



# 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)

A.Y 2024-25

### **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.

### **Functions:**

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

- Establishing quality benchmarks for academic and administrative processes.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Collecting feedback from students, parents, and stakeholders to improve institutional quality. Dissemination of information on various quality parameters to all stakeholders;
- Sharing information about quality standards in higher education.
- Organization of inter and intra institutional 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.
- Periodical conduct of Academic and Administrative Audit and its follow-up.





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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.

## Composition of The IQAC

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

- a. Head of the Educational Institution - Chairperson
- b. Representatives from the Faculty Members
- c. Management Authority
- d. Senior Administrative Staff Members
- e. Nominee from – Students, Local society, Alumni
- f. Nominees from - Employers, Stakeholders, Industrialists
- g. Senior Teacher Representing as the Coordinator or the Director of the IQAC
- h. The Role Of The IQAC Coordinator
- i. 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.

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





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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

## **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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GITAM/Circular /IQAC-12<sup>th</sup> Meeting /1-A.Y. 2024-25/Agenda

Date : 13-07-2024

## Internal Quality Assurance Cell (IQAC) Circular : IQAC 12<sup>th</sup> Meeting

Dear sir/madam,

All are instructed to attend for forthcoming IQAC meeting at Gouthami Institute of Technology and Management for Women, scheduled for **15<sup>th</sup> July 2024 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. Action Report for Previous Minutes
2. Quality Benchmarks in Academic Programs: Assess the implementation of quality benchmarks in academic programs and suggest refinements.
3. Enhancement of Teaching Methodologies: Review and enhance strategies for continuous improvement in teaching methodologies..
4. Feedback Mechanisms: Evaluate the effectiveness of the current feedback mechanisms(both Stake holders feedback and subject feedback) and propose improvements
5. Promotion of Research Culture and Innovation: Discuss initiatives to promote a research culture and innovation among faculty and students.
6. Mentorship Program Outcomes: Examine the outcomes of mentorship programs and explore ways to enhance their impact.
7. Integration of Technological Advancements: Evaluate the integration of technological advancements in the curriculum for relevance.
8. Student Support Services: Review student support services and propose measures for improvement.
9. 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.
- Periodical conduct of Academic and Administrative Audit and its follow-up.

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 GITAMW.

  
Coordinator, IQAC  
(Mr. M MD Jabeer)

CC to

1. The Director sir and Co-Director Madam
2. The Principal (Chair Person of IQAC) - 
3. All the Members of IQAC





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## INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF 12<sup>th</sup> MEETING

Ref.: Cir./ 12<sup>th</sup> IQAC Meeting / GITAMW / I Semester - AY 2024-25

Date: 15-07-2024

Date: 15-07-2024 Time: 03:00 P.M. Venue: Principal's Office Room

At the outset, Dr. M. Rama Subbamma, Principal, who is also the IQAC Chairman for this institution has congratulated all IQAC members. During meeting she has discussed the Action taken Report for the Previous Minutes and the following on Agenda 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:
  - Discussed and Reviewed the current feedback mechanisms (both Stake Holders and subject feedback) and identified strengths and weaknesses.
  - Proposed the use of technology to streamline and enhance the feedback process.
  - Assigned a task 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:
  - Plan to conduct awareness program on how to mentor the students for newly joined faculty and 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.
  - Proposed measures for improvement, including counselling 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.





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- 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 2024-25

1. Mentorship Program Outcomes:
  - Task: Provide additional training for mentors and mentees.
  - Responsible: Mentorship Program Oversight Committee
  - Deadline: HoDs has to report Chairman on 30th day of every month
2. Faculty Development Programs (FDP):
  - Task: Develop a structured approach to FDP selection.
  - Responsible: Faculty Development Programs Committee
  - Deadline: Plan of action for I-Sem. is 01.09.2024
3. Seminars and Workshops:
  - Task: Explore partnerships with renowned institutions for specialized seminars.
  - Responsible: Seminars and Workshops Planning Team
  - Deadline: 10/08/2024
4. Industrial Visits:
  - Task: Explore opportunities for expanding industry collaborations for meaningful visits.
  - Responsible: Industrial Visits Committee. Deadline: Activity Report-10/11/2024
5. Review CO, PO and PEO attainments

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.





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## Action taken Report - IQAC Meeting 11<sup>th</sup> - II- sem. of AY 2023-24

1. Two Day National level Technical Symposium were conducted to exhibit the talents of GITAMW and students of HEIs in and around Proddatur.
2. Workshops, Expert Talks, Carrier Guidance and FDPs were also conducted in each department in this semester.
3. Slip Test and Grand Tests were conducted and also measures were taken to improve of Average students and GATE classes were taken to IV yr. students.
4. Our two students **Ms. S. Jyothi and Ms. A. Kishnaveni** got **GATE** score in A.Y 2023-24.
5. Applied for NAAC in Fe. 2024. Received Pre Qualified Report and planning to send the NAAC Peer Team visit Dates.
6. Conducted CRT classes and Add- On Programs for our students
7. Motivated our students to do Internships other than curriculum also.
8. In view of the application process of NAAC we are not planned for Conference. We will plan it to conduct it in this year.
9. Some of the faculty published their research papers in UGC listed Journals. Two Patents were also published. We received Institutional awards and faculty awards in AY 2023-24.
10. The IQAC cell will conduct a review of the **PO/PSO** attainment analysis for the CSE, ECE, EEE departments for the batch 2023-2024.
  - ✚ IQAC suggested to Organize Innovative Product Development programme which will assist students to enhance their project management skills for attaining P011 in department of Electrical engineering.
  - ✚ IQAC suggested to Encourage students to participate in internships and in-plant training at various technical industries in order to develop their lifelong learning skills for attaining PO 12 in department of computer science and Engineering.
11. The following suggestions were given for all programs for the improvement in attainment of **CO**.
  - ✚ Students should be encouraged to participate in in-plant training and value-added courses to broaden their fundamental skills about current technologies and meet the industry demands





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**Members attended the meeting on 15<sup>th</sup> July, 2024 :**

S. No.	IQAC Designation	Name of the Designated Member		Signature
1	Chairperson (Head of the Institution)	<b>The Principal, GTMW, Proddatur</b> <b>Dr. M. Rama Subbamma</b>		
2	A few senior administrative officers	<b>Administration</b>	Sri. N Subramanyam	
		<b>Academics</b>	<b>HoD, EEE:</b> Mrs. M MD Jabeer	
			<b>HoD, ECE:</b> Mr. Y. Prakash Rao	
			<b>HoD, CSE:</b> Mr. S Yakub Ali	
			<b>HoD, H&amp;S:</b> Mrs. D Vijayamma	
		<b>Exam Cell</b>	Mr. K Mohammad Rafi	
			Mr. B. Mallikarjuna Reddy	
		<b>Placements</b>	Mr. D Surendra	
		<b>Administrative ( Systems )</b>	Mr. S Goutham Kumar	
3	Three to Eight Faculty	<b>EEE</b>	Mr.K. Swaroop	
		<b>ECE</b>	Mrs. S. Saleema	
		<b>CSE</b>	Mrs. G. Prasanna	
		<b>H&amp;S</b>	Mr. B. Nagamani Devi	
4	One member from the Management	<b>Co-Director:</b> Mrs. C Shailusha or her Nominee		
5	One/two nominees from local society, Students and Alumni	<b>Final Year College Topper</b> (till II Sem. of III yr.): <i>P. Jahnavi (CSE) - III - I</i>		
		<b>Third Year College Topper</b> (till II Sem of II yr.): <i>C. Prasanna (ECE) - II - I</i>		
		<b>A Faculty &amp; GITAMW Alumni:</b> Mrs. B Venkateswaramma		
6	One/two nominees from Employers /Industrialists/stakeholders	<b>Employer's Nominee:</b> Dr. G Murali or his nominee		
		<b>Nominee from Industries:</b> Dr. K. Anand Narayanan Senior Vice-President, Plintron, Chennai		