



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Date: 03-06-2024

CIRCULAR

All teaching staff members are hereby informed that the Academic Staff Meeting for the commencement of the Academic Year 2024–25 is scheduled as per the details below:

Date: 05-06-2024

Time: 2:30 PM

Venue: Conference Hall

Agenda

1. Opening remarks by the Principal
2. Review of previous academic year activities
3. Finalization of academic calendar and timetable
4. Planning for FDP and orientation programs
5. Any other matter with permission of the Chair

Attendance is mandatory for all faculty members.

Dr. K. Naveen Kumar

IQAC Coordinator

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

Mrs. Revati Devi Mathur

Principal

PRINCIPAL
Villa Marie Degree College
For Women
Somajiguda, Hyderabad-500 08
CC-1238



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Minutes of the Meeting

Date:05-06-2024

Time: 2:30 PM

Venue: Conference Hall

Agenda Item	Minutes
Review of previous academic year	The committee reviewed the academic progress of the previous year, including curriculum delivery, student participation and examination outcomes. Members acknowledged improvement areas, such as timely documentation and structured follow-ups. Action points from the previous year were revisited to ensure closure before initiating the new cycle.
Academic Calendar finalization	The draft Academic Calendar was reviewed in detail. Suggestions were made to incorporate NEP-aligned activities, skill enhancement sessions and a student orientation schedule. After discussion and minor modifications, the committee approved the calendar for circulation to all departments.
Timetable & workload allocation	The workload distribution submitted by departments was reviewed and found satisfactory. Timetable compatibility was checked to avoid clashes between theory, lab, and skill courses. The consolidated timetable was finalized and departments instructed to ensure strict adherence.
Examination framework	The examination format was reviewed and agreed to continue the existing pattern based on internal assessments and semester-end

	examinations. The committee emphasized the need for strict invigilation, transparency in evaluation, and timely announcement of results.
FDP planning	Members proposed organizing an FDP in June to enhance teaching quality and NEP-aligned pedagogical practices. A sub-committee was formed to finalize theme, resource persons and logistics. Responsibilities were assigned to ensure smooth execution.



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

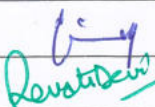
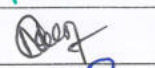
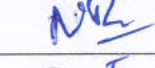



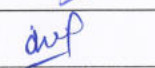
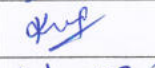


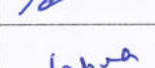

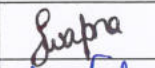
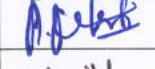
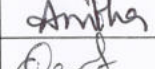

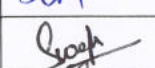
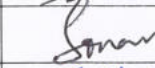
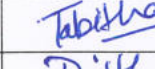
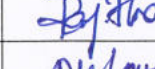


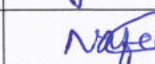




Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Action Taken Report

Agenda Item	Action Taken	Status
Review of previous year	Summary documented and archived.	Completed
Academic calendar	Final version circulated.	Completed
Timetable & workload	Approved timetable issued to departments.	Completed
Examination framework	COE office notified and process updated.	Completed
FDP planning	Committee formed and planning initiated.	Completed

Attendance Sheet

S. No	Name of the Faculty	Designation	Signature
1.	Ms. Chinnamma	Secretary – Management Representative	
2.	Mrs. Revati Devi Mathur	Principal - Chairperson	
3.	Dr. K. Naveen Kumar	IQAC Coordinator	
4.	Mr. N. Jaya Kumar	Head, Department of Commerce	
5.	Mrs. S. Jyoti Sridhar	Assistant Professor	
6.	Mrs D Bhavani	Assistant Professor	
7.	Mr B. Chandra Shekar	Assistant Professor	
8.	Mrs. Salma Khan	Assistant Professor	
9.	Ms. Insiya Fatima	Assistant Professor	
10.	Ms. Khushboo Sachdev	Assistant Professor	
11.	Mrs. A. Leena	Assistant Professor	
12.	Mrs. Vimal Singh	Assistant Professor	
13.	Mrs. Sri Devi. M	Assistant Professor	
14.	Mrs. Sapna Mathur	Head, Department of Business Management	
15.	Mrs. Swapna Salla	Assistant Professor	
16.	Mrs. P. Prasanna Laxmi	Assistant Professor	
17.	Mrs. Anitha Kulkarni	Assistant Professor	
18.	Mrs. M Chaitanya	Assistant Professor	
19.	Ms. Sirisha Mallela	Assistant Professor	
20.	Mrs. Swapna Sarikonda	Assistant Professor	
21.	Mrs. Sonam Jalan	Assistant Professor	
22.	Ms. Tabitha K	Assistant Professor	
23.	Mrs. V Rajitha	Assistant Professor	
24.	Ms. L. Akshaya	Assistant Professor	
25.	Mrs. D. Mounika Sree	Assistant Professor	
26.	Mrs. Gayathri. S	Head, Department of Science	
27.	Mrs. Syeda Nafees Jahan	Assistant Professor	

28.	Mrs. G. Mary Vijaya Kumari Raju	Assistant Professor	<i>Vijaya</i>
29.	Ms. C. Pavani	Assistant Professor	<i>Pavani</i>
30.	Ms. M. Chandana Tanvi	Assistant Professor	<i>Chg</i>
31.	Mrs P. Saritha Tagore	Head, Department of English	<i>Saritha</i>
32.	Mrs. Ankhee Ghosh	Head, Department of Arts	<i>Ankhee</i>
33.	Ms. Bhargavi Tondapu	Assistant Professor	<i>Bhargavi</i>
34.	Ms. Naveed Fathema	Assistant Professor	<i>Naveed Fathema</i>
35.	Ms. Poornima S. Bharadwaj	Assistant Professor	<i>P.S.</i>
36.	Dr. Durdana Shaheen	Head, Department of Second Language	<i>Dr.</i>
37.	Dr. G. Latha	Assistant Professor	<i>Latha</i>
38.	Dr. Gitanjali Nayak	Assistant Professor	<i>Gitanjali</i>
39.	Ms. Bibi Zeeba. B	Assistant Professor	<i>Zeeba</i>



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

CIRCULAR

Date: 13-06- 2024

This is to inform all Heads of Departments that a meeting has been scheduled to discuss and finalize the arrangements for the Five-Day Faculty Development Programme for the Academic Year 2024-25. Attendance is mandatory.

Date: 17-06- 2024

Time: 2:30 PM

Venue: Conference Hall

Agenda

1. FDP theme and program flow
2. Confirmation of resource persons
3. Budget approval and logistics
4. Duty allocation and registration process
5. Approval of certificate format
6. Any other matter

Attendance is mandatory.

Dr. K. Naveen Kumar

IQAC Coordinator

IQAC

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

Mrs. Revati Devi Mathur

Principal

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



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Minutes of the Meeting

Date: 17-06-2024

Time: 2:30 PM

Venue: Conference Hall

Agenda Item	Minutes
Finalizing FDP theme	The committee reviewed multiple proposed themes and evaluated them in alignment with NEP requirements and institutional objectives. After detailed discussion, the theme "Recent Trends in Teaching, Learning, and Research" was finalized, with a focus on innovative pedagogy and technology-integrated academic practices. The committee concluded that the selected theme would effectively support faculty upskilling, enhance academic quality, and strengthen research culture within the institution.
Speaker confirmation	A pool of expert speakers was reviewed and ranked based on relevance to the selected theme. The IQAC coordinator initiated formal communication for confirmations. Backup speakers were also identified to avoid last-minute disruptions.
Logistics planning	Requirements regarding hall setup, ICT tools, refreshments and participant seating were reviewed. The committee also decided to record the sessions for documentation and future reference.
Registration process	The registration method was discussed and finalized using a digital form for convenience and record tracking. Participation was made mandatory for faculty members.
Certificate design	A standard certificate format aligned with institutional branding was reviewed and approved. The committee agreed that certificates would only be issued upon full attendance and completion of required tasks.



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



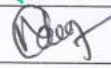
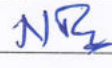




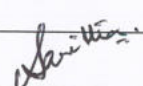
Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Action Taken Report

Agenda Item	Action Taken	Status
FDP theme	Finalized and documented.	Completed
Speakers	Invitations sent and two confirmations received.	Completed
Logistics	Setup scheduled with admin and IT.	Completed
Registration process	Form released to faculty.	Completed
Certificates	Template printed and archived.	Completed

Attendance Sheet

S. No	Name of the Faculty	Designation	Signature
1.	Ms. Chinnamma	Secretary – Management Representative	
2.	Mrs. Revati Devi Mathur	Principal - Chairperson	
3.	Dr. K. Naveen Kumar	IQAC Coordinator	
4.	Mr. N. Jaya Kumar	Head, Department of Commerce	
5.	Mrs. Sapna Mathur	Head, Department of Business Management	
6.	Mrs. Ankhee Ghosh	Head, Department of Arts	
7.	Mrs. Gayathri. S	Head, Department of Science	
8.	Dr. Durdana Shaheen	Head, Department of Second Language	
9.	Mrs P. Saritha Tagore	Head, Department of English	



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Date: 17-06-2024

CIRCULAR

This is to inform all Heads of Departments and Timetable Committee members that a meeting has been scheduled to finalize and approve the Academic Year 2024–25 timetable.

Date: 19-06-2024

Time: 2:30 PM

Venue: Conference Hall

Agenda

1. Review of timetable drafts submitted by departments
2. Avoidance of academic and lab session overlaps
3. Final approval of timetable

All timetable committee members and HODs must attend.

Dr. K. Naveen Kumar

IQAC Coordinator

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

Mrs. Revati Devi Mathur

Principal

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



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Date: 19-06-2024

Time: 2:30 PM

Venue: Conference Hall

Minutes of the Meeting

Agenda Item	Minutes
Review timetable proposals	The committee reviewed timetable submissions from all departments. Members discussed alignment with the weekly workload matrix and NEP guidelines. Observations were recorded to standardize class duration and breaks across programs.
Subject and classroom conflict resolution	Several timetable conflicts were identified during review, particularly among shared lab and language classes. Adjustments were discussed collaboratively to avoid overlap.
Consolidated timetable approval	After making necessary corrections, a single consolidated timetable was prepared. The committee reviewed and unanimously approved it.
Department alignment	Departments were instructed to communicate the final timetable to faculty and maintain compliance. Heads were asked to monitor adherence, particularly during the initial weeks.
Notice publishing	It was agreed that the official timetable would be displayed on institutional notice boards and shared through digital platforms for student accessibility.



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


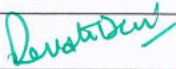







Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Action Taken Report

Agenda Item	Action Taken	Status
Review timetable	Comments incorporated.	Completed
Conflict resolution	Adjustments finalized.	Completed
Approval	Consolidated timetable approved.	Completed
Display	Final time table displayed on the main notice board and respective class notice board	Completed

Attendance Sheet

S. No	Name of the Faculty	Designation	Signature
1.	Ms. Chinnamma	Secretary – Management Representative	
2.	Mrs. Revati Devi Mathur	Principal - Chairperson	
3.	Dr. K. Naveen Kumar	IQAC Coordinator	
4.	Mr. N. Jaya Kumar	Head, Department of Commerce	
5.	Mrs. Sapna Mathur	Head, Department of Business Management	
6.	Mrs. Ankhee Ghosh	Head, Department of Arts	
7.	Mrs. Gayathri. S	Head, Department of Science	
8.	Dr. Durdana Shaheen	Head, Department of Second Language	
9.	Mrs P. Saritha Tagore	Head, Department of English	



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Date: 15-07-2024

CIRCULAR

All the Criteria In charges are hereby informed to attend the scheduled meeting without fail. The meeting is being conducted to review the current status of NAAC documentation, pending submissions, and requirements to meet the prescribed standards. Your participation is essential to ensure timely progress and alignment with NAAC guidelines for successful submission.

Date: 19-07-2024

Time: 3 PM

Venue: Conference Hall

Agenda

1. Documentation status review
2. Submission deadlines
3. Action plan for pending reports

Dr. K. Naveen Kumar

IQAC Coordinator

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

Mrs. Revati Devi Mathur

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



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Date: 19-07-2024

Time: 3:00 PM

Venue: Conference Hall

Minutes of the Meeting

Agenda Item	Minutes
Documentation review	The progress of departmental submissions under all NAAC criteria was evaluated. The committee observed that while several departments had completed upload-ready documents, others required alignment and evidence validation. A request was made to ensure consistency in formatting and supporting proof.
Template approval	Standard templates for supporting documents, reports, and evidence were reviewed and approved to ensure uniformity. Members emphasized the importance of using only prescribed formats to avoid mismatches during AQAR compilation.
Submission timelines	A deadline schedule was presented and accepted, allowing departments sufficient time to complete pending documentation. The committee emphasized strict compliance to avoid last-minute compilation errors.
Digital storage	The central repository structure was demonstrated, ensuring file traceability and backup. Departments were instructed to upload verified documents to the designated folders only.
Follow-up mechanism	A monthly review system was proposed to track progress and ensure timely completion. Members agreed to hold follow-up meetings until the AQAR cycle is completed.



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


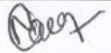
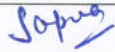
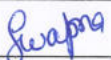


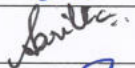


Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Action Taken Report

Agenda Item	Action Taken	Status
Documentation review	Corrections shared with departments.	Completed
Templates	Issued for compulsory use.	Completed
Submission timeline	Reminder circulated.	Completed
Digital repository	Activated and functional.	Completed
Follow-up review	Scheduled monthly.	In-Progress

Attendance Sheet

S. No	Name of the Faculty	Designation	Signature
1.	Mrs. Revati Devi Mathur	Principal - Chairperson	
2.	Dr. K. Naveen Kumar	IQAC Coordinator	
3.	Mrs. Sapna Mathur	Criteria I – In Charge	
4.	Mrs. Swapna Salla	Criteria II – In Charge	
5.	Mrs. Ankhee Ghosh	Criteria III – In Charge	
6.	Dr. Durdana Shaheen	Criteria IV – In Charge	
7.	Mrs P. Saritha Tagore	Criteria V – In Charge	
8.	Mr. N. Jaya Kumar	Criteria VI – In Charge	
9.	Mrs. Gayathri. S	Criteria VII – In Charge	



Villa Marie Degree College for Women

6-3-1089, Raj Bhavan Road, Somajiguda, Hyderabad – 500082

Affiliated to Osmania University, Management Programs Approved by AICTE

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institution

Accredited with B++ Grade by NAAC

24/07/2024

Circular

This is to inform that Villa Marie Degree College for Women, in association with IQAC, is organizing an International Conference on Recent Trends in Commerce, Management, Arts, Humanities, IT, Mathematics and Statistics on 31st August, 2024, in an online mode. The boucher of the conference is attached with the circular.

All staff members are invited and encouraged to submit their papers for presentation in the conference. The conference provides an excellent platform to showcase our research and contribute to the academic discourse in our respective fields.

Submission Guidelines:

- Finalize your paper topic related to the conference theme and Submit to IQAC on or before 31st July, 2024.
- Any help or support needed for writing a paper can contact IQAC.

Faculty members whose papers are accepted for presentation will be eligible for reimbursement of registration fees from the college.

Your active participation and contributions will enrich the conference and help in fostering academic exchange and collaboration.

Thank you for your attention and prompt action regarding this matter.

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

S. No.	NAME OF FACULTY	SIGNATURE
1.	Ms. Revati Devi Mathur	<i>Revati Devi</i>
2.	Mr. N. Jaya Kumar	<i>N. Jaya Kumar</i> 24/7/24
3.	Dr. K. Naveen Kumar	<i>K. Naveen Kumar</i> 24/7/24
4.	Mr. Chandra Shekar Boda	<i>Chandra Shekar Boda</i> 24/7/24
5.	Ms. Jyothi Sridhar	<i>Jyothi Sridhar</i> 24/7/24 Will Attend
6.	Ms. Bhavani Danam	<i>Bhavani Danam</i> 24/7/24 (Attend)
7.	Ms. Salma Khan	<i>Salma Khan</i> 24/7/24
8.	Ms. Insiya Fatima	<i>Insiya Fatima</i> 24/7/24
9.	Ms. Khushboo Sachdev	<i>Khushboo Sachdev</i> 24/7/24 Will Attend
10.	Ms. Vimal Singh	<i>Vimal Singh</i>
11.	Ms. Leena A.	<i>Leena A.</i> 24/7/24
12.	Ms. Sridevi	<i>Sridevi</i>
13.	Ms. Sapna Mathur	<i>Sapna Mathur</i> 24/7/24
14.	Ms. Swapna Salla	<i>Swapna Salla</i> 24/7/24
15.	Ms. Prasanna Laxmi	<i>Prasanna Laxmi</i> 24/7/24
16.	Ms. Lalitha Poddar	<i>Lalitha Poddar</i> 24/7/24
17.	Ms. Anitha Kulkarni	<i>Anitha Kulkarni</i> 24/7/24
18.	Ms. Sonam Jalan	<i>Sonam Jalan</i> 24/7/24
19.	Ms. Chaitanya M.	<i>Chaitanya M.</i>
20.	Ms. Sirisha Mallela	<i>Sirisha Mallela</i> 24/7/24
21.	Ms. Swapna Sarikonda	<i>Swapna Sarikonda</i> 24/7/24
22.	Ms. Ankhee Ghosh	<i>Ankhee Ghosh</i> 24/7/24
23.	Ms. Rajitha	<i>Rajitha</i>
24.	Ms. Tabitha	<i>Tabitha</i>
25.	Ms. Vaishnavi Medisetty	<i>Vaishnavi Medisetty</i> 24/7/24
26.	Ms. Akshaya	<i>Akshaya</i> 24/7/24
27.	Ms. D. Mounika Sree	<i>D. Mounika Sree</i> 24/7/24
28.	Ms. Gayathri S	<i>Gayathri S</i>
29.	Ms. Nafees Jahan	<i>Nafees Jahan</i>
30.	Mrs. Vijaya Mary	<i>Vijaya Mary</i> 24/7/24
31.	Ms. Pavani Chigola	<i>Pavani Chigola</i> 24/7/24

32.	Ms. Chandan Tanvi	<i>Ch</i> 24/07/24
33.	Ms. Saritha Tagore	<i>Saritha</i> 24/07/24
34.	Ms. Bhargavi Tondapu	<i>Bhargavi</i> 24/7/24
35.	Ms. Naveed Fathema	<i>Naveed</i> 24/7/24
36.	Ms. Poornima S. Bharadwaj	<i>Poornima</i> 24/7/24
37.	Ms. Tintu Vincent <i>v. marina grace</i>	<i>v. Marina</i> 24/7
38.	Dr. Durdana Shaheen	<i>Dr. Durdana</i> 24/7/24
39.	Dr. G. Latha	<i>Dr. G. Latha</i> 24/7/24
40.	Dr. Gitanjali Nayak	<i>Dr. Gitanjali</i> 24/7/24
41.	Ms. Bibi Zeeba Bolooki	<i>Bibi Zeeba</i> 24/7/24
42.	Ms. Sudheshna	<i>Sudheshna</i>
43.	Ms. Shailaja	<i>Shailaja</i>
44.	Mr. Venkat	<i>Venkat</i>
45.	Ms. Ambika	<i>Ambika</i>



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Date: 01-08-2024

CIRCULAR

This is to inform all the Committee In charges that a meeting has been scheduled to review and discuss the progress of committee activities for the academic year. The meeting will focus on activity planning, documentation, upcoming events, and compliance requirements.

Date: 07-08-2024

Time: 3pm

Venue: Conference Hall

Agenda

1. Review of Committee-wise Activity Progress
2. Verification of Documentation and Records
3. Planning of Upcoming Events and Activities
4. Compliance with IQAC and NAAC Requirements
5. Discussion on Challenges and Support Required
6. Action Plan and Finalization of Deadlines
7. Any Other Matter with the Permission of the Chair

All committee heads and members are requested to attend the meeting without fail and come prepared with updated reports and future action plans.

Dr. K. Naveen Kumar

IQAC Coordinator

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

Mrs. Revati Devi Mathur

Principal

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



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Minutes of the Meeting

Date:07-08-2024

Time: 3PM

Venue: Conference Hall

The meeting was convened under the chairmanship of Mrs. Revati Devi Mathur, Principal, along with Dr. K. Naveen Kumar, IQAC Coordinator, and all committee in charges and members.

The meeting began with a welcome note by the IQAC Coordinator, followed by an overview of the roles and expectations from each committee for the academic year.

Agenda Discussions

S. No.	Agenda Point	Discussion Summary	Decision Taken
1	Review of Committee-wise Activity Progress	Each committee presented the activities conducted so far and shared the status of implementation.	Committees to align pending tasks with institutional calendar.
2	Verification of Documentation & Records	It was noted that some committees still have incomplete documentation and pending activity reports.	All committees must ensure updated documentation in the prescribed format.
3	Planning of Upcoming Events	Upcoming events and responsibilities were discussed, assigning committees their respective roles.	Committees must submit event proposals and obtain approvals in advance.
4	Compliance with IQAC	Committees were reminded of	Monthly submission of

	& NAAC Requirements	the need to maintain records as per IQAC and NAAC compliance format.	committee reports was agreed upon.
5	Challenges & Support Required	Some committees requested logistic support and manpower for upcoming activities.	Management assured necessary support based on requisition.
6	Action Plan & Deadlines Finalization	Deadlines for upcoming activities and submission timelines were finalized.	All committees must adhere strictly to timelines.

No other matter was raised and the meeting concluded with a vote of thanks by the IQAC Coordinator.

Attendance Sheet

S. No.	Name of the Committee	Convener	Members	Signature
1	Academic Monitoring Committee <ul style="list-style-type: none"> Hand Book Almanac Time Table Attendance 	Ms. Saritha	Mr. Jaya Kumar Mrs. Sapna Mathur Mrs. Ankhee Ghosh Mrs. Gayathri	<i>[Signature]</i> NRE Sapna Ankhee G
2	Admission Committee	Mr. Jaya Kumar	Mrs. Sapna Mathur Mrs. Ankhee Ghosh Mrs. Gayathri	Sapna Ankhee
3	Examination Committee	Mrs. Sapna Mathur	Mr. Jaya Kumar Mrs. Ankhee Ghosh Mrs. Gayathri	NRE Sapna Ankhee G
4	Library Advisory Committee	Mrs. Sudeshana	Mrs. Shailaja	Sudeshana Shailaja
5	NSS Committee NCC Committee	Mr. N. Jaya Kumar Ms. Ambika	Mrs. Bhargavi Mr. Venkat	<i>[Signature]</i> Bhargavi Venkat
6	Alumni Association	Dr Naveen Kumar	Mr. Chandrasekhar Ms. Tanvi	<i>[Signature]</i> Chandrasekhar Tanvi
7	Parents Committee	Mrs. Gayathri	Mrs. Mithali Ms. Insiya Fatima Ms. Yamini	<i>[Signature]</i> Mithali Insiya Yamini
8	Discipline & Anti Ragging Committee	Mrs. Gayathri	Mr. Venkat Mr. Jaya Kumar Mrs. SapnaMathur Mrs. Ankhee Mrs. Saritha Tagore	<i>[Signature]</i> Venkat NRE Sapna Ankhee Saritha
9	Student Welfare & Grievance Redressal Committee	Ms. Swapna Salla	Ms. Bhavani Ms. Rajitha	<i>[Signature]</i> Swapna Bhavani Rajitha
10	Faculty Development & Promotion of Research Committee	Dr. Durdana Shaheen	Dr. Naveen Kumar Dr. Gitanjali Nayak Mrs. PrasannaLaxmi	<i>[Signature]</i> Naveen Gitanjali Prasanna
11	Career Development Committee: a) Certificate Courses Committee	Mrs. Jyoti Sridhar	Ms. Insiya Ms. Rachel Ms. Rajitha Ms. Soumya	<i>[Signature]</i> Insiya Rachel Rajitha Soumya

	b) Career Counseling Committee	Ms. Khushboo	Mr. Chandrasekhar Mrs. Swapna Salla Ms. Tabitha Ms. Akshaya	<i>BCP</i> <i>Swapna</i> <i>Tabitha</i> <i>Akshaya</i>
12	Website, ICT & Multimedia Committee	Ms. Khushboo	Ms. Gayathri Ms. Insiya Ms. Maria Mrs. Sri jyoti	<i>Kp</i> <i>Sw</i> <i>Maria</i> <i>Sri jyoti</i>
13	Literary Committee	Mrs. Saritha Tagore	Mrs. Ankhee Ghosh Ms. Bhargavi Mrs. Naveed Mrs. Poornima Ms. Marina	<i>Ankhee</i> <i>Bhargavi</i> <i>Naveed</i> <i>Poornima</i> <i>Marina</i>
14	Cultural Committee	Dr. Latha	Mrs. Prasanna Mrs. Mounika Sree Ms. Tabitha Mrs. Bhavani	<i>P. Prasanna</i> <i>Mounika Sree</i> <i>Tabitha</i> <i>Bhavani</i>
15	Magazine & Annual Report Committee	Mrs. Salma Khan	Mrs. Swapna Salla Ms. Tabitha Ms. Tanvi Ms. Insiya Mrs. Naveed Dr. Gitanjali	<i>Swapna</i> <i>Tabitha</i> <i>Tanvi</i> <i>Insiya</i> <i>Naveed</i> <i>Gitanjali</i>
16	Minority, Backward & Specially Challenged Committee	Ms. Zeeba	Dr. Latha	<i>Zeeba</i>
17	Anti-Drug Committee	Mr. VenkatKomu	Mrs. Ambika	<i>Ambika</i>



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Circular

Date: 02-09-2024

This is to inform all the Clubs and Cells In charges and Members that a review meeting has been scheduled to discuss and assess the progress of club and cell activities carried out during the academic year. The meeting will focus on activity execution, documentation, upcoming quarterly schedules, and compliance with IQAC and NAAC requirements.

All concerned are requested to attend the meeting punctually and come prepared with updated reports, supporting documents, and proposed action plans for pending activities.

Date: 06-09-2024

Time: 3PM

Venue: Conference Hall

Agenda

1. Review of Club and Cell-wise Activities
2. Documentation Status and Verification
3. Planning and Calendar of Upcoming Programs
4. NAAC and IQAC Documentation Requirements
5. Resource Requirements / Support Needed
6. Approval of Final Action Plan and Deadlines
7. Any Other Matter with Permission of the Chair

Dr. K. Naveen Kumar
IQAC Coordinator

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

Mrs. Revati Devi Mathur
Principal

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



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Date:06-09-2024

Time: 3PM

Venue: Conference Hall

Minutes of the Meeting

The meeting commenced with a welcome address by the IQAC Coordinator, who emphasized the importance of documentation, event planning, and timely reporting.

The Principal appreciated the efforts of various clubs and cells and encouraged more student engagement and interdisciplinary activities.

S. No.	Agenda Item	Discussion Highlights	Decision Taken
1	Review of club & cell activity progress	Most clubs completed planned events; few are pending due to scheduling issues.	Pending activities to be completed by next month.
2	Documentation verification	Some documentation was incomplete (photos, reports, attendance sheets).	Standard format to be followed and resubmitted.
3	Planning of upcoming activities	Proposed events for the next semester were presented.	Calendar to be finalized and shared with management.
4	NAAC/IQAC requirements	Coordinators reminded to upload reports monthly.	Monthly reporting schedule approved.
5	Support and resource requirements	Few clubs requested logistics and budget approval.	Requests to be routed through IQAC for approval.

The meeting concluded with a vote of thanks.

Attendance Sheet

S. No.	Name of the Club	Chairperson	Members	Signature
1	Villa Chambers of Commerce	Mr. N. Jaya Kumar	Mrs. Jyoti Sridhar Ms. Insiya Fatima Mrs. Bhavani Mrs. Salma Ms. Khushboo Dr. Naveen Kumar Mr. Chandra Shekar	<i>[Signatures]</i>
2	Gesto	Mrs. Sapna Mathur	Mrs. Swapna Salla Mrs. Prasanna Laxmi Mrs. Mithali Ms. Rachel	<i>[Signatures]</i>
3	Scizone	Mrs. Gayathri	Ms. Akshaya Mrs. Mounika Sree Ms. Tanvi Ms. Soumya Mrs. Sri Jyoti	<i>[Signatures]</i>
4	Uthkrishtha	Mrs. Ankhee Ghosh	Ms. Tabitha Ms. Rajitha Ms. Yamini	<i>[Signatures]</i>
5	Literary Wizards	Mrs. Saritha Tagore	Mrs. Ankhee Ghosh Ms. Bhargavi Mrs. Naveed Fathema Mrs. Poornima Bharadwaj Ms. Marina	<i>[Signatures]</i>
6	Linguistic Pride	Dr. Durdana Shaheen	Dr. Latha G. Dr. Gitanjali Nayak Ms. Zeeba Bolooki	<i>[Signatures]</i>
7	Sportsiva	Mr. Venkat Komu	Mrs. Ambika Ms. Sri Jyoti	<i>[Signatures]</i>
8	Eco – Earth wise	Mrs. Bhavani	Mrs. Salma Khan	<i>[Signatures]</i>

Attendance Sheet

S. No.	Name of the Cell	Convener	Members	Signature
1	Placements Cell	Ms. Khushboo	Mr. Chandrasekhar Mrs. Swapna Salla Ms. Tabitha Ms. Akshaya	Beetha <u>Tabitha</u> Akshaya
2	Entrepreneurship Development Cell	Mrs. Sapna Mathur	Mrs. Swapna Salla Mrs. Prasanna Laxmi Mrs. Mithali Ms. Rachel	Sapna Prasanna Mithali Rachel
3	Women's Cell	Dr. Durdana	Dr. Latha Dr. Gitanjali Ms. Zeeba	Dr. Latha Dr. Gitanjali Ms. Zeeba
4	Counseling Cell	Mrs. Saritha Tagore	Ms. Yamini	Yamini <u>Yamini</u>
5	Consumer Cell	Mrs. Jyoti	Ms. Khushboo	Khushboo
6	Health Centre	Mrs. Gayathri	Ms. Akshaya Mrs. Mounika Sree	Akshaya <u>M</u>
7	Network Resource Centre	Mrs. Gayathri	Ms. Chandan Tanvi Ms. Soumya Mrs. Sri Jyoti	Chand Soumya Jyoti
8	VICAS Centre (Rotaract Club)	Mrs. Ankhee Ghosh	Mrs. Bhavani Mrs. Mithai Ms. Rajitha (Rotaract Club) Ms. Soumya Ms. Zeeba	Ankhee <u>Rajitha</u> Soumya Zeeba



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Date: 21-10-2024

CIRCULAR

This is to inform all the Heads of Departments that a meeting has been scheduled with the Principal and IQAC. All HODs are requested to attend the meeting without fail and are instructed to come prepared with complete information related to their respective departments.

Date: 24-10-2024

Time: 2.30 PM

Venue: Conference Hall

Agenda:

1. Review of Teaching–Learning Progress
2. Attendance Status and Remedial Classes
3. Internal Assessment Review

Dr. K. Naveen Kumar

IQAC Coordinator

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

Mrs. Revati Devi Mathur

Principal

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



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Minutes of the Meeting

Date:24-10-2024

Time:2.30 pm

Venue: Conference Hall

A meeting with the Principal and IQAC was convened with all Heads of Departments to review the academic progress and related departmental activities. The meeting began with a welcome note by the IQAC Coordinator, followed by agenda-wise discussion.

Agenda-wise Discussion and Decisions:

S.No	Agenda Item	Discussion Summary	Decision / Action Required
1	Review of Teaching-Learning Progress	HODs presented the progress of syllabus coverage, class engagement, and faculty workload. A few departments highlighted the need for additional sessions for certain topics.	All departments must ensure 100% syllabus completion and submit weekly progress reports to IQAC starting next week.
2	Attendance and Remedial Classes	Departments reported the current attendance status. Low attendance cases, slow learners, and absentee patterns were discussed.	HODs must initiate remedial and bridge classes immediately. Attendance monitoring reports must be submitted fortnightly.
3	Internal Assessment Review	Internal test marks, assignment submissions, and student performance were reviewed. Measures to support low-performing students were discussed.	Departments are instructed to plan improvement activities and submit an Internal Assessment Analysis by 30/10/2024

Attendance Sheet

S. No	Name of the Faculty	Designation	Signature
1.	Mrs. Revati Devi Mathur	Principal - Chairperson	<i>Revati Devi</i>
2.	Dr. K. Naveen Kumar	IQAC Coordinator	<i>Dr. K. Naveen Kumar</i>
3.	Mr. N. Jaya Kumar	Head, Department of Commerce	<i>N Jaya</i>
4.	Mrs. Sapna Mathur	Head, Department of Business Management	<i>Sapna</i>
5.	Mrs. Ankhee Ghosh	Head, Department of Arts	<i>Ankhee</i>
6.	Mrs. Gayathri. S	Head, Department of Science	<i>Gayathri</i>
7.	Dr. Durdana Shaheen	Head, Department of Second Language	<i>Dr. Durdana</i>
8.	Mrs P. Saritha Tagore	Head, Department of English	<i>P. Saritha</i>



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Date: 04-11-2024

CIRCULAR

This is to inform all the Certificate Course Committee members and the Heads of Departments that a meeting has been scheduled to discuss the Certificate Courses for the upcoming semester. All concerned members are requested to attend without fail.

Date: 08-11-2024

Time: 2:30 PM

Venue: Conference Hall

Agenda:

1. Discussion and finalization of Certificate Courses for Even Semester.
2. Allocation of responsibilities to departments and coordinators.
3. Finalization of course timelines, approval process, and reporting structure.

Dr. K. Naveen Kumar

IQAC Coordinator

IQAC

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

Mrs. Revati Devi Mathur

Principal

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



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Minutes of the Meeting

Date:08-11-2024


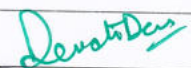
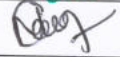

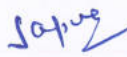



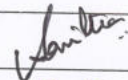



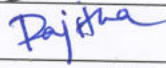
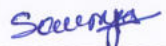
Time: 2:30 PM

Venue: Conference Hall

A meeting of the Certificate Course Committee along with all Heads of Departments 8th November 2024 at 2:30 PM in the Conference Hall under the guidance of the principal. The meeting was convened to discuss the planning and implementation of Certificate Courses for the upcoming even semester.

S. No	Agenda Item	Discussion Summary	Decision Taken
1	Discussion and finalization of Certificate Courses for Even Semester	Various departments proposed certificate course titles aligned with industry demand. Suggestions were reviewed.	Final list of courses will be prepared and submitted to IQAC by 20 th November 2024.
2	Allocation of responsibilities to departments and coordinators	Responsibilities for course planning, resource persons, and curriculum outline were discussed.	Each department will nominate a course coordinator and submit details by 25 th November 2024.
3	Finalization of course timelines, approval process and reporting structure	Course duration, student enrollment procedure, evaluation pattern and reporting structure were deliberated.	Final course schedule will be finalized and circulated to students by 25 th November 2024.

Attendance Sheet

S. No	Name of the Faculty	Designation	Signature
1.	Ms. Chinnamma	Secretary – Management Representative	
2.	Mrs. Revati Devi Mathur	Principal - Chairperson	
3.	Dr. K. Naveen Kumar	IQAC Coordinator	
4.	Mr. N. Jaya Kumar	Head, Department of Commerce	
5.	Mrs. Sapna Mathur	Head, Department of Business Management	
6.	Mrs. Ankhee Ghosh	Head, Department of Arts	
7.	Mrs. Gayathri. S	Head, Department of Science	
8.	Dr. Durdana Shaheen	Head, Department of Second Language	
9.	Mrs P. Saritha Tagore	Head, Department of English	
10.	Mrs. Jyoti Sridhar	Certificate Course - Convenor	
11.	Ms. Insiya	Assistant Professor	
12.	Ms. Rachel	Assistant Professor	
13.	Ms. Rajitha	Assistant Professor	
14.	Ms. Sowmya	Assistant Professor	



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Date: 11-11-2024

CIRCULAR

A meeting has been scheduled to discuss and finalize arrangements for the upcoming Convocation Ceremony. All committee members, department heads, program coordinators, and faculty involved in the event are requested to attend the meeting without fail.

The meeting will include planning, task delegation, review of logistics, and finalization of ceremonial procedures.

Date: 13-11-2024

Time: 11:00 AM

Venue: Conference Hall

Agenda

1. Event Planning and Schedule Finalization
2. Student List and Award Confirmation
3. Guest Invitations and Protocol Procedures
4. Logistics: Stage, Seating, and Technical Arrangements
5. Rehearsal Planning and Roles Assignment
6. Media & Photography Coordination


Dr. K. Naveen Kumar

IQAC Coordinator

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


Mrs. Revati Devi Mathur

Principal
PRINCIPAL
Villa Marie Degree College
For Women
Somajiguda, Hyderabad-500 082
CE-1455



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Minutes of the Meeting

Date:13-11-2024

Time:11.00 AM

Venue: Conference Hall

The Convocation Ceremony Planning Meeting was convened with the Principal, IQAC, Heads of Departments, Event Committee Members, and Coordinators. The meeting focused on finalizing arrangements for the upcoming convocation, including the event schedule, student award list, guest protocol, logistics, rehearsal planning, and media coordination. The IQAC Coordinator initiated the meeting and presented the agenda for discussion.

Agenda Item	Minutes of Discussion	Action Taken / Decision
Event Planning and Schedule Finalization	The committee reviewed the proposed event flow and timeline for the convocation ceremony. Suggestions were made to streamline transitions between award segments and speeches to ensure timely execution.	Final event schedule to be circulated by 20/11/2025. Coordinators to adhere strictly to the approved timeline.
Student List and Award Confirmation	The provisional list of graduating students and award recipients was presented. Minor discrepancies were identified requiring verification with examination and admission departments.	Final verified list must be submitted by respective departments by 23/11/2024. Certificates and medals to be prepared accordingly.
Guest Invitations and Protocol	Proposed chief guest and special invitees were discussed. Invitation format, protocol	Formal invitations to be dispatched by 28/11/2024.

Procedures	seating arrangements, and felicitation procedures were reviewed.	Committee to finalize seating plan and welcome flow.
Logistics: Stage, Seating, and Technical Arrangements	Requirements for stage setup, seating layout, podium placement, sound system, projector usage, and backup arrangements were discussed.	Logistics and technical teams to finalize arrangements by 28/11/2024. Trial run to be coordinated with the event committee.
Rehearsal Planning and Roles Assignment	The committee outlined the requirement for full rehearsals, including procession order, faculty seating, anchor script flow, and award handover protocol. Roles and responsibilities were assigned to committees.	First rehearsal scheduled on 30/11/2024 and final rehearsal on 02/12/2024.
Media & Photography Coordination	Discussion included videography, live streaming, photography arrangements, student instructions, media branding, and press coverage.	Media team to finalize vendor and schedule by 28/11/2024. Priority areas for photo and video coverage identified.

Attendance Sheet

S. No	Name of the Faculty	Designation	Signature
1.	Mrs. Revati Devi Mathur	Principal - Chairperson	<i>Revati Devi</i>
2.	Dr. K. Naveen Kumar	IQAC Coordinator	<i>Naveen</i>
3.	Mr. N. Jaya Kumar	Head, Department of Commerce	<i>N Jaya</i>
4.	Mrs. S. Jyoti Sridhar	Assistant Professor	<i>Jyoti</i>
5.	Mrs D Bhavani	Assistant Professor	<i>Bhavani</i>
6.	Mr B. Chandra Shekar	Assistant Professor	<i>B Chandra</i>
7.	Mrs. Salma Khan	Assistant Professor	<i>Salma</i>
8.	Ms. Insiya Fatima	Assistant Professor	<i>Insiya</i>
9.	Ms. Khushboo Sachdev	Assistant Professor	<i>Khushboo</i>
10.	Mrs. A. Leena	Assistant Professor	<i>A. Leena</i>
11.	Mrs. Vimal Singh	Assistant Professor	<i>Vimal</i>
12.	Mrs. Sri Devi. M	Assistant Professor	<i>Sri Devi</i>
13.	Mrs. Sapna Mathur	Head, Department of Business Management	<i>Sapna</i>
14.	Mrs. Swapna Salla	Assistant Professor	<i>Swapna</i>
15.	Mrs. P. Prasanna Laxmi	Assistant Professor	<i>P. Prasanna</i>
16.	Mrs. Anitha Kulkarni	Assistant Professor	<i>Anitha</i>
17.	Mrs. M Chaitanya	Assistant Professor	<i>M Chaitanya</i>
18.	Ms. Sirisha Mallela	Assistant Professor	<i>Sirisha</i>
19.	Mrs. Swapna Sarikonda	Assistant Professor	<i>Swapna</i>
20.	Mrs. Sonam Jalan	Assistant Professor	<i>Sonam</i>
21.	Ms. Tabitha K	Assistant Professor	<i>Tabitha</i>
22.	Mrs. V Rajitha	Assistant Professor	<i>V Rajitha</i>
23.	Ms. L. Akshaya	Assistant Professor	<i>Akshaya</i>
24.	Mrs. D. Mounika Sree	Assistant Professor	<i>Mounika</i>
25.	Mrs. Gayathri. S	Head, Department of Science	<i>Gayathri</i>
26.	Mrs. Syeda Nafees Jahan	Assistant Professor	<i>Nafees</i>
27.	Mrs. G. Mary Vijaya Kumari Raju	Assistant Professor	<i>Mary Vijaya</i>
28.	Ms. C. Pavani	Assistant Professor	<i>Pavani</i>

29.	Ms. M. Chandana Tanvi	Assistant Professor	<i>che</i>
30.	Mrs P. Saritha Tagore	Head, Department of English	<i>Saritha</i>
31.	Mrs. Ankhee Ghosh	Head, Department of Arts	<i>Ankhee</i>
32.	Ms. Bhargavi Tondapu	Assistant Professor	<i>Bhargavi</i>
33.	Ms. Naveed Fathema	Assistant Professor	<i>Naveed Fathema</i>
34.	Ms. Poornima S. Bharadwaj	Assistant Professor	<i>Poornima</i>
35.	Dr. Durdana Shaheen	Head, Department of Second Language	<i>Dr. Shaheen</i>
36.	Dr. G. Latha	Assistant Professor	<i>Latha</i>
37.	Dr. Gitanjali Nayak	Assistant Professor	<i>Gitanjali</i>
38.	Ms. Bibi Zeeba. B	Assistant Professor	<i>zeeba</i>



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Date: 02-01-2025

CIRCULAR

A meeting has been scheduled to discuss strategic institutional development areas. All department heads, Website Committee convenor and members, and Placement committee convenor and members are requested to attend the meeting without fail.

The meeting will focus on planning and reviewing action points related to placement initiatives, website content enhancement, and the introduction of new academic programs.

Date: 06-01-2025

Time: 2.30PM

Venue: Conference Hall

Agenda

1. Placement Plan of Action
2. Website Updation and Content Review
3. Introduction of New Courses and Program Proposals
4. Implementation Timeline and Committee Assignments
5. Any Other Matter with Permission of the Chair

Dr. K. Naveen

IQAC Coordinator

IQAC

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

Mrs. Revati Devi Mathur

PRINCIPAL

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



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Minutes of the Meeting

Date: 06-01-2025

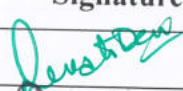



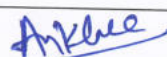


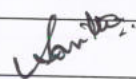


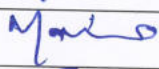
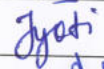

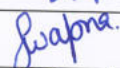
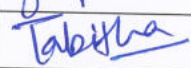
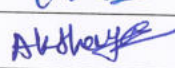
Time: 2:30 PM

Venue: Conference Hall

The meeting on strategic institutional planning was convened with the Principal, IQAC Coordinator, Heads of Departments, and designated committee members. The discussion focused on developing actionable plans related to placement activities, website enhancement, and introduction of new academic programs. The IQAC Coordinator initiated the proceedings and presented the agenda for discussion.

Agenda Item	Minutes of Discussion	Action Taken / Decision
Placement Plan of Action	The Placement Committee presented the proposed framework for strengthening campus recruitment activities. Suggestions included industry tie-ups, skill training workshops, mock interviews, and internship mapping.	Departments to submit student skill-gap reports by 08/01/2025. Placement calendar to be finalized by 17/01/2025.
Website Updation and Content Review	The existing website layout and content were reviewed. Departments highlighted the need for updated achievements, faculty profiles, departmental activities, policies, and mandatory compliance sections.	All departments to update and submit content to the website committee by 20/01/2025. Final upload by 30/01/2025.
Introduction of New Courses	The proposal for introducing new undergraduate programs including B.Sc. Mathematics, Statistics, AI & ML and	Departments concerned must prepare detailed feasibility reports, and resource plans by 20/01/2025.

Attendance Sheet

S. No	Name of the Faculty	Designation	Signature
1.	Mrs. Revati Devi Mathur	Principal - Chairperson	
2.	Dr. K. Naveen Kumar	IQAC Coordinator	
3.	Mr. N. Jaya Kumar	Head, Department of Commerce	
4.	Mrs. Sapna Mathur	Head, Department of Business Management	
5.	Mrs. Ankhee Ghosh	Head, Department of Arts	
6.	Mrs. Gayathri. S	Head, Department of Science	
7.	Dr. Durdana Shaheen	Head, Department of Second Language	
8.	Mrs P. Saritha Tagore	Head, Department of English	
9.	Ms. Khushboo	Convenor – Website Committee/ Placement Cell	
10.	Ms. Insiya	Member – Website Committee	
11.	MS. Maria	Member – Website Committee	
12.	Ms. Sri Jyothi	Member – Website Committee	
13.	Mr. Chandra Shekar	Member – Placement Cell	
14.	Ms. Swapna Salla	Member – Placement Cell	
15.	Ms. Tabitha	Member – Placement Cell	
16.	Ms. Akshaya	Member – Placement Cell	

	B.Sc. Clinical Nutrition, Chemistry, Zoology was presented. The committee reviewed the relevance of these programs in alignment with current industry trends, employability scope, and institutional capacity.	IQAC will initiate further approval processes and regulatory compliance. Proposed courses to target launch for the upcoming academic year subject to final approval.
Implementation Timeline and Committee Assignments	Task timelines and responsibilities were assigned to relevant committees to ensure smooth execution and monitoring.	IQAC to monitor progress through monthly review meetings.
Any Other Matter	Additional suggestions related to branding, student support systems, and digital communication were discussed and noted.	Relevant committees to integrate suggestions in their working plans.



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Date: 03-03-2025

CIRCULAR

A meeting has been scheduled to discuss academic planning and developmental initiatives for the upcoming academic year. All research committee members, department heads, and career development committee members are requested to attend the meeting without fail.

The meeting will focus on reviewing proposals and strategies related to research development, collaborations, and student career enhancement initiatives.

Date: 06-03-2025

Time: 2:30 PM

Venue: Conference Hall

Agenda

1. FDPs & Research Initiatives
2. Extension and Community Engagement Activities
3. Career Development Cell Strengthening
4. Industry-Institution Tie-ups & Collaborations
5. Any Other Matter with Permission of the Chair

Dr. K. Naveen Kumar

IQAC Coordinator

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

Mrs. Revati Devi Mathur

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



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Minutes of the Meeting

Date: 06-03-2025

Time: 2:30 PM









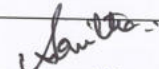
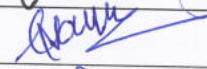

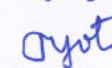

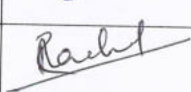
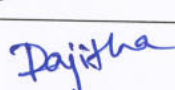
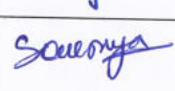
Venue: Conference Hall

The meeting was convened with the Principal, IQAC Coordinator, Heads of Departments, and designated committee members to discuss key academic development strategies for the upcoming academic year. The discussions focused on strengthening faculty development, research culture, community outreach, career readiness initiatives, and institutional collaborations. The IQAC Coordinator welcomed all members and presented the agenda.

Agenda Item	Minutes of Discussion	Action Taken / Decision
FDPs & Research Initiatives	The committee emphasized the need to enhance professional development opportunities and research output. Suggestions included organizing discipline-specific FDPs, publishing institutional journals, and encouraging participation in national and international conferences.	Research Committee to propose FDP topics and research activity plans by 20 th March 2025 and also prepare an annual research calendar and support structure.
Extension and Community Engagement Activities	The need to strengthen societal outreach in alignment with institutional values and NAAC criteria was discussed. Ideas included health awareness programs, environmental drives, digital literacy camps, women empowerment initiatives, and NSS/NCC expansions.	Departments to submit extension activity proposals by 20th March 2025 . VICAS will finalize the yearly schedule.

Career Development Cell Strengthening	Suggestions included skill-based training, competitive exam support, placement readiness workshops, alumni engagement, and creation of career mentoring groups. The need for consolidated student progress tracking and internship mapping was highlighted.	Career Development Cell to prepare year-wise roadmap and implementation plan by 24 March 2025 .
Industry– Institution Tie-ups & Collaborations	Discussion was made on potential collaborations with companies, training institutions, hospitals, and industry bodies to support internships, placements, guest lectures, and project-based learning. MoU formats and priority sector partners were identified.	Departments to propose relevant industry partners by 25th March 2025 . MoUs to be initiated after approval.
Any Other Matter with Permission of the Chair	Additional suggestions related to digital resource enhancement, interdisciplinary committees, alumni networking, and documentation structure were shared and noted for consideration.	Relevant committees to integrate suggestions into annual planning documents.

Attendance Sheet

S. No	Name of the Faculty	Designation	Signature
1.	Ms. Chinnamma	Secretary – Management Representative	
2.	Mrs. Revati Devi Mathur	Principal - Chairperson	
3.	Dr. K. Naveen Kumar	IQAC Coordinator	
4.	Mr. N. Jaya Kumar	Head, Department of Commerce	
5.	Mrs. Sapna Mathur	Head, Department of Business Management	
6.	Mrs. Ankhee Ghosh	Head, Department of Arts	
7.	Mrs. Gayathri. S	Head, Department of Science	
8.	Dr. Durdana Shaheen	Head, Department of Second Language	
9.	Mrs P. Saritha Tagore	Head, Department of English	
10.	Mrs. Gitanjali NayaK Dr.	Member – Research Committee	
11.	Mrs. Prasanna Laxmi	Member – Research Committee	
12.	Mrs. Jyoti Sridhar	Career Development Committee - Convenor	
13.	Ms. Insiya	Career Development Committee - Member	
14.	Ms. Rachel	Career Development Committee - Member	
15.	Ms. Rajitha	Career Development Committee - Member	
16.	Ms. Sowmya	Career Development Committee - Member	



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Date: 15-04-2025

CIRCULAR

The End-of-Academic-Year Review Meeting has been scheduled. All concerned committee members, department heads, and coordinators are requested to attend the meeting without fail.

The meeting will focus on reviewing institutional performance, feedback outcomes, compliance requirements, and planning for the upcoming academic year.

Date: 21-04-2025

Time: 2.30 PM

Venue: Conference Hall

Agenda

1. Annual Performance Report Review
2. Stakeholder Feedback Review
3. AQAR Preparation Status
4. Planning for the Upcoming Academic Year
5. Resource and Infrastructure Updates

Dr. K. Naveen Kumar

IQAC Coordinator

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

Mrs. Revati Devi Mathur

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



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

Recognized by UGC u/s 2(f), an ISO 9001:2015 Certified Institutions

Accredited by NAAC with B++ Grade

Minutes of the Meeting

Date:21-04-2025

Time: 2.30 PM

Venue: Conference Hall






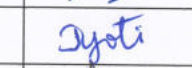
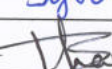






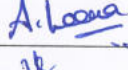


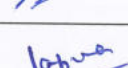

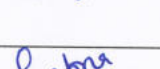

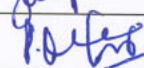
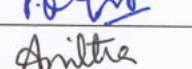
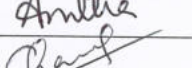



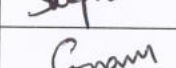
The End-of-Academic-Year Review Meeting was convened with the Principal, IQAC, Heads of Departments, and Committee Coordinators. The meeting focused on reviewing institutional progress, feedback outcomes, compliance reports, and planning for the next academic year. The IQAC Coordinator opened the meeting and presented the agenda.


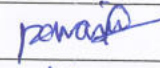

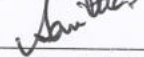
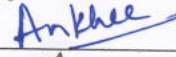
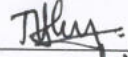


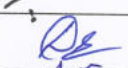


Agenda-wise Discussion and Resolutions

Agenda Item	Minutes of Discussion	Action Taken / Decision
Annual Performance Report	The institution-wide academic and administrative performance was reviewed. The committee appreciated collective efforts and identified areas needing improvement, particularly in documentation, training, and digital integration.	Departments must strengthen documentation systems and adopt digital processes by the next semester.
Stakeholder Feedback	Consolidated student, faculty, and parent feedback was presented. The committee agreed to incorporate recommendations for improved student	Departments to integrate feedback-driven improvements in planning and teaching strategies.

	engagement, academic rigor, and institutional support services.	
AQAR Preparation	The status of AQAR documentation was reviewed. Some departments are yet to submit required evidence. Deadlines were set for pending reports.	Final submission deadline:31/5/2025. IQAC to follow up with pending departments.
Next Year Plan	Proposals were discussed for next academic year including training programs, administrative reforms, and student development initiatives.	Departments to submit finalized yearly plans by 31/5/2025.
Resource Updates	Requirements for enhanced ICT tools, software systems, and academic resources were discussed and noted for management approval.	Respective departments must send detailed proposals with budget estimates by 31/05/2025

Attendance Sheet

S. No	Name of the Faculty	Designation	Signature
1.	Ms. Chinnamma	Secretary – Management Representative	
2.	Mrs. Revati Devi Mathur	Principal - Chairperson	
3.	Dr. K. Naveen Kumar	IQAC Coordinator	
4.	Mr. N. Jaya Kumar	Head, Department of Commerce	
5.	Mrs. S. Jyoti Sridhar	Assistant Professor	
6.	Mrs D Bhavani	Assistant Professor	
7.	Mr B. Chandra Shekar	Assistant Professor	
8.	Mrs. Salma Khan	Assistant Professor	
9.	Ms. Insiya Fatima	Assistant Professor	
10.	Ms. Khushboo Sachdev	Assistant Professor	
11.	Mrs. A. Leena	Assistant Professor	
12.	Mrs. Vimal Singh	Assistant Professor	
13.	Mrs. Sri Devi. M	Assistant Professor	
14.	Mrs. Sapna Mathur	Head, Department of Business Management	
15.	Mrs. Swapna Salla	Assistant Professor	
16.	Mrs. P. Prasanna Laxmi	Assistant Professor	
17.	Mrs. Anitha Kulkarni	Assistant Professor	
18.	Mrs. M Chaitanya	Assistant Professor	
19.	Ms. Sirisha Mallela	Assistant Professor	
20.	Mrs. Swapna Sarikonda	Assistant Professor	
21.	Mrs. Sonam Jalan	Assistant Professor	
22.	Ms. Tabitha K	Assistant Professor	
23.	Mrs. V Rajitha	Assistant Professor	
24.	Ms. L. Akshaya	Assistant Professor	
25.	Mrs. D. Mounika Sree	Assistant Professor	
26.	Mrs. Gayathri. S	Head, Department of Science	
27.	Mrs. Syeda Nafees Jahan	Assistant Professor	

28.	Mrs. G. Mary Vijaya Kumari Raju	Assistant Professor	
29.	Ms. C. Pavani	Assistant Professor	
30.	Ms. M. Chandana Tanvi	Assistant Professor	
31.	Mrs P. Saritha Tagore	Head, Department of English	
32.	Mrs. Ankhee Ghosh	Head, Department of Arts	
33.	Ms. Bhargavi Tondapu	Assistant Professor	
34.	Ms. Naveed Fathema	Assistant Professor	
35.	Ms. Poornima S. Bharadwaj	Assistant Professor	
36.	Dr. Durdana Shaheen	Head, Department of Second Language	
37.	Dr. G. Latha	Assistant Professor	
38.	Dr. Gitanjali Nayak	Assistant Professor	
39.	Ms. Bibi Zeeba. B	Assistant Professor	