

OFFICE OF THE PRINCIPAL, PITHAPUR RAJAH'S GOVERNMENT COLLEGE [A]::
KAKINADA

CIRCULAR INSTRUCTIONS

Memo No.14A/A.C/ 2021-22

13 September 2022

Read: CCE-AP/Measures to enhance the performance of students and Colleges/A.C-09 /2021-22;
Dt. 21.07.2022.

As per the proceedings of the Commissioner of Collegiate Education, Vijayawada, all the faculty are instructed to follow the directions for improved performance of the students in academics.

1. The day wise academic instruction shall be transacted in seven hours instead of six. The duration of each 60 -minute hour is now reduced to 50 - minute period. Hence, there would be seven periods instead of six periods from 13 Sept'2022 onwards and the period - wise timings and mandate for seventh hour are tabulated below.

Period Number	Time	Duration (Minutes)	Activities prescribed
1	10:00 A.M -10:50 A.M	50	Regular class as per the time table
2	10:50 A.M -11:40 A.M	50	Regular class as per the time table
3	11:40 A.M -12:30 P.M	50	Regular class as per the time table
4	12:30 P.M -01:20 P.M	50	Regular class as per the time table
01:20 P.M - 2:20 P.M Lunch Break			
5	2:20 P.M -3:10 P.M	50	Regular class as per the time table
6	3:10 P.M -4:00 P.M	50	Regular class as per the time table
7	4:00 P.M -5:00 P.M	60	<ul style="list-style-type: none">• Remedial coaching for slow learners (Compulsory 2 per week per each lecturer)• Study hours for slow learners (2 per week)• Project works/ Research/ Panel discussions, etc., for advanced learners• Add on/ certificate course class• Skill training through JKCs- TCS ion, CISCO course, Communication skills, Microsoft upskilling, Communication skills, Life skills, etc.,• Coaching for P.G.CET (online/ offline) & Competitive examinations• Student talks/ seminars/ GDs, tutorials• Extra-curricular activities

2. The concerned Programme - wise Heads of the Departments shall frame the activities for seventh hour and allot them among the respective faculty members transacting the curricula for each program.
3. Each faculty member shall conduct at least six (6) activities in the seventh hour per week - at least two remedial classes, one coaching class for P.G entrance tests/ competitive examinations; one class for career guidance, one class for advanced learners; one class for counseling/ mentoring; one-class for extra-curricular activities and one class for skill training in the seventh hour. If not possible to accommodate them in the seventh hour, additional classes shall be engaged either between 9:00 A.M-10:00 A.M or between 5:00 A.M-6:00 A.M offline in the campus. Additional classes can also be conducted online (evidences shall be submitted to that extent). The incharges of programmes shall frame the time table for faculty in tune with the above schedule and activities.
4. Each faculty member shall submit the monthly information in the proforma pertaining to conduct of activities pertaining to seventh hour or additional hours engaged on 25th of every month to the Principals office in the following proforma (Model).

Date	Day	Name of the faculty member	Activity conducted in the seventh hour	Number of students attended & benefitted	Class engaged	Activity Description in brief
15.9.2022	Thursday	Dr. K. Ramakrishna	Remedial Coaching for slow learners	36	I MPC (EM) class	Class on Simple Harmonic Motion
16.9.2022	Friday	Dr. K. Ramakrishna	CISCO networking class	28	II B.Sc MPC)	Networking basics taught
17.9.2022	Saturday	Dr. K. Srinivas	Student counseling	17	I B.A	Counseled poor-performing students in examinations
18.9.2022		Sri P. Ramarao	Study hour	39	II B.Com	Topic: RBI for slow learners
Signature of the faculty member			Signature of the Head of the Department			

5. All students shall stay back in the campus till 5:00 P.M, especially for 7th hour. The Heads of the departments and concerned class mentors shall ensure that no student leaves the campus before 5:00 P.M to reap benefits out of the seventh hour activities.
6. Each faculty member shall submit the individual weekly timetables with seventh hour activities proposed to the Principal's office by 4:00 P.M of 15 September 2022.
7. Each student support wing coordinator - JKC, Library, Career Guidance Cell, 21st Century Skill Coordinators, N.S.S, N.C.C coordinators, Centre for Entrepreneurship, Centre for Innovation and incubation, Centre for Research and Development, etc., shall also submit action plan during the seventh hour by 15.9.2022 to the undersigned.
8. Each faculty member shall maintain a register for each activity - counseling, remedial coaching, coaching for P.G entrance examinations, etc., and get them ratified by the concerned HoD and Principal on 25th of every month.
9. Heads of the Departments shall devise and allocate seventh hour activities among concerned faculty members and ensure implementation.
10. Each faculty member shall submit diary by 25th of every month incorporating the 7th hour activities.
11. The Assistant Principals shall monitor the implementation of seventh hour activities on daily basis in their respective programs.

Heads of the Departments, Assistant Principals and faculty members are requested to understand and implement the seventh hour activities in true spirit in the greater interest of student community. Any deviation will invite disciplinary action.

Sd/-

**Dr.B.V TIRUPANYAM
PRINCIPAL**

// t.c.f.b.o//


Academic Coordinator

Copy to
The concerned Heads of Departments
Faculty members
Academic and IQAC coordinators
RJDCE, Rajamahendravara
CCE, Mangalagiri