

Proceedings of Commissioner of Collegiate Education :: A.P., Vijayawada

Present: Dr.Pola Bhaskar, I.A.S.,

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Sub: Commissionerate of Collegiate Education - Online Teaching - Learning Process (OTLP) in Government Degree Colleges - Roles and Responsibilities fixed - SOP prescribed - Orders issued - Reg.

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In the context of COVID-19 pandemic, the Government of Andhra Pradesh has ordered all the higher education institutions to remain closed. As a result, there is a loss of working days and the academic year is disrupted. Hence, there is every need that the GDCs / ADCS should start online teaching. In this regard, the following SOP is prescribed for the strict compliance.

1. Academic Cell, headed by the Academic Guidance Officer (AGO), is made completely responsible for planning and monitoring the Online Teaching - Learning Process (OTLP) during the COVID-19 pandemic period.
2. A monitoring officer is appointed for each district and the details are shown below:

S. No.	Name of the Monitoring officer	Contact Mobile No	District assigned
1	Dr.M.Vishnu Prakash	9440867324	Srikakulam
2	Dr.M.Vishnu Prakash	9440867324	Vizianagaram
3	Sri.P.Sreedhar	9985096066	Vishakhapatnam
4	Dr.P.Anil Kumar	9441257827	East Godavari
5	Dr.B.Sudhakara Rao	9441825153	West Godavari
6	Dr.S.Madhavi	9440969636	Krishna
7	Dr.S.Madhavi	9440969636	Guntur
8	Smt.J.Jyothi	9849871123	Prakasham
9	Dr.G.Srinivas	9000550890	Nellore
10	Dr.G.Giri Babu	9441303670	Chittoor
11	Dr.B.Sudhakararao	9441825153	YSR Kadapa
12	Smt.J.Jyothi	9849871123	Kurnool
13	Sri.P.Sreedhar	9985096066	Anantapuramu

3. Job Chart of Monitoring officer:

Each Monitoring officer

- i) Should ensure through Principal that each faculty member prepares the time table for the subject being dealt by him.
- ii) Shall prepare Daily Situation Report (DSR) in the prescribed format on the basis of data uploaded by the faculty members and authenticated by the Principal concerned so as to categorize the faculty members into A, B, C category, taking into account the number of classes conducted against the scheduled in the time-table and the percentage of attendance of the students.

Categorization of faculty members: -

Category	Benchmark on the percentage of scheduled classes conducted	Benchmark range on the daily students' attendance (average)
A	If 100% scheduled classes are conducted	$\geq 70\%$
B	If classes are conducted partly	$\geq 50\% - \leq 70\%$
C	If classes are not at all conducted against the scheduled classes in the time table	-

- iii) Details of faculty members categorized into "C" category should be sent to Joint Director for initiating disciplinary action as per CCA rules.
4. Sri G.D.Rajender, Lecturer in Academic Cell, is made responsible for the information management of OTLP and also operational management of the Mobile App.
 5. AGO should coordinate all the District monitoring officers and also compile the data.
 6. On receipt of the details from the Academic Cell in respect of the faculty members categorized under 'C' category, JD should initiate action against the poor performers.
 - i) If any faculty member is continuously categorized under 'C' for three days, an alert message should be sent to them with a direction that he/she should improve his/her performance.

- ii) After lapse of three days again, if performance is not improved as per the DSR reported by Academic Cell, Show Cause Notice (SCN) should be issued to all the concerned.
 - iii) Even after issue of SCN, if the reply is not convincing and satisfactory, Articles of Charges should be framed as per CCA rules and Joint Director should ensure the logical conclusion of the disciplinary action.
7. Principal shall play pivotal role in the implementation of OTLP at college level. He should ensure that
- i) Each faculty member prepares time-table for the subjects being dealt by him / her for different semesters.
 - ii) All the faculty members conduct their scheduled online classes as per time table.
 - iii) All the students get motivated and mobilized for the online classes registration and thereby attend all scheduled classes.
 - iv) The faculty members not having online class work be involved in the motivation and mobilization of the students for registration and if necessary, parents should also be consulted.
 - v) Faculty members facilitate formation of groups of students such that students who don't possess smart mobile phones are tagged to the students having smart mobile phones for group learning.
 - vi) Required information be uploaded by all the faculty members in the Mobile App by 6:00 P.M. every working day and authenticate the said information through his login by 10:00 P.M on that day.
 - vii) Dynamic website and G-Suite account subscription (Google workspace) are maintained properly and sort out operational issues, if any, in consultation with Academic cell.
8. Faculty members are the critical persons at the cutting edge level who are really connected with the students for the transmission of the content. If the faculty member is not connected, the very purpose of the OTLP is vitiated. Therefore, the faculty member is expected to be sincere and committed for his role. He / She should involve in the motivation, mobilization, online registration and attendance of the students. Then only OTLP would be successful.
9. All the above should note that colleges remain closed in the context of COVID - 19 pandemic and there by classes could not be conducted physically in the classrooms in the routine manner. Therefore, we have to run the online classes virtually as an alternative way and run the colleges. Hence, there are challenges and constraints, but we should overcome and show our abilities and compensate

for the loss of class work due to COVID-19 and minimize the disruption in the academic calendar.

10. The above SOP shall come into force with immediate effect and all the concerned should rise to the occasion as to our existence even in the health disruptive situation, for which we are all paid from the public exchequer.

The receipt of the proceedings shall be acknowledged.

Sd/- Pola Bhaskar, I.A.S
Commissioner of Collegiate Education

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B. V. Jc 
Academic Guidance Officer
9 June 2021

To
All the RJDCEs
All the Principals and Lecturers of Govt. Degree Colleges