



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 Curriculum Planning and Implementation

College Meeting Minutes 2022-23

STAFF MEETING.

DATE

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Venue: Conference Hall,
Nov Gnanam Block.

Time: 11:00 AM

Date: 14-06-2022.

The meeting was started with Bible reading and prayer offered by Principal and Correspondent Dr. Sr. Fathima Rani. P followed by Intercessory prayers to God Almighty for Management, Staff, Students and Stake holders.

AGENDA

1. Appreciation
 - i. Examination Committee work.
 - ii. Magazine Committee
 - iii. List of Sponsors.
2. Re-Opening of College.
3. Admission process
4. Vision & Mission of college & Departments
5. Availability of Casual Leaves
6. List of Class Incharges
7. List of Committees
8. NAAC process

This is the first meeting during the Academic year 2022-2023.

The Principal and Correspondent Dr. Sr. Fathima Rani. P appreciated Mr. Ch. Rama Rao, HOD of Physics Dept, Convenor of Examination Committee & Committee members, Invigilators & Non-teaching staff who have attended their duties in the month of April & May ignoring the scorching sun for conducting examinations

for I sem of first years & VI sem of final years

Principal also appreciated the tedious efforts of the Magazine Committee for compiling the events of three years i.e., from 2019 to 2022 into a wonderful Magazine named "Ann Silver Splendor".

She also announced the list of sponsors - Superior General, Provisional superiors, Fathers, Sisters, many Organisations, Commercial Companies their donations for the publication of college magazine.

Re-Opening of the college for Teaching and Non-Teaching staff and P.G courses was declared as 6th June 2022 and I year II sem U.G Courses & II year IV sem U.G Courses as 13th June 2022.

Principal instructed the staff to carry on with their responsibilities such as giving moral instructions, compiling the syllabus, conducting remedial coaching, preparing them well for Examinations and complete the pending work in their respective departments.

The Principal instructed the admission desk to start the work of admission process from 15th June 2022 as per OAMDC - APSCH.

The Principal advised the HOD's of respective Departments to keep Vision and Mission of the Depts. in co-ordination with that of the college. She also instructed them to submit the departmental requirements by the end of the month. Faculty should encourage student's Maintenance of Green Environment in the College Premises.

Principal revealed that 15 casual leaves as per calendar year (JAN-DEC) will be granted to the staff. Unnecessary casual leaves should be minimized to maintain discipline, punctuality and Regularity.

List of class Incharges were announced & incharges were asked to take attendance regularly.

Principal announced the list of various committees, convenors and its members

The HOD'S and Faculty of all the Depts. are advised to proceed with NAAC processing work

Principal Quoted "Teacher is the Second Parent." Principal thanked all the staff for their Co-operation for the betterment of the Institution.

Knowledge is imparted through Education with values which makes a person Skillful. Which can exclusively be created by Teachers.

She appreciated, congratulated and thanked Teaching & Non-Teaching staff for their team spirit and industry for the progress of the college.

Name of the Faculty

Signature.

1. Mr. S.M. Subani	S. Subani
2. Mrs. R. Sharon Rose	R. Sharon
3. Mrs. J. Prameela Rani	M. Prameela
4. Mr. C.H. Rama Rao	C.H. Rama Rao
5. Dr. J. Pratapa Reddy	J. Pratapa Reddy
6. Mrs. K. Vanaja	K. Vanaja
7. Mrs. M. Usha Rani	M. Usha
8. Mrs. G. Saroja	G. Saroja
9. Mrs. K. Swathi	K. Swathi
10. Mrs. K. Vidhyadhar	K. Vidhyadhar
11. Mrs. G. Anitha Bharu	G. Anitha Bharu
12. Mrs. T. Adi Lakshmi	T. Adi Lakshmi
13. Mrs. B. Ranjitha	B. Ranjitha
14. Mrs. D. Swarna Charani Rai	D. Swarna Charani Rai
15. Mrs. B. Usha Rani	B. Usha Rani
16. Mrs. D.V. Ramana	D.V. Ramana
17. Mr. G. Bala Show Reddy	G. Bala Show Reddy
18. Mrs. K. Susmitha	K. Susmitha
19. Mrs. G. Sailaja	G. Sailaja
20. Mrs. G. Radhika	G. Radhika
21. Mr. P.L. Narasimha Rao	P.L. Narasimha Rao
22. Miss. G. Santha Kumari	G. Santha Kumari
23. Mrs. K. Sandhya Rani	K. Sandhya Rani
24. Mrs. L. Mary Anusha	L. Mary Anusha
25. Mrs. N. Kavya	N. Kavya
26. Miss. P. Jaya Lakshmi	P. Jaya Lakshmi

[P. T. O]

<u>Name of the Faculty</u>	<u>Signature</u>
27. Miss. G. Vani	G. Vani
28. Mrs. B. Joyce	B. Joyce
29. Mrs. M. Anjana	M. Anjana
30. Mr. D. Simon	D. Simon
31. Mr. SK. Subani	SK. Subani
32. Mr. K. Ananda Kumar	K. Ananda Kumar
33. Mrs. V. Vani	V. Vani



Dr. S. Subramanyam
14/6/22
PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR

HOD'S MEETING

DATE

Venue: Conference Room in Principal's Chamber.

Date: 25-06-2022.

Time: 11:00 AM

The Meeting started with a prayer offered to the Almighty by Dr. Sr. Fatima Rani P for his abundant blessings for the smooth going of the CSP project. Principal addressed the HOD's Regarding.

AGENDA

- * Plan of Action of CSP as per the guide lines of APSCHF.
- * Segregation of mentors for each group.

A Meeting was convened by Dr. Sr. Fatima Rani P on 25th June in relation to the meeting conducted on 24-06-2022 by Prof. Raja Sekhar, Vice Chancellor, ANU held at ANU campus, pertaining to introduction of community service project for all the undergraduate courses for first & second year UG students from the Academic year 2020-2021.

Principal followed up the meeting by taking the opinion of HOD's for the plan of action for the introduction of community service project assigned to all the second year IV sem and I year II sem students of the Academic Batches 2020-2021 & 2021-2022.

Principal instructed the Department HOD's & class Incharges to divide their classes into groups: each group should consist of 15-20 students monitored by a specific mentor following the guidelines of APSCHF.

Principal strictly advised the HOD's, Class Incharges & Mentors to lead students for CSP as Internships as per the guidelines issued by the AP State Council of Higher Education [APSCHE]. The time frame for the CSP was scheduled to 8 weeks. The schedule of it is as following

- Socio-Economic survey of the village/Habitation - 2 weeks.
- Community Awareness Campaign - 1 week.
- Main Project - 4 weeks
- Report Preparation - 1 week.

The Theme of the Project in the words of Principal was to enlighten & familiarize the student with the society they live in and plan ways of Transforming the society through systematic programme implementation.

Finally, The program should duly be guided by the mentors in an apt way and be signed by them along with attestation of HOD and Principal's signature.

The Principal closed the meeting by a closing prayer.

S.No	Name of the HOD's	Signature
1.	Mrs. R. Sharon Rose	R. Sharon
2.	Mrs. J. Prameela Rani	J. Prameela
3.	Mrs. B. Joyce	B. Joyce
4.	Mr. Ch. Rama Rao	Ch. Rama Rao
5.	Dr. J. Pratapa Reddy	J. Pratapa Reddy
6.	Mrs. K. Vanaja	K. Vanaja
7.	Mrs. M. Usha Rani	M. Usha Rani
8.	Mrs. K. Vidyadhari	K. Vidyadhari
9.	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
10.	Mrs. T. Adi Lakshmi	T. Adi Lakshmi
11.	Mrs. B. Ranjitha	B. Ranjitha
12.	Mrs. B. Usha Rani	B. Usha Rani
13.	Mrs. D.V. Ramana	D.V. Ramana
14.	Mrs. L. Mary Anusha	L. Mary Anusha
15.	Mrs. N. Kavya	N. Kavya



Dr. B. Lakshmi
26/6/22

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

HOD'S MEETING

DATE

Venue : Conference Room in Principal's Chamber.

Date : 01.07.2022.

Time : 11:00 AM.

The ^{HOD'S} Meeting was opened up with an invocation prayer to God Almighty by Principal & Correspondent Dr. Sr. Fatima Rani. P for showering his choicest blessings upon the staff & students.

Principal & Correspondent Dr. Sr. Fatima Rani. P conducted a meeting to HOD'S of all Departments at 11:00 AM at conference Room of Principal chamber.

AGENDA

- i. Commencement of CSP work
- ii. Visit to the Village / Habitation
- iii. Topics Selected - Groupwise

Principal & Correspondent Dr. Sr. Fatima Rani. P instructed HOD'S of all the Departments to commence the work of CSP as per the plan of Action i.e., from 1st July to 31st August with the duration of 8 weeks.

Student groups under the guidance of the Mentors should be taken to the suburban Village / Habitation to conduct a Socio - Economic Survey of the Village / Habitation based on the structured Questionnaire prepared by the students themselves.

Principal guided the HOD'S to choose a topic related to their subject area to conduct the CSP work which includes Data Collection

using prescribed formats, photo collection with Geo- Tags etc. Principal instructed all the mentors to plan Community Awareness Campaign in the areas their CSP project was conducted in relation to their topics.

Topics are selected to the groups as per instructions of CSP guided by APSCHE.

Principal winded up the meeting wishing all the HOD's very best for the newly introduced concept CSP work.

S.NO	<u>NAME OF THE HOD'S</u>	Signature.
01.	Mrs. R. Sharon Rose	R. Sharon
02.	Mrs. J. Prameela Rani	Mr
03.	Mrs. B. Joyce	Bom
04.	Mr. Ch. Rama Rao	R
05.	Dr. J. Pratapa Reddy	Dr. J. Pratapa Reddy
06.	Mrs. K. Vanaja	K. Vanaja
07.	Mrs. M. Usha Rani	M. Usha
08.	Mrs. K. Vidyadhari	K. Vidyadhari
09.	Mrs. G. Anitha Bhanu	Anitha
10.	Mrs. P. Adilakshmi	P. Adilakshmi
11.	Mrs. B. Ranjitha	B. Ranjitha
12.	Mrs. B. Usha Rani	B. Usha Rani
13.	Mrs. D.V. Ramana	D.V. Ramana
14.	Mrs. L. Mary Anusha	L. Mary Anusha
15.	Mrs. N. Kavya	N. Kavya



Dr. B. Lakshmi
17/12

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

STAFF MEETING

DATE

Venue : Conference room at Principal's Chamber.
Date : 28th To 30th August 2022.

Principal & Correspondent Dr. Sr. Fatima Rani. P. presided over a series of meetings with HOD'S & Faculty from 27-08-2022 to 30-08-2022 in two sessions.

Initially the meeting started with an intercession prayer to God Almighty for his divine blessings on management, staff & students.

AGENDA

- i. Department Annual Academic & Activity Report 2021-22.
- ii. ANU Result Analysis - 2022.
- iii. Plan of Action 2022-23.
- iv. Time tables & Work loads of Second year IV sem & first year II sem 2022-2023.

Department of Mathematics & Computer Sciences:

Both the Departments had their meet in the Conference Room at Principal's Chamber. Principal congratulated the HOD'S and Faculty of the Departments for securing good results. All the Files & Registers [Annual Academics & Activity Reports] for the Academic year (2021-2022) concerned to the Departments were verified & signed by the Principal.

Department of Life Sciences: Principal chaired

a meet with the Department of Life Sciences in the afternoon at 2pm. She appreciated the Department for the best result in the Academics (2021-2022). She verified and signed all the Files and Registers for the Academic year 2021-2022 with a word of applaude. She gave instructions related to the plan of action for the Academic Year 2022-2023.

Department of Commerce & Languages:

Principal convened a meeting with the Departments of Commerce and the Department of English and Department of Telugu/Sanskrit on 30.8.22 in the forenoon at 2:00 pm and observed all the Files & Registers. She appreciated them for their tedious effort in guiding the students in novel way.

Department of Physical Education:

Principal congratulated the Faculty of the Department for their great achievements externally in the competition held in other colleges.

Department of English were advised to train students with Spoken & Communication Skill Empowerment through activities in order to boost confidence and successfully reach their goals.

Overall the Faculty of all the Departments were advised to guide & train students with novel techniques to meet all other Academic challenges & come out with good results.

Importance of Physical Education & Extra curricular activities was highlighted by her. Principal also insisted that students should be motivated to make use of library as library is a store house of lot much information which can be pooled up and used by students in their best way.

Finally, The meeting was closed with great words of Dr. Radha Krishnan about a perfect teacher "Takes a hand, Opens the mind and Touches the hearts" of the taught.

<u>S.NO</u>	<u>Name of the Faculty</u>	<u>Signature</u>
1.	Mr. S. M. Subani	S. M. Subani
2.	Mrs. R. Sharon Rose	R. Sharon
3.	Mrs. J. Prameela Rani	J. Prameela
4.	Mrs. B. Joyce	B. Joyce
5.	Mr. Ch. Rama Rao	Ch. Rama Rao
6.	Dr. J. Pratapa Reddy	J. Pratapa Reddy
7.	Mrs. K. Vanaja	K. Vanaja
8.	Mrs. M. Usha Rani	M. Usha Rani
9.	Mrs. K. Vidyadhari	K. Vidyadhari
10.	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
11.	Mrs. T. Adi Lakshmi	T. Adi Lakshmi
12.	Mrs. B. Ranjitha	B. Ranjitha
13.	Mrs. B. Usha Rani	B. Usha Rani
14.	Mrs. D. V. Ramana	D. V. Ramana
15.	Mrs. L. Mary Anusha	L. Mary Anusha
16.	Mrs. N. Kavya	N. Kavya

[P.T.O.]

S.No. Name of the faculty

Signature.

17.	Mrs. G. Saroja	G. Saroja.
18.	Mrs. D. Swarna Charani Rai	D. Swarna
19.	Mrs. G. Balashow Reddy	G. Balashow Reddy
20.	Mrs. K. Susmitha	K. Susmitha
21.	Mrs. G. Sailaja	G. Sailaja
22.	Mrs. G. Radhika	G. Radhika
23.	Mr. P. L. Narasimha Rao	P. L. Narasimha Rao
24.	Mrs. K. Sandhya Rani	K. Sandhya Rani
25.	Miss. P. Jaya Lakshmi	P. Jaya Lakshmi
26.	Miss. G. Vani	G. Vani
27.	Miss. B. Manasa	B. Manasa
28.	Mrs. N. Aparna	Aparna
29.	Dr. V. Vani	V. Vani
30.	Mrs. T. Rama Devi	T. Rama Devi
31.	Mr. D. Simon	D. Simon
32.	Mr. S. Subani	S. Subani
33.	Mrs. M. Anjana Devi	M. Anjana Devi
34.	Mr. K. Ananda Kumar	K. Ananda Kumar
35.	Mrs. Tabitha	M. Tabitha
36.	Mrs. K. Surya Prabha	K. Surya Prabha
37.	Mr. K. Suresh	K. Suresh



Dr. S. S. Faleena R
30/8/22
PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR

HOD'S MEETING

DATE

Venue: Conference Room in Principal's Chamber

Date: 10.10.2022

Time: 11:00 AM.

Principal & Correspondent Dr. S. Fatima Rani P chaired a meeting conducted to HOD's of all Departments. She started the meeting with an intercession prayer to God Almighty invoking his blessings upon the Management, Staff & Students.

AGENDA

- Time-tables related to I, III, & V Semesters in respect with Departments, class & Faculty.
- Work loads & Academic Activities
- II Semester examinations for I year B.Sc, B.Com & BCA Students.
- Introduction of Facial Recognition system to staff & students

The HOD's in relation to the preparation of time table i.e., Department wise, Faculty wise & Class wise.

She also advised HOD's to come up with work loads of final year I sem, II year - III sem, first year I sem for the Academic year 2022-23 as per the new CBCS syllabus pattern including the non-core papers.

Principal also suggested the HOD's to prepare the Department Academic calendar as per the plan of action of the concerned Departments for the Academic year 2022-23.

DATE

S.No	Name of the <u>Hosts</u>	<u>Signature</u>
1.	Mr. S. M. Subani	S. Subani
2.	Mrs. R. Sharon Rose	R. Sharon
3.	Mrs. J. Prameela Rani	J. Prameela
4.	Mrs. B. Joyce	B. Joyce
5.	Mr. Ch. Rama Rao	Ch. Rama Rao
6.	Dr. J. Priatapa Reddy	J. Priatapa Reddy
7.	Mrs. K. Vanaja	K. Vanaja
8.	Mrs. M. Usha Rani	M. Usha Rani
9.	Mrs. K. Vidyadharani	K. Vidyadharani
10.	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
11.	Mrs. P. Adi Lakshmi	P. Adi Lakshmi
12.	Mrs. B. Ranjitha	B. Ranjitha
13.	Mrs. B. Usha Rani	B. Usha Rani
14.	Mrs. D. V. Ramana	D. V. Ramana
15.	Mrs. L. Mary Anusha	L. Mary Anusha
16.	Mrs. N. Kavya	N. Kavya
17.	Mrs. D. Swarna Charani Rai	D. Swarna Charani Rai



Dr. S. F. ...
10/10/22
PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR

STAFF MEETING

DATE

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Venue : Conference Hall, New Gnanam Block
Date : 30-11-2022
Time : 3:00 PM

A General Staff Meeting was conducted on 30-11-2022 at 3:00 PM at Conference Hall, New Gnanam Block chaired by the Principal & Correspondent Dr. Sr. Fatima Rani. P. Following the lineage of meeting, Bible reading was initiated by Mrs. K. Vidyadhari followed by altruistic prayer of Rev. Dr. Sr. Fatima Rani. P for God's Divine blessings.

AGENDA

1. Word of Appreciation
2. Commencement of Academic Semesters - 2022-23
3. Admissions for 2022-23
4. Time-tables & Work-loads
5. Punctuality & Regularity of Staff
6. Face Recognition System of Attendance [FRS]
7. Introduction of Internships - APSCHE
8. Processing of NAAC work
9. List of Committees & Class Incharges
10. Result Analysis of II year - IV Semester.

Principal expressed her word of appreciation for the hardwork in the smooth conduction of ANU Semester Examinations of II & IV Semester for the Academic Batch 2020-2021 & 2021-2022 in the month of September & October 2022 with the assistance Mr. Ch. Rama Rao HOD, Dept. of physics & convenor of the Examination Committee, along with the Invigilators & Non-Teaching Staff.

As per ANU Academic calendar of 2022-23, Principal announced the date of commencement of I, II, V semesters of UG courses and I & III semesters of PG courses.

The Topics slowly ran towards Admissions for the Academic Year 2022-2023. Through the process of Admission is in the hands of the Government i.e., via APSCHE; OAMDC module, Principal appreciated that college bagged a good number of Admissions in both UG & PG which reflects the strenuous efforts of all the HOD'S & Faculty.

Time tables play a major role in Academic year. Principal stressed on setting Time tables and Work loads by every Department i.e., Department-wise, Individual-wise and Class-wise Time tables and insisted that completion of Syllabus in stipulated time is obligatory.

An important point peeped into the meeting i.e., Availing of leave by the Faculty. Principal proclaimed the period of casual leaves i.e., 15 casual leaves can be availed by the Faculty from January to December and it should be pre-intimated on the need of the day. It is must for every faculty to maintain perfect records of Teaching Diaries, Academic plans, lesson plans as per new Syllabus (CBCS pattern) and accurate maintenance of Attendance Registers.

An ideal Faculty should be regular which will be reflected in the students too.

Principal also enlightened the faculty about the Newly introduction of Facial Recognition System [FRS] which was introduced by APSCHE through JBFRS-RNIT, A Daily Attendance App., which is essential for the students and the faculty. For the accurate Attendance of the Students, each course is mapped with two lecturers so that the absence of one can be compensated by the other.

Though maintained mandatorily in our college, Principal once again reminded about the maintenance of marks Registers. For Internal Examinations, ANU Internal/ Practical Examinations and ANU External Examinations marks which are posted via online by Surya Computers.

Principal updated the faculty about the Newly Introduction of Internships in U.G courses for the Academic year 2020-21 i.e., Community Service project for First years, short term Internships for Second years and Semester Internships (longterm) for Final years is mandatory. She also told about the introduction of Internships, for PG III Semester - MCA, MBA Students.

Quoting the meeting held at ANU Campus on "An Interactive session on Internship, Assessment and Accreditation of NAAC organized by APSCHE in collaboration with ANU Quality Assurance cell conducted to all the Secretaries, Correspondents, Principals and Coordinators of IQAC of Affiliated Degree colleges of ANU. Meeting was Addressed by the Resource person Prof. K. Rama

Mohan Rao, Vice-Chairman and Director of APSCHE.

Principal enlightened the faculty on updating version of NAAC criteria's and mentioned about the importance of NAAC which is mandatory for all affiliated colleges as per APSCHE norms and asked the faculty to commence the new version of NAAC work and also announced the new members of IQAC committee and In charges of seven Criteria's of NAAC. Updated list of Various Committees and list of class-In charges of this Academic year were also presented by the principal. In the words of Bedford A Teacher is "You can teach a student a lesson for a day, but if you can teach him to learn by creating curiosity, he will continue the learning process."

S.No Name of the Faculty

Signature

1. Mr. S. M. Subani
2. Mrs. R. Sharon Rose
3. Mrs. J. Prameela Rani
4. Mrs. B. Joyce
5. Mr. Ch. Rama Rao
6. Dr. J. Pratapa Reddy
7. Mrs. K. Vanaja
8. Mrs. M. Usha Rani
9. Mrs. G. Saroja
10. Mrs. K. Vidyadharu
11. Mrs. G. Anitha Bhanu
12. Mrs. P. Adi Lakshmi
13. Mrs. B. Ranjitha
14. Mrs. B. Usha Rani

Subani

R. Sharon

J. Prameela

B. Joyce

Ch. Rama Rao

Dr. J. Pratapa Reddy

K. Vanaja

M. Usha

G. Saroja

K. Vidyadharu

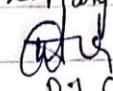
G. Anitha

P. Adi Lakshmi

B. Ranjitha

B. Usha Rani

S.No Name of the FacultySignature

- | | | |
|-----|----------------------------|---|
| 15. | Mrs. D.V. Ramana | Ramana.m |
| 16. | Mrs. L. Mary Anusha | L. Mary Anusha. |
| 17. | Mrs. N. Kanya |  |
| 18. | Mrs. D. Swarna Charani Rai | D. Swarna |
| 19. | Mr. G. Bala Show Reddy | G. Bala Show Reddy |
| 20. | Miss. K. Susmitha | K. Susmitha |
| 21. | Mrs. G. Sailaja | G. Sailaja |
| 22. | Mrs. G. Radhika | Radhika |
| 23. | Mr. P. L. Narasimha Rao | P. L. Narasimha Rao |
| 24. | Mrs. K. Sandhya Rani | K. Sandhya Rani |
| 25. | Miss. P. Jaya Lakshmi | P. Jaya Lakshmi |
| 26. | Miss. G. Vani | G. Vani |
| 27. | Miss. B. Manasa | B. Manasa |
| 28. | Mrs. N. Aparna | Aparna |
| 29. | Dr. V. Vani | V. Vani |
| 30. | Mrs. T. Rama Devi | T. Rama Devi |
| 31. | Mr. D. Simon | D. Simon |
| 32. | Mr. S. Subani | S. Subani |
| 33. | Mrs. M. Anjana Devi | M. Anjana Devi |
| 34. | Mr. K. Ananda Kumar | K. Ananda Kumar |
| 35. | Mrs. Pabitha | Pabitha |
| 36. | Mrs. K. Surya Prabha | K. Surya Prabha |
| 37. | Mr. K. Suresh | K. Suresh |

Dr. S. Fatima Rani
30/11/22PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR

Staff Meeting

DATE

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Date : 19/1/2023

Time : 3.00 P.m

Venue : Conference Hall,
New Gnanam Block.

A General Staff meeting was held in the Conference Hall, Gnanam Block presided over by Principal and Correspondent Rev. Dr. Sr. Fatima Rani, P. The meeting started with an invocation to Lord Almighty for his blessings for Management, Staff, Students and Stakeholders by Principal.

AGENDA

- Academic Audit - Guidelines.
- Instructions to the faculty.
- Preview of Previous NAAC Mentor Team visit
- Updation of NAAC Work - As per the recommended Bench Marks.

Principal intimated the faculty about the Academic Audit that is going to be held on 21st January 2023 by Rev. Dr. Sr. Anthony Poryk, Assist. Superior General and Principal of St. Ann's Junior College, Narsaraopet and Rev. Dr. Sr. Amrutha, P. Principal, St. Ann's College for Women, Melidipatnam, Hyderabad, keeping in view the NAAC Accreditation process.

Principal instructed all the HOD's and faculty of the Departments to update all the files, Documents and Registers pertaining to

the Department along with photogallery to present at the time of Departmental visit. She suggested all the faculty to collaborate with each other for the smooth conduction of the Academic Audit and stressed that Team-work can only bring success.

Principal also recollected the preview of previous NAAC Mentor Team-Visit, which was on 16th December 2021. All the suggestions and remarks mentioned in that visit to each departments were again reminded to the HOD's along with faculty of the Departments and advised to make necessary changes.

Principal highlighted the recommended Benchmarks for the Quantitative Metrics of the seven criterias to be prepared as per the Constituent College manual, which is going to be observed, verified and checked in all the departments, by the Academic Auditors.

Finally, Principal wished all the faculty of each Department the very best for their outstanding presentation.

Principal concluded the meeting with a Quote of Benjamin Franklin,

"An Investment in Knowledge pays the Best Interest".

DATE

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<u>S.No</u>	<u>Name of the Faculty</u>	<u>Signature</u>
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01	Mr. S. M. Subani	S. Subani
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07	Mrs. K. Vanja	K. Vanja
08	Mrs. M. Usha Rani	M. Usha Rani
09	Mrs. G. Saroja	G. Saroja
10	Mrs. K. Vidyadhari	K. Vidyadhari
11	Mrs. G. Anitha Banu	G. Anitha Banu
12	Mrs. I. Adi Lakshmi	I. Adilakshmi
13	Mrs. B. Ranjitha	B. Ranjitha
14	Mrs. B. Usha Rani	B. Usha Rani
15	Mr. D.V. Romana	D.V. Romana
16	Mrs. L. Mary Anusha	L. Mary Anusha
17	Mrs. N. Kanya	N. Kanya
18	Mrs. D. Swarna Charani Rani	D. Swarna Charani Rani
19	Mrs. G. Bala Showreddy	G. Bala Showreddy
20	Mrs. K. Sumitha	K. Sumitha
21	Mr. G. Sailaja	G. Sailaja
22	Dr. G. Radhika	G. Radhika
23	Dr. P. L. Nanasimha Rao	P. L. Nanasimha Rao
24	Mrs. K. Sandhya Rani	K. Sandhya Rani
25	Mrs. P. Jaya Lakshmi	P. Jaya Lakshmi
26	Mrs. G. Vani	G. Vani
27	Mrs. B. Manasa	B. Manasa
28	Mrs. N. Aparna	N. Aparna
29	Dr. V. Vani	V. Vani
30	Mrs. T. Rama Devi	T. Rama Devi

[P.T.O.]

DATE

S.No Name of the Faculty Signature

31	Mr. D. Simon	<i>Simon</i>
32	Mr. S.K.M. Subani	<i>SKM</i>
33	Mrs. M. Anjana Devi	<i>M. Anj</i>
34	Mr. K. Ananda Kumar	<i>K. A. K.</i>
35	Mrs. M. Tabitha	<i>Tabitha</i>
36	Mrs. K. Surya Prabha	<i>KSP</i>
37	Miss P. Anitha	<i>P. Anitha</i>
38	Miss A. Preethi	<i>A. Preethi</i>



19/1/23

D. S. Subasingh Rao
19/1/23

PRINCIPAL

St. Ann's College for Women
GORANTLA, GUNTUR

Staff Meeting

DATE

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Venue: Conference Hall,
New Gnanam Block.

Date: 21.01.2023

Time: 3.00 PM

A meeting was conducted by the Principal & Correspondent Rev. Dr. Sr. Fatima Rani. P. along with Rev. Dr. Sr. Anthony Mary. K. Assist Superior General and Principal of St. Ann's Junior College, Narsaraopet and Rev. Dr. Sr. Amrutha. P., Principal, St. Ann's College for Women, Mehidi palnam, Hyderabad. The meeting started with a thanks giving prayer to God Almighty for his blessings for the successful completion of the Academic Audit.

Agenda:

- i) Word of Appreciation: Rev. Dr. Sr. Anthony Mary. K.
Assist Superior General and
Principal, St. Ann's Jr. College
Narsaraopet.
Rev. Dr. Sr. Amrutha. P.
Principal, St. Ann's college
for women,
Mehidi palnam, Hyderabad.

- ii) Suggestions and Remarks.

Rev. Dr. Sr. Anthony Mary. K. appreciated the Principal, Management and staff for their efficient presentation of all the files, Documents and registers concerned. She gave her valuable advice regarding the assessment of the recommended Benchmarks for the Quantitative metrics and encouraged the faculty to upgrade higher education Qualification of Ph.D's,

NET, SLET, SET and wished the faculty to go ahead with NAAC proceedings.

The following are the advised suggestions:

- * Add-on and certificate courses to be introduced.
- * MOU's to be acquired by each Dept.
- * Faculty exchange programs
- * Student exchange programs
- * Conduction of National Seminars
- * Feedback Mechanism to be strengthened
- * Ph.D's | NET | SLET | SET Qualification for staff is required.
- * Paper publications, Articles and Journals, write up of books
- * Alumni qualified in National Examinations.

Rev. Dr. Sr. Amrutha P. congratulated the Principal, Management and Faculty for their improvement in updating of NAAC work and suggested all the Departments to prepare the DVV (Data Verification and Validation) form.

The Meeting was concluded with vote of thanks by Rev. Dr. Sr. Fatima Rani P.

DATE

S.No

Name of the FacultySignature

01.	Mrs. S.M. Subani	S.M. Subani
02.	Mrs. R. Sharon Rose	R. Sharon
03.	Mrs. J. Prameela Rani	J. Prameela
04.	Mrs. B. Joyce	B. Joyce
05.	Mrs. Ch. Rama Rao	Ch. Rama Rao
06.	Dr. J. Pratap Reddy	J. Pratap Reddy
07.	Mrs. K. Vanaja	K. Vanaja
08.	Mrs. M. Usha Rani	M. Usha Rani
09.	Mrs. G. Saroja	G. Saroja
10.	Mrs. K. Vidya dhari	K. Vidya dhari
11.	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
12.	Mrs. T. Adi Lakshmi 17	T. Adi Lakshmi
13.	Mrs. D.V. Ramana	D.V. Ramana
14.	Mrs. D. Swarna Charani Rai 12	D. Swarna Charani Rai
15.	Mrs. B. Usha Rani	B. Usha Rani
16.	Mrs. B. Ranjitha	B. Ranjitha
17.	Dr. G. Radhika	G. Radhika
18.	Dr. P.L. Narasimha Rao	P.L. Narasimha Rao
19.	Mr. G. Bala Show Reddy	G. Bala Show Reddy
20.	Mrs. G. Sailaja	G. Sailaja
21.	Mrs. M. Anjana Devi 13	M. Anjana Devi
22.	Mrs. N. Kavya	N. Kavya
23.	Mrs. L. Mary Anusha	L. Mary Anusha
24.	Mrs. K. Susmitha	K. Susmitha
25.	Mrs. K. Sandhya Rani	K. Sandhya Rani
26.	Miss. P. Jaya Lakshmi	P. Jaya Lakshmi
27.	Mr. D. Simon 14	D. Simon
28.	Mr. Sk. M. Subani 15	Sk. M. Subani
29.	Dr. V. Vani	V. Vani
30.	Miss. B. Manasa	B. Manasa

DATE

S.No Name of the Faculty

Signature

31. Mrs. N. Aparna

Aparna

32. Miss G. Vani

G. Vani

33. Mrs. T. Rama Devi

T. Ramgou-

34. Mr. K. Ananda Kumar 16

K. Ananda Kumar

35. Mrs. M. Tabitha

Tabitha

36. Mrs. K. Surya Prabha

K. S. Prabha

37. Miss. A. Preeti

A. Preeti

38. Miss. P. Anitha

P. Anitha



21/1/2023

Dr. D. Kallana Rao

21/1/2023
PRINCIPAL

St. Ann's College for Women
GORANTLA, GUNTUR

Staff Meeting

DATE

Date : 1/2/2023

Time : 3.00 P.m

Venue : Conference Hall
New Gnanam Block.

A General Staff Meeting was lead by Principal and Correspondent Rev. Dr. Sr. Fatima Rani, P on 1st February 2023 in Conference Hall, New Gnanam Block at 3.00 P.m.

The Meeting was started with scripture reading and a prayer requesting God Almighty to shower his blessings abundantly to fulfill our duties with sound health and meet the challenges of NAAC

AGENDA

- Updation of NAAC work.
- Criterion - I : format
- Pre-final and ANU Examinations - UG & PG

At outset, Principal spoke about the importance of NAAC and how it has become mandatory for all affiliated colleges as per the New Education Policy along with APSCHE (Andhra Pradesh State Council of Higher Education) norms and instructed the faculty to go with the proceedings of I-criterion of NAAC.

Dr. P. L. Narasimha Rao, Prof. Dept. of MBA greeted all the faculty and started the discussion with the procedure of criterion-I mentioning the below guidelines.

- * 1.1 - Curricular Planning & Implementation.
- * 1.2 - Academic Flexibility.
- * 1.3 - Curriculum Enrichment.
- * 1.4 - Feedback System.
- * Files to be prepared under the above Titles:
 - Framing of a well planned Academic Calendar along with Hand book and ANU Semester Syllabus
 - Collection of ANU Sem syllabus from 2017
 - Scan the syllabus into PDF format in A4 size
 - Collection of Time-Tables, Workloads and Minutes for five years i.e (from 2018 - 2022)
 - No. of Add-on courses to be introduced
 - Highlighting topics relevant to Professional Ethics, Human Values, Environment & Sustainability
 - Feed back mechanism - from Students, Parents and Alumni
 - Student Feedback to be collected on faculty, syllabus and college.
 - Action to be taken on Feedback.
 - Student Feedback on syllabus to be sent to the university and Response of the University to be filed.

Quoting all the points in criterion-I, Dr. P. L. Nanadimha Rao enlightened the role of HODs in preparing and enacting the procedure through power point presentation in the department, which will be presented at the time of NAAC visit. Formats of criterion-I were distributed to all the HODs and advised to go through them thoroughly and complete the work by the end of this month.

Principal also specified about the smooth Conduction of Pre-final Examinations for first

and Second Year UG students from 6th to 9th Feb 2023 and for final years in the third week. Principal advised the faculty to prepare the students well for the forthcoming ANU - Semester - End Examinations commencing in this month.

Principal mentioned about the commencement of ANU - II Semester - End Examinations for PG students and commencement of Mid - Examinations for I - Semester PG students from 1st February 2023 onwards.

Principal conveyed the delecture of all the Departments to shoulder a big venture and noble work of NAAC recognition with a good grade.

The meeting was concluded by the Principal with a quote of Wolfgang Amadeus -

" The shorter way to do many things is to only do one thing at a time".

<u>S.No</u>	<u>Name Of The Faculty</u>	<u>Signature</u>
01.	Mr. S.M. Subani	S.M. Subani
02.	Mrs. R. Sharon Rose	R. Sharon
03.	Mrs. J. Prameela Rani	J. Prameela
04.	Mrs. B. Joyce	B. Joyce
05.	Mr. Ch. Rama Rao	Ch. Rama Rao
06.	Dr. J. Pratap Reddy	J. Pratap Reddy
07.	Mrs. K. Vanaja	K. Vanaja
08.	Mrs. M. Usha Rani	M. Usha Rani
09.	Mrs. G. Saroja	G. Saroja
10.	Mrs. K. Vidyadhar	K. Vidyadhar

DATE

11.	Mrs. G. Anitha Bhanu	Ans
12.	Mrs. D. Swarna Charani Rai	D 1 cl
13.	Mrs. N. Anjana Deri	
14.	Mr. D. Simon	M. A. L.
15.	Mr. S. K. Subani	Sumu
16.	Mr. K. Ananda Kumar	SKML
17.	Mrs. T. Adi Lakshmi -	K. V. Co.
18.	Mrs. D. V. Ramana -	T. Adilakshmi
19.	Mrs. B. Usha Rani -	B. Usha Rani
20.	Mrs. B. Ranjitha -	B. Ranjitha
21.	Dr. G. Radhika	Radhika
22.	Dr. P. L. Narasimha Rao	P. L. Narasimha Rao
23.	Mr. G. Bala Show Reddy	G. Bala Show Reddy
24.	Mrs. G. Sailaja	G. Sailaja
25.	Mrs. N. Kanya -	N. Kanya
26.	Mrs. L. Mary Anusha -	L. Mary Anusha
27.	Mrs. K. Susmitha	K. Susmitha
28.	Mrs. K. Sandhya Rani	K. Sandhya Rani
29.	Miss. P. Jaya Lakshmi	P. Jayalakshmi
30.	Dr. V. Vani	V. Vani
31.	Miss. B. Manasa	B. Manasa
32.	Mrs. N. Aparna	N. Aparna
33.	Miss. G. Vani	G. Vani
34.	Mrs. T. Rama Devi	T. Ramadevi
35.	Mrs. H. Tabitha	Tabitha
36.	Mrs. K. Surya Prabha	KSP
37.	Miss. A. Preethi	A. Preethi
38.	Miss. P. Anitha	P. Anitha



1/2/2023

Dr. S. S. Lakshmi Prasad
1/2/23
PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR

STAFF MEETING

DATE

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Venue: Conference Hall, New Gnanam Block
Date: 14-03-2023
Time:

A General Staff Meeting was initiated by the Principal & Correspondent Dr. Sr. Fatima Rani.P about the updation of NAAC work on review of criterion-I and she instructed all the HOD's to complete the work of criterion-I as suggested in the departments, in the formal visit that took place on 20th February, 2023.

Dr. P.L. Narasimha Rao, Prof. Dept. of MBA commenced the discussion initially greeting all the faculty & started the explaining the procedure of criterion-II suggesting the following points.

AGENDA

- Updation of NAAC work
- criterion - II
- Teaching, Learning & Evaluation:
- Qualitative Metrics: 125 Marks

Metric no: 2.3.1 → Student Centric Methods assessment of students as advance learners & slow learners. Based on performance/ Bridge course to be implemented.

Approaches to meet the advance learners:

- Assign special projects to advance learners
- Provide reference books
- Encourage student participation in inter

- Colligiate Competition
- Guest lecturers by eminent personalities from industry/Alumni free
- Internet axis → for downloading model Question papers for competitive examinations.
- Invite paper publications from students.
- Approaches for slow learners
- Meeting & Communicating slow learners to trace the areas of their weaker points
- Organizing remedial classes & note down the classes in teaching diary
- Availability of Teachers beyond the class hours.

II 2.3.1

- Experimental Learning
 - a. Group Projects
 - b. Plant visits
 - c. Field visits

III.

- Participative Learning
 - a. Case studies
 - b. Group discussions

2.4.1 Teacher Profile & Quality

2.5.1 Evaluation process & Reform

2.6.1 Student performance & Learning Outcome:
Education System

a) CSP

b) Short term internships

c) Long term Internships. (Semester)

2.7.1 Student satisfaction Survey.

Summing up all the above discussed points, Dr. P.L. Narasimha Rao instructed the faculty to go with the concerned work smoothly collaborating with each other to bring the best out of them.

The meeting was concluded appreciating Dr. P.L. Narasimha Rao for his best benchmarks for the mac accreditation process. Principal also gave a word of appreciation to faculty for showing their keen interest and presenting their level best in the process. The meeting ended with a quote of Maya Angelou -

"Do the best you can until you know better. Then when you know better do better."

S.NO	Name of the Faculty	Signature
01.	Mr. S.M. Subani	Subani
02.	Mrs. R. Sharon Rose	R. Sharon
03.	Mrs. J. Prameela Rani	Prameela
04.	Mrs. B. Joyce	B. Joyce
05.	Mr. Ch. Rama Rao	Ch. Rama Rao
06.	Dr. J. Pratapa Reddy	J. Pratapa Reddy
07.	Mrs. K. Vanaja	K. Vanaja
08.	Mrs. M. Usha Rani	M. Usha Rani
09.	Mrs. G. Saroja	G. Saroja
10.	Mrs. K. Vidya Dhari	K. Vidya Dhari
11.	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
12.	Mrs. T. Adi Lakshmi	T. Adi Lakshmi
13.	Mrs. B. Ranjitha	B. Ranjitha

S.No	Name of the faculty	Signature
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14.	Mrs. B. Usha Rani	B. Usha Rani
15.	Mrs. D.V. Ramana	D.V. Ramana
16.	Mrs. L. Mary Anusha	L. Mary Anusha
17.	Mrs. N. Kanya	N. Kanya
18.	Mrs. D. Swarna charani Rai	D. Swarna charani Rai
19.	Mrs. M. Anjana Devi	M. Anjana Devi
20.	Mr. D. Simon	D. Simon
21.	Mr. SK. Subani	SK. Subani
22.	Mr. K. Ananda Kumar	K. Ananda Kumar
23.	Dr. G. Radhika	G. Radhika
24.	Dr. P.L. Narasimha Rao	P.L. Narasimha Rao
25.	Mr. G. Bala show Reddy	G. Bala show Reddy
26.	Mrs. G. Sailaja	G. Sailaja
27.	Mrs. K. Susmitha	K. Susmitha
28.	Mrs. K. Sandhya Rani	K. Sandhya Rani
29.	Miss. P. Jaya Lakshmi	P. Jayalakshmi
30.	Dr. V. Vani	V. Vani
31.	Miss. B. Manasa	B. Manasa
32.	Mrs. N. Aparna	N. Aparna
33.	Miss. G. Vani	G. Vani
34.	Mrs. T. Rama Devi	T. Rama Devi
35.	Mrs. M. Tabitha	M. Tabitha
36.	Mrs. K. Surya Prabha	K. Surya Prabha
37.	Miss. A. Preeti	A. Preeti
38.	Miss. P. Anitha.	P. Anitha.



D. S. Fateema Khan

PRINCIPAL

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

Venue: Conference Hall, Gnanam Block
Date: 14/03/2023
Time: 12:00 Noon

The General Staff Meeting was commenced with an opening prayer by Dr. Sr. Fatima Ponip Principal and Correspondent. The meeting was started with the following Agenda.

→ NAAC Accreditation Process on Criterion-II

[Teaching, Learning & Evaluation
Key Indicator 2.3.1]

Dr. P. L. Narasimha Rao, Professor in Dept. of MBA had continued the meeting with guidelines on the preparation of Qualitative matrices of criterion-II and instructed the faculty about the completion of work as per the formats. He explained the points given in the formats in the following way.

I. Learning levels in the class-room are

- * Advance learners
- * Slow learners.

Strategies to be taken for Advance learners.

→ Involve the students in more challenging work.

→ Reference Specification Copies - Dept of library

→ Incentives to be given

→ Participation in Inter Collegiate Competitions

→ Special lectures / seminars / PPT to be presented

→ Inviting Paper Publications.

Strategies to be taken for slow learners.

→ Regularly communicating with the weaker students.

- Organizing Remedial classes.
- Teacher availability beyond class hours to Council the weaker students.
- Participation learning - Group Discussion
- Experiential learning by Group Projects, Plant visits, field visits etc.
- Bridge Course & its Action Plan
 - Academic Plan to be prepared
 - Syllabus to be Planned
 - List of students attended
 - Maintain Teaching topic in Teaching Diary.

The Meeting was concluded by the Principal with the following Quotation
 "Learning is a matter of gathering knowledge; Wisdom is applying that knowledge".

N		
01	Mr. S.M. Subani	S.M. Subani
02	Mrs. K. Sharon Rose	K. Sharon
03	Mrs. J. Priameela Rani	Priameela
04	Mrs. B. Joyce	B. Joyce
05	Mr. Ch. Rama Rao	Ch. Rama Rao
06	Dr. J. Pratap Reddy	J. Pratap Reddy
07	Mrs. K. Varaja	K. Varaja
08	Mrs. M. Usha Rani	M. Usha Rani
09	Mrs. G. Saroja	G. Saroja
10	Mrs. K. Vidyadharani	K. Vidyadharani
11	Mrs. G. Aniltha Bhannu.	G. Aniltha Bhannu
12	Mrs. J. Adi Lakshmi	J. Adi Lakshmi
13	Mrs. B. Ranjitha	B. Ranjitha
14	Mrs. B. Usha Rani	B. Usha Rani

15	Mrs. D.V. Ramana	D.V.
16	Mrs. D. Swarna Chalani Ref	D. Swarna
17	Mr. D. Simon	Simon
18	Mrs. M. Anjana Devi	M. Anjana Devi
19	Dr. G. Radhika	Radhika
20	Dr. P. L. Narasimha Rao.	P. L. Narasimha Rao
21	Mr. G. Bala show Reddy	G. Bala show Reddy
22	Mrs. G. Sailaja	G. Sailaja
23	Mrs. L. Mary Annika.	L. Mary Annika
24	Mrs. N. Kavya.	N. Kavya
25	Mr. Sk. Subani	Sk. Subani
26	Mr. K. Ananda Kumar	K. Ananda Kumar
27	Mrs. K. Susmitha.	K. Susmitha
28	Mrs. K. Sandhya Rani	K. Sandhya Rani
29	Miss. P. Jaya Lakshmi	P. Jaya Lakshmi
30	Dr. V. Vani	V. Vani
31	Miss. B. Manasa	B. Manasa
32	Mrs. N. Aparna.	N. Aparna
33	Miss. G. Vani	G. Vani
34	Mr. T. Rama Devi	T. Rama Devi
35	Mrs. M. Tabitha	M. Tabitha
36	Mrs. K. Surya Prabha.	K. Surya Prabha
37	Miss. A. Preeti	A. Preeti
38	Miss. P. Anitha.	P. Anitha



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

Date: 27/3/2023

Time: 2:30 PM

Venue: Conference Hall,
Gnanam Block.

A General Staff Meeting was convened by the Principal and Correspondent Dr. Sr. Fatima Rani. P on 27th March 2023 in Conference Hall, Gnanam Block at 2:30 P.M for all the teaching & non-teaching staff.

The meeting was started with the Scripture reading followed with an opening prayer by the Principal.

- NAAC Proceedings
- Formats of Criterion-II
- Teaching, Learning and Evaluation
- Quantitative Matrices

The meeting was continued by Dr. J. Priatap Reddy, HOD, Department of Statistics, and Training and Placement officer had given the guidelines on Criterion-II with an exclusive power point presentation on Quantitative matrices of Teaching, Learning & Evaluation process as per the Key indicators [2.1.1-2.7.1].

The faculty are instructed to complete the work as for the formats given below.

- Student enrollment profile
- Student diversity

- Standard Operating procedure [SOP]
- Student Satisfaction Survey [SSS]
- Mentor-Mentee Statement
- Student Performance & Learning Outcomes

The meeting was concluded with the closing remarks of Principal about the Planning of Certificate Courses, Add-on Courses, Value Based Courses, and enlightened the faculty about its implementation for all the U-G and P-G Programmes.

The Meeting was ended with the following Quotation "Strong Determination and Will Power bring Success".

01.	Mr. S.M. Subani	S.M. Subani
02.	Mrs. R. Sharon Rose	R. Sharon
03.	Mrs. J. Prameela Rani	J. Prameela
04.	Mrs. B. Joyce	B. Joyce
05.	Mr. Ch. Rama Rao	Ch. Rama Rao
06.	Dr. J. Pratap Reddy	J. Pratap Reddy
07.	Mrs. K. Vanaja	K. Vanaja
08.	Mrs. M. Usha Rani	M. Usha Rani
09.	Mrs. G. Saroja	G. Saroja
10.	Mrs. K. Vidhyadhari	K. Vidhyadhari
11.	Mrs. G. Anitha Bharu	G. Anitha Bharu
12.	Mrs. P. Adi Lakshmi	P. Adi Lakshmi
13.	Mrs. B. Ranjitha	B. Ranjitha
14.	Mrs. B. Usha Rani	B. Usha Rani
15.	Mrs. D.V. Ramana	D.V. Ramana

DATE

16.	Mrs. D. Swarna Charani Rai	D. L. Rai
17.	Mrs. D. Simon	Simon
18.	Mrs. M. Anjana Devi	M. Anitha Devi
19.	Dr. G. Radhika	Radhika
20.	Dr. P. L. Narasimha Rao	P. L. Narasimha Rao
21.	Mr. G. Bala Show Reddy	G. Bala Show Reddy
22.	Mrs. G. Sailaja	G. Sailaja
23.	Mrs. L. Mary Anusha	L. Mary Anusha
24.	Mrs. N. Kanya	N. Kanya
25.	Mr. SK. Subani	SKM Subani
26.	Mr. K. Ananda Kumar	K. Ananda Kumar
27.	Mrs. K. Susmitha	K. Susmitha
28.	Mrs. K. Sandhya Rani	K. Sandhya Rani
29.	Miss. P. Jaya Lakshmi	P. Jayalakshmi
30.	Dr. V. Vani	V. Vani
31.	Miss. B. Manasa	B. Manasa
32.	Mrs. N. Aparna	N. Aparna
33.	Miss. G. Vani	G. Vani
34.	Mrs. J. Rama Devi	J. Rama Devi
35.	Mrs. M. Tabitha	M. Tabitha
36.	Mrs. K. Surya Prabha	K. Surya Prabha
37.	Miss. A. Preethi	A. Preethi
38.	Miss. P. Anitha	P. Anitha



Dr. S. Fatima Khan

PRINCIPAL

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

Venue: Conference Hall,
Gnanam Block.

Date: 6/4/2023.

Time: 12.30 Pm.

Principal & Correspondent Dr. Sr. Fatima Rani.P, Conducted a General Staff Meeting with UG & Per staff on 6th April 2023 @ 12.30 Pm in Conference Hall, Gnanam Block.

The meeting was started with a prayer by the Principal Dr. Sr. Fatima Rani.P, followed by Bible reading by Mrs. D. Swarna Chalani Rai for invoking God's blessings upon Management, staff & students for NAAC proceedings.

Agenda

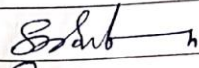
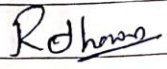
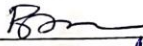
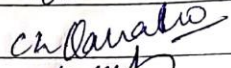
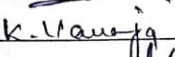
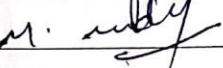
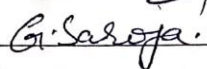
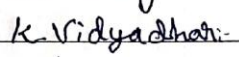
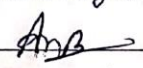
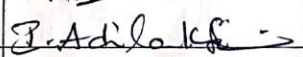
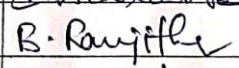
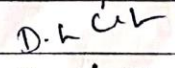
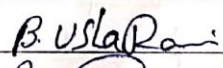
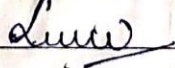
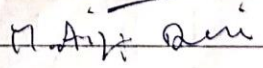
- Conduction of Seminars, Guest lectures
- Conduction of Workshops
- Conduction of Departmental Fests
- Conduction of Extension Lectures.
- Criterion - II Guidelines i.e
Research Mobilization for Research
Innovation Ecosystem.
Research Publications and Awards.

At the outset, Principal had addressed the HOD's & faculty members about the Conduction of Seminars, Guest lectures, Workshops & Departmental Fests & encouraged the faculty to go for extension lectures. The meeting was continued by Dr. P.L. Narasimha Rao gave guidelines on criterion - III i.e on the points Research Mobilization for Research

Innovation Ecosystem, Research Publication and Awards and Extension Activity needed for NAAC Accreditation and also suggested the faculty to conduct seminars on Intellectual Property Rights and Entrepreneurship Programmes etc. The following points are also highlighted.

- Seed Money.
- Innovative Ecosystem.
- Brochure Needed.
- Gallery Photos
- Research Paper Contact Details.

The meeting was concluded with the closing remarks of Principal.

01	Mrs. S.M. Subani	
02	Mrs. R. Sharon Loke.	
03	Mrs. J. Prameela Rani	
04	Mrs. B. Joyce	
05	Mr. Ch. Rama Rao.	
06	Dr. J. Prataap Reddy.	
07	Mrs. K. Vanaja	
08	Mrs. M. Usha Rani	
09	Mrs. G. Saroja.	
10	Mrs. K. Vidhyadharani	
11	Mrs. G. Anitha Bhanu.	
12	Mrs. S. Adi Lakshmi	
13	Mrs. B. Ramjitha.	
14	Mrs. D. Swarna Charani Rai	
15	Mrs. B. Usha Rani	
16	Mrs. D.V. Ramana.	
17	Mrs. D. Simon	
18	Mrs. M. Anjana Devi	

19	Dr. G. Radhika	<i>Radhika</i>
20	Dr. P. L. Namasimha Rao.	<i>P. L. Namasimha Rao</i>
21	Mr. G. Balashow Reddy	<i>G. Balashow Reddy</i>
22	Mrs. G. Sailaja	<i>G. Sailaja</i>
23	Mrs. L. Mary Anusha	<i>L. Mary Anusha</i>
24	Mrs. N. Kavya	<i>N. Kavya</i>
25	Mr. SK. Subani	<i>SK. Subani</i>
26	Mr. K. Ananda Kumar	<i>K. Ananda Kumar</i>
27	Mrs. K. Susmitha	<i>K. Susmitha</i>
28	Mrs. K. Sandhya Rani	<i>K. Sandhya Rani</i>
29	Mr. P. Jaya Lakshmi	<i>P. Jaya Lakshmi</i>
30	Dr. V. Vani	<i>V. Vani</i>
31	Miss. B. Manasa	<i>B. Manasa</i>
32	Mrs. N. Aparna	<i>N. Aparna</i>
33	Miss. G. Vani	<i>G. Vani</i>
34	Mrs. J. Rama Devi	<i>J. Rama Devi</i>
35	Mrs. M. Tabitha	<i>M. Tabitha</i>
36	Mrs. K. Surya Prabha	<i>K. Surya Prabha</i>
37	Miss. A. Preeti	<i>A. Preeti</i>
38	Miss. P. Anitha	<i>P. Anitha</i>



Dr. B. Lakshmi Rao
PRINCIPAL

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

Date: 12/4/2023

Time: 12:00 P.m.

Venue: Conference Hall
Gnanam Block.

The Meeting was organised by Principal & Correspondent Dr. Sr. Fatima Rani. P. at 12:00 noon in Conference Hall, Gnanam Block. The meeting was started with an Opening Prayer by the Principal followed by Bible Reading.

Principal stated the following agenda for this meeting

- Curriculum Enrichment
- NAAC proceedings on I-criterion
- Bridge Course
- Staff Grades
- Academic Flexibility

Dr. P.L. Narasimha Rao, Prof. Department of MBA highlighted the above points - on The institution ensures effective curriculum delivery through a well planned and documented process. He also guided the faculty on the following matrices

- 1.1.2 Number of certificate program introduced during the last five years
- 1.1.3 Percentage of participation of full time in BoS meetings.
- 1.2.1 Percentage of new courses introduced
- 1.2.2 New programs introduced.
- 1.2.3 Certificate/Add-on programs
- 1.2.3 Bridge course
- 1.2.3 Staff Grades in Research papers

- Academic Flexibility
- Academic Calendar for last five years
- Academic hand book for last five years
- Student hand book for last five years - Syllabus and Model question papers.

The meeting was concluded with the closing remarks of Principals and suggested the faculty to complete the above works as early as possible and co-operate one another for smooth progress of NAAC accreditation

01.	Mr. S.M. Subani	
02.	Mrs. R. Sharon Rose	Rohann
03.	Mrs. J. Prameela Rani	Sh
04.	Mrs. B. Joyce	Bon
05.	Mr. Ch. Rama Rao	Ch. Ramakrishna
06.	Dr. J. Pratapa Reddy	Pratapa Reddy
07.	Mrs. K. Vanaja	K. Vanaja
08.	Mrs. M. Usha Rani	M. Usha
09.	Mrs. K. Vidya dhari	K. Vidya dhari
10.	Mrs. G. Anitha Bhanu	Anb
11.	Mrs. T. Adilakshmi	T. Adilakshmi
12.	Mrs. B. Ranjitha	B. Ranjitha
13.	Mrs. B. Usha Rani	B. Usha Rani
14.	Mrs. D.V. Ramana	D.V. Ramana
15.	Mrs. L. Mary Anusha	L. Mary Anusha
16.	Mrs. D. Swarana Charani Rai	D. Swarana Charani Rai
17.	Mrs. G. Radhika	G. Radhika



Dr. D. K. S. Reddy
Principal

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

HOD'S MEETING

DATE

Date : 20/4/2023

Venue : Principal's Chamber

Time : 12:00 Noon

Principal & Correspondent Dr. Sr. Fatima Rani. p chaired a meeting Conducted to HOD's of all departments. principal started the meeting with an opening prayer to God Almighty invoking God's blessings upon the Management, Staff and Students.

Agenda

- Certificate Courses
- Bridge Courses
- Staff Grades
- Academic flexibility on Curriculum enrichment etc

Principal enlightened the faculty on the above points and guided them to go through the works for the last five years. Dr. p. L. Nardasimha rao prof. in. Department of MBA instructed the HOD's on

- Certificate Courses to be planned Tally-practices for B.com Students. Multimedia for B.sc Students Nano-Technology for Bsc Students
- Bridge Course to be planned on fundamental Concepts.
- Staff Grades in Research papers.
- Academic flexibility on Circulum enrichment i.e. Add-on Courses to be planned/implemen-
-ted etc.

The meeting was Conducted with closing remarks of principal.

S.NO	Name of HOD's	Signature
1.	Mr. S.M. Subani	S.S. Subani
2.	Mrs. R. Sharon Rose	Rdhas
3.	Mrs. J. paramela Rani	J.P.
4.	Mrs. B. Joyce	Bon
5.	Mr. Ch. Rama Rao	Ch. Ramesh Rao
6.	Dr. J. pratapo Reddy	J. Pratapo Reddy
7.	Mrs. K. Vanaja	K. Vanaja
8.	Mrs. M. Usha Rani	M. Usha Rani
9.	Mrs. M. Vidyadhar	K. Vidyadhar
10.	Mrs. G. Anitha Bhanu	Anitha
11.	Mrs. J. Adi Lakshmi	J. Adilakshmi
12.	Mrs. B. Ranjitha	B. Ranjitha
13.	Mrs. B. Usha Rani	B. Usha Rani
14.	Mrs. D.V. Ramana	D.V. Ramana
15.	Mrs. L. Mary Anusha	L. Mary Anusha
16.	Mrs. N. Kavya	N. Kavya
17.	Mrs. D. Swarna Charani Rai	D. Swarna Charani Rai
18.	Mrs. G. Radhika	G. Radhika



D. B. Lakshmi
PRINCIPAL

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