F.No. VIIT/PO/DDC/2022-23/01   Dt: 12-05-2022

PROCEEDINGS OF THE PRINCIPAL OFFICE

Sub: VIIT-Reconstitution of Department Development Committee-ECE-Orders-Issued
Engineering (ECE) has a well-defined and structured administrative system guided by the Department Development Committee (DDC) that oversees the overall development of the department. The DDC is continuously guiding the department for consistent growth in lines with its established vision and mission of the department. The DDC is comprised of eminent people from all spheres of life to bring in the necessary balance.

Functions of the Department Development Committee

Subject to the existing provisions in the administrative guidelines of the department and the rules laid down by the institution shall meet twice in a year and has power to:

- Review the existing curriculum and suggest improvements to enhance its relevance, effectiveness, and alignment with industry standards. This could involve suggesting new courses, revising course content, and updating teaching methodologies.

- Stay updated on current industry trends and skill requirements. Identify potential gaps between the department's curriculum and the industry's needs. Suggest industry expert lecture/guest lectures.

- Based on industry trends and student needs, the DDC can recommend new specializations to be added to the department's curriculum. Suggest add-on/value added courses.

- Suggest innovative teaching methods that promote student engagement, critical thinking, and deeper understanding of concepts.

- Advise strategies to improve student placement, Higher education, Entrepreneurship opportunities.

- Recommend areas of research focus for the department, considering emerging trends and faculty expertise. Advice faculty to identifying potential funding sources for research projects.

- Encourage collaboration between faculty members on research projects. Promote innovation and entrepreneurship within the department.
- Advise on the development and maintenance of departmental infrastructure and facilities like laboratories, libraries, and IT resources.

Term: The Department Development Committee(DDC)shall be reconstituted every three years.

Meetings: Meetings of the Department Development Committee (DDC) shall be held at least once a year.

The composition of Department of Development Committee (DDC) for the academic year 2022-23:

S No	Name of the Member	Role	Designation
1.	Dr.B.Prasada Rao	Chairperson	**Head of the Department-ECE**
2.	Prof.K. Babulu	Member	**Academic Expert** Director R&D, JNTU-GV.
3.	Mr. Sitarama Penumetsa	Member	**Industry Expert** CEO-Tech Team Solutions, Visakhapatnam,
4.	Mr.Venkatesh Sappagaddi,	Member	**Alumni Representative,** Founder&CEO, Electro Pro. Pvt. Ltd
5.	Dr. A. Naga Jyothi.	Member	Professor, VIIT (A)
6.	Dr.K.Srinivasa Naik	Member	Professor, VIIT(A)
7.	Dr. B. Prasad Rao	Member	Professor, VIIT(A)
8.	Mr. S. Ravi Kumar	Member Secretary	Asst. HoD, ECE

Dr. B. Arundhati
Principal
PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

Department of Electronics and Communication Engineering

F.No. VIIT/ECE/DDC/2022-23/01

23rd May 2022

NOTICE

The 6th Meeting of Department Development Committee (DDC) will be held on 26th May 2022 at 10:00 AM onwards on Thursday in the HOD Office, ECE department. All the members are requested to attend the meeting.

HOD-ECE

HOD
Dept. of ECE
VIGNAN'S INSTITUTE OF
INFORMATION TECHNOLOGY

To

Prof.K.Babulu,Academic Expert, Mr.Sitarama Penumetsa, Industry Expert, Mr.Venkatesh Sappagaddi, Alumni Representative,Dr.K.Srinivasa Naik, Member, Dr.A.Naga Jyothi, Member,Dr.B.Prasad Rao, Member, Mr.S.Ravi Kumar, Member Secretary.

Agenda:

➢ Review on the existing curriculum and suggestions on new courses and updating teaching methodologies.

➢ Identify potential gaps the department's curriculum and the requirements of the industry.

➢ Discussion on innovative teaching methods for understanding of the concepts.

➢ Advise strategies to improve student placement, higher education, and entrepreneurship opportunities.

➢ Encourage collaboration among faculty members on research projects.

➢ Advises on the development and maintenance of departmental infrastructure and facilities like laboratories, libraries, and IT resources.

Copy to:

Principal Office.
Dean IQAC.

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

F.No. VIIT/ECE/DDC/2022-23/01 23re May 2022

MINUTES OF THE 6th MEETING OF THE DDC HELD ON 26th May 2022

The record notes of discussions in the 6th Meeting of DDC-ECE was held on 26th May 2022 at 11-00AM, Wednesday under the chairperson of Dr. B.Prasada Rao, HOD-ECE, and VIIT (A).

Venue: HoD Office, the Department of ECE, VIIT (A).

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Agenda:
1. Review on the existing curriculum and suggestions on new courses and updating teaching methodologies.
2. Identify potential gaps the department's curriculum and the requirements of the industry.
3. Discussion on innovative teaching methods for understanding of the concepts.
4. Advise strategies to improve student placement, higher education, and entrepreneurship opportunities.
5. Encourage collaboration among faculty members on research projects.
6. Advise on the development and maintenance of departmental infrastructure and facilities like laboratories, libraries, and IT resources.

Members Present:

S No	Name of the Member	Role	Designation
1.	Dr. B.Prasada Rao,	Chairperson	**Head of the Department-ECE**
2.	Prof.K. Babulu	Member	**Academic Expert** Director R&D, JNTU-GV.
3.	Mr. Sitarama Penumetsa	Member	**Industry Expert** CEO-Tech Team Solutions, Visakhapatnam,
4.	Mr.Venkatesh Sappagaddi,	Member	**Alumni Representative,** Founder&CEO, Electro Pro. Pvt. Ltd
5.	Dr. A. Naga Jyothi.	Member	Professor, VIIT (A)
6.	Dr.K.Srinivasa Naik	Member	Professor, VIIT(A)
7.	Dr. B. Prasad Rao	Member	Professor, VIIT(A)
8.	Mr. K. Jayanth	Member	II B.Tech (ECE) SAC Representative
9.	Mr. S. Ravi Kumar	Member Secretary	Asst. HoD, ECE

Members Absent: Nil

Proceedings:

The Minutes of the 5th DDC meeting was placed before the committee for the approval and the members confirmed the minutes. HoD-ECE presented on the action points of the previous meeting held on 04-12-2021 and also briefed the members present on the actions taken.

Following points were discussed and decisions were taken:

1.Item No.1: Review on the existing curriculum and suggestions on new courses and updating teaching methodologies.

HOD discussed with members suggestions on new curriculum and suggested to introduce new courses in the curriculum

2.Item No.2: Identify potential gaps the department's curriculum and the requirements of the industry.

HOD suggested to members introduced new courses as per the requirements of the industry.

3.Item No.3: Discussion on innovative teaching methods for understanding of the concepts.

Academic expert advises to use innovative teaching methodologies while teaching in the class room.

4.Item No.4: Advise strategies to improve student placement, higher education, and entrepreneurship opportunities.

HoD advised to the members to conduct more awareness sessions on student placement, higher education, and entrepreneurship opportunities.

5.Item No.5: Encourage collaboration among faculty members on research projects.

In the meeting HoD suggested to improve faculty research projects.

6.Item No.6: Advise on the development and maintenance of departmental infrastructure and facilities like laboratories, libraries, and IT resources.

HoD suggested to all the members of the faculty, development and maintenance of departmental infrastructure and facilities like laboratories, libraries, and IT resources before commencement of the semester.

The meeting ended with thanks to the chairperson.

Member Secretory
Asst. HoD,
Dept. of ECE

Chairperson

VIGNAN's

INSTITUTE OF INFORMATION TECHNOLOGY

(AUTONOMOUS)

(Approved by AICTE-New Delhi & Affiliated to JNTUGV, Vizianagaram)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Department of Electronics and Communication Engineering

DDC-ACTION TAKEN REPORT AGAINST THE 6th DDC MEETING HELD ON 26-05-2022

Agenda No.	Resolution	Action Taken
1	Publications in reputed journals are needed to improve further.	Faculties are advised to publish research papers in reputed journals and are allowed to take incentives from the management.
2	Need to improve participations in various conferences.	Faculties are offered with registration fee waiver by the management in attending international conferences.
3	Need to improve more number of DST project proposals.	Many of the faculty members applied project proposals.
4	Incubation canters and start-ups need to improve.	
5	The Consultancy project of the previous year has to be extended.	

HoD-ECE

HOD
Dept. of ECE
VIGNAN'S INSTITUTE OF
INFORMATION TECHNOLOGY
Gajuwaka, Visakhapatnam-530 046

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- Principal Office
- Dean IQAC