



SRI CHITTEM NARSIREDDY MEMORIAL GOVT. DEGREE COLLEGE, NARAYANPET

NARAYANPET DISTRICT-509210

(Affiliated to Palamuru University)


Email:gdcnarayanpet@gmail.com

Website:www.scnmgdcnarayanpet.com

Our Motto: Empowerment of Students through Knowledge

ACADEMIC CURRICULUM POLICY

1. The Incharges of the concerned department will be the chairpersons for the respective Board of Studies and other members in the department will be members of Board of Studies.
2. The Board of Studies should meet before the commencement of the Academic Year and ready with approval on curriculum to be implementing along with Model Question Paper.
3. The curriculum should be reviewed every year based on the feedback received from faculty, students.
4. The Academic Council is the higher Academic Body of the college
5. The Academic Council will meet once in a year and approve all the curricular aspects along with SEC/AECC and other certificate programs to be offered in the Academic Year after deliberation. All the Board of studies minutes to be approved by the Academic Council.
6. All the In charges of the departments to ensure strictly adhere to Academic Calendar and College Time Table.
7. Departments to arrange classes and Remedial classes as & when required.
8. Efforts to be made by the respective departments to integrate IT into Curriculum.


PRINCIPAL
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POLICY ON SCHOLARSHIPS AND FREESHIPS

Scholarships are provided to the students under one category

1) Government Scholarships

Government Scholarships:

As per the Government policy the scholarships are issued to the students based on their parental annual income. The annual income should be less than Rs.1,00,000/- for rural students and less than Rs.2,00,000/- for the urban students. The students need to submit annual income certificate of the parents.

The welfare departments will sanction scholarships in two forms

a) RTF

b) MTF


RTF (Reimbursement of Tuition fee):

This will be paid to the students through college to their concerned bank account.

The students have to open bank account in any notified bank which is compulsory

MTF (Maintenance of Tuition fee):

This will be paid directly to the students by the concerned welfare department.


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POLICY ON E-GOVERNANCE

Our college functions under the aegis of Commissionerate of Collegiate Education, Telangana. As it is a Government institution it follows rules and procedures laid down by the Telangana Government, as well as those palamuru University, which is the affiliated university. The college, therefore, offers an array of services which are provided through the optimal use of ICT ensuring efficiency and transparency.

Definition of e-governance:

Electronic governance or e-governance can be defined as the usage of Information and Communication Technology (ICT) by the government to provide and facilitate government services, exchange of information, communication transactions and integration of various standalone systems and services.

Rationale:

Because the welfare of citizens is a fundamental goal of e-governance, bearing in mind, the students-it tries to improve the efficiency and effectiveness of delivering services to them. It also ensures accountability. As a result, a policy and governance is required to establish the standards by which the institution implements e governance as well as the apps that are utilized for various areas of operation.

Policy statement:

In order to create a simpler and more effective method of administration within the Institution, the institution adopts and implements e-governance in specified areas as established by the Commissioner of Collegiate Education of Telangana State.

Aims:

- To achieve ultimate efficiency in administrative and academic concerns;
- to promote online internal and external communication;
- to provide easy access to information;
- to ensure openness and accountability; and

E-OFFICE:

The college employs the "A Digital Workplace Solution" e-Office system, The E-Office system is an integrated file and records management system that improves accountability, speeds up file clearance, and allows for quick tracking and retrieval of files/data. This is accomplished by a phased process of scanning, registering, and routing all inbound correspondences: (File creation — noting —referencing – correspondence attachment – drafts for approvals – file movement – receipts)

1. Academic Audit System (AAS)**ACADEMIC AUDIT SYSTEM (AAS):**

Academic Audit Mechanism is a system for inspecting all records of Government Degree Colleges and monitoring their academic activity through a verification procedure. The Academic Audit is undertaken in two aspects at the college:

- Institutional audit, which assesses the institution's overall performance.
- The second is a faculty audit, which is used to determine whether or not the faculty is functioning in accordance with the established standards.

Furthermore, the conduct of the academic audit will result in the activation of the College's Internal Quality Assurance Cell (IQAC) and the updating of the necessary records, which are required for NAAC assessment and accreditation as the maintenance of all academic activities are monitored during the Academic audit.

FINANCE AND ACCOUNTS:**CAIMS:**

Accounts Management System (AMS): The key features of this programme are:

- Fee collected on a daily basis (DFC)
- Personal deposit account/special fee (PD)
- CPDC
- Scholarship SC/ST/BC/Minority/EBC/PHCs/Other NSS Account, etc.

- Receipts and payment vouchers are posted.
 - Various reports are created
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- **User creation:** Admin can create new users by providing them with a New User ID, Password, and Account ID. After the New User has been successfully created, the admin may Provide the New User ID and Password to the user, and the user can access the programme using this information.
 - **Change Password:** This option allows the user who is logged in to the programme to change their password. The user can reset his or her new password by entering both his and her old and new passwords.
 - **Update Opening Balances:** This option allows the user to update the opening balances for each account depending on the current financial year.
 - **Lock Database:** This option allows the user to lock the database by choosing a lock date. After locking the database, the user is unable to make any transactions on it until the lock date provided.
 - **Reports:** The programme is expected to create the following reports:
 - Cash Book Day wise, Month wise & Year Wise
 - Receipt & Payment
 - Cheque Details
 - Head wise Payments and Receipt
 - **Treasury (IMPACT):** The Treasury Department has created an innovative integrated software package known as Integrated Management of Pay and Accounts and Treasuries (IMPACT) that aims to computerize all Treasury processes. This package provides the most functionality, allowing you to keep track on online developments in the following areas:
 - Passing of bills.
 - Government Receipts and Expenditure.
 - Maintenance of Class IV GPF.
 - Electronic payments.
 - Electronic transmission of scrolls.

STUDENT ADMISSION AND SUPPORT

Degree Online Services Telangana:

It is a single, online degree admission system for students in Telangana, known as DOST. The Telangana State Council of Higher Education (TSCHE) established it in 2015 with the goal of bringing all government, autonomous, private, and aided colleges under one system. The admissions procedure is as follows: In order to apply for admission to bachelor's degrees at state universities in Telangana, students must first register on the DOST site. The following universities are included on the DOST list:

- Palamuru University
- Osmania University
- Warangal's Kakatiya University
- Nizamabad, Telangana University
- Nalgonda's Mahatma Gandhi University
- Karimnagar's Satavahana University

Aspiring students can register their online options and choose institutions on the official website. When a place at a degree college is given, pupils receive an SMS after the admission process begins.

There will be three options for registering for degree admissions. If a student has already connected their Aadhaar number to their phone, they can use the mobile OTP authentication to register on the DOST website <https://dost.cgg.gov.in/>. If a candidate's Aadhaar number is not connected to a mobile phone, they should link their parent's Aadhaar numbers with their Aadhaar and Aadhaar update centers.

Students can also visit the DOST Helpline Centers (HLCs) or MeeSeva Centre for DOST registrations. As many as 105 HLCs including one State HLC, six university HLCs, 33 district HLCs, and 65 colleges HLCs were established. The college has been designated as a District HLC for Hyderabad District. These HLCs will not just help students to register on the DOST, but also rectify any mismatch with Aadhaar details besides any wrong uploading of certificates. This time, the Telangana State Council of Higher Education has provided app-based DOST registrations. Students can apply for degree admissions through T-App Folio on their smart phones. The candidates need to provide details such as name, date of birth, intermediate hall ticket number, and click a selfie. The mobile application processes the information using three-factor authentication by leveraging state-of-the-art technologies.

Admissions: Student Information and Acknowledgement of Documents

Received Reports:

- Bonafide Certificate
- Transfer Certificate
- Admission Register
- Statistical Reports

• **Marks Management System (MMS):** Marks management module makes the work of the teachers and an illustration staff easy and attractive by following a few simple commands like :


1. Enter subject wise marks list
2. download/Print student wise report card
3. On demand report generation

• **Certification management system (CMS) :** The certification management system (CMS) is a system for creating certificates, defining transfer certificates, and other certifications. In combination with information technology resources, a certification management system is a computer-based mechanism for creating certificates.

OTHER AREAS:

Biometric Attendance System:

The Principal, staff, and students use the biometric devices on the ground and first floor to record their attendance, as required by the State Government and Palamuru University. This technique assures openness and accountability by discouraging tardiness and removing all potential for manipulation or misuse.



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POLICY ON ENVIRONMENT AND ENERGY USAGE

Purpose: The College's Environment and Energy policy encompasses all aspects of the energy efficiency and applies to all stakeholders and operations.

Scope of the Policy: The Policy's Purpose: This Policy Aids In Increasing Efficiency And Environmental Awareness In Mankind's Day-to-Day Activities. It aids in the recognition of one's responsibilities and commitment to the conservation of natural resources as well as the limitation of their use.

Policy contents/ Statements

The Environment and Energy Use Policy reduces energy use in a cost-effective manner by implementing environmental protection methods in the following ways.

1. To assess day to day energy usage and measure its impact on the environment
2. To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads
3. To install LED bulbs in the complete campus to save energy
4. To develop systematic waste management mechanism
5. To develop rain water harvesting unit
6. To undertake tree plantation drive
7. To take additional measures to continuously improve our energy consumption
8. To ensure the availability of necessary resources to achieve our objectives
9. To monitor and respond to emerging environmental and energy issues. To strengthen our employees' and students' environmental knowledge and skills in order to improve our own environmental performance
10. To provide information and training opportunities on energy saving measures
11. To offer opportunities for employees and students to engage in initiatives those contribute to environmental protection
12. To train our employees and students through our NSS to make them 'Go Green Specialists' and partners to plant trees each year. This policy will be communicated to the students and employees via internal communication channels, and will be made available to all the stakeholders on the institutional website


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DISABLED FRIENDLY POLICY

The College is constantly striving to contribute to national development through enrichment of human capital and providing equity in access to higher education. The institution is committed to ensuring equal opportunities and inclusion for all students and employees, including persons with disabilities, as well as providing a disabled-friendly and barrier-free environment.

Rationale:

The college policy for Persons with Disabilities articulates the efforts made by the instruction to provide equal opportunities for persons with disabilities in all the fields. It is necessary to identify the needs and problems of all differently-abled persons — students or employees - and be responsive to them in order to boost their morale and unleash and manifest their potential.

Policy Statement:

The College is committed to 'Divyangjan friendliness' among staff and students. It focuses on taking necessary actions like provision of seats for persons with disabilities, provision of facilities like ramp, accessible entrance, accessible staircase, inclusive restroom, wheelchair, etc.

The college provides for academic, career and psychological counseling through built in Mentor- Mentee system; career guidance to ensure employment opportunities and also takes steps to prevent discrimination on the grounds of disability.

Aims:


- To protect the students against exploitation and discrimination in the campus on the grounds of disability
- To provide equal opportunities in the academic, curricular and extra-curricular activities.
- To ensure barrier free access to the main building in the campus.
- To enhance the confidence levels and morale of the disabled students by constant counseling system.
- To organise special training programmes to enhance the employability skills and communication skills.

- To help the visually impaired students in the examinations by arranging scribes.
- To establish a cell for persons with disability

Implementation:

A. Reservation:

- In accordance with the eligibility criteria in T.S. UG Online Admissions (DOST) 2016-17, 3% of the total number of seats in I year of Degree courses are reserved for the Physically Handicapped persons in the following order:-
- First priority to those who have visual defects
- Second Priority to those who have defects of the upper limbs, and
- Third Priority to those with defects in the lower limbs.



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POLICY ON CODE OF ETHICS

Government Degree College for Women is committed to adhering to a strict code of conduct for students, teachers, administrators and other staff. It is also very unequivocal about its concerns regarding Human Values and Professional Ethics. The college drafted and ratified brings together all three strands, namely:

1. Human Values
2. Professional Ethics and

Rationale:

The college has come up with a comprehensive Code of Ethics because it is aware of its responsibility towards its stakeholders and towards the community as a whole. As an educational institution and learning community, the college is based on certain core values which are fundamental to the college and the ethical standards of the college and its members. These values are set forth in the policy and form the basis of this Code of Ethics.

Policy Statement:

It is the responsibility of each individual, whether staff or student, Of SCNMGDC Government Degree College, Narayanpet to protect and support the college, its members and its mission as an institution of higher education. Consequently, everyone has to adhere very strictly to the SCM GDC Narayanpet Code of Ethics for students, teachers, administrators and other staff.

HUMAN VALUES:

Our College is committed to impart quality education along with human values. Human values are basic and fundamental beliefs that guide or motivate attitudes or actions. They help us to determine what is important to us. Values are the motive behind purposeful action. They are the ends towards which we act and they come in many forms. They build the character. Human values refer to good virtues such as the following:

- Respect Honesty Integrity
- Truthfulness and Compassion and Love
- Hard work
- Reliability

Objectives:

To inculcate values among the students

To adopt right attitude in the personal life and career

To bring awareness on ethics in diverse professions

To make the students to take decisions based on their individual value system

To develop positive values to guide the behavior


PROFESSIONAL ETHICS:

Professional ethics establishes a baseline for common decency, respect, fairness, and integrity of an institution. The norms governing the behavior of a professional are:

- Individual morality
- Positive morality
- Legal norms and Public Law
- Private Law and Formal Law
- Common Law

Objectives:

- To inculcate ethically motivated interest in caring about community.
- To uphold the dignity and reputation of the profession
- To provide quality work governed with standards in the profession.



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IT and Cyber Security Policy

1. The purpose of the institutional IT policy is to maintain, safeguard, and assure the legal and acceptable usage of the college's information technology infrastructure on campus.
2. This policy outlines institutional-wide strategies and responsibilities for safeguarding the Confidentiality, Integrity, and Availability of information assets that the Institution accesses, creates, manages, and/or controls.
3. IT policies are focused on the following areas in general
 - IT Hardware Installation and Maintenance Guidelines
 - Software Installation and Licensing Guidelines
 - Guidelines for Using the Network (Intranet & Internet)
 - E-waste management
4. IT Hardware Installation and Maintenance Guidelines
 - IT Hardware procurement should be initiated based on stock availability and requests received from departments; procured stock should be entered into stock register.
 - After receiving approval from the respective Head of Department and the Principal are IT Hardware Installation and Maintenance services provided.
 - System Administrators oversee installing and maintaining IT hardware.
 - The movement of IT hardware within or outside the college should be documented in the Movement Register.
 - The Faculty or Department is exclusively responsible for the IT Hardware entrusted to them, and any damage, loss, or theft is solely their responsibility.
5. Network (Intranet & Internet) Usage Guidelines
 - The System Administrators should assign an IP address to all computers (PC/Server) on the College network.
 - It is strictly forbidden for employees or students to change the IP address of any computer.
 - An IP address assigned to a certain computer system should never be utilized on another machine.

- Access to outside networks via the College's network connection must adhere to all of the networks' norms and restrictions.
 - Wi-Fi and the internet should only be used for academic and administrative purposes.
6. Web Site Hosting Guidelines
- The Website Maintenance Committee is in charge of updating and maintaining the website's content.
 - The purpose of the College Website is to provide academic and administrative information to its stakeholders.
 - The information on the website should be accurate and easy to understand.
 - The Website Updating Committee must take adequate precautions to ensure the security of the data contained on the website.
7. Management of E-waste
- All e-waste management activities will be overseen by the e-waste management committee.
 - UPS batteries are replenished, serviced, or replaced by vendors.
8. Responsibilities of Network/System Administrators
- Design and Implementation of College Network
 - Assess the current networking infrastructure and the need for upgradation.
 - Configure and manage IT infrastructure in classrooms, labs, and semi-public areas.
 - Receive and respond to complaints from college network users
 - Examine the upkeep of computer hardware, peripherals, and networking equipment
9. IT policy applicable to Guests, Students, Teaching, Non-Teaching staff on campus or off campus
10. Failure to comply with this policy could result in loss of access to College information technology services and equipment, suspension or termination of stake holders from their duties and/or academic studies.


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POLICY ON GRIEVANCE REDRESSAL

As part of its continuous efforts to impart conducive teaching-learning environment, SCNMGDC Government Degree College ensures a stress-free and strife-free atmosphere to students and staff, ultimately creating a mutually beneficial and harmonious relationship.

For this reason, the college has instituted a transparent system for resolving grievances of students in a timely manner.

1. Students' Grievance Redressal Committee
2. Anti-Ragging Committee and
3. Admission Committee

These committees have been constituted with the Principal of the College, and senior teachers as members.

Policy Statement of the Grievance Redressal Committee:

The Grievance Redressal Committee shall look into the grievances and complaints taken from the students on Academic Matters, Administrative Matters, discipline and conduct of the students. The Committee shall examine the issues to arrive at conclusions for remedial measures.

Policy Statement of the Anti-Ragging Committee:

The Anti-Ragging Committee is responsible for keeping the campus 'Ragging-free', and provides information regarding punishment associated with any act that constitutes ragging - conduct of any student whether by words spoken or written or by an act which has the effect of teasing or handling with rudeness a fresher or any other students. The committee shall take cognizance of any student or students indulging in rowdy or undisciplined activities which causes or is likely to cause irritation, hardship, psychological harm or to raise fear or apprehension thereof in any fresher or any other student, and action will be taken as per procedure


Admission Committee: Grievance related to admission of students, payments of college fees – online mode, issue of TC to students who are migrating to other courses. Immediately after admission are resolved by the committee

Aims:

- To ensure good conduct and discipline on the campus.
- To encourage the students and staff to lodge their grievances freely and frankly without any fear.
- To encourage students and staff to follow moral and ethical values in order to build good character.

Implementation:

- On obtaining a written grievance/ complaint the meeting of the respective committee is convened by the Principal to look into the matter.
- If the names of the students or staff are mentioned in the complaint, they will be called for an explanation. Otherwise the committee will conduct an enquiry into the matter.
- If there is any merit in the complaint, the committee will recommend appropriate measures for the redress of the grievances within three days of receiving grievance.
- The recommendations made by the committee will be discussed by the Staff Council and appropriate measures will be initiated to redress the grievance



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POLICY ON EXAMINATIONS

EVALUATION PROCESS

Evaluation before 2019-20

Each Semester paper carries 100 marks out of which 80 marks are allotted for the External Examination and 20 marks are allotted for Internal Assessment. The evaluation system comprises of the following components

External Examination

The student is declared passed if they secure a minimum of 40% marks in External and overall 40 % in external and internal examinations. The students should put in minimum attendance in NCC/ NSS. Practical Examinations will be held at the end of semester.


Internal Assessment

The college has continuous evaluation methods to assess the learning outcomes effectively: The Internal Assessment comprising of 40% of the Total Marks is apportioned as follows:

- Written Examination of 2 internal assessments with 20 marks average taken To measure the subject knowledge.
- Four unit tests MCQS each of 10 marks of which average is taken (25%).
- Assignments with 5 marks To measure the depth of knowledge

Unique Features of Internal Evaluation

- Introduction of Computer Based Testing (CBT)
- Project Work.


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POLICY FOR ADVANCED LEARNERS AND SLOW LEARNERS

Our college has taken on the responsibility of responding to the diverse needs of our students. The college serves students from a variety of communities and locations, as well as students with a wide range of interests, talents, and abilities. The students mainly fall into two groups: those who are academically gifted and those who are not. While the former may get alienated from the teaching-learning process if it is not intellectually stimulating, the latter may become overburdened by the content supplied if it is determined to be beyond their capacities. As a result, the institution is responsible for devising techniques to enhance learning among such a broad group of pupils.

Policy Statement:

In every class, the institution should make efforts to identify advanced and slow learners and make extra efforts to meet their unique requirements. While advanced learners will be offered with additional curricular activities like certificate courses, assignments and other activities to push them to improve their performance, slow learners will receive additional coaching/training to close the gap in abilities/skills.

Goals:

- To distinguish between advanced and slow learners.
- Advanced learners should be assigned additional curricular activities like certificate courses, study projects, seminars, and other activities that will motivate them to improve their performance.
- To offer slow learners with specific courses, tutorials, remedial classes, notes, glossaries, and other resources.

Implementation:

The college's curriculum for Advanced Learners and Slow Learners is a crucial activity that is meticulously pursued. To guarantee that all pupils benefit from it, the following actions are taken:

- Prior to the start of the programme, the institution takes many steps to identify the needs and requirements of the students.
- Students are counseled at the entrance level to assess their learning ability, among other things.
-
- The class-in-charge or mentor is a teacher who is assigned to each class with responsibility of mentoring 50 students.
- Before the start of the real coursework, these class mentors should undertake informal assessments of the pupils. This is accomplished through regular class interactions in which the students' potential is to be identified and arrive at various solutions to close the knowledge and skill gap are established.
- The more formal evaluations are carried like
 - Entry-level examination,
 - Assessment based on the prior year's performance
 - Internal evaluations and/or unit tests.

The departments may use any of the techniques listed above, after which the subject faculty/mentors evaluate the students' academic performance. On the basis of their academic performance, pupils are divided into two groups: slow and advanced learners.

Accordingly, the following strategies are taken up for them ‘:


Strategies for Advanced Learners (SAL):

- Special assignments such as recommended reading, additional papers,
- problem sets and fieldwork.
- Students interested in following up on the course in further depth can enroll in advanced courses such as certificate courses, online courses, and so on.

- Competitions for JIGNASA Student Study Projects.
- Seminars for students and PowerPoint presentations
- Presentations of papers and posters at conferences.
- Personalized instruction

Strategies for slow learners (SSL):

- Tutoring and remedial coaching to be imparted in both English and Telugu as medium of instruction
 - Personal and academic counseling.
 - Course material
 - Preparation of supplemental resources that explain topics in a clear and understandable manner
 - Creating a glossary of terminology that highlights essential topics and provides brief descriptions or examples.
- Because advanced learners will have the opportunity to strengthen their abilities in explaining and analyzing information and slow learners will have a source of peer tutoring, collaborative or peer learning in groups and pairs will be beneficial.



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POLICY FOR CAREER GUIDANCE AND EMPLOYMENT OPPORTUNITIES

Our College works tirelessly to give students essential help and to facilitate their overall growth and progression. As a result, it ensures the establishment of a well-structured and coordinated career advice system as a facilitating mechanism. This would result in pupils moving vertically to the next level of study or meaningful employment.

Rationale:

The rapid changes in the education system and the creation of new jobs and opportunities make it difficult for students to make their career choices. Since most of our students are first generation learners, as such they get little support from home and neighborhood. It becomes the responsibility of the college to offer career guidance to the students as to help them understand the realistic and practical career options available to them.


Policy Statement:

The Institution's objective is that all students will be given the information and skills they need to make meaningful career decisions based on their beliefs, interests, and talents.

Aims:

- To assist individuals in becoming more self-aware in areas such as interests, values, abilities, and personality style; to connect individuals to job opportunities, information, and resources so that they can become more knowledgeable about jobs and study paths;
- Every department should conduct career guidance sessions specific to their subjects once in an academic year

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- TSKC training and placement cell should conduct 100 hours of training on employability skills to all final year students' interest to take up employment after graduation.
- TSKC should maintain the database of all three years students and PG final year students.
- TSKC should arrange for conducting campus placement for the students during their final semester of study.
- TSKC to coordinate with department and arrange for skill based certificate courses
- TSKC to collaborate with TASK and take up need based certificate programmes to the final year students.



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POLICY ON COLLABORATIONS

SCNM Government Degree College Narayanpet is firmly committed to helping students acquire the necessary skills and abilities that will benefit them in the future when they face challenges outside the institution. Therefore, the college is constantly striving to promote the viaduct between the "work world" and the "learning world". The agency encourages its stakeholders to participate in collaborative activities and knowledge sharing. In order to achieve these goals, the college is committed to academic cooperation with institutions/departments/companies/training centers, contacts, and Memorandum of Understanding (MoUs) agreements in need.

Statement of the Policy:

With the permission of the principal, all departments of the college shall establish formal contacts, academic collaboration a memorandum of understanding (MoU) with academic and scientific research institutions, industry and institutions. These collaborations should include knowledge sharing, internship, student-teacher exchanges, research project development, conducting of certificate courses, to conduct outreach programmes.

The college should also organize seminars, workshops and other activities attended by experts from partner institutions.

Departments to ensure the Collaborations should be positive and should have a profound impact on improving the knowledge and progress of college stakeholders.

The principal and teachers of the college should continue to work hard to collaborate fully to bring profound improvements to the academic activities and progress of the student community.

Rationale:

Cooperation with academic institutions/industry/other institutions with social and professional relevance will augment formal education with informal education and bring a


holistic learning. This is possible due to the knowledge sharing of cooperating entities (external academia and industry). Therefore, the institutional college strives to establish appropriate collaboration after correctly identifying the need for collaborative work.

Aims:

- To keep the academic activities in a more realistic perspective.
- To sensitize students and to build consciousness to extended help to other through out reach programmes and contribution in nation building.

Implementation:

- The department locates the need of the collaboration and accordingly makes all efforts for establishing collaborations with other academic institutions/industries/ other agencies, under the supervision of the Principal.
- The collaboration involves the maximum number of students and teachers.
- The progress of collaborative work is constantly monitored.
- Any issue encountered during pursuance of collaborative work is resolved with the support of staff council.
- The formal documentation of collaboration is kept clear and legal.



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POLICY ON STUDENT-CENTRED METHODOLOGY

SCNM Government Degree College, Narayanpet has switched to using learner-centered pedagogies (student-centered) along with enriching teacher-centric ones. This paradigm shift is imperative in this rapidly changing nature of Higher Education as it leads to produce creative and critical thinkers, along with problem-solvers. The policy results in having learning ambience that allows students to gear up and excel in the intense and challenging competition.

DEFINITION OF KEY TERMS:

Student-centered learning: It refers to the methods of teaching-learning that shift the focus of instruction from the teacher to the student. It aims to develop learner autonomy and independence by putting responsibility for the learning in the hands of the students and focuses on skills and practices that enable lifelong learning and independent problem-solving

Experiential learning: It refers to the student-centric method which Evolves the active engagement of students in opportunities to learn through doing, and reflection on those activities. The students gain the confidence to apply their theoretical knowledge to practical endeavors in activities that embed learning within real world contexts like laboratory, workshop, field trip, etc.

Policy Statement: The college shall provide an educational ecosystem that facilitates the paradigm shift to student-centered learning with a focus on learner autonomy. In such an ecosystem, the teachers shall act as facilitators as students are encouraged to take responsibility for their own learning through activities like active leaning, collaborative learning, experiential learning, etc.


Aims:

- To develop the autonomy of the learner
- To foster creativity and problem-solving competencies, and

Implementation:

The college has evolved certain strategies for the effective implementation of student-centered methods. Accordingly, the following activities have been conducted with the purpose of facilitating student-centered methods and learner autonomy:

- The college s held at least organize one orientation classes/workshopson student-centered methodology for the teachers in an academic year to discuss and understand about experiential learning, participative learning, case -study method, project-based learning, problem-solving, service learning, etc, along with department expenses
- Induction/Orientation programmes for students are conducted, to familiarize them with the new methods like. peer learning, colloborative learning group and pair work, project-based learning etc.
- Individual departments are motivated to use various methods as per suitability and encourage the students to participate in them.
 - The Science departments encourage their students to learn through experiential methods in their laboratories, field trips, simulations, etc.
 - The Arts departments conduct activities like mock parliament, case study methods, etc. They also take students on field trips to museums, art galleries and palaces.
 - The departments of Commerce and Management use methods like Problem-Based Learning and Project-Based Learning where groups of students are given problems or projects and asked to find solutions, collectively.
 - The Language departments use student-centric methods like pair work, group work task-based learning etc to infuse students with enthusiasm in learning language.
 - Collaborative partnership and mutual respect between students and teachers are encouraged for a better learning environment
 - Students are encouraged to reflect over the learning methods; greater learner autonomy; and lifelong learning
 - Engaging students in such active learning experiences helps them to think for themselves
 - Students learn to become critical thinkers and creative problem solvers so that they can deal effectively with the challenges of the twenty-fast century.


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GREEN CAMPUS POLICY

The Green Campus initiatives help the institution to redefine and develop new paradigms which create tangible solutions to environmental, social and economic issues. SCNMG Government Degree College, Narayanpet has initiated the Green Campus Policy to protect the environment. It has constituted a committee called the Green Audit Committee to formulate and implement various initiatives planned by the institution for sustainable development.

Objectives:

The policy aims to suggest and execute a set of measures to make the college campus clean, sustainable and energy efficient. The objectives of this policy are as follows:

1. To increase the green cover by planting more plants.
2. To adopt systematic segregation of waste.
3. To ban the use of plastic.
4. To encourage paperless communication through e-office.
5. To recycle/ reuse paper.
6. To display instructions on Waste Management at various locations in the campus.
7. To encourage Water Management through rainwater harvesting and use of recycled water for watering plants.
8. To minimize pollution by restricting the entry of vehicles and promote the use of public transport and carpooling.
9. Use energy efficient lamps/sensor based lamps in corridors, toilets etc.
10. Use of energy efficient equipment in laboratories and classrooms.
11. To conduct Green Audit annually.
12. To create awareness among the students on Climate Change and Environmental Protection by organizing seminars, debates etc.


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