

6.2.2 The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

POLICY DOCUMENTS

Index

Si.No	Policy
1.	Policy Documents on Gender Equity
2.	Staff Supporting Policy
3.	Performance Appraisal Policy
4.	E-Governance Policy
5.	Policy for Admission of the students
6.	Policy Documents on Disabled friendly, Barrier Free Environment
7.	Policy Documents for Scholarship for Students
8.	Student Grievance Redressal Policy
9.	Maintenance Policy
10.	Green Campus Policy
11.	Policy Documents on Environment and Energy Usage



ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

Recognized under 2(f) of the UGC Act, 1956

Malkapuram, Dist. Visakhapatnam, Andhra Pradesh 530011

Phone- 7993707565(O) 9441838484 (P)

Email: stannscollegevsp@gmail.com Website: www.stannscollegevizag.org

POLICY DOCUMENT ON GENDER EQUITY

Students, teachers and non-teaching staff can work together in an environment free of all forms of gender violence, harassment, exploitation, intimidation and discrimination. Every member of the college community should be aware that while the institution is committed to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.

OBJECTIVES OF THE POLICY

- a) To fulfil the National commitment to gender equality.
- b) To prevent violations of National Acts that prohibit gender injustices, aim to redress any violations of gender-based rights and to work towards the empowerment of women.
- c) To create a gender sensitive environment that respects gender diversity and the intersectionality of other marginalities.
- d) To ensure equal opportunity to all women without any discrimination.
- e) To evolve mechanisms for the prevention and redressal of gender-based violence and discrimination, including sexual harassment at the Goa University. f) To ensure the implementation of this policy in letter and spirit.

JURISDICTION

This policy covers any act of injustice, violence, discrimination and insensitivity to any female employee or student in the institution. This policy will guide the activities and functions including:

1. Recruitment
2. Promotions and Leadership
3. Staff Development Opportunities
4. Formation of Committees

5. Leave
6. Curriculum
7. Evaluation
8. Events and Programmes
9. Research and Teaching
10. Facilities and Resources
11. Training
12. Participation

Not limited to the above.

IMPLEMENTING GUIDELINES

College from time to time will set up Committees that will implement the goals of this policy

1. Gender stereotyping will be prohibited.
2. All forms of bias and discrimination including unconscious bias against women will not be tolerated.
3. Gender sensitivity will be employed in all recruitment, promotions and opportunity for leadership, to uphold the policy of equal representation of men and women.
4. In selection of staff for professional development opportunities and training, there will be no gender-based discrimination.
5. areas of Science, Technology, , Mathematics and any other field/ discipline in which women are underrepresented.
6. In formation of any Committee, the representation of women is mandatory.
7. In keeping with National policies, women specific leave will be granted.
8. Gender sensitivity will be employed in the design of curriculum and wherever applicable a gender specific analysis will be included in all disciplines.
9. In organizing any event or programme, including meetings and conferences, a gender sensitive approach will be undertaken and women staff and students will be given due respect and representation.
10. All the employees and the students will necessarily undergo gender awareness and sensitivity training.
11. Women specific infrastructure facilities will be provided on campuses. In creation of new development, renovation of existing infrastructure and other resources, women specific needs will be addressed.

Gender Equity Committee and Anti- Harassment Cell are set up in the college to oversee the implementation of the Policy and the evaluation of any grievances.

Grievances received by the above committees should be reported to the Head of the Institution (Principal) and referred to the relevant body for redress within one month.



S. Premalaxmi
Principal

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



ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

Recognized under 2(f) of the UGC Act, 1956

Malkapuram, Dist. Visakhapatnam, Andhra Pradesh 530011

Phone- 7993707565(O) 9441838484 (P)

Email: stannscollegevp@gmail.com Website: www.stannscollegevizag.org

STAFF SUPPORTING POLICY

Objectives:

The main aim and objectives of the policy is to provide staff with a framework that supports, encourages the development and to create the confidence and security to work with commitment and dedication for the progress of the institution.

Policy:

- Pay for the selected faculty is fixed by the selection committee as per the scale approved by the management for the post based upon the qualification and service experience.
- The annual increment according to the scale approved by the governing body shall be granted after every year of service, if the work and conduct of the staff are reported satisfactory as per appraisal.
- The special bonus is provided to the staff on important festivals specified by the management.
- The special bonus shall be given at different period of their service and at the time of super annuation
- The staffs are facilitated with PF, TPF and ESI.
- The education support is given to the children of the staff and 50% fee concession to the students who study in our institutes.
- The financial support shall be given to the staff for the faculty development programs and training programs.
- On superannuation, gratuity shall be given based on their service.
- The staff shall be acknowledged for the 100% result and 100% attendance in kind/cash.
- Fifteen days of half pay leave is permitted when the teacher is ill, provided he/ she is on a permanent service. The teacher is required to submit a medical certificate. In case of serious illness or accident, the number of days permissible is at the discretion of the Provincial Council.



Sr. Premala

Principal

Principal

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



ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

Recognized under 2(f) of the UGC Act, 1956

Malkapuram, Dist. Visakhapatnam, Andhra Pradesh 530011

Phone- 7993707565(O) 9441838484 (P)

Email: stannscollegevsp@gmail.com Website: www.stannscollegevizag.org

PERFORMANCE APPRAISAL POLICY

The institute has a well framed performance appraisal system which is transparent and time bound. The Institution follows triple method of appraisal system:

1. Academic and administrative appraisal
2. Students evaluation
3. Self-appraisal

Objectives:

- ✓ It motivates the faculty to perform better.
- ✓ Helps in the growth of the employee which further helps in the progress of institution.
- ✓ Friendly and Competitive atmosphere in the institution.
- ✓ Helps to keep a track in the progress of the employee and aids in the decision of promotion or upgrading of faculties.

Academic and administrative appraisal:

Key indicators of academic and administrative appraisal documents include the following attributes i.e., Job knowledge, Attitude towards work, Initiative, Quality of work, Care of entrusted materials, Compliance of institutional policies, behavior and discipline, Reliability, Relationship with HOD/immediate supervisor/with peers/with patients/with subordinates and attendance. All parameters are analyzed by the respective Head of the departments and reviewed by the Principal and report is submitted to the trustee.

Positive and negative appraisals are brought to the notice of individual faculty to progress further and to perform better in forth coming years.

Regular evaluation of departments and teachers are done by the feedback received from the students. Performance appraisal of the non-teaching staff is done by head of the departments or respective administrative head. Self-appraisal is considered in case of ambiguity in the evaluation appraisal at all the levels.

All non-teaching faculties are continuously motivated to attend training programs and

skill development programs. Yearly submission of such program attendance is considered for non- teaching staff during their performance.



J. Permalu
Principal

Principal
St. Ann's College for Women
Malkapeta, West Godavari - 11



ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

Recognized under 2(f) of the UGC Act, 1956

Malkapuram, Dist. Visakhapatnam, Andhra Pradesh 530011

Phone- 7993707565(O) 9441838484 (P)

Email: stannscollegevsp@gmail.com Website: www.stannscollegevizag.org

E-GOVERNANCE POLICY

Technology has its presence in all aspects of our life. We can say that we are living in a technology era and it has made everything easy for us. The process of globalization is a gift of technology and due to the technology and its benefits, the concept of E governance is introduced in India. The 'E' in E-governance signifies electronic and E-governance means the governance with Information technology. The increasing demand for transparency in administration, faster information transfer and other demands that can be fulfilled by the E-governance only pushed the St. Ann's College to choose E-governance.

Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

Objectives:

- To implement E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.

- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Projectors, etc.
- To establish a fully automated Library.

Policy:

The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

Website: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a third party service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Andhra University. The College brings out its Brochure which is displayed on the website to give essential information about the college. As the college is affiliated to Andhra University, admission procedures are managed through university portal. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Offline Application Form for taking admission to the college.

Accounts: The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc

Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of

the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

Administration: To provide a hassle free, convenient and cheap process, maximum of the administration of the society should be handled with ICT based technology.

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless. Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination: The College has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

Alumni: In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management

ICT TOOLS

Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.

Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.



S. Permalu
Principal
St. Ann's College for Women
Malkapuram, Vengalpetnam-11



ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

Recognized under 2(f) of the UGC Act, 1956

Malkapuram, Dist. Visakhapatnam, Andhra Pradesh 530011

Phone- 7993707565(O) 9441838484 (P)

Email: stannscollegevsp@gmail.com Website: www.stannscollegevizag.org

Policy for Admission of the students in the Institution

St. Ann's College for Women is a Christian minority institute under the St. Ann's Registered Society Act, XXI 1960. The college is established with a vision of empowering women through value based holistic education. In accordance to the Article 30(1) and 29(2) of Fundamental Rights of Minorities, the Governing Body of the institution makes its policy for admission for the benefit of minorities.

As per the Governing Body's decision the policy for admission states:

- No minority students will be rejected for admission
- 50-60 % of Priority/ preference for Christian minority and socio economically backward students (SC, ST, BC) without considering the merit, the candidates shall be absorbed
- The poor/ marginalized are absorbed in the second phase
- 40% the remaining seats are opened for the general categories based on the merit.
- The remaining seats of the preferred group (Minorities, SC,ST, BC) are opened for general category

The management make the decision opened based on the feeding candidates.



Jr. Ramakrishna
Principal

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



ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

Recognized under 2(f) of the UGC Act, 1956

Malkapuram, Dist. Visakhapatnam, Andhra Pradesh 530011

Phone- 7993707565(O) 9441838484 (P)

Email: stannscollegevsp@gmail.com Website: www.stannscollegevizag.org

Policy Document on Disabled Friendly, Barrier Free Environment

St. Ann's College considers it an honour to serve the differently abled members of the community. We have formulated a specific policy to keep the campus disabled friendly, and to take every possible measure to provide a barrier free environment to the Divyangjan:

- All the stakeholders of the college should consider the opportunity to serve the differently abled students as a privilege.
- The class to which a differently abled student is admitted should be shifted to a room to which she can have the easiest and shortest access.
- The students belonging to the Divyangjan need not approach the office for any administrative purpose.
- The administrative staff should meet the differently abled student in the classroom or at a spot most convenient for her to carry out her needs.
- It is the duty of all the staff and students to offer help to differently abled students without waiting to be requested to.
- No stakeholder should ever discriminate a student belonging to the Divyangjan.
- A subject-wise list of books should be provided to the differently abled students so that they don't have to search for the books they need in the racks.
- The vehicle of a differently abled student can come into the campus to the nearest point where her classroom is situated.
- Audio lessons should be provided to the differently abled students.
- Scribes should be allowed to the differently abled students on request.
- At the time of admission, a Helpdesk should be set apart for the differently abled students seeking admission.
- Ensure the accessible, gender-sensitive, safe, usable and functional washroom facilities should be provided for disabled persons.
- Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading.



S. Premalaxmi
Principal

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



ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

Recognized under 2(f) of the UGC Act, 1956

Malkapuram, Dist. Visakhapatnam, Andhra Pradesh 530011

Phone- 7993707565(O) 9441838484 (P)

Email: stannscollegevsp@gmail.com Website: www.stannscollegevizag.org

Policy Document for Scholarship for Students

St. Ann's college for women is a minority institute managed by the Society of St. Ann Luzern a Christian religious charitable minority society. It gives broader space in their policy to respond to the needs of time. The society also abides by the policy given by the CBCI (Catholic Bishops Conference of India).

Objective:

- To reach out to the socio economically poor students who aspire to pursue their education.
- To avail the opportunities to students who are talented, clever, and creative in thinking.
- To assist the students to bring out the best and to reach their ambitions and dreams.
- To support the minority students as per the CBCI policy.

The St. Ann's society giving life to its vision of serving the needy has made a general policy of giving 10% of total income of the institution to use it for the poor and marginalized (II GC of SAS pg 38(31-35) extends support to students by the educational projects from the society. From the resources available in the institute, the following policies are made:

- The institution shall avail the institutional scholarship to student who deserve namely students who are orphans have single parent.
- Student who are promising yet socio economically poor namely students who are orphans, have both the parents, having chronically ill parents, single parent students.
- The institution shall also support with partial scholarship to the candidate who are not eligible for any govt scholarship unable to pursue their studies.
- The institute shall avail to all the catholic minority students as per the guidelines given in Catholic Bishops Conference of India (CBCI Policy)



J. Remadevi
Principal

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



ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

Recognized under 2(f) of the UGC Act, 1956

Malkapuram, Dist. Visakhapatnam, Andhra Pradesh 530011

Phone- 7993707565(O) 9441838484 (P)

Email: stannscollegevsp@gmail.com Website: www.stannscollegevizag.org

STUDENT GRIEVANCE REDRESSAL POLICY

St. Ann's College for Women has created a mechanism for redressal of students' grievances related to academic and non-academic matters, such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleague students or teachers etc.

Objectives of Grievance Redressal Committee

The purpose of the grievance redressal committees is to ensure a speedy response to and accountability of all concerned to the students of St. Ann's College.

The objectives of the Grievance Redressal Committee are as under:-

- Maintaining harmonious student – Student and faculty –Student relationship
- Creating an environment in which students can freely express their grievances without fear of discrimination or victimization
- Counseling students to refrain provoking of their fellow students against faculty and staff of the college.
- Although the anti-ragging committees are in place, the student may if she so wishes bring to the notice any incident of ragging through these committee shall ensure speedy action and protection of the student.

Ragging in any form is strictly prohibited in and outside the college and should be brought to the notice of the management immediately.

Jurisdiction of the Committee

The committee shall deal grievances received in writing about any of the following:

- Academic Matters – Issues related to teaching process, marks, grade cards and other examination related matter, Transfer Certificate etc.
- Financial Matter – relating to dues and payments
- Administration Matters – Infrastructure related, food, sanitation, transport or victimization
- Harassment and Ragging

Grievance Redressal Committee

The Principal of the college shall constitute one Grievance Redressal Committee:-

- i) The College Level Grievance Redressal Committee

The composition of the College level Grievance Redressal committee is as under:

- Principal – Chairman
- Lecturer Head In charge
- Members:
 - Concerned Lecturers
 - Student Representatives

The above committee will deal with all grievances related to academics and administration. In addition, it will also entertain the appeal filed against the decision of the student against the college Level Grievance Redressal Committee.

Procedure for Redressal of Grievance

- ❖ An aggrieved student shall first submit his complaint in writing to her mentor who shall resolve the grievance within two days. In case the mentor is not able to resolve the grievance, he/she shall forward it to the chairperson of the College Level Grievance Committee.
- ❖ The chairperson of the College Committee shall convene a meeting of the committee within 2 days of receiving the complaint from the faculty mentor or from the aggrieved student in case she applies directly to the committee.
- ❖ The chairperson shall attempt to resolve the grievance within a week of the receipt of the complaint and action taken report from the mentor.
- ❖ If the student is not satisfied with the solution of the committee, she shall appeal again to the committee giving the reasons for her dissatisfaction with the decision within a week of receipt of the decision of the college level committee.
- ❖ The chairperson of the College level redressal committee shall convene a meeting of the committee within 2 days of receiving the complaint. The committee shall verify the facts and shall either endorse the previous decision of the college committee or shall pass an appropriate order within a week of receipt of the grievance.
- ❖ The Principal shall review the decision and pass an appropriate order. The Principal, if needed may recommend, necessary corrective action as she may deem fit, to ensure avoidance of recurrence of similar grievance at the college, the necessary changes shall be made in the rules of the college.
- ❖ At all proceedings a fair hearing shall be given to all parties. The form for submission of grievance is attached with this document.

The law of natural justice shall be observed and a fair hearing to the complainant and concerned persons shall be given at all levels. The relevant provisions of the Act/Regulations shall be kept in mind while passing an order on the grievance and no order shall be passed in contradiction of the same.



Sr. Remala
Principal

Principal
St. Ann's College for Women
Malkapuram, Westhapatnam-71



ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

Recognized under 2(f) of the UGC Act, 1956

Malkapuram, Dist. Visakhapatnam, Andhra Pradesh 530011

Phone- 7993707565(O) 9441838484 (P)

Email: stannscollegevsp@gmail.com Website: www.stannscollegevizag.org

MAINTENANCE POLICY DOCUMENT

The comprehensive infrastructure of the College is constituted by elementary features like buildings, classrooms and playgrounds, and advanced attributes like ICT-enabled classrooms and laboratory facilities. The institute adopts standard established systems and procedures for maintaining the physical, academic and support facilities. Facilities available in the Departments are maintained and managed in such a way that they are freely accessible to all the students, but strictly monitored by a member of the faculty. The services of plumbers, electricians, and computer analysts are available round the clock in the campus.

This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

1. Maintenance of Classrooms, Furniture and Laboratories

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

2. Maintenance and Utilisation of Library and Library Resources

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment. Such materials should be kept in a dust-free, temperature and humidity controlled room.
- Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT or gammaxine powder over the affected area can help in removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats.

3. Maintenance and Utilization of Seminar Halls and Auditorium

Seminar halls and auditorium are under the purview of the concerned team and the cleanliness is taken care of by the housekeeping team. Effective utilization of seminar halls and auditorium for organizing academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organizing faculty/staff member should seek permission of the Principal.

4. Maintenance of Electronics and Instruments

The institution provides essential support of servicing and maintaining Instruments and electronic items utilized in the various laboratories. The employed technicians extend their service to all the departments to ensure optimal utilization of instruments. The institute also ensures that proper training is provided to the lab assistants for time to time enhancing their technical skills.

5. Maintenance of ICT Facilities

The HOD of Computer Department and its support staff maintain the ICT facilities including computers and servers. At time of break down or technical issue a third party expert is contacted. The annual maintenance includes the required software installation, antivirus and up gradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by respective service provider periodically.

6. Maintenance of Sports and Games Facility

The sports equipment's, fitness equipment's, ground and various courts are supervised and maintained by the Physical Directress with the help of supporting staff. Ground level maintenance and seasonal maintenance is done annually. Sports Committee and Grounds men jointly maintain the sports equipment's. Purchase of new sport equipment's are made with the permission of the Principal. Sports Committee looks after the sports facilities of the institute and organizes the related events.

7. Maintenance of Campus Cleanliness.

Cleaning of the campus areas in both campuses including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned every day on regular basis.

8. Maintenance of other amenities

The effluent treatment plants and rain water harvesting systems are maintained by the support staff. The maintenance of equipment for water pumping plants, sewage, are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campuses are equipped with 24/7 safe and adequate drinking water supply using water purifiers. Fire extinguishers are installed in various blocks and are maintained by the supporting staff. Amenities like canteen, stationery for all stakeholders are maintained by respective service providers on annual contract. Green environmental aspects –Gardens, bird feeders, solar panels, rainwater harvesting systems, vermi compost in the campus are maintained by the gardeners every day and frequently by the students as a service activity. the campus is under CCTV surveillance and the facility is taken care of by third party through contract.

9. Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

10. Replacement of Equipment/ Electronics /Computers

The maintenance comprises actions that are carried out to replace worn out assets. To avoid e – waste the outdated electronics /computers are put on buy back as per norms and new items are procured.

11. Day to Day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the supporting staff.



J. Premalini
Principal

Principal
St. Ann's College for Women
Malkapuram, Vellore - 605 007



ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

Recognized under 2(f) of the UGC Act, 1956

Malkapuram, Dist. Visakhapatnam, Andhra Pradesh 530011

Phone- 7993707565(O) 9441838484 (P)

Email: stannscollegevsp@gmail.com Website: www.stannscollegevizag.org

GREEN CAMPUS POLICY

St. Ann's College for Women shall demonstrate higher sensitivity and responsibility in implementing green concepts in the campus. The campus sustainability initiatives is established with the aim of promoting green practices in and beyond the institution and develop best practices strategies in environmental management. Although establishment and maintenance of green campus is important, spreading awareness on the green practices among students and educating stake holders is our priority.

Water Management

- Always practice and implement rain water recycling and harvest rain water to resolve and manage water scarcity problems in future
- Protect environment towards climatic changes and conservation of sources for drinking water.
- Regularly inspect taps for draining and repair immediately to avoid loss of potable water.

Waste Management

- Spread the awareness amongst society about the waste management for ecosystem and methods for its disposal.
- Promote the efforts for the conversion of waste into renewable energy

Renewable Energy

- Improve awareness about renewable energy.
- Promote adaptation of solar power equipment.
- Adopt and promote power saving electrical equipment such as LED Blubs and Tubes

Green Building

- Cleanliness in and around the campus and waste minimization.
- Medicinal plants and more fruit plants and trees have been planted to clean the atmosphere.

Paperless Office

- Advocate the benefits of paperless work in reducing the waste production and green practices.
- Digital Library.

Electricity Management

- Turn off your monitor when you leave your table.
- Activate power management features on your laser printer.
- Whenever possible, shut down rather than logging off.
- Turn off unnecessary lights and use daylight instead.
- Keep lights off in conference rooms, classrooms, lecture halls when they are not in use.
- Use the fans only when they are needed.

Green initiatives beyond the campus

The Green Campus Programs beyond the campus shall be encouraged and planned. Strong commitment and support from the Management will always be there to the students for contribution to embedding sustainability in the campus and beyond the campus. Green Neighborhood promotional programs will inculcate social skills in students and bring awareness in communities to control pollution, save energy, practice on-site renewable energy methods and preserve agricultural and environmentally sensitive areas. The student-led Green Campus programs to be initiated by students of the institution under the guidance of the Principal and staff.



Jr. Premalini
Principal
Principal
St. Ann's College for Women
Malkapuram, Vellore District - 11



ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

Recognized under 2(f) of the UGC Act, 1956

Malkapuram, Dist. Visakhapatnam, Andhra Pradesh 530011

Phone- 7993707565(O) 9441838484 (P)

Email: stannscollegevsp@gmail.com Website: www.stannscollegevizag.org

Policy Document on Environment and Energy Usage

The Environment and Energy usage Policy of St. Ann's College for Women, Visakhapatnam is to manage energy in such a systematic way so as to minimize its impact on the environment. The policy implies to explore the renewable energy resources to find out substitute natural resources as solutions to the energy crisis.

Policy Objectives:

- To sensitize students towards a Clean, Green, and Sustainable Environment.
- To optimize the use of water and energy.
- To undertake tree plantation drive
- To use LED bulbs and other energy-saving devices on the campus.
- To install solar panels for the generation of alternate energy.
- Proper handling of solid waste from the campus.
- Encourage the use of public transport for minimizing fuel consumption.
- To restrict single-use plastics.
- To adopt methods for water recycling and rainwater harvesting
- To monitor and respond to emerging environmental and energy issues. To strengthen our employees' and students' environmental knowledge and skills in order to improve our own environmental performance.
- To provide information and training opportunities on energy saving measures.
- To offer opportunities for employees and students to engage in initiatives those contribute to environmental protection.

Policy Implementation:

To achieve the objectives, the college has already implemented its environmental policy in the following areas:

1. Solid Waste Management:

- College has taken several steps in solid waste management. Waste is divided into degradable and non-degradable. Degradable waste such as garden waste is converted into Organic and Verme compost and is used for the plants in the campus.
- Organic farming is also done in the campus and the students are actively participated in solid waste management through different programs such as Swatchh Bharath and Clean and green.
- The college is a plastic free campus.
- Different wastes bins are kept in the college campus and class rooms to bring awareness to the students to differentiate and put the waste materials. The degradable, non-degradable wastes are differentiated.
- Wastes are put in a compost tank to form the manure for the plants.

2. Management of Chemical Waste from laboratories:

- The wastes generated from the laboratories are handled by a trained faculty and supporting staff.

3. Liquid waste management:

The Eco-club of the college takes initiative in reuse of the waste water and to save water. Institution has also taken initiative to direct the waste water to the open area where the water is utilized for plants.

4. E-waste management:

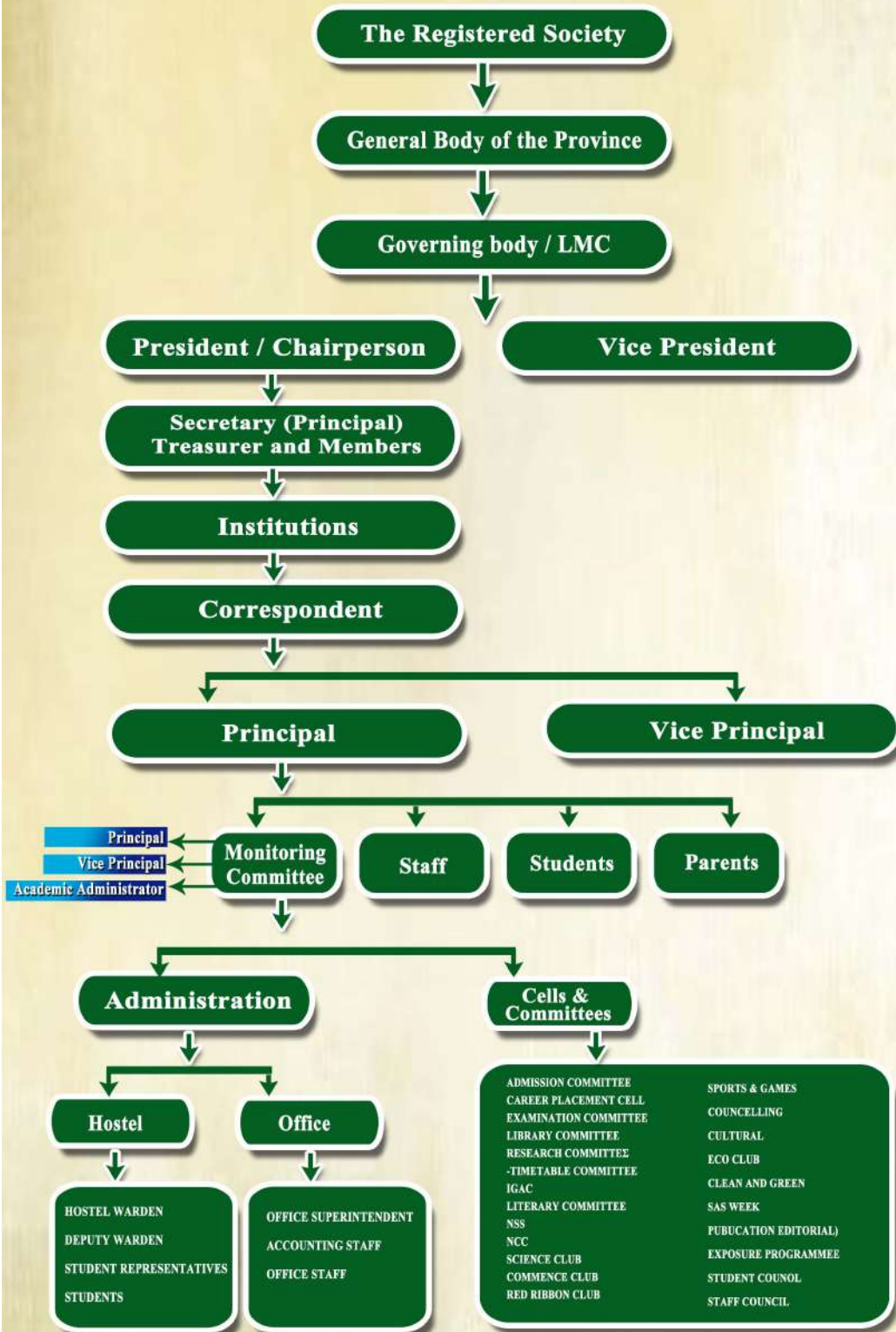
The E -Waste generated in the campus such as old computers and electronic gadgets are given to junk dealers who deal with E- waste management.

This policy will be communicated to the students and employees via internal communication channels, and will be made available to all the stakeholders on the institutional website. The Environment and Energy Policy, objectives and targets will be reviewed on a regular basis by the designated incharge under the guidance of the Principal of the college.



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

ADMINISTRATIVE STRUCTURE



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

Document 2:

Services Rules and Procedures

- to establish a special fund for the education of the marginalized, especially the poor Catholics.

6.2. Local Church

The institution collaborates with the parish in the faith formation of Catholic students. The Catholic staff and students participate in Parish activities in all enthusiasm.

7. GENERAL ADMINISTRATION

The entire Educational Apostolate of the St. Ann's Society is guided and directed by a General level Apex Body known as ESSA. The members of the Apex Body are drawn from the constitutive Provinces. This apex organ is only a pilot body guiding the Apostolate with regard to aims, policies and programme.

7.1. MEMBERS OF APEX BODY

Chair Person – Superior General

Co-ordinator – General Councillor incharge of Education

Provincial Superiors

- Councillors in charge of Education
- Co-ordinators of Education
- Two representatives from each Province

The educational institutions in the Provinces are affiliated to their respective Provincial Societies and are duly registered in accordance with the existing laws. The institutions within each Province are guided, governed and administered in accordance with the rules and regulations that are framed and enacted by the Parent Society at the Generalate from time to time.

The aims and objectives of the respective Provinces are clearly given in the relevant Memorandum of Association of the Society. Each institution within the Province strives to realize


Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-530011

the aims and objectives of this Society, which adheres to the general aims and policies of our Religious Society, in matters of policy and administration.

The powers and functions of each office are specified with guidelines for an efficient and smooth administration

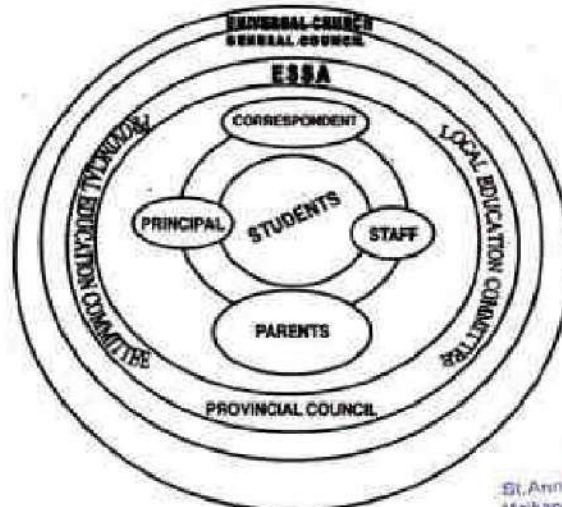
- The staff is judiciously and prudently encouraged to be creatively involved in all activities and programmes of the institute apart from teaching and be responsible partners in the growth of the Institute.

The students and their parents are sufficiently informed about the aims and objectives of our institution. Their support, suggestion and cooperation are encouraged for the development of the institution.

Organization

To ensure greater efficiency, we encourage decentralization and delegation of responsibilities among the sisters.

Organisation Structure



S. P. ...
Principal
St. Ann's College for Women
Machilipatnam, Visakhapatnam-1

7.2. The Education Committee at the Generalate.

The Education Committee at the Generalate is a collective body with adequate and equal representation from the three constitutive Provinces with the Superior General as the chairperson.

- b. The Committee is convened at least once a year or with greater frequency as judged by the Superior General/ Councilor/ Coordinator of Educational Apostolate and the subsequent sessions may be chaired by the Superior General herself or the Councilor or Coordinator of Education or any other person decided by the Committee.
- c. The Committee studies and reviews the educational machinery of the Society, based on reports from the Provinces and suggests remedial measures, sets goals and objectives for the academic sessions, proposes new programmes and courses, appraises and recommends to the Provincial Managing Body on all matters of Educational Policy, disseminates the relevant information on matters of administration pertaining to the G.Os, Church teachings and the like.

7.3. Provincial Education Committee.

The Education Committee in the Province is constituted by the Provincial Council with representation from the different types of educational institutions of the Province. The Provincial Superior and the Councilor in charge of Education are members of the Committee by virtue of office.

Provincial Superior is the President of the Education Committee. She or the Councilor in charge of education convenes the meeting twice a year and as and when required.


Principal
St. Ann's College for Women
Malkajapuram, Visakhapatnam-530001

The Committee deliberates on all matters pertaining to the educational policies and enlighten the Provincial Administration to realize the education vision of the society.

The Committee facilitates opportunity for all those in education to acquaint themselves with the current trends in the education field through periodical seminars, refresher courses, circulation of the relevant literature on the emerging trends, Church teachings, G.Os etc. The committee periodically enlightens the Sisters on the policy decisions and changes adopted by the ESSA.

This Committee acts as the liaison between the Provincial Administration and the individual institutions. It sees to the effective implementation of the Education Policy manual, Chapter Orientations and all the decisions of the General and Provincial Administration. It forwards regularly its findings on any issue regarding the Education Apostolate.

This Committee is a monitoring body to conduct annual inspection of all our educational institutions. It reaches out to help and guide the institution on any problem or issue pertaining to the administration. It directs the individual institution to adapt creative programmes according to the changing trends in the field of education.

7.4. Local Education Committee (LEC)

The functioning of each institution is carried out under the supervision of the Local Education Committee.


Principal
St. Ann's College for Women
Malkajgiri, Hyderabad

Members

1. The Local Superior / The Correspondent who heads the committee.
2. The Principal / Headmistress
3. The Vice Principal / The Asst. Headmistress
4. One representative elected from the sisters working in the school.
5. One representative from the lay staff

Functions

The Local Education Committee is responsible for the effective functioning of the institution ie the offices and committees in the institution, functioning under the supervision of, and in close collaboration with the Local Education Committee. All the major issues such as admission, selection of the staff, and other contingency issues are discussed before a final decision is arrived at. Local Education Committee meets once a month and as and when needed.

7.5. Staff Selection Committee

The Staff Selection Committee is an independent organ in all our institutions and is a responsible body, working in close collaboration with the Local Education Committee. The Staff Selection Committee is constituted by the Provincial Council according to the directives. The members of the committee are

- Provincial Superior/her nominee
- Correspondent
- Principal / Headmistress
- Vice – Principal /Asst. Headmistress
- A senior subject teacher


Principal
St. Ann's College for Women
Seikazhithi, Veekekupattinam.

Academic excellence, subject competence, integrity of personality and teaching experience are the basic criteria for the selection of a teacher. However, true to our Catholic identity other things being equal, preference may be accorded to good, practising devoted Catholics. The concerned Parish Priest may be consulted if required.

8. THE CORRESPONDENT AND THE PRINCIPAL / HEADMISTRESS

The Correspondent and the Principal/Headmistress are the major functionaries in the institution. They are appointed by the Provincial Administration. The role of the Correspondent is that of a Manager and the Principal / Headmistress is that of a leader. Both the Correspondent and the Principal share a common vision of the institution and the mission, in a spirit of unity.

8.1. The Correspondent..

- administers the local institution according to the policies laid down by the St. Ann's Society and the Education Department.
- appoints the staff selected by the Selection Committee in consultation with the Provincial Superior and LEC.
- proposes to the Provincial Council, plans for the expansion of the institution and carries it out.
- prepares the school budget in consultation with the Headmistress for the approval of the Provincial Council.
- works as the liaison between the Provincial Council, the Educational Department and the other Government Departments on matter of recognition, salaries, property taxes etc.,
- administers the finance approved by the Provincial Council in consultation with the Local Education Committee.



Principal
St. Ann's College for Women
Mekkiyuram, Mysore Region.

- sanctions extraordinary leave to the staff in consultation with the Principal.
- verifies and signs monthly and annual financial statements and keeps herself informed about the financial situation of the institution.
- sanctions leave for Headmistress and forwards proposals for increment in staff salary.
- ensures the updating of service registers of the staff.
- sees to the maintenance of the building and property.
- attends the staff meetings at least twice a year, preferably the first and the last meetings.
- meets the staff individually and gives guidance from time to time.
- extends wholehearted co-operation and assistance in the administration of the school and the conduct of various school programmes.

8.2. The Principal

The Principal plays a pivotal role in the school administration. The progress of the school depends upon the competency and efficiency of the Principal who is rich in character, personality and values.

The Principal shall..

- * be an effective leader.
- * be an educationist having sufficient knowledge of subjects.
- * be firm in taking decisions, efficient in work and discrete in judgment
- * be active and punctual.
- * be kind, gentle, compassionate and accountable.
- * be faithful to the Charism of our Founder in all her dealings with the staff and the students.



Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam - 531 001

Functions

8.2.1. Academic :

The Principal ..

- ▶ formulates and executes the annual institutional plan with the help of Local Education Committee.
- ▶ prepares the time table for the year in consultation with the Assistant
- ▶ sees to the implementation of the Chapter Orientations of St. Ann's Society.
- ▶ arranges demonstration lessons by the subject teachers.
- ▶ teaches minimum eight periods in a week, preferably one subject completely.
- ▶ guides the teachers in the teaching / learning process.
- ▶ provides professional guidance to the staff by sharing her experience and organizes programmes by experts.
- ▶ checks the written work of the students at least twice a year.
- ▶ monitors and evaluates the academic work of the teacher.
- ▶ facilitates value education and faith formation in the School.
- ▶ sees to the completion of syllabus as per the year plan.
- ▶ enforces discipline among the staff and students.
- ▶ checks the lesson plans and maintains observation records.

8.2. 2. Administration :

The Principal takes responsibility for..

- * the admission and withdrawal of the students of the school.
- * the conduct of the daily School Assembly in a creative way.
- * the maintenance of all registers.
- * the collection and utilization of funds and maintenance of accounts.



Principal
St. Ann's College for Women
Malkapuram, Vissitadamangalam

- * the regular attendance of pupils, teachers, office staff and class IV employees.
- * the proper maintenance and utilization of school library, laboratories etc.
- * the conduct of the examinations promptly.
- * monitoring the progress of the children regularly.
- * the supervision of the class room teaching of every teacher periodically.
- * supervising the work of the staff and providing them the guidance needed.
- * maintaining good rapport with parents and public.
- * facilitating conference / workshop / seminars etc and organizing innovative programmes.
- * the maintenance of movement register for the staff and students.
- * carrying out the responsibilities entrusted by the management and the Education Department
- * serving memos and warnings to the members of the staff in consultation with the Correspondent.
- * recommending to the LEC those members of the staff who have successfully completed the period of probationary service for confirmation.
- * sanctioning casual leave and special leave to the staff.
- * holding staff meeting once a month and as and when required and maintaining the minutes.
- * meeting the teachers personally at least once a year and as and when necessary.
- * maintaining individual file for each teacher consisting of original certificates, appointment order, teacher's guidelines (signed), teacher's service register, service agreement (signed),



Principal,
SLAmit's College for Women,
Mahapuram, Visakhapatnam-11

leave rules, grievances of the teacher concerned, medical and maternity certificates and confidential remarks on the teacher.

- * issuing the certificates in case of emergency after receiving an undertaking letter.
- * arranging PTA meetings periodically.
- * organizing programmes for empowering the staff

8.2.3. Co-curricular :

The Principal..

- ☛ provides the opportunities for creative expression of the students.
- ☛ organizes co-curricular and cultural activities and annual functions of the institutions.
- ☛ prepares the school for the participation in science fair, games and sports etc.
- ☛ sees to the celebration of national and religious festivals.
- ☛ seizes all opportunities to expose the students to competitions.

8.3. Vice Principal / Assistant Headmistress

The Vice Principal assists the Principal in close collaboration for the effective functioning of the school. She takes full responsibility of the school in the absence of the Headmistress.

FUNCTIONS

8.3.1. The Vice Principal ..

- ☛ supervises the ordinary functioning of the primary section in regular consultation with the Principal.



Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam.

- ☛ supervises the classroom teaching and written works of the students; in short, all the teaching learning process of the primary section.
- ☛ maintains discipline and order.
- ☛ recommends the promotion of the students in the Primary School.
- ☛ proposes confirmation or termination of the members of staff on probation.
- ☛ suggests the disciplinary action to be taken against the erring members of the staff.

[Type text]


Principal
St. Ann's College for Women
Meharpara, Visakhapatnam

STAFF POLICY

1.11. Staff Selection Committee

The Staff Selection Committee is an independent organ in all our institutions and is constituted by the Governing Body of the school according to the directives of the registered society.

Members

- Correspondent
- Principal
- Vice-Principal
- A Senior Subject Teacher/ Subject Expert

According to the need of the institution, the Correspondent gives advertisement, calls for an interview and conducts the demonstration class. Based on their performance preference in selection will be given to Catholics, Christians and then others according to the merit.

Academic excellence, subject competence, required qualification, integrity of personality and teaching experience are the basic criteria for the selection of a teacher. The Management shall not appoint more than one person from the same family.

1.12. The role of Correspondent

The Correspondent is the Administrative Head of the Institution

The Correspondent is appointed by the Provincial / President for a term of four years according to the need of the Society and approved by the Governing body of the school. The Provincial will reduce the term or prolong the term of office of the Correspondent.

Functions

- Administers the local institution.
- Works as the liaison between the Governing body, Provincial Council, the Education Department and the other Government Departments on matters of recognition, salaries, property taxes and deals with all the legal matters, etc.
- Appoints the selected staff in consultation with the Selection Committee.
- Plans and proposes to the Governing body for the expansion of the institution.
- Prepares and forwards the school budget to the Governing body in consultation with the Principal.
- Administers the finance approved by the Governing body.
- Sanctions extraordinary leave to the staff in consultation with the Principal.
- Sanctions all types of leaves in consultation with the Principal according to the Government norms, except for casual leave up to three days.
- Verifies and signs monthly and annual financial statements.
- Keeps herself informed about the financial situation of the institution.
- Sanctions leave for the Principal.
- Ensures maintenance of the building and property.
- Attends the staff meetings at least twice a year, preferably the first and the last meetings.
- Meets the staff individually and gives guidance from time to time.
- Extends wholehearted cooperation and assistance in the administration of the school and gives full support to the academic community.
- Serves memos and warnings to the staff.

1.13. The role of Principal

The Principal is appointed by the Provincial / President for a term of four years according to the needs of the school and approved by the Governing body. The Provincial will reduce the term or prolong the term of office of the Principal.

The Principal plays a pivotal role in the school administration as an academic head. The progress of the school depends upon the competency and efficiency of the Principal who is rich in character, personality and values.

The Principal shall

- be an effective leader.
- be an educationist having sufficient knowledge of subjects.
- be firm in taking decisions, efficient in work and discrete in judgment.
- be active and punctual.
- be kind, gentle, compassionate and accountable.
- be faithful to the directives of the Society.

Academics

The Principal

- formulates and executes the annual institutional plan.
- prepares the class timetable and teachers' timetable.
- ensures the implementation of the declarations of GC/PC with regard to education.
- teaches at least one period a day of the subject.
- guides the teachers in the teaching / learning process.
- organises exposure programmes for staff and students.
- provides professional guidance to the staff.
- checks the written work of the students at least twice a year and gives her signature.
- monitors and evaluates the academic work of the teachers.
- facilitates value education and faith formation in the school.

- ensures completion of syllabus as per the year plan.
- enforces discipline among the staff and students.
- checks the lesson plans and maintains observation records.
- conducts performance appraisals of the staff.
- knows the Government rules and regulations and is aware of the implementation.
- keeps in touch with all the educational officials.
- knows the Government Orders pertaining to school administration.
- keeps good rapport with the Government Officials.
- plays a vital role as bridge between the staff and Management for the effective functioning of the school.
- declares holidays in consultation with the Superior/Correspondent when unforeseen situation or incident occurs.

Administration

The Principal is responsible for

- admission and withdrawal of a student.
- conduct of the daily school assembly in a creative way.
- maintenance of all registers.
- monitoring the regular attendance of pupils, teachers, administrative staff and support staff.
- proper maintenance and utilisation of school library, laboratories, etc.
- conduct of the examinations promptly.
- monitoring the progress of the children regularly.
- monitoring the duties of the academic administrator and coordinators.
- supervising the classroom teaching of every teacher periodically.
- supervising the work of the staff and providing them the guidance needed.
- maintaining good rapport with students and the public.
- facilitating conferences/ workshops/ seminars and innovative programmes for students and staff.

- maintenance of movement registers for the staff and the students.
- carrying out the duties assigned by the Education Resource Centre.
- recommending to the LMC the members of the staff who have successfully completed the period of probationary service for confirmation.
- sanctioning only casual leave up to three days to the staff.
- holding staff meetings once a month and as and when required and maintaining the minutes of the meeting.
- meeting the teachers personally at least once a year and as and when necessary.
- maintaining an individual file for each teacher consisting of a copy of certificates, appointment orders, teachers' guidelines as well as acceptance letter (signed), service agreement (signed), leave rules, grievances of the teacher concerned, medical and maternity certificates and confidential remarks about the teacher.
- arranging PTA meetings periodically.

Co-curricular Activities

The Principal

- organises co-curricular, cultural activities and annual functions of the institution.
- prepares the school for participation in science fair, games and sports.
- organises the celebration of international, national and religious festivals.
- provides opportunities for the students to participate in various competitions.

1.14. The role of Vice-Principal

The vice-principal is appointed by the Provincial / President according to the need of the school and approved by the Governing body, as in charge of the pre-primary and primary sections. She assists

the Principal in close collaboration for the effective functioning of the school.

Functions

The vice-principal

- Takes responsibility of the school in the absence of the Principal.
- Supervises teaching learning process of the pre-primary and primary sections.
- Proposes confirmation or termination of staff on probation.
- Suggests disciplinary action against erring staff.

Scanned with CamScanner

2. STAFF

2.1. Teaching Staff

The teacher plays a pivotal role in the personal and overall formation of the students.

Academic Duties of the Teacher

- a) A teacher is expected to carry out diligently and faithfully to the best of his or her ability, the work assigned and thus to contribute creatively to further the interest of the school. He or she is expected to strive in a special manner to set an example of good conduct and devotion to duty.
- b) The authority of the Principal or vice-principal should be respected and her/their decisions carried out in matters of administration and general running of the school.
- c) Commitment, dutifulness and punctuality are virtues which

Scanned with CamScanner

would be expected from all the employees of the institution and these must be seen in the day to day life and performance of the individuals in respect of their duties assigned.

- d) Performance of duty must be coupled with cheerfulness and regularity even though the tasks might be monotonous and painstaking.
- e) All services in the school must be rendered in a responsible way and must be owned up against finding escape mechanisms and blaming others.
- f) All employees are expected to know their assignments and common tasks well and execute them without throwing their burdens on others.
- g) A teacher, being an educator is bound to show good example to the students in and outside the school. He/she must be clean and tidy, modest and sincere and above all patient and polite in speech and behaviour.
- h) A teacher shall teach the assigned subjects well, maintain a high standard of discipline in the class and train the students in honesty, good manners, polite dealings, punctuality and hard work, being himself/herself a personal example of these qualities.
- i) A teacher shall be keenly interested in the all round development of the students and foster in them a spirit of respect, docility and gratitude towards authority, as well as love and respect for one another.
- j) He/she must follow the rules of the school relating to the way of teaching, setting question papers, correcting home tasks, class works and examination papers and preparation for class, including lesson plans.
- k) A staff shall not act in any manner that might be harmful or detrimental to the interests of the school, its prestige or the educational environment. When the staff makes any representation to the management for the redressal of any bonafide grievance, it is subject to the condition that such representation is not made in a rude or indecorous language/manner and a consequent decision thereof shall be at the absolute discretion of the management.

- l) Criticism of the school authorities, any member of the staff or of the guardians or students of the school can make a teacher liable to disciplinary action even to the point of termination depending on the seriousness/gravity of the matter without claim for compensation.
- m) Participation in-service training workshops and orientation programmes organised in school or outside from time to time will be mandatory for the staff.
- n) All the staff members are to be punctual for the assembly and all the classes. Biometric attendance and signing the attendance register on the arrival and before departure on each working day is mandatory.
- o) Staff is expected to be in the school premises during the working hours.
- p) For a genuine cause of absence during the working hours, a legitimate permission would be acquired from the competent authority.

Classroom Administration

The teacher

- maintains classroom discipline.
- maintains the registers.
- conducts class tests regularly.

Moral Instruction

The teacher

- shall deem it her/his duty to inculcate both by word and example the right values in the students.
- promotes the physical wellbeing of the students ensuring cleanliness and healthy habits.
- focuses on holistic education and the growth of the human person.
- becomes or continues to be a member of any literary, scientific or professional organisation.

Private Studies and Tuitions

- The teacher obtains written permission from the Correspondent for registering any further studies or appearing for any examinations.
- The teacher shall not engage in private tuition for the students of the school.

Staff Room Etiquette

- Respect personal space.
- Clean up after yourself.
- Be considerate of noise levels.
- Respect food policies.
- Be inclusive and welcoming.
- Avoid sensitive or controversial discussions.
- Be mindful of time.
- Keep confidential information private.
- Engage in correction work and preparation of lesson during free hours.
- Visitors and the staff children are not allowed.

1.2. Non-Teaching Staff

- Maintains strict confidentiality regarding office and student information.
- Communicates clearly in a professional manner.
- Maintains safe and secure environment.
- Maintains professional demeanour at all times.
- Uses the school resources properly and carefully.
- Follows the school dress code policy.
- Be familiar with current laws, regulations and policies governing the operations of the institution.
- The school office remains open every day during the academic year.
- Maintains all the files, records and resumes upto date.

- The employee shall put in extra time to complete a work without claiming extra wages.
- Puts in a minimum of 8 hours work daily.
- All the documents issued by the office have to bear the Correspondent's / Principal's signature.
- Prepares the fee defaulters list at the end of the month or term and informs the Principal about the payments to be made.
- Attends the staff meeting when invited by the Principal.

2.3. The role of Academic Administrator

The Academic Administrator is nominated by the Principal of a school with the approval of LMC/GBS. She/he holds a crucial role in overseeing and managing the teaching and learning processes within the institution. His/her primary responsibilities revolve around maintaining high academic standards, providing guidance to the teaching staff and ensuring the overall success and growth of the school.

Curriculum Development

- Responsible for designing, evaluating and updating the school curriculum.
- Works with teachers to develop appropriate learning objectives instructional strategies and assessment methods.
- Prepares class timetable and teachers' timetable.

Staff Development

- Plays a crucial role in supporting and enhancing the professional growth of the teaching staff.
- Provides mentorship by organising professional development workshops and training sessions.
- Fosters a culture of continuous learning among teachers.

Academic Performance

- Monitors and improves the academic performance of students.
- Analyses student data and identifies areas for improvement.
- Implements strategies to enhance student achievement.

- Collaborates with teachers to provide individualised support to students struggling academically.

Classroom Observations and Evaluations

- Regularly observes classroom instruction to assess teaching methodologies and provides constructive feedback to teachers.
- Conducts formal evaluations of teachers' performance and addresses any concerns or areas for improvement.

Curriculum Implementation and Evaluation

- Ensures that the curriculum is effectively implemented in classrooms.
- Monitors instructional practices, assesses the effectiveness of teaching strategies and makes modifications as necessary to improve student learning outcomes.

Assessment and Examinations

- Monitors the development and administration of assessments and examinations within the school.
- Ensures that the assessments are aligned with the curriculum accurately.
- Measures student knowledge and skills and provides valuable feedback to the students, teachers and parents.

Parent and Community Engagement

- Fosters positive relationships with parents and the community.
- Communicates with parents regularly addressing academic concerns and sharing updates on their children's progress.

Educational Research and Innovation

- Stays updated with the latest educational research trends and innovative practices.
- Explores and implements new teaching methods, technologies and strategies to enhance the quality of education within the school.

Student Support

- Oversees the implementation of support mechanisms for students such as tutoring programmes, counselling services and special education support.
- Collaborates with teachers, parents and external professionals to ensure students receive the necessary support to succeed academically.
- Monitors co-curricular activities.

Quality Education

The academic administrator of the school plays a pivotal role in ensuring the delivery of quality education, fostering a positive learning environment and supporting the professional development of teachers. They prioritise academic excellence, student achievement and holistic development within the school community.

Scanned with CamScanner



ST. ANN'S COLLEGE FOR WOMEN

(Accredited by NAAC with 'A' Grade)

Recognized under 2(f) & 12(b) of the UGC Act, 1956

Malkapuram, Visakhapatnam-530011

Request Letter from the Principal to the Provincial

Principal
Dr. Sr. Prema Kumari
St. Ann's College for Women
Malkapuram
Visakhapatnam-11

10th May, 2023

The Provincial
Sr. Sandrina
St. Ann's Society
Visakhapatnam

Dear Rev. Sister,

Subject: Request for Appointment of New Staff for the Departments of Commerce, Mathematics, and Computer Science for the Academic Year 2023-24

I hope this letter finds you in good health and spirit. I write to bring to your kind attention the urgent requirement for the appointment of faculty in the Departments of Commerce, Mathematics, and Computer Science at St. Ann's College for Women for the academic year 2023-24.

In light of this, I humbly request your kind permission to recruit new staff for the aforementioned departments. We propose to conduct interviews and teaching demonstrations under the supervision of the management and the concerned department heads to ensure the selection of suitable candidates.

We seek your approval and guidance to proceed with this process at the earliest. Thank you for your continuous support and commitment to the growth of the college.

Yours Sincerely,
Dr. Sr. Prema Kumari
Principal
St. Ann's College for Women



ST. ANN'S COLLEGE FOR WOMEN

(Accredited by NAAC with 'A' Grade)

Recognized under 2(f) & 12(b) of the UGC Act, 1956

Malkapuram, Visakhapatnam-530011

Acceptance Letter from the Provincial to the Principal

Provincial
Sr. Sandrina
St. Ann's Society
Visakhapatnam

Date: 15th May, 2023

Principal
Dr. Sr. Prema Kumari
St. Ann's College for Women
Visakhapatnam

Dear Sister,

Subject: Approval for Recruitment of Staff for the Departments of Commerce, Mathematics, and Computer Science for the Academic Year 2023-24

I acknowledge the receipt of your letter regarding the vacancies in the Departments of Commerce, Mathematics, and Computer Science. I appreciate your diligence in ensuring the academic needs of the college are met.

After due consideration, I am pleased to grant permission to recruit new faculty members for the aforementioned departments. Kindly proceed with the recruitment process, including interviews and teaching demonstrations, in the presence of the management and the respective department heads to ensure the selection of competent and dedicated candidates.

May God guide you and the college team in this important endeavor. Please keep me informed about the progress.

Yours sincerely,

Sr. Sandrina

Sr. Sandrina
Provincial

Sr. Prema Kumari
Principal

St. Ann's Society



ST. ANN'S COLLEGE FOR WOMEN

(Accredited by NAAC with 'A' Grade)

Recognized under 2(f) & 12(b) of the UGC Act, 1956

Malkapuram, Visakhapatnam-530011

Confirmation Letter to Correspondent

Principal
Dr. Sr. Prema Kumari
St. Ann's College for Women
Visakhapatnam

20th May, 2023

Rev. Sr. Gisela
Correspondent
St. Ann's College for Women
Visakhapatnam

Subject: Appointment Confirmation of Mrs. Sunitha for the Department of Mathematics

Dear Rev. Sr. Gisela,

I am writing to confirm the appointment of Mrs. Sunitha to the Department of Mathematics following a thorough assessment of her credentials and teaching approach.

Mrs. Sunitha possesses impressive qualifications, extensive teaching experience, and a deep knowledge of mathematics. Her innovative teaching strategies and student-centered approach make her a valuable addition to our faculty. I am confident that her presence will contribute significantly to the academic excellence and growth of our institution.

Based on her excellent performance and alignment with the college's educational goals, I request you kindly formalize her appointment at the earliest.

Thank you for your continuous support and cooperation.

Yours Sincerely,

Principal
Dr. Sr. Prema Kumari
St. Ann's College for Women
Malkapuram



ST. ANN'S COLLEGE FOR WOMEN

(Accredited by NAAC with 'A' Grade)

Recognized under 2(f) & 12(b) of the UGC Act, 1956

Malkapuram, Visakhapatnam-530011

Appointment Letter from Correspondent

RC.No. 01/2023-24

Date : 01.06.2023

To

Mrs. K. Suneetha
Assistant Professor in Mathematics
D.No. 22-14-1/2, Vinayak Nagar
Uda Colony, Gajuwaka
Visakhapatnam-23
Andhra Pradesh.

Dear Mrs. K. Suneetha,

Subject: Appointment Letter for the Position of Assistant Professor

With reference to your application and subsequent demo and interview, we are pleased to offer you an appointment as an Assistant Professor at St. Ann's Degree College for Women, Malkapuram, Visakhapatnam. We believe that your expertise, experience, and dedication will greatly contribute to our institution's academic excellence.

As the correspondent of St. Ann's College for Women, Malkapuram, Visakhapatnam, I am delighted to extend this appointment to you.

Terms and Conditions:

1. Position and Department: You will be employed as a full-time Assistant Professor in the Mathematics department.
2. Start Date: Your employment will commence on 01.06.2023 Please ensure your availability on this date.
3. Probationary Period: You will be on probation for a period of 10 months from the date of joining (i.e., 01.06.2023 to 31.03.2024). During this period, your performance and suitability for the position will be assessed.
4. Remuneration: You will be eligible for a monthly salary of Rs.18,000/- which will be subject to applicable deductions and taxes as per the prevailing regulations.

5. Working Hours: You will be expected to adhere to the standard working hours as defined by the institution. These hours may be subject to change as per the requirements of the department.

6. Leave: You will be entitled to avail of leave benefits as per the institution's policies. The details of the leave entitlement and procedures will be provided to you upon joining on probation no leave.

7. Code of Conduct: You will be expected to adhere to the institution's code of conduct and maintain professional behaviour at all times. This includes treating students, colleagues, and staff members with respect and dignity.

8. Performance Evaluation: Your performance will be assessed periodically, and feedback will be provided to help you in your professional growth and development.

9. Confidentiality and Intellectual Property: During your employment, you will be required to maintain strict confidentiality regarding any proprietary information or intellectual property of the institution.

10. Termination: The appointment may be terminated by either party by providing written notice of one month in advance or by paying the equivalent amount in lieu of notice, subject to the applicable terms and conditions.

List of Documents Required on the Day of Joining:

1. Original educational certificates and mark sheets.
2. Proof of date of birth (birth certificate or equivalent).
3. Passport-size photographs (recent).
4. Photocopy of your identity proof (such as Aadhaar card, passport, or driver's license).
5. Proof of address (such as Aadhaar card, passport, or utility bill).
6. Experience certificates, if applicable.
7. Updated resume.
8. Any other documents requested by the institution during the recruitment process.

Please confirm your acceptance of this offer by signing and returning a copy of this letter by 30.05.2023. If you have any questions or require further clarification, please feel free to contact Principal at Cell No. 9441838484 or Email.: premajsas@gmail.com.

We look forward to welcoming you to St. Ann's Degree College for Women, Malkapuram, Visakhapatnam, and wish you a successful tenure with us

Yours faithfully

Sr. Gisela

Correspondent

St. Ann's College for Women

Malkapuram

Visakhapatnam-11

Declaration:

I have read and fully understood the terms and conditions as contained in the letter of appointment. I agree to abide by them and in acceptance of the terms and conditions I sign the duplicate copy of this appointment letter.



PROCEDURE FOR STAFF SELECTION

REQUEST LETTER TO PROVINCIAL



APPROVAL LETTER FROM PROVINCIAL



SCHEDULE OF INTERVIEW



FEEDBACK FROM THE INTERVIEW PANEL



SELECTION BY PRINCIPAL



CONFIRMATION OF APPOINTMENT BY CORRESPONDENT



ACCEPTANCE LETTER FROM THE NEWLY APPOINTED STAFF





ST. ANN'S COLLEGE FOR WOMEN

(Accredited by NAAC with 'A' Grade)

Recognized under 2(f) & 12(b) of the UGC Act, 1956

Malkapuram, Visakhapatnam-530011

Letter of Acceptance from the Employee

From:
K Suneetha
Dno:22-14-1/2
Vinayak Nagar
Uda colony, Gajuwaka
Visakhapatnam -23

To,
The principal
St .Anns Degree College for Women
Ramakrishna Puram, Malkapuram
Visakhapatnam

Subject: Acceptance of Job offered for the post of Mathematics Lecturer at St. Ann's College for Women.

Dear Sir/ Madam,

Thank you for offering me the position of Mathematics Lecturer at St. Ann's College for Women, Visakhapatnam. I am writing to confirm my acceptance of your offer.

I look forward to joining the team on 01-06-2023. If you need any additional information or paperwork prior to then, please let me know. I am happy to provide it.

Thanks again for considering my abilities and giving me the opportunity to work with you.

Thank you,

Place: Visakhapatnam
Date: 01-06-2023.

Yours sincerely,

(Kanithi Suneetha)

Appointment Policy for Newly Appointed Staff

3. SERVICE CONDITIONS

It is important to understand and adhere to the service conditions to ensure a conducive work environment and promote effective delivery of services.

3.1. Service Rules for the Employee

The appointing authority, the Correspondent, shall give an appointment letter in writing, along with service rules.

3.1.1. Probation and Confirmation

1. Every employee shall abide by all the rules and regulations currently in force in the educational institution and obeys all lawful orders and directives of the appointing authority.
2. A newly appointed teacher shall be on probation for a period of one academic year (11 months) which may be extended for one more year.
3. If the teacher is continued on probation for the following session as well, then he/she shall be entitled to vacation salary in April and May.
4. If a teacher is appointed for one academic session and the service is terminated on the 30th April, then the teacher concerned is not entitled to receive the vacation salary i.e., for the month of May.
5. No member of the staff will be treated as confirmed unless and

- until an order of his/ her being so confirmed in service is issued to him/her in writing.
6. A teacher may be confirmed after two years, provided his/her work is satisfactory.
 7. Any gradation shall be made by the LMC, either by direct recruitment or by promotion. No teacher shall have the right to claim for any post which is vacant in the school based on seniority or any other criteria. The decision of the LMC is final.
 8. On appointment every teacher is to produce a medical certificate of fitness from a registered medical practitioner.
 9. A teacher shall be required to produce original degree/diploma certificates, along with certificates of experience, relieving order and police clearance with attested photocopies. Original certificates will be returned after verification.

3.2. Leave

1. Leave cannot be claimed as a right. Discretion to refuse or revoke leave is reserved to the Principal/Correspondent.
2. Generally, a written application for leave must be submitted to the Principal/Correspondent well ahead of the date of the leave requested for. When a phone message/SMS/email is sent, it should be confirmed in writing on the subsequent day.
3. No teacher shall ordinarily avail any leave without first obtaining the permission of the Principal/Correspondent and if taken without permission, it will be treated as absent and salary for the same will be deducted.
4. In case of emergency when he/she is unable to take necessary permission beforehand, he/she shall intimate the Principal the reason for the absence, half an hour before the commencement of the class in order to make necessary arrangements for the classes.
5. Leave is not to be taken during the tests/examination days as well as on the first and last working day.
6. Absence in any school program (such as PTA Meetings, Seminars, Annual Functions and Celebrations) will be considered as leave taken.

7. An application for leave or extension of leave should be made before the date from within the leave or if extension is sought. If any employee does not apply within seven days of the expiry of leave, for further leave or has been absent from the school without permission for ten school days, the employee may be deemed to have deserted his or her post.
8. No period of leave in any case, be annexed to holidays or vacation periods. Teachers are expected to work until the time appointed for the breakup of the school, before the holidays and resume duty on the morning of the reopening day. The teaching and non-teaching staff should not leave the town without prior information to the Management during vacation.
9. To be entitled to receive pay for vacation, a teacher should be present and sign his/ her attendance on the day preceding the vacation and on the first working day after vacation.
10. Merely, applying/extension for leave will not mean sanction, until the leave is sanctioned by the sanctioning authority.

3.2.1. Casual Leave

1. An employee is entitled for 12 casual leave and 5 special casual leave during the year (serious illness, accident, bereavement and marriage of one's own...) on full pay in a year. However, casual leave at a stretch can be taken for a maximum of three days. Casual leave taken more than three days in a month will be treated as leave without pay.
2. Casual leave cannot be accumulated or combined with any other kind of leave, vacation or holiday.
3. Staff on probation will be entitled only for 10 days casual leave with pay during the first year of their service.

3.2.2. Maternity Leave

1. 90 days maternity leave will be granted to female employees who have put in not less than one year of service during pregnancy.
2. Maternity leave shall be granted with full pay for 3 months from the date it is availed of.

3. Maternity leave with full pay shall be granted twice during the entire service. Maternity leave not exceeding 20 days may be sanctioned for miscarriage, including abortion, subject to submission of a medical certificate.

3.2.3. Medical Leave/ Half Pay Leave

Fifteen days of Half pay leave is permitted when the staff is ill, provided he/she is on a permanent service. The staff is required to submit a medical certificate. In case of serious illness or accident, the number of days permissible is at the discretion of the Correspondent.

3.2.4. Long Leave

Long leave for a maximum of one year for reasons of ill health or study is permitted on loss of pay without affecting the continuity of service.

3.2.5. Leave on loss of pay

1. Extended leave after the completion of casual leave.
2. Leave when taken without permission or intimation.
3. When all types of leave is granted and no other leave is available, at the discretion of the Correspondent, loss of pay leave can be granted.

3.3. Holidays

A staff member is eligible to all the holidays notified in the school calendar. But it must be clearly understood that if on a holiday the Principal requests the staff to report to the institution, to attend a meeting or for any other purpose, connected with the institution he/she is bound to report without refraining that it is a holiday.

3.4. Hours of work

1. The staff shall attend the school punctually, at the appointed hour and shall not leave the school before it closes for the day.

2. The teaching staff is expected to be in the school as per the time fixed by the Management. In the absence of any specific instruction from the Management the teaching staff is expected to be in the school at least ten minutes before the commencement of the school assembly and leave the school as per the instruction of respective institution.
3. Every employee is expected to sign the attendance register on arrival before the working of the school begins and also at the time of departure.
4. An employee who has not signed the attendance register as above, is liable to be considered absent from duty for that day.
5. Working hours may be different for teaching and non-teaching staff, as may be specified by the Principal.
6. As and when required, an employee may be assigned any special duty even if, it is to be done beyond the normal working hours in the interest of the institution.
7. An employee is also required to conduct and organise co-curricular programmes and perform other duties even beyond the normal working hours.

5. Promotion

1. No employee will claim promotion to higher scale of pay simply by virtue of passing higher examinations or years of experience.
2. Promotion will depend on the vacancies available in the higher grade and the abilities of the employee. The decision will rest solely with the Management.

6. Age of Retirement

The retirement age for employees of St. Ann's Educational Institutions is 60 years. Before reaching the age of Superannuation, if an employee feels and expresses or if the Management feels the employee is unable to carry out his/her responsibilities due to chronic physical or mental illness, the employee can take voluntary retirement.