



GOUTHAMI

INSTITUTE OF TECHNOLOGY AND MANAGEMENT FOR WOMEN

(Approved By A.I.C.T.E, New Delhi. &

Affiliated to J.N.T.U, Ananthapur and S.B.T.E.T., Vijayawada.)

Sai Nagar, Peddasetty Palli, Proddatur, YSR Kadapa, A.P-516360

Circular

Internal Quality Assurance Cell

AGENDA OF THE MEETING

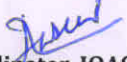
Date: 15-12-2023

Dear Sir/Madam,

It is my pleasure to inform you that the 11th Meeting of the **Internal Quality Assurance Cell** of Gouthami Institute of Technology and Management and Women, Proddatur is to be held on **16-12-2023 at 3.00 p.m** in the Principals office Room. You are therefore requested to kindly make it convenient to attend the meeting without fail.

Agenda of the Meeting:

1. Strengthening of Curricular activities by---
 - a. Plan to conduct Expert Lectures,
 - b. Workshops,
 - c. National level Technical Symposiums and Tech. Fests for B.Tech and Diploma students
2. Train the students to improve their academic performance by conducting Slip Tests/Tutorial classes, Unit Tests, Grand Tests, Remedial classes, giving Assignments, giving answers to previous year's university question papers and taking Counseling classes by Mentors.
3. Conduct of Webinars, FDPs to train the faculty to improve their Teaching, Technical skills and Research work and application procedure/ process for NACC/NBA accreditation.
4. To start APSSDC skill Development Activities
5. Industrial visits (Newr by Industries/ government sectors like RTPP, SHAAR, NTPC, BSNL etc.).
6. Conduct of CRT classes, PDP classes and Improve the placement cell activities.
7. Permission to attend for International Conferences and to publish their research papers in UGC listed Scopus and SCI rated journals.
8. Train the students to get qualified for competitive exams like GATE/ GRE etc.
9. To Release College Magazine/ Souvenir and Alumni on College Day (i.e., 1st week of April, 2024)
10. Motivate students to register for AICTE Internships on recent technologies in addition to Summer Internships & Long-Term Internships
11. Any other item with the permission of Chair


Coordinator, IQAC
(Mr. S. M. Jabeer)

CC to

1. The Correspondent sir
2. The Principal Sir (Chair Person of IQAC)
3. AO Sir (Correspondent sir Nominee of IQAC)
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. Saleema

CSE: Mr. Siva Sanker Reddy

H&S: Mrs. Lavanya

e-mail : principal.8u@jntua.ac.in gitamwpdtr@gmail.com web : www.gitamw.ac.in

Sponsored by : MOTHER TERESA MEMORIAL CHRISTIAN MINORITY EDUCATIONAL SOCIETY, JAMMALAMADUGU.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 16-12-2023

At the outset, Dr. M. Rama Subbamma, Principal, who is also the IQAC Chairman for this institution has congratulated all IQAC members.

During the meeting, he has stressed upon the following points.

1. All IQAC members should shoulder the responsibility in strengthening both curricular & co-curricular activities of the institution. She has advised Mr. S Md Jabeer, who is appointed as IQAC Coordinator to monitor closely regular class & laboratory works, and to convene the meetings for Class teachers, and HoDs to improve the quality of education.

2. Further, she has asked to obtain year planners from each department for conduction of Guest Lectures / Symposiums / Seminars / Workshops / Conference etc and to release at the beginning of every academic year. Also plan to Train the students to improve their academic performance by conducting Slip Tests/Tutorial classes, Unit Tests, Grand Tests, Remedial classes, giving Assignments, giving answers to previous year's univ. question papers and taking Counselling classes by Mentors, as it is the policy of the institution

3. She further reminded to monitor whether all faculty maintaining the course handouts, lecture notes and giving answers to previous year Q.P's etc. She has advised

- to strengthen the academic team to monitor all the activities like Guest lecturers at least two per month in each subject per department etc., Industrial visits, Skill development activities etc. Plan to conduct CRT classes from the resource persons/HRs of MNCs/ company for both III and IV yr. students.
- To encourage students to register and attend for online classes coordinated by JNTUA/ NPTEL for improvement of placement cell activities.

4. Discussing on Massive Open Online Courses (MOOCs), she suggested seeing that the students are encouraged to take self-learning online courses from the international providers like SWAYAM etc.

5. Encouraging faculty to attend for Conferences and to publish papers in reputed UGC listed Scopus and SCI rated journals by giving ALs and increments as per API score.

6. She has opined to convene IQAC meetings every three months, to review the progress of the past events and to plan for future activities.

e-mail : principal.8u@jntua.ac.in gitamwpdtr@gmail.com web : www.gitamw.ac.in

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Peddasettypalli, Proddutur, YSR Dist., A.P

Action Items - IQAC Meeting 10th - AY 2023-24

1. Implemented various advanced Teaching Methodologies
 - a. Task: Provide additional training to the faculty on advanced pedagogy methods
 - b. Responsible: Each faculty is responsible for implementing advanced teaching methodology
 - c. Deadline:
2. Adopted online Feedback Mechanisms using ecap
 - a. Task: to implement improvements and monitor Feedback Mechanism effectively
 - b. Responsible: ecap coordinator
 - c. Deadline:
3. Conducted regular monitoring to maintain Quality Benchmarks in Academic Programs
 - a. Task: Conduct regular reviews to ensure continuous improvement
 - b. Responsible: IQAC committee
 - c. Deadline:
4. Faculty adopted various strategies for better Mentorship Outcomes
 - a. Task: Evaluated the integration of technological advancements in the curriculum
 - b. Responsible: IQAC committee
 - c. Deadline:
5. Provided Student Support Services:
 - Task: Proposed measures for improvement, including counseling services and academic support.
 - a. Responsible: Student Support Services Committee
 - b. Deadline:
8. Documentation Process for Quality Activities:
 - a. Task: Identified areas for improvement in documentation practices.
 - a. Responsible: IQAC committee
 - b. Deadline:



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The meeting was concluded at 4.10 pm.

S. No.	IQAC Designation	Name of the Designated Member		Signature
1	Chairperson (Head of the Institution)	The Principal, GTMW, Proddatur Dr. M. Rama Subbamma		M. Rama Subbamma
2	A few senior administrative officers	Administration	Sri. N Subramanyam	N. Subramanyam
		Academics	HoD, H&S: Mrs. D Vijayamma	D. Vijayamma
			HoD, EEE: Mr. S Md Jabeer	S. Md Jabeer
			HoD, CSE: Mr. S Yakoob Ali	S. Yakoob Ali
		HoD, ECE: Dr. B Balasubbanna	B. Balasubbanna	
		Administrative (Systems)	Mr. S Goutham Kumar	S. Goutham Kumar
		Placements	Mr. D Surendra	D. Surendra
			Mr. D Bala Chandrudu	D. Bala Chandrudu
3	Three to eight Teachers	EEE	Mr. P Sunil Kumar	P. Sunil Kumar
		ECE	Mrs. S Saleema	S. Saleema
		CSE	Mr. R Siva Shankar Reddy	R. Siva Shankar Reddy
		H&S	Mrs. K Lavanya	K. Lavanya
4	One member from the Management	Co-Director: Mrs. C Shailusha or her Nominee		C. Shailusha
	One/two nominees from local society, Students and Alumni	Final Year College Topper (till I Sem. of III yr.):		G. Kishor
		Third Year College Topper (till I Sem of II yr.):		S. K. Thasleema Nasreen
		A Faculty & GTMW Alumni: Mrs. B Venkateswaramma		B. Venkateswaramma
6	One/two nominees from Employers /Industrialists/stakeholders	Employer's Nominee: Dr. G Murali or his nominee		G. Murali

Coordinator, IQAC

Mr. S. M. Jabeer