



D.O Letter No.01/CCE/GDCS/AC-11/2022 Dated:07-07-2022

Dear *Principal!*

Sub: Academic Activities in Colleges – Implementation of National Education Policy
2020 - Enrichment of access, quality and future readiness – Reg.

Tamosama jyothirgamaya! I wish all the colleges a safe and secure Academic Year 2022-23. We are starting this academic year with abundant hope of a fair chance to re-build the COVID affected academic system. The NEP 2020, Revised Curricular Framework 2020-21 (APSCHE) have been come into force during the Pandemic times, Similarly the Revised Accreditation Framework of NAAC is also being implemented during the same era. Undoubtedly, the colleges, teaching and non-teaching departments are at the verge of facing the challenge of transforming the face of our Academic system in lines with the reformative norms, which inevitably makes our role as academicians and academic administrators a more challenging yet the path paving one. Besides, we always have been entrusted with the ultimate responsibility of moulding our students into the finest citizens who could be able to overcome the societal challenges and stand victorious in their lives. Therefore, in this Opportunistic Academic Year, lets pledge to fortify our work for the welfare of the colleges & our students.

It is said that **"Do not follow where the path may lead. Go instead where there is no path and leave a trail."** Each college is exceptional with latent gifts in diverse fields. Lead your team to new heights with innovative approaches, inspiring confidence and instilling faith among staff and students. The accomplishment of any institute depends on its leader's ability to discover and coordinate the competencies of his/her team. The assets are to be recognized and honed to inspire & benefit students.

During my tenure, I have interacted & reviewed on various activities for enhancement of standards in colleges through visits, video conferences, workshops etc., once again I reiterate that all activities shall be implemented in colleges.

Teaching Learning Process (TLP):

"The TLP App" system that was introduced during the AY 2021-22 has already proved its worth in bringing in the necessary order to streamline the delivery of classroom (online/offline) instruction. It needs to be further strengthened with your sincere efforts towards regular monitoring of the usage of the app, reporting of classes, particularly of the deviated

classes which must be recouped, re-assigning the classes as per last minute modifications in the timetable etc.,

Continuous Internal Assessment (CIA):

“The Revised CBCS” which provided the students with multiple options to take up the courses of choice, and choice to exit from the UG programs at the end of each year warrants a necessity of keeping the undergraduates always ready to carry the credits they gain during their study. Seamless CIA can not only help achieve this task, but also reminds the students of their academic progress from time to time and guides them to attain gradual improvement during the course. The SOP issued for the CIA must be followed with sincere efforts towards the objective.

Community Service Project (CSP)/Internships:

Mandatory taking up of Internship by the students during every summer vacation and in the sixth (VI) semester is another welcoming reform that has been introduced to impart on field skills to the students unlike the previous academic system. The success of CSP implementation certainly lies in the dedication level of all the stakeholders, particularly, the Teacher/Principal, who actually hold a great influence on the disciples. It is a success to implement the CSP during the latest summer vacation. The same expected in the future with more fine tuning to standardize the norms for a flawless implementation as per SOP, already issued.

Courses and Admissions / SDGs GER & GPI:

The courses we offer have been reexamined to match the evolving needs for the expertise; accordingly certain new courses, that could potentially impart required skills to the students have been introduced. Market Oriented Courses (MOCs), Apprenticeship-Embedded courses are the best examples of such courses. Since the beginning is not the success but accomplishment is, we need to improve the admissions into all the courses with tireless follow up. Full sections absorb the maximum of our efforts, and we could gift the society with more successful individuals in the form of skilled students. As a Govt. run department, we simultaneously have to align our work in reaching the “Sustainable Development Goals”(SDGs) set up by “NITI Ayog”. Increasing our contribution for the Gross Enrolment Ratio (GER), Gender Parity Index (GPI) of the Nation as well as that of our State, in the form of increased admissions, particularly of women, is the key to be noted here. I expect you carry forward the job well on your shoulders.

Curricular Plans and Lesson Plans:

No task is achieved successfully without an implementation plan, most importantly, the academic tasks. The curriculum needs to be delivered continuously in a phased manner, periodically’. Preparation of appropriate curricular plans (semester-wise), and Lesson-plans (topic-wise) is the compass of a teacher. Ensure that they are well planned and regularly implemented keeping in mind of the academic calendar, available choices and flexibility of implementation and content delivery.

Skill Enhancement activities:

Fortunately, the new CBCS have incorporated some highly useful life skill courses (LSCs) and Skill Development Courses (SDCs) as credits earning courses which are equal to the core courses when viewed as credits. The CCE has been very particular in imparting the skills to

students in line with the available LSCs & SDCs. In order to make the necessary content available to all the colleges, the task of content generation at state level has been already taken up. I wish that you all would contribute accordingly and use the generated content to the best possible extent for the maximum benefit.

Jawahar Knowledge Centers have been helping students in securing employability skills and placements. JKC's have emerged as broad-based Career Guidance Centres (CGC) and has spread its reach to all the students. Lecturers trained on various platforms shall put all kinds of efforts in imparting productive training & skills to students. Colleges should ensure that the benefits of courses from Spoken Tutorial, Cisco, TCS etc., should reach all students. JKC should instill confidence in students that training will facilitate and enhance the chance of getting placed in the campus drives. Regular organization of training programs on employable skills and inviting companies for campus placement drives should be practiced as a calendar for every batch.

Use of ICT in classroom:

Teaching has never been challenging before as it was during the times of the Pandemic. On a positive note, it has made us realize of the omnipresent ICT tools and Open Educational Resources (OER) which are not only alternative to the classical pedagogical methods of teaching but also enriching to the pedagogy. In such a scenario, it is so timely to adopt to the ICT-enabled teaching tools. List out those ICT tools which are useful to you, sensitize all the staff on the usage, organize demonstrative sessions to students and staff, encourage the hesitant and conventionally stuck group of teachers to come forward to embrace the revolutionary changes that have been happening in the ICT enabled teaching at a rapid pace. Otherwise, the resulting loss would be very huge to our students and the institutions. I expect that you never let it happen.

Learning Management System (LMS) & LMS Content Generation:

Another important initiative of CCE is the establishment of common and open LMS facility for all. Already more than 3000 video lessons are kept available in almost all subjects in our CCE LMS portal. Their value is only realized when utilized by our students and yielded better results. The CCE is also launching the second phase of LMS content generation which needs the best support from our teachers. It is noteworthy to appreciate the teachers who contributed to phase-I of LMS. There is no further greatness if only the technology adopted teachers are contributing to LMS, it becomes an achievement when the staff acquire the required skills and generate the content with self-motivation. Along with video lessons, material, online assessment – quiz, short questions etc., are made available on the portal to which many more will be added in the second phase. The systematic use of LMS will bring its vast potential to the fore. Use the resource to the maximum extent. Please be a driving force.

Research Publications, Patents & Intellectual Property Rights (IPR):

You all are aware that success is measured in terms of quality and quantity in the modern era. The number of publications and patents filed to the credit of our staff and the colleges could advocate for our intellect. I invite attention to the least progressed but highly precious aspect of

academics i.e., Research. Bestow personal attention on establishing Research and Development Cells (RDCs) as mentioned in the SOP issued by CCE, functioning of the RDCs, research activities undertaken by staff and students, their outcomes from time to time in the form of Research Publications, Filing of Patents etc., It is noticed that several institutions have organized workshops on IPR with the help of National Intellectual Property Awareness Mission (NIPAM). Use the precious knowledge gained for the purpose of rising the standards in research activities and research-based teaching.

Governance, e-Office, and Leadership:

In the modern era of e-Governance, it is inevitable to communicate office files through e-Office. Minimize the use of physical files gradually and reach to a level of cent percent e-Office communication of office files through constant attempts in acquainting the procedural expertise. While the transparent and trackable system of e-office is available, it is retrospective to use the physical file system. Arrange training programs for office staff or encourage them to undergo such training programs duly following the procedures. With the help of staff council, the principal may frame administrative policies which help to take quick and firm decisions for the benefit of stake holders.

I would like to reiterate that the principal of the college shall act as a leader under all circumstances. It is inappropriate to know that the staff are not serving as per the orders of the principal. Unless in a few exceptional cases, principal shall act swiftly to resolve the issues arise in the college and put the staff to work as per the norms. Stand as an example, show the path, and others do follow. It is only when the path is unclear, the followers do scatter.

Student support activities

Grievance and Redressal Cells must be strengthened and be timely functional. This gains confidence of our students and other stake holders which is highly essential for the growth of the colleges.

Career Guidance & Placement Cells, functioning alongside the JKC, or independently are another channel for working towards for the benefit of student career progression. Don't maximum placements gain maximum job satisfaction and increase our reputation!? Strengthen the efforts for the same.

Women Empowerment Cells (WEC) were established in all Degree colleges of AP. The empowerment of women is vital and increases their ability to influence changes and contribute to a better society. WEC ensures the attendance of girl students in the college regularly and focuses on health care, women related issues, access to Higher Studies and employability skills for girl students. This would also have a huge impact on women admissions. Never shall there be a lapse in attending women specific issues. Utilize the services of best women staff and address all the women grievances amicably.

On the other hand, we also have Red Ribbon Club (for promoting blood donation through blood donation camps), Consumer clubs (for creating awareness on consumer rights of the public), Eco club (to protect & promote green environment), Cultural club (for the conduct & promotion of cultural activities) etc., Steer them towards the intended goals.

DRCs to function effectively:

DRCs are established in 26 identified colleges of all districts, interconnecting all Government Colleges. The resources and expertise in the district are pooled and shared for the benefit of the students and staff. DRC is a fruitful platform to conduct programs, like faculty trainings, seminars, workshops, lectures, student centric activities etc. The resources need to be used by all colleges innovatively. It is the high time to top up the scarce resources of the colleges for the larger interest of students through this platform. Develop DRC to a highly appreciable standard with collective efforts.

Academic and Administrative Audit:

To improve the functional efficiency of colleges, observe the conduct of academic activities, promote accountability and professional competency of the staff. Academic Audit is initiated at lecturer and institutional levels covering all aspects of the institution like curricular, co-curricular and extra-curricular activities. The Audit report provides scope to improve the performance of the college and all colleges should take necessary measures and send compliance reports to the department.

Academic Formats on institutional plan, curricular plans, college activities, teaching notes, teaching diary, student progression and remedial coaching etc. have been redesigned to assure uniform maintenance of records of all activities in Degree colleges. Recording activities regularly and documenting them all evidence is vital for NIRF, AISHE, and NAAC assessment.

Websites – Timetable, AA, CSP, all other details:

College website is the live image of our performance. Dynamic college website shall reflect the information on academics and college activities which shall be regularly placed on the college website. The SOP issued for the purpose shall be scrupulously followed. Then only the fruits of maintaining a dynamic website could be reaped. Every department of the college must be able to update the college website with the latest information without delay. Doesn't it ease the burden of gathering all the information and uploading at once? Think wiser and adopt to the latest trends in assessment and accreditation procedures which are based mainly on the college website.

Quality Assurance:

It's a boon for the institutes to have an Internal Quality Assurance Cell (IQAC). Quality education is the motto of our department. A good academic institute should get recognition from students, alumni, and society. At the same time, the college must secure a reputable grade from NAAC. All colleges due for NAAC assessment should submit AQARs, IIQA, and SSRs to NAAC on time; college should submit IIQA before six months of the grade expiry and submit SSR through online as per the revised accreditation framework (RAF). A well functional IQAC is the heart of all these duties. Strengthen and look after regular IQAC initiatives with strong & continuous faculty support. I wish many more colleges do get "A" grades by improving the performance and upgrade into Autonomous and CPE colleges

Utilization of Resources Available – Libraries, Laboratories, Digital Classrooms (DCs) and Virtual Classrooms (VCs):

Continuous follow up has been made with respect to the uplifting of infrastructural facilities at the colleges by CCE, which resulted out in procuring the facilities of DCs and VCs in

most of the Institutions. Aren't those facilities very valuable and strengths of our teaching tools!? Digital and virtual classrooms will make education interesting, dynamic, innovative, and thoroughly inspiring. Please utilize the facilities to unravel the full potential of your teaching staff. I wonder why not the VCs are regularly utilized to share the expertise of our teachers to other institutions which lack such staff. Make a difference! DRCs can put these facilities to the best use by supplementing classes where there is scarcity for teachers in certain subjects.

Time spent in library by students and staff measures the interest they have towards academics. Use and enrich the facilities to the fuller potential. Similarly, the laboratories which impart the essential practical knowledge to students must be made the centers of skill training. Libraries and laboratories could be the places where students spend most of their times. After all, learning is so much fun. Make it flourish so.

Extension activities – (NCC, NSS):

Happy to see that some colleges carry out extension activities regularly. All the colleges are expected to have incorporated the schedule for Extension activities in the college calendars and to follow the calendar with utmost care. This part of our job is also intended to outreach the public, gaining fame for us. At the same time, our students would get good exposure to the conduct of such activities, when planned in a student-centric manner. Plan and execute as maximum as you can, without compromising on the quality. National Cadet Corps (NCC) and National Service Scheme (NSS) do play a huge role in conducting these activities. If not already having or when there is scope for additional units, apply for the grant of NCC and NSS units. When considered the role of NCC and NSS in instilling discipline to students, the most obvious objective of personality development of our students could easily be achieved. Never to ignore that these units are assets of the colleges and do attract more admissions.

Maintenance of Infrastructure & Campus:

As I frequently mention in the review meetings, we spend more time at our workplace next to our homes. Our workplace must not be disowned and not be expected to be maintained by some others. Keeping in mind of the difficulties we face to procure such facilities, maintain the institutional assets as we maintain our own. Recording of the usage of all the facilities in logbooks, regular cleaning, calibration of the equipment etc., are also an integral part of our duties. Do regularly monitor the maintenance, if not already doing. Cleanliness is Godliness. It is our responsibility to create congenial and hygienic environment in colleges to help students receive good education and to keep them healthy. The colleges shall take necessary measures to keep the college and its surroundings clean and healthy and provide basic facilities like drinking water and sanitation to students. Surprise inspections will be conducted at any time to check the cleanliness and maintenance of colleges.

Physical Education (Games, Sports & Yoga):

Nevertheless, Games & Sports are indispensable part of youth development. As the youth harboring platforms, the scope of our institutions in promoting the local talent, besides instilling healthy habit of practicing physical exercises and Yoga is endless. Encourage your students and staff through the physical education department and promote physical activities. Ensure participation in all possible competitions and tournaments. Participation is primary to winning. Academic excellence & recognition is well complemented with talent promotion which eventually fetches fame to our colleges.

Green Initiatives:

Lot of attention has been bestowed upon taking up of green initiatives as need of the hour in the days of environmental imbalance/crisis. Why don't we adopt and gain momentum towards such best practices as prescribed by NAAC? Take all measures to save energy as maximum as possible, to use alternative energy sources like solar energy, to implement plastic free campus, to recycle the waste including the biohazardous, and e-Waste. Evolve with the world for a better tomorrow. Lead our stake holders to carry forward the initiatives into the society.

Updating Institutional Data on MIS:

Management Information System (MIS) is a system harboring the entire data/information of any department enhancing the quality of management and growth of the organization by providing timely, accurate and meaningful information for planning, organization, and control various administrative issues.

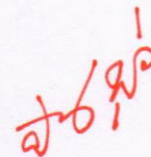
The department has initiated Management Information System, designed, and developed by the Academic Cell. This portal provides a single-window solution for most of the official data requirements. Data of Government Degree Colleges and Aided Degree Colleges must be regularly uploaded with utmost accuracy to the portal. It is unusual for higher education department to find erroneous data in MIS. Data must better be verified on paper, signed by the principal prior to uploading the data. Such on-paper document must be preserved to avoid mismatching of data upon verification or at a later stage.

Standard Operating Procedures (SOPs):

Some SOPs have been devised and circulated to the colleges viz. roles and responsibilities of TLP coordinator, Admission strategies, submission of NAAC AQAR/SSR, Running canteen facilities, CIA, maintenance of websites, Extracurricular activities, establishment of RDCs, enhancement of GER & GPI, Community Service Project, code of professional ethics, roles, and responsibilities of the staff members. These SOPs could be used for the smooth, hassle free and meaningful conduct of various regular and highly essential core activities of the colleges. After issuance of such SOPs any deviations, ignorance, or other excuses in follow up could be avoided which is very much anticipated by CCE.

Further on, I would like to see considerable improvement periodically from now onwards. Since there is no scope for lackadaisical attitude in this regard at any level, once again I urge you to be the driving force in this everlasting and holy journey towards excellence.

I wish you all the best in all your endeavors.



Dr. Pola Bhaskar, IAS