



# Tara Government College Sangareddy

(Autonomous)

Accredited 'B' by NAAC

(An ISO 9001: 2015 certified college)



## Administration Policy

### Introduction

All goals of an institution can be realised only if administration is efficient and the people who are manning it are effective. Tara Government college is a Government College. It has a clear-cut goal to achieve the results. Its perspective plan visualises a glorious future for students. To achieve the vision and mission of the college, administration needs to play a vital role every time. Against this backdrop, administration policy has been formulated.

Rationale behind the policy is to

### Raison d'être

- ❖ To fine tune the administration of the college to suit the needs of vision and mission of the college
- ❖ To encourage the staff to make themselves acquaint with latest know-how of administration.
- ❖ Set up a quality culture in administration.

### Policy

- ❖ The College follows all due administration policies that are applicable to College Administration as enforced by the honourable Commissioner of Collegiate Education, Telangana and Government of Telangana.

- ❖ Principal is the Head of the Institution. He/ She shall hold all powers in extracting work to run the college on day-to-day basis.
- ❖ All decisions regarding day to administration, academic and financial matters will be taken by the principal in consultation with in-charges / conveners/ coordinators/ members of the staff council.
- ❖ Composition of Governing Body, Academic Council, Finance Committee and BoS are as per the UGC guidelines only.
- ❖ Other statutory committees like committee for SC/ST, Minority Cell, Grievance Redress Committee, Internal Complaints Committee, Anti-ragging Committee, OBC Cell are also part of the administration.
- ❖ For smooth conduct of all academic activities and to ease burden on the chairperson (principal), 40 odd committees are made involving all staff.
- ❖ The Employee shall at all times maintain strict confidentiality and secrecy in respect of all the Confidential Information that he/she may acquire or possess in any manner during the course of his/her employment with Tara Govt. College(A), Sangareddy and he/she shall not either directly or indirectly use, reveal, copy, duplicate, reproduce, record, distribute, disclose, take photograph in premises of institute or allow to be divulged or disclosed such Confidential Information in whole or in part belonging to institute in any form viz. verbal, written, digital, print, electronic, physical etc. to any third party save and except for the purpose of his/her employment with Tara Govt. College(A) by and under the instructions and after seeking written approval from authorized person of institute.

