

# IDEAL DEGREE COLLEGE FOR WOMEN

DILSUKHNAGAR, HYDERABAD – 500060

## INTERNAL QUALITY ASSURANCE CELL (IQAC) CIRCULAR

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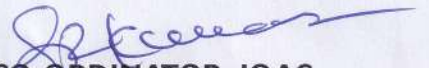
IDCW/IQAC/CIR/1/2022

DATE: 22-09-2022

The IQAC Co-Ordinator in consultation with the Chairperson is decided to conduct 1<sup>st</sup> IQAC meeting. The meeting will be held on 24-09-2022 at 11:00 AM in the IQAC Room. All the staff members who were included as members in the IQAC are requested to attend the meeting.

### AGENDA of the Meeting

- Introduction of cell members.
- Inaugural speech by the Chairperson.
- Deciding the Route map for the quality initiatives.
- Conduction of events in the institution.

  
CO-ORDINATOR, IQAC

Copy to:

All the members of the cell

IQAC notification file

# IDEAL DEGREE COLLEGE FOR WOMEN

DILSUKHNAGAR, HYDERABAD – 500060

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MEETING MINUTES

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In accordance with the circular No: IDCW/IQAC/CIR/1/2022 Dated 22-09-2022, the first IQAC meeting was conducted on 24-09-2022 at 11:00 AM in the IQAC Room. The meeting was presided over by the Principal and Chairperson of the cell Mr. B MADHUSUDHAN. The proceedings of the meeting are listed below.

1. As the first meeting after the constitution of the cell, members of IQAC were introduced by the Co-Ordinator.
2. In the inaugural speech the Chairperson Mr. B MADHUSUDHAN, Principal stressed the role and need of IQAC and motivated the members towards quality initiatives.
3. The main discussion was on the development of the route map for the quality initiations in the institution. The following resolution were passed with the consideration of ideas and suggestions of the members.
  - It is decided to acquire ISO certification to the institution.
  - To add flexibility, all the members were unanimously requested the Chairperson to take the services of the consultant in the process of obtaining ISO certification.
  - As requested by the members, the Chairperson agreed to utilise the services of a senior consultant.
  - It is also finalised to conduct Internal Auditor Training programme to the selected faculty members in the first week of October 2022.
4. To encourage the students, it is decided to conduct College CONVOCATION DAY to the recently passed out BBA students.
5. Finally, discussed about the possibility of conducting National and International Days to create awareness and student participation relating to various events.

  
CO-ORDINATOR, IQAC

  
CHAIRPERSON, IQAC

# IDEAL DEGREE COLLEGE FOR WOMEN

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ATTENDANCE SHEET FOR IQAC MEETING

| PARTICIPANTS: IQAC MEMBERS         |                         | VENUE: IQAC ROOM                  |              |                |
|------------------------------------|-------------------------|-----------------------------------|--------------|----------------|
| CHAIRMAN: B. MADHUSUDAN, PRINCIPAL |                         | DATE & TIME: 24-09-2022, 11:00 AM |              |                |
| S.NO                               | NAME OF THE PARTICIPANT | DESIGNATION                       | DEPARTMENT   | SIGNATURE      |
| 1                                  | Mr. B. Madhusudhan      | Principal                         | —            | B. Madhusudhan |
| 2                                  | Mr. V.V. Srinivas Kumar | ASST. Professor                   | Statistics   | [Signature]    |
| 3                                  | Mr. Ravan Kumar         | ASST. Professor                   | Mathematics  | [Signature]    |
| 4                                  | MS. Bhagya Lakshmi      | ASST. Professor                   | Commerce     | [Signature]    |
| 5                                  | MS. Sumida Reddy        | ASST. Professor                   | Microbiology | [Signature]    |
| 6                                  | MS. Padmaja             | ASST. Professor                   | Computer Sc. | [Signature]    |
| 7                                  | MS. Sravani             | ASST. Professor                   | Mathematics  | [Signature]    |
| 8                                  | Mr. Raja Shekhar        | Admin officer                     | Admin        | [Signature]    |
| 9                                  | MS. Sunitha             | Office Executive                  | Admin        | [Signature]    |
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B. Madhusudhan

CHAIRPERSON, IQAC

# IDEAL DEGREE COLLEGE FOR WOMEN

DILSUKHNAGAR, HYDERABAD – 500060

## INTERNAL QUALITY ASSURANCE CELL (IQAC) ACTION TAKEN REPORT ON MEETING MINUTES - 1

Date: 23-12-2022

The following is the action taken report on the points discussed in the 1<sup>st</sup> IQAC meeting held on 24-09-2022. This report is prepared by the IQAC Co-Ordinator.

| S. No | Points Discussed                               | Action Taken   |
|-------|--|--|
| 1     | Introducing members                            | Members decided initially by the management at the time of Cell constitution.  |
| 2     | Services of ISO consultant                     | Mr. PANDURANGARAO, a senior auditor associated with NVT Quality Certification International LLP, Bangalore, Karnataka as a consultant.   |
| 3     | Conducting internal auditor training programme | The two-day training programme was organised on 7 <sup>th</sup> , 8 <sup>th</sup> of October 2022 in the college. The resource person Mr. K PANDURANGA RAO has given training to 12 members.                                       |
| 4     | BBA Convocation Day                            | Convocation Day was celebrated on 22-10-2022 in the college Seminal Hall   |
| 5     | National Events                                | <ol style="list-style-type: none"><li>1. National Nutrition Week on 06-09-2022</li><li>2. Hindi Diwas on 14-09-2022</li><li>3. Antibiotic Awareness week on 19-11-2022</li><li>4. National Mathematics Day on 22-12-2022</li></ol> |

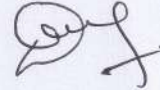
The action taken report on 1<sup>st</sup> IQAC meeting minutes is presented in the 2<sup>nd</sup> IQAC meeting for approval by the IQAC Co-Ordinator on 05-01-2023

It is discussed and approved by the IQAC members by signing on the report.

Name of the Member

Signature

1. Mr. RAVAN KUMAR



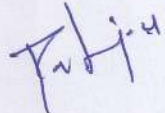
2. Ms. BHAGYA LAKSHMI




3. Ms. SUMILA REDDY



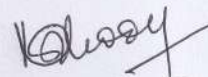
4. Ms. PADMAJA



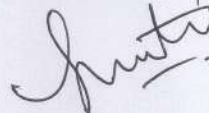
5. Ms. SRAVANI

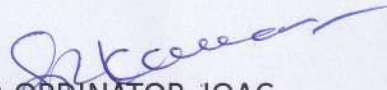


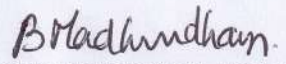
6. Mr. RAJASHEKHAR



7. Ms. SUNITHA



  
CO-ORDINATOR, IQAC

  
CHAIRPERSON, IQAC

# IDEAL DEGREE COLLEGE FOR WOMEN

DILSUKHNAGAR, HYDERABAD – 500060

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR

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IDCW/IQAC/CIR/1/2023

DATE: 03-01-2023

It is decided to conduct IQAC review meeting on 05-01-2023 at 02:00 PM in the IQAC Room. All the members of the IQAC are requested to attend the meeting.

#### AGENDA of the Meeting

- Review of last held meeting minutes and action taken report.
- Conducting internal audit.
- Selection of certification agency for ISO 9001-2015.
- Orientation programme on NAAC accreditation process.
- Planning of academic activities for the forth coming semester.

  
CO-ORDINATOR, IQAC

Copy to:

All the members of the cell

IQAC notification file

# IDEAL DEGREE COLLEGE FOR WOMEN

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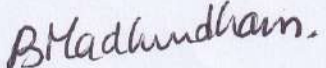
## INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING MINUTES

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As cited in the circular No: IDCW/IQAC/CIR/1/2023 Dated 03-01-2023, the 2<sup>nd</sup> IQAC meeting was conducted on 05-01-2023 at 02:00 PM in the IQAC Room. The meeting was presided over by the Principal and Chairperson of the cell Mr. B MADHUSUDHAN and all the members of the cell were present at the meeting. The proceedings of the meeting are listed below.

1. The meeting minutes of the 1<sup>st</sup> meeting and the action taken report was presented in the meeting by the IQAC Co-Ordinator for its review and approval.
2. After the review and discussion, the report was accepted and approved by the members unanimously.
3. As advised by the ISO consultant Mr. K PANDURANGA RAO, it is agreed to have an internal audit program in the institution during the third week of January-2023.
4. It is also finalised in the meeting to choose NVT Quality Certification International LLP, Bangalore, Karnataka as an ISO certification body for processing of application.
5. It is decided to organize NAAC orientation programme for staff members in the month of February-2023 in association with IQAC, St. Ann's college for women Mehdipatnam, Hyderabad.
6. All the members have concluded that organizing field trips, seminars and exhibitions in the college and encouraging students to attend the same conducted by various institutions is helpful.

  
CO-ORDINATOR, IQAC

  
CHAIRPERSON, IQAC

# IDEAL DEGREE COLLEGE FOR WOMEN

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ATTENDANCE SHEET FOR IQAC MEETING

| PARTICIPANTS: IQAC MEMBERS           |                         |                  | VENUE: IQAC ROOM      |             |
|--------------------------------------|-------------------------|------------------|-----------------------|-------------|
| CHAired BY: B. MADHUSUDAN, PRINCIPAL |                         | DATE & TIME      | 05-01-2023 @ 02:00 PM |             |
| S.NO                                 | NAME OF THE PARTICIPANT | DESIGNATION      | DEPARTMENT            | SIGNATURE   |
| 1                                    | Mr. B. Madhusudhan      | Principal        | —                     | Bradhudhan  |
| 2                                    | Mr. V. V. Sriram Kumar  | Asst. Professor  | Statistics            | [Signature] |
| 3                                    | Mr. Ravan Kumar         | Asst. Professor  | Mathematics           | [Signature] |
| 4                                    | Ms. Bhagyaa Laxmi       | Asst. Professor  | Commerce              | [Signature] |
| 5                                    | Ms. Sumida Reddy        | Asst. Professor  | Microbiology          | [Signature] |
| 6                                    | Ms. Padmeja             | Asst. Professor  | Computer science      | [Signature] |
| 7                                    | Ms. M. Sarvani          | Asst. Professor  | Mathematics           | [Signature] |
| 8                                    | Mr. Raja Shekhar        | Admin officer    | Admin                 | [Signature] |
| 9                                    | Ms. Sunitha             | Office Executive | Admin                 | [Signature] |
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# IDEAL DEGREE COLLEGE FOR WOMEN

DILSUKHNAGAR, HYDERABAD – 500060

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT ON MEETING MINUTES - 2

Date: 27-04-2023

The following is the action taken report on the points discussed in the 2<sup>nd</sup> IQAC meeting held on 05-01-2023. This report is prepared by the IQAC Co-Ordinator.

| S. No | Points Discussed                    | Action Taken  |
|-------|-------------------------------------|---|
| 1     | Conducting internal audit           | The internal audit programme was conducted on 21 <sup>st</sup> , 23 <sup>rd</sup> and 25 <sup>th</sup> of January 2023  |
| 2     | ISO certification Agency            | NVT quality certification international LLP, Bangalore, Karnataka is chosen for processing of ISO application.  |
| 3     | NAAC Orientation programme          | NACC Orientation programme was organised on 23-02-2023   Room No-12 In the college premisses in association with IQAC, St. Ann's College for Women, Mehdipatnam, Hyderabad.   |
| 4     | Seminars, Field Trips & Exhibitions | <ol style="list-style-type: none"><li>1. Visited KL University on 15-02-2023</li><li>2. Visited CPMB &amp; Nizam College on 28-02-2023</li><li>3. Conducted SCIENCE FAIR INVENTUM in the college on 15-04-2023 by Physical and Life science students</li><li>4. Organised Industrial tour for Commerce &amp; Management students on 06-04-2023 to ZINDA TILISMATH, PARLE-G and MASQATI Dairy Products</li></ol> |

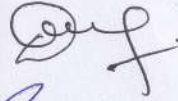
The action taken report is presented in the 3<sup>rd</sup> IQAC meeting for approval by the IQAC Co-Ordinator on 09-05-2023

It is discussed and approved by the IQAC members by signing on the report.

Name of the Member

Signature

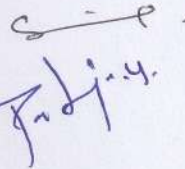
1. Mr. RAVAN KUMAR



2. Ms. BHAGYA LAKSHMI



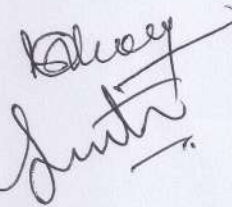
3. Ms. SUMILA REDDY



4. Ms. PADMAJA

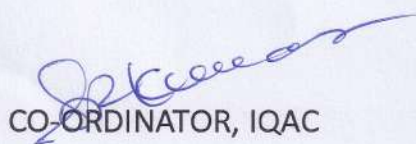


5. Ms. SRAVANI

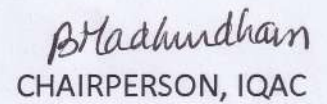


6. Mr. RAJASHEKHAR

7. Ms. SUNITHA



CO-ORDINATOR, IQAC



CHAIRPERSON, IQAC

# IDEAL DEGREE COLLEGE FOR WOMEN

DILSUKHNAGAR, HYDERABAD – 500060

## INTERNAL QUALITY ASSURANCE CELL (IQAC) CIRCULAR

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IDCW/IQAC/CIR/2/2023

DATE: 05-05-2023

The IQAC chairperson has decided to conduct IQAC 3<sup>rd</sup> meeting on 09-05-2023 at 02:45 PM in the IQAC Room. All the members of the IQAC and DEANs / HODs of various Schools / Departments are requested to attend the meeting.

### AGENDA of the Meeting

- Review of meeting minutes last held.
- Discussion on the action taken report on the last meeting minutes.
- Approval of the report.
- Tracing of departmental wise faculty vacancy.
- Conducting practical and theory examinations of the current semester.
- Planning of academic activities for the academic year 2023-24.
- Initiation of NAAC accreditation work.
- Introducing new programmes in UG and PG.

  
CO-ORDINATOR, IQAC

Copy to:

All the members of IQAC

DEANs / HODs of Schools/Departments

IQAC notification file

# IDEAL DEGREE COLLEGE FOR WOMEN

DILSUKHNAGAR, HYDERABAD – 500060

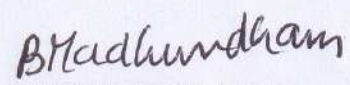
## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MEETING MINUTES

In accordance with the circular No: IDCW/IQAC/CIR/2/2023 Dated 05-05-2023, the third IQAC meeting was conducted on 09-05-2023 at 02:45 PM in the IQAC Room. The meeting was presided over by the Principal and Chairperson of the cell Mr. B MADHUSUDHAN. The proceedings of the meeting are listed below.

1. The meeting minutes of the 2<sup>nd</sup> meeting and the action taken report was presented in the meeting by the IQAC Co-Ordinator for its review and approval.
2. After the review and discussion, the report was accepted and approved by the members.
3. The departmental heads disclosed the vacancy of faculty positions in various departments. Finally, it is decided to fill 2 English, 1 Sanskrit and 2 Commerce faculty positions in the academic year 2023-24.
4. The core members of the cell proposed management to start the new courses in UG and PG from the coming academic year.
5. The principal directed all the HODs to make ready the expected workload and allotment of subjects to the faculty of the respected departments.
6. It is also proposed to release a college news letter semester wise containing the events and activities performed in the semester from the current academic year.
7. The members of the cell requested the Chairperson and Management to provide consultancy services for preparing documents and SSR regarding NAAC accreditation work.
8. Finally, discussion was taken place on conducting practical and end semester examinations.

  
CO-ORDINATOR, IQAC

  
CHAIRPERSON, IQAC

| IDEAL DEGREE COLLEGE FOR WOMEN         |                         |                  |                  |                       |
|--|-------------------------|------------------|------------------|-----------------------|
| INTERNAL QUALITY ASSURANCE CELL (IQAC) |                         |                  |                  |                       |
| ATTENDANCE SHEET FOR IQAC MEETING      |                         |                  |                  |                       |
| PARTICIPANTS: IQAC MEMBERS             |                         |                  | VENUE: IQAC ROOM |                       |
| CHAIRMAN: B. MADHUSUDAN, PRINCIPAL     |                         | DATE & TIME      |                  | 09-05-2023 4 02:45 PM |
| S.NO                                   | NAME OF THE PARTICIPANT | DESIGNATION      | DEPARTMENT       | SIGNATURE             |
| 1                                      | Mr. B. Madhusudhan      | Principal        |                  | B. Madhusudhan        |
| 2                                      | Mr. V. V. Srinam Kumar  | Asst. professor  | Statistics       | [Signature]           |
| 3                                      | Mr. Ravan Kumar         | "                | Mathematics      | [Signature]           |
| 4                                      | Ms. Bhagyaa Laxmi       | "                | Commerce         | [Signature]           |
| 5                                      | Ms. Sumila Reddy        | "                | Microbiology     | [Signature]           |
| 6                                      | Ms. Padmaja             | "                | Computer science | [Signature]           |
| 7                                      | Ms. Sravanji            | "                | Mathematics      | [Signature]           |
| 8                                      | Mr. Sai baba            | "                | Telugu           | [Signature]           |
| 9                                      | Mr. Sudakar             | "                | English          | [Signature]           |
| 10                                     | Mr. Rajashekhara        | Admin officer    | Admin            | [Signature]           |
| 11                                     | Ms. Sunitha             | office Executive | "                | [Signature]           |
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B. Madhusudhan  
CHAIRPERSON, IQAC

# IDEAL DEGREE COLLEGE FOR WOMEN

DILSUKHNAGAR, HYDERABAD – 500060

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT ON MEETING MINUTES - 3

Date: 02-09-2023

The following is the action taken report on the points discussed in the 3<sup>rd</sup> IQAC meeting held on 09-05-2023. This report is prepared by the IQAC Co-Ordinator.

| S. No | Points Discussed                    | Action Taken  |
|-------|-------------------------------------|---|
| 1     | Introducing new courses             | Two new programmes viz BCA in UG and M.Sc. in 2 subjects Computer Science & Micro-Biology at PG level were introduced w.e.f AY 2023-24  |
| 2     | Preparation of News letter          | The college news letter consisting of brief details of the events conducted in the academic year 2022-23 were released on 26-07-2023 and is forwarded to all the students, parents and staff through E-mail, WhatsApp |
| 3     | NAAC consultancy service provision  | The management has appointed Dr D Mastan as an advisor cum resource person for NAAC work. His services are available on demand.   |
| 4     | Filling of vacant faculty positions | One Sanskrit, one Commerce and one English faculty is appointed on full time basis.   |

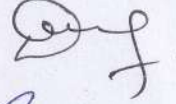
The report is presented in the 4<sup>th</sup> IQAC meeting for approval by the IQAC Co-Ordinator on 04-09-2023

It is discussed and approved by the IQAC members by signing on the report.

Name of the Member

Signature

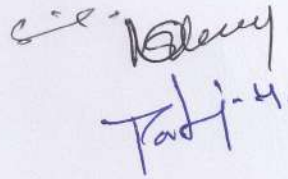
1. Mr. RAVAN KUMAR



2. Ms. BHAGYA LAKSHMI



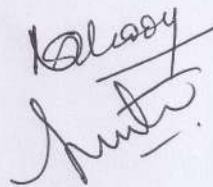
3. Ms. SUMILA REDDY



4. Ms. PADMAJA

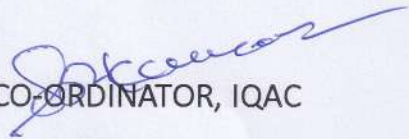


5. Ms. SRAVANI

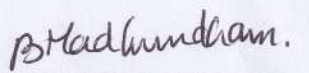


6. Mr. RAJASHEKHAR

7. Ms. SUNITHA



CO-ORDINATOR, IQAC



CHAIRPERSON, IQAC