



SAROJINI NAIDU VANITA MAHA VIDYALAYA

COLLEGE FOR WOMEN, AFFILIATED TO OSMANIA UNIVERSITY

(Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society)

NAAC Accredited 3rd Cycle

The institution is sponsored by Osmania Graduates' Association (OGA) and Exhibition society and practises on the conventional model of all Universities in India and the guidelines of UGC.

The overall progressive functioning of the institution reflects the efficiency of the leadership in attainment of the vision and mission of the institution. The proactive management has a Governing body with the Chairman as the head. The Governing Body meets regularly to discuss the issues related to the institution. The Principal as the head of the institution takes all the important decisions related to academic matters in consultation with Vice Principals and the heads of departments. Both management and leadership focus on the mentioned vision and mission but also follows ways and means to achieve goals through a transparent involvement of students and stakeholders. The functioning of the institutional bodies is effective and efficient as seen from Financial sub committee and Academic sub committee which is audited by CCE and Osmania University periodically. Principal has a financial autonomy upto Rs. 20,00,000. As per the requisition from departments the amount will be sanctioned by Principal.

The heads of the departments are responsible for the day-to-day administration of the department and report to the Principal. Principal conducts regular staff meetings to discuss the issues related to academics, administrative and other activities. Any requirements in the department will be brought forward to the Principal for taking necessary action. HOD's are responsible for the workload distribution to the faculty and to monitor the same is implemented.

Governance and Leadership

Vanita Maha Vidyalaya as an institution follows decentralization and participative management in all its activities. The Management comprises of a governing body with the Chairman as the head. Regular meetings are held with the Principal for the effective and smooth functioning of the institute.

Governing Body

The Governing Body consists of: 1 Chairman, 1 Vice Chairman, 1 Hon.Secretary, 1 Joint secretary, 1 Hon. Treasurer, 10 members, 1 Govt. Representative, 1 University Representative, Principal and 1 staff Representative.

Administrative set up

The Treasurer, the governing body members and the principal form the nucleus of the administration with the former being the final authority in all financial matters. Principal presents the financial budget to the treasurer and endorses the same. The principal will look into the day to day running of college along with the core team members, departmental heads, IQAC coordinator and the team of non- teaching staff will discharge the duties.

Recruitment committee

The recruitment Committee is constituted depending on the nature of posts, designations and University/ Board norms. The Chairman, Hony. Secretary, Principal, Head of the Department, subject Experts, University nominees etc. will be the members. The University norms shall be scrupulously followed in this regard. This committee shall scrutinize the applicant's qualifications, their proficiency and suitability for the job and select them. The committee issues the selection proceedings. The committee shall also decide the waiting list selected candidates for future use, if any, the Hony. Secretary shall release the appointment letter clearly mentioning the terms and conditions, probation period, terms of confirmation, salary/scale of pay, joining time and all other benefits

Committees

Various committees are formed like Academic committee, Finance committee, IQAC, Time table committee, Hostel committee, Cultural committee, Placement committee, Library committee, Anti-ragging committee, Alumni committee, Research and Development committee, Grievance redressal committee etc. Sports committee, NCC and NSS provide the extended services to the students. Each committee does it works efficiently.

Academic committee:

The Academic committee consists of all the core committee members along with Heads of the Departments. The institution is affiliated to Osmania University and follows the almanac given by the university. This committee looks after the academic activities of the institution. Completion of the syllabus in time, conducting internal examinations and uploading the marks on the website, conducting webinars, field trips, industrial visits, club activities will be decided well in advance. This committee prepares the academic calendar and stick to the academic calendar in conducting all the activities.

Finance Committee:

The Finance Committee takes care of financial requirements of the institution. To review annual audit report and comply with the suggestions, sanction amounts for infrastructure development and purchase of computers, equipments etc. and their maintenance, consider issues pertaining to scholarships/ fee reimbursement/ institutional scholarship, sanction amounts for conduct of conference/ seminars/ workshops, Payment of staff salaries, Grant of loan facilities.

Construction Committee:

The Construction Committee takes decisions about new constructions, renovation and maintenance of the physical structure and civil works. The committee has a consultant engineer as an expert advisor.

IQAC:

The IQAC works in tandem with the Governing Body and the Principal as a liaison coordinates the functioning the institutional activities pertaining to the academic, administrative, financial, infrastructural and other activities.

Time Table committee:

The institution has a committee to prepare the timetable for the college. All the Heads of the department together prepare the time table for each day and for the college. The time table is strictly followed so that the syllabus can be completed in time.

Hostel committee:

The institution has a well maintained Hostel which provides a safe, homely and congenial atmosphere with lodging and boarding facility for students at reasonable and affordable charges. The hostel provides accommodation for 500 students of Intermediate, Under Graduation and Post Graduation. Accommodation is provided on the condition of admission into college (on merit basis and as per government norms) considering the distance of the native place of the students from the city of Hyderabad. The security of the hostel premises is taken care by 'Bond Security Services'. The students comprise a cross-section of society and live like family members in a congenial atmosphere. Strict discipline is enforced in the hostel premises by the resident Warden and discipline committee comprising of one inmate from each discipline. The hostel administration runs smoothly with the valuable suggestions, guidance and co-operation from the hostel committee members.

Cultural committee:

Cultural committee of the institution focus on promoting and enriching the cultural activities, events and initiatives within the college. Students are trained and motivated to participate in inter college cultural activities. This committee encourages the students to bring out their talent and creativity. The students of Vanita have ample opportunities to showcase their cultural talent, may it be dancing, singing, mimicry, classical music (instrumental or Vocal), drama, skits, mime, dance ballet etc.

Placement Committee:

Placement cell caters to the employment requirements of the UG and PG students. Training in communication skills and soft skills is provided to enhance the employable capabilities of the students. On campus and off campus interviews are organized and many

of our students find placements in companies like WIPRO, INFOSYS, GENPACT, TRANSDYNE, etc.

Library committee:

The college has a full-fledged spacious 3 libraries with a huge reading room, which caters to the requirements of the Intermediate, Undergraduate, Post graduate and MBA Students . The library is constantly augmented with new books. The libraries consists of the latest information on all subjects and is being constantly updated.

The MBA Library is automated using advanced catalogue facility through LAN. Internet facility is provided for online access to open e-Resources

The Libraries are well equipped with various text books, reference books, Encyclopaedias, Journals, Dictionaries, Periodicals and Newspapers. They have reprography facility and are automated by Bar-coding. All the books in the library are bar coded and the issue and the return of the books is computerised in all the libraries. NEWGENLIB open-source library software is used to for this purpose. The institution has a library advisory committee.

Anti-ragging Committee:

The institution has a functioning anti ragging committee consisting of faculty members, administrative staff and students. This committee is responsible for preventing and addressing any instances of ragging that can occur within educational institutions. Its main role is to create awareness about the harmful effects of ragging, implement preventive measures and to take prompt action if any ragging incidents are reported.

Research and development committee:

The institute is committed to serve the society by conducting state of art research to address the grand challenges and opportunities of the faculty and students future. It provides research culture and state of art infrastructure. The institution encourages the faculty and students to publish papers in national and international journals. The committee guides the faculty members in the effective integration of research projects with the regular curriculum implementation and curriculum enrichment activities.

Grievance Redressal committee:

The institution has an active grievance redressal committee, comprising of senior members of teaching and non-teaching faculty. The committee aims to resolve the grievances of the students and staff within the framework of the institution guidelines so as to ensure the highest standards of integrity and transparency amongst the staff and students and to promote a proactive work culture.

The feedback is taken at regular intervals from students and faculty members on all academic and non-academic matters. The students are given feedback forms at the end of the year or they also have the facility of dropping their problems/ queries in the suggestion boxes placed at several locations in the college premises, which are analysed from time to time.

Sports committee:

The four acre campus provides excellent scope for fostering a keen interest in both indoor and outdoor sports. Sports help the students to cope with the curriculum related pressures and make them emotionally, physically and mentally fit and healthy and also to get laurels to the institution. The sports committee supervise and coordinate all the physical education activities.

NCC:

NCC with its Motto 'Unity and Discipline' has a great role in the Personality Development of the students and the institution lay a great emphasis on student participation in NCC. The NCC unit attached to 1(T) Girls battalion, has a student intake of 160 cadets and many of our cadets pass the 'B' and 'C' certificate exams conducted by the Ministry of Defence.

The NCC organization is inspiring the Cadets to participate in campaigns to educate the public about social evils viz Dowry, drug addiction, corruption, castism, regionalism etc. In case of any disasters by nature, cadets protect the human beings, adopt temporary relief measures, removal of casualties, loss of property and also in maintaining sanitation to prevent pollution.

Aims:

- a. To develop character, comradeship, discipline, leadership, secular outlook, spirit of adventure and the ideals of selfless service amongst the youth of the country.
- b. To create a human resource of organized, trained and motivated youth to provide leadership in all walks of life and always available for the service of the nation.
- c. To provide a suitable environment to motivate the youth to take up a career in the Armed Forces.

NSS:

The NSS unit in the institution has always been active. National Service Scheme with its Motto 'Not Me But You', provides an opportunity to the students to participate in community service. There are 3 units of NSS with 300 volunteers. The NSS Wing of Sarojini Naidu Vanita Maha Vidyalaya strives to involve in community service and extends a helping hand to the fortunate country men and bridges the gap between the educated and the uneducated by various skill development programmes. Our volunteers have their holistic development with their active involvement and dedication towards Social work.

SC/ST Committee:

Scheduled caste / Scheduled Tribe cell is responsible for addressing the concerns, welfare and rights of students and staff of SC and ST. The cell ensures that these students have equal access to educational opportunities, facilities and resources. It may provide services such as counselling, scholarships, mentorship and advocacy to address any issues or challenges these students might face. The goal is to create an inclusive and supportive environment that helps SC/ST students excel in their academic pursuits.

Service Rules, Procedures, Recruitment and Promotion Policies:

New staff members are recruited when the existing staff members attain superannuation. As per the requirement the vacancies are advertised in the popular

newspapers. The interview will be conducted by the university panel and it will be ratified as per Osmania University norms.

STANDARD OPERATING PROCEDURE FOR GOVERNANCE OF THE INSTITUTION

The Standard Operating Procedure for Governance of the institution includes guidelines to ensure smooth operation and effective management. SOP's help the institution in attaining the vision and mission of the institution.

Vision

“Training Women for a challenging future through Value Based Education”

Mission

“Educate, Empower and Liberate”

Motto

“Vidya Vinayena Shobhate” – Humility adds Lustre to Education

GOALS

- Quality Education for personality development.
- Education for women's equality and empowerment.
- Education for elevation of status of women.
- Education endowed with purpose and vision to be ideal mothers and citizens.
- Imparting education that is functionally useful and relevant to meet the growing demands of present society.

1. **Governing Body:** The institution shall be managed by a Governing Body duly nominated by the sponsoring bodies, Osmania Graduates' Association / Exhibition Society.

- The term of the government body shall be for 3 years from the date of nomination or as decided by the sponsoring body
- The governing body is not the owner of the institution and has no powers to sell or lease any land or Assets of the institution

- The governing body has to follow the guidelines and instructions prescribed by exhibition society / Osmania graduates Association during their tenure
- The office bearers and the governing body members shall abide by these rules and regulations
- The sponsoring authorities shall have all the powers to drop or replace any office bearer of the institution any time without notice
- The governing body shall not deviate from their functions and management without the consent of the sponsoring bodies
- Each governing body shall comprise of 15 members as given under
 - a. Chairman
 - b. Vice chairman
 - c. Hon. Secretary
 - d. Joint secretary
 - e. Treasurer
 - f. GB members – 10
- The principal and accountant of the institution shall be present for all the governing body meetings and assist the secretary
- The chairman of the governing body may invite not more than two eminent persons for the governing body meeting whenever he or she feels it necessary in the interest of the institution
- All the office bearers and the governing body members shall strive for all round development of the institution

2. **Academic Committee:** The Academic Committee functions for the overall academic development of the institution.

- To collect feedback from stakeholders and takes decisions pertaining to the introduction of new academic programmes, certificate courses, diploma courses etc.
- Based on the demand for the programs, increasing the number of sections
- To motivate the faculty to organize Seminars/ Conferences/ Workshops
- To see that faculty attends FDP's, workshops, conferences, seminars etc.

- After the results are announced to analyse the results and to take necessary action.
- To collect feedback forms from the students and action to be taken
- To evaluate the faculty based on their self-appraisal forms

3. Finance Committee

The Finance Committee takes care of financial requirements of the institution.

- To review annual audit report and comply with the suggestions
- To sanction amounts for infrastructure development and purchase of computers, equipments etc. and their maintenance
- To consider issues pertaining to scholarships/ fee reimbursement/ institutional scholarship
- To sanction amounts for conduct of conference/ seminars/ workshops Payment of staff salaries Grant of loan facilities

4. Hostel committee

- To check whether the students have taken admission in the college.
- To see that students attend classes regularly
- To provide the required facilities to the students.
- To review the functioning of the hostel
- To provide/ expand infrastructural facilities
- To ensure provision/ maintenance of hostel building and other amenities like solar water heaters, RO/ Mineral water plant, Hostel rooms, Dining Halls, etc
- Appointment of cooks
- Maintenance of general health/ hygiene etc.

5. Construction Committee

- The Construction Committee takes decisions about new constructions, renovation and maintenance of the physical structure and civil works.
- The committee should take the requisitions from the institution and from the departments.
- To inform the governing body about the requirements in the meeting.
- If accepted in the meeting, to prepare the budgets for renovation or new constructions
- The committee has a consultant engineer as an expert advisor.

- To see to it that the construction is done efficiently and satisfactorily.

6. Research and development committee

- To develop a high quality research ambience in the institute and motivate faculty for research.
- Provision of institutional grants or incentives to faculty for publishing and presenting research papers in reputed journals National and International conferences.
- To guide faculty members in the effective integration of research projects with regular curriculum implementation and curriculum enrichment activities.
- To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organisations.
- To encourage and facilitate the publication of the research work / projects in reputed journals.
- To encourage and facilitate the presentation / communication of the research work / project as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures, field visits to premier scientific establishments.
- To compile data on all the research work / projects undertaken by the teachers and students into a database for easy monitoring and analysis of the progress being made by them from year to year.
- To provide a mechanism to ensure that academic staff attain the desired mix of teaching, research and consultancy outputs to as to achieve the level stated in the institution mission.

7. IQAC

The Internal Quality Assurance Cell (IQAC) of SNVMV is a task force of Core committee and other committee coordinators. The main aim of the IQAC is to develop a system for conscious and consistent improvement in the overall performance of the College and it make sure the implementation of quality initiatives through continuous reviews and regular audits and meetings.

Functions of IQAC:

- Creating and implementing quality benchmarks for evaluating the institution's development and progress.
- Establishing parameters for academic and administrative activities within the institution.
- Enabling the establishment of a learner-centric environment.
- Collecting and analyzing feedback from all stakeholders regarding institutional processes related to quality.
- Sharing information on various quality parameters with all stakeholders.
- Organizing workshops and seminars on quality-related topics, both within and outside the institution, and promoting quality circles.
- Documenting various programs and activities aimed at enhancing quality.
- Preparing and submitting the Annual Quality Assurance Report (AQAR) in accordance with NAAC guidelines and parameters.


8. Grievance Redressal committee

- Students with grievances submit their complaints in writing to the committee or drop it in the suggestion boxes of the institution
- The committee reviews the grievance submissions to understand the nature and details of the issue.
- The committee assess the validity and seriousness of the complaint to determine whether it falls within their jurisdiction
- The committee speaks to relevant parties to know the truth.
- The committee ensures that they conduct a fair and impartial investigation and confidentiality is maintained.
- The matter is brought to the notice of Principal and HOD's for the necessary action to be taken
- The committee also offers guidance on how to prevent similar issues in future
- After certain period the committee may follow up with the parties involved to check that the issue has been resolved satisfactorily

- The committee maintains records of all grievances received and the action taken

9. SC / ST cell

- To frame guidelines for addressing grievances of SC / ST students
- To take action if they receive any grievance
- To guide the students to apply for scholarships, grants and financial aid that they are eligible for making education more accessible
- To provide academic guidance and support to SC / ST students through mentoring and workshops
- The cell offers counselling services to address the specific needs and challenges faced by students both academic and personal
- It advocates for the rights and well being of the SC / ST students within the college ensuring they are treated fairly and without discrimination
- To cell assists SC / ST students with career guidance, job placements and internships helping them transition from college to the professional world
- The cell collaborates with the college administration to ensure the effective implementation of reservation policies and other initiatives benefiting SC / ST students


PRINCIPAL
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