



## **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 – 6.5.2**



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

#### **6.5.2 Quality Assurance of the Initiatives of the Institution Includes**

**IQAC Meeting Minutes : 2019-20**



Ph : 0863-2236470

# ST. ANN'S COLLEGE FOR WOMEN

(A Catholic Christian Minority Institution Affiliated to Acharya Nagarjuna University)  
(Recognized the College Under Section 2(f) of the UGC Act. 1956 - New Delhi)

AMARAVATHI ROAD, GORANTLA, GUNTUR - 522 034. A.P.

Meeting No : 1 / 2019 -20

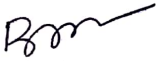
Date: 05.06.2019

## IQAC Meeting Notice

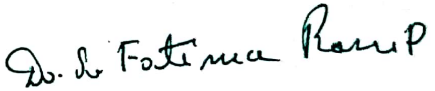
All the members of IQAC are informed that a meeting would be held on 07.06.2019 at 10.30 A.M in Principal's Chamber under the Chairmanship of Principal to discuss the following agenda.

### Agenda:

1. Confirmation of the Minutes of the previous meeting.
2. Review of the Results – Programme, Course and Individual Faculty wise.
3. University Academic Calendar 2019-20
4. Proposal of Annual Academic Plan of Action.
5. Curricular, Co - curricular and Administrative Committees list.
6. Status of Admissions.
7. Submission of Files and Registers.
8. Extension Activities.



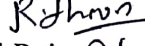
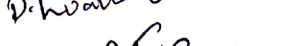
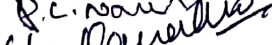
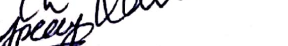
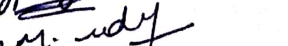
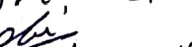
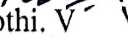
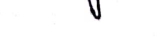
  
IQAC Coordinator



  
Principal

PRINCIPAL

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

1. Rev. Dr. Sr. Fatima Rani. P 
2. Mrs. B. Joyce 
3. Mrs. R. Sharon Rose 
4. Mrs. D. Swarna Charani Rai 
5. Dr. P. L. Narasimha Rao 
6. Mr. Ch. Rama Rao 
7. Dr. J. Pratapa Reddy 
8. Mrs. M. Usha Rani 
9. Mrs. G. Radhika 
10. Rev. Sr. Shalom Jyothi. V 



## Minutes of the IOAC Meeting

As per the notice circulated on 05-06-2019, the meeting was held on 7<sup>th</sup> June, 2019 at 10:30 a.m. at Principal's Chamber and the following members were present in the meeting.

## Members Present :

1. Rev. Dr. Sr. Fatima Rani. P. - Chair Person D. S. Felu
2. Mrs. B. Joyce - Coordinator B. Joyce
3. Mrs. R. Sharon Rose - Addl. Coordinator R. Sharon
4. Mrs. D. Swarna Charani Rai - Addl. Coordinator D. S. U. S.
5. Dr. P. L. Narasimha Rao - Member P. L. Narasimha Rao
6. Mr. Ch. Rama Rao - Member Ch. Rama Rao
7. Dr. J. Pratapa Reddy - Member J. Pratapa Reddy
8. Mrs. M. Usha Rani - Member M. Usha Rani
9. Mrs. G. Radhika - Member G. Radhika
10. Rev. Sr. Shalom Tyothi. V - Member V. Tyothi

Agenda 1: Confirmation of the Minutes of the previous meeting.

The Minutes of the previous meeting held on 19<sup>th</sup> September, 2018 was read by the coordinator Mrs. B. Joyce and they were resolved and approved.

Agenda 2: Submission of ANU Results of I/II/V semester Examinations.

The ANU results of II/IV/VI of 2018-19 semester and examinations were reviewed and the overall percentage of more than 90% was appreciated by the Chair Person and the remedial measures for backlog students were planned.

Agenda 3: University Academic Calendar 2019-20.

The academic calendar given by the Acharya Nagarjuna University has been considered for the implementation and some of the important days of the institution are to be included.

Agenda 4: Proposal of Annual Academic Plan of Action.

Mrs. R. Sharon Rose, Addl. Coordinator proposed the concerned HOD's of the departments to design the Annual Academic Plan of Action including Curricular and Co-Curricular activities of the Departments.

Agenda 5: Curricular, Co-curricular and Administrative Committees List.

Dr. Sr. Fatima Rani P, Chair Person read out the revised list of Curricular, Co-Curricular and Administrative Committees and class Incharges list of 2019-20.

Agenda 6: Status of Admissions.

Mr. Ch. Rama Rao, HOD Department of Physics put forth before the august members the status of admissions intake.

Agenda 7: Submission of Files and Registers.

Mrs. M. Usha Rani proposed the submission of academic and non-academic reports and files for the academic year 2019-20.



### Agenda 8 : Extension Activities.

Dr. J. Pratapa Reddy proposed the extension activities to be planned and executed by all the departments.

Action Taken report of IQAC first meeting held on 07-06-2019.

Plan of Action	Action Taken
Submission of ANU Results of I/III/V semester Examinations.	The best performance in the concerned courses were appraised and appropriate steps to improve the results of the programmes were resolved and the overall percentage of more than 90% was appreciated by the Chair Person and the remedial measures for backlog students were planned.
University Academic Calendar 2019-20.	It is resolved to adopt the same calendar without any changes and implemented.
Proposal of Annual Academic Plan of Action.	It is resolved to follow the action plan as regards Curricular and Co-curricular activities of the departments like project work, Extension lectures, workshops and seminars.
Status of Admissions	It is resolved to continue the admission procedure as per the norms of university and suggestions were given by the Chair person to get the maximum number of admissions in the programmes.

Submission of Files and Registers.

Academic and Non-Academic files and registers were submitted by HOD's and conveners and they were verified by the Principal.

Extension Activities.

The planned extension activities of the departments were submitted by the concerned HOD's and were resolved.

*Bgm*

Coordinator-IQAC

St. Ann's College for Women  
GORANTLA, GUNTUR-522034.

*Dr. S. Fathima Ravi*

PRINCIPAL

St. Ann's College for Women  
GORANTLA, GUNTUR-522034







# ST. ANN'S COLLEGE FOR WOMEN

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AMARAVATHI ROAD, GORANTLA, GUNTUR - 522 034, A.P.

Meeting No : 2 / 2019 -20

Date: 28/09/2019

## IQAC Meeting Notice

This is to inform you that a meeting will be held with Principal and IQAC members on 30/09/2019 at 10.30 a.m in Principal's chamber to discuss the following agenda.

### Agenda:

1. Confirmation of the Minutes of the previous meeting.
2. Preparation of files and documents necessary for NAAC
3. Quality in Teaching.
4. Conduction of Awareness Programmes.
5. Implementation of Community Extension Programmes.

*Bm*  
IQAC Coordinator



*Dr. S. Fatima Rani P*  
Principal

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

1. Rev. Dr. Sr. Fatima Rani. P
2. Mrs. B. Joyce *Bm*
3. Mrs. R. Sharon Rose *R Sharon*
4. Mrs. D. Swarna Charani Rai *D Swarna Charani Rai*
5. Dr. P. L. Narasimha Rao *P. L. Narasimha Rao*
6. Mr. Ch. Rama Rao *Ch. Rama Rao*
7. Dr. J. Pratapa Reddy *J. Pratapa Reddy*
8. Mrs. M. Usha Rani *M. Usha Rani*
9. Mrs. G. Radhika *Radhika*
10. Rev. Sr. Shalom Jyothi. V *VL Jyothi*

Minutes of the IQAC Meeting

As per the notice circulated on 28-09-2019, the meeting was held on 30<sup>th</sup> September, 2019 at 10:30 a.m. at Principals Chamber and the following members were present in the meeting.

Members Present:

1. Rev. Dr. Sr. Fatima Rani. P. - Chair Person Dr. Sr. Fatima P.
2. Mrs. B. Joyce - Coordinator B. Joyce
3. Mrs. R. Sharon Rose - Addl. Coordinator R. Sharon
4. Mrs. D. Swarna Charani Rai - Addl. Coordinator D. Swarna
5. Dr. P. L. Narasimha Rao - Member P. L. Narasimha Rao
6. Mr. Ch. Rama Rao - Member Ch. Rama Rao
7. Dr. J. Pratapa Reddy - Member J. Pratapa Reddy
8. Mrs. M. Usha Rani - Member M. Usha Rani
9. Mrs. G. Radhika - Member G. Radhika
10. Rev. Sr. Shalom Jyothi. V. - Member V. Jyothi

Agenda 1: Confirmation of the Minutes of the previous meeting

The minutes of the previous meeting held on 7<sup>th</sup> September, 2019 was read by the coordinator Mrs. B. Joyce and they were resolved and approved.



Agenda 2: Preparation of files and documents necessary for NAAC.

Mrs. D. Swarna Charani Rai proposed the documentation of NAAC files and registers for the period of five years.

Agenda 3: Quality in Teaching.

The Chair person Dr. Sr. Fatima Rani. P. had suggested the usage of ICT tools to improve effective teaching, learning and Evaluation Process.

Agenda 4: Conduction of Awareness Programmes.

Dr. P. L. Narasimha Rao proposed to conduct Anti ragging awareness and student progression activities.

Agenda 5: Implementation of Community Extension Programmes.

Organization of Community Extension Programmes were suggested by Sr. Shalom Jyothi. V.

Action Taken report of IQAC Second meeting held on 30-09-2019.

Plan of Action	Action Taken
Confirmation of the Minutes of the previous meeting.	The minutes of the previous meeting was approved and suggestions given by the members were accepted.
Preparation of files and documents necessary for NAAC.	Proposal of Documentation of files and registers for five years was authenticated by the Principal for circulation to the departments.
Quality in Teaching	The ICT tools like power point presentation E-Learning, video presentations in LMS, Downloading of E-material was utilized.

Conduction of Awareness Programmes.

Anti-Ragging awareness programme and Student Progression activities like Placement Drives was resolved and organized.

Implementation of Community Extension Programmes.

As a festival season began, Communal Programme like Milad-un-nabi, Christmas and Pongal were organized to share joy, love and kindness to the needy people of Gorantla village.

*R. S. R.*

Coordinator-IQAC

St. Ann's College for Women  
GORANTLA, GUNTUR-522034.

*Dr. S. Fatima Raza P*

PRINCIPAL

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







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AMARAVATHI ROAD, GORANTLA, GUNTUR - 522 034. A.P.

Meeting No : 3 / 2019 -20

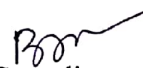
Date: 17.01.2020

## IQAC Meeting Notice

This is to inform you that a meeting will be held with Principal and IQAC members on 18.01.2020 at 3.00 p.m in Principal's Chamber to discuss the following agenda.

### Agenda:

1. Confirmation of the Minutes of the previous meeting.
2. Remedial Classes Conduction
3. Submission of reports of Annul activities conducted by the departments to the IQAC
4. AISHE Report submission
5. Any Other Matter

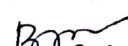
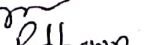
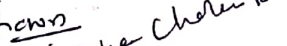
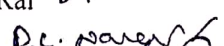
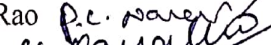

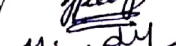
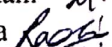
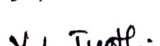
  
IQAC Coordinator



  
Principal

PRINCIPAL

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

1. Rev. Dr. Sr. Fatima Rani. P
2. Mrs. B. Joyce 
3. Mrs. R. Sharon Rose 
4. Mrs. D. Swarna Charani Rai 
5. Dr. P. L. Narasimha Rao 
6. Mr. Ch. Rama Rao 
7. Dr. J. Pratapa Reddy 
8. Mrs. M. Usha Rani 
9. Mrs. G. Radhika 
10. Rev. Sr. Shalom Jyothi. V 

Minutes of the IQAC Meeting

As per the notice circulated on 17-01-2020, the meeting was held on 18<sup>th</sup> January, 2020 at 3:00 p.m. at Principal's Chamber and the following members were present in the meeting.

Members Present :

1. Rev. Dr. Sr. Fatima Rani. P. - Chair Person *D.S. Felice*
2. Mrs. B. Joyce - Coordinator *Bm*
3. Mrs. R. Sharon Rose - Addl. Coordinator *Rdhan*
4. Mrs. D. Swarna Charani Rai - Addl. Coordinator *D. S. C. R.*
5. Dr. P. L. Narasimha Rao - Member *P. L. Narasimha Rao*
6. Mr. Ch. Rama Rao - Member *Ch. Ramakrishna*
7. Dr. J. Pratapa Reddy - Member *J. Pratapa Reddy*
8. Mrs. M. Usha Rani - Member *M. Usha Rani*
9. Mrs. G. Radhika - Member *Radhika*
10. Rev. Sr. Shalom Jyothi. V. - Member *V. S. Jyothi*

Agenda 1 : Confirmation of the Minutes of the previous meeting.

The agenda and plan of action of the previous meeting was read out by Mrs. B. Joyce, Coordinator and all the members of the committee confirmed them.



### Agenda 2: Remedial Classes Conduction.

The conduction of remedial classes are suggested by the Chair person Dr. Sr. Fatima Rani. P. and to be implemented by the faculty of all the departments.

### Agenda 3: Submission of reports of Annual activities conducted by the departments to the IQAC.

The agenda point to submit the reports of Annual activities conducted by the departments to the IQAC is initiated by Mrs. D. Swarna Charani Rai, Addl. Coordinator.

### Agenda 4: AISHE Report submission.

Dr. J. Pratapa Reddy proposed the submission of AISHE by the office administrative staff.

### Agenda 5: Any other matter.

The women empowerment activities like International Women's Day celebration, counselling sessions to the girl students, health and hygiene programmes are proposed by Mrs. G. Radhika.

Action Taken report of IQAC third meeting held on 18-01-2019.

Plan of Action	Action Taken
Confirmation of the Minutes of the previous meeting.	The minutes of the previous meeting was approved and suggestions given by the members were accepted.
Remedial Classes Conduction	The faculty of all the departments have planned the schedule of remedial classes for preparation of ANU Semester End Examinations to be held in the month of March 2020.

Submission of reports of Annual activities conducted by the departments to the IQAC.


Departmental Annual activity reports were submitted with the approval of the Principal.

AISHE Report submission.

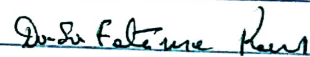
Office administrative staff completed the AISHE report and the Principal submitted in the portal.

Any other matter.

With regard to International Women's Day celebrated on 8<sup>th</sup> March, 2020, counselling sessions to the girl students were conducted by its committee members in the month of December 2019, Health and Hygiene programme were conducted by Coastal Care and Ramesh Hospitals.

  
Coordinator-IQAC

St. Ann's College for Women  
GORANTLA, GUNTUR-522034.

  
PRINCIPAL

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







# ST. ANN'S COLLEGE FOR WOMEN

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AMARAVATHI ROAD, GORANTLA, GUNTUR - 522 034, A.P.

Meeting No :4 / 2019 -20

Date: 20.03.2020

## IQAC Meeting Notice

This is to inform you that an Emergency Meeting will be held with Principal and IQAC members on 20.03.2020 at 3.00 p.m in Principal's chamber to discuss the following agenda.

### Agenda:

1. Closure of college due to Pandemic Covid -19.
2. Preparation of pending works of NAAC and Registers submission.
3. Cancellation of ANU –II/IV/VI Semester End Examinations.
4. Any Other Matter.

*Bm*  
IQAC Coordinator



*Dr. Sr. Fatima Rani*  
Principal  
PRINCIPAL  
St. Ann's College for Women  
GORANTLA, GUNTUR-522 034

1. Rev. Dr. Sr. Fatima Rani. P *Dr. Sr. Fatima Rani*
2. Mrs. B. Joyce *Bm*
3. Mrs. R. Sharon Rose *R.Sharon*
4. Mrs. D. Swarna Charani Rai *Dhara Charani*
5. Dr. P. L. Narasimha Rao *P.L. Narasimha Rao*
6. Mr. Ch. Rama Rao *Ch. Ramatho*
7. Dr. J. Pratapa Reddy *J. Pratapa Reddy*
8. Mrs. M. Usha Rani *M. Usha Rani*
9. Mrs. G. Radhika *Radhika*
10. Rev. Sr. Shalom Jyothi. V *v.L. Jyothi*

Minutes of the IQAC Meeting

As per the notice circulated on 20-03-2020, the meeting was held on 20<sup>th</sup> March, 2020 at 3:00 p.m. at Principals chamber and the following members were present in the meeting.

Members Present :

1. Rev. Dr. Sr. Fatima Rami. P - Chair Person D.S. Fatima ✓
2. Mrs. B. Joyce - Coordinator B.O. ✓
3. Mrs. R. Sharon Rose - Addl. Coordinator R.Sharon ✓
4. Mrs. D. Swarna Charani Rai - Addl. Coordinator D.Sw ✓
5. Dr. P. L. Narasimha Rao - Member P.L. Rao ✓
6. Mr. Ch. Rama Rao - Member Ch. Rama Rao ✓
7. Dr. J. Pratapa Reddy - Member J. Pratapa Reddy ✓
8. Mrs. M. Usha Rani - Member M. Usha Rani ✓
9. Mrs. G. Radhika - Member G. Radhika ✓
10. Rev. Sr. Shalom Tyothi. V. - Member V.A. Tyothi ✓

Agenda 1: Closure of college due to Pandemic Covid-19.

As per the order of Prime Minister Modi all the Educational Institutions are instructed to be closed.



Agenda 2: Preparation of pending works of NAAC and Submission of Registers.

Due to the sudden closure of the college, Chair person Dr. Sr. Fatima Rani P. advised the IQAC to forward the circular to the HOD's about the preparation of NAAC pending works at home.

Agenda 3: Cancellation of ANU - II / IV / VI Semester End Examinations. Mr. Ch. Rama Rao HOD Department of Physics and Controller of Examinations mentioned the notices of Acharya Nagarjuna University about the Cancellation of ANU - II / IV / VI Semester End Examination due to the sudden closure of Educational Institutions for Covid-19 pandemic situation.

Agenda 4: Any other matter:

Submission of uploaded documents of APHER and AICTE (ASERC), Hyderabad.

Action Taken report of IQAC fourth meeting held on 20-03-2020.

Plan of Action	Action Taken
Closure of college due to Pandemic Covid-19.	Due to imposition of Jamatha Curfew on 20th March, 2020 and following lockdown - 1 the college remained closed till the instructions of Government of A.P. given for Reopening.
Preparation of pending works of NAAC and Registers submission.	The faculty had taken the necessary files and registers to their homes to continue the completion of pending works.
Cancellation of ANU - II / VI / IV Semester End Examinations	The ongoing ANU - II / IV / VI Semester End Examinations were cancelled.

Any other matter.

The chair person and IQAC members uploaded academic and non-academic documents of UG and PG to ASERC and AICTE on 23<sup>rd</sup> March, 2020.

*B. J. S.*  
Coordinator-IQAC  
St. Ann's College for Women  
GORANTLA, GUNTUR-522034.

*Dr. S. Fatima Rameed*  
PRINCIPAL  
St. Ann's College for Women  
GORANTLA, GUNTUR-522034

