



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

(An Autonomous Institution)

[Sponsored by Lavu Educational Society, Affiliated to JNTUH & Approved by AICTE, New Delhi]
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301 Phone: +91 96529 10002/3



VIMTW/EST/SC/PO/2025-26/08

Date: 01-12-2025

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 **2025–2026**.

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	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

Student Representatives:

S.N.	Roll Number	Name Of The Student	Year & Branch	Role
1	22UP1A6623	K Sowmya	IV Year AIML	Member
2	23UP1A0415	G Srijana	III Year ECE	Member
3	24UP1A05B9	P.Manisha	II Year CSE	Member
4	25UP1A1249	R Anusahithi	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.



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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.

Copy to: All the members of the SC.

PRINCIPAL
PRINCIPAL

Institute of Management & Technology
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (D), Telangana State

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/2025-2026/05

Date: 08-12-2025

CIRCULAR

All the members of the Sports committee hereby informed that a meeting is scheduled on 13-12-2025 at 03:00 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. Communication of event details to staff and students through an official notice/circular after obtaining approval from the Principal/competent authority, and display of the information on the Notice Board and the institution's website.
6. 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.)-501301
Telangana State



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Sports Committee Meeting on 13-12-2025

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.
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5. Communication of event details to staff and students through an official notice/circular after obtaining approval from the Principal/competent authority, and display of the information on the Notice Board and the institution's website.
6. Any other discussion 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



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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	
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-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
(An Autonomous Institution)

VMTW /SC /MoM/2025-2026/06

Date: 13-12-2025

MINUTES OF THE MEETING

The Minutes of the Sports committee commenced with a welcome address by the Chairperson **on 13-12-2025 at 03:00 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.

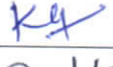

Convenor

Vignan's Institute of Management & Technology for Women
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VMTW /SC /MoM/2025-2026/06

Date: 13-12-2025

Members Present

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VMTW /SC /Cir/2025-2026/02

Date: 23-07-2025

CIRCULAR

All the members of the Sports committee hereby informed that a meeting is scheduled for 25-07-2025 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. Communication of event details to staff and students through an official notice/circular after obtaining approval from the Principal/competent authority, and display of the information on the Notice Board and the institution's website.
6. Any other points with the permission of the Chair.

PRINCIPAL

Copy to: All the members of SC.

PRINCIPAL

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Sports Committee Meeting on 25-07-2025

AGENDA

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3. Arrangement of the venue and necessary logistics, including the audio-visual system, dais, podium, and other required facilities.
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Convenor


PRINCIPAL

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Vignana's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (D)-501301
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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/2025-2026/03

Date: 25-07-2025

MINUTES OF THE MEETING

The Minutes of the Sports Committee commenced with a welcome address by the Chairperson on **25-07-2025 at 3:00 PM** in the Conference Hall.

The quorum (minimum 40%) was satisfied.

The following members were present:

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- 2 Dr R Sridhar
- 3 Mr. E. Nagaraju
- 4 Mr. T. Dileep
- 5 Mrs.V. Rupa
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