



ST. ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University,
Recognized Under Section 2(f) of UGC Act 1956-New Delhi)
Amaravathi Road, Gorantla, Guntur – 522034 (A.P)
Email: st_anns_coll@yahoo.co.in Website: www.stannscollegeforwomen.org

Criterion: VI

Metric – 6.1.1



Criterion-VI Governance, Leadership & Management

6.1.1 The Institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, Sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long-term Institutional Perspective plan

Duties and Responsibilities of Committees



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Committee's Duties and Responsibilities

Governing Body:

- The Council is responsible for formulating the policies of the institution, framing the vision and mission statements and providing the right direction to the institute. The members with their huge academic, administrative and research experience manage the institution in right direction from time to time.
- The Governing Council is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.
- Governing council has a duty to enable the college to achieve and develop its mission and primary objectives for learning, teaching and research. This responsibility includes considering and approving the institution's strategic plan, which should set out the academic aims and objectives of the institution and identify the financial, physical and staffing strategies necessary to achieve these objectives.
- It is the duty of the Governing Council to oversee the creation and delivery of the strategic vision and direction of the institution. This will encompass the purpose and mission of the institution.

College Development Committee:

- The College Development Committee is the highest academic body of the college and is responsible for laying down, regulating, and maintaining the standards of teaching, research, and examinations in the college.
- Reviews and approves academic calendar, value added courses and report submitted by IQAC.
- Reviews the academic activities of the college.
- Reviews and formulates the perspective plan of the college.
- Reviews the value added courses for students.
- Reviews the faculty development programs.
- Promotes innovation in teaching, sustaining the quality of education and quality improvements initiatives (NAAC).
- Ensures that the academic program is consistent with the institute's mission and is in line with industry requirements.
- Helps inculcate a culture of research in the student community.



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IQAC committee:

- To prepare the circulars and communicate to all the departments in the first week of the month regarding the quality initiative developmental activities of that month.
- To review the quality initiatives and activities of the college by organizing meetings with all the staff with at least one meeting in month compulsorily.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- To prepare the institutional plan and submit it to the principal within a week from the date of commencement of classes.
- To gather and consolidate all the information of the various activities conducted in the college every month.
- Documentation of various programs of the college, leading to quality improvement.
- To prepare the college activity register and submit it to the principal in the last week of the academic year.
- To identify and adopt the best practices that are suitable to the college.
- To report the issues in the quality improvement aspects to the principal in time.
- Development of the Annual Quality Assurance Report of the college based on the quality parameters/assessment criteria developed by the NAAC in the prescribed format.

Time table committee:

- To Display on notice boards and websites for references.
- To frame a suitable, clash free time-table for conducting theory/practical classes as per university rules for each semester.
- To finalize the time-table within one week from the date of commencement of classes.
- To attend to various complaints of clashes in the time-table and report to the principal for necessary adjustments.
- To scrutinize the work load of the individual faculty members and the departments as per university rules.
- To maintain the records of the time-table framed and submit the same to the IQAC committee.



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Admissions committee:

- To provide all information related to Admissions to the students and parents.
- To decide on all the matters relating to Admissions of the students.
- To maintain day wise admission data and display the group wise vacancy position daily during the time of admissions.
- To submit the list of admissions made by the college to the concerned competent authorities and get approved.

Awards/ Medals Committee:

- The committee coordinates with various departments to prepare the list of subject-wise, paper wise toppers for the various medals instituted by the college and other well-wishers and donors.
- It plays a major role in the smooth conduct of the annual award ceremony during which gold medal winners are also felicitated.

Tours & Travel Committee:

- The committee coordinates with students, travel agencies and the hospitality industry to organise holiday tours, with the objective of giving the students a wholesome exposure to our culture and geographical diversity.

Examinations committee:

- To co-ordinate with the examination conduction for smooth conduct of examinations.
- To ensure that the mark lists are submitted by the lecturers to the examination section by due dates and the statements of marks are given to the students within the stipulated time.
- To examine the cases of malpractices by students in the examinations, if any and recommend course of action to be taken against defaulting students.
- To make inventory of the required stationery well in advance.
- To maintain records of the cases investigated and submit the same to the IQAC committee.



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Anti-Ragging Committee:

- To ensure overall disciplined environment in the college.
- To initiate timely action against students.
- To redress complaints about ragging as per the Govt. and University procedures.
- To sensitize students about the evils of ragging and its prevention in the college campus by organizing programs etc.
- To prepare sign boards and display them in appropriate places.
- To maintain records of the cases investigated and submit the same to the IQAC committee.

Alumni Committee:

- To make alumni of St.Ann's College for Women, Guntur under one forum for exchange of experience. Knowledge and talents among members and students of the college.
- To maintain an effective alumni database and update the records periodically.
- To invite the alumni for annual Alumni meet so that they can have a chance to re-associate, re-collect and rejoice.
- To Honor the distinguished Alumni by inviting as chief guest for Republic Day and Independence.

Attendance Committee:

- The Committee works to ensure that the students are regular to college by coordinating with all the class-in-charges, subject wise attendance list display regularly.
- Through diligent and regular monitoring of attendance, shortage cases are brought to the notice of the parents/principal for counselling or further action.
- The committee forwards the attendance percentage to the parents through the Attendance report prepared by the class-in-charges.

Cultural committee:

This committee shapes the cultural ethos of the college by-

- Preparing the cultural events calendar and ensuring conduct of these events as per schedule.
- Conducting cultural competitions to groom talented students at various intercollegiate, state and national level competitions.
- Organizing all major events of the college.



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Discipline Committee:

- Discipline is one of the hallmarks of the institution. A team of active teaching and non-teaching staff ensures the smooth conduct of day-to-day activities.
- The committee coordinates with the class in charges and class representatives to maintain order and decorum during major events.

Eco Club committee:

- To facilitate rain water harvesting, energy conservation, solar lights, LED lights.
- To promote and maintain green ambience.
- To enroll members for the club and to create awareness among the students and staff about the need for protection of natural habitat.
- To invite speakers to talk on environmental protection.
- To maintain the records of the activities conducted and submit the same to the IQAC committee.

Literary Committee:

- To conduct and identify the inherent best talent in a student.
- To conduct various activities and develop the personality of the student.
- To depute students to participate in various inter-collegiate events.
- To ensure originality in expression and their work, thus building the required confidence through interactive activities
- To provide a platform for students to express themselves in various languages.
- To coordinate and guide students participating in intercollegiate, state level and national level competition such as essay writing, poetry, debates, quizzes etc.

Sports & Games committee:

- To recommend the principal to provide facilities for indoor and outdoor games as per the requirements for the students.
- To finalize annual planning of internal and external sports activities.
- To Prepare budget for proposed activities.

Staff Grievances Committee:

- To provide with proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized;



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- To analyse the aspects of grievances and conduct formal hearings and investigation accordingly.
- To protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the policyguide lines
- To obtain the facts through relevant sources in a fair and objective manner, to work out a resolution of the issues involved with the parties named in the grievanceapplication;
- To ensure speedy disposal of every grievance application - within a maximum period of one month of the receipt of application

Library committee:

- To take stock of the existing, newly added and total number of books.
- To introduce bar coding system.
- To see that the library is computerized.
- To arrange talks for students to motivate them so as to cultivate reading habits.
- To organize Book week, books display on special occasions.
- To see that library building is enabled with wi-fi facility.
- To see that library issue/return of books are maintained through software.
- To maintain the sanctity of the library.
- To maintain a record of the services rendered/activities conducted and submit the same to the IQAC committee.

Out Reach Committee:

Every department and the Institution should have its own plans for reaching out to the community to mould and developed students as fine human beings. The efforts are mostly directed to issues concerning environment, education and health.

Education is not just academic but as process of self realisation and new nurturing a sense of responsibility in young minds. Inculcating human values, leadership quality and professional ethics are the objectives of the community service programs-Number of activities are to be regularly under taken by this unit in different areas concerning to

- i. Community- survey, awareness programs
- ii. Environment - awareness and protection
- iii. Education- mobile science labs to government school
- iv. Health and Hygiene- health camp, awareness campaign, nutri-food.



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Parents Association committee:

- To monitor the perception and concerns of the parents about the college.
- To keep them updated about the college events activities and the future plans.
- To discuss issues relating to the students community and their welfare and to encourage the parent-Ambassador role.
- To seek their suggestions, goodwill and support in all the endeavours.
- To maintain the records of the activities conducted and submit the same to the IQAC committee.

Magazine Committee:

- Besides Providing a panoramic chronicling of events gone by, the committee undertakes the following activities:
- Coordinating with Heads of the Departments and conveners for the collection of reports, photographs, articles and messages from dignitaries.
- Coordinating with the class-in-charges in generating advertising

Scholarship committee:

- To create awareness on the scholarship schemes of the welfare departments.
- Registration of the college in the Jnanabhumi portal.
- Registration process and forwarding the applications of the students to the concerned departments.
- Submitting the reports of the scholarships received by the students to the office intime.
- Maintaining the scholarship holder's database and scholarship records.
- Process of transfer of scholarship funds to various college accounts.
- Submitting the information of scholarship holders and received scholarships to the IQAC intime.

Placement cell:

The placement cell creates a platform for final year / final semester students by bringing together students and their prospective employers it consists of one coordinator each for UG and PG along with student members. The committee:

- i. Grooms the students through seminars on group discussions, interview skills, body language, etc.



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- ii. Guides students regarding Resumewriting and conducts mock interviews
- iii. Conducting regular Training Programmes on Soft skills, Trends in Technology .
- iv. Organises campus interviews and job fair

Red Ribbon Committee:

- To conduct activities under Red Ribbon Committee
- To organize Blood Donation Camps in the college.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.
- To see that there is a First Aid Room with all the basic facilities in case of emergency.

Student counselling Committee:

- To identify the problem areas and difficulties of individuals their potentials and limitations.
- To help students develop their potentialities through a greater self understanding to enable them to take full advantage of the environmental sources.
- To help a mitigate suffering, rich appropriate solutions, take responsible decisions and enable students to become self-actualized individuals.
- To follow systematic process based on a close student-teacher relationship intended to aid students in achieving educational, career and personal goals.as class-in-charges, mentors and faculty in various departments.
- To serve as coordinator to assist the student in assessing academic progress towards goals and other health and psychological needs
- To identify one/two faculty members exclusively to cater to the students on regular basis. They meet the students once a week or fortnight; provide information on higher education, preparation for entrance examinations.

Women Empowerment Cell:

- To enhance the confidence level of girl students for their empowerment in the society.
- To celebrate International Women's Day.
- To organize several programs like ~~seminars~~ eminent lectures etc.
- To counsel and solve the personal and academic related problems of women.



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- To maintain the records of the activities conducted and submit the same to the IQAC committee.

Grievance Redressal Committee:

- The Grievance Redressal committee consists of the Principal, Deans – Student Affairs, senior faculty members and student representatives who are members of SQAC. Student representatives act as an interface between management and students.
- Time is allocated on weekdays for parents to meet the Principal and the Deans.
- Academic problems are brought to the notice of HOD for action.



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SC/ST Committee:

- SC/ST Committee looks into the complaints and grievances of SC/ST employee and students.
- The committee provides information about the scholarship and resolves any problems faced by the SC/ST students and employees.
- Encourages the students to express their grievance without fears.

N.S.S Committee:

- To understand the community in which the NSS volunteers work and to understand themselves in relation to their community
- To identify the needs and problems of the community and involve themselves in problem-solving exercise
- To develop among themselves a sense of social and civic responsibility
- To utilize their knowledge in finding practical solutions to individual and community problems
- To acquire leadership qualities and democratic values
- To develop capacity to meet emergencies and natural disasters
- To practice national integration and social harmony
- To establish meaningful linkages between 'Campus and Community', 'College and Village' and 'Knowledge and Action'

Internal Compliance Committee:

- To conduct awareness and educational programs on the sexual harassment of women.
- To take measures for prevention of sexual harassment of women.
- To undertake redressal of sexual harassment complaints received.
- To undertake redressal of any matters relating to harassment.

Anti-Sexual Harassment Committee

- Addressing the issues related to well-being of women students and lady faculty members.
- Inviting experts and doctors to address women related issues.
- Conducting various women enrichment programs to the students.
- Preventing any act of sexual harassment



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