

Governing Body:- The college have the following committees to ensure proper management of academic, financial and general administrative affairs.

The following are statutory bodies in the College:

(a) Board of Management (b) Academic Council (c) Board of Studies (d) Finance Committee

The college in addition, have other non statutory committees such as the Planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Anti Sexual Harassment Cell, Extra-Curricular Activities Committee, Anti-Ragging Committee, Grievances Redressal Committee and Academic Audit Committee.

Term: The Governing Body will be reconstituted every two years except in the case of UGC nominee which will have term of five years.

A. Responsibilities of Governing Body

Subject to the existing provision in the bye-laws of college and rules laid down by the state government/Acharya Nagarjuna University, the governing body of the college shall have powers to: -

Undertake the following activities: Determine and prescribe courses of study and syllabi, and restructure and redesign the courses to suit local needs, make it skill oriented and in consonance with the job requirements.

Prescribe rules for admission in consonance with the reservation policy of the state government/national policy/ Minority institution.

Promote research in relevant fields.

Evolve methods of assessment of student's performance, the conduct of examinations and notification of results.

Use modern tools of educational technology to achieve higher standards and greater creativity.

Constitute Academic Council and Board of Studies to formulate new courses within the nomenclature specified by UGC as per the Specification of Degrees 2014 and amended from time to time.

Constitute Finance Committee. It can fix fees of the courses.

It will have complete administrative autonomy and have the privilege of appointing administrative staff and teaching faculty including Principal. However, the staff will be appointed as per the UGC (Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations 2010 as amended from time to time.

Approve new programs of study leading to degrees and/or diplomas.

Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the college has been declared as autonomous.

B. Responsibilities of Academic Council: Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

(a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

(b) Make regulations regarding the admission of students to different programs of study in the college keeping in view the policy of the Government.

(c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

(d) Recommend to the Governing Body proposals for institution of new programs of study.

(e) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

(f) Perform such other functions as may be assigned by the Governing Body.

C. Responsibilities of Board of Studies:

Term: The term of the nominated members shall be two years.

Meetings: The Board of Studies will meet at least twice a year.

Functions: - The Board of Studies of a Department in the college shall:

(a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council

(b) Suggest methodologies for innovative teaching and evaluation techniques;

(c) Suggest panel of names to the Academic Council for appointment of examiners

(d) Coordinate research, teaching, extension and other academic activities in the department/college.

D. Responsibilities of Finance Committee:

Term: Term of the Finance Committee will be two years.

Meetings: The Finance Committee will meet at least twice a year.

Functions of the Finance Committee: The Finance Committee will be an advisory body to the Board of Management, to consider:

(a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and

(b) Audited accounts for the above.

Administration:- As Autonomous College it believes that there is need to have a symbiotic relationship between the Parent University i.e. Acharya Nagarjuna University, AP State Government and the College. The university will generally support the Autonomous College in designing and framing the curricula, upgrading the method of delivery and also help to set up a framework in the College for evaluation and examination of the students. The relationship between the parent university and the Autonomous College would be in the manner that it is conducive for the development of the College with the ultimate aim of converting it into a College of Eminence.

The Board of management will have 13 members where 2 are from teaching faculty and all others are from the management. The principal and correspondents will be from the management. However in smooth functioning of the college the management, teaching faculty, supporting staff, stake holders, alumnae, parents will contribute their level best for the betterment of the institution.

Code of conduct of Principal: The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council. He is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system. He is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible according extension or changes various functionaries in the administration, with the approval of Academic Council. To conduct the meetings of the Board of Governors as per the stipulated guidelines to hold Academic Council meetings as per the norms. To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively. Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career

and lifelong learning. He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular. He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, UGC, students and parents for the smooth and effective functioning of the college. The duties of the Principal may be suitably categorized as

a) Academic Administration:

(i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Acharya Nagarjuna University, UGC, State Government and the Governing Body of the college.

(ii) Shall be assisted by various Heads of the departments, Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.

(iii) In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college.

(iv) In matter of admissions, Coordinator, admissions will assist the principal

(v) In matters related to academic work, he will be assisted by the Chairman, Board of Studies and heads of the departments.

(vi) An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.

(vii) Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.

(viii) Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.

(ix) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.

(x) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.

(xi) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.

(xii) In matters related to student attendance, drop outs, medical condonation, Principal gets assistance from Heads of the Departments

(xiii) The principal should plan for training need analysis (TNA) of the staff and devise training programs such as refresher courses, orientation courses, faculty improvement programs, quality enhancement programs etc.

(xiv) Principal shall also ensure quality assurance and he should be assisted by Convener, IQAC.

(xv) Shall monitor, evaluate research, development and consultancy activities. Teaching staff, should assist the principal in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.

(xvi) The principal should promote industry-institute interaction for better employability of the students.

(xvii) Arrange finishing School for the students with the active association of Convener, Training and Placement

(xviii) shall efforts to look after overall welfare of staff and students.

(xix) For effective functioning of the college he shall build close rapport between staff, students and management.

(xx) Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.

(xxi) Shall maintain regular, right and appropriate contacts and interaction with government, UGC, University, State Council of Higher education authorities.

(xxii) Shall involve faculty members at different levels for various institutional activities.

b) General Administration: On general administrative matters Principal shall be assisted by Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc.

(i) Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees

(ii) Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non teaching staff.

(iii) Arrange performance appraisal of faculty and supporting staff.

(iv) Shall have power to sanction EL, HPL, ML, EOL up to the level of Heads of departments, except himself.

(v) Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.

(vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.

(vii) Campus maintenance cell shall work under the instructions of Principal

c) Financial Administration:

(i) Principal is assisted by the Finance committee in financial administration.

(ii) Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.

(iii) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body

(iv) All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.

(v) The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.

(vi) Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

(vii) Shall countersign T.A bills

(viii) Shall have power to sanction advances and final withdrawal of EPF of the staff

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