



College Code: 1706

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 the AICTE, PCI & Affiliated to Osmania University)

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

EAMCET Code: RBVW | PGCET Code: RBW1

www.rbvrrwcp.org | Email: rbvrrwcp@rediffmail.com & rbvrrwcp2006@gmail.com

Internal Quality Assurance Cell (IQAC)

IQAC is a part of the institution's system and will work towards quality enhancement and sustenance. The function of the IQAC is to develop a system for consistent improvement in the overall performance of the institution.

The primary aim of the IQAC is:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmers/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Reportparameters (AQAR) as per guidelines of NAAC, to be submitted to NAAC.

M. S. Kanth

PRINCIPAL

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COMPOSITION OF THE IQAC

1. Chairperson: **Prof. M. Sumakanth**
2. A few senior administrative officers: **Mr. Syed Khaja**
3. Three to eight teachers: **Dr. Sudha Parimala,**
Dr. J. Archana,
Dr. M. P.Kusuma
Dr. M. Vijaya Bhargavi
Dr. K.V. Ratnamala
4. One/two nominees from Employers/Industrialists/stakeholders: **Dr. V. P. Lakshmi Narayana,HR, Natco Pharma Ltd**
5. One of the senior teachers as the coordinator/Director of the IQAC: **Dr. A. Krishna Sailaja**

M. Sumakanth

PRINCIPAL

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(CC No: 1706)

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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. Kantu

PRINCIPAL
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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**

M. Sankar

PRINCIPAL
RBVRR Women's College of Pharmacy
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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.

M. S. Kanth

PRINCIPAL
RBVRR Women's College of Pharmacy
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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: **Dr.Fatima Khader Unisa, Mrs.Hari Anushree**

M. S. Kantu

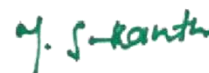
PRINCIPAL
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ANTI RAGGING COMMITTEE

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

WHAT CONSTITUTES RAGGING: RAGGING CONSTITUTES ONE OR MORE OF ANY OF THE FOLLOWING ACTS

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;



PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
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- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

MEASURES FOR PREVENTION OF RAGGING:

- It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.
- The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/affiliating University/State Govt./UT/Central Govt. As the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
- The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt/Central

M. S. Kantu

PRINCIPAL
RBVRR Women's College of Pharmacy
 (CC No: 1706)
 Barkatpura, Hyderabad-500 027 (TS)

Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.

- The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offense of ragging and/or abetting ragging, is liable to be punished appropriately.
- The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
- The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
- A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
- Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof, including digital copies of the affidavits and such digital copy should be made available to the AICTE or to an Agency identified / nominated by AICTE.

M. S. Kantu

PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

- The AICTE or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt. /UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.
- Each batch of fresher's should be divided into small groups and each such group shall be assigned to a member of staff. Such staff members should interact individually with each member of the group on a daily basis to ascertain the problems/difficulties, if any faced by the fresher's in the Institution and extend necessary help.
- In case of fresher's admitted to a Hostel it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Fresher's should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to fresher's accommodation is strictly monitored by wardens, Security Guards and Staff.
- Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel fresher's in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.
- Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet detailing when and whom he/she has to turn to for help and guidance for

M. S. Kantu

PRINCIPAL
RBVRR Women's College of Pharmacy
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various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.

- The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
- To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
- The Technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions 's resolve to ban ragging and punish those found guilty without fear or favor.
- The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and man all vulnerable locations.

M. Sankar

PRINCIPAL
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- The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
- The technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch a wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.
- The faculties/departments/units of the technical Institution, University including Deemed to be University imparting technical education shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.
- Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students, particularly freshers, to reach out for help from teachers, parents and Institution authorities.

Anti-Ragging Policy

Government/University Grants Commission (UGC), guidelines notified vide no.F.1-16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956) are strictly implemented at RBVRR Women's college of pharmacy.

According to the Hon'ble Supreme Court of India Ragging constitutes one or more of any of the following acts which may cause or is likely to cause physical or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student:

M. S. Kanth

PRINCIPAL
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1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student
2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Measures to prevent ragging

- A. Students and parents submit anti ragging related affidavits to the institutions at the time of admission
- B. Awareness programs are conducted and an Anti ragging act is read out in the class during the induction and orientation programs for fresher and senior students.

M. S. Kanth

PRINCIPAL
RBVRR Women's College of Pharmacy
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- C. Anti-Ragging regulations are displayed in the prominent places in the campus and hostels and on the Institute's website.
- D. Anti-Ragging Committee is constituted to ensure compliance with the provisions of the Regulations as well as the provisions of any law for the time being in force concerning ragging; It will also to nominate, monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution
- E. Anti-Ragging Squad will be called upon to make surprise raids on hostels, and other places vulnerable to incidents of and having the potential of, ragging and shall be empowered to inspect such places.
- F. Anti-Ragging Squad is empowered to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any concerned complainant and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.
- G. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
- H. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
- I. Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof, including digital copies of the affidavits and such digital copy should be made available to the AICTE or to an Agency identified / nominated by AICTE.
- J. The AICTE or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt. /UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.

M. S. Kantu

PRINCIPAL
RBVRR Women's College of Pharmacy
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- K. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff members should interact individually with each member of the group on a daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
- L. In case of freshers admitted to a Hostel it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.

Punishments

Depending upon the nature and gravity of the offense as established, the possible punishments as per AICTE / UGC Section 9 for those found guilty of ragging at the institution level, shall be any one or any combination of the following:

1. File a complaint with the Police Authority
2. Suspension from college / hostels
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination/placement or other evaluation process.
5. Withholding results / Debarring from representing the institution in any regional, national or international meet tournament, youth festival, etc.
6. Expulsion from the institution and consequent debarring from admission to any other institution.
7. Fine ranging between Rs. 25,000/- and Rs. 1,00,000/-

Constitution of the Committee:

Committee Co-Ordinator: **Prof.M.Sumakanth**

Committee Members: **Dr.A.Krishna Sailaja, Dr.G.Uma Rani**

M. S. Kanth

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CANTEEN COMMITTEE

The Canteen Committee oversees the operation of the college canteen, which serves as a hub for students and faculty from various courses. It ensures that the canteen maintains a clean and hygienic environment and provides a variety of edible items to meet the needs of the college community. The committee also monitors and approves the rates charged for food items to ensure they are reasonable and fair. The canteen operates on all working days from 8:30 am to 5:30 pm.

The Canteen Committee plays a crucial role in ensuring the provision of hygienic and nutritious food at reasonable prices, essential for the comfort and well-being of the college community. Its responsibilities include monitoring the canteen's operations, implementing and reviewing policies, and making decisions related to menu changes. By having a committee, several advantages are realized:

Quality Control: The committee regularly assesses the quality and quantity of services provided by the canteen, working with the canteen staff to improve food quality, service timing, and pricing.

Diverse Input: It serves as a forum for considering various perspectives and ideas from the college community, ensuring that decisions align with the organization's needs and preferences.

Operational Flexibility: By separating the direction and management of the canteen, the committee allows for greater flexibility in its operations, adapting to changing circumstances and demands.

Objectives

- Maintaining canteen standards and enhancing human resources development through customer feedback.
- Actively engaging in community monitoring and environmental progress for future development.

Functions

- Proposing major decisions regarding canteen operations, including setting goals, policies, employment, and finances.
- Directing canteen staff and volunteers in day-to-day management.
- Planning, organizing, controlling, and evaluating canteen needs.
- Ensuring a healthy and safe working environment.
- Presenting monthly and yearly reports to management.
- Developing and maintaining a canteen menu and price list.

M. S. Kanth

PRINCIPAL
RBVRR Women's College of Pharmacy
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Overall, the Canteen Committee plays a vital role in ensuring that the canteen meets the needs and expectations of the college community while adhering to high standards of quality and service.

Constitution of the Committee:

Committee Coordinator: **Mrs.V.Padmaja**

Committee Members: **Mrs.Fatima Khader Unisa**

M. S. Kanth

PRINCIPAL
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CAREER GUIDANCE & PLACEMENT COMMITTEE

The Career Guidance, Training, and Placement Committee are committed to shaping students' careers and preparing them for success in the competitive job market. Our primary objective is to facilitate students' transition from academia to the professional world by providing comprehensive guidance, training, and placement support.

The objectives of our Career Guidance, Training, and Placement Committee each objective contributes to our mission:

Enhance students' self-understanding and personal development: We aim to help students gain a deeper understanding of themselves, their strengths, interests, values, and aspirations. Through self-assessment tools, counseling sessions, and experiential activities, we empower students to explore their identities and develop a strong sense of self-awareness. This self-understanding forms the foundation for informed decision-making and personal growth.

Facilitate career exploration and development of students: Our goal is to provide students with opportunities to explore various career paths, industries, and job roles. We organize career fairs, industry talks, and networking events where students can interact with professionals from different fields and gain insights into diverse career options. Additionally, we offer resources such as career assessments, workshops, and informational interviews to support students in clarifying their career goals and pathways.

Assist students in life and career planning and management: We support students in creating and implementing effective life and career plans. Through individual counseling, goal-setting exercises, and action planning workshops, we help students identify their short-term and long-term goals and develop strategies to achieve them. We also provide guidance on resume writing, job search strategies, interview preparation, and professional etiquette to enhance students' employability and career readiness.

Enhance professionalism of the team: We are committed to maintaining the highest standards of professionalism and excellence in our operations. Our team members undergo regular training and professional development activities to stay updated on industry trends, best practices, and ethical guidelines. By fostering a culture of continuous learning and accountability, we ensure that our team delivers quality services and support to our students.

Here's how we achieve our goals:

Career Guidance: We offer personalized career guidance to students, helping them identify their strengths, interests, and career goals. Through one-on-one counseling sessions, workshops, and career assessments, we assist students in making informed decisions about their career paths.



PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

Placement Services: Our dedicated placement team works tirelessly to establish and maintain connections with leading companies across various industries. We actively seek out job opportunities and internships for our students, facilitating placement drives and recruitment processes on campus.

Training and Development: We believe in continuous learning and skill development. Through a series of workshops, seminars, and training programs, we equip students with the necessary competencies to excel in their chosen fields. Topics covered include soft skills, technical skills, interview preparation, resume writing, and more.

Industry Interaction: We organize industry visits, guest lectures, and corporate interactions to expose students to the real-world challenges and trends. This firsthand exposure helps students gain insights into industry practices, emerging technologies, and market dynamics.

Competitions and Exchanges: We encourage students to participate in paper presentations, research exchanges, and case study competitions to hone their analytical, problem-solving, and presentation skills. These competitions provide valuable opportunities for students to showcase their talents and network with industry professionals.

Practical Knowledge: We emphasize practical learning experiences that bridge the gap between theory and practice. Through internships, projects, and experiential learning opportunities, students gain hands-on experience and develop the skills needed to succeed in their careers.

Overall, our Career Guidance, Training, and Placement Committee are dedicated to empowering students with the knowledge, skills, and confidence to pursue their dream careers and thrive in the competitive global marketplace.

Constitution of the Committee:

Committee Coordinator : **Prof.M.Sumakanth**

Committee Members: **Dr.M.P.Kusuma, Mrs.M.Harshini**

M. S. Kanth

PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

CULTURAL & SPORTS COMMITTEE

The Cultural and Sports Committee is tasked with fostering a vibrant cultural and sports environment within the institute. Its primary objective is to promote and facilitate various cultural and sports activities that contribute to the overall development and well-being of students, faculty, and staff. Here are the key responsibilities and roles of the Cultural and Sports Committee:

- **Organizing Cultural Events:** The committee organizes a wide range of cultural events such as music competitions, dance performances, drama competitions and other creative activities to showcase and celebrate the diverse talents of the institute's community.
- **Managing Sports Activities:** It oversees the planning and execution of sports activities and events, including inter-departmental tournaments, intramural competitions, and friendly matches, across various sports disciplines such as carroms, chess, throwball, volleyball, badminton, athletics, etc.
- **Facilitating Sports Infrastructure:** The committee works towards maintaining and enhancing sports infrastructure within the institute, including sports fields, courts, gymnasiums, and other facilities, to provide adequate opportunities for students to engage in physical activities and sports.
- **Promoting Health and Well-being:** It promotes the importance of physical fitness, health, and well-being by encouraging participation in sports and recreational activities, organizing health awareness campaigns, and providing access to fitness resources and facilities.
- **Talent Recognition and Development:** It identifies and recognizes exceptional talent in cultural and sports domains, providing platforms for individuals to showcase their skills, receive training, mentorship, and support to further develop their abilities and pursue their passions.
- **Student Engagement and Participation:** The committee actively engages students in planning, organizing, and participating in cultural and sports activities, encouraging their active involvement, leadership development, teamwork, and community engagement.
- **Ensuring Safety and Compliance:** It ensures the safety, security, and compliance of all cultural and sports activities, adhering to relevant guidelines, regulations, and protocols to create a safe and inclusive environment for participants and spectators.

Overall, the Cultural and Sports Committee plays a vital role in enriching campus life, promoting holistic development, fostering a sense of belonging and pride, and creating memorable experiences for the institute's community through cultural and sports initiatives.

Constitution of the Committee:

Committee Coordinator: **Mrs.V.Padmaja.**

Committee Members: **Mrs.M.Kavitha, Ms.Afreen Sultana**

M. S. Kanth

PRINCIPAL

RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

EXAMINATION COMMITTEE

The Examination Committee serves as an apex body within the Institute, led by the Examinations In-Charge (EI) and supported by three sections: Examination, Record Maintenance, and Administration. This Committee primarily functions to conduct examinations, publish results, and issue certificates (provided by both the University and Institute) to the successful candidates upon completion of final examinations. Additionally, the Committee is responsible for maintaining comprehensive records pertaining to all examination-related matters and coordinating workshops and seminars aimed at enhancing the examination system's efficiency and effectiveness.

Objective:

The objective is to ensure the seamless and accurate execution of both internal and external assessment examinations in accordance with the notifications and ordinances issued by the University.

Role and Responsibilities of the Examination Committee:

- Conducts Internal Assessment examinations in accordance with the academic calendar.
- Processes all Circulars, Guidelines, Office Orders, and Notifications received from the University.
- Organizes pre-exam meetings to brief faculty members on examination procedures and their roles and responsibilities, with a report submitted to the Principal.
- Prepares relevant timetables for the College based on the Examination Time Table provided.
- Prepares and displays overall Supervision Duty Lists and Daily Supervision Duty Lists on the Staff Notice Board.
- Arranges Block and Seating arrangements for examinations and displays them on the respective Notice Board/Website and Blocks.
- Ensures the availability of adequate stationery such as answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, and water jugs.
- Ensures timely completion of the evaluation and moderation process.
- Distributes marks lists to students after receiving examination results from the University.

ACADEMIC RULES

Guidelines for internal question paper setting:

A question paper is the basic tool used in the examination. The question paper setter should fulfill his/her assignment with great honesty, dedication, integrity and seriousness.

- 1) The students are evaluated at the end of a semester or academic year to find out the outcome of their learning in the classroom.

M. S. Kanth

PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

- 2) The level of toughness of the question paper should be such that 50% of it can be answered by all the students. 30% by good students and the rest 20% by intelligent students.
- 3) Design of question paper should be in such a way that weightage to different objectives, different areas of content and different types of questions are to be decided.
- 4) Objectives means to test the understanding, analyzing, creating, evaluating remembering skills of the students
- 5) Areas of content means reading skills, writing skills, and textual content in accordance with the subject
- 6) Types of questions are allotted as per the university syllabus like objective, short and long answer questions.
- 7) Questions are framed in compliance with bloom's taxonomy to assess the cognitive level of the student and course outcome

Bloom's Taxonomy Knowledge Levels Action verbs

Definitions	Bloom's Definition	Action Verbs
Remembering(L1)	Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers.	Choose, Define, Find, How, Label, List, Match, Name, Omit, Recall, Relate, Select, Show, Spell, Tell, What, When, Where, Which, Who, Why
Understanding(L2)	Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas.	Classify, Compare, Contrast, Demonstrate, Explain, Extend, Illustrate, Infer, Interpret, Outline, Relate, Rephrase, Show, Summarize, Translate
Applying (L3)	Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.	Apply, Build, Choose, Construct, Develop, Experiment, with, Identify, Interview, Make use of, Model, Organize, Plan, Select, Solve, Utilize
Analyzing(L4)	Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations.	Analyze, Assume, Categorize, Classify, Compare, Conclusion, Contrast, Discover, Dissect, Distinguish, Divide, Examine, Function, Inference, Inspect, List, Motive, Relationships, Simplify, Survey, Take part in, Test for, Theme
Evaluating (L5)	Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria.	Agree, Appraise, Assess, Award, Choose, Compare, Conclude, Criteria, Criticize, Decide, Deduct, Defend, Determine, Disprove, Estimate, Evaluate, Explain, Importance, Influence, Interpret, Judge, Justify, Mark, Measure, Opinion, Perceive, Prioritize, Prove, Rate, Recommend, Rule on, Select, Support, Value
Creating (L6)	Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.	Adapt, Build, Change, Choose, Combine, Compile, Compose, Construct, Create, Delete, Design, Develop, Discuss, Elaborate, Estimate, Formulate, Happen, Imagine, Improve, Invent, Make up, Maximize, Minimize, Modify, Original, Originate, Plan, Predict, Propose, Solution, Solve, Suppose, Test, Theory

Guidelines for evaluation:-

Guidelines are framed based on university guidelines for evaluation. The evaluation should help the students to have their grade improve in the final result. Evaluation should be based on relative performance of the student in the examination.

M. S. Kanth

PRINCIPAL
RBVRR Women's College of Pharmacy
 (CC No: 1706)
 Barkatpura, Hyderabad-500 027 (TS)

Evaluating the answer scripts is based on following points

- 1) Outline major points to be considered while marking each question.
- 2) Relate length of response and complexity to maturity level of students
- 3) Develop a numerical scale for use with all questions
- 4) Mark papers over a period of time and not all at once in a hurried manner
- 5) Adopt realistic standards in terms of coverage, length of response and expected outcome

Continuous Evaluation

As per the CBCS & PCI regulations for pharmacy courses 2017 internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examination is 75(B.Pharm & M.Pharm) and 70 (Pharm.D) total marks of internal evaluation is 25 (B.Pharm & M.Pharm) and 30 (Pharm.D). The internal marks are allotted based on certain norms such as Attendance, Internal Exams, Model Exam and Assignments. If any student avoids himself/herself from the above said norms, they will fail in the internals. The aggregate of above said norms will be taken as Internal Marks.

INTERNAL ASSESSMENT TEST PAPERS

Two test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

ASSIGNMENT /SEMINAR

1. At least one assignment and a seminar are mandatory in each semester for all courses.
2. The faculty-in-charge of each subject will work out and announce the topic for assignments to be written by the students along with deadlines for submission at the end of each module.
3. Modules in a semester must be divided by the number of students in each class and assigned according to the Roll number.
4. Students are advised to prepare and present seminars with the help of powerpoint.
5. The medium of presentation must be in English and the duration of the session can be 7 to 10 minutes.
6. The subject teachers should ensure that all students complete the assignment and seminar before the Model Examination.
7. The teachers should hand over the soft copy of the presentation details to the Department Coordinator three days before the model Examination.
8. The criteria for assessment are timely completion and quality of the work.

M. S. Kantu

PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

PROJECT-WORK

A student shall appear for viva-voce for the project work done in the 8th semester.

GUIDELINES OF CONTINUOUS EVALUATION

1. A minimum of 75% of attendance is advisable and mandatory for appearing for internal and model examination.
2. Before appearing for the internal and model examination, students are expected to complete and submit required assignments, projects, seminars etc. Completion and submission of assignments on time is mandatory.
3. Both internal and model exams are compulsory and it will be conducted during odd and even semesters.

M. S. Kantu

PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

4. No remedial measures are considered for exam defaulters. In case of any genuine cases like a medical/emergency situation, the parents are obliged to meet the Principal along with their wards.
5. If the parent fails to inform the reason for absence, the academic council will have a final say in the internal marks of the concerned student.
6. Students have to consider all internal and model exams as equal to university exams.
7. It is the obligation of every student to score a minimum of 50% of internal marks (13 out of 25) in every subject. This level is highly recommended and defaulters are expected to meet the Principal within 3 days immediately after the publication of internal marks.
8. Students are requested to visit the college website to know their academic performance(www.rbvrrwcp.org.in)

Grievances on internal marks (written format) can be forwarded to the Controller of Examination after getting signature from the HOD, Department Coordinator and subject teacher /s concerned.

Efforts to avoid Malpractice:

- Strict invigilation is conducted in the examination hall throughout the duration of examination. Seating arrangement is decided in advance and printed registered numbers are pasted in each seat.
- The seats are spread out to avoid the possibility of malpractice.
- Verbal instruction is given to all the students at the commencement of the examination about the consequences of malpractice.
- Drinking water is provided to the students during examination time.
- Students are instructed to keep all their personal belongings outside the hall.
- The surrounding areas of the examination hall are noise free and have no entry zone. Students are instructed not to write anything on question paper except their register number and name. The college also constitutes an Internal Squad other than squad of the University to make surprise visits while examination is in progress.
- The Chief Examiner can monitor the examination hall through fitted CCTV and is continuously recorded for the future review if needed.

Constitution of the Committee:

Committee Coordinator: **Dr. Sudha Parimala, Dr.A.Krishna Sailaja**

Committee Members: **Ms. Fatima Umaira Saeed**

M. S. Kanth

PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

FINANCE COMMITTEE

The main duty of the Finance Committee is to maintain a continuing review of the financial affairs of the Institute. Using this information, it is the committee's duty to make appropriate recommendations to the Board regarding financial matters. Control systems are normally undertaken by a finance committee. Its key role is to ensure that the governing body discharges its financial responsibilities correctly and that the institution remains financially viable at all times.

- 1. Reviewing and Recommending Annual Budget:** The committee reviews the proposed annual budget of the Institute and provides recommendations to the Board. This ensures that financial allocations align with the strategic objectives of the Institute.
- 2. Authorizing Investment Policy:** The Finance Committee is tasked with authorizing the investment policy of the Institute. This includes determining acceptable accounting and disbursement procedures for all funds under the Institute's jurisdiction.
- 3. Monitoring Budget Performance:** It is the responsibility of the Finance Committee to monitor the Institute's budget throughout the fiscal year. In cases of potential overspending or deviations from the budget, corrective actions are taken to address these issues. The committee may have the authority to approve changes within specified financial limits.
- 4. Ensuring Consistent Financial Reporting:** The committee ensures that budget monitoring information is consistent with accounting standards. It verifies that financial information received is in a format conducive to fulfilling its responsibilities.
- 5. Understanding Management Accounts:** Finance Committee members must comprehend the management accounts and challenge any aspects of the report that raise concerns. This involves a thorough analysis of income, expenditure, and other financial metrics.
- 6. Conducting Variance Analysis:** Variance analysis is a critical task undertaken by the Finance Committee. Members scrutinize significant discrepancies between budgeted and actual income or expenditure. Explanations for these variances are sought to ensure financial accountability and transparency.

Overall, the Finance Committee plays a pivotal role in ensuring that the Institute's financial affairs are managed prudently and in accordance with established policies and standards. By providing oversight and making informed recommendations, the committee contributes to the Institute's financial stability and long-term viability.

Constitution of the Committee:

Committee Coordinator : **Dr. SudhaParimala**

Committee Members: **Dr. J. Archana, Mrs. V. Padmaja**

M. S. Kanth

PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

GRIEVANCE REDRESSAL COMMITTEE

The college has instituted its own grievance redressal system, which is informally overseen by the direct supervision of the principal. The primary objective of this cell is to handle complaints submitted by any student and evaluate their legitimacy. Moreover, the Grievance Cell is empowered to investigate instances of harassment. Individuals with genuine grievances have the option to either approach department members in person or seek guidance from the officer in charge of the Students' Grievance Cell. For those unwilling to appear in person, grievances may be submitted in writing to the letterbox or suggestion box located in the Grievance Cell office.

Objective:

The objective of the Grievance Cell is to cultivate a responsive and accountable attitude among all stakeholders to uphold a harmonious educational atmosphere within the institute. The Grievance Cell aims to address the following objectives:


- 1. Upholding College Dignity:** Ensure a peaceful environment within the College by promoting positive relationships among students and between students and teachers.
- 2. Facilitating Open Communication:** Encourage students to voice their grievances and concerns freely and openly, without fear of reprisal or victimization.
- 3. Anonymous Feedback Mechanism:** Provide a suggestion/complaint box in the office for students to anonymously submit their grievances and suggestions for improving academic and administrative processes.
- 4. Promoting Respect:** Advise students to respect each other's rights and dignity, and to exhibit patience and restraint during conflicts or disagreements.
- 5. Preventing Incitement:** Advise students against inciting others against fellow students, teachers, or college administration.
- 6. Professional Conduct:** Advise all staff members to treat students with kindness and refrain from displaying vindictive behavior towards them under any circumstances.

By fulfilling these objectives, the Grievance Cell endeavors to foster a supportive and conducive learning environment that promotes mutual respect, open communication, and effective conflict resolution within the college community.

Constitution of the Committee:

Committee Coordinator: **Prof.M.Sumakanth**

Committee Members: **Mr.Syed Khaja,Dr. M.Vijaya Bhargavi,
Ms.Zeenath Banu**


PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

INDUSTRY INSTITUTE CO-ORDINATION COMMITTEE

The Industry Institute Coordination Committee plays a crucial role in fostering collaboration between the academic institution and industries. Here are some key activities undertaken by the committee to promote industry-institute interaction and enhance industrial consultancy:

- **Arranging industry visits:** Organizing visits to industrial facilities enables students and faculty members to gain first hand exposure to industrial processes, technologies, and work environments. These visits facilitate knowledge exchange, networking opportunities, and a better understanding of industry expectations.
- **Implementing industry-oriented projects:** Engaging in applied projects tailored to industry needs allows postgraduate students to apply theoretical knowledge to real-world challenges. These projects foster practical skills development, problem-solving abilities, and industry relevance, enhancing students' employability and readiness for the workforce.
- **Inviting industry experts for lectures:** Hosting lectures, symposia, seminars, and conferences featuring industry experts provides valuable insights into current industry trends, best practices, and emerging technologies. These interactions enrich students' learning experiences, expose them to diverse perspectives, and inspire innovation.
- **Signing MoUs with industries:** Establishing Memoranda of Understanding (MoUs) with industries and organizations formalizes collaboration agreements and sets the framework for mutually beneficial partnerships. MoUs outline areas of cooperation, such as joint research projects, internships, training programs, and knowledge exchange initiatives.
- **Offering consultancy services:** Providing consultancy services to industries involves offering expertise, technical assistance, and specialized support in areas such as testing, product development, troubleshooting, and process optimization. These services contribute to industry innovation, quality improvement, and problem-solving, while also generating revenue for the institution.

Overall, the Industry Institute Coordination Committee plays a pivotal role in bridging the gap between academia and industry, fostering meaningful partnerships, and promoting knowledge transfer and innovation. Through these collaborative efforts, both the academic institution and industries can mutually benefit from shared resources, expertise, and opportunities for growth and development.

Constitution of the Committee:

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

Committee Members: **Mrs.M.Harshini**

M. S. Kanth

PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

LIBRARY COMMITTEE

The Library Committee had been constituted for the purpose of smooth functioning of the library and coordination with all Heads of the Department, faculty members, students and the management. The Committee extends advice and suggests new ideas from time to time regarding the developmental activities of the Library. The purpose of the Library Committee is to act as a channel of communication between the Institute Library and its users. It shall assist in developing operational procedures, suggest various measures for improvement and development of the Library resources and formulate both personnel and fiscal policies. It shall strive to inculcate the enriching habit of reading books in a technologically enabled and intellectual atmosphere.

The Library Committee plays a crucial role in shaping the policies, services, and operations of the library. Here are the major functions of the committee:

Formulating Policies: The committee is responsible for formulating various policies related to the library, such as collection development, purchase policies, and space utilization guidelines. These policies guide the overall functioning of the library.

Guiding the Librarian: It provides guidance to the librarian in formulating general library policies and regulations that govern library operations. This ensures consistency and adherence to established standards.

Proposing Activities and Programmes: The committee proposes activities, programs, and services to enrich the library experience for users. This may include workshops, seminars, book clubs, and other events aimed at promoting reading and learning.

Developing Vision and Strategy: It contributes to the development of the library's vision and strategy document, outlining long-term goals and objectives for the library's growth and development.

Promoting Information Literacy: The committee advocates for the integration of library and information literacy initiatives within the institute, aiming to enhance users' ability to locate, evaluate, and use information effectively.

Archiving and Management: It formulates policies for knowledge and information archiving and management within the institute, ensuring proper documentation services and the systematic updating of the library collection.

Modernization and Improvement: The committee works towards modernizing and improving library and documentation services by adopting new technologies, enhancing infrastructure, and optimizing resources.

M. S. Kanth

PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

Reviewing Readership: It reviews library readership department-wise and adopts measures to enhance readership among students, faculty, and staff.

Budget Preparation: The committee prepares the library budget and proposes development projects, ensuring adequate financial resources for the library's functioning and growth.

Setting Fees and Charges: It recommends fees and other charges for library services to the authorities, balancing affordability with sustainability.

Seeking Feedback: The committee seeks feedback on library functions from users to identify areas for improvement and enhance user satisfaction.

Annual Reporting: It submits an annual report on the functioning of the library to the relevant authorities, summarizing key activities, achievements, and challenges.

Increasing Membership: The committee takes measures to increase library membership beyond the college boundaries, extending library services to a wider community.

By fulfilling these functions, the Library Committee contributes significantly to the overall effectiveness and success of the institute's library, ensuring it remains a valuable resource for teaching, learning, and research.

Constitution of the Committee:

1. Committee Coordinator: **Dr.M.P.Kusuma**
2. Committee Members: **Ms.Zeenath Banu**



PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

MINORITY CELL

The college instituted its Minority Cell in 2018 with the primary goal of empowering minority communities within the campus. Recognizing the fundamental right to education for every student, our institution is committed to addressing the educational and cultural requirements of minority communities, as well as those of diverse castes, creeds, and nationalities. The Minority Cell plays a crucial role in supporting the academic development of students from various minority groups, including, Muslims, Christians, Sikhs, and others.

The objectives of the Minority Cell are as follows:

1. **Promote Equal Educational Opportunities:** Strive to enhance equal opportunities for education among minority communities within the college.
2. **Facilitate Financial Support:** Work towards securing financial support for students from minority backgrounds, both from governmental agencies and other potential sources.
3. **Raise Awareness about Scholarships:** Inform and guide minority students about various scholarship programs offered by the State Government and Central Government
4. **Create a Safe Environment:** Ensure the provision of a safe and secure environment where all minority students feel protected and supported.
5. **Promote Career Orientation:** Encourage minority students to enrol in career orientation programs that empower them with the necessary skills for making informed career choices.
6. **Provide Counselling Services:** Offer prompt counselling services to address any emotional emergencies arising from events on campus, ensuring the well-being of minority students.
7. **Ensure Constitutional Protections:** Work towards the protection and reservation of rights as provided in the Constitution of India for minority communities.
8. **Celebrating Diversity:** Organize events that celebrate the diverse cultures, traditions, and contributions of minority groups within the institute.

M. S. Kantu

PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

Functions and Activities

- Collect reports and information related to the orders and directives issued by the State Government and the University Grants Commission (UGC) concerning various aspects of education and employment for minority students.
- Publicize Central and State Government scholarship schemes to ensure awareness and accessibility for minority students. Stay informed about updates or changes in these scholarship programs.
- Coordinate with various college cells and committees, including the Mentoring Cell, Placement Cell, Students' Council, Sports Council, Cultural Council, etc. Ensure active participation of minority community students in the diverse activities organized by these entities.
- To provide the facilities for Namaz for Muslim faculty and students in the college campus.
- Organize events that celebrate the diverse cultures, traditions, and contributions of minority groups within the institute.

Composition of Minority Cell Committee

S.No	Name of the Person	Designation	Position
1.	Prof. M. Sumakanth	Principal	Chairmen
2.	Ms. Zeenath Banu	Assistant Professor	Member
3.	Dr.Hajera Fathima	Assistant Professor	Member
4.	Mrs.G.Neeraja	Administrative Staff	Member

M. Sumakanth

PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

PERFORMANCE EVALUATION & APPRAISAL SYSTEM

The Performance Evaluation & Appraisal Committee is tasked with assessing the performance of individuals within the organization as per UGC guidelines and providing feedback to help them improve. Here's an overview of its functions and responsibilities:

Performance Evaluation: The committee conducts regular evaluations of employees' performance based on predetermined criteria and key performance indicators (KPIs) as per UGC guidelines. This evaluation may include assessing their work quality, productivity, adherence to deadlines, teamwork, communication skills, and adherence to organizational values.

Appraisal Process: The committee oversees the performance appraisal process, ensuring it is fair, transparent, and consistent across all employees. It may develop appraisal forms, establish evaluation timelines, and communicate evaluation criteria to employees.

Feedback and Coaching: The committee provides constructive feedback to employees based on their performance evaluations. This feedback may highlight areas of strength and areas needing improvement, as well as provide guidance on how employees can enhance their performance and achieve their career goals.

Identifying Training Needs: Through performance evaluations, the committee identifies training and development needs for individual employees. It may recommend training programs, workshops, or other learning opportunities to address skill gaps and enhance employees' professional development.

Performance Improvement Plans (PIPs): In cases where employees' performance does not meet expectations, the committee may develop performance improvement plans (PIPs) in collaboration with the employees. These plans outline specific goals, timelines, and support mechanisms to help employees improve their performance.


Documentation: The committee maintains accurate records of employees' performance evaluations, feedback sessions, and any performance improvement plans implemented. These records are essential for tracking employees' progress over time and making informed decisions about promotions, transfers, or disciplinary actions.

Policy Review: The committee periodically reviews the organization's performance management policies and procedures to ensure they remain effective and aligned with best practices and UGC guidelines. It may recommend updates or revisions to enhance the efficiency and fairness of the performance evaluation and appraisal process.

Overall, the Performance Evaluation & Appraisal Committee plays a vital role in promoting a culture of continuous improvement, professional development, and accountability within the organization in line with UGC guidelines and standards. Its efforts contribute to enhancing employee performance, job satisfaction, and organizational success.

Constitution of the Committee:

Committee Composition: **Head of the Institution and Department Heads**


PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

PURCHASE COMMITTEE

A Purchase Committee is a designated group of staff established to independently review and evaluate purchasing documentation. Its main role is to recommend the most suitable supplier or service provider based on criteria such as price, quality, stock availability, and references.

Responsibilities of the Purchase Committee:

- Analyzing quotations provided by the logistics department and making recommendations for approval.
- Ensuring accurate completion of all documentation.
- Verifying that the supplies/services quoted comply with the requested specifications.
- Seeking clarification from suppliers/service providers when necessary.
- Requesting technical input from relevant staff members as needed.
- Addressing queries from the approving authority regarding the committee's recommendations.
- Participating in the supplier pre-qualification process as assigned.
- Potentially being involved in the collection of quotations.
- Upholding proportionality, transparency, accountability, and fairness throughout the procurement process.
- Ensuring all relevant documentation is prepared before committee meetings.
- Participating in evaluation discussions.
- Ensuring accurate completion of the Quote Evaluation Form.
- Ensuring compliance with all procurement procedures, including any donor-specific procedures.
- Arranging for samples to be available for review if necessary and returning them to unsuccessful bidders.

Constitution of the Committee:

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

Committee Members: **Dr. K. V. Ratnamala, Mrs P.Archana**

M. S. Kanth

PRINCIPAL
RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)

RESEARCH & SCIENTIFIC COMMITTEE

The Research Committee, specifically the Scientific Committee, plays a pivotal role in shaping the research agenda and scientific activities of the institute. It is responsible for overseeing and promoting research activities, fostering a culture of scientific inquiry, and advancing scholarly pursuits within the institution. Here are the key roles and responsibilities such a committee might undertake:

Designing the Research Agenda:

The Scientific Committee is responsible for conceptualizing and proposing the annual research agenda and work program, taking into account the institute's strategic priorities, emerging trends, and stakeholder needs.

Overseeing Implementation:

The committee oversees the implementation of approved research activities, ensuring that they are carried out efficiently and effectively within the allocated resources and timelines.

Formulating Long-Term Research Strategy:

It formulates the longer-term research strategy of the institute, identifying key areas of focus, research priorities, and potential collaborations to advance the institute's scientific goals.

Workshop Program Development:

The Scientific Committee conceptualizes and designs workshop programs, including selecting relevant topics, speakers, and participants, to foster knowledge exchange and collaboration among researchers and practitioners.

Scientific Content Contribution:

It advises on and contributes to the scientific content of the institute, ensuring that research activities align with academic rigor, disciplinary standards, and scientific best practices.

Reviewing Research Papers:

The committee reviews and screens research papers according to agreed criteria for presentation at workshops and submission to journals, ensuring quality and relevance to the institute's research agenda.

Development of New Research Proposals:

It actively develops new research proposals and other ideas for future activities, identifying emerging research areas, funding opportunities, and potential partnerships to support the institute's research objectives.

Overall, the Scientific Committee plays a crucial role in driving the research agenda of the institute, ensuring scientific excellence, fostering interdisciplinary collaboration, and contributing to the advancement of knowledge in relevant fields of study.

Constitution of the Committee:

Committee Research & Scientific Coordinators: **Dr. K.V Ratnamala, Dr. A.K. Sailaja**

Committee Members: **Dr.K.Bhavya Sri, Mrs. P.Archana, Ms. Zeenath banu**

M. S. Kantu

PRINCIPAL

**RBVRR Women's College of Pharmacy
(CC No: 1706)
Barkatpura, Hyderabad-500 027 (TS)**

STUDENT WELFARE COMMITTEE

The Students' Welfare Committee (SWC) plays a crucial role in safeguarding the rights and promoting the well-being of students within the campus environment. Here are the objectives of the SWC:

Striving for excellence in education: The SWC aims to ensure the realization of a vibrant and inclusive society through the creation and dissemination of knowledge. It endeavors to uphold academic standards and promote a culture of excellence in education.

Blending theoretical knowledge with practical skills: Recognizing the importance of practical skills alongside theoretical knowledge, the SWC seeks to provide opportunities for students to apply what they learn in real-world settings, thereby enhancing their employability and readiness for the professional world.

Improving communication skills, general knowledge, and intelligence quotient: The SWC focuses on enhancing students' communication skills, general knowledge, and intellectual capabilities to equip them with the necessary competencies to succeed in diverse fields and contexts.

Pursuing academic excellence: Through quality teaching, research, and publications, the SWC endeavors to foster an environment conducive to academic excellence. It supports faculty members and students in their scholarly pursuits and endeavors to promote a culture of research and innovation.

Ensuring access to higher education: The SWC is committed to providing access to higher education for all sections of society, irrespective of socio-economic background or other barriers. It strives to create an inclusive and equitable learning environment where every student has the opportunity to fulfill their academic potential.

Inculcating values and promoting leadership: The SWC seeks to instill ethical values and principles among students, fostering a sense of responsibility, integrity, and social awareness. Additionally, it endeavors to nurture leadership qualities and empower students to take on leadership roles and responsibilities within the campus and beyond.

Producing socially sensitive citizens: Through various initiatives and programs, the SWC aims to develop students into socially sensitive and empathetic individuals who are actively engaged in addressing societal issues and contributing positively to their communities.

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Creating a knowledge society: By promoting a culture of learning, critical thinking, and knowledge sharing, the SWC strives to accelerate the process of creating a knowledge society where education is valued, accessible, and transformative for individuals and society as a whole.

Overall, the SWC serves as a catalyst for student development, empowerment, and holistic growth, ensuring that students receive the necessary support, guidance, and opportunities to excel academically, professionally, and personally.

Constitution of the Committee:

Committee Coordinator: **Dr. M.P.Kusuma**

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



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WOMEN EMPOWERMENT & ENTREPRENEURSHIP COMMITTEE

The primary objective of the Women Empowerment Cell is to foster a deeper understanding of issues related to women and to create a safe and inclusive environment for female students on the college campus. It serves as a platform for women to voice their experiences and perspectives on their societal status and propose strategies for self-empowerment. Through a variety of activities such as seminars, role plays, street plays, games, and awareness programs, the cell aims to promote the intellectual and social upliftment of female students and facilitate their empowerment.

Objectives:

1. Establishment of a dedicated cell for the empowerment of women.
2. Education and sensitization of the college community towards gender issues.
3. Organization of various programs aimed at gender sensitization.
4. Provision of a 24-hour helpline and assistance for female students and staff.
5. Monitoring of common areas through surveillance cameras to ensure safety.

Administrative Points to Remember:

- Harassment defined as offensive behavior causing mental anguish, is not gender-specific and may take various forms.
- Sexual harassment involves persistent and unwanted sexual advances from peers or faculty.
- Every victim is provided with a mechanism for lodging complaints.
- Sexual harassment encompasses unwelcome words, actions, gestures, and symbols that create discomfort for the target.
- Counseling services are available to support both resident and non-resident female students.
- Misconduct, including sexual misconduct, is unacceptable and warrants preventive action.
- Sexual misconduct can occur between individuals such as teachers and students or among peers, and necessitates intervention to ensure ethical conduct and prevent harm.

Constitution of the Committee:

Committee Coordinator: **Dr.G.Uma Rani**

Committee Members: **Mrs.M.Harshini**

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