

**S V R K GOVERNMENT DEGREE COLLEGE**  
**NIDADAVOLE – 534301**

**COLLEGE ACADEMIC AND RESERVAATION**  
**POLICY**



**INTERNAL QUALITY ASSURANCE CELL**  
**(IQAC)**

**2021-2022**

## **Introduction**

SVR Government Degree College, Nidadavole was established in the year 1971 with a noble cause to impart quality education to the underprivileged sections of the society in and around West Godavari District of Andhra Pradesh. The college offers degree courses in Arts Commerce and Science. The college is affiliated to Adikavi Nannaya University, Rajamahendravaram. With a view to establish congenial academic atmosphere and to bring academic excellence, the college has formulated a well-planned academic policy which is followed in letter and spirit.

## **Significance of Academic Policy:**

The primary objective of the academic policy is to ensure advancement of academic elements – teaching-learning process, research and publication, etc. The academic policy expresses institutional and administrative goals and guidelines of a college. The academic policy lays out the expectations on how the college and its employees must function in a given situation so as to reach the optimum goals. The basic philosophy of the institution should be included in any policy manual so that it can reach out every stakeholders of the college.

Considering the significance, the college has devised the academic policy as elaborated under the following headings:

## **Policy for Constitution and function of Staff Council:**

The academic Council of the institute is composed of the Principal as the chairperson and Vice Principal, all Head of Departments and Coordinator of IQAC as the members of the council. The council regularly takes up the academic matters in the meetings of the council.

## **Policy for Admission of students:**

The policy for admission in the institute is strictly on merit of the aspirants through web counselling by Andhra Pradesh Online Admission Module for Degree College (APOAMDC). The institute follows the state / central government's rules of reservation in the process of selection and admission. Online

## **Policy for Fees:**

The tuition and ancillary fees of the institute is fixed by the affiliated University of the College as per the State Government guideline issued time to time.

## **Policy for Academic Calendar:**

The institution follows the academic calendar of the affiliating university; the task of preparation of the Academic Calendar of the college is vested on the Academic Calendar and The Academic Calendar is a source of information and planner for students, parents, faculty, staff and other stakeholders of the institute; which is to be kept available in the college website. The Academic Calendar is aimed to provide all the information regarding days of curricular, co-curricular activities; celebration of important and commemorative days etc.

## **Policy for Time Table**

The preparation of the time table of the institution is entrusted with the time table committee of the institution. The time table is made available to the departments and the Head of the departments are entrusted to allot classes as per the time table.

### **Policy for Syllabus Distribution (Unitization) and maintaining the Teaching Plan and preparation of Monthly Progress Report**

The Head of Departments are entrusted with the distribution of units to the departmental faculty members in theory as well as practical papers (if any) of each class in a session including seminars, projects etc. Such distribution commences at the end of each semester so as to ensure sufficient time to the teachers for preparation of the assigned work and preparation of the Teaching Plan before the commencement of the next semester. The faculties are required to submit their respective Annual Curricular Plan to the IQAC within first week of the commencement of the semester. The faculties are required to submit Teaching Diaries and Teaching notes to the Principal after due verification of the Head of the Department. The documentation of monthly progress in teaching is to be maintained by the faculties and to be submitted to the IQAC after due verification by the heads of the respective departments and Principal as well.

### **Policy for monitoring of Students' Attendance:**

The institution enforces the rule of attaining at least 70% attendance by the students in class during a semester for appearing in the semester examination. Daily attendance of the students is collected in each class before the start of the class by respective teachers. Analysis of attendance is done before the commencement of filling up of application forms by the students for appearing in the examination. The defaulters are fined with a nominal amount for not attaining the required attendance (at least 70%) and debarred from appearing in the Sessional Examination unless the fine is paid to the college. The Policy also includes informing the parents via about their ward's poor attendance in the class time to time.

### **Policy for Student Centric Learning**

#### **Learning through Observation (Experiential Learning)**

The institution provides facilities for the students to visit neighbouring colleges, Industries, Places of Historical Importance etc. for experiential learning. The institution also provides expert / invited lectures by eminent academicians of various prestigious institutions / universities to facilitate the students in learning and interaction.

#### **Learning through Participation**

The institution facilitates the students for participatory learning in the class. The aim of adopting this method of learning is not only to engage students' interest in theoretical lessons, but also to involve them in more practical activities and to connect academic achievement with real-life issues. Activities like "Hands On Training", "Dramatization", "Literature & Book Review", "Peer Class" etc. are under taken under participatory learning.

#### **Learning through Problem Solving**

The institute undertakes Group Discussions, allots Projects to the students etc. as a part of Problem Solving Method of Learning.

### **Policy for Mentoring System**

The Institution maintains the Mentoring System, wherein each teacher is entrusted to mentor one or two groups of students not exceeding 20 students in a particular group. Each of such group of students are mentored by the same teacher till they graduate from the institute. The mentor maintains the mentee's personal information, the academic and co-curricular achievements etc. Mentor arranges at least fortnightly meetings with the mentees for mentoring in an ambient environment during their off time on class days. The mentor looks into the issues faced by the mentee in and out of the campus during their course and necessary actions are taken by the mentor to solve the same.

### **Policy for Divyangans:**

The college is committed to treating all students with dignity and respect and promoting their full participation and inclusion within the college learning community so that they can show their potentiality. Thus it is committed to accommodate an accessible learning environment and strives to eliminate attitudinal, academic and physical barriers that hinder the academic success of 'Divyangans'. The College affirms that such academic accommodations are a right for 'Divyangans' to be enjoyed by themselves.

### **Policy for Add-on/Certificate Course:**

The institute has the policy for the enrichment courses offered exclusively free for the students of undergraduate degree. Each student can enrol himself / herself into one of the enrichment courses as per their choice and complete the course in time. The Department running the course will enrol the students, arrange the classes as per the central class time table, arrange timely examination for the enrolled students and declare the results in due time. Certificates are to be issued by the office of the principal as per the result of the qualified students declared by the departments.

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ACADEMIC COORDINATOR

IQAC COORDINATOR

PRINCIPAL