

GOVERNMENT DEGREE COLLEGE KOVVUR EAST GODAVARI DISTRICT



HAND BOOK 2025-2026

STUDENT FIRST

Website: www.gdckovvur.ac.in

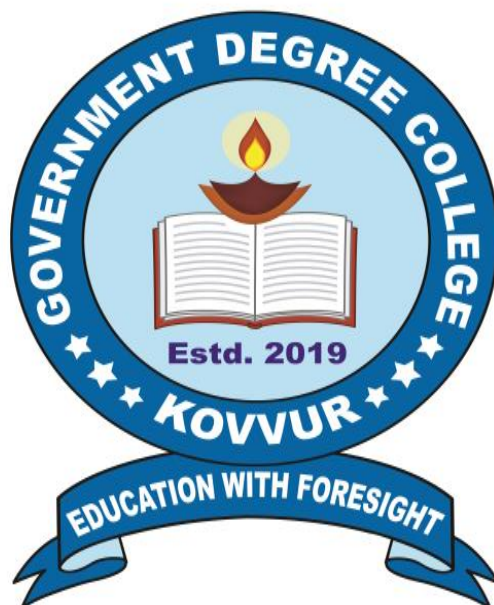
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GOVERNMENT DEGREE COLLEGE – KOVVUR

(Affiliated to Adi Kavi Nannaya University, Rajamahendravaram)

East Godavari District, Andhra Pradesh, India 534350



HAND BOOK

2025 – 26

NAME :

CLASS & PROGRAMME :

ROLL NO/ADMISSION NO :

GOVERNMENT DEGREE COLLEGE – KOVVUR

COLLEGE HAND BOOK 2025 -26

HAND BOOK COMMITTEE

PRESIDENT

PROF.J.SUNEETHA

M.SC.,M.Phil.,Ph.d.

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M.A

LECTURER IN ENGLISH

MEMBER CONVENOR

SRI.P.JAYANAND KUMAR

M.A.,Ph.D

LECTURER IN ECONOMICS

గోష్పాద క్షేత్రాన.. గౌతమీ తటిలో...!

(ప్రభుత్వ డిగ్రీ కళాశాల, - కొవ్వూరు - కళాశాల గీతం)

పల్లవి:

గోష్పాద క్షేత్రాన, గౌతమీ తటిలో
వెలసెను ప్రభుత్వ డిగ్రీ కళాశాల
మా - కొవ్వూరునందు ఘనమగు కళాశాల...
కొవ్వూరునందు ఘనమగు కళాశాల...!
విద్యలో మేటియై విజ్ఞాన పీఠమై
వెలుగునిక జగతి జేజేలు పలికేలా...
పౌదునిక ప్రగతి విశ్వము మెచ్చేలా...!



చరణం-1:

పుణ్య గోదావరి ప్రవహించు చోట
పచ్చని ప్రకృతి పవళించు చోట
ఆంధ్ర గీర్వాణ విద్యలు నేర్చు చోట
వేద నాదాల ఝరి వినిపించు చోట
వెలసెను ప్రభుత్వ డిగ్రీ కళాశాల
వెలుగునిక జగతి జేజేలు పలికేలా...!

చరణం-2:

పలు పరిశ్రమలతో విలసిల్లు చోట
వ్యవసాయ, వాణిజ్యములు వెల్లు చోట
కవి పండితులు గౌరవమునందు చోట
కళల కాణాచి యని పేరున్న చోట
వెలసెను ప్రభుత్వ డిగ్రీ కళాశాల
వెలుగునిక జగతి జేజేలు పలికేలా...!

చరణం-3:

జ్ఞాన ధనులైన ఆచార్యులకు కేంద్రమై
వినయమతులైన విద్యార్థులకు నిలయమై
అన్ని రంగములందు ఆరితేరంగా
అన్నివిద్యలయందు ఖ్యాతినందంగా
వెలసెను ప్రభుత్వ డిగ్రీ కళాశాల
వెలుగునిక జగతి జేజేలు పలికేలా...!

PRINCIPAL'S MESSAGE



“A vision is not just a picture of what could be; instead it is an appeal to our better selves and a call to become something more”

Dear Students and Stakeholders, Warm Greetings! It is with profound sense of humility and privilege that I address this message as the newly designated Principal of this prestigious institute. I feel truly humbled that I have been bestowed with the great responsibility of leading this institution to the dazzling and sparkling shores of renown and grandeur.

Our College is synonymous to instilling discipline and is a reflection aiming to groom, nurture and churn out the best in its potential knowledge seeker who are entrusted to our care. We firmly believe in giving our learners strong values along with a set of wings that may carry them far and wide. Hence, we prepare and mould them first as social beings and then scholars. We leave no stone unturned to awaken the latent talents of our students and hone them to perfection.

The pandemic caused by COVID-19 has inevitably brought in a world-wide unprecedented eruption in all walks of our life and has not spared any sector of the economy. Changing with the change and ‘problem’ well-handled could be an ‘opportunity’ in disguise is the novel lesson that this pandemic has taught to all of us. Despite all these challenges, our academic mentors are mindful of constantly making every effort to reach out to the teaching-learning needs of the students. Tough times do not last for long. Adversity will make you reaffirm to change your goals, remain optimistic and creatively thrive the situation.

The enlightened management, well-qualified mentors and adequate infrastructure that are conducive to learning will help you realize and unleash your potential. Whatever turn your life might take, I am confident that your ambitions will find their bearing at this temple of learning.

Along with the dedicated and experienced staff, I will strive hard to continue the long lasting legacy of accomplishment established. We will focus on character building, meaningful educational innovations and moral upbringing. Be rest assured that as we leap forward, our students and their needs will always be at the centre of the decisions we make.

Together with all, I look forward to the wholehearted cooperation and support from all the stakeholders to lead this institution to greater glory.

With best regards,

Prof. J.Suneetha
Principal



From the Vice Principal's Desk

"Find your passion, learn how to add value to it and commit to a lifetime of learning!"

Dear Knowledge Seekers,

Education is a shared commitment between dedicated mentors, motivated learners and enthusiastic parents with high expectations. We firmly believe in the philosophy of learn, unlearn and relearn. This inspires us to reinvent and innovate as it is the only way to stay abreast with this dynamic era. Outcome-based education, Experiential Learning and Education coupled with values is what the learners of 21st need.

Our College emphasizes not just on academic excellence but on character formation with academic excellence. It motivates the knowledge seekers to always aim high and cultivate core values as first place for the Divine, integrity of character and maturity in behaviour, pursuit of excellence, creative genius, respect for the humans, loyalty to the nation and a balanced understanding of the prevailing global scenario. I wish and hope that every student imbibes these qualities of human values and become socially conscious, intellectually competent, culturally vibrant, morally upright, emotionally balanced and transform to be a well-rounded citizen of this great nation.

I affectionately welcome you all to this great temple of higher learning and assure you of a nurturing and caring environment that will see all of you blossom into empowered and sensitive human beings, celebrating your success and watching you grow...

Best wishes for glorious and promising future,

K.N.Surya Narayana

Vice Principal

STUDENT FIRST

Effective learning requires a comprehensive approach that involves appropriate curriculum, engaging pedagogy, continuous formative assessment and adequate student support. The curriculum must be interesting relevant and updated regularly to align with the latest knowledge requirements and to meet specified learning outcomes. High-quality pedagogy is then necessary to successfully impart the curricular material to students; pedagogical practices determine the learning experiences that are provided to students, thus directly influencing learning outcomes. The assessment methods must be scientific, designed continuously to improve learning and test the application of knowledge. The development of capacities that promote student wellness such as fitness, good health, psycho-social well-being and sound ethical grounding are also critical for high-quality learning.

First, in order to promote creativity, institutions and faculty will have the autonomy to innovate on matters of curriculum, pedagogy, and assessment within a broad framework of higher education qualifications that ensures consistency across institutions and programmes and across the ODL, online, and traditional 'in-class' modes. Accordingly, curriculum and pedagogy will be designed by institutions and motivated faculty to ensure a stimulating and engaging learning experience for all students, and continuous formative assessment will be used to further the goals of each programme.

Second, each institution will integrate its academic plans ranging from curricular improvement to quality of classroom transaction - into its larger Institutional Development Plan (IDP). Each institution will be committed to the holistic development of students and create strong internal systems for supporting diverse student cohorts in academic and social domains both inside and outside formal academic interactions in the classroom.

Third, students from socio-economically disadvantaged backgrounds require encouragement and support to make a successful transition to higher education. Universities and colleges will thus be required to set up high-quality support centres and will be given adequate funds and academic resources to carry this out effectively. There will also be professional academic and career counseling available to all students, as well as counselors to ensure physical, psychological and emotional well-being

Finally, all programmes, courses, curricula, and pedagogy across subjects, including those in class, online, and in ODL modes as well as student support will aim to achieve global standards of quality.

INTRODUCTION

VISION MISSION AND CORE VALUES OF THE COLLEGE

VISION

To excel as a premier academic institution in providing education with foresight with excellence in teaching and learning, this institution will impart holistic education with main emphasis on concern for environment and ethical ecological values to bring out good citizens of integrity and character who fights like a lion and don't come back a coward.

MISSION

- ❖ To provide knowledge and wisdom which can guide throughout their life
- ❖ To provide level playing field in education for all the sections of the society
- ❖ To bring awareness in students to enable them to be a catalyst of societal change and eradicate social evils

CORE VALUES

- Integrity
- Freedom
- Self Esteem
- Critical thinking
- Valor

STUDENT ATTRIBUTES

The Student Attributes reflect particular qualities and abilities of an individual learner including knowledge, application of knowledge, professional and life skills, attitudes and human values that are required to be acquired by the graduates. The student's attributes include capabilities to strengthen one's professional abilities for widening current knowledge and industry-ready skills, undertaking future studies for global and local application, performing creatively and professionally, in a chosen career and ultimately playing a constructive role as a socially responsible global citizen. The student's attributes define the characteristics of learners and describe a set of competencies that are beyond the study of a particular area and programme.

- Continue life-long learning as an autonomous learner
- Continuously strive for excellence in education
- Apply and nurture critical and creative thinking
- Promote sustainable development practices

- Promote co-operation over competition
- Balance rights with responsibilities
- Understand and respect diversity & difference
- Not be prejudiced by gender, age, caste, religion, or nationality.
- Use education as a tool for emancipation and empowerment of humanity

The characteristic attributes that our student should demonstrate are as follows:

DISCIPLINARY KNOWLEDGE: Capable of demonstrating comprehensive knowledge and understanding of one or more disciplines that form a part of an undergraduate programme of study.

COMMUNICATION SKILLS: Ability to express thoughts and ideas effectively in writing and orally; Communicate with others using appropriate media; confidently share one's views and express herself/himself; demonstrate the ability to listen carefully, read and write analytically, and present complex information in a clear and concise manner to different groups.

CRITICAL THINKING: Capability to apply analytic thought to a body of knowledge; analyze and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories by following scientific approach to knowledge development.

PROBLEM SOLVING: Capacity to extrapolate from what one has learned and apply their competencies to solve different kinds of non-familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations.

ANALYTICAL REASONING: Ability to evaluate the reliability and relevance of evidence; identify logical flaws and holes in the arguments of others; analyze and synthesize data from a variety of sources; draw valid conclusions and support them with evidence and examples, and addressing opposing viewpoints.

RESEARCH-RELATED SKILLS: A sense of inquiry and capability for asking relevant/appropriate questions, synthesizing and articulating; Ability to recognize cause-and-effect relationships, define problems, formulate hypotheses, test hypotheses, analyze, interpret and draw conclusions from data, establish hypotheses, predict cause-and-effect relationships; ability to plan, execute and report the results of an experiment or investigation.

COOPERATION/TEAM WORK: Ability to work effectively and respectfully with diverse teams; facilitate cooperative or coordinated effort on the part of a group, and act together as a group or a team in the interests of a common cause and work efficiently as a member of a team.

SCIENTIFIC REASONING: Ability to analyze, interpret and draw conclusions from quantitative/qualitative data; and critically evaluate ideas, evidence and experiences from an open-minded and reasoned perspective.

REFLECTIVE THINKING: Critical sensibility to lived experiences, with self awareness and reflexivity of both self and society. Information/digital literacy: Capability to use ICT in a variety of learning situations, demonstrate ability to access, evaluate, and use a variety of relevant information sources; and use appropriate software for analysis of data.

SELF-DIRECTED LEARNING: Ability to work independently, identify appropriate resources required for a project, and manage a project through to completion.

MULTICULTURAL COMPETENCE: Possess knowledge of the values and beliefs of multiple cultures and a global perspective; and capability to effectively engage in a multicultural society and interact respectfully with diverse groups.

MORAL AND ETHICAL AWARENESS/REASONING: Ability to embrace moral/ethical values in conducting one's life, formulates a position/argument about an ethical issue from multiple perspectives, and use ethical practices in all work. Capable of demonstrating the ability to identify ethical issues related to one's work, avoid unethical behavior such as fabrication, falsification or misrepresentation of data or committing plagiarism, not adhering to intellectual property rights; appreciating environmental and sustainability issues; and adopting objective, unbiased and truthful actions in all aspects of work.

LEADERSHIP READINESS/QUALITIES: Capability for mapping out the tasks of a team or an organization, and setting direction, formulating an inspiring vision, building a team who can help achieve the vision, motivating and inspiring team members to engage with that vision, and using management skills to guide people to the right destination, in a smooth and efficient way.

LIFELONG LEARNING: Ability to acquire knowledge and skills, including 'learning how to learn', that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and adapting to changing trades and demands of work place through knowledge/skill development/reskilling.

COLLEGE AT A GLANCE

Government Degree College, Kovvur was established in the year 2019, as per G.O. Ms. No. 18 dated 24-02-2019 of the Government of Andhra Pradesh based on the representations of various People's Representatives. It is located in East Godavari District and 5 Kilometers away from the District Head quarters Rajamahendravaram. People of Kovvur in and around mostly depend on Agriculture. Government Degree College, Kovvur is affiliated to Adi Kavi Nannaya University and gave permission to start four Conventional courses viz., B.A (History, Economics and Politics), B.Com. General, and B.Sc (Mathematics, Physics, Chemistry) & B.Sc.(Botany, Zoology and Chemistry) from the academic year 2019-20 onwards. From the academic year 2023-24, in continuation to the changes made in the higher education system, Major and Minor subjects were introduced in the state.

- 1) B A (HISTORY)
- 2) BCOM (GENERAL)
- 3) BCOM (COMPUTER APPLICATIONS)
- 4) BSC (BOTANY)
- 5) BSC (MATHEMATICS)
- 6) BSC (CHEMISTRY)
- 7) BSC (COMPUTER SCIENCE)

COLLEGE PLANNING AND DEVELOPMENT COUNCIL

- Prof. J.Suneetha
Principal
Government Degree College
Kovvur
President
- Rev.V.Nelson Antony
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Retired Professor

- | | |
|--|----------------|
| ➤ Sri V. Srinivasa Rao
Lecturer in Physics | Faculty Member |
| ➤ Sri K.N.Suryanarayana
Lecturer in Commerce | Faculty Member |
| ➤ Smt.M.Pushpanjali
Lecturer in History | Faculty Member |
| ➤ Dr P.Jayanand Kuma
Lecturer in Economics | Faculty Member |
| ➤ Sri Pasalapudi Satish
F/O Mamatha Prasanna II BA History | Parent Member |
| ➤ Sri Malladi Sai Baba
F/O Siri Chandana SB II BSC Chem | Parent Member |
| ➤ Sri Yangala Sri Rama Chandra Murthy
F/O Vennela II BCom(CA) | Parent Member |
| ➤ Sri Manukonda Mani Kumar
F/O Navya Sri II BSC Botany | Parent Member |

ADMISSION POLICY

From the Academic Year 2020-21 Admissions in to Government, Aided and Private Unaided and Autonomous Colleges were conducted by APSICHE through OAMDC portal i.e., Online Admissions throughout the state. This College being a Government of Andhra Pradesh Established College, the same Policy for Admissions was applicable.

HIGHER EDUCATION (CE) EPARTMENT

G.O.MS.No. 34 Dated: 15-10-2020.

ORDER:-

The objective of introducing the online admission process for admission into under graduate courses offered by the Degree Colleges in the State is to promote merit, achieve excellence, curb malpractices, implement reservations, conduct fair, non-discriminatory and merit based admissions on a transparent basis in the larger interests and welfare of the student community.

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

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

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

1. Short title, applicability and commencement:

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

2. Definitions:

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

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

(l) "*Commissioner of Higher/Collegiate Education*" includes Commissioner / Director of Higher / Collegiate Education;

(m) "*Institute*" means an academic institution, not being a College, maintained and/or recognized by the University;

(n) "*Student*" means a person who is admitted to a college, and is borne on the attendance register thereon;

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

3. Eligibility Criteria for Admission:

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

- (i) The Candidate should be of Indian Nationality.
- (ii) The candidate should satisfy 'local'/'non-local' status requirements as laid down in the Andhra Pradesh Educational Institutions (Regulation of Admissions) Order,1974, as subsequently amended (enclosed as Annexure I).
- (iii) Candidates seeking admission into 1st year B.A./B.Com./B.Com. (Voc.)/B.Com.(Hons)/BSW/BBA/ BBM/ BCAetc Degree Courses must have passed Two Year Intermediate Examination conducted by the Board of Intermediate Education, AP OR an Examination of any other University/Board recognized as equivalent thereto, (other than Pre-Degree Course in Oriental Languages of OU), as specified in the Annexure II.
- (iv) Candidates seeking admission into the B.Sc. 1st Year Course should have passed and secured an aggregate of 40% marks (a Pass only in the case of Scheduled Caste and Scheduled Tribes candidates) in the concerned Science Subjects (i.e. Physical Sciences and Mathematics OR Physical Sciences and Biological Sciences as the case may be) in the qualifying examination. Candidates who have passed the qualifying examination with Arts/Commerce subjects are NOT ELIGIBLE for admissions into the B.Sc. Course.
- (v) In respect to the candidates, who have passed Intermediate (Vocational) Courses from the Board of Intermediate Education, AP OR +2 Examination conducted by any Board other than listed in the Annexure-II, the candidates shall submit an equivalence certificate issued by the Board of Intermediate Education, Andhra Pradesh.
- (vi) The Candidates who have passed a Diploma in Engineering/ Technology/Non-Engineering Courses recognized by State Board of Technical Education & Training (SBTET), AP, are eligible for admission in the 2nd Year in all the Degree Programmes as per G.O.Ms.No.112, Higher Education Department, Dt.27.10.2001, in the supernumerary seats subject to a maximum of 5% of sanctioned intake.
- (vii) The Candidates who have passed Intermediate (Vocational) Medical Lab Technology Course from the Board of Intermediate Education, Andhra Pradesh OR from any other State

equivalent to it are eligible for admission into B.A. /B.Com Courses only. However, those who have a Bridge Course Certificate along with Intermediate (Vocational) Medical Lab Technology are eligible for B.Sc. Courses.

(viii) Candidates who have passed Intermediate Examination with Mathematics, Economics and Commerce combination are eligible for admission into B.Sc. with Mathematics, Statistics and Computer Science combination.

(ix) Candidates seeking admission to BSW Course should have secured not less than 40% marks in aggregate in the qualifying examination (a pass only in the case of Scheduled Caste and Scheduled Tribes candidates).

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

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

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

(i) Admissions to the 1st Year of the three year Degree Courses will be made in order of merit as per the options exercised by the candidates through OAMDC.

(ii) Fraction of 0.5% and above secured by the candidates in the qualifying examination shall be treated as 1% wherever necessary in the calculation of percentage of marks (eg.39.5% and above shall be treated as40%).

5. Allotment of Seats:

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

(i) Allotment of Seats for B.Com: 60% of the total number of available seats in B.Com in any College under the jurisdiction of the Universities of Andhra Pradesh State shall be reserved for the candidates who studied and passed the qualifying examination with Commerce as one of the subject.

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

6. Medium:

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

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

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

OR

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

7. Special Admissions:

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

8. Rules-of Reservation for Admissions:

8.1 Reservation for local Candidates:

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

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

8.2 Reservation for SC/ST/BC Communities/EWS

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

(a) Scheduled Castes A total of 15% of seats in each Course shall be reserved for Candidates belonging to the Scheduled Castes Category.

(b) Scheduled Tribes A total of 6% of seats in each Course shall be reserved for candidates belonging to the Scheduled Tribes Category.

(c) Backward Classes A total of 29% seats in each Course shall be reserved for the candidates in respect of Backward classes candidates as shown below:

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

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

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

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

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

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

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

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

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

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

1 Archery 11 Hand Ball 21 Soft Ball

2 Athletics 12 Hockey 22 Swimming

3 Basket Ball 13 Judo 23 Table Tennis

4 Boxing 14 Khabadi 24 Taekwondo

5 Chess 15 Kho-Kho 25 Tennis

6 Cricket 16 Roller Skating 26 Volley Ball

7 Cycling 17 Rowing 27 Weight-lifting

8 Fencing 18 Sailing/Yatching 28 Wrestling

9 Foot Ball 19 Shooting 29 Ball Badminton

10 Gymnastics 20 Shuttle Badminton

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

8.4 Reservation of seats for Extra-Curricular activities:

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

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

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

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

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

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

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

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

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

(b) Children of Armed Personnel disabled in action and invalidated from service on Medical grounds.

(c) Children of Armed Forces Personnel who are in receipt of Gallantry Awards, the order of merit for consideration of the Gallantry Awards being as given below:

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

(d) Children of other Ex-Servicemen.

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

8.6 Reservation of Seats for Physically Challenged:

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

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

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

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

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

(ii) Orthopedically Challenged:

Defects of upper limbs:

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

Defect of lower limbs:

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

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

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

8.7 Reservation of Seats for Women Candidates:

- (a) Wherever applicable, a minimum of 33 1/3% of the available seats in each Course will be allotted to women candidates from each category, i.e., OC/SC/ST/BC/PH/CAP/Sports/Extra Curricular Activities.
- (b) This rule is not applicable if women candidates selected on merit in each category exceed 33.33% or more of the seats therein.
- (c) In the absence of suitable women candidates in the respective categories, these shall be filled with men candidates of the same category as per G.O.Ms.No.74, Higher Education (EC.2) Department, dated:28.07.2011.

9. Change of Medium:

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

10. Funds for the conduct of admissions:

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

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

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

11. Fee for Undergraduate Courses:

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

12. Penalty for the violation of these Rules:

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

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

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

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

(a) Special Chief Secretary to Government, Higher Education Dept., (b)

Chairman, A.P State Council of Higher Education (c) Commissioner

Collegiate Education (CCE)

(d) Vice Chancellors of all the ten Universities

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

1. Convener of Admissions nominated by APSICHE

2. Co-Convener of Admissions nominated by CCE, AP

3. Nodal officer nominated by APSICHE.

4. Nodal officer nominated by CCE, AP

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

- (l) The Convener of Admissions shall prepare the final list of candidates, admitted course-wise and Institution-wise and send the same to the concerned Universities, Institutions and APSCHE.
- (m) All the candidates admitted into a particular course / Institution shall produce the specified original documents along with allotment order to the allotted Institution / College duly paying the required course fee, if such candidates are not covered under Fee Reimbursement Scheme, for admission into that College / Institution.

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

13.4.1 State level Coordination Committee

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

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

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

14. Help Line Centers

14.1 University Level Help Line Centers: In all the University Campuses there shall be a University Level Help Line Centre (ULHLC). These ULHLCs provide assistance to the students in registering on OAMDC, making web options, issues related to allotment of seats etc. The ULHLCs shall take

the responsibility of resolving all the problems faced by the Colleges and students under their jurisdiction. Government Degree Colleges shall also be help line centers along with Universities. The composition of ULHLCs shall be as follows:-

(a) Coordinator as nominated by the Registrar of the University

(b) Technical Assistant(s) as nominated by the Registrar of the University (c)

Other supporting staff as nominated by the Registrar of the University

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

a) Principal of the College concerned where HLC is located

b) Coordinator, as nominated by the Principal of the College

c) Technical Assistant(s) as nominated by the Principal of the College

d) Other supporting staff as nominated by the Principal of the College

15. Implementation process:

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

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

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

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

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

16. Power to remove difficulties

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

Annexure-I

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

Explanation: For purpose of region wise reservation of rules,

(a) Local Area means:

The part of the Andhra Pradesh comprising of

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

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

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

(b) The Local Candidate means:

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

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

(or)

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

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

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

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

(b) If, during the whole or any part of seven consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for the relevant qualifying examination, he/she has not studied in the educational Institutions in any local area, but has resided in the State during the whole of the said period of seven years, be regarded as a local candidate in relation to,- (i) Such local area where he/she has resided for the maximum period out of the said period of seven years, or (ii) Where the periods of his/her residence in two or more local areas are equal, such local area where he/she has resided last in such equal periods.

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

(a) All the candidates eligible to be declared as local candidates

(b) Candidates who have resided in the State for a total period of 10 years excluding periods of study outside the State or either of whose parents have resided in the State for a total period of ten years excluding period of employment outside the State.

(c) Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector Corporations, Local Bodies, Universities and other similar Quasi-Public Institutions, within the State.

(d) Candidates who are spouses of those in the employment of the State or Central Government, Public Sector Corporations, Local Bodies, Universities and Educational Institutions recognized by the Government or University OR Other Competent Authority and similar Quasi Government Institutions within the State.

(e) If a local candidate in respect of a local area is not available to fill any seat reserved or allocated in favour of a local candidate in respect of that local area, such seat shall be filled if it had not been reserved.

NOTE:

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

Annexure-2

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

S.No	Board Name
1	Andhra Pradesh Open School Society
2	Assam Higher Secondary Education Council
3	Assam Sanskrit Board
4	Banasthali Vidyapith, Rajasthan
5	Bihar Board Of Open Schooling & Examination
6	Bihar Sanskrit Shiksha Board
7	Bihar School Examination Board
8	Bihar State Madrasa Education Board
9	Board Of Higher Secondary Examinations, Tamil Nadu
10	Board Of Intermediate Education, Andhra Pradesh
11	Board Of Intermediate Education, Telangana
12	Board Of School Education, Haryana
13	Board Of School Education, Uttarakhand
14	Board Of Secondary Education, Madhya Pradesh
15	Board Of Secondary Education, Rajasthan
16	Central Board Of Secondary Education
17	Chhatisgarh Board Of Secondary Education
18	Chhatisgarh Madrasa Board
19	Chhatisgarh Sanskrit Board, Raipur

20	Chhatisgarh State Open School
21	Council for the Indian School Certificate Examinations
22	Council Of Higher Secondary Education, Manipur
23	Council Of Higher Secondary Education, Odisha
24	Dayalbagh Educational Institute (Deemed University)
25	Goa Board Of Secondary And Higher Secondary Education
26	Govt. Of Karnataka Dept. Of Pre-University Education
27	Gujarat Secondary And Higher Secondary Education Board
28	Himachal Pradesh Board Of School Education
29	Jammu And Kashmir State Board Of School Education
30	Jharkhand Academic Council, Ranchi
31	Kerala Board Of Higher Secondary Education
32	Madhya Pradesh State Open School
33	Maharashtra State Board Of Secondary And Higher Secondary Education
34	Maharishi Patanjali Sanskrit Sansthan, Bhopal, Madhya Pradesh
35	Meghalaya Board Of School Education
36	Mizoram Board Of School Education
37	Nagaland Board Of School Education
38	National Institute Of Open Schooling
39	Punjab School Education Board
40	Rajasthan State Open School, Jaipur
41	Rashtriya Sanskrit Sansthan, New Delhi

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

Guidelines for OAMDC - 2025

As per G.O. Ms. No. 45 Higher Education (CE) Department Dt. 16,07.2025

FOR CANDIDATES

1. Registration:

Registration of the candidate can be done anytime-anywhere during the Registration period by paying the processing fee.

1.1. Payment of Processing fee:

Rs.400/- for OC, 300/- for BC and Rs. 200/- for SC/ST through online by credit card/ UPI Payments/debit card/ (or) net banking through the "Pay Processing Fee" link in the web site <https://oamdc.ucanapply.com>. All the eligible and desirous candidates can pay the processing fee from 20.08.2025 onwards using URL <https://oamdc.ucanapply.com>.

Processing fee can be paid through online using credit card or UPI Payments or debit card or through internet banking.

Enter URL <https://oamdc.ucanapply.com> and after filling in the required details of the Registration Page, click on "Proceed to Payment".

The candidate will be directed to payment gateway.

Select any one mode of payment i.e credit card or debit card or net banking

or UPI Payments and enter credentials.

The transaction charges will be levied as applicable.

Important Note:

Payment of processing fee may sometimes be delayed due to network issues and payment made by the candidate may not be successful. In such cases, candidates need to pay the processing fee once again and the amount debited due to failure of transaction will be remitted back into the respective account within 7 working days from the date of payment. If excess payments are not remitted in 7 working days candidate has to send information like Hall ticket number, Transaction Id, Date of Payment etc to the Email Id: ugonlineadmns@apsche.org and action will be taken immediately for refund. Candidates are requested to note that only one payment will be taken and the amount paid in excess will be refunded automatically.

2. Filling Up of Application Form

After successful registration, the candidates have to login to the portal for the application form available on the portal. Details are auto-populated for those applicants where the details are auto verified. Application form needs to be

filled up by those applicants whose details are not auto-verified, usually applicants who are qualified from Boards, other than Board of Intermediate Education (BIE), Andhra Pradesh. Those candidates whose details are not auto-verified need to upload the document to be verified by the Verification Officers (Online). Similarly, candidate with special category registration, has to upload the required documents and verification shall be done by the concerned officials at special verification centres, identified. (Guidelines for Special Category Verification will be issued separately).

3. Exercising of Web Options

Candidates have two ways of exercising web-options.

On applicants own on the OAMDC portal.

At a particular College where the applicant desires to get admission. The Candidate can choose only A or only B or Both A and B. It is advised that the candidate chooses both A and B in order to ensure a seat.

Option A: On applicants own on the OAMDC portal.

1. The candidate needs to login into the OAMDC Portal with the Application ID generated at the time of registration and refereed credentials, like Intermediate Hall-Ticket Number and Date of Birth along with his/her password in the login Page.

a. If the Candidate forgets or loses the password or forgets or loses

the Application ID Forgot Password tab is provided. Where new password is sent to the registered mobile number and email.

2. After the successful login the candidate will be landing on a screen with the below mentioned details.

Payment Reference ID and Receipt

Printing of Application Form

[Click Here for Web options.](#)

3. The Candidate may prioritize the Web Options

By Programme (Course)

By College

a. By Programme (Course):

Select the District

Select Programme (Course)

[Click on show Programmes \(Courses\)](#)

The screen displays - details like - Program Name, College Name, Affiliating University, Address of the College, Programme Type (Regular /Self- Finance), Management Type, Intake, and Fee.

The candidate needs to use the integers from 1 to 'n' as his/her options in the box provided for the preference of choice.

After the successful exercising of Web Options, the Candidate need to save the web options.

vii. OTP is sent to the registered mobile number

viii. On entering the OTP on the portal screen the web options will be saved

ix. Message that the web options are saved is displayed on the screen. b. By College:

Select the District

Select College

The screen displays the details Like University Name, College Name, Address of the College, Management Type, Programmes offered by the College, Programme Type (Regular / Self- Finance), Intake, and Fee will show.

x. The candidate needs to use the integers from 1 to 'n' as options in the box provided for the preference of choice.

After the successful exercising of Web Options, the Candidate need to save the web options.

OTP is sent to the registered mobile number.

On entering the OTP on the portal screen, the web options will be saved

Message that the web options are saved is displayed on the screen.

4. If the Candidate wishes to Change the Priorities or Delete the Exercised Options

On entering the required details like application ID, etc, OTP is generated and sent to the registered mobile and email.

On entering the OPT, the screen of the already exercised web-options will be shown and the candidate can change their web options and save

The same process will be repeated as many times the candidates accesses the exercising the web options screen, till the last date given for exercising web options. After which the candidate has to freeze the web options.

5. Print of Web Options:

After freezing the Web Options, the Candidate is provided with the print option of the exercised web options with date and time stamp.

B. Option B: Admission at a Particular College Chosen by the Applicant

The college must provide the applicant with a physical application form for the desired program, collecting basic details and indicating the name of the program.

The college should print the application form submitted by the candidate on the OAMDC portal during registration and verify the original certificates.

Using the login credentials provided by OAMDC, the college must access the designated portal to enter the applications received.

Upon logging into the college portal, a screen will appear prompting entry of the Application ID and Intermediate Hall Ticket Number of the student already registered on the portal. If the certificates are auto-verified, the college must enter the student's order of preferences for eligible programs offered by the college. The options must then be frozen using the OTP sent to the candidate's registered mobile number and email ID.

If a student has not registered on the OAMDC portal, a tab will be available on the college portal to redirect to the OAMDC registration page. The required details and registration fee must be submitted. Certificate verification will be conducted unless already auto-verified. Once verified, the college must enter the student's preferences for eligible programs and freeze the options using the OTP sent to the registered mobile number and email ID.

If the candidate has already exercised web options on the OAMDC portal, those options will be displayed. The preferences entered by the college will be treated as first priority, followed by the options previously exercised by the candidate on the OAMDC portal.

If a candidate wishes to move from one College to a different College, he/she can do so.

When a candidate opts for a different college, that college must also issue a physical application form and enter the candidate's details, as they are already registered. The college must then enter the candidate's preferences for his/her programs. These new preferences will be treated as first priority, followed by the preferences given at the previous college, and followed by the options exercised on the OAMDC portal, if any. To freeze the options by this college, OTP will be sent to the registered mobile and mail of the candidate.

The candidate NEED NOT to pay any fees and NEED NOT submit the original certificates, including the Transfer Certificate to the College at the time of exercising the web options.

IV. Preference of Web Options:

The web options exercised by a candidate at the last college visited before the closure of the web options window will be treated as first priority. Preferences for other colleges will follow in reverse order of visitation, meaning the first college visited will be the last in priority.

Any choices exercised by the candidate directly on the OAMDC portal will be treated as the second priority, after the preferences submitted at the colleges.

V. Change of Web Options:

Candidate may modify their web options exercised on the OAMDC portal during the designated 'Change of Web Options' window period, which opens after the final date for exercising web options at colleges.

When the candidate logs on the portal with their credentials, all previously exercised options will be displayed. Preferences entered for the programmes from among the colleges visited CANNOT BE rearranged. He/she can only rearrange the priorities exercised on the OAMDC portal. When once the options are frozen by the candidate, preferences from among the colleges visited will remain the first order of priority, followed by rearranged preferences exercised on the OAMDC portal.

VI. Allotment of Seats:

1. Seat allotment is based on merit and the order of preferences. The highest priority is given to preferences frozen from among the colleges visited, in the order of last college receiving first priority followed by the college which is second last visited, i.e., last becomes first and first becomes the last. The options exercised directly on the OAMDC portal will be of the lowest priority.

COMPILED BY : Dr P.Jayanand Kumar,

Lecturer in Economics

POLICY ON STUDENT'S CODE OF ETHICS AND CONDUCT

STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Indian Institute of Science (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the Institute's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute

2. JURISDICTION

- 2.1 The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.
- 2.2 Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include
- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
 - b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
 - c) Possession or use of weapons, explosives, or destructive devices off campus
 - d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
 - e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. Ethics and Conduct

3.1 This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

a) he/she shall be regular and must complete his/her studies in the Institute.

b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Deans

c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.

3.3. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:

3.5 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

3.6 Intentionally damaging or destroying Institute property or property of other students and/or faculty members

3.7 Any disruptive activity in a class room or in an event sponsored by the Institute

3.8 Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards

3.9 Participating in activities including

3.9.1 Organizing meetings and processions without permission from the Institute.

3.9.2 Accepting membership of religious or terrorist groups banned by the Institute/Government of India

3.9.3 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

3.9.4 Unauthorized possession or use of harmful chemicals and banned drugs

3.9.5 Smoking on the campus of the Institute

3.9.6 Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute

3.9.7 Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles

- 3.9.8 Rash driving on the campus that may cause any inconvenience to others
- 3.9.9 Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- 3.9.10 Theft or unauthorized access to others resources
- 3.9.11 Misbehaviour at the time of student body elections or during any activity of the Institute.
- 3.9.12 Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

3.10 Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

3.11 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.13 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

3.14 Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

3.15 Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.

3.16 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

3.17 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

4 If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

4.1 WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

4.2 RESTRICTIONS -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4.4 EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

4.5 MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties.

4.7 Ineligibility to reapply for admission to the Institute for a period of three years, and

4.8 Withholding the grade card or certificate for the courses studied or work carried out

5 **APPEAL:** If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director. The Director may decide on one of the following:

5.1 accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

5.2 Refer the case back to the committee for reconsideration.

In any case the Director's decision is final and binding in all the cases where there is a possible misconduct by a student.

6 Academic Integrity

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitutes a serious offence.

6.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity. NOTE : These examples are only illustrative, NOT exhaustive.

B. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that a student,

- properly acknowledges and cites use of the ideas, results, material or words of others.
 - properly acknowledges all contributors to a given piece of work.
- makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

6.2 Violations of this policy include, but are not limited to:

(i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

(a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.

(b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

(c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.

(d) Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

f) Paraphrasing or changing an author's words or style without citation.

(ii) Cheating

Cheating includes, but is not limited to:

(a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.

(b) Allowing or facilitating copying, or writing a report or taking examination for someone else.

(c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.

(d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.

(e) Creating sources, or citations that do not exist

(f) Altering previously evaluated and re-submitting the work for re-evaluation

(g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

4.3 Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

(a) Use proper methodology for experiments and computational work. Accurately describe and compile data.

(b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.

(c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").

(d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.

(e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.

(f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

6.3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

- a) Student roles: Before submitting a PROJECT to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute’s academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.
- c) Institutional roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the institute, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning and/or an “F” course grade. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department Chairperson. Upon receipt of reports of scientific misconduct, the Director may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

COMPILED BY : Dr.P.JAYANAND KUMAR
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KOVVUR

**THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE
(PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013**

ACT NO. 14 OF 2013

[22nd April, 2013]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

BE it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows: — **CHAPTER I**

PRELIMINARY

1. Short title, extent and commencement.—(1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date¹ as the Central Government may, by notification in the Official Gazette, appoint.

2. Definitions.—In this Act, unless the context otherwise requires, —

(a) “aggrieved woman” means—

(i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) in relation to dwelling place or house, a woman of any age who is employed in such a dwelling place or house;

(b) “appropriate Government” means—

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly—

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

1. 9th December, 2013, *vide* notification No. S.O. 3606(E), dated 9th December, 2013, *see* Gazette of India, Extraordinary, Part II, sec. 3(ii).

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) “Chairperson” means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) “District Officer” means an officer notified under section 5;

(e) “domestic worker” means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) “employee” means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) “employer” means—

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation. —For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) “Internal Committee” means an Internal Complaints Committee constituted under section 4; (i) “Local Committee” means the Local Complaints Committee constituted under section 6;

(j) “Member” means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) “prescribed” means prescribed by rules made under this Act;

(l) “Presiding Officer” means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) “respondent” means a person against whom the aggrieved woman has made a complaint under section 9;

(n) “sexual harassment” includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:—

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature; (o) “workplace” includes—

(i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;

(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(v) any place visited by the employee arising out of or during the course of employment including transportation by the employer for undertaking such journey;

(vi) a dwelling place or a house;

(p) “unorganised sector” in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

3. Prevention of sexual harassment.—(1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:—

(i) implied or explicit promise of preferential treatment in her employment; or

(ii) implied or explicit threat of detrimental treatment in her employment ; or

(iii) implied or explicit threat about her present or future employment status; or

(iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or

(v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

4. Constitution of Internal Complaints Committee.— (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the “Internal Complaints Committee”:

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committees shall consist of the following members to be nominated by the employer, namely: —

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section(1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee, —

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. Notification of District Officer.—The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

6. Constitution and jurisdiction of ¹[Local Committee].—(1) Every District Officer shall constitute in the district concerned, a committee to be known as the “¹[Local Committee]” to receive complaints of

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1. Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for “Local Complaints Committee” (w.e.f. 6-5-2016).

sexual harassment from establishments where the ¹[Internal Committee] has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned ²[Local Committee] within a period of seven days.

(3) The jurisdiction of the ²[Local Committee] shall extend to the areas of the district where it is constituted.

7. Composition, tenure and other terms and conditions of ²[Local Committee].—(1) The ²[Local Committee] shall consist of the following members to be nominated by the District Officer, namely: — (a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer. (3) Where the Chairperson or any Member of the ²[Local Committee]—

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson or Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

8. Grants and audit.—(1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central

1. Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for “Internal Complaints Committee” (w.e.f. 6-5-2016). 2. Subs. by s. 3 and the Second Schedule, *ibid.*, for “Local Complaints Committee” (w.e.f. 6-5-2016).

Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors’ report thereon.

CHAPTER IV

COMPLAINT

9. Complaint of sexual harassment.—(1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

10. Conciliation.—(1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. Inquiry into complaint.— (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code (45 of 1860), and any other relevant provisions of the said Code where applicable:

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code (45 of 1860), the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court the Code of Civil Procedure, 1908 (5 of 1908) when trying a suit in respect of the following matters, namely:—

- (a) summoning and enforcing the attendance of any person and examining him on oath; (b) requiring the discovery and production of documents; and
- (c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V INQUIRY INTO COMPLAINT

12. Action during pendency of inquiry.—(1) During the pendency of an inquiry on a written request made by the aggrieved woman, the Internal Committee or the local Committee, as the case may be, may recommend to the employer to—

- (a) transfer the aggrieved woman or the respondent to any other workplace; or
- (b) grant leave to the aggrieved woman up to a period of three months; or
- (c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

13. Inquiry report.—(1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be—

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provide that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or as, the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

14. Punishment for false or malicious complaint and false evidence.—

(1) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved

woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. Determination of compensation.—For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to—

- (a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
- (b) the loss in the career opportunity due to the incident of sexual harassment;
- (c) medical expenses incurred by the victim for physical or psychiatric treatment;
- (d) the income and financial status of the respondent;
- (e) feasibility of such payment in lump sum or in instalments.

16. Prohibition of publication or making known contents of complaint and inquiry proceedings.—Notwithstanding anything contained in the Right to Information Act, 2005 (22 of 2005), the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings,

recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Penalty for publication or making known contents of complaint and inquiry proceedings.—Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

18. Appeal.—(1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

19. Duties of employer.— Every employer shall—

(a) provide a safe working environment at the workplace with shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4; (c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case be, as it may require having regard to the complaint made under sub-section (1) of section 9; (g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code (45 of 1860) or any other law for the time being in force;

(h) cause to initiate action, under the Indian Penal Code (45 of 1860) or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

20. Duties and powers of District Officer.—The District Officer shall, —

(a) monitor the timely submission of report furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII
MISCELLANEOUS

21. Committee to submit annual report.— (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

22. Employer to include information in annual report.—The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

23. Appropriate Government to monitor implementation and maintain data.—The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

24. Appropriate Government to take measures to publicise the Act.—The appropriate Government may, subject to the availability of financial and other resources, —

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace;

(b) formulate orientation and training programmes for the members of the ¹[Local Committee]. **25. Power to call for information and inspection of records.**—(1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,—

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. Penalty for non-compliance with provisions of Act.—(1) Where the employer fails to— (a) constitute an Internal Committee under sub-section (1) of section 4;

—

1. Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for “Local Complaints Committee” (w.e.f. 6-5-2016).

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to—

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. Cognizance of offence by courts.—(1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. Act not in derogation of any other law.—The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

29. Power of appropriate Government to make rules.—(1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) the fees or allowances to be paid to the Members under sub-section (4) of section 4; (b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (4) of section 7;

(d) the person who may make complaint under sub-section (2) of section 9;

(e) the manner of inquiry under sub-section (1) of section 11;

(f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11; (g) the relief to be recommended under clause (c) of sub-section (1) of section 12; (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13; (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;

(j) the manner of action to be taken under section 17;

(k) the manner of appeal under sub-section (1) of section 18;

(l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and

(m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as

the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

30. Power to remove difficulties.— (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

COMPILED BY : Dr.P.JAYANAND KUMAR
LECTURER IN ECONOMICS

STUDENT GRIEVANCE REDRESSAL POLICY

1. Introduction:

Government Degree College Kovvur has created a mechanism for redressal of students' grievances related to academic and non-academic matters such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleague students or teachers etc

2. Terms, Definition and Synonyms

(a) "Act" means the University Grants Commission Act, 1956 (3 of 1956); (b) "aggrieved student" means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.

(c) "College" means any institution, so defined in clause (b) of sub-section (1) of section 12A of the Act.

(d) "Collegiate Student Grievance Redressal Committee" (CSGRC) means a committee constituted under these regulations, at the level of an institution, being a college.

(e) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.

(f) "Declared admission policy" means such policy, including the process there under, for admission to a course or program of study as may be offered by the institution by publication in the prospectus of the institution.

(g) "Departmental Student Grievance Redressal Committee" (DSGRC) means a committee constituted under these regulations, at the level of a Department, School or Centre of a University.

(h) "Grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:

i. Admission contrary to merit determined in accordance with the declared admission policy of the institution;

ii. Irregularity in the process under the declared admission policy of the institution;

iii. Refusal to admit in accordance with the declared admission policy of the institution;

iv. non-publication of prospectus by the institution, in accordance with the provisions of these regulations;

v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;

vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;

vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;

viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;

ix. nonpayment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;

x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission; xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;

xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;

xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission;

xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories;

xv. denial of quality education as promised at the time of admission or required to be provided; and

xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.

(i) "Institution" means, as the context may be, a University or a college, or an institution declared a deemed to be a University under the Act or an institution established within a University for a particular discipline or activity;

(j) Institutional Student Grievance Redressal Committee" (ISGRC) means a committee constituted

under these regulations at the level of the University, for dealing with grievances which do not belong to a department of the University e.g. hostels and common facilities.

(k) "Ombudsperson" means the Ombudsperson appointed under these regulations;

(l) "Prospectus" means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to an institution, to the general public (including to those seeking admission in such institution) by such institution or any authority or person authorized by such institution to do so;

(m) "Region" means a geographical territory, comprising of States, so determined, for the purpose of facilitating enforcement of these regulations; namely,

South-Eastern Region comprising Andhra Pradesh, Telengana, Puducherry, Andaman and Nicobar, and Tamil Nadu;

South-Western Region comprising Kerala, Karnataka, and Lakshadweep;

Western Region comprising Maharashtra, Gujarat, Goa, Dadar and Nagar Haveli, Daman and Diu;

Central Region comprising Chhattisgarh, Madhya Pradesh and Rajasthan;

Northern Region comprising Jammu and Kashmir, Delhi,

Himachal Pradesh, Punjab, Haryana, Uttar Pradesh, Uttarakhand and Chandigarh;

North-Eastern Region comprising Assam, Meghalaya, Mizoram, Manipur, Tripura, Arunachal Pradesh, Sikkim and Nagaland;

and Eastern Region comprising West Bengal, Bihar, Jharkhand and Odisha.

(n) "State" means a State specified in the First Schedule to the Constitution and includes a Union territory;

(o) "Student" means a person enrolled, or seeking admission to be enrolled, in any institution to which these regulations apply;

(p) "University" means a University so defined in clause (f) of section 2 of the Act or, where the context may be, an institution deemed to be University declared as such under Section 3 thereof.

(q) "University Student Grievance Redressal Committee" (USGRC) means a committee constituted under these regulations, at the level of the university, for dealing with grievances arising out of decisions of the DSGRC, ISGRC or CSGRC.

3. Purpose:

To provide opportunities for redressal of grievances of students enrolled in Government Degree College Kovvur East Godavari District

4. Scope

Policy applies to all students of Government Degree College Kovvur East Godavari District. This Policy is aligned with the guidelines provided by UGC

5. Policy statement

The Grievance Redressal section of Government Degree College Kovvur East Godavari District prohibits discrimination on the basis of race, color, creed, religion, ethnic origin, age, sex, disability, sexual orientation, gender identity, or other unlawful basis. The goal of the procedures outlined is to ensure that non-discrimination is a reality at Government Degree College Kovvur East Godavari District and that no person in the Government Degree College Kovvur East Godavari District campus is subjected to such unlawful conduct. All members of the Government Degree College Kovvur East Godavari District can assist in the furtherance of this goal by ensuring that complaints of discrimination are promptly directed to the departments or individuals who have been designated to receive them, in accordance with these procedures

6. Responsibilities

To develop a responsive and accountable attitude among all the students in order to maintain a harmonious atmosphere in Government Degree College Kovvur East Godavari District.

1. To Redress Student Grievances.

2. To coordinate between students and departments to redress the grievances.

3. To support the students who have been deprived of services for which he/she is entitled.

4. To ensure the effective solution to the student grievances with an impartial and fair approach.

5. To make teaching and supportive staff responsive, accountable and courteous in dealing with the students.

7. Related Legislation and References

1) Grievance Redressal, UGC

2) UGC (Grievance Redressal) Regulations 2019

3) UGC (Promotion of Equity in Higher Education institutions, Regulations, 2012)

1. Complaint from the student of any institute under GDC Kovvur, which has been received by the Head of respective Institute and which is not solved at the level of department or mentors and requires enquiry shall be forwarded to the Student Grievance Cell.

2. If any student submits complaint directly to the Students Grievance redressal Committee it will be forwarded to the Head of respective Institute. 3. Once the complaint is received by the committee, the committee will assemble and perform the enquiry procedure in detail with the involved persons related to the complaint with an impartial and fair approach within a specific time.

4. The detailed report of the enquiry with the suggestions will be formulated by the member secretary and be submitted to the Chairperson, Student Grievance Redressal Section for necessary action.

Compiled by : Dr.P.Jayanand Kumar

Lecturer in Economics

Policy on Promotion of Equity in Higher Educational Institutions Regulations

No. 14-3/2012(CPP-II)--In exercise of the powers conferred by sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission (UGC) hereby makes the following Regulations namely:-

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:-

- (1) These regulations may be called the UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012.
- (2) They shall apply to all the higher educational institutions in India,
- (3) They shall come into force from the date of their publication in the Official Gazette.

2. DEFINITIONS:- in these regulations, unless the context otherwise requires, - (a) **“constituent of higher educational institutions”** means any authority or person or group of persons or sections of the institutional community belonging to the higher educational institutions;

(b) **“discrimination”** means any distinction, exclusion, limitation or preference which has the purpose or effect of nullifying or impairing equality of treatment in education and in particular –

i) of depriving a student or a group of students on the basis of caste, creed religion, language, ethnicity, gender, disability of access to education of any type or at any level;

ii) of imposing conditions on any student or group of students which are in compatible with the dignity of human; and

iii) of subjecting to the provision of establishing or maintaining separate educational systems or institutions for students or groups of students. based on caste, creed, religion, language, ethnicity, gender and disabilities.

(c) **“equity”** means a level playing field for all students in respect of the entitlement and opportunity for enjoyment of all legitimate rights.

(d) **“harassment”** means unwanted conduct which is persistent and demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences;

(e) **“higher educational institution”** means a university within the meaning of clause (f) of section 2, a College within the meaning of clause (b) of sub- section (1) of section 12 A and an institution deemed to be a University. declared under section 3 of the University Grants Commission Act, 1956;

(f) **“ragging”** means any of the acts as defined under the University Grants Commission Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009;

(g) **“unfavourable treatment”** means any adverse changes in the working environment, denial of training, and denial of opportunities for advancement, unfavorable probationary reports, vexatious grievances and exclusion by beers;

(h) “**victimisation**” means any unfavorable treatment of a student on the basis caste, creed, religion, language, ethnicity, gender and disability.

3. Higher Educational Institution to take measure against discrimination:-

(1) Every higher educational institution shall take appropriate measures to –

a) safeguard the interests of the students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability.

b) eliminate discrimination against or harassment of any student in all forms in higher educational institutions by prohibiting it and by providing for preventive and protective measures to facilitate its eradication and punishments for those who indulge in any form of discrimination or harassment;

c) promote equality among students of all sections of the society.

(2) Without prejudice to the directives or instructions of the Central Government or the State Governments issued from time to time in respect of treatment of students belonging to Scheduled Castes or the Scheduled Tribes, no higher educational institution shall discriminate a student belonging to the Scheduled Castes and the Scheduled Tribes categories, or allow or condone any constituent of the higher educational institution to discriminate such a student or group of such students, and take the following measures namely .

(a) the higher educational institution or constituent of higher educational institution shall not discriminate against students belonging to the Scheduled Castes and the Scheduled Tribes in admissions.

(i) by breach of the policy of reservation in admissions as may be applicable; (ii) in accepting application for admission of such students;

(iii) in the way in which an application is processed;

(iv) in the arrangements made for, or the criteria used in, deciding who should be offered admission as a student;

(v) by withholding or refusing to return any document in the form of certificates of degree, diploma, etc., deposited with higher educational institutions by such a student for the purpose of seeking admission, with a view to inducing or compelling such a student to pay any fee or fees in respect of any course or programme of study which he/she does not intend to pursue;

(vi) by demanding money in excess of that specified in the declared admission policy;

(vii) by denying or limiting access to any benefit arising from such enrolment provided by the higher educational institutions;

(viii) by treating unfavorably in any way in connection with the student’s enrolment to a specific standard of class or area of study, training or instruction.

(b) the higher educational institutions or constituent of higher educational institutions shall prohibit all persons and authorities of the higher educational institutions from harassing or victimizing any student.

(i) by announcing, verbally or otherwise, in the class, the names of the castes, tribes, religion or region of the students;

(ii) by labeling students as reserved category in the class;

(iii) by passing derogatory remarks indicating caste, social, regional, racial or religious background as reason of under-performance in the class;

(iv) by allotting differential time to any student to meet faculty as compared to other students;

(v) by keeping any student idle in the laboratory and not allowing him/her to work even if he/she is allowed to enter,

(vi) by earmarking separate seats to any student or a group of students in the reading hall;

(vii) by following differential treatment to any student regarding issue of books or journals or magazines, etc.;

(viii) by treating any student or section of students separately in utilising the sports facilities on the basis of their caste, creed, region or religion.

(c) The higher educational institution or constituent of higher educational institution shall not discriminate or allow discrimination in evaluation on the basis of caste, creed, religion, language, ethnicity, gender and disability -

(i) by not properly evaluating and re-evaluating examination papers of such students and by giving them less marks;

(ii) by delaying declaration of results of any student or section of students; (d) the higher educational institution or constituent of higher educational institution shall ensure that there is no discrimination against the students on the basis of caste, creed, religion, language, ethnicity, gender and disability:

(i) by not giving full information about the fellowships related matters;

(ii) by withholding or stopping the fellowships meant for students;

(e) The higher educational institution or constituent of higher educational institution shall ensure that no student or section of students is discriminated on the basis of caste, creed, religion, language, ethnicity, gender and disability, against –

(i) by segregating such students from others in hostel or mess or reading room or common room or playground or canteen and any other student amenities including drinking water facilities, etc.;

(ii) by indulging in acts of ragging specifically targeted against such students;

(iii) by doing any thing which disrupts or disturbs the regular activities of such students;

- (iv) by any act of financial extortion or forceful expenditure put on such students;
- (v) by not allowing such students to participate in the cultural programme or the sports events;
- (f) the higher educational institution shall promote equality among all sections of the students without prejudice to their belonging to any social group and for this purpose it shall establish an Equal Opportunity Cell and appoint an Anti Discrimination Officer who shall not be below the rank of a Professor in the case of a University and an Institution deemed to be a University, and not below the rank of Associate Professor in the case of a college;
- (g) the higher educational institution shall prohibit any conduct by any person or group of persons in the higher educational institution, whether by words, spoken or written or by any act which has the effect of ragging on students.
- (h) the higher educational institution shall prescribe the procedures and mechanism, within a period of six months of coming into force of these regulations, to deal with and decide any complaint of discrimination, made or submitted by any student or group of students and it shall be obligatory on the part of the higher educational institution to decide such complaints within a maximum period of sixty days from the date of receipt or submission of such complaints;
- (i) the higher educational institution shall take steps to educate the educational fraternity and public and raise public awareness on the importance of equality and overcoming any form of caste based discrimination and harassment against students belonging to the marginalized sections, including SC/ST students of the society in higher educational institution;
- (j) The higher educational institutions shall ensure the strict implementation of all constitutional provisions and protective measures in respect of students belonging to SC/ST categories;
- (k) the higher educational institution shall upload on its website all measures for elimination of discrimination and punishments for breaching them and the higher educational institution shall also upload relevant public awareness material for prevention of discrimination against and harassment of any section of the student.;

4. PUNISHMENTS:-

(1)Whoever commits any act of discrimination or harassment as specified in these regulations against any student or section of students in any higher educational institution, shall be dealt with through the following procedure, namely:-

- (a) on receipt of a written complaint, the Anti Discrimination Officer shall initiate follow-up action including preliminary fact finding inquiry, if he considers necessary;
- (b) on the recommendation of the Anti Discrimination Officer, the higher educational institution shall take appropriate follow-up action:
- (c) the competent authority of the higher educational institution upon receipt of the inquiry report shall refer the same to the Anti Discrimination Officer in the case of students for taking appropriate action in accordance with the provisions of the Statutes or Ordinances or Regulations of the higher educational institution or the UGC Regulations on Ragging and any other Regulations in force; or

(d) in case of teachers and non-teaching staff, the competent authority of the higher educational institution upon receipt of the inquiry report shall take appropriate action in accordance with the provision of the Statutes or Ordinances or Regulations of the higher educational institution or service rules as applicable to higher educational institution.

2. The punishment shall be commensurate with the nature of the discrimination or harassment.

5. INFORMATION ABOUT THE COMPLAINT:- (1) A complaint about discrimination or harassment as defined in these regulations may be made in writing by a student or a parent of a student irrespective of whether the discrimination or harassment is alleged to have taken place within or outside the higher educational institution.

2. The complaint shall include sufficient details of the alleged act of discrimination or harassment.

3. The complaint shall be made to the Anti Discrimination Officer.

4. The higher educational institution shall formulate and make public, by uploading the information on its website, a transparent procedure for filing and dealing with such complaint.

6. APPEAL

Subject to provisions made by higher educational institutions, any person aggrieved by an order made by the Anti Discrimination Officer may prefer an appeal against such order within a period of ninety days from the date of the order to the Head of the higher educational institution.

Provided that the Head of the higher educational institution may entertain an appeal after the expiry of the said period of ninety days, if he is satisfied that the appellant had sufficient cause for not preferring the appeal within the said period of ninety days.

COMPILED BY : Dr.P.JAYANAND KUMAR
LECTURER IN ECONOMICS

POLICY ON ETHICS AND PROFESSIONAL CONDUCT FOR TEACHING AND NON TEACHING STAFF

This Handbook defines the Code of Ethics and Professional Code of Conduct for Government Degree College, Kovvur East Godavari District.

1. Authority

This Handbook was approved by the Principal of this Institution.

2. Applicability

The Code applies to these groups of people, referred to as members of Government Degree College Kovvur East Godavari District Community, or “College Staff”:

1. Faculty, including permanent, contractual and guest faculty, who are working in the college.
2. Non-Teaching staff both permanent and contractual, working in the college.
3. Local-fund staff working in the college.
4. Employees of other departments or institutions, both permanent and contractual, who are presently posted to, deputed to, located in, or functioning from the campus of Government Degree College, Kovvur East Godavari District.
5. Consultants, contractors and others as well as their workers, hired by the college or other departments or institutions, when performing services in or for the college or interacting with members of the College Staff, acting on behalf of the college, or otherwise required under contract to comply with this Code; and
6. Individuals who perform services for the college as volunteers.

The requirements of the Code apply to College Staff members in the daily performance of their work duties. However, they need to be aware that inappropriate or improper conduct outside of the work environment or outside of normal working hours may still be regarded as violation of this code and may bring their professional suitability into question and/or subject them to disciplinary action.

3. Introduction and Purpose

a) Introduction

All members of the College Staff are responsible for sustaining the high ethical standards of this Institution, and those of the society in which we function. The College values integrity, diversity, respect, trust, honesty and fairness and strives to integrate these values into its education and research practices.

b) Purpose

In that spirit, this Code is a shared statement of our commitment to upholding the ethical, moral, professional and legal standards we use as the basis for our daily and long-term decisions and

actions. We must all be aware of and comply with the relevant policies, standards, laws and regulations that guide our work. We are each individually accountable for our own actions and, as members of the College Staff, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws, regulations and policies. To that end, the College has established this Code of Ethics and Conduct that must be followed in letter and spirit by the entire College Staff at all times.

4. Code of Ethics

This code of ethics is a set of core values, principles and ideals which are meant to influence the judgment and guide the decision-making of employees and other members of the College Staff. These are ethical standards that serve as general guidelines to assist individuals to apply their judgment concerning a suitable behavior in a given situation.

a) Integrity

The College recognizes that it must earn and maintain a reputation for integrity and quality that includes, but is not limited to, compliance with laws and regulations and its institutional obligations. Even the appearance of misconduct or impropriety by College Staff can be damaging to the College. The College Staff must strive at all times to maintain the highest standards of work and conduct, and strive for the utmost integrity and quality.

There are times when the College's activities and the conduct of the College Staff members are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, morality, and respect for the rights of others will govern our conduct at all times.

In addition, each individual is required to conduct college business transactions with the utmost honesty, accuracy and fairness. Each situation needs to be examined in accordance with this standard. No unethical practice can be tolerated, even if such practice is "customary" outside of Government Degree College, Kovvur East Godavari District or even if some of the goals it serves are worthy. Expediency should never compromise integrity.

b) Respect

Government Degree College Kovvur East Godavari District is an institution dedicated to the pursuit of excellence in education and inculcating the highest standards of moral and ethical behavior in its students. Central to that institutional commitment is the principle of treating each College Staff member and student fairly and with respect and upholding human dignity.

The College prohibits discrimination and harassment and provides equal opportunities for all Staff members, students and applicants regardless of their race, color, religious creed, caste, national origin, ancestry, physical or mental disability, medical condition, marital status, gender, age, social

status or any other characteristic protected by law. Where actions are found to have occurred that violate this standard, the College will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

c) Student Care

Faculty and other College Staff members must keep student safety, health, education and welfare paramount and always *act in the best interests of the students* entrusted to their care. They must take all reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare and do their best to protect students from hurt

and/or harm. They must report, where appropriate, incidents or matters which impact on student welfare, and they must communicate with parents/guardians in a timely and respectful manner that represents the students' best interests.

They must seek to motivate, inspire and celebrate the effort and success of the students. It is also their duty to model and teach the characteristics of being a good citizen in every situation and accept the responsibility of helping each student reach their full potential both academically and socially and further to create a learning environment that promotes the success of every student.

d) Compliance with Applicable Laws, Policies, Procedures, Circulars and Orders

Members of the Government Degree College Kovvur East Godavari District Staff must conduct College activities in compliance with applicable laws, regulations, policies, procedures, and college orders and circulars. When questions arise pertaining to interpretation or applicability of a circular or order, contact the individual who has oversight of the circular or order. Refer all unresolved questions on such a circular or order to the Office of the Principal.

e) Confidentiality

The College Staff members receive and generate various types of confidential, regulated, proprietary and private information on behalf of the College and its students. All members of the Staff are expected to comply with all applicable rules, laws, and regulations, contractual obligations, and college policies pertaining to the use, protection and disclosure of this information. Furthermore, under no circumstances shall any of this confidential, regulated, proprietary or private information be disclosed to any person or entity outside the college without the explicit, written permission of the college administration, unless a legal imperative requires disclosure or there is a legitimate concern for the well-being of an individual. When disaffiliating from Government Degree College Kovvur East Godavari District, the College Staff members must return all sensitive college data unless an exception has been granted.

f) Use of College Resources

College resources must be reserved for business purposes on behalf of the College. They may not be used for personal gain, and may not be employed for personal use except in a manner that is incidental, and reasonable in light of the staff member's duties. College resources include, but are not limited to:

- College systems (e.g., telephone devices and services, internet devices and services, data processing and presentation systems, other communication and networking devices and services),
- The Government Degree College Kovvur East Godavari District domain names, websites and e-mail addresses,

- Government Degree College Kovvur East Godavari District name, logo, and letterhead, • College equipment (e.g., computers and peripherals, printing and photocopying machines, lab, classroom and other equipment, college vehicles),
- College facilities,
- College records including student, employee, and other records, and
- The time and effort of staff, students and others at Government Degree College Kovvur East Godavari District.

The College resources may also not be employed for outside parties' uses which do not further the academic objectives of Government Degree College Kovvur East Godavari District. The College sometimes receives requests for access to its resources by outside entities. Many of these, if granted, would constitute activities unrelated to the College's mandate. It is the College policy not to engage in such unrelated activities as they have the potential for distorting or disrupting the College's primary teaching and research missions.

In exceptional cases, permission to engage in unrelated business activities at the college may be granted only in those cases in which there is strong likelihood that the activity will significantly benefit the College as a whole.

Furthermore, no person may, on behalf of the College, engage in any political activity in support of or opposition to any candidate for elective public office, nor shall the college campus or any College resources be used for such purpose.

g) Conflict of Interest

A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, invigilation, paper-setting, evaluation of tests and answer scripts, working on committees, research funding, procurement decisions and so on. It is an ethical obligation of each College Staff member to protect their professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing college policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to the college administration, so that a considered decision can be made on a case-by-case basis.

5. Code of Conduct for Staff

The Code of Conduct outlines specific behaviors that are required or prohibited as a condition of ongoing employment. It lays down the dos and don'ts of an employee. All College Staff Members are responsible for its adherence and held accountable for its violation. The following rules of

conduct are applicable to the Government Degree College Kovvur East Godavari District Staff Members at all times:

(a) Academic Integrity: As an institution for scientific and technological research and education, the College values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The College believes that in all academic and research work, the ideas and contributions of others must be appropriately acknowledged and that every possible effort to avoid, check for and deal with plagiarism must be made by the College Staff involved in research and publication activities. Academic integrity is essential for the success of this institute and its research missions, and hence, violations of academic integrity constitutes a serious offence and violation of this code.

(b) Sexual Harassment: Sexual Harassment of any person within or outside the college is strictly forbidden. Sexual harassment may involve, but is not limited to, such behavior that constitutes unwelcome sexual advances, request for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. The college shall reserve the right to take the utmost strict action against any sort of behavior that is construed as, or likely to be construed as, sexual harassment by any of its staff members.

(c) Discrimination and Harassment: Discrimination and Harassment of any person is explicitly forbidden. Unlawful discrimination is defined by the relevant central and/or state government statutes and includes unfavorable or unfair treatment of a person or class of persons because of race, background, origin, skin color, religion, sect, faith, gender, disability, age, family, social circumstance, caste or creed, physical features or appearance. Unlawful harassment is harassment that refers to or is based upon the protected status of the person or persons being harassed. Unlawful harassment in the work environment is created if conduct of another person is sufficiently serious enough that it interferes with a staff member's ability to perform their job.

(d) Inappropriate Language: Use of abusive, explicit, suggestive or imitative language; and making inappropriate jokes or comments which may be offensive, insulting, intimidating or degrading to other staff members is prohibited. It is further prohibited to criticize, demean or dismiss other staff members via any public forum. Any grievance or report of such a nature may instead be brought to the notice of the relevant college committee or directly to the Office of the Principal.

(e) Insubordination: Insubordination or refusal to comply with instructions or directives from a supervisor or the college administration, unless such instructions are illegal, unethical or injurious to health or safety, is strictly prohibited. There are two examples of how a staff member can be insubordinate. The first example is openly refusing to obey the request, either through verbal or physical action. The second example is passively refusing - or ignoring - the request.

(f) Gifts: The College discourages College Staff Members from accepting gifts from individuals or firms doing business with the college. Therefore, no College Staff Member shall solicit, accept or agree to accept anything of value under circumstances which could reasonably be expected to influence the manner in which the College Staff Member performs work or makes decisions. An

exception to this rule is made in case the gifts are offered in accordance with social or cultural custom, for example, when an employee retires or leaves the College or visits another institution. In all such cases, however, whenever the gift might influence, or might be reasonably construed as influencing, a business or academic decision it must be refused.

(g) Drug-free workplace: The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (including alcohol, narcotics, prohibited drugs, contraceptives) in the campus. All College Staff Members must abide by this rule to ensure a drug-free workplace.

(h) Prohibited Conduct: College Staff Members are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

(a) Causing physical injury to another person.

(b) Making threats of any kind.

(c) Aggressive, hostile or violent behavior, such as intimidation of others; attempts to instill fear in others; or subjecting others to emotional distress.

(d) Other behavior which suggests a propensity toward violence, which may include belligerent speech, excessive arguing or swearing, sabotage or threats of sabotage of college property, or a demonstrated pattern of refusing to follow college policies and procedures.

(e) Intentionally damaging college property or property of another staff member, student or member of the public.

5.1 Conduct with Students

In addition to the above rules, the following rules of conduct relating to interaction with students shall be applicable to every teaching and non teaching employee and also to every other member of the "College Staff":

(a) Under no circumstances shall an employee or College Staff member indulge in any sort of romantic relationship, consensual or otherwise, with a prospective or current student.

(b) Sexual Harassment of any prospective or current student within or outside the college is explicitly forbidden. The college shall reserve the right to take the utmost strict action against any sort of behavior from an employee or College Staff member that is construed as, or likely to be construed as, sexual harassment of students.

(c) Soliciting contact details from a student of the opposite gender, including but not limited to phone numbers, email addresses, whatsapp or other messaging service contact details, and any other forms of communication that are non-essential and frivolous, is strictly forbidden. Sending unwelcome messages or content through such communication media may be construed as harassment and is also strictly forbidden. An exception is made, however, in case the contact details are required to be collected in compliance of official orders or directives.

(d) Discrimination and Harassment of any student is explicitly forbidden. Discrimination is defined by the relevant central and/or state government statues and includes unfavorable or unfair treatment of a student or group of students because of race, background, origin, skin color, religion, sect, faith, gender, disability, age, family, social circumstance, caste or creed, physical features or appearance.

(e) Insulting a student's background, family, social circumstance, faith, caste or creed, physical features or appearance is prohibited.

(f) Use of abusive, explicit, suggestive or imitative language towards a student is prohibited.

(g) Socializing with a student of the opposite gender, in a way that is in violation of our core Islamic tenets of moral behavior, is strictly forbidden.

(h) Visiting a student's home during or after office hours, unless on an official assignment, is strictly forbidden.

(i) Financial transactions with prospective, current or former students, including lending, borrowing, transferring, handling of money or financial instruments, or facilitating any financial exchange for or on behalf of a student, his guardians or his family are strictly forbidden. This prohibition shall also apply to the lending, borrowing, purchase, supply or exchange of physical goods.

(j) Soliciting a bribe or payment, monetary or otherwise from a student, his guardians or his family is strictly prohibited.

(k) Soliciting or accepting any sort of gift or service, financial or otherwise, from a student, his guardians or his family is strictly forbidden.

(l) Advertising or referring students to a service provider or merchant, unless requested voluntarily by the student, is prohibited.

(m) Asking a student to perform a personal errand outside the college with the implication that complying with such requests shall result in an advantage or disadvantage in the student's academic or other achievements is strictly prohibited.

(n) Divulging personal details of a student to any other student in the college or to a person outside the college who is not the student's parent/guardian/family member/blood relation is strictly forbidden unless required by law.

(o) Recording video or audio, or taking pictures of students of the opposite gender, unless done publicly/openly and with the knowledge of said students and staff, and unless not objected to by the student(s) being recorded, is discouraged. In case of objections from the subjects of the recording, the recorded material must be immediately deleted in presence of the subjects.

(p) Uploading or sharing any pictorial, audiographic or videographic material of students or faculty in your possession, without the knowledge/consent of the persons in the material to an online service including, but not limited to, social media like Facebook, twitter, Instagram etc., online video or photo sharing sites like YouTube, Dubsplash, TikTok etc, or groups on Whatsapp

and similar messenger services that include members who are not part of the College Staff, is prohibited.

6. Reporting Suspected Violations

Adherence to this Code also requires that any suspected violations of this code in particular, as well as any suspected violations of applicable laws, policies, orders or regulations in general, be brought to the attention of the appropriate cognizant office. Raising such concerns is a service to the College and does not jeopardize the College Staff member's position or employment.

a) Reporting to Management

Members of the College Staff should report suspected violations of this Code as well as suspected violations of applicable laws, rules and regulations, government contract and contract requirements or College policies and procedures. This reporting should normally be made initially through standard management channels, beginning with the immediate supervisor. If for any reason it is not appropriate to report suspected violations to the immediate supervisor (e.g., the suspected violation is by the supervisor), or the employee is uncomfortable doing so, individuals may report the violation directly to both the convener of the College Discipline Committee and/or any other relevant committees and to the Office of the Principal as well.

b) Other Reporting

If for any reason it is not appropriate to report suspected violations through management channels within the college, or the employee is uncomfortable doing so, individuals may go to:

1. The Office of the Principal

Mobile: +91 9441050910

Phone (off): 08813 297035,

Email: gdckovvur@gmail.com

2. Web Form (anonymous):

URL: www.gdckovvuru.ac.in

Every concern is treated seriously and promptly reviewed in the appropriate manner.

c) Confidentiality

Concerns may be reported confidentially, and even anonymously, although the more information given, the easier it is to investigate the concerns. The only anonymous reporting mechanism at the College is the Grievance Redressal/Complaint/Feedback web form:

www.gdckovvuru.ac.in

d) Cooperation

All members of the College Staff are expected to cooperate fully in the investigation of potential violations of the Code of Conduct and applicable rules, laws, or regulations.

e) Non-Retaliation

The college policy prohibits retaliation against an individual who in good faith reports or provides information about concerns or suspected violations. Retaliation is an adverse action taken because an individual has made a report or has participated in an investigation. An adverse action is any action that materially affects that individual's standing or terms and conditions of employment. False accusations made with the intent of harming or retaliating against another person may subject the accuser to disciplinary action.

f) Consequences of Violation

Confirmed violations of this Code, or any conduct which may constitute a breach of this Code, will result in appropriate disciplinary action up to and including termination of employment or other relationships with the College. In certain circumstances, civil or criminal charges and penalties may apply and legal proceedings and/or police action may be initiated.

COMPILED BY : Dr.P.Jayanand Kumar
Lecturer in Economics

Teaching and Learning Policy

1. Policy Overview

This policy aims to set out the College approach to teaching and learning in the context of a multicultural classroom that combines the best of in class and online approaches.

2. Policy Statement

This policy is designed to achieve, on behalf of all students and staff, the highest standard of international education regarding the learning approaches designed to deliver the specific module and programme learning outcomes and how e-learning contributes to the student study experience. The College aims to create a positive and supportive learning environment where student can flourish in line with UGC guidelines as follows

- Respects and attends to the diversity of learners and their needs, enabling flexible learning pathways.
- Considers the use of different modes of delivery, where appropriate.
- Flexibly uses a variety of pedagogical methods that are evaluated and monitored and adjusted accordingly.
- Encourages a sense of autonomy in the learner, while encouraging adequate guidance and support for the learner.
- Promotes mutual respect within the learner-teacher relationship.
- Has procedures for dealing with learner complaints.
- Has procedures for dealing with learner appeals.

The College's aspirations for excellent teaching and learning aims to create a teaching and learning culture that

- Works to achieve high levels of student engagement via flexibility of programme delivery, modularisation, and the deployment of state-of-the-art online learning technology to promote an excellent standard of blended learning and teaching supported by excellent learning analytics in line with UGC's blending learning guidelines by being integrated with this overall teaching and learning policy.
- Empowers students to be autonomous learners that will be very well prepared for the third level education that they will progress to.
- Promotes high-quality teaching (encompassing a wide range of practices and methods) and pedagogies which encourage active, independent, learning, in which the roles and responsibilities of staff and students are clear.
- Establishes an inclusive college that promotes diversity in the student population through active and balanced recruitment approaches in conjunction with College Admission Policy.

3. Roles and Responsibilities

This policy is especially applicable to our Teachers under the direction and oversight of the Principal. Ultimately, the beneficiaries of this policy will be students who will benefit from best practice teaching and learning. The Principal is responsible for ensuring that policies are developed

and maintained, that they remain fit for purpose, that they remain in compliance with UGC guidelines, that they are updated as per agreed timetables, and that they are being implemented as intended. In the latter context, the Principal will inspect a sample of policies each year to check for the correct implementation.

4. Policy

Programme

- The College teaches seven programmes that is overseen by Academic Cell.
- All students and staff should be clear as to the workload associated with the modules that need to be completed in terms of total learning hours and teaching/tutorial contact hours before teaching and learning of that module commence. It is particularly important to clarify to students the expectations required of them in terms of individual learning beyond simple class contact time or assessment requirements.

Learning Outcomes

Learning outcomes are sets of competencies, expressing what the student will know, understand or be able to do after completion of a module or programme with a focus on what the student has achieved rather than merely focussing on the content of what has been taught. Students need to be able to demonstrate attainment of key competencies and knowledge before being judged to have successfully completed a programme of learning in line with QQI requirements⁴.

MIPOs are more general statements used to refer to the overall attributes, skills, and knowledge of graduates of a given programme. They provide a means of demonstrating the integration of the modules, module components, and personal learning and development that will result from successful participation in the programme. In line with the above programme and learning outcome module requirements:

- The programme will have an associated set of MIPOs.
- All modules have minimum intended module learning outcomes (“MIMLOs”) that described what the student will have learned from each module component and link back to the programme MIPOs.
- Learning outcomes at both the programme and module level should be used as the basis on which decisions are made regarding (a) approaches to teaching and learning, and (b) the selection of assessment methods.
- Academic Cell will consider the extent and effectiveness to which learning outcomes are being employed in curricular development and course provision and ensure that over-and under-assessment is avoided.
- Academic Cell will examine the extent to which the MIPOs and MIMLOs are being achieved when reviewing courses, assessment, and student performance.

Approaches to Teaching & Learning

One of the major advantages of having articulated learning outcomes is that they provide an opportunity to be deliberate yet creative in the selection of teaching methods used in any given module or programme. There has been, in recent times, considerable growth in the diversity of

teaching and learning methods to which students are exposed. However, traditional expository lectures still dominate much of higher education and over-reliance on such traditional approaches can somewhat negate student engagement and motivation. For these reasons, the College's teaching and learning approaches will be driven by a desire to maximise student engagement and learning effectiveness with the ultimate twin intentions of providing the student with a thorough education that academically prepares them for higher education study but one that also provides an excellent study (abroad) experience.

The pathway approach where students are recruited to study the College programme on the assumption that they are doing so to get access to degree programmes at one of its Higher Education Institution (HEI) partners places a responsibility on the Teachers and Programme Manager to employ a range of teaching and learning approaches that mirror those used by these partners. Such approaches, for example, may include problem/enquiry-based learning, individual/team project work, blended learning, laboratory practical's, project work, skills workshops, participative large class meetings (i.e., classes with opportunities for discussion and activity), learning communities, peer mentoring groups, and presentations. The increasing range of technologies available to support learning will be effective if systematically integrated within a blended learning experience or used, perhaps, to free up time within lectures and classes to allow for a more communicative and participative approach for both Teachers and students. The College's chosen learning management system, Claned, will aid this approach through its ability to allow students to socialise online, to pre-read class material, to post-class question and digest material, and to do so in a manner that allows ease of access to Teacher input. This system also provides learning analytics that measures student engagement and learning effectiveness as students engage the programme content.

As a general guide, the College expects that, in line with UGC requirements,

- Teachers will select appropriate methods of teaching and promoting student learning based on the specified MIMPLOs and MIMLOs and link these also with approaches to assessment. Programme and assessment documentation will outline the methods to be used in addressing the intended learning outcomes⁵.
- Teachers will provide timely formative feedback to students regularly and not just limited to formal assessment feedback⁶.
- Programme Board will review the teaching and learning methodologies, student impact and learning effectiveness to identify potential areas for development and, where necessary, development and resource requirements.
- Curriculum development and review will consider the student learning experience and identify how the different blend of teaching methods and technologies serves the overall programme aims and intended learning outcomes.
- The learning management system will be available to support the delivery and assessment of all modules and to all registered students. New and emerging technologies will be explored and suggestions from Teachers will be discussed at Programme Board.
- The selection of and use of premises and facilities is done in ways that maximise the creation of good quality learning spaces.
- The wider learning infrastructure that includes the library and IT facilities will be resourced appropriately to support teaching and learning aims.

ACADEMIC CELL

ACADEMIC CELL is responsible for the monitoring, review and improvement of teaching and learning at the College. Specifically, its aims include to:

- Develop and enhance this teaching and learning policy. It may recommend changes and improvements to exist policies and procedures related to teaching, learning and assessment.
- To improve teaching, learning and assessment in practice within the College. It evaluates staff CPD needs to include blended learning and assessment aspects...
- Monitor and review the curriculum, learning and teaching, student development and achievement, student engagement, assessment, and academic standards. Monitoring and evaluation of the quality of teaching, assessment and learning are achieved by the assessment of internal data from various sources such as annual module reviews, periodic programme reviews, student surveys, and reports on progression rates. Once approved, the Programme Board monitors the implementation of any improvements that are introduced and evaluates the success of any changes in anticipation of further development.
- Seek to enhance the quality of student learning opportunities. The highest quality and most effective teaching and learning experiences and approaches will be captured at Programme Board. Such approaches and experiences will feed into the board's recommendations for teaching and learning enhancement that will subsequently be implemented either on a pilot or a full-time basis. These must include live examples of good-quality student learning experiences and not just those captured from a teacher's perspective.

Student Expectations and Feedback

Students must be encouraged to be independent, autonomous learners as they prepare themselves for progression to degree programmes post programme completion at the College. While College staff will do their best to care for and academically progress students as much as possible, students need to take responsibility for their learning and their behaviour while learning at the College. Students are expected to behave as per the recommendations below to ensure that their learning journey is fruitful for them and respectful of fellow students, staff, and facilities.

- Be familiar with the programme and general information provided and check relevant notice boards, messaging, and e-mails regularly.
 - Seek clarification for anything they do not understand.
 - Participate in learning and social opportunities provided for them by the College.
 - Work to the best of their abilities.
- Be aware of all programme requirements and observe them including withdrawal, deferral, and appeal procedures...see UPOL007 UniHaven Student Recruitment and Admissions Policy.
- Observe College rules and regulations on plagiarism, cheating, collusion, fabrication of data, breach of copyright.
 - Make themselves available for academic feedback when requested.
 - Attend designated lectures, programme assessments, tutorials, seminars, or other timetabled activities associated with the programme in a punctual manner.
 - Submit all written assignments, practicals, or other coursework within the specified time limits.

- Treat all staff, fellow students, and visitors with courtesy and respect regardless of gender, marital status, age, disability, race, religion, sexual orientation, family status, or membership of the Community.
- Respect College property, environment and facilities, its neighbours, accommodation providers and the local community.
- Take every precaution to ensure that they behave in a safe and considerate manner towards all staff and students.
- Adhere to all College regulations in the student handbook concerning drugs, alcohol, and smoking.

If students have any cause for concern, they should

- Provide information on any additional needs they may have in a timely fashion.
- Be proactive in seeking any support they may need.
- Be aware of the College's complaints and disciplinary procedures.
- Use the complaints procedures fairly and appropriately.

Student feedback is vital to College staff understanding how students are navigating their way through the programme materials and assessments, formative and summative. To ensure that student feedback is gathered and valued to help with teaching and learning enhancement, feedback will be collected as follows:

- Student Representation

- o A Student Representative is a student chosen for each stream to facilitate interaction between staff and students regarding programme-related matters and student-support-related matters. Essentially, the student representative is the point of contact for a particular programme or class/module on behalf of peer students.
- o The student representative will receive training to explain the role and responsibilities and will receive support from the Student Support faculty as to how best to fill this important student-voice role. Meetings will be held monthly to gain feedback on classes and the programme, student wellbeing and any issues students may be encountering.

- Student Surveys

- o Separate from the student representative forum, feedback will be sought from students through surveys that will be generated each semester and at the end of the programme as follows:
 - Engagement surveys: to find out more about the student experience at the College and to get an insight into student opinions on the broader study abroad College experience to include the programme, teaching facilities and technologies, student support services, social programme activities, and accommodation.
 - An overall experience survey will be conducted at the end of the programme to enable students to give feedback and recommendations based on College experience throughout the full academic year and to allow for any change in experience from the start of the programme through to its end.

Learning Monitoring

Learning will be monitored to enable improved feedback to be given to students to help with their learning and to help the teachers to know if their style and way of teaching are effective or not in line with UGC requirements. Methods used include

- Teaching survey: to get student feedback on teaching methods, modules and content, assessments, and homework, to include the blended learning aspects.
 - Assessment data: to include formative and summative assessment grades to check students' academic progress throughout the modules and the programme.
 - Retention data: to include deferrals, leaves of absence, withdrawals to monitor if and why students may temporarily or permanently leave the programme.
- Learning analytics: for online pre-work and post-class work distributed through the online learning management system. The system itself collects and reports data analytics around learning effectiveness through this medium and student engagement with each other, with their Teachers and with the content itself.
- Student Attendance: To comply with UGC regulations, students are required to attend a minimum of 85% of all classes. Attendance is recorded for every class and monitored regularly. Poor attendance is a serious issue and will be followed up immediately. If not addressed, it can lead to warnings up to and including dismissal from the programme and/or visa withdrawals.
- Progression data: to include what number/percentage of students who completed the programme successfully and the number/percentage of students who progressed to their selected degree programme as planned when they first enrolled with the College, i.e., access to the degree from the pathway they chose has been successfully achieved.

COMPILED AND COMPILED BY : Dr.P.JAYANAND KUMAR
LECTURER IN ECONOMICS

Anti-Ragging Policy

This policy has been formulated in consonance with UGC Rules 2016, on Anti Ragging in Higher Educational Institutions / Universities, as published in the gazette notification.

General

In view of the directions of the Hon'ble Supreme Court, and in consideration of the rules framed by the Central Government and the UGC in 2009, to prohibit, prevent and eliminate ragging and to provide for the healthy development, physically and psychologically, of all students, Government Degree College Kovvur East Godavari District has set forth the Anti- Ragging Policy as listed in succeeding paragraphs.

The Principal Government Degree College Kovvur East Godavari District shall be responsible for implementation of rules listed here under this policy. However, he may delegate the functional roles and procedures to any other Officer of the Government Degree College Kovvur East Godavari District, so nominated as the Nodal Officer for anti-ragging function in The Government Degree College Kovvur East Godavari District.

Objectives of the Policy

To prohibit, prevent and eliminate any conduct by any student or students which constitutes ragging.
What constitutes Ragging

Ragging constitutes one or more of any of the following acts:

any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;

any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Measures for prohibition of ragging at The Government Degree College Kovvur East Godavari District level

The Government Degree College Kovvur East Godavari District shall comply with following guidelines of the UGC:

The Government Degree College Kovvur East Godavari District or any part of it thereof, including its elements, including, but not limited to, the schools, departments, constituent units, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in The Government Degree College Kovvur East Godavari District, shall not permit or condone any reported incident of ragging in any form; and it shall take all necessary and required measures, including but not limited to the provisions of these Rules, to achieve the objective of eliminating ragging, within The Government Degree College Kovvur East Godavari District or outside;

The Government Degree College Kovvur East Godavari District shall take action in accordance with the Rules of UGC against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

Measures for prevention of ragging at The Government Degree College Kovvur East Godavari District level

The Government Degree College Kovvur East Godavari District shall take the following steps in regard to admission or registration of students:

Public declaration of intent, in its electronic, audio-visual or print or any other media, for admission of students to any course of study and shall expressly provide that ragging is totally prohibited in The Government Degree College Kovvur East Godavari District, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, shall be liable to be punished in accordance with the laid down Rules as well as under the provisions of any penal law for the time being in force.

The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print and contain such a warning as above, including the consequences, as may be applicable.

Students shall be provided with the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in The Government Degree College Kovvur East Godavari District including but not limited to the Principal Government Degree College Kovvur East Godavari District, Deans/Directors, members of the Anti-Ragging Committees and Anti- Ragging Squads, Wardens of Hostels, and other functionaries or authorities as relevant.

The enrollment letters shall contain the format of an undertaking, mandatorily in

English as provided in the UGC Rules or reference to the link for on line anti ragging declaration portal, to be filled up and signed by the applicant and parents (Refer Annexure 2). This undertaking states to the effect that he/she/parents (they) have read and understood the provisions of anti-ragging policy as well as the provisions of any other law for the time being in force, and are aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under The Government Degree College Kovvur East Godavari District

Rules and also affirm to the effect that student has not been expelled and/or debarred by any The Government Degree College Kovvur East Godavari District and further aver that student would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under the Rules or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student. These undertakings shall be signed by all students.

Before the commencement of the academic session, the Principal Government Degree College Kovvur East Godavari District shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, Concerned Directors, representatives of students, parents/guardians (if feasible), faculty, administration including the police (if

considered essential), to discuss the measures to be taken to prevent ragging in The Government Degree College Kovvur East Godavari District and steps to be taken to identify those indulging in or abetting ragging and punish them.

The Government Degree College Kovvur East Godavari District shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of The Government Degree College Kovvur East Godavari District towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these rules and also any other law for the time being in force, and the punishments thereof. It shall also prominently display the same, on Notice Boards in hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.

The Government Degree College Kovvur East Godavari District shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents. The Government Degree College Kovvur East Godavari District shall tighten security in its premises, especially at vulnerable places through intense policing by Anti-Ragging Squads and volunteers, if any, which shall be resorted to at such points at odd hours during the initial duration of the academic session as may be decided by the authorities.

The Government Degree College Kovvur East Godavari District shall utilize the vacation period before the start of the new academic year to launch a campaign against ragging through posters, leaflets and such other means, as may be desirable or required.

The schools/ departments/ centers/ units of The Government Degree College Kovvur East Godavari District shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of Anti ragging.

The Government Degree College Kovvur East Godavari District may tie up or engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by The Government Degree College Kovvur East Godavari District, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.

The Government Degree College Kovvur East Godavari District shall, on the day of registration of students, take the following steps:

Every fresh student admitted to The Government Degree College Kovvur East Godavari District shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required.

The Government Degree College Kovvur East Godavari District, through the leaflet specified in clause (a) shall also explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to The Government Degree College Kovvur East Godavari District in earlier years.

The leaflet specified in clause (a) shall also inform the freshers about their rights as bona fide students of The Government Degree College Kovvur East Godavari District and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered by the senior students, and that any attempt of ragging shall be promptly reported to the Anti- ragging Squad or to the Warden or to the Director – Student Affairs or to the Principal Government Degree College Kovvur East Godavari District, as the case may be.

The leaflet specified in clause (a) shall contain a calendar of events and activities laid down by The Government Degree College Kovvur East Godavari District to facilitate and complement familiarization of freshers with the academic environment of The Government Degree College Kovvur East Godavari District.

The Government Degree College Kovvur East Godavari District shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programs as follows, namely;

Joint sensitization program and counselling of both freshers and senior students by a professional counsellor

Joint orientation program of freshers and seniors to be addressed by the Principal Government Degree College Kovvur East Godavari District and the anti-ragging committee

Organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members;

In the hostel, the warden should address all students and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.

As far as possible, faculty members should dine with the hostel residents in their respective hostels to instill a feeling of confidence among the freshers.

The Government Degree College Kovvur East Godavari District may set up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.

Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

Each batch of freshers, on arrival at The Government Degree College Kovvur East Godavari District, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group for ascertaining the problems or difficulties, if any, faced by the fresher in The Government Degree College Kovvur East Godavari District and shall extend necessary help to the fresher in overcoming the same.

It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.

Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, The Government Degree College Kovvur East Godavari District shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of The Government Degree College Kovvur East Godavari District.

A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by The Government Degree College Kovvur East Godavari District.

It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Principal Government Degree College Kovvur East Godavari District.

Every student at the time of his/her registration shall inform The Government Degree College Kovvur East Godavari District about his/her place of residence, if staying outside the campus, while pursuing the course of study,

The Principal Government Degree College Kovvur East Godavari District or person nominated by him shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in The Government Degree College Kovvur East Godavari District, informing them about these Rules and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their

return to The Government Degree College Kovvur East Godavari District at the beginning of the academic session next.

Committees for prevention of Ragging at The Government Degree College Kovvur East Godavari District level

The Government Degree College Kovvur East Godavari District shall constitute the following bodies:

Anti-Ragging Committee to be nominated and headed by the Principal Government Degree College Kovvur East Godavari District, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender. It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of Anti ragging policy as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in The Government Degree College Kovvur East Godavari District. The details are provided at Annexure 1.

A smaller body to be known as the Anti-Ragging Squad to be nominated by the Principal Government Degree College Kovvur East Godavari District with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.

It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Principal Government Degree College Kovvur East Godavari District or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

The Government Degree College Kovvur East Godavari District shall, at the end of each academic year, in order to promote the objectives of these Rules, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in The Government Degree College Kovvur East Godavari District, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

The Government Degree College Kovvur East Godavari District shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate to achieve the objectives of these Rules; and the Monitoring Cell shall review reports from the Anti-ragging committee and it shall also keep itself abreast of the decisions of the District Level Anti-Ragging Committee headed by the District Magistrate. The Monitoring Cell shall also review the efforts made by The Government Degree College Kovvur East Godavari District to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, to abstain from ragging activities or

willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of The Government Degree College Kovvur East Godavari District for amending the Statutes or Ordinances to facilitate the implementation of anti-ragging measures at the level of The Government Degree College Kovvur East Godavari District.

The Government Degree College Kovvur East Godavari District shall take the following other measures:

Each hostel or a place where groups of students reside, forming part of The Government Degree College Kovvur East Godavari District, shall have a full-time Warden, to be appointed by The Government Degree College Kovvur East Godavari

District as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.

The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by The Government Degree College Kovvur East Godavari District, the number of which shall be publicized among all students residing in the hostel.

The Government Degree College Kovvur East Godavari District shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.

The professional counsellors should counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.

The Government Degree College Kovvur East Godavari District shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.

The faculty of The Government Degree College Kovvur East Godavari District and its non-teaching staff, which includes, but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within The Government Degree College Kovvur East Godavari District, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

The Government Degree College Kovvur East Godavari District shall obtain an undertaking from every employee of The Government Degree College Kovvur East Godavari District including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within The Government Degree College Kovvur East Godavari District, that he/she would report promptly any case of ragging which comes to his/her notice.

The Government Degree College Kovvur East Godavari District shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.

The Government Degree College Kovvur East Godavari District shall give necessary instructions to the employees of the canteens and mess, whether that of The Government Degree College Kovvur East Godavari District or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Principal Government Degree College Kovvur East Godavari District or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.

Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross-check whether The Government Degree College Kovvur East Godavari District is indeed free of ragging or not and for the purpose The Government Degree College Kovvur East Godavari District may design its own methodology of conducting such surveys.

The Government Degree College Kovvur East Godavari District shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving The Government Degree College Kovvur East Godavari District, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behavior or any inclination to harm others, during his course of study in The Government Degree College Kovvur East Godavari District.

Notwithstanding anything contained in these Rules with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of The Government Degree College Kovvur East Godavari District, whether regular or temporary, and employees of service providers providing service within The Government Degree College Kovvur East Godavari District, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

The Principal Government Degree College Kovvur East Godavari District, if asked for by UGC, shall submit fortnightly reports of The Government Degree College Kovvur East Godavari District, including those of the Monitoring Cell on Ragging in case of an affiliating The Government Degree College Kovvur East Godavari District, to the State Level Monitoring Cell.
Action to be taken by the Principal Government Degree College Kovvur East Godavari District

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Principal Government Degree College Kovvur East Godavari District shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;

Extortion;
Criminal trespass;
Offences against property;
Criminal intimidation;
Attempts to commit any or all of the above-mentioned offences against the victim(s);
Threat to commit any or all of the above-mentioned offences against the victim(s);
Physical or psychological humiliation;
All other offences following from the definition of “Ragging”.

Provided that the Principal Government Degree College Kovvur East Godavari District shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee.

Provided further that The Government Degree College Kovvur East Godavari District shall also continue with its own enquiry initiated and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

Responsibilities of the Commission and the Councils (which should be known to the Students)

Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Principal Government Degree College Kovvur East Godavari District, the Warden of the Hostels, and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.

The Principal Government Degree College Kovvur East Godavari District shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline.

In order to enable a student or any person to communicate with the Anti-Ragging Helpline, The Government Degree College Kovvur East Godavari District shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class- rooms, seminar halls, library, and in such other places that The Government Degree College Kovvur East Godavari District may deem it necessary to restrict the use of phones.

Administrative action in the event of ragging

The Government Degree College Kovvur East Godavari District shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein-under:

The Anti-Ragging Committee of The Government Degree College Kovvur East Godavari District shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of



OFFICE OF THE DEAN, ACADEMIC AFFAIRS
ADIKAVI NANNAYA UNIVERSITY
RAJAMAHENDRAVARAM

No.ANUR/DAA/UG Academic Calendar/2025-26

Date: 10-09-2025

PROCEEDINGS OF THE VICE-CHANCELLOR

Sub:- ANUR - DAA - UG Academic Calendar 2025-26- Orders - Issued.
Read:- Note Orders of the Vice-Chancellor dated 08-07-2025
-oo0oo-

ORDERS

The Vice-Chancellor has approved the *Academic Calendar 2025-26*
for UG courses

Details	UG 3 rd Year	
FIFTH SEMESTER		
Commencement of class work	30-06-2025	
1 st Spell Instructions	30-06-2025	27-09-2025
1 st Mid Term Examinations	04-08-2025	06-08-2025
2 nd Spell Instructions	07-08-2025	30-10-2025
2 nd Mid Term Examination	08-10-2025	10-10-2025
Last Day of Instruction	23-10-2025	
Semester End Examinations	24-10-2025	15-11-2025
SIXTH SEMESTER		
Semester Internship	17-11-2025	
Last Day of Instruction	16-03-2026	
Semester End Examinations	17-03-2026	08-04-2026

The Committee recommended above Academic Calendar for the academic year 2025-26
***Dasara vacation 29-09-2025 to 02-10-2025 and Pongal vacation 10-01-2026 to 18-01-2026.**

(BY ORDER)

Ammyy
For DEAN
(Academic Affairs)

To
All the Principals'/ Sos' of University colleges/affiliated colleges
Dean, Examination, Director, Admissions, Controller of Examinations
Dean, CDC
Copies to
The AR Exams
The PS to VC, PA to R
The Webmaster for uploading University website,
OFF



OFFICE OF THE DEAN, ACADEMIC AFFAIRS
ADIKAVI NANNAYA UNIVERSITY
RAJAMAHENDRAVARAM

No.ANUR/DAA/UG Academic Calendar/2025-26

Date: 10-09-2025

PROCEEDINGS OF THE VICE-CHANCELLOR

Sub:- ANUR - DAA - UG Academic Calendar 2025-26- Orders - Issued.

Read:- Note Orders of the Vice-Chancellor dated 08-07-2025

-oo0oo-

ORDERS

The Vice-Chancellor has approved the *Academic Calendar 2025-26*
for UG courses

Details	UG 2 nd Year	
THIRD SEMESTER		
Commencement of class work	30-06-2025	
1 st Spell Instructions	30-06-2025	27-09-2025
1 st Mid Term Examinations	04-08-2025	06-08-2025
2 nd Spell Instructions	07-08-2025	30-10-2025
2 nd Mid Term Examination	08-10-2025	10-10-2025
Last Day of Instruction	23-10-2025	
Semester End Examinations	24-10-2025	15-11-2025
FOURTH SEMESTER		
Commencement of class work	17-11-2025	
1 st Spell Instructions	17-11-2025	09-01-2026
1 st Mid Term Examinations	19-01-2026	21-01-2026
2 nd Spell Instructions	22-01-2026	21-03-2026
2 nd Mid Term Examinations	05-03-2026	07-03-2026
Last Day of Instruction	16-03-2026	
Semester End Examinations	17-03-2026	08-04-2026
Short Term Internship & Summer vacation	09-04-2026	08-06-2026

The Committee recommended above Academic Calendar for the academic year 2025-26
*Dasara vacation 29-09-2025 to 02-10-2025 and Pongal vacation 10-01-2026 to
18-01-2026.

(BY ORDER)

Amrutha
For DEAN
(Academic Affairs)

To
All the Principals' / Sos' of University colleges/affiliated colleges
Dean, Examination, Director, Admissions, Controller of Examinations
Dean, CDC
Copies to
The AR Exams
The PS to VC, PA to R
The Webmaster for uploading University website,
OFF



OFFICE OF THE DEAN, ACADEMIC AFFAIRS
ADIKAVI NANNAYA UNIVERSITY
RAJAMAHENDRAVARAM

No.ANUR/DAA/UG Academic Calendar/2025-26-1

Date: 03-11-2025

PROCEEDINGS OF THE VICE-CHANCELLOR

Sub:- ANUR - DAA - UG Academic Calendar 2025-26- Orders - Issued.

Read:- Note Orders of the Vice-Chancellor dated 01-11-2025

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ORDERS:

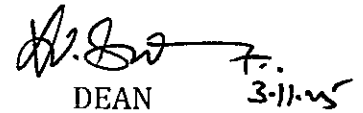
The Vice-Chancellor has approved the *Academic Calendar 2025-26 for UG (1st Year)*

Details	UG (1 st Year)	
FIRST SEMESTER		
Commencement of class work	18-09-2025	
1 st Spell Instructions	18-09-2025	25-11-2025
1 st Mid Term Examinations	22-11-2025	25-11-2025
2 nd Spell Instructions	26-11-2025	24-01-2026
2 nd Mid Term Examination	22-01-2026	24-01-2026
Last Day of Instruction	28-01-2026	
Semester End Practical Examinations	29-01-2026	02.02.2026
Semester End Theory Examinations	04.02.2026	14.02.2026
SECOND SEMESTER		
Commencement of class work/Semester Internship	16-02-2026	
1 st Spell Instructions	16-02-2026	15-04-2026
1 st Mid Term Examinations	16-04-2026	18-04-2026
2 nd Spell Instructions	20-04-2026	11-07-2026
2 nd Mid Term Examinations	22-06-2026	24-06-2026
Last Day of Instruction	11-07-2026	
Semester End Practical Examinations	13-07-2026	16-07-2026
Semester End Theory Examinations	17.07.2026	31.07.2026

NOTE:

- * CSP shall be pursued during summer vacation, i.e., from 01.05.2026-31.05.2026.
 - * Colleges can also take up classwork during Second Saturdays to meet instruction delivery timelines, if required.
 - * Colleges can embark upon Hybrid mode of teaching-learning, if required.
- Dussehra Holidays from 26.09.2025 to 05.10.2025
Christmas Holidays 24-12-2025 & 25-12-2025.
Pongal Holidays 10-01-2026 to 18-01-2026.
Summer vacation 01-05-2026 to 31-05-2026.

(BY ORDER)


DEAN

(Academic Affairs)

To
All the Principals'/ Sps' of University colleges/affiliated colleges
Dean, Examination, Director, Admissions, Controller of Examinations
Dean, CDC
Copies to
The PS to VC, PA to R
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GOVERNMENT DEGREE COLLEGE KOVVUR E. G. DIST
TEACHING STAFF

S.No	Name of the Employee	Designation
1	Sri.V.Srinivasa Rao	Lec.in Physics
2	Sri.K.Naga Surya Narayana	Lec in Commerce
3	Smt M.Pushpanjali	Lec in History
4	Sri.G.Appala Narasimham	Lec in Commerce
5	Smt I Lakshmi Gayatri	Lec in Mathematics
6	Dr Md.Sadik Ahmad	Lec in Chemistry
7	Dr.M.Bhupathi Rayalu	Lec.in Botany
8	Sri.J.Rajeswara Rao	Lec.in Telugu
9	Dr.P.Jayanand Kumar	Lec.in Economics
10	Sri.K.Janardhana Rao	Lec.in Mathematics
11	Sri P.Arun Kumar	Lec in Computer Science
12	Smt G.SatyaSuneetha	Lec in Computer Application
13	Dr K.Jyothi	Lec in Commerce
14	Sri.Sk.Madar Saheb	Lec.in English
15	Dr.V.Kanchana Mala	Lec.in Hindi
16	Sri V. Tirupathi Rao	Librarian
17	Smt.J.RatnaVinola	Lec.in English
18	Sri.D.Satish	Con.Lec in Zoology
19	Smt G.Lakshmi kumara	Con. Lec in Political Science
20	Dr B.Sowjanya	Contract Fac.in History
21	Sri B.Bujji Babu	Contract Fac.in Botany
22	Kum S.Kavya	Guest Fac.in Botany
23	Sri Ch.Siva Kumar	Guest Physical Director

**GOVERNMENT DEGREE COLLEGE KOVVUR E. G. DIST
NON TEACHING STAFF**

S.No	Name of the Employee	Designation
1.	GODI VIJAY KUMAR.	Junior Assistant
2.	MADDIPATI RAJ EMMANUEL NISCHHEL	Store Keeper
3.	K.SRINIVASA RAO	Store Keeper
4.	BHUVANESWARI VEERLA	Lab Assistant
5.	KHANDAVALLI ELIZA KALYAN	Lab Assistant
6.	G.V.V.S.R.V.PRADEEP YADAV	Lab Assistant
7.	BATTINA SIVA KUMAR	Lab Assistant
8.	CHIRRA DEEPTHI	Record Assistant
9.	ISSAPURI PAVAN SAI	Office Subordinate
10.	BOBBARA KISHORE	Office Subordinate
11.	KANDAVALLI SURI BABU	Watchman
12	K PRIYA BHANDHAVI	Sweeper
13	BANOTHU KUMARI	Scavenger

GOVERNMENT DEGREE COLLEGE KOVVUR EAST GODAVARI DT.

Date :10/07/2025

GOVERNANCE

The following committees are constituted with a view of decentralization of administration and for effecting smooth functioning of academic and administrative activities for the academic year 2025-26. The Conveners / Coordinators / Vice - Presidents and Members of these committees are requested to work in complete coordination to sustain and enhance the quality of educational activities of the Institution. The convener and the members are requested to plan the activities for the entire year and put up for detailed discussion during the first meeting to be held in the presence of the Principal. Reports / minutes of the activities have to be submitted to the principal periodically, from time to time.

Academic Year 2025-26			
SL.No	NAME OF THE FACULTY	DESIGNATION	
1. IQAC / AISHE / NIRF / UGC			
1	Dr Md.Sadik Ahmed	Lecturer in Chemistry	Coordinator
2	Sri K.N.Suryanarayana	Vice Principal	Member
3	Dr M.Bhupathi Rayalu	Lecturer in Botany	Member
4	Smt M Pushpanjali	Lecturer in History	Member
5	Dr P.Jayanand Kumar	Lecturer in Economics	Member
6	Sri G.A .Narasimham	Lecturer in Commerce	Member
7	Sri K. Janaradhana Rao	Lecturer in Mathematics	Member
8	Dr V Kanchana Mala	Lecturer in Hindi	Member
2. Academic Cell / TLP			
1	Dr M.Bhupathi Rayalu	Lecturer in Botany	Coordinator
2	Sri K.N.Suryanarayana	Vice Principal	Member
3	Smt M.Pushpanjali	Lecturer in History	Member
4	Dr .P .Jayanand Kumar	Lecturer in Economics	Member
5	Sri P.Arun Kumar	Lecturer in Computer Science	Member
6	Smt G.Satya Suneetha	Lecturer in Computer Application	Member
7	Sri K Janardhana Rao	Lecturer in Mathematics	Member
8	Dr V. Kanchana Mala	Lecturer in Hindi	Member

3 . RESEARCH, INNOVATION & EXTENSION COMMITTEE

1	Dr M.Bhupathi Rayalu	Lecturer in Botany	Coordinator
2	Dr .P. Jayanand Kumar	Lecturer in Economics	Member
3	Dr Md Sadik Ahmed	Lecturer in Chemistry	Member
4	Dr V Kanchana Mala	Lecturer in Hindi	Member
5	Dr B.Sowjanya	Lecturer in History	Member

4. EXAMINATION / CIA

1	Sri K Janardhana Rao	Lecturer in Mathematics	Coordinator
2	Smt I Laxmi Gayatri	Lecturer in Mathematics	Member
3	Smt K Jyothi	Lecturer in Commerce	Member
4	Sri Sk Madar Saheb	Lecturer in English	Member
5	Sri D Satish	Lecturer in Zoology	Member
6	Smt G Lakshmi Kumari	Lecturer in Political Science	Member

5. ATTENDANCE CONSOLIDATION CELL

1	Sri V. Tirupathi Rao	Lec in Library Science	Co Ordinator
2	Sri J.Rajeswara Rao	Lecturer in Telugu	Member
3	Smt J Ratna Vinola	Lecturer in English	Member
4	Dr B.Sowjanya	Lecturer in History	Member
5	Sri D Satish	Lecturer in Zoology	Member
6	Smt G Lakshmi Kumari	Lecturer in Political Science	Member

6. WEBSITE / I-MAP / APSCHE / LMS / INTERNSHIP

1	Sri P.Arun Kumar	Lecturer in Computer Science	Co Ordinator
2	Smt G.Satya Suneetha	Lecturer in Computer Application	Member
3	Sri G.A Narsimham	Lecturer in Commerce	Member
4	Sri K. Janaradhana Rao	Lecturer in Mathematics	Member
5	Sri Ch Siva Kumar	P.D	Member
6	K Srinivas	Office	Member

7. F-MAP / FRS / SCHOLARSHIPS

1	Sri K Janardhana Rao	Lecturer in Mathematics	Coordinator
2	Smt J Ratna Vinola	Lecturer in English	Member

3	Sri D Satish	Lecturer in Zoology	Member
4	Sri B Bujji Babu	Lecturer in Botany	Member
5	Dr B.Sowjanya	Lecturer in History	Member
6	G. Vijay Kumar	Jr . Assistant	Member

8. STUDENT WELFARE COMMITTEE

1	Sri V Srinivasa Rao	Lecturer in Physics	Co Ordinator
2	Sri K.N.Suryanarayana	Vice Principal	Member
3	Dr . P . Jayanand Kumar	Lecturer in Economics	Member
4	Dr M.Bhupathi Rayalu	Lecturer in Botany	Member
5	Sri V. Tirupathi Rao	Lecturer in Library Science	Member
6	Sri Ch Siva Kumar	P.D	Member

9. ADMISSION COMMITTEE

1	Dr . P . Jayanand Kumar	Lecturer in Economics	Co Ordinator
2	Sri K.N.Suryanarayana	Vice Principal	Member
3	Sri V Srinivasa Rao	Lecturer in Physics	Member
4	Dr Md Sadik Ahmed	Lecturer in Chemistry	Member
5	Sri K Janardhana Rao	Lecturer in Mathematics	Member
6	Sri P.Arun Kumar	Lecturer in Computer Science	Member
7	Smt I Laxmi Gayatri	Lecturer in Mathematics	Member
8	Smt K Jyothi	Lecturer in Commerce	Member
9	Sri B Bujji Babu	Lecturer in Botany	Member
10	Dr B.Sowjanya	Lecturer in History	Member
11	Sri V. Tirupathi Rao	Lecturer in Library Science	Member
12	S Kavya	Lecturer in Botany (Guest Faculty)	Member
13	Sri Ch Siva Kumar	P.D	Member
14	Office Staff		Member

10 . INTERNAL COMMITTEE UNDER SECTION4 (1) OF SEXUAL HARASSMENT OF WOMEN AT WORK PLACE

1	Prof . J Suneetha PRINCIPAL	Chair Person	7013018683
2	Smt J Ratna Vinola	Coordinator	9676987233

3	Smt M Pushpanjali	Member	9573678586
4	Dr V Kanchana Mala	Member	7981420877
5	Smt I Laxmi Gayatri	Member	998590127
6	Smt G.Satya Suneetha	Member	9491215695
7	N.Ravi Babu Legal Advisor	Member	9908259687
8	P Jaya Raju NGO	Member	8143423865
9	K Laxmi Bhavani Illrd B.Sc	Student	
10	K. Veera Pavani IInd B.A	Student	

11 . EAGLE CLUB COMMITTEE

1	Sri SK Madar Saheb Lecturer in English	Coordinator	9704036776
2	Smt K Jyothi Lecturer in Commerce	Member	9676987233
3	Sri D Satish Lecturer in Zoology	Member	9441462607
4	M Navya Sri	Student Member	8142271755
5	Bathula Lakshman	Student Member	9347812627

12. NATIONAL SERVICE SCHEME , RED RIBBON CLUB & S.A.S.A

1	Sri Sk.Madar Saheb	Lecturer in English	Coordinator
2	Smt K.Jyothi	Lecturer in Commerce	Member
3	Sri V.Thirupathi Rao	Lecturer in Library Science	Member
4	Sri J.Rajeswara Rao	Lecturer in Telugu	Member
5	S Kavya	Lecturer in Botany (Guest Faculty)	Member
6	Sri Ch Siva Kumar	P.D	Member

13 .WOMEN EMPOWERMENT CELL

1	Smt M Pushpanjali	Lecturer in History	Co ordinator
2	Smt J Ratna Vinola	Lecturer in English	Member
3	Smt I Laxmi Gayatri	Lecturer in Mathematics	Member
4	Smt G.Satya Suneetha	Lecturer in Computer Application	Member
5	Smt K Jyothi	Lecturer in Commerce	Member
6	Dr B.Sowjanya	Lecturer in History	Member

7	Smt G Lakshmi Kumari	Lecture in Political Science	Member
8	S Kavya	Lecturer in Botany (Guest Faculty)	Member
9	V Bhuvaneswari	Office Staff	Member
10	Ch Deepthi	Office Staff	Member
11	B Kumari	Office Staff	Member
12	K Priya Bandhavi	Office Staff	Member

14 . TIME TABLE & WORK ADJUSTMENT COMMITTEE

1	Smt G.Satya Suneetha	Lecturer in Computer Application	Coordinator
2	Sri P.Arun Kumar	Lecturer in Computer Science	Member
3	Sri K Janardhana Rao	Lecturer in Mathematics	Member
4	Sri G.A. Narasimham	Lecturer in Commerce	Member
5	Dr B.Sowjanya	Lecturer in History	Member

15. ANTI RAGGING / DISCIPLINE COMMITTEE

1	Sri V Srinivasa Rao	Lecturer in Physics	Co Ordinator
2	Sri K.N.Suryanarayana	Vice Principal	Member
3	Smt M Pushpanjali	Lecturer in History	Member
4	Dr M.Bhupathi Rayalu	Lecturer in Botany	Member
5	Sri J.Rajeswara Rao	Lecturer in Telugu	Member
6	Smt J Ratna Vinola	Lecturer in English	Member
7	Smt G.Satya Suneetha	Lecturer in Computer Application	Member
8	Dr B. Sowjanya	Lecturer in History	Member

16. RIGHT TO INFORMATION ACT COMMITTEE

1	Public Information Officer (PIO)	Sri.K.N.Suryanarayana	Vice Principal
2	Assistant Public Information Officer	Sri.G.Vijay Kumar	Junior Assistant
3	First Appellate Authority	Prof.J.Suneetha	Principal
4	Appellate Authority	Dr P.V .Krishnaji	Regional Joint Director of Collegiate Education

17. ENERGY CONSERVATION CELL

1	Dr .J .Suneetha	Principal	Chair Person
2	Sri V Srinivasa Rao	Lecturer in Physics	Co Ordinator
3	Dr M.Bhupathi Rayalu	Lecturer in Botany	Member
4	Dr Md Sadik Ahmed	Lecturer in Chemistry	Member
5	M Navya Sri	IIInd B.SC Botany	Student Member
6	A Swarna Latha	Ist B.SC Botany	Student Member

18. PUBLIC RELATIONS AND SOCIAL MEDIA

1	Dr Md Sadik Ahmed	Lecturer in Chemistry	Co Ordinator
2	Sri Sk.Madar Saheb	Lecturer in English	Member
3	Sri D.Satish	Lecturer in Zoology	Member
4	Sri V.Thirupathi Rao	Lecturer in Library Science	Member
5	G Vijay Kumar	Office	Member

19. ALUMNI LIAISON

1	Smt K.Jyothi	Lecturer in Commerce	Co ordinator
2	Sri J.Rajeswara Rao	Lecturer in Telugu	Member
3	Smt J Ratna Vinola	Lecturer in English	Member
4	Smt I Laxmi Gayatri	Lecturer in Mathematics	Member
5	Sri V.Thirupathi Rao	Lecturer in Library Science	Member
6	Dr B. Sowjanya	Lecturer in History	Member
7	Y.Vennela	II B.Com Comp	Student Member
8	K . Veera Pavani	II BA	Student Member

20. GRIEVANCE AND REDRESSAL CELL

1	Smt I Laxmi Gayatri	Lecturer in Mathematics	Coordinator
2	Smt M Pushpanjali	Lecturer in History	Member
3	Sri V Srinivasa Rao	Lecturer in Physics	Member
4	Sri.K.N.Suryanarayana	Vice Principal	Member
5	Smt G.Satya Suneetha	Lecturer in Computer Application	Member
6	Smt G.LakshmiKumari	Lecturer in Political Science	Member

21. CAREER GUIDANCE AND JAWAHARLAL KNOWLEDGE CENTER

1	Smt G.Satya Suneetha	Lecturer in Computer Application	Coordinator
2	Smt I Laxmi Gayatri	Lecturer in Mathematics	Member
3	Smt J Ratna Vinola	Lecturer in English	Member
4	Sri Sk.Madar Saheb	Lecturer in English	Member
5	Smt M Pushpanjali	Lecturer in History	Member
6	Dr B. Sowjanya	Lecturer in History	Member
7	Smt G.LakshmiKumari	Lecturer in Political Science	Member

22. Swarnandra @47

1.	Sri G.A. Narasimham	Lecturer in Commerce	Coordinator
2.	Smt M.Pushpanjali	Lecturer in History	Member
3.	Sri J.Rajeswara Rao	Lecturer in Telugu	Member
4.	Sri P.Arun Kumar	Lecturer in Computer Applications	Member
5.	SmtG.Satya Suneetha	Lecturer in Computer Science	Member
6.	Sri Sk.Madar Saheb	Lecturer in English	Member
7.	Smt K.Jyothi	Lecturer in Commerce	Member
8.	Dr V.Kanchana mala	Lecturer in Hindi	Member
9.	Sri D.Satish	Lecturer in Zoology	Member
10.	SmtG.LakshmiKumari	Lecturer in Political Science	Member
11.	Dr B.Sowjanya	Lecturer in History	Member

23. INFRASTRUCTURE AND LEARNING RESOURCES COMMITTEE

1	Sri V.Thirupathi Rao	Lecturer in Library Science	Coordinator
2	Sri D.Satish	Lecturer in Zoology	Member
3	Dr B.Sowjanya	Lecturer in history	Member
4	SmtG.LakshmiKumari	Lecturer in Political Science	Member
5	Sri Ch Siva Kumar	P.D	Member

24. ANTI DRUG AND HUMAN TRAFFICKING COMMITTEE

1	Dr J.Suneetha	Principal	CHAIRPERSON
2	Sri Sk.Madar Saheb	Lecturer in English	COORDINATOR
3	SriK.N.Suryanarayana	Vice Principal	MEMBER
4	Smt M.Pushpanjali	Lecturer in History	MEMBER

5	Dr Md.Sadik Ahmed	Lecturer in Chemistry	MEMBER
6	Dr M.BhupathiRayalu	Lecturer in Botany	MEMBER
7	Dr P.Jayanand Kumar	Lecturer in Economics	MEMBER
8	Smt G.Satya Suneetha	Lecturer in Computer Applications	MEMBER
9	SmtJ.Ratna Vinola	Lecturer in English	MEMBER
10	Dr K.Jyothi	Lecturer in Commerce	MEMBER

25. SPECIAL FEE COMMITTEE 2025-26.

SL.NO	NAME OF THE COMMITTEE	NAME OF THE CONVENOR	NAMES OF THE MEMBERS
1	AUDIO VISUAL COMMITTEE	V.SRINIVASA RAO LECTURER IN PHYSICS	A) Sri K Janardhana Rao LECTURER IN MATHEMATICS
			B) Sri J.RAJESWARA RAO LECTURER IN TELUGU
2	FINE ARTS COMMITTEE	M.PUSHPANJALI LECTURER IN HISTORY	A)Smt I.LAKSHMI GAYATRI LECTUERER IN MATHS
			B)Smt J.RATNA VINOLA LECTURER IN ENGLISH
3	SOCIAL SERVICE LEAGUE	Smt I.Lakshmi Gayatri LECTURER IN MATHEMATICS	A) Smt G.LAKSHMI KUMARI LECTURER IN POLITICAL SCIENCE
			B) Sri D.Satish LECTURER IN Zoology
			C)Dr B.Sowjanya LECTURER IN HISTORY
4	HANDBOOK	Dr P.JAYANAND KUMAR LECTURER IN ECONOMICS	A)Sri K.N.SURYA NARAYANA VICE PRINCIPAL
			B)Sri V.TIRUPATHI RAO LIBRARIAN
5	MAGAZINE	Smt K JYOTHI LECTURER IN COMMERCE	A) Smt I.LAKSHMI GAYATRI LECTURER IN MATHS
			B) Smt G.SATYA SUNEETHA LECTURER IN COMPUTERS

6	STUDENT UNION	ALL HOD'S	
7	LIBRARY	Sri V.TIRUPATHI RAO LIBRARIAN	A)Sri K.N.SURYANARAYANA VICE PRINCIPAL
			B)Dr P.JAYANAND KUMAR LECTURER IN ECONOMICS
8	STATIONERY	Smt J.Ratna Vinola Lecturer in English	A)G.VIJAY KUMAR
			JUNIOR ASSISTANT
			B)K.SRINIVASA RAO
			STORE KEEPER
9	RED CROSS	Sri SK.MADAR SAHEB LECTURER IN ENGLISH	A) Sri J.RAJESWARA RAO LECTURER IN TELUGU
			B)Sri K.JANARDHANA RAO LECTURER IN MATHS
10	LABORATORY FEE COMMITTEE	Dr M.BHUPATHI RAYALU LECTURER IN BOTANY	A)Sri V.SRINIVASA RAO LECTURER IN PHYSICS
			B)Dr MD.SADIK AHMED LECTURER IN CHEMISTRY
			C) Sri D.SATISH LECTURER IN ZOOLOGY
11	GAMES AND SPORTS	Dr P.JAYANAND KUMAR LECTURER IN ECONOMICS	A)Sri K.N.SURYA NARAYANA VICE PRINCIPAL
			B)Sri V.TIRUPATHI RAO LIBRARIAN
			C)Sri CH.SIVA KUMAR P.D
12	FIELD WORKS	DR M BHUPATHI RAYALU LECTURER IN BOTANY	A) SMT M PUSHPANJALI LECTURER IN HISTORY
			B)Sri K.N.SURYA NARAYANA VICE PRINCIPAL
13	LIFE AND HEALTH INSURANCE	Sri K.JANARDHANA RAO LECTURER IN MATHS	A) SMT M.PUSHPANJALI LECTURER IN HISTORY
			B) Sri SK.MADAR SAHEB LECTURER IN ENGLISH
14	SKILL DEVELOPMENT COMMITTEE	SRI P.ARUN KUMAR LECTURER IN Computer Science	A) Sri G.A.NARASIMHAM

			LECTURER IN COMMERCE
			B)Dr B SOWJANYA LECTURER IN HISTORY
15	RESTRUCURED FEE COMMITTEE	Sri K.N.SURYA NARAYANA VICE PRINCIPAL	A)DR P.JAYANAND KUMAR LECTURER IN ECONOMICS
			B) Sri D.SATISH LECTURER IN ZOOLOGY

26. STUDENT SUPPORT AND PROGRESSION (PROCTORIAL)

1	I B.A Hon. HISTORY	Dr B.Sowjanya	Lecturer in history
2	I B.COM Hon. CA	Smt K.Jyothi	Lecturer in Commerce
3	I B.COM Hon. GENERAL	Smt K.Jyothi	Lecturer in Commerce
4	I B.SC Hon. BOTANY	Sri B Bujji Babu	Lecturer in Botany
5	I B.SC Hon. CHEMISTRY	Sri K Janardhana Rao	Lecturer in Mathematics
6	I B.SC Hon. MATHEMATICS	Smt I.LAKSHMI GAYATRI	LECTURER IN MATHS
7	I B.SC Hon. COMPUTER SCIENCE	SRI P. ARUN KUMAR	LECTURER IN Computer Science
8	II B.A Hon. HISTORY	Dr B.Sowjanya	Lecturer in history
9	II B.SC Hon. BOTANY	Sri D.SATISH	LECTURER IN ZOOLO GY
10	II B.COM Hon. CA	Sri G.A .Narasimham	Lecturer in Commerce
11	II B.SC Hon. CHEMISTRY	Dr Md Sadik Ahmed	Lecturer in Chemistry
12	III B.A Hon. HISTORY	Smt M Pushpanjali	Lecturer in History
13	III B.SC Hon. BOTANY	Sri Sk.Madar Saheb	Lecturer in English
14	III B.COM Hon. CA	Smt G.Satya Suneetha	Lecturer in Computer Applications
15	III B.COM Hon. GENERAL	Sri J.Rajeswara Rao	Lecturer in Telugu