**The Principal of the University Colleges**

The Principal shall exercise and discharge the following powers and duties:

He shall,-

a) be the executive head of the University College, exercise general supervision and control over all the departments, connected offices, and all the related institutions like library, hostels, play fields, and their internal administration and be responsible for smooth and efficient functioning of the College, the departments and the related institutions;

b) preside over the meetings of the College Council and whenever necessary he shall address the staff members of the college and shall, in consultation with them, prepare the academic calendar, organize and complete academic schedule, extra-curricular, co-curricular activities and conduct the examinations for all the departments under his control. The academic calendar shall specify:

(i) the admission schedule,

(ii)the last dates for admission into Colleges and hostels,

(iii) last dates for payment of tuition and other fees,

(iv)conduct of internal tests including their methodology,

(v) last working day for instruction,

(vi) schedule for year and semester-end examinations,

(vii) declaration of mid-term and summer vacations, and

(viii) all other related academic matters;

1. be responsible for admission of students to the University College;

d) supervise the enrolment and progress of the students of the College;

e) review the budget estimates of each department and propose changes required, if any;

f) prepare the Annual Budget for the entire College in consultation with the Deans of Heads of the Departments and forward the same to the University;

g) with respect to the employees working under him exercise powers of drawing, disbursing and collection of money under relevant Statutes, Ordinances and Regulations;

h) have power to sanction leave as per rules for staff working under him;

i) countersign TA Bills of the employees working under him;

j) be responsible for the maintenance of discipline among the staff and students of the college and he shall exercise all powers necessary for the purpose, including imposition of penalties on erring students in accordance with the Laws;

k) i) take necessary steps to prevent ragging in the college; and

ii) when any case of ragging is brought to his notice, take immediate action as stipulated in the A.P. Prohibition of Ragging Act, 1997 and in the UGC guidelines and the rules made thereunder;

l) call for from the Heads of the Departments:

(i) periodical reports about the attendance and progress of the students of the college; and

(ii) periodical reports from members of the teaching staff about their teaching, research, academic and administrative activities;

m) constitute, with the prior approval of the Vice-Chancellor, such committees as are necessary for bringing out inter- Departmental co-ordination for taking up projects on inter-departmental basis as recommended by Research Advisory Committee and for smooth functioning of the School and other attached institutions and also for the maintenance of welfare of the students and the staff;

n) see that only such students who fulfilled the minimum requirements of attendance and progress as laid down by the regulations and qualified for admission to the University examinations are permitted to appear for the University examinations;

o) see that the provisions of the Laws and the instructions issued by the Vice-Chancellor and the Executive Council are complied with by the staff and students and any serious violation thereof shall be brought to the notice of the Vice-Chancellor and the Executive Council through the Vice-Chancellor;

p) perform such other duties as may be assigned to him by the Executive Council, Academic Senate, Planning and Monitoring Board or the Vice-Chancellor;

He shall have the power to allot such of his functions to be discharged, subject to his directions and control, by such of the subordinate officers as he may from time to time decide.

Delegation of Powers

Being the Head of the College, all correspondence relating to the College shall, however, be routed through him.

The Principal shall be paid travelling, daily and other allowances at the rates approved by the Government and Executive Council.

The Principal of the College may resign his office at any time during his tenure of office. He shall submit his resignation letter to the Vice-Chancellor for consideration and decision thereon.

When the office of the Principal is vacant or when he is by

reason of illness, absence or any other cause unable to perform the duties of his office, the Vice-Chancellor may appoint such other person to exercise the powers and perform the functions of the Principal until the Principal assumes the office, or as the case may be, a new Principal is appointed.