



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



VMTW /PRINC/PROC/FDC/2025-2026/10/4

Dated: 1-12-2025

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 **2025–2026**.

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	Mrs. M. Parimala	Dean (Academics)	CSE	Co-Convenor
4	Mrs. B. Vaishnavi	Assistant Professor	CSE	Member
5	Mrs. Sandhya Rani	Assistant Professor	IT	Member
6	Mrs. Roopa	Assistant Professor	AIML	Member
7	Mrs. N. Sreeja	Assistant Professor	DS	Member
8	Mr. E. Nagaraju	Assistant Professor	ECE	Member
9	Mr. Ch. Dileep	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.

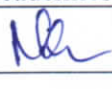
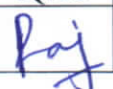
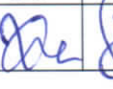
Term: Two years, and shall continue to be in force until reconstitution..

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

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
							



CIRCULAR

All the members of the Faculty Development Cell are hereby informed that a meeting is scheduled on 12-12-2025 at 11:00 A.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. To review the status of staff training programmes conducted and attended during the review period.
3. Strategies to encourage faculty participation in certification programmes and research, innovation, interdisciplinary collaboration, and entrepreneurship
4. Planning and scheduling of Faculty Development Programmes (FDPs), workshops, seminars, and conferences.
5. Any other point with the permission of the Chair.

Copy to: All the members of FDC.

PRINCIPAL

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

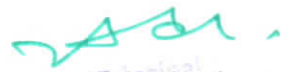


FDC Committee Meeting on 12-12-2025

AGENDA

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


Convenor


Principal
Vignans Institute of Management and Technology
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301
Telangana State



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Members Present:

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9	Mr. Ch. Dileep	Assistant Professor	BSH	Member	

Vignan's Institute of Management & Technology for Women
(An Autonomous Institution)

VMTW /FDC /MoM/2025-2026/06

Date: 12-12-2025

MINUTES OF THE MEETING

The Minutes of the Faculty Development Cell commenced with a welcome address by the Chairperson on 12-12-2025 at 11:00 AM 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 Mrs. M. Parimala
- 4 Mrs. B. Vaishnavi
- 5 Mrs. Sandhya Rani
- 6 Mrs. Roopa
- 7 Mrs. N. Sreeja
- 8 Mr. E. Nagaraju
- 9 Mr. Ch. Dileep

1: Review of the previous committee meeting minutes and action taken report

The committee examined and validated the minutes of the previous meeting along with the Action Taken Report (ATR). The members reviewed the progress of the initiatives undertaken, assessed the status of completed and on-going activities, and discussed the implementation of the decisions made earlier. The committee acknowledged the efforts taken and recommended appropriate follow-up measures for the successful completion of pending activities and continuous improvement in the functioning of the committee.

2: To review the status of staff training programmes conducted and attended during the review period.

The committee reviewed the status of staff training programmes conducted and attended during the review period. The members discussed the details of Faculty Development Programmes (FDPs), workshops, seminars, conferences, and online certification courses participated in by faculty and staff members. The committee evaluated the effectiveness of these programmes in enhancing teaching competencies, research skills, technical knowledge,

and professional development. The committee appreciated the active participation of staff members and recommended encouraging continuous involvement in relevant training activities to improve academic quality and institutional performance.

3. Strategies to encourage faculty participation in certification programmes and research, innovation, interdisciplinary collaboration, and entrepreneurship

The committee discussed strategies to encourage faculty participation in certification programmes, research, innovation, interdisciplinary collaboration, and entrepreneurship activities. The members emphasized the importance of continuous professional development through recognized certification courses such as NPTEL, SWAYAM, and other online learning platforms. The committee recommended providing necessary support and motivation for faculty members to undertake research projects, publish quality research articles, apply for patents, and engage in innovative initiatives. The committee also highlighted the need to promote interdisciplinary collaboration, industry interaction, and entrepreneurial activities to enhance knowledge sharing, creativity, and institutional growth.

4: Planning and scheduling of Faculty Development Programmes (FDPs), workshops, seminars, and conferences.

The committee discussed the planning and scheduling of Faculty Development Programmes (FDPs), workshops, seminars, and conferences for the upcoming academic period. The members identified relevant areas based on faculty training needs and recommended organizing programmes on emerging technologies, innovative teaching methodologies, Outcome-Based Education (OBE), research skills, and professional development. The committee emphasized preparing an annual calendar of activities, inviting subject experts, and ensuring active participation of faculty members. The committee also suggested collecting feedback and evaluating the effectiveness of each programme to support continuous improvement and enhance academic excellence.

5: Any other point with the permission of the Chair

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



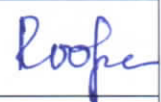
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VMTW /FDC /MoM/2025-2026/06

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VMTW /PRINC/PROC/FDC/2025-2026/10/1

Dated: 10-07-2025

PROCEEDINGS OF THE OFFICE ORDER

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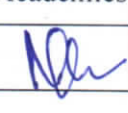
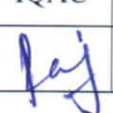
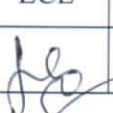
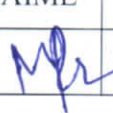
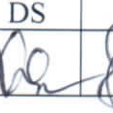
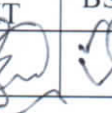
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Copy to: All the members of the FDC.

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Telangana State

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



CIRCULAR

All the members of the Faculty Development Cell are hereby informed that a meeting is scheduled on 26-07-2025 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. Preparation of the academic year calendar for FDPs, workshops, seminars, webinars, and Short-Term Training Programmes (STTPs).
3. Strategies to encourage faculty participation in certification programmes and research, innovation, interdisciplinary collaboration, and entrepreneurship
4. Review of faculty appraisal forms related to: Patents/Publications/conferences/books/book chapters
5. Strategic Planning for Pedagogical and Outcome-Based Education (OBE) Training
6. Promotion and Credit Transfer Framework for NPTEL/SWAYAM Courses
7. Any other point with the permission of the Chair.

Copy to: All the members of FDC.

Principal

Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (D)-501301,
Telangana State



FDC Committee Meeting on 26-07-2025

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Vignan's Institute of Management & Technology for Women
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VMTW /FDC /MoM/2025-2026/03

Date: 26-07-2025

MINUTES OF THE MEETING

The Minutes of the Faculty Development Cell commenced with a welcome address by the Chairperson on **26-07-2025 at 3:00 PM** in the Conference Hall.

The quorum (minimum 40%) was satisfied.

The following members were present:

- 1 Dr. G. Apparao Naidu
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- 3 Mrs. M. Parimala
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- 5 Mrs. Sandhya Rani
- 6 Mrs. Roopa
- 7 Mrs. N. Sreeja
- 8 Mr. E. Nagaraju
- 9 Mr. Ch. Dileep

1: Review of the previous committee meeting minutes and action taken report

The Committee reviewed and approved the Action Taken Report (ATR) on the decisions made during the previous Faculty Development Cell (FDC) meeting. It noted that all recommendations and resolutions had been successfully implemented within the stipulated timeframe. The Committee appreciated the timely completion of the approved faculty development initiatives, including the organization of Faculty Development Programmes (FDPs), workshops, seminars.

2: Preparation of the academic year calendar for FDPs, workshops, seminars, webinars, and Short-Term Training Programmes (STTPs).

The committee discussed the preparation of the Faculty Development Cell annual activity calendar for the academic year. It was resolved to organize Faculty Development Programmes (FDPs), Workshops, Seminars, Webinars, and Short-Term Training Programmes (STTPs) throughout the year in accordance with the academic calendar.

3: Strategies to encourage faculty participation in certification programmes and research, innovation, interdisciplinary collaboration, and entrepreneurship.

The committee deliberated on various initiatives to enhance faculty participation in certification programmes, research, innovation, interdisciplinary collaborations, and entrepreneurship activities. Faculty members were encouraged to enrol in NPTEL, SWAYAM, Courser, and other recognized certification programmes.

4: Review of faculty appraisal forms related to patents/Publications/Book Chapters.

The committee reviewed the faculty appraisal parameters related to research and professional achievements, including patents, journal publications, conference papers, books, book chapters, funded projects, FDP participation, and professional certifications.

5. Any other point with the permission of the Chair

The Chair emphasized the importance of continuous professional development and periodic review of faculty training outcomes.

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

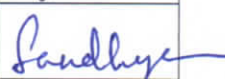
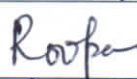

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