

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Introduction

The institution has established written policies for all the important aspects of governance. The participation of students, teachers and non-teaching staff in decision-making processes is also specified in the relevant policy. Therefore, through the structures, processes, and practices, of governance, everyone associated with the institutional bodies work together for the development of the institution.

Administrative Setup

TIER 1: As the institution is a government college, it functions under the direct administrative control of the Commissionerate of Collegiate Education, Telangana, which is headed by the Commissioner of Collegiate Education. For the efficient functioning of all the colleges under its ambit, the CCE issues a number of instructions from time to time, prescribing rules, regulations and procedures in dealing with academic, administrative and financial matters. Accordingly, the CCE is also responsible for the overall supervision for the smooth functioning of the college.

TIER 2: At the apex in the college-level administrative setup, is the Principal, who is the academic and administrative leader of the college. The tasks of planning and supervision of the execution of annual academic plans, co-curricular and extra-curricular activities, are performed by the Principal in consultation with the staff members of the college. He/She is responsible for the overall development of the college and is assisted by the Vice-Principal, who is the senior-most faculty of the college.

TIER 3: The next level is made up of the Teaching and Non-Teaching staff.

- **Teaching staff:** The college has departments which are headed by In-Charges followed by other teaching staff members. The college also has a Physical Director and a Librarian.
- **Non -Teaching Staff:** The Superintendent heads the non-teaching staff and all the other members like the Senior Assistants, Junior Assistants, Record Assistants, Office Subordinates and night watchmen are placed under him.

Committees: The institution has the following committees to ensure the execution of all activities:

- **Quality Assurance Activities:** Internal Quality Assurance Cell
- **Academic Activities:** Academic/Examination Committee, Time-Table Committee, Library Advisory Committee, Research Committee, etc.
- **Administrative Activities:** Staff Council, Special Fee Committee, Finance/Purchase Committee, Scholarship Committee, Building and Infrastructure Committee, RTI Committee, etc.
- **Extension Activities:** N.S.S, Eco Club, Women Empowerment Cell, Bhagya Committee, Institutional Social Responsibility Cell, etc.
- **Career Guidance Activities:** Career Guidance Cell, TSKC, etc.
- **Grievance Redressal Activities:** Grievance Redressal Committee, Internal Complaints Committee, Anti-Ragging Committee

Policies:

The institution has a Quality Assurance Policy which is inspired by its motto – ‘Gyanam Sarva Hithaya’- and which is committed to its vision and mission. The institution has also evolved a host of policies for quality assurance and sustenance.

Appointment, Service Rules & Procedures:

As the college is a state government institution, it follows all the service rules and procedures for recruitment and promotion as per the guidelines issued by the Department of Higher Education, Government of Telangana in G.O.Ms No.14 Higher Education (U.E.II) Dept Dt.20-2-2010 and G.O.Ms No.15 of Higher Education Dept., (U.E.II), Dt.26-06-2019). The latest rules and procedures have been modified as per the UGC Notification No. F.1-2/2017/(EC/PS), Dated 18.07.2018.



BABU JAGJIVAN RAM GOVERNMENT DEGREE COLLEGE

Vittalwadi, Narayanguda, Hyderabad-29, TS.



COMMISSIONER OF COLLEGIATE EDUCATION

Joint Director

Academic Guidance Officer

PRINCIPAL

Teaching Staff

**Student
Representatives in
various committees**

**Non-Teaching
Staff**

**College Planning
& Development
Council (CPDC)**

**Other
Stakeholders**

**IQAC
Coordinator**

**Academic
Coordinator**

**Committee
Coordinator**

Students

Superintendent

**Parents
Alumni
Community**

IQAC Members

Dept. In-charges

**Committee
Members**

Faculty Members

**Senior Assistant
Junior Assistant
Record Assistant
Office Subordinates / Lab Assistants
Sweepers
Scavengers
Watchman**