



GOUTHAMI

INSTITUTE OF TECHNOLOGY AND MANAGEMENT FOR WOMEN

Approved by AICTE New Delhi,
Affiliated to JNTU Anantapur & SBTET, Vijayawada

Sai Nagar, Peddasetty Palli (VI), Proddatur, Y.S.R Kadapa(Dist), A.P-516360 Cell :9491431101
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Ref.: GITAMW/OR/IQAC/AY 2024-25

Date: 01.07.2024

OFFICE ORDER

Subject: Reconstitution of Internal Quality Assurance Cell (IQAC) for the A.Y 2024-25

Ref.: All India Council for Technical Education (AICTE), University Grants Commission (UGC) and National Assessment and Accreditation Council (NAAC) guidelines for the creation of Internal Quality Assurance Cell (IQAC) dated 15.12.2018

As per the reference cited above Internal Quality Assurance Cell (IQAC) of Gouthami Institute of Technology and Management for Women is hereby reconstituted with the following members for the academic year 2024-25.

Composition of the IQAC

S. No.	IQAC Designation	Name of the Designated Member
1	Chairperson (Head of the Institution)	The Principal, GITAMW, Proddatur Dr. M. Rama Subbamma
2	A Few Senior Administrative Officers/Members	Administration (AO) Sri. N Subramanyam
		Academics HoD, H&S: Mrs. D Vijayamma HoD, CSE: Mr. S Yakoob Ali HoD, ECE: Mr. Y. Prakash Rao
		Exam Cell Mr. K Mohammad Rafi Mr. B. Mallikarjuna Reddy
		Administrative (Systems) Mr. S Goutham Kumar
		Placements Mr. D Surendra Mr. D Bala Chandrudu
		EEE Mr.K. Swaroop
		ECE Mrs. S. Saleema
3	Three to Eight Faculty	CSE Mrs. G. Prasanna
		H&S Mrs. B. Nagamani Devi
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
		Third Year College Topper
		A Faculty & GITAMW Alumni: Mrs. B Venkateswaramma
6	One/two nominees from Employers /Industrialists/stakeholders/Academician	Employer's Nominee: Dr. C. Murali or his nominee Nominee from Industries: Dr. K. Narayanan Senior Vice-President, Elitron, Chennai Nominee from Management for Women: Mrs. K. Manjula, Proddatur-516360, Kadapa (Dt.)
7	Coordinator of IQAC	Mr. M MD Jaheer

Sponsored by : MOTHER TERESA MEMORIAL CHRISTIAN MINORITY EDUCATION SOCIETY, JAMMALAMADUGU



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GITAM/Circular /IQAC-13th Meeting /2-A.Y. 2024-25/Agenda

Date : 29-11-2024

Internal Quality Assurance Cell (IQAC)
Circular : IQAC 13th Meeting

Dear sir/madam,

All are instructed to attend for 13th IQAC meeting at Gouthami Institute of Technology and Management for Women, scheduled for **30th Nov. 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 Even Semester of this academic year.

Agenda of the Meeting:

1. Welcome and Introduction
2. Review and Approval of Previous Meeting Minutes
3. Presentation of Action Taken Report (ATR)
4. Status Update on NAAC Accreditation, UGC 2(f) & Autonomous Application
5. Academic and Administrative Activities
6. Feedback Analysis and Action Plan
7. Research, Innovation, and Collaboration Updates
8. Student Support Services and Extracurricular Activities
9. Infrastructure and Resource Development
10. Future Plans and Best Practices
11. Vote of Thanks


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 13th MEETING

Date: 30-11-2024

Ref.: Cir./ 13th IQAC Meeting / GITAMW / II Semester - AY 2024-25

Date: 30-11-2024 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 on the following points.

1. Welcome and Introduction

- The Chairperson welcomed all the members and introduced the agenda for the meeting.

2. Review and Approval of Previous Meeting Minutes

- The minutes of the previous meeting held on 15.07.2024 were reviewed and approved without changes.

3. Presentation of Action Taken Report (ATR)

- The coordinator presented the ATR, highlighting actions implemented based on the decisions taken in the last meeting.

4. Status Update on NAAC Accreditation, UGC 2(f) and Autonomous Application

- NAAC results (B++ Grade with CGPA of 2.88) was shared. Documentation and data validation were discussed, and members emphasized the importance of timely submissions of all documents related to Accreditation and Submission of AQAR. Discussed about the preparation of Documents for UGC 2(f) and Autonomous Application.

5. Academic and Administrative Activities

- Academic performance was reviewed, and it was suggested to organize more faculty development programs, Boot Camps and Hackathons.
- 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
- Administrative improvements were highlighted, including the digitization of records.
- Discussed various strategies for continuous improvement in teaching methodologies.
- Emphasized the importance of incorporating innovative approaches.



6. Feedback Analysis and Action Plan

- Feedback from all the stakeholders was analyzed and also feedback on teacher performance was analysed with a focus on enhancing teaching methodologies and ICT tools. Agreed to implement pilot programs for testing new teaching methods.

7. Research, Innovation, and Collaboration Updates

- Faculty were encouraged to publish more research papers and apply for external funding.
- Collaboration with Presidency University, Bangalore was proposed and request sent to university for MoU.
- Agreed to organize regular seminars and workshops to promote research awareness.

8. Student Support Services and Extracurricular Activities

- Updates on student counselling services and extracurricular programs were presented.
- A proposal for career guidance sessions was approved.

9. Infrastructure and Resource Development

- Library upgrades and IT infrastructure improvements were discussed and approved.

10. Future Plans and Best Practices

- Introduction of online learning management systems and skill-based training programs was suggested.

12. Vote of Thanks

The meeting concluded with a vote of thanks by the Chairperson.

Additional Agenda Points:

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.

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.



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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.

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.

College Day Celebrations & Sports Day

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 II-Sem. is 10.12.2024
3. Seminars and Workshops:
 - Task: Explore partnerships with renowned institutions for specialized seminars.
 - Responsible: Seminars and Workshops Planning Team
 - Deadline: 10/12/2024
4. Industrial Visits:
 - Task: Explore opportunities for expanding industry collaborations for meaningful visits.
 - Responsible: Industrial Visits Committee. Deadline: Activity Report-20/01/2025
5. Review of Course file and CO, PO 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 12th - I- sem. of AY 2024-25

Agenda/Decision Taken	Action Suggested	Action Taken	Status/Remarks
1. Enhancement of Teaching Methodologies	Various strategies for continuous improvement in teaching methodologies. Implement pilot programs for testing new teaching methods	Conducted FDPS on Teaching Methodologies & ICT tools	Implemented various Teaching Methodologies & ICT Tools
2. Student Support and Guidance/Mentor Mentee	Improve mentoring system for students.	Mentorship program streamlined with designated faculty mentors.	Successfully implemented. Regular mentor-mentee meetings held.
3. Faculty Development Programs	Organize workshops/seminars for faculty skill enhancement.	Three FDPs were conducted and Faculty participation was high.	Ongoing. More sessions planned for next semester.
4. Research Promotion	Encourage faculty to publish research papers and apply for grants.	Research committee formed. Faculty submitted research proposals to UGC listed journals and published their papers.	Ongoing. New proposals under review.
5. Student Feedback Mechanism	Strengthen the student feedback process.	Online feedback system developed and implemented.	Successfully executed. Reports analyzed.
6. Alumni Engagement	Increase alumni participation in institutional activities.	Alumni involved in placement drives and career guidance sessions.	Ongoing. More initiatives planned.
7. Internal Academic Audit	Conduct an internal academic audit for quality assurance.	Academic audit conducted for A.Y 2023-24. Recommendations implemented.	Completed. Report submitted to IQAC.

[Signature]
IQAC CO-ORDINATOR

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

**GOUTHAMI**
INSTITUTE OF TECHNOLOGY AND MANAGEMENT FOR WOMENApproved by AICTE, New Delhi,
Affiliated to JNTUA, Ananthapuramu & SBTET, Vijayawada**Members attended the meeting on 30th November 2024 :**

S. No.	IQAC Designation	Name of the Designated Member		Signature
1	Chairperson (Head of the Institution)	The Principal, GITAMW, Proddatur Dr. M. Rama Subbamma		<i>M. Rama Subbamma</i>
2	A few senior administrative officers	Administration	Sri. N Subramanyam	<i>N. Subramanyam</i>
		Academics	HoD, EEE: Mrs. M MD Jabeer	<i>M. MD Jabeer</i>
			HoD, ECE: Mr. Y. Prakash Rao	<i>Y. Prakash Rao</i>
			HoD, CSE: Mr. S Yakoob Ali	<i>S. Yakoob Ali</i>
			HoD, H&S: Mrs. D Vijayamma	<i>D. Vijayamma</i>
		Exam Cell	Mr. K Mohammad Rafi	<i>K. Mohammad Rafi</i>
			Mr. B. Mallikarjuna Reddy	<i>B. Mallikarjuna Reddy</i>
		Placements	Mr. D Surendra	<i>D. Surendra</i>
		Administrative (Systems)	Mr. S Goutham Kumar	<i>S. Goutham Kumar</i>
3	Three to Eight Faculty	EEE	Mrs. B.Sindhuja	<i>B. Sindhuja</i>
		ECE	Mrs. S. Saleema	<i>S. Saleema</i>
		CSE	Mrs. G. Prasanna	<i>G. Prasanna</i>
		H&S	Mrs. K. Lavanya	<i>K. Lavanya</i>
4	One member from the Management	Co-Director: Mrs. C Shailusha or her Nominee		<i>C. Shailusha</i>
5	One/two nominees from local society, Students and Alumni	Final Year College Topper (till II Sem. of III yr.): <i>B. Divya - 21801A0403 - ECE</i>		<i>B. Divya</i>
		Third Year College Topper (till II Sem of II yr.): <i>A. Archana - 22801A0501 - CSE</i>		<i>A. Archana</i>
		A Faculty & GITAMW Alumni: Mrs. B Venkateswaramma		<i>B. Venkateswaramma</i>
6	One/two nominees from Employers /Industrialists/stakeholders	Employer's Nominee: Dr. G Murali or his nominee		
		Nominee from Industries: Dr. K. Anand Narayanan Senior Vice-President, Plintron, Chennai		

M. Rama Subbamma
PRINCIPALGouthami Institute of Technology and
Management for Women,
Peddasettypalli (V),
Proddatur-516360, Kadapa (Dt.)