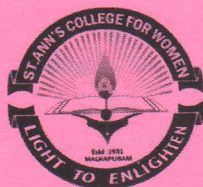# ST. ANN'S DEGREE COLLEGE FOR WOMEN

Accredited with NAAC 'A' Grade, Dt: 25.01.2022
(Permanently Affiliated to Andhra University)
Recognized under 2(f) & 12(b) of the UGC Act, 1956
MALKAPURAM, VISAKHAPATNAM-530011.

PROSPECTUS

ST.ANN'S DEGREE COLLEGE FOR WOMEN, a Roman Catholic Minority Institution has been opened in 1991 to fulfil an urgent need to have an Institution for Education of Girls of the Malkapuram area. The Institution aims not only to impart academic education but also to give wholistic education and thus to bring out disciplined young women of sound moral character who will be an asset and credit to their family and to the country. It intends to foster an atmosphere of intellectual pursuit in which young women, irrespective of class, caste or creed, learn to work and mix together and attain excellence in their chosen field of study and in moral integrity.

MOTTO : "EMPOWERED TO EMPOWER LIGHT TO ENLIGHTEN"

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 the 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 the people and nature.

COURSE OF STUDY :

The Institution at present offers the following courses for the Degree Course.

1. **B.Sc.**
   1. MATHEMATICS, PHYSICS, CHEMISTRY - MPC — EM
   2. MATHS, PHYSICS, COMPUTER SCIENCE - MPCs — EM
   3. MATHEMATICS, STATISTICS, COMPUTER SCIENCE – MSCs — EM
   4. BOTANY, ZOOLOGY , CHEMISTRY – BZC — EM
   5. MICROBIOLOGY, BIOCHEMISTRY, CHEMISTRY — EM
   6. BOTANY, COMPUTER SCIENCE, MICRO BIOLOGY — EM

2. **B.Com** - COMMERCE SUBJECTS — EM
   B.Com - COMPUTERS — EM
   BBA - BACHELOR OF BUSINESS ADMINISTRATION — EM
   BCA - BACHELOR OF COMPUTER APPLICATIONS — EM

3. **B.A.** - HISTORY, POLITICAL SCIENCE, ENGLISH LITERATURE — EM
   B.A. - HISTORY, ECONOMICS, SOCIAL WORK — EM

Note : Certificate courses for all groups. Every Student select any one if the following :

1. Computers (Fundamentals, M.S. Office, DTP, Pagemaker, Photoshop, Telugu Typing, Hindi Typing, English Short Hand Typing)
2. Fashion Designing
3. Dance
4. Beautician Course
5. Musical Instruments
❖ **Coursewise addon courses are available.**

HOW TO APPLY : Application Forms can be obtained from the College Office on payment of Rs. 100/- + Postage if requested by Post. (Postal charges etc.) Application Forms will be issued only after the release of Intermediate Results.

➢ Application should be registered at the College Office before the prescribed date.
➢ The following **original + 3 xerox copies of the same** should be submitted along with the application. Incomplete Application Forms will be rejected.

1. T.C., Conduct Certificate, Study Certificate, Marks of the qualifying examination, i.e. Intermediate, H.S.C or I.C.S.E.
2. 10th Class Marks list and Aadhaar Card.
3. Date of Birth extract. (In Case the date of Birth is not noted in the certificate)
4. The Catholic students should submit a certificate from the Parish Priest and Christian students from the Pastor.
5. **Migration certificate has to be produced by students coming from different boards.**

Candidates seeking admission should be accompanied by a responsible person, Parent or Guardian. **Once admitted, the admission cannot be cancelled and the T.C. can't be issued unless it is a genuine case of transfer of the Parents or the college itself issues, T.C. for serious reasons.**

HOSTEL : Attached Hostel is available.

NOTE :

1. Kindly keep with you sufficient Photostat copies of all your Original Certificates before submitting to the college Office at the time of Admission.
2. **There is no facility for fee reimbursement.**

FIRST YEAR FEE FOR THE YEAR 2023-24

GROUP	1st SEMESTER	2nd SEMESTER	TOTAL	DETAILS OF PAYMENT
B.Sc : MPC (Mathematics, Physics, Chemistry)	12500	12500	25000	* 1st Semester Fee should be paid at the time of admission.
B.Sc : MPCs (Maths, Physics,, Computer Science)	12500	12500	25000	
B.Sc : MSCs (Maths, Statistics, Computer Science)	12500	12500	25000	* For all other semesters fees have to be paid in the 1st week of respective semesters.
B.Sc : BZC (Botany, Zoology, Chemistry)	12500	12500	25000	
B.Sc : (Microbiology, Biochemistry, Chemistry)	12500	12500	25000	
B.Sc : (Botany, Computer Science, Microbiology)	12500	12500	25000	
B.COM : (Commerce Subjects)	10500	10500	21000	
B.COM : (COMPUTERS)	12000	12000	24000	
BBA : (Bachelor of Business Administration)	12500	12500	25000	**Payment Mode:** NEFT, Phonepay, QR Code, Google pay, Cash
BCA: (Bachelor of Computer Applications)	12500	12500	25000	
B.A. (History, Political Science and English Literature)	9000	9000	18000	
B.A. (History, Economics, Social Work)	9000	9000	18000	

CONTACT NO : 8978098870, 7993707565

(Timings 9 a.m. to 5 p.m.)

GENERAL REGULATIONS:

The students through their application enter voluntarily into an agreement to abide by the rules and regulations of the college.

1. The day begins with a common morning prayer in which all participate.
2. The College expects the students to be punctual and regular in attendance for all classes. They are in their class rooms at the first bell which goes 10 minutes before the commencement of the morning/ evening sessions. College timings : 9.00 a.m. to 3.30 p.m.
3. A day's attendance requires present at all lectures at both sessions.
4. The absentees get previous permission from the Principal. Both the hostel and day students notify their absence from lectures to the Principal through leave notes. Absence without leave notes is subject to penalty.
5. Students are to have **80% of the total attendance** fixed for each course.
6. Students do not leave the college premises during sessions without the permission of the Principal.
7. The day students do not enter the hostel quarters.
8. Prior permission of the Principal is essential to hold any meeting or gathering in the college premises.
9. No books, magazines or newspapers which are in no way related to classes/studies are brought into the campus.
10. Students of St.Ann's are to be extra courteous, sensitive, alert, service minded, polite and lady-like in their behaviour.
11. Students are expected to be modest in their behaviour and in their dressing. Short sleeves, low necklines, high blouses and low hips are not permitted.
12. Electronic gadgets like cell phone, I pads, pocket radio are strictly forbidden. Disobedience of this leads to punishment.
13. Parents are requested to attend to all the student welfare meetings conducted by the college.
14. On all working days except for College functions, the students should wear the Uniform, I.D. The Uniform will be available in the College.
15. No collection/subscription of any kind is allowed without the knowledge and consent of the Principal.
16. Change of phone number, residence/address of the students is notified to the Principal & office without delay.
17. Other than parents and guardian no one is allowed to campus to visit / meet students.
18. To meet the Principal timings – 2.30 p.m. to 4.30 p.m.

ST.ANN'S COLLEGE HOSTEL FOR WOMEN
MALKAPURAM, VISAKHAPATNAM-11.
PROSPECTUS

The Hostel is attached to the college, and is meant to accommodate students of the St.Ann's College whose parents reside outside the city limits. The hostel is under the direct management of the college authorities.

RULES AND REGULATIONS OF THE HOSTEL

I.ADMISSION & WITHDRAWAL

- Admission to the Hostel is made through the principal after the enrolment in the college.
- The Local guardian should be introduced to the Hostel warden sister at the time of admission; The warden sister may have recourse to her in any emergency situation concerning the student. She should be a responsible person; residing in the city and not another student or relative studying in St.Ann's College or any other College.
- Parent, Local guardian and the student should be present at the time of admission.
- Admission to the Hostel is made for ONE YEAR at a time. Continuity of stay will be intimated to the student at the discretion of the concerned authority based on the conduct and academic ability of the student.
- Parents / Guardian are not allowed to stay in the hostel.
- Every parent of the hostel student should attend the parents meet organised by the management without fail.
- No student shall maintain phones or any electronic gadgets. The phone has to be deposited with hostel warden after a written permission and NOC from Parents.
- Married students are not allowed to the hostel.
- The students who go against the terms and conditions of the hostel will be dismissed
- Students with any prolonged illness will not be admitted to the hostel. If anyone is admitted without intimation to the warden sister, the admission will be cancelled immediately.
- Meeting students by parents/relatives/friends other than the allotted time within/ outside hostel is not permitted. If found, the student will be dismissed from the hostel.

II. REQUIREMENTS

- Thin mattress, Pillow, Mosquito nets, bed sheets **(4 sheets),** one plastic bucket, one mug, solid linen bag, umbrella, battery torch(not charge), padlock, plate, glass, ginni, etc.
- Students are expected to be careful with their belongings, books, money, clothes jewellery etc. should be locked in the cupboards provided the keys are to be kept with the students at all times. The <u>management</u> is not <u>responsible</u> for articles / money <u>lost or stolen</u>.
- Students are not permitted to go into the rooms of other students.
- Students must not demand special services from the hostel servants. Any complaints against them should be made to the warden sisters. Students should not offer money, clothes etc to the servants.
- **Students are expected to be <u>neat and tidy in their habits</u>, avoiding exaggerated fashions. Tight fit dresses, short sleeves, low necklines, and low hips are not permitted.**
- Nails must not be driven into the walls of the hostel rooms nor should papers or any stickers pasted on them.

III. STUDY

- **Strict study in hostel are from**   5.30 am - 7.30 am

        8.00 am – 8.40 am

        5.00 pm – 7.00 pm

        8.30 pm - 10.00 pm

- During this period a strict silence must be maintained in the hostel. Once the lights are turned off at 10.15 pm, strict silence should be continued till the next morning.
- During college working hours hostel students are not allowed in the hostel except for serious reasons with the permission of the warden sister.

IV. VISITS & OUTINGS

- Visitors and Non-resident students are not allowed to visit the hostel rooms.
- Resident students may receive visits from the parents, local guardian and other visitors whom the parents have authorized, only with hostel pass.
- Visitors are allowed only on **Second Sunday** (not on holiday) of the month between 9.00 am and 4.00 pm.
- In any emergency, Parents can come or make a phone call between 9.00 am to 12.00 am. to Hostel Number.
- No visitors are allowed in the evening hours on week days. It is strictly forbidden.
- Money or any other things brought for students outside visiting hours should be handed over to the warden sisters.
- Hostel students may be sent for holidays ALONE only with the written permission from the parents.
- Students must arrive in the hostel in due time so as to be present for the college hours (latest by 8.30 a.m. of the re-opening day) late comers will not be entertained.
- Students are not permitted to go out for phone calls or any other purpose without permission. No permission to come as day scholar without warden's permission.
- The students can call twice a week to the parents from hostel phone only and no calls will be received back on the same number. Similarly they can get the phone calls only once a week.
- The students on returning from Home to Hostel shall reach before 5 p.m.
- Money is supposed to be deposited in the Hostel A/C. On line transfer of money is encouraged for all types of payment.

ST.ANN'S WOMENS COLLEGE HOSTEL

SOUTH INDIAN BANK A/C.NO: **0959053000000140**   IFSC CODE : **SIBL0000959**

BRANCH : **GAJUWAKA**

V. FEES STRUCTURE 2023-24

DETAILS	1st TERM	2nd TERM	3rd TERM
Admission Fee	500		
Establishment & Maintenance Fee	1000	1000	1000
Mess Fee	16000	12000	12000
TOTAL ::	17500	13000	13000

CONTACT NUMBER : **7674084561** **For any clarification.**

Application No. 49   This Application Form duly filled in must be

returned to this Office on or before_____

B.Sc./B.Com./B.A. Course

ST. ANN'S COLLEGE FOR WOMEN

MALKAPURAM : : VISAKHAPATNAM-530 011

Application Form for the Three Year Degree Course 20

Affix a Recent Photo

N.B.: a) Applicant must be filled in correctly and completely.

b) Incomplete Applications will not be considered.

OAM DC No. [   ]

Admission No. [   ]

Aadhar No. [   ]

1. Name of applicant with Initials...
   (In BLOCK LETTERS)

2. Expansion of Initials (in BLOCK LETTERS) ....

3. Date of Birth (as entered in SSC)...

4. Place of Birth...

5. District.. 6. State...

7. Whether Candidate belongs to   1) Schedule Caste   [   ]

                                     2) Schedule Tribe   [   ]

                                     3) Backward Community   [   ]
                                     (indicate the group A.B.C. or D)

8. Religion : : Hindu [   ]   Christian [   ]   Catholic [   ]   Islam [   ]

   Caste..   Other...

9. Mother Tongue..................................   10. Whether Married or Single ....

11. Name of Father.. Name of Mother...................................

12. Full Postal Address   (Residential...
    ....Cell / Landline No...

13. Profession of Parent...

14. His yearly income Rs...

15. Second Language wanted under Part II ....

16. Combination (Preferred) under Part III :

    1. MPC - Mathematics, Physics, Chemistry   [   ]   6. B.Com. - Commerce Subjects   [   ]

    2. MSCs - Mathematics, Statistics, Computer Science [   ]   7. B.Com - Computers   [   ]

    3. MPCs - Mathematics, Physics, Computer Science [   ]   8. B.B.A. - Bachelor of Business Administration [   ]

    4. CBZ - Chemistry, Botany, Zoology   [   ]   9. B.A. - Spl. English, History, Political Science [   ]

    5. Microbiology, Biochemistry, Chemistry   [   ]   10. Certificate course (Mention No.)   [   ]

(Students who have studied in medium other than English must have obtained not less than 40% marks in English to be eligible for admission into English Medium)

17. Does she wish to join the Hostel   YES [   ]   NO [   ]   (P.T.O.)

NEW COURSES : BCA [   ] BOTANY, COMPUTER SCIENCE, MICRO BIOLOGY [   ] B.A. - HISTORY, ECONOMICS, SOCIAL WORK [   ]

ACADEMIC RECORD

1. Examination Passed .... Year & Month ....

2. Did she pass all subjects in one sitting YES or Compartment ....

3. Class obtained .... 4. If passed compartmentally, No. of appearances ....

5. University / Board .... Reg. No...

6. Medium of the Examination passed ENGLISH ☐   TELUGU ☐

7. Name of Institution Studied .... Place..

Results of Public Examination, March 20   Photostat copy of marks to be attached.

Public Examination Marks in subjects	INTERMEDIATE				H. S. C. / I. C. S. E.	
	PAPER - 1		PAPER - II			
	Marks obtained	Max. Marks	Marks obtained	Max. Marks	Marks obtained	Max. Marks
English						
Second Language (Telugu, Hindi, Sanskrit/ Any other)						
MATHS / BOTANY/ CIVICS						
PHYSICS / HISTORY						
CHEMISTRY / ECONOMICS						
ZOOLOGY /COMMERCE						
TOTAL						

Certificates to be submitted at the time of admission along with the application are :

1. OAMDC - Allotment order
2. Marks list of Intermediate Original + 2 Xerox Copies
3. T. C. Original + 2 Xerox Copies
4. Study and Conduct Certificates from Head of the Institution last studied - 2 Xerox Copies.
5. 10th Marks Memo Original + 2 Xerox Copies.
6. Aadhar Card, Student & Mother, Caste Certificate, Income Certificate, Rice Card, Mother Bank A/C. - 2 Xerox Copies

I hereby state that 1 shall obey all the rules as may be made by the College from time to time and ensure good conduct throughout my stay in the college.

Signature of the Applicant

I hereby state that I shall undertake to see that my Daughter / Ward obey all the rules as may be made by the College from time to time and assure the good behaviour of my Ward. I also state that 1 will not withdraw my Daughter / Ward until the three year course is completed.

Station :

Date :

Signature of Parent/Guardian

TO BE FILLED BY THE OFFICE :

Date of Issue of Application Form :   Certificates Received :

Date of Receipt of Application Form :   Any other Remarks :