



S.A.S. GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM, WEST GODAVARI DISTRICT-534406
(AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)

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INSTITUTION'S POLICY DOCUMENT

ADMINISTRATION POLICY:

The particular duties and responsibilities of administrative positions are assigned by the Principal in accordance with college policy which is drafted with reference to the guidelines laid down by Commissionerate of Collegiate Education, Affiliating University, District Collector and Magistrate and respective higher authorities. The policy is as follows:

1. Responsibilities and Duties:

- To plan, organize, and administer the activities of his/her department, committee, cell or section in office/lab efficiently.
- To keep informed of new developments relating to his/her function and to maintain innovative attitude toward change, in order to continuously improve the operation of his/her area of responsibility.
- To establish and maintain an organizational climate that encourages the development, retention, and a high level of morale among the personnel.
- Keep his/her immediate supervisor informed of activities of the unit, particularly of major or unusual developments, and seeking his/her advice and counsel.
- To promote an integrated effort in the administration of the college by cooperating with other administrators and staff and coordinating his/her activities with theirs when such action is indicated.
- To maintain effective relations with faculty, students, and community, and other educational institutions and to interpret college policies and programs accurately and constructively.
- To recommend the budget for his/her department, committee, cell or section in office/lab limitations established Principal or rules laid by competent authorities to administer his/her budget.
- To serve on committees and councils as directed by college policies and procedures or by his/her immediate supervisor or the Principal.
- To represent SAS Govt Degree College and attend

professional meetings as authorized by his/her immediate supervisor with approval of Principal.

- To provide information and reports to cells like IQAC the request of the Principal.
 - To implement academic plan to supervise students attending courses..
 - To perform any other duties assigned or delegated by his/her immediate supervisor.
2. Utilization of exterior Professional Services : SAS Govt Degree College employs professional service providers including consultants for placements like DRDA of Govt of AP, other private placement consultants, auditors to look in to income tax and other similar kind of matters, DTP software programmers, Speakers of personality development to rejuvenate students and staff , Marshal Arts performers to learn self defence techniques by girls, and others as necessary and appropriate and to accomplish the mission of the college.
3. Modification in Policies of SAS Govt Degree College : All policies will remain in effect until changed by the IQAC and Staff Council meetings . The adoption of new policies or the changing of existing policies is solely the responsibility of Staff Council.

When action must be taken and the Staff council has provided no guidelines for administrative action, the Principal has the power to act, with such decisions subject to review by action of Staff Council. It is the duty of the Principal to inform the Staff Council promptly of such actions and the need for policy.

New policies and policy revisions shall not be adopted until as subsequent Staff Council meeting and as a second reading. Thus, time shall be given to permit further study of a policy, to provide the Principal time to make suggested changes in a proposed policy, and to give opportunity to interested members/parties to prepare comments. However, temporary approval may be granted by the Staff Council to permit resolution of emergency conditions or special events which will take place before an action can be taken.

4. Signature Authorization: The Principal may designate Vice Principal or a senior Lecturer to conduct the affairs of the college and sign correspondence, documents, forms, applications, and other communications that require action in the Principal's absence except financial matters.

Upon the Principal's return, he/she shall automatically resume full responsibility of the college. Further, Principal may authorise any person of the college attesting the signatures of the respective person not below the rank of senior assistant to represent Principal in other offices.

5. Closing of College Because of Emergencies: The college Principal

or delegated representative shall take appropriate actions to evacuate and /or close the college in the event of an emergency.

SAS Govt Degree College looks into and takes of accountability of a variety of sources in its decision to close any or all its segments/ wings/ sites, for any reason. These include student and employee safety, forecast weather conditions, violence outbreak, epidemic/pandemic outbreak and other scheduling concerns.

6. College Committees: The purpose of standing committees is to attend to the routine work of the College on an ongoing basis. In addition to standing committees, task forces may be formed by college Principal to address issues that are episodic in nature.

All committees are advisory in nature and are organized to work on specific issues which help to accomplish the mission of the College.

Members of the staff will be expected to participate actively in the committee work of the college.

7. Standards of Good Practice of Staff Council, IQAC, CPDC, etc:

- As a member of Staff Council, IQAC, CPDC, etc, he shall be responsible to devote time, thought and study to the duties and responsibilities of a member, so that he may render effective and creditable service; work with fellow board Members in a spirit of harmony and cooperation in spite of differences of opinion
That arise during vigorous debates of points of issue ;
- Each member stands for personal decision upon all available facts in each situation; vote his honest conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decision to the Committee/cell/council;
- Each member always remembers at all times that as an individual he has no legal authority outside the meetings of the committees/cells/council to conduct his relationships with college staff, the local citizens, and all media of the community on the basis of this fact of adopted resolutions by the committee/cell/council to disturb the harmony atmosphere in college. The members must assure that this college, on one hand, is free from clandestine meetings, on the other hand it is free from eaves-droppings on the resolutions once adopted
- Each member shall resist every temptation and outside pressure to use his position as a member of cell/committee/council to benefit himself or any other individual or agency apart from the total interest of the college.


- Each member shall recognize that it is as important for the committee/cell/council to understand and evaluate
The educational program of the college as it is to plan for the business of college operation.
- Each member shall bear in mind, under all circumstances that the primary function of committee/cell/council is to establish the policies by which the college is to be administered.
- Each member shall welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current college operations and proposed future developments.
- Finally, each member must strive step by step toward ideal conditions for the most effective college committees/cells/council service to student community, in a spirit of team work and devotion to public education as the greatest instrument for the preservation and preparation of our representative democracy.

8. Concerns and Complaints; SAS Govt Degree College encourages communication when there is a concern or complaint about an action, or failure to act, by an employee, student, or part time contingent worker of the college.

The college encourages discussion of concerns and complaints through informal conferences with the appropriate college employee. Concerns should be expressed as soon as possible to allow for early resolution. Should informal discussions be unsatisfactory, the college provides a formal complaint procedure. The college strives to resolve all complaints in a fair and expedient manner. Complaints which are determined to be without a factual basis will not be acted upon. Administrative decisions may be appealed to the college Principal. The decision of the Principal is final.

Any concerns about threatening behaviors, harassment or discrimination, disability access, or breach of confidentiality should be immediately directed to college staff. Arrangements like Internal Complaints Committee, Anti Ragging cell, Women Empowerment Cell, Disciplinary Committee are established to address grievances. Next Principal may form a task force committee, apart from above said arrangements, to resolve the respective complicated tasks from time to time and task to task.



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