



## **VILLA MARIE DEGREE COLLEGE FOR WOMEN**

#6-3-1089, Raj Bhavan Road, Somajiguda, Hyderabad-500082, Tel: +91-23391966, 23306302

Affiliated to Osmania University, Management Programs Approved by AICTE

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**IQAC Meetings**

## Report of IQAC Meetings

S.No	Meeting Date	Meeting Agenda
1	2-6-2023	<ol style="list-style-type: none"> <li>To read and confirm the minutes of previous meeting and the action taken report</li> <li>To discuss and approve the academic calendar prepared for 2023-24</li> <li>Approval of master timetable to approve the list of faculties in charge of various clubs, cells and committees of the present academic year</li> <li>To introduce new certificate courses</li> </ol>
2	13-6-2023	<ol style="list-style-type: none"> <li>Academic Calendar of the odd semesters 2023-2024.</li> <li>Feedback from the stakeholders.</li> <li>Department documentation - update</li> <li>Ratification of the faculty members</li> <li>Any other discussion with permission from Principal</li> </ol>
3.	4-7-2023	<ol style="list-style-type: none"> <li>Ratification of Assistant Professor in the respective department.</li> <li>Feedback of the teaching faculty.</li> </ol>
4.	9-11-2023	<ol style="list-style-type: none"> <li>Preparing for IIQA Application</li> <li>Date of Submitting IIQA</li> <li>Status of completed in the department</li> </ol>
5	5-12-2023	<ol style="list-style-type: none"> <li>ISO Certification</li> </ol>
6	8-1-2024	<ol style="list-style-type: none"> <li>Submission of SSR.</li> <li>Criteria Files Updation Status</li> <li>Department Documentation</li> </ol>
7	2-2-24	<ol style="list-style-type: none"> <li>Submission of SSR</li> </ol>
8	1-4-24	<ol style="list-style-type: none"> <li>NAAC Peer Team Visit</li> </ol>



# Villa Marie Degree College for Women

(AFFILIATED TO OSMANIA UNIVERSITY)

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E-mail: [villamarieedu@gmail.com](mailto:villamarieedu@gmail.com) [www.villamariecollege.ac.in](http://www.villamariecollege.ac.in)

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## Notice

Date: 1-6-2023

The members of IQAC are hereby informed that the first meeting of IQAC for the academic year 2023-24 is scheduled on 02/06/2023 at Conference Hall. All are requested to come at 2.30 pm to discuss the following agenda of the meeting.

### Agenda

1. To read and confirm the minutes of the previous meeting and the action taken report.
2. To discuss and approve the academic calendar prepared for the academic year 2023 -2024
3. Approval of the master time table
4. To approve the list of faculties in charge of various clubs, cells and committees of the present academic year.
5. To introduce new certificate courses

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





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## MINUTES OF IQAC MEETING

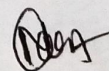
Meeting No: 1

Date: 02/06/2023

Time: 2.30 pm

The first meeting of Internal Quality Assurance Cell (IQAC), VMDC, for the academic year 2023-24 was held on 02/06/2023 at 2.30 pm at Conference Hall. The meeting was chaired by respected principal Mrs. Revati Devi Mathur. IQAC coordinator delivered the welcome address to the principal and the members of IQAC. The following matters on the agenda were discussed and it was unanimously resolved to implement them. The meeting adjourned at 04.30 pm after the vote of thanks by Mr. K. Naveen Kumar.

S.No	Agenda	Resolution
1	To read and confirm the minutes of the previous meeting	The IQAC Coordinator read out the minutes of the previous meeting, which were subsequently confirmed. The meeting then proceeded with a discussion on the action taken report as outlined in the minutes.
2	Academic calendar discussion and approval of Master timetable	The academic calendar and Master timetable was approved.
3	List of faculties in charge of various cells, clubs and committees	It was decided to approve the new Academic committees.
4	Certificate courses	It was decided to add new certificate courses to the existing ones for each department. Guidelines for these courses was decided

  
IQAC

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## **Internal Quality Assurance Cell**

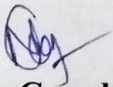
### **Circular**

**8/06/2023**

All the IQAC members are requested to attend a meeting to be held on 13.06.2023 at 1:30 P.M. in the Principal office.

#### **Agenda:**

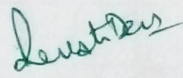
1. Academic Calendar of the odd semesters 2023-2024.
2. Feedback from the stakeholders.
3. Department documentation - update
4. Ratification of the faculty members
5. Any other discussion with permission from Principal



**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



# Villa Marie Degree College for Women

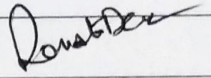
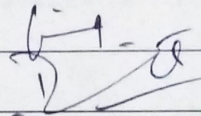
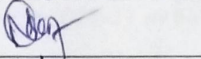

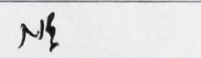
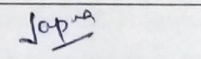
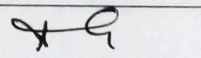
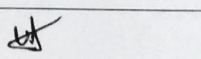
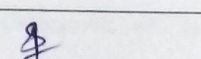
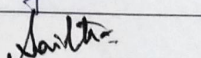
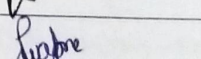
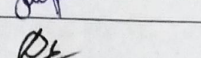
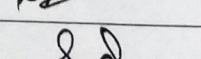
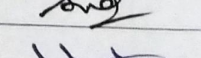

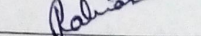
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Somajiguda, Hyderabad.

## Internal Quality Assurance Cell

Proceeding of the meeting of the Internal Quality Assessment Cell (IQAC) of Villa Marie Degree College for Women, held on 13.06.2023 at 1:30 pm in the Principal's room.

### Member's 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. B. Chandra Shekar	Member	
6	Mr. Jaya Kumar	Member	
7	Mrs. Sapna Mathur	Member	
8	Mrs. Ankhee Ghosh	Member	
9	Mrs. Usha Rani	Member	
10	Mrs. Gayatri	Member	
11	Mrs. Saritha Tagore	Member	
12	Mrs. Swapna Salla	Member	
13	Dr. Durdana	Member	
14	Mrs. Sudheshna	Member	
15	Mr. Venkat	Member	
16	Mrs. Y. Ratna	Member	



# **Villa Marie Degree College for Women**

**(Affiliated to Osmania University)**

**Somajiguda, Hyderabad**

**IQAC Meeting – Minutes**

The following resolutions are taken during the IQAC meeting held on 13/06/2023 at 1.30 pm.

## **Welcome and Discussion of Previous Minutes**

The meeting commenced with the IQAC Coordinator a warm welcome to all members. The IQAC Coordinator briefly discussed the minutes of the previous meeting to ensure a shared understanding among the participants.

## **Reading of Minutes**

The IQAC Coordinator read out the minutes of the current meeting, providing a detailed account of the discussions and resolutions.

## **Preparation of Academic Calendar for 2023-24**

It was resolved that an academic calendar for Semester I, III, and V of the academic year 2023-24 would be prepared. Department Heads were urged to plan and submit unit tests, activities, guest lectures, workshops, etc., to the Principal on or before 15/06/2023.

## **Feedback Collection from Stakeholders**

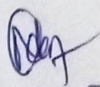
The members collectively decided to gather feedback from various stakeholders, including CC Program resource persons, employers, and students. This feedback would be instrumental in enhancing the overall quality and functioning of the institution.

## **Documentation update for SSR Submission**

Recognizing the upcoming submission of the SSR in the coming months, members acknowledged the importance of regularly updating documentation to align with accreditation requirements.

## **New Faculty Appointments and Ratification Process**

As new faculties are appointed and vacancies are filled in various departments, HODs were requested to submit the details of newly appointed faculties to the IQAC. The ratification process for the new appointments should be completed before 5th July, 2023.

  
IQAC  
Villa Marie Degree College For Women  
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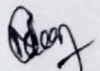
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13/06/2023

S.No	Agenda	Action Taken Report
1	Preparation of Academic Calendar for 2023-24	<ul style="list-style-type: none"><li>Department Heads were informed to prepare and submit their academic plans, including unit tests, activities, guest lectures, and workshops.</li><li>Submissions were received by the principal by 15/06/2023 as directed.</li></ul>
2	Feedback Collection from Stakeholders	<ul style="list-style-type: none"><li>A structured feedback mechanism was designed, targeting CC Program resource persons, employers, and students.</li><li>Templates for feedback forms were circulated, and the collection process was initiated.</li></ul>
3	Documentation Update for SSR Submission	<ul style="list-style-type: none"><li>All departments were instructed to regularly update their documentation to meet the requirements for SSR submission.</li><li>A review schedule was implemented to monitor progress monthly.</li></ul>
4	New Faculty Appointments and Ratification Process	<ul style="list-style-type: none"><li>HODs submitted details of newly appointed faculty members.</li><li>The ratification process for appointments was initiated and completed.</li></ul>
5	Other Discussions	<ul style="list-style-type: none"><li>Suggestions for improving the teaching-learning process were collected and noted for future implementation.</li></ul>

  
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**Internal Quality Assurance Cell**

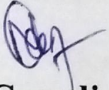
**Circular**

**2/07/2023**

A meeting of the internal quality assessment Cell (IQAC) of Villa Marie Degree College will be held on 4.07.2023 at 1:30 P.M. in the Principal room. All HODs and members are requested to attend the meeting.

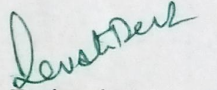
**Agenda:**

1. Ratification of Assistant Professor in the respective department.
2. Feedback of the teaching faculty.



**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  
6-3-1238



# Villa Marie Degree College for Women

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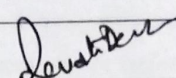

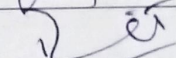













Internal Quality Assurance Cell

Minutes of the Meeting

4.07.2023

Proceeding of the meeting of the Internal Quality Assessment Cell (IQAC) of Villa Marie Degree College for Women, held on 4.07.2023 at 1:30 pm in the Principal's room.

## Member's 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. B. Chandra Shekar	Member	
6	Mr. Jaya Kumar	Member	
7	Mrs. Sapna Mathur	Member	
8	Mrs. Ankhee Ghosh	Member	
9	Mrs. Gayatri	Member	
10	Mrs. Usha Rani	Member	
11	Mrs. Saritha Tagore	Member	
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16	Mrs. Y. Ratna	Member	



# Villa Marie Degree College for Women

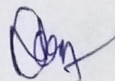
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Somajiguda, Hyderabad

IQAC Meeting – Minutes

The following resolutions are taken during the IQAC meeting held on 4/07/2023 at 1.30 pm.

1. **Reading of Minutes:** The meeting commenced with the IQAC Coordinator reading the minutes of the previous meeting, providing a comprehensive review of the discussions and decisions made.
2. **Faculty Ratification Process:** The principal addressed the gathering, instructing all Head of Departments to prepare a list of faculties who are not yet ratified in their respective departments. The Principal emphasized the need to complete the faculty ratification process on or before 7/7/2023 without any exceptions.
3. **Assignment of Faculty Ratification Responsibility:** Mr. K. Naveen Kumar, the IQAC Coordinator, was assigned the responsibility of coordinating the faculty ratification process. He is tasked with collaborating with department HODs and the subject expert appointed by the University to ensure a smooth and efficient ratification process.
4. **Review of Feedback Analysis and Faculty Appreciation:** The Principal reviewed the feedback analysis of faculty members and expressed appreciation for the positive response received from students.
5. **Enhancement of Departmental Activities:** The Principal advised faculty members to incorporate additional activities within their respective departments that would be beneficial for students in terms of both academics and career development.
6. **Vote of Thanks:** Mr. K. Naveen Kumar, IQAC Coordinator, delivered the vote of thanks, expressing gratitude to all participants for their active involvement and commitment to the decisions made during the meeting.



— IQAC  
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
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## Action Taken Report

4/7/2023

S.No	Agenda	Action Taken Report
1	Review of Feedback Analysis and Faculty Appreciation	<ul style="list-style-type: none"><li>▪ The feedback analysis report on faculty members was shared with the Principal.</li><li>▪ Faculty members with positive feedback were individually acknowledged and appreciated through internal communication, fostering a sense of motivation and accomplishment.</li></ul>
2	Enhancement of Departmental Activities	<ul style="list-style-type: none"><li>▪ Departments were directed to design and implement additional activities aimed at enhancing academic learning and career development for students.</li><li>▪ Activities such as guest lectures, skill-based workshops, career counselling sessions, and interdisciplinary seminars were scheduled and incorporated into the departmental plans for the upcoming semester.</li><li>▪ A progress report on these activities will be reviewed in the next IQAC meeting.</li></ul>

  
IQAC

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# **Villa Marie Degree College for Women**

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**Internal Quality Assurance Cell**

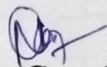
## **Circular**

**4/11/2023**

All the IQAC members are requested to attend a meeting to be held on 9<sup>th</sup> November, 2023 at 2:30 pm in the IQAC room

### **Agenda:**

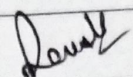
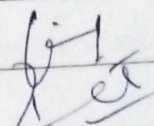














1. Preparing for IIQA application
2. Date of submitting IIQA
3. Status of files completed in the department
4. Any other points with prior permission with principal

  
**IQAC – Coordinator**

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



### 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. Gayatri	Member	
12	Mrs. Swapna Salla	Member	
13	Dr. Durdana	Member	
14	Mrs. Sudheshna	Member	
15	Mr. Venkat	Member	
16	Mrs. Y. Ratna	Member	



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

**Minutes of IQAC Meeting**

The IQAC meeting took place on 9<sup>th</sup> November, 2023, at 2.30 PM. The IQAC Coordinator welcomed all the members and briefed them about the agenda of the meeting.

**Preparing for IIQA Application**

The meeting began with the first agenda item, discussing the preparation for the Institutional Information for Quality Assessment (IIQA) application, which marks the initial step for NAAC Accreditation. The Management, Principal, and IQAC Coordinator have planned to submit the IIQA on 23rd November, 2023. Criteria heads and members were urged to expedite their work in order to meet the submission deadline.

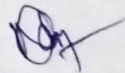
**Status of Files Completed in the Department**

The second agenda item involved the status of files completion in each department. Heads of Departments (HODs) were requested to provide an update on the completion status of files in their respective departments.

**Any Other Points with Prior Permission from the Principal**

Members were encouraged to bring up relevant matters that required consideration.

The meeting concluded with a summary of the discussed points, emphasizing the importance of timely preparation for the IIQA application and the need for the status update on files in each department.



**IQAC**

Villa Marie Degree College For Women  
6-3-1089, Somajiguda, Hyderabad-52.





# Villa Marie Degree College for Women

(AFFILIATED TO OSMANIA UNIVERSITY)

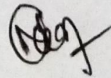
# 6-3-1089, Raj Bhavan Road, Somajiguda Hyderabad-500082 Tel: +91-40-23391966, 2330 6302  
E-mail: villamarieedu@gmail.com www.villamariecollege.ac.in

An ISO 9001:2015 Certified Institution

## Action Taken Report

9/11/2023

S.No	Agenda	Action Taken
1	<b>Preparing for IIQA Application</b> Criteria heads and members were requested to expedite their work for the timely submission of the Institutional Information for Quality Assessment (IIQA) application by 23rd November, 2023.	<b>Action Taken:</b> <ul style="list-style-type: none"><li>A meeting was conducted with all criteria heads and members to outline their specific tasks and deadlines.</li><li>A progress tracking mechanism was implemented, with weekly status updates scheduled to ensure adherence to timelines.</li><li>The IQAC Coordinator conducted individual follow-ups with criteria heads to address challenges and provide necessary support.</li></ul>
2	<b>Status of Files Completed in the Department</b> HODs were requested to provide an update on the completion status of departmental files.	<b>Action Taken:</b> <ul style="list-style-type: none"><li>All HODs submitted the status reports for their departmental files by the requested deadline.</li><li>A consolidated report was prepared and shared with the Principal and IQAC Coordinator for review.</li><li>Departments with pending files were identified and provided with additional support to ensure completion.</li></ul>

  
IQAC  
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# **Villa Marie Degree College for Women**

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Somajiguda, Hyderabad

Date : 2-12-2023

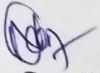
**Internal Quality Assurance Cell (IQAC)**

**Circular**

All the IQAC members are requested to attend a meeting to be held on 5<sup>th</sup> December 2023, at 2:30 pm in the IQAC room

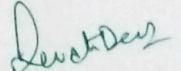
**Agenda:**

1. ISO Certification
2. Any other points



**IQAC – Coordinator**  
**IQAC**

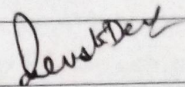
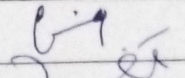

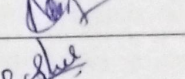
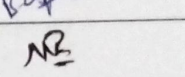
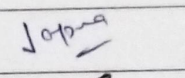
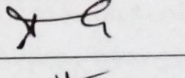
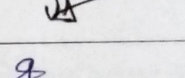
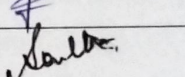
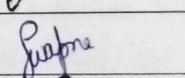
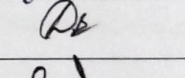
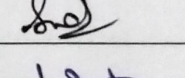
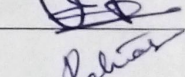
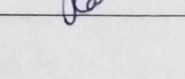
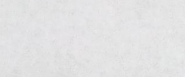
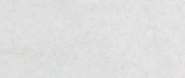
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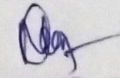


**Principal**

PRINCIPAL  
Villa Marie Degree College  
For Women  
Somajiguda, Hyderabad-500 082  
C - 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.B. Chandra Shekar	Member	
6	Mr. Jaya Kumar	Member	
7	Mrs. Sapna Mathur	Member	
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15	Mr. Venkat	Member	
16	Mrs. Y. Ratna	Member	

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



## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting

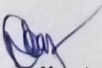
The IQAC meeting took place on 5<sup>th</sup> December 2023, at 2.30 PM. The IQAC coordinator welcomed all the members and briefed them about the agenda of the meeting.

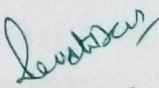
**Explanation of ISO Procedure by IQAC Coordinator:** The meeting commenced with the IQAC Coordinator providing a detailed explanation of the ISO (International Organization for Standardization) procedure to all Heads of Departments (HODs). The objective was to ensure a comprehensive understanding of ISO standards and procedures across all departments.

#### Principal's Address and Resolutions

The Principal addressed the meeting, outlining the following resolutions:

- a. All HODs to Prepare Departmental Files:** The Principal requested all HODs to be prepared with their respective departmental files. This includes documentation and records necessary for inspection and compliance with ISO standards.
- b. Submission of Activities and Events to IQAC:** It was resolved that all HODs must submit details of their departmental activities and events to the Institutional Quality Assurance Cell (IQAC). This submission aids in comprehensive documentation and analysis of the department's initiatives.
- c. Computer Lab Status Update:** The HOD of the Computer Department was specifically instructed to check and update the status of the computer lab. This ensures the lab is well-maintained and meets the required standards.
- d. Commerce Lab Update:** The Commerce HOD is tasked with providing an update on the status of the commerce lab. This includes ensuring that the lab is equipped with the necessary resources and meets the required standards.
- e. Submission of Office Details:** The Office is directed to submit a comprehensive list, including faculty details, infrastructure facilities, student information, Fire Safety Certificate, etc. This is crucial for maintaining accurate records and ensuring compliance with ISO standards.
- f. Readiness of Account Section:** The Account section is instructed to be prepared with details related to student fees, salaries, and other financial information. This readiness is essential for financial transparency and compliance.
- g. CC Program List Submission:** The certificate courses convener is requested to submit a comprehensive list of all participants in the CC Program. This information is essential for documentation and program evaluation.

  
IQAC – Coordinator

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





# Villa Marie Degree College for Women

(AFFILIATED TO OSMANIA UNIVERSITY)

# 6-3-1089, Raj Bhavan Road, Somajiguda Hyderabad-500082 Tel: +91-40-23391966, 2330 6302

E-mail: villamarieedu@gmail.com www.villamariecollege.ac.in

An ISO 9001:2015 Certified Institution


## Action Taken Report

5/12/2023

S.No	Agenda	Action Taken Report
1	Explanation of ISO Procedure by IQAC Coordinator	<ul style="list-style-type: none"> <li>The IQAC Coordinator conducted a detailed session for all Heads of Departments (HODs) on ISO standards and procedures.</li> <li>A guide on ISO documentation and compliance requirements was shared with all departments for reference and implementation.</li> </ul>
2	Principal's Address and Resolutions	
	Preparation of Departmental Files	<ul style="list-style-type: none"> <li>All HODs have been instructed to compile and update departmental files with the necessary documentation and records for ISO compliance.</li> <li>Regular follow-ups are scheduled to ensure timely completion.</li> </ul>
	Submission of Activities and Events to IQAC	<ul style="list-style-type: none"> <li>HODs submitted a list of departmental activities and events to the IQAC for documentation and quality analysis.</li> <li>The IQAC will periodically review the submissions for completeness and adherence to standards.</li> </ul>
	Computer Lab Status Update	<ul style="list-style-type: none"> <li>The Computer Department HOD inspected the computer lab and submitted a status report detailing maintenance and required upgrades.</li> <li>Actionable recommendations have been forwarded to the administration for approval.</li> </ul>



Commerce Lab Update	<ul style="list-style-type: none"> <li>▪ The Commerce Department HOD reviewed the lab's resources and submitted a report outlining the status of equipment and infrastructure.</li> <li>▪ A proposal for additional resources has been prepared and sent for administrative review.</li> </ul>
Submission of Office Details	<ul style="list-style-type: none"> <li>▪ The Office provided a comprehensive report, including faculty details, infrastructure facilities, student information, and the Fire Safety Certificate.</li> <li>▪ All records have been verified for accuracy and completeness.</li> </ul>
Readiness of Account Section	<ul style="list-style-type: none"> <li>▪ The Accounts Section submitted detailed reports on student fees, faculty salaries, and other financial information.</li> <li>▪ This data has been reviewed for financial transparency and compliance.</li> </ul>
CC Program List Submission	<ul style="list-style-type: none"> <li>▪ The certificate courses convener submitted a detailed list of participants in the CC Program.</li> <li>▪ The list is being documented for program evaluation and future reference.</li> </ul>

  
 IQAC  
 Villa Marie Degree College For Women  
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**Internal Quality Assurance Cell**

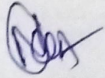
**Circular**

**05/01/2024**

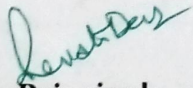
All the IQAC members are requested to attend a meeting to be held on 08.01.2024 at 2:30 P.M in the Principal's office.

**Agenda:**

1. Submission of SSR.
2. Criteria Files Updation Status
3. Department Documentation

  
**IQAC – Coordinator**

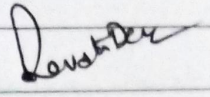
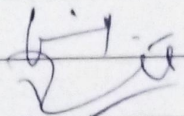
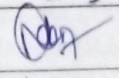
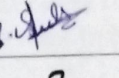
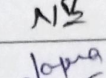


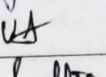


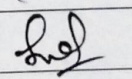



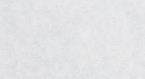
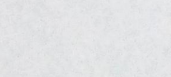
**IQAC**  
Villa Marie Degree College For Women  
6-3-1089, Somajiguda, Hyderabad-82.

  
**Principal**

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



## Members Present

S.No	Name	Designation	Signature
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2	Ms. Chinnamma	Secretary - Management Representative	
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15	Mr. Venkat	Member	
16	Mrs. Y. Ratna	Member	



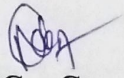
**Villa Marie Degree College for Women**  
(Affiliated to Osmania University)  
Somajiguda, Hyderabad

**Minutes of IQAC Meeting**

The IQAC meeting took place on 8<sup>th</sup> January, 2024, at 2.30 PM. The IQAC coordinator welcomed all the members and briefed them about the agenda of the meeting.

1. **Submission of SSR (Self-Study Report):** The IQAC Coordinator initiated the discussion regarding the submission of the Self-Study Report. It was noted that the deadline for submission is approaching and emphasized the importance of timely completion. Members were urged to ensure all required documentation and data are compiled accurately and submitted before the deadline.
2. **Criteria Files Updation Status:** The IQAC Coordinator then addressed the status of updating criteria files. Members provided updates on the progress made in updating the criteria files according to the guidelines provided. Any challenges or issues encountered during the process were discussed, and solutions were proposed to expedite the completion of this task.
3. **Department Documentation:** Under this agenda item, the IQAC Coordinator directed attention to the documentation required from each department. Members were reminded of the importance of maintaining accurate and comprehensive documentation to support various accreditation and quality assurance processes. Discussion ensued regarding the specific documentation requirements, and members were encouraged to collaborate closely with their respective departments to ensure all necessary documentation was in order.

**Conclusion:** With no further points to discuss, the Chairperson concluded the meeting at 4.00 PM. Action items were assigned to relevant members to ensure the timely completion of tasks discussed during the meeting. The next meeting will be scheduled and communicated to all members accordingly.

  
**IQAC – Coordinator**

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





# Villa Marie Degree College for Women

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
# 6-3-1089, Raj Bhavan Road, Somajiguda Hyderabad-500082 Tel: +91-40-23391966, 2330 6302

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8/1/2024

S.No	Agenda	Action Taken Report
1	Submission of SSR (Self-Study Report)	<ul style="list-style-type: none"><li>All departments were directed to complete and compile the required documentation and data for the Self-Study Report (SSR) in alignment with the accreditation guidelines.</li><li>A timeline was established for each department to submit their respective sections, ensuring timely consolidation of the SSR before the submission deadline.</li><li>The IQAC team initiated regular follow-ups to monitor progress and provide support where necessary.</li></ul>
2	Criteria Files Updating Status	<ul style="list-style-type: none"><li>Members provided updates on the status of criteria file updates, highlighting areas of progress and any challenges encountered.</li><li>Specific solutions were proposed and implemented to address bottlenecks, including reassigning tasks and providing additional resources where required.</li><li>A final review of all criteria files was scheduled to ensure accuracy and completeness before submission.</li></ul>
3	Department Documentation	<ul style="list-style-type: none"><li>The IQAC Coordinator reiterated the importance of maintaining accurate and comprehensive departmental documentation for accreditation and quality assurance.</li><li>Departments were provided with checklists and templates to ensure uniformity and thoroughness in documentation.</li><li>Collaborative meetings were conducted within departments to streamline the collection and organization of required documents.</li></ul>

  
IQAC

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



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

**Internal Quality Assurance Cell**


**Circular**

**02/02/2024**

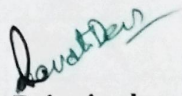
All the IQAC members are requested to attend a meeting to be held on 02.02.2024 at 2:30 P.M in the Principal's office.

**Agenda:**

1. Submission of SSR.

  
**IQAC – Coordinator**

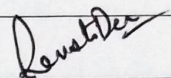
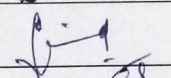
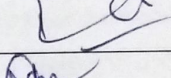
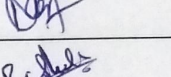
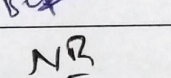
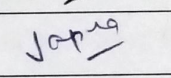
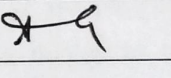
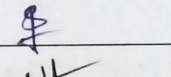
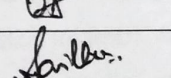
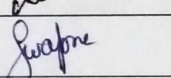
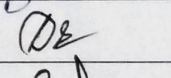
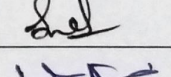
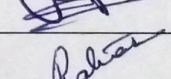
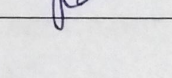


**IQAC**  
Villa Marie Degree College For Women  
6-3-1089, Somajiguda, Hyderabad-82.

  
**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. B. Chandra Shekar	Member	
6	Mr. Jaya Kumar	Member	
7	Mrs. Sapna Mathur	Member	
8	Mrs. Ankhee Ghosh	Member	
9	Mrs. Gayatri	Member	
10	Mrs. Usha Rani	Member	
11	Mrs. Saritha Tagore	Member	
12	Mrs. Swapna Salla	Member	
13	Dr. Durdan	Member	
14	Mrs. Sudheshna	Member	
15	Mr. Venkat	Member	
16	Mrs. Y. Ratna	Member	



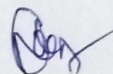
**Villa Marie Degree College for Women**  
(Affiliated to Osmania University)  
Somajiguda, Hyderabad

**Minutes of IQAC Meeting**

The IQAC meeting took place on 2<sup>nd</sup> February, 2024, at 2.30 PM. The IQAC coordinator welcomed all the members and briefed them about the agenda of the meeting.

The meeting commenced with the Principal expressing gratitude to all attendees for their dedication and hard work in successfully completing and submitting the SSR. The Chairperson highlighted the importance of this achievement in maintaining the college's commitment to quality assurance and accreditation standards.

1. **Recognition and Appreciation:** The Chairperson extended heartfelt appreciation to the IQAC Coordinator, Mr. K. Naveen Kumar, for his leadership and coordination in overseeing the preparation and submission of the SSR. The Chairperson recognized the IQAC members and staff members for their valuable contributions, dedication, and teamwork throughout the process.
2. **Acknowledgment of Efforts:** Each staff member present was individually acknowledged for their specific contributions to the SSR preparation. Their diligence, attention to detail, and commitment to excellence were praised as instrumental in ensuring the quality and comprehensiveness of the submitted report.



**IQAC – Coordinator**

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





# Villa Marie Degree College for Women

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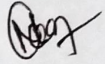
# 6-3-1089, Raj Bhavan Road, Somajiguda Hyderabad-500082 Tel: +91-40-23391966, 2330 6302

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2/2/2024

S.No	Agenda	Action Taken Report
1	Recognition and Appreciation	▪ The Chairperson formally expressed gratitude to Mr. K. Naveen Kumar, IQAC Coordinator, for his exemplary leadership in managing the preparation and submission of the Self-Study Report (SSR).
2	Acknowledgment of Efforts	▪ Each staff member's individual efforts during the SSR preparation were acknowledged in the meeting.

  
IQAC  
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**Internal Quality Assurance Cell**

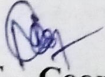
**Circular**

**27/03/2024**

All the IQAC members are requested to attend a meeting to be held on 01.04.2024 at 2:30 P.M in the Principal's office.

**Agenda:**

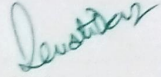
1. NAAC Peer Team Visit



**IQAC – Coordinator**

— IQAC

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



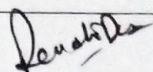
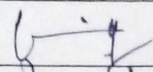
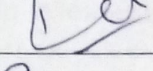



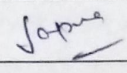
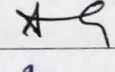


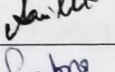

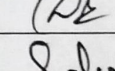
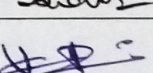
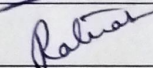
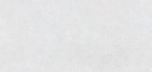
**Principal**

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. B. Chandra Shekar	Member	
6	Mr. Jaya Kumar	Member	
7	Mrs. Sapna Mathur	Member	
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# Villa Marie Degree College for Women

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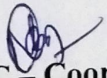
## Minutes of IQAC Meeting


The IQAC meeting took place on 1<sup>st</sup> April, 2024, at 2.30 PM. The IQAC coordinator welcomed all the members and briefed them about the agenda of the meeting.

**Proceedings:** The meeting commenced with the IQAC Coordinator welcoming all attendees and emphasizing the importance of the upcoming NAAC Peer Team Visit scheduled on 15th/16th of April 2024.

1. **Preparation for NAAC Peer Team Visit:** The Chairperson provided an overview of the purpose and significance of the NAAC Peer Team Visit, highlighting the need for thorough preparation to showcase the institution's strengths and achievements effectively. It was reiterated that the visit presents an opportunity to demonstrate compliance with NAAC standards and criteria.
2. **Arrangement of Department Files:** HODs were instructed to ensure that all departmental files and documents are organized systematically and are readily accessible for review by the NAAC Peer Team. The Chairperson emphasized the importance of accuracy and completeness in the documentation provided.
3. **Responsibilities of HODs:** Each HOD was assigned specific responsibilities to oversee the preparation within their respective departments. These responsibilities include:
  - Ensuring all necessary documents, reports, and records are compiled and updated.
  - Coordinating with faculty members to gather relevant data and information.
  - Conducting internal audits to identify any gaps or areas needing improvement.
  - Liaising with other departments as needed to ensure a cohesive approach to preparation.

**Conclusion:** With the responsibilities outlined and expectations set, the Chairperson concluded the meeting, urging all attendees to prioritize the preparation efforts for the NAAC Peer Team Visit. It was emphasized that the successful outcome of the visit relies on the collective efforts and cooperation of all stakeholders.

  
IQAC – Coordinator

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





# Villa Marie Degree College for Women

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
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1/4/2024

S.No	Agenda	Action Taken Report
1	Preparation for NAAC Peer Team Visit	<ul style="list-style-type: none"><li>A comprehensive checklist was circulated to all departments detailing the documentation and presentations required for the NAAC Peer Team Visit.</li><li>A preparatory meeting was scheduled with the heads of departments (HODs) to address queries and provide further guidance on showcasing institutional achievements.</li><li>Mock interviews and rehearsals were conducted to prepare faculty and staff for interactions with the NAAC Peer Team.</li></ul>
2	Arrangement of Department Files	<ul style="list-style-type: none"><li>All departments were instructed to complete the arrangement and verification of their files by 10th April 2024 to allow time for a final review.</li><li>The IQAC team coordinated with each department to cross-check files for accuracy and completeness.</li><li>Physical and digital copies of departmental documents were ensured for easy access and demonstration during the visit.</li></ul>
3	Responsibilities of HODs	<ul style="list-style-type: none"><li>Each HOD submitted a progress report on departmental readiness by 8th April 2024, which was reviewed by the IQAC Coordinator.</li><li>Internal audits were conducted by departments to identify and rectify gaps in documentation and preparation.</li><li>Collaborative sessions between departments were organized to align efforts and ensure consistency in data presentation.</li></ul>

  
IQAC  
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