



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

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



VMTW /PRINC/PROC/FDC/2023-2024/10/4

Dated: 4-12-2023

PROCEEDINGS OF THE OFFICE ORDER

To promote academic excellence, research culture, innovation, industry interaction, and continuous professional development among faculty members, the **Faculty Development Cell (FDC)** is hereby constituted for the Academic Year **2023-2024**.

S. No	Name of the Committee Member	Designation	Department	Position
1	Dr. G. Apparao Naidu	Principal	CSE	Chairman
2	Dr.P. Rajendra Prasad	IQAC Coordinator	CSE	Convenor
3	Dr. S. Rangaswamy	Dean (Academics)	IT	Co-Convenor
4	Mrs. B. Mamatha	Assistant Professor	CSE	Member
5	Mrs. E. Eenaja	Assistant Professor	IT	Member
6	Mr. S. Sandeep	Assistant Professor	AIML	Member
7	Mrs. B. Sangeetha	Assistant Professor	DS	Member
8	Dr. SK. Masthan Basha	Assistant Professor	ECE	Member
9	Mr. Ch. Bhavana Rushi	Assistant Professor	BSH	Member

Roles & Responsibilities

- Create and implement clear quality standards for academic and administrative processes
- Promote continuous professional development and lifelong learning.
- Encourage the use of technology, research and modern teaching methodologies.
- Conduct internal checks and periodic audits to evaluate compliance with quality standards.

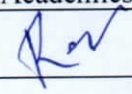
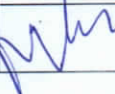
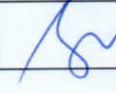
Term: Two years, and shall continue to be in force until reconstitution

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

Copy to: All the members of the FDC.


PRINCIPAL
Principal

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

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



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VMTW /FDC /Cir/2023-2024/05

Date: 8-12-2023

CIRCULAR

All the members of the Faculty Development Cell are hereby informed that a meeting is scheduled on 11-12-2023, at 03:30 P.M. in the Conference Hall.

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

Agenda

1. To consider and review the minutes of previous meeting & action taken
2. To review the status of staff training programmes conducted and attended in 2023-2024(ODD semester)
3. Situation Analysis and to plan the staff development trainings
4. Any other point with the permission of the Chair.

Principal

Copy to: All the members of FDC.

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



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FDC Committee Meeting on 11-12-2023

AGENDA

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2. To review the status of staff training programmes conducted and attended in 2023-2024(ODD semester)
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4. Any other point with the permission of the Chair.


Convenor


Principal
Vignan's Institute of Management & Technology For Women
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Members Present:

S. No	Name of the Committee Member	Designation	Department	Position	Sign
1	Dr. G. Apparao Naidu	Principal	CSE	Chairman	
2	Dr.P. Rajendra Prasad	IQAC Coordinator	CSE	Convenor	
3	Dr. S. Rangaswamy	Dean (Academics)	IT	Co-Convenor	
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7	Mrs. B. Sangeetha	Assistant Professor	DS	Member	
8	Dr. SK. Masthan Basha	Assistant Professor	ECE	Member	
9	Mr. Ch. Bhavana Rushi	Assistant Professor	BSH	Member	

Vignan's Institute of Management & Technology for Women
(An Accredited by NBA)

VMTW /FDC /MoM/2023-2024/06

Date: 11-12-2023

MINUTES OF THE MEETING

The Minutes of Meeting of the Faculty Development Cell commenced with a welcome address by the Chairperson on 11-12-2023, at 03:30 P.M in the Conference Hall.

The quorum (minimum 40%) was satisfied

The following members were present:

- 1 Dr. G. Apparao Naidu
- 2 Dr.P. Rajendra Prasad
- 3 Dr. S. Rangaswamy
- 4 Mrs. B. Mamatha
- 5 Mrs. E. Eenaja
- 6 Mr. S. Sandeep
- 7 Mrs. B. Sangeetha
- 8 Dr. SK. Masthan Basha
- 9 Mr. Ch. Bhavana Rushi

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

To consider and review the minutes of previous meeting & action taken
The committee reviewed and considered the minutes of the previous meeting and discussed the action taken on the decisions and recommendations made earlier. The members evaluated the progress of implemented activities, reviewed the pending actions, and suggested necessary measures for timely completion. The committee appreciated the completed initiatives and recommended further improvements to ensure effective implementation of the planned activities.

2. To review the status of staff training programmes conducted and attended in 2023-2024(ODD semester)

The committee reviewed the status of staff training programmes conducted and attended during the Odd Semester of the academic year 2023–2024. The members discussed the

various training activities, including Faculty Development Programmes (FDPs), workshops, seminars, and certification programmes attended by faculty and staff members. The committee assessed the contribution of these programmes towards improving teaching skills, subject knowledge, research activities, and professional competencies. The committee suggested promoting active participation in more skill development and capacity-building programmes to enhance the overall quality of academic and administrative performance.

3: Situation Analysis and to plan the staff development trainings

A brainstorming session was conducted to analyze the present situation of Students, Faculty, Technology and Industry in order to plan for the trainings and events

S NO	AREAS	ACTION PLAN
1	New Elective Courses and courses related to emerging areas	Each department should organize a one-week hands-on FDPs. FDP fund can be raised along with the institution contribution.
2	Soft Skills Training	Organize orientation programs on Motivation and Soft skills.
3	Lecture Capturing System	Conduct trainings for effective content creation, audio-video creation, editing and hosting on media
4	Curriculum Development	Curriculum Design, Implementation and Evaluation process

4. Any other point with the permission of the Chair.

The members resolved to encourage greater participation in internal and external training programmes and to periodically review the effectiveness of the programmes conducted.

The meeting concluded with a vote of thanks to the Chair.

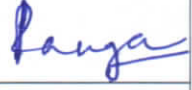
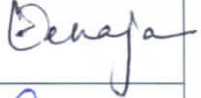
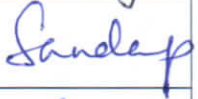

Convenor

Vignan's Institute of Management & Technology for Women
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VMTW /FDC /MoM/2023-2024/06

Date: 11-12-2023

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9	Mr. Ch. Bhavana Rushi	Assistant Professor	BSH	Member	



VMTW /PRINC/PROC/FDC/2023-2024/10/1

Dated: 11 -07-2023

PROCEEDINGS OF THE OFFICE ORDER

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Copy to: All the members of the FDC.

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Telangana State

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



VMTW /FDC /Cir/2023-2024/02

Date: 18-07-2023

CIRCULAR

All the members of the Faculty Development Cell are hereby informed that a meeting is scheduled on 20-07-2023, at 02:30 P.M. in the Board Room.

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

Agenda

1. To consider and review the minutes of previous meeting & action taken
2. To review the status of staff training programmes conducted and attended in 2022-2023.
3. To plan the staff development trainings for 2023-2024.
4. Any other Point with the permission of the Chair.

Principal

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

Copy to: All the members of FDC.



FDC Committee Meeting on 20-07-2023

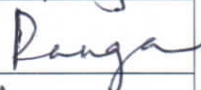
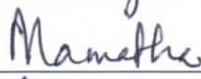
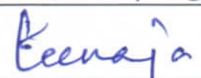
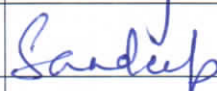
AGENDA

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Convenor


Principal

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VMTW /FDC /MoM/2023-2024/03

Date: 20-07-2023

MINUTES OF THE MEETING

The Minutes of Meeting of the Faculty Development Cell commenced with a welcome address by the Chairperson on **20-07-2023 at 02:30 PM** in the Board Room.

The quorum (minimum 40%) was satisfied

The following members were present:

- 1 Dr. G. Apparao Naidu
- 2 Dr.P. Rajendra Prasad
- 3 Dr. S. Rangaswamy
- 4 Mrs. B. Mamatha
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2. To review the status of staff training programmes conducted and attended in 2022-2023.

The members discussed the participation of faculty and staff in various Faculty Development Programmes (FDPs), workshops, seminars, conferences, and certification courses. The committee evaluated the effectiveness of these training activities in enhancing teaching skills, technical knowledge, research capabilities, and professional development. The committee appreciated the efforts taken by the staff members and recommended encouraging wider participation in future training programmes for continuous improvement and institutional growth.

3: To plan the staff development trainings for 2023-2024

The correspondent asked to perform need analysis through surveys and plan for the trainings and events based on four different areas Knowledge Development It was suggested. to provide trainings/workshops to improve the knowledge of our faculty on Examination Reforms, Consultancy, Intellectual Property Rights Professional Development For the professional growth, it was also planned to empower the faculty members in OBE based teaching, Digital Teaching Techniques (Experiential Learning), Free and Open Source Software tools, Student-centric activities etc. Research Development Encourage the faculty to complete domain specific courses and provide guest lecture.

4. Any other Point with the permission of the Chair

With the permission of the Chair, the members discussed a few additional matters related to strengthening faculty participation in professional development activities and improving the effectiveness of future training programmes.

The meeting concluded with a vote of thanks to the Chair.

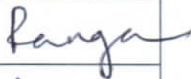
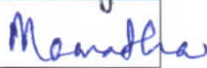
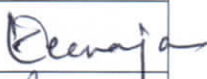
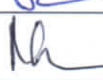

Convenor

Vignan's Institute of Management & Technology for Women
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VMTW / FDC / MoM / 2023-2024 / 03

Date: 20-07-2023

Members Present

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