

Procedures and Policies 2018-2019

Without adequate and well-developed policies and procedures, there are no rules. So clearly, policies and procedures are essential to successfully run an organization. The principal constitutes special committees for the smooth functioning of the college. The committees submit the requirements in the form of requisition to the Principal. The Principal in turn verifies and forwards to the immediate management for the timely action.

Physical facilities

The physical facilities consist of all the buildings, grounds, equipment, and infrastructure required. Infrastructure plays an important role in education sector. Classroom design, auditoriums, laboratories, campus area etc. are crucial elements of a learning environment. There is strong evidence that high-quality infrastructure facilitates, better instruction improves student outcomes. Procedure is followed as per the policy of the Institution. During the academic year 2018-19, an amount of Rs. 30 Lakhs received by the college as donation in memory of Dr. Janapathy Varalakshmi. The Management of Andhra Mahila Sabha constituted a committee to look into the matters of utilization of the amount. The Building and Procurement committee has taken the decision to undertake major renovation to one of the existing halls and name it as Janapathy Varalakshmi Conference Hall.

Academic and Support facilities:

Academics is the epicenter of any educational institute. The course in charges of all four courses present the requirements in the form of requisition to the Principal. The principal verifies and forwards the requirement to the management for timely action.

Laboratory facilities:

The college by virtue of offering four education programs has to maintain science laboratory, audiology laboratory and psychology laboratory. The maintenance includes purchase of material and service.

Library:

The library, our college learning centre, is partially automated with Inlibnet software for automation of books, with facility for bar coding. To handle issues/ problems regarding software package the software package personnel are called to offer their services. A library committee is constituted to look into the requirements of the Library in view of the curricular changes.

Sports:

The college has both indoor and outdoor sports equipment. Sports are conducted annually for all students of the college. The Sports committee will recommend the material required, to the Principal

IT Facility:

Our college has a large computer laboratory as each of the programs offered by the college have ICT either as a project or as a full fledged paper. There are two scanners. The Principal, Computer Laboratory in charge and course in charges discuss the requirements and place it before the purchase committee.

Classrooms:

Classrooms are the most important components of teaching and learning. The maintenance and hygiene of the classrooms is followed in accordance with NCTE norms.

To decide on minor purchases the immediate management takes a decision. In case of massive renovation or construction it is placed in the Budget committee, Finance committee Administrative committee and Governing body for their approval. For all these meetings agenda is prepared, meetings are conducted and minutes are circulated to the members.