

**Academic Year**

**2019 - 20**

**Villa Marie Degree College for Women**  
(Affiliated to Osmania University)  
Somajiguda, Hyderabad

**Internal Quality Assurance Cell**

**Circular**

**Date: 10/02/2020**

This is to inform all the criteria in-charges and IQAC Members to attend a meeting with IQAC Coordinator on 11<sup>th</sup> February, 2020.

**Venue: Conference Room**


**Time: 2 p.m.**

**Agenda:**

1. To discuss the preparation of various quantitative and qualitative key indicators of various criteria as per NAAC Manual.
2. Department wise files to be maintained.

  
**IQAC - Coordinator**

  
Villa Marie Degree College For Women  
6-3-1089, Somajiguda, Hyderabad-82.

  
**Principal**  
PRINCIPAL  
Villa Marie Degree College  
For Women  
Somajiguda, Hyderabad-500 082  
CC - 1238

**Villa Marie Degree College for Women**  
(Affiliated to Osmania University)  
Somajiguda, Hyderabad

**Internal Assurance Cell**

**Minutes of Meeting**

**Date:** 11-02-2020

**Time:** 2pm

**Venue:** Conference Room

**Members Present:**

1. Mrs. Revati Devi Mathur – Principal *Revati Devi*
2. Mrs. Atiya Nusrath – IQAC Coordinator *Atiya Nusrath*
3. Mrs. Sapna Mathur – Member *Sapna Mathur*
4. Mr. K. Naveen Kumar – Member *K. Naveen Kumar*
5. Mrs. Usha Rani – Member *Usha Rani*
6. Mr. Jaya Kumar – Member *Jaya Kumar*
7. Mrs. Radha Shanker – Member *Radha Shanker*
8. Ms. Saritha Tagore – Member *Saritha Tagore*
9. Mrs. Gayatri – Member *Gayatri*
10. Mr. Venkat- Member *Venkat*
11. Mrs. VVS Lakshmi – Member *VVS Lakshmi*
12. Mrs. Y. Ratna - Member *Y. Ratna*

**Discussions:**

1. IQAC Coordinator welcomed all the members.
2. IQAC Coordinator distributed the NAAC formats criteria wise and discussed the various parameters for NAAC documentation.
3. Discussed the list of files that are to be maintained at department level.
4. IQAC Coordinator requested the criteria heads to start the documentation work.

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**Internal Quality Assurance Cell**

**Circular**

**Date: 7/02/2020**

This is to inform all the staff that an orientation program on Assessment Procedure by NAAC and its impact is slated on 8<sup>th</sup> February, 2020.

**Venue: Conference Room**

**Time: 2 p.m.**

**Agenda:**

1. Introducing the IQAC Coordinator and Criteria In-charges to staff.
2. Allocation of criteria members
3. NAAC Overview.
4. Any other matter with permission of the chair.

  
**IQAC - Coordinator**

**IQAC**

**Villa Marie Degree College For Women**  
6-3-1089, Somajiguda, Hyderabad-82.

  
**Principal**

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**Villa Marie Degree College for Women**  
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**Internal Quality Assurance Cell**

**Minutes of Meeting**

**Date: 08-02-2020**

**Time: 2pm**

**Venue: Conference Room**

**Members Present:**

1. Mrs. Revati Devi Mathur – Principal *Revati Devi*
2. Mrs. Atiya Nusrath – IQAC Coordinator *Atiya*
3. Mrs. Sapna Mathur – Criteria I – Curricular Aspect *Sapna*
4. Mr. K. Naveen Kumar – Criteria II – Teaching, Learning and Evaluation *K. Naveen Kumar*
5. Mrs. Usha Rani – Criteria III – Research, Innovation and Extensions *M. Usharani*
6. Mr. Jaya Kumar – Criteria IV – Infrastructure and Learning Resources *Jaya*
7. Mrs. Radha Shanker – Criteria V – Student Support and Progression *Radha*
8. Ms. Saritha Tagore – Criteria VI – Governance, Leadership and Management *Saritha*
9. Mrs. Gayatri – Criteria VII – Institutional Values and Best Practices *Gayatri*
10. Mr. Venkat- Physical Director *Venkat*
11. Mrs. VVS Lakshmi – Library *Lakshmi*
12. Mrs. Y. Ratna - Admin *Y. Ratna*

**Discussions:**

1. Principal welcomed all the staff and introduced IQAC Coordinator and Criteria In-charges to the staff
2. IQAC Coordinator announced the members for each criteria and gave a brief note on the process, assessment and accreditation by NAAC.

Criteria	Criteria In-charge	Members
I - Curricular Aspect	Mrs. Sapna Mathur	Mrs. Anjali Sharma
		Mrs. Hymavathi
		Mrs. Sandhya
		Ms. Vishnu Priya
		Dr. G. Latha
II - Teaching, Learning and Evaluation	Mr. K. Naveen Kumar	Mr. Chandra Shekar
		Mrs. Renuka
		Mrs. Seeta Maha Laxmi
		Dr. Gitanjali Nayak
III - Research, Innovation and Extensions	Mrs. Usha Rani	Mrs. Jyoti
		Mrs. Jesin John
		Ms. Tejasvi
		Mrs. Suguna Kumari
IV - Infrastructure and Learning Resources	Mr. Jaya Kumar	Mrs. Sunila
		Ms. Shreshta
		Dr. Durdan Shaheen
		Mr. Venkat
		Mr. Rajvardhan Reddy
V - Student Support and Progression	Mrs. Radha	Mrs. Mamta
		Mrs. Divya
		Mrs. Salma
		Ms. Maha Laxmi Devi
VI - Governance, Leadership and Management	Mrs. Saritha	Mrs. Bhavani
		Mrs. Patricia
		Ms. Insiya
		Ms. Bibi Zeeba
VII - Institutional Values and Best Practices	Mrs. Gayatri	Ms. Shaista
		Mrs. Sridevi. M
		Mrs. Prameela

3. IQAC Coordinator presented a PPT on NAAC Accreditation Process along with each criteria metrics.



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**Internal Quality Assurance Cell**  
**Circular**

**Date: 1/02/2020**

This is to inform all the HODs that a meeting is organized on 5<sup>th</sup> February, 2020.

**Venue: Conference Room**

**Time: 2 p.m.**

**Agenda:**

1. To discuss about the constitution of IQAC for the institution Assessment and Accreditation by NAAC.
2. Any other matter with permission of the chair.

  
**IQAC - Coordinator**  
**IQAC**

**Villa Marie Degree College For Women**  
6-3-1089, Somajiguda, Hyderabad-82.



**Principal**  
**PRINCIPAL**  
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**Internal Quality Assurance Cell**  
**Minutes of Meeting**

**Date: 05-02-2020**

**Time: 2pm**

**Venue: Conference Room**

**Members Present:**

1. Ms. Chinnamma - Secretary *Ch*
2. Mrs. Revati Devi Mathur – Principal *Revati Devi*
3. Mrs. Atiya Nusrath – Asst. Prof – Department of English *Atiya*
4. Mr. Jaya Kumar – HOD – Commerce *NK*
5. Mrs. Sapna Mathur – HOD – BBA *Sapna*
6. Mrs. Sunila Mathur – HOD – English *Sunila PSV*
7. Mrs. Radha Shanker – HOD – Arts *Radha*
8. Mrs. Usha Rani – HOD – B.Sc *M. Usha Rani*
9. Dr. Durdan Shaheen – HOD - Second Languages *DS*
10. Mr. Venkat- Physical Director *Venkat*
11. Mrs. VVS. Laxmi – HOD *VVS*
12. Mrs. Y. Ratna - Admin *Y. Ratna*

**Discussions:**

1. Principal welcomed all the members and briefed about IQAC its formation and objectives.
2. The Management has decided to proceed for NAAC Accreditation, in this regard the Institution has decided to establish Internal Quality Assurance Cell (IQAC) and Criteria In charges.
3. Ms. Chinnamma, Secretary has approved IQAC members and suggested to have an orientation session for all the staff members.