



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

Roles and responsibilities of Principal

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.

- The Principal shall be the executive head of the institution under the control of the Governing Body.
- Principal shall be responsible for the University or other regulatory bodies in all academic matters.
- Principal presents the financial budget to the treasurer and endorses the same.
- Shall be responsible for the safety and maintenance of the property and all assets of the institution.
- Shall be responsible for the maintenance of discipline among the teaching staff, non-teaching staff and students of the institution.
- Shall have the powers of imposing fines on erring students depending upon the nature of indiscipline
- Shall constitute and preside over the following committees:
 - a) Library committee
 - b) Sports committee
 - c) Any other committee that may be constituted with reference to curricular and extra-curricular activities of the institution
- Shall implement the decisions of the Governing Body, Selection Committee or any other Sub-committee duly constituted as notified by the Secretary.
- Shall grant leaves as per terms of service to the teaching/non-teaching staff of the institution subject to the rules in force
- Shall be entitled to keep an imprest amount of Rs. 10,000 to meet some unforeseen expenditure. She shall however follow the procedure prescribed regarding expenditure and recoupment.
- Shall be responsible for having proper accounts of the institution & Hostel maintained by the Accountant up-to-date.

- Shall coordinate with the GB in the matters pertaining to planning, execution, expenditure and accounting of development funds and other grants received from various funding agencies
- Shall respond to the queries of the Sponsoring Bodies in the matters of academic and financial matters
- Shall attend all the GB meetings and coordinate with the Hon. Secretary
- Shall take disciplinary action against any employee if necessary
- Shall oversee the academic programs, manage staff and students
- The principal is responsible for ensuring the quality and effectiveness of academic programs, curriculum development and maintaining teaching standards.
- Shall hire, train, evaluate staff to maintain high standard of education and administrative efficiency
- Developing and implementing long term plans, goals and policies that align with the college's mission and vision.
- Ensuring academic and administrative quality through continuous improvement, assessment and accreditation processes
- Identifying opportunities for the college's growth, innovation in teaching methods and expansion of programs
- Promoting the college's reputation through effective communication, public speaking and media relations
- Encouraging and supporting research activities among faculty and students, contributing to the academic community
- Setting an example of ethical behaviour, professionalism and integrity for the entire college community.

Roles and responsibilities of Head 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 analysing 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.

Roles and responsibilities of Heads of the department

Heads of the department are in charge of managing specific departments within an institution. They are responsible for overseeing the day to day operations of the department, decision making and performance of their respective departments as well as coordinating with other departments and higher management

- Ensure that the courses promote the development of the department and the students.
- Ensure proper redress of the concerns raised by students in all matters.
- Take up initiatives to achieve the mission and vision of the department.
- Course allocation to faculty for every semester keeping in view the various extraneous duties.
- Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities.
- To see that faculty reaches the class on time and completes the syllabus as per the teaching plan.
- To oversee the internal examinations and to upload the marks in OU website
- To organize guest lectures, seminars, workshop, FDPs etc.
- To contribute to strategic planning, resource allocation and ensuring that the department's activities align with the institution's objectives.
- Overseeing day-to-day administrative tasks within the department, such as scheduling classes, managing budgets and allocating resources
- To inform principal if staff need to be recruited.
- Providing budgets for different proposals and recurring expenses.

- Encouraging professional development and facilitating a positive working environment.
- Ensuring the well-being of students by addressing their academic concerns, providing guidance and facilitating a conducive learning environment.
- Students are allotted for mentoring and to address their problems
- Encouraging and supporting research initiatives within the department, fostering a culture of innovation and knowledge creation
- Participating in long term planning for the department, aligning goals with the institution's overall strategic plan
- Conducting performance reviews of faculty and staff, recognizing and addressing areas of improvement.
- Providing regular updates and reports to college administration on departmental activities, accomplishments, challenges and future plans

Functions of placement cell


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

Examination Cell

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 about the stationery required
- After conducting the examination, the answer scripts are to be submitted back to the University.


PRINCIPAL
Sarojini Naidu Vanita Maha Vidyalaya
Exhibition Grounds, Hyderabad-500 001