



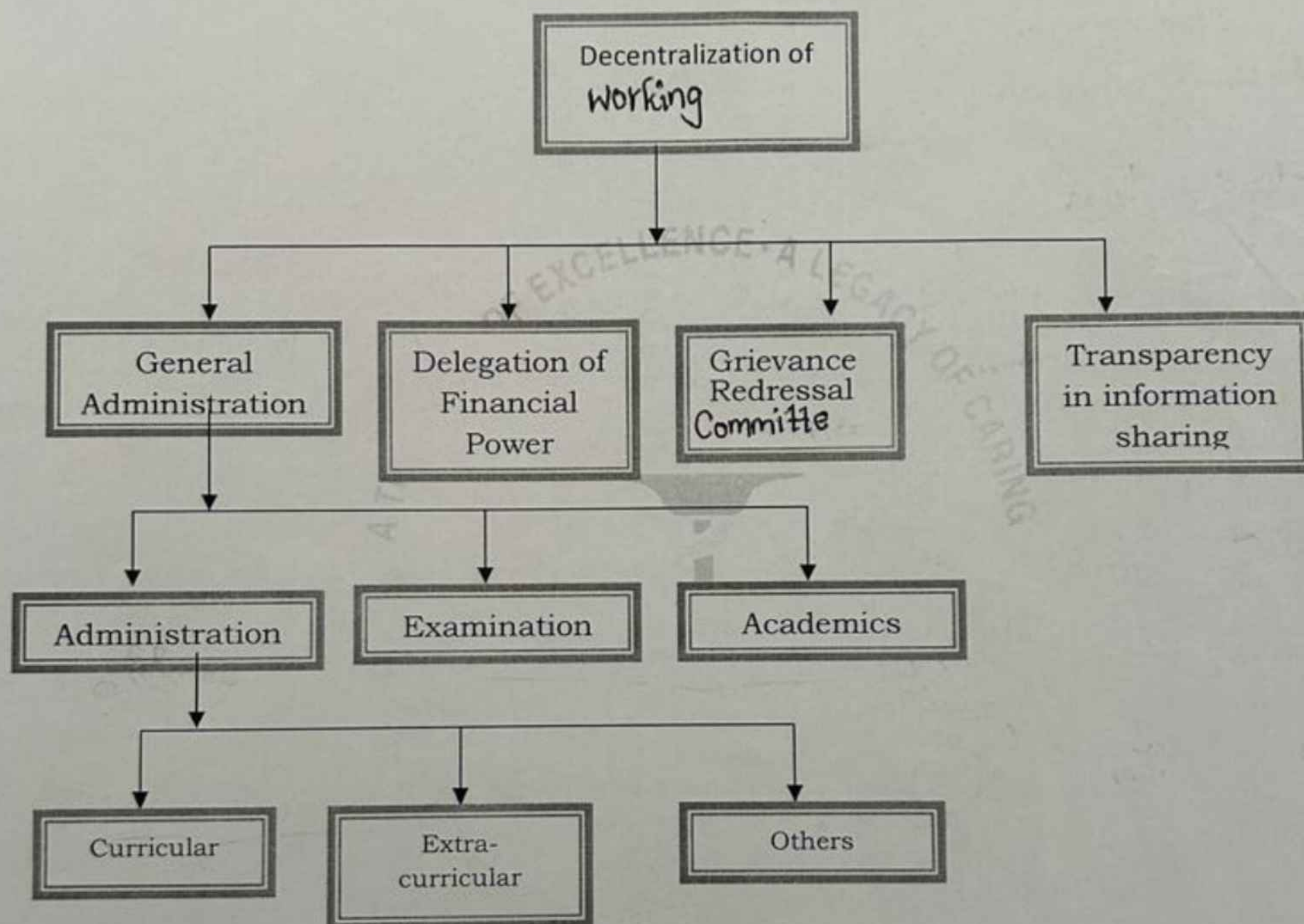
# SREE DATTHA INSTITUTE OF PHARMACY

( Approved by AICTE & PCI, New Delhi, Affiliated to JNTUH, Hyderabad, T.S)  
Nagarjuna Sagar Road, Sheriguda (V), Ibrahimpatnam (M), R.R.Dist., Greater Hyderabad-501510. T.S  
Ph.:+91-8801099936/35, 9393808082,  
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## Decentralization

List of the faculty members who are administrators/decision makers for various responsibilities.

### Decentralization chart





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Date: 13/03/2024

It is resolved that,

1. Delegation of spending financial power to the principal Rs.10,000/-
2. On recommendations by the principal, it is resolved to enhance delegation of spending financial powers to lead of the Departments.

S.NO	DESIGNATION	FINANCIAL POWER (in Rs.)
1	Principal	10,000
2	Head of the Department	5,000



SECRETARY &amp; CORRESPONDENT





JNTUH COLLEGE CODE: U2

EAMCET CODE: SDIP

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## LIST OF COMMITTEES

S.NO.	NAME OF THE COMMITTEE	COORDINATOR & MEMBERS
1.	Governing Body (Board of Governors)	Dr. B. Chandra Shekar Dr. U. Sambamoorthy Dr. Y. Ganesh Kumar
2.	Internal Quality Assurance Cell (IQAC)	Dr. U. Sambamoorthy Dr. Y. Ganesh Kumar Mrs. G. Mary Ratna Anitha Dr. Amatul Ali Sameera
3.	College Academic Committee (CAC)	Dr. B. Chandra Shekar Dr. U. Sambamoorthy Dr. Y. Ganesh Kumar
4.	College Development Committee (CDC)	Dr. B. Chandra Shekar Dr. U. Sambamoorthy Dr. Y. Ganesh Kumar Dr. CH. S Vijaya Vani
5.	Examination & Evaluation Committee	Dr. B. Chandra Shekar Dr. U. Sambamoorthy Mr. K. Kiran Mr. R. Sukesh
6.	Training, Placement and Career Guidance Cell	Dr. Amatul Ali Sameera Mrs. V. Jhansi Laxmi Mrs. A. Niharika Mrs. Rupali Gawande
7.	OBC Committee	Mrs. G. Deepthi Mrs. A. Niharika Mrs. R. Renuka Mrs. N. Chaitanya
8.	Grievance Redressal Committee	Dr. B. Chandra Shekar Dr. M.N. Swathi Dr. U. Sambamoorthy Dr. Y. Ganesh Kumar Mrs. K. Priyanka Mrs. J. Prathyusha
9.	Women's Grievance Redressal Committee	Dr. M.N. Swathi Dr. Humera Siddiq Mrs. G. Mary Ratna Anitha Mrs. G. Deepthi

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10.	SC/ST Committee	Mrs. V. Jhansi Laxmi Dr. Y. Ganesh Kumar Ms. Ramavath Sharadha
11.	Minority Committee	Dr. B. Chandra Shekar Dr. Humera Siddiq Dr. Amatul Ali Sameera Dr. Nazia Lateef Amruhi
12.	Anti-Ragging Committee	Dr. M.N. Swathi Mrs. G. Mary Ratna Anitha Mrs. J. Prathyusha Dr. Y. Ramulu
13.	Internal Complaints Committee	Dr. B. Chandra Shekar Dr. M.N. Swathi Dr. U. Sambamoorthy Mrs. G. Mary Ratna Anitha Mrs. J. Prathyusha
14.	Research & Development Cell	Dr. B. Chandra Shekar Dr. Y. Ganesh Kumar Dr. U. Sambamoorthy Dr. S. Arun Kumar Dr. Nazia Lateef Amrohi Dr. T. Shiva Kumar
15.	Institution Magazine & News Letter Committee	Dr. B. Chandra Shekar Dr. Y. Ganesh Kumar Dr. U. Sambamoorthy Dr. Sumera Iram
16.	Library Committee	Dr. B. Chandra Shekar Dr. Y. Ganesh Kumar Ms. R. Sharadha Mr. R. Rama Krishna
17.	Co-Curricular Committee	Dr. B. Chandra Shekar Mrs. G. Mary Ratna Anitha Mrs. K. Priyanka Mrs. N. Chaitanya
18.	Electoral Literacy Committee	Dr. B. Chandra Shekar Dr. T. Shiva Kumar Dr. Y. Ramulu
19.	NSS Committee	Dr. B. Chandra Shekar Mr. K. Kiran Dr. Y. Ganesh Kumar





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20.	Discipline Committee	Mrs. G. Mary Ratna Anitha Mrs. J. Prathyusha Dr. Humera Siddiq Dr. Amatul Ali Sameera Mrs. A. Niharika
21.	Cafeteria Committee	Dr. U. Sambamoorthy Mr. B. Ramakrishna Dr. Y. Ramulu
22.	Store & Purchase Committee	Dr. U. Sambamoorthy Mr. M. Anand Kumar Dr. Y. Ramulu
23.	Social Media & Public Relations Committee	Dr. B.Chandra Shekar Dr. Y. Ganesh Kumar Mr. B. Ramakrishna
24.	Maintenance and House Keeping	Dr. U. Sambamoorthy Mr. B. Ramakrishna Dr. Y. Ramulu
25.	Transport Committee	Mrs. M. N. Swathi Mr. M. Anand Kumar
26.	Class Representatives & Students Council	Dr. B. Chandra Shekar Dr. T. Shiva Kumar Mrs. A. Niharika Mrs. N. Chaitanya Ms. V. Jhansi Laxmi
27.	Alumni Committee	Dr. B. Chandra Shekar Ms. V. Jhansi Laxmi Mrs. A. Niharika Dr. V. Nikhitha Mr. K. Kiran
28.	Industry Institute Interaction Cell (IIIC)	Dr. B. Chandra Shekar Dr. U. Sambamoorthy Dr. V. Ravi Shankar Dr. S. Arun Kumar
29.	Enterprenuership Development Cell	Dr. B. Chandra Shekar Dr. U. Sambamoorthy Dr. S. Arun Kumar Dr. Y. Ganesh Kumar
30.	Students counselling & parent interaction cell	Mrs. G. Mary Ratna Anitha Dr. Amatul Ali Sameera Mrs. A. Niharika







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31.	Extra-Curricular& cultural Committee (ECC)	Mrs. G. Mary Ratna Anitha Mrs. A. Niharika Mrs. K. Priyanka
32.	Environment Awareness Committee	Dr. Y. Ganesh Kumar Dr. T. Shiva Kumar Ms. Amina Turki
33.	Health &Safety Committee	Ms. Amina Turki Dr. Amatul Ali Sameera

A TRADITION OF EXCELLENCE - A LEGACY OF CARE



ESTD 2005





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## VARIOUS COMMITTEES AND THEIR FUNCTIONS

### 1. Governing Body (Board of Governors):

#### Functions of Governing Body

- Making sure the organization's members are aware of the values, mission and priorities
- actively involving key stakeholders in setting and monitoring the organization's mission maintaining positive relationships with them and developing policies that best serve their needs
- Influencing decisions, finances and reporting, at least annually, to stake holders
- Monitoring and responding to any potential differences of opinion or causes of conflict e.g. between government and organizational interests.
- Ensuring the governing body complies with all legal requirements and with the governing body's own policies.
- Being accountable to the organization's funders and/or owners.

### 2. Internal Quality Assurance Cell (IQAC):

#### Functions of IQAC Committee:

- Development of Quality benchmark /parameters for various academic and administrative activities of the institute.
- Organization of workshops, seminars and quality related themes.
- Documentation of various programs/activities leading to quality improvement.
- Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.







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- Preparation of Annual Quality Assurance Report (AQAR) at regular basis.
- To initiate innovative practices in different areas of academic, co-curricular, research and extension activities. It provides efficient and progressive performance of academic tasks.
- Strengthen scholarly research and creative achievements in students and faculty.
- Facilitating the creation of student centric learning environment.
- Conduct meetings with all the members and develops quality bench marks.

### 3. Academic Monitoring Committee (AMC):

Functions of College Academic Committee:

- Fixing quality parameters for various academic and administrative activities.
- Monitoring the organization of class work and related academic activities.
- Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/sustenance.
- Improve teaching and learning with state-of-the-art infrastructure.
- Enhancing teaching-learning process.
- Recommends organize/attend FDP, seminars, workshops, etc.
- Course materials must be prepared with visual aids.

### 4. College Development Committee (CDC):

Functions of College Development Committee:

- Collect feedback from all the stake holders viz. the students, staff, parents, Industry experts, academic peers etc regarding the course requirements, emerging Trends and the corrections needed in the







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existing academic system and verifies whether it relates to the conduct of the course work or organizing the laboratories.

- Analyze the feedback and make reviews.
- Review on FDP/Workshops/Seminars/conferences/Any Other.
- Funding proposal to various funding agencies.
- Review on Budget utilization.
- Review on Infrastructure.
- Reconstitution of Committees.
- Result Analysis.

Recommend the following:

- Changes to the syllabus
- Introduction of the new courses
- Upgrading the Laboratories
- Introduction of the New laboratories
- Recommending for the requirements of new infrastructural facilities to the department concerned.

## 5. Examination & Evaluation Committee (EMC):

Functions of Examination & Evaluation Committee:

- Prepares relevant time tables of the Institute based on the Examination Time Table.
- Prepares and display an overall Supervision Duty List.
- The Exam Committee shall hold a pre-exam meeting to brief the members offacultywithregardtotheexaminationproceduresandtheroleandresponsibilitiesofare port of same shall be submitted to the principal.
- Committee collects list of examiners for assessment and moderation of each subject from respective HOD's.
- Ensures that the evaluation and moderation process is completed on time.







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- Prepares smooth conduct of Examinations, time– table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- Ensures that the entire exam related documents reach the university in time. Conducts Internal Assessment examination as per academic calendar.
- Distributes marks lists to the students after the results of various examinations received from the University.
- Processes all Circulars, Guidelines, Office Orders, Notifications received by the University.

## 6. Training placement and career guidance cell:

Functions of cell:

- Main activities are Career guidance, Job Search, CV Preparation, Interview Techniques, Placement Opportunities, motivating to become leader & team player.
- To develop Soft Skills, JAM Sessions, Communication skills, Mock GD, Interpersonal Skills.
- Life skills like Self-confidence, Positive Attitude, Change Adoption, Career Talks, and Healthy Living.
- Training programmers like Logical Reasoning, Analytical Aptitude.
- To develop Professional skills like Facing Interview, Resume Building, and Job Search.
- Efforts are taken to provide career opportunities to all the students.
- To work with Placement Departments of other Institutions to organize off campus and pool campus drives.
- Arranging Campus recruitment drives, Industrial visits.
- Organizing summer internships (In-plant training).
- Facilitate Industry Institute Interaction improves the skill levels of the students in their chosen field Exchange information with Career Guidance Committee.
- To identify agencies for Campus Recruitment Training.

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## 7. OBC Committee:

Function of the committee

- To take necessary steps of measuring for ensuring effective implementation of the policy & programs/ schemes of the State and Central Govt. for OBC, If any.
- To ensure the equal opportunity in matters of employment/promotions subject to fulfilling Qualification, Eligibility criteria and Merits.
- To hear and resolve the issues/complaints if any
- To conduct the inquiries on the reported & complained issues and to aid and advice the Director & the Management of the Institute in this regard for the justice and smooth functioning of the institute.

## 8. Grievance Redressal Committee (GRC):

Functions of Grievance Redressal Committee:

- Fairness and impartiality.
- The handling of grievances informally wherever possible.
- Ensure the principles of natural justice and procedural fairness.
- Effective, reciprocal communication and feedback.
- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial student-student relationship and student –Teacher relationship.
- Encourage the students to express their grievances / problems freely and frankly without any fear of being victimized.
- Suggestion/Complaint box is installed in front of the admin block.
- Ragging in any form is strictly prohibited in and outside the College.
- Advise students of the College to respect the right and dignity of one another.







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## 9. Women's Grievance Redressal Committee (WGRC):

### Functions of Women's Grievance Redressal Committee (WGRC)

- To provide a safe environment for girl students and women employees.
- To educate the establishment towards gender sensitization.
- To organize various programs to educate teaching and non-teaching staff as well as students on gender sensitization.
- To provide help desks and round the clock helpline.
- Make use of the CCTV setup to initiate necessary preventive and corrective steps against harassment of women.
- Organize awareness programs to avoid involuntary sexual acts such as in appropriate touching, groping, a sexual manner.
- Counseling services.
- To strengthen the physical and psychological attitude of women to handle critical circumstances.
- Making all aware of the women's act and legal consultative for safety and security of women.
- To motivate and inspire girl students.
- To promote awareness among girl students on occupational, legal and Constitutional rights.
- To educate girl students on women specific health issues and measures to be taken.
- To sensitize girl students on gender equality and to further encourage them to advocate gender equality within the community
- To make girl students realize their strengths and being powered







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## 10. SC/ST & Minority committee:

Function of cell

- To take necessary steps of measuring for ensuring effective implementation of the policy programs /schemes of the State and Central Govt. for SC-ST, if any.
- To ensure the Prevention of Atrocities on the SC, ST Staff, Faculty and Students.
- To ensure the equal opportunity in matters of employment/promotions subject to fulfilling Qualification, Eligibility criteria and Merits.
- To hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained.
- To conduct the inquiries on the reported & complained issues and to aid and advice the Director & the Management of the Institute in this regard for the justice and smooth functioning of the Institute.

## 11. Minority Committee:

Function of cell

- To take necessary steps of measuring for ensuring effective implementation of the policy & Programmes/ Schemes of the State and Central Govt. for Minority, if any
- To ensure the Prevention of Atrocities on the Minority Faculty and Students.
- To ensure the equal opportunity

## 12. Anti Ragging Committee (ARC):

Functions of Anti Ragging Committee:

- To display banners about ragging, educating senior students on the consequence so find in ragging.
- Provide help-line numbers to enable the victims to contact the College authorities and committee members quickly.
- Constitute Vigilance Squads with faculty members and assign inspections to vulnerable areas in a scheduled manner.
- Staggered timings for first year students and senior students for a specific period of time to pre-empt any attempts of ragging both in the campus and transport buses.







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## 13. Internal Complaints Committee:

Functions are

- To avoid sexual harassment at work
- To reduce sexual harassment and discrimination against girls by encouraging gender equality among students and employees
- To run regular programs on women's empowerment
- To provide a welcoming workplace and for women

## 14. Research & Development Cell (R&D):

Functions of Research Development Committee:

- To motivate faculty members to register for Ph.D. and carry on active research work.
- Recommend the institution to provide the money for faculty to do active research.
- Encourage all the faculty and students to attend more number of Technical Symposia/Seminars/Conferences/Workshops/FDP.
- Improve the number of research publications.
- Submit sponsored research proposals.
- Recommend the institution to allot fund for student research.
- Recommend the institution to publish its own research journal.
- To inculcate the concept of research among students by arranging paper presentation competitions.
- To encourage publication of research articles by sending deserving institutes/journals.
- To identify members of the faculty who are research oriented.

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- To submit project reports to AICTE/UGC/TEQIP to facilitate funding, grants etc.
- To establish link with other institutes/Labs/Organizations for projects.
- To organize short-term Training Programs and workshops.
- Encourage research activities at the College level in the feasible areas
- Promote consultancy services to outside organizations
- Identify relevant social problems in which the faculty and students can involve and recommend solutions.
- Encourage faculty and students to solve society problems by way of research.
- Give wide publicity about the research capabilities and facilities available within the institute to the outside world and get consultancy projects.

## 15. Institution Magazine & News Letter Committee:

### Functions of Institution Magazine & News Letter Committee

- To Set a dead line for articles or announcements to be submitted by Board members and/or committee chairs. The dead line for each issue is the third Thursday of the month.
- Send a copy of the draft issue to the President or other designated officer for review.
- Pick up the copies from the printer when they are ready. Deliver two copies to the Library and the remaining copies to the Membership Coordinator for the membership table at Guild meetings.
- Notify the Board and committee chairs of due dates for each issue, guidelines for length of article (short), and how to provide inserts (each committee is responsible for providing and paying for enough copies to accompany the mailed copies).







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## 16. Library Committee:

Functions of Library Committee:

- Identify recent developments and requirements of the students and the faculty during the past semester.
- Up gradation of library through new titles and increase in the number of volumes of existing titles.

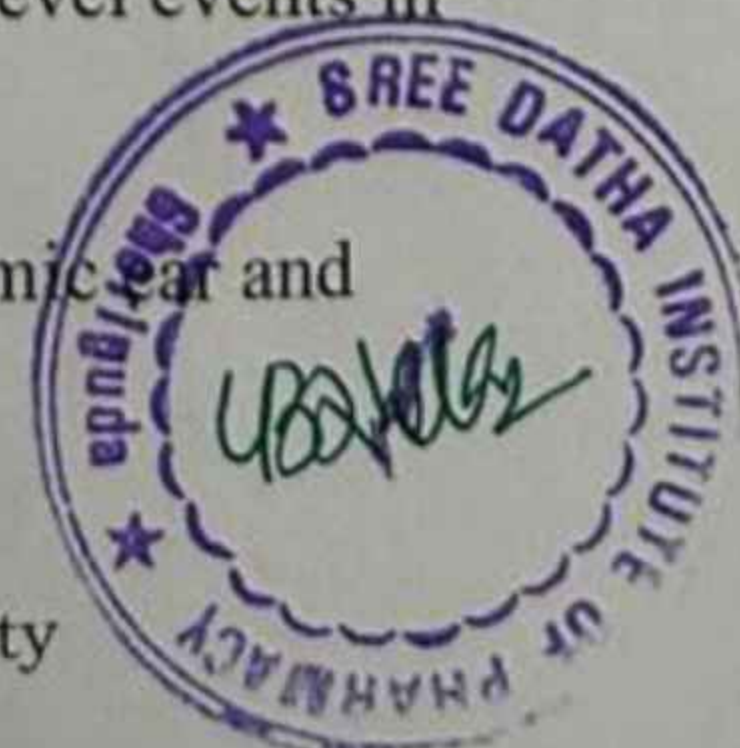
Steps to be taken to make library more user-friendly.

- Evaluation of the library usage.
- Library services and usage Feedback from members (students and faculty)
- Procurement of all semester books for all branches.
- Identification and procurement of Department wise available journals as per AICTE.
- Discussion on Online journals, NPTEL video lectures
- Manages data base of books, journals, instructional resources
- Manage digital library resources
- Conducts annual audit of Library
- Conducts meetings with librarian, HOD' store commend new purchases as per changing academic regulations
- Keep an account of lecture notes developed by the faculty and makes it available to students for access

## 17. Co-Curricular Committee (CC):

Functions of Co-Curricular Committee:

- To suggest various co-curricular activities to be organized in an academic year.
- To suggest various improvements for the existing bodies such as an ISTE student chapter, IETE student chapter, etc.,
- To prepare proposals for conducting state level and national level events in co-curricular activities.
- To finalize a budget to conduct various activities in an academic year and submit to the principal for his approval.







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- Preparation of list of guest lecture programmers
- Conduct of seminars, paper contests, quizzes etc.,

## 18. Electoral Literacy Committee:

Functions are

- To Appoint Student and faculty coordinators
- To encourage students and take efforts to enroll students above the age of 18 years in Electoral Enroll
- To carry any socially relevant projects/initiatives in electoral related issues especially research projects, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes etc.,

## 19. NSS Committee:

- To interpret the scheme to the students/volunteers and other members of the college community and create awareness about the NSS Programs.
- To provide information about NSS motto aims and objectives, philosophy and activities.
- To enlist cooperation and coordination of community, agencies, government departments and non-governmental agencies.
- To select or adopt the village/slum for service projects on the basis of utility and feasibility
- To prepare and conduct the orientation Programs for NSS Volunteers, explain them about the concept of social service.







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## 20. Disciplinary Committee (DC):

### Functions of Disciplinary Committee:

- Continuous Monitoring of possibility of occurrence of events of Indiscipline by students
- To prepare code of conduct and monitor adherence to the code of conduct.
- To check the implementation of code of conduct and check for the alternation for every academic year.
- Continuously monitor the College campus for any possibility of occurrence of indiscipline events from students
- The committee takes necessary steps to strengthen the environment, if needed
- Seeking information through both covert and overt operations to identify the possible situation of acts of indiscipline and initiate steps to prevent the situations of indiscipline.
- Work in close coordination with the proctors and mentors to inculcate sense of responsibility and belongingness in the students
- Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises
- Maintains proper discipline in the college canteen, student waiting room, corridors and canteen during the college working hours.
- Assists the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the student's community.







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## 21. Cafeteria Committee:

### Functions of College Canteen Committee:

- Ensure food quality and maintenance on day-to-day basis.
- Neat ness of the premises.
- Quality of oils and other items
- Neat and hygiene conditions inside the kitchen
- Cleanliness of the utensils, plates etc.

## 22. Store & Purchase Committee (SPC):

### Functions of Store & Purchase Committee:

- Maintains the approval letters.
- Collects the quotations from various vendors.
- Compares the prices from the quotations.
- Finalizes the competitive prices.
- Places the Purchase Order.
- Settles the bills and submits the same for auditing purpose.

## 23. Social Media & Public Relations Committee:

### Functions of Information & Communication Committee:

- To keep the information up-to-date on the college website.
- To liaison with all the departments and functional units for uploading correct information.
- To schedule regular and periodical maintenance of the website.
- Ensure healthy functionality of the website.
- Bring to the immediate notice to the chairman for any discrepancy in information.







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## 24. Maintenance and House Keeping:

- Work areas, storage areas, and amenities will be kept and maintained in a clean and hygienic manner
- Fire escapes, other doors, stairwells, aisles, walkways, corridors and other means of access and egress are to be kept clear and unobstructed at all times
- Ensure Safety signs, fire extinguishers/houses, and emergency exits must never be obstructed.
- All spills must be cleaned up immediately and cleaning material disposed of correctly.

## 25. Transportation Committee (TC):

Functions of Transportation Committee:

- Lay down the policies regarding the fitness, renewal of insurance, pollution checkup of the various transport vehicles used by the College.
- Payment of vehicle tax as prescribed by the RTA. Ensure medical fitness of all drivers as per the norms applicable to the drivers.
- Recommend leave policy of the drivers, their uniforms, ESI, PF, salaries and advances, increments etc.

## 26. Class Representatives & Student Council:

Functions of Class Representatives and Student Council:

- Participating in institutional decision-making structures.
- Actively engage students within class and campus to enhance all students learning experience and enhance their skills
- Awareness of all policies relating to academic and student support and point students to respective departments for any support needs.
- School Policy Documents.







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## 27. Alumni Committee:

### Functions of Alumni Committee

- To foster relations between the Alumni and the Institute and strengthen the bond between Alumni and current students.
- The committee organizes various events such as Annual Alumni Meet, summer/ Winter City Meets to keep the alumni in constant touch with the institute and also help them in networking amongst themselves.
- The committee also tracks and highlights the achievements and successes of alumni so as to provide impetus to the institute and its students.
- Alumni Committee publishes a annual newsletter, which contains articles, interviews, achievements of alumni.
- The committee acts as facilitator and provides administrative help to the alumni.
- The committee is also striving to set-up and maintain a dedicated website for alumni activities.

## 28. Industry Institute Interaction Cell (IIIC) :

### Functions of Industry Institute Interaction Cell:

- To ensure the employability and employment of the students as per their knowledge and skills gained within the tenure of their graduation.
- To execute Pre-Placement training programs and other industry expected skill-based training programs with academic monitoring committee.
- To prepare and finalize the list of prospective employers and deciding the action plans to convenience them to choose this institution as their preferred destination.
- To maintain a strong relationship with alumni and get valuable feedback from them and pass on to the concerned apex committees for effective changes.
- To organize entrepreneurship seminars and start-up shows to boost up self-employability.
- Supplement the teaching learning process.







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- Help the industrial community to solve technical problems.
- Periodical meetings (once in a year) with Industrial Advisory Board.
- Organizing guest lecturers from Industry experts.
- Organize industrial visits and tours.

## 29. Entrepreneurship Development Cell:

### FUNCTIONS OF THE CELL

- It shall conduct awareness and development programs about entrepreneurship.
- It will also conduct staff training programs for the industrial enterprises. It will conduct growth-oriented programs for the first- and second-generation entrepreneurs.
- It will provide support, services to entrepreneurs, and escort services to the first-generation entrepreneurs.
- Conduct various seminars and workshops in the related fields of interest and need.
- Look for the development of a strong database on all the industrial activities, government policies etc.
- It shall have a strong network with the industries and supporting agencies.
- It is expected to promote entrepreneurs in the thrust areas. It is gestated to conduct techno economic feasibility service.
- It is anticipated to help to develop products and processes.

## 30. Students counselling & parent interaction cell:

### Functions are

- Facilitate career guidance to students.
- Assist students suffering from psychological disorders.
- Arrange for professional counselors.
- Maintain record of counseling activities.
- Student academic counseling.
- Provide Backlog Reduction program for weaker students.
- Arrange remedial classes for weaker students.

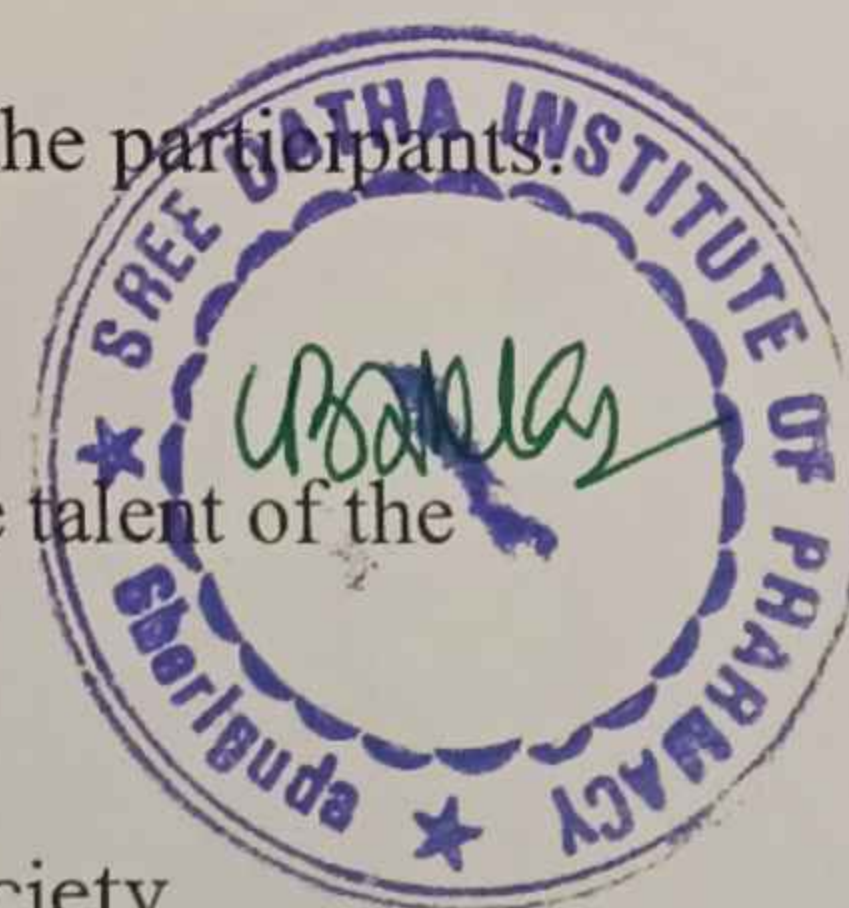




**31. Extra-Curricular & cultural Committee (ECC):**

## Functions of Extra-Curricular &amp; cultural Committee

- To finalize the budget maintenance of courts, procuring sports material.
- Finalize teams, intra mutual, extra mutual tournaments and participation for tournaments, sports day and stock verification etc.
- Keeping stock of previous and current year sports goods.
- Ordering Sports and games goods.
- Arranging the venues for sport and games events.
- Obtaining permission to hold sport and games in the College campus
- To recommend students for permission to participate in the intra or inter College events.
- To recommends for registration fee to participate in various events.
- Sort out any issues taking place during matches.
- Maintaining discipline in all events happening in or outside the College.
- Maintain records of sport and games events attended by students.
- The schedule of events for the whole academic year.
- Holding sport events for staff members.
- To recommend attendance to students who have taken part in sport and games events.
- To prepare the annual budget for various cultural events.
- To obtain formal permission from College authorities to arrange programmers.
- Plan, propose and organize events like Essay writing, Elocution, Debate, Quiz, Extempore, Painting, Photography, Dance, Singing and many other events at regular intervals and various student festivals.
- Responsible for all intra and inter college cultural events in the College.
- To inform members of staff and students about the events.
- To arrange the venue and logistics.
- To arrange mementos for guests and gifts and certificates for the participants.
- To decide date, time and agenda of the programmed.
- To promote and arrange extracurricular activities to bring out the talent of the students in the performing arts.







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## 32. Environment Awareness Committee:

- To coordinate and implement the activities relating to the environment education, awareness and information.
- To monitor the implementation of all the projects and activities relating to environment education, awareness and information
- To motivate educational institutions, NGOs and any other organization in the district to involve in environment awareness, education and information activities.
- To suggest mechanism to improve the environment through environment information, education and awareness to the State Environment Agency.
- To maintain accounts under the committee and regularly audit the expenditure and submit report to the appropriate agency.
- To execute projects, schemes, etc., approved by the State Environment Agency.
- The district eco-club coordinator shall ensure timely implementation of the eco-club programs in the schools and submit all reports regarding eco-club to the committee.
- To monitor the activities of the National Environment Awareness Campaign, Eco-clubs in educational institutions under National Green Corps, NGOs funded by the government agency and for the purpose of environment awareness, education and information.

## 33. Health & Safety Committee:

- The committee should develop monthly, quarterly, and annual safety goals. Goals should be specific, measurable, realistic, and attainable.
- The committee should track and take care of student health and advise to avoid hazardous activity.
- To involve all persons in the workplace in health and safety concerns by responding to and discussing health and safety concerns brought up by co workers
- The committee should keep track of and review its goals.
- The committee should make a list of federally mandated training programs and

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another list of company-specific training needs. The committee should check to see that employees have received the needed training.

- Monitor accidents, incidents, and near misses and look for trends. When gathering data on accidents, incidents, and near misses, the committee indicates categories that need further discussion.



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