



## ST. ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University,  
Recognized Under Section 2(f) of UGC Act 1956-New Delhi)  
**Amaravathi Road, 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)

**Criterion: VI**

**Metric – 6.1.1**



### **Criterion-VI Governance, Leadership & Management**

**6.1.1 The Institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, Sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long-term Institutional Perspective plan**

#### **College Development Committee Minutes**

**2018-19 to 2022-23**

# STAFF MEETING.

DATE

Venue: Conference Hall,  
Nov Gnanam Block.  
Date: 14-06-2022.

Time: 11:00 AM

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.

PAGE

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 6<sup>th</sup> June 2022 and I year II sem U.G courses & II year IV sem U.G courses as 13<sup>th</sup> 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 15<sup>th</sup> June 2022 as per OAMDC-APSCHE.

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 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. M. Subani*
2. Mrs. R. Sharon Rose *R. Sharon*
3. Mrs. J. Prameela Rani *J. Prameela*
4. Mr. C. F. Rama Rao *C. F. 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. G. Saroja *G. Saroja*
9. Mrs. K. Sunithi *K. Sunithi*
10. Mrs. K. Vidhyadhar *K. Vidhyadhar*
11. Mrs. G. Anitha Bhanu *G. Anitha Bhanu*
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 ]

Name of the Faculty

Signature

27. Miss. G. Vani G. Vani  
 28. Mrs. B. Joyce B. Joyce  
 29. Mrs. M. Anjana M. A. i  
 30. Mr. D. Simon Simon  
 31. Mr. SK. Subbarao SK. Subbarao  
 32. Mr. K. Ananda Kumar K. A. Kumar  
 33. Mrs. V. Vani V. Vani



Dr. S. Fatima R  
 14/6/11

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 convoked by Dr.Sr.Fatima Rani.P on 25<sup>th</sup> 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	<u>Name of the HOD's</u>	Signature
1.	Mrs. R. Sharon Rose	R. Sharon
2.	Mrs. J. Prameela Rani	J. Prameela Rani
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. Felina  
26/6/21  
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 <sup>HOD'S</sup> 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 1<sup>st</sup> July to 31<sup>st</sup> 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	M.
03.	Mrs. B. Joyce	Boon
04.	Mr. Ch. Rama Rao	Ch. Rama Rao
05.	Dr. J. Pratapa Reddy	Dr. Pratapa Reddy
06.	Mrs. K. Vanaja	K. Vanaja
07.	Mrs. M. Usha Rani	M. Usha Rani
08.	Mrs. K. Vidyadhari	K. Vidyadhari
09.	Mrs. G. Anitha Bhanu	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. Ratnayaka  
17/12/2022

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

# STAFF MEETING

DATE

Venue : Conference room at Principal's Chamber.  
Date : 28<sup>th</sup> To 30<sup>th</sup> 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. Timetables & Workloads 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 applause. 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 9:00 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	Subani
2.	Mrs. R. Sharon Rose	R. Sharon
3.	Mrs. J. Prameela Rani	Prameela Rani
4.	Mrs. B. Joyce	Joyce
5.	Mr. Ch. Rama Rao	Rama Rao
6.	Dr. J. Pratapa Reddy	Pratapa Reddy
7.	Mrs. K. Vanaja	K. Vanaja
8.	Mrs. M. Usha Rani	M. Usha Rani
9.	Mrs. K. Vidya Dhari	K. Vidya Dhari
10.	Mrs. G. Anitha Bhanu	Anitha Bhanu
11.	Mrs. P. Adi Lakshmi	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 Charani Rai
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. Jayashri Lakshmi	P. Jayashri Lakshmi
26.	Miss. G. Vani	G. Vani
27.	Miss. B. Manasa	B. Manasa
28.	Mrs. N. Aparna	N. Aparna
29.	Dr. V. Vani	Dr. 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	Tabitha
36.	Mrs. K. Surya Priabha	K. Surya Priabha
37.	Mr. K. Suresh	K. Suresh



Qb. Dr. Falguni Reddy  
30/8/2022

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. Sr. Fatima Rani P  
Chaired a meeting conducted to HOD's of all Departm-  
ents. 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, II, & III 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 - II 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 HostsSignature

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. T. Pratapa Reddy
7. Mrs. K. Vanaja
8. Mrs. M. Usha Rani
9. Mrs. K. Vidyadhari
10. Mrs. G. Anitha Bhanu
11. Mrs. T. Adi Lakshmi
12. Mrs. B. Ranjitha
13. Mrs. B. Usha Rani
14. Mrs. D.V. Ramana
15. Mrs. L. Mary Anusha
16. Mrs. N. Kavya
17. Mrs. D. Swarna Charani Rai



Do. S. Federation  
10/10/22

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

# STAFF MEETING

DATE

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, & 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 (CCBCS 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."

<u>S.No</u>	<u>Name of the Faculty</u>	<u>Signature</u>
1.	Mr. S. M. Subani	Subani
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3.	Mrs. J. Priameela Rani	Priameela
4.	Mrs. B. Joyce	Joyce
5.	Mr. Ch. Rama Rao	Ch. Rama Rao
6.	Dr. J. Pratapa Reddy	Pratapa Reddy
7.	Mrs. K. Vanaja	K. Vanaja
8.	Mrs. M. Usha Rani	M. Usha Rani
9.	Mrs. G. Saroja	G. Saroja
10.	Mrs. K. Vidyadhari	K. Vidyadhari
11.	Mrs. G. Anitha Bhanu	Anitha Bhanu
12.	Mrs. P. Adi Lakshmi	P. Adi Lakshmi
13.	Mrs. B. Ranjitha	B. Ranjitha
14.	Mrs. B. Usha Rani	B. Usha Rani

S.No	Name of the Faculty	Signature
15	Mrs. D.V. Ramana	Ramana.m
16.	Mrs. L. Mary Anusha	L. Mary-Anusha.
17	Mrs. N. Karya	N. Karya
18.	Mrs. D. Swarna Charani Rai	D. Swarna Charani Rai
19.	Mr.G. Bala ShowReddy	G. Bala ShowReddy
20.	Miss. K. Sushmitha	K. Sushmitha
21.	Mrs. G. Sailaja	G. Sailaja
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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
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35.	Mrs. Tabitha	Tabitha
36.	Mrs. K. Surya Prabha	K. Surya Prabha
37.	Mr. K. Suresh	K. Suresh



Dr. S. Fatima Rani  
30/11/2022

PRINCIPAL  
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.
- Review of Previous NAAC Visit
- Update of NAAC Work - As per the recommended Bench Marks.

Principal intimated the faculty about the Academic Audit that is going to be held on 21<sup>st</sup> January 2023 by Rev. Dr. Sr. Anthony Tony. K, Assist. Supervisor General and Principal of St. Ann's Jnity College, Nanasamopet and Rev. Dr. Sr. Amutha. P Principal, St. Ann's College for Women, Nekidipet, Hyderabad, keeping in view the NAAC Accreditation Process.

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

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

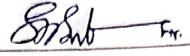
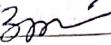
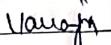
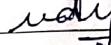
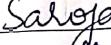
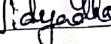
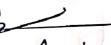
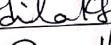
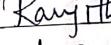
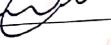
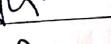
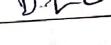
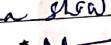
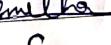
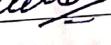
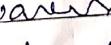
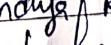
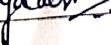
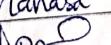
Principal also recollects the period of previous NAAC External Team-Visit, which was on 16th December 2021. All the suggestions and remarks mentioned in that visit to each department were again reminded to the HOD's along with faculty of the Department and advised to make necessary changes.

Principal highlighted the recommended Benchmarks for the Quantitative Metrics of the seven criterial 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".

<u>Sl. No.</u>	<u>Name of the Faculty</u>	<u>Signature</u>
01	Mr. S. M. Subhani	
02	Mrs. R. Sharon Rose	
03	Mrs. J. Pramcela Roni	
04	Mrs. B. Joyce	
05	Mr. Ch. Roma Rao	
06	Dr. J. Pratap Reddy	
07	Mrs. K. Vanja	
08	Mrs. M. Usha Roni	
09	Mrs. G. Saroja	
10	Mrs. K. Vidyadhari	
11	Mrs. G. Anitha Banu	
12	Mrs. T. Adi Lakshmi	
13	Mrs. B. Ranjitha	
14	Mrs. B. Usha Roni	
15	Mrs. D. V. Romana	
16	Mrs. L. Mary Anusha	
17	Mrs. M. Kavya	
18	Mrs. D. Swarna Charani Rai	
19	Mrs. G. Bala Shonreddy	
20	Mrs. K. Sugmitha	
21	Mrs. G. Sailaja	
22	Dr. G. Radhika	
23	Dr. P. L. Narsimha Rao	
24	Mrs. K. Sandhya Roni	
25	Mrs. P. Jayalakshmi	
26	Mrs. G. Vani	
27	Mrs. B. Manasa	
28	Mrs. M. Aparna	
29	Dr. V. Vani	
30	Mrs. J. Roma Devi	

DATE

<u>S.No</u>	<u>Name of the Faculty</u>	<u>Signature</u>
31	Mr. D. Simon	Simon
32	Mrs. SKM. Subani	SKM.
33	Mrs. M. Anjana Devi	M. Anjana Devi
34	Mr. K. Ananda Kumar	K. Ananda Kumar
35	Mrs. M. Tabitha	Tabitha
36	Mrs. K. Surya Prabha	KSP
37	Miss P. Anitha	P. Anitha
38	Miss. A. Preethi	A. Preethi



Dr. S. Faizan Faruqi  
19/1/23

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

19/1/2023

# Staff Meeting

DATE

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 patham, 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 patham, 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, SLFT, 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 | SLFT | SET Qualification for staff is required.
- \* Paper publications, Articles and Journals, write up of books
- \* Alumini 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.

S.No	<u>Name of the faculty</u>	<u>Signature</u>
01.	Mr. S. M. Subhani	<i>S. M. Subhani</i>
02.	Mrs. R. Sharson Rose	<i>R. Sharson Rose</i>
03.	Mrs. J. Prameela Rani	<i>J. Prameela Rani</i>
04.	Mrs. B. Joyce	<i>B. Joyce</i>
05.	Mr. Ch. Rama Rao	<i>Ch. Rama Rao</i>
06.	Dr. J. Pratap Reddy	<i>J. Pratap Reddy</i>
07.	Mrs. K. Vanaja	<i>K. Vanaja</i>
08.	Mrs. M. Usha Rani	<i>M. Usha Rani</i>
09.	Mrs. G. Saroja	<i>G. Saroja</i>
10.	Mrs. K. Vidya Dharini	<i>K. Vidya Dharini</i>
11.	Mrs. G. Anitha Bhanu	<i>G. Anitha Bhanu</i>
12.	Mrs. T. Adi Lakshmi	<i>T. Adi Lakshmi</i>
13.	Mrs. D. V. Ramana	<i>D. V. Ramana</i>
14.	Mrs. D. Swarna Charani Rai	<i>D. Swarna Charani Rai</i>
15.	Mrs. B. Usha Rani	<i>B. Usha Rani</i>
16.	Mrs. B. Ranjitha	<i>B. Ranjitha</i>
17.	Dr. G. Radhika	<i>G. Radhika</i>
18.	Dr. P. L. Narasimha Rao	<i>P. L. Narasimha Rao</i>
19.	Mr. G. Bala Showreddy	<i>G. Bala Showreddy</i>
20.	Mrs. G. Sailaja	<i>G. Sailaja</i>
21.	Mrs. M. Anjana Devi	<i>M. Anjana Devi</i>
22.	Mrs. N. Kavya	<i>N. Kavya</i>
23.	Mrs. L. Mary Anusha	<i>L. Mary Anusha</i>
24.	Mrs. K. Susmitha	<i>K. Susmitha</i>
25.	Mrs. K. Sandhya Rani	<i>K. Sandhya Rani</i>
26.	Miss. P. Jaya Lakshmi	<i>P. Jaya Lakshmi</i>
27.	Mr. D. Simon	<i>D. Simon</i>
28.	Mr. Sk. M. Subhani	<i>Sk. M. Subhani</i>
29.	Dr. V. G. Vani	<i>V. G. Vani</i>
30.	Miss. B. Manasa	<i>B. Manasa</i>

SNO	Name of the faculty	DATE	signature
31.	Mrs. N. Aparna		
32.	Miss G. Vani		
33.	Mrs. T. Rama Devi		
34.	Mrs. K. Ananda Kumar	16	
35.	Mrs. M. Tabitha		
36.	Mrs. K. Surya Prabha		
37.	Miss. A. Preethi		
38.	Miss. P. Anitha		



Dr. Dr. Kalpana RVP  
21/1/2023  
PRINCIPAL  
St. Ann's College for Women  
GORANTLA, GUNTUR

21/1/2023

## Staff Meeting

DATE 

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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 1<sup>st</sup> 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 fulfil our duties with sound health and meet the challenges of NAAC.

### AGENDA

- Updation of NAAC work.
- Criterion - I : formats
- 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 Title:

- Framing of a well planned Academic Calendar along with Hand book and Anu Semesters Syllabus
- Collection of Anu Sem Syllabus from 2015
- Scan the Syllabus into PDF format in A4 size
- Collection of Time-Table, 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-1, Dr. P. L. Nanadimba Rao enlightened the role of HOD's in preparing and enacting the procedure through power point presentation in the department, which will be presented at the time of NAAC visit. Format of criterion-1 were distributed to all the HOD's and advised to go through them thoroughly and complete the work by the end of this month.

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

and Second Year UG students from 6<sup>th</sup> to 9<sup>th</sup> 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 1<sup>st</sup> February 2023 onwards.

Principal conveyed the decturys 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. Subani
02.	Mrs. R. Sharon Rose	R. Sharon
03.	Mrs. J. Prameela Rani	J. Prameela Rani
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. Vidyadhari	K. Vidyadhari

11. Mrs. G. Anitha Bhanu *AnB*  
 12. Mrs. D. Swarna Charani Rai *D. S. C.*  
 13. Mrs. N. Anjana Devi *M. A. D.*  
 14. Mr. D. Simon *D. Simon*  
 15. Mr. S. K. Subbarao *S. K. M. S.*  
 16. Mr. K. Ananda Kumar *K. A. Kumar*  
 17. Mrs. T. Adilakshmi *T. Adilakshmi*  
 18. Mrs. D. V. Ramana *D. V. Ramana*  
 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. Karya *N. Karya*  
 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. Jaya Lakshmi*  
 30. Dr. V. Vani *Vani*  
 31. Miss. B. Manasa *B. Manasa*  
 32. Mrs. N. Aparna *Aparna*  
 33. Miss. G. Vani *G. Vani*  
 34. Mrs. T. Rama Devi *T. Rama Devi*  
 35. Mrs. H. Tabitha *Tabitha*  
 36. Mrs. K. Surya Prabha *K. S. P.*  
 37. Miss. A. Preethi *A. Preethi*  
 38. Miss. P. Anitha *P. Anitha*



1/2/2023

Dr. Sri. Polamraju Prasad  
 1/2/2023  
 PRINCIPAL  
 St. Ann's College for Women  
 GORANTLA, GUNTUR

# STAFF MEETING.

DATE

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 20<sup>th</sup> 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

### Colligate 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.NarasimhaRao 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.NarasimhaRao for his best benchmarks for the HAC 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	S. 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. 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 Bhari	K. Vidya Bhari
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
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. S. K. Subani	S. K. 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. Balashow Reddy	G. Balashow 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. 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.	Mrs. T. Rama Devi	T. 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.



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

A. S. Fatima Rani

Venue: Conference Hall, Graham Block  
Date: 14/03/2022  
Time: 12:00 Noon

The General Staff Meeting was commenced with an opening prayer by Dr. Sr. Fatima Roni, P 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.

1. 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 Specifications 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.
- TS 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	Subani
02	Mrs. R. Sharon Rose	Rose
03	Mrs. J. Prameela Rani	Rani
04	Mrs. B. Joyce	Joyce
05	Mr. Ch. Roma Rao.	Roma Rao
06	Dr. J. Pratap Reddy	Pratap Reddy
07	Mrs. K. Vanaja	Vanaja
08	Mrs. M. Usha Rani	Usha Rani
09	Mrs. G. Saroja	Saroja
10	Mrs. K. Vidyadhari	Vidyadhari
11	Mrs. G. Anitha Bhannu.	Anitha Bhannu
12	Mrs. T. Adi Lakshmi	Adi Lakshmi
13	Mrs. B. Ranjitha	Ranjitha
14	Mrs. B. Usha Rani	Usha Rani

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

D. V. Ramana  
 D. V. Ramana  
 M. Anjana Devi  
 Radhika  
 P. L. Narasimha Rao  
 G. Radhika  
 C. Bala Chow Reddy  
 L. Mary Anusha  
 N. Kavya.  
 S. Subhani  
 K. Ananda Kumar  
 K. Susmitha  
 K. Sandhya Rani  
 P. Jaya Lakshmi  
 Vani  
 B. Manasa  
 N. Aparna.  
 G. Vani  
 M. Tabitha  
 K. Surya Prabha  
 A. Preethi  
 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 27<sup>th</sup> 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. Pratap 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 indicator [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 Planing 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	<i>Suban</i>
02.	Mrs. R. Sharon Rose	<i>R. Sharon</i>
03.	Mrs. J. Prameela Rani	<i>Prameela</i>
04.	Mrs. B. Joyce	<i>Joyce</i>
05.	Mr. Ch. Rama Rao	<i>Ch. Rama Rao</i>
06.	Dr. J. Pratap Reddy	<i>Pratap Reddy</i>
07.	Mrs. K. Vanaja	<i>Vanaja</i>
08.	Mrs. M. Usha Rani	<i>M. Usha Rani</i>
09.	Mrs. G. Saroja	<i>G. Saroja</i>
10.	Mrs. K. Vidhyadhari	<i>K. Vidhyadhari</i>
11.	Mrs. G. Anitha Bhanu	<i>Anitha Bhanu</i>
12.	Mrs. T. Adi Lakshmi	<i>T. Adi Lakshmi</i>
13.	Mrs. B. Ranjitha	<i>B. Ranjitha</i>
14.	Mrs. B. Usha Rani	<i>B. Usha Rani</i>
15.	Mrs. D.V. Ramana	

16.	Mrs. D. Swarna Charani Rai	D. + C.R.
17.	Mrs. D. Simon	D. + S.
18.	Mrs. M. Anjana Devi	M. A. + D.
19.	Dr. G. Radhika	R. Radhika
20.	Dr. P. L. Narasimha Rao	P. L. Narasimha Rao
21.	Mr. G. Bala Sheow Reddy	G. B. Reddy
22.	Mrs. G. Sailaja	G. Sailaja
23.	Mrs. L. Mary Anusha	L. Mary Anusha
24.	Mrs. N. Kanya	N. Kanya
25.	Mr. SK. Subhani	SKM Subhani
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	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 Reem  
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 & PG 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 Chanani 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 Tests
- Conduction of Extension lectures.
- Criterion - iii 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 Tests & 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 Activities 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.
- Geotag, Photos
- Research Paper Contact Details.

The meeting was concluded with the closing remarks of Principal.

01	Mrs. S. H. Subhani	S. H. Subhani
02	Mrs. R. Sharmin Lyc.	R. Sharmin Lyc.
03	Mrs. J. Prameela Roni	J. Prameela Roni
04	Mrs. B. Joyce	B. Joyce
05	Hr. Ch. Rama Rao.	Ch. Rama Rao
06	Dr. J. Pratap Reddy.	J. Pratap Reddy
07	Mrs. K. Vanaja	K. Vanaja
08	Mrs. H. Usha Roni	H. Usha Roni
09	Mrs. G. Saroja.	G. Saroja.
10	Mrs. K. Vidyadharini	K. Vidyadharini
11	Mrs. G. Anitha Bhanu.	G. Anitha Bhanu
12	Mrs. S. Adi Lakshmi	S. Adi Lakshmi
13	Mrs. B. Ranjitha.	B. Ranjitha
14	Mrs. D. Swarna charani Rai	D. Swarna charani Rai
15	Mrs. B. Usha Roni	B. Usha Roni
16	Mrs. D. V. Ramana.	D. V. Ramana
17	Mrs. D. Simon	D. Simon
18	Mrs. N. Anjana Devi	N. Anjana Devi

19 Dr. G. Radhika *Radhika*  
 20 Dr. P. L. Narasimha Rao. *P. L. Narasimha Rao*  
 21 Mr. G. Balashow Reddy *G. Balashow Reddy*  
 22 Mrs. G. Sailaja *G. Sailaja*  
 23 Mrs. L. Mary Anusha *had*  
 24 Mrs. N. Kavya *N. Kavya*  
 25 Mr. S. K. Subbarao *Subbarao*  
 26 Mr. K. Ananda Kumar *K. Ananda Kumar*  
 27 Mrs. K. Susmitha *K. Susmitha*  
 28 Mrs. K. Sandhya Rani *K. Sandhya Rani*  
 29 Mrs. P. Jaya Lakshmi *P. Jaya Lakshmi*  
 30 Dr. V. Vani *Vani*  
 31 Miss. B. Manasa *B. Manasa*  
 32 Mrs. N. Apame *N. Apame*  
 33 Miss. G. Vani *G. Vani*  
 34 Mrs. J. Rama Devi *J. Rama Devi*  
 35 Mrs. M. Rabitha *M. Rabitha*  
 36 Mrs. K. Surya Prabha *K. Surya Prabha*  
 37 Miss. A. Preethi *A. Preethi*  
 38 Miss. P. Anitha *P. Anitha*



Dr. B. Lakshmi Reddy  
 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 Principal, 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	<u>R. Subani</u>
02.	Mrs. R. Sharon Rose	<u>R. Sharon</u>
03.	Mrs. J. Prameela Rani	<u>J. Prameela Rani</u>
04.	Mrs. B. Joyce	<u>B. Joyce</u>
05.	Mr. Ch. Rama Rao	<u>Ch. Rama Rao</u>
06.	Dr. J. Pratapa Reddy	<u>J. Pratapa Reddy</u>
07.	Mrs. K. Vanaja	<u>K. Vanaja</u>
08.	Mrs. M. Usha Rani	<u>M. Usha Rani</u>
09.	Mrs. K. Vidyaadhari	<u>K. Vidyaadhari</u>
10.	Mrs. G. Anitha Bhanu	<u>G. Anitha Bhanu</u>
11.	Mrs. T. Adi Lakshmi	<u>T. Adi Lakshmi</u>
12.	Mrs. B. Ranjitha	<u>B. Ranjitha</u>
13.	Mrs. B. Usha Rani	<u>B. Usha Rani</u>
14.	Mrs. D. V. Ramana	<u>D. V. Ramana</u>
15.	Mrs. L. Mary Anusha	<u>L. Mary Anusha</u>
16.	Mrs. D. Swarana Charani Rai	<u>D. Swarana Charani Rai</u>
17.	Mrs. G. Radhika	<u>G. Radhika</u>



Dor. Dr. Felicia  
Pr. C. P.

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

Rani. p Principal & Correspondent Dr. Sr. Fatima 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. Narsimha Rao prof. in. Department of MBA instructed the HOD's on

- certificate Courses to be planned Tally-practice for B.com Students. Multimedia for B.Sc Students Nano - Technology for B.Sc Students
- Bridge Course to be planned on fundamental Concepts.
- Staff Grades in Research papers.
- Academic flexibility on curriculum enrichment i.e. Add - on Courses to be planned / implemented etc.

The meeting was Conducted with closing remarks of principal.

S.NO	Name of HOD's	Signature
1.	Mr. S.M. Subani	<u>Sub</u>
2.	Mrs. R. Sharon Rose	<u>Rdhan</u>
3.	Mrs. J. poonela Rani	<u>JPR</u>
4.	Mrs. B. Joyce	<u>Boon</u>
5.	Mr. Ch. Rama Rao	<u>Ch. Rama Rao</u>
6.	Dr. T. pratapo Reddy	<u>Pratapo</u>
7.	Mrs. K. Vanaja	<u>K. Vanaja</u>
8.	Mrs. M. Usha Rani	<u>M. Usha</u>
9.	Mrs. M. Vidyadhari	<u>K. Vidyadhari</u>
10.	Mrs. G. Anitha Bhanu	<u>AnB</u>
11.	Mrs. J. Adi Lakshmi	<u>J. Adi Lakshmi</u>
12.	Mrs. B. Ranjitha	<u>B. Ranjitha</u>
13.	Mrs. B. Usha Rani	<u>B. Usha Rani</u>
14.	Mrs. D.V. Ramana	<u>DVR</u>
15.	Mrs. L. Mary Anusha	<u>LM</u>
16.	Mrs. N. Kanya	<u>N. Kanya</u>
17.	Mrs. D. Swarna Charani Rai	<u>D. S. C. Rai</u>
18	Mrs. G. Radhika	<u>Radhika</u>



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

# Staff Meeting

DATE

Venue : Conference hall, Administrative block.

Date : 06- Oct - 2021

Time : 11:00 A.M

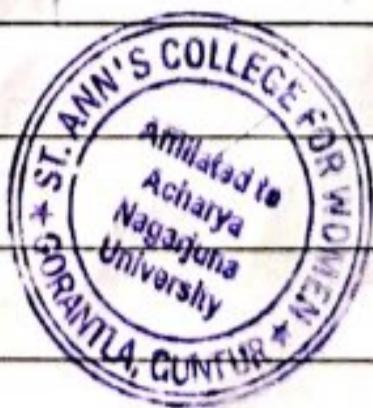
## Agenda

1. Tentative programme of Silver Jubilee celebrations of college.

General staff meeting with all staff members was conducted by principal and correspondent Dr. Sr. Fatima Rani. P on 06<sup>th</sup> October 2021 at 11:00 A.M in conference room of Administrative Block.

The meeting was started with prayer by principal Dr. Sr. Fatima Rani. P. Principal discussed the planning of tentative programmes for Silver Jubilee Celebrations that would be conducted in college on 10<sup>th</sup> March 2022.

Welcome Song and dance, Prayer Song in English and other cultural events such as Skit on effects of covid-19 Pandemic, Skit on NCC event and Karate event were discussed.



Dr. S. Fatima Rani, PRINCIPAL  
St. Ann's College for Women  
GORANTLA, GUNTUR  
06/10/2021

S.No	Name of the lecture	Signature
01	Mrs. R. Sharon Rose	R. Sharon Rose
02	Mrs. J. Prameela Rani	J. Prameela Rani
03	Mr. Ch. Rama Rao	Ch. Rama Rao
04	Dr. J. Pratapa Reddy	J. Pratapa Reddy
05	Mrs. K. Vanaja	K. Vanaja
06	Mrs. M. Usha Rani	M. Usha Rani
07	Mrs. G. Saroja	G. Saroja
08	Mrs. K. Vidyadhari	K. Vidyadhari
09	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
10	Mrs. J. Adi Lakshmi	J. Adi Lakshmi
11	Mrs. B. Joyce	B. Joyce
12	Mrs. K. Swathi (on leave)	K. Swathi
13	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi
14	Mr. D. Simon	D. Simon
15	Mr. S. M. Subbarao	S. M. Subbarao
16	Mr. K. Ananda Kumar	K. Ananda Kumar
17	Mrs. B. Ranjitha	B. Ranjitha
18	Mr. G. Bala Shaw Reddy	G. Bala Shaw Reddy
19	Mrs. D. Swarna Charani Rai	D. Swarna Charani Rai
20	Mrs. B. Usha Rani	B. Usha Rani
21	Mrs. D. V. Ramanama	D. V. Ramanama
22	Mrs. P. Prameela	P. Prameela
23	Mrs. J. Durga Bhavani	J. Durga Bhavani
24	Mrs. K. Sandhya	K. Sandhya
25	Mrs. L. Mary Anusha	L. Mary Anusha
26	Mrs. G. Radhika	G. Radhika
27	Dr. P. L. Narasimha Rao	P. L. Narasimha Rao
28	Mrs. G. Yashodhara	G. Yashodhara

# Staff Meeting

Venue : College Seminar hall  
Date : 10 - Nov - 2021  
Time : 10:00 A.M

## Agenda

1. NAAC Mentor Team visit.
2. Updation of files and registers.

Principal and correspondent staff meeting with all staff members and office staff on 10<sup>th</sup> November 2021 at 10:00 A.M in college Seminar hall. It was started with Bible reading followed by prayer invoking god's wisdom for the proposed NAAC Mentor Team visit.

Principal Dr. Sr. Fatima Rani P informed about a NAAC Mentor Team visit with peer team from Andhra Loyola Institute, Vijayawada and St. Ann's Colleges of Hyderabad and Narasaraopet the purpose of the visit was to suggest to visit the college and help the staff members to update themselves with proper NAAC process.

Principal instructed all the staff members of teaching, non-teaching and office to update the Files and Registers as per the list sent by Hyderabad Academic Education Board.



Dr. Sr. Fatima Rani  
10/11/2021  
PRINCIPAL  
St. Ann's College for Women  
GORANTLA, GUNTUR

S.NO	Name of the lecture	Signature
01	Mrs. R. Sharon Rose	R. Sharon
02	Mrs. J. Prameela Rani	J. Prameela
03	Mr. Ch. Rama Rao	Ch. Rama Rao
04	Dr. J. Pratapa Reddy	J. Pratapa Reddy
05	Mrs. K. Vanaja	K. Vanaja
06	Mrs. M. Usha Rani	M. Usha Rani
07	Mrs. G. Saroja	G. Saroja
08	Mrs. K. Vidyadhar	K. Vidyadhar
09	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
10	Mrs. T. Adi Lakshmi	T. Adi Lakshmi
11	Mrs. B. Joyce	B. Joyce
12	Mrs. K. Swathi (on leave)	K. Swathi
13	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi
14	Mr. D. Simon	Simon
15	Mr. S.M. Suban	S.M. Suban
16	Mr. K. Ananada Kumar	K. Ananada Kumar
17	Mrs. B. Ranjitha	B. Ranjitha
18	Mr. G. Balashow Reddy	G. Balashow Reddy
19	Mrs. D. Swarna Charan; Rai	D. Swarna Charan; Rai
20	Mrs. B. Usha Rani	B. Usha Rani
21	Mrs. D.V. Ramanama	D.V. Ramanama
22	Mrs. P. Prameela	P. Prameela
23	Mrs. J. Durga Bhavan	J. Durga Bhavan
24	Mrs. K. Sandhya	K. Sandhya
25	Mrs. L. Mary Anusha	L. Mary Anusha
26	Mrs. G. Radhika	G. Radhika
27	Dr. P.L. Narasimha Rao	P.L. Narasimha Rao
28	Mrs. G. Yashodhara	G. Yashodhara

# Staff Meeting

DATE

Venue : Statistics Lab.  
Date : 15 - December - 2021  
Time : 3:00 P.M

## Agenda

### 1. Preparation for NAAC Mentor Visit.

The general staff meeting with all staff members and office administrators and staff was conducted by Principal and correspondent Dr. Sr. Fatima Rani. P on 15th December 2021 at 3:00 PM in Statistics lab.

It was started with prayer offered by Principal and correspondent Dr. Sr. Fatima Rani. P. A time schedule to all the departments to verify and absolved the Files and Registers by the NAAC Mentor Team Visit was explained by Principal.

The staff were advised to prepare all the Files, Registers and Documents for the display during the Mentor Team Visit.

The Meeting ended with prayer by Sr. V.L. Jyothi, Office Administrator.



Dr. Sr. Fatima Rani  
15/12/21  
PRINCIPAL  
St. Ann's College for Women  
GORANTLA, GUNTUR

S.No	Name of the lecture	signature
01	Mrs. R. Sharon Rose	R. Sharon
02	Mrs. J. Prameela Ran;	J. Prameela
03	Mr. Ch. Rama Rao	Ch. Rama Rao
04	Dr. J. Pratapa Reddy	J. Pratapa Reddy
05	Mrs. K. Vanaja	K. Vanaja
06	Mrs. M. Usha Ran;	M. Usha Ran
07	Mrs. G. Saroja	G. Saroja
08	Mrs. K. Vidyadhar	K. Vidyadhar
09	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
10	Mrs. J. Adi Lakshmi	J. Adi Lakshmi
11	Mrs. B. Joyce	B. Joyce
12	Mrs. K. Swathi (on leave)	K. Swathi
13	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi
14	Mr. D. Simon	D. Simon
15	Mr. S.M. Suban;	S.M. Suban
16	Mr. K. Ananada Kumar	K. Ananada Kumar
17	Mrs. B. Ranjitha	B. Ranjitha
18	Mr. G. Bala Shaw Reddy	G. Bala Shaw Reddy
19	Mrs. B. Swarna Charan; Rai	B. Swarna Charan; Rai
20	Mrs. B. Usha Ran;	B. Usha Ran
21	Mrs. D. V. Ramanam	D. V. Ramanam
22	Mrs. P. Prameela	P. Prameela
23	Mrs. J. Durga Bhavani	J. Durga Bhavani
24	Mrs. K. Sandhya	K. Sandhya
25	Mrs. L. Mary Anusha.	L. Mary Anusha.
26	Mrs. G. Radhika	G. Radhika
27	Dr. P.L. Narasimha Rao	P.L. Narasimha Rao
28	Mrs. G. Yashodhara	G. Yashodhara

## Staff Meeting DATE

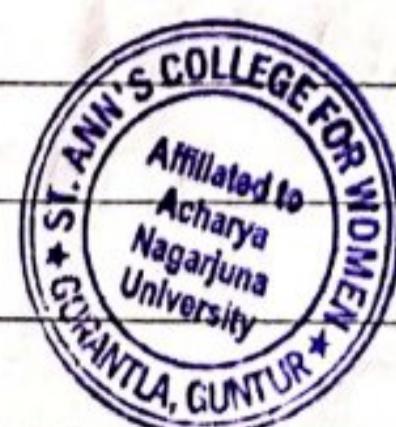
venue : Conference to administrative block  
Date : 3-Jan-2022  
Time : 10:50 A.M

### Agenda

1. Conduction of A.N.U Internal Practical Examinations for III B.Sc students of V semester.

Principal and correspondent Dr. Sr. Fatima Rani. P organize the meeting to the faculty department of Physical Sciences, life sciences and computer sciences on 3<sup>rd</sup> Jun 2022 at 10:50 A.M in conference room of Administrative block. It was started with prayer by Principal invoking blessing on students to perform practical examinations to the best of their ability.

Principal directed the faculty to complete all the practicals of V<sup>th</sup> semester within the stipulated time and give good practice to the students. An also advise was give prepare Time-table of A.N.U Internal Practical examinations for final year B.Sc student of V semester. These examinations were command from 4<sup>th</sup> Jan 2022 to 7<sup>th</sup> Jan 2022.



Dr. Sr. Fatima Rani  
PRINCIPAL 31/1/2022

St. Ann's College for Women  
GORANTLA, GUNTUR

S.NO	Name of the lecture	Signature
01	Mrs. R. Sharon Rose	R. Sharon
02	Mrs. J. Prameela Rani	J. Prameela Rani
03	Mr. Ch. Rama Rao	Ch. Rama Rao
04	Dr. J. Pratapa Reddy	J. Pratapa Reddy
05	Mrs. K. Vanaja	K. Vanaja
06	Mrs. M. Usha Rani	M. Usha Rani
07	Mrs. G. Saroja	G. Saroja
08	Mrs. K. Vidyadhar	K. Vidyadhar
09	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
10	Mrs. J. Adi Lakshmi	J. Adi Lakshmi
11	Mrs. B. Jayce	B. Jayce
12	Mrs. K. Swathi	K. Swathi
13	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi
14	Mr. D. Simon	D. Simon
15	Mr. S. M. Suban	S. M. Suban
16	Mr. K. Ananada Kumar	K. Ananada Kumar
17	Mrs. B. Ranjitha	B. Ranjitha
18	Mr. G. Bala Shaw Reddy	G. Bala Shaw Reddy
19	Mrs. D. Swarna Charani Rai	D. Swarna Charani Rai
20	Mrs. B. Usha Rani	B. Usha Rani
21	Mrs. D. V. Ramanama	D. V. Ramanama
22	Mrs. P. Prameela	P. Prameela
23	Mrs. J. Durga Bhavani	J. Durga Bhavani
24	Mrs. K. Sandhya	K. Sandhya
25	Mrs. L. Mary Anusha	L. Mary Anusha
26	Mrs. G. Radhika	G. Radhika
27	Dr. P. L. Narasimha Rao	P. L. Narasimha Rao
28	Mrs. G. Yashodhara	G. Yashodhara

# Staff Meeting

DATE

Venue : Statistics Lab  
Date : 5<sup>th</sup> - Feb - 2020  
Time : 11:00 A.M

## Agenda

1. Silver Jubilee celebrations.
2. Planing of cultural events.
3. Program list checking out.
4. Assigning of responsibilities to the faculty.

A General staff was organized by Principal and correspondent Dr. Sr. Fatima Rani. P with all the Teaching, Non-Teaching and Office staff members on 5<sup>th</sup> February 2020 at 11:00 A.M in statistics lab, we discuss Silver Jubilee celebrations, Planning of cultural events and program.

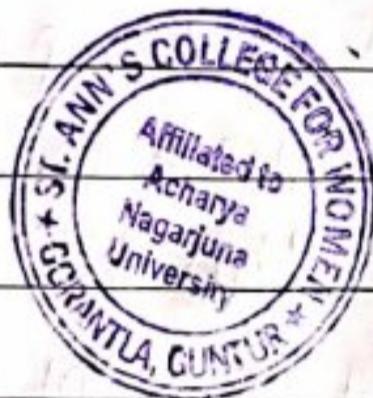
A Meeting was started with Prayer by Principal and correspondent Dr. Sr. Fatima Rani. P interceding of god's wisdom for successful conduction of Silver jubilee. The Cultural events and program were planned for Silver Jubilee celebrations that would be conducted on 15<sup>th</sup> March 2020. Cossiographical for dance on national Integration, western dance, Corona skit dance, folk dance and Solo Classical dance were planned to be invited to give good practice to the Cultural event Students.

The responsibilities and duties to all a staff members were checked out and explain by the principal committees for smooth conduction of the celebrations were also

Planned.

Principal had given the glide lines to the faculty to shoulder the responsibilities and duties properly.

The meeting concluded with prayer offered by Sr. V. I Jyothi, office administrator.



Govt. of Andhra Pradesh  
PRINCIPAL 5/5/2012

St. Ann's College for Women  
GORANTLA, GUNTUR

S.NO	Name of the lecture	Signature
01	Mrs. R. Sharai Rose	R. Sharai Rose
02	Mrs. J. Prameela Rani	J. Prameela Rani
03	Mr. Ch. Rama Rao	Ch. Rama Rao
04	Dr. J. Pratapa Reddy	J. Pratapa Reddy
05	Mrs. K. Vanaja	K. Vanaja
06	Mrs. M. Usha Rani	M. Usha Rani
07	Mrs. G. Sunaja	G. Sunaja
08	Mrs. K. Vidyadhari	K. Vidyadhari
09	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
10	Mrs. J. Adi Lakshmi	J. Adi Lakshmi
11	Mrs. B. Joyce	B. Joyce
12	Mrs. K. Swathi	K. Swathi
13	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi
14	Mr. D. Simon	D. Simon
15	Mr. S. M. Subani	S. M. Subani
16	Mr. K. Ananada Kumar	K. Ananada Kumar
17	Mrs. B. Ranjitha	B. Ranjitha
18	Mr. G. Bala Shaw Reddy	G. Bala Shaw Reddy
19	Mrs. D. Savarna Charani Rani	D. Savarna Charani Rani
20	Mrs. B. Usha Rani	B. Usha Rani
21	Mrs. D. V. Ramanama	D. V. Ramanama
22	Mrs. P. Prameela	P. Prameela
23	Mrs. J. Durga Bhavani	J. Durga Bhavani
24	Mrs. K. Sandhya	K. Sandhya
25	Mrs. L. Mary Anusha	L. Mary Anusha
26	Mrs. G. Radhika	G. Radhika
27	Dr. P. L. Narasimha Rao	P. L. Narasimha Rao
28	Mrs. G. Yashodhara	G. Yashodhara

# Staff Meeting

Venue : Statistical lab  
Date : 11 - Mar - 2022  
Time : 11:00 A.M

## Agenda

1. Spoutlining the assigned duties of faculty and works of Silver jubilee celebrations.

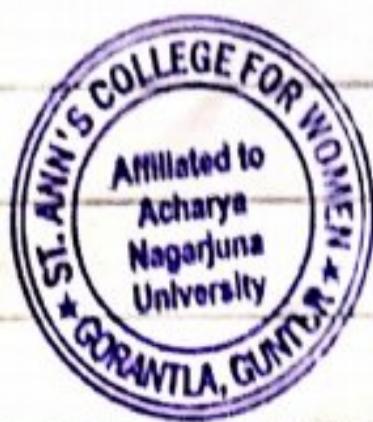
A General Staff meeting was conducted by Principal and correspondent Dr. Ss. Fatima Rani, P on 11<sup>th</sup> March 2022 at 11:00 AM in statistics lab.

It was started with prayer, invoking god's for successful conduction of Silver jubilee celebrations that would be held on 12<sup>th</sup> March 2022.

Principal enquired about the progress of practice of cultural events, stage, decorations and other physical arrangements. The arrangements for felicitations were also checked out.

Principal verified encouraging Skripts, Profiles of invited guests and display of PPT Slides on all activities of college for the past 25 days.

The meeting ended with a prayer by Sr. V. L. Jyothi, office administrative.



classmate

Dr. Su. Fatima Rani  
PRINCIPAL  
St. Ann's College for Women  
GORANTLA, GUNTUR  
PAGE

11/3/2022

S.No	Name of the lecture	Signature
01	Mrs. R. Sharon Rose	<u>R. Sharon</u>
02	Mrs. J. Prameela Rani	<u>J. Prameela Rani</u>
03	Mr. Ch. Rama Rao	<u>Ch. Rama Rao</u>
04	Dr. J. Pratapa Reddy	<u>J. Pratapa Reddy</u>
05	Mrs. K. Vanaja	<u>K. Vanaja</u>
06	Mrs. M. Usha Rani	<u>M. Usha Rani</u>
07	Mrs. G. Saroja	<u>G. Saroja</u>
08	Mrs. K. Vidyadhar	<u>K. Vidyadhar</u>
09	Mrs. G. Anitha Bhanu	<u>G. Anitha Bhanu</u>
10	Mrs. T. Adi Lakshmi	<u>T. Adi Lakshmi</u>
11	Mrs. B. Joyce	<u>B. Joyce</u>
12	Mrs. K. Swathi	<u>K. Swathi</u>
13	Mrs. G. Vijaya Lakshmi	<u>G. Vijaya Lakshmi</u>
14	Mr. D. Simon	<u>Simon</u>
15	Mr. S. M. Suban	<u>S. M. Suban</u>
16	Mr. K. Ananada Kumar	<u>K. Ananada Kumar</u>
17	Mrs. B. Ranjitha	<u>B. Ranjitha</u>
18	Mr. G. Bala Show Reddy	<u>G. Bala Show Reddy</u>
19	Mrs. D. Swara Charani Rai	<u>D. Swara Charani Rai</u>
20	Mrs. B. Usha Rani	<u>B. Usha Rani</u>
21	Mrs. D. V. Ramanama	<u>D. V. Ramanama</u>
22	Mrs. P. Prameela	<u>P. Prameela</u>
23	Mrs. J. Durga Bhavani	<u>J. Durga Bhavani</u>
24	Mrs. K. Sandhya	<u>K. Sandhya</u>
25	Mrs. L. Mary Anusha	<u>L. Mary Anusha</u>
26	Mrs. G. Radhika	<u>G. Radhika</u>
27	Dr. P. L. Narasimha Rao	<u>P. L. Narasimha Rao</u>
28	Mrs. G. Yashodhara	

# Staff Meeting

DATE

Venue : Conference hall, new gnanam block.  
Date : 18<sup>th</sup> - March - 2022  
Time : 3:00 P.M.

## Agenda

1. Preparations of canonical visit of Provincial Superior and team.
2. Departments visit.
3. Class room teachings.
4. Suggestions sent by for NAAC process academic education board members.

A General staff meeting was conducted in Conference hall in new gnanam block at 3:00 P.M with principal and correspondent Dr. Sr. Fatima Rani. P and all staff members of all departments. It was started with bible reading and prayer was offered by Principal Dr. Sr. Fatima Rani. P invoking god's blessing for the successful completion of canonical visit of Rev. Dr. Sr. Mary Paul fosa, the provincial Superior and her team that would be held on 21<sup>th</sup> March 2022.

Principal had advised the faculty of all departments the updated files and Registers maintained by departments and instructed the HOD's to display all of them during the visit.

The faculty were advised to prepare well the class room teachings for observation provincial Superior during the canonical visit. The minute to minute route map of provincial Superior to the departments was explained to the faculty and the teaching staff were advised to note all the

Suggestions that would be given by provincial Superid.

The Suggestions sent through Email were read out by Principal Dr.Sr.Fatima Rani.P and Dr.Sr. Candy Dicamah and advised the HOD's and faculty of all departments, library of UG and PG and office members to follow the guide lines and suggestions given by the Mentor team for NAAC process.

Mrs.R.Sharon Rose, vice principal concluded the meeting with prayer.



Dr. Sr. Fatima R  
PRINCIPAL 18/3/2022

St. Ann's College for Women  
GORANTLA, GUNTUR

S.No	Name of the lecture	Signature
01	Mrs. R. Sharon Rose	R. Sharon Rose
02	Mrs. J. Prameela Rani	J. Prameela Rani
03	Mr. Ch. Rama Rao	Ch. Rama Rao
04	Dr. J. Pratapa Reddy	J. Pratapa Reddy
05	Mrs. K. Vanaja	K. Vanaja
06	Mrs. M. Usha Rani	M. Usha Rani
07	Mrs. G. Saroja	G. Saroja
08	Mrs. K. Vidyadhar	K. Vidyadhar
09	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
10	Mrs. J. Adi Lakshmi	J. Adi Lakshmi
11	Mrs. B. Joyce	B. Joyce
12	Mrs. K. Sunithi	K. Sunithi
13	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi
14	Mr. D. Simon	D. Simon
15	Mrs. S. M. Subani	S. M. Subani
16	Mr. K. Ananada Kumar	K. Ananada Kumar
17	Mrs. B. Ranjitha	B. Ranjitha
18	Mr. G. Bala Shaw Reddy	G. Bala Shaw Reddy
19	Mrs. D. Sunna Charani Rai	D. Sunna Charani Rai
20	Mrs. B. Usha Rani	B. Usha Rani
21	Mrs. D. V. Ramanama	D. V. Ramanama
22	Mrs. P. Prameela	P. Prameela
23	Mrs. J. Durga Bhavani	J. Durga Bhavani
24	Mrs. K. Sandhya	K. Sandhya
25	Mrs. L. Mary Anusha	L. Mary Anusha
26	Mrs. G. Radhika	G. Radhika
27	Dr. P. L. Narayimha Rao	P. L. Narayimha Rao
28	Mrs. G. Yashodhara	G. Yashodhara

## Staff Meeting

DATE

Venue : Conference hall, new gnanam block.  
Date : 4-Apr-2020  
Time : 2:30 P.M

### Agenda

1. Conduction of I & II Sem examinations from 20<sup>th</sup> April 2020 to 13<sup>th</sup> May 2020.
2. Invegilation duties and leave to be taken only with permission.
3. A.N.U VI Sem practical examinations Schedule from 25<sup>th</sup> to 29<sup>th</sup> April 2020, Submission of time-tables of practicals by all HOD's.
4. Proposal of VI Sem Mid examinations to find students of B.Sc / B.Com from 2<sup>nd</sup> to 8<sup>th</sup> May 2020.
5. Intimation of long absented by class incharge lectures to principal.
6. Advertisement collection for magazine by every department.
7. Continuation of preparation of NAAC process.

A General staff meeting was conducted by Principal and Correspondent Dr. Sr. Fatima Rani. P on 4<sup>th</sup> April 2020 at 2:30 P.M at new gnanam block. It was started with prayer by Principal and Correspondent Dr. Sr. Fatima Rani. P.

Principal here advised all the faculty members to due to invigilation duties properly and the forth coming I & II A.N.U Semester examinations that well schedule from April 20<sup>th</sup> to 13<sup>th</sup> May 2020. The timing of examination is from 2:00 to 5:00 P.M. The faculty were instructed not to apply for unnecessary, but if there is urgent need, they need to take permission.

The HOD's of Physical Sciences, Life Sciences and Computer Sciences were instructed to prepare practical examinations that were scheduled from 25<sup>th</sup> to 29<sup>th</sup> April 2022.

The faculty were instructed to complete the syllabus in stipulated time and give revision to all the students. The incharge lectures there advised to prepare a list of long absentes and submit them to the principal. The concerned lectures were advised to stop long absentes to appear for the practicals and give less marks in practicals to the irregular students.

The Examination committee was instructed to prepare the time-table for VI Sem Mid term examinations from 2<sup>nd</sup> week may add to all B.Sc and B.Com students. The faculty were advised to prepare to the students well for the exam.

Principal advised every department to collect atleast two advertisements with cash for magazine progress. The HOD's were instructed to submit them for the end of April month. Principal advised the faculty and other staff members to continue the preparation for NAAC process.

The meeting was concluded with prayer offered by Mrs. R. Sharon Rose, Vice principal.



S.NO	Name of the lecturer	Signature
01	Mrs. R. Sharon Rose	<u>Roshan</u>
02	Mrs. J. Prameela Rani	<u>Pr</u>
03	Mr. Ch. Rama Rao	<u>Ch</u>
04	Dr. J. Pratapa Reddy	<u>Praty</u>
05	Mrs. M. Usha Rani	<u>Usha</u>
06	Mrs. G. Saroja	<u>G.Saroja</u>
07	Mrs. K. Vidyadhar	<u>KV</u>
08	Mrs. G. Anitha Bhanu	<u>Anis</u>
09	Mrs. J. Adi Lakshmi	<u>J. Adi Lakshmi</u>
10	Mrs. B. Joyce	<u>Bon</u>
11	Mrs. K. Swathi	<u>K.Swathi</u>
12	Mrs. G. Vijaya Lakshmi	<u>G.Vijaya Lakshmi</u>
13	Mr. D. Simon	<u>Simon</u>
14	Mr. S. M. Suban	<u>Suban</u>
15	Mr. K. Ananda Kumar	<u>K. Ananda</u>
16	Mrs. B. Ranjitha	<u>B.Ranjitha</u>
17	Mr. G. Bala Show Reddy	<u>CGS</u>
18	Mrs. D. Sunrna Charani Rai	<u>D.LCS</u>
19	Mrs. B. Usha Rani	<u>B.Usha</u>
20	Mrs. D. V. Ramanama	<u>D.V.Ramanama</u>
21	Mrs. P. Prameela	<u>P.Prameela</u>
22	Mrs. J. Durga Bhavani	<u>J.Durga Bhavani</u>
23	Mrs. K. Vanaja	<u>K.Vanaja</u>
24	Mrs. K. Sandhya	<u>K.Sandhya</u>
25	Mrs. L. Mary Anusha	<u>L.Mary Anusha</u>
26	Mrs. G. Radhika	<u>G.Radhika</u>
27	Dr. P.L. Narasimha Rao	<u>P.L.Narasimha Rao</u>
28	Mrs. G. Vaishodhara	

# Staff Meeting

DATE 21 05 2022

Venue: Conference Hall

Date: 21<sup>st</sup> May 2022

Principal & Correspondent Dr. Sr. Fatima Rani. P conducted a General Staff Meeting with UG & PG Staff on 21<sup>st</sup> May 2022 at 12.00 P.M. in Conference Hall of New Graman Block.

The meeting was started with Bible Reading followed by a prayer by Principal & Correspondent Dr. Sr. Fatima Rani. P invoking God's Blessings and Thanking the Almighty God for successful completion of Academic Year 2021-2022.

## AGENDA

1. Summer Holidays
2. Re-opening of the College.
3. Results for MCA & MBA.
4. ANU - Examinations.
5. Admission Committee Works.
6. Magazine Committee Works.
7. NAAC Process.

The Principal declared the summer holidays to the staff as per university norms without prejudice to the schedule of UG ANU-Semester End Examinations from 23<sup>rd</sup> May 2022 to 25<sup>th</sup> June 2022. She announced the Re-opening of College for the staff for the Academic Year 2022-23 is 6<sup>th</sup> June 2022.

She also mentioned about the Commencement of classes for Second Year TV Semester is for 1<sup>st</sup> Year - II Semester is

Principal announced the ANU Results of MBA & OICA, which was released by University on 12<sup>th</sup> May 2022. She appreciated the faculty members of Deptt. of MBA & OICA for securing no. 1. Result in III MCA - V Semester and II MBA - III Semester students.

The Principal had instructed all the faculty members to perform the invigilation duties promptly and if any urgent need arises they were advised to take the permission in advance with prior information to avoid disturbances in smooth conduction of ANU - VI and II Semester Examinations which were taken place from 20<sup>th</sup> May 2022 to 9<sup>th</sup> June 2022.

The Admission Committee and the faculty members were quided to take up the Admission duties very sincerely. She blessed the Teaching and Non-Teaching staff to go forward in admission work with Co-operation and Team-work.

Principal sister asked the members of the Magazine Committee to speed up the work. She stated that, bringing out the Magazine for the academic year 2019 - 2022 becomes the prime responsibility of all the dectirors. To bring it out successfully she asked to collect the advertisements with cash and were instructed to submit them for the end of May.

Principal asked the faculty members to be serious in completing the NAAC Accreditation work. She asked the faculty members to put extra time and efforts to complete the NAAC work.

The meeting was ended with the prayer by Mrs. B. Joyce, IQAC Co-ordinator.



Dr. S. Fatima Rani  
PRINCIPAL 21/5/2022  
St. Ann's College for Women  
GORANTLA, GUNTUR

S. No	Name of lecturer	Signature
1.	Mr. S. H. Subhani - on leave	R. Subhani
2.	Mrs. R. Shann Rose	Mrs
3.	Mrs. J. Prameela Rani	Prameela Rani
4.	Mr. Ch. Rama Rao.	
5.	Dr. J. Pratapa Reddy	
6.	Mrs. K. Vanaja	M. Vanaja
7.	Mrs. M. Usha Rani	G. Saroja
8.	Dr. G. Sanaja	
9.	Mrs. K. Swati - on leave	(dsw)
10.	Mrs. K. Vidyadhani	Amr
11.	Mrs. G. Anitha Bhanu	
12.	Mrs. T. Adi Lakshmi	T. Adi Lakshmi
13.	Mrs. B. Ranjitha.	
14.	Mrs. D. Swarna Chanani Rai	D. Swarna Chanani Rai

S.no

DATE     

Name of the lecturer

Signature

15	Mrs. B. Usha Roni	B. Usha Roni
16	Mrs. D. V. Romana	D. V. Romana
17	Mr. G. Bala Showreddy	G. Bala Showreddy
18	Miss. K. Sumi Tha.	K. Sumi Tha.
19	Mrs. G. Sailaja	G. Sailaja
20	Mrs. G. Radhika.	G. Radhika
21	Mrs. P. L. Nanasimha Rao.	P. L. Nanasimha Rao.
22	Miss. G. Santha Kumari	G. Santha Kumari
23	Mrs. K. Sandhya Roni	K. Sandhya Roni
24	Mrs. L. Tony Anusha	L. Tony Anusha
25	Mrs. N. Kavya.	N. Kavya
26	Miss. P. Jaya Lakshmi	P. Jaya Lakshmi
27	Miss. G. Vani	G. Vani
28	Mrs. B. Joyce.	B. Joyce.
29	Mrs. M. Anyana - on Leave	M. Anyana
30	Mrs. D. Suman	D. Suman
31	Mrs. S. K. Subhani	S. K. Subhani
32	Mrs. K. Ananda Kumar	K. Ananda Kumar
33	Mrs. V. Vani	V. Vani



Dr. L. Fatima Rani

PRINCIPAL

St. Ann's College for Women  
GORANTLA, GUNTUR-522 031

# Staff Meeting

DATE

Venue - GRANAM Block (Conference room)

Date - 4-7-2020

Timings - 10 AM

## AGENDA

1. Continuation of Admission
2. Creation of What's app group to the Students
3. Conduction of Online classes.
4. Preparation of Online time-table & work loads.
5. Commencement of Semester - I Online classes to MCA & MBA Students

A staff meeting was conducted by Principal & Correspondent Fathima Rani. P with all the faculty members of U.G & P.G at 10. AM on 4-7-2020 in Conference room at new GRANAM Block. The meeting was started with scripture reading and prayer. Principal Dr. Sr. Fathima Rani. P offered invoking God's Blessing and thanked God Almighty for keeping all the families of the faculty safe & healthy during the pandemic Covid-19 time.

The Admission desk duty that were started from 29-6-2020 are in continuation in the month of July too. The principal had advised the concerned faculty to follow all the preventive measures of Covid-19 while issuing the applications and conselling to the parents of 1<sup>st</sup> year U.G Courses.

The professional P.G faculty are advised to conduct I<sup>st</sup> Semester Online classes to

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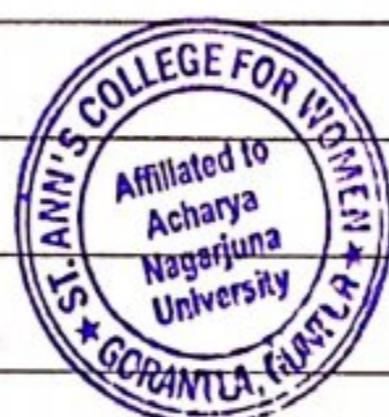
DATE

II MBA & MCn the Students through Zoom app and advice them to attended the classes regularly.

Principal had advised all H.O.P's of all the Departments to Create What's app groups to all II & II year groups of the U.G & P.G programme and inform the C.R's of each group to include every Student's Phone number with their name. The online classes for 5th Semester of 3rd B.Sc & B.Com Courses had commenced from 6th July 2021 & 3rd Semester Classes to the Students of 2nd B.Sc / B.Com from 7th July onwards.

The Online Classes were Started with the blessing of Principal and advising all the students to participate in online classes without fail and also pay attention to 'the Teaching'.

The Principal had advised H.O.P's of all Department of Both Professional P.G & U.G Courses to prepare Online timetables for all Subjects of 5th and 3rd Semester and also Online work Cards for each faculty members and Submit them to the principal.



Dr. Sri. Fatima, Ph.D  
PRINCIPAL 4/7/2020  
St. Ann's College for Women  
GORANTLA, GUNTUR

S.No.	Name of the lecturer	Signature
01	Mrs. R. Sharon Rose.	<u>R. Sharon</u>
02	Mrs. J. Prameela Rani	<u>Pr</u>
03	Mr. Ch. Rama Rao	<u>Ch</u>
04	Dr. J. Pratap Reddy	<u>JPR</u>
05	Mrs. K. Vanaja	<u>K. Vanaja</u>
06	Mrs. P. Rajeswari	<u>P. Rajeswari</u>
07	Mrs. M. Usha Rani	<u>Usha</u>
08	Mrs. G. Saroja	<u>G. Saroja</u>
09	Mrs. K. Vidyahari	<u>KV</u>
10	Mrs. P. Sandhya	<u>P. Sandhya</u>
11	Mrs. M. P. Praveena	<u>M. P. Praveena</u>
12	Mrs. G. Anitha Bhanu	<u>Anitha</u>
13	Mrs. T. Adi Lakshmi	<u>T. Adi Lakshmi</u>
14	Sr. Margaret Priyanka	<u>Sr. Margaret Priyanka</u>
15	Mrs. B. Joyce	<u>B. Joyce</u>
16	Mrs. K. Swathi	<u>K. Swathi</u>
17	Mrs. G. Vijaya Lakshmi	<u>G. Vijaya Lakshmi</u>
18	Mr. D. Simon	<u>Simon</u>
19	Mrs. D. Sandhya Rani	<u>D. Sandhya Rani</u>
20	Mr. S. M. Subani	<u>Subani</u>
21	Mrs. M. Anjana Devi	<u>M. Anjana Devi</u>
22	Mr. K. Amanad Kumar	<u>K. Amanad Kumar</u>
23	Miss. P. Pujitha	<u>P. Pujitha</u>
24	Miss. T. Thanshi	<u>T. Thanshi</u>
25	Mrs. B. Ranjitha	<u>B. Ranjitha</u>
26	Mrs. K. Pavani	<u>K. Pavani</u>
27	Mr. G. Bala Show Reddy	<u>G. Bala Show Reddy</u>
28	Mrs. D. Anitha	<u>D. Anitha</u>
29	Mrs. D. Swarana Charani Rai	<u>D. Swarana Charani Rai</u>
30	Mrs. B. Usha Rani	<u>B. Usha Rani</u>
31	Mrs. P. Prameela	<u>P. Prameela</u>
32	Mrs. J. Durga Bhavani	<u>J. Durga Bhavani</u>



# Staff Meeting

DATE

Venue - Conference Room  
Date - 29-9-2020  
Time - 10 AM

## Agenda

1. following Safety measures of Covid-19.
2. Continuation Online classes.
3. Commencement of ANU II Semester Examinations for I MBA.

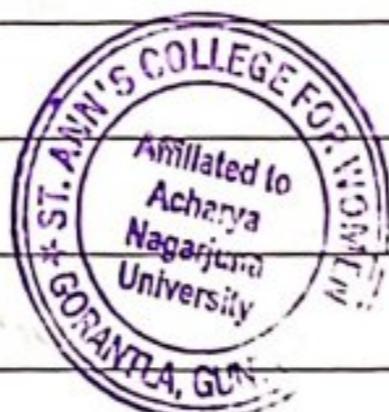
Meeting had started with Bible reading and opening prayer was offered by Principal & Correspondent Dr. Sr. Pathima Rani P, Thanking the God Almighty for Protecting all the staff members and continuing Education process through Online mode, She invoked the Blessing of God on all the Students with wisdom & understanding the online teaching.

The Principal had advised the Staff to follow Corona virus safety measures to prevent the spread of pandemic Covid-19. She instructed all the faculty to take protein rich food to combat the weakness due to the viral infection & to boost their immunity power.

Due to extension of lockdown 3<sup>rd</sup> phase, an order was issued by the Central Government. Schools & Colleges continued continued closure but continue the online classes. The schools adopted Online classes mode through Television.

While the colleges adopted Zoom app, Google meet links, etc. The Principal of the college advised the faculty to continue the conduction of online classes through Zoom app as per the prepared time table.

The Principal had informed the faculty of professional P.G courses about the Commencement of AND I Semester Examination for I MBA Students. The faculty are advised to prepare the students by encouraging them to have thorough revision.



Dr. S. Fatima Rani  
PRINCIPAL 29/9/2020  
St. Ann's College for Women  
GORANTLA, GUNTUR

S.No	Name of the Lecturer	Signature
01.	Mrs. R. Sharion Rose	R. Sharion Rose
02.	Mrs. J. Prameela Rani	J. Prameela Rani
03.	Mr. Ch. Rama Rao	Ch. Rama Rao
04.	Dr. T. Pratap Reddy	T. Pratap Reddy
05.	Mrs. K. Vanaja	K. Vanaja
06.	Mrs. P. Rajeswari	P. Rajeswari
07.	Mrs. M. Usha Rani	M. Usha Rani
08.	Mrs. G. Saroja	G. Saroja
09.	Mrs. K. Vidyahari	K. Vidyahari
10.	Mrs. P. Sandhya	P. Sandhya
11.	Mrs. M. P. Praveena	M. P. Praveena
12.	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
13.	Mrs. P. Adi Lakshmi	P. Adi Lakshmi
14.	Sr. Margaret Priganta	Sr. Margaret Priganta
15.	Mrs. B. Joyce	B. Joyce
16.	Mrs. K. Swathi	K. Swathi
17.	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi
18.	Mr. D. Simon	Simon
19.	Mrs. D. Sandhya Rani	D. Sandhya Rani
20.	Mrs. S. M. Subani	S. M. Subani
21.	Mrs. M. Anjana Devi	M. Anjana Devi
22.	Mr. K. Anand Kumar	K. Anand Kumar
23.	Miss. P. Pujitha	P. Pujitha
24.	Miss. T. Thansi	T. Thansi
25.	Mrs. B. Ranjitha	B. Ranjitha
26.	Mrs. K. Pavani	K. Pavani
27.	Mr. G. Bala Shaw Reddy	G. Bala Shaw Reddy
28.	Mrs. D. Anitha	D. Anitha
29.	Mrs. D. Swarna Charani Rai	D. Swarna Charani Rai
30.	Mrs. B. Usha Rani	B. Usha Rani
31.	Mrs. D. V. Ramancumma	D. V. Ramancumma
32.	Mrs. P. Prameela	P. Prameela



# General Staff Meeting

DATE

Venue - Conference room

Date - 2 Jan 2021

Timings - 10 AM

## AGENDA

1. Review of Completion of Syllabus
2. Admission process of MBA for non-professional Under Graduate programme.

Principal & Correspondent Dr. Sr. Fathima Rani. P had conducted a meeting with HOD's of all Department's on 2<sup>nd</sup> Jan 2021 in Conference room. The meeting had started with Opening Pray or invoking God's Blessings on all staff-members & students and praying for the protection from pandemic Covid 19 & giving Good health to all the staff and their families.

Principal Dr. Sr. Fathima Rani. P had reviewed the completion of syllabus for 5<sup>th</sup> Semester students by blended mode of online & offline teaching by the faculty of each Department.

Principal advised the HOD's to verify the Conduction of classes by the concerned faculty of their Departments and to instruct them to complete the Syllabus in Stimulated time.

The HOD's are also advised to complete the principal classes if they are conducted in coming February 2021. The HOD's of 1<sup>st</sup> year U.G Courses are advised to follow Online mode of Admission as per AP SHET guidelines (Andhra Pradesh State Higher Education Council).

DATE

in given admission process of OAMDC  
for non-professional Under graduate programme



Dr. S. Fatima, B. Sc

PRINCIPAL 2/1/2021

St. Ann's College for Women  
GORANTLA, GUNTUR

S.No.	Name of the Lecturer	Signature
01.	Mrs. R. Sharon Rose (vice principal)	Rd hron.
02.	Mrs. J. Prameela Rani (HOD)	Pr
03.	Mrs. J. Adi Lakshmi (HOD)	E. Adi Lakshmi
04.	Dr. J. Pratapa Reddy (HOD)	PR
05.	Mr. Ch. Rama Rao (HOD)	CR
06.	Mrs. K. Vanaja (HOD)	K. Vanaja
07.	Mrs. P. Rajeswari (HOD)	P. Rajeswari
08.	Mrs. H. Usha Rani (HOD)	Udy
09.	Mrs. K. Vidyadhar (HOD)	KV
10.	Mrs. G. Anitha Bhana (HOD)	AB
11.	Mrs. B. Joyce (HOD)	Bon
12.	Mrs. G. Radhika (HOD)	Radhika

# Staff Meeting

DATE

Venue - Conference meeting  
Date - 18 - Feb - 2021  
Timings - 10:00 AM

## Agenda

1. Internal practical examination.

A Staff Meeting with HOD's of all Science departments was organized by Principal & Correspondent Dr. Sr. Fatima Rani. P on 18<sup>th</sup> February 2021 at 10:00 AM in Conference Hall, all to discuss about conduction of internal practical examination.

The Meeting was started with Bible Reading. Principal Dr. Sr. Fatima Rani. P offered prayer in invoking God's blessings on staff and students. She prayers god for helping the college staff to complete the syllabus on time.

Because of Covid-19 Pandemic the academic year was very much disturb, but the offline classes for I, II & III UG courses and I & II Professional PG programmes, were continue from November 2020. The theory and practical classes were regularly held in offline mode and syllabus could be completed in stipulated time.

The HOD's of all science departments (Physical and life sciences) were instructed to give proper practice for all practicals. They were instructed to prepare Time-tables without any overlapping and inconveniences classmate

PAGE

among the departments for the A.N.U Internal Practicals Examinations and submit them to the principal. The c

The above practice examinations were scheduled to be conducted by the end of Feb 2021. The staff were also advised to instruct the students to submit the records of concerned subjects for verification and certification.

The meeting concluded with prayer by one of the staff members.



Dr. Sr. Fatima Re  
PRINCIPAL 18/3/2021  
St. Ann's College for Women  
GORANTLA, GUNTUR

S.No	Name of the Lecture	Signature
01	Mrs. R. Sharon Rase (Vice principal)	<u>R. Sharon</u>
02	Mrs. J. Prameela Rani (HOD)	<u>J. Prameela Rani</u>
03	Mrs. J. Adhi Lakshmi (HOD)	<u>J. Adhi Lakshmi</u>
04	Dr. J. Pratapa Reddy (HOD)	<u>J. Pratapa Reddy</u>
05	Mr. Ch. Rama Rao (HOD)	<u>Ch. Rama Rao</u>
06	Mrs. K. Vanaja (HOD)	<u>K. Vanaja</u>
07	Mrs. P. Rajeswari (HOD)	<u>P. Rajeswari</u>
08	Mrs. M. Usha Rani (HOD)	<u>M. Usha Rani</u>
09	Mrs. K. Vidyadhar (HOD)	<u>K. Vidyadhar</u>
10	Mrs. E. Anitha Bhanu (HOD)	<u>E. Anitha Bhanu</u>
11	Mrs. B. Joyce (HOD)	<u>B. Joyce</u>
12	Mrs. G. Radhika (HOD)	<u>G. Radhika</u>

# Staff Meeting

Venue : Conference Hall.

Date : 23 - April - 2021

Time : 10:00 A.M

## Agenda

1. Online and offline Time-tables and work loads.
2. Commandment of classes for final and second year students of IV and VI semesters.

The staff meeting was convened by Principal Dr. Sr. Fatima Rani. P with all the staff members of UG on 23rd April 2021 at 10:00 A.M in conference hall, all to discuss above agendas.

The Meeting was started with Bible reading followed by prayer offered by principal Dr. Sr. Fatima Rani. P thanking god for the Safety and Security given to all the staff and students and interceding god to bless the offline and online mode teaching for VI & VII Semesters.

The principal instructed the HOD's of all the departments to prepare online and offline time-tables and work rules of all the faculty of concerned subjects and submit them to the Principal by 24th April 2021.

But due to spread of Delta - Virus in the second wave of covid - 19 Pandemic the education institutions were closed due to lockdown. So, the staff were advised to continue the online classes as per the schedule in the prepare timetable for VI & VII Semesters to II & III B.Sc / B.Com students.

S.No	Name of the lecture	Signature
01	Mrs. R. Sharon Rose	R. Sharon
02	Mrs. J. Prameela Rani	Prameela
03	Mr. Ch. Rama Rao	Ch. Rama Rao
04	Dr. J. Pratapa Reddy	J. Pratapa Reddy
05	Mrs. K. Vanaja	K. Vanaja
06	Mrs. M. Usha Rani	Usha Rani
07	Mrs. G. Saroja	G. Saroja
08	Mrs. K. Vidyadhar	K. Vidyadhar
09	Mrs. P. Sandhya	P. Sandhya
10	Mrs. M. P. Praveena (on leave)	M. P. Praveena
11	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
12	Mrs. J. Adi Lakshmi	J. Adi Lakshmi
13	Mrs. B. Joyce (on leave)	B. Joyce
14	Mrs. K. Swathi (on leave)	K. Swathi
15	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi
16	Mr. D. Simon	Simon
17	Mrs. S. M. Subani	S. M. Subani
18	Mrs. K. Ananada Kumar	K. Ananada Kumar
19	Mrs. B. Ranjitha	B. Ranjitha
20	Mrs. G. Bala Show Reddy	G. Bala Show Reddy
21	Mrs. D. Swarna Charani Rao	D. Swarna Charani Rao
22	Mrs. B. Usha Rani	B. Usha Rani
23	Mrs. D. V. Ramanama	D. V. Ramanama
24	Mrs. P. Prameela	P. Prameela
25	Mrs. J. Durga Bhavani	J. Durga Bhavani
26	Mrs. K. Sandhya	K. Sandhya
27	Mrs. L. Mary Anusha	L. Mary Anusha
28	Mrs. G. Radhika	G. Radhika
29	Dr. P. L. Narasimha Rao	P. L. Narasimha Rao
30	Mrs. G. Yashodhara	G. Yashodhara

# Staff Meeting

DATE 

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Venue : Conference call, New gnanam Block.

Date : 7 - June - 2021

Time : 10:00 A.M.

## Agenda

1. Result analysis of III & IV semesters remedial classes for low achievers.
2. Conduction of offline classes.
3. Appreciation of 100% results.
4. Blended mood of online and offline.

A General staff meeting was conducted by Principal and Correspondent Dr. Sr. Fatima Rani. P with all staff members on 7<sup>th</sup> June 2021 at 10:00 A.M. in conference hall of new gnanam block.

The meeting was started with bible reading.

A prayer was made by principle Dr. Sr. Fatima Rani. P invoking god's blessed on staff and students and also thank the god for providing safety and security during the lockdown period due to the spread of Delta- Virus of Second phase of covid-19 Pandemic.

The results of III & IV Semesters of II & III B.Sc/B.Com students was released by A.N.U in the first week of June 2021.

The staff were advised through what's up message to the staff meeting with the result analysis report of III & IV Semesters of II & III B.Sc & B.Com courses. The HOD's were asked to submit the same to the principal on 7<sup>th</sup> June 2021. The principal appreciated the faculty and incharge lecturers who secure

classmate

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DATE

100% results in there concerned subjects.  
Principal Dr. Sr. Fatima Rani. P suggested the faculty to take up remedial classes either in online or offline mode to all low achievers in the concerned subjects.

AS the lockdown was in continuation the staff were advised continue the offline class of the IV & VI Semester to II & III B.Sc/ B.Com Students by online mode of teaching.



Dr. Sr. Fatima Rani  
- PRINCIPAL 7/6/2022  
St. Ann's College for Women  
GORANTLA, GUNTUR

S.No	Name of the lecture	Signature
01	Mrs. R. Sharon Rose	R. Sharon
02	Mrs. J. Prameela Rani	J. Prameela
03	Mr. Ch. Rama Rao	Ch. Rama Rao
04	Dr. J. Pratapa Reddy	J. Pratapa Reddy
05	Mrs. K. Vanaja	K. Vanaja
06	Mrs. M. Usha Rani	M. Usha Rani
07	Mrs. G. Saroja	G. Saroja
08	Mrs. K. Vidyadhar	K. Vidyadhar
09	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
10	Mrs. T. Adi Lakshmi	T. Adi Lakshmi
11	Mrs. B. Joyce (on leave)	B. Joyce
12	Mrs. K. Swathi (on leave)	K. Swathi
13	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi
14	Mr. D. Simon	Simon
15	Mrs. S.M. Subani	S. M. Subani
16	Mr. K. Ananada Kumar	K. Ananada Kumar
17	Mrs. B. Ranjitha	B. Ranjitha
18	Mr. G. Bala Shaw Reddy	G. Bala Shaw Reddy
19.	Mrs. D. Swarna Charani Rai	D. Swarna Charani Rai
20.	Mrs. B. Usha Rani	B. Usha Rani
21.	Mrs. D. V. Ramanama	D. V. Ramanama
22.	Mrs. P. Prameela.	P. Prameela
23.	Mrs. J. Durga Bhavan	J. Durga Bhavan
24.	Mrs. K. Sandhya	K. Sandhya
25.	Mrs. L. Mary Anusha	L. Mary Anusha
26.	Mrs. G. Radhika	G. Radhika
27.	Dr. P.L. Narasimha Rao	P.L. Narasimha Rao
28.	Mrs. G. Yashodhara	G. Yashodhara

DATE

and members to prepare the time table for  
the conduction of Mid term examinations for  
IV & VI Semester to II & III B.Com & B.Sc  
Students from 14<sup>th</sup> to 17<sup>th</sup> July 2021.

The professor PG faculty of department  
of were instructed to prepare I M.BA students  
with good revision for coming A.N.U I Semester  
examination of I M.BA course.



Dr. S. Fatima Rani  
1/7/2021  
PRINCIPAL  
St. Ann's College for Women  
GORANTLA, GUNTUR

S.No	Name of the lecture	Signature
01	Mrs. R. Sharmin Rose	Roshmin
02	Mrs. J. Prameela Rani	Prm
03	Mr. Ch. Rama Rao	R
04	Dr. J. Pratapa Reddy	JPR
05	Mrs. K. Vinaja	K. Vinaja
06	Mrs. M. Usha Rani	Ushy
07	Mrs. G. Saroja	G. Saroja
08	Mrs. K. Vidyadhari	KV
09	Mrs. G. Anitha Bhanu	AnB
10	Mrs. J. Adi Lakshmi	J. Adi Lakshmi
11	Mrs. B. Joyce	Bo
12	Mrs. K. Swathi (on leave)	K. Swathi
13	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi
14	Mr. D. Simon	Simon
15	Mr. S. M. Subani	Subani
16	Mrs. K. Ananada Kumar	K. L C
17	Mrs. B. Ranjitha	B. Ranjitha
18	Mr. G. Bala Shaw Reddy	Cey
19	Mrs. D. Sunaina Charani Rai	D. L S
20	Mrs. B. Usha Rani	B. Usha Rani
21	Mrs. D. V. Ramanama	D. V. R.
22	Mrs. P. Prameela	P. Prameela
23	Mrs. J. Durga Bhavani	J. Durga Bhavani
24	Mrs. K. Sandhya	K. Sandhya
25	Mrs. L. Mary Anusha	L. Mary Anusha
26	Mrs. G. Radhika	Radhika
27	Dr. P. L. Narasimha Rao	P. L. Narasimha Rao
28	Mrs. G. Yashodhara	G. Yashodhara

# Staff Meeting

DATE 05 06 2019

A meeting was convened by the Principal and Correspondent Dr. Sr. Fatima Rani, P on 5<sup>th</sup> June 2019 in College Seminar Hall at 10 AM for UG and PG Staff members.

The meeting was started with the Scripture Reading and the Prayer asking God Almighty to shower his Blessings abundantly to fulfil our duties with good health and peace of mind throughout the Academic Year.

This is the first meeting during the Academic Year 2019 - 2020.

## Agenda:

- 1) Announcement of the results for the Academic Year 2018 - 2019.
- 2) Instructions to the faculty members.

In her opening remarks Principal Sister quoted the lines from the Book of Proverbs and inspired the faculty members - "Search for Wisdom rather than Silver and Gold" a good name is to be chosen rather than great riches".

At the outset, Principal Sister appreciated, congratulated and thanked the Academic and Administrative Staff - their team spirit and tiresome work for the progress of the College.

She also advised them to follow work place ethics for the smooth functioning of the college. Commitments and spirit of hardwork takes us to the peaks of success.

DATE 

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She urged all the staff members to work for the benefit of students. She announced the results of 2018-2019 Academic Year. The Pass Percentage for the final Year is 92%, and the second Year is 95%, and for the First Year is 90%. Principal Sister asked the lecturers to take care of the backlog students and to prepare them for the Advanced Supplementary Examinations to get better results.

Lecturers are asked to submit the Time-Table copies along with their work load to begin the classes from first hour of Day 1.

Principal Sister advised the faculty members to submit the Teaching Diaries, Year Plan & Lesson Plan Registers to the Principal at the weekend for Verification and signatures.

Class Incharges List is announced and Incharges are asked to take the attendance regularly & she also announced the various committees.

She announced the commencement of classes for final Year & second Year Degree. It is 7th June 2019, for First Year Degree it is 17th June 2019.

Principal advised the staff to plan the teaching, interaction and recapitulation for 50 minutes. She advised the deans to prepare the question papers by using their wisdom, knowledge and expertise.

Once again, Principal stressed on the point of completion and Revision of the syllabus.

The words of the Principal Sister inspired the Lecturers a lot. "Every tomorrow holds a promise. We get it through the hands that strive."

At the End, Principal Sister blessed all the Lecturers and wished them sound health and peace of mind to discharge their duties successfully throughout the Academic Year.



Dr. So. Fatima Raja  
5/1/2019

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

Sr.No	Name of the Lecturer	Signature
01.	Mrs. R. Sharon Rose (vice-principal)	R. Sharon
02.	Mrs. T. Prameela Rani (HOD)	Pr.
03.	Mr. S.M. Subani (HOD)	S.M. Subani
04.	Dr. T. Pratapa Reddy (HOD)	P.R.
05.	Mr. Ch. Rama Rao (HOD)	R.
06.	Mrs. K. Vanaja (HOD)	K. Vanaja
07.	Mrs. P. Rajeswari (HOD)	P. Rajeswari
08.	Mrs. M. Usha Rani (HOD)	Usha
09.	Mrs. K. Vidyadhari (HOD)	K. Vidyadhari
10.	Mrs. G. Anitha Bhanu (HOD)	Anitha
11.	Mrs. I. Adi Lakshmi (HOD)	I. Adi Lakshmi

S.NO	Name of the Lechior	Signature
12.	Mrs. B. Joyce (HOD)	B.
13.	Mrs. G. Saroja	G. Saroja.
14.	Mrs. p. Sandhya	p. Sandhya.
15.	Mrs. M. p. praveena	M. p. Praveen.
16.	Sr. Margaret priyanka	Sr. Margaret Priyanka.
17.	Mrs. k. swathi	K. Swathi
18.	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi
19.	Mr. D. Simon	Simon
20.	Mrs. D. sandhya Rani	D. sandhya Rani
21.	Mr. S. M. subani	S. M. subani
22.	Mrs. M. Anjana Devi	M. Anjana Devi
23.	Mr. k. emanada kumar	K. E. Kumar
24.	Miss. P. pujitha	P. pujitha.
25.	Miss. T. Jhansi	T. Jhansi
26.	Mrs. B. Ranjitha	B. Ranjitha.
27.	Mrs. k. pavani	k. pavani
28.	Mrs. V. Sireeshalatha	V. Sireeshalatha.
29.	Miss. G. Neelavathi	G. Neelavathi
30.	Mr. G. Bala show Reddy	G. Bala show Reddy
31.	Mrs. D. Anitha	D. Anitha.
32.	Mrs. D. Swarna charani Rai	D. Swarna charani Rai
33.	Mrs. B. usha Rani	B. usha Rani
34.	Mrs. D. V. Ramanama	D. V. Ramanama
35.	Mrs. p. Prameela	p. Prameela.
36.	Mrs. J. Durga Bhavani	J. Durga Bhavani
37.	Mrs. G. Radhika	G. Radhika
38.	Mrs. P. L. Narasimha Rao	P. L. Narasimha Rao
39.	Mrs. G. yashodhara	G. yashodhara

## Staff Meeting

DATE 04 10 2019

A meeting was convened by the Principal and Correspondent Dr. Sr. Fatima Rani, P on 4<sup>th</sup> October 2019 in College Seminar Hall at 11.00 AM for the UG and PG staff members.

The meeting was started with the Word of God from Holy Bible and a Prayer thanking to God Almighty, The Omnipotent who has been driving the family of St. Ann's to the right path.

### Agenda:

- 1) Principal's Visit on 25<sup>th</sup> September 2019 to the Departments regarding NAAC work.
- 2) Quality in Teaching.
- 3) Teaching, Learning and Evaluation Process.

At the outset, Principal Sister thanked God Almighty who has profusely blessed our Institution and has been showing his grace on all of us to take up our daily duties with strength and wisdom.

Principal Sister stated the visit of Principal on 25<sup>th</sup> September 2019 to the departments regarding NAAC work updation. She appreciated the faculty members - their team spirit and tiresome work for the progress of the college, and the updation of files and various Registers maintained by the Departments.

She also said that Approval of NAAC for appraisal of the quality is mandatory to all the 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. She urged the Lecturers to put extra efforts to complete this task within 8 months. In this meeting, she conveyed the Lecturers to shoulder a big venture and a noble work to get ready for NAAC recognition -

Another point she mentioned that the benchmark of any Educational Institution is its qualitative teaching. The fame of every Educational Institution depends on the quality of teaching of the faculty members. Especially classroom teaching judges the quality of the faculty members. The strength of the college is directly proportional to the quality of teaching.

Principal Sislon advised the Teaching faculty regarding Teaching, Learning and Evaluation Process. She also stated that this point plays a very important key aspect in NAAC Criteria. She said that as the students are the correct judges, the teaching faculty has to work with determination, dedication, self-discipline and effort.

The students are very much attracted by the creativity of the dechors. Here, she quoted the words of Bell on creativity.

"Creativity is vital to the development of a healthy and dynamic Personality."

At the end of the day every dechor has to answer his or her own conscience.

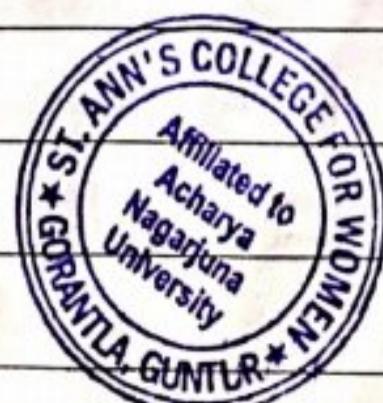
The Stake-holders have to know about our college and the students have to feel in what way our college is different from other colleges. The Lecturers have to assure the parents that the College is for "quality".

Principal Sister asked the Staff members to do their best for the Welfare of the college. She also asked the Lecturers to put their efforts to continue the NAAC work without wasting time. She inspired the Lecturers by quoting Carl Sandburg on Time Management,

"Time is the coin you have in life. It is the only coin you have and you can determine how it will be spent. Be careful lest you let other people spend it for you."

She asked the Lecturers to take all these points with a positive mind and work for the common good and drive the students to the path of success.

The Staff Meeting is summed up with the unanimous agreement of the faculty members.



Dr. Sri Rama Rao  
PRINCIPAL  
St. Ann's College for Women  
GORANTLA, GUNTUR  
4/10/2019

S.NO	Name of the Lecturer	Signature
01.	Mrs. R. Sharon Rose (vice principal)	R. Sharon Rose
02.	Mrs. J. Prameela Rani (HOD)	J. Prameela Rani
03.	Mr. S. M. Subani (HOD)	S. M. Subani
04.	Dr. J. Pratapa Reddy (HOD)	J. Pratapa Reddy
05.	Mr. Ch. Rama Rao (HOD)	Ch. Rama Rao
06.	Mrs. K. Varaja (HOD)	K. Varaja
07.	Mrs. P. Rajeswari (HOD)	P. Rajeswari
08.	Mrs. M. Usha Rani (HOD)	M. Usha Rani
09.	Mrs. K. Vidyadhari (HOD)	K. Vidyadhari
10.	Mrs. P. Sandhya	P. Sandhya
11.	Mrs. G. Anitha Bharu (HOD)	G. Anitha Bharu
12.	Mrs. M. P. Praveena	M. P. Praveena
13.	Mrs. T. Adi Lakshmi (HOD)	T. Adi Lakshmi (HOD)
14.	Sr. Margaret Priyanka	Sr. Margaret Priyanka
15.	Mrs. B. Joyce (HOD)	B. Joyce
16.	Mrs. G. Saroja	G. Saroja
17.	Mrs. K. Suwathi	K. Suwathi
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	S. M. Subani
22.	Mrs. M. Anjana Devi	M. Anjana Devi
23.	Mr. K. Ananada Kumar	K. Ananada Kumar
24.	Miss. P. Pujitha	P. Pujitha
25.	Miss. T. Jhansi	T. Jhansi
26.	Mrs. B. Ranjitha	B. Ranjitha
27.	Mrs. K. Pavani	K. Pavani
28.	Mrs. V. Sireesha Latfa	V. Sireesha Latfa
29.	Miss. G. Neelavathi	G. Neelavathi
30.	Mr. G. Balashoo Reddy	G. Balashoo Reddy
31.	Mrs. D. Anitha	D. Anitha

DATE 

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S.N.	Name of the Lecturer	Signature.
32.	Mrs. D. Swarna charani Rai	D. Swarna charani Rai
33.	Mrs. B. usha Rani	B. usha Rani
34.	Mrs. D. V. Ramarama	D. V. Ramarama
35.	Mrs. P. prameela	P. prameela
36.	Mrs. J. Durga Bharani	J. Durga Bharani
37	Mrs. G. Radhika	G. Radhika
38	Dr. P. L. Narasimha Rao	P. L. Narasimha Rao
39	Mrs. G. Yashodhara	G. Yashodhara

# Staff Meeting

DATE

Venue - Conference Room

Date - 4 march 2020

## Agenda

1. Updation of NAAC Work
2. ANU II, IV and VI Semester's end Examinations
3. Invigilation duties

Principal & Correspondent Dr. Sr. Fathima Rani. P. Conducted a with all Staff members on 4th March 2019 at 10 AM in Conference hall.

The meeting was started with Bible reading followed by a prayer by Principal & Correspondent Dr. Sr. Fathima Rani. P. invoking God's Blessing and thanking Lord for successful completion of academic year 2019-2020.

All the HOD's and faculty of the Departments are advised by the principal to update all files, Documents, and Registers of NAAC work and also collect the photographs of all events of the year.

The ANU II, IV & VI Semester End Examination are going to be commenced from 5th to 29th March 2019. Nearly 800 Students of GVR & S College, Guntur and Chalapathi Degree College for Women, Guntur as the examination Centre for ANU II, IV & VI Semester End theory examinations that were scheduled from 5th to 29th March 2019. For I, II & III year B.Sc & B.Com courses. The College faculty was assigned Invigilation Duties. The principal instructed all the staff members to perform invigilation duties. Promptly and if any urgent and need arises, thus were advised to take the

DATE

Permission in advance with prior information, to avoid any disturbances in smooth conduction of examinations. The College was allotted as the Examination Center for the Students of government college Ponnikallu, Chalapathi Institute, Lam and BSSB College Tadikonda.



Dr. S. Fatima Rayy  
4/3/2020.

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

S.No	Name of the lecturer	Signature
01	Mrs. R. Sharon Rose	R. Sharon Rose
02	Mrs. J. Pramcela Rani	J. Pramcela Rani
03	Mr. Ch. Rama Rao	Ch. Rama Rao
04	Dr. T. Pratapa Reddy	T. Pratapa Reddy
05	Mrs. K. Vanaja	K. Vanaja
06	Mrs. P. Rajeswari	P. Rajeswari
07	Mrs. M. Usha Rani	M. Usha Rani
08	Mrs. G. Saroja	G. Saroja
09	Mrs. K. Vidyahari	K. Vidyahari
10	Mrs. P. Sandhya	P. Sandhya
11	Mrs. M. P. Praveena	M. P. Praveena
12	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
13	Mrs. T. Adi Lakshmi	T. Adi Lakshmi
14	Sr. Margaret Priyanka	Margaret Priyanka
15	Mrs. B. Joyce	B. Joyce
16	Mrs. K. Swathi	K. Swathi
17	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi
18	Mr. D. Simon	D. Simon
19	Mrs. D. Sandhya Rani	D. Sandhya Rani
20	Mrs. M. Subani	M. Subani
21	Mrs. M. Anjana Devi	M. Anjana Devi
22	Mr. K. Ananada Kumar	K. Ananada Kumar
23	Miss. P. Pujitha	P. Pujitha
24	Miss. T. Jhansi	T. Jhansi
25	Mrs. B. Ranjitha	B. Ranjitha
26	Mrs. K. Pavani	K. Pavani
27	Mrs. V. Sireesha Latha	V. Sireesha Latha
28	Miss. G. Neelavathi	G. Neelavathi
29	Mr. G. Bala Shaw Reddy	G. Bala Shaw Reddy
30	Mrs. D. Anitha	D. Anitha
31	Mrs. D. Swarna charani Rai	D. Swarna charani Rai
32	Mrs. B. Usha Rani	B. Usha Rani

S.No.	Name of the Lecturer	Signature
33	Mrs. D.V. Ramanama	R.V. mw
34	Mrs. P. Prameela	p. Prameela
35	Mrs. T. Durga Bhavani	T. Durga Bhavani
36	Mrs. G. Radhika	G. Radhika
37	Dr. P.L. Narasimha Rao	P.L. narasimha
38	Mrs. G. Yashodhara	

# Staff Meeting

DATE

Venue - Conference Room

Date - 20 - March - 2020

Principal and Correspondent

Dr. Sr. Fathima Rani, P Conducted an urgent meeting for all the Staff members in Conference room at 3pm on 20th March 2020. The Government of India has imposed Janata Curfew on 22 march 2020. in Connection with pandemic Covid-19 Situation.

There fore, Principal of College declared holidays from 20th March 2020. But from the next day onwards a Complete lockdown of all Educational Institutions and Corporation offices was issued.

The Staff are advised to Continue. The Updation of files of NAAC as "WORK FROM HOME".

20/03/2020



Dr. S. Fathima Rani  
20/3/2020

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

S.No	Name of the lecturer	Signature
01	Mrs. R. Sharon Rose	R. Sharon
02	Mrs. J. Prameela Rani	J. Prameela Rani
03	Mr. Ch. Rama Rao	R. Ch. Rama Rao
04	Dr. J. Pratapa Reddy	J. Pratapa Reddy
05	Mrs. K. Vanaja	K. Vanaja
06	Mrs. P. Rajeswari	P. Rajeswari
07	Mrs. M. Usha Rani	M. Usha Rani
08	Mrs. G. Saroja	G. Saroja
09	Mrs. K. Vidyadhar	K. Vidyadhar
10	Mrs. P. Sandhya	P. Sandhya
11	Mrs. M. P. Praveena	M. P. Praveena
12	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
13	Mrs. T. Adi Lakshmi	T. Adi Lakshmi
14	Sr. Margaret Priyanka	Sr. Margaret Priyanka
15	Mrs. B. Joyce	B. Joyce
16	Mrs. K. Swathi	K. Swathi
17	Mr. D. Simon	D. Simon
18	Mrs. D. Sandhya Rani	D. Sandhya Rani
19	Mr. S. M. Subani	S. M. Subani
20	Mrs. M. Anjana Devi	M. Anjana Devi
21	Mr. K. Anand Kumar	K. Anand Kumar
22	Miss. P. Pujitha	P. Pujitha
23	Miss. T. Thansi	T. Thansi
24	Mrs. B. Ranjitha	B. Ranjitha
25	Mrs. K. Pavani	K. Pavani
26	Mrs. V. Sireesha Latha	V. Sireesha Latha
27	Miss. G. Neelavathi	G. Neelavathi
28	Mr. G. Bala Show Reddy	G. Bala Show Reddy
29	Mrs. D. Anitha	D. Anitha
30	Mrs. D. Suayna Chayani Rai	D. Suayna Chayani Rai
31	Mrs. B. Usha Rani	B. Usha Rani
32	Mrs. D. V. Ramanamma	D. V. Ramanamma

S. No	Name of lecturer	Signature
33	Mrs. P. Prameela	P. Prameela
34	Mrs. Durga Bhavani	Durga Bhavani
35.	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi
36.	Mrs. G. Radhika	Radhika
37.	DR. P. L. Narasimha Rao	P. L. Narasimha Rao
38.	Mrs. G. Yashodhara	

06/06/2018

# Staff Meeting

To discuss all the goings on in

now we go ahead to 29th June

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

The meeting was started with the  
Scripture Reading and a Prayer thanking most  
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 and 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.

beginning with the inquiry and discussion to

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.

to commencing to show off beginning with  
Principal Sister also announced  
that 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.

Dushantini R.  
PRINCIPAL 6/6/2018  
St. Ann's College for Women  
GORANTLA, GUNTUR.

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

S.No	Name of the lecturer	Signature
21	Mr. S. H. Subbari-Commerce	Subbari
22	Mrs. H. Anjana Devi	H. Anjana Devi
23	Mr. K. Ananda Kumar	K. Ananda Kumar
24	Miss. P. Pujitha	P. Pujitha
25	Miss. T. Jhamari	T. Jhamari
26	Mrs. S. Srinisha	S. Srinisha
27	Mr. G. Bala Shaw. Ready.	G. Bala Shaw. Ready.
28	Mrs. D. Anitha	D. Anitha
29	Mrs. D. Swarna Chandini Rao	D. Swarna Chandini Rao
30	Mrs. B. Usha Rani	B. Usha Rani
31	Mrs. D. V. Ramaswamy	D. V. Ramaswamy
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, Oehidipatnam, 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.

Dr. L. Fatima Rangji  
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 Rose
2.	Mrs. J. Priyamvada Rani	J. Priyamvada Rani
3.	Mr. S. M. Subhani	S. M. Subhani
4.	Dr. J. Peratap Reddy	J. Peratap Reddy
5.	Mr. Ch. Rama Rao	Ch. Rama Rao
6.	Mrs. B. Joyce	B. Joyce
7.	Mrs. K. Vanaja	K. Vanaja

8.	Mrs. P. Rajeswari	P. Rajeswari
9.	Mrs. M. Cusha Rani	under
10.	Mrs. G. Saroja	G. Saroja
11.	Mrs. K. Vidhyadhari	K. Vidhyadhari
12.	Mrs. P. Sandhya	P. Sandhya
13.	Mrs. M. P. Peaveena	P. Peaveena
14.	Mrs. G. Anitha Bhanu	<u>AnB</u>
15.	Mrs. I. Addi Lakshmi	<u>I. Addi Lakshmi</u>
16.	Mrs. B. Maha Lakshmi	B. Maha Lakshmi
17.	Sr. Margaret Peiyanka	Sr. Margaret Peiyanka
18.	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi
19.	Mr. D. Simon	<u>D. Simon</u>
20.	Mrs. D. Sandhya Rani	D. Sandhya Rani
21.	Mr. S. M. Subani - commerce	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. Jhansi	T. Jhansi
26.	Mrs. S. Sivashan	
27.	Mr. G. Bala Show Reddy	G. Bala
28.	Mrs. D. Anitha	D. Anitha
29.	Mrs. D. Swarna Chavani Rai	D. Swarna
30.	Mrs. B. Usha Rani	B. Usha Rani
31.	Mrs. D. V. Ramanama	D. V. Ramanama
32.	Mrs. S. Hema Bindu	S. Hema Bindu
33.	Dr. P. L. Narasimha Rao	P. L. Narasimha Rao
34.	Mrs. G. Yosodhara	G. Yosodhara
35.	Mrs. G. Radhika	G. Radhika
36.	Mrs. G. Sailaja	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 Leaves.
- 5) Infection
- 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 OG 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 Course for the Academic Year 2019-2020, Principal Stated that, it is the 'noble duty of each and every teacher. 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 Grade 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 year and the for the second year. 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-charge for the academic year 2019-20.

Principal Sister 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 Sister encouraged the staff members and they were inspired to go forward with rejuvenated energy in the future.

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

S.NO.	Name of the Lecturer	Signature
1.	Mrs. R. Shavon Rose	R. Shavon Rose
2.	Mrs. J. Priyameela Rani	J. Priyameela Rani
3.	Mr. S. M. Subhani	S. M. Subhani
4.	Dr. J. Pratap Reddy	J. Pratap Reddy
5.	Mr. Ch. Rama Rao	Ch. Rama Rao
6.	Mrs. B. Joyce	B. Joyce
7.	Mrs. K. Vanaja	K. Vanaja
8.	Mrs. P. Rajeswari	P. Rajeswari
9.	Mrs. M. Usha Rani	M. Usha Rani
10.	Mrs. G. Saroja	G. Saroja
11.	Mrs. K. Vidhyadhari	K. Vidhyadhari
12.	Mrs. P. Sandhya	P. Sandhya
13.	Mrs. M. P. Reaveena	M. P. Reaveena
14.	Mrs. G. Anitha Bhanu	G. Anitha Bhanu
15.	Mrs. I. Addi Lakshmi	I. Addi Lakshmi
16.	Mrs. B. Maha Lakshmi	B. Maha Lakshmi
17.	Dr. Sunita Margaret Priyanka	Sunita Margaret Priyanka
18.	Mrs. G. Vijaya Lakshmi	G. Vijaya Lakshmi

19.	Mr. D. Simon	Sh. J
20.	Mrs. D. Sandhya Rani	D. Sandhya Rani
21.	Mr. S. M. Subhani - Commerce	S. M. Subhani
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. Thansi	T. Thansi
26.	Mrs. S. Sireesha	S. Sireesha
27.	Mr. G. Bala Shaw Reddy	G. Bala Shaw Reddy
28.	Mrs. D. Anitha	D. Anitha
29.	Mrs. D. Swarna Chavani Rai	D. Swarna Chavani Rai
30.	Mrs. D. V. Rumanama	D. V. Rumanama
31.	Mrs. B. Usha Rani	B. Usha Rani
32.	Mrs. G. Thima Bindu	G. Thima 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