

RIGHT TO INFORMATION ACT 2005

Information hand book u/s 4(1) (b)

Sri A.S.N.M.Government College(Autonomous),Palakol,West Godavari Dt.

ORGANIZATION,FUNCTIONS AND DUTIES

Section 4(1)(b) (1)

SNO	Name of the Organization	Address	Functions	Powers and Duties
1	Sri A.S.N.M.Government College(Autonomous),Palakol,West Godavari Dt.	Near fire station, Doddipatla road, Edla bazar, Palakol, West Godavari District- 534260	<p>1. Curriculum Design and Development</p> <p>Autonomy in Curriculum: Autonomous degree colleges have the authority to design their own curriculum, which allows them to adapt courses to contemporary needs and global trends. This enables these institutions to offer specialized programs and electives that may not be available in other government-run colleges.</p> <p>2. academic Flexibility: The college can revise and update the curriculum regularly, responding to feedback from industry experts, faculty, and students,</p>	<p>1. Governing Body (GB)</p> <p>Powers:</p> <p>Policy Formulation: The Governing Body has the authority to make policies related to the college's functioning, including the establishment of new courses, changes in curriculum, and modifications in academic procedures.</p> <p>Financial Oversight: It approves the budget and oversees the allocation and management of financial resources for the college.</p> <p>Academic and Administrative Decision-Making: The GB has the power to approve</p>

			<p>ensuring that the courses remain relevant to the demands of the job market and societal needs.</p> <p>2. Examination and Evaluation</p> <p>Autonomous Examination System:</p> <p>Autonomous degree colleges are allowed to conduct their own exams, which means they can set their own schedules, patterns, and methods of assessment. This gives them more flexibility in evaluating students' performance.</p> <p>Innovative Evaluation Methods: These colleges can also innovate in their evaluation techniques, such as adopting continuous assessment, project-based evaluations, and internal assessments alongside traditional exams.</p> <p>3. Academic Governance</p> <p>Board of Studies (BoS): The</p>	<p>significant academic and administrative decisions, such as changes to the curriculum and introduction of new academic programs.</p> <p>Approval of Appointment:</p> <p>The GB has the power to approve key administrative appointments, including the principal, deans, and heads of departments.</p> <p>Duties:</p> <p>Strategic Oversight:</p> <p>Ensure that the college operates in line with its mission, vision, and educational goals.</p> <p>Monitoring Quality: Monitor academic quality, research initiatives, and student outcomes.</p> <p>Compliance:</p> <p>Ensure that the institution complies with governmental regulations and accreditation standards.</p> <p>2. Principal Powers:</p>
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			<p>college usually forms its own Board of Studies (BoS) comprising academic experts and senior faculty members. This body oversees the syllabus design and ensures that it aligns with academic standards and the institution's mission.</p> <p>Autonomous Academic Bodies: The college can establish various academic committees to oversee the implementation of the curriculum, student feedback mechanisms, and improvements in teaching and learning methodologies.</p> <p>4. Faculty Empowerment and Development Faculty Recruitment and Training: Government autonomous degree colleges have some degree of independence in selecting faculty members based on their</p>	<p>Academic Leadership: The principal has the authority to oversee the academic and administrative aspects of the college, including curriculum development, teaching methods, and exam processes.</p> <p>Appointment and Promotion of Faculty: The principal can recommend the appointment, promotion, and termination of faculty and staff, subject to the approval of the governing body.</p> <p>Financial Management: The principal holds significant power in the allocation and management of funds, ensuring proper utilization for academic and administrative needs.</p> <p>Disciplinary Authority: The principal has disciplinary powers, including the ability to take</p>
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			<p>requirements. This autonomy allows them to hire faculty members who meet the specific needs of the college's courses.</p> <p>Research and Professional Development: These colleges often encourage faculty members to participate in research activities, workshops, and seminars. They may have their own research grants or collaborative programs with other institutions and industries.</p> <p>5. Student-Centric Initiatives</p> <p>4. Faculty Empowerment and Development</p> <p>Faculty Recruitment and Training: Government autonomous degree colleges have some degree of independence in selecting faculty members based on their requirements. This autonomy allows them to hire faculty</p>	<p>action against students or staff members violating college rules and regulations.</p> <p>Duties:</p> <p>Academic and Administrative Leadership: Provide academic leadership and support faculty and staff to maintain high standards of education and research.</p> <p>Policy Implementation: Implement the policies formulated by the governing body and the board of studies.</p> <p>Coordination with External Bodies: Liaise with government departments, university authorities, and accreditation bodies to ensure the college adheres to all necessary regulations.</p> <p>Enhance College Reputation: Represent the college in public forums and</p>
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			<p>members who meet the specific needs of the college's courses.</p> <p>Research and Professional Development: These colleges often encourage faculty members to participate in research activities, workshops, and seminars. They may have their own research grants or collaborative programs with other institutions and industries.</p> <p>5. Student-Centric Initiatives</p> <p>Student Welfare Programs: Autonomous degree colleges typically focus on the holistic development of students by offering a variety of extracurricular activities, career counseling, sports, and cultural events.</p> <p>Specialized Courses and Programs: Autonomous colleges often offer specialized programs or tailor courses that meet local, national, or</p>	<p>enhance its reputation through academic excellence, partnerships, and collaborations.</p> <p>3. Board of Studies (BoS) Powers: Curriculum Design: The BoS has the power to design and revise the curriculum for various academic programs, ensuring that they remain relevant, contemporary, and aligned with the objectives of the college.</p> <p>Approval of Course Content: The BoS approves the content of courses, the structure of programs, and the teaching methodologies to be followed.</p> <p>Examination Schedules: The BoS can determine the examination patterns and evaluation methods to be followed within the college,</p>
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			<p>international demands, increasing the range of educational opportunities for students.</p> <p>Internships and Industry Exposure: These colleges may also collaborate directly with industries to offer internship opportunities, workshops, and guest lectures to prepare students for the workforce.</p> <p>6. Research and Innovation</p> <p>Encouraging Research Culture: Many autonomous degree colleges place a high emphasis on research by encouraging faculty and students to undertake independent research projects. This may involve setting up research centers, providing grants, or offering research-based academic programs.</p> <p>Collaboration with Industries:</p>	<p>ensuring they reflect the learning outcomes of the courses.</p> <p>Duties:</p> <p>Curriculum Development: Continuously evaluate and update the curriculum based on feedback from stakeholders (students, faculty, industry).</p> <p>Reviewing Academic Performance: Monitor academic performance and suggest corrective measures where necessary.</p> <p>Student Feedback: Gather and analyze feedback from students regarding academic programs and make adjustments based on the results.</p> <p>4. Faculty Members</p> <p>Powers:</p> <p>Academic Freedom: Faculty members in</p>
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			<p>Autonomous institutions often have the freedom to enter into partnerships with industries, other academic institutions, and research organizations, facilitating interdisciplinary research and innovation.</p> <p>7. Quality Assurance and Accreditation</p> <p>Internal and External Quality Review:</p> <p>Autonomous colleges are responsible for maintaining academic quality and performance. They may establish internal quality assurance mechanisms, such as student feedback surveys and performance analysis, and participate in external accreditation reviews.</p> <p>Accreditation by Bodies like NAAC:</p> <p>These colleges work towards maintaining accreditation from national bodies such as the National</p>	<p>autonomous colleges enjoy the power to design teaching methodologies, choose textbooks, and introduce innovative approaches to learning within their subjects.</p> <p>Research Autonomy:</p> <p>Faculty members have the freedom to pursue independent research, seek research funding, and publish academic work in journals.</p> <p>Assessment and Evaluation:</p> <p>Faculty members are responsible for setting assignments, conducting internal evaluations, and marking exams. They may also have input in the development of exam papers.</p> <p>Duties:</p> <p>Teaching and Mentoring:</p> <p>Faculty members are primarily responsible for</p>
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			<p>Board of Accreditation (NBA) and the National Assessment and Accreditation Council (NAAC), ensuring that their programs meet national standards.</p> <p>8. Financial Autonomy and Resource Management Budget Management: Autonomous colleges generally have control over their budget allocation, allowing them to prioritize funding for academic improvements, infrastructure development, and other student-centric initiatives.</p> <p>Income-Generating Activities: They can also explore ways to generate additional income through research projects, collaborations with industry, or offering short-term courses for professionals, allowing them to</p>	<p>delivering high-quality education to students. They must prepare lessons, engage students in discussions, and conduct practicals or workshops.</p> <p>Research and Development: Actively participate in research activities, attend academic conferences, and contribute to the advancement of knowledge in their field.</p> <p>Student Support: Provide academic counseling, guidance, and mentorship to students to help them succeed in their studies and future careers.</p> <p>Academic Integrity: Maintain high standards of academic integrity by avoiding plagiarism, ensuring fair evaluation of students, and promoting</p>
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			<p>reinvest in college growth.</p>	<p>ethical behavior among students.</p> <p>5. Examination Committee Powers:</p> <p>Conduct of Examinations: The Examination Committee has the authority to organize and oversee examinations, ensuring that they are conducted fairly and efficiently.</p> <p>Evaluation Process: The committee sets policies for evaluating student performance, including grading systems, internal assessments, and final exam results.</p> <p>Certification of Results: The committee certifies the results and approves the final grades awarded to students.</p> <p>Duties:</p> <p>Design Examination Policies: Design and implement examination protocols,</p>
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				<p>ensuring transparency and fairness. Maintain Examination Standards: Ensure that examinations are aligned with academic learning outcomes and reflect the curriculum's requirements. Handle Grievances: Address any student grievances related to examinations, grades, or evaluation processes.</p> <p>6. Academic Coordination Committee Powers:</p> <p>Implementation of Curriculum: The academic coordination committee has the authority to ensure the smooth implementation of the curriculum within departments and across the institution.</p> <p>Faculty Development: The committee</p>
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				<p>can recommend and organize faculty development programs to enhance teaching effectiveness.</p> <p>Duties:</p> <p>Overseeing Academic Progress:</p> <p>Monitor the academic progress of students and report to the governing body or principal regarding student performance.</p> <p>Inter-Departmental Collaboration:</p> <p>Facilitate collaboration between different departments to promote interdisciplinary teaching and learning.</p> <p>Feedback Implementation:</p> <p>Implement feedback from students, faculty, and stakeholders to improve teaching quality.</p> <p>7. Students Powers:</p>
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				<p>Participation in Decision-Making: Through student unions or representation, students may have a voice in certain academic and administrative decisions, such as curriculum development and academic policies.</p> <p>Student Elections: In some autonomous colleges, students can elect representatives to serve in various academic and non-academic committees, ensuring their active participation in governance.</p> <p>Duties:</p> <p>Academic Commitment: Attend classes, engage in learning, and complete academic requirements, including assignments, projects, and exams.</p>
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				Uphold College Regulations: Follow the rules and regulations of the college, maintain discipline, and promote a healthy academic environment. Contribution to College Activities: Participate in cultural, sports, and community service activities organized by the college.
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4(1)(b) 3. **Governing Body (GB)**

Role in Decision-Making: The Governing Body is the highest authority in a government autonomous college, responsible for major policy decisions, strategic direction, and oversight.

Types of Decisions: These may include approving the college's annual budget, establishing new programs, setting broad academic policies, and ensuring the alignment of academic and financial resources with the institution's mission.

Procedure:

Policy Formulation: The Governing Body formulates high-level policies, which may include decisions on curriculum changes, appointment of senior staff, and large infrastructural developments.

Meetings and Discussions: The GB meets periodically to discuss proposed policies and evaluate institutional performance. Decisions are typically made by majority votes, with the chairperson having a key influence.

Implementation: Once policies are approved, it is the responsibility of the principal and administrative staff to implement them across the institution.

Supervision and Accountability:

Accountability Mechanism: The Governing Body ensures accountability by evaluating the institution's performance, including academic results, student satisfaction, and financial health, in line with set policies.

Supervision: It supervises the overall functioning of the college, ensuring that the college adheres to regulations and operates in a manner consistent with the goals set by the state or national education authorities.

2. Principal

Role in Decision-Making: The principal is the key academic and administrative leader responsible for implementing policies passed by the Governing Body and overseeing day-to-day operations.

Types of Decisions: The principal makes decisions related to academic management, resource allocation, faculty appointments, student affairs, and budget distribution.

Procedure:

Policy Implementation: The principal receives policy mandates from the GB and translates them into actionable steps. This could involve planning budgets, initiating curriculum changes, or coordinating faculty recruitment.

Consultation: Before making key decisions, the principal often consults with heads of departments, faculty, student representatives, and administrative staff to gather inputs, ensuring a participatory decision-making process.

Action: The principal then issues directives to implement these decisions through the respective administrative channels.

Supervision and Accountability:

Supervision: The principal supervises all academic and administrative functions, coordinating with department heads, faculty, and staff to ensure smooth operations.

Accountability: The principal is accountable to the Governing Body and higher educational authorities (such as the state's higher education department or university) for the college's performance, including the quality of education, student success, and financial management.

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