



**PROCEEDINGS OF THE PRINCIPAL OFFICE**

Sub: VIIT-Reconstitution of Department Development Committee-EEE-Orders-Issued

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**RE-CONSTITUTION OF DEPARTMENT DEVELOPMENT COMMITTEE (DDC)**

The Department of Electrical and Electronics Engineering (EEE) 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 once 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. Advise 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. Pudi Sekhar	Chairperson	Head of the Department-EEE
2	Mr. K. Dayanand	Member	Industry Expert, CEO- MVK Transformers
3	Mr. S. Damodar	Member	Alumni Representative, AGM, Vizag Steel
4	Dr. R.S. Ravi Sankar	Member	Professor, VIIT (A)
5	Dr. K. K.Deepika,	Member	Professor, VIIT(A)
6	Mrs. K. Sravanthi	Member	Asst. Professor, VIIT(A)

**Dr. B. Arundhati**  
Principal

**PRINCIPAL**  
**VIGNAN'S INSTITUTE OF**  
**Information Technology (A)**  
Beside: VSEZ, Duvvada, Visakhapatnam-49



# 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 ELECTRICAL AND ELECTRONICS ENGINEERING

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

9<sup>th</sup> May, 2022

### NOTICE

The 11<sup>th</sup> Department Development Committee (DDC) meeting will be held on 11<sup>th</sup> May 2022 at 10:00 AM onwards in the HOD Office, EEE department.

All the following members are requested to attend the meeting.

To

Dr. Pudi Sekhar, Dr. R.S. Ravi Sankar, Dr. K. K.Deepika, Mrs. K. Sravanthi, Mr. K. Dayanand, Mr. S. Damodar.

*P. Sekhar*  
HoD-EEE  
HoD-EEE Dept.  
VIGNAN'S INSTITUTE OF  
INFORMATION TECHNOLOGY  
Duvvada, Visakhapatnam - 530 049

### 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.

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**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**

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

11<sup>th</sup> May 2022

**MINUTES OF THE 11<sup>th</sup> MEETING OF THE DDC HELD ON 11<sup>th</sup> MAY 2022**

The record notes of discussions in the 11<sup>th</sup> Meeting of DDC-EEE was held on 11<sup>th</sup> May, 2022 at 10:00 AM, under the supervision of Dr. Pudi Sekhar, HOD-EEE, VIIT (A).

Venue: HoD Office, the Department of EEE, 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. Pudi Sekhar	Chairperson	Head of the Department-EEE
2	Mr. K. Dayanand	Member	Industry Expert, CEO- MVK Transformers
3	Mr. S. Damodar	Member	Alumni Representative, AGM, Vizag Steel
4	Dr. R.S. Ravi Sankar	Member	Professor, VIIT (A)
5	Dr. K. K. Deepika,	Member	Professor, VIIT(A)
6	Mrs. K. Sravanthi	Member	Asst. Professor, VIIT(A)

**Members Absent: Nil****Proceedings:**

The Minutes of the 10<sup>th</sup> DDC meeting was placed before the committee for the approval and the members confirmed the minutes. HoD - EEE presented on the action points of the previous meeting held on 05-05-2021 and also briefed the members present on the actions taken.

**Following points were discussed and decisions were taken:**

**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

**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.

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

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

**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.

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

In the meeting HoD suggested to improve faculty research projects.

**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 concluded with the vote of thanks by the chair.



**Member Secretary**

**Asst. HoD,**

**Dept. of EEE**



**Chairperson**

**HoD-EEE Dept.  
VIGNAN'S INSTITUTE OF  
INFORMATION TECHNOLOGY  
Duvvada, Visakhapatnam-530 046**



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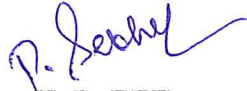
## ACTION TAKEN REPORT AGAINST THE 11<sup>TH</sup> DDC MEETING HELD ON 11-05-2022

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

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