



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

CIRCULAR

Circular/APCCE/Academic Cell/AC-09/2022

Dated:05.08.2022

Sub: Commissionerate of Collegiate Education- Issue of certain guidelines for nominating faculty members IQAC, Industry Connect and Internship and other Coordinators in GDCs for effective implementation of academic activities – Reg

Ref: Discussions with principals during Zonal Review Meetings from 26.7.22 to 1.8.22

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With reference to, the subject and reference cited above, it was noticed that the activities implemented by the Collegiate Education department are not reaching all faculty and students properly in some places. Hence, Commissioner desires to nominate coordinators for some important activities and request all the Principals to nominate the following coordinators and fill the **Name and Mobile Number** in the spreadsheet appended to this circular

1. **IQAC Coordinator**
2. **TLP Coordinator**
3. **Grievance Redressal Management App coordinator**
4. **Industry Connect and Internship coordinator**
5. **Career Guidance and Placement Cell Coordinator**
6. **NSS Officer**
7. **NCC Officer**
8. **Inclusive Centre Coordinator**

CCE suggested few qualities or guidelines for appointing IQAC Coordinator and Coordinator for Industry Connect and Internship as mentioned below

I. Qualities Required for IQAC Coordinator

1. Good understanding on Vision and Mission of the college.
2. Good understanding on Academic and Administrative aspects.
3. Good understanding on NAAC criterions.
4. Good Technical knowledge with communication skills and soft skills.
5. Ability to coordinate with all staff and willing to take up additional responsibility.

II. Qualities Required for Industry Connect and Internship Coordinator

1. Good Communication (Oral & Writing) and Organizational Skills.
2. Good presentation and creativity skills.
3. Good planning and campaigning strategies.

4. Knowledge and exposure about the industries and changes happening in the area.
5. Should act as a good liaisoning officer between the college and industry.

III. Grievance Redressal:

The Coordinator for Grievance Redressal is preferably a Non-Teaching Staff member of the college.

The link to fill the above spreadsheet is

<https://docs.google.com/spreadsheets/d/1gSiEY4LAP91XxQbYZSoXm6gv46cpDnMrd-vxLVmufHg/edit?usp=sharing>

and requested to submit date by 13.8.22

For any queries, contact Sri V Babu Ramjee, Academic Officer, **Ph.No 9849668868**

Tuli
10/8/22

For Commissioner of Collegiate Education