

**GOVT. DEGREE COLLEGE, SEETHANAGARAM
EAST GODAVARI**



Criterion 6

6.2.1: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.

2018-2019 to 2022-2023



Government Degree College, Seethanagaram

Accredited by NAAC with "B" Grade, ISO 9001:2015 Certified College

Affiliated to Aadi Kavi Nannayya University
Opp K.G.N.M .Trust, Purushottapatnam Road, Seethanagaram



INTERACTIVE PANEL UNDER RUSA









Service rules:

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

Service Rules for teaching and subordinate staff:

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

1. G.O.Ms.No. 259, G.A. (Rules) Department, dt:9.2.1962
2. G.O.Ms.No.258, Education dt:20.1.1971
3. G.O.Ms.No. 531, Education, dt:7.4.1975
4. G.O.Ms.No. 1196, Education, dt:27.12.1977
5. G.O.Ms.No.423, Education, dt:19.4.1979
6. G.O.Ms.No.843, Education, dt:19.9.1979
7. G.O.Ms.No.939, Education, dt:22.10.1979
8. G.O.Ms.No.399, Education, dt:21.5.1980
9. G.O.Ms.No.77, Education, dt:28.1.1981
10. G.O.Ms.No.1259, Education, dt:6.11.1981
11. G.O.Ms.No.491, Education, dt:16.11.1984
12. G.O.Ms.No.50, Education, dt:26.1.1986
13. G.O.Ms.No.158, Education, dt:10.6.1987
14. G.O.Ms.No.340, Education, dt:10.6.1987
15. G.O.Ms.No.131, Education, dt:29.5.1990
16. G.O.Ms.No.378, Education, dt:21.11.1991
17. G.O.Ms.No.37, Education, dt:5.2.1994

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

Recruitment Process:

- Applications are invited on-line for recruitment to the post of Lecturers in Govt Degree Colleges by Andhra Pradesh Public Service Commission (APPSC).
- The APPSC conducts Screening test in off-line mode in case applicants exceed 25,000 in number and the main examination in on-line mode for the candidates selected in screening test.
- Applicants must possess the qualification from a recognized University as detailed below:
 - 1) Good academic record with minimum of 55% or an equivalent Grade of B at the Masters Degree level in the relevant subject, obtained from the Universities recognized in India.
 - 2) NET/SLET shall remain the minimum eligibility condition for recruitment and appointment of Lecturers in Govt Degree Colleges.
 - 3) Candidates who are or have been awarded Ph.D degree in compliance of the University Grants Commission shall be exempted from the requirements of the minimum eligibility condition of NET/SLET to recruitments and appointment of Lecturers in Govt Degree Colleges.
- The selection of candidates for Appointment to the posts will be made in two stages:
 - Written Examination (Objective Type)
 - Oral Test in the form of Interview only for those qualified as per rules. The final selection of candidates for Appointment to the posts will be based on the Merit in the computer based examination and Oral test (Interview) marks put together to be held as per the scheme of examination.
- Only those candidates who qualify in the written examination by being ranked high will be called for interview in 1:2 ratio. The minimum qualifying marks in the examination for consideration of a candidate to the selection process in case of OC category is 40%, for BC category it is 35% and for SC, ST and PH categories it is 30% or as per the relevant rules. The minimum qualifying mark is relaxable in the case of SC/ST/BC/PH at the discretion of the Commission Applicants clearing the above procedure will be allotted posting as per the vacancies availability in the State.
- The candidates will be selected and allotted to Service/ Department as per their rank in the merit list and as per Zonal / Post preference opted by the applicant at the time of making application to the post online.
- The whole process is done with the help of Andhra Pradesh Public Service Commission (APPSC).

Career Advancement Scheme (CAS)- Promotional Procedure:

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

Assistant Professor with Pay Band II – 15600-39100 + 7000 AGP

[Hither to known as Lecturer (Senior Scale)]

1. Completed 6 years service on regular appointment in UGC Pay Scales
2. Completed 4 Years to those who are having Ph.D. degree
3. Completion of 5 years to those who are possessing M.Phil., degree/PG degree in Professional Courses such as LLM, M.Tech., MVSC., or M.D.
4. Minimum API Scores as delineated in Table-II (b) of Appendix.III
5. One orientation and one Refresher/Research Methodology Course of 3/4 weeks duration.
6. Screening Cum Verification process for recommending promotion.

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

Assistant Professor (Pay Band.III – 15600-39100 + 8000 AGP):

(Hither to known as Lecturer (Selection Grade)

1. On Completion of 11 years service in UGC Scales.
2. Completion of 9 years to those who are possessing Ph.D., degree.
3. Completion of 10 years to those who are having M.Phil. degree/PG degree in Professional Courses such as LLM., M.Tech., MVSC., or M.D.
4. Minimum API Scores
5. Additionally one Course/Programme from among the categories of Refresher Courses, Methodology workshops, Training, Teaching Learning Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programs of 3/4 weeks duration.
6. Screening Cum Verification process for recommending promotion.

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

1. Shall have completed three years of Service in the Pay Band of 15600-39100 + 8000 AGP (Pay Band.III)
2. Minimum API Scores as delineated in Table. I(b) of Appendix.III
3. At least three Publications in the entire period of Assistant Professor (12 years of service). However, an exemption of one publication to those who are having M.Phil., degree and an exemption of two Publications to those who are possessing Ph.D., degree.

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


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

1. Associate Professor completed three years of Service in the Pay Band of 37400-67000 + 9000 AGP (Pay Band.IV (A)) and possessing a Ph.D. Degree in the relevant discipline.
2. Minimum API Scores using PBAS proforma as delineated in Table. I (b) of Appendix.III
3. At least five publications from the period that the teacher is placed in Stage.III (i.e. from the date of award of Pay Band.III with AGP of 8000).

Grievance Redressal Mechanism:

The college has evolved the following mechanisms for grievance redressal-

- a) **Student's direct access to authorities:** Students can directly approach the principal, vice- Principal or heads of department for presenting their grievances. The authorities hold meetings of students to solve their problems.
- b) **Students' suggestion Box:** Students put their complaints in written form in suggestion boxes kept at different locations on the campus. The boxes are opened periodically and the authorities take cognisance of the suggestions/grievances and suggest appropriate measures.
- c) **Students' Council:** A Student Council is constituted every year. The principal of the college organises meetings with this council. The grievances of students are received through the members of the student's council and appropriate measures are implemented.
- d) **Open discussion with employees:** Primarily, the principal, vice-principal and the staff club resolve the grievances of employees through open deliberations and interactions.
- e) **Grievances Redressal Cell:** Grievances Redressal Cell is setup to resolve the grievances of employees. It consists of Principal, Vice-Principal, Co-ordinators and senior faculty members including women faculty members.
- f) **Anti-ragging Cell:** It resolves complaints received from the aggrieved parties.
- g) **Prevention of Sexual harassment of Women Cell:** It consists of the principal, the vice-principal, Co-ordinators and Senior faculty members including women faculty members to look after any complaints received regarding women's sexual harassment.


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