



VIMTW/EST/00/2024-25/08

Date: 13-11-2024

PROCEEDINGS OF THE OFFICE ORDER

To organize events, promote physical fitness, and build team spirit among students, the **Sports Committee (SC)** is hereby constituted for the Academic Year **2024-2025**.

S.N	Name of the Committee Member	Designation	Position
1	Dr. G. Apparao Naidu	Principal	Chairman
2	Dr R Sridhar	Associate Professor-BSH	Convenor
3	Mr. E. Nagaraju	Assistant Professor- ECE	Member
4	Mr. T. Dileep	Assistant Professor- BSH	Member
5	Mrs.V. Rupa	AssistantProfessor-AI&ML	Member
6	Mrs. T. Rajitha	Assistant Professor-BSH	Member
7	Mr. B.Geetha Bhavani	Assistant Professor-CSE	Member
8	Mr. B. Koteswar Rao	Physical Director	Member
9	Mr. R. Krishna Naik	Assistant Professor-IT	Member

Student Representatives:

S.N.	Roll Number	Name Of The Student	Year & Branch	Role
1	21UP1A6630	K Shruthi	IV Year AIML	Member
2	22UP1A0435	G Swetha	III Year ECE	Member
3	23UP1A0535	Revathi	II Year CSE	Member
4	24UP1A1220	Sri lakshmi	I Year IT	Member

Roles & Responsibilities.

- Manage sports facilities, equipment, and other resources to ensure the smooth conduct of sports activities.
- Plan, organize, and execute sports events and competitions throughout the academic year.
- Identify, encourage, and develop student talent while promoting active participation in sports.
- Coordinate administrative activities, maintain records, and recognize outstanding achievements through awards and certificates.



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

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Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301. Phone: 96529 10002/3



Term: Two years, and shall continue to be in force until reconstitution..

Meetings: Meetings shall be held at least twice a year and additionally as and when necessary.

PRINCIPAL

Copy to: All the members of the SC.

Dean Academics	Dean IQAC	Dean R&D	HOD – ECE	HOD-CSE	HOD-AIML	HOD-DS	HOD- IT	HOD-BS&H



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VMTW /SC /Cir/2024-2025/05

Date: 22-11-2024

CIRCULAR

All the members of the Sports Committee are hereby informed that a meeting is scheduled for 25-11-2024, at 3:00 P.M. in the Conference Hall.

All committee members are requested to attend the meeting without fail.

Agenda

1. Review of the previous committee meeting minutes and action taken report.
2. Discussion to finalize the date, time, and agenda for the proposed programs.
3. Arrangement of the venue and necessary logistics, including the audio-visual system, dais, podium, and other required facilities.
4. Preparation and arrangement of mementos, gifts, and certificates for the participants.
5. Any other points with the permission of the Chair.


PRINCIPAL

Copy to: All the members of SC.

PRINCIPAL
Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (Dt.)-501 301
Telangana State



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Sports Committee Meeting on 25-11-2024

AGENDA

1. Review of the previous committee meeting minutes and action taken report.
2. Discussion to finalize the date, time, and agenda for the proposed programs.
3. Arrangement of the venue and necessary logistics, including the audio-visual system, dais, podium, and other required facilities.
4. Preparation and arrangement of mementos, gifts, and certificates for the participants.
5. Any other points with the permission of the Chair.


Convenor


PRINCIPAL

PRINCIPAL
Vignan's Institute of Management & Technology for Women
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301
Telangana State



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

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Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301, Phone: 96529 10002/3



Members Present:

S.N	Name of the Committee Member	Designation	Position	Signature
1	Dr. G. Apparao Naidu	Principal	Chairman	
2	Dr R Sridhar	Associate Professor-BSH	Convenor	
3	Mr. E. Nagaraju	Assistant Professor- ECE	Member	
4	Mr. T. Dileep	Assistant Professor- BSH	Member	
5	Mrs.V. Rupa	Assistant Professor AI&ML	Member	
6	Mrs. T. Rajitha	Assistant Professor-BSH	Member	
7	Mr. B.Geetha Bhavani	Assistant Professor-CSE	Member	
8	Mr. B. Koteswar Rao	Physical Director	Member	
9	Mr. R. Krishna Naik	Assistant Professor-IT	Member	

Vignan's Institute of Management & Technology for Women

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VMTW /SC /MoM/2024-2025/06

Date: 25-11-2024

MINUTES OF THE MEETING

The Minutes of the Sports Committee commenced with a welcome address by the Chairperson on **25-11-2024, at 3.00 PM** in the Conference Hall.

The quorum (minimum 40%) was satisfied

The following members were present:

- 1 Dr. G. Apparao Naidu
- 2 Dr R Sridhar
- 3 Mr. E. Nagaraju
- 4 Mr. T. Dileep
- 5 Mrs.V. Rupa
- 6 Mrs. T. Rajitha
- 7 Mrs. B.Geetha Bhavani
- 8 Mr. B. Koteswar Rao
- 9 Mr. R. Krishna Naik

1: Review of the Previous Committee Meeting Minutes and Action Taken Report

The Committee reviewed and approved the Action Taken Report (ATR) on the resolutions passed during the previous Sports Committee meeting. It observed that all the recommendations had been implemented successfully within the stipulated timeframe. Based on the committee's decisions, quotations were obtained for the required sports equipment and accessories. Following administrative approval, the procurement process was initiated to ensure the timely availability of quality sports equipment for the scheduled events.

2: Finalization of the Date, Time, and Agenda of Sports Programs

The Sports Committee discussed and finalized the tentative dates, timings, and agenda for the sports events to be conducted during the academic year. The committee also reviewed the overall event schedule to ensure the smooth planning and execution of all sports activities.

3 &4 : Arrangement of Venue, Logistics, and Participant Recognition

The Committee reviewed the arrangements for the venue and other logistical requirements, including the audio-visual system, dais, podium, seating, and other essential facilities. It also discussed the procurement of mementos, trophies, medals, gifts, and certificates for participants and winners. Further, the annual sports budget requirements were reviewed, and a proposal for enhancement of the sports budget was prepared and forwarded to the Principal and Management for approval to support sports equipment procurement, infrastructure maintenance, and the successful conduct of sports events.

5: Communication of Sports Events to Staff and Students

The Committee discussed the preparation of an official notice/circular for communicating the details of the sports events to staff and students after obtaining approval from the Principal/competent authority. It was also decided to display the event schedule, guidelines, and other relevant information on the college Notice Board and the institutional website to ensure timely dissemination of information.

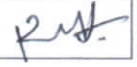

Convenor

Vignan's Institute of Management & Technology for Women
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VMTW /SC/MoM/2024-2025/06

Date: 25-11-2024

Members Present

S.No	Name of the Committee Member	Designation	Position	Signature
1	Dr. G. Apparao Naidu	Principal	Chairman	
2	Dr R Sridhar	Associate Professor-BSH	Convenor	
3	Mr. E. Nagaraju	Assistant Professor- ECE	Member	
4	Mr. T. Dileep	Assistant Professor- BSH	Member	
5	Mrs.V. Rupa	Assistant Professor-CSE(AI&ML)	Member	
6	Mrs. T. Rajitha	Assistant Professor-BSH	Member	
7	Mr. B.Geetha Bhavani	Assistant Professor-BSH	Member	
8	Mr. B. Koteswar Rao	Physical Director	Member	
9	Mr. R. Krishna Naik	Assistant Professor-IT	Member	



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VMTW /SC /Cir/2024-2025/02

Date: 18-06-2024

CIRCULAR

All the members of the Sports Committee are hereby informed that a meeting is scheduled for 20-06-2024, at 02:30 P.M. in the Conference Hall.

All committee members are requested to attend the meeting without fail.

Agenda

1. Review of the previous committee meeting minutes and action taken report.
2. Discussion to finalize the date, time, and agenda for the proposed programs.
3. Arrangement of the venue and necessary logistics, including the audio-visual system, dais, podium, and other required facilities.
4. Preparation and arrangement of mementos, gifts, and certificates for the participants.
5. Any other points with the permission of the Chair.

PRINCIPAL

Copy to: All the members of SC.

PRINCIPAL
Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (D)-501301
Telangana State



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Sports Committee Meeting on 20-06-2024

AGENDA

1. Review of the previous committee meeting minutes and action taken report.
2. Discussion to finalize the date, time, and agenda for the proposed programs.
3. Preparation and arrangement of mementos, gifts, and certificates for the participants.
4. Any other points with the permission of the Chair.


Convenor


PRINCIPAL

Principal
Vignan's Institute of Management & Technology
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301
Phone: 96529 10002/3



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Members Present:

S.N	Name of the Committee Member	Designation	Position	Signature
1	Dr. G. Apparao Naidu	Principal	Chairman	
2	Dr R Sridhar	Associate Professor-BSH	Convenor	
3	Mr. E. Nagaraju	Assistant Professor- ECE	Member	
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8	Mr. B. Koteswar Rao	Physical Director	Member	
9	Mr. R. Krishna Naik	Assistant Professor-IT	Member	

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VMTW /SC /MoM/2024-2025/03

Date: 20-06-2024

MINUTES OF THE MEETING

The Minutes of the Sports Committee commenced with a welcome address by the Chairperson on 20-06-2024, at 02:30 P.M in the Conference Hall

The quorum (minimum 40%) was satisfied

The following members were present:

- 1 Dr. G. Apparao Naidu
- 2 Dr R Sridhar
- 3 Mr. E. Nagaraju
- 4 Mr. T. Dileep
- 5 Mrs.V. Rupa
- 6 Mrs. T. Rajitha
- 7 Mrs. B.Geetha Bhavani
- 8 Mr. B. Koteswar Rao
- 9 Mr. R. Krishna Naik

1: To consider and review the minutes of previous meeting & action taken

The members examined the implementation status of the decisions taken in the previous meeting, discussed the progress made on various action items, and reviewed the pending issues. The committee expressed satisfaction with the completed activities and recommended necessary follow-up actions to ensure the timely and effective implementation of the remaining decisions. To review the status of staff training programmes conducted and attended in 2023-2024(ODD semester)

2: Review of the Previous Committee Meeting Minutes and Action Taken Report

The Committee reviewed and approved the Action Taken Report (ATR) on the resolutions passed during the previous Sports Committee meeting. It observed that all the recommendations had been implemented successfully within the stipulated timeframe. Based

on the committee's decisions, quotations were obtained for the required sports equipment and accessories. Following administrative approval, the procurement process was initiated to ensure the timely availability of quality sports equipment for the scheduled events.

3: Finalization of the Date, Time, and Agenda of Sports Programs

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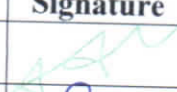
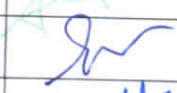
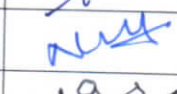
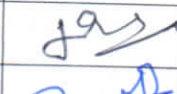
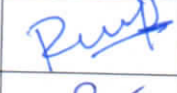
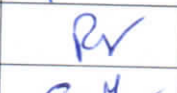
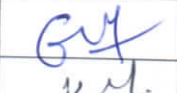
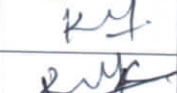

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VMTW /SC /MoM/2024-2025/03

Date: 20-06-2024

Members Present

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