



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

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

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 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.

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

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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