

[KVR Govt College for Women \(A\), kurnool](#)
[Functions of the Different Organs of the College](#)

Principal:

The Principal is the Head of the Institution, responsible for all and effective functioning of the college. The areas of function include academic, administrative, financial and development activities. As the Chief Administrator of the college, the Principal will deal with a variety of tasks like day to day administration, the functioning of teaching non teaching staff and their service matters. He/She will take all necessary steps in the smooth functioning of the college.

Vice Principal: Administrative: To be in charge of the college in the absence of the Principal

Sign on Transfer certificates, Bus Passes, verification of scholarships etc.,

Assist the Principal in Admission process

Academic: Monitoring the implementation of Time Table and Adjustment of Class work

Monitor Internal and External Exams

Motivate the Teaching Staff to apply for MRPs/National Seminars/Workshops etc.,

[Statutory Committees](#)

1. Governing Body: The Governing Body shall have powers to Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee. - Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council - Approve institution of new programmes of study leading to degrees and/or diplomas

2. Academic Council: The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government.

3. Board of Studies: The Board of Studies is the basic constituent of the academic system of an autonomous college. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system, etc.

4. Finance Committee: The Finance Committee will advise the Governing Body on financial matters and shall meet at least twice a year.

[Non Statutory Committees](#)

The college will, in addition, have other non statutory committees such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee, Extra-Curricular Activities Committee and Academic Audit Committee.

Examination Cell: The Controller of Examinations is in-charge of this cell. Conduct of BOS meetings, Conduct of Internal and External theory and practical Examinations, Declaration of Results Maintaining the Confidentiality of the Examination work.

Office Administration : Office Superintendent is in-charge of various Administrative functions of the College. He is assisted Clerical staff such as Senior Asst, Junior Assts, Record Assts and Office Subordinates in the smooth functioning of the college.