Sarojini Naidu Vanita Maha Vidyalaya

(Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society)
Exhibition Grounds, Nampally, Hyderabad 500 001, Telangana.
(Affiliated to Osmania University, Approved by AICTE)

Estd: 1962

Institutional Policies

Prepared by

Internal Quality Assurance Cell
IQAC

Foreword

Sarojini Naidu Vanita Maha Vidyalaya was established in 1962. It is sponsored and Managed by Osmania Graduates' Association (OGA-1932) and Exhibition Society (1938). Our sponsors manage 19 other institutions in the state of Telangana.

The Institution is recognized by the UGC under section 2(f) & 12(b). The Institution is affiliated to Osmania University and approved by AICTE.

The Institution strives to impart Value Based Education in tune with its Vision.

The Internal Quality Assurance Cell of the College prepared this Institutional Policy document to streamline and standardise the activities of the College. The document details the systems and procedures of Sarojini Naidu Vanita Maha Vidyalaya in compliance with the rules and regulations of our sponsoring bodies and the Central and State Government statutory bodies. The Policy Document aims at achieving professionalism, transparency, and efficiency in all its Curricular, Co-Curricular and Extra-Curricular Activities. This document shall be used as a book of reference by all the stakeholders for any queries relating to the role and responsibilities or the tasks to be accomplished by any individual/committee/group. As the official Institutional Policy document, the stakeholders shall strictly adhere to the norms given here.

The core values of the document shall remain the same with minor addendum being made in view of any revision necessitated due to reforms in the educational system.

Principal

Vision

Training women for a Challenging Future through Value Based Education

Mission

Educate, Empower and Liberate

Motto

Vidya Vinayena Shobhate

Content

Admission Policy

The admissions into the institution are open to all girls/Women students. The institution adopts all the statutory rules and regulations prescribed by the different government bodies.

Under Graduate Program

The admission procedure for Under Graduate students shall be through the Telangana State Council of Higher Education's online portal, Degree Online Services Telangana (DOST), based on the preferred web options of the students and allocation done through the portal. The entry and exit for the students as per eligibility is accessible in any semester.

Post Graduate Program

The admission into Post Graduate program is as per the entrance examination conducted by Osmania University (CPGET) and the qualifying ranks secured by the students. Admissions are centralized based on the web options of the students. Reservation policy as per government norms is followed in allocation of students. 20% of the seats are filled under the management quota. Management quota seats are allotted irrespective of entrance examination on the basis of merit. In case of a drop in any of the semesters, readmission can be secured with required eligibility conditions.

MBA Program

The admission into MBA program is as per the ICET entrance examination conducted through the Telangana State Council of Higher Education and the qualifying ranks secured by the students. Admissions are centralized based on the web options of the students. Reservation policy as per government norms is followed in allocation of students. 30% of the seats are filled under the management quota. Management quota seats are allotted irrespective of entrance examination on the basis of merit. In case of a drop in any of the semesters, readmission can be secured with required eligibility conditions.

Academic Policy

Policy Statement

Sarojini Naidu Vanita Maha Vidyalaya strives to achieve academic excellence, by providing quality education through excellent teaching & learning activities and research pursuits and the continuous assessment of the academic activities, so as to empower individual students to evolve as self-reliant citizens of the global village who would cater to the human welfare and sustainability.

Objectives

The academic policy discloses the principles used for quality teaching at Sarojini Naidu Vanita Maha Vidyalaya and defines the procedures for the multiple levels of accountability in teaching and learning.

The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus.

The institute/department stands responsible for ensuring quality of its educational environment. This includes

1. Academic accountability
2. Ensuring the quality of education including
    i. Preparation of the course materials with adequate standard
    ii. Delivery of course contents adopting appropriate technologies
    iii. Assessment to enable quality.
    iv. Continuous improvement through quality assurance.

Roles and Responsibilities

Roles	Academic Responsibilities
Management	1. Communicate views from the general community to the Institution in order to ensure that the Institution is well informed and in touch with a variety of opinions.
Principal/Vice Principal	1. Developing and implementing quality assurance policies and procedures.
Internal Audit Cell	1. Carry out the academic auditing in each department of the college at the stipulated interval.
Head of the Department	1. Ensure that the courses promote the development of the department and the students. 2. Ensure proper redress of the concerns raised by students in all matters. 3. Take up initiatives to achieve the mission and vision of the department. 4. Course allocation to faculty for every semester keeping in view the various extraneous duties. 5. Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities.

Course faculty	1. Ensuring academic integrity of the course assigned.
	2. Facilitating information sharing on best practice in teaching and learning.
	3. Facilitating a learner centric environment.
	4. Preparation of assignment / tutorial/internal test QP's and answer keys and conduct of the same.
	5. Impartial and proper assessment of the assigned course and computation of the sessional marks.
	6. Assessment of attainment of the course outcomes (COs) which leads to the attainment of the Programme Outcomes (POs) and the Programme Specific Outcomes (PSOs).
	7. Conduct of the remedial classes as and when required.
	8. Preparation/modification of the course materials.
	9. Responsible for completion of the syllabus.
	10. Preparation of ICT Materials, Videos

Action Plan

Step by step process of the academic activities is listed.

1. **Subject Allotment**- Before the commencement of the semester the courses are allocated to the faculty members after collecting their preferences and analyzing their expertise.
2. The Lecture plans are prepared by the Department either individual or cumulative. Lecture Plan and allocation of classes as per Time Table prepared by the Time Table Committee.
3. Review of the **attainment of COs** of the previous batches and devising techniques to improve the attainment.
4. Preparation of the **course material and content delivery**. Usage of appropriate ICT tools for content delivery to improve the effectiveness of teaching and learning and to make it more students centric. The teaching Learning Centre (TLC) of SNVMV organizes various workshops at regular intervals to improve the effective teaching for the faculty of SNVMV and also other institutions.
5. Conduct of **assignments/tutorials** and class work according to the plan. Publishing of the attendance at regular intervals.
6. Conduct of the **Internal Examination** and its assessment. The Question papers and the answer keys are verified by the module coordinator to ensure that the standard is maintained and that portions are covered appropriately.
7. Publishing of the assessment marks.
8. Conduct of **class committee and course committee** to address any issues related to the class/course.
9. Conduct of **Advisor and advisee meeting** every two weeks and the minutes are reported to the Head of the Departments.
10. Mapping of the assignment, tutorial and the internal test marks for computing the attainment of the course outcomes and the programme outcomes.
11. Organizing various skill development workshops by the professional societies and the department associations.

12. The academic policy is linked with the Intermediate, UG, PG, and MBA Regulations, Examination Manual and the rules for assigning the activity plans of Sarojini Naidu Vanita Maha Vidyalaya.

Academic Monitoring and Student Support

Various committees have been formed to ensure proper monitoring of the academic activities and to provide support to the students.

1. Class/Course Committee-The committee is responsible to monitor the conduct of all the courses, adherence to the course plan and the time/table in the academic calendar, completion of the syllabus, standards of the internal tests, evaluation process, difficulties faced by the students and recommendations for necessary remedial actions, if any.
2. Various Committees like Anti ragging committee, Grievance Redressal Committee etc., are formed to address the issues faced by students.

Academic Auditing

Academic Auditing is carried out in each department of the college at stipulated intervals by the Internal Quality Assurance Cell (IQAC). The IQAC shall monitor all the academic activities including the internal evaluations and examinations. The audit also covers the co- curricular and extracurricular activities made available to the students, mentoring mechanisms and the performance indicators of various accreditations such as NAAC and also periodical reporting to UGC. The regular upkeep and updating of relevant data and information on the website is done by the IQAC as per the norms.

PHYSICAL EDUCATION POLICY

Policy Statement

The SNVMV Physical Education Policy aims to provide adequate Physical Education facilities and opportunities that are wholesome so as to ensure a sound mind in a sound body, in order to equip the students to cope with the curriculum related pressures and make them emotionally, physically and mentally fit and healthy and also gets Laurels.

Objectives

1. **To ensure the Physical Development of the students and staff** namely the advancements of motor skills, or, in other words, one's ability to use and control their bodies. Gross- motor skills involve the use of large muscles in the legs or arms, as well as general strength and stamina.

2. **To achieve the Social Development of students and staff** through a balanced set of **social** skills and learned adaptive behavior that enable an individual to interact well with other people, react positively and avoid behavior that has negative consequences.

3. **To make sure the Emotional Development of students and staff** by achieving the ability to recognize, express, and manage feelings at different stages.

Roles and Responsibilities

    a. Principal
    b. Director of Physical Education

Major Responsibilities

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 equipment's.
4. To maintain stock.
5. Responsible for the distribution and storage of all physical education supplies and equipment's.
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 sports achievers.

Action Plan

1. To conduct Competitions
2. Conduct fitness classes
3. Conduct Yoga and Meditation classes
4. Celebrate Yoga day
5. Celebrate Sport day
6. Reward the winners with Medals, Prizes and certificates

FEEDBACK POLICY

Sarojini Naidu Vanita Maha Vidyalaya aims to empower students to become responsible citizens in order to succeed in a changing world. The Institution monitors the quality of teaching, curriculum, and Ambience through a structured feedback process from various stakeholders.

The structured feedback mechanism plays an important role in the intuition's progress and is vital to contribute to all aspects of quality assurance which adheres quality enhancement in teaching – learning, curriculum development and college ambience.

The Institute collects feedback on the following heads:

Feedback on Teaching Learning Process (TLP)

Feedback on Curriculum

Feedback on facilities / Infrastructure

Stakeholders play an important role in improving the quality of the learning experience. The Institution collects feedback from the following stake holders:

Faculty, Students, Parents, Alumnae on curriculum

Faculty, Students, Parents, Alumni on and College ambience

Employers feedback on students' performance and college ambience

The collection of feedback from all stakeholders and initiating corrective measures accordingly would allow assurance and sustenance of excellence in all the Institutions endeavours. Through Feedback on TLP, students reflect their opinions on level of understanding, course contents, evaluation procedure and course teacher performance. This, in turn paves way for further enhancements in TLP towards achieving the required outcomes.

Feedback Mechanism

The feedback is obtained yearly from various stakeholders and taken into consideration for corrective actions to be made by the committee.

At the end of Semester the feedback forms are distributed among the concerned stake holders

The collected feedbacks are compiled and analysed.

The Feedback Analysis Reports will be generated and reviewed.

Corrective measures and actions will be taken based on the feedback

Design feedback form
Design Strategy

Generation

Design

Feedback circulation Online/Offline

Collection Information to concerned Heads & committees

Collection

Analysis

Analysis of feedback forms

Action taken report based on analysis

ATR
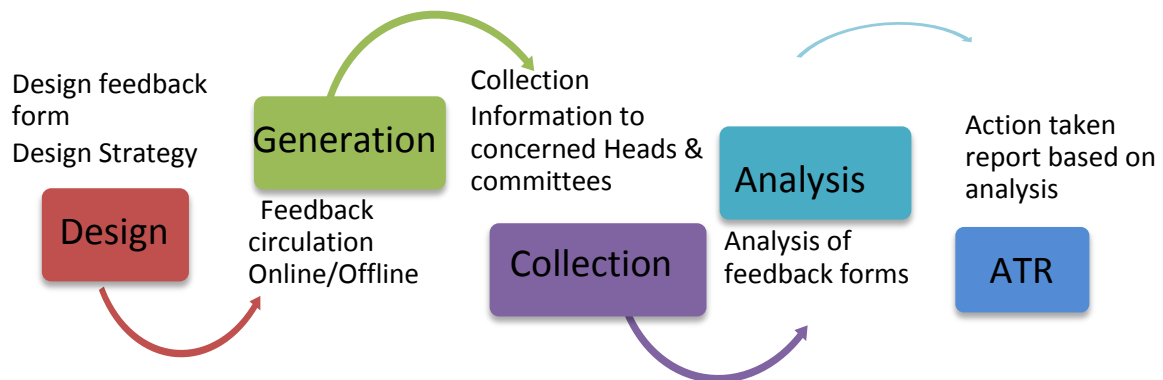
Feedback Collection process on Curriculum

- Feedback on curriculum includes addition and deletion required (if any) in concerned subject Syllabus
- Feedback analysis and required action taken to be communicated to the concerned BOS of the University
- The feedback collected is submitted to the concerned heads and committee members follow it up for the Action to be taken.

RESEARCH POLICY

Policy Statement

The institute is committed to serve the society by conducting state of the art research to address the grand challenges and opportunities of the faculty and students future.

Objectives
- Provide proactive research culture and state-of-the-art infrastructure
- Create the culture for inter-departmental and inter-institution/ university collaborations for inter – disciplinary/ multi-disciplinary research
- Publish research papers in high-quality journals of national and international repute, file patents and transfer technologies to relevant industries
- Create and promote quality human resources (UG and PG students, research scholars and faculty members) for scientific research
- Raise the standards of the institution to stand among the premium institution in India

Procedure
- To develop a high-quality research ambience in the Institute and motivate faculty for research at par with National and international standards, a Research Committee is constituted at the Institution level.
- Provision for Institutional grants or incentives to faculty for publishing and presenting research papers in reputed Journals National and International Conferences. Institution should provide honorarium to the faculty for sponsored projects.
- Recognize the faculty, student for excellent performance in research related activities such as fetching research grants or having consultancy projects etc.
- Proper norms for reimbursement of travel, accommodation and registration should be prepared for faculty members for participating in Conferences or Faculty Development Programs organized by National/International level institutes/organizations (IITs/ NITs/ Selected Deemed Universities) and institutes outside India.
- Information should be given to the faculty and students for applying grants from various national and international agency.
- The plagiarism should be checked for the final report prepared by Research Scholar/ Post Graduate Student/ Graduate student before submitting to the Institution/Journal/Conference.

Roles

To develop a high-quality research ambience in the Institute and motivate faculty for research at par with National and international standards, a Research Committee (RC) is constituted. It consists of

    a. Principal
    b. Heads of Departments
    c. Research Committee members

Responsibilities

- To guide faculty members in the effective integration of research projects with the 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 organizations
- To encourage and facilitate the publication of the research work/projects in reputed academic journals
- To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures, field vists 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

INNOVATION POLICY

The Innovation Policy for students and staff of SAROJINI NAIDU VANITA MAHA VIDYALAYA will enable the Institution to actively engage in innovation and entrepreneurship related activities. This will encourage students and staff towards awareness of Intellectual Property Rights, use of licenced technology-knowledge about Patents, Copyrights and Trademarks and Institutional Innovations.

VISION

SNVMV is committed to serve the society by inculcating innovation, disseminating the culture of Entrepreneurship / Start-ups and address the various challenges for imparting quality education so as to ensure a future which evolves towards the pursuit of excellence and achieve recognition.

MISSION

Conduct periodic workshops/ seminars/ interactions with entrepreneurs, investors, and professionals in order to expose and promote innovative thinking. Organize idea contests to showcase the innovative ideas.

OBJECTIVES

- To promote Innovation, creativity, design thinking among the student community to work on new ideas/ innovations and encourage them to create start-ups / entrepreneurial ventures.
- To initiate an incubation facility for faculty driven start-ups and student/alumnae start-ups.
- To organize FDPs, seminars and workshops, expose the students to eminent personalities through lectures and to promote innovation culture.
- Bridging the gap between various stakeholders and thereby aiding them to collaborate and exchange ideas.

Functions of IIC

- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a pool of mentors for student innovators.
- Network with peer and national entrepreneurship development organizations
- Scope

The policy is applicable to students and staff of SMVMV.

Thrust Areas

SNVMV support student ideas who are having a very good idea that can be a successful start-up. SNVMV welcomes ideas from the students of UG/PG/MBA of different streams like Commerce, Life Sciences, Physical Sciences, Mathematics, Social Sciences, Languages and Business Management.

Composition

The Faculty members, experts from Industry and students constitute the members of Innovation Policy.

Standard Operating Procedure

To streamline the process and bring consistency and transparency, the following operating procedure is recommended.

1. Any individual/group of students can propose an idea.
2. The ideas generated by the individuals /group of students can be scrutinized by the internal college committee
3. The scrutinized proposals will be put forth before the experts of concerned areas.
4. The selected proposals can be forwarded to Osmania Technology Business Incubator for the entrepreneurial support.

To accelerate the growth and development of Nation through innovation, create culture of innovation, entrepreneurship /start-ups, the ideas generated by students will be processed by the faculty representatives, members from industry and student representatives.

LIBRARY POLICY
Rules & Regulations

- Library will be open from 10:00 AM to 5 PM for all working days, except Sunday and other holidays.

- Silence should be maintained in the library.

- While entering the library, users have to keep all the belongings outside the reading room and the authority will not be responsible for any loss.

- Membership to the library is open to all the students, faculty and non-teaching staff of the library.

- No visitors or guest will be permitted to use the library without the librarian's prior permission.

- All visitors including alumni are requested to sign the visitor's book kept at the counter. This is required to maintain the statistics of outsiders using the library.

- The librarian reserves the right to call back any issued books at any time.

- Users can borrow 3 books for UG students, 5 Books for PG students and & 7 Books for MBA students and will be issued on library account for a period of one week to fourteen (14) days.

- Maximum 15 books will be issued on faculties for a period of a semester.

- Students must produce their id cards when they are utilizing the library facility for issue and reference of books.

- Reference books, periodicals/journals, compact disk are not issued on home lending.

- The barrower cards are not transferable.

- Unauthorized removal of books or damaging the property of library or misbehavior with library staff shall be considered as an act of indiscipline, which will call for strict action.

- Library books should be used very carefully. Writing/making marks in the books tearing off pages is strictly forbidden. Pages should not be folded to be as book marks.

- Books must be return on or before the due date.

- Unauthorized removal of books or damaging the property of library or misbehavior with library staff shall be considered as an act of indiscipline, which will call for strict action.

- Library books should be used very carefully. Writing/making marks in the books tearing off pages is strictly forbidden. Pages should not be folded to be as book marks.

- In spite of repeated reminders, if the book is not returned, the borrowing facility may be withdrawn for a period decided by the authority.

- If the Due Date falls on holiday, then students may return their books on the next day.

- Books will be accepted and issued only during specified schedule of the Period.

- Library follows open access system. A copy of each title is available in reference section.

- Students should take care of cleanliness of the library.

- Students should not disturb the arrangements of the library books and furniture.

- Books issued on ID card are only for reference and are not allowed to take them outside.

- Students can avail their required information from E-Journals E-Books and E-Resources through Remote Access facilities.
- They can access online public access catalogue (OPAC) through NEWGENLIB Integrated Library Management Software.

- Library conducts orientation programme for new users. It is to enable them to use library resources effectively.
- Mobile use is strictly prohibited in Library.
- All members of the library team are available for any assistance you may need in using the library resources, facilities & services. Library will welcome any suggestion for better use of library facilities.

Library Maintenance Policy and procedure

- The books and journals shall be examined for the purpose of removal, repair, or replacement at the end of each academic year.
- Any book if in torn or damaged condition will be sent for repair and binding.
- The same criteria for selection will be used for the removal of books from the collection.
- If the issued book has lost the user will have to pay the double cost of the book price.
- Every year we have to do the stock verification.
- A committee will be formed whenever there is a need for weeding out obsolete books.
- Weeding of books will be approved by principal.
- Books no longer useful to the Library's collection will be discarded (weed out).
- Stock verification is an annual process which will be conducted the academic year end or before the academic year beginning. It discloses the position of the loss of documents so that the replacement may be made in case of important documents lost.

PLACEMENT POLICY

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.

<u>**Note**</u>: We invite companies to sign MoU for student's training, research activities Internship 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:

  1. The cell has confirmed her registration,
  2. 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 as 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 the student.
- 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 Placement 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 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 policy is subject to change from time to time depending on the need & circumstances at the discretion of the Training & Placement Cell. The Changes made, if any, at a later stage will be notified to all concerned.

SCHOLARSHIP AND FREESHIP POLICY

Sarojini Naidu Vanita Maha Vidyalaya offering education at Intermediate, Under Graduation and Post-Graduation to all sections of society adheres to the Rules, Regulations and Norms laid down by the Government of India, Government of Telangana towards Social

Eligibility Criteria:

The annual income of the family should be less than INR 2,00,0000 (for SC/ST students and BC/Minority welfare students of the urban area), INR 1,50,000 (for BC/Minority welfare students of the rural area) and INR 1,00,000 (for EBC/Disabled welfare students).

Telangana Scholarship – TS epass Telangana Scholarship Status, Eligibility and Application Process

Telangana Scholarship is a broad term that combines all the scholarships that are available for students who are residents of Telangana state. Being a new entrant in the Union of India, the state is constantly advancing in education by offering scholarships for meritorious and deserving students within the state.

The Government of Telangana runs several Telangana scholarships for students belonging to all categories including Scheduled Caste, Scheduled Tribes, Backward Class, Disabled Welfare, Minority Welfare and General category.

The key objective behind introducing this scholarship is to enable deserving students to pursue their dream education without any financial constraints. Additionally, there are some private organisations too, that offer scholarships for the students of Telangana.

Telangana Post Matric Scholarship (PMS) for SC/ST/BC/Disabled Category 2022-23

Eligibility

To be eligible, an applicant must -

- Be a domicile of Telangana state
- Belong to SC/ST/BC/EBC/Disabled Welfare category
- Have passed Class 10 and pursuing studies at the post-matric level
- Have passed the Class 10 examination with a minimum of 75% attendance at the end of each quarter
- Belong to the SC/ST category with an annual parental income of less than INR 2,00,000
- Belong to BC/EBC/Disabled Welfare category of rural areas with an annual parental income of less than INR 1,50,000
- Belong to BC/EBC/Disabled Welfare category of urban areas with an annual parental income of less than INR 2,00,000

Benefits

The selected candidates will receive reimbursement of tuition fees ranging from INR 850 for the intermediate course to INR 6,90,000 for medical courses per annum per student. The tuition fee reimbursement will be dependent on the course of study. Furthermore, the selected scholars will also receive variable maintenance or mess charges on a monthly basis.

Documents

- Latest passport size photograph
- Aadhaar card of the student
- Bank passbook first-page showing student's name, bank account number and IFSC code of the bank branch (Note - Not required for EBC students)
- Study/bonafide certificate for the last 7 consecutive years of study
- CET (Common Entrance Test) allotment order for CET courses

- ePASS – Electronic Payment & Application System of Scholarship

Role of Students:

- Submission of Application with relevant Documents at college with 15 days of Admission.
- Aadhar biometric Authentication at Mee seva.

Role of College/Principal:

- Verify the students application and forward to biometric authentication
- Attendance
- Local or Non Local
- Bonafide
- Discontinued/Regular
- Submission of Signed Barcode hardcopy at district office with Relevant Documents
- Submission of Utilization certificates of sanctioned students to district Welfare officer within 15 days of RTF credited.

District Officer:
Sanctioned and release of MTF and RTF

OBJECTIVE:

The scheme of Post Matric Scholarships has been universalized, a policy which is unparalleled in the Country. From being an exclusive programme for SCs, STs and a limited number of BCs, the scope of the scheme is currently broadened to cover all communities within the stipulated income limit. Government is sanctioning Post Matric Scholarships benefiting around 13 -14 lakh students per year of Scheduled Castes (SC), Scheduled Tribes (ST), Backward Class (BC), Economically Backward Class (EBC), Minorities and Physically Challenged students in the State. The scheme enable the students from the weaker sections to have access to higher education including professional courses like Engineering, Medicine, Pharmacy, Management, Computer courses, etc. The scheme applies to all universities & its affiliated colleges whose admission process is regulated/administered by the State Government.

- **E-PASS ONLINE PORTAL :** In order to ensure transparency & accountability, the sanction and disbursement of Post Matric Scholarships, is being implemented through the Online System (E-PASS PORTAL) to the students of SC, ST, BC, EBC, Minorities and Physically Challenged in all the Welfare departments under Direct Beneficiary Transfer (DBT) mode with Aadhar linkage. Govt. have entrusted the job to CGG for smooth functioning of the system (Website: http://telanganaepass.cgg.gov.in).

- **COMPONENTS OF POST MATRIC SCHOLARSHIPS:** Reimbursement of tuition fee (RTF): The RTF component comprises of all non-refundable fee charged by colleges (as fixed by the University/Boards) and is paid to colleges directly.

- **Maintenance charges (MTF):** The MTF component consists of maintenance charges given directly to the students. The Maintenance rate depends on the type of the courses

Operational guidelines of the existing post matric scholarship scheme:

1. All students admitted by the Convener as notified by the Govt., under Convener Quota shall be eligible for the PMS scheme.
2. All Colleges affiliated to regular universities shall register on the epass website with details of Courses offered, Recognization status, Bank account details etc.,
3. Universities, Boards and Regulating Authorities have to populate the course fees.
4. Students have to register online and upload their Caste, Income, Aadhar certificates, Marks Memo, Bonafide certificate, Ration card, Copy of Bank pass book, CET allotment order in case of professional students etc.,
5. It is made mandatory for all scholarship holders to obtain necessary caste and income certificates from MeeSeva and upload in epass.
6. Aadhar card is made mandatory from 2013-14.
7. Verification of students and documents is done by the College managements and also finger prints of students are captured by using biometric device and linked to Aadhar Card.
8. Colleges after verifying the details of each student, furnish Welfare Department-wise booklets in respect of Fresh and Renewal eligible students.
9. Welfare Departments on receipt of hard copies and also online verify, sanction and release (RTF & MTF) for eligible students and send bills to Treasury.
10. The Treasury authorities verifies the availability of budget for passing the bill and upload online to the treasury bank and later adjust the RTF and MTF amounts to College Bank accounts and students accounts respectively.
11. The ePASS server is linked with the SSC, Inter Board and MeeSeva Servers for cross validation online.

Enhancement and fixing of variable fee for professional courses like MBA:

Government have issued orders for fixing variable fee for Professional courses as per High Court & Supreme Court directions. As per the orders, variable fee has been fixed by AFRC (Admissions and Fee Regulatory Committee) for private colleges for the professional courses such as B.E / B.Tech / B.Arch / MBA / MCA / M pharmacy /M tech / Pharma D for the block period of three years from 2019-20 to 2021-2022 . With regard to other courses, the fee is being fixed by the regulatory bodies i.e, concerned Universities / Boards from time to time.

- All eligible SC, ST & Minority students shall be sanctioned full tuition fee reimbursement regardless of the college and course of study. Students other than SC, ST & Minority who have studied in Govt, Junior Colleges Govt.
- Residential Junior Colleges and students sponsored to Corporate Colleges by the Welfare Dept., shall be eligible for full reimbursement of tuition fee.
- All eligible students other than SC, ST & Minority who have secured in EAMCET rank of up to 10,000 shall be eligible for full fee reimbursement. All students other than SC and ST/Minorities who have obtained an integrated rank in the ECET exam up to 1000 rank shall be eligible for full reimbursement.

Financial assistance from institution funds

1. **Vanita Vidya Sahakar** provides scholarship of Rs.1000/- to the needy students who do not receive any other scholarship based on merit. Notice is circulated to the students to apply for the scholarship and the committee scrutinizes the applications and finalizes the list of students to be given the scholarship. (This amount is drawn from the proceeds of the fund generated through the conduct of Musical nite in connection with the Golden Jubilee of the college.)
2. **Tuition Waiver, i.e. Freeship:** The Institution provides the facility to the sports and games achievers. Students who have excelled (winner) in any sport or game (indoor or outdoor) at International or National level are given 100% fee waiver and those who excel (winner) at State level are given 50% fee waiver.
3. **Student Welfare fund:** The fund generated through the Contributions made by Philanthropists, faculty, old students is utilised for payment of part fees of needy students. The eligibility of the students is scrutinized by a committee based on the financial condition of the student and accordingly the percentage of amount to be paid through the fund is decided to a maximum of 50% of their fees.

Financial assistance from philanthropic and charitable organizations

The students are also eligible to get funded towards payment of their fees through various Philanthropic and Charitable organizations.

Goals of awarding cash prizes and medals to students

In order to encourage meritorious students coming from various programs and in order to promote an outstanding or excellent academic performance, excellence in a given course of the program, excellence in research, social service, games and sports, cultural activities, participation in students counselling, participation and constructive leadership involving all-

round overall performance, the Institute awards various, prizes, medals and awards either from its own funds or from funds obtained from other governmental or non-governmental sources.

Institution sponsored medals and cash prizes

Indices for merit, means, outstanding academic performance and all-round

Performance

The academic performance of a student in terms of his/her Cumulative Grade Points Average (CGPA), shall be the basis, fully or partly as the case may be, for evaluating the merit of a student for the consideration of an award of scholarship/prize/medal to him/her.
Merit of a student shall normally be evaluated in terms of the reporting CGPA, i.e., the CGPA rounded-off to the first place of decimal. However, in special cases, the Scholarship, Prizes and Awards Committee may stipulate grant of the award on the basis of the CGPA calculated to a higher place of decimal. The Committee may also stipulate a different minimum CGPA for each award.

Alumnae Association sponsored Medal for All-Round Performance

1. All-round performance may be considered as the sum total of the performance of a student in academics, research, social service, games and sports, cultural activities, participation in students' counselling, participation and constructive leadership
2. A special committee shall be constituted for evaluating candidates for each award of this nature

Institution of sponsored gold medals and cash prizes by alumnae, retired faculty, members associated with the institution.

1. There are many medals and cash prizes sponsored by alumnae, retired faculty, members associated with the institution for the overall academic excellence, course wise excellence of students at Intermediate, Under Graduation and Post-Graduation.
2. Alumna donation towards annual nutritional requirement of one sports girl.

GRIEVANCE REDRESSAL POLICY

Policy Statement

Grievance redressal policy has been formed in order to hasten the redressal of grievances. The policy aims to resolve the grievances of the students and staff within the framework of the college guidelines, so as to ensure the highest standards of integrity and transparency amongst the staff and students and a proactive work culture.

Objectives

1. To develop a protocol to resolve grievances of students and staff
2. To provide the Students and Staff access to immediate recourse to have their Grievances redressed
3. To make the Students and Staff aware of their duties and responsibilities
4. To constitute a Grievance Redressal cell to oversee the execution of the Grievance Redressal Policy

Roles

Grievance Redressal Cell (Staff) will be constituted under the chairmanship of the Principal, one senior professor selected in rotation basis. Committee will be appointed by the Principal with concurrence from the Management.

Procedure

Handling of Grievance

Subject to the above provisions, individual grievance henceforth be processed and dealt with in the following manner:
  a) An aggrieved Staff Member or student shall take up their grievance(s) orally with their immediate superior who will give a personal hearing and try to resolve the grievance(s) at his/her level within a week. The superior officer for this purpose will be:
  - Head of the Department-in case of staff members
  - Student Advisor- in case of student
  - Principal-in case of HoDs/Teaching Staff/Administrative staff/Non-Teaching Staff
  - The other members of the Committee are the Vice-Principal, PG & MBA director, one representative from time table committee, Student advisors, NCC, NSS, Office, Care takers, Hostel

Action plan
Overall guidance and conditions

  a) The Staff Member or the student shall bring up their grievance immediately and in any case within a period of one week of its occurrence.
  b) Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure.
     1. Annual performance appraisals/confidential reports
     2. Where the grievance does not relate to an individual employee or student
     3. In case of any grievance arising out of discharge or dismissal of a staff member or student.

ANTI-DRUG ABUSE COMMITTEE

Mission and Functions

➢ To design and implement programs towards drug-free campus

➢ To engage and motivate the students in anti-drug activities

➢ To collaborate with law enforcement and other government agencies in ensuring a drug free campus.

➢ To help students who need/seek support to come out of drug abuse

➢ To work towards the emotional well-being of students.

ANTI-SEXUAL HARASSMENT COMMITTEE/INTERNAL COMPLAINTS COMMITTEE

Anti-Sexual Harassment Committee deals with issues relating to sexual harassment. The committee is formed to prevent sexual assault, rape and other related crimes on girl students.

Background: On 13th August 1997, the Supreme Court of India issued a judgment, Vishaka judgment that recognized and addressed sexual harassment at the workplace as a human rights violation. The Supreme Court in its judgment said every woman has a right to a safe workplace. The court gave directives for all employers/organizations making it mandatory to institute sexual harassment complaints committees at workplaces. The judgment also created sexual harassment prevention guidelines for the workplace. The sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 has replaced the guidelines/norms laid down by Hon' able Supreme Court on sexual harassment and came into force from 9 December 2013. The Govt. of India made rules for carrying out the provisions of this Act, 2013.

The Internal Complaints Committee is responsible for investigating every formal written complaint of sexual harassment and taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.

The Internal Complaints Committee shall inquire into the complaints as per the provisions of Section 11 of the Act, 2013. The Committee may give recommendations as may be considered necessary under the provision of Section 12 of the Act, 2013 and based on these recommendations, the Competent Authority shall take appropriate action.

Objectives:
- To fulfill the directive of the Supreme Court, as per UGC directives and the Bangalore University in respect of implementing a policy against sexual harassment in the institution.
- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence in the institution.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To provide an environment free of gender-based discrimination.
- To ensure equal access of all facilities and participation in activities of the college.
- To create a secure physical and social environment which will deter acts of sexual harassment
- To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.
- Prohibition of any hierarchical oppression exercised based on gender inequality that prohibits intellectual or academic growth.
- Prevention of gender biased attitude when it comes to adjudication of efficacy of work allocated within working hours.
- Protection of the fundamental rights of a woman.

Roles & Responsibilities:

- To help women to realize their rights of freedom.
- To treat sexual harassment as a misconduct and initiate punitive actions for such misconduct.
- To assist the aggrieved woman to place the complaint.
- To safe guard the one who is victimized.
- To educate and train students about sexual harassment.

Definition of Sexual Harassment

- For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as: Physical contact and advances;
- A demand or request for sexual favours;
- Sexually coloured remarks;
- Showing pornography;
- Eve-teasing.
- Jokes causing or likely to cause awkwardness or embarrassment.
- Gender based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- Touching or brushing against any part of the body.
- Displaying of pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation.
- Physical confinement against one's will and any other act likely to violate one's privacy.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

JURISDICTION

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

1. By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.

   By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.

   By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate

authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

Composition of the Anti – Sexual Harassment Committee

- A Presiding Officer who shall be a woman faculty member employed at a senior level at the educational institution.
- Not less than two teaching employees and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- Not less than three students, who shall be enrolled at the undergraduate, masters, and research scholar levels respectively.
- One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment. Provided that at least one-half of the total Members so nominated shall be women.
- The members of the committee for the academic year 2022-23 The Committee consists of members of the faculty, administration, service staff and students' representatives.

The main aim of this committee is:

- To combat sexual harassment and provide a platform for redressal of complaints and grievances against sexual harassment.
- To develop guidelines and norms for policies against sexual harassment
- To work out details for the implementation these policies.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized.
- A written complaint is required to be taken from the aggrieved person, necessary action to be taken, preferably to settle the matter through counselling and conciliation as soon as possible.

SC/ST/OBC welfare and Grievance Committee

To adhere to the guidelines of Government of India and Following the directions issued by UGC, the Scheduled Caste /Scheduled Tribes/ Other backward Caste Committee in the Institution is constituted to ensure the continued welfare of the reserved category. The committee also acts as a redressal forum for the students and employees belonging to the SC/ST/OBC category to reach out in case of any grievances that they may face.

Objectives of the Committee

- To ensure there is no caste-based discrimination in the Institution
- To take up measures for achieving the objectives and targets laid down by the Government of India for the SC/ST/OBC students and employees.
- Guide the SC/ST/OBC students of the Institute, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India (GOI) and UGC;

- Sensitize all the sectors of Teaching/non-Teaching staff towards the Constitutional mandate, UGC Guidelines for the Cell and its functioning at Ramaiah College of Law.

Functions

- Function as a Grievance Redressal Cell for the grievances of SC/ST/OBC students and employees of the Institution and render them necessary help in solving their academic and administrative problems.
- To deal with the representations received from Scheduled Castes, Scheduled Tribes and Other Backward Castes candidates regarding their admission, recruitment, promotion and other similar matters in the Institution.
- To circulate Government of India orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Institution in suitable forms by a stipulated date and take follow up action where required.
- To collect reports and information regarding the GOI orders and the various aspects of education, training and employment of Scheduled Castes, Scheduled Tribes and Other Backward Castes candidates, for evolving new policies or modifying existing policy by the commission.
- To monitor the working of the remedial coaching scheme in the Institution.
- To Analyse information on admissions, education, training and employment of SC's and STs, and OBC, and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/ University Grants Commission and such other authorities as may be required.
- To maintain a register for grievances of SC/ST/OBC in the Institution for the members belonging to these communities.

Process of Submitting the Complaint

Any aggrieved employee/student belonging to the reserved category can reach out to the Committee

1. By sending an email at snvmv@rediffmail.com or
2. Through the online portal provided on the website of the Institution or
3. By lodging a complaint in the register kept with the Principal's office.

Grievance Mechanism

- On receiving a complaint, the Committee shall commence a meeting within fifteen days of receipt of complaint.
- The committee shall fix a date of hearing the complaint which shall be communicated to the aggrieved person.
- The aggrieved party may either appear in person or submit written averments of his/her case before the Committee.
- The Committee shall report its findings to the Principal with recommendations if any, within a period of thirty days.

Minorities Cell

- The Minority Cell primarily facilitates minority students in their academic development. To enhance equal opportunities for education of minorities. To facilitate financial support to students from minority communities from governmental agencies and other sources.

Minority cell of the college was established in 2012 with the purpose of empowering the minority communities in the college. "Every student has a right of education" by following the fact our institutes is very much keen to provide services to the educational and cultural needs of the Minority community along with other caste, creed and Nationality. The Minority Cell basically helps minority students including Christian, Muslim, Jain, Buddhists etc. for their academic development.

Objectives

- To enhance equal opportunities for education of minorities.
- To facilitate financial support to students from minority communities from governmental agencies and other sources.
- To aware the minority students regarding various scholarships program of State Government and UGC.
- To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- To ensure provisions for an environment where all such students feel safe and secure.
- To encourage enrolling for career orientation programs which would empower and equip them with the necessary skills to choose a career options?
- To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
- To ensure protection and reservation as provided in the constitution of India.

The Nature of Activities of the Cell

- To collect reports and information of State Government and UGC's orders on various aspects of education, employment of minority students.
- To circulate State Government and UGC's decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.
- The Cell is committed to provide assistance to the minority students through counselling, personality development, development of communication skill and preparatory classes for professional and employment purposes etc.
- The Cell is actively engaged in coordinating and resolves the problems in the matter of conduct of coaching and other measures with a view to see that the education system succeeds in bringing to a level quantitatively as well as qualitatively indistinguishable from the level of the rest of the society.

RECRUITMENT AND PROMOTION   POLICY

The institution follows the guidelines given by Osmania University, UGC and Osmania Graduates' Association for recruiting faculty. The institution has a governing body with Chairman as the head. The governing body meets regularly to discuss the matters.

Governing Body

The Governing Body consists of 19 members-1 Chairman, 1 Vice Chairman, 1 Honorary Secretary, 1 Joint Secretary, 1 Honorary Treasurer, 10 members, 1 Government Representative, 1 University Representative, Principal and 1 Staff Representative.

Administrative setup

The Hon. Secretary, 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 to the day-to-day running of the college. She along with the core team members, departmental heads, IQAC coordinator and the team of non- teaching staff will discharge the duties.

Various committees are formed like Hostel committee, Student Advisory Committee, Placement committee, Library committee, Anti ragging committee, Alumni committee, Time table committee, etc. Each committee does its work efficiently

Recruitment Policy

The Institution periodically reviews the requirement of teaching and non-teaching staff keeping in view the Regulatory norms and recruitments are made as per requirement. The teaching staff is normally recruited through a Selection Committee. The policy of the Institutions is to regularly fill all the vacancies and maintain the staff student ratio as it would ensure academic excellence. Furthermore, it is mandatorily required to provide training, orientation, subject updating and qualification improvement for all the faculty at regular intervals or whenever the need arises. While some of these programmes are sponsored by the institution, the faculty must take up other. In case of vacancies arising out of resignations or terminations, maternity leaves, research, long duration on leaves ad-hoc appointments are made with the approval of the Governing Body.

Objectives:

- To hire qualified and experienced faculty who can contribute to the academic reputation of the institution and to provide quality education.
- To ensure that faculty are selected and promoted based on their ability to contribute to academic excellence and research.
- To hire competent administrative and support staff to ensure the efficient operation of the college.

1. RECRUITMENT PROCESS:

Normally vacancies arise whenever a new course is started or arising due to retirements, attrition or death. At times the Regulatory bodies stipulate different staff student's ratio. Once vacancies are identified in the institution, approval is obtained from Hon. Secretary to fill up the vacancy. Generally the recruitment process is made as hereunder:

a) Advertisement:

The advertisement is released specially for teaching positions at the beginning of academic year in the newspaper briefly and the detailed information is placed on institution website. The applications received in time are scrutinized and selection is made based on their eligibility, marks obtained, experience and their performance during the time of interview before the recruitment committee. The recruitment committee consists of Chairman, Hon. Secretary, Principal, and Subject Expert from the University, Selection Committee member nominated by the University and Head of the Department.

b) Walk-in Applications:

Some of the applicants may send their profiles /CVs in anticipation of positions in the college that are likely to arise. Such applications are kept in the data bank and as and when suitable positions arise, they are called depending upon suitability. The applications received in response to the advertisement are scrutinized and eligible candidates and the applicants in data bank are interviewed on the prescribed date. The suitable /selected candidates list prepared for appointment by the Principal and shall be sent to Hon. Secretary for approval.

2. 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.

3. MINIMUM EDUCATIONAL QUALIFICATIONS:

Educational qualifications and experience norms for teaching staff are as defined by the UGC as well as AICTE. The UGC and AICTE have defined minimum educational qualifications for teaching positions for under-graduate and post-graduate courses. All the regulations stipulated by these regulatory bodies including the affiliating University in terms of educational qualifications are followed for recruiting or promoting the faculty in our institution.

4. JOB RESPONSIBILITY:

The responsibility of various faculty positions are designed in line with the Vision and Mission of the Institution.

I. Academic:

- Classroom teaching with modern aids.
- Lab instruction and demonstration with master readings
- Student evaluation and all work pertaining to conduct of examinations.
- Development of laboratory, curriculum and resource material by using modern techniques
- Student guidance, counselling, personality and overall character development
- To prepare, provide, generate and disseminate knowledge in the interest of the students
- Career development through Development Programme, Professional Association, Knowledge and Skills Development.

II. R&D:

- R&D activities through projects and research guidance
- Promotion of institute-industry interaction

III. Administration/Management:

- 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.

IV. Extension services
- Extension services by interacting with Society/Community
- Provide technical support in areas of social relevance
- Promotion of entrepreneurship and job creation
- Encourage students to take up live projects to cater societal needs/ Public welfare programmes by the Government.

E) PROBATION:

The selected candidates shall join the institution in time after submitting their original certificates and deposit them for Governing Body verification. The probation period is for all freshly recruited employees in all categories. The probation period is for three academic year from the date of joining of the employee. However, if the employee for some reason cannot be regular in completing one year of continuous service, the probation period will get extended proportionately.

The Management of the Institution reserves right of termination of the services of the employee without notice during the period of probation. During the period of probation, the employee cannot claim any regular employment and other benefits. The Principal will forward a performance appraisal report and recommendation note to the Management for approval and confirmation of services, after the probation period.

F) CONFIRMATION OF SERVICES:

The confirmation of services means an employee who has completed successfully the probation period and taken to rolls as regular employee on par with others. The Principal will prepare a performance appraisal with necessary indicators of work performance, grading his/her work, attitude and aptitude to work, behavior with co-workers etc. The performance appraisal shall give clear picture of the employee and specifically recommend for regularization of his services. The Management, Chairman and Hon. Secretary, is the authority for confirmation of services. And if necessary, the management shall formally interview the candidates for reassuring their commitment of excellent service thereafter.

a) Benefits of Confirmation of Services:

The employee is eligible for Annual increment, Leaves and other benefits as extended to the regular employees of the institution. In case of non-satisfactory performance, the probation period may be extended or terminated as per the decision of the Management/Principal.

G) TERMINATION OF SERVICES

1) By Employee-

a) Resignation should be clear and unconditional. It should be submitted to at least two months in advance enclosing no dues and documentary proof in support of the reason for resignation to the Appointing Authority through proper channel. Resignations from service will generally be accepted if submitted at the end of the academic year.

b) Resignations in between the academic year are discouraged. Employees specially, the teaching staff must give a prior notice of at least two months so that students classes are not affected, and management has sufficient time for finding suitable replacement.

c) Resignations of employees against whom inquiry/investigation are pending should not be accepted until the enquiry is completed and all the departmental dues are fully adjusted, and no dues certificate is obtained.

d) An employee quitting his/her post, without obtaining relieving orders from the Management/Principal shall be liable for legal and departmental actions. Withdrawal of resignation is permitted on approval from appointing authority by making written request.

2) **By Employer**: During probation period, the management reserves the right to terminate service of the employee without notice. For confirmed/regular employees, except where the employment is terminated on grounds of Gross Misconduct the employee is entitled to minimum notice of 2 months from the management. The notice may be handed to employee personally or sent to last recorded address of the employee.

The management reserves the right to ask the employee to no longer attend the place of work for the duration of the notice period.

PROMOTION RULES

The faculty once selected will be inducted into the respective departments. The senior most faculty will become the Principal of the college followed by three vice principals, one for Sciences and the other for Arts and Commerce and management and for Intermediate. The senior member of the department will be the Head of the department to look after all the activities of the department. The faculty. All the faculty members will work under the Head of the Department for the smooth functioning of the college. Once a faculty member attains superannuation then the next senior member takes over that position. The faculty members once recruited up to 7 years, they are referred as Lecturers, after 7 years to 14 years they are promoted as Assistant Professors and after 14 years they are promoted as Associate Professors.

E-GOVERNANCE POLICY

Sarojini Naidu Vanita Maha Vidyalaya, a reputed centre for higher Learning for women, is one among the 20 institutions of Osmania Graduates Association and Exhibition Society. Vanita has always been swift in imbibing new trends and technologies. Accordingly, with the approval of the Management, the College has adopted Tally to maintain financial accounts, Payroll Management System for office automation, Students Information System is used for the smooth functioning of various student services like admission, transfer certificates, bonafide certificates etc. The ERP software is specifically developed and implemented for college purpose and is periodically upgraded as per the requirements of the institution.

An e-governance policy outlines the guidelines and procedures for the use of electronic systems and technology in the administration and management of the institution.

Scope:

The scope of this policy extends to the areas of

1. Administration
2. Finance and Accounts
3. Students Admission and support
4. Examination

Objectives:

- To improve the efficiency of the administrative processes, reduce paper work and to save time.
- For providing transparency in all the records maintained
- To provide easy accessibility of information to students and staff and to promote accountability.
- To provide online access to resources, information and services ensuring inclusivity and convenience.
- Staff records, students record and all the other records are stored and maintained for planning and decision making
- To implement mechanisms for continuous improvement in students' services and administrative processes.
- To optimize resource utilization and reducing operational costs through automation.
- To protect the sensitive information about students and staff.

A detailed description of the different modules that are currently in use are given below:

1. **Administration:** Pay Roll and Accounting Monitoring System is used for administrative purposes in the payment of salaries, maintaining accounts of the college and daily fee collection of the students. Bio-metric Aadhar linked attendance for the staff is maintained. The website committee maintains the college website and updates the college website regularly with the different courses, events conducted, announcements, photographs latest activities and information which has been instrumental in communication. Information is passed on to the students through official email system and messaging platforms like WhatsApp and Vanita Sandesh.

2. **Finance and Accounts**: All financial transactions in the institution are either online or through banks. Payment of fees by the students is through challan in the bank. The administrative staff is provided with training for maintaining the finance and accounts. The latest version of Tally is used for maintaining the accounts and financial statement preparation. Online salary payment is made to the teaching and nonteaching staff.

Statutory deductions like Employee State Insurance Corporation (ESIC), Employee Provident Fund (EPF), Professional Tax and Property Tax, Income Tax/ TDS payments are made online. The scholarship section maintains the data base of the receipt of scholarship from Government and disbursement to the student. Scholarships amounts are directly deposited into the accounts of the students. Annual internal and external financial audit brings out financial transparency and the audit reports are submitted as and when required to the concerned departments. .

3. **Students Admission and Support**: The institution has a Students Management System for providing various support services to the students. The software is used to issue Transfer certificates, Bonafide certificates, Custodian certificates, Admission records of the students etc. Since 2016-17, the admission process is online, conducted by the Commissionerate of Collegiate Education through the website, www.dost.cgg.in. The candidates apply online through http://dost.cgg.gov.in and upload the required documents according to the Osmania University norms. Allocation of students to various courses is on the basis of preferences of courses and choices of colleges, given by the students in their online application. Slide over facility is also provided to the students within the stipulated period of time. The PG admissions right from the beginning of the courses have been through an entrance examination conducted by the Osmania University. TS CPGET i.e. Common PG entrance test conducted by Osmania University. The college website provides all the information required for the students. The admission is a centralized process for UG and PG courses. Students are allotted to the institution based on their ranking and the fees are as per the stipulations of the Osmania University. 10% of the seats are allotted under the management quota, for which the fee payment is through bank challan. For the scholarship of the students ePASS software is used to make the process easy. ICET for admission into MBA program.

4. **Human Resource Attendance Monitoring System**: The institution maintains documentary evidence of all student and staff activities. The attendance of both teaching and non-teaching staff is monitored through Biometric system.

5. **Examination:** Osmania University has introduced online system for the disbursement of question paper, nominal roll of the students, hall tickets and payment of exam fees for regular and backlog students. Uploading of attendance in the exam and internal and assignment marks is made online. Hence the process is absolutely transparent. The examination process is by using the online e- governance policy of Osmania University. The payment of exam fee and hall ticket download is done online. As per OU norms, external examination question paper download, internal assessment marks, practical examination marks, project evaluation marks upload is done online.

6. **Library Information System**: Our college has 3 libraries, one each for undergraduate, postgraduate and MBA courses with over 65,000 books. The libraries are automated and the system is used during the issue of books, uploading information in the accession register and maintaining the stock account. NEWGENLIB software is used in the library. All the books are bar coded.

It is proposed to enlarge the areas of operations of e-governance in the coming years.

STAFF WELFARE POLICY

The institution with a proactive management provides various welfare measures to the staff members. Welfare measures for faculty aims to promote their well-being and job satisfaction. Satisfaction of the employees is very important for the management and the Principal.

Objectives:

1. To ensure competitive salaries and benefits for faculty.
2. To provide opportunities for training, skill enhancement and career advancement
3. To acknowledge and reward outstanding performance and contributions
4. To provide retirement benefits

Some of the welfare measures are:

A) ANNUAL INCREMENT

Annual increment is not automatic and is subject to financial performance of the institution and performance of employees with regard to fulfilling the assessment criteria like percentage of remedial coaching passes, feedback from the students in various courses and recommendation from the Principal and other performance criteria laid out by the college from time to time.

The Annual increase in pay is drawn from 1st of April every year, except when withheld as a punishment. This new system of increments will be one time for all employees instead of giving on different dates. This policy will facilitate for easy implementation of increment to all the employees in the month of April of every year.

B) NET / SLET and Ph.D INCREMENT

- **Incentive for PhD**

An increment of Rs. 2,500 will be included in the salary after completing Ph.D

- **Incentive for M.Phil**

An increment of Rs. 1,500 will be included in the salary after completing M.Phil

- **Incentive for NET / SLET**

An additional amount of Rs. 1,000 will be included in the salary as an incentive for NET or SLET

- **Lump Sum incentive for acquiring higher qualifications:**

Post-Graduation in relevant discipline by non-teaching Staff: entitles an incentive of Rs 1,000/- per month. Incentive shall be considered only if higher qualifications will make the staff more effective in the present or next higher assignment. The incentive is admissible only for higher qualifications acquired after induction into service. The incentive shall be based on qualification without any relation to increment or level/grade of the employee. However, granting of incentive is subject matter of management.

C) SERVICE INCREMENT AFTER 25 YEARS AND 30 YEARS

An employee after completing 25 years of service is eligible for an additional amount of Rs. 5,000 increments in the salary and after completing 30 years of service another Rs. 5,000 will be paid as increment

D) MATERNITY LEAVE

1) For insured employees covered under the ESI ACT- Maternity Benefit is covered under ESI benefits at the rate of full wage subject to contribution to ESI for a specified period. A period of 6 months leave will be granted
2) For employees not covered under the ESI ACT– Maternity Benefit is payable as per the Maternity Benefits ACT by the employer i.e for 3 months.

E) EARNED LEAVE

1) All regular teaching and non-teaching staff are credited with 5 ELs every year
2) Earned Leave availed is calculated considering the intervening holidays
3) Earned leave cannot be availed for half day.
4) Earned Leave cannot be combined with any other leave.
5) The Earned Leave can be accumulated up to a maximum of 90 days.
6) Earned Leave can't be sanctioned/availed not exceeding 30 days at a stretch, once in a year.

F) EPF

Provident Fund Contribution is applicable to the following:
- An employee who draws wages (Basic Pay+DA) less than or equal to Rs.15000 on joining college and does not already have PF membership at the time of joining.
- An employee who is an existing member of PF (i.e already holds a PF account from previous employment) at the time of joining the college.
- Contributions are payable to these employees at rates applicable on a maximum wage (Basic+DA) ceiling of Rs.15000

The employee has to fill the PF membership form with relevant details. The employee will be given PF Account Number in due course and all the correspondence is done by the employee with Regional Provident Fund Commissioner citing his account number for any references/information.

Employees who are already PF members in previous employment must produce certificate of membership from PF authorities, in case they are joining newly in the institution.

PF Contribution Rate:

By	Contribution Accounts			Administration Accounts	
	EPF	EPS	EDLI	EPF	EDLI
Employee	12%		0	0	0
Employer	3.67%	8.33%	0.5%	0.5% (w.e.f 01-06-2018)	0 (w.e.f 01-04-2017)

Exclusions from PF Contribution:

- An employee who draws wages (Basic+DA) of more than Rs15000 on joining and does not already hold PF membership at the time of joining college will not be under the purview of Provident Fund
- An apprentice is not eligible for PF contribution

G) EMPLOYEE STATE INSURANCE (ESI):

Employees State Insurance is a social security scheme and the provisions of the Act are extended to all the employees of the institution where in the gross salary of the employee does not exceed Rs.21,000/- per month.

Contribution Rate:
The employee's contribution rate (w.e.f. 01.07. 2019) is 0.75% of the wages (gross salary) and that of employer's is 3.25% of the wages (gross salary) paid/payable in respect of the employees in every wage period

Contribution Period:
There are two contribution periods each of six months duration and two corresponding benefit periods also of six months duration as under.

Contribution Period	Cash Benefit Period
1st April to 30th Sept.	1st Jan of the following year to 30th June
1st Oct to 31st March of the year following.	1st July to 31st December.

Note: An employee whose gross salary crosses the prescribed ceiling limit of Rs21000 p.m. at any time after commencement of the contribution period, would continue to be under the purview of the Act till the end of that contribution period. Prescribed rates on the total gross salary for the period will apply. The contribution can subsequently be stopped from the next contribution period.

H) GRATUITY ON SUPERANNUATION

Gratuity is paid to all employees who have put in a minimum of 5 years of continuous service in the college limited up to retirement age of 60 years. The Gratuity is calculated

with the formula (Basic + DA) X number of years of service X 15 /26 days of last drawn gross salary.

I) FREE EDUCATION FOR GIRLS OF EMPLOYEES WORKING
College provides free education to all the girl children of the employees

J) LOANS

Various loans like Education loan , Medical loan and Marriage loan will be given to the employees based on their salary at an interest rate of 7% per annum. The amount will be deducted in installments from the employee's salary for a period of one year.

K) FESTIVAL ADVANCE FOR NON-TEACHING STAFF

Festival advance will be provided to the non-teaching staff for Dasara, Diwali , Ramzan etc. based on the salary and it will be deducted in installments from their salary every month for a period of one year.

L) MEDICAL ALLOWANCE TO STAFF

The staff who's salary is more than Rs. 21,000 are not eligible for availing ESI facility. They will be paid Medical Allowance based on their gross salary *3.25%

AWARDS, RESEARCH & CAREER PROGRESSION POLICY

Sarojini Naidu Vanita Maha Vidyalaya has a well-defined policy for recognising the efforts of the faculty in academics, research and career development. Their efforts are rewarded with incentives.

Objectives:

1. To recognize outstanding achievements by faculty and administrative staff.
2. To motivate the faculty to excel in academics, research, leadership and other areas.
3. To promote a culture of merit where faculty are rewarded based on their accomplishments and contributions.
4. To focus on career progression for professional development of faculty and staff.
5. To encourage the faculty to make significant contributions to the college and its mission.

The institution offers various measures to encourage the faculty. Some of them include

- **Incentive for PhD**

Three advance increments will be admissible to those who hold PhD degree, at the time of recruitment as Lecturers. A Lecturer will be eligible for two advance increments as and he/ she acquires PhD in their career. An increment of Rs. 2,500 will be included in the salary after completing PhD

- **Incentive for M. Phil**
An increment of Rs. 1,500 will be included in the salary after completing M. Phil

- **Incentive for NET / SLET**
An additional amount of Rs. 1,000 will be included in the salary as an incentive for NET or SLET
  - Permissions are granted to pursue their research work.
  - To encourage the faculty to pursue PhD and to publish papers. Financial assistance is given for paper publication and for attending FDPs.
  - Badges are awarded on Teachers Day to those faculty who has contributions in research work, publications of papers, authoring chapters in the books, publishing books, attending FDPs, Refresher course, orientation program, organizing FDPs, conferences or any other activity in the department etc.
  - Each department also will be awarded a badge for their contribution.
  - The faculty are encouraged to go for exchange program in collaboration with other institutes and universities.
  a) The faculty are encouraged to start Short Term Courses and Diploma Courses.
  b) Lump Sum incentive for acquiring higher qualifications:
     Post-Graduation in relevant discipline by non-teaching Staff entitles an incentive of Rs 1,000/- per month. Incentive shall be considered only if higher qualifications will make the staff more effective in the present or next higher assignment. The incentive is admissible only for higher qualifications acquired after induction into service. The incentive shall be based on qualification without any relation to increment or

level/grade of the employee. However, granting of incentive is subject matter of management.

c) Enhancement of remuneration after completing PhD.
d) To conduct orientation programs for the new recruits
e) To encourage the faculty for orientation programs, refresher courses and FDP in Human Resource center.
f) Reimbursement of fees for those who upgrade their skills with short term courses.

FINANCIAL ASSISTANCE TO FACULTY POLICY

Learning is a lifelong process, ever ending experience and every faculty has to learn the latest trends, technologies and adapt to implement them. The institution provides financial support to the faculty for professional development and upgradation of skills.

Objectives:
1. To encourage the faculty to engage in scholarly activities
2. To enable the faculty to improve their teaching methods
3. To invest in faculty to enhance institution's reputation

FDP's / PAPER PRESENTATION / PUBLICATION
- Faculty Development programmes are vital for the faculty without which Academic Excellence cannot be ensured.
- Mandatory periodic training, orientation, refresher programmes for the staff either have to be conducted at the institution or shall be attended elsewhere either physical mode or online mode.
- Annual Appraisal of the faculty shall also include the FDP attended/ organized. To consider Career Advancement/ promotion of faculty they shall compulsorily attend FDPs.
- Apex Regulatory bodies/ Universities may be explored for financial assistance to conduct these programmes.
- Budgeting for the FDPs shall be taken up on priority.
- Timetables shall be so framed that at least a couple of faculties undergo FDPs at a given point of time
- No faculty shall refuse to undergo trainings.
- Annual Faculty Development Plans must be prepared every year after taking the training proposals from each and every faculty.
- Non-teaching staff shall also undergo trainings periodically in various subjects viz., establishment, rules and regulations in appointments, service matters, different kind of leaves, disciplinary action, accounts, stores management etc.
- The Faculty Development Plan (FDP) of the institution shall be prepared in advance based on the individual Faculty requirement.
- All the faculty shall submit their required FD Programmes in the stipulated format before and submit the impact assessment after implementing the knowledge gained through these programmes.
- The FDP of the institution is a moderated compilation of individual faculty requirements for that academic year.
- Each faculty member will be reimbursed 50% of the registration fee for participation in any FDP's or Workshops or Seminars and 100% reimbursement for Paper presentation or for any publications

STANDARD OPERATING PROCEDURE

1. All the faculty shall submit their required Faculty Development Programmes in the stipulated format before and take permission from Principal and Head of the Department and submit the impact assessment after implementing the knowledge gained through those programmes.
2. Each faculty should submit the receipt of payment towards FDP or Paper presentation

3. Full amount will be reimbursed for paper publications.
4. 50% of the amount will be reimbursed for   attending FDPs, Refresher course, orientation program etc.
5. 100% reimbursement for Paper presentation or for any publications in National, International and other journals.
6. Faculty should submit the certificate as proof
7. Vouchers should be submitted when receipt is not issued by the organizing authority.

<center>**PERFORMANCE APPRAISAL POLICY**</center>

The Institution has the following Performance Appraisal System for Teaching and Non-teaching staff.

For teaching staff: The institution appraises the faculty annually by taking the inputs from students and other stakeholders. Self-appraisal forms are distributed to the faculty for their self-appraisal. Appraisal is the main criteria for confirmation, promotion, review for premature termination or retirement etc. Writing and maintenance of appraisal assumes importance not only in the interest of service but also in the interest of the employee.

For teaching staff: The Non-teaching staff are appraised by the concerned departmental Heads and the Principal based on their performance on the assigned duties.

Objectives:
1. To evaluate the performance of the faculty and staff to identify strengths and areas of improvement
2. To provide constructive feedback to help faculty and staff to improve their skills and performance
3. To identify training and development needs for their professional growth
4. To recognize and reward outstanding performances

PERFORMANCE APPRAISAL DESCRIPTION OF THE PROCEDURE

Performance appraisal is an objective assessment of the work and conduct of an employee. Appraisal is the main criteria for confirmation, promotion, review for premature termination or retirement etc. Writing and maintenance of appraisal assumes importance not only in the interest of service but also in the interest of the employee.
- Self-Appraisal is done by each faculty giving details on their achievements in teaching, administration, department duties, research and extension work.
- The Head of the Department gives feedback on the performance of the faculty and their participation in various other departmental and institutional duties.
- The Heads of the Department are appraised by the Principal based on the departmental achievements and activities organized during that academic year.
- The data collected is analyzed by the Management and accordingly the staff are appraised on annual basis.
- Appraisals and personal development plans are to be written for all categories of employees.
- Grading as 'Outstanding', 'Very Good', 'Good' are considered as favorable reports. Grading 'Average/Un-satisfactory', though not considered adverse, to be avoided as far as possible.
- A record of punishment imposed on the employee as a result of disciplinary proceedings should be recorded in his/her appraisal.
- Derogatory remarks on any staff should be substantiated with show cause notices and replies.

For non-teaching staff: The Non-teaching staff are appraised by the concerned departmental Heads and the Principal based on their performance, punctuality, technical skills, communication, work standard etc. on the assigned duties.

SOPs for staff performance appraisal for teaching and non-teaching staff
Teaching staff

- Every year performance appraisal form should be filled by every faculty.
- Faculty should provide all the details given in the form.
- Proofs also should be attached along with the form.
- Any FDPs, workshop, conference, refresher course attended should be mentioned along with the certificates.
- If any paper presentation or any publications or books authored should be clearly mentioned.
- Any seminar, workshop, conference organized should be mentioned

Non-Teaching Staff

- Non-teaching staff should improve their performance every year
- They should be punctual and should be present on time
- They should have technical skills specially lab in charge should know about the complete information about lab.
- Proper communication should be there among the non-teaching staff and all should work in coordination.
- The assigned duties should be completed on time with utmost diligence

GENDER EQUITY POLICY

Policy Statement

UNICEF says gender equality "means that women and men, and girls and boys, enjoy the same rights, resources, opportunities and protections. It does not require that girls and boys, or women and men, be the same, or that they be treated exactly alike."
The main goal is to ensure equal opportunities for women and men by encouraging a more gender-competent management in research, innovation and scientific decision-making bodies, with a particular focus on universities.
Gender Equity Policy
SNVMV, rooted in the Indian tradition and culture is committed to uphold the principle of gender Equity as enshrined in the Indian Constitution, in its Preamble, Fundamental Rights, Fundamental Duties, respecting the dignity of the human individual and the centrality of human person in the scheme of things, without any discrimination to any gender, providing equal opportunity to all.

Objectives

- Equal career opportunities for women and men.
- Fair distribution of unpaid and paid work among women and men, wages and salaries that women and men can live on independently.
- Equality of women and men with regard to political representation and participation.
- To positively strengthen selection processes relating to equality in recruitment, promotion and progression of, and support for, researchers, in the partner institutions
- To develop processes to strengthen the presence of women in academic/research leadership positions and senior academic research positions in the partner institutions
- To raise gender equality awareness in academic research and scientific structures
- To provide sustainability of the culture change which will support gender equality and needs of women academics in the organisations
- To implement a locally specific Gender Equality Action Plan in each core partner institution
- To strengthen research excellence frameworks and policies in the context of gender equality with the key objective of developing a 'code of practice' for assessing research excellence.

Roles and Responsibilities
- Promote communications that represent unbiased representations of gender equity.
- Conduct workshops that promote diversity and gender-sensitive communication for members and employees
- Conduct regular awareness-raising activities among students and staff
- In classes, faculty members could promote working together, fair representations for leadership roles, facilitate impartial participation, gender balance in team projects when possible, promote students meeting with faculty, having open and closed sessions with faculty members of the appropriate gender for related scenarios, complaints and counselling during class hours and at hostels.
- Ensure balanced gender quota in hiring committees
- Our student code of conduct promotes gender parity at the governance level.
- Conduct gender sensitization programmes
- Women- related themes and topics taken up for discussion and debates

- Leadership camps organized for the personality development of women students.
- Conduct women Empowerment programs for women who needs help
- Conduct programs at orphanages (women and children) for their up liftmen
- Women cell and Anti-sexual harassment committees continuously conduct various awareness programs on gender sensitization.
- Take initiatives to check the functioning of vending machines, inspect sanitary napkin incinerators.
- Implement measures to evaluate the student's confidence as a result of gender equity awareness initiatives.

Action Plan

Encourage -The celebration of international women's day every year with a message for women safety and etiquettes.
- The student counsellors should interact with students on various problems and personal distress, so as to develop the sensitization of students and solve the social issues.
- Maintenance and housekeeping - The sanitary napkin incinerators, sanitary napkin vending machines are installed for the health and hygiene maintenance for the girls.
- An awareness program on the rights of women and rules under the prevention of workplace harassment act, notified by the Government to the student community.
- Poster competition, Slogan writing competition in connection with the International Girl Child Day and on women's day and Group discussion
- Seminar on Women's Safety and Security along with sister institutes.
- Semester wise invited talks on Gender Equity in open forum

ENERGY POLICY

Policy Statement

The Energy Policy of the Institution will be effective in organizing structured programs to promote awareness on the proper management and conservation of energy those models resource-efficient and low-carbon campuses that demonstrate practice for sustainability.

Features in the Campus:
1. Grid connected Solar Panel
2. PF Improvement Equipment
3. Power Backup
4. LED Light fixtures.
5. Repair, Re-use and frequent maintenance of equipment to ensure sustainable longevity.
6. Effective maintenances through annual maintenance. Contracts to increase reliability.

Energy Policy Statement

The SNVMV energy policy articulates commitment of the Institution to the conservation of energy by defining energy management using renewable energy protocol for maintaining an eco- friendly green campus.

Objectives
- Utilize energy resources efficiently by introducing innovative technologies
- Use of renewable energy.
- Optimize the Energy consumption and cost.
- Reduce, Reuse and Recycle.
- Carry out regular internal energy audits to identify energy conservation opportunities.
- Regular monitoring and follow up procedures managed by the Institution Energy Audit/Management Cell for effective implementation at department levels.
- Train faculty, non-teaching staff, students and housekeeping staff to make the Institute a role model in the area of Energy conservation.
- Encourage faculty members to obtain certification as Certified Energy Auditors and Managers.
- Establish ties with Industries and conduct a complete Energy Audit.
- Promote awareness related with Energy conservation among various sections of society.
- Review the Policy on a regular basis.

Responsibilities and Roles
The Energy Management Team comprises of:
      a. Principal
      b. IQAC Coordinator
      c. 7th Criterion Committee
      d. Technical Staff

The team should carry out the action plan and ensure the energy resources are made available and utilized optimally.

Action Plan
Energy Optimization Plan

1. Restructuring the Energy Management Cell with representatives from all Departments, for effective implementation of Energy management program.
2. Regular Monitoring and benchmarking for resource use.
3. Monitor and evaluate the energy performance levels
4. Use of energy efficient, star labeled equipment.
5. Periodic maintenance and replacement of other lights/lighting fixtures to LED.
6. Maximum use of Daylight for Indoor illumination and natural ventilation.
7. Fine tuning of optimum temperature setting of Air Conditioners and Water coolers.
8. Maximize use of Renewable Energy – Grid Interactive Solar PV System installed in theCampus.
9. Maximum demand optimization by adequate reactive power management
10. Encourage students to undertake UG and PG projects on Energy Management, Energy optimization techniques, Renewable Energy Harvesting thereby promoting a sense of awareness towards Energy use and its cost.
    Provide timely training.

ENVIRONMENT POLICY

Besides initiatives for Environment Protection, the Environment Policy includes Energy Management, Waste Management and Water Management which are dealt with separately taking into account the importance of each, and policies and procedures have been formulated for these topics. Policy Statement SNVMV believes in protecting and promoting "save planet earth" as it is mother of nature and all living beings.

Objectives

- To encourage projects on environmental assessment
- To impart awareness about green clean campus
- To initiate sustainability practices in the campus and among students
- Financial savings through a reduction in resource use to reduce, reuse & recycle
- Curriculum enrichment through practical experience
- Development of ownership, personal and social responsibility for the SNVMV campus and its environment
- Developing an environmental ethic and value systems in students
- Conduct audits for recommendations and continuous improvement
- Teach sustainable development across all disciplines of study
- Encourage research and dissemination of sustainable development knowledge
- Green campuses and support local sustainability efforts

Roles

- Environment Protection and awareness
- Environment Policy to be implemented in the Campus.
- Internal inspection system should be developed for various equipment's available in campus.
- Waste Management plan should be prepared for the campus.
- Environmental drills for response against spillage and leakage of chemicals in the campus
- Plastic usage can be reduced in campus by encouraging the use of cloth, steel and glass material.
- The monthly inventory of e-waste is required to be maintained in formats on regular basis.
- Communicate the Environment Policy to all faculty members and staff.
- Formation of interest groups of students and faculty to follow on nature friendly pursuits and sustainable awareness.
- Increase in Environmental promotional activities for spreading awareness in the campus.
- Environment/Green committee formation for regulating eco- friendly initiatives in the campus premises and periphery.
- Reusing and rechanneling of RO Plant waste water

Action Plan

1. Observation of various days of importance ozone day, environment day, earth day etc
2. Conduct awareness campaign on pollution and preventive measures
3. Conduct regular green/environment audit and follow up corrective measures
4. Ensure regular follow up and updates for clean campus practices like proper waste disposal, e-waste campaigning among stakeholders, rain water harvesting and monitoring judicious water usage 5. Activities encouraging recycling, reuse, repair and refurbishing etc
5. Conduct invited talk (dept /college level on various updates policies and various dimensions of environment studies

GREEN POLICY

POLICY STATEMENT

Our Green Policy is aimed to develop an environmentally sustainable institution with the inclusion of several green initiatives and their effective and efficient implementation. We wish to maximize the adoption of different activities as much as possible to reduce the environmental impact and minimize our carbon foot print potential.

We are committed to provide a healthy, fresh, aesthetic, professional ambiance to our students and staff as an educational institution.

OBJECTVIES

- The Green Policy of our institution upholds our traditional practices in harmony with Mother Nature.
- We seek to promote the plantation of indigenous medicinal and ornamental plants in and around the college campus
- Maintaining botanical garden and nursery for propagation of rare and endangered plants
- Promote environmental awareness among our stake holders and encourage them to work in an environmentally conscious way
- Gift a plant on all occasions instead of other gifts
- Celebrate all festivals in an eco-friendly manner
- Discourage the practices where significant health, safety or environmental hazards exists
- Adoption of plants by students and staff improves the conservation of flora at institutional level
- Grafting methods of plant generation methods will be followed to enrich the students' knowledge in horticulture
- Establishing Hydroponic units on experimental basis to encourage the students to acquire the technical know how
- Eco Club monitors the annual Haritha Haram programs to encourage the students in social activities
- Take administrative action in case of non-compliance to the policy

PROTOCOL

- Regular inventory and monitoring of the plants in the garden and in the premises of the institution
- Updating the institutional database of medicinal and botanically important plants periodically
- Conducting workshops on grafting to the students to focus on the new developments in the field
- Using Hydroponics technology knowledge of roof gardening as well as opportunities of entrepreneurship to the students is provided
- Eco Club provides the students opportunity to develop green fingers

ROLE & RESPONSIBILITY

- Principal
- All the Heads of the Department
- Eco Club

WASTE MANAGEMENT POLICY

Policy Statement

The educational institutions represent the main components of sustainability promotion in our society. Waste Management is one of the challenges that educational institutions have to face in accomplishing the sustainability goals. In 2016 the Union Ministry of Environment, Forests and Climate Change (MoEF&CC) released the updated Solid Waste Management (SWM) Rules which applies to every Solid Waste generator contributing to Waste generation in the premises. In recent years, technologies have been developed that not only help in generating substantial quantities ofdecentralized energy but also in reducing the quantity of Waste for its safe disposal.

Features in the Campus

1. Paper recycling.
2. Repair, Re-use and frequent maintenance of equipment to ensure sustainable longevity.
3. Student Projects on Waste management
4. Awareness programs for Waste management through Swatcha Bharat Mission, Govt. of India.

Waste Management Policy Statement

The SNVMV Waste Management Policy articulates commitment to reducing its environmental impacts through effective Waste Management and sustainable practices in converting Waste to resource. The Campus strives to work for obtaining a Zero Waste plan thus obtaining its Eco- friendly status through the policy of "reduce, reuse and recycle".

Objectives

- Minimising the consumption of natural resources.
- Avoiding and minimising the generation of Waste.
- Reducing, re-using, recycling and recovering Waste.
- Ensure segregation of Waste at the source
- Treating and safely disposing of Waste to reduce the pollution.
- Promoting and ensuring the effective delivery of Waste services.
- Achieving integrated Waste Management reporting and planning.
- Ensure the protection of the environment through effective Waste Management measures.
- Encourage Waste to energy options through projects and research work
- Carry out regular internal Waste Managing Audits to continuous monitoring and assessments of various Waste management systems in the college.
- Regular monitoring and follow up procedures managed by the Institution Waste Management Cell for effective implementation at department levels.

- Train faculty, non-teaching staff, students and housekeeping staff to make the Institute a role model in the area of Energy conservation.
- Promote Collaborations with Govt. Bodies/Industries/NGOs to promote sustainable practices in the Campus
- Review the Policy on a regular basis.
- Bench mark the Campus using the green norms.

Responsibilities and Roles

The Waste Management Team comprises of:

a. Principal .
b. IQAC Coordinator
c. Faculty Representatives from all Departments
d. In charge Staff Coordinator of Housekeeping

The team should carry out the action plan and ensure that the Waste Management Strategy is organized and implemented optimally.

Waste Management Plan

1. Constitute the Waste Management Cell with representatives from all Departments, for effective implementation.
2. Regular Monitoring of Waste generation.
3. Monitor and Evaluate the Waste generation, disposal and collection system in the Campus regularly.
4. Initiate sustainable practices like Composting for Waste, generated from the Canteen.
5. Reduce eWaste to maximum with proper maintenance, before moving on to Replace & Recycle stage.
6. Continue to introduce innovative strategies to reduce paper Waste and plastic Waste in the Campus
7. Ensure effective disposal methods for Laboratory and Hazardous Wastes generated in the campus.
8. Provide training for faculty, students and staff about Waste Management and practicing Sustainable habits.
9. Include Sustainable Project learning strategies for Waste Management in the curriculum with Industry tie up.
10. Conduct awareness programs on Fire Safety, Occupational Safety and Work Ethics.

Mechanisms

The Waste Management Cell should lay down well-defined procedures as mentioned below.

i. Create Implementation guidelines
ii. Monitoring and follow-ups

WATER MANAGEMENT POLICY

Policy statement

Water is the fundamental requirement of life. It touches all life activities such as agriculture, domestic and all socio-economic activities. The water management policy of SNVMV includes all the water related field activities. A water management policy is required to assure the quality water distributed from the unique sources of water available at SNVMV.

Objectives

- To provide adequate water supplies to meet demands of the campus.
- To provide clean, safe, reliable drinking water at all times.
- To enhance water availability through recycling.
- To enable water storage and propose conjunctive management of surface and groundwater
- To provide for groundwater recharge while protecting groundwater resources from overdraft
- To protect the groundwater resources from contamination
- To control excessive erosion and manage sedimentation/ situation
- To undertake activities to sensitize people about Climate change.

Procedure

1. A team is formed to create and implement the water management policy in the SNVMV campus. The team inspects all the water conservation system in the campus periodically. This team ensures primarily on the regular monitoring of quality of drinking water, maintenance of water distribution system and effective utilization of the waste water.
2. The water demand, wastage of water and the quantity of the water in the reservoirs should be quantified periodically
3. Productive and efficient methods should be implemented to improve the reservoir capacity and drinking water quality and these methods should be monitored and the efficiency should be evaluated.
4. The standard operating procedures should be developed and documented

Roles

The Water Management Team comprises of

1) Principal
2) IQAC Coordinators
3) Faculty Coordinators from all Departments
4) Interested Faculty members
5) Technical Staff and Plumbing Supervisors of SNVMV

Responsibilities

1) Conduct meeting regularly and review the policy
2) Update the maintenance register
3) Conduct the Water Management Audit
4) Monitor the water levels of all conservation system
5) Test the water quality periodically
6) Measures to be taken to improve the water quality
7) Conduct workshops and seminars to create awareness on saving the natural resources and reduce the wastage of water
8) Maintenance of the RO Plant
9) Redirecting and reuse of the waste water generated from RO Plant
10) Rain Water harvesting to increase the ground water levels.
11) Regular checking of taps and overhead tanks for leakages and correct time measures there upon
12) Avoiding any kind of wastage of water

DISABILITY INCLUSION POLICY

Purpose: This policy outlines the commitment of Sarojini Naidu Vanita Maha Vidyalaya (SNVMV) to create an inclusive and accessible environment for students, staff, and visitors with disabilities. The policy aims to ensure that individuals with disabilities have equal opportunity to participate in and benefit from the programs, services, and activities offered by the college.

Scope: This policy applies to all programs, services and activities, including but not limited to academic programs, student services, employment and facilities offered by SNVMV.

The focus of the policy is as follows:

- SNVMV is committed to providing a welcoming and inclusive environment for all individuals, regardless of their abilities.

- The college will strive to eliminate barriers and provide reasonable accommodations for individuals with disabilities, as required by law and best practices.

- The College will provide the following Disability Support Facilities:

  o Implementation of affirmative action in admission of disabled as per Government rules
  o Easy access to classrooms, library and laboratories through lift, ramp, wheel-chair and human-assistance
  o Easy entry/exit access
  o Access to auditorium through ramp, wheel-chair and human-assistance
  o Disabled-friendly washrooms
  o Scribe facility for individuals who require human assistance during the course of examinations in compliance with guidelines
  o Provision for guidance and counselling
  o On campus medical facility
  o Ensuring dissemination of information
- Committee for Disability Support

  o The committee comprises of the following:

    ▪ The Principal of the College, Chairperson
    ▪ Vice Principal, undergrad, member
    ▪ One Representative from students, member
    ▪ Senior Functionary of Non-teaching office staff, member

  o The committee shall meet twice in an academic year to study the status and requirements

STUDENT CODE OF CONDUCT POLICY

Policy Statement

SNVMV strives to uphold its core values and inculcate in students a culture of being honest and transparent in their personal and professional life, respectful of the opinions and beliefs of others, practicing their profession with conscience and dignity, and making their contributions to the society with accountability and commitment.

Objectives

The purpose of this document is to provide the code of conduct and ethics for students of Sarojini Naidu Vanita Maha Vidyalaya (SNVMV). Students are expected to be aware of this code and abide by it to enable SNVMV to meet its own clearly stated objectives, standards and performance targets within a supportive environment.

Responsibility

Management, Principal and the faculty

Code of Conduct

Discipline, both in personal and professional matters, is essential for the success of an Individual. Orderly behaviour on campus will improve one's self-esteem and will help in having good inter-personal relations. The high level of discipline consistent with the superior standards of the Centres of Excellence in Higher Education shall be maintained on the campus. The following guidelines on conduct will help in maintaining discipline on campus and they shall be adhered by all.

Rules and guidelines

a. All students are expected to follow Courteous behaviour, an essential ingredient of Professional Competence. Dishonesty, obscenity in word or act or any other acts of misconduct will invite disciplinary action.

b. Uniforms are compulsory for Intermediate students.

c. Students shall wear the ID cards while on the campus.

d. Students should not litter in the classrooms, corridors or on the campus.

e. They should make use of their free time by using the Library, Computer facilities or other facilities for extra-curricular activities.

f. Habitual negligence of College work, absence from internal examination, non-submission of assignments, frequent absence from classes, etc., will be reported to the parents and if not corrected, may lead to discontinuance from the program.

g. Students, if they have any grievance and personal problems shall bring them to the notice of the College authorities individually but should not have recourse to collective complaints or petitions to anybody within or outside the College.

h. Students are forbidden from attending or organizing any meetings within or outside the College, without the permission of the Management.

i. Political activity in any form, under any banner is not permitted in the campus.

j. Willful damages to property and equipment will have to be compensated for. Pasting of posters and notices on walls or disfiguring the building and campus, in any form are forbidden.

k. Students organizing tours on their own accord without permission and teachers accompanying them is banned. Any act contrary to this rule will invite strict disciplinary action.

Prevention of Ragging

Prohibition by law

Ragging, in any form is prohibited by law.

Rules and guidelines

Students shall not indulge in any of the following activities, which are treated as ragging:

a. Any act that prevents, disrupts or disturbs the regular academic activity of a student.
b. Exploiting the service of a junior student by a senior student or a group of senior students.
c. Any act of financial extortion or forceful expenditure burden put on a junior student including fund-raising for organizations.
d. Any act of physical abuse including all variants of it: annoying, playing, practical jokes, sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts or gestures.
e. Any act of abuse by spoken words, emails, SMS or any other means.
f. Any word or act that causes hurt to the dignity of the individual.
g. Entering without permission in any class other than the one assigned to a student.

CULTURAL POLICY

Policy Statement

The SNVMV with its strong team leads all the cultural, arts, literary and sports activities conducted in the college. The Senate addresses the student community problems and ensures the betterment of overall academia. The senate ensures in providing a better campus experience by conducting various extracurricular actives in the campus.

Objectives

The main objectives of the club are.
- Addresses the student community problems
- Ensures the betterment of overall academia
- Providing a better campus experience

Action Plan

The college undertakes many recreational activities over the year. Some of the main activities of the senate include.
- Independence Day Celebrations
- Republic Day Celebrations
- Teachers Day Celebrations
- Sports Day Celebrations
- Annual Day Celebrations
- Telangana State formation Day
- Gandhi Jayanti
- National Unity Day
- Birthday of Sarojini Naidu
- Women's Day Celebration
- Celebrating community festivals like Bathukamma and Bonalu and many more

PUBLICATION POLICY

Roles & responsibilities

1. The Editorial Board of various publications will implement the decisions of the College Council.
2. The Publication Committee will comprise the following members.
   a. Principal
   b. Faculty members of Language department

The duties of the Publication Committee are:
   a. To formulate publishing policies and submit it to the authorities.
   b. To ensure that the institutional standards governing the production of publication are adhered to make sure that the publication do not contain anything contrary to the policies,vision & mission of the Institution.
   c. To ensure that the content in no way hurts the Nationalistic feelings, religious sentiments or reflects gender discrimination.

College Magazine

1. The College Magazine will be published annually. It should reflect the culture, history and creativity of faculty, students and departmental activities. It should serve as a reference source for the entire activities of the previous year.

2. The following should be the composition of the Editorial Board.
   a. Principal
   b. Vice Principal
   c. Editors from various language departments
   d. Students
   e. Faculty from various departments

ZERO TOLERANCE

Refusal to accept Anti-social behaviour typically in an institution. The prominent issues that fall into Zero Tolerance category in our institution includes:

1. Drug use
2. Sexual harassment
3. Ragging

Zero Tolerance is a policy of not allowing any violations of the above said at our institution, through the committees formed which take up the complains if any, so as to be addressed. Awareness is given to students during induction programme, Annual day, Fresher's party and Farewell party and through informative posters on bulletin boards. Above information is also shared in student groups. A special mention is given during orientation too.

Conclusion

Sarojini Naidu Vanita Maha Vidyalaya is committed to creating and maintaining a working, learning, and social environment for all the students and community focused on zero tolerance.

Standard Operating Procedures (SOPs)

WEBSITE CONTENT DEVELOPMENT

1. **Purpose:**

   The aim of this policy is to provide guidelines for the uploading and deleting the content on the website, to ensure accurate and relevant information to students, staff and visitors.

2. **Content Upload Guidelines:**

   - The content which is directly related to the college and college related activities should be uploaded.
   - The content should be accurate and up-to-date. The content should be reviewed by concerned authority before publishing.
   - Content uploaded must follow the copyright law, rules and regulations. Any copyrighted content/material should be published with proper channel prior permission.
   - Content should be presented in professional manner. It should be legible.
   - Videos, Images or any other content uploaded should be relevant and appropriate. No sensitive or personal information can be shared without consent.

3. **Content Deletion Guidelines:**

   - The expired or outdate content should be archived or deleted with concerned authorities' permission.
   - Any content that violates local, national, or international laws should be deleted immediately upon discovery.

4. **Content Review Process:**

   The personal designated as mentioned in SOP is responsible for approving and uploading content.

5. **Roles and Responsibilities:**

   Faculty, staff, or designated individuals responsible for generating and maintaining content should ensure its accuracy and adherence to the guidelines before submitting it for upload.

6. **Review:**

   This SOP should be reviewed time to time to ensure its effectiveness.

WEBSITE COMMITTEE ROLES AND RESPONSIBILITIES

Objective:
The purpose of creating the "Website Management Committee" is to oversee every aspect of the institute's website, which includes updating content and resolving technical problems.

Role of Principal
Is to oversee various aspects, such as:
Content updates, user training, and technical issue troubleshooting, for the organization's website.
Providing recommendations on removing outdated features and adding new ones as necessary.

Roles & Responsibilities of Coordinator

- To facilitate effective communication within the website committee, faculty members and technical staff will coordinate the meetings to discuss website updates and gather suggestions from higher-level management.
- To ensure comprehensive coverage of departmental and college events, the website committee faculty members will collect detailed program information and photographs, which will be shared through email/Whatsapp.
- The web development technical member will coordinate the placement of data on the website, ensuring it is appropriately organized and presented.
- Regular website updates and maintenance will be coordinated, including the timely submission of detailed event reports, photographs, and newspaper clippings within two days of the event/program's completion. The appropriate location for hosting this information on the website will also be specified.

Roles & Responsibilities of Technical Member

- To update regularly and to ensure its relevance and accuracy. For all completed events, a thorough verification, collection, and conversion process will be carried out for detailed reports, photographs, and newspaper clippings. Additionally, the appropriate location for hosting this information on the website will be specified.
- Department-wise and college events will be collected, including detailed programs and photographs.
- To ensure the safety and availability of website data related to college events, reports, and photographs, a robust backup and restoration process will be maintained and managed.
- Efforts will be made to enhance the website's effectiveness by implementing themes and plugins to improve its functionality and user experience.

Roles & Responsibilities of Faculty Members

- To collect and follow up on data, along with photos, from the event coordinators involved in department-wise or college events/programs. Once the data is collected, it will be verified and aligned with the corresponding photos. Any missing information will be added, ensuring the accuracy of the final data. The verified and finalized data will then be submitted to the website technical member after Principals approval.

- In addition, the final data will be collected from department-wise website committee faculty members, the website technical member, and the coordinator. If there are any requirements or modifications suggested, they will be taken into consideration. After implementing the necessary modifications, the data will be hosted on the college website.

VANITA'S GOT TALENT

Mission:

To provide a platform for aspiring talents to showcase their skills, nurture their potential, and inspire audiences worldwide, fostering a culture of creativity, diversity, and excellence.

Vision:

To be the premier talent show that celebrates the limitless potential of individuals, empowering them to pursue their passions and dreams, while captivating and inspiring audiences with extraordinary performances that transcend boundaries and unite people from all walks of life.

SOP

1. **Eligibility:** Only First year students are eligible to register in VGT.

2. **Registration:** The registration form should include personal information, contact details, and a brief description of the talent or performance.

3. **Auditions:**
   a. All Students must undergo an audition process to be considered for the talent show.
   b. Auditions may be conducted in person or through video submissions, as specified by the organizing committee.
   c. Students must adhere to the audition guidelines and criteria provided by the organizers.

4. **Performance Categories:**
   a. VGT may have specific categories, such as singing, dancing, instrumental music, comedy, magic, acrobatics, or any other unique talents.
   b. Students should select the appropriate category for their performance during the registration process.

5. **Content Guidelines:**
   a. Performances must be appropriate for all audiences and adhere to ethical and legal standards.
   b. Any offensive, discriminatory, or explicit content is strictly prohibited.
   c. Students are responsible for obtaining necessary permissions or licenses for copyrighted material used in their performances.

6. **Equipment and Props:**
   a. Students must provide their own equipment and props required for their performance, unless otherwise specified by the organizing committee.
   b. The use of dangerous or hazardous materials is strictly prohibited.

7. **Dress Code:**
   a. Students should dress appropriately for their performance, considering the nature of their talent and the audience.
   b. Costumes should be tasteful, non-offensive, and in compliance with the event guidelines.

8. **Professional Conduct:** Any form of disruptive or disrespectful behaviour towards fellow participants, judges, organizers, or audience members will not be tolerated.

9. **Compliance with Rules:** Students are expected to familiarize themselves with and adhere to all rules and guidelines set forth by the organizing committee

Note: These rules are general guidelines and can be customized as per the specific requirements and policies of the talent show.

STUDENT MENTORING SYSTEM

Mentorship

Mentorship is the influence, guidance, or direction given by a mentor. A mentor is someone who teaches or gives help and advice to a less experienced and often younger person. In an organizational setting, a mentor influences the personal and professional growth of a mentee.

Who is a Mentor?

a mentor is someone who serves as a guide throughout their institutional training. They provide both professional and personal advice to the students. They further give constructive feedback on writing, teaching and other elements of career design.

Who is a Mentee?

A mentee is a dedicated student who seeks to grow personally, develop professionally, and successfully reach his/her academic goals with the support of a peer mentor.

Guidelines:

1. Create WhatsApp group with all mentees as members and the mentor as group-admin.
2. Mentor is required to fill the student details in the 'mentee information' form.
3. Record the proceedings of the meetings as per the proforma of the 'Details of mentor - mentee meetings' form.
4. Conduct the meetings as per the timetable.
5. Record the specific issues if any in the 'Details of mentor - mentee meetings' form and report to the concerned authorities in the college.
6. Arrange for parents' meeting if required and record the details of the meeting.
7. Collect all the relevant documents (hard copies) related to academic, cultural, literary, NCC, NSS, Sports, Awards, Certificates, Caste Certificate, Aadhar Card and medical leave letters etc., and file them.

Mentee Information to be Captured and Recorded

Student's information with regard to the following fields needs to be collected and presented in the fields mentioned below.

SAROJINI NAIDU VANITA MAHA VIDYALAYA
Mentee Information

Student Name
Hall Ticket No
Program: Year: Semester: Section/Group
Mobile No.:
E-mail ID:
Personal Details
Date of Birth:
Aadhar No:
Scholarship Holder   Yes/No
                    If Yes, mention the category:
Blood Group:
Father's Name: Mobile No.
Mother's Name: Mobile No.
Father's Occupation:
Mother's Occupation: No. of siblings:
Academic Information

Program	Specialisation	CGPA/Marks					
SSC							
Intermediate							
Graduation		I	II	III	IV	V	VI
Post-Graduation/MBA		I	II	III	IV		

Backlogs Information:
Internals: Attended/Not-attended (Reasons)
Any Achievements:
Percentage of Attendance:
Add on Courses/Swayam Courses:
Membership in NCC/NSS/Sports/Clubs/Sangeeth Vanita/Nipuni:
        Participation in activities:
Participation in Cultural/Literary Activities:
Prizes/Awards if any:
Placements/ Training:
Internship/Project:
(Collect offer letters from Degree V & VI Sem & PG students)

For one batch, the allotted mentee's basic data can be presented in the Table below:

STUDENT DETAILS
INDEX

S. No.	Name of the Student	Roll No.	Program, Year, Class, Section	Pg. No. Allotted

As and when mentor – mentee meeting is held the details can be documented in the below table.

Details of Mentor - Mentee Meetings

Name of the Mentor:

Date	Time	Issues Raised	Guidance Provided	Documents if any	Name & Signature of student

SOP for addressing the issues identified in Mentor – Mentee meetings

Issues raised by the mentees in the mentor – mentee meetings have to be recorded in the proforma and action is to be taken based on the following guidelines from 1 to 4. Further the mentors are advised to submit the action taken report to the Principal within 15 days from the day the issue is recorded in mentor – mentee meetings form.

1. Issues that can be resolved at Mentor Level – For issues related to Library, Timetable, Travelling Issues and Class room related issues etc., the mentors are advised to talk to the respective in-charges and try to resolve the said issue.
2. Departmental issues – Mentors are advised to bring issues related with Labs, e-resources, syllabus completion etc., to the concerned heads of the Departments and resolve the issue.
3. Issues related to the feedback on faculty, administration and support staff etc., should be brought to the notice of the Principal.
4. Issues related to Psychological, safety issues and performance in their academics etc., should be referred to the counseling center.

PROGRAM OUTCOMES AND COURSE OUTCOMES ATTAINMENT
SOP for Undergraduate Programmes

1. COs of each course are mapped with the POs of each program
2. Weightage is assigned on a scale of 3 to 1 based on the strength of mapping strong, medium and low
3. The mapping and correlation matrix are approved by the Head of the Department.
4. The mathematical average of the course wise mapping (for all courses in a semester) for each PO is calculated.
5. The target CO attainment level is calculated for each course using the formula

   CO = Sum of PO attainment levels / Number of POs
6. The result of the end semester examination conducted and evaluated by the affiliating university is taken as basis for calculating the CO attainment achieved
7. Threshold value is assigned for each course result based on the difficulty level of the question paper by the concerned faculty with the approval of the HOD
8. The number of students attaining the grade % above the threshold value are taken as the basis for assigning the weightage on a scale of 1 to 3,
such that:

   i) >=70   - Attainment level is 3

   ii)<70 but >=60 – Attainment level is 2

   iii)<60 but =50 –   Attainment level is 1

9. The target attainment level is compared with attainment achieved to measure the CO attainment.

10. Action taken report is prepared based on the above comparative statement.

PROGRAM OUTCOMES AND COURSE OUTCOMES ATTAINMENT
SOP for Postgraduate Programmes

1. COs of each course are mapped with the POs of each program
2. Weightage is assigned on a scale of 3 to 1 based on the strength of mapping strong, medium and low
3. The mapping and correlation matrix are approved by the Head of the Department.
4. The mathematical average of the course wise mapping (for all courses in a semester) for each PO is calculated.
5. The following formula is used to calculate the target attainment for each course.

    CO = Sum of PO attainment levels / Number of POs

 Thus calculated course wise target attainment is tabulated and mathematical average is calculated for all courses program outcome wise.
6. Attainment of CO is evaluated by considering student's marks, where the student marks consists of:

    Internal Examination marks – 20 marks
        Internal Tests - 15 marks
        Assignments - 05 marks
    End Semester Examination marks – 80 marks
7. Threshold value is assigned for each course based on the difficulty level by the concerned faculty with the approval of the HOD for Internal examination marks and for End Semester examination marks.

8. The percentage of students above the threshold value is taken as the basis for assigning the attainment level on a scale of 1 to 3 such that:

    $> = 70\%$ Attainment level is 3
    $< 70\%$ but $= 60\%$ Attainment level is 2
    $< 60\%$ but $= 50\%$ Attainment level is 1
9. Average attainment in internal examinations for each course is calculated.
10. Over all course attainment for each course is calculated using the formula:

    Over all attainment = 80% of End Semester exam + 20% of Internal Exams.
11. Target PO attainment for the program is calculated by taking average of each PO for all courses in program.
12. PO attainment for all courses is evaluated by using the formula:

    {(average of each PO) X (CO attainment)} ÷ Highest attainment level.

13. Target PO attainment and PO attainment achieved are tabulated.

14. This details the evaluation of Program Outcomes and Course Outcomes.

SOP FOR DEALING WITH INTERNAL AND EXTERNAL EXAMS AND RELATED GRIEVANCES

1. Almanac on the University Website

2. The students with shortage of attendance are required to submit undertakings with parent's signature.

3. The students with medical emergencies are required to submit copies of the medical certificates.

4. The students participating in sports and NCC events are required to submit permission letters signed by the Physical Director, NSS Program Officer and the NCC Officer.

Internal Examinations

5. Communication of the Schedule and Time Table of Internals to Students.

6. Preparing the question Papers.

7. Conducting the Internal Assessment Exam.

8. Evaluation of answer scripts and sharing of marks with the students.

9. The marks allotted to the students after evaluation are recorded, verified and displayed to the students of undergraduate courses before uploading on the University Examination Portal.

10. Uploading the marks onto University website within the prescribed time.

External Examinations

11. The notification giving details of the amount and the schedule of fees payment is displayed on the website of the university. The same is shared to the students

12. The time table of the external examination displayed on the Osmania university website is shared to students.

13. The Hall tickets of the students appearing for the examination are downloaded and distributed to students.

14. The results are declared by the university on its website.

15. Students having grievances with regards to the marks scored in the external end semester examination can apply for revaluation and scrutiny of their answer scripts.

Notice regarding the online application and fee payment for Revaluation of University external examination, displayed on the University portal is shared with the students.

16. The application form for revaluation along with the required fees is to be submitted online by the respective candidates through the portal directly to the University.

17. The revaluation result will be intimated to the student through the portal and certificate is issued to the candidates.

SOP TO IDENTIFY ADVANCED AND SLOW LEARNERS

The faculty are required to follow the following SOP (Standard Operating Procedure) to identify the slow learners and advanced learners in their respective course (paper) and program.

SLOW LEARNERS - Identify Course (paper) wise students having backlogs (Failed Students).

Proposed action for Slow Learners

1. Conduct remedial classes
2. Speak to parents / local guardians / hostel warden
3. List to be given to mentors for follow up

ADVANCED LEARNERS – Identify Course wise students who have achieved Grade 'O'.

Proposed action for Advanced Learners

1. One extra Library Card
2. Special motivation to be imparted to students to opt for higher education
3. Complimentary books may be given to students
4. Students are recognized by including them in college committees
5. Course toppers, Programme toppers are recognized by awarding gold and silver medals and cash prizes.

Format to be followed

B.Com (General) I Year – Advanced Learners ('O' Grade)

S. No.	Hall Ticket No.	Name of the Student	Paper- I	Paper – II	Paper-III etc.,	Remarks
1.	1175-21-401-011	Ms. XYZ		✓		

Kindly put a tick mark (✓) to show the student at appropriate places.

B.Com (General) I Year – Slow Learners ('F' Grade)

S. No.	Hall Ticket No.	Name of the Student	Paper- I	Paper – II	Paper-III etc.,	Remarks
1.	1175-21-401-011	Ms. XYZ		✓		

Kindly put a tick mark (✓) to show the student at appropriate places.