

Yuvatharangam – 2015 – Academic Excellence

The Department of Collegiate Education proposes to celebrate Academic Excellence as part of YUVATHARANGAM-2015 based on the academic and administrative performance of Principals, Physical Directors, Librarians, Non-Teaching Staff, Students and Colleges during 2014-15.

Mode of Selection:

All the entries for the categories are to be selected by duly following the guidelines given below:

1. Each College Principal is requested to constitute a College level Committee with senior faculty members to identify the college toppers in all categories and submit the list of toppers to ID Colleges as per the proformas given in Annexures along with relevant evidences.
2. The ID College Principal is requested to constitute a District level Committee with Principals of GDCs in the District.
3. The District level Committee shall consolidate all nominations and identify the district toppers in all categories after due verification of evidences and submit information to O/o CCE as per the proformas given in Annexures for identification of State Level toppers.
4. The ID College Principals are requested to file and maintain a record of all evidences to produce before State Level Committee as and when they are necessary.

Schedule for Academic Excellence:

S.No.	Level	Last Date of submission	Venue
1	College	26.9.2015	At respective colleges
2	District	29.9.2015	At respective Districts
3	State	5.10.2015	O/o CCE, Hyderabad

Guidelines for selection

- I. **For best outgoing Students** who secured highest marks in the Annual Examinations in April, 2015 in all the papers and in all the years in the following subjects :

Arts, Humanities & Social Sciences	11
Commerce & Management	3
Sciences	10
Total	24

Sl. No.	Subject	No. of awards proposed
1	Telugu	1
2	English	1
3	Sanskrit	1
4	Hindi	1
5	History	1
6	Political Science	1
7	Public Administration	1
8	Economics	1
9	Philosophy	1
	Psychology	

10	Sociology	1
11	Social work	1
12	Commerce	3
13	Physics	1
14	Chemistry	1
15	Mathematics	1
16	Statistics	1
17	Botany	1
18	Zoology	1
19	Biochemistry	1
20	Biotechnology	1
21	Microbiology	1
22	Electronics/Computer Science & Applications	1
	Total	24

The proforma to obtain the data from colleges is enclosed as **Annexure-1**.

- II. **For Student Study Projects:** Students are encouraged to carry out study projects during the course of their graduation and each teacher is supposed to design one project in his/her respective subject to facilitate the students to gain hands on experience in the concerned field. The best study project is selected for award.

Arts & Humanities	1
Social Sciences	1
Commerce & Management	1
Life Sciences	1
Physical Sciences	1
Total	5

Mode of selection:

1. One best study project from each category mentioned above shall be selected by the college level research committee headed by the Principal based on the criteria given below and shall be sent to the District Level Research Committee.
 2. District Level Research Committee comprising of the ID college Principal and the Principals of all Govt. Degree colleges shall select one best study project from each category at District Level and submit to the O/o CCE (**Annexure-2**).
 3. The Study Projects in each category will be evaluated by the State level screening committee and the prizes will be given for the best project in each category.
- III. **For Staff working in Colleges:** Principals are selected and awarded for their administrative abilities, leadership qualities, sincerity, hard work and commitment. They are evaluated based on their AADPI (Academic Administrative & Development Performance Indicator) score during the last three years. Prizes are also awarded to Physical Directors and Librarians working in GDCs based on their API score. Prizes are also awarded to Non-Teaching staff working in Colleges to acknowledge the commitment and to encourage their service to the institution.

Best Principal	1
Best Physical Director	1
Best Librarian	1
Best Superintendent	1
Best Senior Assistant	1
Best Junior Assistant	1
Best Lab Assistant	1
Best Attender	1
Total	8

Mode of Selection for Best Principal:

1. The Principal must have put in a minimum service of three years in Govt. Degree College on regular basis as on 20.9.2015
2. The Principals should not have any record of disciplinary action against them and should not have indulged in any act for which enquiry is pending.
3. The evaluation is based on the AADPI (Academic Administrative & Development Performance Indicator) score of the Principal during the last two academic years.

4. Mode of Selection for Best Physical Director & Librarian:

1. The Physical Director/Librarian must have put in a minimum service of five years in Govt /Pvt Aided Degree College on regular basis as on 20.9.2015.
2. The Physical Director/Librarian should not have any record of disciplinary action against them and should not have indulged in any act for which enquiry is pending.
3. The evaluation of Physical Director/Librarian is based on the API score during the last two academic years.
4. Send the information in **ANNEXURE 3**

IV. For Institutions: Prizes are also awarded to Colleges for the best: JKC, NAAC Grade, DRC, Women Empowerment Cell

Best NAAC	1
Best Autonomous College	1
Best JKC	1
Best DRC	1
Best WEC	1
Total	5

Mode of selection:

- **Best NAAC Grade:** Prize will be given to the college for securing highest CGPA in accreditation/ reaccreditation (Total 1 prize). Send the proposals to O/o CCE in **Annexure -4**
- **Best Autonomous College:** Prize will be given to the Govt. Autonomous colleges basing on the pass percentage, add on courses and best practices. No. of placements through JKC, No. of MOUs, No. of MRPs, establishment of Research Centre and No. of Ph.D/M.Phil produced. (Documentary evidence must be produced). Send the proposals to O/o CCE in **Annexure -5**
- **Best JKC:** Prizes will be given to the JKC's of colleges based on the following criteria. (Total 1 prize)
 1. No. of students enrolled in Final year in the college in 2014-15
 2. No. of students trained in the college JKC in 2014-15
 3. No. of job drives conducted in 2014-15
 4. No. of students participated in job drives in 2014-15
 5. No. of students placed from the college JKC in 2014-15
 6. Extension activities conducted by the college in 2014-15
 7. No. of trained lecturers (Infosys/ELF/ICICI) participated in JKC training in 2014-15

8. No. of MOUs entered into by the college JKC in 2014-15.

9. Send the proposals to O/o CCE in **Annexure-6**

➤ **Best DRC:** Prize will be given to the DRC College on the basis of activities conducted by DRC in the academic year 2014-15 (Total 1 prize). Send the proposals to O/o CCE in **Annexure-7**.

➤ **Best Women Empowerment Cell:** The prizes will be given to colleges based on the following criteria. (Total 1 prize)

1. No. of Women related programmes conducted
2. Best practices implemented in college pertaining to girl students
3. No. of grievances recorded and solved
4. Send the proposals to O/o CCE in **Annexure-8**.

V. **For Staff working in RJDCE Offices:** Prizes are also awarded to Non-Teaching staff working in Office of Regional Joint Directors of Collegiate Education to acknowledge the commitment and to encourage their service to the Department.

Best Superintendent	1
Best Senior Assistant	1
Best Junior Assistant	1
Best Attender	1
Total	4

Eligibility Criteria for Non-Teaching staff working in Colleges and RJDCE offices:

1. An employee must have put in minimum service of five years in Govt. Degree College as regular Non-Teaching Staff.
2. An employee must have put in a minimum service of at least one year in the category proposed for award.
3. The NT employee should not have any disciplinary action taken against him/her and should not have indulged in any act for which enquiry is pending.
4. The evaluation should be based on the performance of the NT employee during the last one year as per the proforma enclosed.

Mode of Selection:

1. The award will be given on the basis of proposals received from the committees at college and district level.
2. The committee shall identify competent/eligible/meritorious Non-Teaching staff
3. Any proposal from the individual NT employee should not be considered.

Committees:

College Level Screening Committee:

1. A committee comprising two to three lecturers headed by the Principal will be constituted at college level.
2. The committee will select one best nomination for all categories from each college and propose for the award to ID College.

District Level Screening Committee:

1. The District level screening committee shall consist of the ID College Principal as the Chairman and comprises Principals of all Colleges in the district as members.
2. The committee shall screen the nominations received from all districts and select best nomination for all categories and propose for the award to O/o CCE (**Annexure-9**).

Region Level Screening Committee: (State wide for RJDCE staff only)

1. The Region level screening committee shall consist of the RJD as the Chairman and comprises Principals of all ID Colleges under the jurisdiction of RJDCE as members.
2. The committee will select one best nomination for all categories from NT staff of each RJD office and propose for the award to O/o CCE (**Annexure- 10**).

Best Superintendent		
S.No	Criteria	Weightage
1	Files disposal, file movement & drafting	10
2	Guide the officer/Principal with latest rule position	10
3	Assigning numbers to currents received and distribution of these papers, maintenance of personal registers, preparation of pendency position and monthly abstracts of arrears list	10
4	Note file-offering remarks on the note prepared by subordinates and submit the same to Principal	10
5	Supervision of reminder files, maintenance of all records pertaining to accounts, service registers and leave account of staff	10
6	Assistance to Principal in preparation of the budget and spending of budget allotted reconciliation of accounts from treasury and banks. Operation of Govt. budget/Special fee/other grants received from other agencies	10
7	Attend to inspection parties and audit parties visiting the college and answering audit objections. Maintenance of register of audit objections	10
8	Supervision of all sections and discipline in the office	10
9	Observance of employee/Student charter	10
10	Accountability to A.O and Principal of the college, punctuality, regularity and discipline	10
Total		100

*Documentary evidences shall be submitted

Best Senior Assistant/Junior Assistant		
S.No	Criteria	Weightage
1	Punctuality, regularity and discipline	10
2	Entry of tappals received & submission of tappals to superintendent	10
3	Assigning numbers to currents received and sorting of currents into groups, new currents and reference received in old currents	10
4	Maintenance of personal registers	10
5	Note file-initiating the note pointing out the facts and rule position in the note file opened on the current files disposal, file movement & drafting	10
6	Maintenance of scholarships, accounts, bills and admissions etc.	10
7	Maintenance of Reminder Diary	10
8	Maintenance of register of court cases and register of disciplinary cases	10
9	Forwarding all undisposed files to current year on 1st April of every year and disposed files to record room	10
10	Accountability to higher officials	10
Total		100

*Documentary evidences shall be submitted

Best Lab Assistant		
S.No	Criteria	Weightage
1	Accountability to higher officials	10
2	Punctuality, regularity and discipline	10
3	Knowledge about the lab in which he/she working	10
4	Maintenance of laboratory	10
5	Arrangements/preparations for conduct of practicals	10
6	Assisting/helping students during practicals	10
7	Maintenance of stock & accession registers	10
8	Maintenance of Consumable & Non-consumable articles register	10
9	Maintenance of broken/theft articles register, fine collection register	10
10	Rapport with other employees and students	10
	Total	100

*Documentary evidences shall be submitted

Best Attender		
S.No	Criteria	Weightage
1	Obedience to higher officials	10
2	Punctuality, regularity and discipline	10
3	Responsibility towards the section/lab in which he/she working	10
4	Maintenance of the section/lab in which he/she is working	10
5	Maintenance of confidentiality	10
6	Capability of reading and understanding minimum English/Telugu	10
7	Knowledge about the section/lab in which he/she working	10
8	Capacity to operate the equipment in the section/lab (like Xerox, fax etc)	10
9	Capability of completing the task given by higher officials	10
10	Rapport with other employees and students	10
	Total	100

*Documentary evidences shall be submitted

For Commissioner of Collegiate Education