



**ST. ANN'S COLLEGE FOR WOMEN,
MALKAPURAM, VISAKHAPATNAM-530011**

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Website : **www.stannscollegevizag.org**

Statutory Declaration under Section 4 (1) (b) of the RTI Act 2005

Manual – 1 [Section 4 (1) (b) (i)]

St. Ann's College for Women is a minority institute registered under the St. Ann's Society Act. The college was established in 1976 as intermediate college and it was upgraded to degree college in 1991 to meet the demand in higher education of young girls of Malkapuram Industrial area and also girls who come from remote village of Andhra Pradesh and other states of India. It caters the needs of all young girls irrespective of their caste, creed class etc.

The college is serving the young girls since 46 years with rich, concrete and noble vision, mission and objective.

Vision : We envisage the empowerment of young girls of today through value based holistic education to champion the cause of justice, peace, love, truth, and live in harmony with nature and are ever open to future growth.

Mission : St. Ann's College for Women through value based holistic education empower the young girls who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially acceptable who live in harmony with nature and god.

Objective :

1. To provide holistic education to the young girls.
2. To achieve academic Excellence
3. To provide spiritual education
4. To stimulate physical development
5. To build creative leadership
6. Faith formation
7. To provide value education
8. To encourage Universal Brotherhood
9. To provide Dignity of Labour
10. To spread social Awareness
11. Eco- Friendliness

Governance : The college has got a very good and stable administrative structure that takes the institution in par with developing strategies.

Administrative structure:



ADMINISTRATIVE STRUCTURE



Manual – 2 [Section 4 (1) (b)(ii)]

Powers and Duties of Officers and Employees of the college:

Sl. No	Title of the Authority	Responsibilities
1.	Correspondent	<ol style="list-style-type: none"> 1. Administers the local institution as per the policy. 2. Appoints the staff selected by the Selection Committee 3. Proposes Plan of expansion to the Provincial Council 4. Sees to the maintenance of the building and property. 5. Meets the staff and gives guidance, attends the staff meeting
2.	Principal	<ol style="list-style-type: none"> 1. Building and improving of the quality of education and research 2. Staffing of teaching, technical and supporting staff 3. Budgetary optimization of income and expenditure 4. Admissions as per Rules & Regulations of Parent University 5. Overall administration 6. To hold meetings of the Statutory Bodies of the College as per norms
3.	Head of the Department(s)	<ol style="list-style-type: none"> 1. Actively assisting the Principal 2. Monitoring academic profile of the Department 3. Co-coordinating the teaching and learning of the subjects 4. Ensuring timely and adequate provision of textbooks, materials, and equipment required 5. Budgets for the requirements of the laboratories 6. To look after repair/maintenance of equipment and instruments 7. Conduct regular Departmental meetings to monitor developmental activities
4.	Faculty	<ol style="list-style-type: none"> 1. Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such as student counselling, setting and grading test papers, arranging and conducting tests, implementation of project for students, setting and evaluation. 2. Perform the duties and responsibilities assigned by Principal and Department Head 3. Student's activities such as Mentor to literary, sports and student progression system 4. Administration which may be Departmental and or College as member/convener of committees
5.	Administrative Office Staff	<ol style="list-style-type: none"> 1. All program admissions and its administration 2. All students' original documents and general register record maintenance 3. Bonafide, leaving/ transfer certificate, fee structure and concession forms 4. Online Student Data / Statistical information 5. Eligibility, fees collection and submission 6. Maintenance of leave record, service books and staff personal files 7. Guidance for form filling/submission of reserved students for scholarship/fee reimbursement 8. Keeping records and maintenance of property
6.	Lab Assistants	<ol style="list-style-type: none"> 1. To maintain breakage record of glassware 2. To maintain chemical & glassware stock record 3. Calibration /validation of instrument & equipment 4. Issue/return of the glassware to the student for practical 5. To perform cleaning work in laboratories 6. Cleaning of the glassware, equipment's and working platforms 7. To help HOD and other faculty members 8. To perform assigned duties as and when directed

Manual – 3 [Section 4 (1) (b)(iii)]

PROCEDURE FOLLOWED TO TAKE A DECISION ON VARIOUS MATTERS

- Decisions in giving admissions, organizing various activities like seminars, sports, extracurricular activities, distribution of work to teachers, preparation of time-table are taken in Governing Body meetings in accordance with Andhra University, Andhra Pradesh.
- The overall functioning of the college is under the control of the Principal.

Manual – 4 [Section – 4 (1) (b) (iv)]

NORMS SET FOR DISCHARGE OF FUNCTIONS

Norms and standards for various academic activities are set by the Principal as per regulation and instructions given by Andhra University, Andhra Pradesh.

Manual – 5 [Section – 4 (1) (b) (v)]

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS

Rules, Regulations, Instructions, Manuals and Records for discharging functions are followed as per the norms of St. Ann’s Society and Andhra University.

Manual – 6 [Section 4(1) (b) (vi)]

OFFICIAL DOCUMENTS AND THEIR AVAILABILITY

- Direction, Notification, Circulars published by Andhra University from time to time are circulated in the college notice board
- Syllabus of various courses available on Website of Andhra University, Andhra Pradesh.
- Official documents are available in College office.

Manual – 7 Section 4 (1) (b) (vii)

MODE OF PUBLIC PARTICIPATION

The college organizes annually a number of activities for social participation. The different activities include Annual Gathering and celebration, Alumni Meet, Parent Meet, Prize Distribution, awareness activity, service activity and various other events where the public is actively involved.

Manual – 8 Section 4 (1) (b)(viii)

LIST OF VARIOUS COMMITTEES

To manage the academic & administrative affairs of the college, following 25 committees are formed.

IQAC Committee

Academic Committee
Staff Council Committee
Time Table Committee
Research Committee
Admission Committee
Examination Committee
Publication Committee
Finance Committee
Anti-Ragging Committee
Grievance Redressal Cell
Anti-Sexual Harassment Cell
Cultural Committee
N.S.S Committee
N.C.C Committee
Gender Equity Cell
Student Council Committee
Library Advisory Committee
Career Placement Cell
Sports and Games Committee
Personal Counselling Committee
Minority Cell
Commerce Committee
Science Club Committee
ST/SC and OBC committee

Manual – 9 Section 4 (1) (b) (ix)

DIRECTORY OF EMPLOYEES

It is available in the office documents.

Manual – 10 [Section – 4 (1) (b) (x)]

The pay scales of various teaching and non-teaching staff are as prescribed by the Heads of the institution (Correspondent & Principal)

Manual - 11 Section 4 (1) (b) (xi)

BUDGET ALLOCATED TO EACH AGENCY

The budget and the financial estimates recommended by various departments are approved by the Principal.

Manual – 12 (Section 4(1)(b)(xii))

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME ——— Not applicable ———

Manual – 13 [Section 4 (1) (b) (XIII)]

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED

As per provisions of St. Ann's Society and Andhra University, Andhra Pradesh.

Manual – 14 Section 4 (1) (b) (xiv)

INFORMATION AVAILABLE IN ELECTRONIC FORM

All the information about the College are available on the College website:

www.stannscollegevizag.org

Manual – 15 [Section 4(1) (b) (xv)]

Means, methods and facilities available to citizens for obtaining information:

Through the Notice boards, Information brochures, College Website and Andhra University Website. Information for general public is disseminated through advertisements (banners and posters placed in public areas.

Location:

