



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 (Dt) - 501 301 TS INDIA
Phone: +08615 200006/07/08 Email: info@vmtw.in

VMTW/ IQAC / 2018-19/MEETING/2

23/02/2019

CIRCULAR

All the Members of IQAC are requested to attend the IQAC meeting on 25/02/2019. Meeting will be held in Board Room at 2:00 pm.

AGENDA

1. Review and confirmation of the minutes of the previous Meeting held on 04/10/2018
2. Discussion on mentoring system.
3. Improvements in Teaching and Learning.
4. To briefly discuss about development programs of teaching faculties.
5. To enhance the Research culture activities to be carried out.
6. Organizing Technical and Cultural event Prazwalan - 2k19
7. Review on the quality of Mid Examination Question Paper and Answer Script Evaluation
8. Student mentoring System.
9. Academic Audit.
10. Recruitment of new faculty in order to maintain better faculty Student Ratio for the Academic Year 2019-20.
11. Training and Placement.
12. Any other Point with the permission of chair.

Copy to :

CEO: For Kind Information.

Principal/Chairman IQAC.

HOD's of All Departments.

IQAC Members.


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




PRINCIPAL
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MINUTES OF 5th INTERNAL QUALITY ASSURANCE CELL (IQAC)

DATE: 25/02/2019

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 5th INTERNAL QUALITY ASSURANCE CELL (IQAC)

Chairperson welcomed the gathering and briefed about the agenda of this meeting and opened it for discussions.

AGENDA 1: Review and confirmation of the minutes of the previous Meeting held on 04/10/2018

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

AGENDA 2: Discussion on mentoring system:

Discussed to improve the quality of Mentoring system. Current implementation of the system and its benefits are discussed.

AGENDA 3: Improvements in Teaching and Learning

Committee discussed about the process of improving Teaching and Learning and agreed with the following points.

- Monitoring of course files, Lecture Schedules, course plans of faculty.
- Conduction of Seminars, Quiz Programs in class rooms as part of Pedagogy techniques.
- Arrangement of technical talks by eminent personalities in regular intervals.

AGENDA 4 : To briefly discuss about development programs of teaching faculties.

It was insisted that all the faculty members should take up a NPTEL course.

Mentor should see that all the students take up atleast one NPTEL course.

AGENDA 5: To enhance the Research culture activities to be carried out.

All HOD's are decided to plan workshops on IPR. It is decided to encourage the faculties to apply for various research agencies for funding and also for publications of research articles in reputed journals.

AGENDA 6 : Organizing Technical and Cultural event Prazwalan - 2k19

It is decided to conduct PRAJWALAN 2K19(Annual Technical and Cultural Event) in the month of April 2019 tentatively. Discussions were also made regarding the arrangements required to organize this event and concluded to frame various committees to take care of Event.




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AGENDA 7: Review on the quality of Mid Examination Question Paper and Answer Script Evaluation

The committee reviewed the Quality of Mid-Question Paper based on the audit report submitted by the IQAC, all the faculty are advised to strictly follow the Blooms Taxonomy.

AGENDA 8 : Student mentoring System

The chairperson reviewed the mentoring process method carried out in the institution at department level and expressed satisfaction at the way the issues were dealt.

AGENDA 9: Academic Audit.

Internal academic audit is proposed to be conducted across all the departments with internal audit team in coming days hence all the departments are informed to be ready with the required information.

AGENDA 10: Recruitment of new faculty in order to maintain better faculty Student Ratio for the Academic Year 2019-20.

Discussions were made by the members regarding the Faculty-Student Ratio in the institutions and concluded to recruit new faculty to maintain better Faculty –Student Ratio.

AGENDA 11: Training and Placement.

Placement co-ordinator proposed to conduct training classes on communication skills and aptitude for B.Tech III Year Students. It is resolved to conduct placement Pre-assessment tests for final year students.

As there were no points to be discussed chairman ended the meeting and thanked all the members.

Next meeting is scheduled in the second week of June 2019.


IQAC CO-ORDINATOR

Co-ordinator
Internal Quality Assurance Cell
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VMTW/ IQAC / 2018-19/MEETING/1

01/10/2018

CIRCULAR

All the Members of IQAC are requested to attend the IQAC meeting on 04/10/2018. Meeting will be held in Board Room at 11:00 am.

AGENDA

1. Review and confirmation of the minutes of the Previous Meeting held on 16/04/2018.
2. Registration and organization of Alumni Meet.
3. To review the status of CCTV installation in Campus
4. Review on SMS's to parents on a regular basis.
5. Readiness for upcoming NBA Inspection.
6. Review of second semester of syllabus.
7. Conduction of Academic and Administrative Audits.
8. Renovation of Seminar Hall.
9. Planning of NSS Activities.
10. Placement Details for 2017-18.
11. Any other point with permission of chair.


Coordinator-IQAC

Co-ordinator
Internal Quality Assurance Cell
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MINUTES OF 4th INTERNAL QUALITY ASSURANCE CELL (IQAC)

DATE: 04/10/2018

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	
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14.	Mr.P.Hari Krishna	Asst.Prof ,ECE	Member Secretary	



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MINUTES OF 4th INTERNAL QUALITY ASSURANCE CELL (IQAC)

Chairperson greeted the members of IQAC for the meeting and initiated the discussion on following Agenda.

AGENDA 1: Review and confirmation of the minutes of the previous Meeting held on 16/04/2018

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

AGENDA 2: Registration and organization of Alumni Meet.

Dr. Narmada Alaparathi, pointed out that in addition to the academics feedbacks taken from students and employers, alumni interaction is equally important. The committee suggested with the permission of chair to collect the alumni feedback and organize alumni meet.

It is planned to conduct 'Alumni Meet' yearly and decided to register Alumni Association.

AGENDA 3: To review the status of CCTV installation in Campus

As the security and surveillance within the campus is the most important aspect, the members stressed to enhance the number of cameras and suggested few new locations to install.

AGENDA 4: Review on SMS's to parents on a regular basis.

It is more important to keep parents informed about their ward's progression and it is decided to continue the same by sending messages on daily basis about student's presence in the college. Committee recommended to verify with the mobile numbers of the parents/guardians in regular intervals.

AGENDA 5: Readiness for upcoming NBA Inspection.

Criteria wise discussions were made with the Criteria incharges of NBA and a plan of action is decided to upload NBA SAR in the Month of December 2018.

AGENDA 6: Review of second semester syllabus

Discussions were made about the ongoing semester's classwork and all the staff members are instructed to complete their syllabi and Lab Practical's before 10th November.



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AGENDA 7: Conduction of Academic and Administrative Audits.

Discussions happened to conduct inter department Academic Audit on various activities, date is finalized on 27th Dec 2018. All the Departments are informed to co-operate with the Audit Team.

AGENDA 8 : Renovation of Seminar Hall.

As per the directions given by the Governing body the required renovations/Changes are done to the existing Seminar Hall.

AGENDA 9: Planning of NSS Activities.

NSS Co-ordinator presented the Proposed list of Activities to be organized in the current Academic Year.

AGENDA 10: PLACEMENT DETAILS FOR 2017-18.

Placement Co-ordinator presented the placements achieved for the academic year 2017-18

11 out of 12 Students placed in different companies.

As there were no points to be discussed chairperson thanked all the member for their active participation.

COORDINATOR, IQAC

Co-ordinator
Internal Quality Assurance Cell
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PRINCIPAL/CHAIRMAN, IQAC

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