

### 6.1.2 Effective leadership in institutional practices

Vanita Maha Vidyalaya as an institution follows decentralization and participative management in all its activities. The Management of the institute has a governing body with the Chairman as the head. Regular meetings will be held with the Principal for the effective and smooth functioning of the institute. The Principal as the head of the institution provides leadership for academic and administrative activities of the institution. All the main decisions related to academic matters are taken by the Principal in consultation with the head of the departments. The management also gives some financial power to the principal for the development of the institution. Authority is delegated in a horizontal manner by the principal to the HOD's and other representatives. The departmental heads are responsible for the day to day administration of the department and report to the principal. All faculty members of the department have enough flexibility in organizing seminars, workshops, educational tours etc. Different committees like administrative, academic, student, cultural, canteen, hostel, sports, library, research, staff representative etc. is set up for the smooth functioning of the day to day activities of the college.

#### Conducting a Seminar:

If any seminar need to be organized by any department then the Principal conducts meeting with the respective department first and then with all the heads of the departments to proceed with the activities of the seminar. Programme date and events are formulated and implemented through active committees specially for that seminar. Committees like invitation committee invite the dignitaries and participants, stage committee looks after the arrangement on the stage, refreshment committee looks into the refreshments for both the dignitaries and the participants, press committee looks after the coverage to be provided in various established newspapers and TV Channels , discipline committee looks into the discipline of the participants and above all staff representatives take up the hospitality of the dignitaries. Thus the event is centralized by the department at the same time all the departments participate in the committees for the success of the event.

#### NAAC Steering Committee:

In the year 2017-18 after the 3<sup>rd</sup> cycle of accreditation , a NAAC Steering Committee was formed by the Principal with the suggestions of IQAC for the preparation of 4<sup>th</sup> cycle of self study report. Various committees were formed and responsibilities were given to them. A NAAC coordinator was appointed and committees were formed to prepare criterion 1 to 7. All the departments participate in the committees. This committee unanimously defines the quality benchmark parameters for enhancing the overall academic ambience of the college. The committees follow the recommendations which are discussed in staff meetings. The Task force members from management monitor the overall preparations for the NAAC

These are the two best examples of the culture of decentralization and participative management adopted by the college.

### 6.1.2 c ROLES AND RESPONSIBILITIES

#### 1. Examination Cell

- This cell keeps all records pertaining to examinations
- To collect examination fees from the students
- To deal with all the correspondence with the university regarding stationery required to conduct examinations
- To conduct examination regularly
- To issue hall tickets to the students
- Prepare seating plan and put a ticker of roll no. at specific bench and display the seating arrangement outside at the entry gate
- After completing the examination, submitting the papers to the university on time
- To conduct examination from other agencies and making proper arrangement for them

#### 2. Research & Development Cell

- It promotes and implements research and development programs through seminars, workshops and extension lectures etc in college
- It creates atmosphere among the staff members and students to take up research projects and improve their knowledge, skills and qualifications by registering PhD's
- It encourages faculty and students to publish papers in Journals/Conferences
- It promotes research/internships through institute and industry collaboration

#### 3. NSS Cell

- The programme aims to instill the idea of social welfare in students
- NSS cell provide service to society without bias
- To create awareness of such issues as social problems, education and cleanliness
- To adopt any village to give any new ideas of development to the villagers which would improve their living conditions
- To create awareness about various health issues

#### 4. Training and Placement Cell

Placement is an integral part Vanita. In the vision statement of Vanita "Educate, Empower and Liberate", Empowerment is achieved by training and guiding the students to take up a suitable job after the completion of their education. The aim of the placement and training cell is to place our students suitably in various companies according to their skill, ability and competence. It also aims at promoting industry-institute interaction in the form of industrial visits, guest lectures by corporate managers and other eminent persons. We also work to enrich and enhance the knowledge, skill and attitude of the students and prepare them for corporate life by organizing pre-placement activities/ programs.

The Placement cell addresses the need of the heterogeneous group of students with varied requirements. Every year the final year students are recruited through campus placements conducted by various national and multi-national companies.

Vinita students have shown their merit & competence in written tests and interviews which make the recruiters approach the college year after year.

College is registered with Telagana Academy for Skill and Knowledge (TASK) and Jewahar knowledge Center (JKC) which are Government of Telangana initiatives. Staff will be deputed for various training programs conducted by TASK. Placement cell also works closely with Osmania University Placement cell and sends students for interviews conducted by them.

**The main activities and responsibilities are**

1. Conducts CRT programs for final year students
2. Creates awareness about the opportunities in various fields depending on their skill set.
3. Conducts campus interviews by multinational companies.
4. Invites companies depending on the skill set of students like Fitness training Companies Food processing companies for B.Sc nutrition students, Publishing and content writing jobs for literature students, software jobs for Computer Science students and jobs in financial sector for Commerce students.
5. Sends the students to off campus interviews conducted at various colleges.
6. Sends the students for attending interviews at company location mostly at Hitech city.
7. Conducts seminars and lectures by eminent speakers in interview skills and Job opportunities in different fields
8. Invites previous batch successful students to eliminate apprehensions in working environment and shift duties.
9. Communication will be sent to students about opportunities through SMS and E mail.
10. Helps the students are willing to go for higher education in India and abroad by organizing counselling sessions and informing about admission procedures.
11. Invites persons from different industries and organizes training to encourage Students for self Employment

5. EDC Cell

- To induct entrepreneurial spirit in the institutions
- Instill the passion and spirit among students to pursue entrepreneurship
- To bring in successful entrepreneur and students on a common platform

6. Grievance and Redressal Cell

- The role of the cell is to look into the complaints lodged by any student, and judge its merit.
- The Grievance cell is empowered to look into matters of harassment if any
- The cell formally will review all cases and will act accordingly as per the Management policy.