

PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT DEGREE COLLEGE::RAVULAPALEM

PRESENT: Dr.B.V. TIRUPANYAM, M.Sc., Ph.D

Procs.Rc.No.1/ Academic Cell constn. & Program coordinator appt /2020;

19 Nov 2020

Sub: Constitution of Academic Cell & Program coordinators for 2020-21- orders issued.

The Principal hereby places the following faculty members of the college on Academic Cell of the college and appoints programme coordinators for various programs for the academic year 2020-21.

S. No	Name of the Faculty member	Designation	Mandate
1	Mrs.P.V.V.S.D.N.L. Karuna Sri HoD, Dept.of History	Academic Coordinator & M.A (Pol.Sc) program coordinator	<ul style="list-style-type: none">• Overall U.G programmes Management ensuring academic program quality and framing standards- Time-line announcement of various academic activities as per University calendar in the beginning of semester, Monitoring & Coordinating with all U.G programme co-ordinators & Departmental activities; Admissions committee; Examinations Branch; Academic calendar framing, Coordinating and communicating with concerned University Departments; Making available syllabi, curricula to faculty; Conduct of academic audit with IQAC; Review of results and analysis; Framing academic regulations, Making instructional arrangements, Formulating and Coordinating student-centric teaching-learning strategies, certificate course activity, Recommending the Principal on the institution of scholarships, fellowships, prizes and medals, and to frame regulations for the award of the same.• Supervising curriculum delivery, Preparation of time table, ensuring its implementation, coordinating with HoDs regarding designing and submission of teaching plans, curricular plans, diaries etc.;; Coordinating with IQAC: Overseeing and deploying academic and ICT infrastructure to faculty members and Departments; Coordinating and arranging meetings with departments over academic issues; Consolidating information from staff/ Departments and submission to JKC Coordinator for onward submission; Liaisoning between Principal and Faculty members in academic matters; Coordinating with Programme Coordinators for effective implementation of curriculum delivery. Preparing minutes and resolutions of meetings of the Principal.

			<ul style="list-style-type: none"> • Communication with the CCE and University, and maintenance of academic communication material and records. • Performing other functions assigned by the Principal in academic arena.
2	<i>Mrs.A.Rajeswari,</i> HoD, English	Asst. Academic Coordinator	To share part of Coordinators work; To assist Coordinator with regard to Academic Cell activities; To act as Academic Coordinator in the absence of Academic Coordinator
3	<i>Dr.K. Srinivasa Rao,</i> HoD, Dept.of Commerce <i>Smt. P.S.Vijayalakshmi</i> (Assist. Program coordinator)	Member, Academic Cell & P.G programmes Coordinator, Programme Coordinator for B.Com (Gen& Comp. App) & M.Com Program & B.Voc (Hotel Management)	<ul style="list-style-type: none"> • Monitoring and ensuring academic activity for B.Com & M.Com Programmes as per time table; Liasoning with Academic Cell; Designing academic activities of the Department;; Management of staff to classes in case of leave/absence of intended faculty members; Conduct of CIE; Design of modalities for evaluation; Conduct of extra-curricular and co-curricular activities of the department; timely submission of plans and diaries of the staff of the Dept., Result Analysis of concerned programs, etc.,
4	<i>Sri S Chinababu</i> Head, Dept.of Economics	Member, Academic Cell & Program Co-ordinator For B.A [H.E.P]	Monitoring and ensuring academic activity for B.A Programme (History, Economics & Political Science Depts) as per time table; Liasoning with Academic Cell; Designing academic activities of the Departments;; Management of staff to classes in case of leave/absence of respective faculty members; Conduct of CIE; Design of modalities for evaluation; Result Analysis of concerned program, Conduct of extra-curricular and co-curricular activities of the departments; timely submission of plans and diaries of the staff of the History, Economics and Political Science Depts.
5	<i>Dr. T.Srivaram,</i> HoD, Dept.of Chemistry	Member, Academic Cell & Co-ordinator For B.Sc [M.P.C, M.P. Comp.Sc & Maths, Electronics & IoT] & M.Sc (Comp. Sc)	Monitoring and ensuring academic activity for B.Sc [M.P.C & Comp.Sc] (Mathematics, Physics and Chemistry and Computer Science, Electronics Depts) as per time table; Liasoning with Academic Cell; Designing academic activities of the Department;; Management of staff to classes in case of leave/absence of respective faculty members; Conduct of CIE; Design of modalities for evaluation; Conduct of extra-curricular and co-curricular activities of the departments; Result Analysis of concerned programs, timely submission of plans and diaries of the staff of the Mathematics, Physics,

	Sri Bh.S.V.V.N.Satyamurthy , HoD, Physics Dept. & Mrs.U.Subhashini HoD, Dept.of Comp.Sc& Applications	Asst. program Coordinators	Electronics, Chemistry and Computer Science & Applications Depts.
6	Mrs. Suneetha N , HoD, Dept.of Zoology	Member, Academic Cell & Coordinator For B.Sc [B.Z.C & Horticulture, Botany & Chemistry] & B.Voc (Nursery Management Technology)	Monitoring and ensuring academic activity for B.Sc [B.ZC & B.C.Horticulture (Botany, Chemistry and Horticulture) & B.Voc (Nursery Management Technology) programs as per time table; Liasoning with Academic Cell; Designing academic activities of the Department;; Management of staff to classes in case of leave/absence of respective faculty members; Conduct of CIE; Design of modalities for evaluation; Conduct of extra- curricular and co-curricular activities of the departments; timely submission of plans and diaries of the staff of the Botany, Zoology and Horticulture & Nursery Mgmt Technology Depts.
	Mrs. Hemalatha Lecturer in Botany	Asst. program Coordinator	
7	Mrs.K. Subhashini HoD, Comp. Applications& JKC Coordinator	Member Academic cell	To upload / share / communicate academic data to staff/ various agencies including CCE, RJDCE or other stake holders through official mail etc.,
8	Mr. K. Baburao , Lecturer in Chemistry	Member, Academic Cell	To Assist Academic coordinator in all academic activities as prescribed by the academic coordinator from time to time.

Note: Assistant coordinators are mandated to oversee the academic activity of the concerned programs in the absence of the respective program coordinator.

The receipt of the proceedings should be acknowledged by return mail.


Principal
Govt. Degree College
Rayulapalem, E.G.Dt.

[PRINCIPAL]

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Copy to the Commissionerate of Collegiate Education, Vijayawada
Copy to Academic Cell & IQAC
Copy to Office
Copy to website incharge