



**COMMISSIONERATE OF COLLEGIATE EDUCATION
GOVERNMENT OF ANDHRA PRADESH**

CIRCULAR

Circular/APCCE/Academic Cell/AC-10/2022

20.4.22

Sub: Commissionerate of Collegiate Education - Maintenance of College Website as per SOP issued on 3rd February 2022.

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The Commissionerate of Collegiate Education issued Standard Operational Procedure (SOP) on 3rd February 2022 regarding NAAC and Maintenance of College Website. Hence all the Principals are informed to maintain their college website as per the SOP issued. There will be state level review meeting for all Government Degree Colleges during the first week of May 2022 on college websites

The website should be dynamic, creative, and innovative to present the institutional vision, missions and other activities. Should incorporate all the required documents as required by NAAC from time to time. Website is to be updated frequently and maintained up to date by uploading various scanned documents.

The website should be maintained with Main tabs and Sub tabs as mentioned below

- 1. Home**
- 2. About Us**
 - a. History
 - b. Vision and Mission
 - c. Principal Message
 - d. List of Principals
 - e. NAAC Certificate
 - f. AISHE Certificate
 - g. ISO Certificate
 - h. NIRF Rank details
 - i. University Affiliation Certificate
 - j. UGC 2(f) & 12 (b)
 - k. CPE and Autonomy Certificates (Wherever Applicable)
 - l. Location and Campus Layout
 - m. Building Layout/details

3. Administration

- a. College Staff
- b. Teaching Staff
- c. Non-Teaching Staff
- d. Cadre Strength Details
- e. Statutory Bodies
- f. Organogram
- g. Governing Body
- h. Academic Council
- i. Finance
- j. Staff Council
- k. CPDC
- l. College Committees
- m. Monthly News Letter
- n. Alumni Association Meeting Reports
- o. Alumni Association Activities Reports

4. Academics

- a. Academic Council
- b. Academic Calendar
- c. Exam Calendars
- d. Academic Audit Reports
- e. Programmes Offered
 - i. UG Programmes
 - ii. PG Programmes
- f. Certificate Courses
- g. Admissions Category-wise
- h. Curricular Transaction Plan
 - i. Master Timetable
 - ii. Program-wise Timetable
 - iii. Lecturer-wise Timetable
- i. Outcomes
 - i. Cos
 - ii. POs

- iii. PSOs
- iv. Attainment of COs
- j. LMS / e-tools designed by Staff

5. Departments

- a. Department of English (Eg)
 - i. Vision & Mission
 - ii. Semester Wise Time Tables
 - iii. Courses/Programmes
 - iv. Sem wise Syllabus
 - v. Strengths and Achievements of Department
 - vi. Staff Details (CVs to be enclosed)
 - vii. Student Admissions (Prog / Course wise)
 - viii. Results
 - ix. Publications, Patents & Awards
 - x. Dept. meeting Minutes (Year wise)
 - xi. Best Practices
 - xii. Continuous Internal Assessment Up to date Format (Course wise)
 - xiii. Student's Progression to Higher Education (with proofs)
 - xiv. Student's Progression to Employment (with proofs)

6. Reports of Various institutional and Departmental Activities

- a. Reports related to Dept. activities (Seminars / Guest Lectures/ Workshops, Extension Activities etc.,)

7. Research

- a. Collaborations
- b. Research Achievements
- c. Research Publications
- d. MOUs / Links
- e. Field Trips/Study Tours
- f. Student Study / Field Projects
- g. MRP
- h. Incubation Centre Activities

8. Infrastructure (with Measurements and available facilities)

- a. Class Rooms

- b. Labs
- c. Maintenance of Infrastructure
- d. Virtual Class Rooms
- e. Digital Class Rooms
- f. Skill Development Centre
- g. Library
- h. e-Resources

9. Student Support (Brief Description, details, Calendar of Activities and Reports in NAAC format)

- a. JKC
- b. NSS
- c. NCC
- d. WEC
- e. Health Centre
- f. GYM and Sports Centre
- g. RRC
- h. DRC
- i. Anti-Ragging
- j. Cultural Club
- k. Career Guidance Cell
- l. MANATV
- m. Grievance Redressal Cell
- n. Consumer Club
- o. Scholarship

10. IQAC

- a. About IQAC - Committee and Criterion In charge details
- b. IQAC Structure
- c. VISION, MISSION and Core Values
- d. AQARS
- e. Accreditation Details
- f. IQAC Meetings / Resolutions / Action taken Reports
- g. Criterion wise data

11. Best Practices

- a. Gender Sensitivity
- b. Waste Management
- c. Rain Water Harvesting
- d. Green Practices
- e. Differently-abled Friendliness
- f. Code of Conduct Handbook
- g. Best Practices of the Institution in NAAC format
- h. National Symbols
- i. Fundamental Rights & Fundamental Duties
- j. Professional Code of Govt of AP&UGC
- k. Other Practices

12. Examination Cell

- a. About Examination Cell
- b. Programmes Offered
- c. Notifications
- d. Examinations Time Tables
- e. Previous Question Papers
- f. Results
 - i. Result Analysis
- g. Evaluation Procedures and Reforms
- h. Grievances Addressed
- i. Circulars

13. RTI

14. Gallery

15. Contact Us

For any queries relating to maintenance of website please contact **Sri E Vara Prasad**,
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20/4/22
Academic Guidance Officer