



ST.ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University,
Recognised under 2(f) UGC Act 1956, New Delhi)
GORANTLA, GUNTUR – 522034, A. P

Email: st_anns_coll@yahoo.co.in Website: www.stannscollegeforwomen.org

Criteria: I

Metric: 1.1.1



Criterion –I

1.1.1- Departmental Meeting Minutes

2018 - 19 TO 2022 - 2023

St. Ann's College for Women
Gorantla, Guntur-34
Department of Microbiology
Department Minutes

Department of Microbiology

Minutes-I

41

2019 - 2020

Date: 10-7-19

Venue: Conference Hall

Time: 3:00pm

Chair person - Rev. Dr. Fathima Rani.p
Principal & Correspondent

Members present - Mrs. B. Ranjitha
HOD. Dept. of Microbiology
Sr. Margaret priyanka.G
Lecturer in Biotechnology

Agenda points:-

- * Evaluation of ANU Result Analysis & Departmental Academic Report of the Academic year 2018-2019
- * Review on Departmental Events and Activity Report of the Academic year 2018-2019
- * Discussion on plan of Action & Academic year plan for the Academic year 2019-2020
- * The syllabus completion of all papers as per the semester plan & the advice to conduct stip test in each topic
- * The faculty of department is advised to follow the new teaching techniques [Model, charts, ppt, ottp]
- * organizing the departmental activities as per schedule

Resolutions :-

- * It is resolved to evaluation of ANU Result Analysis & Departmental academic report of the academic year 2018-2019
- * It is resolved to review on Departmental events and activity report of the academic year 2018-2019

* It is resolved to discussion on plan of Action
of Academic year plan of the academic year
2019-2020

* It is resolved to the completion of syllabus of all
papers as per the schedule semester plan and the
advice to conduct slip test in each topic

* It is resolved to advice to follow the new teaching
techniques.

* It is resolved the organizing the department activities
as per the schedule

Signature of the Lectures:-

1. Mrs. B. Ranjitha - B. Ranjitha 10/7/19

2. Sr. Margaret priyanka. G - Sr. Margaret Priyanka 10/7/19

B. Ranjitha
Head of Dept. of Microbiology
St. Ann's College for Women
GORANTLA, GUNTUR-522034.

Dr. Fatima Khan
PRINCIPAL

St. Ann's College for Women
GORANTLA, GUNTUR-522 034



Department of Microbiology

Minutes - II

2019 - 2020

Date: - 16-08-2019

Venue: Biotechnology Lab

Time: 3:00pm

Members present:

1. Mrs. B. Ranjitha - HOD. Dept. of Microbiology
2. Mrs. K. Vanaja - HOD. Dept. of Biotechnology
3. Sr. Mangut priyanka - Lecturer in Biotechnology.

Agenda points :-

- * Distribution of Individual, Departmental Timetables and workload for the semesters I, II, & III
- * Discussion on Academic & Activity Report for the Academic year 2018-2019
- * preparation of Academic year plan, plan of Action for the Academic year 2019-2020
- * commencement of classes, conduction of Theory & practical classes.
- * planning for the 'BIOSPARK 2020'

Resolutions:-

- * It is resolved to distribution of Individual, Departmental time tables & work load for the semesters I, II, & III
- * It is resolved to discussion on Academic & Activity Report for the Academic year 2018-2019
- * It is resolved to preparation of Academic year plan, plan of Action for the Academic year 2019-2020
- * It is resolved to Discussion on Academic & Activity Report for the Academic year 2018-2019

* It is resolved to planning for the "BIO-SPARK 2020".

Signatures of the lectures :-

1. Mrs. B. Ranjitha — B. Ranjitha 16/8/19
2. Mrs. K. Vanaja — K. Vanaja
3. Sr. Margaret Priyanka G — Sr. Margaret Priyanka 16/8/19

B. Ranjitha

Head of Dept. of Microbiology
St. Ann's College for Women
GORANTLA, GUNTUR-522034.

Dr. S. Fatima Rana P.

PRINCIPAL

St. Ann's College for Women
GORANTLA, GUNTUR-522 034



Department of Microbiology

Minutes - III

2019 - 2020

Date:- 21-3-20

Venue:- Conference Hall

Time:- 3:00pm

Chair person - Rev. Dr. Sr. Fathima Rani.p
Principal & Correspondent

Members present:- Mrs. B. Ranjitha
HOD. Dept. of Microbiology
Sr. Margaret priyanka. E
Lecturer in Biotechnology.

Agenda points :-

- * Result Analysis of ANU for the Academic year 2019-20 for I, III & V Semester exams
- * Work load was allotted for the faculty members for II, IV & VI
- * Department plan of Action for the faculty members.
- * Submission of Semester plan for Microbiology - Sem II, IV, VI
- * The syllabus completion of all papers as per the semester plan & the advise to conduct slip test in each topic.

Resolutions :-

- * It is Resolved to Result Analysis of ANU for Academic year 2019-20 for I, IV, & VI Semester exams.
- * It is resolved to work load for allotted for the faculty members for II, IV & VI
- * It is resolved to department plan of actions for the faculty members
- * It is resolved to the submission of semester plan for Sem - II, IV & VI

- * It is resolved to the syllabus completion of all papers as per the semester plan & the advice to conduct slip test in each topic

Signature of the Lecturers :-

1. Mrs. B. Rajitha - B. Rajitha 21/3/20
2. Sr. Margaret priyanka G - Sr. Margaret Priyanka 21/3/2020

B. Rajitha
Head of Dept. of Microbiology
St. Ann's College for Women
GORANTLA, GUNTUR-522034.



D. S. Fatima Rana
PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR-522 034

Department of Microbiology

47

Minutes - IV

2019 - 2020

Date: - 22-01-2020

Venue: - Microbiology lab

Time: - 3:00pm

Members present:-

1. Mrs. B. Ranjitha — HOD. Dept. of Microbiology
2. Mrs. K. Vanaja — HOD. Dept. of Biotechnology
3. Sr. Margaret priyanka.G — Lecturer in Biotechnology

Agenda points:-

- * Review on completion of Theory & practical syllabus of II, IV & VI semesters
- * Discussion on Certification of Records & Conduction of Anu practical examinations
- * Allotment of Assignments & seminars
- * planning to take extra classes, Revision classes and taking care of slow learners.
- * plant to conduct "Estimation of Hb% & Blood Grouping".

Resolutions:-

- * It is resolved to Review on Completion of Theory & practical syllabus for II, IV & VI semesters.
- * It is resolved to discussion on certification of the records & conduction of Anu external practical examinations
- * It is resolved to allotment of assignment & seminars
- * It is resolved to planning to take care of slow learners, & to take extra classes, revision classes.
- * It is resolved to plant to conduction of "Estimation of Hb% & Blood Grouping"

Signatures of the Lecturers:-

- | | |
|-----------------------------|-------------------------|
| 1. Mrs. B. Ranjitha | - B. Ranjitha 22/1/20 |
| 2. Mrs. K. Vanaja | - K. Vanaja |
| 3. Sr. Margaret Priyanka. G | - Sr. Margaret Priyanka |

B. Ranjitha
 Head of Dept. of Microbiology
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 GORANTLA, GUNTUR-522034.

D. L. Patricia Rani

PRINCIPAL

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Date: 16.8.2021

Department Meeting

Date: 16.08.2021

Time: 10: Am

Venue: ZOOM APP

A meeting was presided over by Principal & Correspondent Dr. Sr. Fatima Rani P. through Zoom App with a prayer to Almighty requesting him to suppress the severity of the pandemic.

Key Concepts:

- Posting of syllabus in what's App groups
- Time-tables and workload
- Conducting assignments
- Taking attendance.

Principal suggested faculty to conduct classes sincerely and strictly as it was online. Syllabus should be posted in the created what's App groups by the faculty concerned for the comfort of the students.

Time-tables and workload were assigned both to the faculty individually and class time-tables in what's App.

Faculty were instructed to conduct assignments to make sure that students are preparing well with the completed syllabus.

Attendance should be taken regularly to make sure that students are attending the classes without fail.

Principal suggested faculty to put a watch-eye on the students to make student's attendance mandatory.

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Date 16/8/21

Finally Principal concluded the meeting with an excellent quote of William Butler Yeats -

"Education is not the filling of a pail but the lighting of a fire."

	<u>Name of the faculty</u>	<u>Signature</u>
01	Mrs. P. Rajeswari, HOD	Rajeswari
02	Mrs. G. Sarani, Lecturer	Sarani

P. Rajeswari
Head of the Department
Department of English
St. Ann's College for Women
Gorantla, GUNTUR-522034.



20/8/21
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Date: 6/11/2021

Department Meeting

Date: 06/11/2021

Time: 11:00 Am

Venue: Staff Room.

A meeting was conducted in the staff room about the on-going online classes.

Key Concepts:

- Posting syllabus in what's app groups
- clarifying doubts online
- Taking Attendance.

As the classes were online, students' attention should be checked now and then. Completed syllabus related material should be posted in the what's App group.

The students may not follow classes because of many interruptions in between. So students' doubts should be clarified.

Attendance should be taken in between to make sure the presence of student in the class.

The meeting finally ended with a suggestion that present scenario should be student oriented.

Name of the faculty

01. Mrs. G. Sravani
02. Mrs. N. Kavya

Signature

[Signature]
[Signature]

G. Sravani
Head of the Department
Department of English
St. Ann's College for Women
Gorantla, GUNTUR-522034.



[Signature] 6/11/2021
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Date: 8.1.2022

Department Meeting

Date: 08.01.2022

Time: 10.30 am

Venue: ~~Conference Hall~~, Principal's Chamber

Principal & Correspondent Dr. Sr. Fatima Rani. P conducted a meeting with Department of English in Conference Hall, in Principal's chamber.

Key Concepts:

- Result Analysis of First Year II semester
- special case to slow learners.
- work loads & time-tables.

Principal started the meeting with the excellent result of II semester students for the Academic Year 2020-21. She congratulated staff for playing major role in the good result in English.

Principal advised faculty to pay special attention on slow learners for best result.

The discussion ran towards work loads & time-tables of staff for the Academic Year.

The meeting finally ended with an excellent quote of George Bernard Shaw -

"A desire to learn must be nurtured - not forced."

Name of the faculty

01. G. Sravani

02. N. Kanya

Signature

Sr. Fatima Rani

[Signature]

G. Sravani
Head of the Department
Department of English
St. Ann's College for Women
Gorantla, Guntur - 522034



[Signature]
8/1/2022
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Date 17.2.2022

Department Meeting

Date: 17.02.2022

Time: 2.00pm

Venue: Staff Room

An Internal Department Meeting was conducted in the Department keeping in view the forthcoming Silver Jubilee of college.

Key Concepts:

- Conducting the event in a smooth way
- Present a skit from the Dept

As English literature consists of interesting plays and dramas, we've decided to conduct 'Merchant of Venice' play on the stage which is quite interesting and entertaining. The selection of students, costumes, dialogues, etc. were discussed in the meeting.

Meeting ended with an anonymous -
"Teachers give us comic artists, filmmakers, astronauts, architects, and entrepreneurs: creating superheroes."

Name of the faculty

G. Sravani

N. Kanya

Signature

G. Sravani

G. Sravani
Head of the Department
Department of English
St. Ann's College for Women
Gorantla, GUNTUR-522034.



17/2/22
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Date...1-7-2020

TIME : 2:10 PM TO 3:00 PM

VENUE : Conference Hall

Meeting - I

Chair person: Rev. Dr. Sr. Fatima Rani. P

Members present:

Mrs. R. Sharon Rose

Mrs. J. Prameela Rani

Mrs. G. Saroja - Lecturer

Mrs. M. Anjanadevi - Lecturer

Mrs. SK M. Sutan - Lecturer

In this academic year 2020-2021 Many changes were taken place because of Covid-19 pandemic. Due to uncertain conditions the principle & correspondent Dr. Sr. Fatima Rani. P had guided the dept of Commerce to take up the following activities.

1. Principle advised to commence on-line classes for final year / Vth Sem and Second year / IIIrd Sem students from 7th July 2020 as per university instructions.
2. Creation of WhatsApp groups for conduction of on-line classes.
3. Preparation of time tables and workload for online classes and keep them in the college group.
4. Installation of Zoom App.
5. Taking the attendance for online classes.
6. Preparation of E-Teaching diaries [Weekly Reports] Weekly schedule] as per the prescribed format of Ano.
7. Conduction of Mid Exams.
8. Commencement of off-line classes for IV & VI Sem students.
9. Discussed about the online admissions for I year students.

J. Prameela Rani

Head of the Department of Commerce
St. Ann's College for Women
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1/7/20



SR 1/7/20

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Date: 04-07-2020

Time: 10:30 AM

Venue: Staff room

Meeting - II

Members present:

Mrs. R. Sharon Rose - Vice Principle

Mrs. J. Prameela Rani - HOD

Mrs. G. Soroja - Lecturer in Commerce

Mrs. M. Anjanadevi - Lecturer in COM

Mr. SK. M. Subhani - Lecturer in COM

Discussed about:

1. Installation of Zoom App for taking the online classes for second and final year students for the Academic year 2020-2021
2. Creation of class groups in what app for commencement of online classes.
3. Preparation of departmental online time-table & individual time-table IV & VI SEMs.
4. Paper allotment for IV & VI SEMs.
5. Work load to each faculty member.
6. Discussion about the conduction of Seminar to the students in online classes.
7. For taking online attendance
8. Plan to prepare year plans, lesson plans, and Teaching Diary.

Mrs. R. Sharon Rose

Mrs. J. Prameela Rani

Mrs. G. Soroja

Mrs. M. Anjanadevi

Mr. SK. M. Subhani

J. Prameela Rani

Head of the Department of Commerce
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Date: 20-10-2020

Time: 10.30 AM

Venue: Staff room

Meeting - III

Members present:

- Mrs. R. Sharon Rose - vice principle
- Mrs. J. Prameela Rani - HOD
- Mrs. G. Saroja - Lecturer in Commerce
- Mrs. M. Anjanadevi - Lecturer in Commerce
- Mrs. S.K.M. Subhani - Lecturer in Commerce

Discussed about:

1. New Syllabus introduced by Andhra Pradesh State Council of Higher Education [APSCHE] for I year students, 2020-2021 Academic year.
2. Life Skills Course - One paper among three papers prescribed by the APSCHE, College opted type for all courses.
3. Skill Development Course - One paper is allotted in first sem as per stream wise selection for Commerce stream - two papers were prescribed by APSCHE. In that Insurance Promotion is opted by the department.
4. The practical Exam was introduced for computer paper for 50 Marks [30 Marks for program MC, 10 Marks for viva and 10 Marks for Record] for B.COM [Res] students for the A.Y 2020-2021
5. Allotment of computer papers to computer department.
6. Preparation of time-tables for first sem students.

Mrs. R. Sharon Rose

- R. Sharon

Mrs. J. Prameela Rani

- J. Prameela Rani

Mrs. G. Saroja

- G. Saroja

Mrs. M. Anjanadevi

- M. Anjanadevi

Mrs. S.K.M. Subhani

- S.K.M. Subhani

J. Prameela Rani

Head of the Department of Commerce
St. Ann's College for Women
GORANTLA, GUNTUR-522 034

20/10/20



20/10/20
PRINCIPAL

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Date 25-10-2020

Time : 10.30 AM

Venue - staff room

Meeting - IV

Members Present:

Mrs. R. Sharon Rose - Vice Principle

Mrs. J. Prameela Rani - HOD

Mrs. G. Saroja - Lecturer in Commerce

Mrs. M. Anjanadevi - Lecturer in Commerce

Mr. SKM. Subani - Lecturer in Commerce

Due to covid-19 vast changes have been taking place in the A.Y. 2020-2021, First year Second Semester was started from July 2021 instead of starting in November 2020.

The following points were discussed about:-

1. Allotment of papers for each faculty
2. Preparation of time-tables and workload for II Semester.
3. Plan of action for this Semester regarding Teaching dairies, Academic plans and Lesson plans.
4. Life Skills course - One paper among three papers prescribed by the APSCHE, College opted TCT for all courses of Second Semester.
5. Skill Development course - Two papers are allotted in Second Semester as per Stream wise Selection. For Commerce Stream - four papers were prescribed by APSCHE. Among them Agricultural Marketing and Advertising papers were opted by department.

Mrs. R. Sharon Rose - R. Sharon

Mrs. J. Prameela Rani - J. Prameela Rani

Mrs. G. Saroja - G. Saroja

Mrs. M. Anjanadevi - M. Anjanadevi

Mr. SKM. Subani

J. Prameela Rani

Head of the Department of Commerce
St. Ann's College for Women
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25.10.20

Principal
St. Ann's College for Women
GORANTLA, GUNTUR

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Date... 09-11-2020

TIME: 10.00 AM

venue: Conference Hall

Meeting - V

Chair person: Rev. Dr. Sr. Fatima Rani P

Members Present:

Mrs. R. Sharon Rose

Mrs. J. Prameela Rani

Mrs. G. Saroja - Lecturer in Commerce

Mrs. M. Anjanadevi - Lecturer in Commerce

Mrs. SKM. Subhani - Lecturer in Commerce

In this Academic year 2020-2021 - the Second Meeting was held on Recent Analyses of VIth Sem, IVth Sem and II Sem of March 2020.

1. Sister advised to take the classes for first year I Sem students for the Academic year 2020-2021 in the month of December 2020.

2. Sister asked to prepare Online timetables for first year VI Sem and second year IVth Sem and keep them in the college group.

3. Conduction of Mid-Exams for third year VIIth Sem and second year IVth Sem students in the month Jan/Feb 2021.

4. Sister asked to upload the internal marks awarded to the students by university website.

5. Submission and signed on Internal Marks Memo by principal Sister.

Mrs. R. Sharon Rose - R. Sharon

Mrs. G. Saroja - G. Saroja

Mrs. J. Prameela Rani - J. Prameela Rani

Mrs. M. Anjanadevi - M. Anjanadevi

Mrs. SKM. Subhani - SKM. Subhani

J. Prameela Rani

Head of the Department of Commerce
St. Ann's College for Women
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09/11/20
PRINCIPAL

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