4 Reservation of seats for Extra-Curricular activities:

(a) 1% of the total seats shall be reserved for students who participated in Extra Curricular activities such as Elocution, Debates, Essay and Fine Arts like Dance, Drama, Music, Painting, Photography and President Scouts and Guides Certificate holders. The selection of candidates shall be made in the following order of preference:-

(A) Candidates who have represented India at the International level in Extra Curricular activities and President Scouts and Guides.

(B) Candidates who have represented the State at the All India level in the Extra Curricular activities or obtained prize at the competition of All India level.

(C) Candidates who have represented the College at the Inter Collegiate level and those who have participated at Inter School level.

(a) Whenever there are more number of candidates with a similar merit than the actual number of seats available under the categories specified in item (A), (B), and (C) above, admission shall be regulated by the marks obtained in the qualifying examination.

(b) If suitable candidate is not available for any seat in the above categories, the same shall be filled up from general pool on the basis of merit.

8.5 Reservation of seats for Children of Ex-Servicemen and Children of Armed Personnel (CAP):

2% of the seats are reserved for children of Ex-Servicemen and Children of Armed personnel as per existing Government orders and shall be in the following order of preference:-

(a) Children of Armed Forces Personnel killed in action.

- (b) Children of Armed Personnel disabled in action and invalidated from service on Medical grounds.
- (c) Children of Armed Forces Personnel who are in receipt of Gallantry Awards, the order of merit for consideration of the Gallantry Awards being as given below:

i.	ParamVir Chakra	vi.	UttamYoudhSeva Medal
ii.	Asoka Chakra	vii.	Vir Chakra
iii.	SarvothamYodh Seva Medal	viii.	Shourya Chakra
iv.	Mahavir Chakra	x.	YudhaSeva Medal
v.	Kirti Chakra	x.	Seva/NauSena/VayuSena Medal
		xi	Mention of Dispatches

- (d) Children of other Ex-Servicemen.
- (e) If suitable candidate is not available for any seat in the above categories, the same shall be filled up from general pool on the basis of merit.

8.6 Reservation of Seats for Physically Challenged:

- (a) According to the G.O.Ms.No.339, Education (EC.2) Department, dated:15.12.1999, (Visually Challenged/Impaired, Hearing Impaired, Orthopedically Challenged) **3% of the total number of seats in the 1st year of Degree Courses shall be reserved for the Physically Challenged persons** in the following order:-

There shall be horizontal reservation in each category (OC, BC, SC and ST) in each Course of an institution, for the following categories, to the extent indicated against them:-

(i) Visually Challenged/Impaired	-	1%
(ii) Hearing Impaired	-	1%
(iii)Orthopedically Challenged	-	1%

- (b) The classifications with regard to the above priorities shall be as follows:-

- (i) Visually Challenged/Impaired: A person can be said to be Visually Challenged if the vision is from 6/18 up to 6/60 and anything less than 6/60 shall be considered as an extreme handicap. The above criteria shall also be made applicable to persons with vision in both the eyes, but coming within the range of defects indicated above.
- (ii) **Orthopedically Challenged:**

Defects of upper limbs:

- (a) Quadriplegic (loss of use of 4 limbs shall be considered as the top-most priority in this category).
- (b) Loss of both the limbs – preference shall be given to loss of upper limbs from the above downwards.

Defect of lower limbs:

The criteria applicable to upper limbs shall also be applied to lower limbs with preference to be given for the loss of limbs from the above downwards.

- (iii) **Hearing Impaired:** The Deaf are those in whom the sense of hearing is non-functional for ordinary purpose of life. They do not hear and understand at all even with amplified speech. The cases included in this category will be those having less / more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both cases. A person is deaf if he

cannot hear for all practical purposes being deaf in both the ears. Persons using hearing aids are to be considered as deaf.

- (c) The loss of one eye or one upper limb or one lower limb shall be given a very low priority.
- (d) In case suitable candidates are not available for any seat, such seat shall be filled from general pool on the basis of merit.

8.7 Reservation of Seats for Women Candidates:

(a) Wherever applicable, a minimum of 33 1/3% of the available seats in each Course will be allotted to women candidates from each category, i.e., OC/SC/ST/BC/PH/CAP/Sports/Extra Curricular Activities.

(b) This rule is not applicable if women candidates selected on merit in each category exceed 33.33% or more of the seats therein.

(c) In the absence of suitable women candidates in the respective categories, these shall be filled with men candidates of the same category as per G.O.Ms.No.74, Higher Education (EC.2) Department, dated:28.07.2011.

9. Change of Medium:

The candidates shall not be permitted to change the medium after the final allotment of the seat is made.

10. Funds for the conduct of admissions:

10.1. Adequate funds shall be generated to meet the admission expenditure by levying reasonable charges from the candidates appearing for the Undergraduate admissions as decided by the Admission Committee constituted by AP.

10.2 The amounts that are collected from the candidates towards processing fee for counseling of students shall be directly credited into the account of the Secretary, Andhra Pradesh State Council of Higher Education.

10.3 The Convener shall draw advances from Andhra Pradesh State Council of Higher Education to incur necessary expenditure for items / services connected with the admissions and submit for audit to the Local Fund Audit and report thereof be submitted to the Andhra Pradesh State Council of Higher Education.

11. Fee for Undergraduate Courses:

Fee for Undergraduate Courses in Arts, Commerce, Science, Social Science, Social Work, Management and Computer Applications etc. including Honours, of all the faculties, shall be according to the prescribed fee by the Government on the recommendation of AP Higher Education Regulatory and Monitoring Commission (APHERMC), payable per student, per annum, for each Course, in each College.

12. Penalty for the violation of these Rules:

In case of the violation of these Rules by any institution, thereby resulting in making irregular admissions or for such other actions / incidents that damage the reputation of the Government / APSCH/ University, the matter will be viewed seriously and such institutions shall be liable for penalty and cancellation of affiliation by the University concerned.

13. Implementation Process of Online Admission Module for Degree Colleges (OAMDC) :

13.1 The Andhra Pradesh State Council of Higher Education is authorized to implement online admission process for admissions into under graduate courses ie BA, B.Com., B.SC., etc. offered by the Degree Colleges in the State from the academic year 2020-21. The Project Monitoring Unit has the authority to identify the firm to implement the online admissions process.

13.2 Project Monitoring Unit (PMU): The PMU shall be the highest body empowered to take all the policy decisions for the admissions into Undergraduate Courses through OAMDC. The composition of PMU shall be as follows:-

- (a) Special Chief Secretary to Government, Higher Education Dept.,
- (b) Chairman, A.P State Council of Higher Education
- (c) Commissioner Collegiate Education (CCE)
- (d) Vice Chancellors of all the ten Universities

13.3 The Online Admission Committee (OAC) : The Online Admission Committee shall consist of the following Members to conduct the online admission process.

1. Convener of Admissions nominated by APSCHE
 2. Co-Convener of Admissions nominated by CCE, AP
 3. Nodal officer nominated by APSCHE.
 4. Nodal officer nominated by CCE, AP
- (a) The OAC shall decide the date of notification, immediately after the publication of Intermediate results.
 - (b) The OAC shall decide the dates of registrations, dates for the publication of lists, dates for confirming the seats in all the phases. He will also declare the schedule for admissions.
 - (c) The Convener shall coordinate and supervise OAMDC activities right from 'notification' to the preparation of the final 'Admission Registers' and sending them to the Universities concerned and work in coordination with the co-convener.
 - (d) OAC shall deal with all the academic matters related to OAMDC. It shall initiate OAMDC process by directing all the State Universities to enter the data pertaining to the number of affiliated Colleges with location details, Courses offered, Sanctioned strength of all the Courses, Fee details etc., on OAMDC portal.
 - (e) Andhra Pradesh State Council of Higher Education shall prepare seat matrix for OAMDC.
 - (f) The Convener, Admissions shall issue provisional allotment of seat in a particular course / Institution in the order of merit.
 - (g) Once a candidate secures admission to a particular College / Institution based on his / her option, no more claims for admission into other Colleges, to any other kind of seat or any other course, be entertained during that phase of admissions.
 - (h) The Convener shall handover the vacant seats, if any to the Institutions concerned after completing the counseling process.
 - (i) The Private Unaided Degree Colleges and Private Unaided Autonomous Degree Colleges shall obtain ratification from APSCHE for admissions into left over seats (spot admissions) conducted by the Institution, on or before the last date of the admission into 1st year courses of the University concerned.
 - (j) Government Degree College, Government Degree Autonomous Colleges, Private Aided Degree Colleges and Private Aided Autonomous Colleges shall obtain ratification from the CCE for admissions into left over seats (spot admissions) conducted by the Institution, on or before the last date of the admission into 1st year courses of the University concerned.
 - (k) The candidates admitted in the spot admissions are not entitled to Fee Reimbursement Scheme.
 - (l) The Convener of Admissions shall prepare the final list of candidates, admitted course-wise and Institution-wise and send the same to the concerned Universities, Institutions and APSCHE.

- (m) All the candidates admitted into a particular course / Institution shall produce the specified original documents along with allotment order to the allotted Institution / College duly paying the required course fee, if such candidates are not covered under Fee Reimbursement Scheme, for admission into that College / Institution.

13.4 Coordination Committee:- There shall be a coordination Committee at State level and District level consisting of the following Members to coordinate the online admission process and to address the grievance of the Colleges / Institutions and the Students during the online admission process.

13.4.1 State level Coordination Committee

- (i) Vice-Chairman-I, APSCHE
- (ii) Nominee of the Commissioner for Collegiate Education.
- (iii) Registrars of the ten Universities.
- (iv) Co-Convener of Online Admission Committee
- (v) OAMDC Office Help Desk Coordinator nominated by APSCHE
- (vi) Nominee of APCFSS

13.4.2 District Level Coordination Committee (DLCC): DLCCs shall be established in the identified Government Degree College (ID Colleges) in each District. The responsibility of all the District Level Coordination Committees shall be to redress all kinds of grievances of the students (grievances related to their admission procedure on OAMDC) and Colleges in coordination with their respective Universities/ ULHLCs. The composition of DLCC shall be as follows:-

- a) Regional Joint Director of Collegiate Education of the region concerned
- b) ID Govt. Degree College Principal where DLCC is located.
- c) Dean, CDC / University Coordinator of the respective University
- d) One Principal of Private Aided Degree College nominated by the CCE.
- e) One Principal of Private Unaided Degree Colleges, nominated by the University concerned.

14. Help Line Centers

14.1 University Level Help Line Centers: In all the University Campuses there shall be a University Level Help Line Centre (ULHLC). These ULHLCs provide assistance to the students in registering on OAMDC, making web options, issues related to allotment of seats etc. The ULHLCs shall take the responsibility of resolving all the problems faced by the Colleges and students under their jurisdiction. Government Degree Colleges shall also be help line centers along with Universities. The composition of ULHLCs shall be as follows:-

- (a) Coordinator as nominated by the Registrar of the University
- (b) Technical Assistant(s) as nominated by the Registrar of the University
- (c) Other supporting staff as nominated by the Registrar of the University

14.2 College Level Help Line Centre: College Level Help Line Centers (CLHLC) shall be established in Government Degree Colleges and/or Private Aided Degree Colleges. They shall work under the direction of the OAC and/or Regional Joint Director of Collegiate Education of the region concerned. These CLHLCs shall provide assistance to the students in registering on OAMDC, making web options, issues related to allotment of seats etc. The Principal of the College shall take the responsibility for students' admissions and may nominate one or two faculty members to share the responsibility of these admissions. The composition of CLHLCs shall be as follows:-

- a) Principal of the College concerned where HLC is located
- b) Coordinator, as nominated by the Principal of the College
- c) Technical Assistant(s) as nominated by the Principal of the College
- d) Other supporting staff as nominated by the Principal of the College

15. Implementation process:

15.1 The APSCHE may entrust online admission process to APCFSS or any other firm with the approval of the Government.

15.2 The APSCHE may enter MoU on mutually agreed terms and conditions with APCFSS/firm concerned and University/CCE.

15.3 The recognition, approval and affiliation authorities should adopt these Rules with the approval of their respective statutory authorities concerned and display in their websites.

15.4 The APSCHE may issue further guidelines, wherever necessary, with the approval of the Project Monitoring Unit.

15.5 The disputes between the parties i.e., APCFSS/Firm concerned/University/CCE/APSCHE, if any, the decision of Project Monitoring Unit is binding on all the parties.

16. Power to remove difficulties

The Project Monitoring Unit has the authority to interpret rules wherever necessary and/or required and to remove difficulties in implementation of the project.

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

SATISH CHANDRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To

The Vice-Chancellor, Andhra University, Visakhapatnam.
The Vice-Chancellor, Sri Venkateswara University, Tirupati.
The Vice-Chancellor, Acharya Nagarjuna University, Guntur.
The Vice-Chancellor, Sri Krishnadevaraya University, Anantapur.
The Vice-Chancellor, AdikaviNannya University, Rajahmundry.
The Vice-Chancellor, Yogi Vemana University, Kadapa
The Vice-Chancellor, Dr.B.R.Ambedkar University, Srikakulam
The Vice-Chancellor, Krishna University, Machilipatnam.
The Vice-Chancellor, Rayalaseema University, Kurnool.
The Vice-Chancellor, VikramaSimhapuri University, Nellore.

Copy to:-

The Chairman, A.P State Council of Higher Education, Atamakuru (V)Mangalagiri, Guntur District.
The Registrar, Andhra University, Visakhapatnam.
The Registrar, Sri Venkateswara University, Tirupati
The Registrar, Acharya Nagarjuna University, Guntur.
The Registrar, Sri Krishnadevaraya University, Anantapur.
The Registrar, AdikaviNannya University, Rajahmundry.
The Registrar, Yogi Vemana University, Kadapa.
The Registrar, Dr.B.R.Ambedkar University, Srikakulam.
The Registrar, Krishna University, Machilipatnam.
The Registrar, Rayalaseema University, Kurnool.
The Registrar, VikramaSimhapuri University, Nellore
The Commissioner of Intermediate Education, A.P, Guntur.
The Commissioner of Collegiate Education, A.P, Vijayawada.
The Commissioner of Technical Education, A.P, Vijayawada.
The Commissioner of Intermediate Education, A.P, Guntur.
The Secretary, A.P State Council of Higher Education,
Atamakur (V), Managalagiri, Guntur District.
The Secretary, A.P State Board of Technical Education & Training, Vijayawada.
The Secretary, Board of Intermediate Education, A.P, Vijayawada.
Law Department/Finance Department
Sf/Sc

//FORWARDED :: BY ORDER//

SECTION OFFICER

Annexure-I

(G.O.Ms.No.34 Higher Edn. (CE) Dept., dt.15-10-2020.)

Explanation: For purpose of region wise reservation of rules,

(a) Local Area means:

The part of the Andhra Pradesh comprising of

(i) Chittoor, Kadapa, Kurnool, Ananthapur and Nellore shall be considered as local area for purpose of admission into colleges in S V University, S.K. University, Yogi Vemana University, Rayalaseema University and Vikrama Simhapuri University;

(ii) Prakasam, Guntur, Krishna, East Godavari, West Godavari, Visakhapatnam, Vizianagaram and Srikakulam shall be considered as local area for the purpose of admission into Andhra University, Acharya Nagarjuna University, Krishna University, Adikavi Nannayya University, and Dr.B.R. Ambedkar University;

(iii) to any other educational institutions (other than a State-wide University or State-wide educational institution) which is subject to the control of the State Government and is situated in that part.

(b) The Local Candidate means:

(1) A candidate for admission shall be regarded as a local candidate in relation to a local area

(a) If he/she has studied in educational Institution or educational Institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he/she appeared or as the case may be, first appeared in the relevant qualifying examination.

(or)

(b) Where, during the whole or any part of the four consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for the relevant qualifying examination, he/she has not studied in any educational Institutions, if he/she has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the relevant qualifying examination in which he/she appeared or, as the case may be, first appeared.

(2) A candidate for admission to the Course who is not regarded as local candidate under clause (A) in relation to any local area shall (A) If he has studied in educational Institutions in the State for a period of not less than seven consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for the relevant qualifying examination be regarded as a local candidate in relation to

(i) Such local area where he/she has studied for the maximum period out of said period of seven years, or

(a) Where the period of his/her study in two or more local areas are equal, such local area, where he/she has studied last in such equal period, or

(b) If, during the whole or any part of seven consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for the relevant qualifying examination, he/she has not studied in the educational Institutions in any local area, but has resided in the State during the whole of the said period of seven years, be regarded as a local candidate in relation to,- (i) Such local area

where he/she has resided for the maximum period out of the said period of seven years, or (ii) Where the periods of his/her residence in two or more local areas are equal, such local area where he/she has resided last in such equal periods.

(3) The following categories of candidates are eligible to apply for admission to the remaining 15% of un-reserved seats:

- (a) All the candidates eligible to be declared as local candidates
- (b) Candidates who have resided in the State for a total period of 10 years excluding periods of study outside the State or either of whose parents have resided in the State for a total period of ten years excluding period of employment outside the State.
- (c) Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector Corporations, Local Bodies, Universities and other similar Quasi-Public Institutions, within the State.
- (d) Candidates who are spouses of those in the employment of the State or Central Government, Public Sector Corporations, Local Bodies, Universities and Educational Institutions recognized by the Government or University OR Other Competent Authority and similar Quasi Government Institutions within the State.
- (e) If a local candidate in respect of a local area is not available to fill any seat reserved or allocated in favour of a local candidate in respect of that local area, such seat shall be filled if it had not been reserved.

NOTE:

For details, see the A.P Educational Institutions (Regulation of Admissions) Order, 1974 as subsequently amended.

Annexure-2


List of recognized State Boards to award Intermediate or +2 and recognized by Board of Intermediate Education, A.P

S.No	Board Name
1	Andhra Pradesh Open School Society
2	Assam Higher Secondary Education Council
3	Assam Sanskrit Board
4	Banasthali Vidyapith, Rajasthan
5	Bihar Board Of Open Schooling & Examination
6	Bihar Sanskrit Shiksha Board
7	Bihar School Examination Board
8	Bihar State Madrasa Education Board
9	Board Of Higher Secondary Examinations, Tamil Nadu
10	Board Of Intermediate Education, Andhra Pradesh


11	Board Of Intermediate Education, Telangana
12	Board Of School Education, Haryana
13	Board Of School Education, Uttarakhand
14	Board Of Secondary Education, Madhya Pradesh
15	Board Of Secondary Education, Rajasthan
16	Central Board Of Secondary Education
17	Chhatisgarh Board Of Secondary Education
18	Chhatisgarh Madrasa Board
19	Chhatisgarh Sanskrit Board, Raipur
20	Chhatisgarh State Open School
21	Council for the Indian School Certificate Examinations
22	Council Of Higher Secondary Education, Manipur
23	Council Of Higher Secondary Education, Odisha
24	Dayalbagh Educational Institute (Deemed University)
25	Goa Board Of Secondary And Higher Secondary Education
26	Govt. Of Karnataka Dept. Of Pre-University Education
27	Gujarat Secondary And Higher Secondary Education Board
28	Himachal Pradesh Board Of School Education
29	Jammu And Kashmir State Board Of School Education
30	Jharkhand Academic Council, Ranchi
31	Kerala Board Of Higher Secondary Education
32	Madhya Pradesh State Open School
33	Maharashtra State Board Of Secondary And Higher Secondary Education
34	Maharishi Patanjali Sanskrit Sansthan, Bhopal, Madhya Pradesh
35	Meghalaya Board Of School Education
36	Mizoram Board Of School Education
37	Nagaland Board Of School Education
38	National Institute Of Open Schooling
39	Punjab School Education Board
40	Rajasthan State Open School, Jaipur

41	Rashtriya Sanskrit Sansthan, New Delhi
42	Tripura Board Of Secondary Education
43	Uttar Pradesh Board Of High School &Intermediate Education
44	Uttar Pradesh Sec. Sanskrit Education Council
45	West Bengal Board Of Madrasah Education
46	West Bengal Council Of Higher Secondary Education
47	West Bengal Council Of Rabindra Open Schooling
48	International Baccalaureate
49	Bhutan Council For School Examinations &Assessment
50	Cambridge International Examinations, UK
51	Edexcel, London
52	Higher Secondary Education Board, Nepal
53	Inter Board Committee Of Chairmen(IBCC),Islamabad
54	Mauritius Examination Syndicate
55	The Aga Khan University Examination Board,Karachi
56	Telangana Open School Society
57	RGUKT, Basar (IIIT)
58	Pre Degree Course

SATISH CHANDRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT



**Policy Document on Providing
Financial Assistance to the Faculty**



RESEARCH POLICY

Academic institutions are expected to perform threefold activity which includes teaching research and extension. As a Government Institution our college predecessors submitted proposals and got recognition of UGC 2(f) and 12(b) to tap funds for development as well as research funds for improving research facilities to the faculty. This is the first initiative towards research promotion in the Institution. From last decade applying for NIRF ranking and other recognitions like ISO etc., to improve academic and research ambiance.

Research happens to be one of the pioneer aspects of academic activities which help the institution to achieve excellence Higher Education.

Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives of the institution.

Purpose:

The purpose of the Research Policy is to create a cordial atmosphere of research among staff and inculcate research aptitude among the students the policy shall serve as an overall framework. It also aims to identify thrust areas of research having social relevance and thereby supplementing the Vision and Mission of the college. The Research policy also emphasizes contribution towards society and to the Nation.

Custodian of the Policy:

The implementation and updating of the research policy are carried out by the Research advisory committee under the guidance of the Principal of the college.

Objectives:

1. To develop awareness in research works in the faculty.
2. To establish a right kind of research culture through various research initiatives and programs.
3. To encourage faculty members to publish research papers and undertake various research projects by sending proposals to UGC/CSIR and other funding agencies.
4. To publish a research journal, to provide a dais to the faculty members, as well as researchers and academicians in the college as well as in those from academia.

Research Policy:

The college has well — defined research qualities which act as a guideline for the scholar, teachers and all.

1. To encourage original quality basic and applied research in the fields Science, literature commerce and all related areas.
2. To identify the emerging areas of research and encourage the faculty members to undertake research in these areas.
3. To establish linking with industries and business organizations to identify potential areas of research.

4. To acquire Projects, market surveys and other research activities to acquire assistance from funding agencies. .
5. To identify faculty members who can work as leaders in the field of research and encourage them to undertake research projects.
6. To provide financial assistance for publication of research papers and research findings.
7. To offer a suitable platform to the faculty members, scholars and students of our college to publish their research findings, articles and encourage them to bring to the notice of society issues of contemporary importance.
8. To organize various workshops to develop appropriate research skills among the scholars and faculty members
9. To depute faculty members to participate in various workshops, seminars and conferences in their respective subjects.
10. To establish suitable infrastructure in the college that will help to undertake research
11. To enrich information and data resources suitable for undertaking quality research.
12. To undertake all other such activities which will inculcate research culture in the institution.



Principal

PRINCIPAL
Sri D.N.R. Govt. Degree College
For Women, PALAKOL - 534 260

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 responsibly, 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.,

**SRI.D.N.R.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
PALAKOL,WEST GODAVARI
GRIVEANCE CELL
Notice Dt.11-11-2021**

All the Staff Members and students are informed that if they have grievance regarding Administrative,Academic or otherwise inconvenience faced by them are requested to bring to the notice of the Grievance Committee or in the drop box arranged at the Administrative Block. 5th of every month the committee will meet and address the issues. If any grievance is to be addressed immediately, they may contact the Convenor of the Committee on the same day itself.

Convenor

C Ravi Sanker, Lecturer in Commerce

Members

Sri L.Ramesh, Physical Director

Srmt.K.M.Mahalakshmi,Lec.in.Economics

To

All Classes by circulation

Copy to web incharge to host in the college site.

III BCOM

II BCOM

I BCOM

I BA

II BA

III BA

I BSC MPC

II BSC MPC

III BSC M PC

CBZ

CBZ

CBZ

MPCS

MPCS

MPCS



PRINCIPAL
Sri D.N.R. Govt. Degree College
For Women, PALAKOL - 534 260

Dt.6.12.2021

The members of grievance committee organized a meeting of the Class Representatives

On 6-12-2021 and discussed the following issues raised by class representatives:

1. Upgrading of the toilet facilities.
2. cycle shed for parking
3. Computer faculty
4. Uniform exemption for two days
5. Class room cleaning by sweeper in regularly
6. Repairs to auditorium for cultural activities.

The members of the committee understood the problems raised by the students and discussed with the Principal madam. And Principal madam initiated the following steps to address the issues during this academic year.

1. Resolved to request CPDC to raise funds by philanthropists and one member by Name Sri Poliseti. Radhakrishna, promised to upgrade cycle shed,toilets and open auditorium with his own money.
- 2.
3. Staff Council resolved to allow students to wear civil dress on Wednesday and Saturday of week.
4. Appointed Sweeper by making payment from CPDC and instructed her to clean all the class room twice in a week.
5. Staff Council and B.Com Self finance committee resolved to appoint guest faculty to teach computer papers with a remuneration of 200 per hour.
6. B.Com Block toilets are provided with running water.

Convenor

C Ravi Sanker, Lecturer in Commerce

Members

Sri L.Ramesh, Physical Director

Srmt.K.M.Mahalakshmi,Lec.in.Economics



Principal

Sri D.N.R. Govt. Degree College
For Women, PALAKOL - 534 260

SRI.D.N.R.GOVERNMENT DEGREE COLLEGE FOR WOMEN,PALAKOL,WEST GODAVARI
GRIVEANCE CELL
Meeting resolution Dt.31-07-2022

The Members of the griveance cell met on 1.7.2022 and opened the box kept at Administrative block and no complaints are received . However the committee resolved to conduct quarterly meeting with Class Representatives from the academic year 2022-23.



Convenor

C Ravi Sanker, Lecturer in Commerce

Members

Sri L.Ramesh, Physical Director

Srmt.K.M.Mahalakshmi,Lec.in.Economics

Principal

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