



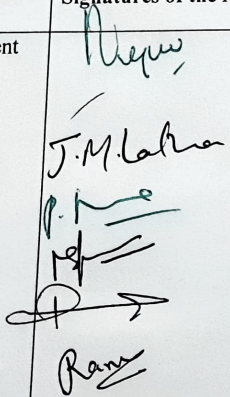
**Rishi UBR Women's College**

(Accredited By NAAC with 'A' Grade)

(Affiliated to Osmania University, MBA, BBA - Approved by AICTE)

Meeting of Internal Quality Assurance Cell (Academic Year: 2024-25)

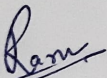
Minutes of the meeting

Date, Time & Venue		September 21st, 2024 at 2pm, Conference Room – 107 (Ground Floor)	
Members		Signatures of the Members Present	Members Absent
1. M. Rajasree – Secretary Correspondent			ABSENT
2. Kavitha Rajesh – Industry Expert			
3. J. Madhavilatha – Academic Head			
4. Dr P Kameswara Rao, Principal			
5. NSL Praveena – Vice Principal			
6. Dr R Chandrasekhar			
7. M. Rama – IQAC Coordinator & HOD Business Management			

	<p>8. D Harini – HOD – Commerce</p> <p>9. ANL Sudha – HOD – Science</p> <p>10. Dr. M. Kavitha – Member</p> <p>11. B. Shivalakshmi – Member</p> <p>12. T. Saritha – Member</p> <p>13. L K Reddy – Member (Administration)</p> <p>14. Anjali – Alumni</p> <p>15. E. Sneha – Alumni</p> <p>16. Ameena Sultana – Alumni</p> <p>17. Kushi Pande – Alumni</p> <p>18. Sonali Rath– Student</p> <p>19. Ravali- Alumni</p>	<p><i>DL</i></p> <p><i>ANL</i></p> <p><i>M. K.</i></p> <p><i>B. Shivalakshmi</i></p> <p><i>T. Saritha</i></p> <p><i>L. K. Reddy</i></p> <p><i>An</i></p> <p><i>Ameena</i></p> <p><i>KP</i></p> <p><i>Sonali Rath</i></p>	<p>Absent</p> <p>Absent</p>
Agenda Points	<p>1.To analyze the results of the outgoing Batch i.e. 2024 pass outs</p> <p>2.To plan for Remedial classes for slow learners</p> <p>3.To plan for FDPs and strengthening of R &amp; D Cell</p> <p>4. NIRF <i>Data collection</i></p>		



Agenda Item No.	Points Discussed	Resolution	Target Date	Responsibility	Action Taken
1	The results of outgoing students was discussed. The principal In charge had presented the result analysis. MBA 98.7% B.Sc 85% B.Com 84% BBA-98% The reasons for moderate result in the degree streams was discussed	To impart special classes and focus on slow learners.	Feb 13, 2025	M Rama-HOD , DBM D Harini-HOD-Commerce A Sudha- HOD-Science	Remedial classes planned in November <sup>2024</sup> and January 2025 Ran Dhan 10/2/2025
2	The slow learners performance in internal exams and the remedial classes planned was discussed.	To give important questions and focus more on slow learners subject wise	Nov 4, 2024	M Rama-HOD , DBM D Harini-HOD-Commerce A Sudha- HOD-Science	Subject teachers instructions to give information Ran 11/11/24 Dhan
3	The strengthening of Faculty members was discussed. The development programs attended by the faculty and the probable areas for them to focus was discussed. It was also discussed to motivate senior faculty members to present papers in conferences and publish papers.	To motivate and counsel Faculty members to attend Conferences, FDPs and NPTEL Exams	Mar 29, 2025	M Rama, IQAC Coordinator  N S L Praveena In-Charge Principal	Active participation noted in NPTEL exam 60% of teachers attending FDPs & Conferences. Ran 21/12/24
4	The information and various metrics required for NIRF was discussed	To allot responsibility for Data collection for NIRF	Oct 14, 2024	M Rama, IQAC Coordinator	Responsibility allocated Ran 8/10/2024

  
Signature – Coordinator





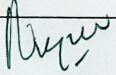
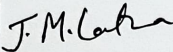

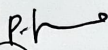
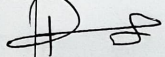

**Rishi UBR Women's College**

(Accredited By NAAC with 'A' Grade)

(Affiliated to Osmania University, MBA, BBA - Approved by AICTE)

Meeting of Internal Quality Assurance Cell (Academic Year: 2024-25)

Minutes of the meeting

Date, Time & Venue	June 18 <sup>th</sup> , 2024 at 11 am, Conference Room – 107 (Ground Floor)	
Members	Signatures of the Members Present	Members Absent
1. M. Rajasree – Secretary Correspondent 2. Kavitha Rajesh – Industry Expert 3. J. Madhavilatha – Academic Head 4. NSL Praveena – Principal In-Charge 5. Dr P Kameswara Rao 6. Dr R Chandrasekhar 7. M. Rama – IQAC Coordinator & HOD Business Management	     	ABSENT



	<p>8. D Harini – HOD – Commerce</p> <p>9. ANL Sudha – HOD – Science</p> <p>10. Dr. S. Subbalakshmi – Member</p> <p>11. Dr. M. Kavitha – Member</p> <p>12. B. Shivalakshmi – Member</p> <p>13. T. Saritha – Member</p> <p>14. L K Reddy – Member (Administration)</p> <p>15. Anjali – Alumni</p> <p>16. E. Sneha – Alumni</p> <p>17. Aameena Sulthana – Student</p> <p>18. Kushi Pande – Alumni</p> <p>19. Sonali Rath– Student</p> <p>20. Ravali- Alumni</p>	<p><i>DH</i></p> <p><i>ANL</i></p> <p><i>Dr. S.</i></p> <p><i>M.K.</i></p> <p><i>B.</i></p> <p><i>T.</i></p> <p><i>L.K.</i></p> <p><i>An</i></p> <p><i>Aameena</i></p> <p><i>KP</i></p> <p><i>Sonali</i></p> <p><i>Ravali</i></p>	<p>ABSENT</p> <p>ABSENT</p>
	<p><b>Agenda Points</b></p>	<ol style="list-style-type: none"> <li>1. To plan for Add On Programs</li> <li>2. To plan for internship opportunities for students</li> <li>3. To review the preparation for AQAR</li> <li>4. To plan for Industrial Visit and Training Programs.</li> </ol>	

5. To work towards increase in enrollment percentage

Agenda Item No.	Points Discussed	Resolution	Target Date	Responsibility	Action Taken
1	There was discussion on essential skills required for different streams of students. The areas which can pave growth for different streams was discussed.	To impart Trainings on Analytics and E Commerce to B.Com and BBA students. To impart trainings On Python, R Programming, Java for B.Sc students. For MBA students Analytics and SAP was recommended.	April 30, 2025	M Rama, IQAC Coordinators D Harini-HOD-Commerce A Sudha- HOD-Science	E-Commerce Team Lead given to SZA & B.Com Student by ICT Oct, 2024 value added Program on Python for B.Sc by Anna Foundation, 27th to 29th/2024 for SZA Dhan
2	The discussion focused on online and offline internships. Offline internships may not be possible due to academic schedules. The focus would be on pre final years and final years for internships. MBA students are given time during summer holidays for offline internships.	To enter MOU with industry or Connect Partners to give online internships to students.	Apr 14, 2025	Dr R Chandra sekhar	Signed MOU with ApeX SDA for Internship. Enrolled into NATSPOR 18/12/24
3	The preparation of AQAR was discussed. The responsibilities for the criteria and committees handing over was also discussed. The various events and programs undertaken have been discussed.	To Start preparation of AQAR for the previous academic year and assign responsibilities for different criteria	Nov 21, 2024	M Rama, IQAC Coordinator N S L Praveena In-Charge Principal	Responsibilities handed over. AQAR form given for
4	The various companies to be reached out for industrial visit has been discussed. The probability of visiting ALEAP and	To contact Vijaya Diary Parlour, Coco Cola Bottling Unit, economic	Mar 19, 2025	Dr R Chandrasekhar	

7/8/2024  
Industrial visit  
to vijayadiary



	other concerns was also discussed.  The various training programs and Add on Programs was discussed	Times and Masquati Diary products and take dates			
5	The plans and schedules of admission were discussed. The efforts to increase the enrollment percentage was also discussed.	To place hoardings in college about the achievements. To advertise about the college	July 10, 2024	Mr L K Reddy, Coordinator, Admissions Committee	

Hoardings &  
Banner places  
Guthaly  
8/7/2024

*Rane*  
Signature - Coordinator



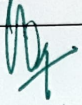
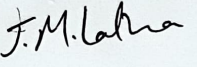





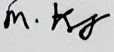


## Rishi UBR Women's College

(Accredited by NAAC with 'A' Grade)

(Affiliated to Osmania University, MBA - Approved by AICTE)

### Minutes of the meeting

Date, Time & Venue	April 30 <sup>th</sup> , 2024 at 10.30 am, Conference Room – 107 (Ground Floor)		
Members	Signatures of the Members Present	Members Absent	
<div>1. M. Rajasree – Secretary Correspondent</div> <div>2. Kavitha Rajesh – Industry Expert</div> <div>3. J. Madhavalatha – Management Representative</div> <div>4. NSL Praveena – Principal In-Charge</div> <div>5. M. Rama – IQAC Coordinator &amp; HOD Business Management</div> <div>6. D Harini – HOD – Commerce</div> <div>7. ANL Sudha – HOD – Science</div> <div>8. Dr. S. Subbalakshmi – Member</div> <div>9. Dr. M. Kavitha – Member</div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>ABSENT</div>	



	10. B. Shivalakshmi – Member 11. T. Saritha – Member 12. L K Reddy – Member (Administration) 13. Anjali – Alumni 14. E. Sneha – Alumni 15. Ameena Sulthana – Student 16. Kushi Pande – Student 17. Ravali – Student	<i>Blaski</i> <i>San</i> <i>Prithvi</i>  <u>Ameena</u> <i>KP</i>	ABSENT  ABSENT  ABSENT
	<b>Agenda Points</b>	1. To review NIRF submission 2. To review UGC 2(f) submission 3. To review Extension Programs in collaboration with public / private institutions 4. Others	

Agenda Item No.	Points Discussed	Resolution	Target Date	Responsibility	Action Taken
1	The data submitted to NIRF was discussed. The upload and other adherence requirements was discussed.	-			
2	The documentation of UGC 2(f) was discussed. the documentation was presented . The suggestions were given	To immediately submit the documents for UGC 2(f)	May 30, 2024	N S L Praveena M Rama <i>[Signature]</i>	29/5/2024 Submitted

	and the reasons for delay were discussed.				
3	The various outreach and extension programs undertaken were discussed. the programs undertaken for the adopted school was also discussed. It was discussed to familiarize students regarding Reduce, reuse.	To collaborate with more NGOs for various activities.	August 24, 2024	NSL Praveen H/	Yoga Day - June 21 2024 Ill effects of Drug usage
4	Others- the readiness with qualitative projects from students and the preparation for various exams was discussed. The training programs for non teaching staff was discussed. Also the planning for Internal Audit was discussed.	To list out and submit calendar for training of non Teaching Staff To Plan for Internal audit and implement	July 25, 2024	NSL Praveen H/	1st Submited. 23/7/24 Internal Audit Plan Released 20/7/24

Signature - Coordinator





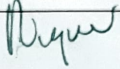








**Rishi UBR Women's College**

(Accredited by NAAC with 'A' Grade)

(Affiliated to Osmania University, MBA - Approved by AICTE)


Minutes of the meeting

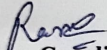
Date, Time & Venue		January 23 <sup>rd</sup> , 2024 at 10.30 am, Conference Room – 107 (Ground Floor)	
Members		Signatures of the Members Present	Members Absent
1. M. Rajasree – Secretary Correspondent			
2. Kavitha Rajesh – Industry Expert			
3. J. Madhavalatha – Management Representative		J.M. Madhavalatha	
4. NSL Praveena – Principal In-Charge			
5. M. Rama – IQAC Coordinator & HOD Business Management			
6. D Harini – HOD – Commerce			
7. ANL Sudha – HOD – Science			
8. Dr. S. Subbalakshmi – Member			
9. Dr. M. Kavitha – Member		M.K.	

	10. B. Shivalakshmi – Member 11. T. Saritha – Member 12. L K Reddy – Member (Administration) 13. Anjali – Alumni 14. E. Sneha – Alumni 15. Aameena Sulthana – Student 16. Kushi Pande – Student 17. Ravali – Student	Absent Same Quittably Am Eam Aameena Ravali	ABSENT
Agenda Points	1. Submission of UGC 2(f) & 12 (b) documents to University CDC 2. Improving Industry Institute Interaction programs 3. NPTEL- Active local chapter 4. Others		

Agenda Item No.	Points Discussed	Resolution	Target Date	Responsibility	Action Taken
1	The document submission for inclusion of college under UGC 2(f) was discussed. The various clauses and documents required was discussed.	To start preparation for submission of UGC 2(f)	May 20, 2024	N S L Praveena, Principal Incharge M Rama, IQAC Coordinator	Document format gathered and made ready for approval. Ran 25/4/24
2	The various programs through Industry interaction was discussed. Students have to be encouraged to take up various sessions related to career guidance and	To impart students with various cutting edge technologies	April 20, 2024	Coordinator, H Cell Dr. S. Subbalakshmi	CAREER OPPORTUNITIES IN ENTERTAINMENT (ES) 27/3/24 MARKETING QUEST LECTURE - Mr. Karthik Tarane S... creamline pie




	contemporary topics				Encryption & Decryption 31/1/24
3	The e Learning progress was discussed. The IQAC Coordinator briefed on the various modules taken through NPTEL by Faculty Members and Students. The SPOC for NPTEL was appreciated for efforts	To get Active status for NPTEL Local Chapter	July, 2024	M. Rama, IQAC Coordinator	Active Local Chapter 30/5/2024
4	Others—The training programs to be given and the placement calendar was discussed	To plan the trainings and placement plan for the outgoing students	Feb 10, 2024	T. Saritha	Training Placeme Calendar Fresher 1302 orientation

Signature  - Coordinator



NIRMAN PROGRAM  
organized.

  
12/4/24






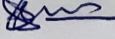


## Rishi UBR Women's College

(Affiliated to Osmania University, MBA - Approved by AICTE)

Meeting of Internal Quality Assurance Cell (Academic Year: 2023-24)

### Minutes of the meeting

Date, Time & Venue		October 27 <sup>th</sup> , 2023 at 1.30 pm, Conference Room – 107 (Ground Floor)	
Members	Signatures of the Members Present	Members Absent	
1. M. Rajasree – Secretary Correspondent		ABSENT	
2. Kavitha Rajesh – Industry Expert			
3. J. Madhavalatha – Management Representative	J.M. Latha		
4. NSL Praveena – Principal In-Charge			
5. M. Rama – IQAC Coordinator & HOD Business Management			
6. D Harini – HOD – Commerce			
7. ANL Sudha – HOD – Science			
8. Dr. S. Subbalakshmi – Member			



	<p>9. Dr. M. Kavitha – Member</p> <p>10. B. Shivalakshmi – Member</p> <p>11. T. Saritha – Member</p> <p>12. L K Reddy – Member (Administration)</p> <p>13. Anjali – Alumni</p> <p>14. E. Sneha – Alumni</p> <p>15. Aameena Sulthana – Student</p> <p>16. Kushi Pande – Student</p> <p>17. Ravali – Student</p>	<p>M. Ka</p> <p>Bhaskar</p> <p>San</p> <p>Quintology</p> <p>Ameena</p> <p>K.P.</p> <p>Ravali</p>	<p>ABSENT</p> <p>ABSENT</p>
	<b>Agenda Points</b>	<p>1. To make preparations for NAAC peer team revisit</p> <p>2. Review on new ERP modules to be implemented</p> <p>3. Academic Collaborations</p> <p>4. Others</p>	

Agenda Item No.	Points Discussed	Resolution	Target Date	Responsibility	Action Taken
1	The discussion focused on preparations for revisit of NAAC Team. The committee reviewed the essential points of the previous visit. The discussion directed towards planning for the revisit in terms of discussion with Stakeholders like parents, alumni. The discussion also focused on logistics and	<p>To meet parents and Alumni</p> <p>To review overall Preparedness</p>	<p>Oct 29, 2023</p> <p>Nov 10, 2023</p>	HODs and senior Teachers	<p>4/11/23 → Alumni</p> <p>5/11/23 → Parent</p> <p>meets</p> <p>Review done</p> <p>NOV 10, 2023</p> <p>Ravi Dhanu</p>

	preparedness of the entire staff for the revisit.				
2	The discussion focused on the review of all the ERP modules being used .it was discussed that some subsets of Academic planning module , Exams module and LMS modules are being used. The discussion focused on usage of other modules and training of the staff on other modules. The committees module was decided to be used next to record the events which can also be used to generate quarterly newsletters. The discussion focused on testing of other modules like attendance of staff and students .	To use Committees Module  To test for Attendance modules of Staff and Students	May 2024	IQAC Coordinator	Committee Objective & Scope have been entered .  The coordinator name are assigned . <u>Ran</u> 11/5/2024
3	The important and contemporary topics for training the students with academic collaborations had been discussed. The various important topics discussed were Cybersecurity, BFSI, Digital Marketing, Analytics.	To identify and strengthen Collaborations and train students on any 2 possible courses as discussed.	June 2024	Dr M. Ranu	BFSI have already given in Sept - 04 23 ALCAP CEO Digital Marketing - 15/7/2023 M. 16/7/24
4	The Result analysis and regularity of students were discussed. The performance of students in internal exams and grievances were discussed.	To conduct tutorials and follow up for regularity of students	December 10, 2023	Class Incharges & HODs	Tutorial allotted in time table. Respective teachers informed about Practice Question & problem. <u>Ran</u> Dhan 8/12/23 8/12/23  Dhan 8/12/23

Ran  
Signature - Coordinator





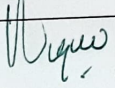
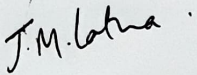


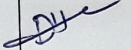

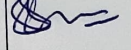
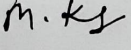


## Rishi UBR Women's College

(Affiliated to Osmania University, MBA - Approved by AICTE)

Meeting of Internal Quality Assurance Cell (Academic Year: 2023-24)

### Minutes of the meeting

Date, Time & Venue		July 27 <sup>th</sup> , 2023 at 11 am, Conference Room – 107 (Ground Floor)	
Members		Signatures of the Members Present	Members Absent
1. M. Rajasree – Secretary Correspondent			ABSENT
2. Kavitha Rajesh – Industry Expert			
3. J. Madhavilatha – Management Representative			
4. NSL Praveena – Principal In-Charge			
5. M. Rama – IQAC Coordinator & HOD Business Management			
6. D Harini – HOD – Commerce			
7. ANL Sudha – HOD – Science			
8. Dr. S. Subbalakshmi – Member			
9. Dr. M. Kavitha – Member			

	10. B. Shivalakshmi – Member 11. T. Saritha – Member 12. L K Reddy – Member (Administration) 13. Anjali – Alumni 14. E. Sneha – Alumni 15. Ameena Sulthana – Student 16. Kushi Pande – Student 17. Ravali – Student	<i>Allex</i> <i>Quithy</i> <i>An</i> <i>Sun</i> <i>Ameena</i> <i>KP</i> <i>Ravali</i>	<i>ABSENT</i>
	<b>Agenda Points</b>	1. To conduct reviews on qualitative metrics – preparation for NAAC peer team visit 2. To review files of each criteria – preparation for NAAC peer team visit 3. To meet and inform alumni, parents and employers on the dates of NAAC peer team visit. 4. Others	

Agenda Item No.	Points Discussed	Resolution	Target Date	Responsibility	Action Taken
1	The qualitative metrics were discussed. the SSR and DVV were thoroughly reviewed for the qualitative metrics and the presentation format to the Peer Team members was discussed. There was also discussions on file arrangement metric wise for easy accessibility. The	To label and arrange the files neatly for easy accessibility. To review the Department files by HOD of other department.	July 31, 2023	Ms M Rama, IQAC Coordinator HOD	<i>Labelled &amp; verified on the files.</i> <i>Ram</i> <i>21/8/2023</i>



	Department files were also discussed to be thoroughly reviewed by HODs of other departments.				
2	All the files of Quantitative metrics were reviewed. The documentation was thoroughly verified for alignment with the formats. It was also discussed to review the committee files. The discussion also focused on cultural performances.	To verify the supporting documents of all the quantitative metrics.  To have a mock of cultural performance	Aug 5, 2023	Respective Criteria Coordinators & IQAC cum Cultural Coordinator	Verified Ra 5/8/23 Cultural Mock performed on 7 <sup>th</sup> August 2023 @ Club
3	The discussion focused on informing the Alumni, Parents and students about the peer team visit. The dates for meeting with the stakeholders were also discussed. Sunday was discussed to be convenient to meet parents and alumni. Two consecutive Sundays were planned for the meet.	To meet Alumni on July 30, 2023  To meet parents on Aug 6, 2023	July 30, 2023  Aug 6, 2023	In Charge Principal & HOD	Met Alumni on 5/8/23 Met parents on 6/8/23 Ram Dhanu Sir
4	Others- The preparedness of the administrative team was discussed. The logistics of the team members travel was discussed. It was also discussed to have stalls for the important committees and cells with student coordinators taking active role in them.	Administrative Officer to brief the team and the other support staff.  To identify important committees and Cells for stalls		Administrative Officer  IQAC Coordinator	Boiling done Quatermaster 7/8/2023 Selected for stalls. Ray 3/8/23

*Ram*  
Signature - Coordinator

