

MANDATORY DISCLOSURE

Academic Year 2025-26

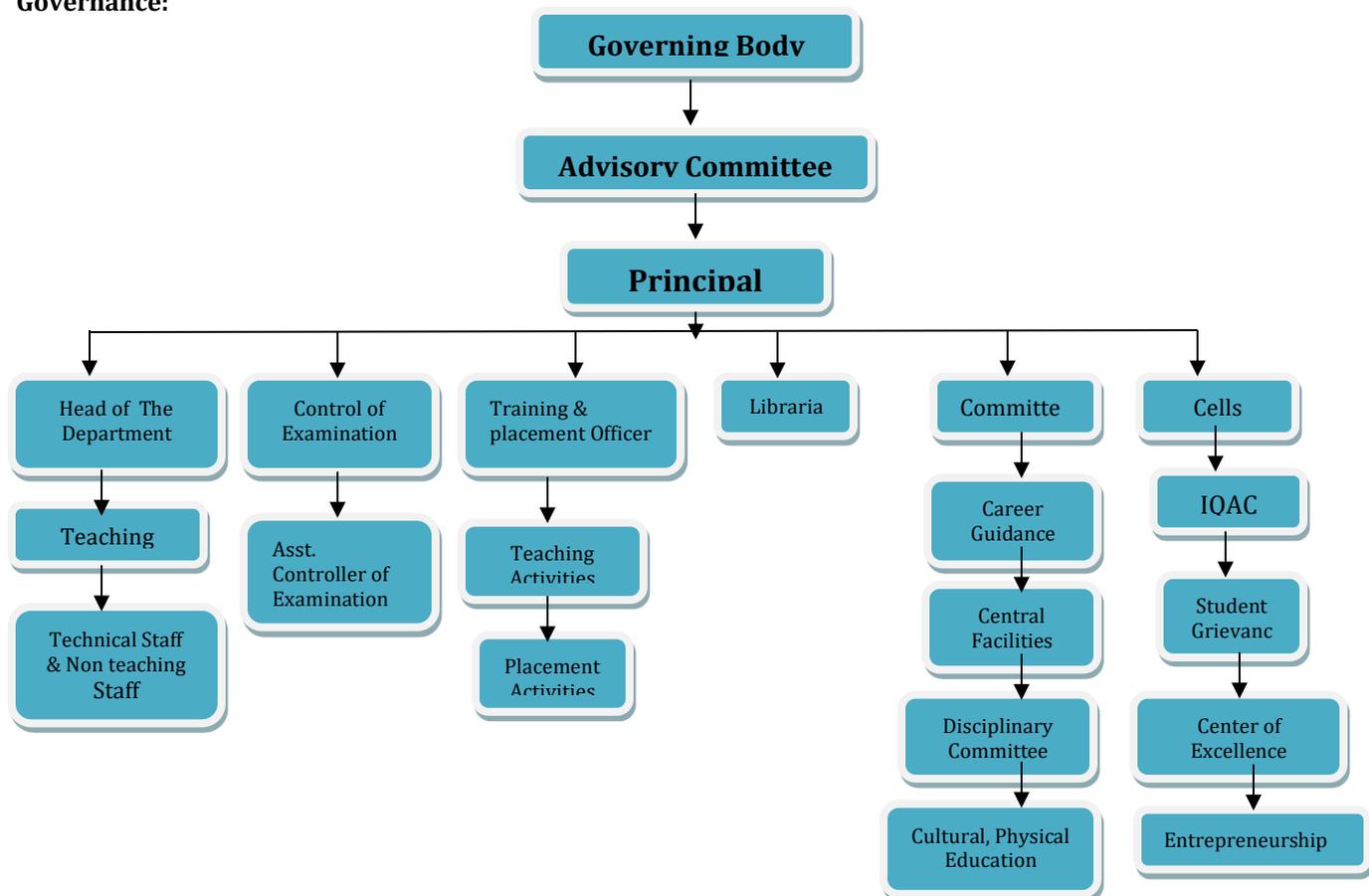
Name of the Institution : **Siddhartha Degree College for Women**
Dilsukhnagar, Hyderabad-500060

Name and address of Society : Gurrarn Pragathi Educational Society
Vanasthalipuram, Hyderabad.

Name and address of Principal : **Mrs. Kanchana Triveni**

Name of the affiliating university: Osmania University, Hyderabad

Governance:



Governing Body

S.No	Name	Affiliation	Role
1	Mrs. Kanchana Triveni	Principal, Siddhartha Degree College for Women	Member Secretary
2	Prof. D.Chennappa	Dept. of commerce, OU	Governing Body Member
4	Mrs. G. Goverdhani	Academic Advisor, Gurrarn Pragathi Educational Society	Management Representative
5	Dr. G. Nagaiah	Chairman, Gurrarn Pragathi Educational Society	Management Representative
6	Mr. S. Vamshi Krishna	Director, Academics, Gurrarn Pragathi Educational Society	Management Nominee
7	Mrs. K.V.N Shirisha	Head of the Department of Computer Application Faculty	Faculty Nominee
8	Dr. Megha Shyamala	Associate Professor, Siddhartha Degree College for Women	Faculty Nominee
9	Mr. Danam Venkateshwar Rao	Senior Assistant Professor, Siddhartha Degree College for Women	Faculty Nominee

i. *Grievance Red redressal mechanism for Faculty, staff and students*

a. Grievance Cell for Teaching and Non-Teaching Staff



Procedure of Grievance Cell for the Teaching and Non-Teaching Staff

Stage I:

The grievance can be addressed to Grievance Cell Committee of the College.

Stage II:

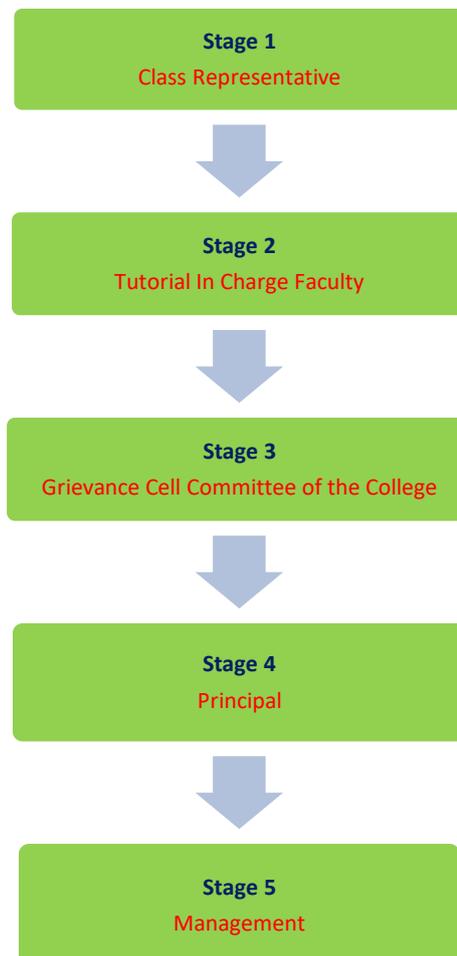
Principal under takes the matter which could not be redressed at Stage I.

Stage III:

The grievance which could not be resolved at Stage III would be referred to Management for further procedure.

The above is the Step Ladder Method of Grievance redressal mechanism of the College apart from it Open door policy is also in place for both Teaching and Non- Teaching Staff to directly approach management.

b. Grievance Cell for Students



Procedure of Grievance Cell for the Students

Stage I:

Students can report the irrelevance to the Class Representative(CRs).

Stage II:

The grievance which could not be sorted out at Stage I can be further referred to the concerned Tutorial In charge Teacher.

Stage III:

The grievance which could not be resolved at Stage II can be addressed to Grievance Cell Committee of the College.

Stage IV:

The Principal under takes the grievance which could not be sorted at Stage III.

Stage V:

The matter which could not be resolved at Stage IV would be referred to Management for further procedure.

The above is the Step Ladder Method of Grievance redressal mechanism of the College a part from it Open door policy is also in place for students to directly approach management.

1. Grievance redressal Mechanism for Student Faculties–Guidelines

In order to redress individual as well as collective grievances of the College student Faculties, a grievance redressal mechanism has been devised.

2. What is a Grievance?

A grievance may be any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with college that a student teacher thinks, or even feels, is unfair, unjust or inequitable. Any grievance / complaint relating to sexual harassment and ragging will also be included.

The grievances can be categorized under the following heads:

- ✓ Academic
- ✓ Non-academic
- ✓ Discrimination
- ✓ Harassment
- ✓ Any other

Please Note: While this platform allows all student faculties to voice their concerns in an open manner, it is imperative that the complainant exercises due diligence and care in deciding what he / she would qualify as a grievance that is serious enough to deserve the attention of this committee comprising of the Principal, faculty and student representatives.

3. Where is the Grievance box installed?

The grievance box is installed in the College. Therefore, student teachers can either write their name or put anonymous grievances in the box during College hours.

4. Objectives of Grievance Redressal Committee

Objectives

- Provide and foster an inclusive environment where Students feel valued and respected.
- To provide an opportunity for the students to freely express their grievances, in order to have a healthy atmosphere among Students, Staff and Management in the Institution.

Functions

- Recognizing the hidden talents of Students by providing opportunities for the welfare of Students.
- Motivate Students to participate in various activities, competitions both Inter and Intra College.
- Enhance the overall personality development of Students in all aspects of life.
- Addresses grievances at the Individual class, and common interest levels by maintaining confidentiality.
- Promote tolerance and help Students respect each other and develop tolerance when conflicts arise.

Grievance Redressal Committee-Policy

Procedure for Lodging a Complaint:

- The students may feel free to put up a grievance in writing and drop in the Grievance Box.
- Hand it over to the Convener of the Committee or Mail it to the College Id.

Standard Operating Procedure (SOP):

- The Grievance committee will meet once in a fortnight.
- Grievance received from various sources will be sorted and a consolidated list will be prepared by the committee.
- The consolidated list will be submitted to Principal.
- Follow up and monitoring is done by Grievance Redressal Committee.
- Members will ensure all the grievances are addressed within stipulated time.

Upon receipt to complaint, the faculty educators of the Committee will intimate the Principal

At this stage, based on the nature of the complaint and severity of its possible impact, the Principal will take action to proceed on addressing the concerns while keeping the ethos of the institution.

5. Establishment of Anti Ragging Committee

Introduction :

The College Has Constituted the Anti Ragging Committee. The following instructions are framed to prevent the menace of ragging and foster healthy interpersonal relations among students in the campus. Ragging is strictly forbidden in or outside the college campus. All students shall familiarize themselves with rules/regulations/guidelines on code of conduct, anti-ragging measures and discipline College. All 'new comers' should attend counseling sessions organized for them from time to time by the college staff.

The Institutions has step up Anti-Ragging mechanism by way of adequate

publicity through various mediums:

- i. Anti-Ragging Committee and Anti Ragging Squad;
- ii. Anti-Ragging Cell;
- iii. Installed CCTV cameras at vital points;
- iv. Anti-Ragging Workshops;
- v. Regular inter action and counseling with the students;
- vi. Identification of trouble-triggers;
- vii. Anti-Ragging warning in the Institution's prospectus and information Booklets/Brochures shall be ensured; and

Objectives

1. To aware the students of dehumanizing effect of ragging inherent in its perversity.
2. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
3. To properly and stringently deal with the incidents of ragging brought to our notice.

Functions of Committee

1. To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
2. Over see the procedure of obtaining undertaking from the students in accordance with the provisions;
3. Conduct work shops against ragging menace and orient the students;
4. To provide students the information pertaining to contact, address and telephone numbers of the person(s) identified to receive complaints/distress calls;
5. To create awareness among the students about Anti ragging.
6. To take all necessary measures for prevention of Ragging inside the Campus.

The Composition of Anti Ragging Committee

- ✓ Principal of the College-Chairperson;
- ✓ Representatives of Faculty members
- ✓ Representatives of parents
- ✓ Representatives of students belonging to the fresher's category as well as senior students, non-teaching staff and shall have a diverse mix of membership in term of Level as well as gender.

Introduction :

As per Vishakha guidelines given by Honorable Supreme Court and with reference to Section 4 All India Council for Technical Education Regulations, 2016 (FAICTE/WH/2016) (Gender sensitization, prevention and prohibition of sexual harassment of women employees and students and Redressal of Grievances in Technical Institutions), Internal Complaint Committee (ICC) has been formed in our college to prevent sexual harassment of woman at work place.

Internal Complaint Committee sensitizes the female faculty members and students on the prevention and prohibition of sexual harassment of woman at work place. According to the Supreme Court's order, Sexual Harassment is any unwelcome:

- ✓ Physical contact and advances
- ✓ Demand or request for sexual favors
- ✓ Sexually colored remarks
- ✓ Display of pornography content in any form
- ✓ Any other unwelcome physical, verbal and non-verbal conduct of asexual nature.

In keeping with the Supreme Court guidelines, College established ICC against sexual harassment and atrocities against women at the workplace.

Objectives:

- ✓ To promote awareness about sexual harassment through education all initiative that encourages and fosters a dignified and safe environment for women on campus.
- ✓ To provide a neutral, confidential and supportive environment for the campus community who may have been sexually harassed.
- ✓ To ensure fair and timely resolution of complaints about sexual harassment.
- ✓ To provide information regarding counseling and support services on the campus.
- ✓ To ensure that students, faculty and staff are provided with current and comprehensive information on sexual harassment and assault.

The Composition of Internal Complaint Committee

- ✓ A Presiding Officer will be a woman Faculty member employed at a senior Level.
- ✓ Two Faculty members and two non-teaching employees, who have experience in social work or have legal knowledge.
- ✓ Three students from II & Final Degree are included in the I C C
- ✓ One member from amongst Non-government Organization or Associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

As per AICTE guidelines, a committee is formed for prevention of atrocities against SC/ST students under the Act No. 33 of the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989. In case of any grievance in this regard, students can approach the committee for redressal. The committee will suggest measures to prevent atrocities, if any against any of the SC/ST students in the institute and to ensure the feeling of security amongst them as per the provisions in the said act.

Roles and Responsibilities:

- To counsel and guide SC/ST students and help them to manage academic and personal issues if any.
- To inform the SC/ST students regarding various scholarships / program of State Govt. and UGC.
- Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the college and render them necessary help in solving their academic as well as administrative problems.
- To ensure the Prevention of Atrocities on the SC,ST Staff, Faculty and Students.
- To hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained.

The Composition of SC/ST Committee

- The Principal of the College is the Chair person of the cell.
- One senior faculty from college is the Vice Chairman of the cell.
- Two ladies' representatives from the teaching staff.
- Three representatives from the College, one from teaching and two from non-teaching staff.

Internal Quality Assurance Cell

Objective:

- The primary aim of the IQAC is to create a system for Consistent, Constant and Corrective actions to enhance the Academic and Administrative Development of the Institution.

Functions:

- To organize Continuous Orientation Programmes for Teaching and Administrative Staff.
- To document the various programmes / activities that lead to Quality Improvement.
- To organize workshops, seminars on valid themes and promotion of overall development.
- Administer Feedback system for the College.
- To disseminate information on the various Quality parameters of Higher Education.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the Quality parameters.
- Development and application of quality benchmarks / parameters for the various Academic and Administrative activities of the Institution.

Strategies:

IQAC shall evolve mechanisms and procedures for:

- Ensuring the Adequacy, Maintenance and Functioning of the support structure.
- Ensuring timely, efficient and progressive performance of Academic, Administrative and Financial tasks.
- Optimization and Integration of modern methods of Teaching, Learning and Evaluation.

IQAC will facilitate / contribute:

- To the Enhancement and Integration among the various activities of the Institution and Institutionalize many valid and effective practices.
- To provide a solid scope for decision-making to further improve Institutional functioning.
- To better Interface and Interaction.
- To a heightened level of clarity and focus in Institutional functioning towards Quality enhancement and facilitate Internalization of the Quality Culture.
- To act as a change agent in the Institution.

Equal Opportunity facilities Cell

As per UGC guidelines and AICTE guidelines the Equal Opportunity Cell of this college has been formed to assist under this scheme will be provided which have been included under section 2(f) and 12B of the UGC Act, 1956. The purpose of the committee is to ensure equity and equal opportunity to the community at large in the college and bring about social inclusion, enhance the diversity among students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination and to create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationship among the students coming from various social backgrounds. The committee will sit once in a month and submit report to the principal.

Programs

- i. *Name of Programmers approved by AICTE* : MBA and MCA
- ii. *Name of Programmers Accredited by NBA* : NIL
- iii. *Status of Accreditation of the Courses* : NA
- iv. *Total number of Courses* :
 - MBA
 - MCA
- v. *Programme & Courses details* :

S.No.	Course	Level	Intake	Mode of Admission
1	MCA	PG	120	TGICET
2	MBA	PG	120	TGICET
Total			240	

- vi. *Fee(as approved by the state government)*
- vii. *Name and duration of Programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details, if any:* NIL.

Faculty

i. *Course/Branch wise list Faculty members:*

MBA -08
MCA -07

Profile of Principal

Principal Name : Mrs. Kanchana Triveni
Date of Birth : 14-06-1972
Ph.D obtained University : **Osmania University, Hyderabad**

Educational Qualifications	Degree-Branch	Division	Year of Passing
UG	B.A(Psy, Sociology & English Litt)	1	1993
PG	M.A(English Litt)	1 Distinction	1995

Experience in Teaching/Research/Industry	Number of Years	Total Experience
Asst. Professor	18 Yrs	31 Yrs
Associate Professor	8.5 Yrs	
Principal	4.5 Yrs	

Number of Publications	Number	Total Publications
International Journals	0	0
International Conferences	0	
National Journals	0	
National Conferences	0	

Number of Ph.Ds Guided	Guided University	Number	Total Number
Supervisor	-	-	-