

# GOVERNMENT DEGREE COLLEGE, BHUPALPALLY

(RUSA NEW MODEL DEGREE COLLEGE)

JAYASHANKAR BHUPALPALLY DIST., T.S - 506169

(Affiliated to Kakatiya University)

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Principal (FAC)

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## Metric No. 6.1.1

### Institutional Vision, Mission and Leadership

#### Introduction

Government Degree College, located at Bhupalpally, the District Head Quarters of Telangana State, was established in the year of 2008 and the college is affiliated to Kakatiya University Warangal. Bhupalpally is popularly known as City of Black Gold, consisting of rich resources of coal mines and industries like Singareni collieries, Power generating project (KTPP). This district is having pilgrim centres and historical places like Ramappa, Kaleshwaram and Medaram.

At first college was run in Junior college till 2018 and presently, the college is functioning in its own building with six labs and twenty eight rooms (funded by RUSA). The present building was constructed in the year 2019, meant to serve students of Commerce and Arts and Science. B.Com., is introduced in 2009, B.A. in 2014, B.Sc., Life sciences in 2017, and B. Sc., Physical Sciences in 2018. There are around 500 students pursuing their under graduation in this college. The college offers five undergraduate programs under CBCS, with different combinations for the benefit of the students. The institution follows the curriculum designed by the university to which the college is affiliated.

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.

The college has well equipped laboratories, Library and Virtual class room as sources for effective teaching-learning. The In-charges of all departments conduct regularly review meetings under the supervision of Principal and IQAC for sustenance of quality. Teaching modules and lesson plans are prepared well in advance for effective presentation through innovative teaching methods. Seminars, projects, Extension lectures, field trips are organized by each department. Bridge courses are conducted

for the needy students at the beginning of the academic year. Remedial coaching is offered for slow learners and advanced learners are encouraged with study projects.

Extension activities are conducted through NSS, IQAC, Consumer Club, and literary-cultural association . The college involves students in social awareness programs like Swachch Bharath , Haritha Haaram, Women Education, Illiteracy, Plastic free Environment, Cyber Crimes, Anti-Drug Addiction campaigns, and other community-related issues to develop skills and competencies and to foster their holistic development. Similarly the institution celebrates every birth and death anniversaries of the great Indian leaders there by sensitizing them towards Universal values of truth, non violence, honesty and Universal brotherhood.

The women empowerment cell conducts all the women related extension activities such as Girl Education, Empowerment of Women, Women safety and Security. Internal Complaints Cell (ICC) addresses the gender discrimination and sexual harassment. Career Guidance Cell and TSKC conducts training on employability skills and campus drives. The sports and games committee and literary and cultural committee of the college conducts sports and games, literary and cultural activities to unfold the hidden talents of the students.

The college has Alumni Association, which includes old students who settled in various public and private sectors. The Alumni take an active part in many of the programs organized by the college and extend their cooperation and support. Feedback is obtained from all the stake holders and revised from time to time to improve the quality of academics.

Internal Quality Assurance Cell (IQAC) functions to take care of the quality initiatives in the college. The Principal assembles meetings with the in-charges of the departments to take important decisions to improve student learning process, teaching skills and to go on par with latest developments in the field. The college constitutes different committees with Coordinators and members nominated from the staff for effective functioning of the college. The Committees assist the administration for planning and implementation of achieving mission and vision of the college.

### **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.

## **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 out going 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 forms 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 meets 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 for strengthening admissions through Admission Campaign.
- Preparation of Annual Academic Plan and Time Table.
- Preparation of Academic Audit.
- All the short term and long term programs of an educational institution are evaluated by the academic coordinator.
- Communicates with the participants of the programs to find out whether it has been effective or not, suggests the measures that need to be taken to improve the programs in future.
- Monitors the Departmental activities.
- Reviews the examination results. Prepares and presents reports to the Principal during staff meetings.

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### **NSS Program 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 Programs throughout the year for the maintenance of college campus like

Swach Bharath, Plantation , Blood donation activities to promote humanity , awareness programs on current social issues etc.,

- To Conduct Special Camps in adopted villages to take up constructive activities like plantation of trees, improvement of sanitation, surveys on literacy, surveys on voter enrollment etc.,

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

- Preparation and control of quality system documents.
- Shall evolve mechanisms and procedures for ensuring timely, efficient and progressive performance of academic, administrative and financial tasks .
- Integration of modern methods of teaching and learning.
- Organizing training Programs for teaching and non Teaching staff on latest developments.
- Planning and implementation of internal quality audits.
- Maintenance of Records of and its relevent 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.

#### **IQAC will focus on:**

- Empowering Faculty
- Empowering students
- Empowering Non-Teaching Staff
- Infrastructure

#### **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 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 by 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 Principal and coming back from them.
- He / She should guide the 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



  
Principal  
Government Degree College  
**Bhupalpally**  
**PRINCIPAL**

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