



## **6.1 INSTITUTIONAL VISION AND LEADERSHIP**

6.1.1 The governance of the institution is reflective of and in tune with the

vision and mission of the institution

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

Permanently Affiliated to Bengaluru City University  
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#23, Cambridge Road, Halasuru, Bangalore- 560008



# **Annual Planning Meeting**



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### Annual Planning & Review Meeting

#### CIRCULAR

SAC/STAFF/2023-24/01

DATE: 02.08.2023

The Annual Planning and Review Meeting will be held on 4<sup>th</sup> August 2023 at 12.30pm in Research Room.

Date : 04.08.2023

Time : 12.30pm

Venue : Research Room

#### AGENDA

- Evaluation of all Programs and activities
- Formation of New Committees
- IQAC Suggestions :
  - Apply for B.Com Accounts & Finance Course
  - Conducting a Seminar on IPR for faculty and students
  - National Conference to be organised by computer science department for faculty and students



Staff Coordinator  
Staff Co-ordinator

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### Annual Planning and Review Meeting with Secretary and Principal.

Date : 04.08.2023

Time : 12.30pm

Venue : Research Room

#### AGENDA

- Evaluation of all programs and activities
- Formation of New Committees
- IQAC Suggestions :
  - Apply for B.Com Accounts & Finance Course
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The Meeting started with a prayer by the Ms. Ann Philip. The Principal welcomed the Secretary Rev. Sr. Dr. Margaret Fatima Mary, Administrator Rev.Sr. Imelda Rani, Sr. Prema and Faculty for the meeting.

#### Evaluation of all programs and activities

Ms. Sangita presented the activities of IQAC conducted during the academic year 2022-2023. She also gave the plan of action for 2023-2024.

**SWO-** Ms. Daljit briefed about the SWO activities of 22-23 through a Presentation. She focused on Intra collegiate and Inter collegiate participation of students.

**Anti Ragging :** Ms. Viji gave a Presentation on awareness of Anti ragging. The Secretary suggested to conduct programs on Anti ragging in auditorium for all the students. She also suggested to show videos of ragging taking place in other colleges and its impact on students. The Committee should also address the students so that no situation is biased.

**Placement :** Mr. Anil gave the presentation of the placement cell of 2022-2023. She emphasized on the quality of Placement to enhance the employability, technical expertise, professional skills among students for a better placement.

He highlighted on Pre Placement trainings in campus as follows:

- \*Certification Programs
- \*Placement service – On Campus and Off Campus
- \*Companies visiting campus
- \*CTC offered by companies.

In house training plan for 23-24 was briefed by the placement officer.

No. of students placed 22-23 : 120 students(On Campus)





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The Secretary suggested Mr. Anil to give the certificates of Add on programs on Graduation day.

The Secretary suggested the placement cell to focus on BA students along with the other courses and to introduce diploma courses through CET Cell.

#### **Anti Sexual Harrassment cell :**

Ms. Neha presented the Vision/Mission and objectives of the cell. She also listed the programs that were conducted. The programs were Guest Lecture, Visit to NGO for awareness, Seminar, Movie Screening and so on.

Plan for next academic year was briefed.

Secretary suggested to take evaluation and to monitor about any harassment outside campus and to counsel students about any issues by identifying the students facing issue.

Secretary suggested to take up current issues. Principal suggested to have a student group for all cells. Each student should be a part of atleast 2 clubs.

**Human Rights :** Ms. Pramila presented Human Rights Cell report. A voter enrolment drive sweep activity was conducted.

Secretary suggested to conduct voter ID drive again before the next election. Ms. Prameela gave the future plan for 23-24.

Secretary suggested to do programs on rights reserved for Human Rights.

**SC/ST/OBC- Dr. Ambedkar cell :** Ms. Sujatha briefed about the activities of the cell.

The Secretary suggested the cell to conduct the constitution day.

#### **Grievances/Counseling cell:**

Ms. Swathi briefed that various sessions for each course was conducted as given below :

B.Com - Digital literacy, responsibility on hygiene was conducted.

BCA - Art therapy session was conducted.

BA – Art therapy session was conducted.

Counseling cell orientation on Stress Management was conducted.

Further the Secretary suggested to bring awareness for students on various irrelevant apps.

The Secretary also suggested the EDP cell to conduct programs for music and tailoring.

**Red Cross wing-**Ms. Vasantha gave a PPT about the activities of the Red cross wing. She informed that a video on International Girl child day was shown to the students and Awareness on traffic rules was conducted. RBANMS school – Awareness program on Good & Bad touch and personal hygiene was conducted.

Future Plan – Webinar on Handling Stress , Competitions and 2 days training program, Visit to Sri Kalajyothi Charitable trust , Visit to orphanage .

The Secretary, Rev. Sr. Dr. Margaret Fatima Mary suggested to conduct awareness programs on Red Cross Wing. She also suggested to contribute to people in the orphanages.





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## **Research Forum**

Ms. Venkatalakshmi the coordinator of the Research forum presented the activities of the cell such that a six days students' research program on "Guidelines for writing research paper", She also gave the future plans to promote publication by students.

Further the Secretary of the college suggested to conduct programs like a one to one session to write research papers instead of conducting seminars or conferences.

## **Internal Compliance committee**

Ms. Shoba briefed about the activities of the ICC cell that Seminar with anti sexual harassment committee under the POSH ACT was conducted for BBA and BSc along with a panel discussion in film festival. She further informed that an advocate would be invited to address about the legal rights of women in the following academic year.

## **Magazine Committee**

Rev. Sr. Dr. Margaret Fathima Mary, the Secretary and Ms. Arthi the magazine committee coordinator suggested that the departments shall upload the photos of each program on the drive within a week's time and also informed the departments to send a concise report of the events or that of the department to the committee. Further the Photos shall be uploaded as per the events. Clear Images without geo tag to be uploaded for publishing in the magazine.

## **Formation of New Committees**

The Secretary briefed about few activities of various clubs and few committees and club members were changed for a better performance and outcome of the cells and committees.

The coordinators for the following Committees were changed and few activities were added:

Staff Coordinator :Ms. Venkatalakshmi

SWO - Ms. Vannini

Exam Committee : External : Mr. Prince and Mr.Ranjith

Internal : Ms. Rekha

Library advisory : Mr. Mohan Babu and all the HODs.

Discipline : Sr. Imelda Rani, Sr. Rita, Mr. Singaiah, Ms. Anitha

Placement : Ms. Shaila will be added to the committee

Anti Sexual Harrassment cell : Ms. Pravalika will be added.

SC/ST : Mr. Singaiah.

Eco Club : Ms. Sindu to continue.

NSS : Ms. Shoba to take over as the Coordinator

Excursion : Ms. Banumathi

Mentor Mentee : New Counselor to be added.

Maintenance: Sr. Imelda, Sr. Prema to be added along with Dr. Puttanna.

Alumnae : Ms. Rekha will be added.





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## IQAC Suggestions

IQAC Coordinator Ms. Sangita with the team gave the following suggestions:

### **Apply for B.Com Accounts & Finance Course**

As a result of IQAC recommendations, the Management agreed to apply for B.Com Accounts & Finance Course with an intake of 60 students.

### **Conducting a Seminar on IPR for faculty and students**

IQAC would take an initiative to conduct a one day workshop for faculty on intellectual property rights by inviting a designated Lawyer who could emphasize on the topic.

The BBA department would conduct an intercollegiate student seminar in the month of June 2024 to bring awareness on the intellectual Property rights.

### **National Conference to be organised by Computer Science department for faculty and students**

BCA department would conduct a National Conference on Computational Science and its application in the month of December as suggested by IQAC.

## Important Instructions


The secretary of the college, Rev. Sr. Dr. Margaret Fatima Mary gave the following instructions :

- She suggested to maintain a register for Re.1 contribution for Mother Gnanamma fund.
- The Secretary declared that there will be an off on every 1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month where as the 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Saturday's of every month will be a full working day.
- Casual Leaves will be 8+7 days for an academic year. Leaves on Mondays are not allowed.
- IBoss-Faculty to wait till 10.00am and post the attendance by 10.00am.
- Faculty to visit the Library quite often and use the books for research purpose.
- Each department to suggest a Diploma course and refer books for competitive exams.
- Every Faculty should publish papers in UGC International Conferences.
- Internships with MOUs to be arranged.
- Industrial visits to be arranged where atleast 2 industries should be visited.
- Faculty to be punctual.
- Faculty to encourage students to converse in English.
- Anti Ragging to monitor the dress code of students.
- Faculty to monitor the absentees of 23-24 batch who are in add on programs.
- Coordinator and Asst. Coordinator to be printed in the Handbook.
- Timings from 10<sup>th</sup> Aug'23 onwards I from 12pm to 4pm for faculty and 1pm-4pm for students.



  
Staff Co-ordinator

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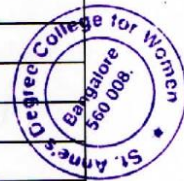
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## Staff Members

DATE:04.08.2023

Sl. No.	Name	Signature
1	Rev.Sr.Dr.Margaret Fatima Mary	
2	Rev. Sr. Imelda Rani	
3	Sr. Kulandai Yesu	
4	Sr. Rita Shalini	
5	Mrs. Nisha Joseph Cyriac	
6	Dr. H. R .Puttanna	
7	Mrs. Vennila A	
8	Dr. Prameela	
9	Mr. Ranjith Kumar .A	
10	Mrs.Marina .B	
11	Mrs.Mary Shaila.F	
12	Mrs.Sangita	
13	Dr. K. Venkatalakshmi	
14	Mrs.Vasantha Pillai	
15	Mr.Mohamed Aftab	
16	Mrs. M.Savitha	
17	Mrs. Sindhu. S	
18	Dr.Neha Mantri	
19	Dr.R.Ramesh Naik	
20	Dr. Lily Regina Arthi S	
21	Mrs.Rekha.R	
22	Mrs.Khutaija Nazneen	
23	Mrs. Sindu .R	
24	Ms. Anitha R	
25	Mrs.Pradeepa	
26	Mrs.Sujatha	
27	Ms.Vijaya Kumari.K	
28	Dr.Anil Kumar	
29	Ms. Shobha. T	
30	Mrs.Bhanumathi	
31	Mrs.Arul Kalaimathi.A	
32	Ms.Alen Krithika F	
33	Ms.Daljit Kaur	
34	Mrs.J.Maria Josephine Vannini	



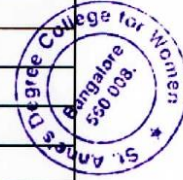


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35	Ms. Priya N	
36	Mr. A Prince Xavier	
37	Ms. Swathi S	
38	Mr. Albert Fidelis	
39	Ms. Kavya	
40	Dr. Ravi Prakash	
41	Ms. Madhu	
42	Mrs. Rahila Begum M S	
43	Ms. Rosemol Thamby	
44	Ms. Monisha	
45	Mr. Singaiah	
46	Dr. Mohan Babu	
47	Ms. Pravalika	
48	Ms. Chandrakala	 Chandrakala T. M
49	Ms. Ann Philip	 Ann Philip
50	Ms. Maria Mathew	



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# **Admission Committee**



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### **Admission Committee :**

**Prof.Nisha Joseph–Chairperson**

**Sr.Imelda Rani**

**Sr.Kulandai Yesu**

**Sr.Rita.A**

**Asst.Prof.Ranjith Kumar.A**

**Asst.Prof.Mary Shaila**

**Asst.Prof. Anil Kumar**

**Asst.Prof. Prince**

**Asst.Prof. Singaiah**

**Office Personnel**



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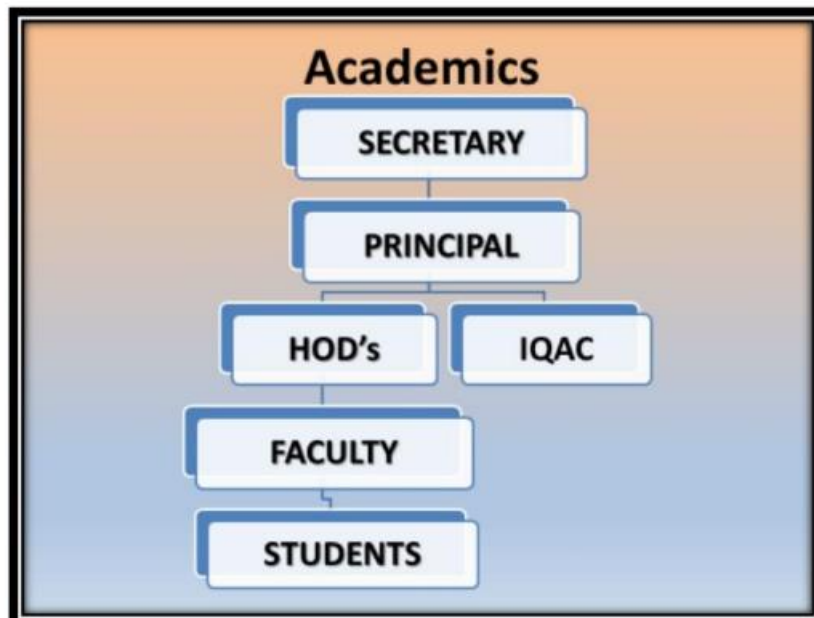


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## ACADEMIC BODY





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# **Administrative and Academic body of the Institution**

**<https://www.stannescollege.in/wp-content/uploads/2021/04/5.-Administrative-and-Academic-Bodies-of-the-Institution.pdf>**