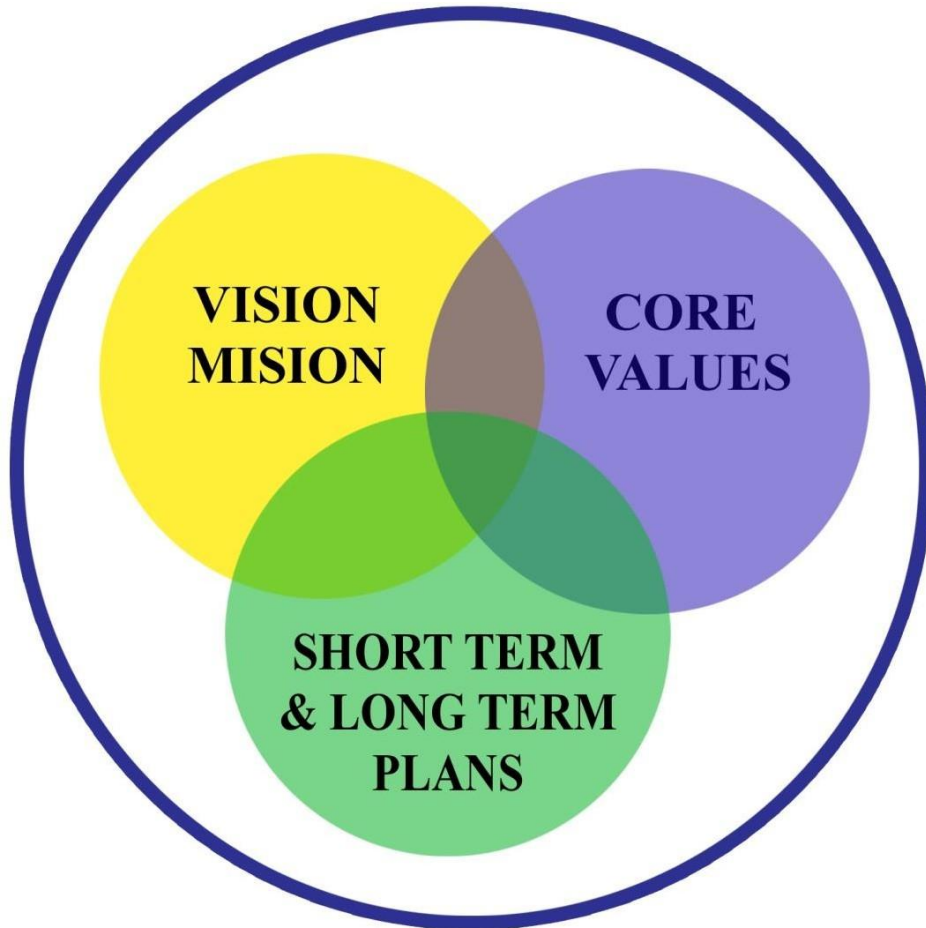


**ST. ANN'S COLLEGE FOR WOMEN,
MALKAPURAM, VISAKHAPATNAM-530011**

Document1:

Strategic Plan



Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-530011

VISION

We envisage the empowerment of young girls of today through value based holistic education to champion the cause of justice, peace, love, truth, and live in harmony with the nature and are ever open to future growth.

MISSION

St. Ann's College for Women through value based education empower the young girls who are Intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially acceptable who live in harmony with nature and God.

CORE VALUES

- ❖ Sensitivity
- ❖ Alertness
- ❖ Service
- ❖ God Consciousness
- ❖ Altruism / Compassion
- ❖ Universal brotherhood
- ❖ Religious Tolerance
- ❖ Emotional Maturity
- ❖ Intellectual Excellence
- ❖ Creative/ Critical Thinking
- ❖ Moral social responsibility
- ❖ Eco-friendliness
- ❖ Dignity of labour
- ❖ Ethical leadership



Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

Strategic Plan for Administration

Short Term Plans

- Crash courses
- Certificate Courses
- Adolescent Education
- Peer leadership Training Programme
- Regularization of staff
- Orientation for Staff
- Staff Developmental Programmes
- Academic – Invention / Selection of new group / Combination
- Alternation for Degree
- Personality Development of Student
- Free health medical check up to students
- Extension of service by the students to the needy
- Empowerment of young girls

Long Term Plans

- Extension of the building
- Digital and computerized library (Library Automation)
- Starting PG Courses
- Getting Autonomous Status
- Enhancing the communication Skills of the Students
- Campus Placement
- Introduction of new courses
- Well established counselling cell with trained counsellor
- APSSDC Programme
- Coaching for Competitive exam
- Strengthening Aluminae
- Modification Of Campus Interior



Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam.

ST. ANN'S COLLEGE FOR WOMEN,

MALKAPURAM, VISAKHAPATNAM-53001

Document 2:

Institute level Objectives

Institute Level Objectives

- **Holistic Education:** Our educational programme aims at the integrated development of the human person. As a catholic institution our attempt is to lead our students to various avenues of knowledge and help them to think creatively. We focus our attention to provide a sound, intellectual, spiritual, psychological, physical, moral, social, and cultural formation.
- **Academic Excellence:** In addition to textual knowledge, our educational institutions inculcate in the student's intellectual curiosity, habits of systematic work, personal quest for knowledge, critical and creative thinking and an aptitude for research.
- **Spiritual Education:** The Spiritual Education programmes are geared towards fostering in our students a high degree of awareness of God, self, others and the universe, religious tolerance, the capacity to face challenges and transcend suffering, the quality of being inspired by vision and values, and a sense of communion with all living beings.
- **Physical development:** Our curriculum includes a well- developed programme of physical development, sports and games, yoga and other outdoor exercise which helps to develop a healthy body, self-discipline, an attitude of grateful acceptance of one's life as a gift of God. It also promotes the spirit of teamwork.
- **Creative leadership:** Students are trained in leadership qualities to be inspiring persons with courage and inner strength and to take up responsibilities for the welfare of all.
- **Faith formation:** As directed by the founder, our institution has responsibility to make values of Jesus come alive in the life of Christian/Catholic students. With this in mind we facilitate Bible study and Catechism classes for Catholic students.
- **Value Education:** We prepare future citizens who would think and work for the motherland with the spirit of dedication, irrespective of their difference in caste, creed or religion. A balanced sense of values is fostered to prepare the students for different professions and for a meaningful life.

- **Universal Brotherhood:** The students are helped to be aware and accept that all are children of the same God, the Father who is the author and source of life and creation. Our educational programme enables the students to respect all religions. It creates awareness that the people of different religions are co-pilgrims guiding one another towards the one immanent and transcendent God.
- **Dignity of Labour:** Our educational programme fosters a healthy attitude towards manual labour and hard work. The staff and students take responsibility in keeping the school and surroundings clean. Every employee is treated with dignity and love.
- **Social Awareness:** The students are trained to have respect for the basic human dignity and human rights as well as deep compassion for the poor and downtrodden. We make them aware of the evils existing in the society and instil in them a sense of justice to establish a just society.
- **Eco- Friendliness:** Love and respect for Mother Earth is an important aspect of our educational endeavor. We help the children grow in harmony with nature. We encourage them to participate in beautifying the environment and preserving the richness of Mother Earth.



Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

6.2.1 The Institutional Strategic plan for Development of digital and computerised Library

Document No: 1

Approved SOP for Library

Standard Operating Procedures for the Library

Purchase of Library Books and their Filing in Shelves

STEP 1: Approval For The Book Purchase

1. Submission of list of books recommended by the teachers of different departments and students to the library.
2. Approval is taken for the recommended books by Librarian.
3. Finally, sanction is taken from the Principal of the college for purchase.

STEP 2: Order Placement and Physical Verification Of Purchased Books

4. Placing the order of books satisfying the terms and condition of the library.
5. Submission of challan by vendor along with the books.
6. Physical verification and checking of books received against the order.
7. Submission of bill by vendor to the college.

STEP 3: Processing of the Bill

1. Accessioning of books in the accession register of Library.
2. Finally, the bill is processed and submitted to accounts section, through principal for release of payment.


STEP 4: Technical Processing

1. Technical processing of the books including classification and cataloguing is done.
2. Then the books are placed in shelves according to their classification number by the library staff.

Note:

Placement of books in shelves for those books which are in circulation:

1. Books are returned at the circulation counter.
2. From there, the books are placed in shelves according to the classification number by library staff.


Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-14

Stock Verification of Library Books

STEP 1: Noting the Accession Number


1. Check card are issued to library staff for writing of accession number on them.
2. Staff note down accession number of books on check card for each book staff allotted to them.
3. While noting the accession numbers, books are physically checked and if the book is damaged/beyond repair is taken out of shelf,.

STEP 2: Verifying the stock through LIBWARE

1. Once the work of noting down of accession numbers of books is over, all the check cards are pooled together and arranged as per accession no.
2. The accession numbers are then input into an excel file.
3. Excel file uploaded on the LIBWARE (Library Management Software)
4. A report of list of missing books is generated using LIBWARE (Library management Software)

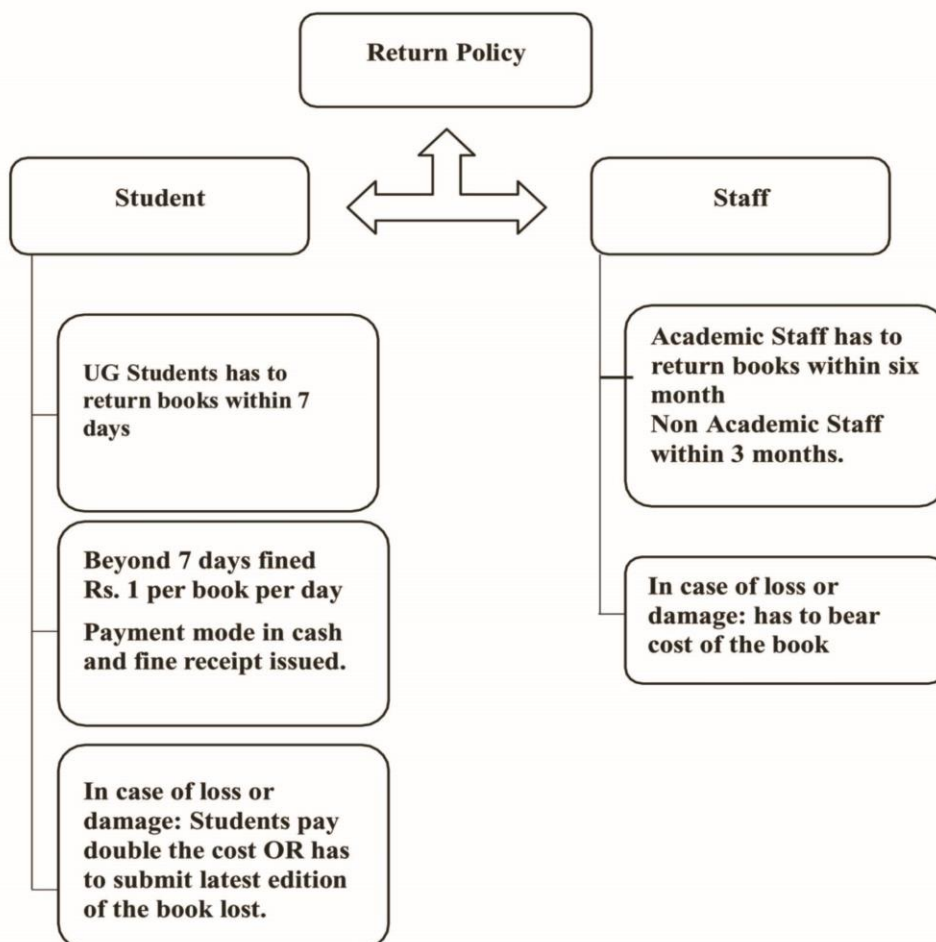
STEP 3: Re-verification of the missing books


1. List of books are again checked with collection.
2. The final list of missing books is reported to the Principal


Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

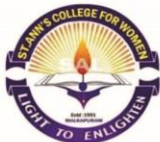
Circulation of Library Books

Flowchart for the Return Policy of Library Books




Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-14

Document No : 2 Approved Building & ILMS Details



ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

Recognized under 2(f) of the UGC Act, 1956

Malkapuram, Dist. Visakhapatnam, Andhra Pradesh 530011

Phone- 7993707565(O) 9441838484 (P)

Email: stannscollegevsp@gmail.com Website: www.stannscollegevizag.org

Approved library building details and ILMS

"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore, achieve and contribute to improving our quality of life" - Sidney Sheldon

Library in St. Ann's college, Malkapuram has been established in the year 1991, on first floor. It covers an area of about 1200 square feet. It is a collection of sources of information made accessible to a defined community. Our library provides physical and digital access to material. Collection of books, periodicals, newspapers, maps, ebooks are available. Books related to the subject English, Telugu, Maths, Physics, chemistry, botany, Zoology are available. Library also maintains Vocational subject books such as MPH (multipurpose health worker), MLT (medical lab Technology) and CSE (computer science education). Reference books related to History, Politics, Public administration, Civics and Commerce are well maintained. Science books related to the subjects Biotechnology, Biochemistry, Microbiology, Statistics and Computer science are acknowledged.

New age libraries provide high tech information. Act as clever communicators helping patron's dive in the oceans of information available in books and digital records.

S. R. Ranganathan - Father of Library

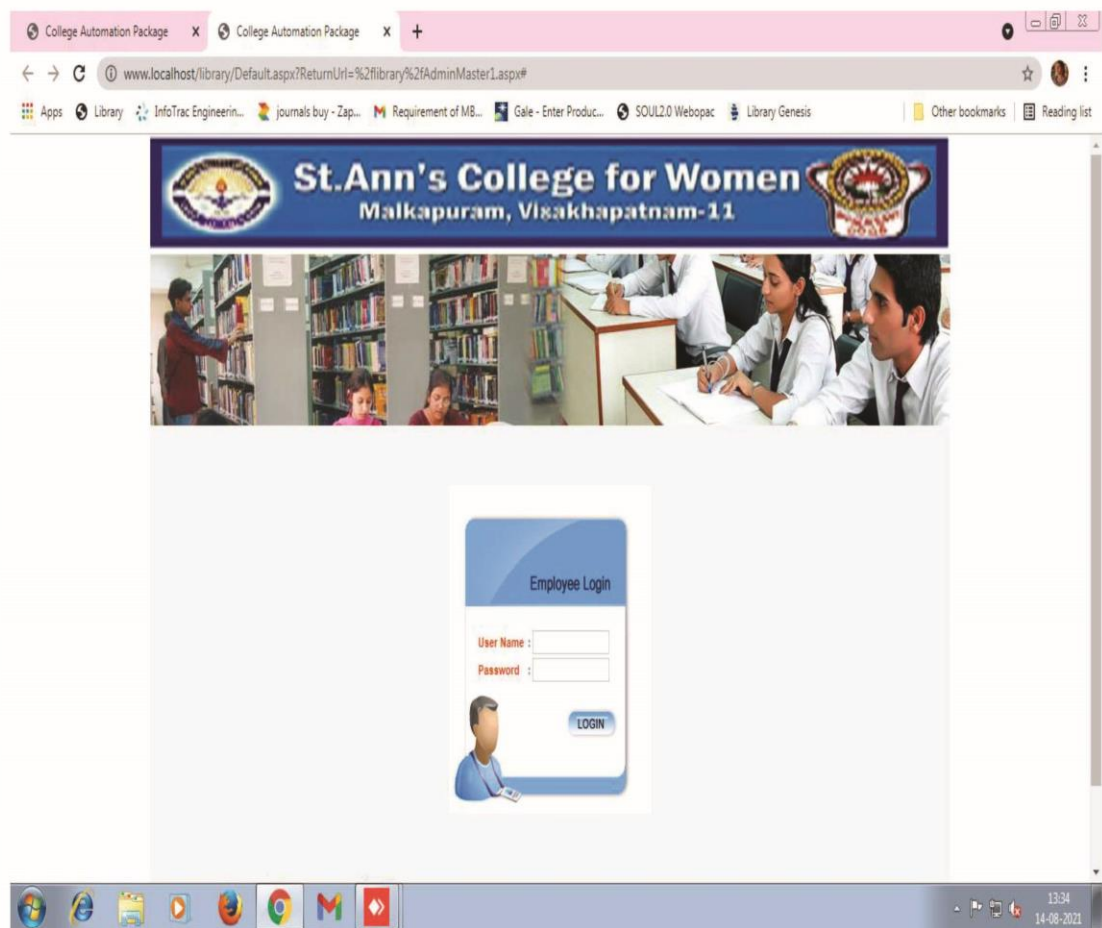
A 21st century librarian is required to be very much updated with technological changes. There are nearly 5560 books including manuals in our college. E cap software has been approved to our college in the year 2020. Online access of books issued and Returns to both students and faculty is implemented and in progress. N-list has been approved in the year 2021. Online access to the members and issue of e-resource, e-journals and e-books. Library SOP is accessed.



Principal

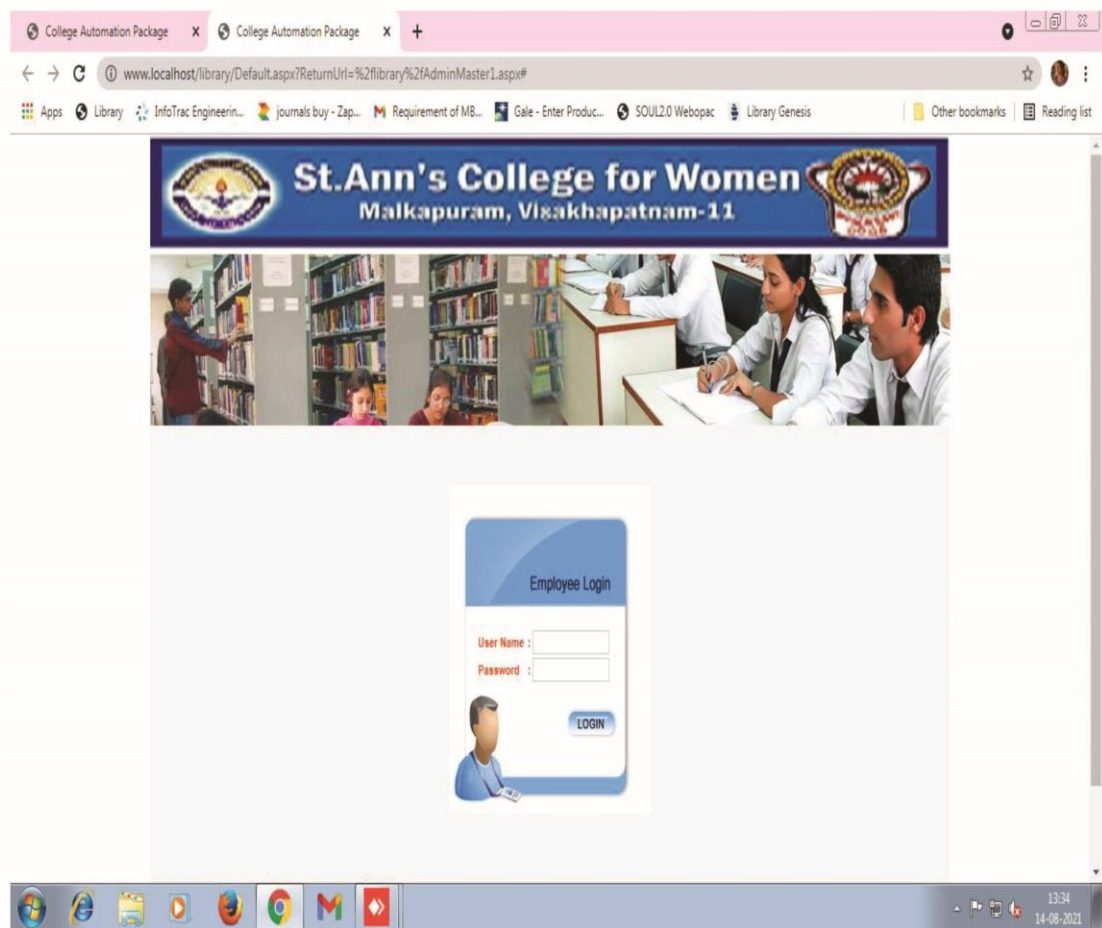
Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam...

Document No : 3 Approved Screen Shots of ILMS



S. Praveen
Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

Document No : 3 Approved Screen Shots of ILMS



S. Praveen
Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

College Automation Package x +

www.localhost/library/AdminMaster1.aspx#

Apps Library InfoTrac Engineerin... journals buy - Zap... Requirement of MB... Gale - Enter Produc... SOUL20 Webpac Library Genesis

Welcome to Freshers.

MASTERS LIBRARY

Welcome Administrator Change Password Log Out

LIBRARY

- BACK VOLUMES
- BARCHART
- BARCODES
- BLOCK/UN-BLOCK ISSUE
- BOOK STATUS
- BOOKBANK STUDENTS
- BOOKS
- BOOKS RESERVED
- BUDGET & EXPENDITURE
- CIRCULATION
- CROSS CHECK
- DEPT.LIBRARY
- DUES
- EDIT
- EQUIPMENT
- JOURNALS
- ORAC
- OTHERS
- PROJECTS
- PURCHASE ORDER

ONLINE PUBLIC ACCESS CATALOGUE

Search By: Accession No

Search Word: 201 Search

| SL.NO | TITLE | CALL.NO |
|-------|-------------|---------|
| 1 | Chart books | |

Search

10:51
06-08-2021

College Automation Package x +

www.localhost/library/AdminMaster1.aspx#

Apps Library InfoTrac Engineerin... journals buy - Zap... Requirement of MB... Gale - Enter Produc... SOUL20 Webpac Library Genesis

LIBRARY

- BACK VOLUMES
- BARCHART
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- JOURNALS
- ORAC
- OTHERS
- PROJECTS
- PURCHASE ORDER
- RECEIPTS
- REPORTS
- REQUISITION
- RULES

BOOK CIRCULATION

BOOK ISSUES BOOK RETURN BOOK RENEWAL

Student Staff

Roll Number: 3137 Go... Cancel

Name: TATAPUDI ANUSHA Course: B.Sc

Branch: mpc Semester: III Semester

Category: General Books Limit: 3

Issue Date: 06-08-2021

Due Date: 20-08-2021

Acc No: Go...

| SL.NO | ACC.NO | TITLE | AUTHOR | PUBLISHER | CALL.NO |
|-------|--------|-----------------------------------|---------------|---------------|---------|
| 1 | 3137 | The penguin dictionary of biology | M.Abercrombie | Penguin Books | Remove |

Issue Cancel

06 August 2021
Friday
10:54
06-08-2021

S. Praveen
Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

College Automation Package x x +

www.localhost/library/AdminMaster.aspx#

Apps Library InfoTrac Engineerin... Journals buy - Zap... Requirement of MB... Gale - Enter Produc... SOUL2.0 Webpac Library Genesis Other bookmarks

LIBRARY

- BACK VOLUMES
- BARCHART
- BARCODES
- BLOCK/UN-BLOCK ISSUE
- BOOK STATUS
- BOOKBANK STUDENTS
- BOOKS
- BOOKS RESERVED
- BUDGET & EXPENDITURE
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- EQUIPMENT
- JOURNALS
- ORAC
- OTHERS
- PROJECTS
- PURCHASE ORDER
- RECEIPTS
- REPORTS
- REQUISITION
- RULES

BOOK CIRCULATION

BOOK ISSUES BOOK RETURN BOOK RENEWAL


Student Staff

Employee Code : 20

Name : Miss.K.Triveni Designation : Faculty
 Department : bsc Books Limit : 4

Issue.Date : 06-08-2021
 Due.Date : 02-02-2022

Acc No :




| SL.NO | ACC.NO | TITLE | AUTHOR | PUBLISHER | CALL.NO |
|-------|--------|-------------------|-------------|-------------------|---------|
| 1 | 102 | The Doctor's wife | Brain moore | Dell publications | Remove |

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06-08-2021

S. Praveen
 Principal
 St. Ann's College for Women
 Maikapuram, Visakhapatnam-1

Document No : 4 Approved Geo tagged Photographs of Library



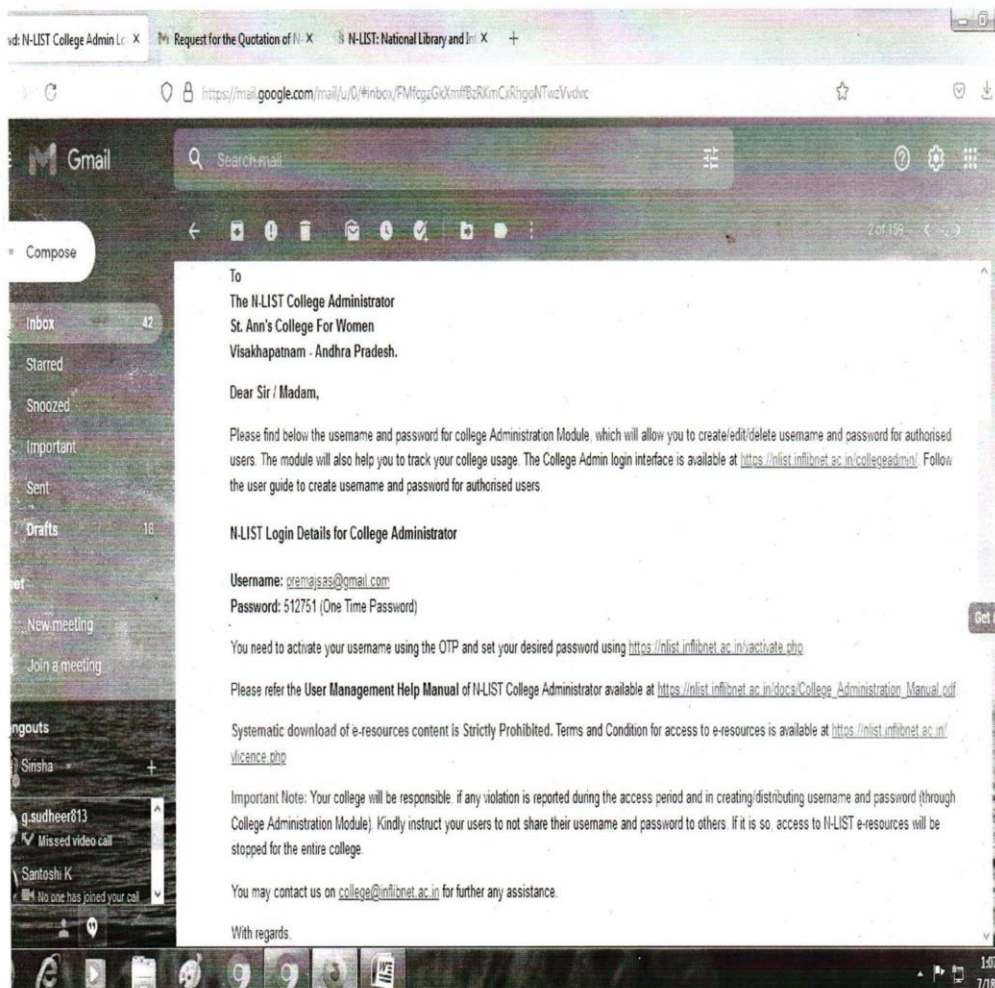

Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11



S. Prabh
Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

The Institutional Strategic plan for Development of digital and computerised Library (Inflibnet)

Document No – 1 : E Copy of the Letter of Subscription/ Membership




Dr. Paulina

Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam...

[Gmail](#) | [Request for the Quotation of...](#) | [N-LIST: National Library and In...](#)


<https://nlist.inflibnet.ac.in/veresources.php>


N-LIST
 National Library and Information Services
 Infrastructure for Scholarly Content
ensuring access to e-Resources to colleges in India

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| E-Journals (Fulltext) | E-Books |
|---|---|
| <ul style="list-style-type: none"> American Institute of Physics [18 titles] Annual Reviews [33 titles] Economic and Political Weekly (EPW) [1 title] Indian Journals [180+ titles] Institute of Physics [46 titles] JSTOR [2500+ titles] Oxford University Press [262 titles] Royal Society of Chemistry [29 titles] H. W. Wilson [3000+ titles] Cambridge University Press [224 titles] (2010-2016) | <ul style="list-style-type: none"> Cambridge Books Online [1800 titles] E-brary [185000+ titles] EBSCOHost-Net Library [936 titles] Hindustan Book Agency [65+ titles] Institute of South East Asian Studies (ISEAS) Books [382+ titles] Oxford Scholarship [1402+ titles] Springer eBooks [2300 titles] Sage Publication eBooks [1000 titles] Taylor Francis eBooks [1800 titles] Myilibrary-McGraw Hill [1124 titles] |


1:23 PM
7/18/2022

Dr. Paulina

Principal
 St. Ann's College for Women
 Malkapuram, Visakhapatnam.



Information and Library Network Centre
(An Autonomous Inter-University Centre of UGC)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र
(विश्वविद्यालय अनुदान आयोग का स्वतन्त्र अंतर विश्वविद्यालय केन्द्र)

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Proforma Invoice

Ref No.: INF/N-LIST/2021/7823

Date: 2021-06-04 05:30:54 (Website)
College GST No.: Not Available
College GST State Code: AP [28]

Name and Address of Subscriber

To
The Principal
St. Ann's College For Women
Ramakrishnapuram, Malkapuram
Visakhapatnam
Andhra Pradesh - 530011

| SR. No. | Membership Fee | Period of Membership | Amount In Rs |
|---------|------------------------------|--------------------------|------------------|
| 1 | N-LIST Annual Membership Fee | April 2021 to March 2022 | 30,000.00 |
| | | CGST@0.00% | 0.00 |
| | | SGST@0.00% | 0.00 |
| | | IGST@18.00% | 5,400.00 |
| | | Total | 35,400.00 |

Rupees Thirty Five Thousand Four Hundred Only

GSTIN: 24AAAT11480J1Z5

You are requested to send annual membership fee along with proforma invoice. The Annual Membership fee shall be paid through

- Demand Draft in favour of 'INFLIBNET-NLIST' Account payable at Gandhinagar
- RTGS/NEFT fund transfer to INFLIBNET-NLIST Account as per the details given below:

Beneficiary Name: INFLIBNET - NLIST Account
Bank Name: State Bank of India
Branch: Infocity, Gandhinagar
Bank Address: Unit GWGF/2, Ground Floor, Infocity, Gandhinagar, Gujarat
Bank Account No: 31104082931
IFSC Code: SBIN0012700
MICR Code: 380002151

Important Note:

1. In case of RTGS/NEFT payment, kindly send the payment details viz UTR No., date of payment to INFLIBNET Centre through email at paymentinfo@inflibnet.ac.in or letter to INFLIBNET Centre Gandhinagar.
2. Annual Membership Fee is non-refundable.

Sincerely Yours


Ashok Kumar Rai
Scientist - E (CS)

Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA
इन्फोसिटी, पो.बो. नं. ४, गांधीनगर - ३८२००७, गुजरात (भारत)
Ph.: +91-79-23268000, Fax : +91-79-23268222, <http://www.inflibnet.ac.in>



Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam

Ph. No. 0891 -2758534

ST. ANN'S COLLEGE FOR WOMEN

Affiliated to Andhra University, Rc.No. CII(3) 282/91, Dated: 05-10-1991

Malkapuram, Visakhapatnam-530011

Ref. No:.....

Date: 5/06/2021

To,

INFLIBNET Centre
Infocity, Opp. DAIICT
Gandhinagar-382007, Gujarat.

Sub: - Subscription for the INFLIBNET - NLIST online resources to this academic year.

We here with mentioned through NEFT UTR bearing No: FDRLH21155366680 dated 04.06.2021 for Rs. 35,400/- Drawn on Federal Bank, in your favour 'INFLIBNET - NLIST' Account payable at Gandhinagar, towards Subscription for the following NLIST online resources.

| Sl. No. | Name of the Journals | Frequency | Amount |
|---------|--|---------------|-----------|
| 01. | National Library and Information Services Infrastructure of Scholarly Content (N - LIST) | Academic year | 35,400.00 |

Please acknowledge the receipt and arrange to send your above mentioned online resources regularly to the following address.

Thanking you



Yours faithfully,

PRINCIPAL

Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

Ph. No. 0891 -2758534

ST. ANN'S COLLEGE FOR WOMEN

Affiliated to Andhra University, Rc.No. CII(3) 282/91, Dated: 05-10-1991
Malkapuram, Visakhapatnam-530011

Ref. No:.....

Date: 9/6/2021.....

To
INFLIBNET Centre,
Infocity, Opp. DAIICT,
Gandhinagar - 382 007, Gujarat

Authorization letter of college administrator for N-LIST

Dear Sir,

I hereby authorise Mr. / Mrs. / Shri / Smt. **Dr. Sr. Prema Kumari**
Designation **PRINCIPAL** Dept. **BOTANY** as college administrator for NLIST. He
/ She is authorised to create user IDs and Passwords for faculties, staffs and
students of the college. His / Her e-mail ID and phone number is as below.

E-mailID: **premajsas@gmail.com**
Phone. **9441838484**

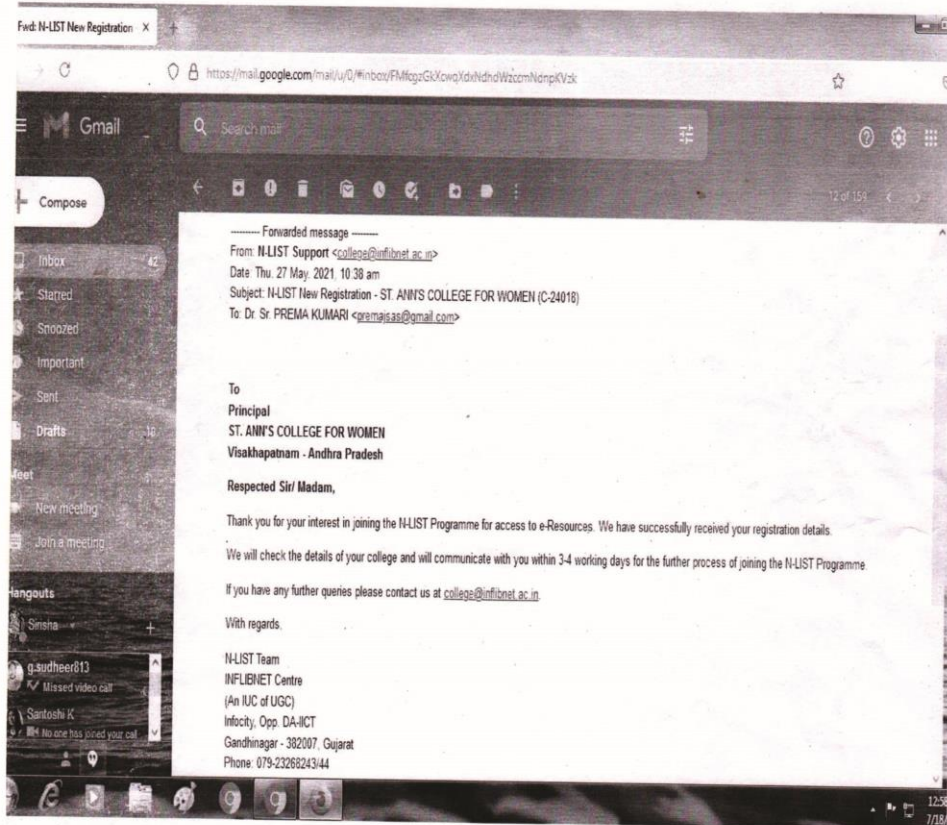
With regards,



Signature.....*Dr. Prema Kumari*.....

(Principal)

Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11



Sr. Prema

Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam

Fwd: Acknowledgement New X

https://mail.google.com/mail/u/0/#inbox/FMfcgzGkXdCRnmkRuzNtQHhQSFvMkK

Gmail

Compose

Inbox 42

Starred

Snoozed

Important

Sent

Drafts 18

Meet

New meeting

Join a meeting

Hangouts

Sinsha

g.sudheer813

Missed video call

Santoshi K

Missed video call

Principal
St. Ann's College For Women
Visakhapatnam - Andhra Pradesh

Respected Sir/ Madam,

We are pleased to welcome your college as a new member of the N-LIST Programme subsequent to successful registration. The N-LIST programme is funded by MHRD as a college component under the e-ShodhSindhu Consortium. It provides access to more than 6000+ e-journals, 1,99,500+ e-books through N-LIST and 6,00,000 e-books through NDJ. The resources are accessible from <https://nlist.inflibnet.ac.in> using a unique username and password provided to each user.

For accessing the e-Resources, your college has to pay the annual membership fee of Rs. 35,400.00 (including 18% GST). You can download the Proforma Invoice ([Click Here](#)) from N-LIST website and make the payment through Demand Draft(DD) in favour of INFLIBNET-NLIST Account payable at Gandhinagar or RTGS/NEFT fund transfer to INFLIBNET-NLIST Account. Bank account details mentioned in a proforma invoice.

Upon receipt of payment, you will be provided an Administrative Login for the N-LIST Programme. For the administrative login, please send a separate email along with an authorization letter(docx) to college@inflibnet.ac.in. N-LIST College Administrator's Username and Password will be created based on the details provided in the authorization letter. College Administrator can create the username and password for their faculty members and students.

Important Note: Kindly note that subscription period starts from 1st April to 31st March. Colleges who are enrolled in the mid of the subscription year, may note that the membership period will be valid till 31st March. There is no provision of refunding the membership fee once paid.

You may contact us on college@inflibnet.ac.in for further queries.

With regards,
N-LIST Team
INFLIBNET Centre
(An IUC of UGC)
Infocity, Opp. DA-ICT
Gandhinagar - 382007, Gujarat

Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam, AP