

**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.Advise 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.Take up internal Academic Audit and prepare Action taken reports
- 6.Conduct Academic festivals.
- 7.Responsible for conduct of meetings relating to Institutional Development such as Academic Council and CPDC etc.,