

Academic Year

2022 - 23

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

Date : 2-01-2023

Internal Quality Assurance Cell (IQAC)

Circular

All the IQAC members are requested to attend a meeting to be held on 6.01.2023 at 11am in the IQAC room

Agenda:

1. Confirm the minutes of the previous meeting
2. Preparation of Lesson Plans
3. Proposed activities for Committee and Clubs
4. Value Added Courses (CC Courses)
5. Result Analysis of III and V Semester
6. Any other points


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

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting

The IQAC meeting took place on 6th January, 2023, at 11 AM. The IQAC Coordinator welcomed all the members and briefed them about the agenda of the meeting.

- 1. Academic Calendar and Lesson Plan Review:** The first agenda item involved a comprehensive discussion and review of the academic calendar to facilitate the preparation of lesson plans. Members deliberated on ensuring alignment between the academic calendar and lesson plans for effective teaching and learning.
- 2. Club activities planning for academic Year 2022-23 (Semester II, IV, and VI) :** The committee discussed and planned club activities for the ongoing academic year, focusing on Semesters II, IV, and VI. The goal was to enhance extracurricular engagement and create a vibrant campus environment.
- 3. Value Added Courses with Bucket System:** The committee proposed and approved the implementation of Value Added Courses for Semesters II, IV, and VI using the Bucket System. This approach aims to provide students to choose from a bouquet of courses to ensure that the students are equipped with additional skills and knowledge beyond the regular curriculum.
- 4. Faculty Participation in Conferences and Seminars:** It was unanimously agreed that faculties from various programs should actively participate in conferences and seminars. Head of Departments were requested to motivate and encourage faculties to attend these academic events to foster professional development.
- 5. Appreciation for End Semester Examination Results:** Secretary Ms. Chinnamma madam expressed appreciation for the collective efforts of all faculties, resulting in commendable outcomes in the end semester examinations.

Vote of Thanks

The IQAC Coordinator proposed the Vote of Thanks, expressing gratitude to all members for their active participation and valuable contributions to the meeting.


IQAC – Coordinator

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











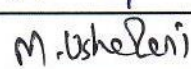

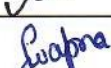

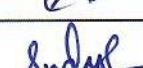


Principal
PRINCIPAL
Villa Marie Degree College
For Women
Somajiguda, Hyderabad-500 082
CC - 1238

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

Internal Quality Assurance Cell (IQAC)

IQAC Meeting held on 6-1-2023 at 11 AM

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	
7	Mrs. Sapna Mathur	Member	
8	Mrs. Ankhee Ghosh	Member	
9	Mrs. Usha Rani	Member	
10	Mrs. Saritha Tagore	Member	
11	Mrs. Swapna Salla	Member	
12	Dr. Durdana	Member	
13	Mrs. Sudheshna	Member	
14	Mr. Venkat	Member	
15	Mrs. Y. Ratna	Member	

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

Date : 10-12-2022

Internal Quality Assurance Cell (IQAC)

Circular

All the IQAC members are requested to attend a meeting to be held on 14.07.2022 at 2 pm in the IQAC room.

Venue: Conference Hall

Time: 2 p.m.

Agenda:

1. Faculty publication and submission of research proposals
2. Updating of Institutional Website
3. Efforts on student's admission for the academic year 2023 – 24.
4. Students feedback and analysis
5. Awareness session on NPTEL


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 (IQAC)

14/12/2022

Minutes of the Meeting

Faculty Publication and Research Proposals

The meeting commenced with a discussion on the first agenda item. Faculty members were directed to actively contribute to the academic community by publishing at least one paper in UGC care Journals, Scopus, or ABDC Journals. Additionally, it was emphasized that all faculty members should submit research proposals to the Research committee for further consideration.

Continuous Website Updates

Ms. Maria brought forth the suggestion of maintaining regular updates on the institution's website, reflecting day-to-day activities. The proposal was well-received, and it was unanimously agreed to implement a system ensuring continuous updates to enhance transparency and keep stakeholders informed.

Admission Committee - 100% Admissions Planning

The Admission committee raised the need to plan for achieving 100% admissions in their respective departments. It was agreed that the committee would develop a comprehensive plan outlining strategies to attain this goal.

IQAC Feedback Analysis and Faculty Appreciation

The IQAC reported on the collection and analysis of feedback, submitting a detailed report to the management. The management, in turn, appreciated the faculties for their significant contributions to academics. Specific suggestions were given to faculties to enhance teaching in identified areas.

NPTEL Courses Orientation and Mentor Allocation

Mr. Naveen Kumar, SPOC, requested the organization of an orientation session for final-year students regarding NPTEL Courses. Furthermore, he suggested the allocation of mentors for students participating in NPTEL Courses.

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

Internal Quality Assurance Cell (IQAC)

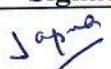

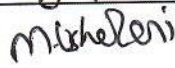

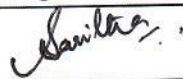


08/09/2022

Circular

This is to inform all the criterion heads to come prepared for the meeting on 10th September 2022 as per the following schedule

Agenda

1. The progress of the work done
2. Problems encountered with the collection of data.
3. Plan for completing the key indicators one at a time along with the date of completion of work
4. Suggestions if any for the preparation of the best criteria report
5. Any other matter with the permission of the chair


S. No.	Criteria	Convener	Time	Signature
1	Circular Aspect	Mrs. Sapna Mathur	11.00 am to 11.30 am	
2	Teaching, Learning and Evaluation	Mrs. Swapna Salla	11.40 am to 12.10 pm	
3	Research, Innovations and Extension	Mrs. Usha	12.20 am to 12.50 pm	
4	Infrastructure and Learning Resources	Dr. Durdana	1.00 pm to 1.30 pm	
5	Students Support and Progressions	Mrs. Saritha	1.40 pm to 2.10 pm	
6	Governances, Leadership and Management	Mr. Jaya Kumar	2.20 pm to 2.50 pm	
7	Institutional Values and Best Practices	Mrs. Gayatri	3.00 pm to 3.30 pm	

Note:

1. Request the criteria convener to adjust her class before attending the meeting.
2. Criteria committee members if free can also attend the meeting.


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 (IQAC)

10/09/2022

Minutes of the Meeting

Progress of Work Done: The meeting commenced with a comprehensive presentation of the progress made by each criteria in-charge. Through PowerPoint presentations, the criteria in-charges highlighted the status of completed tasks, achievements, and milestones accomplished in their respective areas.

- Each criteria in-charge provided a detailed overview of the work done, showcasing accomplishments and outcomes.
- The presentations served as an opportunity for collaborative understanding and appreciation of the collective progress.

Problems encountered for the Collection of Data: In-charges shared challenges faced during the data collection process, particularly difficulties in obtaining information from other departments. IQAC emphasized the importance of departmental file updates and submission of the same to the criteria in charge for efficient data collection.

- In-charges openly discussed challenges encountered in gathering information from various departments.
- IQAC suggested a solution by encouraging departments to regularly update files and submit necessary documents to the respective criteria in-charges.

Plan for Completing Key Indicators: IQAC proposed a strategic plan for completing key indicators, recommending that criteria in-charges focus on one metric at a time. The suggestion included a directive to collect relevant documents from departments concerning the specific metric, streamlining the completion process.

- The plan included the collection of documents from departments related to the specific metric being addressed.

Suggestions for the Best Criteria Report: Participants were encouraged to share suggestions for improving criteria reports. The goal was to enhance the quality, clarity, and relevance of future reports, fostering a constructive discussion on best practices.

- Attendees were invited to provide insights and recommendations for improving the overall quality of criteria reports.
- The discussion aimed to identify best practices and suggestions for an enhanced reporting process.

Member's Present:

1. Revati Devi Mathur – Principal *Revati Devi*
2. Dr. N.V. Kavitha Academic Advisor *Dr. N.V. Kavitha*
3. Mr. K. Naveen Kumar – IQAC Coordinator *K. Naveen Kumar*
4. Mr. N. Jaya Kumar – Member
5. Mr. B. Chandra Shekar - Member *B. Chandra Shekar*
6. Mrs. Sapna Mathur – Member
7. Mrs. Swapna Salla – Member *Swapna*
8. Mrs. Ankhee Ghosh - Member *Ankhee Ghosh*
9. Mrs. Usha Rani – Member
10. Dr. Durdana – Member *Dr. Durdana*
11. Mrs. Saritha Tagore – Member *Saritha Tagore*
12. Mrs. Gayathri – Member
13. Mrs. Sudheshna – Member *Sudheshna*
14. Mr. Venkat - Member *Venkat*
15. Mrs. Y. Ratna - Member *Y. Ratna*

Villa Marie Degree College for Women

(Affiliated to Osmania University)

Somajiguda, Hyderabad.

Internal Quality Assurance Cell

11/08/2022

All the IQAC members are requested to attend a meeting to be held on 16.08.2022 at 2:30 pm in the IQAC room.

Agenda:

1. Guest lectures from Industry expert's
2. Status of completion of syllabus
3. Activities planned and their status
4. Any other matter

Members to be Present:

1. Revati Devi Mathur – Principal *Revati Devi*
2. Dr. N.V. Kavitha – Academic Advisor *Kavitha*
3. Mr. K. Naveen Kumar – IQAC Coordinator *Naveen*
4. Mr. B. Chandra Shekar - Member *Chandra*
5. Mr. N. Jaya Kumar – Member
6. Mrs. Sapna Mathur – Member
7. Mrs. Ankhee Ghosh – Member *Ankhee*
8. Mrs. Usha Rani – Member
9. Dr. Durdana Shaheen – Member *Durdana*
10. Mrs. Saritha Tagore – Member *Saritha*
11. Mrs. Gayathri – Member
12. Mrs. Sudheshna – Member *Sudheshna*
13. Mr. Venkat - Member *Venkat*
14. Mrs. Y. Ratna - Member *Ratna*

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

IQAC Meeting – Minutes

16/8/2022

The following points are discussed in the meeting

1. **Planning Guest Lectures from Industry Experts:** The meeting commenced with a strategic discussion on enhancing industry exposure for students. It was unanimously agreed that all Head of Departments should plan and organize guest lectures featuring Industry Experts. The purpose is to provide students with insights into current industry trends, practices, and perspectives. HODs were tasked with identifying suitable experts and coordinating the scheduling of these lectures.
2. **Confirmation of Syllabus Completion:** Each HOD provided an update on the status of syllabus completion in their respective departments. Confirmations were made that the syllabus was covered according to the planned schedule. This verification ensures that the academic curriculum is on track and aligns with the established timelines. The commitment to syllabus completion is integral to maintaining educational standards and meeting academic goals.
3. **Activities Implementation as Per Plan:** It was communicated to all departments that ongoing activities should align with the pre-planned schedules. Departments were informed that conducting academic, co-curricular, and extracurricular activities as per the initial plan is crucial for creating a structured and comprehensive educational experience. This approach ensures the smooth execution of planned initiatives, contributing to the overall development of the institution.
4. **Progress in Documentation of Activities:** The meeting acknowledged the importance of thorough documentation of completed activities within each department. Updates were provided on the progress of documenting achievements, events, and other activities. Documentation serves as a valuable record for quality assurance, accreditation purposes, and future reference. The emphasis was placed on maintaining consistency and accuracy in the documentation process.

Member's Present:

1. Revati Devi Mathur – Principal *Revati Devi*
2. Dr. N.V. Kavitha – Academic Advisor *N.V. Kavitha*
3. Mr. K. Naveen Kumar – IQAC Coordinator *Naveen*
4. Mr. N. Jaya Kumar – Member
5. Mr. B. Chandra Shekar - Member *B. Chandra Shekar*
6. Mrs. Sapna Mathur – Member
7. Mrs. Swapna Salla – Member *Swapna*
8. Mrs. Ankhee Ghosh - Member *Ankhee Ghosh*
9. Mrs. Usha Rani – Member
10. Dr. Durdana Shaheen – Member *Durdana Shaheen*
11. Mrs. Saritha Tagore – Member *Saritha Tagore*
12. Mrs. Gayathri – Member
13. Mrs. Sudheshna – Member *Sudheshna*
14. Mr. Venkat - Member *Venkat*
15. Mrs. Y. Ratna - Member *Y. Ratna*

Villa Marie Degree College for Women

(Affiliated to Osmania University)

Somajiguda, Hyderabad.

Internal Quality Assurance Cell

11/07/2022

All the IQAC members are requested to attend a meeting to be held on 14.07.2022 at 2:30 pm in the IQAC room.

Agenda:

1. To finalize the date and the topic/ theme of the FDP
2. Any other matter.

Members:

1. Revati Devi Mathur – Principal *Revati Devi*
2. Dr. N.V. Kavitha – Academic Advisor *N.V. Kavitha*
3. Mr. K. Naveen Kumar – IQAC Coordinator *Naveen*
4. B. Chandra Shekar - Member *B. Chandra Shekar*
5. Mr. N. Jaya Kumar – Member
6. Mrs. Sapna Mathur – Member
7. Mrs. Ankhee Ghosh – Member
8. Mrs. Usha Rani – Member
9. Dr. Durdana Shaheen – Member *Durdana*
10. Mrs. Saritha Tagore – Member *Saritha*
11. Mrs. Gayatri – Member
12. Mrs. Sudheshna – Member *Sudheshna*
13. Mr. Venkat – Member *Venkat*
14. Mrs. Y. Ratna - Member *Y. Ratna*

Villa Marie Degree College for Women

(Affiliated to Osmania University)

Somajiguda, Hyderabad

Internal Quality Assurance Cell

14/07/2022

Minutes of the Meeting

The meeting began with a warm welcome from the IQAC Coordinator to all the members present. The Coordinator initiated the discussion by emphasizing the importance of organizing a Faculty Development Program (FDP) as previously planned.

1. **Topics for FDP:** Members present actively participated in suggesting topics for the FDP. Various areas of interest were proposed, including research methodology, innovations in teaching, pedagogy, and the New Educational Policy (NEP). These suggestions highlighted the diverse interests and priorities of the academic community.
2. **Selection of FDP Topic:** After thorough deliberations, it was resolved that the FDP would focus on the New Educational Policy (NEP). The decision reflected the collective interest in understanding and adapting to the changes introduced by the NEP. Some members expressed enthusiasm for inviting speakers from the university to provide diverse perspectives and insights.
3. **Inviting Participants from other Colleges:** The idea of inviting participants from other colleges was discussed, with some members expressing a keen interest in learning from experiences beyond their institution. The potential benefits of cross-institutional collaboration and knowledge sharing were acknowledged. The IQAC Coordinator committed to seeking permission from the secretary to invite participants from other colleges.
4. **Conclusion and Vote of Thanks:** The meeting concluded with the final decision to organize the FDP on the New Educational Policy. The IQAC Coordinator thanked all the members for their active participation, input, and valuable suggestions. He announced his intention to seek formal permission from the secretary to invite participants from other colleges, expressing optimism about the potential success and impact of the planned FDP.

Member's Present:

1. Revati Devi Mathur – Principal *Revati Devi*
2. Dr. N.V. Kavitha – Academic Advisor *N.V. Kavitha*
3. Mr. K. Naveen Kumar – IQAC Coordinator *K. Naveen Kumar*
4. Mr. B. Chandra Shekar - Member *B. Chandra Shekar*
5. Mr. N. Jaya Kumar – Member
6. Mrs. Sapna Mathur – Member
7. Mrs. Mrs. Ankhee Ghosh – Member *Ankhee Ghosh*
8. Mrs. Usha Rani – Member
9. Dr. Durdana – Member *Durdana*
10. Mrs. Saritha Tagore – Member *Saritha Tagore*
11. Mrs. Gayathri – Member
12. Mrs. Sudheshna – Member *Sudheshna*
13. Mr. Venkat - Member *Venkat*
14. Mrs. Y. Ratna - Member *Y. Ratna*