

Academic Year

2020 - 21

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

Internal Quality Assurance Cell

26/04/2021

Circular

This is to inform all the HODs and Criteria in charges that an IQAC meeting is scheduled on 29th April, 2021.

Venue: Conference Hall

Time: 2.30 P.M

Agenda:

1. Review of syllabus completion
2. Apply for new courses
3. Review of Criteria Work
4. Research Papers
5. Website Upgradation
6. Any other matter with permission of the chair


IQAC Coordinator

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


Principal

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

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Internal Quality Assurance Cell

29/04/2021

Minutes of the Meeting

1. **Completion of Syllabus Status:** Head of Departments reported that the syllabus is in line with the plans. No issues or concerns were raised regarding the completion of the syllabus.
2. **New Course Proposal:** The IQAC coordinator and the Principal discussed the proposal for starting new courses. The Department of Commerce suggested to introduce a new program B. Com Analytics. The Department of Commerce proposed to hand over one section of B. Com (General) to make room for the new program. It was noted that there is a significant demand for B. Com Analytics. IQAC has taken the responsibility to formally present the request to the management for approval.
3. **Review of Criteria Work:** The IQAC coordinator addressed the meeting and urged all criteria in-charges to expedite their work. It was emphasized that thorough verification of documents is crucial for accuracy. Each criterion in-charge is expected to speed up the process and ensure proper scrutiny.
4. **Research Papers:** Building on the previous meeting's discussions, it was reiterated that Heads of Department are responsible for encouraging faculty members to contribute to the academic research. All HODs are requested to motivate and support faculty members in their respective departments to publish papers in both national and international journals. Additionally, faculty members are encouraged to present papers at national and international conferences.
5. An additional emphasis was placed on motivating faculty members to enrol in Ph.D. programs to further contribute to research and academia.
6. **Website Upgradation:** The HODs and criteria in-charges collectively proposed that the institution's website needs to be updated to reflect changes in various tabs. It was emphasized that timely updates on the website are essential for keeping information current and accurate. All HODs and criteria in-charges are expected to coordinate and ensure that relevant changes are made promptly.

Members Present:

1. Mrs. Revati Devi Mathur – Principal

Revati Devi

2. Mrs. Atiya – IQAC Coordinator

Atiya

3. Mr. K. Naveen Kumar - Member

K. Naveen Kumar

4. Mr. B. Chandra Shekar - Member

B. Chandra Shekar

5. Mr. N. Jaya Kumar - Member

N. Jaya Kumar

6. Mrs. Sapna Mathur - Member

Sapna Mathur

7. Mrs. Usha - Member

M. Usha Devi

8. Mrs. Gayatri - Member

Gayatri

9. Mrs. Sarita - Member

Sarita

10. Dr. Durdana - Member

Durdana

11. Mrs. Divya - Member

Divya

12. Mrs. Sudhesna - Member

Sudhesna

13. Mr. Venkat – Member

Venkat

14. Mrs. Y. Ratna - Member

Y. Ratna

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Internal Quality Assurance Cell

Circular

28/12/2020

This is to inform all the faculty members to attend a meeting in conference hall on 29/12/2020 at 11A.M.

Agenda:

1. ISO Certification
2. NPTEL – SWAYAM Courses
3. 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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Internal Quality Assurance Cell

Minutes of Meeting

Date: 29-12-2020

Time: 4 p.m.

Venue: Conference Room

Minutes of the Meeting:

1. The meeting commenced with a warm welcome from the IQAC Coordinator to all the members present.
2. The institute achieved the prestigious ISO Certificate 9001:2015. The management extended congratulations to the IQAC and all faculty members for their dedicated efforts.
3. The management expressed appreciation to the IQAC members for successfully establishing an NPTEL Local chapter in the college.
4. The Principal urged Head of Departments and faculty members to actively encourage students to enrol in NPTEL courses, emphasizing the value of such educational opportunities.
5. Ms. Chinnamma, the Secretary, directed the IQAC to initiate the application process for establishing NCC and NSS units within the institution. This step aligns with the institution's commitment to fostering holistic development and community engagement.

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Internal Quality Assurance Cell

Circular

Date: 17/12/2020

This is to inform that an online meeting with our mentor college St. Ann's College for Women has been scheduled on 21st December, 2020 from 4 p.m. onwards. The following faculties are requested to attend the meeting

1. Mrs. Revati Devi Mathur – Principal *Revati Devi*
2. Mrs. Atiya – IQAC Coordinator *Atiya*
3. Mr. K. Naveen Kumar - Member *Naveen*
4. Mr. B. Chandra Shekar - Member *Chandra Shekar*
5. Mr. N. Jaya Kumar - Member *N Jaya*
6. Mrs. Sapna Mathur - Member *Sapna*
7. Mrs. Usha - Member *m. Usha*
8. Mrs. Gayatri - Member *Gayatri*
9. Mrs. Sarita - Member *Sarita*
10. Dr. Durdana - Member *Durdana*
11. Mrs. Divya - Member
12. Mrs. Lakshmi - Member *Lakshmi*
13. Mr. Venkat – Member *Venkat*
14. Mrs. Y. Ratna - Member *Ratna*

Atiya
IQAC - Coordinator

IQAC

Villa Marie Degree College For Women
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Revati Devi
Principal

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Internal Quality Assurance Cell

Minutes of Meeting

Date: 21-12-2020

Time: 4 p.m

Venue: Conference Room

Members Present:

1. Mrs. Revati Devi Mathur – Principal *Revati Devi*
2. Mrs. Atiya – IQAC Coordinator *Atiya*
3. Mr. K. Naveen Kumar - Member *Naveen*
4. Mr. B. Chandra Shekar - Member *B. Chandra Shekar*
5. Mr. N. Jaya Kumar - Member *N. Jaya Kumar*
6. Mrs. Sapna Mathur - Member *Sapna*
7. Mrs. Usha - Member *M. Usharani*
8. Mrs. Gayatri - Member *Gayatri*
9. Mrs. Sarita - Member *Sarita*
10. Dr. Durdana - Member *Dr. Durdana*
11. Mrs. Divya - Member *Divya*
12. Mrs. Lakshmi - Member *Lakshmi*
13. Mr. Venkat – Member *Venkat*
14. Mrs. Y. Ratna - Member *Y. Ratna*

Minutes of the Meeting:

1. Mrs. Atiya Nushrath, the IQAC Coordinator, extended a warm welcome to the members.
2. Criteria wise PowerPoint presentations were made by criteria Convener's.
3. Mrs. Smitha Astana, IQAC Coordinator and Assistant Coordinator Ms. Srilkala from Mentor college, St. Ann's College for women attentively observed the presentations made by the criterion heads and offered suggestions wherever it was necessary.
4. Mrs. Smitha Asthana commended the criterion heads for their diligent documentation work.
5. The Vote of Thanks was proposed by Mrs. Atiya Nushrath, the IQAC Coordinator.

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Internal Quality Assurance Cell

Circular

Date: 7/10/2020

This is to inform all the IQAC members that a meeting is slated on 10th October, 2020 with IQAC Coordinator.

Venue: Conference Room

Time: 1 p.m.

Agenda:

1. To discuss the progress of criteria work.
2. Progress of Department Files.
3. Review of academic plans
4. Quality assurance initiatives in the Institution.
5. Research publication, Enrolment for Ph.D. Programme
6. Applying for NPTEL Local Chapter


IQAC - Coordinator

IQAC
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Principal

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Internal Quality Assurance Cell

Minutes of Meeting

Date: 10-10-2020

Time: 1pm

Venue: Conference Room

Members Present:

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

Discussions:

1. All criteria in-charges provided updates on the progress of their respective criteria and the IQAC coordinator addressed the concerns raised and offered necessary suggestions accordingly.
2. Head of Departments presented updates on the progress of department files.
3. HoDs from all departments reported that all activities were on track, aligning with the academic plan.
4. Mr. K. Naveen Kumar, Criteria II in-charge, proposed obtaining an ISO Certificate for the institution. Additionally, he suggested registering for an NPTEL Local Chapter for the institution.
5. Faculty members were encouraged to enrol in Ph.D. programs and urged to publish research papers in UGC Care Journal, Scopus, and Web of Science journals listed in UGC Care.
6. It was decided that criteria in-charges should provide updates on their criteria work every 15 days. This regular reporting will help in monitoring and maintaining the progress of the specified criteria.

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Circular

Date: 1/06/2020

This is to inform all the criteria in-charges to attend a meeting with IQAC Coordinator on 5th June, 2020.

Venue: Conference Room

Time: 2 p.m.

Agenda:

1. To review criteria work
2. To Review of department Files
3. To finalize Certificate Courses for odd semesters
4. To discuss academic Plan for the Year 2020-21
5. To discuss augmentation of ICT facilities in the campus.


IQAC - Coordinator

IQAC

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Principal

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Internal Quality Assurance Cell

Minutes of Meeting

Date: 5-06-2020

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 – Member *Sapna*
4. Mr. K. Naveen Kumar – Member *Naveen*
5. Mrs. Usha Rani – Member *Usha Rani*
6. Mr. Jaya Kumar – Member *Jaya*
7. Mrs. Radha Shanker – Member *Radha*
8. Ms. Saritha Tagore – Member *Saritha*
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 requested all the criteria in-charges to provide the information about the progress of criteria work.
2. HODs updated the status of department files.
3. All the members discussed and finalised the following certificate courses
 - (a) Digital Marketing
 - (b) MS - Office
4. All the HODs were informed to prepare and submit department academic plans, Course plans, and Bridge courses to IQAC by 10th June, 2020.
5. The Convenors of committees, cells, and clubs were informed to submit their plan of action at the earliest for its approval.
6. It was decided to take online classes for the students as per university direction from the college and instructions are given to the office to make the necessary arrangements for smooth conduct of online classes.