



**PARVATHANENI BRAHMAYYA**

**SIDDHARTHA COLLEGE OF ARTS & SCIENCE**

(Autonomous college)

Re-accredited at the level 'A+' by the NAAC

Siddhartha Nagar, Vijayawada – 520 010

## **PLANNING AND EVALUATION COMMITTEE**

### **Objectives**

- To formulate policy and draw an annual plan for curricular, co-curricular and extra-curricular activities for approval of the Governing Council.
- To review and advise the council's long-term development plans.
- To visualize and formulate **perspective plans** for the development and growth of the college.
- To formulate a **Master Plan** for campus development, facilitating implementation of the provisions of the **perspective plan**.

### **Planning & Evaluation committee of PBSCAS**

- |   |                                                                                                                                      |                  |
|---|--------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1 | Dr. M. Ramesh<br>Principal, PBSCAS                                                                                                   | Chairman         |
| 2 | Prof.D. Sandhya Deepika<br>Professor, Department of Botany,<br>College of Science & Technology, Andhra University,<br>Visakhapatnam. | Expert member    |
| 3 | Prof.C. Devarajula Naidu<br>Professor of Economics, CDC, S.V. University,<br>Tirupathi                                               | Expert Member    |
| 4 | Dr. P. Sudhakar,<br>Department of Biotechnology<br>Acharya Nagarjuna University,<br>Guntur dist.                                     | Expert Member    |
| 5 | Sri V Babu Rao,<br>Director                                                                                                          | Special Invitee  |
| 6 | Dr. S.B. Rajendra Prasad<br>IQAC Coordinator                                                                                         | Member Secretary |
| 7 | Dr. Rajesh C Jampala<br>Dean (Academics)                                                                                             | Member           |

8	Dr. M. Manoranjani, HOD, Chemistry & Vice-Principal	Member
9	Sri M. Seshagiri Rao, Controller of Examinations	Member
10	Dr.Md.S. Rahaman, Assistant Professor, Business Administration & Finance Committee	Member Faculty Nominee-PG
11	Sri K.V. Ramesh Chandra Incharge (UG), Dept. of Business Administration	Member Faculty Nominee-UG
12	Sri K. Sridhar, Training & Placement Officer	Member
13	Sri G. Chakravarthi HOD, Statistics, Nodal Officer & Academic Officer	Member

## **LIBRARY COMMITTEE**

### **Objective**

- The main objective of this committee is to ensure that all the resources are provided by the Library and all the students /faculty are well informed about the resources available.

### **Functions:**

- Books and other e-learning media are very essential for gaining knowledge as learning is a continuous process.
- Faculty and students require resources to attain knowledge for the day to-day requirements and to function as a channel between the library and its users.
- Inform the staff and students about the latest titles, new arrivals of books and journal.
- Pursue the titles and number of books available and recommend additional titles on requirements.
- Recommend the latest resources journals on periodical basis.
- Maintain and upgrade digital library.
- Suggest and provide the quotation for yearly budgetary allocations for library resources.

### **Responsibilities:**

- To assist the Librarian in formulating a Library policy, Procurement of books, Technical Journals, Technical Magazines, Applying for access to E-Journals, etc
- To recommend / justify / sanction / approve - withdrawal and weeding out of out-dated material to the competent authority for final decision in the matter.
- To look after general maintenance of the library in terms of reading material and infrastructure.
- To effectively involve in fostering the reading habit of staff and students.

Frequency of Meetings: Once in a semester

### **Library Committee of PBSCAS**

1. Sri K. Perachary	Vice-President
2. Smt. K. Priya	Member
3. Smt. V. Jhansi Lakshmi	Member
4. Dr. N. Siva Kumar	Member
5. Smt. M. Jaya Lakshmi	Member
6. Mr. Shaik Amith, 203274, III B.Sc. MECS	Member
7. Mr. B.G. Vara Prasad, 212340P, II B.Com. BFSI	Member

### **GRIEVANCE REDRESSAL COMMITTEE**

#### **Objectives:**

- To create a platform where students can discuss their problems regarding academic and non-academic matters.
- To enlighten the students on their duties and responsibilities to access benefits.
- To ensure effective solution to the student's grievances.
- To obtain speedy resolution to the problem.

#### **Functions:**

- The Grievances committee deals with the grievances of teaching faculty, other employees and the students.
- The Grievance Committee hears and settles grievances within short

duration, after the grievance is lodged with the committee.

### **Responsibilities:**

Grievances Redressal committee receives and redresses grievances reported for the following issues:

- Academic issues pertaining to teaching learning activities.
- Student's teacher, student- student, student- parent relationship pertaining to harassment etc.
- Internal evaluation and in assessment marking.
- Complaint related to library and IT services.
- Grievances related to hostel, food, water, electricity, etc.
- Grievance related to transport facilities.
- Grievances related to sports, cultural and selection process etc.
- Grievances related to women's issues and harassment.
- Grievance related to ragging
- Grievances related to university examination.
- Grievances related to delay in issuance of records and documents.

Frequency of Meetings: Once in a semester; Need based.

### **Grievance-Redressal Committee of PBSCAS**

1. Sri. K. Narayana Rao	Vice-President
2. Sri K. Vijay	Member
3. Dr. P. Guru Prasad	Member
4. Smt. O. Padmaja	Member
5. Ms. G. Vineela, 21CSC05, II M.Sc.(CS)	Member
6. Ms .K. Sathvika, 202371, III B.Com. CA	Member
7. Ms .Kalpana C Jain, 214181P, II B.Com. BPM	Member

### **ANTI-RAGGING COMMITTEE**

Ragging means causing physical and / mental trauma to a person as a result of physical abuse, manhandling, using abusive language or gestures or forcing to perform acts that may cause physical/mental damage. Ragging is a social, cultural and psychological menace. Students are urged to keep-up the glorious tradition of the college and not to indulge in any activity within or outside the campus that may be construed as ragging. If any student found involved in any such activity, directly or

indirectly, shall not only be expelled from the institution but also the matter will be reported to police / legal authorities for further necessary action.

**Objective:**

- To maintain discipline in the classroom and the college premises.

**Function:**

- This committee monitors the students and ensures that no ragging activity happens. Also, in the event of any indiscipline activities, action is taken by this committee.

**Responsibilities:**

- To ensure compliance with the provision of UGC regulation 2009 at the institute level as well as the provisions of any law for the time being in force concerning ragging.
- To monitor and oversee the performance of anti-ragging squad in prevention of ragging in the institution.
- It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, Canteen and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- To take decisions and actions related to ragging activities of the students in the college as and when required.

Frequency of Meetings: Once in a semester; Need Based

**Anti-Drug Committee of PBSCAS**

1	Dr. P. Srinivasa Rao	Vice-President
2	Sri P. Subhakar	Member
3	Sri D. Srinivasa Reddy	Member
4	Sri A. Balaji	Member
5	Sri K. Vijay	Member
6	Sri A. Venkatesh	Member
7	Dr.Ch. Rohini Kusuma	Member
8.	Ms. Priyal Jain, III B.Com. BPM, 202645	Member
9.	Mr.D. Sai Karthik, 212131P, II B.Com. General	Member
10	Mr. M. Rohit, 21CHE18, M.Sc. Chemistry	Member

## **SEXUAL HARASSMENT PREVENTION COMMITTEE**

Women Grievance Committee is formed for speedy redressal of any complaint or issues related to women staff and students. Committee will examine complaints of sexual harassment or sexual discrimination pertaining to the female staff members and the female students and submits its findings to the principal for further actions. Main responsibility of Women Grievance Committee is to ensure safe and healthy working environment for the female employees and the students, whereby they are protected against any kind of victimization and are put into environment which is free from fear in discharging their duties.

### **Objective:**

- Securing the citizens, both men and women equally have the right to adequate means of livelihood. Empowerment of adolescent girls.
- Special provision for women. Violence against women.
- Unwanted conduct of a sexual nature or conduct based on sex affecting the dignity of women and man. This includes physical, verbal or non-verbal conduct.
- Working environment - hostile, intimidating or if the victims refusal or acceptance of the behavior influences decisions concerning her employment.

### **Functions**

- To look into the women grievances and to ensure safe work environment.
- Any issues relating to physical or mental harassment should be brought into the notice of committee. Preventive and remedial measures will be discussed in committee meetings.
- Awareness on women issues will be created on the campus.
- This committee is meant for dealing with the problems of women on campus relating to sexual harassment and violent at work place.
- The committee is dedicated for creating an environment in the campus where everybody feels confident about their safety.

## **Responsibilities:**

- To make them strong and to stand up for themselves, not being afraid of the consequences.
- Every complaint has the right to be notified in writing of the outcome of the complaint. Inappropriate and uncalled for comments about one's body or dress.

Frequency of Meetings: Need Based

## **Sexual Harassment Prevention Committee of PBSCAS**

1. Smt. M. Bhadraja	Vice-President
2. Dr. M. Manoranjani	Member
3. Smt. V. Jhansi Lakshmi	Member
4. Mr. D. Harshavardhan, 215170P, II BBA	Member
5. Ms. D. Sonerika, 21MBA20, II MBA	Member

## **INTERNAL COMPLAINT COMMITTEE (ICC)**

PBSCAS is a coeducational institution providing equal opportunities to all. Men and women work together in a congenial atmosphere, however if there are any complaints involving physical contacts or advances, demand for sexual favours, sexually tainted remarks, and any unwelcome physical, verbal or nonverbal expressions of a sexual nature, it is addressed and appropriate action is taken. This cell aims at sensitizing the students and staff to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

## **Why ICC?**

- It is formed according to the provisions of the POSH ACT-Sexual Harassment of Women at Workplace Act of 2013, 9<sup>th</sup> December 2013. (Prevention, Prohibition and Redressal).
- It is also mentioned in University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women

employees and students in higher educational institutions)  
Regulations, 2015- 2<sup>nd</sup> May 2016.

### **What is ICC?**

The POSH Act demanded an ICC be made at all workplaces for the redressal of sexual harassment cases.

### **Functions of ICC:**

- To prevent sexual harassment at workplace.
- To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees
- To conduct periodical programmes on women empowerment.
- To provide conducive environment and congenial atmosphere for women.

### **Who can approach ICC?**

Any *aggrieved woman* who has suffered harassment at workplace can approach ICC.

### **Aggrieved woman includes:**

Woman who is an employee, or someone visiting workplace, or Student

**Note:** A legal heir or a person prescribed can make a complaint on behalf of the woman, if the aggrieved is unable to do so on account of physical, mental capacity or death.

### **Internal Complaints Committee of PBSCAS**

- |                           |                   |
|---------------------------|-------------------|
| 1. Dr.Ch.V. Rohini Kusuma | Presiding Officer |
| 2. Smt. M. Tasneem        | Member            |
| 3. Smt.K. Anuradha        | Member            |
| Smt.Velagapudi Durgamba   |                   |
| Siddhartha Law College    |                   |
| 4. Kum.K. Priya           | Member            |
| 5. Smt. A. Kavitha        | Member            |



## **SOCIAL WELFARE COMMITTEE (BC/SC/ST)**

### **Objectives:**

- To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus.
- To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them.
- To comply with AICTE regulations for the establishment of the Committee for SC / ST (As per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11/09/1989).

### **Responsibilities:**

- To look into the complaints if any received from the concerned staff and students belonging to SC / ST.
- The Social Welfare Committee functions to promote technical and management education among BC/SC/ST students and other weaker section of the society.
- It continuously monitors and evaluates reservation policies intended for BC/SC/STs Welfare by the Govt. of Andhra Pradesh and also for the effective implementation of the same Welfare.
- Monitoring qualified and eligible students to get both fee reimbursement and scholarships.

- If any student fails to get the reimbursement and scholarship, he/she can make a compliant to Social Welfare Committee of the college.
- The committee in consultation with the scholarship clerk takes relevant measure to ensure that every student obtains scholarship.

Frequency of Meetings: Need based

### **SC / ST Committee**

1. Sri P. Subhakar	Vice-President
2. Sri N. Rajasekhar	Member
3. Sri G. Samrat Krishna	Member
4. Mr.T. Karunakar, II BA EMS, 211109P	Member
5. Ms. T. Yeseswini, II MBA, 21MBA01	Member

### **Minority Committee**

1. Mrs.M. Tasneem	Vice-President
2. Dr.Md.S. Rahaman	Member
3. Dr. Khaza Mushwareen	Member
4. Mr. Shaik Irfan, II B.Sc. BZC, 217103P	Member
5. Mr. K. Raja Ratnam, II M.Sc. Mathematics, 21MAT19	Member

### **OBC Committee**

1. Sri K.V. Ramesh Chandra	Vice-President
2. Smt. S. Siva Naga Lakshmi	Member
3. Smt.O. Padmaja	Member
4. Mr. P. Mahesh, II B.Com.(Hons.A&F), 213161P	Member
5. Ms.T. Vara Lakshmi, II MCA, 21MCA05	Member

## **WOMEN EMPOWERMENT CELL**

Women Empowerment Cell is designed to empower women socially, economically, politically and legally with a focus on promoting decision making. It conducts various activities and arranges Guest Lectures to accelerate the academic enhancement, leadership development and cultural enrichment in the lives of young women.

### **Objective:**

- To empower, enlighten the young women and pave their way to grow into successful women in the society.

### **Functions:**

- Create awareness among the students about their social, legal and constitutional rights in order to prevent the exploitation based on gender.
- Provide platform to express their ideas through various activities like Skit, Slogan writing, Debate etc.,
- Eliminate under esteem, deep rooted beliefs of gender bias and discrimination.
- Impart ethical value, positive self-esteem and confidence in the young women so that they can take the decision.
- Conduct seminars and workshop to impart knowledge of opportunities and tools available and train the women.
- Organize different activities to make women aware of their health, sports, self-defence etc.,
- Conduct various competitions to encourage their artistic talents.

### **Responsibilities**

- To organize events and activities for women empowerment and to create an environment to realize their full potential.
- To conduct workshops and awareness programmes with a motive to train girls about self-defence, health benefits and skill development.
- To empower the status of women through education, raising awareness, literacy and training.
- To empower women to make life-determining decisions through the different problems in society.
- To create social awareness about the problems of women particularly regarding gender discrimination.
- To develop the self-confidence of Women.
- To guide about Women Welfare Laws.
- To directs Women's role in the society.
- To develop multidisciplinary approach for the overall personality development.

### **Activities:**

- To promote a culture of respect and equality for female gender.
- To organize awareness programs on gender sensitization.
- To Arrange seminars that creates awareness on the economic, social, political, and legal rights of women.
- To conduct seminars and workshop to impart knowledge of opportunities and tools available and train the women.

- To Organize different activities to make women aware of their health, sports, self-defence etc.,
- To conduct various competitions to encourage their artistic talents.
- To highlight the importance of spirituality, health, hygiene and safety.

### **Women Empowerment Committee of PBSCAS**

- |                                                   |                |
|---------------------------------------------------|----------------|
| 1. Smt. A. Kavitha                                | Vice-President |
| 2. Smt. M. Bhadrara                               | Member         |
| 3. Smt. M. Venkata Ramana                         | Member         |
| 4. Smt. E. Suvarnanjali                           | Member         |
| 5. Ms. Reddy Tejaswini, 203404, III B.Sc. MSCS-A  | Member         |
| 6. Ms. M. Rithika, 213101P, II B.Com. (Hons.) A&F | Member         |

### **ENTREPRENEUR DEVELOPMENT CELL**

#### **Objective:**

- The main objective of this committee is to train the students and integrate the culture of entrepreneurship and to make the students eligible to achieve their dreams of starting their own enterprise.

#### **Functions:**

- Young graduating students across the country need proper placements depending upon their talents for which a proper industrial exposure is essential. The curriculum also should have a great bearing in accordance with the need of the industry. The important institute interaction will help to achieve the above objectives.

#### **Responsibilities:**

- Create awareness among the students of the Institution regarding entrepreneurship as a career option.
- Arrange guest lectures by inviting engineers and top executives from industry to visit the institution to deliver lectures and to impart industrial exposure to the students.
- Provide opportunities to the degree level institutions to improve their knowledge upgrade their skills and enhance their qualifications.

Frequency of Meetings: Once in a semester

#### **Entrepreneur Development Cell members of PBSCAS**

- |                      |                |
|----------------------|----------------|
| 1. Dr. Md.S. Rahaman | Vice-President |
|----------------------|----------------|

- 2 Dr. K. Srinivasulu
3. Dr. Chaitanya Lakshmi

Member  
Member