



# SAMSKRUTI COLLEGE OF PHARMACY

(Sponsored by St. VINCENT EDUCATIONAL SOCIETY)

Regd No 5782/2000

(Approved by AICTE, PCI, New Delhi and Affiliated to JNTU, Hyderabad)

Kondapur Village, Ghatkesar Mandal, Medchal District (Old R.R. Dist)-501 301.

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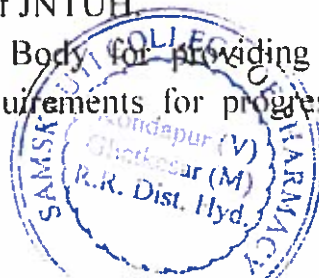
## COMMITTEES- RESPONSIBILITIES

### 1. Governing Body Committee

- Amend and approve policies from time to time.
- Approve the appointment of faculty members recommended by the selection committee of the institution in accordance with the norms prescribed by AICTE and JNTUH University
- Construction and maintenance of infrastructure and amenities for the institution
- Review of academic performance of the institution and suggest remedial measures, if required.
- Mobilizes funds and utilize the resources maximum, towards the development of the institution.
- Introduction of new programs and/or increasing intake/closure of programs/reduction in intake.
- Implement the recommendations of the planning and monitoring board.
- Review of highlighted feedback summary of stakeholders and planning for corrective actions towards the satisfaction of stakeholders.

### 2. College Academic Committee

- Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically.
- Facilitating Controller of Examinations for making arrangements for conducting examinations, as per the norms of JNTUH
- Recommending the Governing Body for providing the necessary infrastructural and human resources and other requirements for progressing towards achievement of the vision of the college.



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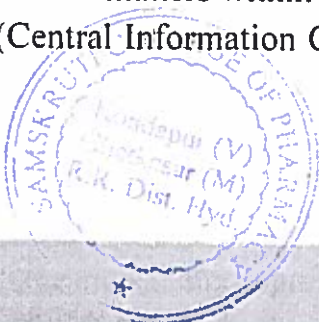
- Facilitating supervision of the functioning of computing and IT infrastructure, central library and other learning resources of the college.
- Research culture in the college through collaboration and corroboration among faculty.
- Encouraging collaboration with other academic institutes and industry.

### 3. IQAC

- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.
- Setting quality benchmarks with consistent work
- Creating parameters to reach academic as well as non-academic learning goals
- Creating a student-centric teaching-learning environment
- Enabling faculty to efficiently use Tech tools for innovation in education
- Considering the feedback of students, faculty & parents for the best practice
- Organizing various workshops & seminars for the quality education environment
- Documenting all the activities in chronological order & keeping a tab on improvements
- Preparing 100% accurate MIS reports for NAAC
- Preparing & submitting one of the most important - Annual Quality Assurance Report (AQAR) as per the instructions of the NAAC

### 4. Right to information cell

- Timely disposal of all RTI matters
- Effective monitoring/Tracking of RTI matters within the organization.
- Proper coordination with CIC (Central Information Commission) and other organizations in matters related to RTI



  
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## 5. Finance and purchase committee

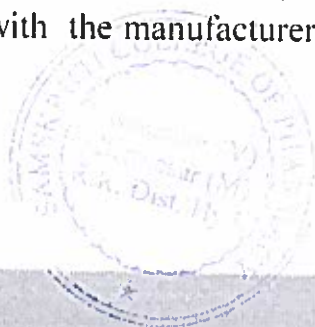
- The Finance & Purchase Committee is responsible for all matters relating to the financial affairs of the institution encompassing the areas of financial planning, financial monitoring and policy related issues and to provide timely advice to Management on areas within its remit.

## 6. SC/ST/OBC/MINORITY CELL

- To collect reports, orders and information issued by Government of India and the UGC on the various aspects of Education, Training and Employment of other Backward Classes candidates for evolving
  - New policies or modifying existing policies
  - To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively
  - To ensure provisions of an environment where all such students feel safe and secure.
  - To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.

## 7. Transport committee

- Maintain pick up and drop schedule with time table of all the constituent colleges and departments maintain vehicles in a safe and roadworthy condition at all times.
- Maintain vehicles in accordance with the manufacturer's recommended service schedule by an authorized service provider.



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## 8. Student Training and placement cell

- Continuous interactions with placement organizations and conducting placement events.
- Training classes have to be organized to all the final year students. Guidance and practice for General Aptitude Tests
- Conducting Mock sessions and Group Discussions.
- Imparting techniques for interviews Communication presentation and General Management skills.
- Conducting Guest lectures by professionals in the industry so as to expose the students to the latest innovations

## 9. Student affairs, Welfare & Alumni cell

- It is responsible for the registration of all the outgoing students as alumni members and maintenance of the database.
- Collects and compiles information of the distinguished alumni. viz.. their achievements, progress and successful careers.
- Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute.
- Establishes the network of the alumni and present students through seminars. guest lectures, workshops etc.
- Responsible for establishing alumni chapters and conducting their annual meets frequently. Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation update the same regularly.

## 10. IPR cell

- The IPR cell of the college aims to create awareness on IPR among the stakeholders of the Institution.
- To create awareness and educate on Intellectual property rights (IPR) among faculty and Students of the college.



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- To advice and guide faculty and students on the importance of IPR.
- To provide guidelines on applicable laws and regulations regarding IPR
- To conduct workshops, activities and training programs on IPR.

## 11. Disciplinary committee

- The objective of this committee is to develop healthy atmosphere in the institute which ensures zero tolerance to sexual harassment discrimination and gender
- This committee provides a platform to express their grievances freely without any fear of being victimized. The women employees / students can raise their grievances through sms / call / email / letter / website.
- This committee takes the responsibility for ensuring the prohibition and redressal of any kind of women grievances in the institute.
- This committee impartially inquire into any student indiscipline activity or violation of code of conduct as informed or a primary report forwarded to it by the code of conduct adherence committee.
- The detailed inquiry report (Made by DC) along with recommendations shall be submitted by the DC, to the Principal.

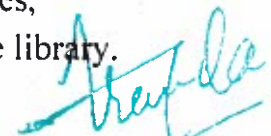
## 12. Library Advisory and e-Resource committee:

- To check the students whether they carry their ID cards with them whenever they visit the library or computer lab. No bags or books are allowed inside
- To check whether Issue and renewal of books is as per college rules,
- To check the students are expected to maintain strict silence in the library.
- Any damage to the library bar must be compensated.

## 13. Sports & cultural committee

- Prepare Action Plan for the year.



  
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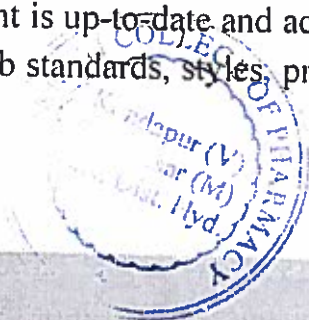
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- Indicate requirement of sports items and maintain all types of sporting inventory.
- Organize intra-college competitions at the college level.
- Assist and encourage the students to participate actively in organizing and conducting various sports and games both indoor and outdoor in the college.
- Maintain records of sports and games events attended by students within the college, within the university and outside at the region/state /national level and their achievements/ awards.
- Submit annual report on the sports/ events and budget allocations & spent during the year.
- Coordinate with the Vice-Principal, Principal in obtaining permission to hold sports events in the college campus.
- Recommending students to participate in the intra or inter-college events.
- Recommending sanction for Entry/Registration Fees to participate in various sports events.
- To ensure the healthy environment for conducting various sports and games in the college premises.
- To organize and motivate the students to actively participate in intra and inter college level sports and games competitions.
- To ensure the sportsmanship among students by giving training with help of coaches for different games and sports.
- To facilitate the environment with general physical fitness through Multi Gym and Fitness Equipment's in the college premises..
- Approach the government organizations to get grants in sports/gymnasium etc.
- To organize the Yoga program for keeping good health and mind.

## 14. WEBSITE COMMITTEE

- The college Website Committee is responsible for maintaining the college's website.
- The committee ensure that content is up-to-date and accurate Collaborate with the campus web team to maintain current web standards, styles, protocols, etc. and build links to high level content.



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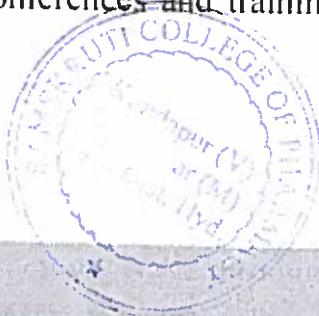
- Collect and discuss feedback from college members.
- Generate and communicate ongoing task list.
- Implement new features, and determine what should be included in the website. Training programmes and hands on experience for using Computers and Internet providing exposure on ICT in the present day context.
- On-Line Information about Government Websites and Government Schemes.
- Knowledge of using Website and contacting people through e-Mail.

## 15. EDC

- Organizing Entrepreneurship Awareness Camps, Enterpreneurship Development Entrepreneurship Development Programmes
- Guiding and Assisting students on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support systems and information on various technologies.
- Extending necessary guidance to the trainees in obtaining approval and execution of their projects.
- Conducting skill development training programmes leading to self/wage employment
- Providing testing, calibration, quality assurance, design, tool room, pilot plant and other facilities for Entrepreneurs besides expertise in Intellectual Property rights, Patents search, etc
- Knowledge of using Website and contacting people through e-Mail.
- Providing Student Work Force to Industries and Institutions

## 16. INSTITUTIONAL INNOVATIVE COUNCIL, R&D Cell

- To facilitate collaborations with researchers from premier Institutions and to encourage joint research venture in the latest technology.
- To conduct seminars, workshops, conferences and training programmes for inculcating research interest among faculty.



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- To encourage and motivate faculty for submitting proposals to externally funded research and development projects.
- To support interdisciplinary and multidisciplinary research, product design and development, publications in national and international journals of high standard.

## 17. RIGHT TO INFORMATION CELL

- It also coordinates follow-up action on Appeals/orders received from the Central Information Commission.
- The RTI Cell receives and thereafter forwards the RTI application to the concerned Central Public Information Officers/Public Authorities.

## 18. NSS CELL

- Submission of accounts, statements and programme reports to Government of India.
- Convening of meetings of State NSS Advisory Committee from time to time
- Monitoring of the programme through Universities and in consultation with NSS Regional Centre.

## 19. GRIEVANCE REDRESSAL COMMITTEE

- To uphold the dignity of the College by ensuring strife free atmosphere in the College through promotion of cordial Student-Student relationship and Student-teacher relationship etc
- To provide responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the college undertakings to ensure expeditious settlement of grievances of Students in order to maintain a harmonious educational atmosphere in the institute.
- It is to deal with the complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied.



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- Encouraging the Students to express their grievances /problems freely and frankly, without any fear of being victimized.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

## Students' Grievance Procedure

The grievance procedure is a mechanism to redress the grievance of a student who considers that, he / she has been subject to unjust or discriminatory behaviour with respect to his / her academic / administrative affairs or is convinced to be discriminated in accordance with the rules and regulations of the college.

The complaint management mechanism is carried out in three levels in the institution:

### LEVEL I- Class Teacher or Mentor

- The departmental level grievances should first be addressed to the concerned class teacher or mentor of the class. Brief nature of grievance and resolution if any should be maintained in the class teachers file or mentor mentee book. In case the Student is not satisfied with the decision he/she can approach the GRC.

### LEVEL II- DEPARTMENT GRC (GRC)

- The department GRC constitutes the head of the department and a senior teacher and the concerned class teacher. In case the complaint is made by a female student a female teacher should also be part of the GRC. The department should maintain a record of the complaints received (forwarded from Level I if unresolved), complaints resolved and complaints forwarded to GRC
- It is advised that if possible the problem solving should be given first priority and should be resolved immediately or at least within 3 days.

Matters which have deadlines should be given highest priority, lest a student loses out on an opportunity due to the delay.



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## LEVEL III- GRC

- Unresolved grievances at the departmental level are forwarded to the Grievance Redressal Cell of the institution. All complaints to the GRC should be in written and should clearly bear the name, phone number and address of the complainant.
- Anonymous complaints and/or with false addresses will not be entertained.
- The written complaint should be handed over to any member of the GRC (list of members are available in the college calendar and college website).
- The member in receipt of the complaint should immediately inform the convener who in turn will convene the GRC for examining the complaint and talking with the aggrieved.
- The quorum for the cell in normal cases will be four including the convener, a Dean of either Arts and Humanities or Sciences depending on the subject of study of the complainant, a teacher member from either science/arts or self financing block depending on the subject of study of the complainant and a member with legal expertise.
- The quorum for the cell for a complaint against a non teaching staff will include a Dean, the Convener, a member with legal expertise and a non teaching staff member.
- The report of the GRC should be forwarded to the Principal within 15 days for taking action.

## 20. ANTI RAGGING COMMITTEE

Violation of decency and morals through ragging

- Injury to body, causing hurt or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation



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## 21. WOMEN EMPOWERMENT COMMITTEE

- Solving Wómen-related issues and complains.
- Creating awareness about women;s welfare
- Handle case works and counseling.
- Organizing the self-defense course for the women/girls of the college community.

## 22. ADMISSION COMMITTEE

- To act as a coordinator with other college committees and faculty staff to receive and to give suggestions regarding admissions.
- To prepare list of admitted students and to submit to principal.
- To check original documents of the students.
- To keep personal file of the students with proper certificates.

## 23. COLLEGE MAINTANCE COMMITTEE

- The Maintenance Committee is responsible for ensuring proper and regular maintenance of all of the institutional structures of campus.
- These areas are as specified (but not limited to) the areas described and be responsible for repair or maintenance activity related to all common amenities.

## 24. EXAMINATION/TIME TABEL COMMITTEE

- To carry out examinations, publish results and award certificates (Provided by the University and Institute) to the students who pass the final examinations.
- Keeping record of each and every issue related to the examinations and organizing workshops and seminars for the improvement of the examination system.

## 25. SUSTAINABLE ENVIRONMENT MANAGEMENT COMMITTEE



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- Promoting the use of renewable energy sources and energy saving methods.
- Discouraging the wastage of energy and water and creating the awareness for the same.
- Looking after the maintenance of green area, growing plants and trees, water conservation systems like rain water harvesting pits and alternative energy sources like solar plant, biogas plant etc.
- Building up a functional system for waste management which should be based on the principle of reduce, reuse and replenish and creating the awareness on the same.
- Taking the necessary decisions and executing them regarding the development of sustainable environment set by the state government in order to reduce the harmful effects on the environment, human health and safety.

## 26. ANTI-DRUG COMMITTEE

- Organizing awareness programs in the college with the help of government authorized agencies/organizations.
- Educating the students regarding the ill effects of drugs and alcohol
- Encouraging peer policing among students against the use of drugs and reporting of any noticed use of drugs by the students to the Anti-Drug Committee / Students Welfare Office are also the duties of the committee

## 27. CODE OF CONDUCT ADHERENCE COMMITTEE

- To ensure proper student conduct at all times in the campus.
- To ensure dignified and cultured behaviour of faculty members at all times befitting the noble teaching profession.
- To ensure fair and honest work ethic among students and eliminate plagiarism.
- To ensure peaceful and constructive learning environment in the institution free from harassment.

## 28. INTERNAL COMPLAINTS COMMITTEE

- Decisions with regard to award of scholarships / fee concessions / awards / medals.



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- Decisions made by college under the Discipline Rules and Misconduct.
- Complaints regarding semester examinations are to be addressed to the Controller of the examinations and only if redressal is not found there should a student approach GRC.
- Complaints regarding sexual harassment should be addressed to the ICC
- Complaints originating from intra student conflict

Students are bound by rules of the college regarding decorum, behaviour et al clearly listed in the college Calendar. When a student takes admission in the college it is under the premise that he/she will complaint to such rules



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