



# St. Ann's P.G. College For Women

**Mallapur, Hyderabad - 500 076, A.P.**

**(Approved by AICTE & Affiliated to Osmania University)**

**(A Christian Minority Institution)**

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## PROSPECTUS

LEARNING TO LEAD

## ST. ANN OUR PATRONESS



### PRAYER TO DIVINE PROVIDENCE

Providence did provide

Providence can provide

Providence will provide

Merciful and Provident God

Hear our Prayer and grant our petitions

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## **PROSPECTUS**

**LEARNING TO LEAD**

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## PRAYER

*Our Father in Heaven,  
Holy be your Name,  
Your Kingdom come;  
Your will be done on earth as it is in Heaven.*

*Give us today our daily bread,  
Forgive us our sins  
As we forgive those who sin against us;  
Do not bring us to the test  
But deliver us from evil. Amen*

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## NATIONAL ANTHEM

*Jana gana mana adhi nayaka jaya he*

*Bharata Bhagya Vidhata*

*Punjaba Sindhu Gujaratha Maratha*

*Dravida Utkala Bhanga*

*Vindhya Himachala Yamuna Ganga*

*Uchhala jaladhi taranga*

*Tava Shubha name jage*

*Tava Shubha ashisha mage*

*Gahe tava jaya gatha*

*Jana gana mangala dayaka jaya he*

*Bharata Bhagya Vidhata*

*Jaya he Jaya he Jaya he*

*Jaya Jaya Jaya Jaya he*

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## **ABOUT OUR COLLEGE**

St Ann's P.G. College for Women is a Christian Minority Institution established in the year 2003. It is located at Mallapur on Habsiguda-NFC Road on a 10-acre lush green pollution-free serene campus.

The college is run by the Society of Sisters of St Ann of Providence, a name that has been associated with excellence in education, for many decades. It has a number of educational institutions at different levels imparting quality education to lakhs of students throughout India. The college provides professional education in the area of Management, to develop excellent business acumen.

St. Ann's P.G. College aims at providing an all-round integral education with special emphasis on the Gospel values of TRUTH, LOVE and JUSTICE.

As a minority institution, it reserves for itself its inherent and constitutional rights, [Art, 30 (1)] with regard to the management and administration, it is meant primarily for Catholics, but admits students without discrimination of caste, language or creed. As a Christian Institution, the college has special responsibility for the education of Christian youth.

## **VISION**

The college is committed to providing value-based, skill-oriented management-education to women that transforms and empowers them into competent personalities, socially responsible, morally upright and emotionally balanced.

## **MISSION**

- Continuous innovation, initiation, modernization and development are the basic fundamentals of our educational system.
- St. Ann's is committed to empowering women professionally and technically, moulding them into capable persons who are committed to their personal and professional endeavors and who have the vision, courage and dedication to initiate and manage change.
- To reach out to the less privileged ones through professional education and make them on par with others; convert their hopes into reality.
- Ensure all-round development of students' personality and professional skills to enhance their employability.
- Envisage their becoming instruments of Providence and signs of Hope to the hopeless and downtrodden through its educative mission, fostering the integral growth of the person.



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## **COURSES OFFERED**

1. Master of Business Administration (MBA)

With a sanctioned intake of 120 girl students.

The course is approved by the All India Council for Technical Education(AICTE), Ministry of Human Resource Development, Govt. of India and affiliated to Osmania University, Hyderabad.

## **ACADEMIC INFRASTRUCTURE**

Spacious classrooms fully equipped with furniture and electronic teaching aids. All the classrooms are well connected with centralized audio-systems.

## **EDUCATION METHODOLOGY**

Our focus is not only on creating technically sound professionals, but to take it a step further and empower them with skills to jumpstart their careers. We adopt a comprehensive and updated methodology to train the students and ensure that every student who passes out of the portals of this college is a thorough professional, thus paving the way for a 100% placement probability.

Our classroom lectures are well supported with practical case-studies, power point presentations, business games, role-play, brainstorming, mock interviews, personality-development programs etc. Students are exposed to the contemporary industrial climate through regular seminars, workshops, industrial visits and modern teaching and training methods

## **FACULTY**

We take pride in our excellent and committed core faculty members who are highly qualified, experienced and efficacious in their respective fields. These faculty members are committed to the cause of creating future managers and professionals with a difference. They devote a lot of time to their students, not only in the pursuit of their studies but also to contribute to their personal development. The students have secured excellent results under their effective guidance. Knowledge leaders from different fields are invited to hold guest-lectures, workshops, seminars and training sessions.

## **LIBRARY AND INFORMATION CENTRE**

The Library is a storehouse of knowledge to promote comprehensive skills, develop leadership qualities, improve functional skills and widen one's outlook of life. The reference section has a variety of titles, which gives ample opportunities to get in touch with both antiquity and modern information in all fields and technologies.

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The college has a vast collection of books, periodicals, journals, dictionaries, a special collection on general books. Separate reading and reference sections are provided accordingly.

The Library provides services like Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Bibliography, reference, reservation and reprography services. The library maintains a computerized database and is constantly upgrading its software for effective search and information retrieval. The college has membership with IDC (Information Dissemination Center) for sharing of information.

## **LIBRARY AUTOMATION**

### **LIST OF BOOKS**

#### **MBA**

Total No. of Volumes:	4707
Total No. of Titles:	1779
Total No. of Journals & magazines	60
No. of Back Volumes	263

**Library Timings: 9.00 a.m. to 4.00 a.m. on all working days.**

## **COMPUTER LAB FACILITIES**

The increasing usage of computers by the corporate and creative world is resulting in a revolutionary burst in the demand for multimedia products. The college provides well-equipped computer labs. There are around 300 computer systems, most of which are branded with HCL company and which run with the latest Dual-Core Processors which are connected to LAN with battery backing like UPS and Inverters-one 10 kv and two 7.5 kvs UPS .They are fully air-conditioned and also possess with multimedia and Internet facilities.It also consists of IBM server, loaded with Windows 2008.

Students improve their programming skills by using the software like C++, JAVA,SQL,Oracle and work on the latest technologies like EJB, CORBA, NET Framework on platforms like LINUX and WINDOWS that are provided for them in the Lab.

## **PLACEMENT ACTIVITIES**

As an upcoming Management and IT Institute, one of our core responsibilities is to pledge ourselves to facilitate these young managers and professionals fit into various situations of business-building, working in MNCs, developing a professional attitude, harnessing the talents for productive aspirations, inculcating a spirit to grow and make footprints across borders.



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Our placement facility has assisted numerous organizations like Genpact, ICICI, HSBC, HDFC, ICFAI, Satyam, Wipro and this facility has been the bridge for successful crossover for aspiring managers and professionals.

### **INDUSTRIAL TOURS**

Industrial tours, which help students to get first hand information on a practical platform is a unique program. It was born out of the need to expose the participants to the real-life workings of an organization to supplement the basic understanding developed through classroom learning. The pedagogy of the program is predominantly based on analysis of real-life case studies to emphasize the problems faced by management professionals in the industry. The Experiential Learning program acts as a further boost as it gives the participants an opportunity to be exposed to them. As a part of this ongoing learning curve, the students visit Singareni Collieries at Godavari Kani, Kesoram Cements at Ramagundam(Karimnagar Dist), Hindustan Cococola Beverages Pvt. Ltd at Moula-Ali, Sugar Industry at Medak, AP Dairy, Parle-G, ALEAP-Industrial Estate, Chennai, Pondichery, Munnar, Allepy, Bangalore, Mysore, Coorg, Cochin and many more industrial establishments.

### **INDUSTRY EXPOSURE**

Our collaboration initiatives with industries and institutions are specially designed to give our education that extra edge. Regular interactions with the industry, such as site-visits, internships, workshops, guest lectures offer students exposure to real world situations, in addition to the academic inputs they acquire in college. This makes them sound both in theory and in application.

### **CO-CURRICULAR ACTIVITIES**

We, at St. Ann's College encourage the students to participate in debate, elocution, presentation, Jam sessions, business quiz, IT Quiz, drawing up business plan etc,. These intense subject-oriented activities enable them to bring out their hidden talents and creative abilities, boost their self-confidence and develops their personalities.

Guest lectures by eminent resource persons on emerging issues in various functional areas of management are organized to put greater insight into students' learning.

### **CULTURAL ACTIVITIES**

The college provides a conducive environment to integrate cultural activities into our curriculum. We host a number of activities - of cultural, religious and national flavours with intensive and exhaustive

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participation from our students, throughout the year. These activities enable our students to appreciate their cultural and intellectual milieu.

## **CELEBRATIONS**

St. Ann's Feast, National festivals, Ethnic Day, Christmas, Women's day, Feast of Blessed Enrichetta etc. are celebrated in the college with great festivity and enthusiasm.

## **ADMISSION**

70 % of the seats are allotted by the ICET convenor and 30% of the sanctioned strength is filled in by the Management under Management quota as per the procedures laid down by the Government from time to time.

## **ATTENDANCE**

Attendance in every semester is compulsory. Every student is required to put in atleast 75% of attendance failing which the student is not eligible to appear for the semester examination conducted by O.U.

## **RULES OF ADMISSION**

1. The candidate shall fill in the application forms in her own hand-writing.
2. Candidates should submit the application forms along with the photo-copies of the following certificates :
  - a. Memorandum of marks obtained in the qualifying examination, and previous years.
  - b. Transfer Certificate from the institution where the candidate last studied.
  - c. Bonafide certificate from the Principal of the institution where she last studied.
  - d. Caste and income certificate in case of SC/ST/BC Candidates.
  - e. Baptism Certificate (Christian Minority)
  - f. Migration Certificate of the students coming from other universities.
3. At the time of admission, the candidate should submit the original certificates mentioned above, along with two passport size photos.
4. The candidate is deemed to have been admitted only when she has paid all the prescribed fees within the time specified.

5. The college reserves the right to cancel the admission of a candidate at any stage if it is detected that the admission is against the rules and regulations of the university.
6. **Fees once paid by the candidate, will not be refunded under any circumstances.**

## **LIBRARY RULES & REGULATIONS**

- ☛ Strict silence should be maintained in the Library.
- ☛ The students should enter their details and sign at the Gate register before entering the Library.
- ☛ A fine of Rs.20/- shall be levied for issue of a new card in the event of loss of Borrower's Card.
- ☛ Borrowers should return the borrowed books within the prescribed period, failing which a penalty of Rs.1/- per book per day shall be levied for the first 15 days and Rs.2/- per day per book thereafter. Absence from the college will not absolve a borrower of the responsibility of returning books by the due date.
- ☛ The borrower shall apply for books on printed application slips and the same have to be deposited in the box provided before 12 noon.
- ☛ Only note books can be taken inside the library.
- ☛ Under no circumstance, can Reference books be taken away from the library.
- ☛ Books may be borrowed for 15 days and renewed if there is no request for them.
- ☛ Any loss of a Library book should be reported immediately. The borrower should either replace the lost with the latest edition of the book borrowed or pay the cost of the book along with handling charges.
- ☛ Mutilation of library books will be viewed seriously and suitable fines will be imposed.
- ☛ Students are expected to check the book before borrowing, for any damages. Otherwise penalty will be levied depending on the extent of damage at the time of return.
- ☛ Books must be replaced in the shelves after use.
- ☛ Cell phones are strictly not allowed inside the library.



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## **FOLLOW LAB RULES**

### **LAB REGULATIONS**

- ☛ Students are allotted one computer each for their Lab work .
- ☛ Allotted Lab Hours should be effectively used by the students.
- ☛ A separate Lab note-book is to be maintained.
- ☛ The students need to handle the computer hardware gently. Erring students will be taken to task.
- ☛ The students are asked not to experiment on the system settings.
- ☛ The students, after obtaining permission from the Lab Faculty, may practice till 4.00 p.m.
- ☛ Only note books can be taken inside the lab.
- ☛ Cell phones are strictly not allowed inside the lab.

### **EVALUATION PRACTICES**

- I. **Assignments** : Select modules of courseware / related topics/concepts in each subject are given as assignments by the faculty, to make students research various sources, gather information, organise and perform cohesively.

### **INTERNAL ASSESSMENT AND EVALUATION**

The allocation of marks for theory paper shall be 80% for the University Examination and 20% for the Internal Assessment. In every semester there shall be two Internal Assessment tests for 15 marks each and five marks for assignment. There will not be any test for absentees. In case of failure to attend and secure the required percentage of marks in the Internal examination, the student will be at loss of marks to that extent.

### **DISCIPLINE**

1. The daily working hours of the college are from 9.00 a.m. to 3.00 p.m.
2. Attendance at the morning assembly at 9.00 a.m. is compulsory for the students and the staff.
3. Strict regularity, obedience, courtesy in speech and conduct, respect for elders, cleanliness in dress and person are expected of every student. Irregular attendance, unsatisfactory application to studies, disobedience and objectionable conduct in or out of the college will justify dismissal from the college.
4. No leave of absence is granted to the students except for serious reasons and on previous written application from the parents or guardians; in case a student absents herself due to illness, she must bring a note from her parents or guardians certifying the fact, in the leave letter, when she returns to the college.

5. Absence without leave is liable to be punished with a fine; if the absence is prolonged for more than six days, the name of the student will be struck off the rolls.
6. Students who have been absent from the college or coming late will not be admitted to the classes, without the principal's permission.
7.
  - a) No students will be permitted to leave the college during the working hours without the permission of the Principal and a gate pass is to be shown to the security person at the gate.
  - b) No student who fails to put in a minimum of 80% of attendance will be permitted to sit for the public Examination.
8. It is imperative that students should attend classes regularly and maintain cordial classroom climate in terms of discipline and silence when the lecture is in progress.
9. Students are encouraged to make use of library and computer lab facilities.
10. Students are not expected to take part in any political activities.
11. Every student should look after her belongings. The College cannot take the responsibility for articles that are lost. Any damage to the college property will have to be made good.
12. Students are strictly forbidden to scribble on the desks and benches, on the walls etc.
13. The Principal's sanction is required:
  - (a) To make a collection for any purpose whatsoever
  - (b) To arrange for a meeting, party, picnic etc.
  - (c) For any student to join a sports meet or play in a tournament outside the college.
14. The college conducts Internal Assessments Examinations after the completion of the syllabus. The objective is not only for evaluating the academic progress but also to prepare them for the University Examinations. It is very important that students attend Test/Exams as and when conducted. The students are advised to take exams seriously for improving their academic credentials.
15. Dress code:
  - (a) Students should adhere to the dress code of the college. They should wear only neat and modest dress viz. Salwar Kameez
  - (b) Students shall be dressed in formals from Monday to Saturday and in Blazers on important occasions.



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## **CELL PHONES**

The Government of Andhra Pradesh has banned the use of cell phones in the college campus and hence the students are warned not to use cell phones in the college campus. If found using, the cell phones and cell phone enabled cameras will be confiscated and a heavy fine will be imposed.

## **ANTI-RAGGING :**

As per the University guidelines, the college has constituted an anti-ragging committee. The Committee creates awareness among the students for prevention of ragging on the college campus. In spite of the preventive measures, any student is found indulging in ragging, stern action will be initiated by the college as per the recommendations of the Committee.

## **FOR PARENTS**

1. The parents can meet the principal between 10.00 a.m. and 11.00.a.m. on working days or by prior appointment.
2. Parents are requested to do their part in enforcing regularity and discipline. Students who put in less than 85% of attendance will not be given the Hall Ticket nor will they be permitted to appear for the public Examination.
3. Parents and guardians should bring any complaints they may have to the Principal and not to the staff directly.
4. It is strictly forbidden for parents or guardians to enter the staff rooms.
5. The staff and students are strictly forbidden to receive visitors during class hours.
6. Parents, guardians and others are strictly prohibited from meeting the students or interviewing the staff in the college premises without the permission of the Principal.
7. Parents are requested to ensure that the college fees are paid at the beginning of each semester without fail.
8. As parental co-operation is indispensable for the proper education of their children, parents are requested to keep in touch with the college authorities about the progress and conduct of their children.

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## LIBRARY



## COMPUTER LAB



## GUEST LECTURE



## INDUSTRIAL TOUR

