



## 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](mailto:st_anns_coll@yahoo.co.in) Website: [www.stannscollegeforwomen.org](http://www.stannscollegeforwomen.org)

Criteria: I

Metric: 1.1.1



### Criterion –I

#### 1.1.1 Curriculum Planning and Implementation

College Meeting Minutes 2018-19

06/06/2018

## Staff Meeting

A Staff meeting was convened by the Principal Sister Rev. Dr. Sr. Fathima Ignatius Pgaru on 06/06/2018 in the Micro-Biology Lab at 10:00 Am for the UG and PG Faculty Members.

The meeting was started with the Scripture Reading and a Prayer thanking God Almighty - the Omnipotent who has been driving the family of St. Ann's to the right path.

## Agenda

- 1) Plan of action
- 2) Preparation of Time-Tables & Year Plans.
- 3) Completion of syllabus in stipulated time
- 4) Remedial Coaching for Slow-Learners.
- 5) Reopening for First BSC, BCOM
- 6) Applying for L.O.I for the purpose of NAAC
- 7) No. of Casual Leaves.

At the outset, To attract the attention of the Faculty members, Principal Sister presented a Quotation.

"The doorstep to the temple of wisdom is a knowledge of our own ignorance".

— Benjamin Franklin.

In the beginning Principal Sister appreciated, Congratulated & thanked the Academic and Administrative Staff, their team spirit and tire some work for the progress of the College.

She Congratulated the Academic Staff and acknowledged their hard work, energy, experience, knowledge and wisdom.

Principal Sister asked the Faculty Members to prepare a plan of action, to complete the syllabus and also the activities to organise to bring out the inherent skills of the students.

She asked the Faculty Members to prepare the Time-Tables and Year plans.

She assigned the work of preparation of Time-Tables to Convener of Time-Table Committee - Mrs. R. Sharun Rose HOD Department of Commerce.

Principal Sister advised the staff members to take Remedial classes for slow learners.

She announced the Reopening for the first Year i.e; 12<sup>th</sup> June 2018.

Principal Sister asked the Faculty members to prepare the files to apply for NAAC. She also said that a L.O.I has to be prepared.

Principal Sister announced the number of casual leaves for one year. They are 15 only and they will be counted .. from January to December.

Principal Sister announced the convenors of various committees and the also the members.

Principal Sister also announced the class-Incharge Lecturers of all the groups and years.

Principal Sister concluded the meeting by presenting an inspiring quotation from the Bible

"Happy are those whose greatest desire is to do what God requires; God will satisfy them fully

Happy are those who are merciful to others;  
God will be merciful to them."

Dv L. Felicitas  
PRINCIPAL 6/6/2018  
St. Ann's College for Women  
GORANTLA, GUNTUR.

| S.No | Name of the Lecturer  | Signature |
|------|-----------------------|-----------|
| 1    | Mrs. R. Sharon Rose   | Rohas     |
| 2    | Mrs. J. Prameela Rani | Don       |
| 3    | Mrs. S.M. Subani      |           |

| S.No | Name of the Lecturer      | Signature           |
|------|---------------------------|---------------------|
| 21   | Mr. S. H. Subani-Commerce | S.H. Subani         |
| 22   | Mrs. M. Anjana Devi       | M. Anjana Devi      |
| 23   | Mr. K. Ananda Kumar       | K. Anand Kumar      |
| 24   | Miss. P. Pujitha          | P. Pujitha          |
| 25   | Miss. T. Thangai          | T. Thangai          |
| 26   | Mrs. S. Srinisha          | S. Srinisha         |
| 27   | Mr. G. Bala Show Reddy.   | G. Bala Show Reddy  |
| 28   | Mrs. D. Anitha            | D. Anitha           |
| 29   | Mrs. D. Swarna Charanika  | D. Swarna Charanika |
| 30   | Mrs. B. Usha Rani         | B. Usha Rani        |
| 31   | Mrs. D. V. Ramaswami      | D. V. Ramaswami     |
| 32   | Mrs. S. Hima Bindu.       | S. Hima Bindu       |
| 33   | Dr. P. L. Narasimha Rao.  | P. L. Narasimha Rao |
| 34   | Mrs. G. Yasodhara         | G. Yasodhara        |
| 35   | Mrs. G. Radhika           | G. Radhika          |
| 36   | Mrs. G. Sailaja           | G. Sailaja          |

30/03/2018

## Staff Meeting

A meeting was convened by the Principal Sister - Rev. Dr. Sr. Fathima Ignatius, P. on 30/03/2018 in Seminar Hall at 11.00 a.m for the UG and PG faculty members.

The meeting was started with the scripture reading and a prayer thanking to Almighty God.

### Agenda

1. Awareness on N.A.A.C Accreditation

At the outset, Principal Sister whole heartedly welcomed the Head of the departments of UG and PG.

In the brief introduction, she said that Approval of NAAC for the appraisal of the quality is mandatory to all colleges. The Government has made it mandatory for the colleges who have completed 6 years after the inception.

She asked the Lecturers to take up this prime responsibility along with

Other responsibilities.

Sister also mentioned about the visit to St. Ann's Autonomous College for Women, Mehidipatnam, Hyderabad to get the detailed information regarding NAAC Process.

Mrs. B. Joyce, IQAC Co-ordinator who visited St. Ann's College in Hyderabad along with the HOD's - presented the report using PPT about the entire NAAC Accreditation Process with Seven criteria. Dr. P. L. Narasimha Rao gave hints to the lecturers to prepare different files for the inspection of NAAC.

Principal Sister advised all the departments to make an MoU with other agencies. She advised the faculty to start the preparation during vacation. She asked the HOD's to aware the other members of the departments. She also asked them to take up the Noble work into their hearts.

She conveyed the Lecturers to shoulder a big venture and a noble work to get ready for NAAC recognition.

The staff meeting was summed up with the unanimous agreements of the lecturers.

D. L. Fatima Rani  
PRINCIPAL 30/3/2018

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

| S.No. | Name of the Lecturers  | Signature                                                                             |
|-------|------------------------|---------------------------------------------------------------------------------------|
| 1.    | Mrs. R. Sharon Rose    | R. Sharon                                                                             |
| 2.    | Mrs. J. Perameela Rani | Mr                                                                                    |
| 3.    | Mr. S. M. Subhani      | M. Subhani                                                                            |
| 4.    | Dr. J. Peratap Reddy   |  |
| 5.    | Mr. Ch. Rama Rao       | Ch                                                                                    |
| 6.    | Mrs. B. Joyce          | B. Joyce                                                                              |
| 7.    | Mrs. K. Varaja         | K. Varaja                                                                             |

- |     |                             |                       |
|-----|-----------------------------|-----------------------|
| 8.  | Mrs. P. Rajeswari           | P. Rajeswari          |
| 9.  | Mrs. M. Cisha Rani          | M. Cisha Rani         |
| 10. | Mrs. G. Saroja              | G. Saroja             |
| 11. | Mrs. K. Vidhyadhari         | K. Vidhyadhari        |
| 12. | Mrs. P. Sandhya             | P. Sandhya            |
| 13. | Mrs. M.P. Praveena          | P. Praveena           |
| 14. | Mrs. G. Anitha Bharu        | Anb                   |
| 15. | Mrs. I. Adi Lakshmi         | I. Adi Lakshmi        |
| 16. | Miss B. Maha Lakshmi        | B. Maha Lakshmi       |
| 17. | Sr. Margaret Priyanka       | Sr. Margaret Priyanka |
| 18. | Mrs. G. Vijaya Lakshmi      | G. Vijaya Lakshmi     |
| 19. | Mr. D. Simon                | D. Simon              |
| 20. | Mrs. D. Sandhya Rani        | D. Sandhya Rani       |
| 21. | Mr. S. M. Subani - Commerce | S. M. Subani          |
| 22. | Mrs. M. Anjana Devi         | M. Anjana Devi        |
| 23. | Mr. K. Anand Kumar          | K. Anand Kumar        |
| 24. | Miss P. Pujitha             | P. Pujitha            |

25. Miss. T. Thanki
26. Mrs. S. Sivulsha
27. Mr. G. Bala Shew Reddy
28. Mrs. D. Anitha
29. Mrs. D. Swarna chaurani Rai
30. Mrs. B. Usha Rani
31. Mrs. D. V. Ramanama
32. Mrs. S. Hima Bindu
33. Dr. P. L. Navasimha Rao
34. Mrs. G. Yasodhara
35. Mrs. G. Radhika
36. Mrs. G. Sailaja

T. Thanki

G. Bala

D. Anitha

D. Swarna

B. Usha Rani

D. V. Ramanama

S. Hima Bindu

P. L. Navasimha Rao

G. Yasodhara

Radhika

G. Sailaja

4/04/2019

## Staff Meeting

A Staff meeting was convened by the Principal Sister - Rev. Dr. Sri. Fathima Ignatius .P on 04/04/2019, in Seminar Hall at 11.30 a.m for the UG & PG faculty members.

The meeting was started with the scripture reading and a Prayer thanking to Almighty God - The Omnipotent who has been driving the family of St. Ann's to the right path.

### Agenda

- 1) Word of Appreciation
- 2) Admissions for 2019-2020.
- 3) Preparation of Time - Tables and Workloads
- 4) Casual leave.
- 5) Inspection
- 6) Punctuality and Regularity of faculty members.
- 7) Re-opening Day.
- 8) List of Committees.
- 9) List of class - Enchangers.
- 10) NAAC Accreditation.

At the outset, Principal Sister Rev. Dr. Sr. Fatima Rani, P. welcomed the UG and PG faculty members, administrative staff and the Non-Teaching Staff whole heartedly.

She quoted the words of a famous author about Teachers, to inspire the faculty members

"A Teacher is "a Pillar of Support,  
An epitome of strength,  
A loving mother,  
A caring friend and  
A disciplinarian."

She appreciated all the HOD's and the members in all the departments regarding their completion of syllabus and their active role in accomplishing their responsibilities in completing their Internal and External Examinations in a smooth way.

Principal Sister appreciated the untiring efforts of the Non-Teaching staff regarding Examinations.

Regarding Admissions into Degree Courses for the Academic Year 2019-2020, Principal stated that, it is the 'noble duty of each and every lecturer. Every one has to work to get full strength in all the Courses.

Principal Sister said that the staff members have to attend the admission duties without fail. She asked the Role Staff members to attend the campaigning duties.

She asked the faculty members and also the Administrative staff to update the files and registers for inspection to get temporary Affiliation for the UG and PG Courses.

Principal Sister asked the Convenors of UG & PG Time-Table Committee to prepare the Time-Tables for 1st, 3rd and 5th Semesters along <sup>with the</sup> HoD's of all the Departments to prepare the work loads of each & every faculty members.

Principal Sister announced the number of casual leaves for one year. They are 15 and they will be counted from January to December.

She asked the lecturers to be punctual and regular to the college. Principal also stated that completion of syllabus within stipulated time is very important. She asked the lecturers to take extra classes from 3 pm to 4 pm to the slow learners.

Principal Sister announced the Re-opening Day of the college for the final years and the for the second years. It is 10<sup>th</sup> June 2019. and for the staff members it is 7<sup>th</sup> June 2019.

Principal Sister announced the revised list of Committee members and conveners of the academic year 2019-20. She also announced the list of revised class-in-charges for the academic year 2019-20.

Principal Dixler exhorted the staff members to work dedicatedly to apply for NAAC Accreditation. She said that the first step is applying for LoI - Letter of Intent. To do this work IQAC - Internal Quality Assurance cell has to start its work with the co-operation of all the Departments working together to get the success.

The valuable points, put forth by the Principal Dixler encouraged the staff members and they were inspired to go forward with rejuvenated energy in the future.

*Dr. S. S. Fatima Khan*  
4/4/2019  
PRINCIPAL  
St. Ann's College for Women  
GORANTLA, GUNTUR

| S.No | Name of the Lecturer   | Signature             |
|------|------------------------|-----------------------|
| 1.   | Mrs. R. Sharon Rose    | <u>Ridhna</u>         |
| 2.   | Mrs. J. Pyameela Rani  | <u>PR</u>             |
| 3.   | Mr. S.M. Subhani       | M. subhani            |
| 4.   | Dr. J. Pyatap Reddy    | <u>[Signature]</u>    |
| 5.   | Mr. Ch. Rama Rao       | <u>R</u>              |
| 6.   | Mrs. B. Joyce          | <u>Bm</u>             |
| 7.   | Mrs. K. Vanaja         | K. Vanaja             |
| 8.   | Mrs. P. Rajeswari      | <u>[Signature]</u>    |
| 9.   | Mrs. M. Usha Rani      | <u>Udy</u>            |
| 10.  | Mrs. G. Saroja         | G. Saroja             |
| 11.  | Mrs. K. Vidhyadhari    | K. Vidhyadhari        |
| 12.  | Mrs. P. Sandhya        | P. Sandhya            |
| 13.  | Mrs. M.P. Paraveena    | P. Paraveena          |
| 14.  | Mrs. G. Anitha Bhanu   | <u>Ans</u>            |
| 15.  | Mrs. I. Adi Lakshmi    | <u>I. Adi Lakshmi</u> |
| 16.  | Mrs. B. Maha Lakshmi   | B. Maha Lakshmi       |
| 17.  | Dr. Margaret Priyanka  | Margaret Priyanka     |
| 18.  | Mrs. G. Vijaya Lakshmi | G. Vijaya Lakshmi     |

19. Mr. D. Simon

Sh I

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21. Mr. S. M. Subani - Commerce

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24. Miss. P. Pujitha

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25. Miss. T. Thansi

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26. Mrs. S. Sivisha

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27. Mr. G. Bala Shew Reddy

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28. Mrs. D. Anitha

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29. Mrs. D. Swarna Chayani Rai

D. L. ✓

30. Mrs. D. V. Rumanama

P. V. Rumanama

31. Mrs. B. Usha Rani

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32. Mrs. S. Hima Bindu

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33. Dr. P. L. Narasimha Rao

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34. Mrs. G. Yasodhara

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35. Mrs. G. Radhika

Radhika

36. Mrs. G. Sailaja

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