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E-governance Policy

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.

ADMINISTRATION

Online teaching learning monitoring 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.

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. For all official correspondence related to administration purposes, the college uses an official mail id ganapavaram.jkc@gmail.com which is managed by the principal, IQAC, and other authorized personnel. All the students and staff use biometric machines for recording their attendance which records the data accessible to the Principal.

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. 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.

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.

FINANCE & ACCOUNTS

The salaries, along with all other emoluments, of the staff are disbursed through the Comprehensive Financial Management System (CFMS) controlled by the Finance department, Government of Andhra Pradesh. The identified services under the Comprehensive Financial Management System (CFMS) are broadly categorized amongst the Government to Government (G2G), Government to Citizen (G2C), Government to Employee (G2E) and Government to Business (G2B) areas to cover the broad gamut of Government and its stakeholders.

For fee collection, the college uses F-Map. This payment facility is made available only for fresh admissions into 1st Year Degree Programs for the academic year 2022- 23, all other years / semesters must use mobile applications to make payments.

ADMISSIONS & SCHOLARSHIPS

As per G.O Ms. No. 34 Higher Education Dt: 15-10-2020, Online Admission Process was introduced for admission into Undergraduate Programmes offered by the Degree Colleges in the state. To promote merit, achieve excellence, curb malpractices, implement reservations, conduct fair, non-discriminatory and merit based admissions in a transparent basis in the larger interest and welfare of the student community. The

eligible candidates who passed out from Board of Intermediate, AP or other recognized Boards are eligible to participate in web counseling for the seats available in Undergraduate Programmes in Arts, Science, Social Sciences, Commerce, Management, Computer applications and Social Work, etc., leading to the award of B.A., B.Sc., B.Com., BBA., B.Voc, B.F.A, 5 year integrated PG programmes with Intermediate qualification (with the exception of Engineering and Pharmacy streams) etc, in Government Degree Colleges, Government Autonomous Degree Colleges, Private Aided Degree Colleges, Private Unaided Degree Colleges, Private Autonomous Degree Colleges (Aided and Unaided) in the State of Andhra Pradesh. Candidates are informed that the online admission process consists of registration, payment of processing fee, pending certificate verification, options entry, allotment of seats in 2 or 3 phases and reporting of the students at the respective college.

The government of AP transfers scholarship amounts to the students' mothers' bank accounts directly under the schemes of 'Jagananna vidya deevena' and 'Jagananna vidya vasati' after finalizing the eligibility conditions. Jnanabhumi is a dedicated online portal of Government of Andhra Pradesh for the implementation of various scholarship schemes offered by different government departments. Launched in the year 2017, it is a digital platform with the help of which the state government implements and disburses its Pre-Matric, Post-Matric and other scholarship schemes. Earlier, these schemes were implemented through the AP ePass portal. The students who are domiciles of Andhra Pradesh state and belong to SC, ST, BC, Minorities, Kapu, EBC, differently-abled communities can avail benefits under these schemes.

Learning Management System (LMS) is an important initiative of the department introduced to enhance the quality of teaching and promote cooperative learning among students. As an Academic Reform under RUSA, the effort is a step towards realizing the Government's vision to transform Andhra Pradesh into a knowledge hub and empower its students with knowledge and skills. The initiative aims at introducing pedagogy practices that support meaningful education enabling students to think critically, logically and have command over core subjects.

EXAMINATIONS

SCHVPMR Govt Degree College is affiliated to Adikavi Nannaya University, Rajamahendravaram, Andhra Pradesh. The examination section of the University disseminates exam related information to the students and faculty through the website. All academic calendars are shared online by the University. All exam notifications are

shared online; All fee payment circulars are shared online; All exam timetables are shared online; All question papers are shared to the college through mail by the affiliating university just half an hour before the commencement of the concerned exam as per the issued timetable; All results are displayed online. One can enter the registered number and view his marks details.

Moreover the college also displays exam related information in the college website. Exam cell of the college intimates the schedule of examinations to the students and faculty through the college website. Further, the exam cell makes use of a whatsapp group created explicitly for the teaching and non-teaching of college to circulate the important information regarding examinations. The following are the website links for different areas of examinations.

As a part of ICT initiatives in the college, one mid exam in each semester under internal assessment is conducted online by using Google forms or other online platforms. The marks of Internal Assessment are displayed student-wise, program-wise and year-wise on the college website for the information of the stakeholders.

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