



6.4. Financial Management and Resource Mobilization

6.4.3 Institutional strategies for mobilization of funds and the optimal utilization of resources

Sl. No	Mobilization of Funds	Utilization of Funds
1	Tuition fees of students	Infrastructural Development
2	Value Added Program Fees (Included in tuition fees)	Payment to the vendor
3	Frontier's Day	Social Cause
4	Mother Gnanamma Fund	Social Cause



ST. ANNE'S DEGREE COLLEGE FOR WOMEN

Permanently Affiliated to Bengaluru City University
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#23, Cambridge Road, Halasuru, Bangalore- 560008



Tuition fees of students

- **Audit report highlighted**
- **Sample bills**



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Ref No: SAS 19

Institution No.075/SAS-19/2024-2025

Account No: 1/5

St Anne's Degree College for Women
(A Unit of The Society of Sisters' of St Anne's Society No 19)
St Thomas Convent
No: 2 Cambridge Road Ulsoor
Bangalore: Karnataka - 560 008

General Account

Receipts and Payments Account for the year ended 31.03.2024

Receipts	Amount	Payments	Amount
A.Revenue Receipts		A.Revenue Payments	
Fees Collection 3,55,97,241.98		Salaries 2,12,18,878.00	
Less: Fees Refunded 85,858.00	3,55,11,383.98	Bonus 1,35,000.00	
Value Adding Courses 14,61,003.00		PF - Management Contribution 8,92,990.00	
Application Fees 2,27,208.54		PF- Administration Charges 35,723.00	
Other fees 11,070.00		ESI Remitted_Management Contribution 78,132.00	
Transfer Certificate Charges 1,03,756.70		Part-Time & Contract Staff Salary 31,969.00	
SB Interest 1,93,314.00		Advertisement 34,259.00	
FD Interest 1,45,946.00		Bank Charges 125.32	
		Building Repairs and Maintenance 27,86,277.00	
		Celebrations 6,31,016.67	
		Conference Meeting and Seminar 24,054.00	
		Computer Maintenance 50,536.00	
		Education Management System 1,51,866.00	
		Electricity 5,57,893.54	
		Tds e-Filing Charges 31,335.00	
		Excursion And Entertainment 3,359.00	
		Examination Expenses 39,045.00	
		First Aid and Medical Expenses 17,909.00	
		Internet Charges 1,25,081.84	
		Annual Subscription 20,818.82	
		AICTE 46,000.00	
		Garden Expenses 28,668.00	
		Generator Maintenance 37,671.00	
		Hospitality Expenses 4,00,754.00	
		House Keeping Maintenance Expenses 1,46,587.00	
		Medical Aid 3,500.00	
		Property Tax 2,61,178.00	
		Quality Enhancement Expenses 93,810.00	
		Postage and Courier Charges 1,170.00	
		Printing Charges 1,71,875.00	
		Repairs and Maintenance 2,76,978.00	
		Sanitary / Cleaning Charges 75,306.00	
		Staff Welfare Expense 1,89,706.00	
		Stationery 1,55,927.00	
		Student Welfare Expenses 14,850.00	
		Telephone Charges 20,429.00	
		Travel and Conveyance 1,22,728.00	
		Value Adding Courses 14,38,000.00	
		Vehicle Maintenance 3,69,517.00	
		Water Charges 9,020.00	
		College Maintenance 2,09,051.00	
		Contributions (Management) 55,14,594.60	
Total Revenue Receipts "A"	3,76,53,682.22	Total Revenue Payments "A"	3,64,53,587.79





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VENKATESH.M

No.148/4,11th Main.9th Cross, H.A.L 2 Stage, Bangalore-560008

Mob: 9902139773

ORDER FOR ANNUAL MAINTENANCE SERVICE

From: 01-03-2023

To: 28-02-2024

SI.NO	Description	UNIT	RATE	AMOUNT
1.	Galaxy epabx 4/16	1 No	5,000.00	5,000.00
Amount in Words: (Rupees five thousand only) TOTAL				5,000.00

Remarks:

Service to be Rendered at:.....*Bangalore*.....

[Signature]
Signature

Name: Venkatesh

Description:

Customers Name:

Signature

SR-MARGARET FAGINA MARY

Name: *Sr D*

Description:

SECRETARY

St. Anne's Degree College for Women
#23, Cambridge Road, Halasuru,
Bangaluru - 560 008.

Address:



ST. ANNE'S DEGREE COLLEGE FOR WOMEN

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VENKATESH.M

No.148/4,11th Main.9th Cross, H.A.L 2 Stage, Bangalore-560008

Mob: 9902139773

ORDER FOR ANNUAL MAINTENANCE SERVICE

From: 31-01-2024

To: 01-02-2025

SI.NO	Description	UNIT	RATE	AMOUNT
1.	Galaxy 4/16 epabx.	1 No	5,000.00	5,000.00
Amount in Words: (Rupees five thousand only) TOTAL				5,000.00

Remarks: Service to be Rendered at: *Bangalore*

Venkatesh M
Signature

Signature

Name: Venkatesh

Name:

Description:

Description:

Customers Name:

Address:



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Schindler India Pvt. Ltd.



Schindler

To,
ST ANNE'S DEGREE COLLEGE
ULS00R
BLR

From Sunil K
Telephone 9591217848
E-mail sunil.kalaivanan@schindler.com
Reference No. Sales Contract No- 25231917
Date 30/10/2022
Subject Completion of Lift & Contract for Free Maintenance Period of your Elevator.

Dear Sir,
We wish to bring it to your kind attention that we have fully completed installation & commissioning for your elevator. As per our Contract, your free service maintenance for the unit has commenced for the period of 12 months from the date installation, as per the enclosed contract terms (Annexure I) relating to maintenance.

Pls note that, as per Government rules, your Lift cannot be handed over for public usage due to incomplete statutory requirement. Therefore, you are requested to submit all required documents directly at the PWD office, obtain statutory Licence and provide us the copy.

Details of Equipment -

The Lift: Number of stops: Number of pass: Landing door Finish: - SS/MS

Location: St Anne's degree college

Free Maintenance Period: Starts from: 30/10/22 and Ends on: 29/10/23

In case of any assistance required from our side due to any technical snag or emergency you may contact our 24-hour Call Centre on 1800-209-5438 & 1800-22-5538.

The security person & maintenance person at your project have been trained for handling rescue operation in case of any emergency.

The following items have been handed over to you :

1. Landing door unlocking key - 1 no. / Reservation key - 2nos / out of service - 2nos
We hope that you will find the above details in order and request you to sign the attached copy of this letter as confirmation of your acceptance.

Kindly Note

- This elevator required stable, uninterrupted three phase power supply with proper earth & neutral. Request you to operate the lifts only after stable & permanent power supply. Damages, electronic components failure are not covered under free replacement.
- Applicable for Mild Steel landing door painting only: - If agreed in the contract, painting of landing door should be completed within 4 months of final invoicing. After 4 months Schindler, will not be liable to carry out the same. S.S door plastic coating should be removed within 2 months. After that Schindler, will not be responsible for that.
- All LOP / Fireman / Indicators / intercom fixing work should be completed within 3 months. After 3 months, Schindler will not be liable to carry out the same.
- This Handover is subject to realisation of final payment cheque.
- The customer is free to choose service provider, however warrantee on the parts/equipment, as may be applicable, as per terms & conditions of the signed AMC Contract, will remain in force subject to three pre-conditions -
(a) Continuation of AMC contract with Schindler without interruption
(b) Payment of AMC charges on time as per contract.
(c) Repairs/servicing to be done through Schindler India. (original spares & workmanship)
- Perform Regular cleaning of the equipment with clean & dry cloth, to achieve aesthetic appeal & maximum corrosion resistance for stainless steel.

Yours sincerely
Schindler India Pvt. Ltd.

SUNIL K

Received & Accepted
For & on behalf of Authorised Signatory

SECRETARY
St. Anne's Degree College for Women
#23, Cambridge Road, Halasuru,
Bengaluru - 560 008.

Regd. Office:
Schindler India Pvt. Ltd.
Schindler House, Main Street,
Hiranandani Gardens, Hiranandani Business Park
Mumbai - 400076
INDIA

Tel: +91 22 61314444 / 67031000
Fax: +91 22 67030145 / 55
Email: india@schindler.com
www.in www.schindler.com
CIN: www.schindler.com

Branch Office:

Tel:
Fax:



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To,

St. Annes degree college,
Ulsoor
Bangalore



From Sunil K

E-mail sunil.kalaivanan@schindler.com

Date 15-10-2022

Subject **Fault loop Impedance test report as on 15-10-2022- St. Annes degree college- 25231917**

Dear Sir/Madam,

As required by the code and therefore as part of one of the preliminary checks we have conducted the Fault loop impedance test at subject site St Annes degree college- 25231917 upon new earth pit installation and found the values are in required range please find the test report as follows,

The values and testing has been witnessed by the Secretary Sr.Margaret Fatima mary at site on 15-10-2022.

Required value- 240A and above

Values obtained

370 A- L1
329A-L2
367A- L2

Please find the photos enclosed,

We appreciate your understanding and support.

Your Sincerely
Schindler India Pvt Ltd.




SECRETARY
St. Anne's Degree College for Women
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Bengaluru - 560 008.



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Value Added Program Fees (Included in tuition fees)

- **Audit report highlighted**
- **Sample bills**



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No: 2 Cambridge Road Ulsoor
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Other fees 11,070.00		ESI Remitted_Management Contribution 78,132.00	
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		Conference Meeting and Seminar 24,054.00	
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		Education Management System 1,51,866.00	
		Electricity 5,57,893.54	
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		Excursion And Entertainment 3,359.00	
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		First Aid and Medical Expenses 17,909.00	
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		AICTE 46,000.00	
		Garden Expenses 28,668.00	
		Generator Maintenance 37,671.00	
		Hospitality Expenses 4,00,754.00	
		House Keeping Maintenance Expenses 1,46,587.00	
		Medical Aid 3,500.00	
		Property Tax 2,61,178.00	
		Quality Enhancement Expenses 93,810.00	
		Postage and Courier Charges 1,170.00	
		Printing Charges 1,71,875.00	
		Repairs and Maintenance 2,76,978.00	
		Sanitary / Cleaning Charges 75,306.00	
		Staff Welfare Expense 1,89,706.00	
		Stationery 1,55,927.00	
		Student Welfare Expenses 14,850.00	
		Telephone Charges 20,429.00	
		Travel and Conveyance 1,22,728.00	
		Value Adding Courses 14,38,000.00	
		Vehicle Maintenance 3,69,517.00	
		Water Charges 9,020.00	
		College Maintenance 2,09,051.00	
		Contributions (Management) 55,14,594.60	
Total Revenue Receipts "A"	3,76,53,682.22	Total Revenue Payments "A"	3,64,53,587.79

Page No 1/13





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TBT
TECH BRAIN TREE

Think Creative, live Innovative...

INVOICE

Tech Brain Tree Pvt. Ltd.
MRN Arcade Ground Floor Near BEML Layout Mysore-560038

Invoice No: TBT/Anne's/2023/2024

To,
The Secretary
St. Anne's Degree College for women
Cambridge Road
Bengaluru, Karnataka 560008.

Date :
PO No :
PO Dated:
Cheque #:
Dated :

Serial #	Description	Particulars	Amount
1	Training	Professional Training Charges students	30,900
2	Software	Software Installation in the Lab	50,000
3	Course Material	Course Material Charges	14,000
4	Certification	Certificate Charges	8,100
		Total Amount	1,03,000

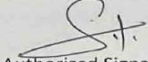
Total Amount : 1,03,000
TDS @ 10 % on Training Charges -- 3,090
Net amount Payable 99,910

Net Payable amount is 99,910/- (Ninety-Nine thousand Nine hundred and ten rupees only)

Note :

Payment Terms Immediate
Cheque/NEFT/RTGS should be in favor of Samuel Kalpal

for TECHBRAINTREE


Authorized Signature

TECHBRAINTREE PVT. LTD
MYSORE

Corporate Office :
MRN Arcade, # 106/1, Madhuvana Layout,
LIC Colony, Srirampura 2nd Stage, MYSORE-570023. Ph. : 0821-2363555, 7337722125



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Think Creative, live Innovative...

INVOICE

Tech Brain Tree Pvt. Ltd.
MRN Arcade Ground Floor Near BEML Layout Mysore-560038

Invoice No: TBT/Anne's/2023/2024
To,
The Secretary
St. Anne's Degree College for women
Cambridge Road
Bengaluru, Karnataka 560008.

Date : 20-03-2024
PO No :
PO Dated:
Cheque #:
Dated : 20-03-2024

Serial #	Description	Particulars	Amount
1	Training	Professional Training Charges for III(BCOM/BBA/BCA/BSc) 285 students	1,20,000
2	Software	Software Installation in the Lab	2,00,000
3	Course Material	Course Material Charges	60,000
4	Certification	Certificate Charges	20,000
		Total Amount	4,00,000

1st Installment

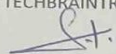
Total Amount : 4,00,000
TDS @ 10 % on Training Charges -- 12,000
Net amount Payable 3,88,000

Net Payable amount is 3,88,00/- (Three Lakhs Eighty-eight thousand only)

Note :

Payment Terms Immediate
Cheque/NEFT/RTGS should be in favor of Samuel Kalpal

for TECHBRAINTREE


Authorized Signature

Corporate Office :
MRN Arcade, # 106/1, Madhuvana Layout,
LIC Colony, Srirampura 2nd Stage, MYSORE-570023. Ph. : 0821-2363555, 7337722125



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Frontier's Day

- Report



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Poster

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Halasuru, Bengaluru, Karnataka-560008

**COMMEMORATING THE 150th DEATH ANNIVERSARY OF
MOTHER THATIPATHRI GNANAMMA &
HONORING THE VISIONARY SPIRIT OF DR. A.P.J. ABDUL KALAM ON HIS BIRTHDAY**

**Department of Business Administration in Collaboration
with the Institution's Innovation Council (IIC)**

proudly presents

"Frontier's Day: A Feast of Food and Innovation"
as part of our
'Institution's Innovation Day' celebration.

DATE : 15th October 2024
VENUE: Quadrangle
TIME: 9:00 AM onwards

**"JOIN US FOR A DAY WHERE
CREATIVITY MEETS GUISINE, AND
INNOVATION TAKES A CENTER
STAGE!"**

Savor the taste of creativity and fresh perspectives.

Rev. Sr. Dr. Margaret Fatima Mary
Secretary

Prof. Nisha Joseph
Principal

Dr. R. Regina Arthi Moses
Head of the Department

Dr. H. R Puttanna
President
IIC

Arthi
HOD

Head of the Department
Dept. of Business Administration
St. Anne's Degree College for Women
#23, Cambridge Road, Halasuru
Bengaluru. - 560 008

Puttanna
President
IIC

Nisha Joseph
Principal
St. Anne's Degree College
For Women
23, Cambridge Road, Halasuru,
Bangalore - 560 008.



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Department of Business Administration

Date: 05/10/2024

Circular

The Department of Business Administration organizes Frontier's Day Food Fest at Quadrangle from 9.00 a.m. to 2.00 p.m. All the students are hereby invited to the food stall for enhanced food delicacy.



HOD
Head of the Department
Dept. of Business Administration
St. Anne's Degree College for Women
#23, Cambridge Road, Halasuru
Bengaluru - 560 008

President
IIC

Principal
PRINCIPAL
St. Anne's Degree College
For Women
23, Cambridge Road, Halasuru,
Bangalore - 560 008.



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#23, Cambridge Road, Halasuru, Bengaluru- 560008.



Department of Business Administration

Organizes

Frontier's Day in collaboration with IIC 2024-2025
in Commemoration of 150th Death Anniversary of Mother Gnanamma

Date: 15th October 2024	Venue: Quadrangle, St. Anne's degree college for women, Halasuru
Time: 9 a.m. onwards	Duration (in hours): 5 hours
Mode: Offline	Platform (if online): nil
Total No. of Participants: Speakers: - Prof. Nisha Joseph Faculties: - 04 Total No. Of Students: 137	Collaboration: Institution's Innovation Council (IIC)
Chief Guest details: Prof.Nisha Joseph Principal of St. Anne's Degree College for Women	Expenditure if any: nil

Objective: The objective of the Frontier's Day 2024 is to provide entrepreneurship experience to the students of BBA and also a fund-raising event towards community services activities of the Department. The event provided an opportunity for students to enhance their entrepreneurial skills by participating in the planning, management, and execution of the Food Fest.

Introduction: The Department of Business Administration organized Frontiers Day for the students with the aim of enhancing their entrepreneurial skills through a practical, hands-on experience. The event provided students with a platform to apply their business knowledge in a real scenario, fostering creativity, innovation, and business acumen. This report highlights the planning, execution, student participation, learning outcomes, and the overall impact of the event on developing entrepreneurial skills. The event was inaugurated by Rev. Sr. Dr. Margaret Fatima Mary on 15th October 2024





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Highlights:

1. **Product Innovation:** Students introduced creative and unique food items, ranging from fusion dishes to health-conscious meals. Teams competed to attract customers with their innovative product offerings.
2. **Marketing Strategies:** Teams used a variety of marketing tactics, including social media promotions, banners, flyers, and live demonstrations, to attract customers. Some even offered special deals and loyalty discounts to increase sales.
3. **Financial Management:** Teams were responsible for budgeting, setting pricing strategies, tracking sales, and managing costs to ensure profitability.
4. **Customer Engagement:** The teams demonstrated strong customer service skills, interacting with attendees to gather feedback and improve their offerings in real-time.
5. **Charity Focus:** Successfully raised funds to support a local NGO, contributing to social welfare initiatives.
6. **Culinary Diversity:** Featured a variety of food stalls offering cuisines from different cultures, attracting a diverse crowd.
7. **Entrepreneurial Development:** Provided students with hands-on experience in event management, fostering their entrepreneurial skills.
8. **Community Engagement:** Brought together volunteers, and participants, creating a strong entrepreneurial skill.

Outcome:

The participation in the Food Fest was high, with enthusiastic involvement from all BBA students. The event successfully met its objective of providing students with a platform to apply theoretical knowledge in a practical environment. Key learning outcomes include:





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- 1. Entrepreneurial Mindset:** Students developed an entrepreneurial mindset by facing real-world challenges such as competition, market demand, and customer satisfaction.
- 2. Teamwork and Leadership:** The collaborative nature of the event encouraged students to work in teams, develop leadership qualities, and manage responsibilities effectively.
- 3. Business Acumen:** The experience sharpened students' business skills in areas such as market research, financial planning, product development, and sales.
- 4. Problem-Solving and Adaptability:** Students encountered various challenges, including fluctuating customer preferences, inventory management issues, and pricing adjustments, which enhanced their problem-solving and adaptability skills.

The Frontier's Day Food Fest successfully raised ₹26,619 in support of the local NGO's charitable initiatives.

Conclusion:

In conclusion, the Frontier's Day 2024 was a resounding success, achieving its goals of supporting a charitable cause while providing students with practical entrepreneurial experience. With positive feedback from all involved, it set a strong foundation for similar events in the future.

URL if any,	
Social Media: (Instagram, Facebook, twitter etc)	https://www.instagram.com/reel/DBJcellMKE/?igsh=MTBseXNkenV5Y3l6aQ==
Youtube	



Arthid
HOD

Head of the Department
Dept. of Business Administration
St. Anne's Degree College for Women
#23, Cambridge Road, Halasuru
Bangalore, - 560 008

Pradgnas
President
IIC

Nisile Joseph
Principal
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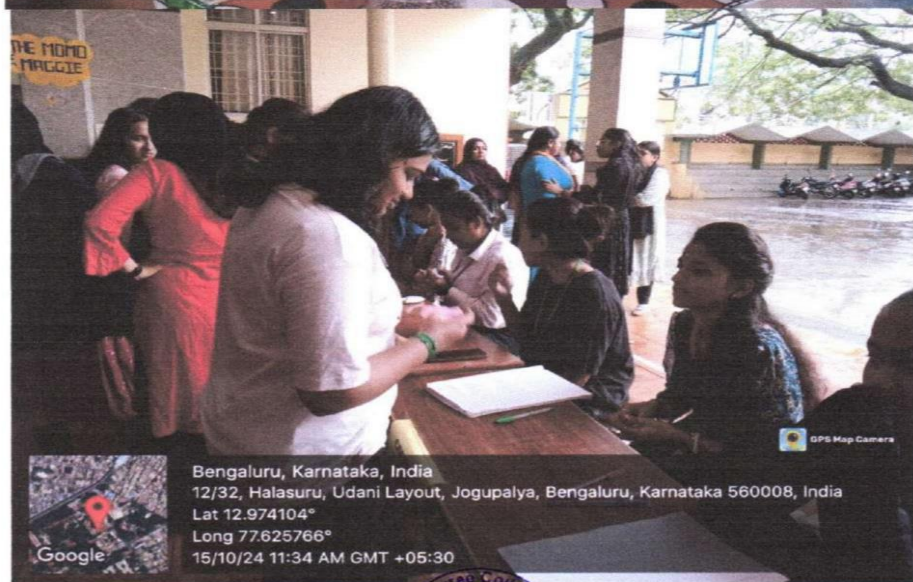
Gallery





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ST. ANNE'S DEGREE COLLEGE FOR WOMEN

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Armit
Head of the Department
Dept. of Business Administration
St. Anne's Degree College for Women
#23, Cambridge Road, Halasuru
Bengaluru. - 560 008



Nisla Joseph
PRINCIPAL
St. Anne's Degree College
For Women
23, Cambridge Road, Halasuru,
Bangalore - 560 008.



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Menu

ST. ANNE'S DEGREE COLLEGE FOR WOMEN, HALASURU
DEPARTMENT OF BUSINESS ADMINISTRATION

Frontier's Day Menu

Chaat		Burgers & Noodles	
Pani Puri	Rs. 20	Veg Burger	Rs. 20
Corn Chat	Rs. 20	Bread Pizza	Rs. 20
Bhel Puri	Rs. 30	Garlic Noodles	Rs. 20
Nippat Masala	Rs. 20	Stuffed	
Sukka Puri	Rs. 20	Veg Momo	Rs. 25
Paapdi Chat	Rs. 25	Grilled Sandwich	Rs. 20
Chicken		Bread Roll	Rs. 20
Crispy Chicken (3 pcs)	Rs. 20	Veg Paneer Roll	Rs. 30
Chicken Pop Corn	Rs. 30	Paneer Tikka	Rs. 30
Pani Puri Chicken	Rs. 30	Paneer BBQ	Rs. 25
Shawarma		Gobi Manchuri	Rs. 30
Cakes		Nachos	Rs. 10
Cup Cakes	Rs. 15	French Fries	Rs. 20
Oreo Pudding	Rs. 15	Pop - Corn Masala/ Caramel	Rs. 20
Mayo Bun	Rs. 30	Sweets	
Pan Cake	Rs. 10	Dipped Marshmallow	Rs. 25
Brownie	Rs. 20	Gulab Jamun	Rs. 20
Dark Cookie Cake	Rs. 20	Chocolate Balls	Rs. 15
		Chocolate Popsicle	Rs. 20
		Oreo Pops	Rs. 15

Dr. Neel
HOD

Head of the Department
Dept. of Business Administration
St. Anne's Degree College for Women
#23, Cambridge Road, Halasuru
Bangaluru. - 560 008

J. Anas
President
IIC

Nile. Joseph
Principal
PRINCIPAL
St. Anne's Degree College
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Mother Gnanamma Fund

- Report



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MOTHER GNANAMMA EDUCATION CELL

BEST PRACTICE OF COLLEGE 2024

24:07:2024

'A day, A Rupee, Committed to Change Lives.'

REPORT:

Mother Gnanamma Education Cell – 'A Day, A Rupee' a good practice was framed to provide the financial support for the penurious and help them to fulfill their basic need for their day-to-day life. A good practice is 'committed to change lives'. The main objective of the good practice is to help the truly needy people who finds it difficult to meet their basic requirements for their life.

The Mother Gnanamma Education Cell initiative has been conceptualized to provide financial support to poor and needy. The good practice aims to reach various causes of community in order to serve the society and to change the youth's mindset.

The Mother Gnanamma Education Cell in 2023-24 (24th July 2024) the good practice team was utilized for distribution of **CLOTHES, RATION BAGS, CAKES & BISCUIT'S AND FEW BAGS OF TOILETRIES AND LAUNDRY ITEMS FOR BOYS AND MEN'S (Mentally and physically Challenged) OF MORNING STARS ASHRAM, (MORNING STARS LEARNING CENTER) SY. NO. 146/3, CHAGALATTI VILLAGE, BAGALURU POST, BENGALURU NORTH 562149, PHONE NUMBER 9900071992 ON 24TH JULY 2024.** The sisters of society of St. Anne have identified the boys who ignored by own parents and by government and were really in need of Mentally, Physically and financially some maintenance or funding. As promised, the students of St. Anne's Degree College for Women, Halasuru, Bengaluru were contributed the listed things and cash.





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The scheme was designed to raise a specific amount of money to meet the cause. The college has taken initiative to impart the value among students to be more humanitarian by introducing "A Day a rupee practice". Every class is provided with a donation box for the students to contribute a rupee a day. Student volunteers under the guidance of class teachers and the cell Coordinator Dr. H. R. Puttanna collected one rupee from every student on daily basis. Apart from these faculty members, Principal and College Management also contribute certain amount towards the fund for each semester. The fund collected will be utilized for the people who are in need.

Rev. Sr. Joyce- President, the Bengaluru Province, Rev. Sr. Dr. Margaret Fatima Mary, Secretary of St. Anne's Degree College for Women, Halasuru, Prof. Nisha Joseph- Principal, Rev. Sr. Mercy- Administrator and the Coordinator of the Mother Gnanamma Education Cell Dr. H. R. Puttanna had joined hands in successfully collecting the fund. A total sum of rupees 50,000 was handed over to the gentlemen Mr. John Kennedy who is the Fonder and the care taker of Morning Star Ashram. The good practice scheme has helped SEVENTY (70) boys. Since it is not possible for every individual to support the needy, this initiative of joining hands together by contributing a very small amount was a great victory. Every benefactor had a pleased feel that even their small contribution has helped to serve for the society.

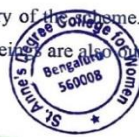
The scheme required only the generous hearts to raise funds and not any physical properties or requirements to attain the objective. It was challenging to motivate the students to contribute to the scheme (A rupee a day). We had to really work and visit home to home, Village to Village and State to State of South India to find the beneficiary of the scheme. Our humble appeal to government is physically and mentally challenged human beings are also family members and it's you and our duty to take care of them. Thanking You.


COORDINATOR

Dr. H. R. PUTTANNA
COORDINATOR
Mother Gnanamma Education Cell
ST. ANNE'S DEGREE COLLEGE FOR WOMEN
23, Cambridge Road,
Halasuru, Bengaluru - 560 008.


PRINCIPAL

Prof. NISHA JOSEPH
PRINCIPAL
St. Anne's Degree College
For Women
23, Cambridge Road, Halasuru,
Bangalore - 560 008.





Rev. Sr. Dr. MARGARET FATIMA MARY
SECRETARY
St. Anne's Degree College
For Women
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Bangalore - 560 008.