

**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

**ACADEMIC CALENDAR**

**2024 - 2025**

**“LIGHT TO ENLIGHTEN  
EMPOWERED TO EMPOWER”**



**TIMINGS OF THE COLLEGE :**

**8.30 a.m. to 1.30 p.m**

**MALKAPURAM, VISAKHAPATNAM - 11**

**Ph. No. : College : 7993707565**

## **Administrative Contacts**

<b>Designation</b>	<b>Contact Number</b>
<b>Correspondent</b>	9441863207
<b>Principal</b>	9121964483
<b>Vice-Principal</b>	9182450513
<b>Controller of Examination</b>	8639310173
<b>Hostel</b>	8985910279
<b>Office -1</b>	7993707565
<b>Office-2</b>	8978098870

**College Website:** [stannscollegevizag.org](http://stannscollegevizag.org)  
**e-mail:** [stannscollegevsp@gmail.com](mailto:stannscollegevsp@gmail.com)

## Student Profile

2024 - 25

Name.....

Class..... Group..... Roll No.....

Date of Birth.....

Blood Group.....

Aadhar Number.....

Father's/Guardian's Name.....

Aadhar Number.....

Address.....

Telephone No.....

E-mail:.....

Hostel/Day Scholar.....

Student Tutor's Name.....

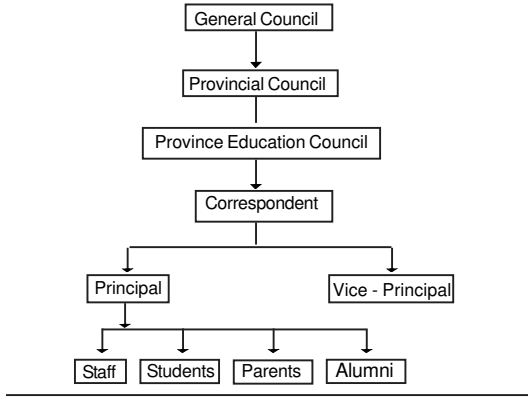
Additional Role/Responsibility.....

NCC/NSS/SPORTS/Others.....

## Contents

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  - Showers of Blessing
  - Bless the Lord, Oh my soul
  - Light of the world
  - Where the mind is without fear.
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## Administrative Structure



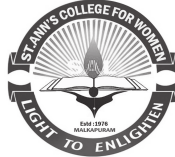
## The College Emblem

### Outside

Circle – The universe  
 Motto – Light to Enlighten  
 Name of the institution

### Inside

Year of establishment and the name of the institution  
 Pen nib & Lamp – Knowledge  
 Open Book – Knowledge/Wisdom  
 Flame and Rays – Holy Spirit with its Gifts  
 SAL – St. Ann's Luzern



## VISION

We envisage the empowerment of young girls of today through value based wholistic 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 education empower the young girls who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy, socially acceptable who live in harmony with nature and God.

## CORE VALUES

- ❖ Sensitivity
- ❖ Alertness
- ❖ Service
- ❖ God Consciousness
- ❖ Altruism / Compassion
- ❖ Universal Brotherhood
- ❖ Religious Tolerance
- ❖ Emotional Maturity
- ❖ Intellectual Critical Thinking
- ❖ Moral Social Responsibility
- ❖ Eco Friendliness
- ❖ Dignity of Labour
- ❖ Ethical Leadership

## OBJECTIVES

- **To promote participative learning by imbibing modern pedagogical and technological innovations:** Encourage active student engagement through interactive teaching methods and cutting-edge technology to enhance learning outcomes.

- **To promote an innovative ecosystem for collaborative and multidisciplinary research:** Foster an environment where research across disciplines thrives, offering consultancy and training programs that translate knowledge into societal progress.
- **To promote outreach programs imparting social and environmental sensitivity:** Engage students in community outreach initiatives that develop their awareness and commitment to social and environmental issues.
- **To promote student participation in internships, community service, and international study programs:** Provide opportunities for students to gain practical experience through internships, contribute to society through community service, and broaden their perspectives through international study programs.
- **To ensure excellence through effective governance and quality frameworks:** Establish robust governance structures and quality assurance frameworks to maintain high academic standards and operational efficiency across all facets of the institution.

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## St. Ann: Patroness of St. Ann's College



The name "Ann" originates from a Hebrew word meaning "Grace." St. Ann, who holds a significant place in religious history, was born in Bethlehem and later married Joachim in Nazareth, Galilee. After 20 years of a devoted and prayerful married life, Ann was blessed with the birth of the Virgin Mary. This event not only marked the beginning of a miraculous lineage but also established Ann as the grandmother of Jesus Christ.

St. Ann's role extends beyond her familial connections; she is revered as the patroness of our congregation and college. Her life and legacy symbolize the virtues of grace, perseverance, and faith, serving as a guiding light for our institution.

In one of the earliest and most cherished traditions, St. Ann is depicted as the teacher of her daughter, the Virgin Mary. This image of St. Ann instructing Mary highlights her dedication to education and nurturing wisdom. Consequently, she is celebrated as the patroness of educators and education.

At St. Ann's College, we draw inspiration from St. Ann's commitment to teaching and her enduring legacy. Her example encourages us to foster an environment of learning, compassion, and spiritual growth. As we continue to uphold the values she embodies, St. Ann remains a central figure in our mission to educate and empower future generations.

## History of the College

St. Ann's College was started as a Junior College in 1976 Aug. 2nd, in the land donated by the Caltex Oil Refinery. It was started with 28 students and 9 staff members on its roll, to provide education to the girls of Industrial area of Malkapuram and near by villages and also to the girls coming from the remote villages of Andhra Pradesh

In the first year the classes were conducted in St. Joseph's School which is run by the same management Sr. Rosy Paul, M.A., B.Ed, was the first Principal and nine staff members were selected.

When the construction of the building was completed in July 1977, classes were shifted to this clean and green campus. Sr. Immaculate, M.Sc., B.Ed., took overcharge as Principal from the same year. In 1978 hostel was started for the girls who came from far away places. M.P.C. was added to the existing group in 1980. Our college was admitted into grant-in-aid in the same year.

In 1987 Sr. Immaculate was transferred to Vijayawada as she was elected as the Assistant Provincial and Sr. Tresa Mary, M.A., B.Ed., was appointed as Principal. In 1988 Vocational Course was added to the existing three groups. This course has helped our students to take up jobs immediately after the completion of their intermediate. Those who got good percentage have gone for B.Sc. Nursing and General Nursing.

With the phenomenal expansion of Visakhapatnam city the population is growing at very high rate and the existing college are not able to provide facilities to all the students who want to pursue degree courses, especially for women. From this point of view the proposal of the Management to start degree college for women, in the premises of St. Ann's Junior College was sanctioned with the effect from the academic year 1991 -92.

The college is located in an area of 7 acres. With total area of 29,307 Sqft.

In order to help our degree students to have better job opportunities computer course was introduced in the year 1993 - 94. Along with the degree they are completing PGDCA and are given certificates which have enabled many students to take up job in Computer field. The first batch of degree students brought laurels to our institution by their activities. After upgrading the College, the first floor was constructed with all the necessary labs for the Degree. Today we have 1,500 students, 60 teaching staff and 20 supportive staff.

In 2022, the institution achieved several significant milestones. It received sanctioned posts from the affiliating university and obtained permanent affiliation from Andhra University. Additionally, it gained recognition from the University Grants Commission (UGC) under Sections 2f and 12b. The institution was also accredited with an 'A' grade by the National Assessment and Accreditation Council (NAAC). Building on these accomplishments, in 2024, the institution was granted autonomous status, further enhancing its academic and administrative independence.

S.No.	Name of the Principal	Years
1.	Sr. Tresa Mary	1991-2007
2.	Sr. Belsy Jose	2007-2014
3.	Sr. Christy John	2014-2015
4.	Sr. Prema Jose	2015-till date

## MILESTONES

- 1977: Construction of the new college building
- 1978: Establishment of the hostel (ground floor)
- 1991-92: Elevated to Degree College to meet the demand for a degree program for women
- 2000-2001: Introduced PGDCA for Degree to create job opportunities
- 2000-2001: Added Biotechnology and Microbiology to the science stream of Degree
- 2002: Construction of the building's first floor
- 2011: Added new groups MPC and MSCS to Degree
- 2015: Introduced B.Com Computers in Degree to cater to IT students' demands
- 2017: Received NIRF and AISHE certificates
- 2018: Started CBZ (Chemistry, Botany, Zoology)
- 2019: Extended a new block by HPCL
- 2020: Inaugurated new restrooms by HPCL
- 2021: Inaugurated the new multipurpose auditorium
- 2022: Sanctioned Posts from the Affiliating University
- 2022: Permanent Affiliation from Andhra University
- 2022: UGC Recognition under Sections 2f and 12b
- 2022: Accredited with NAAC 'A' Grade
- 2024: Institution gained autonomous status
- 2024: Hosted the first international conference
- 2024: Commenced neighbourhood development programme of STAND (Student Training and Neighbourhood Development)
- 2024: Released books authored by students
- 2024: Introduced two new innovative courses: BA Social Work and Tourism and Travel Management
- 2024: Gained patents in Microbiology and Chemistry for innovative research works

## General Regulations

Students voluntarily commit to adhering to the College's rules and regulations by submitting their applications. Consequently, each student assumes the responsibility to maintain the College's standards both on and off campus. Recognizing that every member's actions impact the entire community, the College expects strict adherence to the rules and regulations outlined in the handbook.

- The day commences with a collective morning prayer at 8:25 a.m., mandatory for all students.
- Students are expected to be punctual and attend all classes regularly.
- They must be seated in their classrooms upon the first bell, which sounds 10 minutes before the start of morning/evening sessions.
- Full-day attendance necessitates presence at all lectures across both sessions. Absences require prior approval from the Principal.
- Hostel and day scholars must notify their absence through leave notes.
- Absence without such notes incurs penalties.
- Students seeking leave for a lecture obtain permission from the respective lecturer beforehand.
- For a session-long leave, they must submit a written request to the Principal.
- Absence without proper permission may result in disciplinary measures at the Principal's discretion.
- Attendance of at least 75% of total sessions is mandatory for each course.
- Students are not permitted to leave the college premises during sessions without prior permission from the Principal.

- Students utilize their free hours in the library for study purposes.
- Day students are not permitted to enter the hostel quarters.
- Prior permission from the Principal is mandatory to organize any meeting or gathering on the college premises.
- No books, magazines, or newspapers unrelated to classes or studies are allowed on campus.
- All letters addressed to students are subject to scrutiny by the Principal.
- No collections or subscriptions of any kind are allowed without the Principal's knowledge and consent.
- Students must promptly notify the Principal and college office of any change in residence or address.
- Students of St. Ann's are expected to exhibit extra courtesy, sensitivity, alertness, service-mindedness, politeness, and lady-like behavior.
- Short sleeves, low necklines, high blouses, and low hips are strictly prohibited.
- Students must wear masks, carry hand sanitizers, and maintain social distance at all times.
- Attendance in college uniform with ID cards is mandatory for all students.
- No electronic gadgets such as mobile phones, Bluetooth devices, or cameras are permitted on campus.
- Each student is required to undertake at least one certificate course annually.
- Students may remain on campus after college hours only for specific purposes, with prior parental notification.

## **Program overview**

The Curriculum and Credit Framework for Undergraduate Programmes (CCFUP) at our autonomous college represents a transformative approach to higher education. This innovative framework is designed to offer a flexible, choice-based credit system that empowers students to tailor their educational journey according to their individual interests and career aspirations.

The CCFUP embodies a multidisciplinary approach, integrating diverse fields of study to provide a holistic educational experience. This ensures that students gain comprehensive knowledge and skills that are applicable in various professional contexts. The framework's flexibility allows students to select courses across different disciplines, encouraging intellectual curiosity and fostering a well-rounded academic development.

## **Program offered**

S.No	Name of the Department
1	B.A Honours (Special English)
2	B.A Honours (Social Work)
3	B.A Honours (Tourism and Travel Management)
4	BBA Honours
5	BCA Honours
6	B.Com Honours (Computer Applications)
7	B.Sc Honours (Computer Science)
8	B.Sc Honours (Mathematics)
9	B.Sc Honours (Physics)
10	B.Sc Honours (Chemistry)
11	B.Sc Honours (Botany)
12	B.Sc Honours (Zoology)
13	B.Sc Honours (Microbiology)

## Curriculum Frame Work

B.Sc (Honours) with Single Major																											
Semester	Major* (4 Cr)			Minor (4 Cr)			AECC (3 Cr)			Multi Disny* (2 Cr)			Skill Enhancement Courses (2Cr)			OOTC			Env. Edn (2 Cr)			Total					
	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr			
Sem 1	2*	10	8				2	8	6	1	2	2	2	4	4										7	24	20
Sem 2	2	6+4	8	1	3+2	4	2	8	6				2	4	4										7	27	22
Community Service Project of 180 hours with 4 Credits. Student is eligible for Exit Option-1 with the award of Certificate in respective discipline																											
Sem 3	4	12+8	16	1	3+2	4				1	2	2	1	2	2										7	29	24
Sem 4	3	9+6	12	2	6+4	8				1	2	2	1	2	2										7	29	24
Short-Term Internship/Apprenticeship/OJT of 180 hours with 4 Credits. Student is eligible for Exit Option-2 with the award of Diploma in respective major with minor																											
Sem 5	4	12+8	16	2	6+4	8													1	2	2	2			7	32	26
Sem 6	Semester Internship/Apprenticeship/OJT with 12 Credits. Student is eligible for Exit Option-3 with the award of Degree in respective major																										
IKS#																											
Sem 7	3	9+6	12										2*	6+4	8	1	2	2	1	2	2	0	6	6	29	22	
Sem 8	3	9+6	12										2*	6+4	8	1	2	2	1	2	2	0	6	6	29	22	
21      84   6      24   4      12   3   6   6   10   32   28   2   4   4   2   4   0   47      160																											
20 Additional Credits for 10 month mandatory Internship/OJT/Apprenticeship																											
C	Courses			H			Hours			Cr			Credits			OOTC			Open Online Transdisciplinary								
IKS#	Indian Knowledge Systems - Audit Course																										

## Curriculum Frame Work

B.A/B.Com/BBA (Honours) with Minor																											
Semester	Major* (4 Cr)			Minor (4 Cr)			Languages (3 Cr)			Multi Disny* (2 Cr)			Skill Enhancement Courses (2Cr)			OOTC			Env. Edn (2 Cr)			Total					
	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr			
Sem 1*	2	8	8				2	8	6	1	2	2	2	4	4										7	22	20
Sem 2	2	8	8	1	4	4	2	8	6				2	4	4										7	24	22
Community Service Project of 180 hours with 4 Credits.																											
Sem 3	4	16	16	1	4	4				1	2	2	1	2	2										7	24	24
Sem 4	3	12	12	2	8	8				1	2	2	1	2	2										7	24	24
Short-Term Internship/Apprenticeship/OJT of 180 hours with 4 Credits.																											
Sem 5	4	16	16	2	8	8										1	2	2	2			7	26	26			
Sem 6	Semester Internship/Apprenticeship/OJT with 12 Credits.																										
IKS#																											
Sem 7	3	12	12										2*	8	8	1	2	2	1	2	2	0	6	6	24	22	
Sem 8	3	12	12										2*	8	8	1	2	2	1	2	2	0	6	6	24	22	
21      84   6      24   4      12   3   6   6   10   32   28   2   4   4   2   4   0   47      160																											
20 Additional Credits for 10 month mandatory Internship/OJT/Apprenticeship																											
C	Courses			H			Hours			Cr			Credits			OOTC			Open Online Transdisciplinary								
IKS#	Indian Knowledge Systems - Audit Course																										

## Courses offered & Add on Courses

1. Certificate Course on Drone Technologies from ICDT
2. Certificate Course on Pest Cure
3. Certificate Course on CITER from Anudip Foundation
4. Certificate Course on CEIT from Anudip Foundation
5. Certificate Course on CIET from Anudip Foundation (Microbiology)
6. Online Certificate Course on Accountancy
7. Certificate Course on Advanced Excel
8. Certificate Course on Digital Marketing
9. Certificate Course on Java from Anudip Foundation
10. Certificate Course on Soft Skills from Anudip Foundation
11. Certificate Course on Digital Marketing from Tech Mahindra
12. Certificate Course in HR from ICDT
13. Add-On Course on Vermicompost
14. Add-On Course on Plant Nursery
15. Add-On Course on Classical Dance
16. Add-On Course on Martial Arts
17. Add-On Course on Yoga
18. Add-On Course on Beautician Skills
19. Add-On Course on Fashion Designing
20. Add-On Course on Typing and Computer Skills

## Autonomous System

The college received the conferment of autonomous status for 10 years from the University Grants Commission (UGC) on April 24, 2024.

### **Aim of Autonomy:**

To establish the College as a responsible, self-governing institution dedicated to academic excellence, innovation, and the holistic development of students, while upholding the values embodied in its emblem.

### **Objectives of Autonomy:**

These objectives are formulated to achieve the aim:

#### **Curriculum Development:**

- Restructure the curriculum to incorporate self-generating and sustainable elements relevant to contemporary needs.
- **Promotion of Self-Learning:**
  - Offer modified courses.
  - Provide opportunities for service.
  - Offer choices in both curricular and co-curricular activities.
- **Encouragement of Scientific Approach and Research:**
  - Foster research interests among both faculty and students through project work and innovative practices.
- **Promotion of Values and Community Service:**
  - Integrate value education and community service through NSS, personality development camps, and related activities.
- **Financial Independence for Students:**
  - Implement the "earn while you learn" scheme to empower students financially and build confidence.
- **Fostering Creativity and Responsible Action:**
  - Emphasize autonomy in governance.
  - Foster mature decision-making freedom.
  - Enable individuals to strive for personal excellence.

## Examination and Evaluation

### A. Continuous Internal Assessment (CIA)

The CIA in Theory includes Written and Oral assessments along with Regular Attendance during the Semester. Each subject in CIA is allotted 30 marks per Semester, distributed as follows:

- Mid-Semester Examination I = 40 marks
- Mid-Semester Examination II = 60 marks
- Mid-semester marks consist of 40 marks and 60 marks, with an average of 25% taken into account from written test.
- Assignments: 5 marks
- Attendance: 5 marks
- Oral: 5 marks

#### Evaluation System

Category	CA	SEE	Total	Pass Marks
Theory	40	60	100	40
Practical	20	30	50	20

Mid-Semester Examinations typically occur approximately 40 days after the start of instruction. Dates are communicated through the College Handbook, with syllabi and model question papers provided by respective Departments.

It is crucial for students to take these examinations seriously, as marks from Mid-Semester Examinations contribute to final evaluation and class awards. Absence from a scheduled examination is viewed seriously unless prior permission is obtained from the Principal/Vice-Principal before the examination concludes.

Permission to miss a Mid-Semester Examination for attending a Re-Mid Examination during the same Semester can be sought from the Principal/Vice-Principal. However, granting permission is contingent upon the merits of each case. Upon receiving permission,

students must register their names with the Controller of Examinations after paying the required fee.

#### Re-Mid Tests

The Re-Mid Tests will be conducted for two hours only during the preparatory holidays. The syllabus for the entire semester will be included in the question papers.

#### Assignments

Generally, every student is expected to submit an assignment for each subject in each semester. The choice of the assignment, its nature, and the submission deadline will be decided by the concerned teaching staff. No assignments will be accepted after the stipulated date, and late submissions will result in a loss of marks.

#### Attendance

Subject-wise attendance will be calculated in terms of percentage while awarding marks.

#### Table for Calculating Marks for Attendance:

% of Attendance	Marks
Up to 75	Nil
76-80	1
81-85	2
86-90	3
91-95	4
96-100	5

**Note:** Each semester is a complete unit in itself; any deficiency in CIA cannot be made up in subsequent semesters. If a student is forced to repeat a semester for some reason, all CIA marks will stand cancelled. While repeating the semester, the student must follow the syllabus and the model question paper in force at that time, unless otherwise stipulated.

## **B. Semester-End Examinations (SEE)**

Regular and Supplementary Semester-End Examinations (SEE) for Odd Semesters (I, III, V) are held in October/November and for Even Semesters (II, IV, VI) in March/April every academic year.

### **Eligibility**

- a. Every student with at least 75% attendance in a semester is eligible to take the Semester-End Examinations.
- b. Any student with between 60% and 75% attendance in a semester due to health problems may be permitted to take the Semester-End Examinations upon submission of genuine medical certificates, treatment details, and payment of the prescribed condonation fee for attendance.
- c. Any student with less than 60% attendance in a semester shall not be permitted to take the Semester-End Examinations. However, if a student has between 50% and 60% attendance in a semester and at least 85% attendance in the preceding or subsequent semester of the same academic year, they may be permitted to take those examinations upon payment of the prescribed condonation fee for attendance, without repeating that semester.
- d. In Semester VI, if a student has attendance between 50% and 60%, they may be permitted to write the examinations at the discretion of the principal under the following conditions:
  - ♦ In all previous semesters, their average attendance has been 70% or more.
  - ♦ Their prolonged absence is due to illness or other exigencies of life, and they have been regular to classes at other times.
  - ♦ Their case is recommended for consideration by a committee consisting of the Vice-Principal and the Head(s) of the Department(s) concerned.
  - ♦ Any student with less than 50% attendance has to repeat the semester, in which case all their earlier CIA marks will be cancelled.

## **ii. Registration**

Every eligible student must register for the Semester-End Examinations by submitting an application and paying the prescribed examination fee within the stipulated time. The College reserves the right to permit students with between 60% and 75% attendance to sit for the Semester-End Examinations, based on grounds of discipline, attendance, etc.

### **iii. Examinations**

- a. The question papers for Semester-End Examinations are prepared according to the latest syllabi and model question papers approved by the Boards of Studies and the Academic Council.
- b. Students repeating a semester will take the Semester-End Examinations with the syllabi and model question papers in force at that time.
- c. For current second and third-year supplementary candidates with the same syllabus:

Candidates with arrears/supplementary examinations will take the same question paper as regular candidates, provided the syllabus and model question paper are the same.
- d. For current second and third-year supplementary candidates with a changed syllabus:

If there is any change in the syllabus and/or model question paper, candidates with arrears and supplementary examinations will be provided with separate question papers based on the syllabus and model question papers pertaining to their batches.

### **e. For current second and third-year supplementary candidates:**

Candidates with arrears and supplementary exams must obtain the syllabus and model question paper from the heads of the respective departments while preparing for their examinations.

#### **f. Grace Period**

A Bachelor Honours Degree typically requires three to four years to complete. Students will be granted a two-year grace period beyond the regular program duration to finish their degree. If needed, an additional opportunity will be provided in the year following the grace period to complete any remaining single subject, with one-time permission from the principal.

Note:

All candidates must answer the question papers in the medium specified in their applications for admission to the program. No change of medium will be permitted thereafter.

#### **g. Practicals**

Practical methods include laboratory work, project work, fieldwork, practical training, record work, etc. The syllabi, model question papers, and practical schedule will be provided by the respective departments. Each practical examination in a semester will be allotted 50 marks, distributed between CIA and SEE (20:30).

##### **A. Continuous Internal Assessment (CIA)**

CIA for practical assessment is based on the student's performance in laboratory work, project work, fieldwork, record work, etc. The 20 marks for CIA in each semester are distributed as follows:

Marks for internal practical exam: 10

Marks for Fieldwork/ project work: 05

Marks for attendance: 05

##### **i. Laboratory**

The assessment of laboratory work is conducted each semester during specified practical hours. Students who fail to attend these sessions without prior permission will lose the marks assigned for those sessions. Students with prior permission to be absent may be given an opportunity to appear again in the same semester. Failure to attend such reassessment will result in a loss of marks.

#### **ii. Record Work**

Complete and well-maintained record work is mandatory for assessment. The efficiency and effort of the student are considered for awarding marks. Students who fail to produce a completed record will be barred from the assessment.

#### **iii. Project Work**

The completion of project work at the end of the each semester is essential for obtaining the degree.

#### **B. Semester-End Practical Examinations**

Semester-End Practical Examinations are held only at the end of each semester. All eligible candidates must take these examinations during this period. No supplementary practical examinations will be held at any other time.

##### **i. Eligibility**

a. A student must have at least 80% attendance in laboratory work in a semester to take the Semester-End Practical Examinations.

b. A student must possess a duly certified record.

##### **ii. Registration**

All eligible students must register for all practical examinations along with theory examinations. No student is allowed to take the practical examinations without registration.

##### **Examinations**

Students will be divided into batches for the purpose of practical examinations. Each batch must take the examination on a specified date and time according to the scheduled timetable.

##### **3. Malpractice**

The college places the highest importance on academic integrity and takes a serious view of unfair methods in both theory and practical examinations. The following actions are considered examination malpractice:

- Influencing teaching and non-teaching staff at any time for any advantage in examinations.

- Being found with forbidden material on one's person, examination desk, or the nearby floor of the examination hall.
- Copying from or disturbing other students with the intention to copy.
- Any attempt at malpractice at any stage makes the offender liable for severe punishment. The immediate minimum punishment is the cancellation of all written examinations, both regular and supplementary, taken and to be taken by the candidate during that specified period.
- If students are caught engaging in malpractice during the Semester-End Practical or Theory Examinations, their current exam will be cancelled, and they will be barred from taking the upcoming exam.
- If any student is found guilty of malpractice on more than one occasion during his/her stay in the college, he/she may be prohibited from pursuing further studies. A student in the last semester, if found guilty of malpractice on more than one occasion, may be debarred from examinations for three years.
- In all cases of malpractice, the decision of the Committee on Malpractices is final and binding. The punishment will depend on the severity of the act of malpractice.

#### A. Semester-End Examinations (SEE)

Representations regarding SEE should be made to the Controller of Examinations in the relevant proforma along with the prescribed fee receipt.

**i. Revaluation:** A candidate may apply for revaluation of any paper in any subject within 10 days of the display of mark lists. The criteria for revaluation are as follows:

- After revaluation, the final result and marks will be considered definitive.
- If the difference is more than 15% the answer script will be sent for a second revaluation. Third valuation marks will be considered as the final marks of the candidate.

## 5. Results

**i. Pass:** To pass any course, a candidate must secure a minimum of 40% marks in SEE.

**ii. Award of Class:** The computation of class will be carried out only at the end of Semester VI/VIII after aggregating the marks from all the semesters. A student is eligible for the award of a class only if they complete the Part-I (Languages) within two academic years and the Part-II (Group) subjects and the rest of the subjects within three/four academic years from the date of admission to the Bachelor/Honors Programme.

### Grading System

Grade Point: It is a numerical weight allotted to percentage intervals (raw score) on a 10-point scale. For example, if a student acquires 89 marks out of 100, the Grade Point is 8.9.

S.No.	Range of Marks (CIA + SEE)	Grade Points	Grade	Performance
1	90 - 100	9.0 - 10.0	O	Excellent
2	80 - 89	8.0 - 8.9	A	Very Good
3	70 - 79	7.0 - 7.9	B	Good
4	60 - 69	6.0 - 6.9	C	Above Average
5	50 - 59	5.0 - 5.9	D	Average
6	40 - 49	4.0 - 4.9	E	Pass
7	Below 40	0	F	Fail
8	Absent	0	AB	Absent

Note: The aggregate of marks from CIA and SEE will determine the final grade and class awarded to the candidate.

### **Credit Point**

A Credit Point is the product of the Grade Point and the number of Credits for a Course.

### **Semester Grade Point Average (SGPA)**

SGPA is a measure of the performance of work done in a Semester. It is the ratio of the total Credit Points secured by a student in various Courses registered in a Semester to the total Course Credits taken during that Semester.

### **Cumulative Grade Point Average (CGPA)**

CGPA is a measure of a student's overall cumulative performance across all Semesters. It is the ratio of the total Credit Points secured by a student in various Courses over all Semesters, expressed up to two decimal places.

**Note:** Any pass after the stipulated limit will be treated as a third class (I), irrespective of the percentage of Marks scored. This will be indicated by an asterisk (\*) in the Cumulative Marks Statement.

### **6. Memorandum of Marks**

The Semester-wise Marks Memoranda will be issued to all registered candidates as soon as they are ready. Students who are on leave on the day of the issue of the Memoranda of Marks must collect them immediately upon their return. The authorities concerned are not obliged to provide the Memoranda of Marks after 90 days from the date of issue. The Cumulative Marks Statements are issued to the successful candidates at the end of the Programme upon payment of the prescribed fee. Students are expected to preserve all their Memoranda of Marks for future reference.

**Note:** Duplicate Marks Memoranda will not be issued routinely. In the event of loss or damage, duplicate Memoranda will be issued only after completing the required legal formalities and paying the prescribed fee.

### **9. Instant Examination**

Only regular students who have passed all examinations up to the V Semester but have failed one or two Theory Papers of the VI Semester are eligible for Instant Examination, both theory and practical.

### **10. Supplementary Examinations for Odd and Even Semesters**

**Odd Semesters:** Along with Regular Odd Semester End Examinations (Theory and Practical), only Odd Semester End Supplementary Examinations will be conducted.

**Even Semesters:** Along with Regular Even Semester End Examinations (Theory and Practical), both Odd and Even Semester End Supplementary Examinations (Theory and Practical) will be conducted.

### **11. Promotion to II and III Years**

a. For promotion to a higher class, the academic performance of the student will be considered.

b. To be promoted to the next academic year, a student must have 60% attendance after completing the Semester-End Examinations of both Semesters.

### **12. Mandatory Academic and Non-Academic Credits**

**Value Education:** Integrated into the Academic Programme for all first and second-year UG students. A pass in this subject is mandatory for every student to obtain their degree.

**Career-Oriented and Online Courses:** All UG students must complete at least one Career-Oriented Certificate/Diploma Course offered by the College and one Open Online Certificate Course during the II-Year.

**Community Service:** First-year degree students are required to complete 60 hours of community service as part of the College Extension Programme. Additionally, they must participate in a short-term internship during the second semester, fourth semester and a long-term internship in the sixth semester.

### **Mentoring System**

Each Teaching Staff member will oversee the progress of 25 students assigned to them for mentoring. A comprehensive student profile book is maintained by the College, containing essential information about each student. Every Mentor will be officially identified and provided with an Identity Card for this purpose.

The Mentor will meet with their assigned students twice per Semester. Additionally, students are encouraged to schedule appointments with their Mentor for holistic development.

### **Identity Card**

Every student will receive an Identity Card upon admission, which they must keep throughout their tenure at the College. It is mandatory to present this Identity Card when approaching College Offices or Departments for academic or administrative matters. No requests will be processed without the presentation of the Identity Card. During Theory and Practical Examinations, students must carry both their Hall Ticket and College Identity Card.

The College Identity Card, displaying all necessary details and a recent photograph of the student, should be worn visibly around the neck at all times while on campus. This ensures easy identification and interaction with College staff and facilities.

### **Fee Regulations:**

- Each student is required to pay the full annual fee while enrolled in the institution.
- Fees once paid are non-refundable.
- Students discontinuing for any reason must pay the full course fee to obtain a Transfer Certificate (T.C.).

### **General Facilities and Services**

#### **Extracurricular Engagement:**

Various organizations such as N.S.S., N.C.C., Gender Equity Cell,

UNI CEF, Eco-club, Red Ribbon Club, and Sports and Games provide platforms for students to develop their personalities. These initiatives encourage students to contribute to societal welfare by extending services to underprivileged communities.

### **General Facilities and Services**

#### **Campus Ministry**

To support students' moral and spiritual growth, the college organizes Value Education classes, orientation courses for freshers, Family Life Education seminars for final-year students, and prayer services during significant festivals and occasions. A retreat for Catholics is also hosted, and the Prarthanalaya remains accessible to all for prayer and meditation.

#### **Canteen and Stationary**

The college provides canteen and stationery facilities to fulfil the immediate needs of both staff and students.

#### **Hostel**

The college hostel accommodates approximately 270 students across different social, economic, and religious backgrounds. Under the supervision of wardens and assistant wardens, the hostel fosters a sense of unity. Regular events like Hostel Day and major festival celebrations promote talent discovery and development.

#### **Counselling and Career Guidance**

A dedicated team of five members, including a doctor, psychologist, and experienced staff, offers counselling services throughout the workweek from 9 a.m. to 6 p.m., aiding students in various aspects of personal and academic life.

#### **College Office**

Fully functional and automated, the College Office provides comprehensive support on campus operations. Staff are available to assist students with inquiries related to fees, scholarships, examinations, and other administrative matters from 8:30 a.m. to 5:00 p.m.

## **Gym and Health Care Centre**

For the holistic well-being of the college community, the campus is equipped with a gym and health care centre, ensuring facilities are available to both staff and students.

## **Library**

The library of St. Ann's College for Women serves as a resource hub for knowledge, supporting the academic pursuits of students and staff. It occupies a space of around 5200 sq. feet and offers a variety of resources and facilities to enhance learning and research activities.

### **Library Facilities**

#### **▪ Degree Library**

The Degree Library is situated on the first floor

#### **▪ Acquisitions**

The library boasts a robust collection of 6323 volumes, including reference books, encyclopaedias, competition books, and back volumes of periodicals. It subscribes to 25 national and international journals. Recent additions include 6,000 e-journals and 1,99,500 e-books through N-LIST and 6,00,000 e-books through NDJ via INFLIBNET. The library also subscribes to 4 daily newspapers (3 English and 1 Telugu). Technological upgrades include campus-wide LAN, Online Public Access System, broadband internet, and CCTV. The library offers current awareness services and internet access for student property counters. The college also links to e-journal consortia through INFLIBNET making books and journals available through web consortiums.

#### **▪ Library Timings and Instructions**

- The library is open from 8:30 a.m. to 4:00 p.m. on all working days.
- The issue counter operates from 9:00 a.m. to 4:00 p.m.
- The library is open to all college members. Non-members may be admitted only with the permission of the Principal.

## **▪Staff Borrowing Privileges**

- Staff members may borrow up to 4 books at a time for a month.
- Periodicals (back issues only) can be borrowed for 3 days. Sub-lending of borrowed items is strictly prohibited.

## **Student Borrowing Rules**

- Degree and Intermediate Students: Allowed to borrow 2 books for 14 days.
- If a book is in high demand, the borrowing period may be reduced.

## **Responsibilities of Borrowers**

Borrowers must personally borrow and return books. Upon borrowing, books should be inspected immediately for any defects, which should be reported to the Issue Assistant. Borrowers are responsible for the safekeeping of borrowed books and liable for replacement or compensation for lost or damaged books. If a part of a set is lost, the borrower may be required to replace the entire set.

## **Late Returns**

Borrowers failing to return books on time will be fined 1 rupee per volume per day. If the due date falls on a Sunday or holiday, books must be returned on the next working day without incurring fines.

## **Library Conduct**

Members must obtain permission from the Librarian before bringing books, printed materials, or periodicals into the library. All items borrowed must be checked by library staff before leaving.

## **Silence Rule**

Strict silence must be maintained within and around the library premises.

## **Reference Books**

Special and quick reference books cannot be taken outside the library.

## **Issue Returns for manual and Software:**

All students must return their library books at least 15 days before examinations. Students failing to settle library dues will face appropriate action.

### Library Automation

The library is digitized using ECAP Software System from Visakhapatnam. Book issuance and return processes are used a automated system. Online Public Access is available for library resources.

### Key Features of the Software

- **Transactions:** Streamlined processing of library transactions.
- **Edit/Modify:** Allows modifications to library records.
- **Search (OPAC):** Facilitates online public access to the catalogue.
- **Reports:** Generation of various reports for library management.
- **Institutional Repositories:** Manages digital collections.

### Additional Facilities

- **E-Library Section:** Dedicated area for accessing e-resources.
- **Subscribed Services:** Includes INFLIBNET, providing access to university examination question papers.
- **Separate Sections:** For books, journals, and newspapers.

### Catalogue (OPAC) System and Internet Connectivity

The OPAC system is deployed and interconnected across ten systems for efficient cataloging and access to library resources. The college also benefits from broadband internet connectivity at 125 Mbps, supporting robust digital operations and academic research.

### Terms and Conditions for Selection of Candidates for Proficiency Prizes/Awards/Gold and Silver Medals

- Candidates must pass all semester and periodical examinations in a single attempt within the stipulated course duration.
- Attendance at all periodical and semester-end examinations is mandatory for eligibility.
- Strict adherence to college disciplinary regulations is required throughout the course duration.
- The highest achiever, meeting the above criteria upon completion of

the degree course, qualifies for proficiency prizes, awards, and gold or silver medals.

### Special Merit Awards

The College Executive Council selects recipients for awards like Best Student and Best NSS Student based on nominations from respective departments, aligned with the aforementioned criteria.

### Cash Awards and Scholarships

Cash awards and scholarships endowed by donors are conferred under specific terms stipulated by the donors. Recipients must adhere to all college regulations as outlined above.

### Note on 'Deserving' Criteria

The designation 'deserving' in award considerations identifies students from economically underprivileged backgrounds, prioritizing their recognition and support.

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### Statutory and Non-statutory committee

#### 1. Governing Body

1. Sr. Sandrina (Chairperson, Donar member)
2. Sr. Gisela (Member Secretary)
3. Dr. Sr. Prema Kumari (Member Secretary)
4. Fr. Sahaya Raj (Correspondent Andhra Loyola College)
5. Sr. Shara Rani
6. Sr. Kaslin Juliet
7. Sr. Janice (Administrative Staff)
8. Prof. Usha Madhuri (University representative)
9. Prof. Dr. S. Haranadh ( State Govt. Nominee)
9. Prof. M. Trinadh (Former Principal, KGRL College)
10. Mrs. G. Lalitha (Staff Representative))
11. Mrs. P. Jayasri

#### 2. Academic Council

1. Dr. Sr. Prema Kumari (Chairperson)

2. Mrs. G. Lalitha (Coordinator- All HODs)
3. Prof. N. Kishor Babu (Dept. of Commerce & Management Studies)
4. Prof. D. Lalitha Bhaskari (Dept. of Computer Science & Systems Engineering)
5. Prof. Nanaji Rao (Dept. of Mathematics)
6. Prof. R. Sundara Ramam (Dept. of Mechanical Engineering, Vignan's Institute of Information technology, Visakhapatnam)
7. Dr. Fr. Sahaya Raj (Former Principal, Loyola College, Vijayawada)
8. Sr. Janice ( Control of Examination )
9. Mrs. Bharati (HPCL)
10. Dr. Sambhu Dutta (St. Ann's J.M Hospital, Malkapuram)
11. Dr.Sr. Shyji (Principal, St.Joseph's College for Women,VSP)
12. Sr. Nirmala Mathew (Lawyer)
13. Ms. Kirti Lewis (Member Secretary)

### 3. Board of Studies

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mrs. G. Lalitha (Coordinator- All HODs)
3. Dr. G. Adishesu
4. Mrs. A. Adilakshmi
5. Ms. E.P.S. Bhagyalakshmi
6. Mrs.P. Lavanya
7. Sr. Janice
8. Sr. Kaslin
9. Mrs. V. Lakshmi Devi
10. Mrs. P. Jayasri
11. Mr. B.P. Raju
12. Mrs. A. Roja
13. Mrs. K. Suneetha
14. Ms Shaik Valisha

15. Ms Sharina Toor
16. Mrs. K. Triveni
17. Mrs. G. Prashanthi
18. Mrs. G. Lakshmi Tulasi

### 4. Examinations Cell

1. Dr. Sr. Prema Kumari (Chairperson)
2. Sr. Janice (Controller of the examination)
3. Dr. G. Adishesu (Deputy Controller)
4. Mrs. G. Lalitha (Asst. Controller)
5. Mr. D. Manu (Asst. Controller)
6. Sr. Kaslin Juliet (IQAC Coordinator)
7. Mrs. K. Rajeswari (Technical Staff)
8. Mr. Rajasekhar (Technical Staff)

### 5. Finance Committee

1. Dr. Sr. Prema Kumari (Chairperson)
2. Sr. Shine Sebastine (Coordinator)
3. Sr. Josephine
4. Mrs. G. Lalitha

### 6. IQAC Committee

1. Dr. Sr. Prema Kumari (Chairperson)
2. Sr. Kaslin (Coordinator)
3. Miss Shaik Valisha (Co-coordinator)
4. Mrs. B. Santhi
5. Mrs. A. Adilakshmi
6. Dr. G. Adishesu
7. Mr. B. P. Raju
8. Mrs. P. Lavanya
9. Mrs. G. Lalitha
10. Mrs. A. Shanti Rani
11. Ms. Y. Anasuya Devi
12. Mrs. Uma (University Representative)

13. Sr. Janice (Management Representative)
14. Ms. T. Sridevi (Industrial Representative)
15. Mrs. Bhatathi Natraj (Alumnae)
16. Mr. B. Narsing Rao (Community Representative)
17. Miss. S. Vasantha Lakshmi (Student Representative)
18. Mrs. K. Rajeswari
19. Dr. Sombhats Dutta (Local Society Nominee)

#### **7. Admission Committee**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mrs. M Renuka (Coordinator)
3. Mr. B.P Raju
4. Mrs. G. Lalitha
5. Mr. Manu
6. Ms. E.P.S. Bhagyalakshmi
7. Mr. P. Jagannadham
8. Mrs. A. Roja

#### **8. Alumni Association**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mrs. P. Lavanya (Coordinator)
3. Mrs. Bharathi ( HPCL) President
4. Mustari Begum (Vice President)
5. K. Sai Pratyusha ( Secretary)
6. Tanusha.B (Joint Secretary)
7. Bharati Treasurer
8. Ramadevi Potnuru
9. Kanta Swathi
10. Eagle Varalakshmi
11. Anantha Lakshmi

#### **9. Anti Ragging**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Miss Y Anasuya Devi (Coordinator)

3. Ms. Joshna Jaisy
4. Mrs. P. Sivaranjani
5. Mrs. A. Sandhya Rani
6. Mrs. L. Sudha Rani
7. Ms. Ch. Sailaja (II B.Sc.)
8. Ms. Goushya (III B.A)

#### **10. AICUF**

1. Ms. Francis Mary Rebikha
2. Members

#### **11. Internal Complaint Committee/ Anti-sexual harassment Committee**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mrs. A. Roja (Coordinator)
3. Mrs. A. Adilakshmi
4. Mrs. A. Divya Jyothi
5. Mrs. G. Sirisha
6. Mrs. K. Suneetha
7. Ms. Durga Bhavani (II-B.Com)
8. Ms. Pratima Sharon (II B.Sc)

#### **12. Career Guidance / Placement Cell**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mrs. B. Santhi (Coordinator)
3. Mrs. G. Lalitha
4. Mrs. A. Shanti Rani
5. Mr. S. Murali
6. Mr. B.P. Raju
7. Mrs. G. Prashanthi
8. Mrs. P. Jayasri

#### **13. Commerce Club**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mrs. P. Jayasri (Coordinator)

3. Mrs. P. Lavanya
4. Mrs. B. Santhi
5. Mrs. A. Divya Jyothi
6. Mrs. M. Renuka
7. Ms. Francis Mary Rebhika

**14. Cultural Committee**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mrs. P. Jayasri (Coordinator)
3. Mrs. P. Sangeetha
4. Mrs. A. Shanthi Rani
5. Mrs. B. Santhi
6. Mrs. G. Prasanthi

**15. Discipline Committee**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mrs. P. Lavanya (Coordinator)
3. Mrs. K. Triveni
4. Mrs. A. Sandhya
5. Miss Y. Anasuya Devi
6. Mrs. P. Sivaranjini
7. Ms. Safiya Bhanu (III B.Com)
8. Ms. Manjula (III B.B.A)

**16. Eco Club**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Ms. Y. Anasuya Devi (Coordinator)
3. Dr. G. Adishesu
4. Mrs. M. Tulasi
5. Ms. Francis Mary Rebhika
6. Ms. Swapna Swaroopa (III B.Sc)
7. Ms. Debora (III B.A)

**17. Grievance Cell**

1. Dr. Sr. Prema Kumari (Chairperson)

2. Mrs. Anjali (Coordinator)
3. Miss E.P.S. Bhagya Lakshmi
4. Mrs. A. Divya Jyothi
5. Miss Y. Anasuya Devi
6. Mrs. A. Roja
7. Ms. Revathi (III B.Sc.)
8. Sr. Divya (II B.Sc)
9. Ms. Anjali Kumari (III B.Com)

**18. Incubation / Innovation Cell (IIC)**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Miss Shaik Valisha (Coordinator)
3. Mrs. B. Santhi
4. Sr Janice
5. Mrs. G. Lalitha
6. Mrs. G. Prashanthi
7. Mrs. G. Lakshmi Tulasi
8. Miss Joshna Jaisy

**19. IPR Committee**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mrs. G. Prashanthi (Coordinator)
3. Miss Shaik Valisha
4. Mrs. P. Jayasri
5. Mrs. A. Roja
6. Mrs. V. Anjali Devi

**20. Library**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mrs. G. Sireesha (Coordinator)
3. Ms. Y Anasuya Devi
4. Mrs. K. Triveni
5. Ms. Joshna Jaisy
6. Mrs. L. Sudha Rani

7. Mr. Dasu

8. Mr. Raju

**21. Literary Committee / Publication Committee**

1. Dr. Sr. Prema Kumari (Chairperson)

2. Mrs. A. Adilakshmi (Coordinator)

3. Miss E.P.S. Bhagyalakshmi

4. Mrs. A. Roja

5. Mrs. V. Lakshmi Devi

6. Miss Joshna Jaisy

7. Mrs. A. Shanti Rani

8. Mr. S. Srinu

**22. NSS Committee**

1. Dr. Sr. Prema Kumari (Chairperson)

2. Miss E.P.S. Bhagya Lakshmi (Coordinator)

3. Miss Y Anasuya Devi

4. Mrs. A. Sandhya Rani

5. Mrs. V. Anjali Devi

6. Ms. Sravanthi (II B.Com)

7. Ms. Vaishnavi (II B.Sc.)

**23. NCC**

1. Dr. Sr. Prema Kumari (Chairperson)

2. Mrs. P. Sivaranjani (Coordinator)

3. Mrs. A. Sandhya Rani

4. Mrs.G. Lalitha

5. Miss. Sharina Toor

6. Mrs. M. Renuka

7. Ms. Pallavi Reddy (II B.Sc)

8. Ms. Durga Bhavani (II B.Com)

**24. Personal Counselling Cell**

1. Dr. Sr. Prema Kumari (Chairperson)

2. Mrs. A. Adilakshmi (Coordinator)

3. Dr. G. Adishesu

4. Mrs. G. Prashanthi

5. Mrs. P. Lavanya

6. Mrs. Y. Prema Latha

**25. Red Ribbon Club**

1. Dr. Sr. Prema Kumari (Chairperson)

2. Ms. E.P.S. Bhagyalakshmi (Coordinator)

3. Ms. Y. Anasuya Devi

4. Mrs. V. Anjali Devi

5. Mrs. K. Triveni

6. Ms. Dhana Santoshi (III B.Sc)

7. Ms. Madhuri (III B.Sc)

**26. Research Cell**

1. Dr. Sr. Prema Kumari (Chairperson)

2. Dr. G. Adi Sheshu (Coordinator)

3. Mrs. G. Prasanthi

4. Mrs. A. Roja

5. Mrs. P. Jayasri

6. Miss E.P.S. Bhagyalakshmi

**27. Science Club**

1. Dr. Sr. Prema Kumari (Chairperson)

2. Mrs. L. Sudha Rani (Coordinator)

3. Dr. G. Adishesu

4. Mrs. G. Lakshmi Tulasi

5. Mrs. G. Prashanthi

6. Mrs. K. Triveni

7. Mrs. V. Anjali Devi

8. Ms. Shaik Valisha

**28. Sports & Games**

1. Dr. Sr. Prema Kumari (Chairperson)

2. Mrs. A. Sandhya Rani (Coordinator)

3. Mrs. P. Sivaranjini
4. Mrs. G. Lalitha
5. Ms. Sharina Toor
6. Ms. Francis mary Rebikha
7. Ms. Nithya
8. Ms. Durga Bhavani (II B.Com)
9. B. Padmavathi (III B.Sc)

#### **29.Student Council**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mrs. G. Prashanthi (Coordinator)
3. Ms. Namrata (III B.Sc. CBZ)
4. Ms. Divya (III B.A)
5. Ms. Pujitha Sai Lakshmi (III B.Com)
6. Ms. Noorjahan (II B.B.A)
7. Ms. Revathi (II B.Sc CBZ)
8. Ms. Preity Jasmine (II B.Sc. MPC)
9. Ms. Rheema
10. Sravanthi B.A
11. Swapna Swarupa (III B.Sc)

#### **30.Timetable**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Dr. G. Adishesu (Coordinator)
3. Mrs. G. Lalitha
4. Mrs. A. Divya Jyothi
5. Ms. Shaik Valisha
6. Ms. Sharina Toor

#### **31.Women Empowerment/Gender Equity Cell:**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mrs. A. Adilakshmi (Coordinator)
3. Mrs. Shivarajni
4. Ms. E.P.S. Bhagyalakshmi

5. Mrs. Venkatalaxmi
6. Mrs. Thejaswi
7. Ms. Divya Sri (III B.A)
8. Mrs. Durga Monalisha (III B. Sc)

#### **32.Arts Club**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mr. B. P. Raju (Coordinator)
3. Ms. Y. Anasuya Devi
4. Ms. E.P.S. Bhagyalakshmi
5. Mrs.G Lalitha
6. Mrs..A. Shanthi Rani

#### **33.Staff Council**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mrs.G. Lalitha (Coordinator)
3. Dr. G. Adishesu
4. Mrs. A. Adilaxmi
5. Mr.B.P. Raju
6. Mrs. K. Rajeswari

#### **34.Competitive Exam Coaching Cell**

1. Dr. Sr. Prema Kumari (Chairperson)
2. Mr. B. P. Raju (Coordinator)
3. Dr. G. Adishesu
4. Mr. D. Manu
5. Ms. Y. Anasuya Devi
6. Mrs. P. Jayasri

#### **35.SC/ST Committee**

- 1 Dr. Sr. Prema Kumari (Chairperson)
- 2 Mrs. G. Lakshmi Tulasi (Coordinator)
- 3 Mrs. G. Prashanthi
- 4 Mrs. K. Triveni
- 5 Mrs. A. Sandhya Rani

### 36. OBC Committee

- 1 Dr. Sr. Prema Kumari (Chairperson)
- 2 Shanti Rani (Coordinator)
- 3 Mrs. P. Sivaranjini
- 4 Mrs. G. Lalitha
- 5 Mrs. M. Renuka

### 37. Minority Committee

- 1 Dr. Sr. Prema Kumari (Chairperson)
- 2 Divya Jyothi (Coordinator)
- 3 Mrs. A. Roja
- 4 Mrs. P. Jayasri
- 5 Miss. Sharina Toor

### 38. Hostel

1. Dr. Sr. Prema Kumari (Chairperson)
2. Sr. Shine (Coordinator)
3. Sr. Runu
4. Ms. Nithya Thomas
5. Ms. Arthi
6. Ms. Praveena
7. Ms. Yashodha
8. Ms. Gayathri
9. Ms. Varalaxmi
10. Ms. K. Lakshitha

### Other Committees

#### 1. Photo / Media / Press Committee

1. Ms. Y. Anasuya Devi **In-charge**
2. Mr. B.P. Raju
3. Mr. D. Manu
4. Mr. S. Srinu

5. Mrs. A. Shanti Rani
6. Mr. S. Murali
7. Miss Francis Mary Rebhika
8. Mrs. G. Sirisha

#### 2. Board Committee

1. Miss Nithya - **In-charge**
2. Miss Shaik Valisha
3. Mrs M. Anusha

#### 3. Clean & Green Committee

1. Mrs V. Anjali Devi - **In-charge**
2. Miss Y. Anasuya Devi
3. Mrs A. Shanthy Rani
4. Miss Joshna Jaisy
5. Mrs A. Sandhya Rani

#### 4. Human Resource Development Cell

1. Mrs G. Lalitha - Incharge
2. Mrs P. Jayasri
3. Mr B.P. Raju
4. Mrs M Renuka
5. Mrs A Adilakshmi

#### 5. Project Committee / Internships

1. Mrs G. Prashanthi - **In-charge**
2. Mrs . G. Adishesu
3. Mrs . V. Anjali Devi
4. Mrs G. Lakshmi Talasi
5. Mrs. L. Sudha Rani
6. Mr S. Murali
7. Miss Francis Mary Rebhika

#### 6. Criteria In-charge

1. Mrs B. Santhi
2. Mrs A. Adilakshmi

3. Mrs. A. Adishesu
4. Mr. B.P. Raju
5. Mrs. P. Lavanya
6. Mrs. A. Shanti Rani
7. Ms. Y. Anasuya Devi

**7. Floor Supervisors**

1. Mrs. A. Sandhya Rani - **In-charge**
2. Mrs. P. Sivaranjini
3. Ms. Francis Mary Rebhika

**8. UBA**

1. Mr. B.P. Raju - **In-charge**
2. Mr D. Manu

**9. Website**

1. Mr. S. Murali - **In-charge**
2. Mr. S. Srinu
3. Mrs. M. Renuka
4. Mrs. A. Shanti Rani

**10. STAND**

Students Council members

**11. Certificate Courses**

1. Mr. S. Srinu - **In-charge**
2. Mrs. P. Sangeetha
3. Ms. Venkatalakshmi
4. Ms. Reshma

**12. Parent Teacher Association**

1. Mrs. A. Adilakshmi - **In-charge**
2. Ms.E.P.S. Bhagyalakshmi
3. Ms. Y. Anasuya Devi
4. Mrs. G. Lalitha

**13. Feedback**

1. Mrs. B. Santhi - **In-charge**
2. Mrs. A. Adilakshmi

3. Mrs. A. Shanthi Rani
4. Mrs. M. Renuka
5. Ms. Y. Anasuya Devi
6. Mrs. V. Anjali Devi

**14. MOU**

1. Mrs. G. Adishesu - **In-charge**
2. Ms. Shaik Valisha
3. Mrs. M. Renuka
4. Mr. A. Shanthi Rani

**15. Students Progression**

1. Mrs. P. Lavanya - **In-charge**
2. Mrs. G. Lalitha

**16. Annual Report / Magazine**

1. Ms. Francis Mary Rebhika - **In-charge**
2. Mrs. Roja
3. Mrs. M. Renuka
4. Mrs. B. Santhi
5. Joshna Jaisy

**17. Academic Audit : Mrs. G. Laitha**

**18. Green Audit : Mrs. G. Adishesu**

**19. Energy Audit : Mrs. K. Triveni**

**20. Gender Audit : Mrs. A. Adilakshmi**

**21. Environment Audit : S. Lakshmi Tulasi**

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## COLLEGE ANTHEM

1. Shine Shine Annites  
Shine in the light of truth  
Bloom Bloom Bloom Bloom  
Bloom to achieve great things
2. Growing in heart and mind  
Making men and women  
Integration wholesome life  
Soaring passionately so high
3. Dedicated we'll ever be  
Disciplined filled with grace  
Excelling chasing dreams  
Learning to love God and Neighbour
4. Bowing to Nature and Nation  
Honoring the elders dear  
Respect every fellow human  
Transforming ourselves entire
5. Shine Shine Annites  
Shine in the light of truth  
We the students of St.Ann  
Bloom to achieve great things

## PLEDGE

India is my country / All Indians / are my brothers and sisters I love my country / and I am proud of its/ rich and varied heritage. I shall always strive / to be worthy of it / I shall give my parents teachers / and all elders / respect / and treat everyone / with love and courtesy / To my country/ and my people /I pledge my devotion / In their well-being / and prosperity alone / lies my happiness.



## THE CONSTITUTION OF INDIA PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved / to constitute India/ into a/ SOVEREIGN, "SOCIALIST, SECULAR DEMOCRATIC /REPUBLIC and to secure to all its citizens:

JUSTICE, social economic and political;  
LIBERTY of thought, expression, belief, faith and worship  
EQUALITY of status / and of opportunity: / and to promote among them all  
FRATERNITY/ assuring the dignity/of the individual /and the unity/and integrity of the Nation:

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do HEREBY ADOPT, ENACTAND GIVE TO OURSELVES THIS CONSTITUTION.

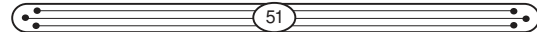
## PRAYER

Our Father in heaven, / Holy be your name, / your Kingdom come, /your will be done, / on earth as it is in heaven. Give us today / our daily bread; / forgive us our sins,/ as we forgive / those who sin against us; /Do not bring us to the test, / but deliver us from evil.

## SHOWERS OF BLESSING

There shall be showers of blessing  
This is the promise of love  
There shall be seasons refreshing  
Sent from the Savior above

**CHO.** : Showers of blessing  
Showers of blessing we need  
Mercy drops round us are falling



But for the showers we plead  
There shall be showers of blessing  
Send them upon us, Oh! Lord  
Grant to us now a refreshing  
Come and now honour Thy word.

There shall be showers of blessing  
O that today they might fall  
Now as to God we're confessing  
Now as on Jesus Call.



### **BLESS THE LORD, OH MY SOUL**

Bless the Lord, Oh My Soul  
Oh My Soul, Worship His Holy Name  
Sing like Never Before, Oh My Soul  
I'll Worship Your Holy Name  
The Sun Comes Up, It's A New Day Dawning  
It's Time To Sing Your Song Again  
Whatever May Pass, And Whatever Lies Before Me  
Let Me Be Singing till the Evening Comes  
You're Rich in Love and You're Slow to Anger  
Your Name Is Great and Your Heart is Kind  
For All Your Goodness, I Will Keep On Singing  
Ten Thousand Reasons for My Heart to Find  
And On That Day When My Strength Is Failing  
The End Draws Near, and My Time Has Come  
Still My Soul Will Sing Your Praise Unending  
Ten Thousand Years, and Then Forevermore.

### **LIGHT OF THE WORLD**

Light of the world, You stepped down into darkness  
Opened my eyes, let me see  
Beauty that made this heart adore You  
Hope of my life spent with You  
And here I am to worship  
Here I am to bow down  
Here I am to say that You're my God  
You're altogether lovely  
Altogether worthy  
Altogether wonderful to me  
King of all days  
Oh, so highly exalted  
Glorious in heaven above  
Humbly You came to the earth You created  
All for love's sake became poor  
And here I am to worship  
Here I am to bow down  
Here I am to say that You're my God  
You're altogether lovely  
Altogether worthy  
Altogether wonderful to me  
I'll never know how much it cost  
To see my sin upon that cross (4x)



"What so ever you do the least of my Brothers you did it to me".  
(Mt. 26-24)

<b>JUNE - 2024</b>		
1.	SAT	
2.	SUN	<b>Holiday</b>
3.	MON	
4.	TUE	
5.	WED	
6.	THU	
7.	FRI	
8.	SAT	
9.	SUN	<b>Holiday</b>
10.	MON	
11.	TUE	
12.	WED	
13.	THU	Staff Meeting 2:00 p.m
14.	FRI	
15.	SAT	
16.	SUN	<b>Holiday</b>
17.	MON	<b>Holiday-Bakrid / Eid- Ul-Azha</b>
18.	TUE	
19.	WED	
20.	THU	
21.	FRI	Clean & Green
22.	SAT	
23.	SUN	<b>Holiday</b>
24.	MON	
25.	TUE	
26.	WED	
27.	THU	
28.	FRI	
29.	SAT	Staff Meeting / Free Bag Day
30.	SUN	<b>Holiday</b>
<b>Total No. of Working Days - 24 : Holidays - 6</b>		

You have nothing more important to do on this earth than to love god.

<b>JULY - 2024</b>		
1.	MON	<b>Re-opening of the college (III &amp; V SEM)</b>
2.	TUE	
3.	WED	
4.	THU	
5.	FRI	Submission of Records
6.	SAT	
7.	SUN	<b>Holiday</b>
8.	MON	
9.	TUE	
10.	WED	
11.	THU	World population day
12.	FRI	
13.	SAT	Working day
14.	SUN	<b>Holiday</b>
15.	MON	Vehicle free day
16.	TUE	
17.	WED	Muharram - Holiday
18.	THU	
19.	FRI	Clean & Green / Flag Hoisting SAS Week
20.	SAT	
21.	SUN	<b>Holiday</b>
22.	MON	
23.	TUE	
24.	WED	<b>National Parents' Day</b>
25.	THU	<b>St. Ann's Feast Celebrations</b>
26.	FRI	<b>St. Ann's Feast - Holiday</b>
27.	SAT	Free bag day/ Staff Meeting / Free Bag Day / Student Council meeting
28.	SUN	<b>Holiday</b>
29.	MON	
30.	TUE	
31.	WED	
<b>Total No. of Working Days - 25 : Holidays - 6</b>		

Walk in the presence of God and live always in union with him  
(wilhelm meyer)

AUGUST-2024			
1.	THU	Commencement of Class Sem I	
2.	FRI		
3.	SAT		
4.	SUN	<b>HOLIDAY</b>	
5.	MON		
6.	TUE	Hiroshima Day	
7.	WED		
8.	THU	Quit India Movement Day	
9.	FRI	Ngasaki Day	
10.	SAT	Second Saturday-HoliDay	
11.	SUN	<b>HOLIDAY</b>	
12.	MON	International Youth Day/ Nightingale Day - Singing	
13.	TUE		
14.	WED		
15.	THU	Independence Day / Vehicle free day	
16.	FRI	Clean & Green	
17.	SAT		
18.	SUN	<b>HOLIDAY</b>	
19.	MON		
20.	TUE		
21.	WED		
22.	THU		
23.	FRI		
24.	SAT		
25.	SUN	<b>HOLIDAY</b>	
26.	MON	<b>Janmastami - Holiday</b>	
27.	TUE	<b>SPORTS WEEK</b>	
28.	WED		
29.	THU		National Sports Day
30.	FRI		
31.	SAT		Staff Meeting
<b>Total No. of Working Days - 25 : Holidays - 6</b>			

Let your soul ever cling like a creeper to the rock - jesus christ,  
(Fr.W. Meyer)

SEPTEMBER - 2024		
1.	SUN	<b>HOLIDAY</b> - National Nutrition Week
2.	MON	
3.	TUE	
4.	WED	Submission of Records
5.	THU	Teacher's Day
6.	FRI	I Mid for I,II, V
7.	SAT	Vinayaka Chavitri - Holiday
8.	SUN	<b>HOLIDAY</b>
9.	MON	
10.	TUE	
11.	WED	
12.	THU	Founder Fr. Wilhelm Meyer's Birthday
13.	FRI	
14.	SAT	<b>Second Saturday - Holiday</b>
15.	SUN	<b>HOLIDAY</b> , International Day of Democracy
16.	MON	Eial - Miladum Nabi - <b>HOLIDAY</b>
17.	TUE	
18.	WED	
19.	THU	
20.	FRI	Clean & Green
21.	SAT	International Day of Peace
22.	SUN	<b>HOLIDAY</b>
23.	MON	I MID Submission Results
24.	TUE	<b>HOLIDAY</b>
25.	WED	
26.	THU	World Environment day
27.	FRI	
28.	SAT	
29.	SUN	<b>HOLIDAY</b>
30.	MON	
<b>Total No. of Working Days - 22 : Holidays - 8</b>		

The need of the time is the will of God. (Fr. W. Meyer)

OCTOBER - 2024			
1.	TUE		
2.	WED	Mahatma Gandhi Jayanthi - Holiday	
3.	THU		
4.	FRI		
5.	SAT	Submission of Records	
6.	SUN	<b>Dussehra Holidays</b>	
7.	MON		
8.	TUE		
9.	WED		
10.	THU		
11.	FRI		International Day of Girl child
12.	SAT		
13.	SUN		
14.	MON	College re-opens	
15.	TUE	Vehicle Free Day ( World Students day)	
16.	WED		
17.	THU		
18.	FRI	Clean & Green	
19.	SAT		
20.	SUN	<b>HOLIDAY</b>	
21.	MON		
22.	TUE		
23.	WED		
24.	THU		
25.	FRI		
26.	SAT		
27.	SUN	<b>HOLIDAY</b>	
28.	MON		
29.	TUE		
30.	WED		
31.	THU	<b>Diwali - holiday</b>	
<b>Total No. of Working Days - 19 : Holidays - 12</b>			

Worry, but don't worry too much as it still happens according to God's will. (Mother Emile Dormann.)

NOVEMBER - 2024			
1.	FRI	All Sais day	
2.	SAT		
3.	SUN	<b>HOLIDAY</b>	
4.	MON		
5.	TUE		
6.	WED		
7.	THU	National Cancer Awareness Days	
8.	FRI		
9.	SAT	RETREAT FOR CATHOLIC STUDENTS	
10.	SUN		<b>HOLIDAY</b>
11.	MON	National Education Day	
12.	TUE		
13.	WED		
14.	THU		
15.	FRI	Vehicle Free Day / Clean & Green	
16.	SAT		
17.	SUN	<b>HOLIDAY</b>	
18.	MON	Display of consolidated International & Submission of records	
19.	TUE		
20.	WED		
21.	THU	<b>Commencement of Practical Examination</b>	
22.	FRI		
23.	SAT		
24.	SUN		<b>HOLIDAY</b>
25.	MON		
26.	TUE		Constititon Day
27.	WED		
28.	THU		
29.	FRI		
30.	SAT		
<b>Total No. of Working Days - 26 : Holidays - 4</b>			

I shall give you a future and hope. (Jer. 19:11)

DECEMBER - 2024			
1.	SUN	<b>HOLIDAY</b> World Aids Day	
2.	MON	National Pollution Control Day/ Commencement Semester End Exams (I.II & V)	
3.	TUE		
4.	WED		
5.	THU		
6.	FRI		
7.	SAT		
8.	SUN	<b>HOLIDAY</b>	
9.	MON		
10.	TUE		
11.	WED		
12.	THU		
13.	FRI		
14.	SAT		
15.	SUN	<b>HOLIDAY</b>	
16.	MON	Commencement of Class ( II, IV., VI Sem)	
17.	TUE		
18.	WED	Minority Rights Day	
19.	THU		
20.	FRI	Clean & Green	
21.	SAT		
22.	SUN	<b>HOLIDAY</b>	
23.	MON		
24.	TUE	HOLIDAY - National Consumer's Day	
25.	WED	<b>Christmas Holidays</b>	<b>NSS Special Camp</b>
26.	THU		
27.	FRI		
28.	SAT		
29.	SUN		
30.	MON		
31.	TUE		
<b>Total No. of Working Days - 20 : Holidays - 11</b>			

Have you not heard his silent steps? He comes, comes, ever comes. (rabindranath tagore)

JANUARY - 2025			
1.	WED	<b>NEW YEAR - HOLIDAY</b>	
2.	THU		
3.	FRI		
4.	SAT	Submission of Records	
5.	SUN	<b>HOLIDAY</b>	
6.	MON		
7.	TUE		
8.	WED		
9.	THU		
10.	FRI		
11.	SAT	National Youth Day /Peacock day ( Dance competition)	
12.	SUN	<b>HOLIDAY</b>	<b>PONGAL HOLIDAYS</b>
13.	MON		
14.	TUE		
15.	WED		
16.	THU		
17.	FRI		
18.	SAT		
19.	SUN	<b>HOLIDAY</b>	
20.	MON		
21.	TUE		
22.	WED		
23.	THU		
24.	FRI	National Girl Child Day	
25.	SAT		
26.	SUN	Republic Day	
27.	MON		
28.	TUE		
29.	WED		
30.	THU	Martyr's Day	
31.	FRI		
<b>Total No. of Working Days - 21 : Holidays - 10</b>			

Attentiveness is the practice of loving concern  
(THICH NHAT HANH)

FEBRUARY - 2025		
1.	SAT	
2.	SUN	<b>HOLIDAY</b>
3.	MON	I-MID for II & IV -Semester
4.	TUE	
5.	WED	Submission of Records
6.	THU	
7.	FRI	
8.	SAT	Second Saturday-Holiday
9.	SUN	<b>HOLIDAY</b>
10.	MON	
11.	TUE	
12.	WED	
13.	THU	Submission of I MID results
14.	FRI	
15.	SAT	Vehicle Free Day
16.	SUN	<b>HOLIDAY</b>
17.	MON	
18.	TUE	
19.	WED	
20.	THU	
21.	FRI	Clean & Green
22.	SAT	
23.	SUN	<b>HOLIDAY</b>
24.	MON	
25.	TUE	
26.	WED	Mahasivaratri - Holiday
27.	THU	
28.	FRI	National Science Day
<b>Total No. of Working Days - 23 : Holidays - 5</b>		

"Have you not heard His silent steps; He comes, comes, ever comes"  
(Rabindranath Tagore)

MARCH - 2025		
1.	SAT	
2.	SUN	<b>HOLIDAY</b>
3.	MON	
4.	TUE	
5.	WED	Submission of Records
6.	THU	
7.	FRI	
8.	SAT	<b>Second Saturday-Holiday</b>
9.	SUN	<b>HOLIDAY</b>
10.	MON	
11.	TUE	
12.	WED	
13.	THU	
14.	FRI	<b>Holi - HOLIDAY</b>
15.	SAT	Vehicle Free Day
16.	SUN	<b>HOLIDAY</b>
17.	MON	
18.	TUE	
19.	WED	
20.	THU	
21.	FRI	Clean & Green
22.	SAT	World Water day
23.	SUN	<b>HOLIDAY</b>
24.	MON	<b>II - MID Exam for II &amp; IV Semester</b>
25.	TUE	
26.	WED	
27.	THU	
28.	FRI	
29.	SAT	
30.	SUN	<b>HOLIDAY - Ugadis</b>
31.	MON	
<b>Total No. of Working Days - 24 : Holidays - 7</b>		

Presence the love you have for your country... love the land and be open to the inheritance of your father. (wilhelm meyer)

APRIL - 2025		
1.	TUE	
2.	WED	
3.	THU	
4.	FRI	
5.	SAT	Babu Jagjivan Ram's Birthday
6.	SUN	<b>HOLIDAY</b>
7.	MON	World Health Day / Commencement of Practical Exam II & IV
8.	TUE	
9.	WED	
10.	THU	
11.	FRI	
12.	SAT	
13.	SUN	<b>HOLIDAY</b>
14.	MON	<b>Holiday - Dr. B.R. Ambedkar Jayanthi</b>
15.	TUE	Vehicle Free Day
16.	WED	
17.	THU	
18.	FRI	Good Friday - Holiday
19.	SAT	
20.	SUN	<b>HOLIDAY</b>
21.	MON	Semester End Examinatio( II & IV Sem)
22.	TUE	Earth Day
23.	WED	
24.	THU	
25.	FRI	
26.	SAT	
27.	SUN	<b>HOLIDAY</b>
28.	MON	
29.	TUE	
30.	WED	
<b>Total No. of Working Days - 24      Holidays - 6</b>		

"Where the mind is without fear, and the head is held high into that heaven of freedom my Father let my country awake". (Rabindranath Tagore)

MAY- 2025		
1.	THU	International Workers' Day
2.	FRI	
3.	SAT	
4.	SUN	<b>HOLIDAY</b>
5.	MON	
6.	TUE	
7.	WED	
8.	THU	
9.	FRI	
10.	SAT	
11.	SUN	<b>HOLIDAY</b>
12.	MON	
13.	TUE	
14.	WED	
15.	THU	International Day of Family
16.	FRI	
17.	SAT	
18.	SUN	<b>HOLIDAY</b>
19.	MON	
20.	TUE	
21.	WED	
22.	THU	
23.	FRI	
24.	SAT	
25.	SUN	<b>HOLIDAY</b>
26.	MON	
27.	TUE	
28.	WED	
29.	THU	
30.	FRI	
31.	SAT	
<b>Total No. of Working Days -      : Holidays -</b>		

**NOTE:**

- Staff meetings are held at the end of every month.
- Quarterly meetings (June, September, January, April) are held for all the Committees and departments.
- Classes for Certificate courses are conducted department-wise.
- Outreach programs and departmental competitions and activities are organized on Saturdays.
- Research Projects are organized semester-wise by the departments for the respective Staff and Students.
- All the committees and departments organize seminars, workshops and related activities in collaboration with IQAC.

**COLLEGE TIME TABLE**

Days	8:30 To 9:20	9:20 To 10:10	10:10 To 10:20	10:20 To 11:10	11:10 To 12:00	12:00 To 12:50	12:50 To 1:30
MONDAY			<b>Break</b>				
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							