

6.1.1: The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Document 1:

Vision & Mission

ST. ANN'S COLLEGE FOR WOMEN
MALKAPURAM, VISAKHAPATNAM
CHARISM: LIVE TO REVEAL THE MERCIFUL LOVE OF GOD

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 nature and are ever open to future growth

Mission
St. Ann's College for Women through value based wholistic 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.

CORE VALUES

- Service Sensitivity Alertness
- Compassion Ethical Leadership
- God consciousne Altruism and Empathy
- Intellectual excellence equity, inclusion Moral Responsibility
- Universal Brotherhood -Diversity,
- Eco-Friendliness Dignity of Labour

OUR MOTTO
*Empowered to empower
lightened to enlighten*

S. Praveen
Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-19

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

Document2: Approved Governance Policy

5. GENERAL POLICIES


Our Educational Apostolate is in the following modes: Formal Education, including Medical Education (separate policy), Non-formal training, Vocational / Technical education.

5.1. Concern for the poor and marginalized

We have our concern for the poor and marginalized, expressed by..

- giving preference to the poor and marginalized in admission
- giving free education or fee concession to deserving students.
- conducting specific programmes for the school drop outs.
- maintaining reasonable proportion between vernacular and English Medium Schools in rural and urban areas.
- collaborating and net working with other agencies in the programme for the poor.

13


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St. Ann's College for Women
Malkapuram, Visakhapatnam-11

- lending our buildings and facilities to conduct programmes for the upliftment of the weaker sections.
- giving scholarships to encourage meritorious students in academic and co-curricular activities.

Our institutions take care to work for the status of women, their dignity, rights and freedom by..

- encouraging and promoting girl child education and giving preference to girls in admission to our institutions.
- conscientizing girls on their rights and responsibilities.
- conducting various sessions and programmes for empowering girls.

5.2. Admission

- The Principal admits the students after they are selected by a Selection Committee.
- Merit and geographical locations are basic criteria for the admissions.
- All eligible Catholic students are given admission in our institutions.
- No candidate is denied admission on the basis of their religion, caste, sex or place of birth.

5.3. Academic and Non- academic programme

- The entire academic and non – academic programme is oriented and planned so as to realize our vision as educators with a specific identity.
- While aiming at academic excellence, the overall formation of the individual student is given adequate attention and priority.


- We make the optimum use of the physical facilities and infrastructure such as the building and furniture, laboratory and library, play ground and playing equipments, for enhancing the quality of our educational programme.
- In tune with the 'holistic' approach towards education, yoga, meditation, cultural and social activities, sports and games, social awareness programmes, art education, work experience etc., are incorporated in the curriculum.
- The students are trained in appropriate leadership qualities by means of suitable forums such as Students parliament, Social service wing, Junior red cross, Scouts and Guides, N.C.C, N.G .C, YCS, YSM etc.

5.3.1 Training in Human Values

- Apart from the formal instruction on value education, every opportunity is utilized to instill the right values in the minds of the students. Value based subject teaching is emphasized.

Relevant social values are effectively conveyed through..

- exposing the students to service centers such as home for the disabled, destitute home, home for the aged, orphanages and visits to slums and prisons.
- counselling and career guidance
- seminars and workshops
- fund raising for the welfare of the poor.
- adopting a village and responding to one of the urgent needs of the area
- conducting awareness programmes on HIV / AIDS, women's rights, child labour, exploitation of the poor / marginalized, inter religious harmony, conservation of nature, globalization, usage of natural resources, electricity, water etc.


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 St. Ann's College for Women
 Malkapuram, Visakhapatnam-11

5.4. Non-formal Education

The various Non-formal centers, the allied institutions and study houses attached to our educational centers are integral part of our Educational Apostolate. The facilities and other infrastructures such as libraries, sports and games, and gadgets are provided to the inmates. A conducive atmosphere, supervised learning and group building activities help them in their learning.

6. THE CHURCH

6.1. Catholic Education Policy

"The Church as a mother is under an obligation to provide for her children an education by virtue of which their whole lives may be inspired by the Spirit of Christ" (Gravissimum Educationis 3) We share the Church's concern over the plight of the marginalized, voiced by the CBCI in its 27th General Body meeting held at Bangalore from 8th to 15th February 2006, and decide to join hands and adopt new measures to collaborate in this vision. Therefore we commit..

- to ensure a place in our institution for all Catholic students approaching us for admission.
- to see that education is not deprived for Catholic students for lack of means.
- to clarify our concern for the marginalized especially girl children and those disadvantaged, socially, physically and intellectually.
- not to accept capitation fee.
- to identify the talented Catholic children and prepare them for higher and professional education.

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

Document 3:

Statutory and non-statutory committee
Objectives of the Committees

Governing Body

- Establish and oversee the strategic direction and goals of the college.
- Ensure financial stability and effective resource management.
- Promote policies for academic excellence and holistic development.
- Foster community engagement and industry partnerships.
- Ensure compliance with educational regulations and accreditation standards.
- Support infrastructure development and technological advancements.

Academic Council


- Develop and review academic policies, programs, and curricula.
- Promote interdisciplinary research and innovation.
- Ensure the quality and effectiveness of teaching and learning processes.
- Facilitate faculty development and training programs.
- Monitor and improve student academic performance and outcomes.
- Implement feedback mechanisms to enhance academic offerings.

Board Of Studies

- Design and update syllabi and course content for all programs.
- Ensure alignment of curricula with industry and academic standards.
- Recommend new courses and programs based on emerging trends.
- Review and improve teaching methodologies and assessment practices.
- Incorporate feedback from stakeholders into curriculum development.
- Promote innovation and creativity in curriculum design.

Examinations Cell

- Conduct examinations in a fair and transparent manner.
- Ensure timely and accurate evaluation and declaration of results.
- Maintain the confidentiality and security of examination materials.
- Address grievances and revaluation requests efficiently.
- Implement technology to streamline examination processes.
- Maintain comprehensive records of student performance


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St. Ann's College for Women
Malkapuram, Visakhapatnam-11

Finance Committee

- Plan and oversee the annual budget and financial planning.
- Ensure proper allocation and utilization of funds.
- Monitor financial transactions and conduct regular audits.
- Explore funding opportunities and manage grants and donations.
- Develop strategies for financial growth and sustainability.
- Ensure compliance with financial regulations and pol

IQAC Committee

- Establish and implement quality benchmarks for academic and administrative activities.
- Conduct regular audits and assessments to ensure continuous improvement.
- Organize workshops and seminars on quality enhancement.
- Gather and analyze feedback from stakeholders to improve processes.
- Promote a culture of quality and excellence across the institution.
- Prepare and submit annual quality assurance reports.

Admission Committee

- Develop and implement transparent admission policies and procedures.
- Ensure fair and merit-based selection of students.
- Facilitate smooth and efficient admission processes.
- Provide accurate information and guidance to prospective students.
- Maintain comprehensive records of the admission process.
- Address and resolve admission-related grievances and queries.

AICUF


- Promote Social Awareness and Justice
- Foster Spiritual Growth and Ethical Values
- Empower Marginalized Communities
- Encourage Leadership and Volunteerism
- Enhance Cultural and Interfaith Understanding

Alumni Association

- Foster strong relationships between alumni and the college.
- Organize events and activities to engage alumni.
- Facilitate networking and career opportunities for current students.
- Raise funds and resources for college development.
- Recognize and celebrate the achievements of alumni.
- Involve alumni in mentoring and supporting students.

Anti Ragging Committee

- Implement and enforce anti-ragging policies and regulations.
- Create awareness about the consequences of ragging among students.
- Provide a safe and supportive environment for new students.
- Monitor and address any instances of ragging promptly.
- Conduct regular sensitization programs and workshops.
- Ensure compliance with anti-ragging laws and guide


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St. Ann's College for Women
Malkapuram, Visakhapatnam-14

Internal Complaint Committee/ Anti-sexual Harassment Committee

- Ensure a safe and respectful environment for all members of the college.
- Address and resolve complaints of sexual harassment promptly.
- Conduct regular awareness programs on gender sensitivity and harassment prevention.
- Provide support and counseling to affected individuals.
- Ensure confidentiality and impartiality in handling complaints.
- Comply with legal and regulatory guidelines on sexual harassment.

Career Guidance / Placement Cell

- Provide career counseling and guidance to students.
- Organize placement drives and job fairs.
- Facilitate internships and industry interactions.
- Conduct skill development and employability enhancement programs.
- Maintain strong relationships with recruiters and industry partners.
- Assist students in preparing for competitive exams and higher education.

Commerce Club

- Enhance students' understanding of commerce and business concepts.
- Organize workshops, seminars, and guest lectures on relevant topics.
- Promote practical learning through projects and case studies.
- Encourage participation in commerce-related competitions and events.
- Facilitate networking opportunities with industry professionals.
- Support students in developing entrepreneurial skills.

Cultural Committee


- Organize cultural events and programs to celebrate diversity.
- Promote student participation in arts and cultural activities.
- Foster a sense of community and belonging through cultural events.
- Encourage the expression of creativity and talent among students.
- Collaborate with external cultural organizations and artists.
- Ensure the smooth and successful execution of all cultural events.

Discipline Committee

- Establish and enforce disciplinary policies and guidelines.
- Maintain a safe and respectful environment on campus.
- Address and resolve disciplinary issues promptly and fairly.
- Conduct awareness programs on acceptable behaviour and conduct.
- Monitor and promote adherence to the college code of conduct.
- Implement corrective measures and support for affected students.

Eco Club

- Promote environmental awareness and sustainability initiatives.
- Organize activities related to conservation and environmental protection.
- Encourage student participation in eco-friendly practices.
- Collaborate with external organizations on environmental projects.
- Conduct workshops and seminars on environmental issues.
- Implement and monitor green practices on campus.


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St. Ann's College for Women
Malkapuram, Visakhapatnam-14

Grievance Cell

- Provide a platform for students to voice their concerns and grievances.
- Address and resolve grievances in a fair and timely manner.
- Ensure confidentiality and impartiality in handling complaints.
- Conduct regular meetings to review and address grievances.
- Implement measures to prevent recurrence of issues.
- Maintain records of grievances and actions taken.

Incubation / Innovation Committee (IIC)

- Foster a culture of innovation and entrepreneurship on campus.
- Support students and faculty in developing innovative ideas and projects.
- Provide resources and mentorship for startups and entrepreneurial ventures.
- Organize workshops and training sessions on innovation and entrepreneurship.
- Collaborate with industry and academic partners for knowledge exchange.
- Monitor and evaluate the progress of incubated projects.

IPR Committee


- Promote awareness of intellectual property rights among students and faculty.
- Support the protection and commercialization of innovative ideas and projects.
- Provide guidance on patent filing and other IPR processes.
- Organize workshops and seminars on IPR-related topics.
- Collaborate with legal and industry experts for IPR support.
- Monitor and address IPR issues and disputes.

Library Committee

- Ensure the availability of relevant and up-to-date resources for students and faculty.
- Promote the use of library resources and services.
- Implement digital library systems and technologies.
- Organize workshops and training sessions on information literacy.
- Maintain and update the library collection regularly.
- Provide a conducive environment for study and research.

Literary Committee / Publication Committee

- Encourage creative writing and literary expression among students.
- Publish college magazines, journals, and newsletters.
- Organize literary events, competitions, and workshops.
- Promote reading culture and book discussions.
- Collaborate with external literary organizations and authors.
- Recognize and celebrate the literary achievements of students and faculty.


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St. Ann's College for Women
Malkapuram, Visakhapatnam-14

NSS Committee

- Promote social responsibility and community service among students.
- Organize and participate in community service activities and projects.
- Foster leadership and teamwork skills through NSS initiatives.
- Conduct awareness programs on social issues.
- Collaborate with external organizations for community development.
- Recognize and reward the contributions of NSS volunteers.

NCC Committee

- Promote discipline, leadership, and patriotism among students.
- Organize and participate in NCC training and activities.
- Encourage participation in national and state-level NCC camps and events.
- Conduct awareness programs on national security and defense.
- Collaborate with defense and security organizations.
- Recognize and reward the achievements of NCC cadets.

Personal Counselling Cell


- Provide emotional and psychological support to students.
- Conduct individual and group counselling sessions.
- Organize workshops on mental health and well-being.
- Maintain confidentiality and trust in counselling services.
- Collaborate with mental health professionals for specialized support.
- Promote a supportive and inclusive campus environment.

Photo / Media / Press Committee

- Document and publicize college events and achievements.
- Manage the college's social media and online presence.
- Collaborate with media outlets for coverage of college activities.
- Organize workshops on photography, videography, and media skills.
- Maintain an archive of photographs and media content.
- Promote student involvement in media and communication activities.

Red Ribbon Club

- Raise awareness about HIV/AIDS and related health issues.
- Organize awareness campaigns and educational programs.
- Promote safe practices and healthy lifestyles.
- Collaborate with health organizations for support and resources.
- Encourage student participation in community health initiatives.
- Provide support and counselling for affected individuals.


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St. Ann's College for Women
Malkapuram, Visakhapatnam-18

Research Cell

- Promote research culture and innovation among students and faculty.
- Facilitate research projects and grant applications.
- Organize workshops and seminars on research methodologies.
- Collaborate with academic and industry partners for research initiatives.
- Publish research findings in reputable journals and conferences.
- Provide resources and support for research activities.

Science Club

- Foster interest and curiosity in science and technology.
- Organize workshops, seminars, and science fairs.
- Promote practical learning through experiments and projects.
- Encourage participation in science-related competitions and events.
- Collaborate with scientific organizations and institutions.
- Support students in developing scientific research skills.

Sports & Games Committee


- Promote physical fitness and sportsmanship among students.
- Organize and conduct sports events and tournaments.
- Provide training and coaching for various sports.
- Maintain and upgrade sports facilities and equipment.
- Encourage participation in inter-college and national sports events.
- Recognize and reward the achievements of athletes.

Student Council

- Represent student interests and concerns to the college administration.
- Organize and coordinate student activities and events.
- Promote leadership and teamwork skills among students.
- Foster a sense of community and belonging on campus.
- Collaborate with college committees for student welfare initiatives.
- Facilitate communication between students and administration.

Timetable Committee

- Develop and manage the academic timetable for all programs.
- Ensure optimal utilization of classrooms and resources.
- Coordinate with departments to accommodate special requirements.
- Monitor and update the timetable as needed.
- Address and resolve scheduling conflicts and issues.
- Implement technology to streamline timetable management.


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St. Ann's College for Women
Malkapuram, Visakhapatnam-15

Women Empowerment/Gender Equity Cell

- Promote gender equality and women's empowerment on campus.
- Conduct awareness programs on gender issues and women's rights.
- Provide support and resources for women students and faculty.
- Organize workshops and seminars on empowerment and leadership.
- Collaborate with external organizations for gender equity initiatives.
- Address and resolve gender-related grievances and issues.

Arts Club

- Promote Interdisciplinary
- Learning Enhance Critical Thinking
- Encourage Research and Scholarship
- Foster Community Engagement
- Cultivate Leadership and Professional Skills
- Promote Cultural and Intellectual Enrichment

Staff Council


- Represent the interests and concerns of the faculty and staff.
- Promote professional development and training for staff.
- Facilitate communication between staff and administration.
- Organize events and activities for staff welfare.
- Address and resolve staff grievances and issues.
- Collaborate with administration on policy and decision-making processes.

Competitive Exam Coaching Cell

- Provide guidance and resources for competitive exam preparation.
- Organize coaching classes and workshops for various exams.
- Maintain a library of study materials and resources.
- Conduct mock tests and practice sessions.
- Collaborate with external coaching institutes for specialized support.
- Monitor and support student progress in exam preparation.

Hostel Committee

- Ensure the safety and well-being of hostel residents.
- Maintain and upgrade hostel facilities and infrastructure.
- Address and resolve issues and grievances of hostel residents.
- Organize recreational and cultural activities for residents.
- Implement and enforce hostel rules and regulations.
- Promote a sense of community and harmony among residents.


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St. Ann's College for Women
Malkapuram, Visakhapatnam-14

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

Document-4

CELLS AND COMMITTEES OF ST.ANN'S COLLEGE FOR WOMEN
2023-2024

1. Literacy/Publication Committee

Incharge – Miss Adilakshmi

Members

Miss Bhagya Lakshmi

Mrs. Roja

Mrs Lakshmi Devi

Miss Joshna

Mrs Shanti Rani

Student Representatives:

N. Vasantha Lakshmi - III B.Sc

B.Tanusha- III B.Com

K.Sunitha- III BA

2. Examination Committee

Incharge- MrsLalitha

Members

MrsAdishesu

Miss DivyaJyothi

MrsSudha Rani

MrsTulasi


3. Board Committee

Incharge-Mrs Uma Maheswari

Members

Miss Vallisha

MrsAnusha


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St. Ann's College for Women
Malkapuram, Visakhapatnam-11

**4. Discipline Committee
Incharge- MrsP.Lavanya**

Members

MrsTriveni

Mrs Sandhya

MrsSivaranjini

Ms. Rebikha Francis

**5. Cultural Committee
Incharge- MrsD.Jayasri**

Members

MrsSangeetha

Mrs Shanti Rani

MsJoshnaJaisy

Ms. Rebikha Francis

Mrs. Renuka

**6. Clean and Green Committee
Incharge- Mrs Anjali Devi**

Members

Miss Anasuya


Mrs Shanti Rani

**7. ProgrammeIncharge
Incharge- MrsLalitha**

Members

MrsJayasri

Mr Raju


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St. Ann's College for Women
Malkapuram, Visakhapatnam-14
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8. Anti-Ragging

Incharge- Miss Y. Anasuya Devi

Student Representatives

S. Vasantha Lakshmi

B.Tanusha

9. Grievance Cell

Incharge- MrsAdilakshmi

Members

Miss E.P.S. BhagyaLakhami

Miss A. DivyaJyothi

Miss Y. Anasuyadevi

Student representatives

Lohitha(3rdBsc-MPC)

G.Harshitha Rani(2nd BA)

10. Antisexual

Incharge- MrsRoja

Members


Miss K. Uma maheswari

Miss Anasuya Devi

Student Representatives

ArthiNirmala(3rdBsc)

Thanusha (2nd B.com)


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Malikapuram, Visakhapatnam-15

11. NSS Committee

Incharge- Miss Bhaya Lakshmi

Members

Miss Y Anasuya Devi

Mrs Sandhya

Mrs Anjali

12. Student Council

Incharge- MrsJayasree

Members

MrsSanthi

Mrs Shanti Rani

MrsPrashanthi

Student Representatives

.S.vasantha Lakshmi -BSC(mpc)

T.tanusha-B(COM)

CH.Manideepa-BSC(MPC)

Kavya Ganga-BSC(cbz)

13. Library

Incharge- MrsSireesha

Members

Mrs Y. Anasuya Devi


Student Representatives

N. Vasantha Lakshmi - III B.Sc

B.Tanusha- III B.Com

K.Sunitha- III BA

14. Sports and Games


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Malkapuram, Visakhapatnam-14

Incharge- Mrs Sandhya Rani

Members

MrsSivaranjini

Miss Manjula

Ms. Rebikha Francis

Student Representatives

G .Neelima(3rd CBZ)

Amulya(2nd mscs)

Premila(3rd B.com)

15. Personal Council

Incharge- MrsAdilakshmi

Member

Mrs. Adishesu

16.Commerce Club

Incharge- MrsLavanya

Members- Faculty of Commerce

16. Science Club

Incharge- MrsAdishesu

Members- Faculty of Science

17. Project Committee

Incharge- MrsPrashanthi

Members


MrsAdishesu

Mrs Anjali Devi

Mrs Lakshmi Tulasi

MrsSudha Rani

MrMurali


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St. Ann's College for Women
Malkapuram, Visakhapatnam-15

18. Incubation/Innovation Council
Incharge- MrsSanthi

Members

Sr. Janice

MrsLalitha

Miss Bhagya Lakshmi

MrsPrashanthi

Mrs Lakshmi Tulasi

Miss Jyoshna

19. Admision Committee
Incharge- Mr Raju

Members

MrsLalitha

MrsAdilakshmi

Miss Bhagya Lakshmi

20. Local Education Committee
Sr. Gisella

Dr. Sr. PremaKumari

Sr. Janice


Sr. Jayaseela

MrsLalitha

Miss Bhagya Lakshmi

MrJagan

21. Photo/Media
Incharge- MrsAnasuya Devi


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St. Ann's College for Women
Maikapuram, Visakhapatnam-15

Members

Mr Raju

Mr Manu

MrSrinu

Mrs Shanti Rani

MrMurali

Miss Rebecca

22. Carrier Guidance /placement cell

Incharge-MrsLalitha

Member

Mrs Shanti

Mrs Shanti Rani

23. Criteria Incharge

Mrs Shanti

MrsAdi Lakshmi

MrsAdishesu

Mrs Raju

MrsLavanya

Mrs Shanti Rani

MrsAnasuya Devi

24. Floor Supervisors

MrsSandhyaRani

MrsSivaranjini

Mrs Rebecca


25. IQAC Committee

MrsLavanya**CO- Ordinator**

Mrs Rebecca

Mrs. Renuka. M

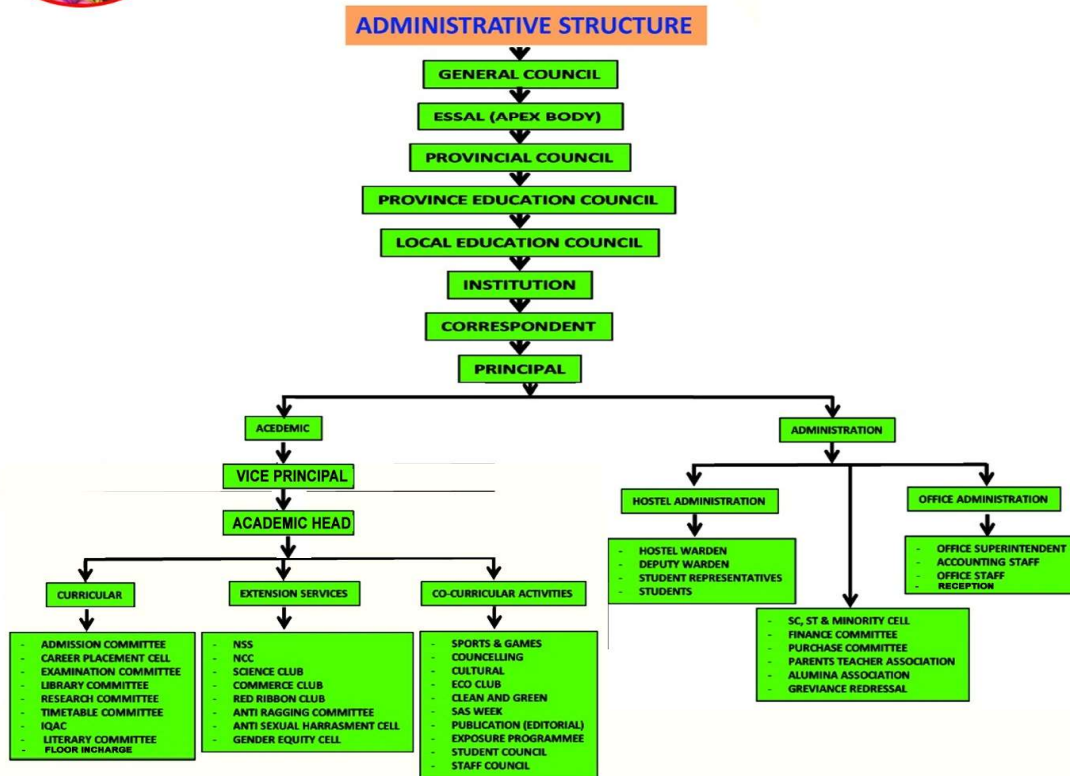
Mrs Shanti Rani **ASST-CO-Ordinator**



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Malkapuram, Visakhapatnam-15

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

Document-4

Organogram




 Principal
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 Malkapuram, Visakhapatnam-11