



ANNUAL GENERAL BODY MEETING

The Annual General Body meeting started at 9:00 am in Room No.44 with the Secretary Rev.Sr.Margaret Julie, Principal and Faculty . It started with a prayer by Prof.Nisha Joseph.After the prayer she briefed the agenda for the day's meeting

Agenda:

- Formation of Clubs and Committees.
- Formation of new Clubs
- National Seminar to be conducted by Centre for Excellence
- Department Fests
- Add on Programs
- Faculty Research Programme
- Evaluation of Activities
- Academic Results
- Revival of Rules, Regulations and Duties.
- Budget for Departments, IQAC, Various Cells and Committees for the academic year 2016-2017.

The meeting began with a prayer by Ms.Veenu to seek God's blessings. Ms.Nisha the Principal read out the Agenda for the day's meeting.

Rev.Sr.Margaret Julie addressed the staff and she suggested few amendments to be followed in the upcoming academic year. She also reframed the coordinators and members of few cells, committees and clubs . She elaborated its duties in detail for the effective functioning. She further encouraged the members of the cells and clubs to take tasks voluntarily and contribute to the institution and society at large.

IQAC Chairperson Prof. Nisha Joseph announced that the National Conference will be conducted in the month of September 2017 by the Center For Excellence. The tentative date and topic for the Conference was decided in the AGM with the consent of the faculty. It was decided that the National Conference would be held on Ethical values in Higher Education. She also encouraged the faculty to invite their colleagues and friends from different states to participate and present papers in the National Conference.

IQAC Coordinator Asst.Prof.Mary Shaila requested all the HODs of the departments to give the dates on which they would like to conduct the department fest, the programs to be conducted, the guests they invite, the budget for the programs etc.. All the HODs gave the same as they had held the meeting with their departments earlier and the same was announced during the meeting so that it there would be no overlapping of dates with other departments.

Each Department was asked to brief about the academic and cocurricular plans for the forth coming year, they also briefed about the results of each subject in the meeting.

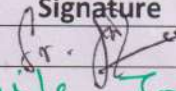
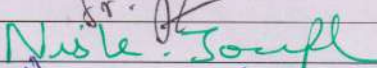
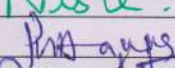
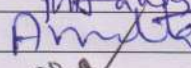

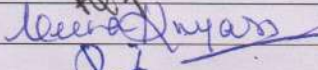

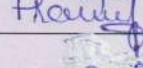

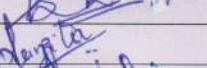
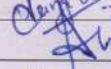
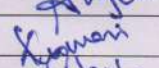
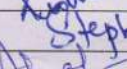
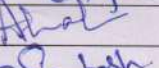
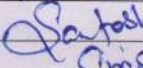
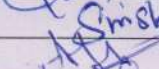
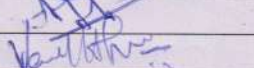
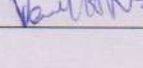

IQAC discussed about the evaluation report filed by them for the academic year and few inputs given by the faculty were considered for the improvisation.

The faculty was asked to volunteer to give various course related Add on Programs. Assistant Professors Stephen, Ranjith, Anil Kumar and Professor Veena Kumari came forward to initiate these programs like, E-filing, R Programming, SAS, SAP FICO ,SPSS, and few other programs. It was also decided that these programs would be conducted in the beginning of the semesters as few faculty would be involved in evaluation at the Bangalore University.


This year FRP would be held with respective specialization of the staff. She recommended to invite a subject expert with respect to each department during FRP to assess and guide the faculty for the same.

The Secretary asked the IQAC, various committees, clubs and the departments to give the budget for the academic year 2017-18 within a week.

The AGM came to an end with thank you note by the Principal.

LIST OF THE FACULTY		
Sl.No	Names	Signature
1	Rev.Sr.Margaret Julie	
2	Mrs. Nisha Joseph Cyriac	
3	Mr. Puttanna H R	
4	Mrs. Vennila	
5	Mr. Ranjith Kumar A	
6	Mrs. Veena Kumari V	
7	Mr. Ravi H	
8	Mrs. Prameela	
9	Mrs. Marina B	
10	Mrs. Mary Shaila .F.	
11	Mrs. Sangita	
12	Mrs. Anjeli Christine	
13	Ms. A. Kumari Veenu	
14	Mr. Stephen Babu	
15	MrS. A R Vasudha	
16	Mr. Santhosh Kumar R M	
17	Mrs. Sirisha Kumar T	
18	Mr.Mohammed Aftab	
19	Mrs. Venkatalakshmi K	


 Internal Quality Assurance Cell (IQAC)
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20	Mrs. Vasantha Pillay	<i>Vasantha</i>
21	Ms. Alice D	<i>Alice D</i>
22	Ms. Parimala S	<i>Parimala S</i>
23	Ms. Sindhu S	<i>S. Sindhu</i>
24	Ms. Savitha M	<i>M.S. Savitha</i>
25	Ms. Neha Mantri	<i>Neha Mantri</i>
26	Mr. Ramesh Naik	<i>Ramesh Naik</i>
27	Mrs. Lilly Regina Arthi	<i>Lilly Regina Arthi</i>
28	Mrs. Ramya K	<i>Ramya K</i>
29	Ms. Vidhya S	<i>Vidhya S</i>
30	Ms. Sindhu Eugin	<i>Sindhu Eugin</i>
31	Mr. Deepu.B	<i>Deepu B</i>
32	Ms. Hemalatha	<i>Hemalatha</i>
33	Ms. Rekha	<i>Rekha</i>
34	Ms. Shruthi R P	<i>Shruthi R P</i>
35	Ms. Sheetal G	<i>Sheetal G</i>
36	Ms. Meera	<i>Meera</i>
37	Mrs. Kutaija Nazneen	<i>Kutaija Nazneen</i>
38	Ms. Suman R V	<i>Suman R V</i>
39	Mr. Krishna	<i>Krishna</i>
40	Ms. Dorothy Deepa	<i>Deepa</i>
41	Ms. Anitha	<i>Anitha</i>
42	Ms. Pradeepa	<i>Pradeepa</i>
43	Ms. Sujatha	<i>Sujatha</i>
44	Mr. Amarnath R	<i>Amarnath R</i>

R.H.
IQAC Coordinator

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IQAC Conducted a meeting with the Principal on 7th July in Principal's Chamber.

Agenda:

- Activity Planning for the year
- Delegating Responsibilities to the members
- Finalizing the schedule for the programmes
- AQAR data Collection

The activities to be conducted by IQAC was planned in detail and the same had to be informed to the concerned HoDs. Responsibilities of the activities to be conducted by IQAC was delegated to the respective members of the committee.

The schedule of the Programmes is as follows:

- FDP on SPSS software training for the staff.
- Communicative enhancement training for the final year students.
- Faculty Research Programme.(FRP)
- Filing the details of the academic programmes for AQAR.

The Principal suggested few resource persons to conduct Faculty Development Programme(FDP) in the present semester. The members shared their views for the need of statistical data analysis training which would help them in Research.

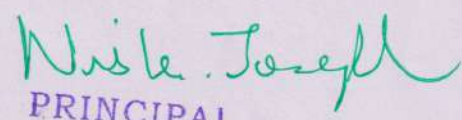
The final year students should be given a session to enhance their communication which is the basic need for Placement. Thus the Committee decided to collaborate with an external organization.

The IQAC members suggested that the faculty shall be allowed to choose a topic from their respective specialization for the FRP. This would benefit the faculty to master in their specialized subjects. The committee also suggested to invite Subject Experts from the same area to chair the presentation.

In the meeting it was discussed that IQAC members should file the AQAR details of their concerned departments.

The meeting wound up with a thank you note by the Co-ordinator.


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2.	Mrs. Mary Shaila .F.	<i>MS</i>
3.	MrS. A R Vasudha	<i>Ar</i>
4.	Mr.Mohammed Aftab	<i>Mr</i>
5.	Ms. Rekha	<i>Rekha</i>
6.	Ms. Sheetal G	<i>Sheetal-G</i>
7.	Mr.Amarnath R	<i>Amarnath</i>

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The IQAC members & Non-Teaching Staff had a meeting with the Principal in view of the Faculty Development Programme & Communicative Enhancement Programme

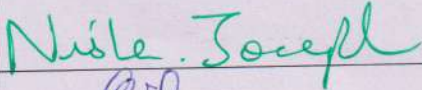
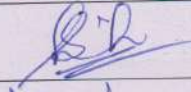
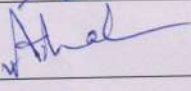
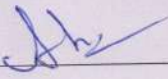
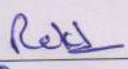
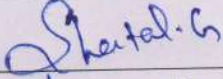
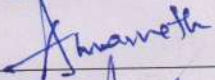
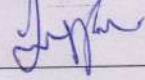
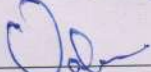
- FDP on SPSS Software training
- Workshop for communicative skills of the students.
- Arrangements for the Programme.
- Non- Teaching staff to install SPSS Software

The Members of IQAC and the Non-Teaching Staff together discussed the arrangements to be made for the upcoming FDP programme scheduled on 9th September 2017.

This Programme should be conducted in the computer Lab. Hence the software had to be installed in all the systems for the hands on practice during the training programme. Technical support team were also informed to arrange for a collar mike and speakers so that it would be audible to all.

The other committee members were informed to follow up with flower bouquet, food arrangements and other requirements for the smooth sail of the programme.

Further the HoD of the Department of English with IQAC was asked to arrange for a Communicative Enhancement Programme. The requirements and arrangements for the programme was also discussed.

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4.	Mr.Mohammed Aftab	
5.	Ms. Rekha	
6.	Ms. Sheetal G	
7.	Mr.Amarnath R	
8.	Jesu(Lab Assistant)	
9.	Uday(Lab Assistant)	


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IQAC (Internal Quality Assurance Cell)

Action Taken Report for the Academic Year 2017-18

Action Taken Report of IQAC for the Academic Year 2017-18 is based on Academic planner and meeting held during the year. ATR has been placed before the management for the inclusion in the institutional Annual Report. Following Quality initiatives have been taken to ensure quality culture in the Campus.

Resolution passed/Plan of Action	Action Taken
Anti-Ragging Committee to take care of dress code along with discipline committee.	Both the Committees have taken the initiative to monitor and guide the dress code of the students.
Inter Collegiate fest to be conducted for a day. Individual events to be cancelled.	Inter Collegiate fest was conducted for a day by SWOs. Few important individual events were conducted.
To stream line the students who are regularly late to the college to be monitored by the discipline committee.	Discipline Committee took serious actions against late comers by giving them some common assignments such as letter writing, learning a topic of their subject and present the same as an assignment
Placement can be started in the month of January and every week one Company can be invited.	Based on the suggestion the Placement Officer arranged for the Placements from January to April
HODs to file the records of placement for their concerned Departments	HODs have maintained the placement record and updated it regularly.
Placement record to be maintained by the Placement Officer.	Placement Officer has maintained the complete data regarding placement
Students should be permitted for counseling sessions.	Faculty has responded positively by sending the students for Counseling.
Social Leadership club was given the task of sponsoring lunch for the poor students.	Initiative to sponsor the lunch for the poor students was taken by some MNCs.
To organize programs by eco club based on the Theme of the Year (Save Environment)	Eco Club conducted few programmes on save earth and save life and they conducted a study on ecology. Programs were also conducted to save plants



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Health Club to conduct a medical camp for the staff	In collaboration with Sujatha Hospital CMH Road, Bangalore, the Health Club organised a medical camp for the staff of all the Institutions of St. Anne"s.
Health Club should conduct awareness programmes on various diseases and precautions for it.	Dr.Geeta a renowned gynecologist was invited to deliver a speech to the girls about the importance of personal hygiene
Yoga & Aerobics class to be conducted by Health & Sports Club	Physical Training Department & Yoga club together started Yoga sessions on every Friday from 2.30 to 3.30 in the college campus for the benefit of the students and staff.
Rehab forum to conduct a survey on anxiety, depression & sleeping disorders and also a therapy session for mental illness.	Rehab Department conducted an exhibition cum workshop for the staff and students on techniques of dealing with anxiety and stress.
Students & staff should be encouraged to write more number of articles for the College Magazine	During the meetings the staff was constantly encouraged to write articles and student community was motivated by the class representatives to write articles on various topics
To invite Alumni for Guest Lecture on „Professional Recruitments” & “Corporate Requirements”.	BA Communicative English had invited Alumni to give a talk on Corporate Skill Development
Last eight days of each semester is allotted to scrutinize the Documents for NAAC.	Each staff is delegated to take complete in charge of filing few documents of NAAC. The NAAC co-ordinator scrutinize these documents at the end of each semester.
Lecturers should be allotted one Library Hour per Week.	This will be accomplished in the following year.
Suggestions to conduct gender sensitization programmes	Rehab forum and Women Cell together conducted a workshop on the power of Menstruation.
Suggestions to conduct a Workshop on Publishing a Journal	A workshop by Dr. Raja Jebasingh on “Techniques of Publishing a Journal” was Conducted on 20th March 2018



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