



VMTW /PRINC/PROC/FDC/2024-2025/10/4

Dated: 13-11-2024

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 **2024–2025**.

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: The existing Faculty Development Cell Committee members shall continue to serve for the current academic year until further orders.

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


PRINCIPAL
Principal

Copy to: All the members of the FDC.

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

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



VMTW /FDC /Cir/2024-2025/05

Date: 23-11-2024

CIRCULAR

All the members of the Faculty Development Cell are hereby informed that a meeting is scheduled on 26-11-2024, at 11:30 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. Training Programmes Organized and attended
3. Rollout of the Academic Leadership Development Program
4. Institutionalization of FDC Monitoring and Impact Assessment
5. Any other point with the permission of the Chair.

Copy to: All the members of FDC.

Principal

Principal

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



FDC Committee Meeting on 26-11-2024 AGENDA

1. To consider and review the minutes of previous meeting & action taken
2. Training Programmes Organized and attended
3. Rollout of the Academic Leadership Development Program
4. Institutionalization of FDC Monitoring and Impact Assessment
5. Any other point with the permission of the Chair

Convenor

Members Present:

[Signature]

Principal

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

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

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

VMTW /FDC /MoM/2024-2025/06

Date: 26-11-2024

MINUTES OF THE MEETING

The Minutes of the Faculty Development Cell commenced with a welcome address by the Chairperson on **26-11-2024, at 11:30 P.M** in the Conference Hall.

The quorum (minimum 40%) was satisfied

The following members were present:

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

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

The committee considered and reviewed the minutes of the previous meeting and the Action Taken Report (ATR). The members examined the implementation status of the resolutions passed in the previous meeting, reviewed the progress of the assigned activities, and discussed the pending action items. The committee expressed satisfaction with the progress made and recommended necessary follow-up measures to ensure the timely completion of all remaining activities and the effective implementation of the committee's decisions.

2. Training Programmes Organized and attended

The committee reviewed the training programmes organized by the institution and the programmes attended by faculty members during the review period. The members discussed participation in Faculty Development Programmes (FDPs), workshops, seminars, conferences, and online certification courses aimed at enhancing teaching, research, and professional skills. The committee appreciated the active involvement of faculty members and recommended organizing more need-based training programmes while encouraging

greater participation in external professional development activities to promote continuous learning and academic excellence.

3: Rollout of the Academic Leadership Development Program

The committee discussed the rollout of the Academic Leadership Development Program to strengthen leadership and managerial competencies among faculty members. The members emphasized developing skills in academic planning, decision-making, institutional governance, quality assurance, and team management. The committee recommended organizing leadership training programmes, expert sessions, and mentoring initiatives to prepare faculty for academic and administrative responsibilities. The committee also resolved to encourage active participation in the programme to foster effective leadership, institutional growth, and academic excellence.

4. Institutionalization of FDC Monitoring and Impact Assessment

The committee discussed the institutionalization of Faculty Development Committee (FDC) monitoring and impact assessment to ensure the effective implementation of faculty development initiatives. The members reviewed the need for a systematic mechanism to monitor Faculty Development Programmes (FDPs), training activities, workshops, and seminars, and to assess their impact on teaching quality, research output, and professional growth. The committee recommended establishing a periodic review process, maintaining comprehensive records, collecting participant feedback, and evaluating programme outcomes to support continuous improvement and enhance institutional quality.

5. Any other discussion with the permission of the Chair.

With the permission of the Chair, the members discussed additional suggestions to strengthen faculty development initiatives, including promoting interdisciplinary learning, encouraging participation in funded research and collaborative training programmes, and enhancing the use of digital learning platforms.

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

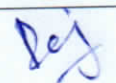
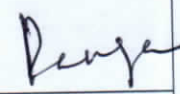
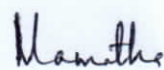
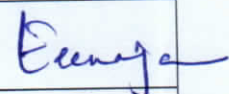
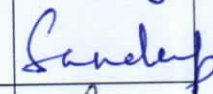
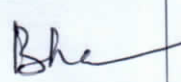

Convenor

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

VMTW /FDC /MoM/2024-2025/06

Date: 26-11-2024

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	
4	Mrs. B. Mamatha	Assistant Professor	CSE	Member	
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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	



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

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



VMTW /PRINC/PROC/FDC/2024-2025/10/1

Dated: 12-06-2024

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 **2024-2025**.

S. No	Name of the Committee Member	Designation	Department	Position
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Roles & Responsibilities

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

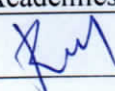
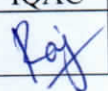
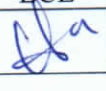
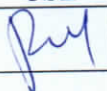
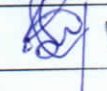
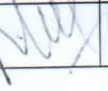
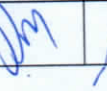
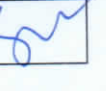


PRINCIPAL

Principal

Copy to: All the members of the FDC.

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

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



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

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VMTW /FDC /Cir/2024-2025/02

Date: 17-06-2024

CIRCULAR

All the members of the Faculty Development Cell are hereby informed that a meeting is scheduled on 19-06-2024, at 02:30 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(EVEN semester)
3. Strategic Planning for Pedagogical and Outcome-Based Education (OBE) Training
4. Promotion and Credit Transfer Framework for NPTEL/SWAYAM Courses
5. Any other point with the permission of the Chair.

Principal

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.



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

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FDC Committee Meeting on 19-06-2024

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(EVEN semester)
3. Strategic Planning for Pedagogical and Outcome-Based Education (OBE) Training
4. Promotion and Credit Transfer Framework for NPTEL/SWAYAM Courses
5. Any other point 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. 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	
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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 & NAAC)

VMTW /FDC /MoM/2024-2025/03

Date: 19-06-2024

MINUTES OF THE MEETING

The Minutes of the Faculty Development Cell commenced with a welcome address by the Chairperson on 19-06-2024, 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.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

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

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

Faculty Development Programmes (FDPs), workshops, seminars, conferences, and online certification courses completed by faculty and staff. The committee assessed the effectiveness of these programmes in enhancing teaching practices, research competencies, technical knowledge, and professional skills.

3: Strategic Planning for Pedagogical and Outcome-Based Education (OBE) Training

The committee discussed the strategic planning for Pedagogical and Outcome-Based Education (OBE) training to strengthen the teaching and learning process. The members emphasized the importance of equipping faculty with modern pedagogical techniques, student-centered teaching practices, and effective assessment methods aligned with OBE principles. The committee recommended organizing regular training programmes, workshops, and expert sessions on course outcome formulation, outcome mapping, attainment analysis, and continuous quality improvement. The committee also resolved to encourage all faculty members to actively participate in these programmes to enhance academic quality and ensure effective implementation of OBE across all departments.

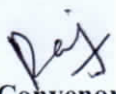
4. Promotion and Credit Transfer Framework for NPTEL/SWAYAM Courses

The committee discussed the promotion and credit transfer framework for NPTEL and SWAYAM courses. The members emphasized encouraging faculty and students to enroll in online certification courses offered through NPTEL and SWAYAM to enhance subject knowledge, technical skills, and professional competency. The committee reviewed the institutional guidelines for credit transfer and recommended adopting the applicable regulatory norms for recognizing eligible courses. The committee also resolved to create awareness about these platforms, facilitate the credit transfer process, and encourage greater participation to support continuous learning and academic excellence.

5. Any other discussion with the permission of the Chair.

With the permission of the Chair, the members discussed additional measures to strengthen faculty development initiatives, including encouraging participation in externally funded training programmes, collaborative workshops with industry and academic institutions, and periodic reviews of training outcomes.

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

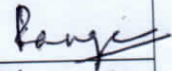
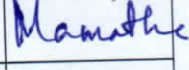
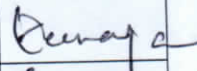
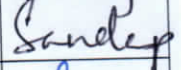

Convenor

Vignan's Institute of Management & Technology for Women
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VMTW / FDC / MoM / 2024-2025 / 03

Date: 19-06-2024

Members Present

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