



**ST. ANN'S COLLEGE FOR WOMEN (AUTONOMOUS)
MALKAPURAM
2nd GOVERNING BODY MEETING**

04th April 2025

Time: 02.00 p.m.

Venue: Auditorium

AGENDA

I. Introduction

1. Invocation – Sr. Shara- Provincial Secretary – St. Ann's Society
2. Welcome – Sr. Sandrina – Provincial Superior, St. Ann's Society - Chairperson
3. Presentation and Approval of minutes of the previous meeting – Sr. Kaslin- IQAC Coordinator
4. Brief review of the Academic Year 2024-25 – Dr. St. Prema Kumari -Principal

II. Academic Aspects

5. Minutes and resolution of the Academic Council meeting -2 for the year 2025-26 for ratification – Mrs. Jayasri – Academic Administrator

III. Financial Aspects

6. Presentation of the minutes of Finance committee (Budget) for 2025-26 for ratification

V. Conclusion

7. Any other items with the permission of the chair
8. Chairperson Remark
9. Vote of thanks – Rev. Sr. Gisela – Correspondent – St. Ann's College, Visakhapatnam



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: stannscollegvsp@gmail.com website www.stannscollegevizag.org

Governing Body Meeting was held on 04th April 2025 at 02.00 p.m. in the college Auditorium.

Members of the Governing Body:

S.No	Name of the Member	Nomination	Signature
1.	Sr. Sandrina Provincial Superior St. Ann's Society Visakhapatnam Province	President	
2.	Sr. Gisela Correspondent St. Ann's College for Women (A) Visakhapatnam	Correspondent	
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	
5.	Sr. Kaslin Juliet Assistant Professor St. Ann's College for Women (A) Visakhapatnam	Member Nominated by Management	
6.	Sr. Shara Rani Provincial Secretary, Society of St. Ann's Visakhapatnam Province	Management Representative	
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)	



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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.	
9.	Fr. Dr. Sahaya Raj 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	



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Governing Body meeting was held on 04th April at 02.00p.m. in Auditorium.

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 APSCH (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:

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2. Welcome – Sr. Sandrina – Provincial Superior, St. Ann's Society - Chairperson
3. Presentation and Approval of minutes of the previous meeting – Sr. Kaslin- IQAC Coordinator
4. Brief review of the Academic Year 2024-25 – Dr. Sr. Prema Kumari -Principal
5. Minutes and resolution of the Academic Council meeting-2 for the year 2025-26 for ratification – Mrs. Jayasri – Academic Administrator
6. Presentation of the minutes of Finance committee (Budget) for 2025-26 for ratification
7. Any other items with the permission of the chair
8. Chairperson Remark
9. Vote of thanks – Rev. Sr. Gisela – Correspondent – St. Ann's College, Visakhapatnam

Minutes:

1. Invocation

The meeting commenced with a prayer led by **Sr. Shara Rani**, invoking the blessings and guidance of God Almighty.

2. Welcome Address

a.Sr. Sandrina, President of the Governing Body, extended a warm welcome to all the members of the governing body present at the 2nd Governing Body Meeting. She expressed her heartfelt appreciation for their presence and officially authorized **Dr. Sr. Prema Kumari**, Principal, to proceed with the meeting.

b.Dr. Sr. Prema Kumari welcomed all the members by offering a pen and a rose flower, symbolizing the values of knowledge and growth.

3. Presentation and Approval of Previous Minutes

Sr. Kaslin, the IQAC Coordinator, presented the minutes of the previous meeting. After a brief discussion on the implementation of the decisions taken, the minutes were approved and ratified by the members.

4. Brief Review of the Academic Year 2024–2025

Dr. Sr. Prema Kumari, Principal, presented a comprehensive review of the college's academic and extracurricular activities during the academic year 2024–25. She highlighted several developments:

- Successful academic initiatives and evaluation procedures under autonomous status narrated.

- Introduction of the NCC Navy Wing.
- Revision of 20% of the syllabus.

Voice of the esteemed members of the Governing Body:

Fr. Sagayaraj offered the following suggestions and commendations:

- Appreciated the regular conduct of meetings.
- Emphasized the need for faculty to pursue **doctoral degrees, SLET, or NET** qualifications.
- Recommended that each faculty member should **publish at least two research papers per academic year**, including at least **one international publication**.
- Suggested strengthening the **Examination Committee**, being central to the autonomous structure.
- Encouraged forming **MOUs** with internship institutions to enhance student exposure.
- Proposed periodic **self-study reviews** to identify areas of improvement.
- Recommended updating the **student handbook** to include detailed exam rules.
- Suggested maintaining a balance in offering **concessions** to students to ensure they appreciate the value of education.
- Recommended offering **incentives** for research publications (already implemented - congratulated the team).
- Mentioned the correction of the program title B.S.C agriculture to **B.Sc. Agriculture and Rural Development**.
- Discussed potential outreach and **surveys in remote areas** for mobilizing support for underprivileged students, specially visually challenged and physically challenged children..
- Highlighted the benefits of Help the blind association and **Thanam** for students with disabilities.
- Noted that **Dr. Sahaybhaskaran** would be available for the next four years to support institutional growth.

Sr. Sandrina expressed gratitude for the collective efforts and emphasized continuous improvement for institutional development.

5. Ratification of Academic Council Meeting Minutes (Meeting 2, 2025-26)

Mrs. Jayasri, Academic Administrator, presented the minutes of the second Academic Council Meeting for 2025-26. The minutes were reviewed and ratified.

6. Presentation and Ratification of Finance Committee (Budget) 2025-26

Dr. Sr. Prema Kumari presented the proposed budget for the financial year 2025-26.

Key highlights:

- An allocation of **₹2,00,000** for research purposes were advised by the NAAC inspecting members during the visit.

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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:

- The budget should be calculated based on **11 months**, with an additional month's expenditure estimated on a percentage basis.
- Contributions from society should be clearly mentioned.
- Once the college becomes self-sufficient, any financial support received from society should be recorded as a **loan to be repaid**.
- A structured **salary increment** for every 3 years should be implemented (3%, 5%, and 10%).
- A committee should be formed to plan **new courses**, including curriculum design, staffing, and laboratory facilities.
- Collaborations with other institutions were proposed for launching new programs in the future.
- Departments such as **Biotech, Microbiology, and Biochemistry** require **expanded lab infrastructure**.

Prof. M. Trinadh, another esteemed member of the Governing Body, emphasized the importance of staff training through **workshops on AI and emerging technologies**.

7. Chairperson's Remarks

Sr. Sandrina extended her sincere thanks to all members for their valuable suggestions, commitment, and active participation. She appreciated their continued efforts toward the college's growth and expressed gratitude to the Almighty for His guidance.

The Chairperson, along with the Governing Body members, approved the following ratified resolutions forwarded by the Academic Council.

- All the approved changes and resolutions of the BOS meetings of all departments.
- The board confirmed that only 20% changes are permitted in the syllabus as per APSCHE.
- Confirmation of introducing the new courses for the academic year 2025-2026, namely BSc Agriculture and Rural Development, BSc Artificial Intelligence, and B.Com (BFSI)—Banking, Financial Services and Insurance—under "THE APPRENTICESHIP EMBEDDED DEGREE PROGRAMS". The syllabus for all three programs will be followed as per APSCHE.
- The board confirmed to start MCA, MBA for the coming Academic year 2026-27
- Internal Assessment of Practical Examination. For Semester II, a Continuous Internal Assessment (CIA) and Semester End Examination (SEE) system will be adopted with a 20:30 marks distribution

The CIA marks for practical examinations are allocated as follows

Internal Practical observation: 10 Marks

Field Work/Project Work: 5 Marks

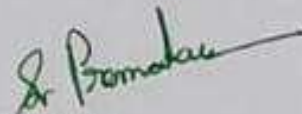
Attendance to the Laboratory: 5 Marks

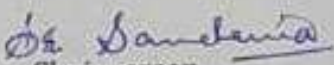
She concluded the meeting by approving all the proposals and closed the session at 3:35 PM.

8. Vote of Thanks

Sr. Gisela, Correspondent of the college, delivered a heartfelt vote of thanks. She expressed deep gratitude to all Governing Body members for their valuable time, insights, and unwavering support.

The meeting was adjourned at 03.35 p.m.


Secretary


Chairperson