

ACADEMIC FESTIVAL

The Department of Collegiate Education proposes to celebrate *Academic Festival* as part of *YUVATARANGAM-2014* based on the academic and administrative performance of Principals, Teachers, Non-Teaching Staff, Students and Colleges during 2013-14.

Guidelines for Academic Festival - 2014

1.1) Objective:

1. To identify the best performing Principals, Teachers, Non-Teaching Staff, students and Colleges
2. To recognize and motivate them by giving appreciation awards/certificates

1.2) Mode of Selection:

All the entries for the categories are to be selected by duly following the guide lines 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.
5. It is mandatory for all Lecturers, Principals & Staff to apply. No increment shall be released by the concerned authority to those who do not apply.

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2) Selected Categories:

S.No	Category	Specification
Prizes for Academic Excellence		
I	Student	1. Highest marks-Subject Wise
		2. Highest marks-Group Wise
		3. Best Student Study Projects (State wide)
II	Lecturer	4. Best Teacher (Subject wise & State wide)
III	Principal	5. Best Principal (State Wide)
IV	College	6. Academic- Highest Pass Percentage(State wide)
		7. Best NAAC Grade (State wide)
		8. Best JKC (State wide)
		9. Best DRC (State wide)
Prizes for Administrative Excellence (Non-Teaching Staff)		
V	College	11. Best Administrative Officer
		12. Best Superintendent
		13. Best Senior Assistant
		14. Best Junior Assistant
		15. Best Lab Assistant
		16. Best Attender
VI	RJDCE	17. Best Administrative Officer
		18. Best Superintendent
		19. Best Senior Assistant
		20. Best Junior Assistant
		21. Best Attender
VII	O/o CCE	22. Best Superintendent
		23. Best Senior Assistant
		24. Best Junior Assistant
		25. Best Attender
		26. Best Driver
VIII	Academic Cell	27. Best Member/Team
IX		28. Commissioner's Rolling Shield (State wide)

3) Schedule for Academic Festival:

The Academic Festival shall be conducted in 3 levels as follows.

S.No	Level of Academic Festival	Schedule of the Festival
1.	College Level	7.11.2014
2.	District Level	15.11.2014
3.	State Level	Last week of November

3.1) College Level Academic festival shall be celebrated on 7.11.2014

1. The college level committee shall select the toppers in the select categories for the award of prizes and appreciation certificates.
2. The certificates shall be signed by the Principal of the college.
3. All Principals shall send the best nomination in each category to District Level Committee by 8.11.2014

3.2) District Level Academic festival shall be celebrated on 15.11.2014

1. District Level Committee shall consolidate the information of District toppers in various categories and select best nominations at the District Level.
2. They may be given prizes and appreciation certificates during District Level Academic Festival
3. The certificates shall be signed by Identified College Principal
4. All Identified college Principals shall send the best nomination in each category to O/o CCE by e-mail to **vec.cce@gmail.com** by **16.11.2014**

3.3) State Level Academic festival:

1. The Committee at O/o CCE shall consolidate the information received from 13 Districts and select best nominations at State Level.
2. State level toppers in all categories will be given prizes and appreciation certificates during **YUVATARANGAM** scheduled to be celebrated in the last week of November 2014.
3. The certificates shall be issued by Commissioner of Collegiate Education

3.4) Amount Allocation:

1. The prizes for Subject wise and Group wise toppers shall be given at college level and District Level Academic festivals.
2. The number of prizes to be given shall be fixed by College Level/District Level Committee based on the number of courses, subjects offered in the college/district.
3. The amount allotted for each college for celebration of Academic Festival is Rs.5000/-
4. Amount allotted for celebration of Academic Festival at each Identified college is Rs.10000/- (Rs.5000 for college level and Rs.5000/-for District Level).

5. The allotted amount (for Prizes and Certificates) for College and District Level Academic festival shall be met from either JKC funds/Special fee funds.
6. The relevant bills and vouchers in originals shall be maintained and produced during audit.

4) Category wise Guidelines:

PRIZES FOR ACADEMIC EXCELLENCE

I. Student Level Prizes

1.) Highest Marks - Subject Wise: Total prizes: 15 Prizes (15 Subjects)

Prizes will be given to students who passed out from undergraduate course and secured highest marks in select subjects given below.

1a) Subjects Selected:

Category	Subjects
Languages	1.English
	2.Telugu
	3.Hindi
	4.Urdu
	5.Sanskrit
Arts & Humanities	6.History
	7.Economics
	8.Political science
	9.Public Administration
	10.Commerce
Sciences	11.Botany
	12.Zoology
	13.Chemistry
	14.Mathematics
	15.Physics

1b) Guidelines for selection:

1. Consolidated marks of 3 years for optional subjects and 1st & 2nd year marks for languages shall be considered
2. Performance in the concerned subject shall be counted, but for Commerce, performance in all optional papers (16 papers) shall be counted.
3. Supplementary marks shall not be considered.
4. The proforma to obtain the data from colleges is enclosed as **Annexure-1**.

2) Highest Marks - Group Wise: (Total 4 prizes)

Prizes will be given to students who passed out from undergraduate course and secured highest marks in the groups given below (State wide).

2a) Selected groups

S.No	Groups
1	B.A
2	B.Com
3	B.Sc – Life sciences
4	B.Sc – Physical sciences

2b) Guidelines for selection:

1. Performance in only optional subjects shall be counted excluding languages.
2. In Commerce, overall performance in all the 16 papers will be considered.
3. Consolidated marks of three years will be considered
4. Supplementary marks shall not be considered.
5. The proforma to obtain the data from colleges is enclosed as **Annexure-2**.

3) Best Student Study Projects:

3a) Objective:

To inculcate scientific temper among students, they 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.

3b) Mode of selection:

1. Three best study projects 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 three best study projects at District Level and submit to the O/o CCE (**Annexure-3**).
3. The submitted Study Projects will be evaluated by the State level screening committee and the prizes will be given for the 3 best projects.

3c) Criteria for Best Study Project:

S.No	Criteria	Weightage
1.	Topic Selection:	
	a) Novelty	10
	b) Social/Environmental relevance	10
	c) Justification of the topic	10
2.	Methodology Adopted	20
3.	Collaboration (College/University)	20
4.	Scope for further study	10
5.	Outcome	20
	Total	100

II) Lecturer Level Prize

4) Best Teacher (Subject wise and State wide):

4a) Objective:

1. To identify and acknowledge meritorious teachers who made an impact on the quality of education.
2. To recognize and award teachers who are instrumental in implementation of activities initiated by the Department
3. To encourage teachers who render selfless service to the student community and extend a helping hand for achieving success.

4b) Eligibility Criteria:

1. The teacher must have put in a minimum service of five years in Govt /Pvt Aided Degree College on regular basis.
2. The teacher must have consistently registered at least 60% pass percentage on an average in University Examinations for three consecutive years i.e., 2011-12, 2012-13 and 2013-14 (except for items 4(c) 18 & 19).
3. The teacher should not have any record of disciplinary action against them and should not have indulged in any act for which enquiry is pending.
4. The evaluation of teachers is based on the API score of the teacher during the academic year 2013-14 (Proforma enclosed).

4c) Selected Subjects:

1. English
2. Telugu
3. Hindi
4. Urdu
5. Sanskrit
6. History
7. Economics
8. Political science
9. Public Administration
10. Commerce
11. Botany
12. Zoology
13. Chemistry
14. Mathematics
15. Physics
16. Statistics/Computer Science/Computer Applications
17. Microbiology/Biochemistry/Biotechnology
18. Library Science
19. Physical Education

4d) Mode of Selection:

The Principals shall submit the subject wise proposals to the ID College. The District Level Committee shall select one Lecturer from each subject and send the list to the O/o CCE (**Annexure-4**).

III) Principal level Prize

5) Best Principal (State Wide):

5a) Objectives:

1. To identify and acknowledge Principals who successfully used their administrative abilities and leadership qualities to make an impact on the quality of education.
2. To award an incentive for sincerity, hard work and commitment exhibited by Principals.

3. To recognize and award Principals who effectively implemented activities initiated by the Department

5b) Eligibility Criteria:

1. The Principal must have put in a minimum service of three years in Govt. Degree College on regular basis.
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 academic year 2013-14 (Proforma enclosed).

The proposals of individual Principal along with the AADPI score should be submitted to O/o CCE (**Annexure-5**).

5c) State Level Screening Committee:

1. The State level screening committee shall consist of CCE as the Chairman and officials from O/o CCE as members.
2. The committee shall screen the nominations received from all Zones and select the best Principal for the award.

IV) College level Prizes:

Objective:

To identify Colleges for State wide Institutional Excellence awards on the basis of their performance for the academic year 2013-14 in the following categories:

6) Academic-Highest Pass Percentage:

Over all pass percentage of only final year students of the college (of all groups together) shall be considered. 1st, 2nd and 3rd prizes will be given for the colleges securing highest Pass Percentage (**Annexure-6**). (Total 3 prizes)

7) Best NAAC Grade:

Prize will be given to the college for securing highest CGPA in accreditation/reaccreditation (**Total 1 prize**).

8) Best JKC:

Prizes will be given to the JKCs of colleges based on the following criteria.

(Total 3 prizes)

1. No. of students enrolled in Final year in the college in 2013-14

2. No. of students trained in the college JKC in 2013-14
3. No. of job drives conducted in 2013-14
4. No. of students participated in job drives in 2013-14
5. No. of students placed from the college JKC in 2013-14
6. Extension activities conducted by the college in 2013-14
7. No. of trained lecturers (Infosys/ELF/ICICI) participated in JKC training in 2013-14
8. No. of MoUs entered into by the college JKC in 2013-14.

The proforma to submit the data to O/o CCE is enclosed as **Annexure-7**.

9) Best DRC:

Prize will be given to the DRC College on the basis of activities conducted by DRC in the academic year 2013-14. The proforma to submit the data to O/o CCE is enclosed as **Annexure-8**. (Total 1 prize)

10) Best Women Empowerment Cell:

The prizes will be given to colleges based on the following criteria. (Total 3 prizes)

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. The proforma to submit the data to O/o CCE is enclosed as **Annexure-9**.

11) Maintenance of Clean & Green Campus: Prize will be given to the College on the basis of activities conducted in the academic year 2013-14. The proforma to submit the data to O/o CCE is enclosed as **Annexure-10**. (Total 1 prize)

12) Social Consciousness/Community Service: Prize will be given to the College on the basis of activities conducted in the academic year 2013-14. The proforma to submit the data to O/o CCE is enclosed as **Annexure-11**. (Total 1 prize)

13) Environmental Protection: Prize will be given to the College on the basis of activities conducted in the academic year 2013-14. The proforma to submit the data to O/o CCE is enclosed as **Annexure-12** (Total 1 prize)

14) Promoting Art, Handicraft & Handlooms: Prize will be given to the College on the basis of activities conducted in the academic year 2013-14.

The proforma to submit the data to O/o CCE is enclosed as **Annexure-13**.
(Total 1 prize)

- 15) Health Awareness:** Prize will be given to the College on the basis of activities conducted in the academic year 2013-14. The proforma to submit the data to O/o CCE is enclosed as **Annexure-14** (Total 1 prize)

Prizes for Administrative Excellence (Non-Teaching Staff):

Objective:

To acknowledge the commitment of Non-Teaching staff and to encourage their selfless service to the institution

Categories Selected:

V) College

11. Best Administrative Officer (State wide for GDCs NT staff only)
12. Best Superintendent (State wide for GDCs NT staff only)
13. Best Senior Assistant (State wide for GDCs NT staff only)
14. Best Junior Assistant (State wide for GDCs NT staff only)
15. Best Lab Assistant (State wide for GDCs NT staff only)
16. Best Attender (State wide for GDCs NT staff only)

VI) RJDCE

17. Best Administrative Officer (State wide for RJDCE staff only)
18. Best Superintendent (State wide for RJDCE staff only)
19. Best Senior Assistant (State wide for m RJDCE staff only)
20. Best Junior Assistant (State wide for RJDCE staff only)
21. Best Attender (State wide for RJDCE staff only)

VII) O/o CCE

22. Best Superintendent (State wide for RJDCE staff only)
23. Best Senior Assistant (State wide for RJDCE staff only)
24. Best Junior Assistant (State wide for RJDCE staff only)
25. Best Attender (State wide for RJDCE staff only)
26. Best Driver

VIII) Academic Cell

27. Best Member/Team

Eligibility Criteria for Non-Teaching staff:

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-15**).

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.

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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-16**).

Best Administrative Officer:

Broad Criteria and Weightage:

S.No	Criteria	Weightage
Status and Performance of		
1	Fee collection and other collections due from students, Preparation of Admission Registers, term fee registers, C.C.B. Statements and all periodical returns	10
2	Cash book and all subsidiary records and Cancellation of vouchers	10
3	Drawing salary bills	10
4	Attestation of entries in S.Rs after sanction by Principal	10
5	Preparation of Budget estimates & Number statements	10
6	Reconciliation of expenditure with Treasury figure and Reconciliation of Pass books with Treasury figures	10
7	Sanction of leaves to NT staff and Attestation of NT staff attendance registers daily	10
8	Routine Correspondence and signing of fair copies and Drafting of letters	10
9	Observance of employee/Student charter	10
10	Accountability to the Principal of the college, punctuality, regularity and discipline	10
	Total	100

*Documentary evidences shall be submitted

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Best Superintendent:

S.No	Criteria	Weightage
Status and Performance of		
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 sub ordinates 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

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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 1 st 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

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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

IX) Commissioner's Rolling Shield: The Prize will be given to the college which bags the maximum number of prizes in all the above categories put together. It is a rolling shield for that academic year which has to be returned to the concerned in-charge at Commissionerate before the commencement of Yuvatharangam events during the next Academic year.

Total Prizes:

S.No	Category	No.of Prizes
1	Highest marks-Subject Wise (State wide)	15
2	Highest marks-Group Wise (State wide)	4
3	Best Student Study Projects (State wide)	3
4	Best Teacher (State wide Subject wide)	19
5	Best Principal (State Wide)	1
6	Academic- Highest Pass % (University wise)	3
7	Highest CGPA Score (NAAC) (State wide)	1
8	Best JKC (State wide)	3
9	Best DRC (State wide)	1
10	Best Women Empowerment Cell (State wide)	3
11	Maintenance of Clean & Green Campus (State wide)	1
12	Social Consciousness/Community Service (State wide)	1
13	Environmental Protection (State wide)	1

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14	Promoting Art, Handicraft & Handlooms (State wide)	1
15	Health Awareness (State wide)	1
16	Best Administrative Officer (State wide for GDCs NT staff)	1
17	Best Superintendent (State wide for GDCs NT staff)	1
18	Best Senior Assistant (State wide for GDCs NT staff)	1
19	Best Junior Assistant (State wide for GDCs NT staff)	1
20	Best Lab Assistant (State wide for GDCs NT staff)	1
21	Best Attender (State wide for GDCs NT staff)	1
22	Best Administrative Officer (State wide for RJDCEs NT staff)	1
23	Best Superintendent (State wide for RJDCEs NT staff)	1
24	Best Senior Assistant (State wide for RJDCEs NT staff)	1
25	Best Junior Assistant (State wide for RJDCEs NT staff)	1
26	Best Attender (State wide for RJDCEs NT staff)	1
27	Best Superintendent(O/o CCE)	1
28	Best Senior Assistant (O/o CCE)	1
29	Best Junior Assistant (O/o CCE)	1
30	Best Attender (O/o CCE)	1
31	Best Driver (O/o CCE)	1
32	Best Team (Academic Cell)	1
33	Commissioner's Rolling Shield (State wide)	1
	Total	76