



ST. ANN'S COLLEGE FOR WOMEN (AUTONOMOUS): MALAKAPURAM

1ST GOVERNING BODY MEETING

30th September 2024

Time: 10.00 a.m.

Venue: Fr. Wilhelm Meyer's Hall

I. Introduction

Agenda Point 1: Prayer

Agenda Point 2: Welcome

Agenda Point 3: Review of the activities of the College

II. Academic Aspects

Agenda Point 4: Presentation of resolution ratified by the Academic Council

Agenda Point 5: Academic Calendar for the AY 2024-25

III. Administrative Aspects

Agenda Point 6: Ratification of appointment of Administrative Officials

- Appointment of Academic Coordinator Mrs. G Lalitha and Asst. Academic Coordinators Mrs. Jayasri Puli for 2024-27
- Appointment of Controller of Examinations Sr. Janice & Deputy Controllers of Examinations Dr. . Adi Seshu Gidugu for 2024-27
- Appointment of members to the Finance Committee for the FY2024-27
- Constitution of IQAC

IV. Financial Aspects

Agenda Point 7: Resolutions adopted in the Finance Committee Meeting held on 26th September 2024.

Agenda Point 8: Financial Aspects

V. Conclusion

Agenda Point 9: Any other items with the permission of the chair

Agenda Point 10: Presidents Remark

Agenda Point 11: Vote of thanks



ST.ANN'S COLLEGE FOR WOMEN (AUTONOMOUS)

ACCREDITED WITH NAAC 'A' GRADE

RECOGNIZED UNDER 2(F) & 12(B) OF THE UGC ACT, 1956

Malkapuram, Visakhapatnam, andhrapradesh- 530011, phone: 7993707565(O), 9441838484 (P)

email: stannscollgvp@gmail.com website www.stannscollegevizag.org

Governing Body Members

S.No	Name of the Member	Nomination	Signature
1.	Sr. Sandrina Provincial Superior St. Ann's Society Visakhapatnam Province	President	<i>Sr. Sandrina</i>
2.	Sr. Gisela Correspondent St. Ann's College for Women (A) Visakhapatnam	Correspondent	<i>Sr. Gisela</i>
3.	Dr. Sr. Prema Kumari Principal, St. Ann's College for Women (A) Visakhapatnam	Principal / Member Secretary	<i>Dr. Prema Kumari</i>
4.	Sr. Janice Assistant Professor St. Ann's College for Women (A) Visakhapatnam	Member Nominated by Management	<i>Mr. Janice</i>
5.	Sr. Kaslin Juliet Assistant Professor St. Ann's College for Women (A) Visakhapatnam	Member Nominated by Management	<i>Sr. Kaslin</i>
6.	Sr. Shara Rani Provincial Secretary, Society of St. Ann's Visakhapatnam Province	Management Representative	<i>Sr. Shara</i>
7.	Prof. S. Haranadh HOD, Dept. of Social Work & NSS Program Coordinator Andhra University, Visakhapatnam.	State Govt. Nominee from APSCHE (Andhra Pradesh State Council of Higher Education)	<i>S. Haranadh</i> 30/9/2024



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S.No	Name of the Member	Nomination	Signature
8.	Dr. T. Usha Madhuri Associate Professor Andhra University, Visakhapatnam.	University Nominee from Andhra University.	<i>T. Usha Madhuri</i>
9.	Fr. Dr. Sahaya Raj Correspondent, Andhra Loyola College, Vijayawada	Educationist	<i>M. Sahaya Raj</i>
10.	Prof. M. Trinadh Former Principal, KGRL College, Bhimavaram	Academician	<i>Trinadh</i>
11.	Mrs. G. Lalitha Assistant Professor St. Ann's College for Women (A) Visakhapatnam	Staff Member Nominated by Principal	<i>Lalitha</i>
12.	Mrs. P. Jayasri Assistant Professor St. Ann's College for Women (A) Visakhapatnam	Staff Member Nominated by Principal	<i>Jayasri</i>



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Governing Body meeting was held on 30th September, 2024 at 10.00 a.m. in Fr. Wilhelm Meyer Seminar hall.

Members of the Governing Body:

S.No.	Name	Position
1.	Sr. Sandrina Provincial Superior Society of Sisters of St. Ann Visakhapatnam Province	Chairperson
2.	Sr. Gisela Correspondent St. Ann's College for Women (A) Visakhapatnam	Correspondent Management Representative
3.	Dr. Sr. Prema Kumari Principal St. Ann's College for Women(A) Visakhapatnam	Principal, Member Secretary
4.	Sr. Janice Assistant Professor St. Ann's College for Women(A) Visakhapatnam	Member, Nominated by Management, Controller of Examination
5.	Sr. Kaslin Juliet Assistant Professor St. Ann's College for Women (A) Visakhapatnam	Member, Nominated by Management IQAC Coordinator
6.	Sr. Shara Rani Provincial Secretary Society of Sisters of St. Ann Visakhapatnam Province	Management Representative
7.	Prof. Dr. S. Haranadh HoD, Dept. of Social Work & NSS Program Coordinator Andhra University, Visakhapatnam	State Govt. Nominee from APSCHE(Andhra Pradesh State Council of Higher Education)
8.	Prof. T. Usha Madhuri Associate Professor Andhra University, Visakhapatnam	University Nominee from Andhra University
9.	Dr. Fr. Sagaya Raj SJ Correspondent, Andhra Loyola College, Vijayawada	Educationist
10.	Prof. M. Trinadh Former Principal, KGRL College, Bhimavaram	Academician
11.	Mrs. G. Lalitha Assistant Professor St. Ann's College for Women(A) Visakhapatnam	Staff member, Nominated by Principal
12.	Mrs. P. Jayasri Assistant Professor St. Ann's College for Women(A) Visakhapatnam	Staff member, Nominated by Principal

Agenda:

AgendaPoint1: Invocation–Sr.Janice the Controller of the examination

AgendaPoint2: Welcome –Rev.Sr.Sandrina SAL- Chairperson

AgendaPoint3:ReviewoftheactivitiesoftheCollege–Dr.Sr.PremaKumari–Principal

AgendaPoint4: Presentation of resolution ratified by the Academic Council–
Mrs. Jayasri–Academic Coordinator

AgendaPoint5: Academic Calendar for the Academic Year -2024-25

AgendaPoint6: Ratification of appointment of Administrative Officials

- Appointment of Academic Coordinator Mrs. G. Lalitha and Asst. Academic Coordinator - Mrs. Jayasri Puli for 2024-27
- Appointment of Controller of Examinations Sr. Janice and Deputy Controller of Examinations Dr. AdiSeshu Gidugu for 2024-27
- Appointment of members to the Finance Committee for the Financial Year -2024-27
- Constitution of IQAC

Agenda Point 7: Resolutions adopted in the Finance Committee Meeting held on 26th September 2024 and Financial Aspects- Dr. Sr. Prema Kumari –Principal

AgendaPoint8: Any other items with the permission of the Chairperson

AgendaPoint9: Chairperson's Concluding Remark -Rev. Sr. Sandrina SAL-Chairperson

AgendaPoint10: Vote of thanks–Rev. Sr. Gisela SAL–Correspondent

Minutes:

AgendaPoint1: Invocation

The meeting began with a prayer led by Sr. Janice, invoking the blessings and guidance of the Almighty.

AgendaPoint2:Welcome

- Sr. Sandrina, Chairperson of the Governing Body, warmly welcomed everyone to the 1stGoverning Body meeting. She expressed her appreciation for their presence and formallyauthorizedthe Principal, Dr.Sr.Prema Kumari, to conductthemeeting.
- Mrs. Jayasri gave a brief introduction of the Governing Body members and Dr. Sr. Prema Kumari welcomedthemwith asapling andadiary,symbolizing growthandthe pursuitof knowledge.

AgendaPoint3: Review of the activities of the College

Dr. Sr. Prema Kumari, the Principal, provided a detailed over view of the college's

history, tracing its journey from its establishment to the present. She highlighted the institution's founding vision and mission to empower students through academic excellence, ethical values, and a strong commitment to social responsibility.

The Principal spoke about the various services offered by the college, including academic programs, extracurricular activities, and student support services aimed at nurturing talent and leadership. The Principal also shared the college's numerous achievements over the years, such as high academic performance, community outreach initiatives, and recognition at national and international levels, all of which contribute to the institution's esteemed reputation.

Agenda Point 4: Presentation of resolution approved by the Academic Council

Mrs. Jayasri presented the minutes of the Academic Council meeting, which were reviewed and formally ratified by the Governing Body members.

Agenda Point 5: Ratification of Academic Calendar for the Academic Year 2024-25

The Academic Calendar of 2024-25 was ratified along with examination and evaluation pattern for the Autonomous College by the Governing Body members.

Agenda Point 6: Ratification of appointment of Administrative Officials

The following administrative appointments were ratified with the approval of the Governing Body members:

- o Mrs. G. Lalitha as the Academic Coordinator and Mrs. Jayasri Puli as the Assistant Academic Coordinator for the term 2024-2027.
- o Sr. Janice as the Controller of Examinations and Dr. Adi Seshu Gidugu as the Deputy Controller of Examinations for the term 2024-2027.
- o Appointment of members to the Finance Committee for the financial year 2024-2027.
- o Constitution of the Internal Quality Assurance Cell (IQAC).

Agenda Point 7: Resolutions adopted in the Finance Committee Meeting held on 26th September 2024 and Financial Aspects

During the discussion on financial matters, the proposed budget was carefully reviewed. Fr. Sagaya Raj S.J. commended the allocation of 87% of the budget towards the operational expenses of the college. He further suggested that, in addition to ESI, the college should introduce a health scheme for the staff.

The approved budget of the Financial Year 2024-25 is ratified by the Governing Body.

He also recommended the following initiatives:

1. Establish a corpus fund to provide scholarships for deserving students.
2. Create a research fund to promote research among lecturers and students, offering seed money to support doctoral studies.
3. Set up a College Development Fund to aid in the institution's long-term growth and development.

Voice of the esteemed members of the Governing Body:

The esteemed Governing Body member, Fr. Sagaya Raj, shared several valuable recommendations for the college's development and future growth:

1. MCA and MBA courses could be introduced, as they are currently in high demand.
2. Establish an incubation center to foster innovation and entrepreneurship. Regarding the establishment of an incubation center, Mrs. Lalitha provided an update on the initiatives already undertaken to support this endeavor.
3. Enter into Memorandums of Understanding (MoUs) with Mahila Mandals to implement self-help programs for women.
4. Build relationships with the Blind Foundation and Thanam Foundation to seek support for handicapped and blind children, referring to Dr. Sahaybhaskaran from Loyola College.
5. Engage with companies to obtain Corporate Social Responsibility (CSR) funds for various projects.
6. Appoint coordinators for the NAAC (National Assessment and Accreditation Council) and IQAC (Internal Quality Assurance Cell).
7. Establish a POCSO (Protection of Children from Sexual Offenses) Grievance Cell to address related issues.
8. Appoint a dedicated counselor for students to offer guidance and mental health support.

The esteemed Governing Body member, Prof. Dr. S. Haranadh said

- The college should regularly assess its growth and ensure proper documentation through the Annual Quality Assurance Report (AQAR) to achieve a favorable grade during the Self-Study Report (SSR) evaluation.
- CSR projects are available, and he offered his guidance to help the college secure these opportunities.

Prof. T. Usha Madhuri, an esteemed member of the Governing Body, inquired about the number of certificate courses offered and their availability to both students and external participants.

Prof. M. Trinadh, another esteemed member of the Governing Body, praised the college's initiatives and activities, offering his full support for its continued success.

Agenda Point 9: Presidents concluding Remark

The President officially declared, after consultation with the Governing Body members, that the approved resolution forwarded by the Academic Council was solemnly and unanimously ratified.

Approved Proposals ratified by the Governing Body

- 20% of syllabus change in I and IInd Semester by BOS
- Academic Calendar 2024-25
- Increasing of intake in the programme that have more demand (BBA, BCA etc.)
- Approval of budget for 2024-25
- Starting B.Sc. Artificial Intelligence (AIML), B.Sc. MLT, and B.Sc. Agriculture and Rural Development in the upcoming academic year, with an intake of 30 students percourse.
- Postgraduate Programs: Postgraduate courses MBA, MCA are proposed for the upcoming Academic Year 2025-26will be introduced in the upcoming academicyear.

Course Removal: Social Work and Tourism courses will be discontinued due to lack of admissions and less demand for the same.

Evaluation System:

- The evaluation system uses a **40-60 format**, with **40 marks** for Mid-Semester Examination and **60 marks** for End-Semester Examination.
- **25% of the average** of the scores from Mid-Sem-I (40m) & II (60m) is included in the final valuation. Additionally, **5 marks** each are awarded for assignments/ certificate courses, attendance, and oral assessments.

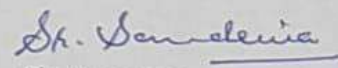
Sr. Sandrina, Chairperson of the Governing Body, expressed her gratitude for everyone's contributions and support. She reaffirmed her ongoing commitment to the college, stating that she will always be a source of support for its endeavors.

Agenda Point 10: Vote of thanks

- The meeting concluded on a gracious note with a heartfelt vote of thanks delivered by Sr. Gisela, the Correspondent of the college. She expressed her deep gratitude to all the members of the Governing Body for their valuable time, insightful contributions, and unwavering support.

The meeting was adjourned at 11:45 a.m.


Secretary


Chairperson