



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

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 nuclear 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.

Administration/Management its functions

- Planning, designing and development of new programmes and promotional activities
- Mobilizing resources for the institution
- Administration both at departmental and institutional levels
- Development, administration and management of institutional facilities
- Monitoring and evaluation of academic and research activities
- Participation in policy planning for development of technical education
- Design, develop, update and maintain MIS implementation
- Maintain accountability
- Conduct performance appraisal

- Make sound financial decisions and establish systems for long term sustainability of institution.
- Ensure adherence to Risk, Audit and Compliance policies.
- Development of Talent and planning for succession

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.

The Academic Committee functions for the overall academic development of the institution. This committee plays a crucial role in shaping the academic environment and ensuring the

institution's educational offerings are of high quality and in line with its mission and goals. The following are the functions and responsibilities of academic committee.

- Recommend the governing body to provide infrastructure, faculty requirement and other requirements to run the institution towards achieving the vision and mission
- Prepare academic calendar and stick to the academic calendar in conducting all the activities.
- Contribute to the institution's strategic planning by providing insights into academic priorities , goals and resource allocation
- Strictly follow the almanac and syllabus given by Osmania University
- Examine teaching plans, teaching diaries and other records for the efficient function of the institution
- Introduction of new academic programmes, Add on courses, certificate courses, diploma courses etc.
- To check the 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.
- Coordinate with other committees for smooth conduct of day-to-day activities
- Procedure for admissions into UG courses for increasing number of sections
- Organization of Seminars/ Conferences/ Workshops
- Evaluating the performance appraisal of the staff
- Analysis of Annual results
- Analysis of feedback forms and action to be taken
- Plan and arrange for field trip, expert lectures, seminars etc.
- Encourage the faculty to take up research and to attend Faculty Development programs.
- Maintain quality benchmarks

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.

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.

Examination Committee

The institution has an efficient functioning Examination cell. The institution is affiliated to Osmania University and strictly adheres to the rules and regulations given by Osmania University. Examinations are conducted as per the University given dates and almanac. The

examination cell of the institute takes care of all the work related to the examination and it will coordinate with Osmania University. The following are some of the functions and responsibilities of Examination Cell of the institute.

- Maintaining the circulars issued by Osmania University
- To intimate the students about the payment of examination fees.
- To issues challans to the students to pay the examination fees.
- To display the fee details near the counter for the students to know
- To see that all the students pay the fees in time before the last date given and submit the challans in the examination branch.
- Nominal rolls are prepared after the payment of examination fees and sent to the University
- Downloading the hall tickets and disbursing the hall tickets to the students
- Intimating the students about the timetable for the examination
- Collecting the memos after the results are declared.
- Maintaining the records of results and analyzing the results.
- Revaluation date and the information is passed on to the students.
- The remuneration bills after conducting practical examinations are submitted in the university for reimbursement
- Transfer certificates along with the consolidated memos are issued.
- Migration certificate is issued if required
- The institution is the center for university external Under graduate, Post Graduate and MBA examinations. All the requirements for smooth conduct of examination is taken care off.
- Principal is the Chief Superintendent for all the examination.
- The stationery required for conducting the examination is to be brought from Osmania University after giving an indent
he stationery required
- After conducting the examination, the answer scripts are to be submitted back to the University.

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. The functions of hostel committee are:

- Warden is the principle authority to look into the matters of the hostel.
- The committee ensures the well being of hostel residents by addressing their concerns, needs and grievances
- To oversee the maintenance of hostel facilities, including rooms, common areas and infrastructure.
- To implement security measures to ensure the safety of the students residing in the hostel.
- Managing the allocation of hostel rooms to students especially at the beginning of the academic year.
- To enforce the hostel rules and regulations to maintain a peaceful environment.
- To organise social, cultural and educational events within the hostel to foster a sense of unity among students.
- To ensure that students' study and attend college regularly.

- To mediate and resolve conflicts among hostel students.
- To provide healthy and hygienic food to the students and to provide a homely atmosphere in the hostel.
- To ensure hygienic standards are maintained within the hostel including sanitation and cleanliness.
- To provide support to the students in case of crises and emergencies.
- To act as a liaison between hostel students, college administration and other stakeholders.
- To collect feedback and suggestions from the students and using it to improve services and facilities.

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.

PLACEMENT POLICY & GUIDELINES

The role of the Training and Placement Cell is to provide 100% placement assistance to all the registered students as per the norms provided here.

Selection of Companies:

Companies will be invited and scheduled by the Placement Cell on the basis of the following parameters:

- a) Job profile and growth prospects.
- b) The package being offered by the company.
- c) Past record of recruitment at Sarojini Naidu Vanita Maha Vidyalaya.
- d) Feedback from the Alumni regarding the company.

Note: We invite companies to sign MoU for student's training, research activities and placements.

Eligibility Criterion:

All interested students graduating from the institute are eligible to participate in the placement activities. Eligibility criteria communicated by the companies shall apply on a case-to-case basis.

Regulations

- A student can participate in the placement process of a company subject to the following conditions:
- The cell has confirmed her registration, She meets the requirements /eligibility criteria specified by the company and by the policy.

Definitions

- **Student Placement Cell:** A body consisting of - Principal, Placement Officer, Asst. Placement Officer, Faculty members, and Student coordinator
- **Category of a company:** The classification of a company is based on the criteria of pay package and work profile.
- **The offer of a job:** If a Student's name appears on the final shortlist declared after the Company's process through the Placement Cell, then that would be considered an offer to the student.

Guidelines for Job Offer to Candidate

- When the Cell receives an offer letter from a company for a student, it shall communicate the same to her.

- When a student receives a second offer, i.e., in the case of up gradation, then the previous offer automatically stands rejected.
- All students must keep their identity card with them at the time of Placement drive/Written Test/GD/PI and produce the same when demanded by the visiting team.
- Students should maintain discipline and decorum in every activity during the placement process.
- Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.
- Any issues to be discussed should be forwarded to the respective Student Placement Representative and it is his/her responsibility to take it up with Placements Cell.
- Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session.

Placement Procedure for Companies

- Companies are invited through e-mail and phone calls. A hard copy of the Brochure is also sent for the same purpose.
- Companies interested in recruiting SNVMV students must fill up the Job Announcement Form (Response Sheet), indicating that they have accepted the Policy and the placement procedure adopted by the Placement Cell. Information gathered through the medium of the Response Sheet is as follows:
 1. The declaration of a compensation package.
 2. Confirmation of campus visit, and preferred dates.
 3. The procedure to be followed during the campus recruitment drive.
 4. The Job Profile(s) & designation(s) offered.
- The company/organization should confirm or negotiate their dates with the Cell.
- Pre-placement talks are held at the Institute during which the companies shall make presentations about their operations and job profile(s) offered.
- The company is required to furnish the final list of selected students soon after the completion of the selection procedure, on the company's letterhead, duly signed. We register a job against the selected students and thereafter they may or may not be allowed to appear for other companies' interviews, as per the Placement Policy.

Relating to Code of Conduct:

- Training & Placement Student coordinators only hold the sole right to deal with Training & Placement matters (Internal or External)
- All post job-offer communication between student and company should be channelized through the placement cell

- Direct communications with the company officials is not allowed
- It is mandatory for the students to register in the placement cell to participate in the placement process
- Indiscipline, misbehaviour and not adhering to the company policies will not be tolerated and action will be taken

The functions of placement cell includes

- To organize offline and online placement drive
- To provide guidance to students to help them with their career choices
- To assist the students in creating effective resumes
- To arrange workshops, seminars and training programs to enhance students' employability skills.
- To provide internship opportunities for students to gain practical experience.
- To conduct mock interviews
- To provide training in soft skills
- To provide information to the students about job openings and internship opportunities
- To collect feedback from the alumni placed through campus recruitment drives
- To maintain placement records and other relevant data.
- To organize job fairs

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.

The functions of the committee are:

- Developing and reviewing library policies such as borrowing rules, access guidelines and code of conduct to ensure they align with the college's academic goals.
- To provide recommendation on the selection and acquisition of books and journals
- To guide the librarian on the issue of library cards to the students.
- To see that the students are issued books and the books should be returned on time
- Prepare the budgets for the purchase of books and subscriptions to journals.
- To check the allocation of funds and utilization of funds among the various departments
- To maintain the software installed for the library
- To maintain the records and data of issue of books to the students and staff
- To provide a conducive and comfortable environment to the students for studying, research and learning
- To evaluate the library's performance and student satisfaction for continuous improvement
- To gather input from students, faculty and staff to understand their needs and expectations
- Staying informed about emerging trends in library science, technology and education to ensure the library remains relevant and adaptable
- Ensuring that the library's role in supporting the institutions mission and vision.

SC / ST Committee

The Scheduled Caste (SC) and Scheduled Tribes (ST) Committee in an institute promotes the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties.

Functions and Responsibilities of this committee are:

- To maintain the data of SC/ST students and staff admitted

- To solve the problems and to look after the affairs related to SC/ST students and faculty.
- To implement the reservation policy granted by government.
- To provide the student admitted data to the SC/ST cell of the state government
- To ensure that the student receives their scholarships on time.
- The Committee organizes interactive sessions and informal meetings with students to attend to their personal, social and academic problems.
- To take necessary action to solve their problems if any.
- To make aware about the scholarships and other schemes given by the government
- To committee assists SC / ST students with career guidance, job placements and internships helping them transition from college to the professional world
- The committee 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

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.

Functions of anti ragging committee are:

- To develop and implement policies, strategies and programs to prevent ragging in the institute.
- To conduct awareness programs about the harmful effects of ragging.
- To take preventive measures to avoid ragging in the institution.
- To receive complaints from students if ragging take place in the institution.
- To take prompt action if any ragging incidents are reported and found guilty.
- To provide support and counselling services to the victims.
- To continuously monitor the environment to prevent ragging.

- To ensure that the institution follows the anti-ragging laws and regulations set by UGC or other relevant authorities.
- Maintain records of the anti-ragging activities including complaints, investigation and action taken.

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.

Functions of the committee are:

- To guide faculty members in the effective integration of research projects with theregular curriculum implementation and curriculum enrichment activities
- To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations
- To encourage and facilitate the publication of the research work/projects in reputedacademic journals
- To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic eventssuch as workshops/seminars/guest lectures, field visits to premier scientific establishments/National Laboratories
- To compile data on all the research work/projects undertaken by the teachers and students in to 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 so as to achieve the level stated in the Institution mission

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.

The functions of Grievance Redressal Committee are:

- The committee provides a channel to submit their grievances or complaints by dropping them in the suggestion boxes placed.
- It should maintain records of all grievances received along with the date.
- The committee should address the grievances ensuring confidentiality and impartiality.
- If required the committee acts as a mediator to resolve the problem.
- It may bring to the notice of Principal about the grievances if any policy or procedures or about infrastructure of the institution need to be changed.
- The committee can suggest measures to prevent future grievances and promote a more harmonious college environment.
- To prepare an annual report summarizing the grievances received, action taken and recommendations made for the college's management or to the Principal

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. The functions of sports committee are:

1. To advice on the development of a physical education program/strategy.
2. To supervise and coordinate all physical education activities.
3. Prepare, as required, the specifications for the purchase of physical education/sports equipments.
4. To maintain stock.
5. Responsible for the distribution and storage of all physical education supplies and equipments.
6. Participate in entire in-service training.
7. Plan different recreational activities important for growth of students.
8. Responsible for conducting Inter- Collegiate and Inter class level competitions.
9. Appointment of coaches.
10. Monitoring student's attendance.
11. Encourage students to bring Laurels at University, State, National and International Level.
12. Provide incentive in the form of fee waivers and concessions to sportsachievers.

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 causalities, 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.


Functions and Responsibilities of this committee are:

- To maintain the data of SC/ST students and staff admitted
- To solve the problems and to look after the affairs related to SC/ST students and faculty.
- To implement the reservation policy granted by government.
- To provide the student admitted data to the SC/ST cell of the state government

- To ensure that the student receives their scholarships on time.
- The Committee organizes interactive sessions and informal meetings with students to attend to their personal, social and academic problems.
- To take necessary action to solve their problems if any.
- To make aware about the scholarships and other schemes given by the government
- To committee assists SC / ST students with career guidance, job placements and internships helping them transition from college to the professional world
- The committee 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

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.


PRINCIPAL
Sarojini Naidu Vanita Maha Vidyalaya
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