



7.1.10 Committee to Monitor Adherence to the Code of Conduct

Year 2018-2023

Details of the monitoring committee composition and minutes of the committee meeting:

The "Code of Conduct Committee" assumes the role of an overarching body within the college, responsible for harmonizing and supervising the activities of both the **"Discipline Committee"** and the **"Handbook Committee."** This committee ensures that their efforts align with the college's values and regulations.

The Handbook Committee compiles and communicates the college's Code of Conduct in the student handbook. This document outlines behavior expectations, standards, and consequences, ensuring clarity and promoting a positive and respectful academic environment.

Composition of Handbook Committee

1. Dr. Sr. P. Amrutha, Principal, St. Ann's College (Chairperson)
2. Dr. Meena Patangay (Dean)
3. Mr. Saujanya, Covener (Dept of Commerce)
4. Mrs. Prasanthi (Dept of MCA)
5. Mrs. Rajeshwari (Dept of Computer Science)
6. Mrs. Sreevani (Dept of English)
7. Dr. Vasudha (Dept of Commerce)
8. Mrs. Bala Soujanya (Dept of Mathematics)
9. Ms. Nasreen (Dept of Nutrition)

The Discipline Committee in college oversees adherence to the code of conduct, including punctuality of teachers and students, ensuring discipline during prayer time, and maintaining overall orderliness on campus. It ensures that individuals adhere to stipulated timings, promoting respect, responsibility, and a conducive learning environment aligned with the institution's values.

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College with Potential for Excellence by UGC,
ISO 9001: 2015-ISO 14001: 2015
Hyderabad- 500 028, India



Composition of Discipline Committee

Dr. (Sr.) Amrutha Principal

Mrs. Mahitha, Dean, Student Affairs

Mrs. Santoshi Mishra, Dean, Student Affairs

Ms. Naga Suvarchala Dept. of Commerce, Convener

Ms. Sowmya Dept of Chemistry

Ms. Sucharitha Dept of BBA

Ms.V.T.V Krishnaveni Dept of Sanskrit

Ms. Sai Prashanthi Dept of Physics

Ms. Ketura, Dept of Biotechnology

Ms. Zehra Dept of Commerce

Ms. Deepika Dept of Statistics

Ms. Shyamala Dept of Botany

Ms. Vasavi Dept of Chemistry

Ms. Syeda Sajida Dept of Second Language



Discipline Committee

Motto:

Discipline strengthens the mind, so that talent becomes ability.

Objectives:

1. To create a liberal but disciplined atmosphere for the overall personality development of the students.
2. To help maintain acceptable standards of behavior within the student community.

Functions:

2. To maintain discipline during morning assembly, post lunch break and during college hours.
3. To take care of student discipline during college activities like seminars, orientation courses, Fresher's and farewell parties, etc.

Student Volunteers

I year SQAC Members floor-wise

Allotment of duties to the Faculty Members:

Ground Floor

Quadrangle, Canteen - Ms. Ketura

Chemistry Quadrangle - Ms. Sowmya

First Floor

Classrooms 134 to 137- Ms. Syeda Sajida

Classrooms 128 to 133- Ms. Zehra

First floor second language landing and second floor French landing- Ms. V. T. V. Krishnaveni

First floor staircase Com. Sci. Labs, Microbiology Corridor- Ms. Shyamala

Second Floor

Physics Labs Up to Landing- Ms. Deepika

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Third Floor

Classroom Corridors –Mrs. Sucharitha

DUTIES OF ATTENDERS

Ground Floor

Shri Vasu: Main Gate & Entrance

Shri Mahesh: Canteen, Second Gate, Parking Area, Behind Principal Office

Ms. Rita: Sports Ground

Ms. Vijayarani: Quadrangle

Ms. Prasanna: PG Block

First Floor

Ms. Rani

Second Floor

Shri Aarogyam

Discipline Committee Minutes of Meeting 2018-2019



MINUTES OF THE MEETING

Dates: 21-06-2018 and 08-02-2019

Following members were present for the meetings on the respective days with Sister Principal and Deans

Dr Sr. Amrutha	Principal <u><i>Amrutha</i></u>
Mrs Radhika	Dean, Student Affairs <u><i>Radhika</i></u>
Mrs Mahitha	Dean, Student Affairs
Mrs.Usha Rani	Convenor <u><i>Usha</i></u>
Ms. Dhivya Kumari	Dept. of Commerce <u><i>Dhivya Kumari</i></u>
Ms.Sai Sri Kishore	Dept. of Statistics <u><i>Sai Sri</i></u>
Ms.Roopa	Dept. of Biotech <u><i>Roopa</i></u>
Ms.Sowmya	Dept. of Chemistry <u><i>Sowmya</i></u>
Ms.Gladys	Dept. of Mathematics <u><i>Gladys</i></u>
Krishna veni	Dept. of Sanskrit <u><i>Krishna veni</i></u>
Ms.Lavanya	Dept. of Computer Science <u><i>Lavanya</i></u>
Ms. Kedarini	Dept. of Botany <u><i>Kedarini</i></u>
Ms.Sucharitha	Dept. of BBM <u><i>Sucharitha</i></u>



Discipline Committee Minutes of Meeting 2019-2020

MINUTES OF THE MEETING

All the members of the committee were present at the meeting

Ms.Ch.Naga Suvarchala	Dept of Commerce	<i>[Signature]</i>
Ms.Rupa Devi	Dept of Biotechnology	<i>[Signature]</i>
Ms.Sowmya	Dept of Chemistry	<i>[Signature]</i>
Ms.Sucharitha	Dept of BBA	<i>[Signature]</i>
Ms.Krishnaveni	Dept of Sanskrit	<i>[Signature]</i>
Ms.Sireesha	Dept of Commerce	<i>[Signature]</i>
Ms.Lavanya	Dept of Public Admn	<i>[Signature]</i>
Ms.Anitha	Dept of Botany	<i>[Signature]</i>
Ms.Shravani	Dept of Mathematics	<i>[Signature]</i>

Deliberations

Allocation of duties during convocation to be held on 8th January, 2020

Instructions were given to be punctual and regular to the college.

Decided to close the grills near sports room to control the students from going out and sitting in the lobbies.

Instructed to see the smooth conduct of SOC, CCA, COC, IDC AND AECC classes.

Discussed the possibility to include class representatives and SQAC members into the committee.

Divided the identified duties among the committee members



MINUTES OF THE MEETING

All the members of the committee were present at the meeting

Ms.Ch.Naga Suvarchala	Dept of Commerce	<i>[Signature]</i>
Ms.Rupa Devi	Dept of Biotechnology	<i>Rupa Devi</i>
Ms.Sowmya	Dept of Chemistry	<i>Sowmya</i>
Ms.Sucharitha	Dept of BBA	<i>[Signature]</i>
Ms.Krishnaveni	Dept of Sanskrit	<i>[Signature]</i>
Ms.Sireesha	Dept of Commerce	<i>Sireesha</i>
Ms.Lavanya	Dept of Public Administration	<i>Lavanya</i>
Ms.Anitha	Dept of Botany	<i>[Signature]</i>
Ms.Shravani	Dept of Mathematics	<i>Shravani</i>

Deliberations

Time-tables of the members are discussed to allot the duties.

Allotted the duties to the committee members by identifying the places/ corridors

Discussed about the discipline to be maintained during Assembly and lunch break

Suggestions have been given regarding the control of late coming students.



Discipline Committee Minutes of Meeting 2021-2022

Date: 03-09-2020

All the members of the committee were present at the meeting

Ms.Rupa Devi	Dept of Biotechnology	<i>Rupa Devi</i>
Ms.Sowmya	Dept of Chemistry	<i>Sowmya</i>
Ms.Sucharitha	Dept of BBA	<i>Sucharitha</i>
Ms.Sridevi	Dept of Sanskrit	<i>Sridevi</i>
Ms.Sireesha	Dept of Commerce	<i>Sireesha</i>
Ms.Kedarini	Dept of Botany	<i>Kedarini</i>
Ms.Lavanya		<i>Lavanya</i>

Deliberations

- Time-tables of the members are discussed to allot the duties.
- Allotted the duties to the committee members by identifying the places/ corridors
- Discussed about the discipline to be maintained during Assembly and lunch break
- Suggestions have been given regarding the control of late coming students.

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Discipline Committee Minutes of Meeting 2022-2023

Date: 05-07-2022

MINUTES OF THE MEETING

All the members of the committee were present at the meeting

Ms.Sowmya Dept of Chemistry *Sowmya*

Ms.Sucharitha Dept of BBA *Sucharitha*

Ms.V.T.VKrishnaveni Dept of Sanskrit *V.T.VKrishnaveni*

Ms.SaiPrashanthi Dept of Physics *SaiPrashanthi*

Ms.Ketura Dept of Biotechnology *Ketura*

Ms.Zehra Dept of Commerce *Zehra*

Ms.Deepika Dept of Statistics *Deepika*

Ms.Shyamala Dept of Botany *Shyamala*

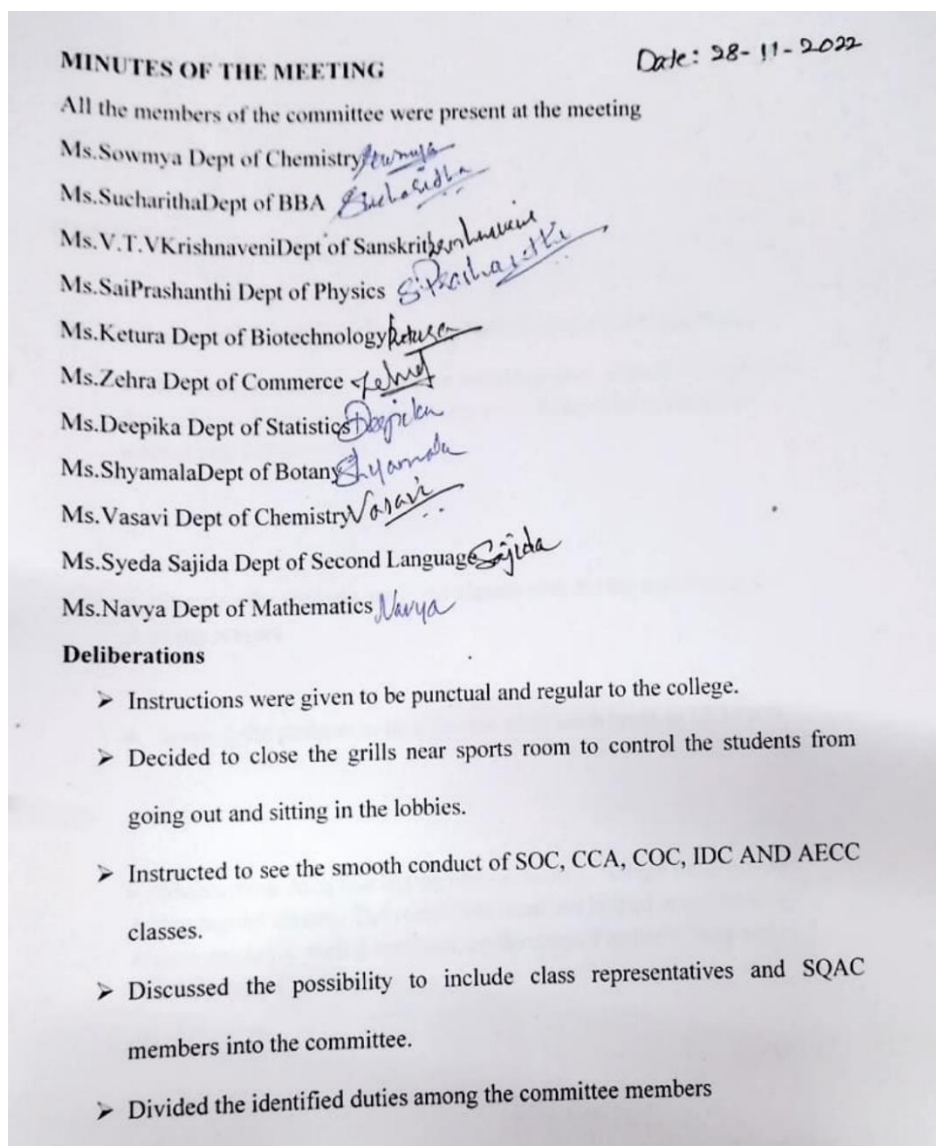
Ms.Vasavi Dept of Chemistry *Vasavi*

Ms.Syeda Sajida Dept of Second Language *Sajida*

Ms.Navya Dept of Mathematics *Navya*

Deliberations

- Time-tables of the members are discussed to allot the duties.
- Allotted the duties to the committee members by identifying the places/ corridors
- Discussed about the discipline to be maintained during Assembly and lunch break
- Suggestions have been given regarding the control of late coming students.



Discipline Committee Reports

Discipline committee Report 2018-2019

Members

Dr Sr. Amrutha

Principal

Mrs Radhika

Dean, Student Affairs

Mrs Mahitha

Dean, Student Affairs

Mrs.Usha Rani

Convenor

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Ms. Dhivya Kumari	Commerce
Ms.Sai Sri Kishore	Statistics
Ms.Roopa	Biotech
Ms.Sowmya	Chemistry
Ms.Gladys	Maths
Krishna veni	Sanskrit
Ms.Lavanya	Comp. Sci
Ms. Kedarini	Botany
Ms.Sucharitha	BBM

REPORT

The members of the Discipline Committee carried out the following duties.

- Ensuring the students are in the classes with the lecturer during the morning prayers.
- Sending the students to their classes after lunch break at 12.30 p.m.
- Maintaining discipline during open assembly, college functions and during regular classes. The committee members helped in maintaining student discipline during seminars, conferences, Freshers Party and Farewell Party Functions.

Discipline committee Report 2019-2020

Members

Dr. (Sr.) Amrutha, Principal

Mrs Radhika, Dean, Student Affairs

MrsMahitha, Dean, Student Affairs

Ms. Naga Suvarchala, Dept. of Commerce, Convener



Ms.Rupa Devi, Dept of Biotechnology
Ms.Sowmya, Dept of Chemistry
Ms.Sucharitha, Dept of BBA
Ms.Krishnaveni Dept of Sanskrit
Ms.Sireesha Dept of Commerce
Ms.Lavanya, Dept of Public Administration
Ms.Anitha, Dept of Botany
Ms.Shravani Dept of Mathematics

REPORT

The members of the Discipline Committee carried out the following duties.

- During convocation, committee members were allotted the respective duties. NCC, SQAC and student volunteers assisted the members in maintaining the discipline.
- Ensuring the students are in the classes with the lecturer during the morning prayers
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Discipline committee Report - 2020-2021

Members:

Dr. (Sr.) Amrutha	Principal
Mrs Mahitha	Dean, Student Affairs
MrsSantoshi Mishra	Dean, Student Affairs
Ms. Naga Suvarchala	Dept. of Commerce, Convener
Ms.Rupa Devi	Dept of Biotechnology

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Ms.Sowmya	Dept of Chemistry
Ms.Sucharitha	Dept of BBA
Ms.Sridevi	Dept of Sanskrit
Ms.Sireesha	Dept of Commerce
Ms.Kedarini	Dept of Botany

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Discipline committee Report 2021-22

Members

Dr. (Sr.) AmruthaPrincipal

Mrs. Mahitha, Dean, Student Affairs

Mrs. Santoshi MishraDean, Student Affairs

Ms. Naga SuvarchalaDept. of Commerce, Convener

Ms.Sowmya Dept of Chemistry

Ms.SucharithaDept of BBA

Ms.V.T.V Krishnaveni Dept of Sanskrit

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Ms. Deepika Dept of Statistics

Ms. Shyamala Dept of Botany

Ms. Vasavi Dept of Chemistry

Ms. Syeda Sajida Dept of Second Language

Smooth functioning of the college depends upon observance of discipline by the students. College can help students better when rules of discipline are observed properly. The concept of discipline is closely related to college effectiveness mainly through appropriate values, ethics and aspirations. Violation of these rules deprives the students of the advantages of different facilities provided by the college. Following some of the important rules of discipline

Ensuring the students are in the classes with the lecturer during the morning prayers.

Sending the students to their classes after lunch break at 12.30 p.m.

Maintaining discipline during open assembly, college functions and during regular classes. The committee members helped in maintaining student discipline during seminars, conferences, Fresher's Party and Farewell Party Functions.

Discipline committee Report 2022-2023

Members

Dr. (Sr.) Amrutha, Principal

Mrs. Mahitha, Dean, Student Affairs

Mrs. Santoshi Mishra, Dean, Student Affairs

Ms. Naga Suvarchala, Dept. of Commerce, Convener

Ms. Sowmya, Dept of Chemistry

Ms. Sucharitha, Dept of BBA

Ms. V.T. VKrishnaveni, Dept of Sanskrit

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Ms. Deepika Dept of Statistics

Ms. Shyamala Dept of Botany

Ms. Vasavi Dept of Chemistry

Ms. Syeda Sajida Dept of Second Language

Ms. Navya Dept of Mathematics

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- Sending the students to their classes after lunch break at 12.30 p.m.
- Maintaining discipline during open assembly, college functions and during regular classes. The committee members helped in maintaining student discipline during seminars, conferences, Fresher's Party and Farewell Party Functions.



Minutes of Meeting of Handbook Committee

Minutes of the Handbook committee meeting- 2018-2019

PLAN OF ACTION 2018-2019.

COMPOSITION

- Chairman: Principal Dr. Sr. P. Amrutha

Members of the Committee:-

• Dr. N.V. Kavitha	- Convener (HOD, Dept. of Commerce)
• Mrs. Prashanthi	- Member (Dept. of Computer Science)
• Mrs. Nishath Fatima	- Member (Dept. of Second Language)
• Mrs. Saba Firdous	- Member (Dept. of Mathematics)
• Mrs. S. Vani	- Member (Dept. of English)
• Ms. Sujatha	- Member (Dept. Of Chemistry)

- To conduct a meeting with all the members and discuss the contents of Hand book under autonomy, division of work among the members in collecting the information regarding the activities of various departments & committees for the year 2018-19.
- Members are expected to collect the list of events from the respective departments, committees & clubs and the dean's offices. The members were asked to
 - ✓ Collate information regarding the Academic and Non- Academic activities planned for the year from various Departments.
 - ✓ Obtain details from various Committees regarding the activities planned for the year.
 - ✓ Get schedule of competitions planned for the year by the Physical Education Department.
 - ✓ Coordinate with College Office and Library to update their Information in the Hand Book.
 - ✓ Proof read the matter and do corrections if any.
 - ✓ Take care of the Final layout and Printing of the Hand Book.
- To place order for the required number of hand books.
- To distribute the hand books during the induction program of first years i.e in the month of June itself



Minutes of the Handbook committee meeting 2019-20

Minutes of the meeting

Date: 24th April 2020

Composition:

- Dr. P. Amrutha (Chairperson) *See*
- Dr. Meena Pathangey (Dean Administration) *Meena Pathangey*

Members:

- | | | |
|-----------------------|-------------------------------------|----------------------|
| ➤ Mrs. Saujanya | Convener (Dept. Of Commerce) | <i>J. Saujanya</i> |
| ➤ Mrs. Nishath Fatima | Member (Head Dept of Arabic) | <i>Nishath</i> |
| ➤ Mrs. Prashanti | Member (Dept. Of MCA) | <i>P. Prashanti</i> |
| ➤ Mrs. Rajeshwari | Member (Dept. Of Computer Science) | <i>K. Rajeshwari</i> |
| ➤ Mrs. Sreevani | Member (Dept. Of English) | <i>Sreevani</i> |
| ➤ Dr. Vasudha | Member (Dept. Of Commerce PG) | <i>Vasudha</i> |
| ➤ Mrs. Bala Soujanya | Member (Dept. Of Mathematics) | <i>B. Soujanya</i> |
| ➤ Ms. Nasreen | Member (Dept. Of Nutrition) | <i>N. Nasreen</i> |

- ✓ An Online meeting was conducted with all the members to discuss the content of the handbook, division of work among the members in collecting the information regarding the activities of various departments and committees for the year 2020 – 21
- ✓ Members were asked to –
 - ❖ Collect information regarding the Academic and Non Academic activities planned for the year from various departments.
 - ❖ Other details from various committees regarding the activities planned for the year.
 - ❖ Get schedule of competitions planned for the year from the Physical Education department.
 - ❖ Coordinate with College office and Library to update their information in the Handbook
 - ❖ Proof read the matter and do corrections, if required.
 - ❖ Take care of the final layout and uploading of the Handbook on the College website.
- ✓ It was decided to release E –Handbook on the Orientation Program of the first year.



Plan of Action 2020-21

Composition

- Dr. Sr. P. Amrutha (Chairperson)
- Dr. Meena Patangay (Dean Administration)

Members:

- | | | |
|-----------------------|-------------------------------------|-------------------------|
| ➤ Mrs. Saujanya | - Convener (Dept of Commerce) | <i>(Signature)</i> |
| ➤ Mrs. Nishath Fatima | - Member (Head Dept of Arabic) | |
| ➤ Mrs. Prashanti | - Member (Dept of MCA) | |
| ➤ Mrs. Rajeshwari | - Member (Dept of Computer Science) | <i>Vaishali Rajwade</i> |
| ➤ Mrs. Sreevani | - Member (Dept of English) | |
| ➤ Dr. Vasudha | - Member (Dept of Commerce, PG) | <i>(Signature)</i> |
| ➤ Mrs. Bala Soujanya | - Member (Dept of Mathematics) | |
| ➤ Ms. Nasreen | - Member (Dept of Nutrition) | <i>(Signature)</i> |

- To conduct an online meeting with all the members and discuss the content of Handbook, division of work among the members in collecting the information regarding the activities of various departments and committees for the year 2020-21.
- Members are expected to collect the list of events from the respective departments, committees and clubs and the dean's. The members were asked to-
 - ❖ Collect information regarding the Academic and Non Academic activities planned for the year from various Departments.
 - ❖ Obtain details from various Committees regarding the activities planned for the year
 - ❖ Get schedule of compactions planned for the year from the Physical Education Department.
 - ❖ Coordinate with College office and Library to update their information in the Handbook.
 - ❖ Proof read the matter and do corrections, if required.
 - ❖ Take care of the Final layout and uploading of the Handbook on the College website.
- To release the e- Handbook on the day of the Orientation program of the first years.



Hyderabad, TG, India
St Anns Road, Mehdipatnam,
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Minutes of the Handbook committee meeting- 2021-2022

Minutes of the meeting
Date: 12- 06- 2021

Composition:

- Dr. P. Amrutha (Chairperson) *[Signature]*
- Dr. Meena Pathangey (Dean Administration) *[Signature]*

Members:

➤ Mrs. Saujanya	Convener (Dept. Of Commerce) <i>[Signature]</i>
➤ Mrs. Nishath Fatima	Member (Head Dept of Arabic) <i>[Signature]</i>
➤ Mrs. Prashanti	Member (Dept. Of MCA) <i>[Signature]</i>
➤ Mrs. Rajeshwari	Member (Dept. Of Computer Science) <i>[Signature]</i>
➤ Mrs. Sreevani	Member (Dept. Of English) <i>[Signature]</i>
➤ Dr. Vasudha	Member (Dept. Of Commerce PG) <i>[Signature]</i>
➤ Mrs. Bala Soujanya	Member (Dept. Of Mathematics) <i>[Signature]</i>
➤ Ms. Nasreen	Member (Dept. Of Nutrition) <i>[Signature]</i>

✓ An Online meeting was conducted with all the members to discuss the content of the handbook, division of work among the members in collecting the information regarding the activities of various departments and committees for the year 2021 – 22

✓ Members were asked to –

- ❖ Collect information regarding the Academic and Non Academic activities planned for the year from various departments.
- ❖ Other details from various committees regarding the activities planned for the year.
- ❖ Get schedule of competitions planned for the year from the Physical Education department.
- ❖ Coordinate with College office and Library to update their information in the Handbook
- ❖ Proof read the matter and do corrections, if required.
- ❖ Take care of the final layout and uploading of the Handbook on the College website.

✓ It was decided to release E –Handbook on the Orientation Program of the first year.



Minutes of the Handbook committee meeting- 2022-2023

Minutes of the meeting
Date: 18th April 2022

Composition:

- Dr. P. Amrutha (Chairperson) *P. Amrutha*
- Dr. Meena Pathangey (Dean Administration) *Meena K*

Members:

➤ Mrs. Saujanya	Convener (Dept. Of Commerce) <i>S. Saujanya</i>
➤ Mrs. Nishath Fatima	Member (Head Dept of Arabic) <i>Nishath</i>
➤ Mrs. Prashanti	Member (Dept. Of MCA) <i>P. Prashanti</i>
➤ Mrs. Rajeshwari	Member (Dept. Of Computer Science) <i>K. Rajeswari</i>
➤ Mrs. Sreevani	Member (Dept. Of English) <i>Sreevani</i>
➤ Dr. Vasudha	Member (Dept. Of Commerce PG) <i>V. Vasudha</i>
➤ Mrs. Bala Soujanya	Member (Dept. Of Mathematics) <i>B. Soujanya</i>
➤ Ms. Nasreen	Member (Dept. Of Nutrition) <i>N. Nasreen</i>

✓ Meeting was conducted with all the members to discuss the content of the handbook, division of work among the members in collecting the information regarding the activities of various departments and committees for the year 2022 – 23

✓ Members were asked to –

- ❖ Collect information regarding the Academic and Non Academic activities planned for the year from various departments.
- ❖ Other details from various committees regarding the activities planned for the year.
- ❖ Get schedule of competitions planned for the year from the Physical Education department.
- ❖ Coordinate with College office and Library to update their information in the Handbook
- ❖ Proof read the matter and do corrections, if required.
- ❖ Take care of the final layout and complete the task of printing the handbook by 15th May 2022
- ❖ Distributing the handbook to the students at the time of admission itself