



ST.ANN'S COLLEGE FOR WOMEN

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

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

Criteria: I

Metric: 1.1.1



Criterion –I

1.1.1 Curriculum Planning and Implementation

College Meeting Minutes 2019-20

Staff Meeting

DATE 05 06 2019

A meeting was convened by the Principal and Correspondent Dr. Sr. Fatima Pani, P on 5th June 2019 in College Seminar Hall at 10 A.M 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) Announcements 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.

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 Timetable 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 Plans & Lesson Plan Registers to the Principal at the weekend for verification and signatures.

Class Inchanges List is announced and Inchanges 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 lecturers 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 good health and peace of mind to discharge their duties successfully throughout the Academic Year.



Dr. So. Festina Rani
5/1/2019
PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR

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

S.No	Name of the Lecturer	Signature
12.	Mrs. B. Joyce (HOD)	Bm
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	Skm ki
22.	Mrs. M. Anjana Devi	M. Anjana Devi
23.	Mr. k. Ananada kumar	k. A
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. B
31.	Mrs. D. Anitha	D. Anitha
32.	Mrs. D. Swarna charani Rai	D. S. C. R
33.	Mrs. B. usha Rani	B. usha Rani
34.	Mrs. D. V. Ramanama	D. V. R
35.	Mrs. p. prameela	p. Prameela
36.	Mrs. J. Durga Bhavani	J. Durga Bhavani
37.	Mrs. G. Radhika	G. Radhika
38.	Mr. P. L. Narasimha Rao	P. L. N. R
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 4th 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 25th 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 25th 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 classmate

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 Sister advised the Teaching faculty regarding Teaching, Learning and Evaluation Process. She also stated that this points 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 decisions. Here, she quoted the words of Beth on creativity.

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

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

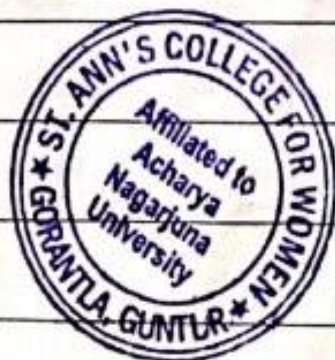
The Stake-holders have to know about our college and the students have to feel in what way our college is different from other colleges. The Lecturers have to assure the parents that the college is for "quality".

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. S. Pratima Ramesh
PRINCIPAL 4/10/2019
St. Ann's College for Women
GORANTLA, GUNTUR

S.No	Name of the Lecturer	Signature
01.	Mrs. R. Sharon Rose (vice principal)	Rhos
02.	Mrs. J. prameela Rani (HOD)	JPR
03.	Mr. S.M. Subani (HOD)	
04.	Dr. J. pratapa Reddy (HOD)	JPR
05.	Mr. ch. Rama Rao (HOD)	
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)	KV
10.	Mrs. p. Sandhya	P. Sandhya
11.	Mrs. G. Anitha Bharu (HOD)	Ans
12.	Mrs. M. P. Praveena	P. Praveena
13.	Mrs. T. Adi lakshmi (HOD)	T. Adi lakshmi (HOD)
14.	Sr. Margaret priyanka	Sr. Margaret Priyanka
15.	Mrs. B. Joyce. (HOD)	Bon
16.	Mrs. G. Saroja	G. Saroja.
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	Skmi
22.	Mrs. M. Anjana Devi	M. Anjana Devi
23.	Mr. k. Anarada kumar	K. Anarada
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 katha	V. Sireesha Katha
29.	Miss. G. Neelavathi	G. Neelavathi
30.	Mr. G. Bala Shova Reddy	BS
31.	Mrs. D. Anitha	D. Anitha.

Staff Meeting

DATE

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Venue - Conference Room
Date - 4 March 2020

Agenda

1. Updation of NAAC Work
2. ANU II, IV and VI Semeste'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

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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.

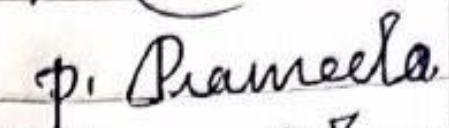


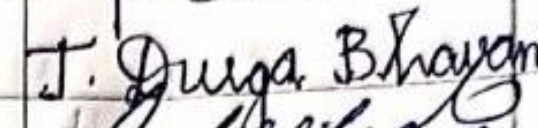
Dr. S. Fatima Raju
4/3/2020
PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR

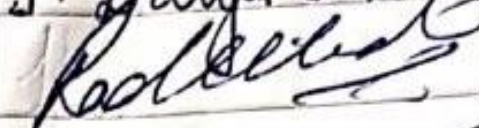
S.No	Name of the Lecturer	Signature
01	Mrs. R. Sharon Rose	R Sharon
02	Mrs. J. Pramela Rani	J. Pramela
03	Mr. Ch. Rama Rao	Ch. Rama Rao
04	Dr. J. Pratapa Reddy	J. Pratapa Reddy
05	Mrs. K. Vanaja	K. Vanaja
06	Mrs. P. Rajeswari	P. Rajeswari
07	Mrs. M. Usha Rani	M. Usha Rani
08	Mrs. G. Saroja	G. Saroja
09	Mrs. K. 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. I. Adi Lakshmi	I. Adi Lakshmi
14	Sr. Margaret Priyanka	Sr. 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 Show Reddy	G. Bala Show 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

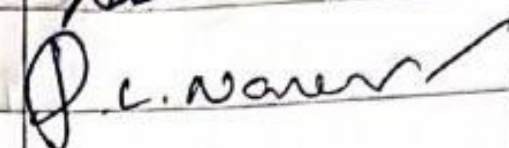
S.No.	Name of the lecturer	Signature
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33	Mrs. D.V. Ramanama	
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34	Mrs. P. Prameela	
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35	Mrs. J. Durga Bhavani	
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36	Mrs. G. Radhika	
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37	Dr. P.L. Narasimha Rao	
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38	Mrs. G. Yashodhara	
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Staff Meeting

DATE

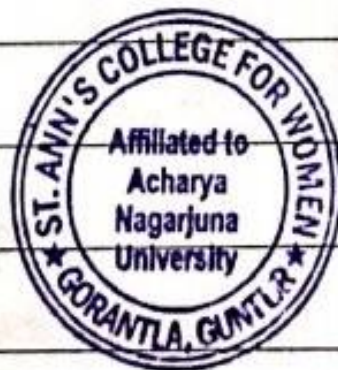
Venue - Conference Room
Date - 20 - March - 2020

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.

Therefore, Principal of College declared holidays from 20th March 2020. But from the next day onwards a complete lockdown of all educational institutions and corporate offices was issued.

The staff are advised to continue the updation of files of NAAC as "WORK FROM HOME".

20/3/2020



Dr. Sr. 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	Rohm
02	Mrs. J. Prameela Rani	Pr
03	Mr. Ch. Rama Rao	R
04	Dr. J. Pratapa Reddy	JPR
05	Mrs. K. Vanaja	K. Vanaja
06	Mrs. P. Rajeswari	P. Rajeswari
07	Mrs. M. Usha Rani	Usha
08	Mrs. G. Saroja	G. Saroja
09	Mrs. K. vidyadhari	KV
10	Mrs. P. Sandhya	P. Sandhya
11	Mrs. M. P. Praveena	P. Praveena
12	Mrs. G. Anitha Bhanu	AB
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	Simon
18	Mrs. D. Sandhya Rani	D. Sandhya Rani
19	Mr. S. M. Subani	SM
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. Swayna eharani rai	D. Swayna eharani rai
31	Mrs. B. Usha Rani	B. Usha Rani
32	Mrs. D. V. Ramaramma	D. V. Ramaramma

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	