

SRI A S N M GOVERNMENT COLLEGE

Palakol, West Godavari District, Andhra Pradesh- 534260

Affiliated to Adikavi Nannaya University, Rajamahendravaram

(NAAC Re-accredited by 'B' Grade with 2.61 CGPA)

Vice Principal (Academic affairs)

He is responsible for overall academic affairs/activities of the college in particular conducting daily class work and other curricular activities of the institution.

Some of the detailed functions-

Functions:-

1. Finalization of time tables in coordination with the committee concerned and responsible for smooth conduction of class work without any disputation & dislocation.
2. Allotment of class work for instruction and also Incharge of seminar halls, AV Hall, etc., for conducting academic events.
3. Adjustment of class work of faculty in case of leave /OD /any other etc.,
4. Monitoring class work by keeping block wise /floor wise Incharge and communicate from time to time for any arrangements.
5. See that the academic activates are in place as per the academic/ curricular plan submitted by each faculty.
6. Maintain all timetables – Institutional, day wise ,Class wise, Department wise, Facultywise, etc.,
7. Coordinate with library Incharge and physical director for arranging dislocated /unturned classes and engage the students for effectively involving them in the

activity.

8. Identify and allotment of physical spaces for the support services, cells, centres and other needy activities.

9. Forward the leave application to the principal only after class work/ day work is adjusted on application and signed by the adjusted faculty.

10. Monitoring the adjusted class work and maintain a separate register for the same.

11. Incharge of class wise/day wise attendance and consideration with the faculty concerned to display in notice board- shortage of monthly attendance.

12. Allotment of Seminar Halls, AV Hall, etc., for any academic activity-invited talks, PPT, Presentation.,

13. Closely monitor the laboratory work regularly and report the higher authorities in case of any unturned, unengaged academic work as per time table.

14. Conduct monthly review meetings with all the Departments to rectify the problems encountered.

15. Monitor the Certificate courses, taking students to field trips, Competitions, Camps, or any other outside academic activity and issue necessary permissions to the concerned.

Vice Principal (Administration)

He is the sub head of the Institution and plays a key role in administering the college and sharing specific functions of the principal to lessen the administrative thrust / pressure and helps him in effective functioning of the college. Some of the functions are:

Duties & Responsibilities

- Mainly responsible for day-to-day administration especially in solving the problems/issues of non-teaching staff.
- All administrative functions except service matters & financial aspects of the college.
- He should act as a liaison officer with UGC, APSCHE, RJDCE, and O/o CCE, IDCollege, Local officers and with the public at large in attending / furnishing information required.
- He should share in good governance of the college along with the Principal.
- Also acquaint with G.Os and other service matters even, to advise the Principal & management if required.
- Assist in admissions, classroom allotment, space for other functionaries.
- Took after buildings, furniture, stationery, etc. are in place for effective utilization.
- The daily orders are Property communicated to all ends and check return mails etc and reply in consultation with the Principal.
- Ensure the maintenance of all office registers and updated in time.
- Organise the meetings of Planning and Development (GB) (or) Governing Council of the institution.
- Should act as a Nodal officer (P10) for RTA and related issues.
- Monitor campus discipline with the help of committees concerned and decentralize the activity if necessary. (Block wise duties, etc.).
- Regulate fee mechanisms and e-payment modules if any may be monitored.
- Arrange for necessary facilities in the campus, departments, and student amenities with the help of conveners concerned. Authorized signatory for the issue of TC, CC, SC, Bus passes, Testimonials, Migration, if necessary, etc.

- Maintain all institutional statistics so as to furnish the data wherever necessary.
- See that the functionaries like, academic work in general, library, sports and other student facilities are in place and functioning effectively.
- Monitor in disbursing scholarships in coordination with office, committee concerned.
- Sort out office related issues of Teaching & Non-teaching and students.
- Report to the management on chronic issues if necessary.

Vice-Principal (Quality Assurance)

Quality is the one of the four pillars of Higher Education hence it should defect/reflect in ever molecule, every corner, every activity of the institution for which a prominent role would be played by the personnel involved in "quality assurance". To look after the above vice-principal could perform the following functions oversee the institutional) quality.

Duties and Responsibilities:

1. All the best practices listed shall be institutionalized and electively carried out in the fixed time frame as per institutional plan.
2. Develop realistic and attain able bench marks-fixing the standard for all activities.
3. To keep the institution abreast of and abuzz with quality sustenance activities on a wide of a must of pertinent issues through workshops, seminars, demonstration, training programmes, invited talks, exhibitions, discussions debate multidisciplinary/multi-institutional activities etc.

4. Involve all stakeholders to enhance institutional activities
5. Focus on improving quality of teaching and learning enters like library, computer centres, students' welfare etc.
6. More thrust shall be on research activities in preparing most of the faculty to be in this fold.
7. Prepare a comprehensive plan of activities in consultation with all the stakeholders of the institution.
8. Conduct of the calendar of events in a fixed timeline.
9. Advise the management organisational arrangements in view of the quality sustenance.
10. Publish a periodical newsletter of quality assurance and sustenance activities.
11. Emphasis on using ICT methods of teaching. E-governance practices for effective decentralized administration.
12. Obtaining feedback on every process/ activity organised for effective implementation in future.
13. Plan for total quality management of the institution.

Conduct a dry-run inspection (Academic Audit) regularly and ATR on the items if weakness shall be discussed for further improvement.

15. Besides submission of AQAR, documentation of various activities/ programmes to be done regularly and discuss in IQAC schedule of meetings.

The Controller of Examination functions:

- Issue of Datesheets for conducting different programs based on academic calendar

- Coordination of examination work with different committees.
- Declaration of results for various courses
- Take disciplinary action where necessary against the candidates, paper-setters, examiners, or any other persons connected with examinations and found guilty of malpractices in relations to the examinations.

The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations and test's of the Institute and declaration of their results. The Controller of Examination shall be responsible to perform functions like: Issue of Datesheets for conducting different programs based on academic calendar.

Academic coordinator functions:

- Make regulations regarding the admission of students to different programmes of study in the college.
- Make regulations for sports, extra –curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to GB proposals for institution of new programmes of study.
- Monitoring student progress and making appropriate adjustments to ensure academic success
- Providing advice and guidance to students regarding their academic progress
- Coordinating faculty meetings, workshops, and other events that support student learning and development
- Creating and updating student records, including course schedules and class rosters.