



GOVERNMENT DEGREE COLLEGE
RAYACHOTY, ANNAMAYYA DISTRICT, A.P. 516269
(Accredited with C grade by NAAC)



Administrative Setup for smooth functioning of Institution

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

LEVEL 1: As the institution is a government college, it functions under the direct administrative control of the Commissionerate of Collegiate Education, Andhra Pradesh, 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.

LEVEL 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.

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

1. 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.
2. Non -Teaching Staff: The Senior Officer heads the non-teaching staff and all the other members like the Typist, Junior Assistants, Record Assistants, Office Subordinates, and other supporting staff are placed under him/her.
3. Committees: The institution has various committees to ensure the execution of all activities for effecting smooth functioning of academic and administrative activities, and to assist the Principal of the College in his day-to-day activities.
4. Policies: The institution has developed numerous policies to ensure and maintain quality. It believes that quality comes from ongoing efforts over time, involving everyone connected to the institution.

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 Andhra Pradesh

[Manual For Government Degree Colleges.pdf \(apcce.gov.in\)](#)

Organogram:



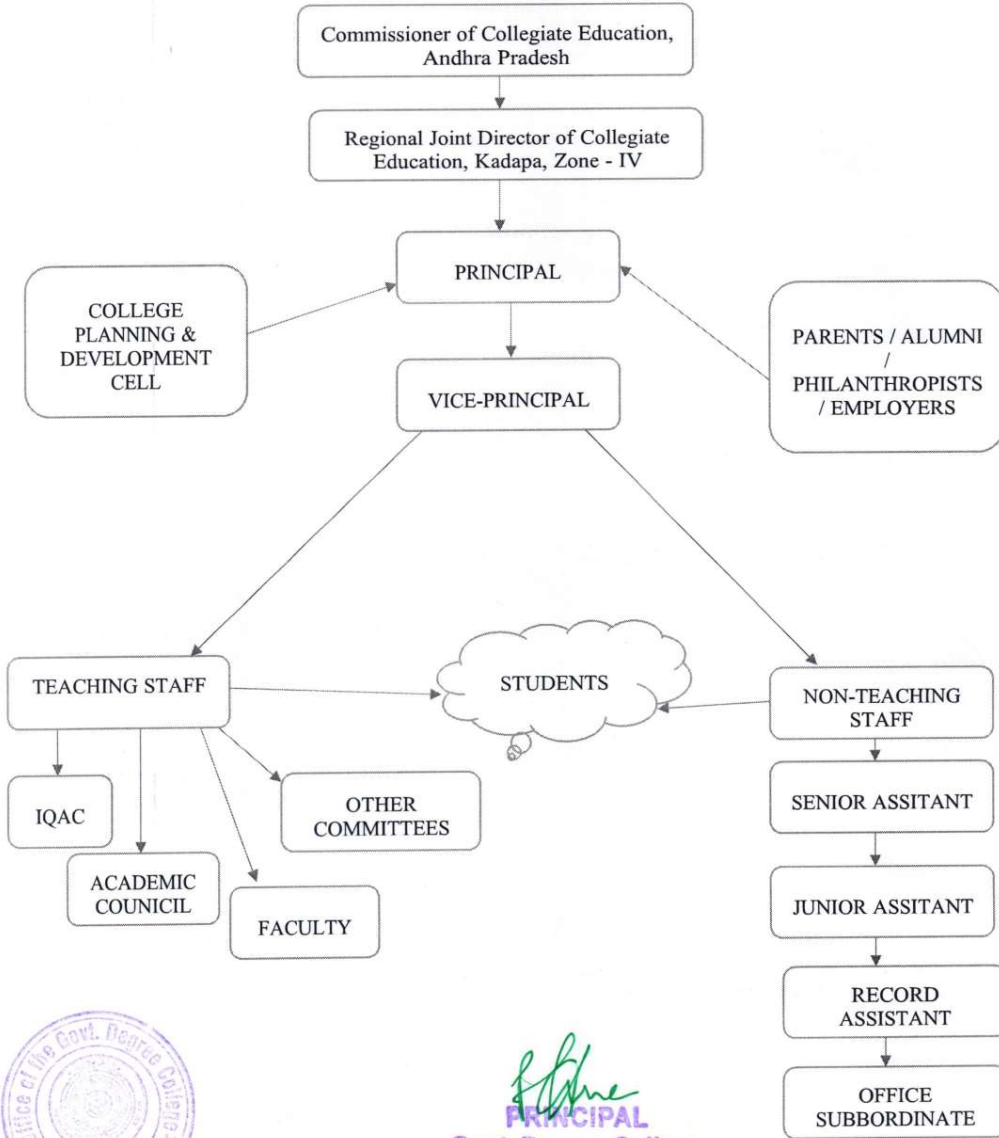
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ORGANIZATIONAL HIERARCHY OF THE INSTITUTE



[Signature]
PRINCIPAL
Govt. Degree College
Rayachoty.