



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

(Sponsored by Lavu Educational Society)

[Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi]

Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301. Phone: 96529 10002/3



VMTW/ IQAC / 2021-22/MEETING/2

18/02/2022

CIRCULAR

All the Members of IQAC are requested to attend the IQAC meeting on 21/02/2022.

Meeting will be held in Board Room at 2:00 pm.

AGENDA

1. Review and confirmation of the minutes of the Meeting held on 9/08/2021.
2. Even Semester Department Academic Calender.
3. Discussion on NBA Renewal Process
4. Student feedback of Faculty
5. Verification of Previous Examination Answer Sheets.
6. Discussion on Student Clubs
7. Points on improving Result
8. 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



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MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

DATE: 21/02/2022

VENUE: BOARD ROOM ,VMTW

MEMBERS PRESENT

SL.NO	NAME	DESIGNATION	POSITION IN	SIGNATURE
1	Dr. G. Apparao Naidu	PRINCIPAL	Chairman	
2	Dr.A.Sudheer Babu	HOD-CSE	Member	
3	Mr.P.Harikrishna	HOD-ECE	Member	
4	Dr.S.Rangaswamy	HOD-CSE-AI&ML	Member	
5	Dr.B.Phijik,	HOD-IT	Member	
6	Dr.T.Srinivasulu	HOD-BSH	Member	
7	Mr.V Satish Sri Raj	TPO	Member	
8	Dr.C.Srinivasa Kumar	PROFESSOR	Member	
9	Mrs.K.Helini	ASSOCIATE PROFESSOR	Member	
10	Dr.Shaik Masthan Basha	ASSOCIATE PROFESSOR	Member	
11	Mrs.Suzan Shalini	ASSOCIATE PROFESSOR	Member	
12	Dr. Krishnaveni	SOCIAL WORKER	Member	<i>Informed over phone.</i>
13	Mrs.Srija K	ALUMNI	Member	<i>Informed over phone.</i>
14	Mr.Harsha Adivi	HR ,EUNIMART	Member	<i>Informed over phone.</i>
15	Ms. Sai Josmitha	19UP1A1206,STUDENT	Member	
16	Ms.A Neshitha	20UP1A6603,STUDENT	Member	
17	Ms.K.Amrutha Varshini	21UP1A7208,STUDENT	Member	
18	Mr.G.Rajesh	ASSOCIATE PROFESSOR	Member Secretary	



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MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting of IQAC Cell held on 09-08-2021 at 3:00 P.M at Board Room under the chair of Dr. G. Apparao Naidu, Chairman IQAC.

The Chairperson Dr. G.Apparao Naidu requested all the members for open house discussion on agendas.

AGENDA 1: Review and confirmation of the minutes of the Previous Meeting held on 09/08/2021.

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

AGENDA 2: Even Semester Department Academic Calender

As the even semester is about to begin coordinator IQAC requested the Department Head's to prepare and submit Department Academic Calender by consolidating all the events to be organized in departments.

AGENDA 3: NBA Renewal Process

In view of NBA accreditation renewal process department wise, IQAC requested Department Advisory Board (DAB) and Program Assessment Committee (PAC) to form criterion wise committees to initiate the NBA process. All departments are looking to fulfill the criterion to qualify.

AGENDA 4: Student feedback of Faculty

It is discussed and agreed by all the members of IQAC to take Feedback from students for all the subjects. It is also decided to define the quality measures for improvement.

AGENDA 5: Verification of Previous Examination Answer Sheets

It is decided that IQAC Audit team members will randomly verify the evaluation pattern of 2021-22 odd semester internal examinations Answer scripts.

AGENDA 6: Discussion on Student Clubs

Dr.Shaik Masthan Basha initiated the discussion on Student clubs and explained about the activities that went on in recent time and requested other incharges to update the status of the events in Club wise.Members responded with few good suggestions which are to be included in the execution of Student clubs.

It is also decided to have a meeting with all the Student Coordinators of Clubs .Date will be finalized soon.



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AGENDA 7 : Points on improving Result

In view of the previous semester results it is observed that there is requirement of concentrating on improving result coordinator IQAC opened discussion to collect suggestions from the members present in the meeting. After the discussions made it is decide to conduct remedial Classes and special care on the students who have more backlogs.

As there were no other points to be discussed Mr Rajesh G Coordinator , IQAC concluded meeting with a formal vote of thanks to all the members..

COORDINATOR, IQAC

Co-ordinator

Internal Quality Assurance Cell

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PRINCIPAL/CHAIRMAN, IQAC

PRINCIPAL

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VMTW/IQAC / 2021-22/MEETING/1

06/08/2021

CIRCULAR

All the IQAC members are requested to attend the meeting on 09-08-2021 , Monday at 3:00 pm in the Board Room.

AGENDA:

1. Review and confirmation of the minutes of the Meeting held on 6/01/2021.
2. Reconstitution of IQAC CORE MEMBERS
3. Welcoming new core members and introduction.
4. Syllabus Completion.
5. Workshop/Seminar/Guest Lecture/Webinar conduction.
6. Requirement of library books.
7. Publications.
8. Last semester Result Analysis.
9. Checking of Attendance Register.
10. Conduct Workshop/Seminar based on the identification of curriculam gap.
11. Calculation of CO-PO mapping.
12. Collection of Alumni data.
13. Placements.
14. Feedback.
15. Admission.
16. Any other point with the permission of chair.

Principal/Chairman-IQAC

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CEO: For Kind Information

Principal/Chairman IQAC

HOD's of All Departments

IQAC Members



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MINUTES OF INTERNAL QUALITY ASSURANCE CELL

DATE: 09/08/2021

VENUE: BOARD ROOM ,VMTW

MEMBERS PRESENT

SL.NO	NAME	DESIGNATION	POSITION IN IQAC	SIGNATURE
1.	Dr. G. Apparao Naidu	PRINCIPAL	Chairman	
2.	Dr.A.Sudheer Babu	HOD-CSE	Member	
3.	Mr.P.Harikrishna	HOD-ECE	Member	
4.	Dr.S.Rangaswamy	HOD-CSE-AI&ML	Member	
5.	Dr.B.Phijik	HOD-IT	Member	
6.	Dr.T.Srinivasulu	HOD-BSH	Member	
7.	Mr.V Satish Sri Raj	TPO	Member	
8.	Dr.C.Srinivasa Kumar	PROFESSOR	Member	
9.	Mrs.K.Helini	ASSOCIATE PROFESSOR	Member	
10.	Dr.Shaik Masthan	ASSOCIATE PROFESSOR	Member	
11.	Mrs.Suzan Shalini	ASSOCIATE PROFESSOR	Member	
12.	Dr. Krishnaveni	SOCIAL WORKER	Member	Informed on Call.
13.	Mrs.Srija K	ALUMNI	Member	
14.	Mr.Harsha Adivi	HR ,EUNIMART	Member	Informed on call.
15.	Ms. Sai Josmitha,19UP1A1206	STUDENT	Member	
16.	Ms.A Neshitha,20UP1A6603	STUDENT	Member	
17.	Ms.K.Amrutha Varshini Reddy, 21UP1A7208	STUDENT	Member	
18.	Mr.G.Rajesh	ASSOCIATE PROFESSOR	Member Secretary	



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MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting of IQAC Cell held on 09-08-2021 at 3:00 P.M at Board Room under the chair of Dr. G. Apparao Naidu, Chairman IQAC.

At this pandemic situation Principal/Chairman, IQAC welcomed all the members for the meeting. IQAC chairman gave thanks to all the members for being safe at this situation and present to this meeting. The discussion and resolutions of the meeting were recorded in the order of agenda points.

AGENDA 1: Review and confirmation of the minutes of the Meeting held on 6/01/2021.

The minutes of the 4th IQAC Meeting were placed in the meeting, were reviewed and confirmed after discussion.

AGENDA 2: Reconstitution of IQAC CORE MEMBERS

Appointment of new members of IQAC NOTED. The chairperson welcomed the new members and approved the new composition of the IQAC.

Mr. Rajesh G (Coordinator) thanked the former IQAC Coordinator; Mr. Harikrishna for his dedicated efforts and the requested all the IQAC Committee members for extended support.

AGENDA 3: Welcoming new core members and introduction.

Chairperson greeted and welcomed all the new IQAC core team by revisiting the functions and vision of IQAC in the institution.

AGENDA 4: Syllabus Completion

- A. As per revision of academic calendar by university, we got very less time to complete syllabus for both semester for current Academic Year. So the IQAC coordinator proposed to complete the syllabus as per the stipulated time so that the department can conduct pre final examination for all the years.
- B. Committee also gave instruction to BS&H department to complete the SEM-II syllabus for 1st year by end of the august and after that conduct the prefinal for them.
- C. The IQAC coordinator congratulated all the department for successfully completing the syllabus for SEM-I as per the time and prepare the students for semester examination.

AGENDA 5: Workshop/Seminar/Guest Lecture/Webinar conduction

- A. IQAC Chairman congratulated the Head of the Departments for conduction of several Workshop/Seminar/Guest Lecture/Webinar.
- B. Every department conducted the program virtually due to the pandemic situation as per their limitation and availability of the chief guests through the entire academic year.




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- C. The IQAC cell proposed to conduct same type of programs for the next academic year with increased count.
- D. The Co-ordinator proposed to submit a tentative program list by every department for next six (6) months to IQAC cell by 27th August, 2021.

AGENDA 6: Requirement of library books:

- A. Mr.P.Harikrishna gave his heartfelt thanks to all faculty members for supporting with the library incharge.
- B. The cell proposed to continuously give the requirement of books in library so that the students get the reference books anytime.
- C. The cell also proposed to librarian that continuously join the meeting conducted by NDLI club.
- D. The chairman of IQAC proposed to increase the sitting capacity inside the library and the expansion of library for betterment of students.

AGENDA 7 : Publications:

The details of publications for department wise are summarized below:

Department	Publications
CSE	30
ECE	5
IT	7
BSH	5

AGENDA 8: Last semester Result Analysis

- A. The result analysis for the Semester-I is not done because of late conduction of semester so result is not yet published.
- B. The analysis is done for the last academic year (2020-21) II-SEM which results are published in MARCH-2021. The cell instructed to exam-branch for calculation of results in department wise as well as subject wise and submit to the IQAC cell as early as possible
- C. The cell also proposed to take necessary steps to increase the Student pass percentage.

AGENDA 9: Checking of Attendance Registers

- A. The cell proposed to submit all the attendance register (including theory and lab) to IQAC for SEM-I and SEM-II for final year.
- B. The IQAC assigned one faculty from each department to collect the register from department and submit to the IQAC.



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AGENDA 10: Conduct Workshop/Seminar based on the identification of curriculum gap

- IQAC coordinator congratulated all faculties to find the curriculum gap and to meet the curriculum gap they conduct several workshops/seminars.
- The IQAC requested head of departments to collect all the workshops/seminars conducted by the department and submitted to R&D department.
- The IQAC requested to all faculties to identify the gap for their subject and to meet the gap conduct guest lecture/seminar/workshop etc.

AGENDA 11 : Calculation of CO-PO mapping

- The IQAC proposed to calculate the CO-PO attainment of all subjects for the past publication of university results and submit to the department as well as exam-branch.
- The committee also proposed for current academic year calculates the CO-PO attainment for the MID examination and submit to exam-branch.

AGENDA 12: Collection of Alumni data

- The IQAC requested to alumni coordinator to collect all the alumni details for the institute and prepare the database for the alumni.
- The cell requested Alumni Co-ordinator to communicate with all the department alumni coordinators to collect the department wise alumni data and therefore prepare the complete list of institute alumni as early as possible.

AGENDA 13: Placements

- IQAC welcomed the presence of placement officer in the meeting of IQAC and congratulated for his enormous contribution to the placement activities.
- The IQAC coordinator also congratulated all the department placement coordinators for helped the placement officer and requested to extend their hands for the future also.
- The institutions offered 90% placements to the students. 221 students placed
- There is a proposal to conduct a Placement success Meet.

AGENDA 14: Feedback

- IQAC requested to all department to collect the feedback on faculties from the students and submit to IQAC for analysis by end of August, 2021.
- The cell assigns the department for collecting all the feedback
 - CSE- Collecting ECE feedback
 - ECE- Collecting CSE feedback
 - EEE- Collecting BS&H feedback
 - BS&H- Collecting EEE feedback




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- C. The next meeting of IQAC, the cell analyses all the feedback and take the proper action to improve the feedback

AGENDA 15: Admissions

- A. IQAC requested to the admission team to fill up all the seats for next academic year (2021-22) including the left over seats of previous academic year (2020-21).
- B. IQAC requested the admission team to consult with principal and find out the roadmap so that all the seats are filled up.

With the above all discussions, the meeting ended with a successful manner and Mr Rajesh G Coordinator , IQAC concluded meeting with a formal vote of thanks to all the members..


COORDINATOR, IQAC

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

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