

Academic Year

2021 - 22

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

Date: 18/04/2022

Internal Quality Assurance Cell (IQAC)

Circular

All the IQAC members are requested to attend a meeting to be held on 20th April, 2022 at 2:30 pm in the IQAC room

Agenda:

1. UGC 2(f) recognition
2. Any other matter with permission of Principal

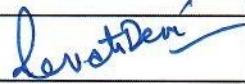

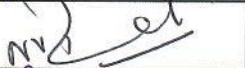
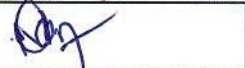




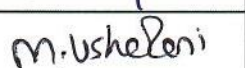
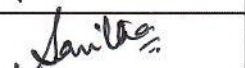
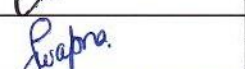




IQAC Coordinator

IQAC
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

Members Present

S.No	Name	Designation	Signature
1	Mrs. Revati Devi Mathur	Chairperson	
2	Ms. Chinnamma	Secretary - Management Representative	
3	Dr. N.V. Kavitha	Academic Advisor	
4	Mr. K. Naveen Kumar	IQAC Coordinator	
5	Mr. Jaya Kumar	Member	
6	Mr. B. Chandra Shekar	Member	
6	Mrs. Sapna Mathur	Member	
7	Mrs. Ankhee Ghosh	Member	
8	Mrs. Usha Rani	Member	
9	Mrs. Saritha Tagore	Member	
10	Mrs. Swapna Salla	Member	
11	Mrs. Sudheshna	Member	
12	Mr. Venkat	Member	
13	Mrs. Y. Ratna	Member	

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting

The IQAC meeting took place on 20th April, 2022, at 2.30 PM. The IQAC coordinator welcomed all the members and briefed them about the agenda of the meeting.

- **Application for 2(f) Status:** It was announced that the college management has decided to apply for the 2(f) status, in preparation for the upcoming NAAC accreditation process.
- The IQAC Coordinator explained the procedure and detailed the necessary documents required for applying for the 2(f) status. This information aimed to ensure clarity and understanding among the members.
- **Instructions to Admin Staff :** The administrative staff was instructed to gather and submit the required documents to the IQAC. This step is crucial for the successful application process.
- **Data Submission by HODs :** All Heads of Departments (HODs) were requested to provide relevant data to both the office and the IQAC. This data is essential for the application process and accreditation requirements.
- **Responsibility of IQAC for 2(f) Status Application :** The IQAC expressed its commitment to take on the responsibility of applying for the 2(f) status for the college. This includes coordinating the submission of necessary documents and ensuring compliance with the application process.
- **Vote of Thanks**
- The IQAC Coordinator extended a vote of thanks, expressing gratitude to all members for their participation and commitment to the college's accreditation process.


IQAC - Coordinator
IQAC

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 Quality Assurance Cell

Circular

11/04/2022

This is to inform all the HODs to attend the IQAC meeting scheduled on 16th April 2022

Venue: Conference Hall

Time: 2.30 P.M

Agenda:

1. To review department files
2. Review of progress of work Criterion-wise
3. Review of Department results
4. Faculty Feedback
5. New Faculty Recruitment


IQAC Coordinator
IQAC

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 Quality Assurance Cell

16/04/2022

Minutes of the Meeting

1. **Review of Department Files:** The meeting commenced with the IQAC announcing a scheduled review of departmental files. HODs were informed that the IQAC would be conducting regular checks in all departments and emphasized the importance of maintaining up-to-date records. The purpose is to ensure transparency, compliance, and efficient record-keeping. HODs are requested to update department files regularly, aligning with the schedule provided by the IQAC.
2. **Review of Criterion-wise work done:** A criterion-wise checklist was presented. This checklist serves as a structured approach to assess each department's compliance with predetermined criteria and standards. The aim is to ensure quality in academic and administrative processes. The HODs are encouraged to use this tool for continuous improvement and adherence to institutional guidelines.
3. **Review of Department Results:** The meeting included a detailed discussion on the results of the previous semester. Each HOD presented an analysis of their department's results, contributing to an overall institution-wide analysis. It was noted that the overall results of the institution were commendable, with an average above 90%. The Principal and IQAC expressed appreciation for the concerted efforts of department faculties in achieving this positive outcome.
4. **Faculty Feedback:** The IQAC shared the feedback received from Students, initiating a discussion on the overall feedback trends. The feedback was generally positive, indicating a satisfactory level of faculty engagement and teaching effectiveness. In some departments, specific suggestions were made based on the feedback received, and discussions revolved around strategies to address these suggestions and further enhance the teaching and learning experience.
5. **New Faculty Recruitments:** HODs were urged to prepare workload statements for the upcoming semester. Based on these statements, HODs are tasked with preparing a list of required faculties for the next academic term. This strategic planning ensures that the institution is adequately staffed to meet the demands of the upcoming semester, maintaining a favourable student-to-faculty ratio and providing quality education.

Members Present:

1. Mrs. Revati Devi Mathur – Principal *Revati Devi*
2. Mr. K. Naveen Kumar – Member - IQAC Coordinator *KN*
3. Mr. B. Chandra Shekar - Member *B. Chandra Shekar*
4. Mr. N. Jaya Kumar - Member *NJK*
5. Mrs. Sapna Mathur - Member *Sapna*
6. Mrs. Usha - Member *M. Usha Devi*
7. Mrs. Gayatri - Member *G*
8. Mrs. Sarita - Member *Sarita*
9. Dr. Durdana - Member *D*
10. Mrs. Ankhee Ghosh – Member *AG*
11. Mrs. Sudhesna - Member *Sudesh*
12. Mr. Venkat – Member *V*
13. Mrs. Y. Ratna - Member *R*

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

Internal Quality Assurance Cell

Circular

18/01/2022

This is to inform all the IQAC members to attend the meeting scheduled on 21st January 2022

Venue: Conference Hall

Time: 2.30 P.M

Agenda:

1. Discussion on workshops and co-curricular activities
2. Discussion on the placement/ Industry institute interface
3. To strengthen and revise Mentor Mentee system
4. To promote teachers to use advanced ICT tools apart from PPT and Videos


IQAC Coordinator

IQAC

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 Quality Assurance Cell

21/01/2022

Minutes of the Meeting

1. **Discussion on Workshops and Co-Curricular Activities:** The meeting opened with a focus on enhancing students' practical knowledge and industry exposure through workshops. Head of Departments were requested to organize more workshops that provide hands-on experience with current industry trends. The goal is to bridge the gap between theoretical learning and practical application, ensuring that students are well-prepared for the challenges of the industry.
2. **Discussion on Placement/Industry Institute Interface:** The meeting addressed the importance of the placement and industry-institute interface. Discussions included the signing of Memoranda of Understanding (MOUs) with industry partners, facilitating collaborative initiatives, and ensuring a seamless interaction between the institution and the corporate world. The follow-up of placement training and soft skill programs was emphasized to enhance students' employability and readiness for the professional environment.
3. **Strengthening and Revising Mentor-Mentee System:** Recognizing the significance of mentoring in shaping successful and satisfying careers for students, it was decided to strengthen and revise the mentor-mentee system. The meeting discussed strategies to improve the effectiveness of mentorship programs, including clearer guidelines, regular check-ins, and additional support mechanisms. The aim is to provide students with personalized guidance and support throughout their academic journey.
4. **Promotion of Advanced ICT Tools for Teaching:** The meeting highlighted the need for educators to embrace advanced Information and Communication Technology (ICT) tools beyond traditional methods like PowerPoint presentations and videos. It was suggested that teachers integrate modern ICT tools into their daily teaching practices to make the learning experience more engaging and effective. The discussion included ideas for training sessions to familiarize faculty with these tools and encourage their adoption.

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 *Chandra*
5. Mr. N. Jaya Kumar - Member *N Jaya*
6. Mrs. Sapna Mathur - Member *Sapna*
7. Mrs. Usha - Member
8. Mrs. Gayatri - Member *Gayatri*
9. Mrs. Sarita - Member *Sarita*
10. Dr. Durdana - Member *Durdana*
11. Mrs. Ankhee Ghosh - Member *Ankhee*
12. Mrs. Sudhesna - Member *Sudhesna*
13. Mr. Venkat – Member *Venkat*
14. Mrs. Y. Ratna - Member *Ratna*

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

Internal Quality Assurance Cell

1/12/2021

Circular

This is informing all the HOD and members to attend the meeting with Principal and IQAC on 6th December, 2021.

Venue: Conference Hall

Time: 2.30 P.M

Agenda:

1. Review of odd semester activities
2. Extension and outreach activities
3. Student activities and participation
4. Training and placement activities
5. Quality of student projects


IQAC Coordinator

IQAC

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 Quality Assurance Cell

06/12/2021

Minutes of the Meeting

1. **Review of Odd Semester Activities:** The meeting commenced with a comprehensive review of the activities conducted during the odd semester. Each department presented an overview of their respective activities, highlighting achievements, challenges, and lessons learned. Following the review, discussions ensued to formulate a plan for the upcoming even semester activities, incorporating valuable insights gained from the analysis of the odd semester.
2. **Extension and Outreach Activities:** A discussion on extension and outreach activities took place, focusing on the institution's engagement with the community and external stakeholders. Strategies were devised to enhance and expand outreach initiatives, including collaborations with local communities, industry partners, and other educational institutions. The aim is to strengthen the institution's presence and impact beyond its immediate academic boundaries.
3. **Student Activities and Participation:** Participants deliberated on strategies to boost student participation in various extracurricular and co-curricular activities conducted at the institution. The emphasis was on creating a vibrant and inclusive environment that encourages students to actively engage in sports, cultural events, clubs, and other activities. The meeting also explored ideas for new initiatives to capture the diverse interests of the student body.
4. **Training and Placement Activities:** The meeting included discussions on skill development courses as part of the training and placement activities. The goal is to equip students with the necessary skills and competencies sought by employers. Planning for workshops, seminars, and industry interactions were discussed to enhance students' employability and career readiness.
5. **Quality of Student Projects:** The HODs were encouraged to promote the involvement of students in industry projects on current topics. The focus was on aligning student projects with industry needs and fostering an environment conducive to research and innovation. HODs were advised to guide students towards publications, contributing to the quality of academic output and enhancing the institution's research profile.

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. Usha Devi*
8. Mrs. Gayatri - Member *Gayatri*
9. Mrs. Sarita - Member *Sarita*
10. Dr. Durdana - Member *Durdana*
11. Mrs. Ankhee Ghosh - Member *Ankhee Ghosh*
12. Mrs. Sudhesna - Member *Sudhesna*
13. Mr. Venkat – Member *Venkat*
14. Mrs. Y. Ratna - Member *Ratna*

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

Internal Quality Assurance Cell

7/09/2021

Circular

This is to inform all the IQAC members to attend the meeting slated on 10th September, 2021.

Venue: Conference Hall

Time: 2.30 P.M

Agenda:

1. Review of criteria work
2. Placement Status of 2020-2021
3. Analysis of quality outcomes in terms of quality sustenance and quality enhancements
4. Enhance research participation of students across all programmes


IQAC Coordinator

IQAC

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 Quality Assurance Cell

10/09/2021

Minutes of the Meeting

1. **Review of Criteria Work:** The meeting commenced with the IQAC coordinator providing an overview of the institution's progress in meeting the criteria standards set by the NAAC. Necessary directions were given to address areas requiring improvement and modifications. The discussion focused on strategies to enhance overall institutional performance and ensure compliance with NAAC standards.
2. **Placement Status of 2020-2021:** The Placement Coordinator presented a detailed report on the placement statistics for the academic year 2020-2021. The data included information on the number of students placed, companies involved, and the overall success rate. The presentation allowed for an assessment of the effectiveness of the placement strategies employed and provided insights for further enhancement.
3. **Analysis of Quality Outcomes:** The IQAC coordinator led a discussion on the analysis of quality outcomes, emphasizing the sustenance and enhancement of quality in academic programs. Guidelines were framed for the attainment of course outcomes, program outcomes, and program-specific outcomes. The aim is to ensure that the institution consistently delivers high-quality education and meets the expected standards.
4. **Enhance Research Participation of Students:** The IQAC suggested that all HODs play an active role in encouraging students to participate in research activities, including presentations and publications. The importance of fostering a research-oriented culture among students was highlighted, and it was suggested that departments create initiatives and opportunities for students to engage in meaningful research experiences.

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*
7. Mrs. Usha - Member *M. Ushelen*
8. Mrs. Gayatri - Member *G*
9. Mrs. Sarita - Member *Sarita*
10. Dr. Durdana - Member *D*
11. Mrs. Ankhee Ghosh - Member *A*
12. Mrs. Sudheshna - Member *Sudheshna*
13. Mr. Venkat – Member *V*
14. Mrs. Y. Ratna - Member *Y*

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

Internal Quality Assurance Cell

2/08/2021

Circular

This is to inform all the IQAC Members to attend a meeting scheduled on 6th August, 2021.

Venue: Conference Hall

Time: 2.30 P.M

Agenda:

1. Subscription of Journals and Newspapers for library
2. Internal Examinations
3. Increase the MOUs
4. Seminars/ FDPs/ Workshops


IQAC Coordinator

IQAC

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 Quality Assurance Cell

6/08/2021

Minutes of the Meeting

1. **Subscription of Journals and Newspapers for Library:** The meeting commenced with a discussion on the importance of updating the library resources. Department Heads were requested to compile and submit a comprehensive list of journals and newspapers required for the academic and research purposes of their respective departments. This initiative aims to enhance the quality of resources available for both faculty and students.
2. **Internal Examinations:** A crucial aspect of academic planning, the Internal Examinations were deliberated upon. It was emphasized that all HODs must ensure that their staff adheres to the prescribed format provided by the examination branch while submitting internal question papers. The deadline for submission was set at 15 days before the scheduled internal examination to facilitate smooth conduct and evaluation.
3. **Increase in MOUs:** The need for fostering collaborations and Memoranda of Understanding with eminent institutions was brought to the forefront. The participants acknowledged the significance of such partnerships in promoting academic exchange, research collaboration, and overall institutional development. It was decided that a committee would be formed to explore and initiate discussions with potential collaborators.
4. **Seminars/ FDPs/ Workshops:** The Internal Quality Assurance Cell proposed the organization of webinars, seminars, Faculty Development Programs (FDPs), and workshops by all HODs. The focus would be on addressing and disseminating information about the latest trends in their respective fields. The intention is to keep the faculty updated with evolving knowledge and practices, fostering a culture of continuous learning within the institution.

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. Usha Devi*
8. Mrs. Gayatri - Member *G*
9. Mrs. Sarita - Member *Sarita*
10. Dr. Durdana – Member *D*
11. Mrs. Ankhee Ghosh *A G*
12. Mrs. Sudhesna - Member *Sudhesna*
13. Mr. Venkat – Member *V*
14. Mrs. Y. Ratna - Member *R*

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

Internal Quality Assurance Cell

1/06/2021

Circular

This is to inform all the IQAC members to attend the meeting slated on 3th June, 2021.

Venue: Conference Hall

Time: 2.30 P.M

Agenda:

1. Workload statement for the academic year 2021-22
2. Preparation of department Time Table
3. Faculty Recruitment
4. Course Plans
5. Department Annual Plans
6. Certificate Courses for Coming semester
7. 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
Villa Marie Degree College
For Women
Somajiguda, Hyderabad-500 082
CC - 1238

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*
8. Mrs. Gayatri - Member *G. Gayatri*
9. Mrs. Sarita - Member *Sarita*
10. Dr. Durdana - Member *D. Durdana*
11. Mrs. Divya - Member *Divya*
12. Mrs. Sudhesna - Member *Sudhesna*
13. Mr. Venkat – Member *V. Venkat*
14. Mrs. Y. Ratna - Member *Y. Ratna*

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

Internal Quality Assurance Cell

3/06/2021

Minutes of the Meeting

1. **Workload Statement for the Academic Year 2021-22:** Head of Departments are requested to prepare the department workload for the current semester and submit it to the IQAC by 7th June. Strict adherence to the deadline is emphasized.
2. **Time Table:** The Time Table Committee is instructed to prepare the institutional timetable based on the workload statement. HODs are responsible for preparing departmental and individual faculty timetables accordingly.
3. **Faculty Recruitment:** In consideration of the workload statement, HODs are required to submit proposals to the Principal for the recruitment of new faculty members. HODs are instructed to collect resumes from the administrative staff and scrutinize them based on workload requirements.
4. **Course Plan:** All HODs are urged to prepare and submit the course files to the IQAC within one week. The course file format should be obtained from the IQAC, and HODs are expected to prepare the course files accordingly.
5. **Department Annual Plan:** HODs are required to submit the department's action plan for the academic year 2021-22, covering both odd and even semesters. This plan should encompass departmental activities, guest/extension lectures, field trips, and other relevant events.
6. **Certificate Courses for the Coming Semester:** The Certificate Course Committee is tasked with proposing courses for the academic year 2021-22. Committee members are expected to discuss with HODs of the concerned departments, finalize the list of certificate courses, and submit the proposal to the IQAC within one week.

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*
8. Mrs. Gayatri - Member *G. Gayatri*
9. Mrs. Sarita - Member *Sarita*
10. Dr. Durdana - Member *Dr. Durdana*
11. Mrs. Sudhesna - Member *Sudhesna*
12. Mr. Venkat – Member *V. Venkat*
13. Mrs. Y. Ratna - Member *Y. Ratna*