



# SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

UG Block Vensai Projects, Kompally, Secunderabad, Telangana - 500100.



## Cycle-1 NAAC Accreditation 2023

### Criteria 5 – Student Support and Progression

#### 5.1 Student Support

*5.1.4: The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases*

- 1. Implementation of guidelines of statutory/regulatory bodies*
- 2. Organisation wide awareness and undertakings on policies with zero tolerance*
- 3. Mechanisms for submission of online/offline students' grievances*
- 4. Timely redressal of the grievances through appropriate committees*

Submitted to



**National Assessment and Accreditation Council**

# **Annual Report of Committees**



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

**SIVA SIVANI DEGREE COLLEGE**

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### Criterion -5

#### Students support and progression.

#### 5.1 Student Support

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

#### ANNUAL REPORT

SNO	YEAR	COMMITTEES
1	2022-2023	AntiRagging, SC/ST, Minority, Disciplinary, Counselling, Disciplinary, Placement and readiness, Women Empowerment
2	2021-2022	AntiRagging, SC/ST, Minority, Disciplinary, Counselling, Disciplinary, Placement and readiness, Women Empowerment
3	2019-2020	AntiRagging, SC/ST, Minority, Disciplinary, Counselling, Disciplinary, Placement and readiness, Women Empowerment
4	2018-2019	AntiRagging, SC/ST, Minority, Disciplinary, Counselling, Disciplinary, Placement and readiness, Women Empowerment



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA

Mobile: - +91-9247048112.

Website: [ssdc.ac.in](http://ssdc.ac.in)

*Mamatha*

**PRINCIPAL**

**Siva Sivani Degree College**  
Kompally, Medchal-Malkajgiri (Dt)-500100



## ANNUAL REPORT OF VARIOUS STATUTORY COMMITTEES FOR THE ACADEMIC YEAR 2022-23

**Anti-Ragging committee** reconstituted on 19/9/22 and convened a meeting during the academic year 2022-2023 on 21<sup>st</sup> September 2022

The committee reviewed the minutes of meeting of Anti-Ragging committee held on 21/9/22. The Anti-ragging committee held a meeting of the activities of the Committee during the academic year 2022-2023. The minutes of the previous meeting was presented by the chairman of Anti-Ragging committee; chairman explained the various initiatives from the institution to make college and premises totally ragging free. Anti Ragging representatives were deployed in the defined areas to observe the student's activities. First year students were informed by HOD's about their rights and responsibilities in the campus and about the contact details of the authorities in case of any unhealthy incidents happen. The committee observed that no case of harassment was reported to the committee during the year 2022-2023.

It was suggested by the members that an awareness has to be created among the students regarding the ragging in the campus. Awareness programs were planned and conducted by senior students like SADHANA, SPOORTHI events. Strict instructions have given to the senior students through Faculty.

Advisors regarding healthy interactions with junior students in the campus premises, The meeting came to an end at

**Grievance and Redressal committee** convened meetings during the academic year 2022-2023 on 26/8/22

The Grievance and redressal committee held a review meeting of the activities of the committee during the academic year 2022-2023 and also discussed on the agenda in the IQAC meeting. The meeting of the earlier meetings were presented by the Coordinator of the committee.





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It was suggested by the members that a regular counselling sessions to be conducted where ever possible the student representatives along with faculty members made an initial attempt to resolve a grievance. The committee took all steps so that students don't take as personally and become defensive.

**Counselling Committee** was reconstituted 19/9/22 three meetings of the cell were convened during the academic year 2022-2023 on 21/9/22

It was suggested that Committee members counsel and guide all the students and help them to manage academic and personal issues of college ,In the starting of the college ,The committee faculty along with student representatives conducted events like SPOORTHI,SADHANA where students felt safe and secure

In addition to that all students were an equal opportunity to develop leadership by organizing and carrying out college events and activities presentations and created an environment where every student can voice out their concern.

**Placement and Readiness** was reconstituted on 20/8/22 and the meeting was convened on 31/8/22

The Placement and readiness Committee held a review meeting of the activities of the committee during the academic year 2022-2023 .The minutes of the earlier meeting was presented by the Co Ordinator of Placement and Readiness committee. The committee observed that no case of any complaints were reported to the committee .The Placement and readiness committee initiated the follow up training sessions like JAM,DEBATE,MOCK INTERVIEWS, VERBAL as these training sessions helped students to feel free ,the students can use suggestions box and also can voice out their concern regarding.

**Women Empowerment** was reconstituted on 17/8/22 meetings of the cell were convened during the academic year on 18-10-2022.

The women empowerment held a review meeting of the agenda of the committee during the academic year 2022-23 The minutes of earlier meeting was presented by the coordinator of the Women empowerment. The committee observed that no case of any complaints was reported to the committee. The Women Empowerment committee initiated to have apply the rules fairly to everyone



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA

Mobile: - +91-92-47048112. Website: ssdc.ac.in

*Mamatha*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Medchal-Maikalgiri (Dt)-500100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

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**Discipline Committee** was reconstituted on 30-9-2022 meetings of the cell were convened during the academic year on 13-10-2022

The DC held a review meeting of the agenda of the committee during the academic year 2022-23 The minutes of earlier meeting was presented by the coordinator of the DC . The committee observed that no case of any complaints were reported to the committee . The DC committee initiated to make the students aware about the disciplines ,rules and instructions to follow, and advised to take disciplinary action against if any of the misbehavior ,To ensure calm and peaceful academic atmosphere in the campus.

To ensure all the students wear ID cards while entering the campus,and prohibit cell phone usage by the students in the campus and prevent students loitering around in the corridor during class hours



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Mamatha*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Modchal-Malkajgiri (D0)-500100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

**SIVA SIVANI DEGREE COLLEGE**

(Affiliated to Osmania University)

## ANNUAL REPORT OF VARIOUS STATUTORY COMMITTEES FOR THE ACADEMIC YEAR 2021-22

**Anti-Ragging committee** reconstituted on 23-9-2021 and convened a meetings during the academic year 2021-22 on 18-10-2021,2-12-2021

The Anti-ragging committee held a meeting of the activities of the Committee during the academic year 2021-22. The minutes of the previous meeting was presented by the chairman of Anti-Ragging committee; chairman explained the various initiatives from the institution to make college and premises totally ragging free Anti Ragging representatives were deployed in the defined areas to observe the student's activities. First year students were informed by HOD's about their rights and responsibilities in the campus and about the contact details of the authorities in case of any unhealthy incidents happen. The committee observed that no case of harassment was reported to the committee during the year 2021-22.

It was suggested by the members that an awareness has to be created among the students regarding the ragging in the campus awareness programs was planned and conducted by senior students like SADHANA, SPOORTHY events. Strict instructions have given to the senior students through Faculty.

Advisors regarding healthy interactions with junior students in the campus premises, The meeting came to an end at

**Grievance and Redressal committee** convened meetings during the academic year 2021-2022 on 29-10-2021,2-12-2021

The Grievance and redressal committee held a review meeting of the activities of the committee during the academic year 2021-2022 and also discussed on the agenda in the meeting. The meeting of the earlier meetings were presented by the Coordinator of the committee.

It was suggested by the members that a regular counselling sessions to be conducted where ever possible the student representatives along with faculty members made an initial attempt to resolve a grievance. The committee took all steps so that students don't take as personally and become defensive.



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA  
Mobile: - +91-9247048112. Website: ssdc.ac.in

*Mamata*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri(D#-500102)



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

## SIVA SIVANI DEGREE COLLEGE

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**Counselling Committee** was reconstituted 3-10-2022 three meetings of the cell were convened during the academic year 2021-2022 on 18-10-2022

It was suggested that Committee members counsel and guide all the students and help them to manage academic and personal issues of college. In the starting of the college, The committee faculty along with student representatives conducted events like SPOORTHI, SADHANA where students felt safe and secure

In addition to that all students were an equal opportunity to develop leadership by organizing and carrying out college events and activities presentations and created an environment where every student can voice out their concern.

**Placement and Readiness** was reconstituted on 26-8-2021 and the meeting was convened on 18-10-2021

The Placement and readiness Committee held a review meeting of the activities of the committee during the academic year 2021-2022. The minutes of the earlier meeting was presented by the Co Ordinator of Placement and Readiness committee. The committee observed that no case of any complaints were reported to the committee. The Placement and readiness committee initiated the follow up training sessions like JAM, DEBATE, MOCK INTERVIEWS, VERBAL as these training sessions helped students to feel free, the students can use suggestions box and also can voice out their concern regarding.

**Women Empowerment** was reconstituted on 19-8-2021 meetings of the cell were convened during the academic year on 26-8-2021, 11-11-2021

The women empowerment held a review meeting of the agenda of the committee during the academic year 2021-22. The minutes of earlier meeting was presented by the coordinator of the Women empowerment. The committee observed that no case of any complaints was reported to the committee. The Women Empowerment committee initiated to have apply the rules fairly to everyone



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Manohar*  
**PRINCIPAL**

**Siva Sivani Degree College**  
Kompally, Medchal-Malkajgiri (Dt)-500100





S. P. Sampathy's Siva Sivani Educational Society (2906/97)

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**Discipline Committee** was reconstituted on 23-9-2021 meetings of the cell were convened during the academic year on 13-10-2021

The DC held a review meeting of the agenda of the committee during the academic year 2021-2022 The minutes of earlier meeting was presented by the coordinator of the DC . The committee observed that no case of any complaints were reported to the committee . The DC committee initiated to make the students aware about the disciplines ,rules and instructions to follow,and advised to take disciplinary action against if any of the misbehavior ,To ensure calm and peaceful academic atmosphere in the campus.

To ensure all the students wear ID cards while entering the campus,and prohibit cell phone usage by the students in the campus and prevent students loitering around in the corridor during class hours



NH – 44, Kompally, Secunderabad – 500 100. Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Mamatha*  
**PRINCIPAL**

**Siva Sivani Degree College**  
Kompally, Medchal-Malkajgiri (Dist)-500100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

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## ANNUAL REPORT OF VARIOUS STATUTORY COMMITTEES FOR THE ACADEMIC YEAR 2019-20

**Anti-Ragging committee** reconstituted on 22-12-2020 and convened a meeting during the academic year 2019-2020 on 28-12-2020

The Anti-ragging committee held a meeting of the activities of the Committee during the academic year 2019-2020. The minutes of the previous meeting was presented by the chairman of Anti-Ragging committee; chairman explained the various initiatives from the institution to make college and premises totally ragging free Anti Ragging representatives were deployed in the defined areas to observe the student's activities. First year students were informed by HOD's about their rights and responsibilities in the campus and about the contact details of the authorities in case of any unhealthy incidents happen. The committee observed that no case of harassment was reported to the committee during the year 2019-2020

It was suggested by the members that an awareness has to be created among the students regarding the ragging in the campus awareness programs was planned and conducted by senior students like SADHANA, SPOORTHI events. Strict instructions have given to the senior students through Faculty.

Advisors regarding healthy interactions with junior students in the campus premises, The meeting came to an end at

**Grievance and Redressal committee** convened meetings during the academic year 2019-2020 on 28-12-2019, 3-1-2020

The Grievance and redressal committee held a review meeting of the activities of the committee during the academic year 2019-2020 and also discussed on the agenda in the meeting. The meeting of the earlier meetings were presented by the Coordinator of the committee.

It was suggested by the members that a regular counselling sessions to be conducted where ever possible the student representatives along with faculty members made an initial attempt to resolve a grievance. The committee took all steps so that students don't take as personally and become defensive.



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA  
Mobile: - +91-9247048112 Website: ssdc.ac.in

*Mamatha*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri (TS) 500 100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

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**Counselling Committee** was reconstituted 28-12-2019 three meetings of the cell were convened during the academic year 2019-2020 on 31-12-2019, 13-2-2020

It was suggested that Committee members counsel and guide all the students and help them to manage academic and personal issues of college ,In the starting of the college ,The committee faculty along with student representatives conducted events like SPOORTHI,SADHANA where students felt safe and secure

In addition to that all students were an equal opportunity to develop leadership by organizing and carrying out college events and activities presentations and created an environment where every student can voice out their concern.

**Placement and Readiness** was reconstituted on 25-8-2020 and the meeting was convened on 28-12-2019, 4-1-2020

The Placement and readiness Committee held a review meeting of the activities of the committee during the academic year 2019-2020 .The minutes of the earlier meeting was presented by the Coordinator of Placement and Readiness committee. The committee observed that no case of any complaints were reported to the committee .The Placement and readiness committee initiated the follow up training sessions like JAM,DEBATE,MOCK INTERVIEWS, VERBAL as these training sessions helped students to feel free ,the students can use suggestions box and also can voice out their concern regarding.

**Women Empowerment** was reconstituted on 28-12-2019 meetings of the cell were convened during the academic year on 30-12-2019, 13-2-2020.

The women empowerment held a review meeting of the agenda of the committee during the academic year 2019-2020 The minutes of earlier meeting was presented by the coordinator of the Women empowerment. The committee observed that no case of any complaints was reported to the committee. The Women Empowerment committee initiated to have apply the rules fairly to everyone



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA

Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Mamatha*  
**PRINCIPAL**  
Siva Sivani Degree College  
Secunderabad - 500 100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

# SIVA SIVANI DEGREE COLLEGE

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**Discipline Committee** was reconstituted on 31-12-2019 meetings of the cell were convened during the academic year on 6-1-2020, 15-2-2020

The DC held a review meeting of the agenda of the committee during the academic year 2019-2020 The minutes of earlier meeting was presented by the coordinator of the DC . The committee observed that no case of any complaints were reported to the committee . The DC committee initiated to make the students aware about the disciplines ,rules and instructions to follow, and advised to take disciplinary action against if any of the misbehavior ,To ensure calm and peaceful academic atmosphere in the campus.

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NH – 44, Kompally, Secunderabad – 500 100, Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Manappa*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri (Dt)-500100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

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## ANNUAL REPORT OF VARIOUS STATUTORY COMMITTEES FOR THE ACADEMIC YEAR 2018-19

**Anti-Ragging committee** reconstituted on 9-8-2019 and convened a meeting during the academic year 2018-2019 on 13-1-2019, 21-5-2019

The Anti-ragging committee held a meeting of the activities of the Committee during the academic year 2018-2019. The minutes of the previous meeting was presented by the chairman of Anti-Ragging committee; chairman explained the various initiatives from the institution to make college and premises totally ragging free. Anti Ragging representatives were deployed in the defined areas to observe the student's activities. First year students were informed by HOD's about their rights and responsibilities in the campus and about the contact details of the authorities in case of any unhealthy incidents happen. The committee observed that no case of harassment was reported to the committee during the year 2018-2019.

It was suggested by the members that an awareness has to be created among the students regarding the ragging in the campus awareness programs was planned and conducted by senior students like SADHANA, SPOORTHI events. Strict instructions have given to the senior students through Faculty.

Advisors regarding healthy interactions with junior students in the campus premises, The meeting came to an end at

**Grievance and Redressal committee** convened meetings during the academic year 2018-2019 on 25-8-2018, 28-9-2018

The Grievance and redressal committee held a review meeting of the activities of the committee during the academic year 2018-2019 and also discussed on the agenda in the meeting. The meeting of the earlier meetings were presented by the Coordinator of the committee.

It was suggested by the members that a regular counselling sessions to be conducted where ever possible the student representatives along with faculty members made an initial attempt to resolve a grievance. The committee took all steps so that students don't take as personally and become defensive.



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA  
Mobile: - +91-9247048112. Website: ssdc.ac.in

*M. Mallep*  
**PRINCIPAL**  
Siva Sivani Degree College  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri (Dt) - 500100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

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**Counselling Committee** was reconstituted 20-7-2018 three meetings of the cell were convened during the academic year 2018-2019 on 28-7-2018

It was suggested that Committee members counsel and guide all the students and help them to manage academic and personal issues of college ,In the starting of the college ,The committee faculty along with student representatives conducted events like SPOORTHI,SADHANA where students felt safe and secure

In addition to that all students were an equal opportunity to develop leadership by organizing and carrying out college events and activities presentations and created an environment where every student can voice out their concern.

**Placement and Readiness** was reconstituted on 9-8-2018 and the meeting was convened on 17-8-2018

The Placement and readiness Committee held a review meeting of the activities of the committee during the academic year 2018-2019 .The minutes of the earlier meeting was presented by the Coordinator of Placement and Readiness committee. The committee observed that no case of any complaints were reported to the committee .The Placement and readiness committee initiated the follow up training sessions like JAM,DEBATE,MOCK INTERVIEWS, VERBAL as these training sessions helped students to feel free ,the students can use suggestions box and also can voice out their concern regarding.

**Women Empowerment** was reconstituted on 13-7-2018 meetings of the cell were convened during the academic year on 20-7-2019.

The women empowerment held a review meeting of the agenda of the committee during the academic year 2018-2019 The minutes of earlier meeting was presented by the coordinator of the Women empowerment. The committee observed that no case of any complaints was reported to the committee. The Women Empowerment committee initiated to have apply the rules fairly to everyone



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Mamally*  
**PRINCIPAL**

**Siva Sivani Degree College**  
Kompally, Medchal-Malkajgiri(Dt)-500100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

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**Discipline Committee** was reconstituted on 10-7-2018 meetings of the cell were convened during the academic year on 13-7-2018,28-9-2018

The DC held a review meeting of the agenda of the committee during the academic year 2018-2019. The minutes of earlier meeting was presented by the coordinator of the DC . The committee observed that no case of any complaints were reported to the committee . The DC committee initiated to make the students aware about the disciplines ,rules and instructions to follow,and advised to take disciplinary action against if any of the misbehavior ,To ensure calm and peaceful academic atmosphere in the campus.

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NH - 44, Kompally, Secunderabad - 500 100. Telangana, INDIA  
Mobile: - +91-9247048112. Website: ssdc.ac.in

*Mahapatra*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri(Dt)-501