

**Government Degree College Cumbum Prakasam District
Academic Cell**

Academic Coordinator : Dr. M.Gurusekhar, Lecturer in Zoology

Assistant Academic Coordinators : Sri B.Rajesh, Lecturer in English and

Sri V.Ranjith Kumar , Lecturer in History

FUNCTIONS:

- 1.Prepare Academic Calendar and keep track of number of working days, holidays and examination schedule
 - 2.Maintain college activity register basing on various activities done by the individual departments and other support services
 - 3..Recommend the pattern of internal and external examinations
 - 4.Advice on the introduction of new programmes of study, intake of students, or winding up of any existing course basing on the local needs and feedback from the stakeholders.
 - 5.Takes up internal Academic Audit and prepares Action taken reports
 - 6.Conducts Academic festivals.
 - 7.Responsible for conduct of meetings relating to Institutional Development such as
Academic Council and CPDC etc.,
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