PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION::ANDHRA PRADESH :: VIJAYAWADA
Present : Dr. Pola Bhaskar, I.A.S.

Rc.No.1/SOP - Canteen/AC/CCE - 2022   Dated: 04-02-2022

Sub: Collegiate Education Standard Operating Procedure for Running Canteen Facility in Government Degree College Campuses - Reg.

*****

The following Standard Operating Procedures / guidelines are intended for hassle free establishment and running of the Canteen facility in Government Degree Colleges across the state of Andhra Pradesh and shall come into force with immediate effect:

1. The "Head of the Institution (HOI)/ Principal of the college" should convene a meeting with the stakeholders (Teachers/Students/Alumni) for taking views/suggestions on establishment/running of Canteen Facility/College Canteen in the college premises.

2. The views/suggestions may be taken on selection of location for establishing canteen, quantum of rent to be charged from the vendor, fixation of prices of tiffins / snacks/food/tea etc.

3. The HOI/Principal in consultation with the staff council shall make resolutions duly incorporating appropriate suggestions of the stakeholders. Subsequently, these resolutions are to be approved with/without modifications by the College Development and Planning Council (CPDC) of the college. College canteen shall be established only after the approval of the CPDC.

4. A canteen committee has to be formed with minimum three faculty and two students as members. Quotations are to be called from local vendors duly following transparent procedure and fix the rentals per month towards accommodation through an agreement which has to be renewed every year based on the performance.

5. Rental charges must be deposited in the CPDC account of the college and have to be utilized for College developmental activities.

6. Proference should be green to Abune of the college honing college canon This will ensure college cancer in act as incubation hubs that allow interaction with alume who are well places to offer intellectual and practical support to the students in the launching of their career and witing of goals.

7. The vendor has to be alerted in no uncertain ters that any adverse remark on food being served in the canteen, if found cost by the conve committee shall lead to termination of the agreement.

Sd/- Pola Bhaskar
Commissioner of Collegiate Education

To
All the Principals GDCs in the state.
Copy to RJDCEs in all Zones.
Copy to the Academic Guidance Officer,O/o CCE.

//True Copy Attested//

Assistant Director of Collegiate Education

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
ANDHRA PRADESH :: VIJAYAWADA
Present : Dr. Pola Bhaskar, I.A.S.

<u>Rc.No.1/SOP - Canteen/AC/CCE - 2022</u>   <u>Dated: 04-02-2022</u>

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6. Preference should be given to Alumni of the college in running college canteen. This will ensure college canteens to act as incubation hubs that allow interaction with alumni who are well placed to offer intellectual and practical support to the students in the launching of their career and setting of goals.

7. The vendor has to be alerted in no uncertain terms that any adverse remark on food being served in the canteen, if found correct by the canteen committee, shall lead to termination of the agreement.

Sd/- **Pola Bhaskar**
Commissioner of Collegiate Education

To
All the Principals GDCs in the state.

Copy to RJDCEs in all Zones.
Copy to the Academic Guidance Officer,O/o CCE.

// True Copy Attested //

Assistant Director of Collegiate Education

Rc.No:03/Acad.Cell /A.C-7/2022   Date: 03-02-2022.

Sub: Collegiate Education - Standard Operating Procedures (SOP) for
NAAC submission of AQAR/SSR Records – Instructions - Reg.

Ref: Review Meetings with Principals of GDCs.

**

The National Educational Policy 2020 (NEP-2020) emphasizes the need 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 (HEIs) 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 HEIs offering conventional, technical and professional programmes within three years vide G.O. RT. No. 13, Higher Education (U.E) department, Dated. 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 review meetings it is noticed that some Government Degree Colleges are not maintaining the records in the required format of Revised Accreditation Framework (RAF) as desired by NAAC. It is also noticed further that some colleges have not even submitted AQARs even though the timelines for submission have expired and, in some cases, AQARs are submitted with 'Nil' reports and certain records are not available 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 pertaining to NAAC Assessment and Accreditation in the Revised Accreditation Framework (RAF) method and follow the guidelines mentioned below scrupulously at college level:

APCCE - NAAC

SOP for Maintaining NAAC Records in Government Degree Colleges (GDCs) in AP

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 Objectives in line with 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 stage – wise constructively.
- Both the 'vision' and 'mission' explain the goals and objectives and the steps planned for achieving the outcomes.
- At the end of the cycle, the institution shall present the vision achievement of the stated *Vision* before the NAAC.

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 to achieve the goals of quality enhancement and sustenance. The primary task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution. 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.

Composition of the IQAC Committee:
The composition of the IQAC should be constituted according to the guidelines prescribed in the NAAC Manual.

3. 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 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 the various programmes / activities leading to quality improvement as per SOP
g) Acting as the 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

4. **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 SWOC analysis.
   - The Principal should be a visionary, critical and independent in thinking, collaborative in achievement, 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 of the Institution across five years for assessment
   - ❖ appoint two additional coordinators (1.Academic and 2.Technical) to coordinate with IQAC coordinator for procuring the necessary data for metrics and to upload the finalized data on the College/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, namely Staff Council etc.

5. 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' and 'mission' statements
- To plan, monitor and coordinate 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 guide and coordinate in the 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

6. Role of the Additional Coordinators:

a. Additional Coordinator (Academic):
The Additional Coordinator (Academic) will monitor the qualitative metrics prepared 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, and should preferably be a Computer Science faculty.

The IQAC Coordinator should finalise the metrics – both the Quantitative and Qualitative metrics after discussion with the Additional Coordinators and the Principal and after personal verification of the data.

7. IQAC meetings

- The IQAC should conduct meetings periodically to plan and monitor the IQAC Calendar for the development of the Institution.
- The IQAC should fix targets, timelines and discuss various assignments allotted to the Criterion In-charges.
- The meetings should review, monitor and replan activities for achieving target-oriented activities.

8. 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 data 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.
- ❖ A data processing person/ attendant is to be provided to upload data / collect data from the departments from time to time.

9. 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 collaboration with the IQAC teams and should incorporate all the required documents as required by NAAC from time to time.
- He / She should see that a dedicated functional and dynamic website is 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 is enclosed as an appendix. (Website Checklist)

10. **Maintenance of Records at IQAC**

   The following records/documents are to be maintained by the IQAC
   - College establishment GOs / UGC and affiliating University docs
   - 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 /Academic Council Minutes Copy
   - Syllabus documents
   - Result Analysis Reports
   - Month wise Activity Reports
   - Criteria wise reports with evidences in the NAAC report format with proofs
   - Monthly Newsletters

11. **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.

12. **Handing Over charge / records during transfers / retirements**
   - 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.
   - In case the Principal gets transferred or retired from service, he /she shall submit the AQARs of the previous years during which he/she worked in the institution to the next principal as Chairman of the IQAC.

13. 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

   a. Any Principal, IQAC coordinator or Criterion In-charge submits the AQAR with 'Nil' reports despite availability of data or
   b. does not submit the AQAR within the stipulated time or
   c. does not maintain the records as per the instructions given above
   d. does not submit the records to the next In Charge in case of transfer or superannuation

14. NAAC Mandate

   - All Government Degree Colleges (GDCs) in the state shall be accredited by NAAC within the time frames and any negligence/lapses in submission of AQAR/SSR will be viewed seriously and liable for disciplinary action.
   - The GDCs also shall examine the necessity for "Provisional Accreditation of Colleges" (PAC) as prescribed by the NAAC and may opt for PAC only after obtaining the due permission from the CCE

All the Principals of GDCs shall bestow their personal attention on the above SOP and submit their action plans pertaining to NAAC assessment to this office promptly.

For further information Dr.K.Vijaya Babu, Coordinator, APCCE – NAAC can be contacted on mobile number 8801823244.

Sd/- Dr.Pola Bhaskar, IAS
Commissioner
Collegiate Education,
Government of Andhra Pradesh

for Commissioner
Academic Guidance Officer

To
All the Principals of Govt. Degree Colleges in the State
All the RJDCEs in the state
All ID College Principals in the state
Copy to the AGO, O/o CCE for information and all the Academic cell members shall monitor the activity for strict compliance
Copy to the JD, O/o CCE
Copy to the DD, O/o CCE

Annexure
1. Website Checklist
2. RJD Visit Sheet
3. Proceedings of the CCE appointing Zonal Resource Persons
4. Format for Report Preparation

WEBSITE CHECKLIST

1. **Home**
2. **AboutUs**
   - 2.1. History
   - 2.2. Vision and Mission
   - 2.3. Principal Message
   - 2.4. List of Principals
   - 2.5. NAAC Certificate
   - 2.6. AISHE Certificate
   - 2.7. ISO Certificate
   - 2.8. NIRF Rank details
   - 2.9. University Affiliation Certificate
   - 2.10. UGC 2(f) & 12 (b)
   - 2.11. CPE and Autonomy Certificates (Wherever Applicable)
   - 2.12. Location and Campus Layout
      - 2.12.1. Building Layout/details
3. **Administration**
   - 3.1. College Staff
      - 3.1.1. Teaching Staff
      - 3.1.2. Non-Teaching Staff
      - 3.1.3. Cadre Strength Details
   - 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
   - 3.6. Monthly News Letter
   - 3.7. Alumni Association Meeting Reports
   - 3.8. Alumni Association Activities Reports

4. **Academics**
   - 4.1. Academic Council
   - 4.2. Academic Calendar
   - 4.3. Exam Calendars
   - 4.4. Academic Audit Reports
   - 4.5. Programmes Offered
      - 4.5.1. UG Programmes
      - 4.5.2. PG Programmes
   - 4.6. Certificate Courses

RJDCE VISIT SHEET

1	Name of the College			
2	Name of the Principal			
3	Name of the IQAC			
4	Date of Expiry of Previous Cycle			
5	Grade in the Previous Cycle			
6	Status of AQARs			Remarks by RJDCE
	a. Submitted till 2020 - 21			
	b. Pending Number of AQARs			
7	**Documentation Details:**	Available	Not Available	
	a. POs/PSOs/COs			
	b. College Activity Register			
	c. Report of Activities as per NAAC format			
8	**SSR Draft Copy Preparation with Proofs**			
9	**Proposed Date of IIQA**			
10	**Departmental Records**	Available	Not Available	
	a. Dept.Activity Registers			
	b. Departmental Minutes			
	c, CPDC Register and Staff Council Minutes			
	d. Library Automation Status			
	e. Infrastructural Details Record			
11	**Alumni Engagement**			
	a. Registration Number of Alumni Association			
	b. Meeting Minutes register			
	c. Donations by Alumni			
12	**Result Analysis for 5 years(Prog wise)**			
13	**Student Activity Register**			
14	**Student Support and Progression**			
	a. Higher Education			
	b. Employability			
15	**Best Practices**			
16	**Web site Functionality**			
17	**Monthly News Letter**			
18	**IQAC MINUTES BOOK**			
19	**IQAC - ACTION TAKEN REPORTS**			
20	**Student Feedback Status**			
21	a. collected, analysed and displayed on website			
22	SSS is conducted every semester			
23	Principal's Monitoring is average / good / satisfactory			
	Date of Visit			Signature of RJDCE

Proc No: 001 / CCE – NAAC/ Acad. Cell / AC - 7 / 2022   Date: 07.02.2022

Sub: *Monitoring and Guiding Colleges for Assessment and Accreditation by NAAC –*
Nomination of Resource Persons for Consultancy - Reg.

With a view to strengthen the quality of Government Colleges in the state, the Academic Cell of APCCE has been monitoring the qualitative and quantitative aspects of GDCs on the seven parameters of NAAC.

NAAC asks the Higher Education Institutions to submit **IIQA** (Institutional Information for Qualitative Assessment) in two windows that open in March and December respectively. These colleges also have to submit **Annual Quality Assurance Report (AQAR)** online as prescribed by NAAC, which qualifies the colleges to submit the **Self-Study Report (SSR)** after every five years.

As the new methodology is complex and requires guidance for comprehension of different metrics, along with monitoring and guidance from Academic Cell, the following Principals / Senior lecturers are nominated to guide and support the IQACs of the colleges. The Principals of NAAC going colleges are instructed to seek help / guidance from the under mentioned Resource Persons on phone during their free time.
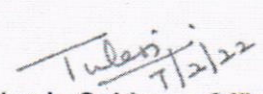
Zone	Name of Resource Person	Phone Number
Zone 1	1. Dr.P.Anil Kumar, Principal, MR College, Vizianagaram	9441257827
	2. Dr. S. Sobha Rani, Principal GDC(W), Vizag	8912541156
Zone 2	1. Dr. M.R.Gowtham , Lecturer , GDC(A), Rajahmundry	94416 54840
	2. Dr. A.Annapurna , Lecturer, GDC(A), Rajahmundry	89787 37858
Zone 3	1. Dr. M. Ravi Kumar, Principal. TRR GDC, Kandukur	94402 21228
	2. Dr. K. Padmaja , Lecturer, GCW(A), Guntur	9502455588
Zone 4	1. Dr. Jithendra,Lecturer, Guntakal	94408 73638
	2. Dr. Fareeda Begum,Lecturer, KVR GDC(W), Kurnool	98662 87072

The RJDCEs are also instructed to monitor the NAAC going colleges from time to time and submit the **Visit Report** to the office of the CCE.

For any other information, Dr.K.Vijaya Babu , Coordinator, APCCE – NAAC can be contacted on mobile 8801823244.

Sd/- **Dr. Pola Bhaskar, IAS.,**
Commissioner of Collegiate Education

// Attested //

Academic Guidance Officer

Format for Report Preparation

1. Minutes of the Meeting related to the activity underlining the Objective

2. Circular

3. Brochure with all details

4. Detailed Report on the activity focusing on

     a. OBJECTIVE

     b. PROCEDURE

     c. SUMMARY OF THE EVENT

     d. FEEDBACK FROM PARTICIPANTS

     e. ATTENDANCE SHEET WITH SIGNATURES

     f. GEO-TAGGED PHOTOS OF THE EVENT

     g. SCANNED COPIES OF THE CERTIFICATES ISSUED

Rc.No. 003/Academic Cell/AC-10/2022   Date : 6·4·22

Sub: Collegiate Education –Implementation of Continuous Internal Assessment (CIA) - Standard Operating Procedure (SOP) to be followed by all colleges – Reg

Ref:1. Outcome of the workshop held on Implementation of Continuous Internal Assessment (CIA) and Evaluation in Government Degree Colleges at SRR&CVR Government College (A), Vijayawada on 30.12.2021

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In 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 judgment on 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 differs 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.

1

Types of Assessment:

In the past only observation by the teacher was the main mode of assessment. In the process of development of the system and skills, there occurred various types of assessment. 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 got 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 Govt. Degree Colleges: In the light of above discussion, it is observed that the summative assessment in 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 a number of 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.

INTERNAL ASSESSMENT IN NON-AUTONOMOUS COLLEGES

S No	Zone	District	Affiliated University	Mid Exam / CIA / CIE Marks	Online Exam if Any	Assignments Marks	Seminar / Quiz/ Field Trips / Group Discussion / Survey	Attendance	Project / Objective Test	Viva	Total
1	I	Srikakulam	Dr BRAU	10	--	5	5	5	--	--	25
2	I	Vijanagarm and Visakhapatnam	AU	15	--	5	5	--	--	--	25
3	II	East Godavari and Westt Godavari	AKNU	15	--	5	5	--	--	--	25
4	II	Krishna	KU	10	--	5	5	5	--	--	25
5	III	Guntur and Prakasam	ANU	15	--	5	--	5	--	--	25
6	III	Nellore	VSU	15	--	5	5	--	--	--	25
7	IV	Chittoor	SVU	25	--	--	--	--	--	--	25
8	IV	Kadapa	YVU	10	--	5	5	5	--	--	25
9	IV	Kurnool	RU	20	--	--	10	--	--	--	30
10	IV	Ananthapuram	SKU	15	--	5	5	--	--	--	25

- 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.

INTERNAL ASSESSMENT IN AUTONOMOUS COLLEGES

S No	Zone	District	Name of the GDC	Mid Exam / CIA / CIE Marks	Online Exam if Any	Assignments Marks	Seminar / Quiz/ Field Trips / Group Discussion / Survey	Attendance	Project / Objective Test	Viva	Total
1	I	Srikakulam	GDC (W), Srikakulam	10	--	5	--	5	5	--	25
2	I	Visakhapatnam	GDc (M), Visakhapatnam	25	--	--	--	--	--	--	25
3	II	East Godavari	GDC (A), Rajahmundary	20	10	5	5	5	--	5	50
4	II	East Godavari	PRGDC, Kakinada	20	--	5	5	--	10	10	50

S No	Zone	District	Name of the GDC	Mid Exam / CIA / CIE Marks	Online Exam if Any	Assignments Marks	Seminar / Quiz/ Field Trips / Group Discussion / Survey	Attendance	Project / Objective Test	Viva	Total
5	II	East Godavari	GDC (W), Kakinda	15	--	5	5	--	--	--	25
6	II	East Godavari	GDC Tuni	20	--		5	5	--	--	30
7	II	West Godavari	GDc (M), Palakollu	15	--	5	--	5	--	--	25
8	II	Krishna	GDC, Vijayawada	10	--	10	10	0	10		40
9	III	Guntur	GDC (W), Guntur	20	--	--	5	5	--	--	30
10	III	Nellore	GDC (W), Nellore	20	--	5	5	--	--	--	30
11	IV	Chittoor	GDC (M), Chittoor	15	--	5	5	--	--	--	25
12	IV	Kadapa	GDC (M), Kadapa	20	--	10	10	--	--	--	40
13	IV	Kadapa	GDC (W), Kadapa	15	--	5	5	--	--	--	25
14	IV	Ananathapuram	GDC (M), Ananthapuram	25	--	5	5	5	--	--	40
15	IV	Kurnool	GDC (W), Kurnool	20	--	5	10	5	--	--	40
16	IV	Kurnool	SJGDC, Kurnool	20	--	5	5	--	5	5	40

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 the 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 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 lacking objectivity and transparency.

8. Benjamin Bloom, an educational Psychologist devised a pyramid model that represents different ways of learning which is known as "Blooms Taxonomy" and is described below:

BLOOM'S TAXOMONY – COGNITIVE DOMAIN (2001)
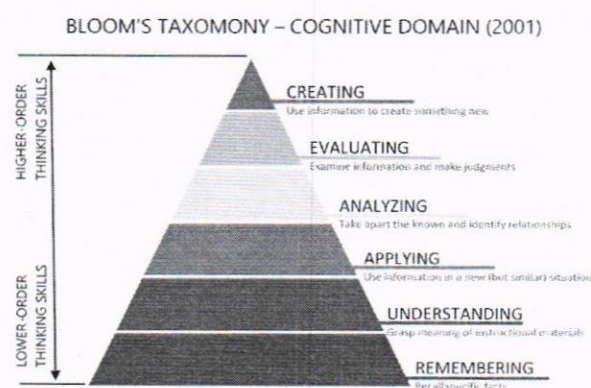
A learner is expected to progress from the lowest level of the pyramid to the highest i.e. from the Lower Order Thinking Skills (LOTS) to the Higher Order Thinking Skills (HOTS)

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 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**

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 conduct of II Mid examination.

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

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, Work sheets 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, Vermi compost Preparation, growing Nursery plants, Aquarium maintenance, Fish farming
3	Micro Biology, Bio chemistry, 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, Vermi compost 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 and 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

15. Students should be encouraged to participate in **Activities** like Clean & Green of the campus/in the community 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 taken into account for awarding total marks of 5. The award of marks for this should be completed before conduct of II Mid examinations.

16. **Testing of knowledge** subject-wise **Mid Examinations** is a very important outcome of learning, with a weightage to the extent of 70% of the total internal assessment.

17. Suggested to conduct **Mid I** Examination through three kinds of questions:

    ➢ Firstly, One out of Three Essay type questions carrying 5 marks should be given.

    ➢ Second, five out of seven short answer questions should be set carrying 5x2=10 marks with weightage and

    ➢ Third, ten objective type questions should be framed carrying 10x½=5 marks with weightage comprising multiple choice answers, fill in the blank questions, matching answers questions, comprehension etc.,

    ➢ The duration of examination is 1 Hour per paper for a total of 20 Marks.

18. **Mid II** examination is to be conducted after the completion of syllabus choosing two kinds of question, as explained above for a total of 15 Marks.

19. Two mid-term examinations as explained above should be conducted, I Mid after completion of 50 % syllabus and II Mid after completion of total Syllabus with 35 marks for Mid Exam (Mid -1 for 20 Marks and Mid-2 for 15 Marks).

    For Assignment, Seminar/Quiz/Field trip/ Project work and Clean, Green and Attendance etc., for the three components, the marks to be allotted once in a semester before conduct of II Mid Examinations.

    The marks obtained by a student for 50 marks (Total of two Mid exams for 35, Assignments 5, Classroom Activities 5, Clean, Green and Attendance 5) is to be scaled down to 25 and this should be treated as the CIA score of the student in that subject.

    In case of Autonomous colleges whatever the weightage of internal assessment is fixed, it should be scaled down accordingly.

20. Blended mode of internal assessment should be followed. At least one-mid should be conducted through online and records of every student should be documented for reference.

21. All the staff members should maintain records/registers properly in the prescribed format. The details of the marks secured by the student subject-wise and component-wise should be uploaded by each faculty member in the **SEMS App (Students Evaluation Management System)** on real time basis without fail.

22. The Principals should see that, 04 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 EVALUATION REPORT (Proforma Enclosed)

(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 EVALUATION REPORT 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., as per STUDENT EVALUATION REPORT (CONSOLIDATED) (Proforma Enclosed)

(iv) Semester wise PROGRESS REPORT generated through SEMS (Students Evaluation Management System) App

Sd/- Dr Pola Bhaskar IAS
Commissioner of Collegiate Education

Copy to
1. Copy to the RJDCEs
2. Principals of all Government Degre Colleges.

Annexure
1. Student Evaluation Report – Faculty Wise.
2. Student Evaluation Report (Consolidated) – College Wise.
3. Student Progress Report

// Attested//

Tulasi
6/4/22

Academic Guidance Officer
Commissioner of Collegiate Education

9

COMMISSIONERATE OF COLLEGIATE EDUCATION

GOVERNMENT OF ANDHRA PRADESH

STUDENT EVALUATION REPORT (CONSOLIDATED)

Name of the College:　　　　**College Code:**　　　　**District:**　　　　**Zone:**

S.NO	OAMDC Student ID	Name of the Student	University Register No	Program Code	Program Name	Specialization	Specialization Code	Course Code	Course Name	Year	Semester	PAPER-1 (TITLE)								PAPER-2 (TITLE)								PAPER-3 (TITLE)							
												THEORY						PRACTICAL		THEORY						PRACTICAL		THEORY						PRACTICAL	
												Internal	Result	External	Result	Total	Result	Total	Result	Internal	Result	External	Result	Total	Result	Total	Result	Internal	Result	External	Result	Total	Result	Total	Result
													P/F		P/F		P/F		P/F		P/F		P/F		P/F		P/F		P/F		P/F		P/F		P/F

COMMISSIONERATE OF COLLEGIATE EDUCATION

GOVERNMENT OF ANDHRA PRADESH

STUDENT EVALUATION REPORT (CONSOLIDATED)

Name of the College:　　　　　College Code:　　　　　District:　　　　　Zone:

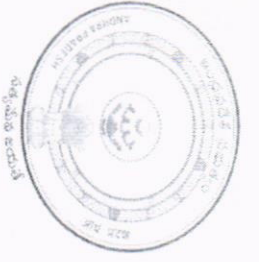| PAPER-4 (TITLE)								PAPER-5 (TITLE)									PAPER-6 (TITLE)									Life Skills Course	Skill Development Corse	Any Other	Result
THEORY					PRACTICAL			THEORY						PRACTICAL			THEORY						PRACTICAL						
Internal	Result	External	Result	Total	Result	Total	Result	Internal	Result	External	Result	Total	Result	Total	Result	Internal	Result	External	Result	Total	Result	Total	Result				
	P/F		P/F		P/F		P/F		P/F		P/F		P/F		P/F		P/F		P/F		P/F		P/F				

COMMISSIONERATE OF COLLEGIATE EDUCATION
GOVERNMENT OF ANDHRA PRADESH

STUDENT EVALUATION REPORT

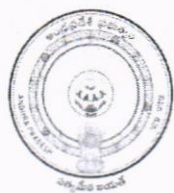### GOVERNMENT DEGREE COLLEGE, _____

Name of the Faculty:

Subject:

Semester: **Title of the Paper:** _____

Sl. No	Student Id	Student Name	Program Code	Program Name	Specialization Code	specialization	Course Code	Course Name	University Register No	Continuous Internal Assessment (CIA)															
										Mid Exam - 1	Mid Exam – 2	Total (Mid -1 + Mid -2)	Assignments	Seminar/GD/Field Trip etc.,	Clean & Green & Attendance	Total (I + II + III + IV)	Scale down to 25	Sem End Examination (SEE)	Total (CIA + SEE)	Result	Practical Marks	Result	Remarks
										20	15	— / 35	II / 5	III / 5	IV / 5	50	25	75	100	P/F	50	P/F	
1.																							
2.																							
3.																							
4.																							
5.																							
6.																							

Student Progress Report 2021-2022

Student Profile

Name	:	
Gender	:	
Student ID	:	**STUDENT PHOTO**
University Regd ID	:	
Year of Study	:	
Programme	:	
Specialization	:	
Semester	:	
Mother's Name	:	
Father's Name	:	
Contact details	:	
Blood Group	:	

Examination Marks

Course	Mid Exams	Assignment	Seminar Quiz/GD/ Field Trip	Clean and Green & Attendance	Total Internal Marks	Internal Scale down	External Marks	Total Marks	P/F
	(35 M)	(5 M)	(5 M)	(5 M)	(50 M)	(25 M)	(75 M)	(100 M)	
Course -1									
Course -2									
Course -3									
Course -4									
Course -5									
Course -6									

Mentor's Report

S No	Description	Grade
1.	Communication Skills and Soft skills of Student	
2.	SWOC analysis of the student	
3.	Behavioral aspects	
	a. With Teachers	
	b. With Peers	
	c. With Non-Teaching Staff	
4.	Problem solving abilities	
5.	Social and Scientific skills	
6.	Attitudes and values	
7.	Personal Hygiene	

Signature of the Parent	Signature of the Class Teacher/Mentor	Signature of the Principal

COMMISSIONERATE OF COLLEGIATE EDUCATION
GOVERNMENT OF ANDHRA PRADESH

CIRCULAR

Circular/APCCE/Academic Cell/AC-10/2022
20.4.22

Sub: Commissionerate of Collegiate Education - Maintenance of College Website as per SOP issued on 3rd February 2022.

* * *

The Commissionerate of Collegiate Education issued Standard Operational Procedure (SOP) on 3rd February 2022 regarding NAAC and Maintenance of College Website. Hence all the Principals are informed to the maintain their college website as per the SOP issued. There will be state level review meeting for all Government Degree Colleges during the first week of May 2022 on college websites

The website should be dynamic, creative, and innovative to present the institutional vision, missions and other activities. Should incorporate all the required documents as required by NAAC from time to time. Website is to be updated frequently and maintained up to date by uploading various scanned documents.

The website should be maintained with Main tabs and Sub tabs as mentioned below

1. **Home**

2. **About Us**
   a. History
   b. Vision and Mission
   c. Principal Message
   d. List of Principals
   e. NAAC Certificate
   f. AISHE Certificate
   g. ISO Certificate
   h. NIRF Rank details
   i. University Affiliation Certificate
   j. UGC 2(f) & 12 (b)
   k. CPE and Autonomy Certificates (Wherever Applicable)
   l. Location and Campus Layout
   m. Building Layout/details

3. **Administration**
   a. College Staff
   b. Teaching Staff
   c. Non-Teaching Staff
   d. Cadre Strength Details
   e. Statutory Bodies
   f. Organogram
   g. Governing Body
   h. Academic Council
   i. Finance
   j. Staff Council
   k. CPDC
   l. College Committees
   m. Monthly News Letter
   n. Alumni Association Meeting Reports
   o. Alumni Association Activities Reports

4. **Academics**
   a. Academic Council
   b. Academic Calendar
   c. Exam Calendars
   d. Academic Audit Reports
   e. Programmes Offered
      i. UG Programmes
      ii. PG Programmes
   f. Certificate Courses
   g. Admissions Category-wise
   h. Curricular Transaction Plan
      i. Master Timetable
      ii. Program-wise Timetable
      iii. Lecturer-wise Timetable
   i. Outcomes
      i. Cos
      ii. POs

          iii.   PSOs

          iv.   Attainment of COs

   j.   LMS / e-tools designed by Staff

5. **Departments**

   a.   Department of English (Eg)

       i.   Vision & Mission

       ii.   Semester Wise Time Tables

       iii.   Courses/Programmes

       iv.   Sem wise Syllabus

       v.   Strengths and Achievements of Department

       vi.   Staff Details (CVs to be enclosed)

       vii.   Student Admissions (Prog / Course wise)

       viii.   Results

       ix.   Publications, Patents & Awards

       x.   Dept. meeting Minutes (Year wise)

       xi.   Best Practices

       xii.   Continuous Internal Assessment Up to date Format (Course wise)

       xiii.   Student's Progression to Higher Education (with proofs)

       xiv.   Student's Progression to Employment (with proofs)

6. **Reports of Various institutional and Departmental Activities**

   a.   Reports related to Dept. activities (Seminars / Guest Lectures/ Workshops, Extension Activities etc.,)

7. **Research**

   a.   Collaborations

   b.   Research Achievements

   c.   Research Publications

   d.   MOUs / Links

   e.   Field Trips/Study Tours

   f.   Student Study / Field Projects

   g.   MRP

   h.   Incubation Centre Activities

8. **Infrastructure (with Measurements and available facilities)**

   a.   Class Rooms

b. Labs

c. Maintenance of Infrastructure

d. Virtual Class Rooms

e. Digital Class Rooms

f. Skill Development Centre

g. Library

h. e-Resources

9. **Student Support (Brief Description, details, Calendar of Activities and Reports in NAAC format)**

a. JKC

b. NSS

c. NCC

d. WEC

e. Health Centre

f. GYM and Sports Centre

g. RRC

h. DRC

i. Anti-Ragging

j. Cultural Club

k. Career Guidance Cell

l. MANATV

m. Grievance Redressal Cell

n. Consumer Club

o. Scholarship

10. **IQAC**

a. About IQAC - Committee and Criterion In charge details

b. IQAC Structure

c. VISION, MISSION and Core Values

d. AQARS

e. Accreditation Details

f. IQAC Meetings / Resolutions / Action taken Reports

g. Criterion wise data

11. **Best Practices**

    a.   Gender Sensitivity

    b.   Waste Management

    c.   Rain Water Harvesting

    d.   Green Practices

    e.   Differently-abled Friendliness

    f.   Code of Conduct Handbook

    g.   Best Practices of the Institution in NAAC format

    h.   National Symbols

    i.   Fundamental Rights & Fundamental Duties

    j.   Professional Code of Govt of AP&UGC

    k.   Other Practices

12.   Examination Cell

    a.   About Examination Cell

    b.   Programmes Offered

    c.   Notifications

    d.   Examinations Time Tables

    e.   Previous Question Papers

    f.   Results

        i.   Result Analysis

    g.   Evaluation Procedures and Reforms

    h.   Grievances Addressed

    i.   Circulars

13.   RTI

14.   Gallery

15.   Contact Us

For any queries relating to maintenance of website please contact **Sri E Vara Prasad**, Lecturer in Academic Cell O/o CCE Ph No: **9440231336.**

Academic Guidance Officer

Rc.No:04 /Acad.Cell-Policies/A.C-6/2022   **Date: 17-05-2022**

Sub: Commissionerate of Collegiate Education – Code of Professional Ethics, Roles and Responsibilities of Principals, Lecturers, Physical Directors, and College Librarians working in Government Degree Colleges – Standard Operating Procedure (SOP) to be followed- reg.

Ref: 1.G.O Ms.No.14, Higher Education (U.E) Department dt.13-02-2019.
2.HandBook for College Principal, Commissionerate of Collegiate Education, dated: Nil.
3.A.P.Civil Service (conduct) rules of 1964 issued in G.O.Ms.No.468 G.A (ser .C.) dept dated 17-04-1964.

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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 vide ref.no1 cited, 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 in order to ensure positive learning environments, 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 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 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. employees 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. employees shall criticize the policy and action of the Govt. or any other State Govt. or central Govt.

13. No Govt. employees 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 a 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 behaviour, 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 also 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 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.

(k) Conduct himself/herself in such a way that both the staff and the students look upto 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 News Letters and upload in 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 evidences, 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

(n) To maintain the Service Registers of all teaching and non-teaching staff

(o) Should implement e –office and other digital initiatives such as biometric and TLP

(p) To prepare Annual Confidential Reports (ACRs) of the teaching staff and non teaching staff (Superintendents and Administrative Officers).

(q) To maintain staff attendance registers and Movement register.

(r) To support for research

(s) To prepare the college for assessment and rankings

(t) To update the data from time to time

(u) 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; Recognise 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 endeavour.

(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 organisations 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 organisations 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 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) Recognise 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 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 over-head projector, slide projector, charts, etc.

(k) He should also organise 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 department every month.

(m)   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.

(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 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.

(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 work load 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 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

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) Organise 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 the in-charge of the department of 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 convenor 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.
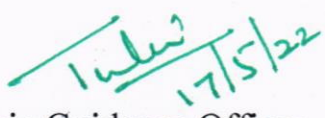
(e) The Librarian shall maintain an Accession Register.

(f) The Librarian shall adopt the scientific system of classification and cataloguing of books in the Library and library 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-sho dhsindhu, e-shodhganga etc.,

Sd/- Pola Bhaskar IAS
Commissioner of Collegiate Education

To
The Principals of all Govt Degree Colleges
Identified College Principals
RJDCEs of Rajahmundry, Guntur and Kadapa.

//ATTESTED//

Academic Guidance Officer

Proc. No. 001/Academic Cell/RDC - Research & Innovation/AC-11/2022 Date :10.05.2022

Sub: - Establishment of RDCs in GDCs & SOP for Research & Innovation - Reg.

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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 (enclosed) 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. The following activities are proposed to be undertaken in GDCs as a Standard Operating Procedure (SOP). In this context, the CCE is coming up with this 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 centres cannot be fulfilled.

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I. ESTABLISHMENT OF RESEARCH AND DEVELOPMENT CELL

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 centre 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.

1. Principal as the CHAIRMAN
2. 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
3. Finance and Infrastructure Committee
4. Research Program Policy Development Committee
5. Collaborations and Community Committee
6. Product Development Monitoring and Communication Committee
7. 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 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, Shodh Shuddhi, 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 Centred 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 centre would be an added advantage to the HEI.
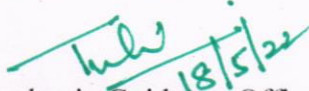
Some important Research and Innovation based activities to be taken up by RDCs, their standard operating procedures, outcome, role of RDC, students, faculty, HEI/Principal are discussed hereunder. Activities that are suggested to be implemented at the level of students must be monitored by concerned 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.

Sd/- Dr. Pola Bhaskar, IAS.
Commissioner of Collegiate Education

Copy to RJDCEs, Principals of All GDCs, A.P.

ANNEXURE: Important activities to be implemented & monitored by RDCs in GDCs

//ATTESTED//

Academic Guidance Officer

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ANNEXURE - **IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs**

II. IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs						
S#	Activity	Level of Implementation	Description	Possible Outcome	Role of RDC	Standard Operating Procedure (SOP)
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.	1. RDC shall collect and keep the list of topics in each subject/course in research thrust areas. 2. Design / Approve convenient formats for Project-log and SSP register. 3. Design / Adapt Evaluation Weightages for SSPs. E.g., Weightages for Project Log, Project Implementation, Project report, Presentation etc., 4. Maintain a database of all the SSPs and their outcomes 5. Encourage the concerned mentor/student to publish, patent, and scale-up the project outcome.	1. Study mentor with subject expertise must be assigned to each student, so that an SSP will be a 'One on One' project 2. Every student must select a unique topic related to the course/program, and chalk-out timeframe, requirements, and methodology with the help of the mentor. 3. Project-log must be maintained by every student in a convenient format, in consultation with the mentor. It should contain a list of project activities, methodologies used, results obtained/data gathered, documentation done, on a daily basis like a diary. 4. At the end of SSP, students must submit a Dissertation along with the Project log for evaluation; Also, a Presentation or Viva-voce may be conducted according to the SSP weightage. 5. An SSP register with all the details of each SSP, including awarded score/grade must be maintained by the mentors, semester/year-wise.

	II. IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs					
S#	Activity	Level of Implementation	Description	Possible Outcome	Role of RDC	Standard Operating Procedure (SOP)
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.	RDC, as part of its RIMS, shall maintain a database of available recognized Research Institutes or R&D departments of various industries that offer/accept internships, and make MoUs with them. Database must include Regional/National/International Internships opportunities.	As part of Internship programs intended for UG/PG courses as prescribed by APSCHE Revised CBCS framework, Students must be encouraged to take up internships at recognized Research Institutes or R&D departments of various industries, duly following the procedures prescribed by APSCHE for Internships.
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.	1. RDC, as part of its RIMS, shall maintain a database of the courses offered by skill sector councils, a database of available recognized Research Institutes or R&D departments of various industries that offer apprenticeships, and make MoUs with them. 2. RDCs of autonomous colleges may try to start at least one of these courses from AY 2022-23.	1. Introduction of Skill-embedded UG/PG courses by obtaining MoUs with recognized research institutes or R&D departments of various industries, duly following the procedures. 2. Advertise/Popularize the program and its benefits through admission campaigning, detailed brochure on the program with program outcomes and attract students. 3. Maintain a record of 'Research and Innovation Based Apprenticeships', separately, for each skill embedded course, student-wise with all the details including the stipend particulars.

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		II.	IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs			
S#	Activity	Level of Implementation	Description	Possible Outcome	Role of RDC	Standard Operating Procedure (SOP)
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	1. RDC shall identify the inclusive programs like CUBE and Chai & Why and send the information to all the departments. 2. RDC shall track and keep a record of the activities undertaken and try to adopt such programs as part of the college outreach programs. 3. Based on the feedback, RDC shall bring any changes in the implementation of the inclusive activities.	1. Students shall be sensitized of such programs and be formed into groups as per their interest, from each department. 2. Each group shall choose a supporting Mentor from faculty. 3. With the help of RDC, a schedule for participating in these programs shall be prepared and informed to all the participating students. It is preferable that the schedule is planned beyond teaching hours or on holidays. 4. Mentors must provide links to these inclusive programs as per the schedule and encourage them to participate. 5. After participation, feedback may be received from participated students and record the outcome of participation. 6. With due popularization of these programs in the campus, other students may also get inspired and participate.

	**II. IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs**					
S#	**Activity**	**Level of Implementation**	**Description**	**Possible Outcome**	**Role of RDC**	**Standard Operating Procedure (SOP)**
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	RDCs shall identify the research-infrastructure gaps in the college and make MoUs with member DRC colleges, other Academic institutions with such facilities and plan for short term student exchange programs for research training.	1. Students must be encouraged to go on exchange and prepare a list of students who are interested. 2. A detailed SE schedule must be prepared and communicated in advance to the partner HEI. 3. Arrangements must be made for travel & hostel accommodation of students as per the MoU. 4. After completion of the program as per the schedule, feedback must be obtained, and action may be taken accordingly. 5. All records shall be maintained by the department/mentor who sends/hosts the students for exchange.
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.	Plan various academic competitions in a Research-oriented way. i.e., Topics for competitions may be chosen from research thrust areas identified by the RDC.	1. All departments shall encourage students to participate in research-oriented competitions as planned by RDC. 2. Organize the competitions like Science shows at college level, Article writing at department/college level. Notifications shall be given in advance which allows the students to prepare for the competitions innovatively. 3. Records of list of participants, evidences of participation, score sheets and award list must be preserved for verification.

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colspan="7"	**II. IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs**
S#	**Activity**	**Level of Implementation**	**Description**	**Possible Outcome**	**Role of RDC**	**Standard Operating Procedure (SOP)**
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.	Ensure that some of the field trips are conducted in a Research-oriented way. i.e., Trips to nearby research centres, R&D departments or nearby University departments that have good potential in research. RIMS maintained by RDC is useful for planning.	1. Convert the regular subject field trips to research-orienting trips, so that students are motivated to take up research activities. It also motivates them in setting their career goals in research. 2. Same procedures followed for field trips are to be followed and records shall be maintained.
8	Academic writing	Student/Faculty	Encouraging and ensuring that the students and staff do take up (or) Implementation of - Academic writing programs either offline in the institute or online via MOOCs.	Skills in writing manuscripts such as articles, columns, chapters, books, dissertations, theses etc.,	1. There are many Academic writing courses available online like Coursera, Udemy, edX etc. Identify, maintain, and circulate such details among the students. 2. With the help of interested faculty, Add-on courses must be planned in coordination with IQAC. 3. Faculty must be encouraged to take up the online courses, so that they can conduct add-on courses in the HEI.	1. All departments, particularly, Arts, Languages and Commerce departments shall motivate the students to take up Academic writing courses either Online or Offline (if offered by the HEI) 2. List of students/faculty who take up the activity shall be maintained. 3. Follow-up shall be done with respect to timely completion of the courses and records shall be maintained. 4. Interested faculty/departments shall conduct Add-on courses by following the due procedures for the conduct of Add-on courses.

II. IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs						
S#	**Activity**	**Level of Implementation**	**Description**	**Possible Outcome**	**Role of RDC**	**Standard Operating Procedure (SOP)**
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.	1. RIMS shall include the funding programs of various funding agencies like UGC, DST, DBT, CSIR, ICMR etc., 2. Regular meetings shall be conducted to identify and motivate the faculty with research interests. 3. Research proposals from the staff shall be invited regardless of the funding opportunities; so that these proposals can be readily submitted when funding windows are open. 4. RDC must monitor the advertisements / notifications issued by the funding agencies, timelines as advertised by the agencies must be circulated among the staff well in advance. 5. Any help required, may be extended to the faculty who apply for funding. e.g., drafting of the proposals.	1. In-charges of all departments shall identify the scope for the conduct of research with the help of the faculty. 2. Research topics in thrust areas as identified by the RDC must be discussed among the staff members during departmental meetings and identify the topics that match the scope of the department. 3. Research proposals must be prepared in the format of the funding agency to which proposals are intended for and kept ready for submission through RDC. 4. Once sanctioned, Principal investigator must ensure that all due procedures are followed while utilizing the grants as per the sanction guidelines and submit 'utilization certificates' in the prescribed formats with proper auditing. 5. Involve faculty/students of the department in research projects sanctioned wherever possible, which helps to create an active research ecosystem in the department. 6. PI shall submit project reports within the timeframe of the project. 7. PI shall write research articles with the research data obtained in the project and communicate for publications.

			II. IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs			
S#	Activity	Level of Implementation	Description	Possible Outcome	Role of RDC	Standard Operating Procedure (SOP)
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.	1. RIMS includes the database of all the journals that are indexed in Scopus, Web of Science, UGC-CARE. Also, a list of potential Publishers (who publish books with ISBN/ISSN no.) and their contact details. 2. This list must be circulated among all the departments. 3. RDC shall also identify the journals/book publishers who publish research papers/book chapters with no or minimum fee and encourage the staff to publish their research articles in these journals. 4. Drafting/Editing help may be provided for the purpose by the RDC with coordination with IQAC;	1. All PIs shall invariably publish their funded-research work in the journals that are indexed in Scopus, Web of Science, UGC-CARE. 2. Faculty who did not have research projects can publish review articles, book chapters, letters etc., in coordination with RDC. 3. Taking Academic Writing courses helps in writing good articles/chapters with higher acceptability. 4. Having collaborations with experienced and already published scholars helps improve the chances of publications getting accepted.

II. IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs						
S#	**Activity**	**Level of Implementation**	**Description**	**Possible Outcome**	**Role of RDC**	**Standard Operating Procedure (SOP)**
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.	1. RIMS shall include the calendar of National/International Symposia/Seminars/Webinars etc., Since this is dynamic, regular updating is essential. 2. RDC shall circulate the schedules well in advance, so that the students and faculty would not miss deadlines. 3. RDC shall follow up the faculty/students who are engaged in the active research to participate in paper/poster presentations 4. Seminars/Webinars that publish their proceedings with ISBN/ISSN numbers must be encouraged to apply for.	1. With the help of RDC, PIs, interested staff and students shall plan to apply for paper and poster presentations. It is advisable to keep the work prepared and apply as soon as an appealing opportunity arises. 2. Students in groups, with the help of mentors, must work on poster presentations, initially, to nurture their research abilities. 3. Staff/Students must try to collaborate with experienced researchers to increase the chances of successful participation.

			II. IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs			
S#	Activity	Level of Implementation	Description	Possible Outcome	Role of RDC	Standard Operating Procedure (SOP)
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.	1. RDC shall identify the agencies that offer funding for seminars/workshops/webinars etc. and circulate the list among the faculty. 2. Staff shall be motivated to apply for the grants, which enables the HEI to conduct the activity, which is otherwise a financial burden to the HEI. 3. RDC shall also devise a plan for utilizing District Resource Centre (DRC) funds, when allocated for the purpose.	1. PIs, interested staff shall apply for grants with the help of RDC. 2. Once sanctioned, Conveners/Co-conveners/Organizing members must ensure that all due procedures are followed while utilizing the grants as per the sanction guidelines and submit 'utilization certificates' in the prescribed formats with proper auditing. 3. Draft and Communicate the Brochure/Invitation for Lectures/Papers/Posters well in advance and scrutinize the applications. 4. Communicate the accepted works well in advance. 5. Involve faculty/students of the department/college in organizing, which helps to create/nurture an active research ecosystem. 6. Publish the proceedings with ISBN/ISSN numbers.

S#	Activity	Level of Implementation	Description	Possible Outcome	Role of RDC	Standard Operating Procedure (SOP)
**II. IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs**
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.	1. RIMS shall include the details of successful MoUs and potential collaborators from the Academia/Research institutes/Universities/R&D departments and circulate that among the staff. 2. Making as many MOUs/collaborations as possible within the scope of the HEI; with the help of individual departments. 3. Services of interested retired faculty can be utilized with collaboration.	1. As described above collaborations increase the chances of getting research grants, acceptance of publications, etc. It also enhances the research abilities of the beginners. 2. Therefore, All the faculty are advised to find suitable collaborators, communicate with them, visit their workplaces, make proposals for collaborations/MoUs wherever possible. 3. Collaborations within GDCs may be more successful. 4. Once collaboration/MoU is achieved, strict adherence to the MoU or collaboration guidelines must be done; failing to which, prospects of collaborations are affected.
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	1. In consultation with IQAC, RDCs must conduct workshops in IPR, in collaboration with National Intellectual Property Awareness Mission (NIPAM). 2. Patenting manuals, procedures must be kept available in the RDC for reference use of the staff.	1. All the staff members must acquaint themselves with IPR procedures and participate in the IPR workshops conducted by the HEI. 2. PI/HEI shall obtain the patent rights for novel discoveries/ inventions made as part of the research projects duly following the procedures. Help may be sought from RDC.

**II. IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs**
S#	**Activity**	**Level of Implementation**	**Description**	**Possible Outcome**	**Role of RDC**	**Standard Operating Procedure (SOP)**
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.	1. RDC shall invite the proposals for contribution of all the departments towards establishing a CIF. 2. Contribution can be in the form of equipment, consumables, chemicals etc., 3. RDC in consultation with IQAC and the Principal, shall arrange for a convenient facility to establish the CIF. 4. RDC shall chalk out the maintenance procedures of the CIF by assigning an I/c with due permission from the Principal.	1. Principal shall encourage the departments to contribute for the CIF, provide facilities and manpower (maintenance, preferably a lab assistant) for CIF 2. All contributions must be recorded and approved by the RDC, avoiding the custody ambiguity of the equipment. 3. All departments can freely use any of the equipment available with the CIF with prior booking in the booking register and entering the usage in the logbooks (to be maintained at the facility for each instrument). 4. Departments contributed must ensure that the instrument is properly maintained and used. 5. Proper credits must be given to the facility in all the publications which resulted out of using the CIF. 6. ALL AUTONOMOUS HEIs are requested to invariably establish the facility by following the due administrative procedures.

			II. IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs			
S#	Activity	Level of Implementation	Description	Possible Outcome	Role of RDC	Standard Operating Procedure (SOP)
16	Consultancy	Institute	Providing consultancy services (research or technical) either through CIF or department-wise for Public/Private sectors by establishing a consultancy division in the HEI; enlisting all the services the HEI can provide. Proper maintenance of records of such services, records on income generated and auditing.	Helpful in good peer perception and inclusivity. Revenue generation.	1. RDC shall identify the departments that can offer consultancy work with respect to research services and publish it on the college website, social media, local media, and popularize them. 2. Charges for each service may be fixed in consultation with the Principal, Department I/c and IQAC. 3. A special account for such funds generated may be maintained for utilization of the funds with prior approval from the principal, staff council.	1. All department In-charges shall identify whether their departments can offer consultancy and communicate the same to the RDC. 2. Staff/Departments shall devise a plan for offering such services in terms of time frames, expenses, charges etc., and communicate the same to RDC. 3. Maintaining proper record for each service request, approval, details of service provided, reports, income receipts, cashbook must be maintained by the department.

				II. IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs		
S#	Activity	Level of Implementation	Description	Possible Outcome	Role of RDC	Standard Operating Procedure (SOP)
17	Outreach	Institute	Extension activities that target the Public.	Helpful in good peer perception, reputation and increase in admissions.	1. RDC shall identify the important research activities that are being undertaken at the institute, particularly, that are conducted in public interest. 2. Event calendar must be prepared with outreach activities like visiting the nearby Jr Colleges, Schools, Hostels, Colonies and Organizing a day or half-a-day camp to explain the target audience about the research activities that are conducted by the HEI. 3. Records of these activities must be maintained by the RDC.	1. Principal, shall arrange for the outreach activities well in advance, with respect to administrative approvals, funding required etc., 2. Such activities must be incorporated in the College calendar and better be consistently organized on the same dates in each year for better outreach.
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.	1. RDC in consultation with the IQAC and principal shall declare an Open day for the visitors from the HEI neighbourhood well in advance and announce it on the website, social media and in local media, if possible. 2. RDC shall motivate and ensure that maximum departments do participate in the open-day exhibiting all their research-works and facilities.	1. Principal shall arrange for the Open day well in advance, with respect to administrative approvals, funding required etc., 2. Such activities must be incorporated in the College calendar and better be consistently organized on the same dates in each year for better outreach.

II. IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs

S#	Activity	Level of Implementation	Description	Possible Outcome	Role of RDC	Standard Operating Procedure (SOP)
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.	1. RDC shall frame the "Internal HEI Funding Policy", Application proforma, Award criteria etc., 2. RDC shall invite research proposals from the faculty for Internal funding, ideally, the proposals should address the research thrust areas identified by the RDC and span for 1 year. 3. After examination of the proposals by the RDC, the Principal may finalize and allocate the grant with help of the staff council's resolution. 4. RDC shall maintain a record of each proposal, comments of RDC on them, award list, utilization certificates and bills duly following all the procedures stipulated for expenditure. 5. RDC shall also devise ways to allocate funds for supporting research publications, presenting papers in high-impact journals and seminars.	1. Faculty who wish to start their research work, who wish to do pilot research projects, who have little departmental funds and need funds for research etc., may apply to the Internal funding in the prescribed proforma as devised by RDC. 2. Once sanctioned, Principal investigator must ensure that all due procedures are followed while utilizing the grants as per the sanction guidelines and submit 'utilization certificates' in the prescribed formats with proper auditing. 3. Involve faculty/students of the department in research projects sanctioned wherever possible, which helps to create an active research ecosystem in the department. 4. PI shall submit project reports within the timeframe of the project. 5. PI shall write research articles with the research data obtained in the project and communicate for publication. 6. Based on this experience, PI may write for MRPs and Major grants. 7. ALL AUTONOMOUS HEIs are requested to examine the scope of internal funding scheme and implement.

II. IMPORTANT ACTIVITIES TO BE IMPLEMENTED & MONITORED BY RDCs IN GDCs

S#	Activity	Level of Implementation	Description	Possible Outcome	Role of RDC	Standard Operating Procedure (SOP)
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.	1. Every year, RDC shall identify the Virtual lab software packages/facilities which are available on OER platforms or for purchase. 2. Upon consultation with all the departments RDC shall finalize on the procurement of necessary Virtual lab technology with the help of internal resources. 3. RDC shall provide initial training on the usage of VL technology. 4. RDC shall take feedback from students on usage and the results of such technology and update accordingly.	1. In-charges of all departments shall identify the VL facilities required for the department in consultation with staff and students, the same may be communicated to RDC or seek help from RDC on the availability and usage of VL technology. 2. Procurement of virtual lab software packages and installing/using them on ICT facilities like DC/VC or a PC with appropriate configuration. 3. Design a timetable for the use of VL facilities and popularize among students. 4. Ensure that every student of respective programs use the technology and assess the skills acquired by them regularly. 5. Collect feedback from the students and faculty to renew/upgrade/change the VL packages accordingly. 6. Separate records may be maintained besides regular laboratory records for the use of VL. However, both shall be considered the same while evaluating the performance of students or departments. In fact, using VL adds evaluation credits to the HEIs under ICT enabled teaching and as one of the best practices.

REFERENCES

1. **UGC guidelines to establish Research and Development Cell in HEIs -**
https://www.ugc.ac.in/pdfnews/6347789_RDC-Guideline.pdf

2. **UGC guidelines on Academic Integrity and Research Quality**
https://www.ugc.ac.in/e-book/Academic%20and%20Research%20Book_WEB.pdf

3. **Incubation Support Page – 'Startupindia'**
https://www.startupindia.gov.in/content/sih/en/compendium_of_good_practices/incubation_support.html

4. **APSCHE Internship guidelines -**
https://apsche.ap.gov.in/Pdf/Internship%20-%20Guidelines.pdf

5. **Sector Skill Councils website**
https://nsdcindia.org/sector-skill-councils

6. **AICTE Internship Portal -**
https://internship.aicte-india.org/

7. **Research funding agencies in India with weblinks -**
https://www.aicte-india.org/opportunities/students/research-funds

8. **National Intellectual Property Awareness Mission (NIPAM) -**
https://ipindia.gov.in/newsdetail.htm?774

9. **IPR events -**
https://ipindiaservices.gov.in/events-ipr/home/home.aspx

10. **CUBE - a platform offered by TIFR for better understanding of biology for undergraduates**
https://www.hbcse.tifr.res.in/research-development/collaboratively-understanding-biology-education-cube

11. **Chai and Why - a platform offered by TIFR for outreach and understanding of science.**
https://www.tifr.res.in/~outreach/chai_and_why.html

12. **List of institutes funded by the government of India**
https://en.wikipedia.org/wiki/List_of_institutes_funded_by_the_government_of_India

13. **Academic Writing Courses on Coursera**
https://www.coursera.org/courses?query=academic%20writing

14. **UGC-CARE list of journals**
https://ugccare.unipune.ac.in/apps1/home/index

15. **Collaborative research in modern era: Need and challenges**
https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6644188/

16. **Virtual lab facilities provided by MHRD**
https://www.vlab.co.in/

Rc.No.3/CCE-Acad.Cell-Policies/AC-6/2022   **Date: 22-06-2022**

Sub: Collegiate Education -Revised Choice Based Credit System- Implementation of first internship-Community Service Project (CSP) – additional guidelines to Standard Operating Procedure (SOP) issued - reg.

Ref: SOP issued on CSP through Proceedings of the CCE vide Rc.No.3/CCE-Acad.Cell-Policies/AC-6/2022 dated 16-05-2022.

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In continuation with the Standard Operating Procedure (SOP) on Community Service Project issued vide proceedings cited in the reference, the following additional guidelines are issued for the effective implementation of Community Service Project.

i.   **Rescheduling of implementation of CSP for 1st year students**

The first internship i.e., Community Service Project for the A.Y 2021-22 batch of students is scheduled during summer vacation, ie., May 2021. However, it is observed that semester end examinations are scheduled/going on during this period in some universities. The Colleges, in which University Semester End Examinations are going on for I yr students and could not take up Community Service Project, are informed to reschedule the Community Service Project only for those 1st year students in the following way:

a) The students have to take up and complete the Community Service Project in the Second Semester of the A.Y 2021-22.

b) Students have to make use of four weeks i.e., 28 days out of available 36 calendar days (Saturdays + Sundays) from July to October for the completion of CSP.

c) Second semester continues for 4 months, i.e from July 2022 to October 2022, each month consists of 4 weeks and each week has 1 Saturday and 1 Sunday, so 2 days for a week and 8 days(2 day/week X 4 weeks) for a month and 32 days in 4 months

d) Students can take up the project work during the weekend i.e Saturdays and Sundays, 32 days in the second semester and submit the report by the end of the second semester

e) The four week project shall be implemented as per the below schedule:

   I.   Socio-Economic Survey of the Village/Habitation (7 days)

   II.   Community awareness campaign (7 days)

III.   Main Project Implementation (7 days)

IV.   Project Report writing (7 days)

f) For those 1st year students whose Community Service Project is rescheduledbecause of examinations are to be permitted to execute to execute the survey in villages for first two months, i.e July and August 2022 and attendance is to be given for Saturdays in these 2 months. For next months they can execute the work in the college under the guidance of the mentor

ii.   Uploading of the CSP Reports on to the College Websites:

The **Faculty wise and Student wise status reports** on the implementation of CSP to be uploaded on respective College website by creating a tab" Community Service Project" with separate tabs for Academic year 2020-21 (present II yr students data) and 2021-22(present I yr students data) by 31.7.2022

Community Service Project

2021-22

> **Faculty Wise Status Report**

> **Student Wise Status Report**

2021-22

> **Faculty Wise Status Report**

> **Student Wise Status Report**

iii.   Faculty wise Status Report :
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The faculty wise status report on the implementation of CSP has to be collected in the below given format and the data has to be uploaded on the College website

**Commissionerate of Collegiate Education, Government of AP** **Faculty wise status Report** Academic year
S.No	District (New)	College Name & Place	Name of the Faculty /Mentor	No of Students Allotted	No of Students Participated in CSP	No of Students Not Participated in CSP	No of Students Submitted CSP Reports	No of Students Not Submitted CSP Reports	No of Students for whom Evaluation Completed	No of Students for whom Not Evaluation Completed

iv.   Student wise data to be collected

The   student wise status report on the implementation of CSP has to be preparedalong with the link of the students project report in the below given format and upload on the College website.

Commissionerate of Collegiate Education, Govt. of AP
Student wise status Report
Academic Year

S.No	District Name & (New)	College Name & Place	Name of the Faculty /Mentor	No of Students	Name of the Student	Group	Combina tion	Regd. No	Name of Commun ity Service Project	Marks Awarded for Project				Link of the Report
										Project Log	Impleme ntation	Report	Presenta tion	

v. Feedback from students Online and Physical

Each college shall collect online and offline feedback from the students who have participated in the Community Service Project. The Stream/Programme wise feedback collected shall be displayed on the website of the College. The offline feedback has to be collected by the Mentor/ faculty assigned for group of students and the record shall be kept with the mentor/faculty in-charge after the record is verified and validated by the Principal of the College.

vi. Student testimonials

Each College shall collect the testimonials of the students participated in Community Service Project and display the students' testimonials on the website of the college along with the Photo, Name, Year of the study and brief statements of the student.

All the Principals of GDCs shall bestow their personal attention on theabove additional guidelines and implement Community Service Project (1st Internship) as per the schedule without fail.

Sd/- Pola Bhaskar IAS
Commissioner Collegiate Education

Encl:
Formats for status report

To
The Principals of all Govt Degree Colleges
Identified College Principals
RIDCEs of Rajahmundry, Guntur and Kadapa.

//ATTESTED//

22/6/22

Academic Guidance Officer

Format-I: Faculty wise status report

Commissionerate of Collegiate Education			Faculty wise status report on Implementation of CSP							
S#	District (New)	College Name & Place	Name of the Faculty /Mentor	No of Students Allotted	No of Students Participated in CSP	No of Students Not Participated in CSP	No of Students Submitted CSP Reports	No of Students Not Submitted CSP Reports	No of Students Completed Evaluation	No of Students Not Completed Evaluation

Format-II: Student wise status report

Commissionerate of Collegiate Education			Student wise status report on Implementation of CSP							
S#	District (New)	College Name & Place	Name of the Faculty /Mentor	No of Students	Name of Community Service Project	Marks Awarded for Project				Link of the Report
						Log	Implementation	Report	Presentation	

Proceedings of Commissioner of Collegiate Education :: A.P., Vijayawada

Present: Dr.Pola Bhaskar, I.A.S.,

Rc.No.65/CCE/ SOPs/2020-21   **Dated 9 June 2021**

Sub: Commissionerate of Collegiate Education – Online Teaching – Learning Process (OTLP) in Government Degree Colleges – Roles and Responsibilities fixed – SOP prescribed – Orders issued – Reg.

# # #

In the context of COVID-19 pandemic, the Government of Andhra Pradesh has ordered all the higher education institutions to remain closed. As a result, there is a loss of working days and the academic year is disrupted. Hence, there is every need that the GDCs / ADCS should start online teaching. In this regard, the following SOP is prescribed for the strict compliance.

1. Academic Cell, headed by the Academic Guidance Officer (AGO), is made completely responsible for planning and monitoring the Online Teaching – Learning Process (OTLP) during the COVID-19 pandemic period.

2. A monitoring officer is appointed for each district and the details are shown below:

S. No.	Name of the Monitoring officer	Contact Mobile No	District assigned
1	Dr.M.Vishnu Prakash	9440867324	Srikakulam
2	Dr.M.Vishnu Prakash	9440867324	Vizianagaram
3	Sri.P.Sreedhar	9985096066	Vishakhapatnam
4	Dr.P.Anil Kumar	9441257827	East Godavari
5	Dr.B.Sudhakara Rao	9441825153	West Godavari
6	Dr.S.Madhavi	9440969636	Krishna
7	Dr.S.Madhavi	9440969636	Guntur
8	Smt.J.Jyothi	9849871123	Prakasham
9	Dr.G.Srinivas	9000550890	Nellore
10	Dr.G.Giri Babu	9441303670	Chittoor
11	Dr.B.Sudhakararao	9441825153	YSR Kadapa
12	Smt.J.Jyothi	9849871123	Kurnool
13	Sri.P.Sreedhar	9985096066	Anantapuramu

3. Job Chart of Monitoring officer:

Each Monitoring officer

   i) Should ensure through Principal that each faculty member prepares the time table for the subject being dealt by him.

   ii) Shall prepare Daily Situation Report (DSR) in the prescribed format on the basis of data uploaded by the faculty members and authenticated by the Principal concerned so as to categorize the faculty members into A, B, C category, taking into account the number of classes conducted against the scheduled in the time-table and the percentage of attendance of the students.

Categorization of faculty members: -

Category	Benchmark on the percentage of scheduled classes conducted	Benchmark range on the daily students' attendance (average)
A	If 100% scheduled classes are conducted	≥ 70%
B	If classes are conducted partly	≥ 50 % - ≤70%
C	If classes are not at all conducted against the scheduled classes in the time table	-

   iii) Details of faculty members categorized into "C" category should be sent to Joint Director for initiating disciplinary action as per CCA rules.

4. Sri G.D.Rajender, Lecturer in Academic Cell, is made responsible for the information management of OTLP and also operational management of the Mobile App.

5. AGO should coordinate all the District monitoring officers and also compile the data.

6. On receipt of the details from the Academic Cell in respect of the faculty members categorized under 'C' category, JD should initiate action against the poor performers.

   i) If any faculty member is continuously categorized under 'C' for three days, an alert message should be sent to them with a direction that he/she should improve his/her performance.

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ii) After lapse of three days again, if performance is not improved as per the DSR reported by Academic Cell, Show Cause Notice (SCN) should be issued to all the concerned.

iii) Even after issue of SCN, if the reply is not convincing and satisfactory, Articles of Charges should be framed as per CCA rules and Joint Director should ensure the logical conclusion of the disciplinary action.

7. Principal shall play pivotal role in the implementation of OTLP at college level. He should ensure that

   i) Each faculty member prepares time-table for the subjects being dealt by him / her for different semesters.

   ii) All the faculty members conduct their scheduled online classes as per time table.

   iii) All the students get motivated and mobilized for the online classes registration and thereby attend all scheduled classes.

   iv) The faculty members not having online class work be involved in the motivation and mobilization of the students for registration and if necessary, parents should also be consulted.

   v) Faculty members facilitate formation of groups of students such that students who don't possess smart mobile phones are tagged to the students having smart mobile phones for group learning.

   vi) Required information be uploaded by all the faculty members in the Mobile App by 6:00 P.M. every working day and authenticate the said information through his login by 10:00 P.M on that day.

   vii) Dynamic website and G-Suite account subscription (Google workspace) are maintained properly and sort out operational issues, if any, in consultation with Academic cell.

8. 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 OTLP is vitiated. Therefore, the faculty member is expected to be sincere and committed for his role. He / She should involve in the motivation, mobilization, online registration and attendance of the students. Then only OTLP would be successful.

9. All the above should note that colleges remain closed in the context of COVID – 19 pandemic and there by classes could not be conducted physically in the classrooms in the routine manner. Therefore, we have to run the online classes virtually as an alternative way and run the colleges. Hence, there are challenges and constraints, but we should overcome and show our abilities and compensate

for the loss of class work due to COVID-19 and minimize the disruption in the academic calendar.

10. The above SOP shall come into force with immediate effect and all the concerned should rise to the occasion as to our existence even in the health disruptive situation, for which we are all paid from the public exchequer.

The receipt of the proceedings shall be acknowledged.

Sd/- Pola Bhaskar, I.A.S
Commissioner of Collegiate Education

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B.V.Je
Academic Guidance Officer
9 June 2021

To
All the RJDCEs
All the Principals and Lecturers of Govt. Degree Colleges