

# Sri Chintalapati Varapasada Murthy Raju Government Degree College, Ganapavaram, W.G.Dist. A.P.

Estd. 1972  
Affiliated to Adikavi Nannaya University  
Accredited 'B' by NAAC  
ISO 9001:2015 Certified



Website: [gdcganapavaram.ac.in](http://gdcganapavaram.ac.in)

Mail Id. [ganapavaram.jkc@gmail.com](mailto:ganapavaram.jkc@gmail.com)

Tel. 08818-295651 & 9985126333

## 6.2.2 Implementation of e-governance in areas of operation

### 1. Administration

E-governance occupies a lion's share of the college administration and management. Right from the highest authority at the Commissionerate level to the incharge of the department at the institution level, it plays a key role in effective planning, execution and monitoring of the policies in place.

#### 1. Online teaching learning monitoring app

- The app was introduced by the commissionerate of College Education, Government of Andhra Pradesh for classwork management, leave management, holiday management, timetable management etc.
- The entire teaching and learning transaction is captured through this OTLM app. Every day, teachers upload the details of the classes taken along with photos.
- All the teachers and students in the college are registered in the app along with their basic details. Their names, subjects and classes allotted are mapped in the timetable.
- Deviation and adjustment of classes when teachers are on leave is reported in the app. We can generate day-wise, month-wise and teacher-wise summary of the classwork.

### USE OF OTLM APP



## SCREENSHOTS OF USAGE

COMMISSIONERATE OF COLLEGIATE EDUCATION  
Government of Andhra Pradesh

Home | Contact Us | Settings

Home Transactions Dashboard Examination Home

Welcome  
to  
GDC, Ganapavaram

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For Queries, please contact : 7538854333

10:47 AM  
3/17/2022

Teaching Learning Process Monit... (54) WhatsApp

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Apps (23) WhatsApp GDC Ganapavaram... Dashboard - GDC G... APSCHE Adikavi Nannaya U... Commissionerate o... Teacher Online Clas... Government Colleg... Reading list

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**COMMISSIONERATE OF COLLEGIATE EDUCATION**  
Government of Andhra Pradesh

0000CHVPMRGGANAPAVARAM | Logout

Home Masters Registrations Mappings Transactions Dashboard **Departments**

Select Institution:   [Add Department](#)

S.No	Institution	Department Name		
1	GDC, Ganapavaram	BOTANY		
2	GDC, Ganapavaram	CHEMISTRY		
3	GDC, Ganapavaram	COMMERCE		
4	GDC, Ganapavaram	COMPUTER SCIENCES		
5	GDC, Ganapavaram	Economics		
6	GDC, Ganapavaram	ENGLISH		
7	GDC, Ganapavaram	GDC(CH.VPMR) GANAPAVARAM		
8	GDC, Ganapavaram	HISTORY		
9	GDC, Ganapavaram	MATHEMATICS		
10	GDC, Ganapavaram	Physics		
11	GDC, Ganapavaram	SOCIAL WORK		
12	GDC, Ganapavaram	TELUGU		

10:38 AM 3/17/2022

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**COMMISSIONERATE OF COLLEGIATE EDUCATION**  
Government of Andhra Pradesh

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Home Masters Registrations Mappings Transactions Dashboard **Time Table**

Select Institute:  Course:   [View Timetable](#)

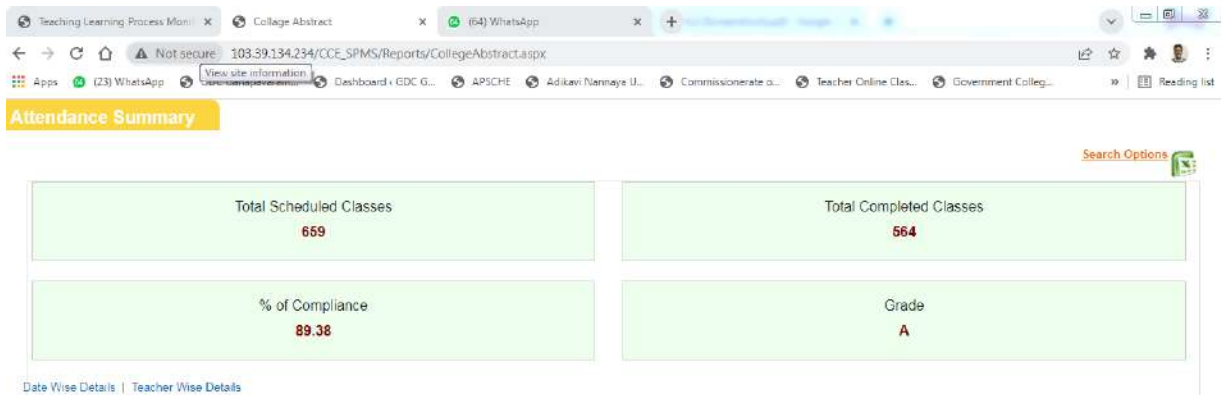
Note: Updated time table will be reflected from tomorrow's schedule.

	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM	06:00 PM	07:00 PM
Monday	--Selec	--Selec	F A - TI	--Selec	BOM -	ENGLIS	TELUG	INFORI	--Selec	--Selec	--Selec
Tuesday	--Selec	--Selec	F A - TI	BOM -	ENGLIS	TELUG	INFORI	--Selec	--Selec	--Selec	--Selec
Wednesday	--Selec	--Selec	ENGLIS	TELUG	BOM -	F A - TI	INFORI	--Selec	--Selec	--Selec	--Selec
Thursday	--Selec	--Selec	TELUG	ENGLIS	INFORI	TOURI	F A - TI	BOM -	--Selec	--Selec	--Selec
Friday	--Selec	--Selec	F A - TI	INFOR	HVPE -	BOM -	--Selec	--Selec	--Selec	--Selec	--Selec
Saturday	--Selec	--Selec	HVPE -	TOURI	INFORI	--Selec	--Selec	--Selec	--Selec	--Selec	--Selec

[Expire Time Table](#)

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11:07 AM 3/17/2022



**College & Teacher Wise Progress**

Page : 1, Showing 1 to 18 of 18 Records.

Note: Showing students count from cumulative count of students from attendance log records. This count will not match with physical students count.

S.No	Zone	District	College Type	Institution Name	Teacher Name	Code	Department	Scheduled Classes	Completed Classes	Deviated Classes	Approved Deviated Classes	No. of Students	No. of Students Present	No. of Students Absent	% of Attendance	Grade	% of Compliance
1	ZONE-2	WEST GODAVARI	Government College	GDC, Ganapavaram	Balaminikanta	0000	COMMERCE	39	36	0	0	846 (24.17)	602 (14.34)	344 (9.03)	69.34 (69.33)	A	89.74
2	ZONE-2	WEST GODAVARI	Government College	GDC, Ganapavaram	revathi	0000	MATHEMATICS	33	29	2	2	1310 (45.17)	909 (31.34)	401 (13.83)	69.39 (69.38)	A	93.94
3	ZONE-2	WEST GODAVARI	Government College	GDC, Ganapavaram	Anuradha	14445516	ENGLISH	43	28	11	11	655 (23.39)	440 (15.71)	215 (7.66)	67.16 (67.17)	A	90.7
4	ZONE-2	WEST GODAVARI	Government College	GDC, Ganapavaram	CHAITANYA	0	BOTANY	33	27	2	2	553 (20.48)	372 (13.78)	181 (6.7)	67.27 (67.29)	A	87.88
5	ZONE-2	WEST GODAVARI	Government College	GDC, Ganapavaram	Dr K SWARUPA RANI	14094000	Economics	34	28	0	0	357 (12.75)	192 (6.86)	165 (5.89)	53.78 (53.8)	A	82.35
6	ZONE-2	WEST GODAVARI	Government College	GDC, Ganapavaram	Dr T AKKIRAJU	14099206	ENGLISH	46	39	0	0	1099 (28.18)	733 (18.79)	366 (9.38)	66.7 (66.68)	A	84.78
	ZONE-2	WEST GODAVARI	Government College	GDC, Ganapavaram	Kanaka durga							470	312	158	66.38		

## 2. College Website- COLLEGE INFORMATION MANAGEMENT CENTER

The college has a dynamic website <https://gdcganapavaram.ac.in/> wherein all necessary information is uploaded and kept available for the stakeholders and public viewing and feedback. All vital documents related to college are placed on the website.





NEWS @ GDCGNP | Semester Exams from 17th April 2023

### Welcome to GDC Ganapavaram

Sri Chintalapati Varaprasada Murthy Raju Government Degree College. Read more...

[e-CEGRaM Grievances App](#)

[College News Letter - నవకల్పన \(New Imagination\)](#)

[College Magazine- తొలివర్షం \(First Rain\)](#)

[National Institute Ranking Framework \(NIRF\)](#)

[Rashtriya Uchcharat Shiksha Abhiyan \(RUSA\)](#)



Principal: Dr. P. Nirmala Kumari., M.A., Ph.D.  
[- Read » Principal Message](#)

[All Departments Activities](#)

[Student Induction Program SIP 2022-23](#)

[Students Progression to Higher Education](#)

[Students Progression to Employment](#)

[Stakeholders Feedback, Analysis & Action Taken](#)



### UG Programs

#### CONVENTIONAL

**B.Sc**  
Maths, Physics & Chemistry

**Intake - 30**  
Medium - English  
Year of Starting - 1975  
Duration - 4 Years

**B.Sc**  
Botany, Zoology & Chemistry

**Intake - 30**  
Medium - English  
Year of Starting - 1975  
Duration - 4 Years

**B.Com.**  
General

**Intake - 50**  
Medium - English  
Year of Starting - 1972  
Duration - 4 Years

**B.A.**  
History, Economics & Social Work

**Intake - 30**  
Medium - English  
Year of Starting - 1972  
Duration - 4 Years

#### RESTRUCTURED

**B.Sc**  
Maths, Physics & Computer Science

**Intake - 50**  
Medium - English  
Year of Starting - 2001  
Duration - 4 Years

**B.Com.**  
Computer Applications

**Intake - 50**  
Medium - English  
Year of Starting - 2008  
Duration - 4 Years

RULE OF RESERVATION (As per Govt. of Andhra Pradesh)

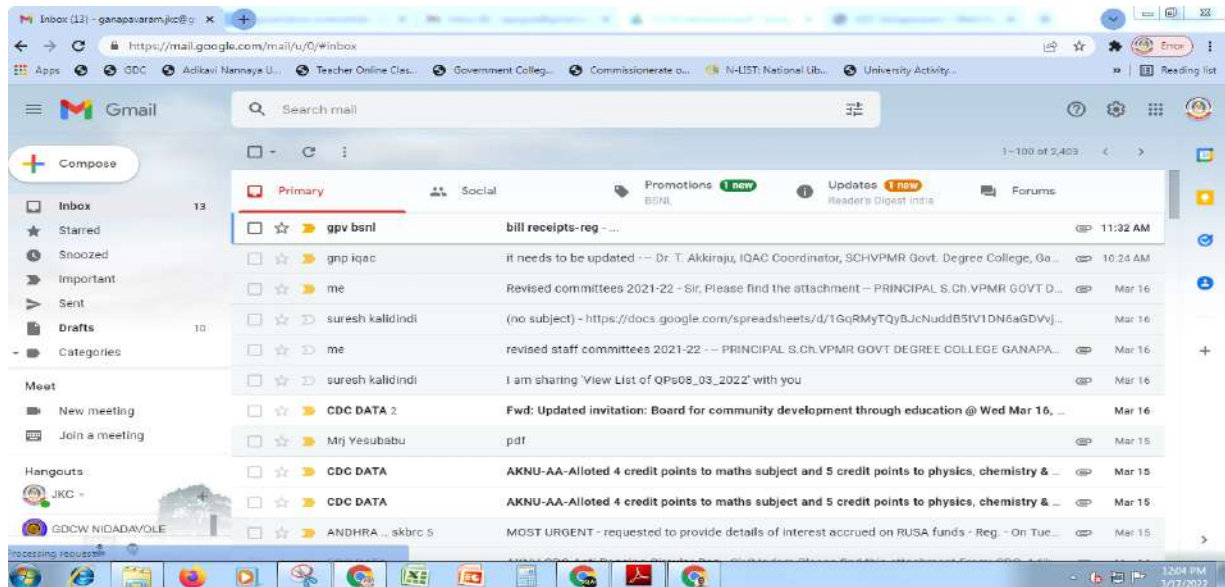


### Quality Initiatives



### 3. College official mail for e-correspondence

For all official correspondence related to administration purposes, the college uses an official mail id [ganapavaram.jkc@gmail.com](mailto:ganapavaram.jkc@gmail.com) which is managed by the principal, IQAC, and other authorized personnel.



### 4. Biometric Attendance

All the students and staff use biometric machines for recording their attendance which records the data accessible to the Principal.



**iAMS**  
INTELLIGENT IDENTIFICATION MANAGEMENT SYSTEM

wegd48647 -

Dashboard - Users - Attendance - Reports - College - Approvals - Transfers & Deputation - Holidays - Complaints - Device - App Usage

Home > Dashboard **GDC GANAPAVARAM (GDCG)**

Working Staff (Teaching & Non-Teaching) : 29    Registered Staff : 29    Enrolled Staff : 29

<b>216 / 404</b> Total Students Present	<b>81 / 169</b> No. Of Boys Present	<b>135 / 235</b> No. Of Girls Present	<b>0 / 0</b> No. Of Others Present	<b>24 / 29</b> No. Of Staff Present
--	--	--	---------------------------------------	--

**Attendance Report**    Staff : 82.76%    Student : 53.47%

Staff Attendance		Student Attendance	
Male: 83.33%	Female: 81.82%	Male: 47.93%	Female: 57.45%

Detailed Report:

<b>App Usage by Staff Members</b> 0 / 18	<b>Portion Completed by staff members</b> 0%
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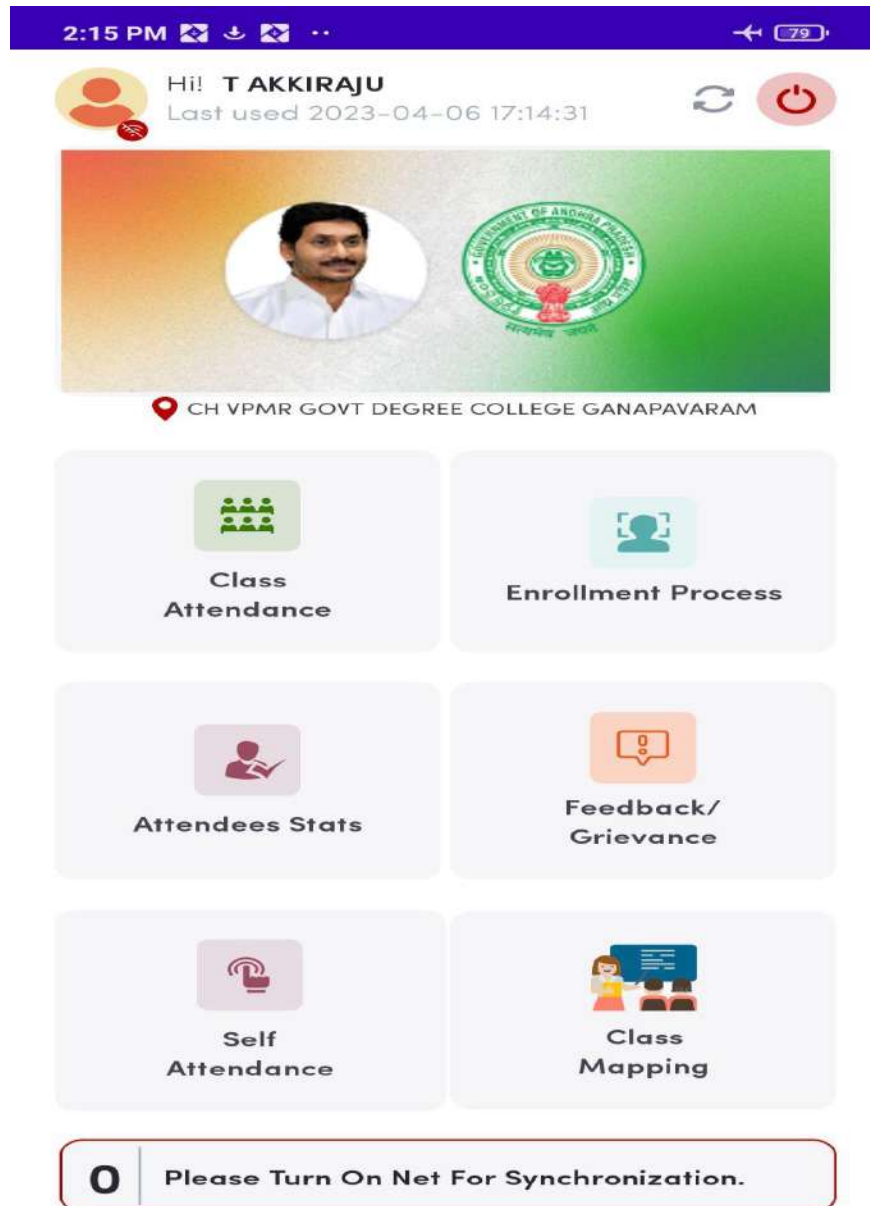
Top 3 App Users    Least 3 App Users    Top 3 Subjects    Least 3 Subjects

12:14 PM 17-Mar-22

## 5. Facial Recognition System - FRS App

Besides biometric attendance, the attendance of the staff and students is recorded daily through the FRS App which works through the college campus Geo coordinates. It is centrally recorded at the Commissionerate as well as in CM Dashboard, and college-wise and teacher-wise reports can be generated and monitored by the higher authorities. Further students and staff can raise their grievances and send feedback through this app. The staff record the students attendance through their FRS App in their mobiles.

### Faculty attendance through FRS App



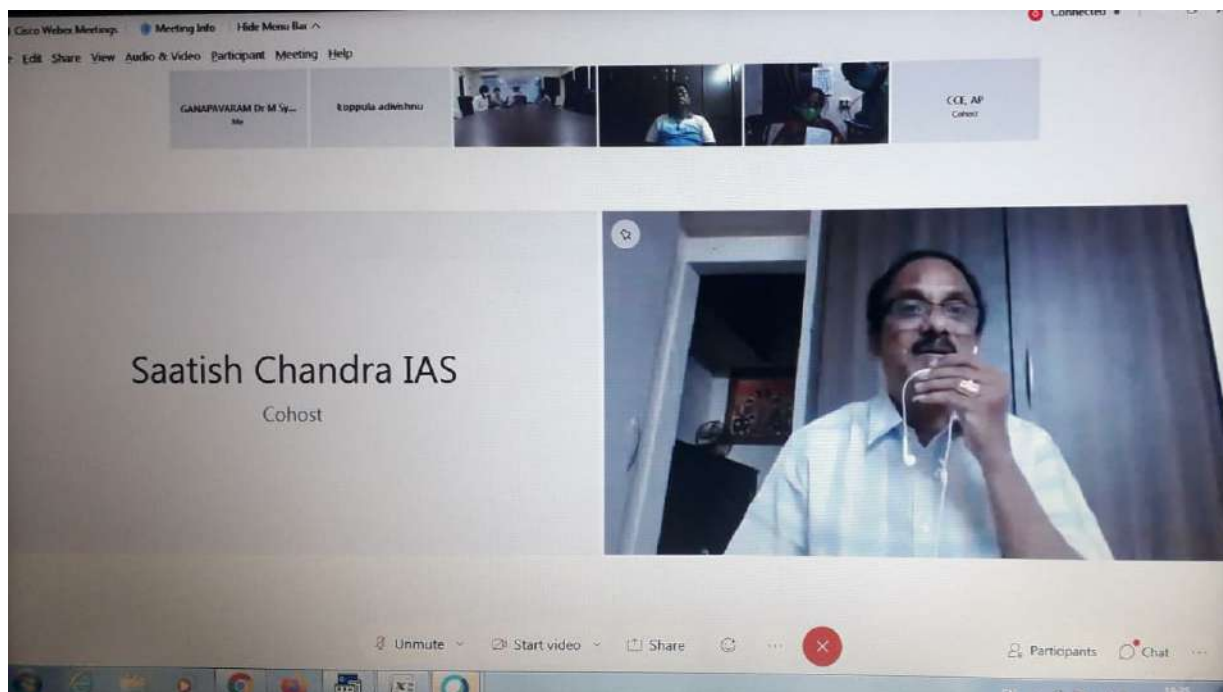
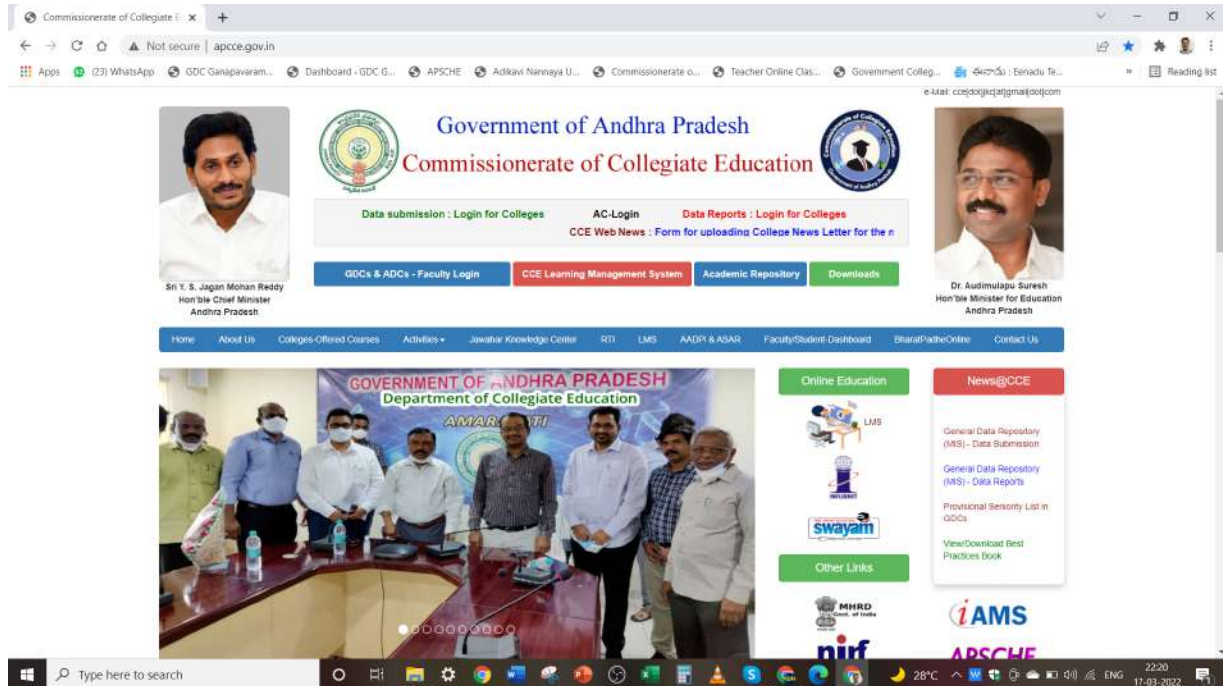
### Students Attendance through FRS App





## **6. E-governance by Commissionerate of College Education, highest authority**

The main purpose of Collegiate Education is to promote Higher Education, giving special attention to the Institutes located in backward and rural areas. It aims to strengthen women education at undergraduate and postgraduate levels. It monitors the academic standards of the colleges in the interest of the students. It helps the colleges to improve infrastructure in order to maintain the quality of education. It takes important decisions regarding the academic schedules, budget approvals, academic inspections, training programmes, research provisions etc. It helps the students in their educational pursuits by offering academic guidance and by giving skill based training. It arranges campus selections for the students through APJKC. In all its monitoring and interaction activities, it conducts video conferences with the principals and other necessary officers and guides them on various academic, administrative and financial matters.



## 7. Use of whatsapp in day-to-day Administration

Social media platforms are also put to use for institution level routine administration. Whatsapp groups are created for staff and students class-wise and they are used for sending circulars and notices, sharing of information, collecting information etc.



GDC.GNP-TS

Chem, Dr, Eng, G, Gdcgnp, Gnp, GNP, Jkc, Narsimhraj, NK, P, Parveen, PMR, Ramesh, Revati, Swa

PMR



rev-STAFF COMMITTEES for 20...



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6:23 pm

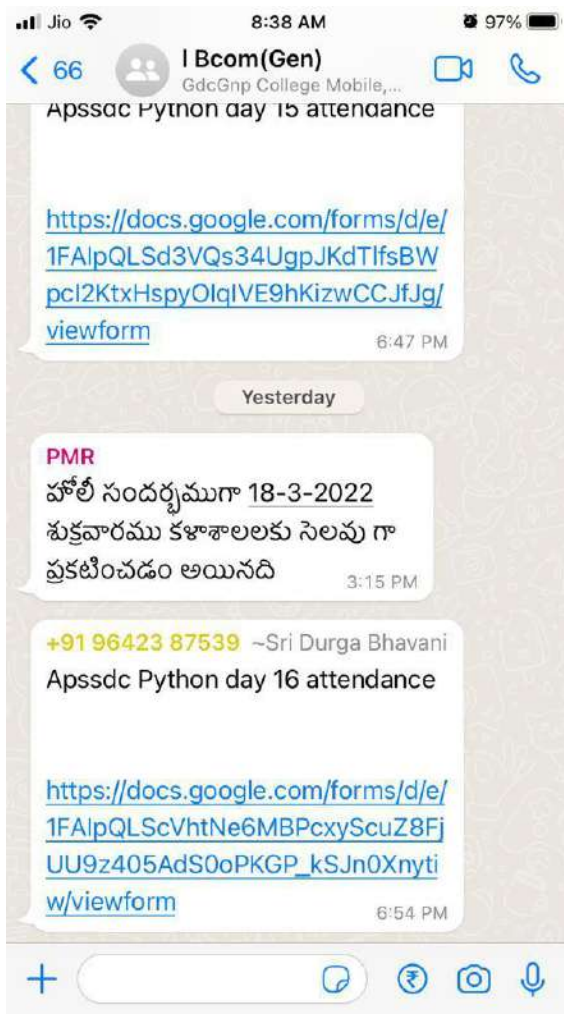
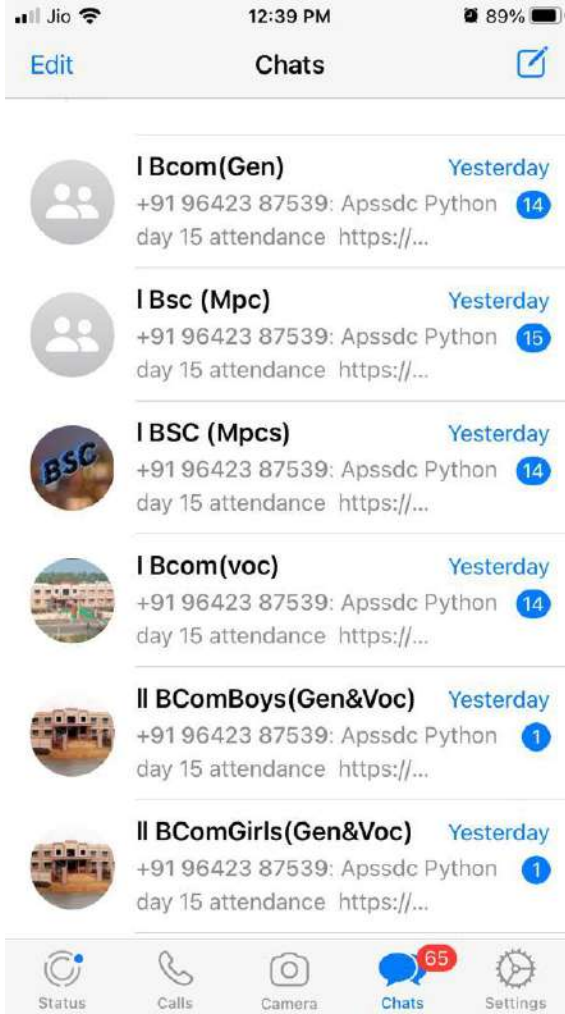
YESTERDAY

PMR

Documents required for certificate courses

1. Need Analysis .
2. Department Minutes Register.
- 3.CPDC Minutes.
- 4.Proposed letter to Principal 5.Admission form
- 6.Student circular
7. Course Content in Modulus 8. Course Structure
9. Attendance Register.
- 10 Qualified Exam
- 11.Evaluation
- 12.Award ofCertificate
- 13 Resource Persons In Brochures

8:36 pm



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**Proceedings of Commissioner of Collegiate Education,  
Andhra Pradesh, Vijayawada**

**Present: Dr.Pola Bhaskar, I.A.S.**

**Rc.No.64/CCE/OTLP/ 2020-21**

**Dated 11 July 2021**

**Sub**:-Commissionerate of Collegiate Education - OTLP -Instructions on usage of OTLM app - Orders - issued.

**Ref**:-Instructions of Commissioner of Collegiate Education, Andhra Pradesh,  
Dt. 05 July 2021

**###**

The attention of all the Principals of Government Degree Colleges is invited to the subject and reference cited and to inform that the Commissionerate of Collegiate Education, with a view to ensure seamless teaching - learning process during the Covid-19 pandemic, has put in place Online Teaching-Learning Process (OTLP) as an alternative tool to transact the curriculum online. Further, to monitor the conduct of classes effectively through OTLP, the CCE has designed a versatile software application - Online Teaching Learning Monitoring (OTLM) app which is intended not only to monitor and assess the performance of the faculty members but also to monitor the attendance of the students, take feedback from students, evaluate the academic performance of the students, etc., and requested the Principals and faculty members to use it for uploading details of classes transacted during the day.

However, it was observed that there was very poor response from the Principals and faculty members in using the app indicating the sheer negligence on the part of intended users.

Further, as per the instructions of Special Chief Secretary (H.E), salary of the faculty members will be drawn as per the performance report generated through the OTLM app from July 2021 onwards.

Therefore, all Principals are requested to ensure that every faculty member working in the respective colleges downloads the OTLM app invariably and puts it to use mandatorily. Further, the Principals shall prevail upon all the faculty members to conduct online teaching through laptops only for qualitative improvement in OTLP.

The Principals shall scrupulously follow the above instructions and comply with.

The receipt of the proceedings shall be acknowledged.

**Sd/- Dr. Pola Bhaskar, I.A.S  
Commissioner of Collegiate Education**

**// t.c.f.b.o//**



[ Academic Guidance Officer]

**To**

All the Principals of GDCs in the state

All the RJDCes of Rajamahendravaram, Guntur and Kadapa

**Proceedings of Commissioner of Collegiate Education :: A.P., Vijayawada**

**Present: Dr.Pola Bhaskar, I.A.S.**

**Rc.No.61A/CCE/ Acad. guidelines/2020-21**

**Dated 10 July 2021**

**Sub:** Commissionerate of Collegiate Education – Certain Instructions to Principals and Lecturers on certain aspects of Online Teaching – Learning Process (OTLP) in Government and Private Aided Degree Colleges – Orders issued for scrupulous implementation – Reg.

**Ref:** Instructions of Special Chief Secretary (HE) issued on 7 July 2021 in the VC held with the Principals of Government Degree Colleges.

# # #

The multifold challenges posed by the Covid-19 pandemic had thrown the academic activities of all Higher Educational Institutions out of gear and our institutions are no exception. The proactive efforts of academic administrators and teachers towards safeguarding the future of students led to the quick resilience of the same through a transformation to digital pedagogical and learning techniques. Though, some Principals and faculty members quickly adapted to such changes, it was observed that still there is an element of inertia and complacency on the part of some others in raising to the occasion and deliver the intended goods in the greater interest of students' future.

In the light of the above, the Chief Secretary (H.E), in the virtual conference held on 7 July 2021, had issued the following instructions on various academic parameters for effective and seamless transaction of quality online teaching-learning process.

All Principals shall ensure that

- i) All colleges have dynamic website with active Google workspace ( G suite) facility for effective handling of online classes.
- ii) Online classes be continued till such a time on-campus academic activity is allowed by the Government.
- iii) All faculty members transact curriculum using Laptops only. Principals shall prevail upon those faculty members who are teaching with mobile phones, to procure personal laptops within 3 days from the receipt of these proceedings and inform the compliance to this office.
- iv) All faculty members conduct their stipulated classes available as per the time tables. All the classes shall be recorded and the functional link shall be pasted in the CCE's OTLM app. The uploaded videos shall invariably belong to the stipulated classes only with the time, date and the list of students attended too recorded and visible. No fake videos or downloaded videos or back videos or repository content shall be uploaded. Further, faculty shall give correct data of the classed handled whenever required to provide. Penal provisions will be invoked for furnishing wrong figures and information.

- v) All faculty teach with quality content. They shall teach online classes using IT tools/ aids such as PPTs, white open boards, videos, case studies, etc., and make classes interacting and interesting.
- vi) All faculty incorporate proper evaluative systems including assignments, tests, project works etc., in the TLP and ensure that qualitative assessment process is put in place for realizing intended programme outcomes.
- vii) Theory classes are attached top priority. Science faculty shall, as far as possible, teach a minimum of 12 theory classes and the remaining practical classes. They shall invariably elucidate theoretical concepts or ideas through demonstration with experimental equipment or tools available in laboratories or models. All science shall faculty engage the practical classes too mandatorily through virtual laboratory platforms. They can take practical classes through recorded video either with the physical apparatus related to the experiment.
- viii) Faculty of humanities, languages, commerce, etc., shall take a minimum of 16 theory hours. They shall incorporate case studies, contemporary and current issues in the pedagogy for vivid understanding by students.
- ix) The students also possess their personal laptops for quality online learning. The students and their parents shall be convinced to opt for laptops proposed to be provided by the Government through the Jagananna Vasathi Deevena Scheme.
- x) There is optimal attendance of the students to the classes. It is to be noted that the students attendance will be linked to issuing hall - tickets for examinations, Jagananna Vasathi Deevena, Jagananna Vidya Deevena. Principal and faculty will be called for explanation if the students' attendance in online classes is less than 90%. Principals shall engage faculty members in securing 90% turn up of students to the classes by various means - through quality teaching, motivation, persuasion, etc.,
- xi) All faculty conduct revision classes even if the transaction of the prescribed syllabi is completed.
- xii) Faculty shall not be given On Duty facility at the cost of class work. Principal shall ensure that class work is given precedence over the other works and attach top priority to it. Nor faculty members be allowed to attend conferences at the cost of class work.
- xiii) Faculty members take prior approval for leave from the Principal. Such leaves shall be deducted from the scheduled classes.
- xiv) The guest faculty, who are not taking online classes, shall be removed forthwith.

xv) Principals shall note that receipt of show cause notices by the faculty members successively for the months of May, June and July 2021 make them liable for being initiated disciplinary action which may range from cutting emoluments to the removal from service.

Hence, the Principals of both Government and Aided Colleges are requested to bestow their personal interest in taking forward the spirit of digital curriculum delivery effectively by adhering to the above instructions scrupulously.

The receipt of the proceedings shall be acknowledged.

**Dr.Pola Bhashar, I.A.S**  
**Commissioner of Collegiate Education**

// t.c.f.b.o//



(Academic Guidance Officer)

To

All the RJDCEs

All the Principals and Lecturers of Govt. and Aided Degree Colleges



