



## **CRITERION 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.2 Strategy Development and Deployment**

**6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

Student's Grievances
Mentor - Mentee
Staff Grievances



**ST. ANNE'S DEGREE COLLEGE FOR WOMEN**

Permanently Affiliated to Bengaluru City University  
Recognized by UGC under Section 2(f), Accredited with 'A' Grade by NAAC  
ISO 9001:2015 Certified Institution  
#23, Cambridge Road, Halasuru, Bangalore- 560008



# **Student's Grievance Meeting 2022-2023**



## GRIEVANCE CELL REPORT

2022-2023

St. Anne's degree college for women recognizes the right of all students to work and study in a harassment free environment and unlawful discrimination. Any kind of harassment if not addressed will be repeated. St. Anne's degree college recognizes that these complaints and feedback are an effective way of ensuring quality and service. Suggestions are accepted and effectively resolve grievances.

It is good to air out grievances. Protection of human rights is essential for all round development. To realize the primary needs of the students and secure civil liberties, a grievance cell has been constituted. The cell intends to solve problems regarding classrooms, washrooms, canteen, auditorium and the like. When such problems arise, grievance cell convenes meetings and takes steps to redress the grievances.

Sno	Subject Matter	Maximum time limit to reply
1	Ragging/ Gender Issue	As per the existing norms
2	Student's related matters	20 working days
3	Teaching/ Non Teaching issues	15 working days
4	University/ College/any other matter	20 working days

### Student grievances redressed by the management are as follows:

- Improvement of canteen facilities.
- More books pertaining to the PG syllabus.
- Academic concerns regarding few subjects.
- Concerns regarding the short and long trip and their cost.
- Need for increase in sports classes.
- Need for career counseling.
- Tissues or newspapers to be kept in the washrooms.



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- Washroom Hygiene.
- Request for uniforms.

The college management and the grievance cell has taken an initiative to redress these grievances.



*Nisla. Joseff*

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#23, Cambridge Road, Halasuru, Bengaluru-08

## NOTICE

The institution has a Grievance Redressal Cell to take note of grievances and complaints of the students. The students approach the Grievance cell members with their complaints and grievances regarding academic matters, office issues, college fees, library facilities and the like. There is suggestion box in the campus at each floor. Students can drop in their grievance in writing or send an email to [stannesstudentgrievancecell@gmail.com](mailto:stannesstudentgrievancecell@gmail.com) or write an application to the cell convener for any complaints. Concerned students may also write the grievance in the grievance register directly. Grievance cell members work with the management and the principal to look into individual issues and try to resolve them with utmost importance.

### Steering Committee Members

<u>Name</u>	<u>Designation</u>
Asst.Prof Swathi S Department of Psychology	Co ordinator
Asst.Prof Sindhu Department of EVS	Member
Asst.Prof Sujatha Department of Kannada	Member

*Nile. Joseph*



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**Mentor-Mentee**

**2022-2023**



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#23, Cambridge Road, Halasuru, Bengaluru - 560008  
Ph: 08025544454, E-mail: [annescollege@gmail.com](mailto:annescollege@gmail.com), Website: [www.stannescollege.in](http://www.stannescollege.in)

20<sup>th</sup> October 2022

### CIRCULAR

#### Mentoring Programme: 2022-2023

Dear Faculty/ Students

This is to inform that for the academic year 2021-2023, mentor-mentee meet is been scheduled on 3<sup>rd</sup> Saturday of every month between 11am to 12pm. Faculties and students are hereby informed to make a note of it.

The list of mentees with their respective mentors will be put on the notice board and the same shall be conveyed to the students in class by their respective class teachers.

Thanks and regards

Prof. Nisha Joseph  
Principal

St. Anne's Degree College for Women  
Halasuru, Bangalore 560008

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*D. Bonif*  
For



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### MINUTES OF MEETING 2022-2023

Name of the Unit: Mentor Mentee unit

Date: 21<sup>st</sup> Nov 2022

Time: 03:00 pm to 03:30 pm

Venue: Principal's Cabin

Agenda: Mentor Mentee day

**Summary of Points Discussed:** Every third Saturday will be the mentor mentee day. The assigned mentors will meet their mentees one by one. The following points were discussed in the meeting for the same.

1. Third hour of every Saturday.
2. Changes in the mentor mentee form.
3. Submission of the mentor mentee forms of each department along with the mentor mentee allotment list.
4. Self-development and improvement of students

#### Members:

Name	Designation	Signature
Prof. Nisha Joseph	Chairperson of the meeting	<i>Nisha Joseph</i>
Ms. Arul Kalaimathi	Co-ordinator	<i>Arul Kalaimathi</i>
Ms. Swathi S	Member	<i>Swathi S</i>
Ms. Vennila	HoD, Commerce	<i>Vennila</i>
Ms. Arthi	HoD, BBA	<i>Arthi</i>
Ms. Marina	HoD, BCA	<i>Marina</i>
Ms. Shaifa	HoD, BSc	<i>Shaifa</i>
Ms. Shoba	HoD, Rehabilitation Science	<i>Shoba</i>
Mr. Albert	HoD, BA	<i>Albert</i>

*D. Bouifa*  
for



*Nisha Joseph*

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## ST. ANNE'S DEGREE COLLEGE FOR WOMEN

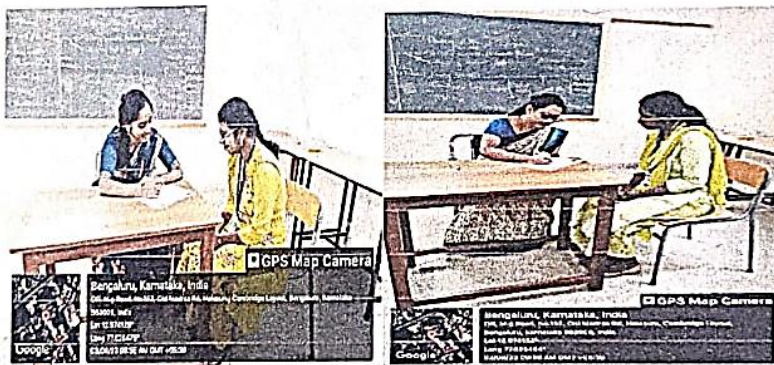
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### Mentor-Mentee Report

2022-2023

Mentoring program is conducted to increase the self-confidence & self-awareness in students as well as to build a good interpersonal relationship between teachers and students. Every third Saturday of the month is allocated for mentor-mentee session. Each teacher in each department is assigned with mentees to be mentored. A committee consisting of the principal and experienced faculty monitors the mentor-mentee program. A mentor in this process helps the student grow their skills, make better decisions, and gain new perspectives on their life and career. The students also get an opportunity to interact with their seniors through various clubs and committees about various aspects.



*D. Bonifa*  
for



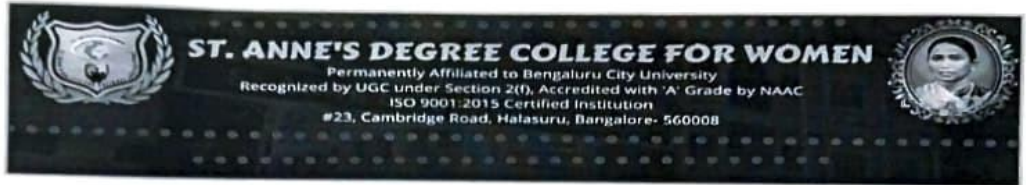
*Nisla Joseph*

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## DEPARTMENT OF BUSINESS ADMINISTRATION

Allocation of Mentor-Mentee- 2022-2023

Sl.No	Mentor	Mentee Assigned	Register Number	Class
1	<b>DR. LILY REGINA ARTHI MOSES</b>	Ashmita Rai	20BBA01	3 <sup>rd</sup> BBA
2		Ashwini K	20BBA02	
3		Ayesha Khanum	20BBA03	
4		Brinda C R	20BBA04	
5		Charulatha	20BBA05	
6		Akshaya B	U18HGM0020	2 <sup>nd</sup> BBA
7		Amulu M	U18HGM0021	
8		Anusha S	U18HGM0008	
9		Ashwini.Gm	U18HGM0036	
10		Chandana Baskar	U18HGM0023	
11		Deepa.C	U18HGM0001	1 <sup>st</sup> BBA
12		Agalya M	U18HG22M0026	
13		Anchal singh	U18HG22M0006	
14		Archana M	U18HG22M0028	
15		Barani V	U18HG22M0022	
16		Barera imen	U18HG22M0034	
17		Bhavya	U18HG22M0029	
18		Bharathi	U12HG22M0011	

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## DEPARTMENT OF BUSINESS ADMINISTRATION

### Allocation of Mentor-Mentee-2022-2023

Sl.No	Mentor	Mentee Assigned	Register Number	Class
1	Ms .R. KAVYA	Pavithra S	20BBA11	3 <sup>rd</sup> BBA
2		Pavithra S	20BBA12	
3		Ramya M	20BBA13	
4		Rebecca R	20BBA14	
5		Shakthishwari B	20BBA15	
6		Namratha.M	U18HGM0003	
7		Nibeditha Barik	U18HGM0004	2 <sup>nd</sup> BBA
8		Pavani Pavithra	U18HGM0013	
9		Preethi Kumari .P	U18HGM0037	
10		Priyanka Kumari .P	U18HGM0002	
11		Ramya .R	U18HGM0014	
12		Rebecca Rani.S	U18HGM0025	
13		Reyason Basilica .A	U18HGM0006	
14		Saliha Salman	U18HGM0016	
15		Komal A	U18HG22M0031	
16		Monika	U18HG22M0016	
17		Nisarga A	U18HG22M0012	
18		R. Rida	U18HG22M0003	



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19		Rabia bi	U18HG22M0025	
20		Sandra bhargavi	U18HG22M0013	
21		Sanjana kumari	U18HG22M0002	
22		Sanjana S	U18HG22M0017	
23		Shruthi A	U18HG22M0030	
24		Sneha S	U18HG22M0019	

Head of the Department  
Dept. of Business Administration  
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Sl.No	Mentor	Mentee Assigned	Register Number	Class
1	Ms. ALEN KRITHIKA	Hanish J	20BBA06	3 <sup>rd</sup> BBA
2		Jannet Mary G	20BBA07	
3		Kavya R	20BBA08	
4		Mary Sophiya	20BBA09	
6		Hemavathi.S	U18HGM0030	2 <sup>nd</sup> BBA
7		Jaishree.G	U18HGM0007	
8		Jerolin Mercy.A	U18HGM0010	
9		Jessica Priya.A	U18HGM0032	
10		Kavya Sd	U18HGM0031	
11		Mary Griselda	U18HGM0019	
12		Mitali Raj	U18HGM0015	
13		Fareen	U18HGM0022	
14		Fiza Anjum	U18HGM0005	
15		Divya	U18HG22M0027	1 <sup>st</sup> BBA
16		Disha S	U12HG22M0008	
17		Diya chhetri	U18HG22M0014	
18		Eugin lidiya	U18HG22M0015	
19		G. Thara shree	U18HG22M0001	



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20		Iqra kausar	U18HG22M0020
21		Ifra khan	U18HG22M0037
22		J manju	U18HG22M0023
23		Janani A	U18HG22M0021
24		K. Pujitha	U18HG22M0024

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## ST. ANNE'S DEGREE COLLEGE FOR WOMEN

### MENTORS FILE

#### STUDENT OVERALL CHART- I / II / III / IV / V / VI SEMESTERS

Name:	BRINDA C R
Course:	BBA
Reg No:	82024204
Date of Admission:	
DOB:	31 - 7 - 2002
Marks (PUC/12):	453 76%
Medium of Instruction:	English
Ambition:	Pursue , Civil services
Hobbies:	Paintings
Spl. Talents:	Arts
Father's Name:	Ramesh Cadambi
Education:	M.Com
Occupation:	Salasied Employee
Mother's Name:	Raopa Shree
Education:	Hindi - B.Ed
Occupation:	House wife
Residential Address:	# 477 Shree Sangath -a Krupa MVJ International School Road opposite Amen church Mara Tharalli Bangalore - 37. E-Mail: brindacadambi15@gmail.com
Ph. No:	9591411554.

	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem
Acquisition of text/notes	✓	✓	✓	✓	✓	✓
Class Attendance *	A	A	A	A	A	B
Progress in University Exams *	A	A	A	A	A	A
General Health *	A	B	B	B	B	C
Behavioral Problems if any	X	X	X	X	X	X
Financial Problem if any	X	X	X	X	X	X
Counseling Sessions if any	✓	✓	✓	✓	X	X
Remedial Classes	X	✓	✓	✓	X	✓
Certificates Due from University	X	X	X	X	X	X
Extra Curricular *	A	B	B	B	B	B
Overall Appraisals *	A	A	A	A	A	B
* Grade	A	B	C	O		
Excellent Good Satisfactory poor						
Tick(✓) Cross (X) for the others						

Interests:- Paper Presentation  
Peer Tutoring



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## ST. ANNE'S DEGREE COLLEGE FOR WOMEN

MENTORS FILE

STUDENT OVERALL CHART- I / II / III / IV / V / VI SEMESTERS

Name:	CHARULATHA
Course:	BBA
Reg No:	B2024205
Date of Admission:	
DOB:	13-4-2002
Marks (PUC/12):	531 - 88.5%
Medium of Instruction:	English
Ambition:	MBA
Hobbies:	Drawing, Reading
Spl. Talents:	Writing stories
Father's Name:	Nagaraja
Education:	5 <sup>th</sup>
Occupation:	Painter
Mother's Name:	Saraswathamma
Education:	Degree
Occupation:	Receptionist
Residential Address:	No 52 4 <sup>th</sup> cross Hanumathappa Garden Bazaar Street Heelasandra Bangalore - 047
E-Mail:	charulathaishu@gmail.com
Ph. No:	9886078259

	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem
Acquisition of text/notes	✓	✓	✓	✓	✓	✓
Class Attendance *	A	A	A	A	A	A
Progress in University Exams *	A	A	A	A	A	A
General Health *	A	A	A	A	A	A
Behavioral Problems if any	X	X	X	X	X	X
Financial Problem if any	X	✓	✓	✓	✓	✓
Counseling Sessions if any	X	✓	X	X	X	X
Remedial Classes	✓	✓	X	X	X	X
Certificates Due from University	X	✓	X	X	X	X
Extra Curricular *	A	✓	✓	✓	✓	✓
Overall Appraisals *	A	A	A	A	A	A
* Grade	A	B	C	O		
Excellent poor	Good	Satisfactory				
Tick(✓) / Cross (X) for the others						

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### MENTEES RECORD

PERSONAL DETAILS	
Name:	RASHEEQA BANU
Course:	MSC (Psychology)
Reg. No:	P18HG22-S114003
E-Mail:	rasheequabanu00@gmail.com
Phone No:	9353138110
DOB:	12-10-2000
Blood Group:	A+
Marks (PUC):	85%
PARENT/ GUARDIAN DETAILS	
Father's Name:	SHAHEED AHMED
Education:	Diploma
Occupation:	Rt's govt service
Phone No:	8861994511
Mother's Name:	MUMTAZ BANU
Education:	10 <sup>th</sup> std
Occupation:	HOUSE WIFE
Phone No:	9590520324
Residential Address:	#113, behind Shalimar product Bharath nagar thanisandra Bangalore - 560077

	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem
Progress in Class Attendance*	✓	✓				
Progress in University Exams*	✓	✓				
General Health*	✓	✓				
Behavioural Problems if any	X	X				
Financial Problems if any	X	X				
Counselling Session Attended		-				
Remedial Classes	X	X				
Extra-Curricular*	X	X				
Overall Appraisal*	✓	✓				

Issue Raised:
Action Taken:
Follow Up:
Remarks:

Grade\* = A - Excellent, B - Good, C - Satisfactory, D - Poor  
Tick (✓) OR Cross (X) for the others



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# Staff Grievances (2022-2023)



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## Request letter

3/6/22

From

Eco Club Coordinator  
St Anne's Degree College for Women  
Halasuru  
Bangaluru – 560008

To

The Secretary  
St Anne's Degree College for Women  
Halasuru  
Bangaluru – 560008

Subject: Request for Computer system for Eco Club

Respected Mother,

This is to bring to your kind notice that the Eco Club does not have a Computer System to upload documents and to store reports. Kindly allocate a separate Computer system for Eco Club.

Thanking you

Yours Faithfully



Eco club coordinator

Coordinator  
ECO CLUB

St. Anne's Degree College for Women,  
Halasuru, Bengaluru-560008



**Thanking letter**

7/09/2022

From

Eco Club Coordinator  
St Anne's Degree College for Women  
Halasuru  
Bangaluru – 560008

To

The Secretary  
St Anne's Degree College for Women  
Halasuru  
Bangaluru – 560008

Subject: Thanking you for accepting the request and fulfilling it.

Respected Mother,

Thanking Mother for accepting the request and fulfilling  
the need of the Eco Club need.

Thanking you

Yours Faithfully



*[Handwritten signature]*

Eco club coordinator

Coordinator  
ECO CLUB

St. Anne's Degree College for Women,  
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## Request letter

7/7/22

From

The Staff Coordinator  
St Anne's Degree College for Women  
Halasuru  
Bangaluru – 560008

To

The Secretary  
St Anne's Degree College for Women  
Halasuru  
Bangaluru – 560008

Subject: Request for RO water for the staff

Respected Mother,

This is a request from all the faculty members for RO Water filter. Please do the needful.

Thanking you

Yours sincerely

Staff Coordinator

Staff Co-ordinator

*St. Anne's Degree College for Women.*

*Halasuru, Bengaluru - 560 008*



## Thanking letter

5/8/2022

From

The Staff Coordinator  
St Anne's Degree College for Women  
Halasuru  
Bangaluru – 560008

To

The Secretary  
St Anne's Degree College for Women  
Halasuru  
Bangaluru – 560008

Subject: Thanking you for accepting the request and fulfilling it.

Respected Mother,

Thanking Mother for accepting the request and fulfilling the  
need of the RO Water for the staff.

Thanking you

Yours sincerely

  
Staff Coordinator  
Staff Co-ordinator

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