



Sri Venkateshwara Government Arts and Science College

Affiliated to Palamuru University, Accredited with NAAC “B” Grade

Recognized by UGC under sections 2 (f) and 12 (b) of UGC act 1956

Palem-509215, Nagarkurnool District. Email id: palem.gdc@gmail.com

Administrative Policies

Commissionerate of Collegiate Education, Telangana State is the administrative dome of all the degree colleges in the state. The Commissioner supervises the performance of the staff, implementation of the policy of the government on education. The CCE appoints and transfersthe staff in the state on the academic and administrative needs of the colleges. The Commissioner also monitors and guides the institutions to ensure better delivery of services. The Commissioner is assisted by the JointDirector who in turn is assisted by one Regional Joint Directors implement the orders of the Commissioner and acts as a mediator between the Commissionerate and the institutions.

The academic matters are prescribed and governed by the affiliated university, Palamuru University, Mahabubnagar. The syllabi of the courses/programmes offered are prescribed by the university. University releases the almanac for the year at the beginning of the academic year which prescribes a tentative schedule for days of instruction, working days,dates of examination, both internal and year-end as well as vacations if so.The entire process of examination, evaluation, and certification is processedby affiliating the university.

The Principal is the head of the institution for both academic and administrative wings. The Principal constantly and continuously monitors the institution's academic activity in compliance with the orders of the Commissioner. The Principal also supervises the financial matters of the institution. The academic wing consists of subject-wise Department faculty members while the

administrative wing consists of a Senior Assistant, Junior Assistant, Store Keeper, Record Assistant and Office Subordinates. The Senior Assistant is the in-charge of the ministerial staff and is supported by all the office staff in preparation of salary bills, scholarship accounts, and other expenditures. The records pertaining to admissions and issue of Academic Certificates are maintained by the Senior Assistant. The ministerial staff extends their support with regard to all the administrative matters.

Different Committees constituted by the Principal in consultation with the IQAC Co-ordinator of the college look after their job chart proclaiming the duties and responsibilities with accountability in carrying out the schedules mandated officially.

Academic Staff comprising all the faculty members of various departments which meets regularly to carry out resolutions of all important issues related to academic-related matters and to endorse the grants for developmental activities of the college.

IQAC is the apex body of the institution which comprises the members as per the notification issued by the NAAC in respect of its composition. It is destined to look after one and all academic affairs of the institution and be supportive to the college administration in specific.

Admissions and Examinations: Admissions through Degree Online Services, Telangana are handled by the college DOST Coordinator, Examinations and Results by the Coordinator of Examination Branch of the College.

The **Department of Physical Education** looks after the Annual Academic Calendar of Sports and Games besides making students take part in Inter-collegiate, university, state, and international competitions by encouraging them to prove their mettle.

College **library** is the heart of institution. It serves two complementary purposes: to support the curriculum, and to support the research of the college faculty and students. It supports the process of college education through providing required reading materials to the user and opens the doors to the wide

world of books which encourages reading for gain of knowledge and pleasure. College library is also used for recreation and leisure as it provides light reading materials like magazines, novels etc. The library holds a collection of around 60,000 books which covers all the conventional and restructured subjects, languages, literature and also books for general reading etc.

Regular Feedback analysis and Meetings with all the Bodies work out the quality policy of the college.



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