

# GOVERNMENT DEGREE COLLEGE, BHUPALPALLY



(RUSA NEW MODEL DEGREE COLLEGE)  
JAYASHANKAR BHUPALPALLY DIST., T.S - 506169  
(Affiliated to Kakatiya University)

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**Dr. Syam Prasad Sura**  
Principal (FAC)

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## Metric no. 6.2.1

### Governance, Leadership and Management

Government Degree College, located at Bhupalpally, the district headquarters of Jayashankar Bhupalpally District of Telangana state was established in the year of 2008 as a college affiliated to Kakatiya University Warangal. It got recognized under section 2 (f) on 08-06-2015.

The main aim of the Institution is to provide Quality education to the students particularly those coming from economically poor, tribal and backward regions, to guide the students in the right direction to make them good citizens with social awareness, to develop employability skills and life skills for settlement in life and to bridge the gap between the rural and urban students.

#### Vision:

The vision of the Institution is to make the college a learning institution for quality education and to maintain an environment of excellence in education with human values and social commitment.

#### Mission: Our vision can be achieved through our mission by

- imparting value based education by integrating traditional and innovative practices
- equipping students with the employability skills needed for the better future
- preparing students for changing global scenario
- gaining access to multiple career opportunities
- maintaining quality, transparency compliance and sustainability in governance
- encouraging personality development and life skills in the students to make them responsible towards self, family, and society.

To accomplish the mission of the college, the leadership strives to maintain an open and interactive environment. The staff involve in administration work enthusiastically to comprehend and articulate rapid changes in the academic structure and functioning of the college.

The college mainly aims at promoting co-operation and co-ordination through different committees to facilitate the administration to set on right track to avoid untoward problems. However, the staff council that has been formed under the stewardship of the Principal would follow the decisions in letter and spirit for the sake of the institutional progress.

The administrative and academic activities of all the departments of the college function under the direct supervision of Principal.

Academic activities of the departments are taken care of by the in charges of Departments and examinations related activities are handled by Academic Coordinator.

At the beginning of every academic year Staff Council meeting is held under the chairmanship of the principal, plan of action and academic activities to be performed will be discussed and resolutions will be passed by the council. Then different activities to be performed will be allotted to respective committees, such as academic schedule is prepared by academic calendar committee, college time table is prepared by the time table committee, schedule of conducting internal examinations and external examinations by examination cell, conducting of workshops and seminars by IQAC etc.

The staff council also discusses plans to be adopted for effective implementation of teaching learning process. The council also recommends to start new certificate courses in the college that has more demand for the students. The decisions taken in the council and plan of actions to be taken will be informed to the faculty members through department in-charges and resolutions will be passed on to Principal for further action.

## **Institutional Vision and Leadership**

### **Principal's Role and Responsibility:**

The Principal is the academic and administrative leader of the college. He will plan and supervise the execution of annual academic plans, co-curricular and extra-curricular activities, in consultation with the staff of the college. He will strive for the overall development of the college.

#### **Academic functions:**

- He will plan and supervise the execution of annual academic plans, co-curricular and extra-curricular activities, in consultation with the staff of the college.
- He will strive for the overall development of the college.
- Constitutes different committees for smooth functioning of the college.
- Supervision over students and maintenance of discipline in the college.
- Issue of TC and Conduct Certificate to the outgoing students.
- Ensuring regular curricular activities in all disciplines.
- Steering the research and innovation activities in the college.
- Arranging academic seminars/workshops in association with other Higher Educational Institutions.

#### **Administrative functions:**

- Drawing and Disbursement of Salary to the staff
- Sanction increments to the teaching and non teaching staff.
- Sanction Casual Leave to Teaching Staff and Non Teaching Staff.
- Annual review of stocks and other assets of the institution as on 31st March every year.
- Sanction medical reimbursement to the Teaching and Non-Teaching staff.
- Sanction Temporary Advance from GPF

- Distributes budget allotments to various departments of the college.
- Utilization of Special fee Funds

### **Vice Principal Role and Responsibility**

- Principal nominates senior faculty as Vice – principal
- This is a non cadre post with no additional remuneration and administrative & financial powers of delegation.
- The Purpose of this post is to extend help to the Principal in the matters of Academic nature and handle day to day affairs in the absence of Principal.
- The appointment authority is the Principal of concerned college.
- Vice Principal helps in setting the agenda for monthly staff meetings and form committees with lecturers Attends various administrative and academic meetings and represents College in the DRC meeting, scholarship meetings and Commissioner meetings in the absence of Principal .
- Vice Principal regularly meet with personnel, Students, Lecturers and parents and settles many issues
- Looks after Overall College Discipline
- Monitors Student attendance daily
- Adjusts work to the other faculty members in the absence of other Lecturers.
- Speaks to students who are sent to the office for inappropriate behaviour and determines the consequence.

### **Academic Coordinator Role and Responsibility**

- An academic coordinator leads all the programs including research projects of students and faculties. Provides necessary assistance to the faculty Strengthening admissions through Admission Campaign.
- Preparation of Annual Academic Plan and Time Table.
- Whether it is the development of educational programs, faculty development, recruitment or any other activity, he plays an active part in planning these activities.
- Recommends best methods for these activities to attain desired results.
- Preparation of Academic Audit
- All the short term and long term program of an educational institute are evaluated by the academic coordinator.
- Communicates with the participants of the programs to find out whether it has been effective and if not, then the measures that need to be taken to improve the programs in future.
- Monitors the Departmental activities.
- Reviews the examination results.
- and staff and other personnel in the institute.
- Documentation and Reporting: Documents the ongoing activities and programs in the institute.
- Prepares and presents reports to the dean or management during staff and board meetings.

### **NSS Officer Role and Responsibility**

- To perform the duties as per the directions given by the Principal from time to time.
- To create awareness in volunteers about the value of service and to guide the volunteers properly to carry out the task assigned.
- To organize Programs as per the guideline and direction from NSS Co-ordinator of Concerned University.
- To organize regular Programmes throughout the year for the maintenance of college campus like Swach Bharath, plantation, Blood donation activities to promote humanity, awareness programmes on current social issues etc.,
- To Conduct Special Camps in adopted villages to take up constructive activities like laying of roads, repairing Culverts, digging of wells, plantation of trees, improvement of sanitation.

### **IQAC Coordinator Role and Responsibility**

- Preparation and control of quality system documents.
- Organizing training in quality system, ensuring that the employees understand the quality policy.
- Planning and implementation of internal quality audits.
- Maintaining the quality system & reporting on its functioning.
- Maintenance of Records of and its constituent documents.
- Holding Review Meetings and updating the Quality System.
- Coordination all Quality initiatives such as NAAC, NIRF ranking etc. on behalf of the college.
- Feedback collection from students and other stakeholders and its analysis

### **In-charge Of The Department Role And Responsibility**

- To extend help to the Principal in the matters of Academics nature and handle day to day affairs in the department.
- Setting up of labs, in line with Kakatiya University requirements.
- Attending training Program / Faculty Development Program (both— internal and external).
- Recommending of equipment to be purchased.— Screening of quotations and selection of suppliers for purchasing— consumables.
- Redressal of department staff grievances.—
- Procurement of books pertaining to the departmental Library.

### **Lecturers' Role And Responsibility**

- The Lecturer has the primary duty to disseminate knowledge in his /her subject to all students
- At the beginning of the academic year, taking into consideration the number of working days and periods available for each subject, the month-wise annual plan should be prepared for each lecturer in the department.
- Provision should be made for revision of the syllabus before the end of the academic year.
- The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbance or due to his/her own absence in the college, the syllabus should be completed by taking extra classes.

- The Lecturer should inform the students regarding the schedule coverage of syllabus.
- The lecturer should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he should plan for completion of the backlog in the succeeding month.

### **Staff Council Role and Responsibility**

- Staff Secretary is elected by the Principal. The term of staff secretary shall be 1 year.
- The meeting of the council shall be convened at such times as the Principal may consider necessary.

Functions of the Staff Council:


- It is the advisory body to help the Principal in academic matters and in the maintenance of discipline.
- Facilitate communication among teaching, non-teaching staff and the Principal
- Make regulations for sports, extra-curricular activities, proper maintenance and functioning of the playgrounds
- Participate, assist and advise the Principal in nominating staff representatives to serve on Institutional committees
- Promote and advocate staff professionalism and support opportunities for leadership development.
- Plan celebration of important days and other co-curricular activities.

### **Non-Teaching Staff Role and Responsibilities:**

- He/ She should monitor the movement of files going to the Officers / Principals and coming back from them.
- He / She should guide the Officers / Principal with correct and latest rule position on the subject and assist them in taking correct decision.
- He /She should assign current numbers to each and every paper received by him /her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant.
- See that the assistants, working under him/her are maintaining personal registers properly and strictly in accordance with the laid down procedures and also records are updated.
- He /She should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant-wise, in the prescribed proforma and submit them to the Principal in the first week of every month.
- He/ She should offer his /her remarks on the note intimated by assistant, and submit the same to the Principal.
- He / She should supervise the Service Registers, leave accounts of the staff.

- He/ She will assist the Principal in the preparation of the budget and also in spending the budget allotted to the college strictly in accordance with the rules and regulations.
- He /She will guide the Principal in the operation of the Government budget, special fee collection and the funds / grants received from any other agency.
- He /She will supervise the maintenance of all records pertaining to accounts- cash books, etc., The Superintendent will attend to the inspection parties and audit parties visiting the college and help the Principal in answering the audit objections. He /She will also maintain the Register of Audit objections and help the Principal interviewing them every month and sending the replies to the Commissioner.
- He / She should monitor the reconciliation of accounts from the treasury and the banks



  
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 Government Degree College  
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