



GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

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

Internal Quality Assurance Cell (IQAC)

Vision of the IQAC

To establish and maintain a culture of quality that fosters comprehensive excellence for women throughout the institution.

Mission of the IQAC

- To guarantee regular evaluation of teaching, learning, research, and outreach programs within the institution.
- To facilitate the creation of an environment that supports high-quality teaching and learning.
- To foster a culture of research and innovation among faculty and students.
- To encourage departments to increase the number of seminars, conferences, and workshops they organize.
- To set up a system for gathering feedback from students, alumni, parents, and other stakeholders.


PRINCIPAL
Gouthami Institute of Technology
and Management for Women
Peddasettypalli (V),
Proddatur-516360, Kadapa (Dt.)



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Quality Parameters

We aspire to establish a system of quality assurance to evaluate and monitor the education and training offered at our institute. Our primary focus is to enhance the teaching-learning process, ensuring it aligns with the highest standards. Through these efforts, we aim to transform our institute into a distinguished center of excellence for education and training.

Functions:

The primary functions of the IQAC include (but are not limited to):

- Establishing quality benchmarks for academic and administrative processes.
- Collecting feedback from students, parents, and stakeholders to improve institutional quality.
- Sharing information about quality standards in higher education.
- Hosting workshops and seminars on quality topics and facilitating quality circles.
- Documenting programs and activities to enhance quality.
- Coordinating quality activities and sharing best practices.
- Managing institutional data for quality enhancement.
- Fostering a culture of quality within the institute.
- Compiling the Annual Quality Assurance Report based on relevant assessment criteria.


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Composition of The IQAC

To ensure the above-mentioned functions are performed accurately, IQAC works by following the given hierarchy-

- Head of the Educational Institution - Chairperson
- Representatives from the Faculty Members
- Management Authority
- Senior Administrative Staff Members
- Nominee from – Students, Local society, Alumni
- Nominees from - Employers, Stakeholders, Industrialists
- Senior Teacher Representing as the Coordinator or the Director of the IQAC
- The Role Of The IQAC Coordinator
- IQAC co-coordinator would be the "captain of the ship"!



There are multiple reasons – he/she would have years of experience, will be a full-time worker in the institution, would have a responsible approach towards the work processes, and most importantly, he/she would work on the goal of achieving NAAC accreditation.

M. Anusuj
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In a nutshell, the role of the IQAC co-coordinator is the most important of all the committee members.

The key duties of IQAC that help institutions to improve their processes.

- Effective Leadership
- Practice Decentralization and Participate Management
- Perspective/Strategic Plan
- Organizational Structure
- Administrative Setup and E-governance
- Effectiveness of various bodies/ Cells/Committees
- Financial Support
- Professional Development
- Co-curricular and Extra-curricular Activities
- Academic Administrative Audit (AAA)
- Participation in various Accreditation and Rankings


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Benefits of IQAC in the Accreditation Process

The following are the top 10 benefits of IQAC

- 1: Best Practices: IQAC ensures clarity of the work processes and enables the stakeholders to “re-think” the current work processes.
- 2: Internalization Of Quality Culture: The continuous assessment patterns make it possible to create an internalization of quality education culture in higher education institutions.
- 3: Better Collaboration Of Departments: IQAC ensures a better collaboration between various departments of the HEIs and eradicates the communication gap with frequent evaluation & feedbacks from the stakeholders.
- 4: Improved Functioning Of The HEIs: With a greater level of transparency & assessments, institutions are able to make better decisions and improve their overall functioning.
- 5: Proper Documentation: IQAC allows the faculty to properly create authentic documentations & keep their records for future reference in the NAAC assessment process.
- 6: Encourages R&D: IQAC encourages HEIs to pay attention to R&D and make the faculty future-ready by empowering them.
- 7: Greater Transparency: IQAC peer team verifies all the documents, evidence, and facts and resolves the challenges faced by the HEIs.
- 8: Project-Based & Service-Based Learning: Students are taught the value of practical knowledge by involving project-based learning as well as service-based learning.
- 9: Professional Practices: To help children grow academically as well as develop skills, the IQAC team encourages conducting various programs & lectures of professional experts.
- 10: Global Platform: Unlike traditional teaching-learning culture, IQAC tries to provide a globalized platform to students by inculcating the “think locally- act globally” mindset.


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Circular - II - A.Y. 2023-24

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 Sankar Reddy

H&S: Mrs. Lavanya

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 11th Meeting

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.

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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. Keshava
		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



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

Internal Quality Assurance Cell (IQAC) Circular : IQAC 10th 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 **15th 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
(Mrs. R. 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



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INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF 10th MEETING

Date: 15-07-2023

Ref.: Cir./ 10th 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)	The Principal, GTMW, Proddatur Dr. Umakantham	
2	A few senior administrative officers	Administration	Sri. N Subramanyam
		Academics	HoD, H&S: Mrs. D Vijayamma
			HoD, EEE: Mrs. K. Vijayalakshmi
			HoD, CSE: Mr. S Yakoob Ali
			HoD, ECE: Mr. Y. Prakash Rao
		Administrative (Systems)	Mr. S Goutham Kumar
Placements	Mr. D Surendra 		
	Mr. D Bala Chandrudu 		
3	Three to Eight Faculty	EEE	Mr. P Sunil Kumar
		ECE	Mrs. S Saleema
		CSE	Mrs. G. Prasanna
		H&S	Mr. K Mohammad Rafi
4	One member from the Management	Co-Director: Mrs. C Shailusha or her Nominee 	
5	One/two nominees from local society, Students and Alumni	Final Year College Topper (till II Sem. of III yr.): 	
		Third Year College Topper (till II Sem of II yr.): 	
		A Faculty & GTMW Alumni: Mrs. B Venkateswaramma 	
6	One/two nominees from Employers /Industrialists/stakeholders	Employer's Nominee: Dr. G Murali or his nominee 	

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GITAM/Cir./IQAC-9th Meeting/2-AY 2022-23/Agenda

Internal Quality Assurance Cell (IQAC) Circular : 09th IQAC MEETING

Date : 07-01-2023


Subject: IQAC Meeting Agenda for Even Semester - AY 2022-23

Dear Sir/Madam,

I trust this message finds you well. As we prepare for the upcoming IQAC meeting at Gouthami Institute of Technology and Management for Women, Scheduled for 7th January, 2023, at 02.00 p.m. I would like to propose a comprehensive agenda for the Even Semester in the academic year. The agenda includes various activities to ensure holistic quality enhancement and academic excellence.

Agenda of the Meeting :

1. Review the outcomes of strategies implemented in the Odd Semester and make necessary adjustments.
 2. Assess the impact of improvements in feedback mechanisms and implement further enhancements.
 3. Review the progress in refining quality benchmarks and propose additional modifications.
 4. Discuss ongoing and upcoming research projects and their contribution to the institution.
 5. Evaluate the effectiveness of mentorship programs and explore ways to optimize their outcomes.
 6. Assess the implementation of industrial visits, workshops, seminars, technical symposiums.
 7. Review and enhance student support services based on feedback and identified needs.
 8. Evaluate the documentation process for quality-related activities and make necessary improvements.
 9. Discuss community engagement initiatives, including guest lectures, inspirational talks, and industry insights.
 10. Discuss community engagement initiatives, including festivals, Science day, college day, farewell day, and cultural events.
 11. Review the outcomes of project work, mentorship, results improvement measures, and quality of teaching.
- Please prepare to discuss these points thoroughly during the respective IQAC meetings. Your valuable insights and suggestions are crucial as we collectively work towards ensuring and enhancing the quality of education and the overall academic environment at our institution.


Coordinator, IQAC

(Mrs. R. Vijayalakshmi)

CC to

1. The Director sir & Co-Director Madam
2. The Principal Sir (Chair Person of IQAC)
3. AD 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)
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EEE: Mr. Sunil Kumar ECE: Mrs. Saleema CSE: Mrs. G. Prasanna H&S: Mr. K. Mohammad Rafi

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INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF 09th MEETING

Date : 07-01-2023

Minutes of the IQAC Meeting - Gouthami Institute of Technology and Management for Women -
Even Semester - AY 2022-23

1. Review of Odd Semester Strategies:
 - Discussed the outcomes of strategies implemented in the Odd Semester.
 - Identified areas for improvement and proposed necessary adjustments.
 - Emphasized the importance of continuous evaluation for effective enhancements.
2. Enhancements in Feedback Mechanisms:
 - Assessed the impact of improvements in feedback mechanisms.
 - Explored further enhancements to ensure a comprehensive feedback system.
 - Acknowledged the role of constructive feedback in academic excellence.
3. Refining Quality Benchmarks:
 - Reviewed the progress in refining quality benchmarks.
 - Proposed additional modifications to align with evolving academic standards.
 - Emphasized the need for benchmarking against best practices.
4. Research Projects and Contributions:
 - Discussed ongoing and upcoming research projects.
 - Explored the contribution of research initiatives to the institution.
 - Highlighted the importance of fostering a research-centric environment.
5. Effectiveness of Mentorship Programs:
 - Evaluated the effectiveness of mentorship programs.
 - Explored ways to optimize outcomes and enhance the mentorship experience.
 - Emphasized the role of mentorship in student development.
6. Implementation of Academic Events:
 - Assessed the implementation of industrial visits, workshops, seminars, and technical symposiums.
 - Explored strategies to maximize the impact of academic events.
 - Emphasized the need for a well-rounded academic experience.
7. Student Support Services:
 - Reviewed and enhanced student support services based on feedback and identified needs.
 - Explored additional support measures to address student concerns.
 - Emphasized the importance of a supportive academic environment.
8. Documentation Process for Quality Activities:

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- Evaluated the documentation process for quality-related activities.
 - Identified areas for improvement in documentation practices.
 - Emphasized the significance of maintaining comprehensive records.
9. Community Engagement Initiatives:
- Discussed guest lectures, inspirational talks, and industry insights.
 - Explored ways to enhance community engagement initiatives.
 - Emphasized the role of such initiatives in fostering a well-rounded education.
10. Institutional Events and Celebrations:
- Discussed festivals, Science day, college day, farewell day, and cultural events.
 - Explored ways to make institutional events more inclusive and impactful.
 - Emphasized the role of celebrations in building a positive campus culture.
11. Review of Academic Outcomes:
- Reviewed the outcomes of project work, mentorship, results improvement measures, and the overall quality of teaching.
 - Identified areas for improvement and strategies for continuous enhancement.
 - Emphasized the importance of data-driven decision-making in academic planning.
- Action Items:
- Report has to be submit immediately after the event has been completed.
- The meeting concluded with a commitment to ongoing collaboration and improvement.
The next IQAC meeting will be scheduled and communicated accordingly.



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Members present in the Meeting:

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

Coordinator, IQAC



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GITAM/Cir./IQAC-8th Meeting/1-AY 2022-23/Agenda

DATE : 03-09-2022

Internal Quality Assurance Cell (IQAC) Circular : IQAC 8th Meeting

Subject: IQAC Meeting Agenda for Odd Semester - A.Y 2022-23

I trust this message finds you well. As we prepare for the upcoming IQAC meeting at Gouthami Institute of Technology and Management for Women, scheduled for **5th September, 2022, at 02.00 P.M** in the Principals office Room. The agenda includes various activities to ensure holistic quality enhancement and academic excellence.

Agenda of the Meeting :

1. Review and enhance strategies for continuous improvement in teaching methodologies.
2. Evaluate the effectiveness of the current feedback mechanisms and propose improvements.
3. Assess the implementation of quality benchmarks in academic programs and suggest refinements.
4. Discuss initiatives to promote research culture and innovation among faculty and students.
5. Examine the outcomes of the mentorship programs and explore ways to enhance their impact.
6. Evaluate the integration of technological advancements in the curriculum for relevance.
7. Review student support services and propose measures for improvement.
8. Assess the documentation process for quality-related activities and suggest enhancements.
9. Discuss community engagement initiatives, including sports events, festivals, orientation day, engineers day and cultural events.
10. Review the organization and outcomes of industrial visits, workshops, seminars, technical symposiums, and cultural events.

Prepare to delve into these agenda points extensively during the upcoming IQAC meetings. Your invaluable insights and proactive suggestions are pivotal as we collaboratively strive to fortify and elevate the standards of education and the holistic academic environment at our esteemed institution.


Coordinator, IQAC

(Mrs. K. Vijayalakshmi)

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, BCE, 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 BCE: Mrs. S. Saleema CSE: Mrs. G. Prasanna H&S: Mr. K. Mohammad Rafi
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF 08th MEETING

Date: 06-09-2022

Following our recent IQAC meeting at Gouthami Institute of Technology and Management for Women, held on 05-09-2022, I have compiled the minutes for the agenda points discussed during the session.

Minutes of the Meeting:

1. Continuous Improvement in Teaching Methodologies:
 - Identified key areas for improvement, focusing on interactive teaching methods.
 - Proposed faculty development programs to enhance teaching skills.
2. Enhancement of Feedback Mechanisms:
 - Discussed the current feedback system and recommended incorporating online platforms for efficient data collection.
 - Explored strategies to increase student participation in feedback processes.
3. Implementation of Quality Benchmarks:
 - Reviewed existing benchmarks and suggested updates to align with emerging educational standards.
 - Emphasized the importance of regular assessments to maintain quality standards.
4. Promotion of Research Culture:
 - Explored initiatives to encourage faculty and student involvement in research activities.
 - Discussed the establishment of a research support system.
5. Mentorship Program Outcomes:
 - Examined the impact of mentorship programs on student academic and personal development.
 - Proposed ways to strengthen the mentorship structure and increase student engagement.
6. Integration of Technological Advancements:
 - Evaluated the current status of technology integration in the curriculum.
 - Recommended updating courses to include emerging technologies for relevance.
7. Student Support Services:
 - Reviewed the effectiveness of existing support services.
 - Proposed additional counseling resources and academic support mechanisms.
8. Documentation Process for Quality Activities:
 - Assessed the current documentation procedures.
 - Proposed a streamlined documentation process for better record-keeping.
9. Community Engagement Initiatives:
 - Discussed the success of past initiatives, including guest lectures and industry insights.
 - Planned for future community engagement events and collaborations.
10. Organization and Outcomes of Extra-Curricular Activities:
 - Reviewed the impact of industrial visits, workshops, seminars, and cultural events.

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- Proposed improvements and expansion of extra-curricular programs.

Please review these minutes, and feel free to provide any additional insights or corrections. Your active participation in shaping the institution's strategies for academic excellence is highly appreciated.

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



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GITAM/Cir./IQAC-7th Meeting/2-AY 2021-22/Agenda

Internal Quality Assurance Cell (IQAC) Circular : 07th IQAC MEETING

Date : 20-04-2022

Subject: IQAC Meeting Agenda for Even Semester - A.Y 2021-22

Dear Sir/Madam,

It is my pleasure to inform you that the 4th Meeting of the Internal Quality Assurance Cell of Gouthami Institute of Technology and Management for Women, Scheduled for 20th April, 2022, at 02.00 p.m. I would like to propose a comprehensive agenda for the Even Semester in the academic year. The agenda includes various activities to ensure holistic quality enhancement and academic excellence.

Agenda of the Meeting :


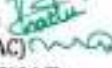
1. Review the outcomes of strategies implemented in the Odd Semester and make necessary adjustments.
2. Assess the impact of improvements in feedback mechanisms and implement further enhancements.
3. Review the progress in refining quality benchmarks and propose additional modifications & Review and enhance student support services based on feedback and identified needs.
4. Discuss ongoing and upcoming research projects and their contribution to the institution.
5. Discuss co & extra curricular activities and cultural events. Assess the implementation of various activities like industrial visits, workshops, seminars, technical symposiums.
6. Evaluate the documentation process of academic related matters for quality-related activities and make necessary improvements & Discuss community engagement initiatives inspirational talks, and industry insights.
7. Evaluate the effectiveness of counselling programs and explore ways to optimize their outcomes.
8. Review the results improvement measures and quality of teaching.

Please prepare to discuss these points thoroughly during the respective IQAC meetings. Your valuable insights and suggestions are crucial as we collectively work towards ensuring and enhancing the quality of education and the overall academic environment at our institution.


Coordinator, IQAC


(Mr. Y. Prakash Rao)

CC to

1. The Director sir & Co-Director Madam 
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: Mrs. G. Prasanna 

H&S: Mr.K Mohammad Rafi 

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INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF 07th MEETING

Date : 20-04-2022

Minutes of the IQAC Meeting - Gouthami Institute of Technology and Management for Women - Even Semester - AY 2021-22

	SUBJECT	RESOLUTION
1	Welcome	Our Principal, Chairman IQAC welcomed the gathering.
2	Approval of the Previous meeting minutes	The previous meeting minutes were presented and the action taken report for the previous meeting was also discussed.
3	Presentation of the report on the Current status by Coordinator, IQAC	<p>A presentation about the events conducted, publications and the achievements of the college after the 6th meeting was shown and notes about this discussion was initially prepared and sent to all the IQAC members. The coordinator gave a glimpse about the events/programmes to be conducted to improve the Internal Quality.</p> <ol style="list-style-type: none">1. To conduct FDPs for our faculty members regarding the teaching and learning methodologies and faculty must register for atleast two NPTEL Swayam courses per year.2. Encourage faculty to attend for Conferences, publish their papers in reputed journals. Faculty who attended workshop or FDP in Tier I institutions like IIT and NIT should conduct peer enablement programme in the department. <p>The following points were expressed by the members while the report was presented.</p> <ol style="list-style-type: none">1. Strengthening teaching learning and academic processes, Outcome based education philosophy is followed in the institute and more awareness sessions on OBE can be conducted for students and newly joined faculty. More focus should be given on students' project, internships, seminars etc. for improving communication, report preparation and exposure to real life. For every subject minimum four innovative teaching methods should be implemented2. Training for the students in their core subjects for all the departments should be given.2. Feedback for all the programs are to be collected and if it is good, to be offered once again.3. Awareness must be created for the MOOCS-NPTEL/Swayam courses and skill development activities. This time ___ students registered for the online courses till date.4. Departments must conduct atleast one 3/5 days FDP during winter/summer vacation. The proposal to conduct FDP should be sent to the management in advance to get approval.5. Encourage students to conduct NSS activities and adopt nearby villages
4	Annual Quality Assurance Report	AQAR has been prepared and once the 1 st , 2 nd , 3 rd and 4 th year I-semester

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5	Initiatives proposed by IQAC & Self Evaluative Report of the Departments	<p>results are declared, the report will be finalized for submission to IQAC.</p> <p>Mr. Y. Prakash Rao, Coordinator, IQAC presented initiatives taken by IQAC for quality sustenance and quality improvement. All initiatives taken by IQAC were resolved and recommended for implementation. Members suggested for ensuring continuous quality improvement through all initiatives.</p> <p>1. Class Study Circle(Captain, Vice Captain, Ambassadors,CRS) Leadership team for every class with team of 5 – 7 students can be formed as a class study circle. Class Study Circle will represent the class and will take the lead to organize different academic, curricular activities for respective class, department and institute. Regular meetings of HOD, Head of the institute can be held with all concerned class study circles. This practice of Class Study Circle will be stronger chain of communication with good representation and involvement of more students in different academic activities. Overall, at institute level, "Class Study Circle" activity will be coordinated by institute level Academic Development and Monitoring Committee.</p> <p>2. Benchmarking of activities Based on the summary sheets prepared for last two academic years and with the involvement of respective departments, target sheet for different activities will be prepared by the department at the start of academic year. Format for target sheet will be shared with the departments.</p> <p>Most of the departments have identified following weakness and challenges: <input type="checkbox"/> Department-level entrepreneurship development initiatives <input type="checkbox"/> Conduct at least two/ three workshops per semester</p>
6	Plan of Action for the I Sem of the Academic Year 2022-23	<p>1. To apply for NAAC/ NBA Accreditation Members were briefed about the progress of NAAC preparations and planning for the same. It was highlighted that the documentation of all the activities at department and institute level is of prime importance and more focus should be on effective documentation, both in soft and hard formats.</p> <p>2. Work towards getting funded projects</p> <p>3. To make the students Industry ready</p>
7	Other Suggestions from the IQAC members	<p>The Director Suggested some valuable points.</p> <p>1. New Industries must be identified for Industrial visit</p> <p>2. 3. Blended Learning and E-learning –Topic – Blended learning – The Global Way. The idea is to implement E-learnig for two to three subjects per section. The subjects are to be identified.</p> <p>4. The TDP cell incharge Mr. Surendra informed that CRT training programme for all B.Tech students is to be given this academic year</p> <p>5. Mrs. Venkateswaramma, Alumni representative, spoke about communication and leadership skills and she suggested a club with limited members may be started to improve the public speaking skills of the students.</p>



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Members present in the Meeting:

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2	A few senior administrative officers	Administration	Sri. N Subramanyam	
		Academics	HoD, H&S: Mrs. D Vijayamma	
			HoD, EEE: Mrs. R. Vijayalakshmi	
			HoD, CSE: Mr. B. Srinivasulu	
			HoD, ECE: Mr. Y. Prakash Rao	
		Administrative (Systems)	Mr. S Goutham Kumar	
		Placements	Mr. D Surendra	
Mrs. B. Sindhuja				
3	Three to eight faculty	EEE	Mr. P Sunil Kumar	
		ECE	Mrs. S Saleema	
		CSE	Mrs. G. Prasanna	
		H&S	M. K Mohammad Rafi	
4	One member from the Management	Co-Director: Mrs. C Shailusha or her Nominee		
5	One/two nominees from local society, Students and Alumni	Final Year College Topper (till I Sem. of III yr.):		
		Third Year College Topper (till I Sem of II yr.):		
		A Faculty & GTMW Alumni: Mrs. B Venkateswaramma		
6	One/two nominees from Employers /Industrialists/stakeholders	Employer's Nominee: Dr. G Murali or his nominee		

Coordinator, IQAC



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GITAM/Cir./IQAC-6th Meeting/1-AY 2021-22/Agenda

DATE : 19-11-2021

Internal Quality Assurance Cell (IQAC)


Circular : IQAC 6th Meeting

Subject: IQAC Meeting Agenda for Odd Semester - A.Y 2021-22

I trust this message finds you well. As we prepare for the upcoming IQAC meeting at Gouthami Institute of Technology and Management for Women, scheduled for **20th November, 2021, at 02.00 P.M** in the Principals office Room. The agenda includes various activities to ensure holistic quality enhancement and academic excellence.

Agenda of the Meeting:

1. Strengthening of Curricular activities by—
 - a. Planning to conduct Guest/Expert Lectures,
 - b. Webinars, Workshops
 - c. Technical Symposiums and Tech. Fests for B.Tech EEE, ECE and CSE 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 univ. 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, Conduct of CRT classes, PDP classes and the placement cell activities
5. Industrial visits
6. Permission to attend for International Conferences and to publish their research papers in UGC listed Scopus and SCI rated journals.
7. Discuss community engagement initiatives, including sports events, festivals, orientation day, engineers day and cultural events.
8. Evaluate the effectiveness of the current feedback mechanisms and propose improvements.
9. Any other item with the permission of Chair


Coordinator, IQAC
(Mr. Y. Prakash Rao)

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. S. Saleema CSE: Mrs. G. Prasanna H&S: Mr. X. Mohammad Rafi
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF 06th MEETING

Date: 20-11-2021

Following our recent IQAC meeting at Gouthami Institute of Technology and Management for Women, held on 20-11-2021, I have compiled the minutes for the agenda points discussed during the session.

Minutes of the Meeting:

At the outset, Dr. V. Ramaraju, 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. He has advised Mr. Y. Prakash Rao, 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, he has asked to obtain year planners from each department for conduction of Guest Lectures / Symposiums / Seminars / Workshops / FDPS/ 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 Counseling classes by Mentors, as it is the policy of the institution
3. He further reminded to monitor whether all faculty maintaining the course handouts, lecture notes and giving answers to previous year Q.P's etc. he has advised
 - o 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.
 - o Plan to conduct CRT classes from the resource persons/HRs of MNCs/ company for II, III and IV yr. students.
 - o To encourage students to register and attend for online classes coordinated by JNTUA/ NPTEL for improvement of placement cell activities.
 - o Discussed the success of past initiatives, including guest lectures and industry insights.
 - o Planned for future community engagement events and collaborations.
 - Proposed improvements and expansion of extra-curricular programs.
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. He has opined to convene IQAC meetings every four months, to review the progress of the past events and to plan for future activities.

The meeting was concluded at 4.10 pm.

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Members present in the Meeting:

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2	A few senior administrative officers	Administration	Sri. N Subramanyam	
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4	One member from the Management	Co-Director: Mrs. C Shailusha or her Nominee		
5	One/two nominees from local society, Students and Alumni	Final Year College Topper (till II Sem. of III yr.):		
		Third Year College Topper (till II Sem of II yr.):		
		A Faculty & GTMW Alumni: Mrs. B Venkateswaramma		
6	One/two nominees from Employers /Industrialists/stakeholders	Employer's Nominee: Dr. G Muralior his nominee		



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GITAM/Cir./IQAC-5th Meeting/2-AY 2020-21/Agenda

Internal Quality Assurance Cell (IQAC) Circular : 05th IQAC MEETING

Date : 06-04-2021


Subject: IQAC Meeting Agenda for Even Semester - AY 2020-21.

Dear Sir/Madam,




I trust this message finds you well. As we prepare for the upcoming IQAC meeting at Gouthami Institute of Technology and Management for Women, Scheduled for **6th April 2023, at 02.00 p.m.** I would like to propose a comprehensive agenda for the Even Semester in the academic year. The agenda includes various activities to ensure holistic quality enhancement and academic excellence.


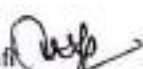

Agenda of the Meeting :

1. Review the outcomes of strategies implemented in the Odd Semester and make necessary adjustments.
 2. Assess the impact of improvements in feedback mechanisms and implement further enhancements.
 3. Review the progress in refining quality benchmarks and propose additional modifications.
 4. Discuss ongoing and upcoming research projects and their contribution to the institution.
 5. Evaluate the effectiveness of mentorship programs and explore ways to optimize their outcomes.
 6. Assess the implementation of industrial visits, workshops, seminars, technical symposiums.
 7. Review and enhance student support services based on feedback and identified needs.
 8. Evaluate the documentation process for quality-related activities and make necessary improvements.
 9. Discuss community engagement initiatives, including guest lectures, inspirational talks, and industry insights.
 10. Discuss community engagement initiatives, including festivals, College day, Farewell day and cultural events.
 11. Review the outcomes of project work, mentorship, results improvement measures, and quality of teaching.
- Please prepare to discuss these points thoroughly during the respective IQAC meetings. Your valuable insights and suggestions are crucial as we collectively work towards ensuring and enhancing the quality of education and the overall academic environment at our institution.


Coordinator, IQAC
(Mr. Y. Prakash Rao)

CC to

1. The Director sir & Co-Director Madam 
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: Mrs. G. Prasanna H&S: Mr. K. Mohammad Rafi 
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GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

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

INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF 05th MEETING

Date : 06-04-2021

Minutes of the IQAC Meeting - Gouthami Institute of Technology and Management for
Women - Even Semester - AY 2020-21

1. Review of Odd Semester Strategies:
 - Discussed the outcomes of strategies implemented in the Odd Semester.
 - Identified areas for improvement and proposed necessary adjustments.
 - Emphasized the importance of continuous evaluation for effective enhancements.
2. Enhancements in Feedback Mechanisms:
 - Assessed the impact of improvements in feedback mechanisms.
 - Explored further enhancements to ensure a comprehensive feedback system.
 - Acknowledged the role of constructive feedback in academic excellence.
3. Refining Quality Benchmarks:
 - Reviewed the progress in refining quality benchmarks.
 - Proposed additional modifications to align with evolving academic standards.
 - Emphasized the need for benchmarking against best practices.
4. Research Projects and Contributions:
 - Discussed ongoing and upcoming research projects.
 - Explored the contribution of research initiatives to the institution.
 - Highlighted the importance of fostering a research-centric environment.
5. Effectiveness of Mentorship Programs:
 - Evaluated the effectiveness of mentorship programs.
 - Explored ways to optimize outcomes and enhance the mentorship experience.
 - Emphasized the role of mentorship in student development.
6. Implementation of Academic Events:
 - Assessed the implementation of industrial visits, workshops, seminars, and technical symposiums.
 - Explored strategies to maximize the impact of academic events.
 - Emphasized the need for a well-rounded academic experience.
7. Student Support Services:
 - Reviewed and enhanced student support services based on feedback and identified needs.
 - Explored additional support measures to address student concerns.
 - Emphasized the importance of a supportive academic environment.

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8. Documentation Process for Quality Activities:

- Evaluated the documentation process for quality-related activities.
- Identified areas for improvement in documentation practices.
- Emphasized the significance of maintaining comprehensive records.

9. Community Engagement Initiatives:

- Discussed guest lectures, inspirational talks, and industry insights.
- Explored ways to enhance community engagement initiatives.
- Emphasized the role of such initiatives in fostering a well-rounded education.

10. Institutional Events and Celebrations:

- Discussed festivals, Science day, college day, farewell day, and cultural events.
- Explored ways to make institutional events more inclusive and impactful.
- Emphasized the role of celebrations in building a positive campus culture.

11. Review of Academic Outcomes:

- Reviewed the outcomes of project work, mentorship, results improvement measures, and the overall quality of teaching.
- Identified areas for improvement and strategies for continuous enhancement.
- Emphasized the importance of data-driven decision-making in academic planning.

Action Items:

- Report has to be submit immediately after the event has been completed.

The meeting concluded with a commitment to ongoing collaboration and improvement.

The next IQAC meeting will be scheduled and communicated accordingly.



GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

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Peddasettypalli, Proddatur, YSR Dist., A.P

Members present in the Meeting:

S. No.	IQAC Designation	Name of the Designated Member		Signature
1	Chairperson (Head of the Institution)	The Principal, GTMW, Proddatur Dr. V. Ramaraju		
2	A few senior administrative officers	Administration	Sri. N Subramanyam	
		Academics	HoD, H&S: Mr.T. VENKATA KUMAR	
			HoD, EEE: Mrs.R. Vijayalakshmi	
			HoD, CSE: Mr. B.Srinivasulu	
			HoD, ECE: Mr. Y. Prakash Rao	
		Administrative (Systems)	Mr. MK BRAHMAM	
		Placements	Mr. D Surendra	
			Mrs. B. Sindhuja	
3	Three to eight faculty	EEE	Mr.P Sunil Kumar	
		ECE	Mrs. S Saleema	
		CSE	Mrs. G. Prasanna	
		H&S	Mr. K Mohammad Rafi	
4	One member from the Management	Co-Director: Mrs. C Shailusha or her Nominee		
5	One/two nominees from local society, Students and Alumni	Final Year College Topper (till I Sem. of III yr.):		
		Third Year College Topper (till I Sem of II yr.):		
		A Faculty & GTMW Alumni: Mrs. B Venkateswaramma		
6	One/two nominees from Employers /Industrialists/stakeholders	Employer's Nominee: Dr. G Murali or his nominee		

Coordinator, IQAC



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GITAM/Cir./IQAC-4th Meeting/1-AY 2020-21/Agenda

DATE : 01-10-2020

Internal Quality Assurance Cell (IQAC) Circular : IQAC 4th Meeting


Subject: IQAC Meeting Agenda for Odd Semester - A.Y 2020-21

It is my pleasure to inform you that the 4th Meeting of the Internal Quality Assurance Cell of Gouthami Institute of Technology and Management for Women, scheduled for **1st October, 2020, at 02.00 P.M** in the Principals office Room. The agenda includes various activities to ensure holistic quality enhancement and academic excellence.

Agenda of the Meeting :

1. Review and enhance strategies for continuous improvement in teaching methodologies.
2. Evaluate the effectiveness of the current feedback mechanisms and propose improvements.
3. Assess the implementation of quality benchmarks in academic programs and suggest refinements.
4. Discuss initiatives to promote research culture and innovation among faculty and students.
5. Examine the outcomes of the mentorship programs and explore ways to enhance their impact.
6. Evaluate the integration of technological advancements in the curriculum for relevance.
7. Review student support services and propose measures for improvement.
8. Assess the documentation process for quality-related activities and suggest enhancements.
9. Discuss community engagement initiatives, including sports events, festivals, orientation day, engineers day and cultural events.
10. Review the organization and outcomes of industrial visits, workshops, seminars, technical symposiums, and cultural events.

Your invaluable insights and proactive suggestions are pivotal as we collaboratively strive to fortify and elevate the standards of education and the holistic academic environment at our esteemed institution.


Coordinator, IQAC
(Mr. Y. Prakash Rao)

CC to

1. The Correspondent Madam
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. S. Saleema CSE: Mrs. G. Prasanna H&S: Mr. K. Mohammad Rafi
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF 04th MEETING

Date: 01-10-2020

Following our recent IQAC meeting at Gouthami Institute of Technology and Management for Women, held on 01-10-2020, I have compiled the minutes for the agenda points discussed during the session.

Minutes of the Meeting:

1. Continuous Improvement in Teaching Methodologies:
 - Identified key areas for improvement, focusing on interactive teaching methods.
 - Proposed faculty development programs to enhance teaching skills.
2. Enhancement of Feedback Mechanisms:
 - Discussed the current feedback system and recommended incorporating online platforms for efficient data collection.
 - Explored strategies to increase student participation in feedback processes.
3. Implementation of Quality Benchmarks:
 - Reviewed existing benchmarks and suggested updates to align with emerging educational standards.
 - Emphasized the importance of regular assessments to maintain quality standards.
4. Promotion of Research Culture:
 - Explored initiatives to encourage faculty and student involvement in research activities.
 - Discussed the establishment of a research support system.
5. Mentorship Program Outcomes:
 - Examined the impact of mentorship programs on student academic and personal development.
 - Proposed ways to strengthen the mentorship structure and increase student engagement.
6. Integration of Technological Advancements:
 - Evaluated the current status of technology integration in the curriculum.
 - Recommended updating courses to include emerging technologies for relevance.
7. Student Support Services:
 - Reviewed the effectiveness of existing support services.
 - Proposed additional counseling resources and academic support mechanisms.
8. Documentation Process for Quality Activities:
 - Assessed the current documentation procedures.
 - Proposed a streamlined documentation process for better record-keeping.
9. Community Engagement Initiatives:
 - Discussed the success of past initiatives, including guest lectures and industry insights.
 - Planned for future community engagement events and collaborations.



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10. Organization and Outcomes of Extra-Curricular Activities:

- Reviewed the impact of industrial visits, workshops, seminars, and cultural events.
- Proposed improvements and expansion of extra-curricular programs.

Please review these minutes, and feel free to provide any additional insights or corrections. Your active participation in shaping the institution's strategies for academic excellence is highly appreciated.

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

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GITAM/Cir./IQAC-3rd Meeting/2-AY 2019-20/Agenda

Internal Quality Assurance Cell (IQAC)

Circular : 03rd IQAC MEETING

Date : 20-01-2020

Subject: IQAC Meeting Agenda for Even Semester - AY 2019-20

Dear Sir/Madam,

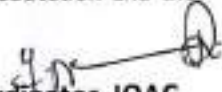
I trust this message finds you well. As we prepare for the upcoming IQAC meeting at Gouthami Institute of Technology and Management for Women, Scheduled for **20th January 2020, at 02.00 p.m.** I would like to propose a comprehensive agenda for the Even Semester in the academic year. The agenda includes various activities to ensure holistic quality enhancement and academic excellence.

Agenda of the Meeting :



1. Review the outcomes of strategies implemented in the Odd Semester and make necessary adjustments.
2. Assess the impact of improvements in feedback mechanisms and implement further enhancements.
3. Review the progress in refining quality benchmarks and propose additional modifications.
4. Discuss ongoing and upcoming research projects and their contribution to the institution.
5. Evaluate the effectiveness of mentorship programs and explore ways to optimize their outcomes.
6. Assess the implementation of industrial visits, workshops, seminars, technical symposiums.
7. Review and enhance student support services based on feedback and identified needs.
8. Evaluate the documentation process for quality-related activities and make necessary improvements.
9. Discuss community engagement initiatives, including guest lectures, inspirational talks, and industry insights.
10. Discuss community engagement initiatives, including festivals, Science day, college day, farewell day, and cultural events.

11. Review the outcomes of project work, mentorship, results improvement measures, and quality of teaching.

Please prepare to discuss these points thoroughly during the respective IQAC meetings. Your valuable insights and suggestions are crucial as we collectively work towards ensuring and enhancing the quality of education and the overall academic environment at our institution.


Coordinator, IQAC
(Mr. Y. Prakash Rao)

CC to

1. The Correspondent Madam
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: P. Supil Kumar 

ECE: Mrs. S. Saleema 

CSE: Mrs. G. Prathima 

H&S: Mr. K. Mohammad Rafik 

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Peddasettypalli, Proddatur, YSR Dist., A.P

INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF 03rd MEETING

Date : 20-01-2020

Minutes of the IQAC Meeting - Gouthami Institute of Technology and Management for
Women - Even Semester - AY 2019-20

1. Review of Odd Semester Strategies:
 - Discussed the outcomes of strategies implemented in the Odd Semester.
 - Identified areas for improvement and proposed necessary adjustments.
 - Emphasized the importance of continuous evaluation for effective enhancements.
2. Enhancements in Feedback Mechanisms:
 - Assessed the impact of improvements in feedback mechanisms.
 - Explored further enhancements to ensure a comprehensive feedback system.
 - Acknowledged the role of constructive feedback in academic excellence.
3. Refining Quality Benchmarks:
 - Reviewed the progress in refining quality benchmarks.
 - Proposed additional modifications to align with evolving academic standards.
 - Emphasized the need for benchmarking against best practices.
4. Research Projects and Contributions:
 - Discussed ongoing and upcoming research projects.
 - Explored the contribution of research initiatives to the institution.
 - Highlighted the importance of fostering a research-centric environment.
5. Effectiveness of Mentorship Programs:
 - Evaluated the effectiveness of mentorship programs.
 - Explored ways to optimize outcomes and enhance the mentorship experience.
 - Emphasized the role of mentorship in student development.
6. Implementation of Academic Events:
 - Assessed the implementation of industrial visits, workshops, seminars, and technical symposiums.
 - Explored strategies to maximize the impact of academic events.
 - Emphasized the need for a well-rounded academic experience.
7. Student Support Services:
 - Reviewed and enhanced student support services based on feedback and identified needs.

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- Explored additional support measures to address student concerns.
 - Emphasized the importance of a supportive academic environment.
8. Documentation Process for Quality Activities:
- Evaluated the documentation process for quality-related activities.
 - Identified areas for improvement in documentation practices.
 - Emphasized the significance of maintaining comprehensive records.
9. Community Engagement Initiatives:
- Discussed guest lectures, inspirational talks, and industry insights.
 - Explored ways to enhance community engagement initiatives.
 - Emphasized the role of such initiatives in fostering a well-rounded education.
10. Institutional Events and Celebrations:
- Discussed festivals, Science day, college day, farewell day, and cultural events.
 - Explored ways to make institutional events more inclusive and impactful.
 - Emphasized the role of celebrations in building a positive campus culture.
11. Review of Academic Outcomes:
- Reviewed the outcomes of project work, mentorship, results improvement measures, and the overall quality of teaching.
 - Identified areas for improvement and strategies for continuous enhancement.
 - Emphasized the importance of data-driven decision-making in academic planning.

Action Items:

- Report has to be submit immediately after the event has been completed.

The meeting concluded with a commitment to ongoing collaboration and improvement. The next IQAC meeting will be scheduled and communicated accordingly.



GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu & SBTET, VJWD)
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Members present in the Meeting:

S. No.	IQAC Designation	Name of the Designated Member		Signature
1	Chairperson (Head of the Institution)	The Principal, GTMW, Proddatur Dr. V. Ramaraju		
2	A few senior administrative officers	Administration	Sri. N Subramanyam	
		Academics	HoD, H&S: Mr. T. VENKATA KUMAR	
			HoD, EEE: Mrs. R. Vijayalakshmi	
			HoD, CSE: Mr. B. Srinivasulu	
			HoD, ECE: Mr. Y. Prakash Rao <small>Dr. Venkatesan - Sr. Cl.</small>	
		Administrative (Systems)	Mr. MK BRAHMAM	
		Placements	Mr. D Surendra	
Mrs. B. Sindhuja				
3	Three to eight faculty	EEE	Mr. P Sunil Kumar	
		ECE	Mrs. S Saleema	
		CSE	Mrs. G. Prasanna	
		H&S	Mr. K Mohammad Rafi	
4	One member from the Management	Co-Director: Mrs. C Shailusha or her Nominee		
5	One/two nominees from local society, Students and Alumni	Final Year College Topper (till I Sem. of III yr.):		
		Third Year College Topper (till I Sem of II yr.):		
		A Faculty & GTMW Alumni: Mrs. B Venkateswaramma		
6	One/two nominees from Employers /Industrialists/stakeholders	Employer's Nominee: Dr. G Murali or his nominee		



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GITAM/Cir./IQAC-2nd Meeting/1-AY 2019-20/Agenda

DATE : 03-07-2019

Internal Quality Assurance Cell (IQAC) Circular : IQAC 2nd Meeting

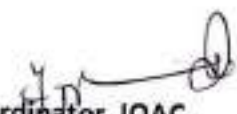
Subject: IQAC Meeting Agenda for Odd Semester - A.Y 2019-20

Dear Sir/Madam,


It is my pleasure to inform you that the 2nd Meeting of the Internal Quality Assurance Cell of Gouthami Institute of Technology and Management for Women, scheduled for 3rd July 2019, at 02.00 P.M in the Principals office Room. You are therefore requested to kindly make it convenient to attend the meeting without fail.

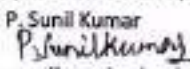
Agenda of the Meeting:

- Expert Lectures for all UG Students
- Industrial visits (RTPP, Srisaillam, SHAAR, NTPC, BSNL etc.)
- Workshops, Technical Symposiums and Tech. Fests for EEE, ECE, CSE.
- Train the faculty to improve their skills on Teaching, Technical and Research work and application procedure/ process for NACC/NBA accreditation. Permission to attend International Conferences and workshops.
- Train the students to improve their academic performance by conducting Tutorial classes, Unit Tests and giving answers to previous year's univ. question papers.
- To start APSSDC skill Development Activities
- Improve the placement cell activities.
- Any other item with the permission of Chair


Coordinator, IQAC
(Mr. Y. Prakash Rao)

CC to

1. The Correspondent sir
2. The Principal Sir (Chair Person of IQAC) 
3. AO Sir (Correspondent sir Nominee of IQAC)
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF 02nd MEETING

Date: 03-07-2019

Following our recent IQAC meeting at Gouthami Institute of Technology and Management for Women, held on 03-07-2019, I have compiled the minutes for the agenda points discussed during the session.

Minutes of the Meeting:

	SUBJECT	RESOLUTION
1	Welcome	Our Principal, Chairman IQAC welcomed the gathering.
2	Approval of the Previous meeting minutes	The previous meeting minutes were presented and the action taken report for the previous meeting was also discussed.
3	Presentation of the report on the Current status by Coordinator, IQAC	<p>A presentation about the events conducted, publications and the achievements of the college after the 1st meeting was shown and notes about this discussion was initially prepared and sent to all the IQAC members. The coordinator gave a glimpse about the events/programmes to be conducted to improve the Internal Quality.</p> <p>1. To conduct a programme for our faculty members regarding the teaching and learning methodologies</p> <p>The following points were expressed by the members while the report was presented.</p> <p>1. Feedback for all the programs are to be collected and if it is good, to be offered once again.</p> <p>2. Training for the students in their core subjects for all the departments should be given.</p> <p>3. Awareness must be created for the NPTEL courses and APSSDC classes.</p> <p>4. Departments must conduct atleast one 3/5 days FDP during winter/summer vacation. The proposal to conduct FDP should be sent to the management in advance to get approval.</p> <p>5. Faculty who attended workshop or FDP in Tier I institutions like IIT and NIT or university colleges should conduct peer enablement programme in the department.</p>
4	Self Evaluative Report of the Departments	<p>Most of the departments have identified following weakness and challenges:</p> <p>☑ Department-level entrepreneurship development initiatives</p>

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		Conduct at least two/ three workshops per semester
6	Plan of Action for the I Sem of the Academic Year 2019 - 20	<ol style="list-style-type: none">1. To apply for Permanent Affiliation and NAAC Accreditation2. Work towards getting funded projects3. To make the students industry ready
7	Other Suggestions from the IQAC members	<p>The Dean Suggested some valuable points.</p> <ol style="list-style-type: none">1. New Industries must be identified for Industrial visit2. Mentor – Mentee system must be closely followed3. The TDP cell incharge Mr. Surendra informed that 30 days of training programme is to be given to the students this academic year <p>Mr. Prakash Rao suggested that students project must be given wide publicity.</p> <p>5. Mrs. Shailusha, Alumni member, spoke about communication and leadership skills and she suggested a club with limited members may be started to improve the public speaking skills of the students.</p>



GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

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Members present in the meeting:

S. No.	IQAC Designation	Name of the Designated Member		Signature
1	Chairperson (Head of the Institution)	The Principal, GTMW, Proddatur Dr. V. Ramaraju		
2	A few senior administrative officers	Administration	Sri. N Subramanyam	
		Academics	HoD, H&S: Mr. T. VENKATA KUMAR	
			HoD, EEE: Mrs. R. VIJAYALAKSHMI	
			HoD, CSE: Mr. B.SREENIVASULU	
			HoD, ECE: Dr. VENKATESAN SELVARAJ	
		Administrative (Systems)	Mr. S Goutham Kumar	
		Placements	Mr. D Surendra	
Mrs. B. Sindhuja				
3.	Three to eight faculty	EEE	Mr. P. Sunil Kumar	
		ECE	Mrs. S. Saleema	
		CSE	Mrs.G. Prasanna	
		H&S	Mr. K Mohammad Rafi	
4	One member from the Management	Co-Director: Mrs. C Shailusha or her Nominee		
5	One/two nominees from local society, Students and Alumni	Final Year College Topper (till II Sem. of III yr.):		
		Third Year College Topper (till II Sem of II yr.):		
		A Faculty & GTMW Alumni: Mrs. B Venkateswaramma		
6	One/two nominees from Employers /Industrialists/stakeholders	Employer's Nominee: Dr. G Muralior his nominee		



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/Cir./IQAC-1st Meeting/1-AY 2018-19/Agenda

DATE : 15-12-2018

Internal Quality Assurance Cell (IQAC) Circular : IQAC 1st Meeting

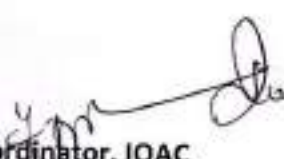
Subject: IQAC Meeting Agenda for Odd Semester - A.Y 2018-19

Dear Sir/Madam,

It is my pleasure to inform you that the 1st Meeting of the Internal Quality Assurance Cell of Gouthami Institute of Technology and Management for Women is scheduled to be held on 17th December 2018, at 02.00 P.M at 3.45 p.m in the Principals office Room. You are therefore requested to kindly make it convenient to attend the meeting without fail.



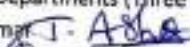


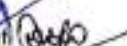
Agenda of the Meeting:

- Introduction of members and moralities
- Any other item with the permission of Chair


Coordinator, IQAC

(Mr. Y PRAKASH RAO)

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. T. Ashok Kumar  - Ashok
ECE: Mr. S. Aruna 
CSE: Mrs.G. Prasanna 
H&S: Mr.K Mohammad Khan 

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

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF 01st MEETING

Date: 17-12-2018

Following our recent IQAC meeting at Gouthami Institute of Technology and Management for women, held on 17-12-2018, I have compiled the minutes for the agenda points discussed during the session.

At the outset, Dr. V. Ramaraju, 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. He has advised Mr. Y. Prakash Rao, who is appointed as IQAC Coordinator to monitor closely regular class & laboratory works, and to convene the meetings for CRs, Class teachers, and HoDs to improve the quality of education. He further suggested preparing Semester Micro Planner with all academic events, so that all departments would follow accordingly. Further, he has also 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.
2. He further reminded to monitor whether all faculty maintaining the course handouts, lecture notes etc. He further said that the faculty should conduct Unit tests/ Tutorials for each unit, as it is the policy of the institution. He has advised to strengthen the academic team to monitor all these activities.
3. Discussing on Massive Open Online Courses (MOOCs), he suggested to see that the students are encouraged to take self-learning online courses from the international providers like edX, Coursera, Udacity, Udemy etc.
4. The Principal has stressed upon necessity of conduction of Remedial classes for the benefit of the students. He further added that separate time table and attendance should be maintained for it.
5. He has opined to convene IQAC meetings every two months, to review the progress of the past events and to plan for future activities.

The meeting was concluded at 5.00 pm.

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

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Coordinator, IQAC