GOVERNMENT DEGREE COLLEGE:: PATTIKONDA , KURNOOL DIST.,
ORGANIZATIONAL   HIERARCHY OF THE INSTITUTION

Commissioner of collegiate education

↓

Regional joint director

↓

principal

↓

vice principal

Teaching staff	STUDENT COUNCIL	NON TEACHING STAFF

STUDENTS

SENIOR ASSISTANT

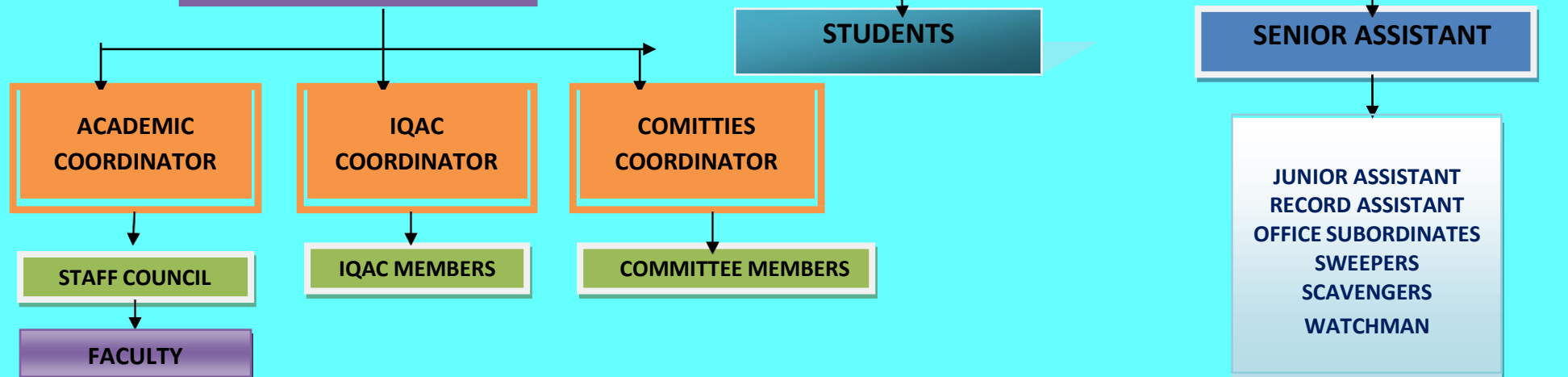| ACADEMIC COORDINATOR	IQAC COORDINATOR	COMITTIES COORDINATOR
STAFF COUNCIL	IQAC MEMBERS	COMMITTEE MEMBERS
FACULTY		

JUNIOR ASSISTANT
RECORD ASSISTANT
OFFICE SUBORDINATES
SWEEPERS
SCAVENGERS
WATCHMAN

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Higher Education– Technological Reforms towards Streamlining and End-To-End Automation of Academic and Administrative Activities in A.P State Universities and its affiliated Colleges including Govt./Aided/Private – Orders – Issued.

HIGHER EDUCATION (U.E) DEPARTMENT

G.O.Rt.No.63.   Dated:16.4.2020

ORDER:

        Andhra Pradesh has been a pioneer in undertaking e-governance initiatives and the employment of technology for the delivery of public services. While many laudable initiatives in the above direction have been taken in various spheres of public service delivery, it is noticed that there is significant scope for the introduction of technology in the functioning of Higher Educational Institutions in the State to usher-in stakeholders' centricity, transparency and accountability. A series of consultations have been held by the Higher Education Department with various stakeholders, including A.P.State Council for Higher Education (APSCHE), various Universities, A.P. Centre for Financial Systems & Services (APCFSS) etc. and several reform areas in the 'Academic' and 'Administrative' domains of the Higher Educational Institutions, have been identified. To implement the technological reforms for streamlining the functioning of the Higher Educational Institutions, the following orders are issued:

2.1. Technological Reforms in Academic Domain:

        The following reforms shall be implemented in the Academic Domain of the Universities and its affiliated institutions:

2.1.1. Course Admission Process: The Admissions Process in Universities and their Affiliated Colleges (including Govt./Aided/Private) for all courses including U.G, P.G, Ph.D., Post-Doctoral Courses etc. shall be automated from end-to-end. Through this module, the processing of admission into various courses in the Universities and its affiliated Colleges including the Government, Government-Aided and Private colleges shall be carried out completely online duly covering the processes of student registration, counselling, allotment of seats & confirmation of admission etc.

2.1.2. Semester Examination Process: Semester Examinations Process in Universities and for their Affiliated Colleges (including Govt./Aided/Private) for all courses including U.G, P.G, Ph.D., Post-Doctoral Courses etc. shall be automated from end-to-end. This shall cover, inter-alia, the examination application process, student fee payment, issue of hall tickets, exam attendance monitoring, coding and decoding of answer scripts' bar codes for effective evaluation, recording and publication of results and issue of original degrees, other marks memos etc.

2.1.3. Colleges and Courses Affiliation: For streamlined regulation of colleges and courses being offered by various Universities, the end-to-end Process of awarding affiliation for Colleges & Courses shall be automated. Among other things, this will eliminate the scope of gullible students being duped into enrolling for bogus colleges/courses.

2.1.4. Single Source Analytical Real-Time Dashboard: A Real time dashboard shall be developed for real-time granular data on key indices across various aspects of Admissions and Academics progress of both Students and Staff of Universities and their affiliated Colleges (including Govt./Aided/Private). The dashboard shall serve as a key aid for operational decision making as well as policy framing/analysis.

For example, Universities and their affiliated Colleges (including Govt./Aided/Private) shall upload the Academic Performance Record of each student in the Student Academic Service of the Institution immediately after the declaration of results of Internal / Semester / End of Year examinations as applicable to the course and share the academic results data, on a real-time basis, by a secure web service.

2.2. Technological Reforms in Administrative Domain:

The following technological reforms shall be implemented in the Administrative Domain of the Universities and its affiliated:

2.2.1. e-M Book: Regarding the engineering works undertaken in the Universities and Govt. /Aided Higher Education Institutions, the M Book shall be automated. The electronic M Book (e-M Book) shall provide for digital recording of progress of project works carried out in the Universities and Govt./Aided Higher Educational Institutions affiliated to them, with suitably defined monitoring layers for each work, including milestones, objectively verifiable indicators, means of measurement etc.

2.2.2. Human Capital Management: Considering the large number of human resources employed by the Universities and by their affiliated institutions (including Govt./ Aided) in multiple categories, it is imperative that the system for management of the human resources be automated to avoid inordinate delays, physical drudgery and other inefficiencies. Therefore, the entire Human Capital Management System shall be automated and as part of the same, all human resource-related functions in the Universities and their affiliated colleges (including Govt./Aided/Private) shall be carried out in online mode. The records of the employees (regular, contract, outsourcing etc.) in the Universities and their affiliated colleges (including Govt./Aided/Private) shall be operated and maintained digitally for quick audit, analysis and reporting.

2.2.3. Other (Non-HR) Administrative Processes: All other (non-HR) Administrative Processes in the Universities and their affiliated colleges shall also be automated under the e-Administration Module.

2.3 Standardizing the Processes and Procedures across Universities:

For effective implementation of the aforementioned reforms in the academic and administrative functions, necessary process studies, streamlining/re-engineering exercises shall be carried out to bring in appropriate standardization in the processes and procedures being adopted across Universities and their affiliated institutions.

It is also to be noted that the reforms shall not just be limited to those mentioned above but also all the necessary functions shall be automated to the extent possible and the study of the processes shall identify the process gaps and fix the issues wherever possible with the use of technology at the earliest for bringing more transparency and accountability.

3.   Roles and Responsibilities:

APCFSS has been identified as the Technology solution provider and implementation partner for operationalzing technological reforms towards streamlining and end-to-end automation of academic and administrative activities in A.P Universities and their affiliated Colleges (including Govt./Aided/Private). Following roles and responsibilities are assigned for effective operationalization of the reforms:

Sl. No	Official Authority	Responsibility
1.	Special Chief Secretary to Govt, Higher Education Department.	Overall Monitoring of the implementation of the reforms in the academic and administrative domains of Universities.
2	Chairman, Andhra Pradesh State Council of Higher Education (APSCHE).	Coordination with Universities & eliciting necessary cooperation from the Universities for all the reforms.
3	Special Commissioner, Collegiate Education.	Coordinating & eliciting necessary cooperation from Degree Colleges as a Nodal Point of Contact for implementing relevant reforms in Degree Colleges (Government and Aided).
4	Vice Chancellors of state Universities under the administrative control of Higher Education Dept.	Appoint Nodal Officers for necessary coordination with APCFSS and ensure smooth Project roll out and implementation in the respective universities. Extend necessary cooperation by way of providing necessary data, insights etc.
5	Chief Executive Officer, A.P.Centre for Financial Systems & Services (APCFSS).	Automation of processes mentioned at paras 2.1 through 2.2. and also carrying out the consulting exercises mentioned at para 2.3. Plan of action and Weekly progress of these initiatives against the plan shall be reported to the Government promptly.

4.   The Special Commissioner (Collegiate Education), Vijayawada, Chairman, Andhra Pradesh State Council of Higher Education (APSCHE) and Vice Chancellors of State Universities under the administrative control of Higher Education Department and Chief Executive Officer, A.P. Centre for Financial Systems & Services (APCFSS) shall take necessary action in the matter and shall actively extend their complete support in operationalizing and implementing the technological reforms across the State.

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

SATISH CHANDRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Special Commissioner, Collegiate Education, Vijayawada.
The Chairman, A.P. State Council of Higher Education (APSCHE), Managalagiri.
All the Vice-Chancellors under   Administrative   Control   of   Higher   Education
          Department.
The Chancellor of RGUKTs-A.P.
 The Chief Executive Officer,
    A.P. Centre for Financial Systems & Services (APCFSS).Vijayawada.
Copy to:
OSD to Additional Chief Secretary to Chief Minister of A.P
The Secretary, A.P Higher Education Regulatory and Monitoring Commission,
        Tadeaplli. Guntur District.
OSD to Minister for Education.
PS to Special Chief Secretary to Govt., Higher Education Dept.
Sf/Sc.

//FORWARDED:: BY ORDER//

SECTION OFFICER

Service rules:

The recruitment service,promotion,superannuation etc. are governed by the service rules of the UGC,and the Government of Andhra Pradesh, as promulgated from time to time. These rules are as follows:

Service Rules for teaching and subordinate staff:

I) These Rules are reffered to as the Andhra Pradesh Collegiate Education Service Rules :

1. G.O.Ms.No. 259, G.A. (Rules) Department, dt:9.2.1962

2. G.O.Ms.No.258, Education dt:20.1.1971

3. G.O.Ms.No. 531, Education, dt:7.4.1975

4. G.O.Ms.No. 1196, Education, dt:27.12.1977

5. G.O.Ms.No.423, Education, dt:19.4.1979

6. G.O.Ms.No.843, Education, dt:19.9.1979

7. G.O.Ms.No.939, Education, dt:22.10.1979

8. G.O.Ms.No.399, Education, dt:21.5.1980

9. G.O.Ms.No.77, Education, dt:28.1.1981

10. G.O.Ms.No.1259, Education, dt:6.11.1981

11. G.O.Ms.No.491, Education, dt:16.11.1984

12. G.O.Ms.No.50, Education, dt:26.1.1986

13. G.O.Ms.No.158, Education, dt:10.6.1987

14. G.O.Ms.No.340, Education, dt:10.6.1987

15. G.O.Ms.No.131, Education, dt:29.5.1990

16. G.O.Ms.No.378, Education, dt:21.11.1991

17. G.O.Ms.No.37, Education, dt:5.2.1994

II) Government of IndiaMHRD letter No 1-32/2006-U.dated 31st Dec 2008

Recruitment Process:

➢ Applications are invited on-line for recruitment to the post of Lecturers in Govt Degree Colleges by Andhra Pradesh Public Service Commission (APPSC).

➢ The APPSC conducts Screening test in off-line mode in case applicants exceed 25,000 in number and the main examination in on-line mode for the candidates selected in screening test.

➢ Applicants must possess the qualification from a recognized University as detailed below:

1) Good academic record with minimum of 55% or an equivalent Grade of B at the Masters Degree level in the relevant subject, obtained from the Universities recognized in India.

2) NET/SLET shall remain the minimum eligibility condition for recruitment and appointment of Lecturers in Govt Degree Colleges.

3) Candidates who are or have been awarded Ph.D degree in compliance of the University Grants Commission shall be exempted from the requirements of the minimum eligibity condition of NET/SLET to recruitments and appointment of Lecturers in Govt Degree Colleges.

➢ The selection of candidates for Appointment to the posts will be made in two stages:

• Written Examination (Objective Type)

• Oral Test in the form of Interview only for those qualified as per rules. The final selection of candidates for Appointment to the posts will be based on the Merit in the computer based examination and Oral test (Interview) marks put together to be held as per the scheme of examination.

➢ Only those candidates who qualify in the written examination by being ranked high will be called for interview in 1:2 ratio. The minimum qualifying marks in the examination for consideration of a candidate to the selection process in case of OC category is 40%, for BC category it is 35% and for SC, ST and PH categories it is 30% or as per the relevant rules. The minimum qualifying mark is relaxable in the case of SC/ST/BC/PH at the discretion of the Commission Applicants clearing the above procedure will be allotted posting as per the vaccancies availability in the State.

➢ The candidates will be selected and allotted to Service/ Department as per their rank in the merit list and as per Zonal / Post preference opted by the applicant at the time of making application to the post online.

➢ The whole process is done with the help of Andhra Pradesh Public Service Commission (APPSC).

Career Advancement Scheme (CAS)- Promotional Procedure:

The service conditions specified for Career Advancement Scheme are mentioned here under:

Assistant Professor with Pay Band II – 15600-39100 + 7000 AGP
[Hither to known as Lecturer (Senior Scale)]

1. Completed 6 years service on regular appointment in UGC Pay Scales

2. Completed 4 Years to those who are having Ph.D. degree

3. Completion of 5 years to those who are possesing M.Phil.,degree/PG degree in Professional Courses such as LLM, M.Tech., MVSC., or M.D.

4. Minimum API Scores as delineated in Table-II (b) of Appendix.III

5. One orientation and one Refresher/Research Methodology Course of 3/4 weeks duration.

6. Screening Cum Verification process for recommending promotion.

The Teachers (15600-39100 + 7000 AGP) in Senior Scale shall be designated as Assistant Professors.

Assistant Professor (Pay Band.III – 15600-39100 + 8000 AGP):
(Hither to known as Lecturer (Selection Grade)

1. On Completion of 11 years service in UGC Scales.

2. Completion of 9 years to those who are possessing Ph.D., degree.

3. Completion of 10 years to those who are having M.Phil. degree/PG degree in Professional Courses such as LLM., M.Tech., MVSC., or M.D.

4. Minimum API Scores

5. Additionally one Course/Programme from among the categories of Refresher Courses, Methodology workshops, Training, Teaching Learning Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programs of 3/4 weeks duration.

6. Screening Cum Verification process for recommending promotion.

Associate Professor Pay Band.IV (A) (37400-67000 + 9000 AGP):

1. Shall have completed three years of Service in the Pay Band of 15600-39100 + 8000 AGP (Pay Band.III)

2. Minimum API Scores as delineated in Table. I(b) of Appendix.III

3. At least three Publications in the entire period of Assistant Professor (12 years of service). However, an exemption of one publication to those who are having M.Phil., degree and an exemption of two Publications to those who are possessing Ph.D., degree.

4. Additionally one Course/Programme from among the categories of Refresher Courses, Methodology workshops, Training, Teaching Learning Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration.

Professor Pay Band.IV (B) (37400-67000 + 10000 AGP):

1. Associate Professor completed three years of Service in the Pay Band of 37400-67000 + 9000 AGP (Pay Band.IV (A)) and possessing a Ph.D. Degree in the relevant discipline.

2. Minimum API Scores using PBAS proforma as delineated in Table. I (b) of Appendix.III

3. At least five publications from the period that the teacher is placed in Stage.III (i.e. from the date of award of Pay Band.III with AGP of 8000).

Grievance Redressal Mechanism:

The college has evolved the following mechanisms for grievance redressal-

a) **Student's direct access to authorities:** Students can directly approach the principal, vice- Principal or heads of department for presenting their grievances. The authorities hold meetings of students to solve their problems.

b) **Students' suggestion Box**: Students put their complaints in written form in suggestion boxes kept at different locations on the campus. The boxes are opened periodically and the authorities take cognisance of the suggestions/grievances and suggest appropriate measures.

c) **Students' Council**: A Student Council is constituted every year. The principal of the college organises meetings with this council. The grievances of students are received through the members of the student's council and appropriate measures are implemented.

d) **Open discussion with employees:** Primarily, the principal, vice-principal and the staff club resolve the grievances of employees through open deliberations and interactions.

e) **Grievances Redressal Cell**: Grievances Redressal Cell is setup to resolve the grievances of employees. It consists of Principal, Vice-Principal, Co-ordinators and senior faculty members including women faculty members.

f) **Anti-ragging Cell:** It resolves complaints received from the aggrieved parties.

g) **Prevention of Sexual harassment of Women Cell**: It consists of the principal, the vice-principal, Co-ordinators and Senior faculty members including women faculty members to look after any complaints received regarding women's sexual harassment.