



RBVRR WOMEN'S COLLEGE OF PHARMACY

3-4-343, Barkathpura, Hyderabad - 500 027 (T.S), India

Office: +91 40-27563065, Mobile: +91 9848930555

(Approved by PCI & Affiliated to Osmania University)

Recognized under Section 2(f) of the UGC Act 1956

EAMCET Code: RBVW PGCET Code: RBVW1

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Institutional Roles and Responsibilities at RBVRR Women's College of Pharmacy (RBVRRWCP)

Introduction: At RBVRR Women's College of Pharmacy (RBVRRWCP), various roles and responsibilities are assigned to ensure the efficient functioning of the institution. These roles encompass different aspects of academic, administrative, and support functions, contributing to the overall success and development of the college.

Roles and Responsibilities

Position	Roles and Responsibilities
Principal	Executive head of the institution under the Governing Body - Responsible for academic matters - Manages financial budget - Ensures safety and maintenance of property - Maintains discipline among staff and students - Presides over various committees - Implements decisions of governing bodies - Grants leaves and manages accounts - Coordinates with governing bodies and handles queries - Takes disciplinary actions if necessary
Head of IQAC	- Establishes quality benchmarks - Implements quality parameters - Promotes learner-centric environment - Collects and analyzes feedback - Organizes workshops and seminars - Documents quality-related activities - Prepares and submits Annual Quality Assurance Report (AQAR)
Heads of Departments	- Ensure departmental development - Address student concerns - Achieve departmental goals - Allocate courses to faculty - Conduct staff meetings - Oversee internal examinations - Organize academic events - Contribute to strategic planning - Manage administrative tasks - Inform Principal about staff requirements - Provide budgets and support professional development - Mentor students and encourage research
Placement Cell Coordinator	- Organize placement drives - Provide career guidance - Assist in resume building - Conduct workshops and training - Facilitate internships - Arrange mock interviews - Offer soft skills training - Disseminate job information - Collect alumni feedback - Maintain placement records - Organize job fairs
Examination Cell Coordinator	- Maintain examination records - Notify students about fee payments - Distribute hall tickets - Communicate exam timetables - Collect exam memos - Facilitate reevaluation - Submit remuneration bills - Issue certificates - Serve as exam center - Ensure exam conduct compliance - Oversee examination with Principal as Chief Superintendent

M. S. Kanth

PRINCIPAL

RBVRR Women's College of Pharmacy
(CC No: 1706)

Barkatpura, Hyderabad-500 027 (TS)



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Conclusion: The delineation of roles and responsibilities at RBVRR Women's College of Pharmacy (RBVRRWCP) ensures effective governance, academic excellence, and student welfare. Each position plays a vital role in the institution's functioning, contributing to its growth, reputation, and success.

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ACADEMIC ADVISORY COMMITTEE

The main objective of academic advising is to assist students in their growth and development by constructing meaningful educational plans which are compatible with their life goals. It is a continuous and consistent process which is built upon the basis of frequent, accumulated personal contacts between advisor and advisee (student). Excellent academic programs will not accomplish the desired end result if students are not properly guided and counselled. Thus, academic advising fosters the development of the whole student who is a self-directed, motivated, responsible decision-maker and encourages the successful completion of degree requirements and timely graduation.

Roles and Responsibilities of Academic Advisors:

The role of an Academic Advisor is an active rather than a passive one and the advisor is responsible for:

- Assisting students (advisees) to identify their academic values and goals, consistent with their capabilities, interests, and educational backgrounds.
- Clarifying pertinent information and discussing the implications toward student's academic success.
- Being accessible and available to students to respond to their questions and concerns.
- Clarifying academic policies, College & University regulations, program requirements, procedures, promotion credit requirements and other college information.
- Maintaining professional integrity, confidentiality, respect and sensitivity in advising.
- Helping students to define and develop educational plans; assisting in the selection of appropriate course work and opportunities to achieve students' goals.
- Respecting students' individual needs and diversity.
- Assisting students to independently monitor their progress toward achieving their educational and career goals.
- Informing students of the roles and responsibilities of the advisor/student relationship.

M. S. Kanth

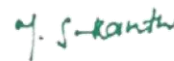
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- Proactively contact and be available for student advisees on a regular basis. Office hours (Meeting time) should be posted on the advisor's office door and preferably given to the advisee early in the semester.
- Conducting weekly meetings with advisees assigned to know their progress in studies, difficulty in understanding subjects, requirement of help sessions/remedial classes in specific subjects, if needed, conducting one to one meeting with the advisee to know their specific problems & arranging proper counseling to overcome their difficulties.
- Identifying advisees having poor English communication skills and arranging special sessions/programmes through English department faculty members for enhancing their English communication skills.
- Consulting regularly with faculty colleagues handling courses for the advisees assigned, Student Counseling and Attendance Monitoring committee members in order to have up-to-date information about advisees.
- Follow-up with the advisee on any report of unsatisfactory work, poor attendance, unsatisfactory performance in class tests/assignments/Mid-Exams and chalk out an action plan in discussion with concerned HOD & faculty members to improve advisee's performance & oversee the implementation of the Help sessions/Remedial classes/tutoring.
- Maintain an up-to-date Advising Portfolio, with a summary record of performance to date (grade reports, transcript, requirements completed, etc.), attendance reports, dates of conferences (meetings), up-to-date information and details of help sessions/tutoring/Remedial classes conducted to improve the performance of Advisees, etc.

Constitution of the Committee:

Committee Coordinator: **Dr. SudhaParimala,**

Committee Members: **Dr. J. Archana**



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ALUMNI COMMITTEE

The Alumni Committee serves as a bridge between the institute and its alumni, fostering strong connections, engagement, and collaboration. Its primary objective is to maintain and strengthen the relationship between the institute and its alumni community. Here are the key responsibilities and roles of the Alumni Committee:

Objectives

- **Placement and Industrial Training Support:** Extend assistance to current students for placement opportunities and industrial training, facilitating their transition into the workforce.
- **Industry Interaction:** Serve as a liaison between the college and industries, facilitating interaction and collaboration on advancements in various pharmacy disciplines.
- **Promotion of Research and Development:** Assist the college in promoting research and development activities, including testing and consultancy services, to enhance academic and professional growth.
- **Financial Assistance:** Provide financial support to economically disadvantaged and deserving students through scholarships for undergraduate, postgraduate, and higher studies abroad.
- **Recognition of Excellence:** Recognize and reward meritorious students in academics, sports, and cultural activities through the awarding of prizes and scholarships.
- **Enrichment of Library Resources:** Contribute to the enrichment of the central library by donating books and subscribing to journals in the field of pharmacy, enhancing learning resources for students and faculty.
- **Support for Institutional Progress:** Extend support to the college authorities for overall institutional progress, contributing to its growth and development.
- **Personal and Professional Development:** Organize programs focused on personality development, interview techniques, leadership development, and education in health sciences, yoga, literature, and sports to empower alumni and students alike.

Roles and Responsibilities of Alumni Committee Members:

Adoption of Core Values: Embrace and uphold the core values of the Alumni Committee, including excellence, lifelong relationships, lifelong learning, inclusiveness and diversity, global citizenship, advocacy, and pride in RBVRRWCP.

Active Participation: Attend Alumni Committee meetings, functions, and regional alumni chapter events consistently and actively engage in RBVRRWCP functions to promote alumni awareness, engagement, and commitment.

Strategic Planning: Contribute to strategic and long-term program planning initiatives aimed at enhancing alumni awareness, engagement, and commitment to the college.

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Mission Communication: Effectively communicate the mission and purpose of the college and Alumni Association to a wider audience of alumni, fostering a sense of connection and involvement.

Support for Current Students: Foster strong relationships between the Alumni Association and current students, providing support and guidance to facilitate their academic and professional success.

Committee Engagement: Serve actively on at least one Alumni Council committee, contributing expertise and insights to support the goals and objectives of the committee.

Continuous Learning: Stay informed about the Alumni Association's mission, services, priorities, and programs to effectively represent and advocate for alumni interests.

Recognition of Distinguished Alumni: Identify and recognize fellow alumni who demonstrate loyalty, professional achievement, and community service, acknowledging their contributions to the institute's community.

Career Support: Assist current students and fellow alumni in career planning, placement, and transitions, leveraging personal networks and resources to facilitate professional growth and development.

Recruitment of Prospective Students: Actively encourage highly qualified and diverse prospective students to consider attending RBVRRWCP, promoting the institution as a top-tier academic destination.

Collaborative Relationships: Cultivate strong working relationships with other Alumni Committee members, fostering collaboration and teamwork to achieve shared objectives.

Institute Promotion: Promote the institute within one's sphere of influence, advocating for its strengths and accomplishments to enhance its reputation and attract support.


Financial Support: Demonstrate support for the Alumni Association through payment of alumni dues and encourage fellow alumni to do the same, ensuring the sustainability of alumni programs and initiatives.

Annual Giving: Contribute to the University through an annual gift that reflects personal circumstances, demonstrating commitment to the institution's continued success, and encouraging others to do the same.

Constitution of the Committee:

Committee Coordinator: **Dr.M.Vijaya Bhargavi**

Committee Members: **Mrs.Hari Anushree, Dr.Fatima Khader Unisa,**


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