



SRR & CVR GOVERNMENT DEGREE COLLEGE

(AUTONOMOUS)

ESTD:1937

VIJAYAWADA, NTR DIST., A.P

Institution is ranked by NIRF 101-150 band at NIRF 2020

WEBSITE: www.srrcvr.ac.in E-Mail: srrandcvr@gmail.com

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E-GOVERNANCE POLICY DOCUMENT

OBJECTIVES:

- Introduce Paperless governance in the college
- Provide Wifi-enabled campus to adapt Technology
- Institutional functioning through e-governance
- Provide easy and quick access to information
- Promote transparency and accountability
- Equip classrooms with ICT enabled usage
- To establish fully automated library
- Facilitate online communication by the institution

POLICY:

- ❖ The institution aims at introducing and adapting simple and efficient system of governance within the institution
- ❖ The institution implements e-Governance for the seamless access of data for efficient decision making at all levels .

AREAS OF IMPLEMENTATION:

COLLEGE WEBSITE AND EXAMINATION CELL WEBSITE:

The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Website is hosted & deployed by a third party on a secure platform.

Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility website administration and updating at the college level. Important information & achievements will be posted in the social Media.

STUDENT ADMISSION:

Student by WEB BASED COUNSELLING through OAMDC Website (Online Admission Module for Degree colleges as per the guidelines of APSCE (Andhra Pradesh State Council of Higher Education)

STUDENT ADMINISTRATION:

Regarding the students administration the messages while in the campus is to be made through PAS - Public Addressing System and when they are outside the campus it is made using SMS pack

akage and Whatsapp groups created for each class. Through jnanabhumi portal of the Govt. of AP the SCHOLARSHIPS and VIDYA DEEVENA is provided for their studies and VASATHI DEEVENA is provided for their hostel accommodation.

ACADEMICS :

To provide ICT enabled class rooms i.e Digital classrooms, Virtual class rooms and usage of Google classrooms for teaching, providing material, conducting Assignments.

INTERNAL & EXTERNAL EXAMINATIONS:

The Examination ERP software has to facilitate online uploading of internal marks by faculty and facilitate the student for online submission of exam application, payment of exam fee, downloading of halltickets, Declaration of results on the web site and generation of online Marks memo, While conducting the exam the booklet of the student should be a Highly secured transcripts with Barcode and photograph in order to maintain transparency while conducting the exams.

FINANCE & ACCOUNTS :

For employees salaries and other P FMS-Public Financial Management System CFMS-Comprehensive Financial Management System being an initiative of government of Andhra Pradesh.

LIBRARY:

Library is presently using SOUL 2.0 software for its internal working. It needs to be updated timely. Also the OPAC system should be converted into a web based service for others to utilize the library resources effectively. Similarly newer e-learning resources like journals, etc should be identified and subscribed taking into account the recommendations of the library advisory committee, teachers and students. Appropriate training to the staff and the students for using the e-learning resources should be provided. Entire Library System with respect to Issue, reference of books to be automated.


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IT policy covering Wi-Fi, cyber security, etc.

- Institution frequently updates its IT facilities including Wi-Fi. The IT Infrastructure and associated facilities have been augmented periodically as and when there is a requirement and also to introduce new technology to the student and faculty. Computer systems are upgraded with latest configuration as per the need and requirements of the various departments.
- In 2021, internet bandwidth speed was of 10 Mbps and the ensuing five years, it has been upgraded 15Mbps. Recently, the institute has commissioned and additional leased line from BSNL that provides an appreciable speed of 15 Mbps speed.
- 25% of the desktops on campus have been upgraded from Pentium IV and Intel Core2Duo to Core i5. This is in tandem with the need of the hour to ensure that the teaching-learning process is fruitful and effectual.
- The monitors have been supplanted with LCDs/LEDs that ensure vision comfort especially due to extensive use by students, faculty members as well as staff members. Large screen LCDs have also been provided that helps the users.
- Plans are afoot to transform the classes into Smart Classrooms. The completion of the installation of e-learning tools, will allow better interactive learning while making it possible for students and teachers to benefit from.
- Contingency plans are in place that will augment the number of computers on campus; as and when the need arises.
- College name possesses 60 desktop computers and 5 servers that cater to all the academic and administrative purposes. All the computers are grouped through different Local Area Networks (LANs) in different Laboratories to segregate the academic needs for the students and the faculty members. All the computers are equipped with Internet facility through an exclusive 15 Mbps of Leased Line Connection. The Internet is facilitated through both wired and wireless connections.

IT Service Management

IT services are classified as follows: Computing services: Computer Center
Communication services: LAN Connectivity & Wi-Fi connectivity. The service
Management & delivery is carried out by the Service providers in coordination
with the Network Administrator.

Information Security

Critical data of professors, resources used in the network and to effectively track
the system accessed/last login etc.

IT Technical support

A team of staff monitor and maintain the computer systems and networks of labs,
responsible for installing and configuring computer systems, diagnosing hardware and
software faults.


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Grievance and Redressal Cell

Introduction:

To address the issues of its stakeholders, the College has a Grievance Redressal Cell. The Cell gives students the opportunity to express their views by initiating and pursuing a grievance procedure in accordance with the College's rules and regulations. In a totally secret way, the 'Grievance Redressal Cell' enquires and investigates the substance and trend of the grievances. The emphasis has been placed on procedural fairness in order to protect the right to be heard and the right to be treated without bias."

- The Grievance Cell's goal is to foster a responsive and accountable attitude among all stakeholders in the College in order to preserve a harmonious educational environment.
- Encouraging the Students to communicate their issues / problems freely and frankly, without any fear of being mistreated.

"Grievances" refers to the following grievances of offended students:

- Admission based on merit determined in accordance with the institute's declared admission policy;
- Irregularities in the institute's admission process;
- Refusing admission in accordance with the institute's stated admission policy;

- Failure to publish the prospectus as required;
- Including in the prospectus any information that is false or misleading and not based on facts;
- Withhold or refuse to return any document deposited with it by a person for the purpose of seeking admission to such institution, in the form of certificates of degree, diploma, or any other award or other document, in order to induce or compel such person to pay any fee or fees in respect of any course or programme of study that such person does not intend to pursue;
- An amount greater than that specified in the declared admission policy or approved by the competent authority to be charged by such institution;
- Violation of any applicable reservation policy in admission;
- Allegations of discrimination against students belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Women, Minorities, or Disabled categories;
- Failure to pay or delay payment of scholarships to any student to whom such institution is obligated, in accordance with the conditions imposed by the University Grants Commission or any other authority;
- Extensive delay in the conduct of examinations or the announcement of results beyond the deadlines set forth in the academic calendar;
- On the provision of student amenities that the institution may have promised or been required to provide;
- Failure to provide quality education as promised or required at the time of admission;
- Evaluation practices that aren't transparent or aren't fair;

- Committee on Student Harassment and Victimization, including Sexual Harassment

Procedure for filing a complaint is as follows:

- Students are encouraged to approach members of the Committee or their class proctors at any time during college hours to share their grievances or problems.
- Complaint/suggestions A box has been placed in front of the Principal's Chamber for students and employees who wish to remain anonymous to submit their grievances/suggestions in writing for enhancing the College's academics and administration.
- All forms of ragging are prohibited both within and outside the institution. Any ragging or disciplinary rule violations should be brought to the Principal's attention as soon as possible.

The Grievance Redressal Cell has the following functions:

- The cell's job is to investigate and assess any complaints made by students or employees.
- Ensure that student issues are effectively addressed in a fair and equitable manner.
- On receipt of written grievances from students, the situations will be quickly addressed.

- In most situations, grievances are heard in person, and remedies are found almost immediately, depending on the severity of the problem.
- The cell will report to the Principal on the cases it has handled and the number of pending cases, if any that requires higher authority's instruction and assistance.

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POLICY DOCUMENT ON CODE OF CONDUCT OF THE STUDENTS

The Student Code of Conduct sets out the standards of conduct expected of students.

It holds individuals and groups responsible for the consequences of their actions.

The College is a community of students, staff involved in learning, teaching, research and other academic activities.

- All students of the College are expected to conduct themselves in a manner that contributes positively.
- All students have to contribute to the environment in which respect, civility, diversity, opportunity is valued.
- The students have to assure the success and progress of the Institution.
- The Student have to show a concern for these values.
- The students have to make use of the activities, facilities and benefits of the College without causing any interference to others in the Campus.
- The information provided on this website of the College has to be comprehended by the students.

- The students should be aware of the Anti - Ragging Rules, and should behave only in an acceptable manner.
- The Students are responsible for reading, understanding and abiding by the Code of Conduct and strictly follow the Rules of the Institution in all respects to maintain appropriate behavior.
- The discipline of Students is to be maintained in academic meetings and non - academic meetings and all programs of the Institution.
- The students have to follow the Rules of Admissions, Examinations, Results ' Declaration and maintain discipline in all the related so as to contribute to the decency and decorum of the Institution.



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POLICY DOCUMENT ON CODE OF CONDUCT OF TEACHING STAFF

Any teaching staff member who takes teaching as profession conducts himself / herself in accordance with the ideals of the profession. The national ideologies of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teaching staff member shall be calm, patient and communicative by temperament and amiable in disposition.

A teaching staff member shall :

- Adhere to a responsible pattern of code of conduct expected of him/her by his/her fellow
- Teaching staff members, society, stake holders and the student community.
- Manage his/her professional obligations and activities in a manner consistent with the dignity of the profession, as students the center of his teaching profession.
- Seek to make professional growth continuously through study, research and writing with professional and personal dignity.
- Express free opinion in dignity by active participation at professional meetings, seminars, conferences, etc. towards the contribution and up-gradation of knowledge towards the students and their learning outcomes.

- Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve professional standards.
- Perform his/her duties in the form of teaching theory and practical and the evaluation procedures for students and also by adhering to the pattern of Continuous Internal Assessment to meet the academic standards of the institution.
- To extend the teaching services to his or her students to prepare the students as the responsible citizens of the country, with all their learning knowledge and expandable higher standards in learning and also by helping them to equip the skills of building career and employability for the students' future.
- To extend all services of teaching, planning of student assignments and evaluation and in doing so the staff member has to attend all the training programs in service stipulated by the Higher Authorities.
- Also the teaching staff member has to complete the tasks of evaluation in time and support the Student Results' announcement System in time only to facilitate the students progression like the Admissions to Higher Studies, Competitive Examinations and the Job Search Paths.
- The teaching staff members have to support the students morally in times of any need, other than the working hours because the timely help will save the valuable and precious things like life, health, emotional and mental stress of the students to overcome if any, by properly dealing with them.
- The teaching staff members have to equip themselves with all the upgraded, latest, blended methods of teaching and techniques to meet the challenges of the New Age.



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STUDENT DISCIPLINE POLICY AND PROCEDURES

Introduction:

Student Discipline Policy is essential to instil a sense of equality and security among all students studying in the college. Discipline procedures are uniform and every student is required to follow procedures to safe guard the learning environment in the classrooms and college campus.

Aims of the Policy:

- To create an environment that encourages quality learning
- To develop an attitude of respect among students
- To inculcate positive behaviour and a sense of responsibility
- To make each student accountable and answerable for self-made choices

General Code of Conduct:

- All students should be aware of discipline policy and procedures.
- Every student shall behave in a dignified manner and not hurt the feelings of fellow students and staff
- Every student shall abide by the rules of the college and shall actively participate in all college activities
- Any type of bullying, ragging and eve teasing will not be tolerated and strict punishment as per procedures shall be ordered.

Disciplinary Committee:

Principal shall be the Chairman and three Lecturers and two Non - Teaching staff and two student representatives shall be nominated for the committee.

Women Empowerment Cell:

Cases or issues related to girl students and Lady staff shall be referred to the Cell and the Principal shall be the Chairman of the cell and the committee shall have Women staff as members and also include girl students as student representatives.

Responsibility of Staff:

Every staff member is equally responsible to help the college administration to maintain discipline in the college. They shall monitor students behaviour and provide counselling whenever necessary.

Responsibility of Parents/ Guardian:

Every parent/ Guardian should ensure that their ward follows rules and obeys the code of conduct of the college.

Offenses to be handled by the college administration:

1. Vulgar and indecent language and gestures
2. Eve teasing, Ragging and misbehaviour against girls and ladies
3. Arrogant and disrespect towards staff and elders
4. Bullying, blackmailing, threatening, gambling and extortion
5. Continuous absence and irregularity to classes
6. Possession of illegal substances, smoking and drinking
7. Viewing obscene video material, violating college internet security and use
8. Raising false alarms
9. Propagating disharmony by misusing language, caste and religion
10. Theft or stealing college property and also staff and students' belongings
11. Damage of college property, furniture, academic material
12. Conducting meetings, protests, strikes without permission from related authorities
13. Malpractices in examinations
14. Cyber offenses
15. Trespassing and involving in illegal gang activities after college hours without permission

Disciplinary Procedure for dealing with misconduct and indiscipline:

Step 1: Opportunity for explanation and Verbal warning by the Disciplinary Committee

Step 2: Counselling by Principal, staff, Group Counsellors

Step 3: Parent - Teacher meeting, Interaction with the parent and written statement from
the student

Step 4: Continuous offence may include suspension from college

Step 5: Offenses endangering lives and security shall include Police and Legal
intervention

Note:

- Step 1,2 & 3 are compulsory for giving the student a chance to reform his behaviour and outlook.
- Explanation has to be rendered to the student and parents and recorded in written format by the related body - Disciplinary Committee / Women Empowerment Cell in case the college administration bypasses the steps and implements step 4 or 5 immediately.

Procedure for conducting searches:

The college respects students' privacy and right to dignity. But in case of suspicion of theft, possessing drugs, narcotics, illegal weapons, the College administration has the right to conduct searches of students and their belongings and accommodation duly following the procedures mentioned below:

1. The student shall be contacted and consent shall be taken to conduct the search
2. Due respect shall be given and privacy shall be protected while conducting search on the student's body. Girl / Ladies shall be searched only by the women gender
3. Search of student's property/ belongings shall be conducted in the presence of third party members and the proceedings shall be recorded by the third party.
4. In case of serious cases requiring immediate search , the law and legal authorities may be approached.

Registers and Records:

The Committees related to maintaining discipline and order in the college shall maintain the following registers and Records

1. Committee Register with minutes of every meeting
2. Complaint Register registering complaints from students and staff
3. Register recording the action taken in each registered complaint or issue
4. Record of related pictures and evidences

Procedures for Notification:

- Students shall be notified the rules and discipline procedures through notices at prominent areas in college and in the college handbook
- Parents shall be informed about the student code of conduct and discipline procedures for misconduct in teacher - parent meetings

Review of Policy procedures:

The Policy and procedures shall be reviewed in staff meetings from time to time and recommendations if any shall be considered and included through resolutions.


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Student Attendance Policy

Objective:

- To encourage students to develop disciplined study behaviour
- To instil a sense of responsibility towards learning
- To inculcate professional ethics and values

Code of conduct:

Insisting on 75% attendance and ensuring that a student meets the goal is the policy but the procedures followed for the implementation of the policy have positive direction and care is taken to maintain relationship with the student by being caring and sensitive to a student's genuine issues. Importance of attendance is balanced with fairness and understanding approach.

Rules of Attendance Policy:

- Every student is required to check in with biometric attendance and biometric registers are scrutinized regularly.
- Group Counselors monitor students' attendance and submit monthly attendance to the Head of the institution.
- A student who is unwell and absent to college for more than one week shall produce a medical certificate or a Doctor's note when back to college
- A student who continuously misses classes without proper reason and with no authorized permission may be discontinued.

Teacher's Responsibilities:

- Provide awareness to students on the attendance policy and expectations and explain how the policy supports student's learning and progress.
- Monitor through periodical checks and counsel students who continuously miss classes by working together on the issues that are blocking the student's learning.

- Conduct Re - tests only on written explanation or related doctor's note in case of illness, emergency or college related academic, cultural and sports activities.
- Allow flexibility to some extent regarding deadlines for submission of assignments, projects and reports to encourage learning at every stage.

Student's Responsibilities:

- Expected to attend all classes, laboratories regularly and punctually as per time - tables.
- No excuse is allowed if a student attending functions or making travel arrangements in conflict with classes and examination schedule and re-exams shall not be conducted for such a student.
- Accountable for short fall of attendance and strict action shall be taken by college in cases of continuous unauthorized absence



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Research Promotion Policy

SRR & CVR Govt. Degree College strongly believes that research creates innovation, ideas, and provides new insights to the teaching learning process. The college continuously updates in teaching, learning, assessment and research methodology and integrates all the four aspects. To provide research opportunities to the faculty and the students as well the college has constituted a research committee. The committee strives to promote research among the stake holders with its Research Promotion Policy.

The committee comprises of:

- i. Principal – Chairperson
- ii. Coordinator – Member Secretary
- iii. Four teachers – Members
- iv. Industry/Academia sentativeMember
- v. Two student representatives members

Objectives of the research policy:

- To create an ambience of research.
- To promote multidisciplinary research in the fields of arts, commerce, languages and social sciences.
- To increase the institutional capacity in research activities with various unique strategies and operational procedures.
- To enhance research capabilities of the faculty by integrating research with education of a diverse population of students.
- To encourage socially and ethically relevant need based research.

- To create an environment that provides exchange of ideas and collaboration in research in the form of MoUs and long term partnerships.
- To promote collaboration with industry, research councils of different universities and other higher education institutions.
- To establish partnerships and outreach programs that outline the vision of the institution.
- To generate research grants, sanction study leaves and provide institutional awards, so as to facilitate research projects.
- To frame rules, regulations, procedures and guidelines for the research activities held at the college.
- To constantly update research agenda based on the preferred research areas and priorities of research activities.
- To develop a research code based on the ethics/norms and principles to carry out research.

Functions of the Research Committee

a. Planning Research

- Research has to be meticulously planned without causing any destructive effects on the standards of teaching. It should enhance the quality and process of teaching and learning rather.
- Clear evidences and documentation of research should be recorded.
- Strict adherence to safety and standard operational procedures.
- Obtaining relevant legal and regulatory approvals.
- Assessing and evaluating the resources that ensure the feasibility of the research.

b. Implementing Research Policy

The research committee implements the research policy which is close to the vision and mission of the institution.

- The committee facilitates the faculty in conducting research and works with the college to provide grants/seed money.
- Provide resources such as laboratory equipment, relevant books and journals through the college library to carry out research
- Foster a research culture by giving enough time to the faculty to attend and participate in national/international conference and to publish research articles/journals/books and by adjusting teaching workload.
- Motivate researchers to collaborate with industry, NGOs, Universities and other centers of higher learning.
- Provide opportunities to the departments in the institution to establish research cells/units.
- Generate funds to organize conferences/workshops to the research cells and departments.
- Encourage students towards research internships and projects.
- Propose a budget for students' research projects.
- Collaborate with national and international research funding agencies like UGC,
- ICSSR, ICHR, ICPR, DST, DBT, UNESCO, UNICEF to fund research projects of the faculty and students.
- Provide awards and incentives to researchers in the institution.
- Appreciate the faculty/students who are recognized by the state and central governments for their research contributions.
- Publicize the research expertise and research opportunities present in the college.


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POLICY DOCUMENT FOR FINANCIAL ASSISTANCE TO STAFF

To motivate the staff in enhancing their skills, knowledge and update themselves on par with the developments in various areas of Academic, Administrative and technological aspects, the college provides financial assistance to the staff for attending Orientation, Refresher and short-term Faculty Development programmes. The financial assistance will be provided to meet the Registration fee, DA and Travelling Allowance. It will be provided to the faculty not more than two times a year.

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DIVYANGJAN POLICY DOCUMENT

In accordance with Persons With Disabilities (Equal Opportunities and full Participation) ACT 1995, Rights of the Persons with Disabilities ACT 2016 and UGC Regulations with regard to Higher Educational needs for People with Special needs, the College provides required facilities to Persons with Disabilities (PWD) on campus. The institution follows the policies and measures listed below.

- Differently abled students will be given Admissions in the college according to rule of reservation if they meet the admission requirements. Especially, Visually Challenged, Orthopedically Challenged and Hearing Handicapped Students are able to get admission in the Institution.
- Apart from the exemptions provided by the Government, Fee reductions will be made available to those in need.
- The visually impaired will receive scribe assistance while writing their Examinations.
- Persons with Difficulties (PWDs) will be assisted during tests in addition to visually impaired students with writing disabilities.
- For the Visually Challenged, the College library will provide digital Resource help as well as internet browsing with the help of Screen readers.
- Counselling and guidance will be provided to People with Disabilities in terms of Career and Employment.
- Sanction of scholarships from the Government as well as the Hongkong based Voluntary organization named Help to the Blind will be made easier.
- Special job-oriented Skill Development training for PWD will be conducted with the help of Youth for Jobs.
- Institution will arrange to apply for Free Laptop Scheme of Andhra Pradesh State Disabled and Senior Citizens Assistance Corporation.

- Disabled-friendly infrastructure includes ramps, hand rails, Braille sign boards and wheel chair facilities in all wings are provided.
- All students are made aware of the need of reaching out to people with disabilities and are encouraged to do so.



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