



ST. ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University,

Recognized Under Section 2(f) of UGC Act 1956-New Delhi)

Amravati Road, Gorantla, Guntur – 522034 (A.P)

Email: st_anns_coll@yahoo.co.in Website: www.stannscollegeforwomen.org

Criterion: VI

Metric –6.2.1

6.2 Strategy Development and Deployment

6.2.1 The Functioning of the Institutional Bodies is effective and efficient as Visible from Policies, Administrative setup, Appointment and Service rules, Procedures, Deployment of Institutional Strategic/Perspective/Development Plan etc.

2023-24

S. No	File Description
1	College Organogram
2	Appointment and Service Rules with Procedures
3	Leave and vacation Rules
4	College Policies
5	Perspective Plans
6	ICT-Enabled smart Class room
7	Decentralization Committees



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Criterion: VI

Metric – 6.2.1



Criterion-VI Governance, Leadership & Management

6.2.1 The Functioning of the Institutional Bodies is effective and efficient as Visible from Policies, Administrative setup, Appointment and Service rules, Procedures, Deployment of Institutional Strategic/Perspective/Development Plan etc.

College Orgonogram



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College Orgonagram



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Appointment and Service Rules with procedures



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Appointment and Service Rules

Principal, Dean and Secretaries cum correspondents of Higher Educational Institutions, who are members of the society, shall be appointed by the President/Chairperson of the Governing Body in consultation with the members of the Governing Body.

Appointment of Teaching and Non-Teaching Staff:

- i. The appointment of staff of the Institutions, Administered by the society is governed by the terms and conditions contained in the appointment letter of the Education Society service rules and Regulations. Such agreements determine the Rights and duties of the staff concerned including service conditions.
- ii. The Governing Body is the ultimate appointing authority which shall exercise the authority through the Correspondent/Principal for all classes of employees of the institution.
- iii. A Selection Committee consists of 4/5 members including Subject experts, Correspondent, Principal, and Faculty members nominated by the management (UGC, NCTE, AICTE, SCRT and norms to be followed) and all university/Govt. guidelines will be followed.
- iv. No employee is entitled to be confirmed or treated as permanent employee by reason alone of having completed the contract period. Permanent status is not effective until the employee has satisfactorily completed the contract period.

Procedure:

- i. The Correspondent is responsible for intimating the Employment exchange of vacancies (wherever it is applicable) and for advertising the vacant posts in the local Daily calling for applications.
- ii. The correspondent of the concerned Institution shall receive the applications.
- iii. After the preliminary scrutiny of the applications only eligible candidates shall be called for interviews at their own cost.
- iv. The selection committee shall conduct the interviews of the eligible candidates who present themselves for the interview.



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- v. It shall recommend a panel of names for each post and arrange them in the order of merit giving due weightage to Catholics.
- vi. The selections of the candidates shall be made by the selection committee, on the basis of merit and performance, both in the demonstration and in the personal interview.
- vii. Due consideration of the academic qualifications, professional experience and suitability of the applicant for the appointment to the posts for which they have applied shall be given.
- viii. All the selections made by the selection committee shall be submitted to the Correspondent who issues the appointment orders.
- ix. The selected candidate shall receive the appointment letter from the Correspondent signed by the Correspondent.
- x. All new appointments are made on a contract basis for eleven months or less, till the end of the academic year, after which their services automatically stand, cancelled.
- xi. The selected candidate, if accepting the appointment, shall enter into agreement, in the prescribed manner and form with the institution concerned at the time of appointment.
- xii. Service in any other institution except St. Ann's Institutions shall not be counted for the purpose of pension or other benefits.
- xiii. During the contract period they are not eligible for the summer vacation period salary.

Appointment of Substitute Teachers:

Temporary vacancies (due to resignation, maternity, long sickness, study leave, etc.) shall be filled in by the Correspondent.

Certificates and Documents:

All the candidates who are selected and appointed shall submit the following certificates to the Correspondents of the said Institution.

- i. SSC Certificate for the purpose of age.
- ii. Academic qualification certificate (BA/B.Com/B.Sc/MA/M.Sc/Ph.D.etc.)
- iii. Training/Professional qualification certificate NET/SLET
- iv. Experience certificate if any



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Leave and Vacation Rules



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RULES REGARDING LEAVE AND VACATION

LEAVE RULES IN GENERAL:

The purpose of granting leave to an employee is to facilitate her/him sufficient relaxation and rest so that her/his efficiency can be enhanced and does not deteriorate. Keeping this in view all leaves shall be granted as per the feasibility prevailing in the unit /department concerned and will be governed by the exigencies of services there in and the possibilities of alternative arrangements that can be made to ensure the efficient discharge of the duties of the employee in his /her absence.

All leaves will be allowed to employee subject to the exigencies of work.

- i. Any employee who desires to obtain leaves shall apply to the principal or correspondent in writing.
- ii. Application for leave of absence for duration of less than three days must be made at least 48 hours prior to the time from which this leave _ is required, except on compassionate ' grounds .
- iii. Application for leave of absence for a duration of more than one week shall be made at least 15 days in advance from the date from which the leave is required .
- iv. A record shall be maintained of all leave of absence, which is sanctioned, in the personal sheet of each employee.
- v. An employee who absents himself for 15 consecutive days or overstays leaves (including Sunday and holidays) beyond the period of leave originally granted or subsequently extended by eight consecutive days will be deemed to have lost his lien on his employment.
- vi. Leave shall be granted in accordance with the "leave rules".

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- vii. Leave cannot be claimed by any employee as a right.
- viii. For the purpose of leave, the leave year shall be reckoned from 1 January to 31 December.
- ix. Sundays and /or holidays falling within the period of leave shall be counted as part of the leave.
- x. All leave applications forwarded to the principal for sanctioning shall contain the recommendation of head of the department.
- xi. A record of all sanctioned leave shall be maintained in a proper register in the department.
- xii. No leave shall be 'granted to any employee against whom any disciplinary procedure is pending.
- xiii. An employee who has been granted leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
- xiv. The temporary and part – time staff are not eligible to any leave except casual leave, proportionate to the duration of their appointment.

CASUAL LEAVE:

It is granted to meet the special and urgent personal affairs.

- i. Every employee shall be entitled to have – 15 days of casual leave in each calendar year subject to the necessities and exigencies of work. Employee joining the services in the middle 'of a calendar year shall be eligible for casual leave proportionate to the remaining period of the year for which she/he is employed.
- ii. Casual leave may be either prefixed or suffixed to Sundays, weekly day off or statutory holidays.
- iii. Casual leave is not granted for more than three days at a time.



D. R. Felton

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- iv. Casual leave may be availed of for half a day.
- v. Unveiled casual leave shall lapse on the close of the leave year. This leave cannot be added.

MATERNITY LEAVE:

A married permanent female employee can avail 3 months maternity leave on full pay. If a female employee applies for maternity leave after two surviving children, it will be treated as level of loss of pay. If an employee already has two surviving children before joining the institution, that employee will not be entitled for maternity leave with pay

MEDICAL LEAVE:

A staff member may be granted 5 days of leave with full pay on medical grounds. It may be extended to 10 days at the discretion of the institution authority. In case of medical leave for more than three days, a medical certificate must be submitted from the authorized medical practitioner for computing the number of days of medical leave, all intervening holidays and Sundays shall be counted. However institution vacations cannot be prefixed or suffixed such leave in which case the whole period including the college vacation shall be treated as medical leave and the rules of leave without pay and shall apply.

EXTRA- ORDINARY LEAVE (LEAVE WITHOUT PAY):

- i. Under extraordinary circumstances leave on loss of pay up to 10 days in a leave year may be held at the discretion of the principal concerned. The nature of the exigency shall be clearly recorded
- ii. Leave for more than 10 days or extension of leave already granted may be permitted by the principal only to cover periods of sickness or other extraordinary personal situation.




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- iii. All leave on loss of pay shall be promptly intimated by the principal to the office accountant for necessary salary adjustments.
- iv. An employee who continues to be absent for 10 days without permission in excess of the period for which leave without pay has been granted shall be liable for disciplinary action

OFFICIAL LEAVE:

The purpose of official leave is to carry out official work outside the institution. Members of the staff will be considered to be on duty and given official leave to be away from the institution under the following circumstances:

- i. Carrying out official work at the direction of the principal such as invigilation / paper valuation / practical examination etc. This will ordinarily be for periods varying from one day to two weeks. This leave will be approved by the principal.
- ii. Short term training / In- service education

SANCTIONING AUTHORITY:

Principal will be the sanctioning authority for all categories of leave to all the members of the staff except long and ex-ordinary leave which is granted by the President.

Apart from Management Government Leave rules are also followed.



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Metric – 6.2.1



Criterion-VI Governance, Leadership & Management

6.2.1 The Functioning of the Institutional Bodies is effective and efficient as Visible from Policies, Administrative setup, Appointment and Service rules, Procedures, Deployment of Institutional Strategic/Perspective/Development Plan etc.

Perspective Plan:: 2023-24



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Perspective Plan for Academic Year – 2023-24

The College Development committee has approved the following perspective plan for the Academic year 2023-24.

1. **Preparations for NAAC Accreditation process:** To speed up the work of NAAC Accreditation proceedings on 7 criterions, aim to get a good grade.
2. **Expert peer team visits for NAAC preparation:** To achieve good grade the management and IQAC plan to arrange expert peer team visit in different time schedule for getting good number of suggestions and valid instructions.
3. **Plan of Action for conversion of 3 majors to single major programmes:** As per the order of APSCHE A plan of Action to be framed for conversion of 3 major UG programme to single major UG programme.
4. **MOU's & Collaborations:** In order to improve the knowledge sharing intension to collaborate with other colleges, Institutions, companies for updating faculty exchange programmes, mentor-mentee ship, plant visits, internships etc.
5. **Feed-Back Mechanism:** Based up on the feedback policy of the college feedback to be collected from different stake holders on the Academic performance & Ambience of the Institution.
6. **International Workshops:** Plan to conduct International Workshops through on line/off-line mode.
7. **A Seminar on Intellectual Property Rights:** To organize a Seminar on Intellectual Property Rights to encourage promotion of research consultancy and innovation among staff.
8. **NCC & NSS Programme activities to be updated.**



S. Fatima Rana
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ICT Enabled Smart Class Rooms



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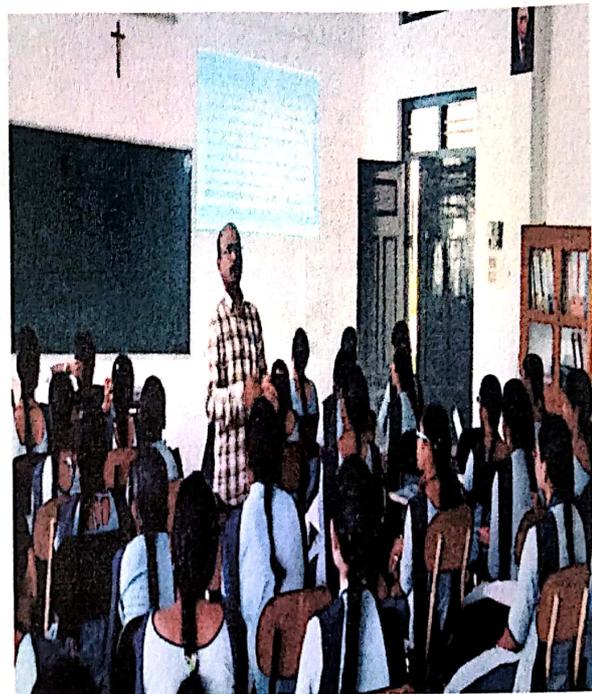
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4.1.1: ICT Enabled Facilities

ICT in Education leads to better teaching and learning to the students to deliver the information effectively. ICT plays a key role in delivering innovative trends using technology like Digital classrooms, Multimedia Presentations, Videos etc.,

Class Rooms with ICT Facilities



Room No.- 110



D. K. E. Reddy
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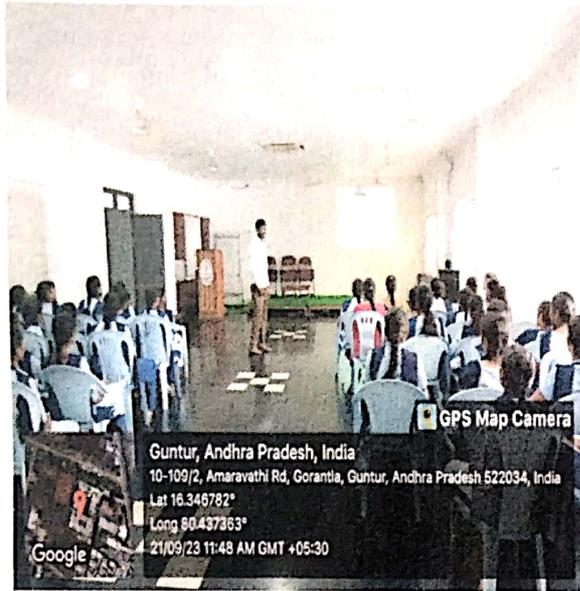
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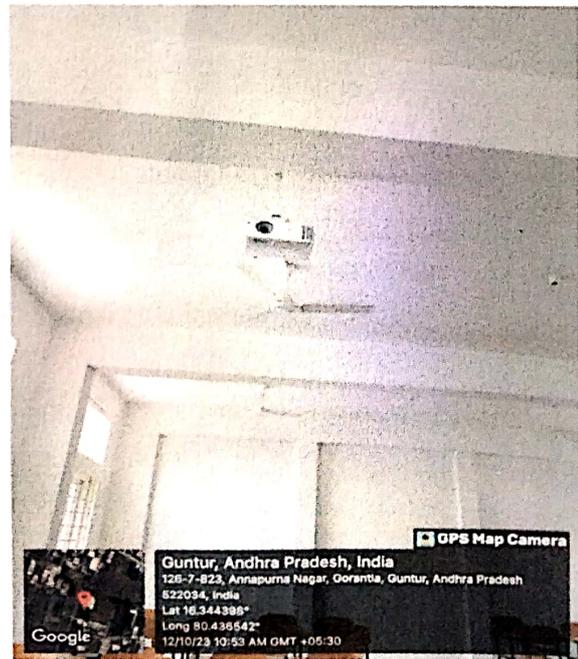
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Seminar Hall - 1



Room No.- 209



Room No.- 209 with ICT facility



Dr. Felita L
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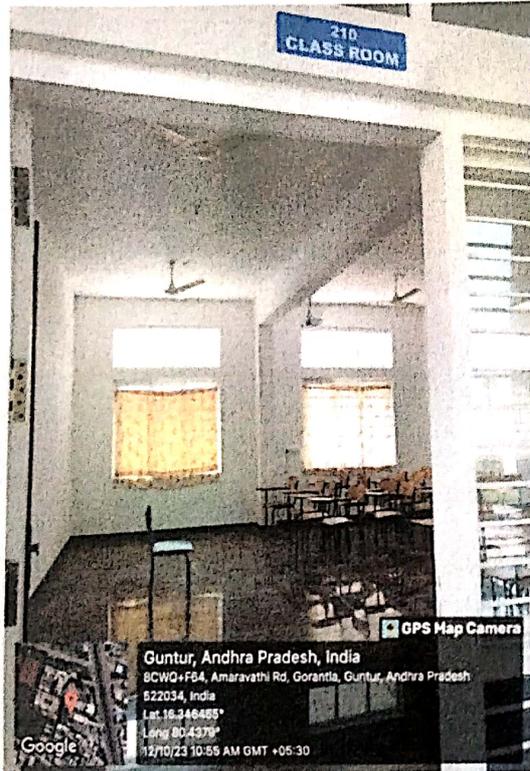


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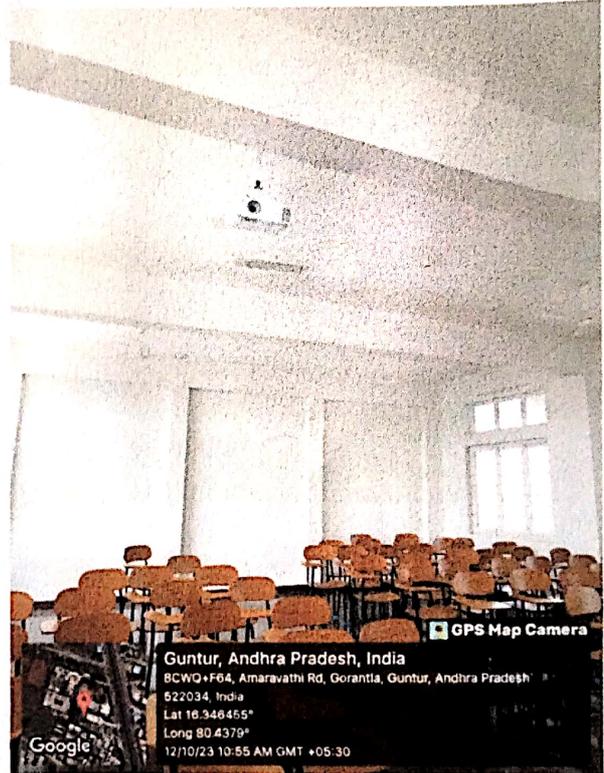
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Room No.- 210



Room No.- 210 with ICT facility

ICT Facility in Skill Development Lab – Centre for Excellence



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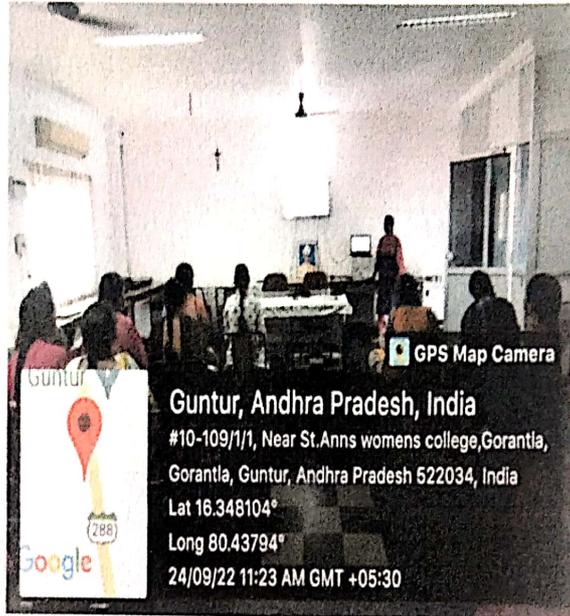


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Python Training Program conducted by APSSDC



Participated students in Python Training Program



John Kelly
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Soft Skills Training Program conducted by Magic Bus India Foundation



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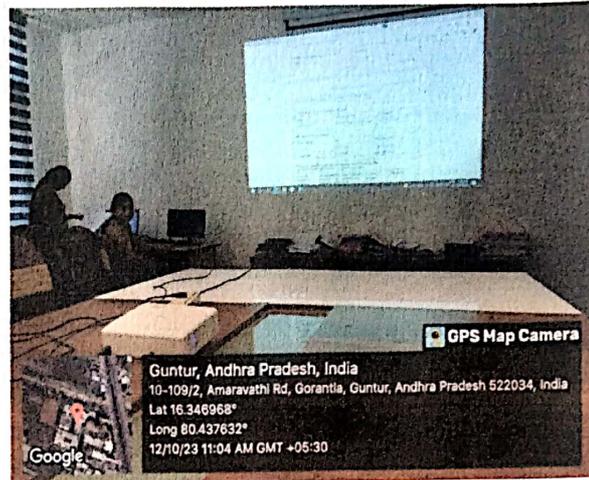
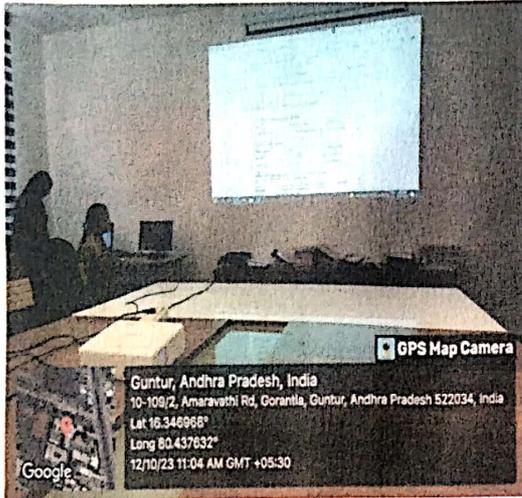
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Participated students in Soft Skills Training Program

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ICT Facility in Conference Hall



ICT Facility in Auditorium



Dr. E. E. E. E.
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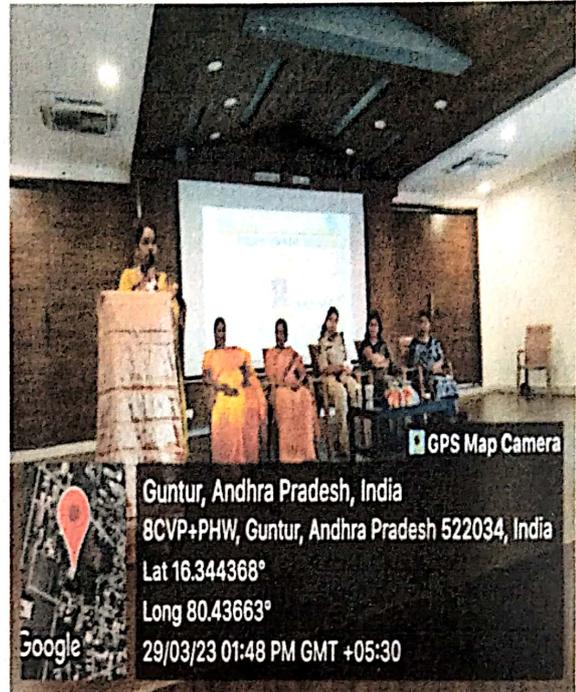
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Decentralization of Committees

2023-24



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UG & PG - LIST OF COMMITTEES 2023 – 2024

S.NO	NAME OF THE COMMITTEE	LECTURER INCHARGE	ROLE
1	Time –Table Committee (ALL HOD'S)	Mrs. R.Sharon Rose Mr.S.M.Subhani Mrs.J.Prameela Rani Mr. Ch. Rama Rao Dr. J. Pratapa Reddy Mrs. K.Vanaja Mrs. K. Vidhyadhari Mrs. D. Swarna Charani Rai Mrs. B.Usha Rani Mrs.P.Sandhya Mrs.I.Adi Lakshmi Mrs.B.Ranjitha	Convener(UG)
		Mrs.M.Usha Dr.G. Radhika	PG(MCA) PG(MBA)
2	Press & Media Committee	Mrs.I.AdiLakshmi Mr. D. Simon Mrs. P. Sandhya Mrs. M. Anjana Devi Mrs.D.V.Ramanamma Miss.K.Grace Shanthi Ann	Convener(UG)
		Mrs.M.Usha Rani Dr.V.Vani	PG(MCA) PG(MBA)



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3	Admissions Committee (ALL HOD'S)	Mr. Ch. Rama Rao Mrs. R.Sharon Rose Mr.S.M.Subhani Mrs.J.Prameela Rani Dr. J. Pratapa Reddy Mrs. K. Vanaja Mrs. K. Vidhyadhari Mrs. D. Swarna Charani Rai Mrs. B.Usha Rani Mrs.B.Ranjitha	Convener(UG)
		Mrs. M. Usha Rani Dr.G. Radhika	PG(MCA) PG(MBA)
4	Awards / Medals Committee	Mrs. G.Anitha Bhanu Mrs. G.Saroja Mrs. G.Vijya Lakshmi Mrs.B.Ranjitha Miss.B.Manasa	Convener
		Mrs.D.V.Ramana Dr.G.Radhika	PG(MCA) PG(MBA)
5	Student Seminars Committee	Mrs. B.Joyce Dr. J. Pratapa Reddy Mrs. R.Sharon Rose Mrs.D.V.Ramana Mrs. B.Usha Rani	Convener
		Mrs. D. Swarna Charani Rai Dr.G. Radhika	PG(MCA) PG(MBA)



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6	Tours & Travel Committee	Mr. Ch. Rama Rao Dr. J. Pratapa Reddy Mrs.M.Anjana Devi Mr.S.M.Subhani (Commerce) Mrs. L.Mary Anusha Miss.K.Grace Shanthi Ann Mrs. K.Susmitha Miss. G.Vani Miss.B.Manasa	Convener
		Mrs. D. Swarna Charani Rai Dr. V. Vani	PG(MCA) PG(MBA)
7	Examination Committee	Mr.Ch. Rama Rao Mrs. G.Anitha Bhanu Mrs.B.Usha Rani Mr. S.M.Subhani (Commerce) Mrs. L.Mary Anusha Miss.K.Grace Shanthi Ann	Convener
		Mrs.D.V.Ramana Mrs.J.Sirisha	PG(MCA) PG(MBA)
8	Anti Ragging Cell	Dr.Sr.Fatima Rani.P Mrs. J. Prameela Rani Mr.G.Bala Show Reddy Mrs. K.Vidyadhari Mrs.P.Sandhya Mr. V. Chandra Sekhar Mr. R.V.Sankara Rao Mr. T. Augustine Reddy Mr. B.Mallikarjuna Rao	Chairperson Convener Lawyer S.I, Taluka H.M,Krosuru, (Parent) Forest Beat Officer, Guntur
		Mrs. D. Swarna Charani Rai Dr.G. Radhika	PG(MCA) PG(MBA)



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