

**Commissionerate of Collegiate Education
Govt. of A.P, Mangalagiri**

Present: Dr. Pola Bhaskar, IAS

Sub:- Communication of Zonal Review Meetings-Reg.

Ref:- Zonal Reviews conducted during 7th, 8th and 9th Sept. ,2022.

The following Minutes of Zonal Review Meetings are being communicated for reference and necessary action. The Principals are requested to go through the minutes and complete necessary action from their ends.

Minutes of the Zonal Review Meetings

Zonal Review Meeting	Date	Venue	Districts covered (old)
I	7.9.22	Conference Hall, O/o Commissionerate of Collegiate Education, Mangalagiri	Nellore, Prakasam, Guntur, Krishna and West Godavari
II	8.9.22	Sri Padmavathi MahilaVisvavidhlayam, Tirupati	Kadapa, Chittoor, Ananthapur, and Kurnool
III	9.9.22	Dr VSK GDC (A) Visakhapatnam	Srikakulam, Vizianagaram, Visakhapatnam and East Godavari

Members Present:

1. Commissioner, Collegiate Education
2. Regional Joint Directors
3. Principals of Govt. Degree Colleges
4. IQAC Coordinators of Govt. Degree Colleges
5. Industry Connect Coordinators of Govt. Degree Colleges

Agenda:

1. Admissions for the current Academic Year 2022-23
2. Internships
3. Progress of NAAC Accreditation
4. Review on TLP, GRM and FCM Monitors APPs
5. Implementation of CIA
6. LMS
7. Maintenance of College Websites
8. FDP on Employability Skill Courses and Internships
9. Text Books distribution for students in respect of Employability Skill Courses
10. Inclusive Centre
11. Any other

Minutes of the Meetings:

- The Commissioner in his opening remarks explained the steps taken to mobilize Subject Experts from GDCs for Content Generation of Skill Development and Life Skill Courses. He appreciated all the Content Generators for putting their best efforts in developing the content and bringing out the Text Books for 17 Subjects within the time lines. He also acknowledged the principals for their support in deputing the subject experts from GDCs.
- I. **Implementation of Internship:** Internship Training for Master Trainers to be conducted from third week of September 2022.
 - I. Principals are instructed to map students for all identified internships in CCE portal. Internship Data to be filled and sent to Government and APSCHE.

- II. Hon'ble C.M will launch Internship Portal on 14thSeptember, 2022 and all the principals are advised to ensure 100% completion of registration process of the students for internships on APSCHE portal.
- III. To utilize both Global and Local opportunities available for the students. Virtual internships are to be allotted for IT related programmes. Encourage paid internships. Plan to grab the best opportunities for the students.
- IV. Allocation of students to industries for internships should be done properly so that the lecturer in-charge can visit the industries frequently to monitor the students who are doing internships.
- V. Depending on the Examination Schedule internships are to be planned for 8 weeks internship and six months internship may be planned in the same industry
- VI. CCE will take initiative to establish collaboration with the National Stock Exchange to support B.com faculty and students. Dr.G. Srinivasa Rao, Lecturer in Commerce, Dr.VSK Govt. College (A) is nominated as Coordination Officer to Coordinate with NSE for implementation of FDPs and Internships.
- II. **Nodal Resource Centres (NRC):**The CCE has identified 16 Nodal Resource Centers in 4 Zones:
1. GDC (M) Srikakulam (11), Srikakulam Dt.
 2. SV Govt. Degree College, Parvatipuram, (12) Vizianagaram Dt.
 3. GDC Dr VSK GDC, Visakhapatnam (10), Visakhapatnam Dt.
 4. GDC Paderu (7), Alluriseetarama Raju Dt.
 5. GDC PR (A) Kakinada (10) Kakinada Dt.
 6. GDC (A) Rajamahendravaram (11), East Godavari Dt.
 7. GDC Tanuku(11), West GodavariDt.

8. GDC SRR & CVR (A) Vijayawada(11) NTR Dt.
9. GDC (W) Guntur (11) Guntur Dt.
10. GDC DK(W) (A), Nellore (10), SPS Nellore Dt.
11. GDC(M) Srikalahasti (9), Tirupati Dt.
12. GDC PVKN (A) Chittoor (8), Chittoor Dt.
13. GDC (BT) Madanapalli (9), Annamayya Dt.
14. GDC (M) Kadapa (10), YSR Dt.
15. GDC Nandyal (12), Nandyal Dt.
16. GDC (M) Ananthapuramu (13), Ananthapuramu Dt.

NRCs to pool and share resources among mapping colleges and support for conduct of

1. FDPs,
 2. Internships i.e. Industry connect and monitoring
 3. Career Guidance
 4. Placements
 5. Supporting student and faculty in preparation of LMS videos and conduct of research activities
- Infrastructure facilities like Conference Hall, LMS video recording Room are to be established to support staff for students. A Lecturer should be kept in charge for the center to monitor the activities. Principals of the above 4 centers are advised to send estimation proposals to the CCE for the establishment of the infrastructure facilities.
 - In case of internal resources are available the expenditure can be met by the college seeking permission from the CCE. If the resources are not available estimation proposals may be sent to the CCE for grant of funds.

III. Admissions:

- Need to take proper strategies to enhance admissions at ground level.
- Every Principal and all the faculty members have to work hard by connecting with Junior Colleges of the surrounding areas, Community, villages etc.,
- To establish a good bonding with the colleges in the radius of 20-50 Kms.
- Need to compete with private colleges in admissions aspect. Need to highlight Higher Education Prospects with Junior College Principals and Faculty members.
- To have good communication with community people and have to achieve sustainable developmental goals.
- To increase GER (Gross Enrollment Ratio):
- Connectivity with Junior Colleges and Communities where students are living.
- Need to integrate Mandals and Urban areas.
- To have contacts with NGOs and enlighten them with the Higher Education Reforms.
- Communication plans must be formulated at each college level. only a few colleges are working on this aspect. All colleges need to work hard on this aspect.
- All the GDCs must run with Quality for that we need to highlight our reforms and novelty.
- To build college image through oral campaign.
- Need to bridge the gaps of intake and admissions (enrolment ratio)

- To reduce the dropout ratio in the First Year Principals need to prepare an action plan.
- Year 2022-23 is the bench mark for CCE that student count is very important.
- Principals have a big role to play. Every principal must act dynamically and work with determination.

IV. **Student Induction Programme (SIP)** to be conducted for 21 days for newly joined first year students to strengthen student teacher relationship which is lacking in the colleges at present.

- Ultimate results and outputs are expected from every Institution. Need to reduce failures and dropouts and bridge the gap at each internal level by detecting the problems at initial level.
- Principals should address issues and they are required to monitor proper functioning of the academic practice as a whole.
- Three years UG foundation for a student is more important to achieve his/her goal in the career. Every lecturer has to guide the students in that direction
- A mechanism i.e. Guidelines to be developed and revised every year. From the A.Y 2022-23 onwards strategies and action plan for enhancement of admissions to be followed throughout the year
- Meeting to be conducted with select Principals to discuss on enhancement of admissions and retention of students and include this topic in future FDPs.
- A detailed SOP to be given on enhancement of admissions and to reduce Dropout rate.

V. **Spl. Fee:** Proceedings issued with regard to special fee to be collected through online from students will be in force from next week.

VI. **CPDC:**CCE directed the colleges to collect CPDC fee in all colleges in 3 categories :

1. 500/-

2. 750/-

3. 1000/-

All the principals are advised to collect CPDC fee accordingly and send the resolutions to the CCE.

- Principals are advised to use CPDS funds for college maintenance such as toilets cleaning, electrification, drinking water, cleaning & Greaning.

VII. **NAAC :**NAAC accreditation is mandatory for all GDCs. October 31st is the deadline for submission of IIQAC by all GDCs due for NAAC accreditation.

VIII. **UGC 2(f) & 12B recognition:** It is identified that GDC Mylavaram, GDC Bantumilli, GDC Eluru, GDCKovvur, GDC Kamavarapukota, GDC Buttaigudem and GDC Bapatlaare pending for UGC12B recognition. And GDC Kanchikacherla, GDC Kovvur, and GDC Yerragondapalem are pending for UGC2f recognition. Letters to Universities on Affiliation and Letters to UGC on 2(f) & 12B. to pursue the matter immediately.

IX. **Grievance App.:** Principals are directed to issue a Circular to the Staff and Students about Grievance App and create awareness about the same

X. **FEE Collection App:** CCE is planning to launch Fee Collection App in the next week to collect all kinds of fee from the students in all GDCs.

- XI. **Continuous Internal Assessment:** It is mandatory to maintain CIA register by each and every lecturer to post the Internal and External marks of the students class wise and programme wise and CCE instructed to verify the CIA registers in the Academic Audit.
- XII. **LMS:** It is directed by CCE that all the lecturers both Regular and Contract to prepare LMS in their concerned subjects and contribute to increase the learning resources to be useful for the students of the GDCs. Two level scrutiny of LMS to be done before uploading.
- XIII. **Websites:** All the GDCs are instructed to maintain their college websites as per SOP issued by CCE and update it time to time. CCE announced **Top 10 Awards for Best websites** in GDCs.
- XIV. **Inclusive Centers:** All the principals are instructed to focus on establishing Inclusive Centers and conduct sensitization programmes to address student issues. Half day Orientation programmes with eminent motivational speakers in association with A.P State Legal Services Authority Dept need to be conducted. To prepare detailed SOP on Inclusive Centre.
- XV. CCE directed colleges to conduct Assembly in all Colleges and directed Academic cell to issues circulars on assembly, NRC colleges mapping and role of NRCs, proforma for computer requirement for central procurement
- XVI. CCE advised to organize a session with select faculty on preparation of guidelines on CCE Quarterly Magazine.
- XVII. **E- office:** All the Principals are directed to send all the files to CCE through e-office only not through tappal here after.
- XVIII. **Declaration of Probation:** Commissioner directed O/o CCE to issue Standing Orders to all principals to send Probation declaration


proposals of the staff who completed probation period and also instructions to colleges on Guest Faculty work load, treating invigilation, internship monitoring as class work.

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

To

1. All the RJDCEs for information
2. The Principals of Govt. Degree Colleges

//Attested//


Academic Guidance Officer