

**DR. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH : HYDERABAD**



**COLLEGIATE
DEPARTMENT**



Dear Reader,

As part of its endeavour to provide a SMART (Simple, Moral, Accountable, Responsive and Transparent) administration, the State Government of Andhra Pradesh has launched a major Human Resource Development and Training initiative aimed at developing a large human resource base of well informed and responsive functionaries and officials.

The successful and effective implementation of any initiative or programmed in government is largely the result of the involvement and efforts put in by its functionaries at all levels. Obviously, the most fruitful way in which to bring this about is to make individual functionaries aware of their role functions and responsibilities. To achieve this, the Human Resource Development Institute of AP, as the apex training institution of the State Government responsible for the overall implementation and co ordination of the state training initiative, has proposed to bring out department wise Manuals two parts, namely

1. Departmental Manual
2. Functionary Manual

The Departmental Manual would indicate the role, responsibilities and functions of the department. The Functionary Manual will detail, as the nomenclature indicates, the functions and responsibilities of the functionaries within the department, at all levels. While doing so, the evolving role of governmental functionaries in being effective managers of change in a welfare state has been delineated. The Departmental Manual also details the department's organizational chart, the rules, regulations, legislations and enactments which govern its functioning and direct its activities and the various interdepartmental interactions it has to perform. The Manual also facilitates a definition of the Department's role in serving the general public as customer while drawing up a vision for its future development in the coming decades in line with the vision 2020 of the state.

The manuals developed by the Collegiate Education Department are in two parts. As is evident, these publications are the out come of thorough study and analysis of the Departments role, functions and procedures. They are intended to serve as useful aid to each and every employee of the Department in the effective discharge of his functions. It may be noted, however that these two manuals do not replace the codes and orders of Government on the subject but are at best, meant to guide and assistance of functionaries in the effective discharge of their duties.

Any suggestions for the improvement of these Manuals may be sent directly to the Director General, Dr. MCR HRD Institute of Andhra Pradesh, Road No.25, Jubilee Hills, Hyderabad - 500 033, for consideration and incorporation in subsequent updations and revisions of the Manuals.

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Director General

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&

Ex officio Spl. Chief Secretary to Government (HRD)

**DIRECTORATE OF
COLLEGIATE EDUCATION**

DEPARTMENTAL MANUAL

**GOVERNMENT OF
ANDHRA PRADESH**

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SECTION - 1

"The destiny of India is now being shaped in her class rooms.... In a World based on Science and Technology, it is education that determines the level of prosperity, welfare and security of the people".

- KOTHARI COMMISSION

1. ORIGIN OF THE DEPARTMENT

A) DEPARTMENT OF HIGHER EDUCATION :

Prior to 1975 Education at all levels in the State was being managed by a single Head of the Department called Directorate of Public Instruction (DPI). There was enormous growth of educational Institutions, both at Secondary and Collegiate levels. With a view to streamlining the functioning of the monolithic Directorate of Public Instruction and making it function more effectively, the Government have issued orders, bifurcating the department into the Directorate of School Education and Directorate of Higher Education in the year 1975 vide G.O.Ms.No. 788 Edn., dated 30.06.1975.

The Directorate of Higher Education was entrusted with the responsibility of the management of Degree and Junior Colleges in the State.

B) DIRECTORATE OF COLLEGIATE EDUCATION :

Over the years due to enormous increase in the number of Junior Colleges on the one hand and the Degree Colleges on the other administration of these two sectors of Higher Education became difficult for a single Head of the Department. Therefore, to give special attention to these two areas of education the Directorate of Higher Education was further divided into the Directorate of Collegiate Education and the Directorate of Intermediate Education with effect from 1.11.1989, vide G.O.Ms.No. 343 Edn., dt. 31.10.1989. Thus the Directorate of Collegiate Education came into existence in the year 1989, as a separate entity to deal exclusively with the matters of undergraduate and post graduate colleges in the State.

Purpose for creation of the Department : The Department is created to promote Collegiate Education, giving special attention to the areas located in Backward and Rural areas, to strengthen Women education at undergraduate level and postgraduate level, to create educational opportunities for weaker sections of the society and to introduce need-based vocational courses replacing the conventional courses in a phased manner.

2. EVOLUTION OF THE DEPARTMENT

- a) In the year 1969 the State Government had introduced 10+2+3 systems of education and started number of Junior Colleges in the State to impart Intermediate Education. The number of these colleges increased immensely after the formation of Directorate of Higher Education in 1975. Consequently, the administrative responsibilities of Director of Higher Education have enormously increased and the centralised management of all the colleges from the State capital had become very difficult. Thus the need was felt to decentralise the administration which had resulted in the creation of four regional offices in the State to over see the functioning of Junior Colleges in the respective regions in the year 1981. The four regional offices are located at Rajahmundry, Guntur, Cuddapah and Warangal. Four posts of Regional Joint Directors of Higher Education were created vide G.O.Ms. No. 276 Edn., dated 2.3.1981.

Regional Office	Head Quarters	Territorial Jurisdiction
1. R.J.D.H.E., Rajahmundry	Rajahmundry	Zone-I & II 1. Srikakulam 2. Vizianagaram 3. Vishakapatnam 4. East Godavari 5. West Godavari 6. Krishna
2. R.J.D.H.E., Guntur	Guntur	Zone-III 1. Guntur 2. Prakasham 3. Nellore
3. R.J.D.H.E., Cuddapah	Cuddapah	Zone-IV 1. Cuddapah 2. Chittoor 3. Kurnool 4. Anantapur

4. R.J.D.H.E.,
Warangal

Warangal

Zone-V

1. Adilabad
2. Karimnagar
3. Warangal
4. Khammam

Zone-VI

5. Nalgonda
6. Medak
7. R.R. Dist.,
8. Mahaboobnagar
9. Nizamabad

Zone-VII

10. Twin Cities

(Note : One of the Joint Directors of Collegiate Education, O/o. DCE is the Ex-Officio RJDCE for Zone-VII)

In G.O.Ms.No. 139 Edn (IE) Dept dt. 2-4-91 read with G.O.Ms. No. 267 Edn, (IE-2) Dept., dt 03.3.1999, a separate set of RJD offices were created to deal with Junior Colleges under the Directorate of Intermediate Education. Consequently, the RJDHEs were renamed as the offices of Regional Joint Director's of Collegiate Education (RJDCE) and they started to deal with only Degree Colleges under the Directorate of Collegiate Education.

The Regional Joint Directors are vested with powers of inspection of Degree Colleges, conducting of inquiries and all other administrative requirements connected with the Degree Colleges. The Regional Joint Directors of Collegiate Education are under the control of Director of Collegiate Education.

B) COLLEGIATE CELL :

State Council of Educational Research and Training was an academic wing of the then Directorate of Public Instruction, which was dealing with the academic requirements of the Primary and Secondary Education in the State.

A need was felt to create such an academic body for the Collegiate education also. Thus a separate Cell was created in the premises of S.C.E.R.T. to help the Collegiate Education as per G.O.Ms.No. 507 Edn. Dt. 30.5.1973. This was named as Collegiate Cell. This cell subsequently was delinked from the S.C.E.R.T. and shifted to the office of the Director of Higher Education in December, 1984 as per G.O.Ms.No. 516 Edn. Dt. 30-11-84.

For a short period of 2 years, i.e., from 1992 to 94, the Collegiate Cell was transferred to A.P. State Council of Higher Education as per Govt. No. 1820 Edn. Dt. 29.9.92 but again in 1994 it was shifted back to the Commissionerate of Collegiate Education as per G.O.Ms.No. 1705 Edn. Dt. 7.10.94. The Collegiate Cell is now known as Academic Cell. The Academic Guidance Officer is the Head of the cell. 10 Lecturers are working in the cell.

C) STATE LIAISON OFFICER OF N.S.S. :

Due to expansion of NSS activities in the State a separate post of State Liaison Officer of N.S.S. was created by Government of India in June, 1990. The main function of the Liaison Officer is to oversee the effective implementation of N.S.S. Programmes and to effect coordination among Universities, Colleges and State and Central Governments. Recently Govt. have issued orders for shifting of the N.S.S. cell to Secretariat in Education Dept. along with posts and personnel.

D) OTHER POSTS IN THE DIRECTORATE :

Due to increase in the pressure of work in the Directorate, the posts of Joint Directors, Dy. Directors, Chief Accounts Officer, Assistant Directors, Chief Auditor (Gazetted) Asst. Accounts Officer and Special Officer for Pensions were created along with the supporting staff in the lower ranks.

3. AIMS AND OBJECTIVES

A) AIMS AND OBJECTIVES :

The aims and objectives of the department are the development of undergraduate and post-graduate education in the State from the point of view of maintenance of proper standards, ensuring optimum use of facilities, promoting innovation and change, linking education to emerging occupational patterns and equalisation of opportunities for weaker sections of the society and people belonging to educationally backward areas.

B) ROLE OF THE DEPARTMENT :

- i) To act as Chief Controlling Office in the general administration of the department.
- ii) To control the academic and administrative activities of Degree and P.G. Colleges in the State.
- iii) To sanction grants to Private Aided Degree colleges and Universities as per government orders in force.
- iv) To inspect the Regional Offices and Degree Colleges in the State.
- v) To regulate and sanction various types of scholarships.
- vi) To plan for restructuring and vocationalisation of Higher Education and creation of need-based education.
- vii) To formulate schemes for the overall development of the department academically and administratively.

4. ORGANISATIONAL STRUCTURE

ORGANISATIONAL STRUCTURE DEPARTMENT OF COLLEGIATE EDUCATION

Director/Commissioner of Collegiate Education

ADMINISTRATIVE WING

ACADEMIC WING

(Colleges)

Principal (one each College)

O/o. the CCE JD.I		O/o. the R.J.D.'s JD.II		Administrative Section	Academic Section
D.Ds	AGO	CAO	A.O.(1)		
A.Ds/CAG	Lecturers	AO	Supdt.	A.O. (in 18 colleges only)	Lect- urers
Supdt/ Auditors	(Academic cell)	ASO(P)	Sr.Asst., Jr. Asst.,	Supdt. Sr.Asst.,	
St.Asst., Jr.Asst.,			Steno/Typist Store Keeper	Jr.Asst., Typists	
Steno-Typist Record Asst.			Record Asst., Attender	Record Asst.,	
Store Keepers Attenders			Watchman/ Driver	Other non-teaching Staff	
Watchman/ Drivers					

5. ROLE OF EACH CATEGORY OF FUNCTIONARY IN THE DEPARTMENT

A brief account of the role of each category of functionary in the department is given below. The detailed job chart of each functionary is given in the functionary manual.

I) COMMISSIONER OR DIRECTOR OF COLLEGIATE EDUCATION (CCE/DCE) :

Head of the department, in overall control of the department including the Regional Offices and all Institution of Collegiate Education. He is ex-officio member of the Executive Councils of all Universities in the State.

II.A) JOINT DIRECTOR :

To assist CCE to inspect colleges, to supervise the work of personnel and sections under his control. To conduct inquiries. To attend the work assigned by the commissioner of Collegiate Education.

II.B) REGIONAL JOINT DIRECTOR :

Is the Head of the Regional Office. Inspection of the Degree Colleges in the region, conduct inquiries, competent authority under A.P. Education act for Private Aided Colleges in the region, appointing authority to the posts of Senior Assistants and other categories below the cadre of Senior Assistants in Govt. Degree colleges.

III) PRINCIPAL OF DEGREE COLLEGE :

The Principal is the academic and administrative leader of the college. He will plan and supervise the execution of annual academic plans, and co-curricular and extra-curricular activities, in consultation with the staff of the college. He will strive for the over all development of the college.

IV) ACADEMIC GUIDANCE OFFICER :

Assists the Commissioner in all the academic matters of the department such as introduction of restructured courses, assessment of work load for different subjects in the colleges, analysis of the results, identification of remedial measures for the improvement of academic standards monitoring of academic affairs of the colleges and computerisation of data of the department. He has to be assisted by 10 lecturers in discharging his duties.

V) CHIEF ACCOUNTS OFFICER :

To assist the Commissioner in financial matters such as preparation and control of budget, presentation of Office records to A.G.'s audit and look after financial matters in the inspection of colleges and R.J.D.C.E.'s offices and expeditious disposal of pension files.

VI) ACCOUNTS OFFICER :

Is the drawing and disbursing Officer of the Directorate. Maintains the cash book and ledgers. Assists the Chief Accounts Officer in the matter of preparation of budget, reconciliation of receipts and expenditure.

VII) SPECIAL OFFICER FOR PENSIONS :

Deals with the pension cases. He is a liaison officer between the A.G.'s office and the department including the Finance Department in the Govt.

VIII) ASSISTANT DIRECTORS-1 TO 6 :

Are the first level Gazetted Officers, assisting the Deputy Directors, Joint Directors and Commissioner and Supervising the sections under their control.

IX) CHIEF AUDITOR (GAZETTED) :

Scrutinizes audit reports of all private aided colleges before they are submitted to the commissioner. Assists the Commissioner in matters of grant-in-aid proposals.

[Note: Officers at S.No. VI & VII are under the control of Chief Accounts Officer.]

X) THERE ARE 16 SECTIONS IN THE COMMISSIONERATE :

13 sections are in general branch and 3 sections in accounts branch.

Note: The sections in accounts branch work under the direct control and supervision of Chief Accounts Officer.

Each section is sanctioned with one Superintendent (otherwise known as ministerial Head of the Section) 3 Senior or Junior Assistants one Typist and an attender. The section Superintendent distributes equally the assigned work, among the Assistants by preparing the job charts. He sees to the prompt typing of the drafts, notes etc., by the typist with care and caution. He assesses the work done by each Assistant and Drafts/notes typed by the typist daily. The staff in the section is under the control and supervision of the section Superintendent. The superintendent is bridge between the Section and the Officer.

SECTION - 2

MAJOR ENACTMENTS AND RULES

Major Enactment pertaining to department of Collegiate Education in A.P. Education Act of 1982. This is amended by Act 5 of 1983, and Act of 17 1993.

The salient features of the Act as amended from time to time are mentioned below :

1) ESTABLISHMENT OF EDUCATIONAL INSTITUTION

Section - 18 Relates to establishment of educational institution, their administration and control.

Section - 19 Classification of Educational Institutions

Section - 20 Deals with permission of establishment of Educational Institutions.

Section - 20A Related to prohibition of individuals to establish Institutions.

2) RECOGNITION AND AFFILIATION OF EDUCATIONAL INSTITUTIONS :

Section - 21 This section deals with grant or withdrawal of recognition of institution imparting education.

Section - 21A This is about prohibition of affiliation with Universities outside the state.

Section - 22 Special provisions in respect of existing institution are dealt in this Section.

3) MANAGEMENT OF PRIVATE EDUCATIONAL INSTITUTIONS:

Section - 24 This relates to appointment and removal of manager of private institution

- Section - 25 This section defines duties of manager of Private Institutions
- Section - 26 Private Institutions cannot be closed down without sufficient notice.
- Section - 27 Manager to handover properties, records etc. to the competent authority on closure of private institution other than a registered school.
- Section - 28 This relates to restriction or alienation of private institution.
- Section - 29 This deals with liability of Manager to repay debts incurred in certain cases.
- Section - 30 This relates to formation of parent - teacher association.
- Section - 31 Government may authorize any officer to inspect any educational institution in the State.

4) GRANT-IN-AID

- Section - 42 This deals with grant-in-aid to educational institutions
- Section - 43 Government are competent to sanction grant-in-aid
- Section - 45 Application for sanction of grant-in-aid and conditions to be fulfilled on such sanction are dealt with in this section.
- Section - 46 This relates to the powers of Government to withhold, reduce or withdraw grant.

5) PROPERTIES OF PRIVATE EDUCATIONAL INSTITUTIONS :

- Section - 47 This section is about utilization of funds and movable property of private institution and returns.
- Section - 48 This is about maintenance of accounts.
- Section - 49 This is related to annual audit of account.
- Section - 50 This deals with inspection or inquiry.

- Section - 51 This is about submission of returns.
- Section - 53 Prohibition of transfer of lands and building by educational institutions without the permission from Government in certain cases.
- Section - 54 This relates to consequence of breach of provisions of section 53.
- Section - 55 This is about effect of orders under sections 53(2) and 54.
- Section - 56 This is related to land or building to vest in Government absolutely on possession being taken.
- Section - 57 This deals with recovery of sums due under this chapter.
- Section - 58 Court not to attach, sell etc., in the absence of permission of the Government.

6) TAKING OVER OF PRIVATE EDUCATIONAL INSTITUTIONS :

- Section - 60 This is about taking over of management of education institutions in public interest.

7) REQUIREMENTS OF PROPERTY :

- Section - 64 This deals with requisitioning of an education institution.
- Section - 65 Summary power for taking possession of property.
- Section - 67 Release from requisitioning and discharge of liability of the Government.
- Section - 68 This is about principles and methods of determining amount for property requisitioned or acquired.
- Section - 69 This relates to payment for property acquisitioned or acquired.
- Section - 70 Appeal from the award of the arbitrator under section 68 in respect of amount.

Section - 71 Arbitrator to have certain powers of civil court.

8) POWER TO ENTER AND INSPECTION OF INSTITUTION :

Section - 72 The competent authority may have powers of entry and inspection and calling for information.

9) AGE OF SUPERANNUATION

Section - 78 This relates to constitution of Educational Service.

Section - 78A Age of Superannuation of the staff in aided private educational institutions is prescribed in this section.

10) PUNISHMENTS :

Section - 79 Dismissal, removal or reduction in rank or suspension etc. of employees of private institutions are provided in this Section.

Section - 80 Appeal against orders of punishment imposed on employees of private institutions is dealt in this Section.

Section - 81 Appeal lies to Government.

Section - 82 This relates to special provision regarding appeal in certain past disciplinary cases.

Section - 83 This is about retrenchment of employees.

11) CODE OF CONDUCT :

Section - 85 This deals with welfare of employees and their code of conduct.

Section - 86 This relates to conduct rules.

Section - 87 This deals with penalties for contravention

12) THE EMERGENCY POWERS OF DIRECTOR :

Section - 94 This is about emergency powers of Director.

Section - 95 This relates to powers to enter and inspect.

Section - 96 This relates to imposition of penalty for obstructing officer exercising powers under this Act.

13) POWER OF GOVERNMENT :

Section - 99 This deals with powers of the Government to make rules.

Section - 100 Government may exempt any Educational institution from the operation of or any of the provisions of this Act.

Section - 101 This is about repeal of certain Acts.

Section - 102 Government have powers to remove difficulties.

SECTION - 3

*"One Precedent creates another.
They soon accumulate and become law."*

1. INSPECTION OF COLLEGES

For the efficient functioning of colleges a number of instructions are being issued from time to time, prescribing rules, regulations and procedures in dealing with academic, administrative and financial matters. To assess the effective and correct implementation of Government orders and instructions from the Directorate and to assess the manner in which the colleges are functioning periodical inspection of colleges is carried out. A detailed questionnaire (annexure..) seeking information on all important matters is sent to all colleges by the Directorate, which becomes the basis for inspection.

The scope of inspection is very wide covering academic, administrative and financial aspect. Matters relating to maintenance of office records, operation of Government and Non-Government funds, service conditions of Teaching and Non-Teaching staff with regard to their appointment, probation, pay fixation, sanction of leave and increments and disciplinary matters are covered in administrative and financial areas. Academic inspection relates to coverage of syllabus, teaching methods adopted, tutorials conducted, practicals of science subjects, periodical assessment of students and results at the University examinations:

Student Welfare programmes carried out are also evaluated. Welfare programmes like student counselling, cultural activities, sports & games, medical facilities, general student amenities are examined. The social service programmes of students, for community development under N.S.S. and "Janmabhoomi" programmes are also looked into.

It is necessary to have annual inspection of colleges.

Besides the general inspection of colleges, a college is inspected when the Principal of the college is on the verge of retirement.

A college is inspected by the J.D./RJD or the Director / Commissioner. The C.A.O/A.O assist them in matters relating to accounts and finance. A Superintendent and some Assistants from the C.C.E/R.J.D office assist the Inspecting Officer. A lecturer from the Academic Cell will also assist the Inspecting officer.

The Inspection report is to be prepared and submitted to the Director/ Commissioner, immediately after the inspection. It will be ideal if 15 days time limit is fixed for the submission of the report. After a careful study of the report, the lapses found are reported to the principal for remedial action. A time limit of one month may be prescribed for the Principal of the college to submit his reply on actions to be taken on the inspection report.

DEPTH INSPECTION QUESTIONNAIRE

ANNEXURE - I (Academic aspects)

1. COVERAGE OF SYLLABUS :

The syllabus is the minimum academic programme. It is necessary that its coverage is carefully planned term - wise and completed well in advance so that the teacher has sufficient time to revise and spot-light the salient points before the examination.

- a) Did the Principal check the particulars of the term-wise planning and coverage of syllabus of each subject for three terms? (The cyclostyled statements containing the particulars of term-wise planning and coverage of syllabus are to be produced at the time of inspection).
- b) How many meetings of Lecturers incharge (staff council) were convened by the Principal during the academic year to discuss matters of academic interest? (a brief note may be given).
- c) Were general staff meetings held? How frequently?

2. COMPOSITION EXERCISES IN LANGUAGES : Practicals in science:

- a) How many exercises were done during the year in each of the languages?
- b) Are books test-checked by the Head of Dept. and the Lecturers?
- c) How many practicals were done in each science subject? (Records to be maintained).
- d) Were the practicals made to serve the purpose of a tutorial? How?

3. TUTORIALS :

- a) Were tutorials conducted in each subject during the year?

- b) Particulars of tutorials conducted during the academic year may be furnished.
- c) Were tutorials conducted within the frame - work of the time-table? Was there need to expand time-table? Particulars to be furnished.
- d) Names of senior lecturers and other staff supervising the tutorial work.
- e) How many tutorials were taken by the principal in his subject?
- f) Are the tutorials conducted on the basis of written work done by students?

4. EXAMINATIONS AND PERIODICAL TESTS :

- a) Were quarterly examinations held each subject?
- b) Were half-yearly examinations held?
- c) Were the prefinal examinations held?
- d) Were periodical tests conducted? What was the periodicity?
- e) Were progress cards sent to parents/Guardians? How many times during the year? (All the records and marks-registers are to be produced at the time of Inspection).

5. Were library classes, group discussions and seminars classes and problem solving sessions conducted to supplement the lecturer method in any of the subject? (Particulars may be given).

6. Were any special classes conducted for the benefit of the academically backward students? (Particulars may be given).

7. a) How many times does the principal go round the classes every day to satisfy him self that classes are engaged regularly and punctually?

b) What special safe-guards are devised to prevent cancellation of classes and dislocation of work when the teaching staff go on leave?

8. EXAMINATIONS : UNIVERSITY / BOARD :

- a) How many students appeared for the last University Examination? Please give subject-wise particulars.

Course	No.of students who appeared	No.of students who passed	No.of I Class	No.of II class
B.A				
B.Sc				
B.Com.				
Intermediate				

- b) percentage of passes (class-wise and subject-wise) percentage of I classes (class-wise and subject-wise) percentage of II classes (class-wise and subject-wise).
- c) No.of students rusticated or expelled for malpractice at the University Examination.
- d) No.of students punished for malpractice at house examinations.
- e) What special arrangements were made to check impersonation, malpractice and smuggling of forbidden material into the examination hall?
9. a) Is there a Reading Room in the College? Give particulars
- b) Give a brief note on the Library.

DEPTH INSPECTION QUESTIONNAIRE

ANNEXURE-II (Students welfare)

1. SCHOLARSHIPS AND FEE CONCESSIONS :

- a) What steps were taken to ensure that all information about scholarships and fee concessions was made available to students?
- b) Were all scholarships and fee concessions awarded on time? Particulars of disbursement of each category of scholarship are to be furnished with date and month
- c) Have the parents/guardians been informed about the sanctioning of scholarships, through communication sent in English and regional language?

- d) Have you been able to get any scholarships endowed? and by any local agencies like, Rotary-club and Lions club?

2. STUDENT COUNSELLING, TUTORIAL SYSTEM :

- a) Was there student counselling system in the college? Give a brief note.
- b) Did the Counsellors visit the lodges or residential places of their wards?
- c) Do the Counsellors visit lodges or residential places of their wards under personal supervision? How often? (Specimen card to be produced).
- d) Was the system found to be effective? How effective?

3. STUDENT'S UNION AND OTHER ASSOCIATIONS :

- a) What is the method of election for student's union (direct or Indirect)?
- b) What were the activities conducted during the year between the inaugural and valedictory?
- c) What other Associations were functioning in the college? What were their activities during the year?
- d) Give a list of reputed scholars and dignitaries who addressed meetings during the year.
- e) What role did the Student's Union play in promoting the welfare of the students?
- f) What was impact of the Student's Union?

4. DEBATING SOCIETY :

- a) Is there a Debating Society in the college?
- b) How many debates were conducted during the year?
- c) What were the subjects discussed?
- d) What was the average attendance?

e) In how many Inter-collegiate debating competitions did the students participate? were any prizes won?

f) Did the college conduct any Inter-Collegiate debating competition?

5. WELFARE WORK :

a) Is there a planning or Social Service League in your college?

b) What were the activities during the year?

c) Was a socio-economic survey or rural camp conducted?

d) What is the social work done by the N.C.C. Cadets and N.S.S members.

6. CULTURAL ACTIVITIES:

a) Is there an auditorium-cum-theatre for the college?

b) Is there an open-air theatre?

c) Give particulars of the plays, musical concerts and other cultural activities conducted during the year.

d) What is the record of participation in inter-collegiate competitions?

7. GAMES AND SPORTS:

a) What games were conducted?

b) What facilities are available for sports?

c) Is there a gymnasium and sports stadium?

d) What is the record of participation in inter-collegiate competitions?

e) Did the college conduct an inter - collegiate tournament?

f) How many students of the college were selected to represent the university in the Inter-University Meet?

8. OTHER EXTRA-CURRICULAR ACTIVITIES :

- a) Were symposia, quiz programmers, model parliament or U.N. Session conducted during the year?
- b) Mention names of staff members who took special interest in conducting such activities;
- c) How many students take part in cultural activities, games and sports and other extra-curricular activities?

9. UNIVERSITY GRANTS COMMISSION PROJECTS :

- a) What University Grants Commission projects or schemes were sanctioned to the College during the year? (building, furniture, science equipment books etc.).
- b) What was the total amount of financial assistance received from the University Grants Commission? Give a brief note.
- c) What was the matching grant? How was it met?
- d) What are your schemes for the future?
- e) Is there a Non-Resident Student Centre in the College? If not what are the steps being taken to start one?

10. MEDICAL FACILITIES :

- a) Is there a college clinic with a part-time Medical Officer, a Compounder and supply of medicines? If not what alternative arrangements are being made?
- b) Was medical inspection of all the students conducted at least once during the year? (specimen form to be produced at the time of inspection).
- c) Were there occasions when students were helped in getting expert diagnosis and treatment for any major complaints?

11. EMPLOYMENT OPPORTUNITIES :

What arrangements are made to provide information and guidance to students with regard to employment? Give a brief note.

12. STUDENT AMENITIES :

- a) Are there any facilities like a common room or indoor games room to be used by the students in their free time?
- b) Are there modern sanitary facilities?
- c) Is there a water cooler?
- d) Is there a canteen? Is it run on co-operative basis and the other student requirements at reasonable price?
- e) Is there city bus service connecting the college? Is the frequency satisfactory?
- f) Is there a cycle-shed? Is it covered? Is there an Attender to keep a watch?

13. IS THERE A STUDENT WELFARE COMMITTEE? WHAT IS ITS COMPOSITION? WHAT ARE ITS ACTIVITIES?

- a) Is there Audio-Visual Education Association in the college?
 - b) Does the college own a film projector?
 - c) Does the college get films from other source? Give a brief note.
 - d) Does the college own a library of films? Give particulars.
 - e) How many films are exhibited during the year?
15. Is there an Old Boy's Association? Give a brief note on its activities during the year?
16. Is there a Parent's Association? Give brief note on its activities during the year?

17. Is there a hostel for the students of the college? Please furnish particulars.
18. Was there any student unrest in the college? Give particulars.
19. What is the present state of the student discipline in the college? Any problems?

Since the essential function of an educational institution is academic it is felt that the annual inspection should cover academic aspects also. Hence, a depth inspection questionnaire as per annexure has been approved by Government.

2. INSPECTION OF OFFICES

As laid down in the Inspection Manual after the formation of the state of Andhra Pradesh the need was felt to evolve and introduce a planned system of inspection of Government Offices by responsible officers in order to oversee how the work was done how efficient was the control mechanism of checks over delays and arrears and recommend measures found necessary to improve the working of an office in order to enable it to discharge its functions properly and effectively.

The Government therefore laid down as under :

- i) All District Offices should be inspected by the Head of the Department once a year on the basis of a reasonably detailed questionnaire to be prescribed for these inspection covering all aspects of office administration.
- ii) The Inspecting officer should personally evaluate the work of the subordinate officer, so that any deterioration due to negligence or improvement due to efficiency of the officer concerned is brought out.
- iii) There should be an effective follow up action to see that defects pointed out are rectified in time. Heads of the departments should also review this aspect of the work of their subordinate offices.
- iv) The Inspection will be confined to a survey and scrutiny of matters relating to improvements of procedures and causes for delay etc.

- v) The inspecting officer may take assistance of the staff in his own office. The Inspection shall be spread over the year according to convenience of inspecting officer.
- vi) The important matters which the inspecting officers have critically to review will include the following.
- 1) Dispatch of business
 - 2) Organization setup
 - 3) Adequacy of delegation of powers and functions within the department.
 - 4) Fixation of targets of work for officers and staff in the department.
 - 5) Financial control more particularly in regard to realization of revenue loans and other government due and phasing of expenditure.
 - 6) Planning including formulation of schemes, fixation of targets, review of progress and evaluation of performance.
 - 7) Public relations
 - 8) Regularization of service condition more particularly in regard to regularization of services, preparation of panels of approved candidates for promotions, disposal of disciplinary cases and processing of pension papers.

The inspecting officer should submit his report to the head of the department with his findings on the working of the office and his specific recommendations for securing greater efficiency in the working.

Common deficiencies pointed out in the inspection reports are as follows.

- 1) Non declaration of Focal Points (posts)
- 2) Long Pending cases.
- 3) Non-checking of Personal Registers for long period.

- 4) Accumulation of disposal in sections and neglect in records management.
- 5) Stock files and table on contents therein.
- 6) Non maintenance of Character Rolls in respect of Last Grade Employees.
- 7) Arrangements for redressal of Public grievances.
- 8) Training of Staff.
- 9) Non preparation of indices.
- 10) Non-provision of Fire extinguishers.

To facilitate 'evaluation' work it is expected to check up various items listed and noted down under each of the following sections.

- a) Weakness
 - b) Cause.
 - c) Recommendations.
- 1) Premises, layout and equipment.
 - 2) Supervisory methods staff, utilization and staff training.
 - 3) Inspections
 - 4) Proper maintenance of prescribed registers
 - 5) Registration of papers and prompt disposal.
 - 6) Critical scrutiny of proposals for additional expenditure in view of the economy measures imposed by govt. from time to time.
 - 7) Evaluation of performance of various plan schemes vice-versa expenditure incurred
 - 8) Proper review of grant-in-aid schemes.

3. AUDIT OF ACCOUNTS OF PRIVATE AIDED COLLEGES

The accounts of all Private Aided Degree Colleges including Oriental and Law Colleges and P.G. Centres receiving grant-in-aid from the department shall be inspected and audited at the end of every financial year by the departmental auditors deputed by the Director/Commissioner of Collegiate Education.

The management is required to submit financial statement with supporting statements as referred to in Annexure to the Director / Commissioner of Collegiate Education not later than the first May of every year.

The auditor deputed by the Director shall scrutinize the statements with reference to the relevant records of the college within the time stipulated.

The objective of the departmental audit conducted by the auditor is mainly to see whether the grants given by the Govt. and other sources are properly utilized for the purpose for which they were sanctioned.

After inspection and scrutiny of all the records, the auditor shall prepare the worksheet of grant due for release, on recovery and Audit Report and discuss with the Correspondent / Principal of the college, the salient points of the audit.

The auditor shall process his Audit Report for approval of the Director. The approved audit report shall be communicated to the Correspondent of the college by the Director/Commissioner of Collegiate Education within two months from the date of completion of audit of accounts of the college.

The management of the college shall send its rectification of defects noticed in the Audit Report to the Director / Commissioner Collegiate Education within two months from the date of receipt of the Audit Report otherwise the Audit Report shall be treated as final.

The Registers / Records to be maintained in Degree Colleges including Oriental Colleges, Law colleges and P.G. centres, are given in G.O.Ms.No. 172 Edn., (Rules) dt. 27.3.1986 (copy of the G.O. is in chapter-ii)

4. REVISED STAFF PATTERN OF NON TEACHING STAFF IN GOVT. / PRIVATE AIDED COLLEGES IN THE STATE

(Proceedings No. 957/ADMN. 1-12000 Dt.01.11.2000)

Sl.	Designation	For colleges having student strength of above 2000	For colleges having student strength from 1000 to 2000	For colleges having student strength from 500 to 1000	For colleges having student strength below 500	Remarks
1.	Superintendent	1	1	1	0	
2.	Sr. Asst.	3	3	2	1	
3.	Jr. Asst./ Comp. Prog.	5 (3+2) Comp. Prog.	4 (3+1) Comp. Prog.	3 (2+1) Comp. Prog.	3 (2+1) Comp. Prog.	The post of Comp. Prog. is given where ever computers are available and used
4.	Typist	1	1	1	1	
5.	Asst. Librarian	1	1	1	0	
6.	Store Keeper	3 (2+1) Comp. Lab	3 (2+1) Comp. Lab	2	2	Store Keeper post is allowed where Science courses are existing
7.	Museum/Herbarium Keeper	2 (1+1) for each category	2 (1+1) for each category	2 (1+1) for each category	2 (1+1) for each category	
8.	Mechanic cum Gasman / Electrician	1	1	1	1	
9.	Office Attender	4 (3+1) Roneo Operator / Messenger boy	3 (2+1)	2	2	
10.	Women Attender	1	1	1	1	The post is allowed where the strength of girl students exceeds 50.
11.	Library Rec. Asst./ Comp. Operator	2 1+1 Comp. Operator	2 1+1 Comp. Operator	1	1	
12.	Library Attender	1	1	1	1	

13.	Laboratory Rec. Asst.	2 For each Dept. incl. Restructured courses & Office (not exceeding 14)	2 For each Dept. incl. Restructured courses & Office (not exceeding 14)	1 For each Dept. incl. Restructured courses & Office (not exceeding 8)	1 For each Dept. incl. Restructured courses & Office (not exceeding 6)	
14.	Lab Attender	1 For each Dept. incl. Restructured courses and Office (not exceeding 8)	1 For each Dept. incl. Restructured courses and Office (not exceeding 8)	1 For each Dept. incl. Restructured courses and Office (not exceeding 6)	1 For each Dept. incl. Restructured courses and Office (not exceeding 5)	
15.	Lab Assts.	Lab Assts. will continue until the retirement				
16.	Contingent Staff					
	Watchmen	2	2	2	2	
	Sweeper	2	2	2	2	
	Scavenger	1	1	1	1	
	Watermen	2	1	1	1	
	Gardner	1	1	0	0	
	Total	55	52	38	32	

5. PENSIONS

1. GOVERNMENT EMPLOYEES :

The Rules issued in G.O.Ms.No. 88, Fin. & Plg. (FW-PCS.IV) Dept. dated. 31.7.1974 are applicable to the Government employees including the staff employed in Government Degree Colleges.

The Rules are given in Annexure No.

Every teacher or member of the non-teaching staff employed in Government Degree College, not belonging to Last Grade Service shall retire from service on the last day of the month in which he/she attains the age of 58 years. Members belonging to the last grade service shall retire on the last day of the month in which they attain the age of 60 years.

Explanation : An employee whose date of birth is the first day of a month, shall retire from service on the afternoon of the last day of the preceding month on attaining the age of fifty eight or sixty years as the case may be.

2. STAFF IN AIDED PRIVATE EDUCATIONAL INSTITUTIONS :

Section 78-A and 78-B of the Andhra Pradesh Educational Act. 1982 are re-produced hereunder.

78-A : Age of superannuation of the staff in aided Private Educational Institutions :

- 1) Every teacher or member of the non-teaching staff employed in any aided private educational institutions, not belonging to last grade service shall retire from service on A.N. of the last day of the month in which he attains the age of fifty eight years.

Provided that a teacher or a member of the non-teaching staff aforesaid, who has already attained the age of fifty eight years and continuing in service on the date of commencement of the Andhra Pradesh Education (Amendments) Act. 1993 shall retire from service on the afternoon of the last day of the month of the commencement of the said Act.

- 2) Every member belonging to the last grade service shall retire from service on the afternoon of the last day of the month in which he attains the age of sixty years.

Explanation : An employee whose date of birth is the first day of a month shall Retire from service on the afternoon of the last day of the preceding month on attaining the age of fifty eight or sixty ears as the case may be.

Section 78-B : Pension to the employees of Aided Private Degree Colleges:

- 1) Notwithstanding anything contained in any orders issued by private degree colleges before the commencement of the Andhra Pradesh Education (Amendments) Act. 1993, such employees including those in the last grade service who attained the age of Superannuation as specified in Sec. 78-A shall be entitled to Pension with effect from 1st November, 1992 in accordance with such separate rules as may be made in that behalf.
- 2) A teacher or a member in any aided private degree college who continues in service beyond the age of fifty eight years for any reason shall be entitled to Pension with effect from 1st November, 1992 in accordance with such separate Rules as many be made in that behalf.

The date of commencement of the Andhra Pradesh (Education) Act, 1993 is 13th July, 1993.

The Andhra Pradesh Aided Degree, Oriental and Junior Colleges staff Pension Rules, 1993 issued under Sec. 78-B of the Andhra Pradesh Education Act, 1982 in G.O.Ms.No. 2 Education (CE.III) Dept., dated 5.1.1994 are applicable from 1-1-1992.

As per G.O.Rt. No. 578 Edn., (Ce.I) Dept., dated. 22.4.95, service rendered beyond the age of 58 years by the staff of aided colleges shall not count for any benefit other than the payment of salary (pay and allowances) for the period of service rendered. No annual grade increments should be sanctioned to them for the period of service beyond fifty eight years.

6. PROCEDURE FOR RECRUITMENT AND QUALIFICATIONS PRESCRIBED FOR DIFFERENT CATEGORIES OF POSTS IN THE DEPARTMENT OF COLLEGIATE EDUCATION

The method of recruitment and the qualifications prescribed to different categories of posts in the Department of Collegiate Education are discussed hereunder.

1) DIRECTOR OF COLLEGIATE EDUCATION :

The post is covered by Adhoc Rules issued in G.O.Ms.No. 939 Education, dated 22.10.1979. Appointing authority shall be Govt.

Method of Recruitment's :

- i) By Promotion from among the Officers in the category of Joint Director of Higher Education.

- ii) By appointment by transfer of an officer in an identical scale of pay in the A.P. Educational Services.

2) JOINT DIRECTORS/REGIONAL JOINT DIRECTORS

The posts are covered by Adhoc Rule issued in G.O.Ms.No. 531 Education, dated. 7-4-1975 read with G.O.Ms.No. 653 Edn., dt. 17-7-81. Govt are the appointing authority.

METHOD OF RECRUITMENT :

- i) By Promotion from among Principals of Govt. Degree Colleges in Category-I, Class-IV of the A.P. Educational Services in the Collegiate Education.
- ii) By appointment of an officer in an identical scale of pay in the A.P. Educational Services.

QUALIFICATIONS :

No person shall be eligible for appointment to the post unless he possesses a first or second class P.G. Degree of any University in India established or incorporated by or under State Act, Central Act or a provincial Act or Institution recognised by the U.G.C. or any other qualifications equivalent thereto.

3) DEPUTY DIRECTORS :

The post is covered b Adhoc Rules issued in G.O.Ms.No 399 Edn., dt. 21.5.1980 read with G.O.Ms.No. 223, Education (H.E) Dept. dated 15.07.99. As per the orders issued in G.O.Ms.No. 230 General Administration (Ser.D) Dept. dt. 22.05.99, the Director/Commissioner is the appointing authority.

METHOD OF RECRUITMENT :

Promotion from the category of Assistant Directors / Chief Auditor (Gazetted) in the o/o the Director of Collegiate Education and the Administrative Officers working in Regional Offices/ Govt. Degree Colleges in the State.

METHOD OF RECRUITMENT	QUALIFICATIONS
i) Appointment by transfer from category-1 of Class-IV of A.P.E.S. Rules	i) A First or Second Class Degree of M.A., M.Sc., M.Com., B.Sc., (Hons), B.Com., (Hons) of any University in India established or Incorporated by or under a Central Act. State Act or Provincial Act or An institution recognised by U.G.C.
ii) Promotion from the category of Assistant Directors of Higher Education	i) A degree in Arts/Science/ Commerce of any University in India. ii) Service of atleast 3 years as Asst. Director of Higher Education.

4. PRINCIPAL OF DEGREE COLLEGES :

The post is covered by the Special Rules for the A.P.E.S. issued in G.O.Ms.No. 259 G.A.(Rules) Dept., dated. 9-2-1962. Govt. are the appointing authority.

METHOD OF RECRUITMENT :

i) Grade-I of Category-1	i) Promotion form Grade-II of Category-1 of Class-IV. ii) Appointment from among holders of any post in the service of an identical scale of pay.
ii) Grade-II of Category-1	i) Director Recruitment from among member of the teaching staff employees in recognized Govt. Colleges in the State. ii) Promotion from Category-2 of Class-IV.

QUALIFICATIONS

All posts in Grade-I of Category-1 of Class-IV	A first or second class Degree of M.A. M.Sc., M.Com., B.A.(Hons), B.Sc., (Hons) and B.Com.,(Hons) of a University in the State.
All posts in Grade-II of Category-1 of Class-IV	<p>i) A first or second class Degree M.A., M.Sc., M.Com., B.A., (Hons), B.Sc., (Hons) and B.Com.,(Hons) of a University in the State. In such subject or language as may be necessary in the opinion of the State Government. Preference shall be given to such of the candidates who have in addition, obtained any higher degree (by examination, advanced study or research) of a University in the State in such subject or language as the case may</p> <p>ii) Experience for not less than nine years as Lecturer in A.P.E.S. or Asst.Lec. in A.P.E.S.S. and experience for not less than three years, as head of the Dept, in the subject or language in which the candidate is qualified in a 1st Grade Arts College or Colleges. Preference shall be given to such of the candidates who have in addition experience as Principal of a constituent or affiliated College of a University in the State for a period of not less than two years out of the total period of 12 years of experience.</p>

5. PRINCIPAL OF GOVT. ORIENTAL COLLEGES :

including M.R.Sanskrit College, Vizianagaram : The post is covered by the Special Rules of the A.P.E.S. as Amended vide G.O.Ms.No. 340 Edn.,

METHOD OF RECRUITMENT

Category-1 of Class-V	<ol style="list-style-type: none"> 1) By Director Recruitment 2) Promotion from category. 2 of Class-V 3) By transfer from the category of Asst. Lecturers in Sanskrit in A.P.E.S.S. 4) Recruitment by transfer from among holders of any post in the service on an identical scale of pay.
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QUALIFICATIONS

<ol style="list-style-type: none"> 1. Direct Recruitment 2. Promotion from among the holders of the posts in Category.2 of Class-V 	<ol style="list-style-type: none"> i) A first or second class degree of M.A. in Sanskrit of a University in the State. ii) Preference shall be given to such of the candidates with I or II class Oriental Title in Sanskrit in the case of D.R. <p>A first or second class degree of M.A. in Sanskrit of a University in the State.</p>
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6) LECTURERS OF GOVERNMENT DEGREE COLLEGES :

The posts are covered by the Special Rules for the A.P.E.S. issued vide G.O.Ms.No. 259 G.A. (Rules) Dept., dt. 9-2-62. C.C.E. is the appointing authority.

METHOD OF RECRUITMENT

Category-2 of Class-IV	<p>i) By Direct Recruitment</p> <p>ii) Recruitment by transfer from among J.Ls in the A.P.E.S.S. Rules.</p> <p>Note : In making appointment to the serve in Category. 2 of Class-IV posts for which qualifications in a particular subject or language are prescribed shall be regarded as constituting one unit and out of every 4 vacancies arising in such unit the second vacancy shall be filled by direct recruitment and the first, third and fourth vacancies shall be filled by recruitment by transfer among J.Ls in the A.P.E.S.S.</p>
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QUALIFICATIONS

By Direct Recruitment	<p>i) A Masters Degree in the relevant Subject with atleast 55% of marks or its equivalent grade and good academic record.</p> <p>ii) The candidates besides fulfilling the above minimum qualifications have to qualify in a comprehensive test (National Eligibility Test) to be specifically conducted for the proposed appointment as Lects. (Vide G.O.Ms.No. 520 Edn., dt. 15.12.1988)</p>
Recruitment by Transfer	<p>Post Graduation Degree with not less than 50% of marks in the relevant subject. The individuals are allowed the State Pay scales attached to the post of Lecturers. However as and when they qualify themselves according to U.G.C. criteria laid down in.G.O.Ms.No. Edn., dt. 30.6.90 they shall be eligible for Revised U.G.C. Scales of 1986.</p>

7) LECTURERS IN SANSKRIT IN GOVERNMENT ARTS (DEGREE) AND ORIENTAL COLLEGES :

These posts are covered by the Special Rules of the A.P.E.S. as amended in G.O.Ms.No. 340 Edn., dt.27-10-89. C.C.E. is the appointing authority.

METHOD OF RECRUITMENT

Category.2 of Class-V	i) By Direct Recruitment ii) By recruitment by transfer from among Junior Lecturers in Sanskrit in Government Junior Colleges.
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QUALIFICATIONS

Direct Recruitment	i) First or Second Class Degree in M.A. (Sanskrit) of a University in the State. ii) Preference shall be given to such of the candidates with first or second class oriental title in Sanskrit in the case of Direct Recruitment.
Recruitment by transfer	First or second class Degree of M.A. in Sanskrit of a University in the State.

8) PHYSICAL DIRECTORS IN GOVERNMENT DEGREE COLLEGES :

The posts are covered by the A.P.E.S.S. Rules as amended in G.O.Ms.No. 11 Edn., dt. 27-12-1977. C.C.E is the appointing authority.

METHOD OF RECRUITMENT :

- 1) Promotion from Category-2 of this class (Asst. Physical Directors) and if no suitable and qualified is available, from Category.3 (Physical Directors of Junior College and High Schools) of this class in order of preference.

9) ASSISTANT PHYSICAL DIRECTORS :

METHOD OF RECRUITMENT :

- I) Direct Recruitment
- II) Promotion from category-II of this class (Physical Directors of Junior Colleges and High Schools) and if no suitable and qualified candidate available from category 4 of this class (Physical Training Grade-I in schools) and Category 3 of Class-III in the order.
- III) Recruitment by transfer from any class of this or any other service.

QUALIFICATIONS :

- I) A degree of B.A., B.Com., or B.Sc., of a University in India.
- II) A degree or diploma in Physical Education.

10) LIBRARIANS IN GOVERNMENT DEGREE COLLEGES :

Commissioner/Director of Collegiate Education is the appointing authority.

METHOD OF RECRUITMENT :

- I) 75% of vacancies by promotion of Graduate Librarians working in Govt. Jr. Colleges.
- II) 25% of vacancies by direct recruitment.

QUALIFICATIONS :

- I) Good academic record with atleast High Second Class in Master's Degree in a subject other than Library Science.
- II) Master's Degree in Library Science with first or second class.
- III) National Eligibility Test

11) ASSISTANT DIRECTORS IN THE O/O THE COMMISSIONER OF COLLEGIATE EDUCATION :

The post is covered by Special Rules of A.P.E.S. as amended in G.O.Ms.No. Edn., dt. 6-11-81. Appointing authority to the post is Director of Collegiate Education / Commissioner of Collegiate Education.

METHOD OF RECRUITMENT :

Recruitment by transfer from the category of Superintendents working in the office of the Director of Higher Education, A.P. Ministerial Service.

QUALIFICATIONS :

- i) A Degree of a University in the State
- ii) Experience for a period of not less than three years as Superintendents in the office of the Director of Higher Education.

12) CHIEF AUDITOR (GAZETTED) IN THE O/O THE C.C.E. :

The post is covered in the Special Rules of A.P.E.S. as amended in G.O.Ms.No. 1259 Edn., dt. 6-11-81. Appointing authority to the posts is DCE/CCE.

METHOD OF RECRUITMENT :

- i) The recruitment is by transfer from the category of Superintendent / Auditor in the office of the Director of Higher Education.
- ii) Transfer from among officers holding posts in an identical scales of pay in the office of the Director of Higher Education.

QUALIFICATIONS :

- i) A Degree of a University in the State.
- ii) Experience for a period of not less than three years as Superintendent / Auditor in the office of the Director of Higher Education.

- iii) Experience for a period of not less than three years as Auditor in the Collegiate Education.

13) ADMINISTRATIVE OFFICERS :

The post is covered by Adhoc Rules issued in G.O.Ms.No. 77 Edn., dt. 28-1-81. Appointing authority to these posts is D.C.E./C.C.E.

METHOD OF RECRUITMENT :

- i) Recruitment by transfer from among the Superintendents and Auditors in A.P. Ministerial service in the office of the Director of Higher Education.
(or)
- ii) Recruitment by transfer from the Superintendents in A.P. Ministerial Service working in Govt. Degree and Junior Colleges.
(or)
- iii) Transfer of officers working in the category 2 of class-III in the A.P.E.S. i.e., Assistant Directors of Higher Education, if no suitable Superintendent or Auditor in the office of the Director of Higher Education is available. Provided that the posts of Administrative Officers shall be filled in the ratio of 1:1 between the Superintendents and Auditors in the Directorate of Higher Education and Superintendents of Govt. Degree and Junior Colleges.

QUALIFICATIONS :

No person shall be eligible for appointment to the post unless he/she possesses the following qualifications :

- a) Must be a graduate of recognized University in India established or incorporated by or under Central Act, Provincial Act or an institute recognized by U.G.C.
- b) Must have put in 3 years of service in the category of Superintendent or Auditor or both.
- c) Must have passed the following tests.
 - i) Accounts Test for subordinate Officers Test-I
 - ii) Deputy Inspectors Test in full.

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION

Andhra Pradesh :: Hyderabad

Rc.No. 23/PC4-1/98-1

Dated : -02-1999

Sub : PRIVATE AIDED COLLEGES - Qualifications prescribed for
Non-teaching staff-orders-issued.

Read : G.O.Ms.No.965 GAD (Ser.B) Dated 21-10-95.

The Correspondents, Principals and Special Officers of all the Colleges in the State are informed that in the Departmental Promotion Committees held for promotion of non-teaching staff to the next higher categories in Private Aided Colleges, the Committees are being considered the unqualified staff to the next higher categories.

Therefore they are once again informed that the qualifications as already prescribed should be strictly followed while promoting the internal non-teaching staff to the next higher categories.

CATEGORY	QUALIFICATIONS REQUIRED
1. Junior Assistant/Store Keeper	Intermediate and its equivalent qualification.
2. Typist	S.S.C. + Typewriting Higher
3. Record Assistant/Herbarium Keeper/Museum Keeper	S.S.C
4. Mechanic	S.S.C+I.T.I.
5. Attender	8th Class

The above qualifications shall strictly be adhered and any deviation will be viewed seriously.

The receipt of these proceedings should be acknowledged.

P. BABU RAO
for Commissioner of Collegiate Education

Qualifications of Non-Teaching Staff :

**PROCEEDINGS OF THE DIRECTOR OF
HIGHER EDUCATION
ANDHRA PRADESH, HYDERABAD**

Rc.No. 3268/K2-4/83

Dt. 17.12.1983.

Sub : Colleges - Private / Aided Colleges - Recruitment and appointment of Non-Teaching staff in Private / Aided Colleges - Procedure in regard to the promotion of internal candidates - Orders issued.

Read : Representation dt. 8.8.83 of the General Secretary, A.P. Aided Colleges Non-Teaching Staff Association, Hyderabad.

In the reference cited, the General Secretary, A.P. Aided Colleges Non-Teaching Staff Association, Hyderabad has requested the Director to issue specific instructions to the managements with regard to promotions in respect of non-teaching staff to Aided Colleges as the internal candidates are eligible for promotions to the upper categories in terms of G.O.Ms.No. 680-Edn., Dt. 12.9.1980.

After careful consideration of the above representation, the following procedure is prescribed for promotion of internal candidates and method of recruitment in respect of Non-Teaching Staff of Aided Colleges with immediate effect.

Sl. No.	Category of the Post	Educational qualifications	Age	Method of Recruitment
1.	Attender	Must have appeared For X class Exam	18-28 (Now temporarily) Relaxed to 34 yrs) + 5 yrs. In the case of BC/SC/ST.	i) By direct recruitment ii) Persons originally recruited to the full time contingent posts through the media of Employment exchange and who have put - in two years of continuous Service can also be appointed to the posts of Attenders, provided they fulfil all other conditions that are required for direct recruitment, viz. Age, Educational qualification Communal roster etc.

2.	Gasman	Must be able to read & write English and the regional languages concerned. Preference shall be given to III form candidates OR Indian Army III CI.English Certificate	Below 25 yrs. If recruited direct.	Must possess experience as a fitter in a work-shop for a period of not less than one year. Preference shall be given to candidates who possess practical experience to the Satisfaction of the General Superintendent of the Public Works work-shops.
3.	Record Assistant	S.S.C.	18-28 (Now temporarily relaxed to 34 yrs) + 5 yrs. in case of BC/SC/St.	Recruitment is to be made in the ration of 1:1 (Direct recruitment and recruitment by transfer).
4.	Mechanic	III form	Below 30 yrs. if recruited directly.	Must possess practical experience for a period of not less than 5 years as a Mechanic of Fitter in a work-shop recognized b the appointing authority or must have undergone successfully an apprentice course for a period of not less than 5 years in the public works work-shops.
5.	Museum/ Keeper/ Herbarium keepers	III form with Eng. as one of the subjects	18-28 (Now temporarily relaxed to 34 yrs.) + 5 yrs. in case of BC/SC/St.	i) By Direct recruitment ii) Recruitment by transfer from other services
6.	Store Keepers	S.S.C	-do-	-do-
7.	Typists	SSC + Typewriting with Higher Grade (persons with lower grade certificate can be considered when suitable candidates Higher Grade Certificates are not available.	-do-	i) Direct recruitment ii) Recruitment by transfer from other services by the persons who have put in not less than 2 years of regular service. However, one must be an approved probationer in the category from which he seeks promotion or appointment by transfer.
8.	Junior Assistants	SSC	-do-	i) Recruitment by transfer from other Services (Record Assts/ Attenders etc.) in the ratio of 1:5, i.e., Recruitment by transfer and Direct recruitment. One should be approved probationer in the category from which he seeks promotion or appointment by transfer and he should put in not less than 5 years of regular Service.
9.	Senior Assistants			ii) Must have put in not less than 3 years of Service of which 2 years are necessary in the category of Jr.Asst/

			<p>Typist/Steno-Typist and ii) Must have passed the Departmental Tests (i.e., Accounts Test for Sub-ordinate Officers Part-I and Dy. Inspector's Test).</p> <p>iii) Typist/Steno - Typists are not eligible either for promotion or transfer before they have satisfactorily completed the period of probation in their respective categories.</p>
10.	Superintendents		<p>i) Must have put-in not less than 3 years of service of which 2 years are necessary in the category of Sr. Asst. and</p> <p>ii) Must have passes the prescribed Departmental Tests i.e., Accounts Test for Sub-ordinate Officers Part-I and D.I.T. (in full).</p>

The Correspondents of all Private/Aided Colleges in the State are requested to follow the above procedure strictly in future.

These orders shall come into force with effect from the date of issue of these proceedings.

The existing U.D.Cs. / Superintendents those who have not passed the Departmental tests, should acquire the qualifications with in two years from the date of issue of these procs failing which further increments will not be released.

Receipt of these procs should be acknowledged.

K.GANGA REDDY,

for Director of Higher Education.

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

Superintendent

To
The Correspondents of all Private/
Aided Degree, Junior & Oriental Colleges in the State.
Copy to : All the R.J.D.H.Es., D.E.Os., and Principals of
Govt. Degree and Junior Colleges in the State for information.
Copy to : The General Secretary, A.P. Aided Colleges
Non-teaching Staff Association, Hyderabad.
Copy to : Sri M.J.Manikya Rao, M.L.C., 61/A, Old MLA Quarters, Hyderabad
Copy to : IC.II,IC5, K3, C5 and Audit Sections. (30 copies) to Audit.
Spare - 50/Stock file - 20 copies.

7. DELEGATION OF FINANCIAL POWERS :

Copy of :

GOVERNMENT OF ANDHRA PRADESH ABSTRACT

Administrative Reforms - Delegation of Financial Powers to Heads of Departments, Regional Officers and District Officers and Unit Officers in respect of certain common items of expenditure - Enhancement of Financial Powers on certain common items of expenditure - Orders - Issued.

FINANCE & PLANNING (FW.ADMN.I.TFR) DEPARTMENT

G.O.Ms.No. 148

Dated 21.10.2000

Read the following :

1. G.O. (P) No. 703 Genl. Admn (Ar&T.1) Dept., dt. 04.12.1978
2. G.O.Ms.No. 215, Fin & Plg (FW.A&L) Dept. dt. 14.09.1983
3. G.O.Ms.No. 102 Genl. Admn. (AR&T.1) Dept. dt. 24.02.1986
4. G.O.Ms.No. 490 Genl. Admn. (AR&T.Desk) Dept. dt. 28.09.1994
5. G.O.Ms.No. 389 Genl. Admn. (AR&T.1) Dept. dt. 04.09.1996
6. G.O.Ms.No. 100 Genl. Admn (AR&T.1) Dept. dt. 18.03.2000

* * * * *

ORDER :

Orders were issued in the Government Order 6th read above, constituting a committee consisting of Special Chief Secretary & Chief Commissioner, Land Administration as Chairman and Secretary to Government (Coord.), General Administration Department as Convenor, Principal Secretary to Government, Revenue Department, Principal Secretary to Government, Finance and Planning (FW) Department and Principal Secretary to Government, Panchyat Raj & Rural Development (RD) Department as members, to examine and to suggest further enhancement of delegation of financial powers. The said committee has considered the existing Financial Powers as constituted in the Government orders 1st, 2nd and 5th read above in respect of some common items of expenditure to Departments of

Secretariat, Heads of Departments, Regional Officers and District Officers and Unit Officers and made certain recommendations.

Government after careful consideration of the recommendations of the Committee for enhancement of the existing financial powers on certain common items of expenditure, have agreed to the recommendations of the Committee.

Government have accordingly, in pursuance of the decision taken in para 2 above and in modification of the orders issued in the Government Orders 1st, 2nd and 5th read above, fix the revised monetary ceiling limits of Financial Powers to be exercised by each authority as detailed in the Annexure to this order, subject to the following conditions :

- 1) The above delegation of financial powers are subject to availability of Budget provision
- 2) Where already higher powers are delegated on certain common items of expenditure, such higher provision will continue.
- 3) Where higher powers are not delegated on certain common items of expenditure now, the existing powers delegated earlier will continue.
- 4) Eligibility of the expenditure will be determined as per the existing guidelines and orders in force.

The Departments of Secretariat/Heads of Departments and the District Collectors are requested to communicate these orders to the Regional Officers, District / Unit Officers and other Subordinate Officers under their administrative control for taking necessary action.

No separate concurrence of the Finance & Planning (FW) Department is required to exercise the enhanced financial powers as stated in para (3) above. While issuing proceedings this should be invariably mentioned by the concerned authority by quoting this G.O.

This order comes into force with immediate effect.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.K. ARORA
Principal Secretary to Government

ANNEXURE

Sl. No.	Items of Expenditure	Ceiling Limits for Secretariat Depts / Heads of Depts. / Dist. Collectors	Ceiling limits for Regional Officers	Ceiling limit for district (Other than Collectors) Unit Officers
1.	Maintenance of Motor Vehicles a) Light Vehicles b) Hevy Vehicles	Full powers (subject to guidelines vide G.O.Ms.No. 333, G.A. (Op.II) Dept, dated 31.07.1997	Rs. 20,000/- per vehicle Rs. 40,000/- per vehicle	Rs. 20,000/- per vehicle Rs. 40,000/- per vehicle
2.	Purchase of stationery	Full powers	Full powers	Full powers
3.	Prurchase of steel & wooden furniture a) Purchase of furniture b) Repairs to furniture	Full powers Full powers	Rs. 50,000 Rs. 5,000	Rs. 10,000 Rs. 5,000
4.	Rent for office building	Full powers according to plinth area values and rent assessment by R&B Dept. (subject to following the instructions issued in G.O.Ms.No. 35 Fin. & Plg. FW.EBS.PWD) Dept. dt. 27.2.1997 read with Memo No. 127/R&B/97 dt.9.6.97)	Full powers according to plinth area values and rent assessment by R&B Dept. (subject to following the instructions issued in G.O.Ms.No. 35 Fin. & Plg. FW.EBS.PWD) Dept. dt. 27.2.1997 read with Memo No. 127/R&B/97 dt. 9.6.97)	Full powers according to plinth area values and rent assessment by R&B Dept. (subject to following the instructions issued in G.O.Ms.No. 35 Fin. & Plg. FW.EBS.PWD) Dept. dt. 27.2.1997 read with Memo No. 127/R&B/97 dt. 9.6.97)
5.	Purchase of Bulbs & Lamps	Full powers	Rs. 10,000	—
6.	Light refereshments	Rs. 300/- at a time not exceeding Rs. 2,000/- per month	Rs. 200/- p.m.	Rs. 200/- p.m.
7.	Repairs to Typewriters	Full powers	Full powers	Full powers
8.	Condemnation of vehicles	Full powers subject to technical scrutiny by Public Works Dept., or Area Transport Officer	Full powers subject to technical scrutiny by Public Works Dept., or Area Transport Officer	Full powers subject to technical scrutiny by Public Works Dept., or Area Transport Officer
9.	Repairs to duplicators	Full powers	Full powers	Full powers
10.	Organisation of sports and games	Rs. 50,000/-	Rs. 10,000/-	Rs. 10,000/-
11.	Electrical Installations a) For additional improvements and alterations to the existing	Full powers	Rs. 5,000/-	Rs. 5,000/-

	electrical installations for each buildings and apartments in the compound b) Improvements, alterations and new installations to new buildings	Rs. 1,00,000/-	Rs. 50,000/-	Rs. 50,000/-
12.	Printing locally without referring to Govt. press	Full powers	Full powers	Full powers
13.	Visiting of High personnel	Rs. 5,000/- on each occasion subject to a ceiling of Rs. 50,000/-	No limit on occasion not exceeding 5,000/- p.a.	No limit on occasion not exceeding 5,000/- p.a.
14.	Purchase of Non-Govt. Publications relevant to Law and Administrative Management	Full powers	Rs. 5,000/-	Rs. 5,000/-
15.	Crockery, Cutlery & Utensils (initial purchases)	Rs. 5,000/-	Rs. 1,000/-	Rs. 1,000/-
16.	Printing and Binding	Full powers	Full powers	Full powers
17.	Purchase of wall clocks not exceeding one piece for each unit office at a cost not exceeding	Rs. 1,000/-	Rs. 500/-	Rs. 500/-
18.	Purchase of fans	Full powers	Full powers	Full powers
*19.	Write off of various kinds	Full powers	Full powers	Full powers
20.	Air Coolers	Full powers	—	—
21.	Drawal of amounts on Abstract Contingent Bills	Rs. 10,000/-	—	—
22.	Photographic charges	—	—	Rs. 1,000/-
23.	Freight charges	Full powers	Full powers subject to eligibility	Full powers subject to eligibility.
24.	Apparatus, instruments and machinery	Full powers	Full powers	Full powers
25.	Purchase of stores	Full powers	—	—
26.	Legal costs	Full powers	Full powers	Full powers
27.	Expenditure on Exhibitions	Full powers	—	—

28.	Maintenance of Residential and Non Residential buildings of Prisons Department	Full powers	—	—
29.	Petrol, Oil, lubricants	Full powers	Full powers	Full powers
30.	Maintenance of Computers	Full powers (through APTS OR original manufacturers)	Full powers (through APTS OR original manufacturers)	Full powers (through APTS OR original manufacturers)
31.	Maintenance of Xerox machine	Full powers	Full powers	Full powers
32.	Maintenance of Fax Machine	Full powers	Full powers	Full powers
33.	Purchase of Computer/ FAX machine stationery (Printer, Ribbons, Head Cartidges, Floppies, CDs and Tapes etc)	Full powers	Full powers	Full powers
34.	Air Coolers Repairs	Full powers	Full powers	—
35.	Supply of Uniform cloth to Class IV Employees	Full powers	Full powers	Full powers
36.	Telephone for connectivity purposes	Full powers	Full powers	Full powers
37.	Internet service charges	Full powers	Rs. 1,000/-	Rs. 1,000/-
38.	Refreshment expenditure on visits of officials from other States	Full powers	Rs. 1,000/-	Rs. 500/-
39.	Purchase of Batteries	Full powers	Full powers	Full powers
40.	Pest control measures, fire alarm and fire extinguisher maintenance	Full powers	Full powers	Full powers
41.	Electrical & Networking works relating to computer, air conditioner and UPS equipment	Full powers	Full powers	Full powers
42.	Courier charges	Full powers	Full powers	Full powers
43.	Supply of uniform cloth for Junior Forest Officers	Full powers	—	—

//true extract//

Sd/- Chief Accounts officer
For Commissioner of Collegiate Education

***AMENDMENT :** Amendment to the annexure of G.O.Ms.No. 148 Fin. & Plg. (FW; Admn.I/TFR) Dept. dated 21.10.2000 issued in G.O.Ms.No. 471, Finance (TFR) Department, dated 03.09.2001.

Sl. No.	Item of Expenditure	Secretariat Deptt/ HODs/Dist.Col.	Regional Officers	District (other than Collectors) Unit Officers
19.	Write off of Various Kinds	Rs. 5 Lakhs.	-----	-----

SECTION - 4

*"STUDENT SERVICE ARE
NOT MERELY A WELFARE
ACTIVITY BUT CONSTITUTE
AN INTEGRAL PART OF EDUCATION"*

- KOTHARI COMMISSION

1. SCHOLARSHIPS

(Sanctioned by the Director of Collegiate Education)

To encourage meritorious student and to prevent them from discontinuing their education on the grounds of non-affordability the Govt. of India and the State govt. have introduced number of schemes of scholarships. They are being continued year after year.

A. MERIT SCHOLARSHIPS :

1. STATE SPECIAL MERIT SCHOLARSHIPS :

This is sponsored by A.P. State Government. There are 75 awards for the students of under graduate classes who have qualified in the examination conducted by Board of Intermediate Education. An amount of Rs. 150/- p.m. is given for 10 months based on the merit list given by the (B.I.E) Board of Intermediate Education. There is no limit of parental income for this scholarship.

2. STATE MERIT SCHOLARSHIP :

Number of awards under this scheme is 400. The under graduate and post graduate students are eligible for this scheme. The award is based on the merit list given by Board of Intermediate Education and the concerned University. The amount of scholarship is Rs. 50/- p.m. for 1st year students, Rs. 75/- p.m. for II, III year students of under graduate course and Rs. 100/- p.m. for post graduate students. The income limit of the parents for this scholarship is 6,000/- p.a.

3. NATIONAL MERIT SCHOLARSHIP

This is sponsored by Govt. of India. There are approximately 1300 scholarships. These are post-Inter and post-Degree scholarships awarded to students of Under graduate, post graduate and professional courses in the State. The award is on the merit list provided by Board of Intermediate Education and the University concerned. The distribution of these scholarships is as follows.

CLASS	DAY SCHOLAR	HOSTELLER
I yr Degree	Rs. 60/- p.m.	Rs. 100/- p.m.
II & III yr Degree	Rs. 90/- p.m.	Rs. 140/- p.m.
P.G. & professional courses	Rs. 120/- p.m.	Rs. 300/- p.m.

4. TELUGU VIGNANA PARITHOSHAKAM OR UTTAMA VIDYARDHULA UPAKARA VETHANAM

This is sponsored by State Government. Number of Scholarships are 1150. They are post Inter Scholarships given to students of Under-graduate Classes, based on the merit list provided by the Board of Intermediate Education. An amount of Rs. 1000/- p.a. per student is given. there is no income limit of the parents.

The awards distribution @ 50 per district among 23 districts in the State. The scholarships are sanctioned to the top ranking Arts & Science students in the District in the ratio of 40:10 respectively. No proposals are required from the students for this scholarship.

B. OTHER SCHOLARSHIPS

5. ECONOMICALLY POOR PERSONS SCHOLARSHIPS

The awards are limited to available budget provided by the State Government. They are given to Undergraduate and Post Graduate students. The annual parental income limit is 12,000/- p.a. The scholarships are granted as detailed below.

Class	University hostel	Private Hostels	Day scholar
Degree courses	Rs. 185/- p.m.	Rs. 150/- p.m.	Rs. 120/- p.m.
P.G. Courses	225+25 p.m. (pocket money)	Rs. 150/- p.m.	Rs. 120/- p.m. (1st year Arts students)
Professional course	225+25 p.m. (pocket money)	Rs. 150/- p.m.	Rs. 200/- p.m. (2nd year arts and all science students)
M.Phil	Rs. 225+25 p.m. (pocket money)		

6. SCHOLARSHIP FOR THE CHILDREN OF PRIMARY/ SECONDARY TEACHERS :

This is sponsored by State government. There are 14 scholarships under this scheme meant for Post-Inter and Post graduate degree student. Parental income limit for this scholarship is Rs. 25,000/- p.a. The scholarships are awarded as follows.

COURSE	DAY SCHOLARS	HOSTELLERS
Degree course	Rs. 50/- p.m.	Rs. 75/- p.m.
P.G. / Professional course	Rs. 100/- p.m.	Rs. 125/- p.m.

7. GENERAL MERIT SCHOLARSHIPS : (Andhra Region)

They are sponsored by State Government. There are 350 scholarships. These scholarships are awarded to post-Inter and Post Degree students. The parental income limit is Rs. 6,000/- p.a.

8. RIAYATHI SCHOLARSHIPS : (Telangana Region)

This is a State Government Scholarship awarded to post Inter and Post degree students. There are 175 scholarships. The parental income limit is Rs. 10,000/- per annum.

9. SCHOLARSHIPS FOR CHILDREN OF GOVERNMENT SERVANTS WHO DIED WHILE IN SERVICE

These are State Government Scholarships. The number of scholarship depends on the budget available. There is no limit on parental income. The above three scholarships are sanctioned as mentioned below (7, 8 & 9)

1 yr Degree Course/Diploma (Prof Course)	Rs. 200/- p.m.
1 yr P.G. / Degree (Prof. Course)	Rs. 300/- p.m.

10. SCHOLARSHIPS FOR THE CHILDREN AND GRAND CHILDREN OF POLITICAL SUFFERERS.

This is a State Government Scholarship. The number of scholarships, depends on the available budget. The parental income for this scholarship is Rs. 3,600/- p.a. The students of degree courses are given Rs. 300/- per annum.

The scholarships mentioned above at S.No. 7, 8, 9 & 10 are awarded on the merit from the proposals received from Principals, and are limited to available budget and number of scholarship available.

11. SCHOLARSHIPS FOR THE STUDENTS FROM NON-HINDI SPEAKING STATES FOR THE POST METRIC STUDIES IN HINDI.

These are sponsored by Government of India. There are 400 scholarships. There is no limit of parental income. They are distributed among degree and post graduate students as follows.

I yr Degree	Rs. 50/- p.m.
II yr Degree	Rs. 75/- p.m.
P.G. and above	Rs. 100/- p.m.

The sanctions are based on the merit from among the applications received from colleges and are limited to the number of awards available.

12. SCHOLARSHIPS FOR THE STUDENTS IN ORIENTAL COLLEGES : (only renewals)

These scholarships are sponsored by State Government. The number of scholarships depends on the budget available. The parental income limit is Rs. 3,600/- per annum. They are meant for the degree students @ Rs. 400/- per annum.

13. SCHOLARSHIPS FOR SC, ST AND BC STUDENTS: (At the college level)

Scholarships for the students of Backward Classes and Scheduled Castes are sanctioned by social Welfare Department, while Scholarships for Schedule Tribe students are sanctioned by Tribal Welfare Department. These scholarships are sanctioned by the concerned departments based on the proposals received from colleges, subject to prescribed parental income limits and other conditions stipulated by the Government from time to time.

RECOVERY OF NATIONAL LOANS SCHOLARSHIPS SCHEME :

The National Loan Scholarship Scheme was introduced by the Government of India from the year 1963 - 64 with a view to help the economically poor and meritorious students. It was continued till the year 1991-92, later on discontinued. During the period from 1963-64 to 1991-92. (i.e. 29 years) an amount of Rs. 9,05,47,192/- was sanctioned as loan benefiting about 42,000 to 45,000 scholars. The loans given under this scheme were interest free and are recoverable in monthly installment. In the case of belated payment of installments only there was a condition of charging interest at the rate of 10% per annum.

The rules of recovery of N.L.S.S. are as follows :

1. The repayment will start one year after the scholar has begun to earn income or three after termination of scholarships, whichever is earlier.
2. The repayment will be made in the form of monthly installments on the following bases :
 - a. $\frac{1}{10}$ th of the income but not less than Rs. 25/- p.m. if it should be less than Rs. 300/- p.m.
 - b. $\frac{1}{8}$ of the income if it should be between Rs. 300/- p.m. and Rs. 500/- p.m.
 - c. $\frac{1}{6}$ of the income if it should exceed Rs. 500/- p.m.
 - d. In case of scholars who do not earn an income during any period after the repayment has fallen due, the rate of recovery for such period shall be Rs. 25/- p.m.

NOTE :

1. Scholars joining the teaching profession or as combatants in Defence Services after the completion of their course will not be required to repay loan as long as they continue to serve in that post. In their case the loan will be reduced by 1/10 of the their original loan for every year of service put in until the entire loan is wiped out.
2. In the event of the death of scholar during the course of his studies or after the repayment has started but full payment has not been made, the loans will be written off.
3. In the event of a scholar becoming incapacitated or invalid before completion of studies or after the repayment has started and unable to earn an income, the loan will be written off on submission of a medical report from a competent medical authority.

The procedure involved for the recovery of loan amounts is at first a notice in the prescribed form will be issued to the loanee requesting him to remit the loan amount under relevant head of account. The matter will be pursued with the loanee until the loan amount is remitted by him and challan is received. On receipt of Challan of payment of principle loan amount, the interest on the principle loan amount will be calculated and will be informed to the loanee for remittance of the said interest amount. After payment of the interest amount necessary clearance certificate will be issued duly making entries in the recovery register against the name of the loanee.

In respect of the cases where nothing is heard from the loanees the matter is being reported to the M.R.Os concerned for recovering both principle and interest amount from the loanee and duly remitting under the relevant head of account and send the challan to this office for issuing clearance certificate to the loanee concerned.

G.O. NO. & DATE UNDER VARIOUS SCHOLARSHIPS SCHEMES :

- | | |
|--------------------------|---|
| 1. State & special Merit | Govt of India scheme. Rules contained in booklet form |
| 2. National Merit | Govt of India scheme. Rules contained in booklet form |
| 3. State Merit | |

4. Uttam Vidyarthula Upakara Vethanam (TVP) G.O.Ms.No. 104, Edn (SS) Dept dated 27.2.1986
5. Scholarships to students from Non Hindi speaking state for post matric studies in Hindi Govt. of India Scheme. Rules contained in the booklet form.
6. Economically poor persons scholarships G.O.Ms.No. 608 Edn (Y) Dept dated 17.7.1982
7. Scholarship for children of Primary/Secondary scholar teachers Govt. of India Scheme. Rules contained in the booklet form
8. General Merit scholarships G.O.Ms.No. 1191, Edn (P2) Dept dated 2.8.71
9. Riyathi scholarship (Telangana Area) G.O.Ms.No. 1191, Edn (P2) Dept dated 2.8.71
10. Scholarship to the Children of Govt servants who died while in service G.O.Ms.No. 1191, Edn (P2) Dept dated 2.8.71
11. Scholarship to children and grand children of political sufferers G.O.Ms.No. 2588, Edn (P) Dept dated 4.8.60
12. Scholarships to the students in orientals colleges (renewals are only sanctioned by CCE) for the fresh sanctions accorded by the Director of Intermediate Education.

2. SPECIAL FEES

Under Rule 209 of A.P. Educational Rules the Colleges are authorized to collect Special fees for providing various facilities to the students during the academic year. Items like Games fee, Students Union Fee, Laboratory Fee, Library fee and the fees for other facilities provided by the college are included under Special fees. The quantum of special fees to be collected is decided by the Osmania University for its affiliated colleges and by the Government (as per educational rules) in Andhra and Sri Venkateswara University areas.

In G.O.Ms.No. 593 Education (C) Dept., dt 21-3-1972 procedures are laid down for the utilization of Special fee. The special fee collected in an year should be spent for the purpose for which it is collected as per the procedure laid down in the G.O. Special fee committees for each special item are to be constituted as per the above mentioned. G.O., for the utilization of the Special fees. Sometimes unspent balance of Special fee get accumulated over the years. The accumulated special balances can be utilized for the development activities of the college including matching share for UGC grants. The Director/Commissioner of Collegiate Education is competent to permit the utilization of accumulated special fees balances based on the proposal received from the college as per the prescribed procedure.

The special fee shall not be treated as a source of income to college and cannot be merged with general funds of the college. It cannot be diverted for any other expenditure without prior approval of the Director. There shall be separate cash book for the special fee collected and separate bank account shall be maintained for the special fee collected.

In case of Government Colleges the Principals shall maintain the special fee accounts in treasuries under Personal Deposit (P.D) account. Separate Stock register for books and equipment purchased under special fee shall be maintained.

The private (aided) colleges should also follow the special fee rules laid down in the said G.O.

(G.O.Ms.No. 593, Edn Dept, dt. 21-03-1972. is appended below.)

COPY OF

**PROCEEDING OF THE DIRECTOR OF HIGHER EDUCATION
ANDHRA PRADESH : HYDERABAD - 500 004.**

Rc.No. 177 K1-1/71.

Dated 06.04.1972

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Rules governing the receipts and expenditure of Special Fee funds - Special Fee Rules for Colleges - Issued.

EDUCATION (C.) DEPARTMENT

G.O.Ms.No. 593

Dated : 21st March, 1972.

Read the following :

1. From the Accountant General, A.P., Hyd. Lr.No. OAD/Civil/VII/31-8 /70-71/1090/1091 dated 07.01.1971.
2. From the D.P.I.Lr.No. 177/K1-1/71, dt. 17.8.71.

ORDER :

1. The Special Fee Fund Rules sent by the Director of Higher Education with the letter 2nd read above are approved, and appended to this order.
2. The Director of Higher Education is requested to issue suitable instructions to the Principals of all the Colleges (Government and Aided) to see that these rules are implemented forthwith.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**M.V. RAJAGOPAL,
EDUCATION ADVISER AND
EX-OFFICIO SECRETARY TO GOVERNMENT.**

//TRUE COPY//

APPENDIX

SPECIAL FEE RULES FOR COLLEGES

General rules governing the levy of and utilization of special fee funds of the Colleges (Government and Aided).

1. Under Rule 209 of Andhra Pradesh Educational Rules, the college may levy special fees from students for the use of library or reading room or for any other special convenience provided. No fees shall be levied for facilities not provided. The actual levy of each special fee item should be so arranged as not to leave any large surplus at the end of each year and the collected amounts should be utilized for the purpose for which they are intended.
2. This list is not exhaustive. Managements are at liberty to levy special fees from students for any other purposes and also increase the rate of special fees, if such increase is necessary, to meet the full cost or any special convenience provided. It is an implied condition that in all cases, special fees collected will be utilized for the specific purpose for which the fee is collected, and invariably for the benefit of the students from whom the fee are collected.
3. The special fees shall not be treated as a source of income to the management and on account shall they be merged with or diverted to general funds of the college without the previous approval of the Director. However, any internal diversion of funds from one item to another may be done under intimation to the Director along with a resolution of the appropriate special fee committee.
4. The special fees shall be collected by the Principal in the same manner as the tuition fees from all the students.
5. There shall be separate special fee fund account for the special fees collected. Special fee collections should not be credited to the general fund cash book. Proper accounts should be maintained in respect of collection and expenditure. A single cash book, ledger and account should be maintained.
6. The Principal shall maintain a bank account in one of the local scheduled banks under the designation 'Principal' and he/she shall operate on it as and when required. The management shall not have anything to do with it.
- In the case of Government Colleges, Principals shall maintain the special fee fund accounts in Treasuries under Personal Deposit Account.

7. Separate Stock Registers for Library Books, Science Apparatus, Games, etc., should be maintained. The stock registers should be get verified with reference to the article or books every year. Annual Inter-departmental checking and verification of stocks should be done. Annual stock verification certificates should be recorded in the respective stock registers and counter signed invariably by the Head of the Institution. Follow-up action should be taken with regard to stock verification certificates to ensure recovery of loss of articles as and when noticed.
8. The special fees collected in a year should as far as possible, be fully utilized during the year in which it is collected and for the specified purpose. Normally, there should be no accumulation of funds at the end of the year. Where an amount is left-over, during the year for any valid reason, such amount should be transferred to the corpus fund or spent on development activities in the case of aided colleges with the permission of the Director. There should be a supporting resolution of the appropriate students committees for the purpose.

In the case of Government Colleges, the accumulation of the special fee funds may be utilized towards developmental activities including the matching grants for schemes under UGC with the previous permission of the Director.

9. Whenever Books, Science Apparatus, Furniture, Games articles are proposed to be purchased, three competitive quotations of prices of the articles should invariably be called for from reputed firms and the lowest quotations accepted, without prejudice to quality. In the case of purchase of standardized articles, i.e., Books, Journals, etc., no quotations need be called for. However, usual discount should be asked for. In cases where the Principals find it necessary to deviate from the normal procedure, they should invariably record the reasons for so doing and make a report to the Director in each such case.
10. There shall be constituted a separate Committee of at least five members for each special fee fund representing the staff and students. Each Committee shall be responsible for the proper utilization of the fund. An annual budget estimating the total fees collected and expenditure should be drawn up and followed. The tenure of office for the members of the committee shall ordinarily be one year. The procedure for the continuation of the Committees and the conduct of business of each committee shall be as may be notified by the Principal from time to time The Correspondent of the college need not necessarily be an ex-officio member of such committee

11. Expenditure not exceeding 10% of the collections made under a) Library b) Games c) Students Union d) Laboratory fees may be spent apart for the purchase of equipment and other items of a non-recurring nature including furniture.
12. Expenditure from the games fund may be incurred on all or any of the following items :
 - i) Cost of materials, equipment and apparatus required for compulsory and optional physical education activities such as Gymnasium, repairs to play ground etc., This includes equipment and apparatus required for physical training, Games and Sports.
 - ii) Cost of initial outlay on the making of tennis courts, but not the cost of maintenance and repairs, which should normally, be met by levying special tennis fees or subscription to be collected from the players.
 - iii) Conveyance charges limited to the actual expenses to the competitors taking part in the games and sports competitions, conducted outside the college.
 - iv) Travelling allowance for staff accompanying the competitions at the following rates :
 - a) Single Railway fare for the class for which he is entitled under APTA Rules or single bus fare where Railway journey is not possible on account of the places not being connected by rail.
 - b) Mileage and D.A. at the rates admissible with references to Government Orders in force.

Note : One member of staff may accompany the competitions sent from a college. If the members of such competitions exceeds 15, one additional member of the staff may be sent, if considered necessary.
 - v) Daily Allowance limited to Rs. 5/- per day for the competitors taking part in Games, Tournaments and Sport Competitions conducted in places at a distance of more than 5 miles from the colleges, and where the competitors have to halt for the night.
 - vi) Conveyance charges, refreshments and lunch in the case of cricket matches, only to the players and teachers accompanying the teams in friendly matches with neighboring colleges or in local tournaments or sports competitions.
 - vii) T.A. and D.A. for representatives from the college to attend meetings of the Executive Committee.
 - viii) Purchase of first aid materials.

- ix) Expenditure on the purchase of inexpensive Jerseys etc., for boys and pyjamas and shirts for girls, for use when representing the college.
- x) Payment of remuneration to part-time or whole time Athletic Peon, should not exceed 1/5th of the total fee collection under the head.
- xi) A uniform rate of remuneration at 2% of the total collections of all the special fee funds put together, subject to the following maximum will be paid to the ministerial staff, who maintain the accounts based on the strength of the colleges :-
- a) Colleges with a strength of exceeding 750: the remuneration payable will be Rs. 130/- per annum to the Superintendent / Head Clerk / Senior U.D.C. and Rs. 125/- per annum for each of the two other clerks.
 - b) Colleges with a strength less than 750: The remuneration payable will be Rs. 130/- per annum to the Superintendent / Head Clerk / Senior U.D.C. and Rs. 120/- for the Clerk (UDC or LDC). The remuneration payable to the staff may be made in two equal instalments in the course of the academic year.
- xii) Subject to the availability of funds, audio-visual equipment such as, Film-Projector, Library of Films, Radio, Tape - Recorder, Record-Players, Public Address System and Batteries, Steel Almyrahs from Audio-Visual Education fund.
- xiii) The staff members of the college who maintain the audio-visual equipment (preferable from Physics Department) may be paid remuneration as indicated below :
- | | | |
|-------------------------|---|---------------------|
| Lecturer/Asst. Lecturer | - | Rs. 100/- per annum |
| Attender | - | Rs. 50/- per annum |
- xiv) A detailed statement based on cash book and ledger should be prepared at the end of each financial year, showing the receipts, expenditure and balance under the special fee and incorporated in the college financial statement and submitted to the Director of Higher Education.
- xv) The rates of T.A. etc., allowed for competitors in Tournaments conducted at other places are also applicable to other competitors like Debating Teams and Students Union Representatives.
- xvi) A library catalogue may be printed tapping the library fees and supplied to each student, if there is any balance after purchasing the books required for the library.
- xvii) Expenditure towards stationery and correspondence shall be met from different special fee fund. The colleges shall utilize the special fee

funds strictly for the specific purpose of which they are intended and should not divert them to unauthorized purposes. Should any doubt arise in the actual operation of the scheme or at any stages during the implementation of the programme, the Director of Higher Education may be addressed for clarification or guidance. In all matters, the decisions of the Director of Higher Education shall be final.

M.V. RAJAGOPAL

Educational Adviser and Ex-Officio Secretary to Government

//TRUE COPY//

(Copy) communicated to the under mentioned officers.

2. The Special fee Rules approved by Government should be implemented in all colleges with effect from the beginning of the academic year 1972-73.
3. As far as utilization of accumulated special fee funds are concerned, action can be taken by Principals of Government Colleges even now by submitting proposals to the Director of Higher Education for approval.
4. Though the rates of special fees collected in affiliated colleges in Telangana area are as per the rates prescribed by the University for its colleges, the rules of administration as approved by Government should be followed.
5. These rules shall be followed in respect of Intermediate Classes in Junior and Degree Colleges. The rules should be strictly adhered to and receipt of these orders should be acknowledged forthwith.

Sd/- L. SUBBA RAO

For Director of Higher Education

To
The Principals of Government and Aided Colleges in the State, including Colleges of Education.

ADDITIONAL SPECIAL FEE FOR SELF FINANCING RE-STRUCTURED COURSES IN GOVERNMENT COLLEGES

As per the orders issued in Govt. Memo No. 27599/CE.I-2/99-5 dated 07.01.2000 read with Commissioner's Proceedings R.C.No. 832/Admn.I-2/2000 dated 04.07.2000 the following additional fees is prescribed as special fee for self financing re-structured courses in Government Degree Colleges in the state with effect from the academic year 2000-2001.

S.No.	Category	Additional Special Fee
1.	Category 'A'	Rs. 3000/- per annum
2.	Category 'B'	Rs. 2000/- per annum
3.	Category 'C'	Rs. 1020/- per annum

CATEGORY 'A'

1. INDUSTRIAL MICROBIOLOGY
2. BIOTECHNOLOGY
3. FOOD SCIENCE & QUALITY CONTROL
4. INDUSTRIAL CHEMISTRY
5. COMPUTER SCIENCE
6. COMPUTER APPLICATIONS
7. INDUSTRIAL FISH & FISHERIES
8. MICROBIOLOGY
9. BIOCHEMISTRY
10. GENETICS
11. MEDICAL LAB. TECHNOLOGY
12. PETRO CHEMICALS
13. POLYMER SCIENCE
14. ENGINEERING GEOLOGY & GEO EXPLORATION
15. BACHELOR OF BUSINESS MANAGEMENT (B.B.M)

CATEGORY 'B'

1. HORTICULTURE
2. SERI CULTURE
3. FISHERIES
4. AQUA CULTURE
5. PUBLIC HEALTH
6. NURSING
7. HOME SCIENCE PROFESSIONAL
8. DIARY SCIENCE/DIARY TECHNOLOGY

CATEGORY 'C'

1. OFFICE MANAGEMENT
2. CORPORATE SECRETARYSHIP
3. FOREIGN TRADE & PRACTICE
4. TAX PROCEDURE & PRACTICE
5. ADVERTISING SALES PROMOTION AND SALES MANAGEMENT
6. CORPORATE ACCOUNTS
7. TOURISM & TRAVEL MANAGEMNT
8. RURAL INDUSTRIALISATION
9. RURAL DEVELOPMENT
10. URBAN DEVELOPMENT
11. AGRICULTURAL MARKETING
12. MANAGEMENT STUDIES
13. MARKETING MANAGEMENT
14. OFFICE MANAGEMENT & SECRETARIAL PRACTICE
15. INDUSTRIAL RELATIONS
16. I.R.P.M. (INDUSTRIAL RELATIONS & PERSONNEL MANAGEMENT)
17. FARM MANAGEMENT
18. ACTURIAL SCIENCE
19. COMMUNICATIVE ENGLISH
20. JOURNALISM & MASS COMMUNICATION
21. PRE-SCHOOL EDUCATION
22. HUMAN RESOURCE MANAGEMENT

3. UGC ASSISTANCE TO COLLEGES

The University Grants Commission (U.G.C) came into existence through an act of the Parliament in 1956 (Act 3 of 1956). All the Colleges and Universities which were in existence on the day of U.G.C formation started receiving assistance from the Commission (Under Section 2(f) of U.G.C Act of 1956). The act was amended in 1972 (Act 33 of 1972) in which certain conditions were imposed for recognizing the Universities and Colleges for the purpose of release of grants (Under Sec. 12(B) of Act 33 of 1972). The colleges which are started after this amendment in 1972 are governed by the conditions laid down therein for becoming eligible to receive the grants from U.G.C. or any other Central Agency.

CONDITIONS FOR GETTING UGC ASSISTANCE :

The Commission will provide assistance to only such colleges which fulfil minimum eligibility conditions as mentioned below.

1. College should be admitted to section 2(f) and 12(B) of U.G.C act. (On getting permanent affiliation by concerned University the college becomes eligible for admission to Section 2(f) and 12(B) of UGC act).
2. The college should at least have three teaching departments with at least 10 permanent teachers.
3. The college must have at least 250 students in degree classes and above.

These conditions are relaxable in case of colleges catering to the needs of scheduled caste and scheduled tribes, Colleges located in backward areas and Women's Colleges.

QUANTUM OF ASSISTANCE

The quantum of assistance for colleges depends on the student enrolment. It ranges from Rs. 6 lakhs to Rs. 10 Lakhs in a plan period.

The general development assistance is available for meeting basic needs like Books and Journals, Scientific equipment, Construction of Buildings, remedial courses for weaker sections etc. Along with the general

development assistance the Commission also provides special assistance for wide range of needs of colleges for improving the standards of education.

THE PATTERN OF GENERAL DEVELOPMENT ASSISTANCE :

Of the total ceiling of UGC assistance received from UGC the colleges are permitted to utilize 20% for books / journals, 20% for equipment, 40% for building projects and remaining 20% of the ceiling for other programmes.

The commission provides 100% of eligible assistance for Books and Equipment and other programmes, for buildings the assistance is on the sharing basis 75:25, 75% being UGC share and 25% is matching share to be provided by the college.

Apart from General Development Grants, mentioned above, UGC provides special assistance for variety of programmes for improving the infrastructure facilities in the college and also for the faculty improvement.

ASSISTANCE FOR P.G. COLLEGES :

The Commission provides assistance for the post graduate education for the colleges which fulfil special conditions.

The assistance from UGC is available to improve the existing infrastructure in the college but not to create assets for fulfilling the conditions of affiliation.

ASSISTANCE FOR VOCATIONAL COURSES

The University Grants Commission gives Financial Assistance to degree colleges towards recurring and non-recurring expenditure for introduction of vocational courses in different disciplines as detailed below, during IX plan period.

	Recurring	Non Recurring
1. Science Courses	Rs. 2.00 lakh	Rs. 7.00 lakh
2. Arts & Commerce Courses	Rs. 1.00 lakh	Rs. 2.00 lakh

Non recurring grants are utilized for equipping laboratories, purchasing books for the library etc., and recurring grants are utilized for payment to guest faculty, on job training and for purchase of consumables.

COLLEGE DEVELOPMENT COUNCIL (C.D.C)

College Development Councils are established in every University to help affiliated colleges to get maximum assistance from U.G.C. It provides latest information regarding various schemes and pattern of UGC assistance to college. The council acts as liaison between the College and University on the one hand and College and UGC on the other hand.

The college has to send the proposals for assistance through College Development Council.

REGIONAL CENTRES OF U.G.C.

During the 8th Plan period University Grants Commission has established Regional Centers to decentralize the distribution of funds to the Universities and colleges in the region Southern Regional Centre is established in Hyderabad to help the States of Andhra Pradesh and Tamilnadu. The address of the UGC Regional Centre is given below :

UNIVERSITY GRANTS COMMISSION
SOUTHERN REGIONAL OFFICE
P.B. No. 152, A.P.S.F.D.C. Building,
4th Floor, 5-9-194, Chirag Ali Lane,
Hyderabad - 500 001.

GUIDELINES FOR AUTONOMOUS COLLEGES :

1. NEED FOR AUTONOMY :

The affiliating system of colleges was originally designed when their number in a University was small. The University could then effectively oversee the working of the colleges, act as an examining body and award degrees on their behalf. The colleges do not have the freedom to modernize their curricula or make them locally relevant. They cannot differ from their parent University through their own methods of teaching and assessment of student work. The prescriptivism of the University and its common system of governing all colleges alike, irrespective of their characteristic strengths, weaknesses and locations have affected the academic development of colleges. Colleges which have the potential for offering programmes of a higher standard do not have the freedom to offer them. The 1964-66 Education Commission pointed out that the exercise of academic freedom by teachers is a crucial requirement to the development of the intellectual climate of our country. Unless such climate prevails, it is difficult to achieve excellence in our higher education system. As students, teachers and management are co-partners in raising the quality of higher education this education commission recommended college autonomy. College autonomy, in essence, is the potential for promoting academic advancement. An autonomous college will have the freedom to devise its curriculum, evolve more effective methods of teaching and learning revise rules of admission to suit its aims, conduct its own programme of assessment and examination and to under take other specific programmes in order to achieve academic excellence. These were rightly highlighted by the authors of the National Policy on Education (1986-1992).

2. OBJECTIVES OF AUTONOMY :

An autonomous college will have freedom to :

1. determine and prescribe its own courses of study and syllabi.
2. prescribe rules for admission in consonance with the reservation policy of the State Government.
3. evolve methods of assessment of student work, the conduct of examinations and notifications of results.
4. use modern tools of educational technology to achieve higher standards and greater creativity.

SECTION - 5

*"A MODEST MAN NEVER TALKS
OF HIMSELF"*

1. INTERFACE WITH OTHER DEPARTMENTS

The department of Collegiate Education is in constant interaction with a number of departments, public representatives, society and other institutions.

A) WITH OTHER DEPARTMENTS :

The most important interface is with the department of treasuries and accounts in dealing with day to day financial issues. This interaction is at levels in the department like Directorate, Regional Offices and Colleges

The colleges have to constantly interact with district authorities like District Collector, R & B Officials, Police, Social Welfare Department etc.

B) WITH LEGISLATORS :

For developmental activity the colleges will be associating with the local legislators i.e., M.Ps., and M.L.As.,

C) WITH SOCIETY :

Through the activities of National Service Scheme the institution develops contacts with the society and participates in the development of the area.

D) OTHER INSTITUTIONS :

The department interacts with the Universities in the State, to get affiliation to the colleges, with U.G.C to get the plan development, grants and assistance for the introduction of vocational courses to the colleges. The department is in constant interaction with A.P. Public Service Commission for all recruitment in the department. The colleges in particular develop association with local industry to develop the industry based courses in the college and for arranging campus interviews to the students.

2. FUTURE PERSPECTIVES

VISION 2020

SOME BROAD ASPECTS OUTLINED FOR COLLEGIATE EDUCATION

1. VOCATIONALISATION :

Vocationalisation of courses in Government sector for meeting the social and global needs of the next century. Introduction of vocational courses will be done in a phased manner.

2. INTRODUCTION OF SPECIALISED COURSES :

Specialized courses such as Biotechnology will be introduced which have a future potential.

3. INVOLVEMENT OF PRIVATE SECTOR :

As Government is to fund primary education more, there is a need for involvement of private sector in higher education. More colleges in private sector are to be permitted to meet the growing demand.

4. CLOSURE OF UNECONOMIC COLLEGES :

In some rural areas some Government and Private Aided Colleges become uneconomic due to low passing out from the feeder courses and other reasons. Such colleges will be closed down in a phased way.

5. CENTERS OF EXCELLENCE :

To provide knowledge support to the growing applied and technological areas Centers of Excellence will be developed for specified courses.

6. INFRASTRUCTURE IN GOVERNMENT COLLEGES:

Many Government colleges are having shortage of Infrastructural facilities. They will be strengthened by involving the local community.

7. COLLABORATION OF COLLEGES WITH INDUSTRIES :

There is an active need for involving industries and other user agencies in framing curriculum for giving it a practical edge and employment potential.

8. ACADEMIC QUALITY AND ACCOUNTABILITY :

Steps will be taken to improve and monitor academic quality and accountability in colleges. The accreditation concept will be strengthened.

9. TEACHER TRAINING :

Presently college teachers are trained by Academic Staff Colleges. This system will be strengthened and alternative means will also be employed.

10. FUNDING BY COMMUNITY :

The community around the college and the parents are motivated to involve and contribute for the development of colleges.

11. UPDATING OF CURRICULAM :

The need for revising and updating the curriculum of each subject keeping in view changing needs of the society will be attended to.

12. ENROLMENT :

The enrolment in colleges will be improved to match with the number of students coming out of the + 2 stage.

13. WOMEN'S EDUCATION :

Will be improved in terms of quality, quantity and diversity by adopting various measures.

14. IMPROVEMENT OF EDUCATION OF UNDER PRIVILEGED SECTIONS :

Suitable steps will be taken to improve the education of students of the Under privileged section in terms of quality, quantity and diversity.

15. AUTONOMOUS COLLEGES :

More Government Colleges will be brought into 'Autonomous Status' for their academic and economic growth with the help of the U.G.C.

16. TASK FORCES :

Task forces will be established at all levels of Collegiate Education for implementation of Plans from Vision - 2020 and their monitoring.

3. GENERAL INFORMATION

STATEMENT SHOWING THE NUMBER OF SANCTIONED POSTS IN GOVT COLLEGE IN DIFFERENT ZONES

Number of Sanctioned posts in Govt. colleges (1999-2000)

Sl. No.	No. of Colleges	Name of the subject	Zone I	Zone II	Zone III	Zone IV	Zone V	Zone VI	Zone VII	Total	Remarks
1.		English	30	63	44	114	58	59	23+1*	392	* relates to comm-unicative Eng.
2.		Telugu	30	48	40	83	43	46	15	305	
3.		Sanskrit+Védas	9	6	1	4	-	-	6	26	
4.		Hindi	7	22	11	41	20	20	8	129	
5.		Arabic	-	-	-	-	-	-	4	4	
6.		Urdu	-	-	3	14+3*	5	8	5	38	* relates to special Urdu
7.		Oriya	4	-	-	-	-	-	-	4	
8.		Tamil	-	-	-	3	-	-	-	3	
9.		Economics	19	52	30	81	43	47	18	290	
10.		History	19	34	23	67	28	28	13	212	
11.		Political science	21	43	20	64	27	34	14	214	
12.		Public Administration	1	3	1	1	9	24	7	46	
13.		Philosophy	1	8	-	2	-	-	-	11	
14.		Anthropology	1	2	-	1*	-	-	-	4	*relates to social anthropology
15.		Sociology	1	5	1	1	-	-	-	8	
16.		Geography	1	2	-	1	-	-	-	4	
17.		Social Work	2	-	-	1	-	-	-	3	
18.		Psychology	1	3	1	3	-	-	-	8	
19.		Rural Development	2	-	1	3	-	-	-	6	
20.		Travel & Tourism	3	-	-	1*	-	-	1*	5	*Relates to tourism+travel management.
21.		Agricultural marketing	1	-	-	-	-	-	-	1	
22.		Management Studies	3	-	-	-	-	-	-	3	
23.		Farm Management	1	-	-	-	-	-	-	1	
24.		Industrial Relation	1	-	-	-	-	-	-	1	
25.		Education	1	-	-	-	-	-	-	1	

26. Office organization + Management	5	-	-	-	-	-	-	5
27. Rural Industrialisation	3	-	1	1	-	-	-	5
28. Commerce	51	109	53	160	111	97	42	623
29. Office Management & Secretarial Practice	4	5	7	8	-	-	1	25
30. Corporate Secretary ship	3	4	1	7	-	-	-	15
31. Tax procedure & practice	1	3	-	3	-	-	-	7
32. Foreign Trade	1	-	-	-	-	-	-	1
33. Mathematics	14	41	19	57	30	28	10	191
34. Mass communication & journalism	-	-	-	2	-	-	1	3

**OFFICE OF THE DIRECTOR OF COLLEGIATE EDUCATION
ANDHRA PRADESH : HYDERABAD**

**STATEMENT SHOWING THE TOTAL STRENGTH OF O/O THE
DIRECTOR OF COLLEGIATE EDUCATION, A.P., HYDERABAD.**

(All the Temporary posts are last continued in G.O.Rt.No. 666, Higher Education (HE.2) Dept., Dt. 13-9-2001)

S.No.	Category of Post	Permanent	Temporary	Total
1.	Superintendents	16	—	16
2.	Auditors	24	—	24
3.	Special Category Steno	1	—	1
4.	Asst. Statistical Officers	2	—	2
5.	Senior Assistants	35	—	35
6.	Junior Assistants (including Telephone Operator)	29	—	29
7.	Typists	18	—	18
8.	L.t. Stenos	2	—	2
9.	Roneo Operator	1	—	1
10.	Drivers	1	2	3
11.	Record Assistants	2	2	4
12.	Jamedar	1	—	1
13.	Attenders	10	5	15
14.	Watchmen	2	—	2
15.	S.G. Farash	1	—	1
Total		145	9	154

for Director of Collegiate Education

GAZETTED

S. No.	Category of post	Total No. of Posts	Permanent	Temporary
1.	Commissioner	1	1	-
2.	Joint Directors	2	1	1
3.	Deputy Directors	2	-	2
4.	Assistant Directors	6	-	6
5.	Chief Auditor (Gazetted)	1	-	1
6.	Academic Guidance Officer	1	-	1
7.	Lecturers	10	-	10
8.	Asst. Special Officer (Pension)	1	-	1
9.	Chief Accounts Officer	1	-	1
10.	Accounts Officer	1	1	-
Total		26	3	23

Director of Collegiate Education,
A. P., HYDERABAD

ANNEXURE

2. Particulars of Restructured courses Introduced in Govt. Degree Colleges in Andhra Pradesh, from 1998-99.

Code No.	Course	Subject	Number Introduced	Remarks
01.	B.Sc.,	Industrial Microbiology/ Microbiology	35	
02.		Horticulture	04	
03.		Biocheminstry	15	
04.		Biotechnology	03	
05.		Sericulture	—	
06.		Genetics	06	
07.		Fisheries/Industrial Fish & Fisheries Aquaculture	08	
08.		Medical lab Technology	06	
09.		Public Health	01	
10.		Nursing	01	
11.		Dairy Science	01	
12.		Home Science Professional	01	
13.		Food Science & Quality Control	01	
14.		Industrial Chemistry	03	
15.		Petrochemicals	01	
16.		Polymer Science	01	
17.		Computer Science	50	
18.		Computer Applications	22	
19.		Computer Maintenance	01	
20.		Engg. Geology & Geoexploration	—	
			<hr/>	
			161	
21.	B.Com	Office Management & Secretarial Practice		
22.		Corporate Secretary Ship	20	
23.		Foreign Trade Practices	02	
24.		Tax procedures & Practices	10	
25.		Advertising & Sales Promotion	06	
26.		Computer applications	69	
27.		Corporate Accounts	01	
			<hr/>	
			138	

28.	B.A.	Tourism & Travel Management	06
29.		Rural Industrialisation	09
30.		Rural Banking	02
31.		Rural Development	06
32.		Urban Development	01
33.		Agricultural Marketing	03
34.		Management Studies	04
35.		Marketing Management	02
36.		Office Management	20
37.		Industrial Relations	01
38.		I.R.P.M.	01
39.		Farm Management	02
40.		Advertising & Sales Promotion	04
41.		Actuarial Science / Insurance	02
42.		Communicative English	08
43.		Journalism & Mass communication	06
44.		Preschool Education	01
45.		Human Resource Management	01
46.		Social Work / Sociology	05
47.		Computer Applications	48
48.		Foreign Trade Practices	02
			<hr/>
			134

Courses Introduced earlier to 1998-99

49.	Electronics
50.	BBM
51.	Seed Technology

GOVERNMENT DEGREE COLLEGE IN THE STATE - ZONE WISE

ZONE-I

1. Srikakulam, Dist, (08)

1. Srikakulam (2)
2. Amudalavarasa
3. Palakonda
4. Narasaraopet
5. Tekkali
6. Daruvn
7. Ichhapuram

2. Vijanagaram Dist, (02)

1. Srungavarapu kota
2. Salur

3. Visakhapatnam Dist (07)

1. Visakhapatnam (02)
2. Bhemunipatnam
3. Yelamanchali
4. Narsipatnam
5. Chodavaram
6. Paderu

ZONE - II

1. East Godavari Dist (10)

1. Kakinda (2)
2. Tuni
3. Razolu
4. Kothapet
5. Mandapet
6. Rajahmundry
7. Seethanagaram
8. Rampachodavaram
9. Ravulapalem

2. West Godvari Dist. (12)

1. Tadapalligudem
2. Nidadavolu (2)
3. Tanuku
4. Chintalapudi
5. Palakol (2)
6. Jangareddygudem
7. Dumpagadapa
8. Bhimvaram
9. Narayanapuram
10. Ganapavaram

3. Krishna Dist. (07)

1. Vijayawada
2. Tiruvur
3. Kaikalur
4. Bantumilli
5. Avanigadda
6. Movva
7. Pamarru

ZONE - III

1. Guntur Dist. (05)

1. Guntur
2. Repalle
3. Chebrole
4. Macherla
5. Vinukonda

2. Prakasam Dist. (06)

1. Ongole
2. Kandukur
3. Ulavapadu
4. Kanigiri
5. Chirala
6. Addanki

3. Nellore Dist (08)

1. Nellore
2. Gudur
3. Naidupet
4. Sullurpet
5. Venkatagiri
6. Rapur
7. Udayagiri
8. Vidavalur

ZONE - IV

1. Kurnool Dist (12)

1. Kurnool (3)
2. Nandikottur
3. Sri Sailam Project
4. Nandyal
5. Koilakuntla
6. Banaganapalli
7. Dronachalam (Dhone)
8. Pattikonda
9. Alur
10. Yemmignur

3. Cuddapah Dist (09)

1. Cuddapah (2)
2. Rajampet
3. Koduru
4. Rayachoti
5. Lakkireddipalli
6. Jammalamadugu
7. Proddutur
8. Porumamilla

2. Anantapur Dist (13)

1. Anantapur (2)
2. Guntakal
3. Tadipatri
4. Dharmavaram
5. Bukkapatnam
6. Kadiri
7. Penugonda
8. Madakasira
9. Kalayandurg
10. Rayadurga
11. Hindupur
12. Uravakonda

4. Chittoor Dist (12)

1. Chittoor (2)
2. Palamner
3. Punganur
4. Madanapalle
5. Vayalpadu
6. Pileru
7. Karvetinagaram
8. Puttur
9. Srikalahasti (02)
10. Nagari

ZONE - V

1. Warangal Dist (05)

1. Warangal
2. Hanamkonda
3. Narasampet
4. Mahaboobad
5. Mulugu

2. Khammam Dist. (08)

1. Khamman (2)
2. Madhira
3. Sathupalli
4. Yellandu
5. Kothagudem
6. Paloncha
7. Badhrachalam

3. Karimnagar Dist (10)

1. Karimnagar (2)
2. Agrapharam
3. Jagityal
4. Korutla
5. Peddapalli
6. Huzurabad
7. Jammikunta
8. Manthani
9. Godavarikhani

4. Adilabad Distt (08)

1. Adilabad (2)
2. Utnoor
3. Nirmal
4. Bhainsa
5. Mancherial
6. Chinnoor
7. Bellampalli

ZONE - VI

1. Nizambad Dist (6)

1. Nizambad
2. Armoor
3. Kamareddi
4. Bodhan
5. Bichkunda
6. Banswada

2. Medak Dist (08)

1. Sangareddy (2)
2. Siddipet
3. Jogipet
4. Gajwel
5. Zaheerabad
6. Sadasivapet
7. Medak

3. Mahaboobnagar Dist (08)

1. Mahaboobnagar (2)
2. Jadcherla
3. Gadval
4. Wanaparthy (2)
5. Kondanagula
6. Palem

4. Nalgonda Dist (05)

1. Nalgonda (02)
2. Devarakonda
3. Ramannapet
4. Kodad

ZONE - VII

1. Hyderabad Dist. (07)

1. Hyderabad (6)
2. Secunderabad (01)

यदैव विद्यया करोति श्रद्धयोपनिषदा
तदैव वीर्यवत्तरं भवति

**Duty performed
with Knowledge, Faith and Devotion,
becomes really effective**

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