



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

Sponsored by Lavu Educational Society, Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad.
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301 TS INDIA
Phone: +08615 200006/07/08 Email: info@vmtw.in

VMTW/IQAC / 2017-18/MEETING/2

Date:14/04/2018

CIRCULAR

All the Members of IQAC are requested to attend the IQAC meeting on 16-04-2018. Meeting will be held in Board Room at 2:00 pm.

AGENDA:

1. Review and confirmation of the minutes of the Second Meeting held on 20/11/2017.
2. Discussion on various initiatives for enhancing the perception about the college among Stakeholders.
3. Steps to improve quality in research.
4. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.
5. To strengthen the Industry Institute Interaction.
6. Regular feedback on curriculum and Infrastructure facilities for students.
7. Attainment Analysis of PO's and CO's.
8. Feedback from all the Stake holders.
9. Academic and Administrative Audit.
10. Any other point with the permission of Chair.

Coordinator-IQAC

Co-ordinator

Internal Quality Assurance Cell

Vignan's Institute of Management & Technology For Women

Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (Dt)-501301

Telangana State

Copy to :

CEO: For Kind Information.

Principal/Chairman IQAC.

HOD's of All Departments.

IQAC Members.



PRINCIPAL

Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (Dt)-501301
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MINUTES OF 3rd INTERNAL QUALITY ASSURANCE CELL (IQAC)

DATE: 16/04/2018.

VENUE: BOARD ROOM , VMTW

MEMBERS PRESENT

SL.NO	NAME	DESIGNATION	POSITION IN IQAC	SIGNATURE
1.	Dr. P.Sudhakara Rao	PRINCIPAL	Chairman	
2.	Mrs.Indrani Vasireddy	HOD-CSE	Member	
3.	Dr.Narmada Alaparathi	HOD-ECE	Member	
4.	T.Srinivasulu	HOD-BSH	Member	
5.	Mr.L.Kiran Kumar	HOD-EEE	Member	
6.	Mr.K.Santosh kumar	Asst.Prof.,BSH	Member	
7.	Mr.K.Bharath Reddy	Asst.Prof.,CSE	Member	
8.	Mr. V .Sudheer Kumar	Asst.Prof.,EEE	Member	
9.	Mr.J.Sunil Kumar	Asst.Prof.,ECE	Member	
10.	Mrs.Suzan Shalini V	Asst.Prof.,BSH	Member	
11.	Mrs.K.Vinutha	TPO	Member	
12.	S Amrutha Varshini	15UPIA0438	Student Member	
13.	Putta Deekshitha	15UPIA0582	Student Member	
14.	Mr.P.Hari Krishna	Asst.Prof.,ECE	Member Secretary	



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MINUTES OF 3rd INTERNAL QUALITY ASSURANCE CELL (IQAC)

Mr.P. Harikrishna Coordinator,IQAC welcomed all the members present in the meeting and informed about the agenda of the meeting .

Agenda of the meeting along with the deliberations are encapsulated below:

AGENDA 1: Review and confirmation of the minutes of the Second Meeting held on 20/11/2017.

The 2nd IQAC meeting was held on 20/10/2017. The minutes of meeting were readout with a formal discussion with all IQAC members. These minutes of meeting of were approved by the IQAC members.

AGENDA 2: Discussion on various initiatives for enhancing the perception about the college among Stakeholders

Principal informed that, it has become essential to enhance the perception of the college among the stakeholders and also outside world. The following methods are proposed to enhance the overall perception of the college.Updating the Facebook page of college frequently.and share the links on college website.

Updating the College website regularly and post the updates like placements, achievement of students, events, activities, seminars, conferences, student workshops etc.

AGENDA 3 : Steps to improve quality in research.

It is decided to organize Various activities such as arranging workshops on IPR, writing research Proposals are planned. It is also decided to focus on various funding agencies for Major Research Grants.

AGENDA 4: To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.

Chairperson of IQAC is emphasized on academic mechanism required for efficient and periodic progress. All committee members discussed the current status of administrative processes and recommended strongly the decentralization of academics and administrative activities. Members also stressed on enhancing teaching-learning process in various departments. All the Mentors are suggested to attend personal problems of students along with their academic problems.

AGENDA 5: To strengthen the Industry Institute Interaction.

Committee recommended increasing the frequency of Industrial visits, Expert lectures, Industrial exposure training from Industry persons, Membership & MoU's to explore the various practical aspects of industrial development to the students.

AGENDA 6: Regular feedback on curriculum and Infrastructure facilities for students.

Members decided to make a streamline framework through which a regular feedback on curriculum and infrastructure facilities for students can be taken once in an Academic Year.




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AGENDA 7: Attainment Analysis of PO's and CO's.

It is decided that the Course Outcome attainment analysis for all odd semester courses be done through both direct and indirect assessment. Also the attainment analysis of PO's be carried out for the final year students.

AGENDA 8: Feedback from all the Stake holders.

All the members of IQAC insisted that the feedback should be obtained from all the stake holders for the current Academic-Year.

AGENDA 9: Academic and Administrative Audit.

Committee informed all the departments about the upcoming Academic and Administrative Audit and suggested to co-operate with the Audit Team.

As there were no points to be discussed Co-coordinator thanked the Chair and all the members of Committee and concluded the meeting.

COORDINATOR, IQAC

Co-ordinator

Internal Quality Assurance Cell

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PRINCIPAL/CHAIRMAN, IQAC

PRINCIPAL

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VMTW/ IQAC / 2017-18/MEETING/1

18/11/2017

CIRCULAR

All the Members of IQAC are requested to attend the IQAC meeting on 20/11/2017. Meeting will be held in Board Room at 11:00 am.

AGENDA

1. Welcome to the members of IQAC
2. Introduction of IQAC members.
3. Review and confirmation of the minutes of the First Meeting held on 23-02-2017
4. To focus on Improving Teaching learning skills of the faculties.
5. To provide special efforts for improving On-Campus Placements.
6. Identifying Gaps in the syllabus.
7. Scheduling an Academic Audit.
8. Planning of NSS activities.
9. To encourage faculty to conduct quality research.
10. To conduct the Annual Technical and Cultural Event.
11. Discussions on Department Academic Calendar.
12. Any other point with the permission of chairperson.

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CEO: For Kind Information.

Principal/Chairman IQAC.

HOD's of All Departments.

IQAC Members.

Chairman-IQAC

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MINUTES OF 2nd INTERNAL QUALITY ASSURANCE CELL (IQAC)

DATE: 20/11/2017

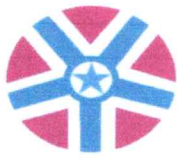
VENUE: BOARD ROOM ,VMTW

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MINUTES OF 2nd INTERNAL QUALITY ASSURANCE CELL (IQAC)

Mr.P. Harikrishna Coordinator, IQAC greeted all the members present in the meeting and welcomed principal of institution who is also a chairperson of IQAC and introduced all the IQAC Members.

Dr.P.Sudhakara Rao .Principal/chairman, IQAC chaired the session and initiated the discussions on meeting agenda.

AGENDA 1: Welcome to the members of IQAC

Dr.P.Sudhakara Rao, Principal/chairman, IQAC greeted all the members and welcomed the members of IQAC by explaining few important points and expressed that there is no substitute to hard work and it's required to achieve overall development of Institute. Concrete steps and path needed in all direction for achieving quality excellence.

AGENDA 2 : INTRODUCTION OF IQAC MEMBERS

Every member of IQAC introduced themselves to each other and shared their views about quality culture within the institution.

AGENDA 3: Review and confirmation of the minutes of the First Meeting held on 10-06-2017

The minutes of the 1st IQAC Meeting were placed in the meeting, were reviewed and confirmed after discussion.

AGENDA 4: To focus on Improving Teaching learning skills of the faculties

Mr.P Harikrishna Coordinator IQAC raised the point about improving teaching learning enhancement activities. All the HOD's are decided to conduct various Faculty Development Programs.

AGENDA 5: To provide special efforts for improving On-Campus Placements.

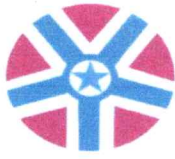
As the on-campus placements are not satisfactory in the past academic year and there is a need in improving this number, Mr.P.Harikrishna suggested to have various activities such as Personal interview practice session, Group discussion practice, Essay writing session , sessions opportunities abroad for higher studies, sessions for higher studies like GATE,CAT,GRE ,GMAT etc are Proposed to conduct for our students. Arranging Job fair is also suggested in a meeting. The same is agreed by all the members.

AGENDA 6: Identifying Gaps in the syllabus. Members discussed the point of improving students understanding levels in subjects by identifying the gaps in the syllabus and suggested to organize workshops, guest lectures to fill the gap. Which helps the students to apply the acquired knowledge practically.




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AGENDA 7: Scheduling an Academic and Administrative Audit.

Members of the IQAC discussed regarding the Academic and Administrative Audit in Department level and decided that an audit team will be engaged in performing Academic Audits and it is finalized to Schedule it twice per academic year. Administrative Audit will be performed once in an Year.

AGENDA 8: Planning of NSS activities.

The Chairperson has decided, to conduct NSS activities in near future namely Tree Plantation, Blood Donation Camp and Road Safety program on the basis of suggestions from all the Committee members.

AGENDA 9: To encourage faculty to conduct quality research.

It is discussed to encourage faculty to publish research papers in journal of high repute like CARE listed and SCOPUS/Web of Science indexed journals.

AGENDA 10 : To conduct the Annual Technical and Cultural Event(PRAJWALAN 2K18)

It is decided to conduct PRAJWALAN 2K18(Annual Technical and Cultural Event) in the month of February 2018 tentatively. Discussions were also made regarding the arrangements required to organize this event and concluded to frame various committees to take care of event.

AGENDA 11 : Discussions on Department Academic Calendar.

Chairperson informed all the Department Head's to submit Department Academic Calendars for upcoming Even Semester to IQAC.

As there were no other points to be discussed principal concluded the meet followed by a formal vote of thanks by Mr.P.Harikrishna, Co-ordinator, IQAC.

COORDINATOR, IQAC

Co-ordinator

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PRINCIPAL/CHAIRMAN, IQAC

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