



# GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu & SBTET, VJWD)  
Peddasettypalli, Proddutur, YSR Dist., A.P

GITAM/Circular /IQAC-10<sup>th</sup> Meeting /1-A.Y. 2023-24/Agenda

## **Internal Quality Assurance Cell (IQAC)** **Circular : IQAC 10<sup>th</sup> Meeting**

DATE : 14-07-2023

Dear sir/madam,

All are instructed to attend for forthcoming IQAC meeting at Gouthami Institute of Technology and Management for Women, scheduled for **15<sup>th</sup> July 2023 at 03:00 P.M** in the Principal's Office Room, I am pleased to share with you the proposed agenda for the discussion during the Odd Semester of the academic year.

### **Agenda of the Meeting:**

1. Enhancement of Teaching Methodologies: Review and enhance strategies for continuous improvement in teaching methodologies.
2. Feedback Mechanisms: Evaluate the effectiveness of the current feedback mechanisms and propose improvements.
3. Quality Benchmarks in Academic Programs: Assess the implementation of quality benchmarks in academic programs and suggest refinements.
4. Promotion of Research Culture and Innovation: Discuss initiatives to promote a research culture and innovation among faculty and students.
5. Mentorship Program Outcomes: Examine the outcomes of mentorship programs and explore ways to enhance their impact.
6. Integration of Technological Advancements: Evaluate the integration of technological advancements in the curriculum for relevance.
7. Student Support Services: Review student support services and propose measures for improvement.
8. Documentation Process for Quality Activities: Assess the documentation process for quality-related activities and suggest enhancements.

In addition to the above, the meeting will also delve into the following specific areas:

- Faculty Development Programs (FDP): Review and outcomes of faculty attending FDPs.
- Seminars and Workshops: Assess the organization and impact of seminars and workshops attended by faculty.
- Industrial Visits: Review the organization and outcomes of industrial visits.

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Your active participation and valuable insights during this meeting are crucial to fortifying and elevating the standards of education and the overall academic environment at our esteemed institution. Please come prepared to contribute extensively to the discussions on the outlined agenda points.

Looking forward to your proactive involvement in shaping the future of academic excellence at Gouthami Institute of Technology and Management for Women.

Coordinator, IQAC

*KW*  
(Mrs. K. Vijayalakshmi)

### CC to

1. The Director sir and Co-Director Madam
2. The Principal Sir ( Chair Person of IQAC)
3. AO Sir
4. The HOD's of the Departments: EEE, ECE, CSE and H&S (A few Senior Administrative Officers of IQAC)
5. Faculty from various Departments (Three to eight Teachers of IQAC):

EEE: Mr. Sunil Kumar      ECE: Mrs. S. Saleema      CSE: Mrs. G. Prasanna      H&S: Mr. K Mohammad Rafi — *by*

*PK*

*S. Saleema*

*G. Prasanna*

*K. Vijayalakshmi*





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## INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF 10<sup>th</sup> MEETING

Date: 15-07-2023

Ref.: Cir./ 10<sup>th</sup> IQAC Meeting / GITAMW / I Semester - AY 2023-24

Date: 15-07-2023 Time: 03:00 P.M. Venue: Principal's Office Room

At the outset, Dr. Umakanth, Principal, who is also the IQAC Chairman for this institution has congratulated all IQAC members. During meeting he has discussed the following points.

1. Enhancement of Teaching Methodologies:
  - Discussed various strategies for continuous improvement in teaching methodologies.
  - Emphasized the importance of incorporating innovative approaches.
  - Agreed to implement pilot programs for testing new teaching methods.
2. Feedback Mechanisms:
  - Reviewed the current feedback mechanisms and identified strengths and weaknesses.
  - Proposed the use of technology to streamline and enhance the feedback process.
  - Assigned a task force to implement improvements and monitor their effectiveness.
3. Quality Benchmarks in Academic Programs:
  - Examined the implementation of quality benchmarks in academic programs.
  - Suggested refinements to align benchmarks with industry standards.
  - Decided to conduct regular reviews to ensure continuous improvement.
4. Promotion of Research Culture and Innovation:
  - Explored initiatives to foster a research culture and innovation among faculty and students.
  - Discussed the establishment of research committees and incentives for research activities.
  - Agreed to organize regular seminars and workshops to promote research awareness.
5. Mentorship Program Outcomes:
  - Analyzed the outcomes of mentorship programs.
  - Identified areas for improvement and proposed strategies to enhance impact.
  - Decided to provide additional training for mentors and mentees.
6. Integration of Technological Advancements:
  - Evaluated the integration of technological advancements in the curriculum.
  - Emphasized the need for faculty development programs on emerging technologies.
  - Agreed to establish a task force to oversee technology integration.
7. Student Support Services:
  - Reviewed existing student support services and identified gaps.

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- Proposed measures for improvement, including counseling services and academic support.
  - Established a committee to monitor and enhance student support services.
8. Documentation Process for Quality Activities:
- Assessed the documentation process for quality-related activities.
  - Identified areas for improvement in documentation practices.
  - Decided to implement a digital documentation system for efficiency.

### Additional Agenda Points:

#### Faculty Development Programs (FDP):

- Reviewed the participation and outcomes of faculty attending FDPs.
- Discussed the need for a structured approach to FDP selection.
- Agreed to explore partnerships with renowned institutions for specialized FDPs.

#### Seminars and Workshops:

- Assessed the organization and impact of seminars and workshops.
- Discussed the possibility of hosting international speakers for future events.
- Emphasized the importance of aligning topics with industry trends.

#### Tours and Industrial Visits:

- Reviewed the organization and outcomes of industrial visits and tours.
- Discussed expanding industry collaborations for more meaningful visits.
- Agreed to ensure a balanced mix of technical and practical exposure.

#### Action Items - IQAC Meeting - AY 2023-24

1. Mentorship Program Outcomes:
  - Task: Provide additional training for mentors and mentees.
  - Responsible: Mentorship Program Oversight Committee
  - Deadline: 24/12/2023
2. Faculty Development Programs (FDP):
  - Task: Develop a structured approach to FDP selection.
  - Responsible: Faculty Development Programs Committee
  - Deadline: 11/11/2023
3. Seminars and Workshops:
  - Task: Explore partnerships with renowned institutions for specialized seminars.
  - Responsible: Seminars and Workshops Planning Team
  - Deadline: 10/10/2023
4. Industrial Visits:
  - Task: Explore opportunities for expanding industry collaborations for meaningful visits.
  - Responsible: Industrial Visits Committee. Deadline: 10/11/2023

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The meeting concluded with a commitment to implementing the proposed improvements and fostering a culture of continuous enhancement. The next IQAC meeting will be scheduled and communicated accordingly.

S. No.	IQAC Designation	Name of the Designated Member		Signature
1	Chairperson (Head of the Institution)	<b>The Principal, GTMW, Proddatur</b> Dr. Umakantham		
2	A few senior administrative officers	<b>Administration</b>	Sri. N Subramanyam	
		<b>Academics</b>	HoD, H&S: Mrs. D Vijayamma	
			HoD, EEE: Mrs. K. Vijayalakshmi	
			HoD, CSE: Mr. S Yakoob Ali	
			HoD, ECE: Mr. Y. Prakash Rao	
		<b>Administrative (Systems)</b>	Mr. S Goutham Kumar	
<b>Placements</b>	Mr. D Surendra			
	Mr. D Bala Chandrudu			
3	Three to Eight Faculty	<b>EEE</b>	Mr. P Sunil Kumar	
		<b>ECE</b>	Mrs. S Saleema	
		<b>CSE</b>	Mrs. G. Prasanna	
		<b>H&amp;S</b>	Mr. K Mohammad Rafi	
4	One member from the Management	<b>Co-Director:</b> Mrs. C Shailusha or her Nominee		
5	One/two nominees from local society, Students and Alumni	<b>Final Year College Topper</b> (till II Sem. of III yr.):		
		<b>Third Year College Topper</b> (till II Sem of II yr.):		
		<b>A Faculty &amp; GTMW Alumni:</b> Mrs. B Venkateswaramma		
6	One/two nominees from Employers /Industrialists/stakeholders	<b>Employer's Nominee:</b> Dr. G Murali or his nominee		

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