



# 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 / 2019-20/CIR/2

14/10/2019

## CIRCULAR

All the Members of IQAC are requested to attend the IQAC meeting on 16/10/2019. 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 10-06-2017
4. Framing of Mission, Vision and Core Values IQAC Composition.
5. To focus on Improving Teaching learning skills of the faculties
6. Framing of Research policies for promoting research culture and organization of Workshop/STTP etc.
7. To provide special efforts for improving On-Campus Placements.
8. Identifying Gaps in the syllabus.
9. Scheduling an Academic Audit.
10. Any other point with the permission of chairperson.

**Coordinator-IQAC**

**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: 16/10/2019**

**VENUE: BOARD ROOM ,VMTW**

### **MEMBERS PRESENT**

SL.NO	NAME	DESIGNATION	POSITION IN IQAC
1.	Dr. K.Chandra Shekar	PRINCIPAL	Chairman
2.	Dr.A.Gouthami Latha	HOD-CSE	Member
3.	Mr.Vijay R Urkhude	HOD-ECE	Member
4.	Mr.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.J.Sunil Kumar	Asst.Prof ,ECE	Member
9.	Mrs.Suzan Shalini V	Asst.Prof ,BSH	Member
10.	Mrs.K.Vinutha	TPO	Member
11.	Mr.J.Sunil Kumar	Asst.Prof ,ECE	Member
12.	Mrs.Suzan Shalini V	Asst.Prof ,BSH	Member
13.	Mr.P.Hari Krishna	Asst.Prof ,ECE	Member Secretary



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## MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

Dr.K.Chandra Shekar,Principal/chairman,IQAC chaired the session and initiated the discussions on meeting agenda.

### AGENDA 1: Welcome to the members of IQAC

Dr.K.Chandra Shekar,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.

### AGENDA 3: Review and confirmation of the minutes of the First Meeting held on10-06-2017

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

### AGENDA 4 : Framing of Mission, Vision and Core Values IQAC Composition

Dr.K.Chandra Shekar,Principal/Chairperson IQAC explained the importance of IQAC and necessity of having Mission, Vision which were agreed by all the members.

### AGENDA 5: To focus on Improving Teaching learning skills of the faculties

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



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## AGENDA 6: Framing of Research policies for promoting research culture and organization of Workshop/STTP etc.

As per the previous academic year data the following is the consolidated values of publications and various event organized in the institution and faculty attended the events like FDP,STTP,Workshops etc which needed a change to improve the research culture among the faculties.

### For the Academic Year 2018-2019 Number of Events Faculty Members Participated

BRANCH	Number of Events Faculty Members Participated
CSE	25
ECE	18
BSH	3

### Faculty Publications

BRANCH	Number of Publications
CSE	4
ECE	8
BSH	1

### Events Organized within institution

BRANCH	FDP, OBE, Workshops, Guest Lectures, STP & STTP,SEMINARS
CSE	7
ECE	18

Majority of the members opined that research culture should inculcate in academics and Industry Institute interaction is to be strengthened and steps should be taken to improve academic policies and related activities which definitely promotes research culture.

It is also discussed that the quality of Publications must be improved.



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## **AGENDA 7: To provide special efforts for improving On-Campus Placement**

As the on-campus placements are not satisfactory in the past academic year and there is a need in improving this number, Mr.B.Phijik 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 8: Identifying Gaps in the syllabus.**

Mr.Vijay Kumar R Urkude raised 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.

## **AGENDA 9: Scheduling an Academic Audit.**

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

As there were no other points to be discussed principal concluded the meet followed by a formal vote of thanks by Mr.P.Hari Krishna,coordinator ,IQAC..

**COORDINATOR,IQAC**

**PRINCIPAL/CHAIRMAN, IQAC**