



**7.1.10 Circulars and geo-tagged photographs with date and caption of the activities organized under this metric for teachers, students, administrators and other staff.**

St. Ann's College employs a comprehensive approach to instill human values, professional ethics, and a robust code of conduct among students and staff.

Through structured courses like "Human Values and Professional Ethics," the college imparts theoretical knowledge while ensuring real-world relevance. Activities such as debates, orations, and awareness campaigns engage students, fostering critical thinking and ethical analysis.

Open assemblies led by the principal and general staff meetings are platforms to communicate and reinforce the importance of the code of conduct. These gatherings not only elucidate the standards expected from each individual but also create a shared sense of responsibility.

Beyond classroom learning, practical experiences like participating volunteering and awareness initiatives equip students with the tools to navigate complex ethical dilemmas.

Collaborations with external organizations provide diverse perspectives and practical insights, enhancing the learning experience and expanding ethical horizons.

By integrating education, practical experiences, and open discussions, St. Ann's College strives to nurture individuals who exemplify values, ethics, and responsible behavior.

By fostering an environment that values compassion, integrity, and civic awareness, St. Ann's College equips students with the ethical foundation necessary for both personal and professional growth. This approach instills a sense of responsibility, empowers students to make principled decisions, and contributes to building a generation of individuals who are not only academically skilled but also morally conscious and socially responsible.



## **Annual awareness programmes on Code of Conduct are Organized in St. Ann's College**

**2021-2022**

### **Annual awareness programmes on the Code of Conduct are organized**

#### **1. Online Orientation Programme for BA, Bcom, Bsc Stream 16/09/2021 and 17/09/2021**

In the beginning of the first year, students need to be made acquainted with their surroundings in the campus. This includes introductory sessions, giving them an overview of college life; the rules and regulations mandated for each student in a particular college/ faculty. It is an essential period at the beginning of the college session, which allows the students to get settled in their new environment.

The teacher coordinator of every stream sets a model of introductory orientation programme that includes academic as well as social activities.

- Introducing students to their college life.
- Incorporating them in the college environment.
- Giving the opportunity to the college members and faculties to get connected to the new batch.
- **To know the rule regulation and ethics of the college**

Introducing Students to a college life: - Students need to be made aware of the social environment of their college. This social factor most definitely includes the extracurricular activities, social clubs, events, workshops and other special training programmes available in the college course. This encourages them and helps them in getting socially integrated with the college culture. In the early few weeks of the college itself, a student should be able to discover his interest in any of the college activities other than the mainstream course. Social involvement will make sure that students don't lose interest in college life and hence are regular with their attendance.

Introductory sessions most importantly aim at giving an overview about the academic course, pursued by the students. By giving a rough idea of academic

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expectations, students are prepared for the challenges they might face during their graduation/postgraduate programmes.

Often in the orientation programmes, eminent lecturers and experts in various fields are introduced to the new students, to mentally prepare them for the awaited professional life they have set out to achieve.

Orientation programmes in colleges also give opportunities to students where they can self-evaluate their aptitude level, by participating in the workshops and discussion sessions. Attending Orientation enables students to make important connections with the collegiate environment, academic studies, peers and network with the campus community.

Incorporating students in the college environment: - The second most important aspect of an orientation programme is to make students accustomed to the campus surroundings. Because of Covid pandemic, management has shown a video of the college campus.

Answering all their queries and doubts, counselling, guiding them in the choice of their social clubs are some of the activities involved in these orientation sessions.

In this manner, orientation helps students get their attitude right as best suited for the new place. Campus maps, guided tours in the campus allow them to physically get apprised of the college interiors so that they do not find themselves lost.

The interaction among the students and the college community strengthens students' persistence in the college. A feeling of belongingness is inculcated in a student's mind during the orientation, which makes them feel a part of the college community.

The main purpose of this orientation session is to bridge the gap between the professors and the students, ensuring a smooth communication between the two.

It helps students prepare for a successful career with a clear vision about what lies ahead and what can be achieved at the end of their courses.

The online orientation programme started with bible reading followed by a prayer song. Dr. P Amrutha, Principal has given a welcome address.

Dr. Meena Patangey, Dean Admin, has given a glimpse of St. Anns campus.

Dr. Radhai, CEO Exam Cell, has explained the examination process.

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Dr. Nirmala Xavier, Head Dept. of Mathematics, PG Dean has given an explanation about online classes.

Mrs. Mahitha Davala, Dean Student Affairs, has talked about SQAC, students' discipline.

Dr. Smita Asthana, Dean Academics, has explained about the college rules and ethics.

Mrs. Srikala, head Dept. of Statistics, Additional IQAC Coordinator has explained about various activities which are done by IIC, St. Ann's.

The program ended with the National Anthem.

## Instructions for Offline Classes

- ✓ *Morning Prayers – 8.25 to 8.30am*
- ✓ *Students must check the classroom number Mentioned in the Timetable and be seated before the prayer . Students maintain the decorum of the class during the Prayer . Class incharges will take General attendance between 8.30am to 8.40am.*
- ✓ *After General attendance is noted , students must proceed to their first hour class as per timetable.*
- ✓ *Students must wear a Mask, carry Sanitizer , wash hands frequently, and avoid touching surfaces.*
- ✓ *Students must avoid shaking hands and stay apart.*
- ✓ *Science Students must carry Labcoat, Mask, Face shield , sanitizer, Hand gloves otherwise entry will be restricted.*

## General Conduct

- The College lays stress on attendance, It is compulsory for the students to have a minimum of **75%** in each subject to be eligible to appear for the final examinations.
- Students should be punctual and attend all their lectures regularly. Students are required to maintain discipline which is essential for the development of the individual and College.
- All the students are expected to conduct themselves in a manner befitting the college community and due respect should be given to all the faculty members.
- Students are required to come decently dressed to the college, Dignity and decorum should be maintained at all times.
- Students should not bring valuables to the college. It is their responsibility to take care of their belongings.
- The college is not responsible for any loss of valuables.
- Every kind of demonstration that restricts freedom of the members of the college, or disrupts any activity in the college is banned.
- Students are required to carry their identity cards all the time, the same should be produced when required by college authorities.
- Students guilty of serious misconduct or whose presence in the college is detrimental to the order and discipline on the campus are liable to be expelled
- Ragging is a punishable offence and is strictly banned in the college. The college has 'zero' tolerance to ragging.

Dean student Affairs  
St. Ann's college for women



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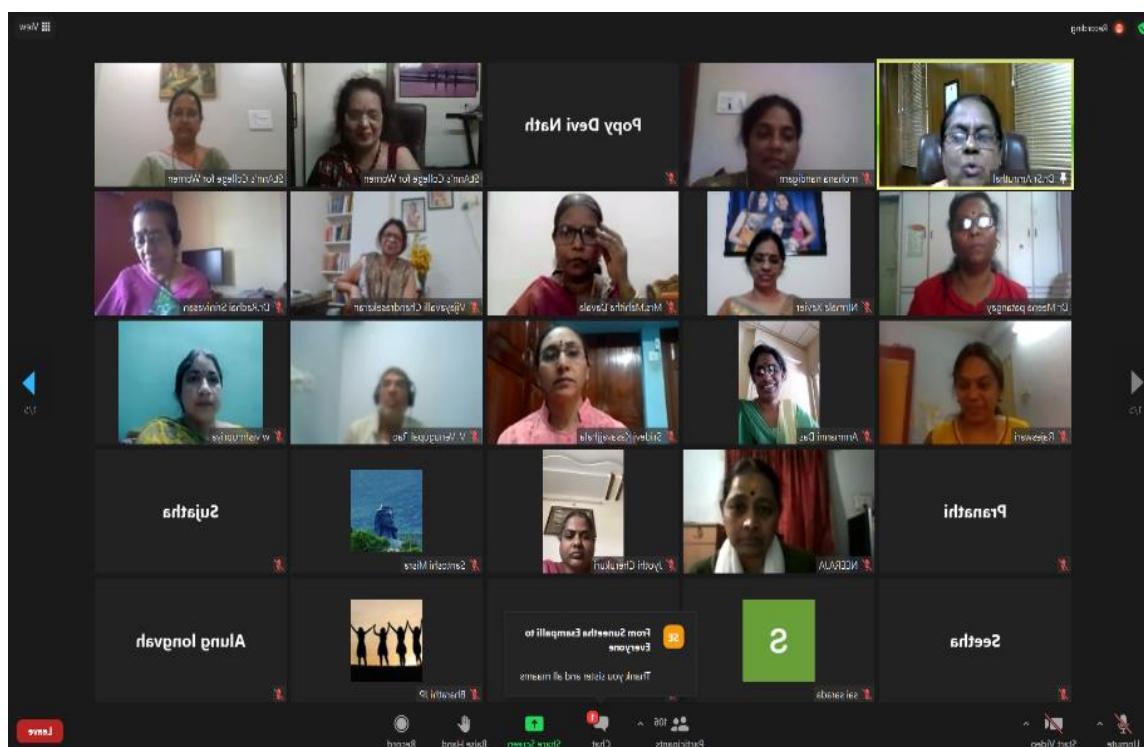
## **General Staff Meeting and Orientation Session for new faculty members on 7/08/2021**

**General Staff Meeting and orientation session** for the recently recruited faculty members to make them familiar with the institutional practices and the instructional strategies of teaching and learning, because teachers are considered to be the pillars of the college. The orientation programme was held 7/08/2021 on zoom platform. Dr. Sr. P. Amrutha, Principal explained the importance of teaching profession, role of teachers and their commitment towards students to get centum results and to groom them as employed citizens of the society. She emphasized that the expected outcome from St. Ann's faculty is essential in the sense that the staff should take all means to retain students during the entire course of study. There should not be any student's dropout. It should be the utmost responsibility of the staff to enable the students to complete their degree and get certification. She emphasized that the faculty members should know about their students completely, so that it will be easy to guide the students efficiently and thoroughly.

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Dr. Smita Asthana, Dean Academic highlighted the need for developing a positive attitude among the teachers. She also pointed out the professional norms to be followed as a faculty member and the targets to be focussed to make the students degree holders. She threw light on areas such as 'St. Ann's on the path of Progress', 'Professional ethics and responsibility of teachers', 'Academic Leadership', 'Communication skills', 'St. Ann's culture', 'Teaching science subjects', 'Attitude', 'Institutional belongingness', 'Teacher accountability', 'Smart teaching' Importance of Research, 'Role of teachers in placement', and 'Instructional pedagogy'. She highlighted the idea that the teachers should act as a facilitator, guide, controller and counsellor to the students in bringing out the best in them and make them realize their potential to successfully complete their studies. With this the orientation programme came to an end.



**General Staff Meeting and Orientation on 7/08/2021**

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**Notice**

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Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud pl...  
us02web.zoom.us

**St. Ann's College for Women is inviting you to a scheduled Zoom meeting.**

**Topic: General Staff Meeting**  
**Time: Aug 7, 2021 09:00 AM India**

**Join Zoom Meeting**  
<https://us02web.zoom.us/j/81252847563?pwd=WVZlemg0TkxXRGdodWJ6WDVwMnQwZz09>

**Meeting ID: 812 5284 7563**  
**Passcode: meeting**

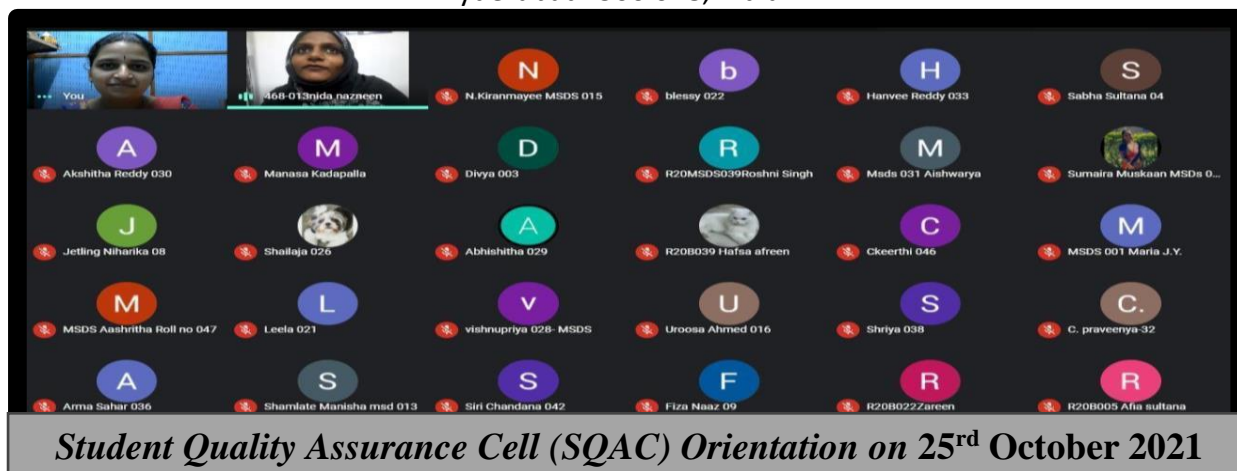
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***Student Quality Assurance Cell (SQAC) Orientation by Mrs. Mahitha, Dean Student Affairs and Dr. Santoshi Mishra, Dean, Student Affairs***

SQAC Orientation was conducted on 25<sup>th</sup> October 2021. The students received an orientation on the college's curriculum and its rules and regulations, which are integral to the college's code of conduct. Emphasis on joining the SQAC aligns with the code, promoting active involvement, leadership, and responsible participation in campus affairs, fostering a respectful and united academic community.

This Orientation helped the students to gather a better knowledge about the functioning of the college and also gave them a brief idea about SQAC which encouraged them to join it. The Orientation was conducted online on G meet and there were about 500 students who were a part.

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## Departmental Orientation Programme

In the beginning of the semester all the department organized departmental orientation programme.

The departmental orientation program underscored code of conduct and punctuality importance. The course structure and objectives were presented, followed by departmental rules and activities.