VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (Autonomous)
(Approved by AICTE,New Delhi& Affiliated to JNTUK, Kakinada)
Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

DEPARTMENT OF CIVIL ENGINEERING

Ref: CIVIL/DDC/2020-21/1

Date: 07-08-2020

CIRCULAR

All the members of DDC and Faculty members are here by informed to attend Department Development Committee (DDC) meeting scheduled on10-08-2021(Friday).

Timing:10-00AM-12-00PM

Venue: AKCNB HALL (Board Room)

Agenda:

1) Review on Action taken report of previous DDC

2) Review on Department progression in the last semester

3) Quality improvement suggestions and initiatives

    a) Curricular aspects.

    b) Teaching-learning &evaluation.

    c) Research, innovations and extensions.

    d) Infrastructure & learning resources.

    e) Student support &progression.

4) Any other points with the permission of chairperson
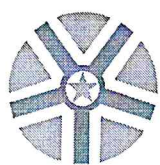
Note: Please attend without fail.

(Mr.K.Srinivas)

Membersecretary

(Mr.M.Padmakar)

Head of the Chairperson
Department of Civil Engineering
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copyto:

1) MembersofDDC

2) Allfacultymembers

3) Principaloffice

4) IQACoffice

5) DDCFile

1

Ref: CIVIL/DDC/2020-21/1Date: 10-08-2020

The minutes of the meeting of the Department Development Committee

The convenor conducted a meeting with all the members of DDC on 10-08-2020at 10:00 AM in the Board Room AKCNB-HALL and discussed the following points.

Members Present in the meeting

S. No.	DDC Members	Role	Designation &Organization
1	Mr.M.Padmakar	Chair person	Assistant Professor, Department of CIVIL, VIIT(A)
2	Dr.G.VenkataRao	Member	Professor, Department of CIVIL, VIIT(A)
3	Mr.K.Srinivas	Member secretary	Assistant Professor, Department of CIVIL, VIIT(A)
4	Mr.B.Brahmaiah	Member	Assistant Professor, Department of CIVIL, VIIT(A)
5	Ms.T.Geeta Rani	Member	Assistant Professor, Department of CIVIL, VIIT(A)
6	Mrs.M.LeelaPriyanka	Member	Assistant Professor, Department of CIVIL, VIIT(A)
7	Mrs.S.KranthiVijaya	Member	Assistant Professor, Department of CIVIL, VIIT(A)

S. No.	Points Discussed
1	Mr. K.Srinivas welcoming all the members for the meeting and discussed the agenda of the meeting.
2	Chairperson Mr.M.Padmakardiscussed the progression of department in the academic year 2020-21.
3	Chairperson Mr.M.Padmakar discussed the Quality improvement suggestions and initiatives for the following aspects a) Curricular aspects. b) Teaching - learning & evaluation. C) Infrastructure & Learning Resources
4	The important suggestion given by the members are listed below

a) Curricular aspects.

- 10 value added courses have to be included in AY 2020-21 (2-3 courses per II/III/IV per semester). Out of which two courses are related to technical and one related to non-technical.
- To Encourage all the students to go to Internship in their final year.
- Students who are placed in IT sector are only allowed for Internships in IT related companies and rest of the students are allowed for Internships in core companies.
- Students must motivated for doing in-house projects in collaboration with IDEA laboratory and are relevant to extension activities.
- Feedback has to be taken from stakeholders through online mode.

b) Teaching - learning & evaluation.

- Chairperson Mr.M.Padmakar advised to identify the new methods of Teaching - learning to support weak students and encourage bright students.
- Mr.B.Brahmaiah given the requirement of Faculty cadre wise, and members advised to recruit new faculty.
- Continuous monitoring, reviewing and documentation of student centric methods need to be improved.
- Members advised to prepare all course files before advancement of semester.
- Mrs.M.LeelaPriyanka advised that all internal assessment should follow the Blooms Taxonomy.

	c) Infrastructure & Learning Resources
	• Chairperson Mr.M.Padmakar advised to identify the new labs required according to modified curriculum. and Hardware equipment, software's required to conduct lab sessions.
	• Mr.B.Brahmaiah identified and advised to improve the Class room, Lab infrastructure.
	• Mrs.M.LeelaPriyanka advised for the up gradation of class room to ICT Enabled.
	• Student member asked about new books purchase in library for the next semester and library hours in Time table.
	• Student member given suggestions about the Incorporation of Core training and Sports Club.
	• The faculty has to motivate the students about the utilization of various online resources, NPTEL, Course era, Udemy to upgrade the skills and Knowledge.
5	Meeting has been declared for open to invite suggestions and to improve the quality of the department activities • Department must have a plan for every semester to improve the academics, research & placement. • Department student association activities should be organized and conducted by students. It will benefit them not just in terms of academic participation, but also in terms of leadership abilities.
6	Chairperson extended the vote of thanks for all the members for attending the second DDC meeting with a request to provide long-term support for the prospective development of the department in all means.

(Mr.K.Srinivas)

Member secretary

(Mr.M.Padmakar)

Chair person

Copy to:

1) Members of DDC
2) Principal office
3) IQAC office
5) DDC File

4

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Department of Civil Engineering

Ref: CIVIL/DDC/2020-21/1   Date: 08-08-2020

CIRCULAR

All the members of DDC and Faculty members are here by informed to attend Department Development Committee (DDC) meeting scheduled on10-08-2021(Friday).

Timing: 10-00AM-12-00PM

Venue: AKCNB HALL (Board Room)

Agenda:

1) Review on Action taken report of previous DDC
2) Review on Department progression in the last semester
3) Quality improvement suggestions and initiatives
   a) Curricular aspects.
   b) Teaching-learning &evaluation.
   c) Research, innovations and extensions.
   d) Infrastructure & learning resources.
   e) Student support &progression.
4) Any other points with the permission of chairperson

(Mr. K. Srinivas)

Member secretary

(Mr. M. Padmakar)

Chairperson
Head of the
Department of Civil Engineering
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy To

- All the DDC members

- Rector Office

- Principal Office

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Department of Civil Engineering

Ref: CIVIL/DDC/2020-21/1   Date: 10-08-2020

The minutes of the meeting of the Department Development Committee

The convenor conducted a meeting with all the members of DDC on 10-08-2020 at 10:00 AM in the Board Room AKCNB-HALL and discussed the following points.

Members Present in the meeting

S. No.	DDC Members	Designation	Role	Signature
1	Mr.M.Padmakar	Assistant Professor	Chairperson	
2	Dr.G.Venkata Rao	Professor	Member	
3	Mr.B.Brahmaiah	Assistant Professor	Member	
4	Ms.T.Geeta Rani	Assistant Professor	Member	
5	Mrs.M.Leela Priyanka	Assistant Professor	Member	
6	Mrs.S.Kranthi Vijaya	Assistant Professor	Member	
7	Mr.K.Srinivas	Assistant Professor	Member secretary	

S. No.	Points Discussed
1	Mr. K.Srinivas welcomed all the members for the meeting and discussed the agenda of the meeting.
2	Chairperson discussed the progression of department in the academic year 2020-21.
3	Chairperson discussed the Quality improvement suggestions and initiatives for the following aspects a) Curricular aspects. b) Teaching - learning & evaluation. C) Infrastructure & Learning Resources
4	The important suggestion given by the members are listed below

a) Curricular aspects.

- 10 value added courses have to be included in AY 2020-21 (2-3 courses per II/III/IV per semester). Out of which two courses are related to technical and one related to non-technical.
- To Encourage all the students to go to Internship in their final year.
- Students who are placed in IT sector are only allowed for Internships in IT related companies and rest of the students are allowed for Internships in core companies.
- Students must motivated for doing in-house projects in collaboration with IDEA laboratory and are relevant to extension activities.
- Feedback has to be taken from stakeholders through online mode.

b) Teaching - learning & evaluation.

- Chairperson advised to identify the new methods of Teaching -learning to support weak students and encourage bright students.
- Mr.B.Brahmaiah given the requirement of faculty cadre wise, and members advised to recruit new faculty.
- Continuous monitoring, reviewing and documentation of student centric methods need to be improved.
- Members advised to prepare all course files before advancement of semester.
- Mrs.M.Leela Priyanka advised that all internal assessment should follow the Blooms Taxonomy.

c) Infrastructure & Learning Resources

- Chairperson advised to identify the new labs required according to modified curriculum. and Hardware equipment, software's required to conduct lab sessions.
- Mr.B.Brahmaiah identified and advised to improve the Class room, Lab infrastructure.
- Mrs.M.Leela Priyanka advised for the up gradation of class room to ICT Enabled.
- Student member asked about new books purchase in library for the next semester and library hours in Time table.
- Student member given suggestions about the Incorporation of Core training and Sports Club.
- The faculty has to motivate the students about the utilization of various online resources, NPTEL, Course era, Udemy to upgrade the skills and Knowledge.

5	Meeting has been declared for open to invite suggestions and to improve the quality of the department activities • Department must have a plan for every semester to improve the academics, research & placement. • Department student association activities should be organized and conducted by students. It will benefit them not just in terms of academic participation, but also in terms of leadership abilities.
6	Chairperson extended the vote of thanks for all the members for attending the second DDC meeting with a request to provide long-term support for the prospective development of the department in all means.

(Mr. K. Srinivas)

Member secretary

(Mr. M. Padmakar)

Chairperson

Head
Department of Civil Engineering
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy To

- All the DDC members

- Rector Office

- Principal Office

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Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

DEPARTMENT OF CIVIL ENGINEERING

Ref:CIVIL/DDC/2020-21/2

Date:12-02-2021

CIRCULAR

All the members of DDC and Faculty members are here by informed to attend Department Development Committee (DDC) meetings cheduledon15-02-2021(Monday).

Timing:10-00AM-12-00PM

Venue:AKCNB HALL-BOARD ROOM

Agenda:

5) Review on Action taken report of previous DDC

6) Review on Department progression in the last semester

7) Quality improvement suggestions and initiatives

    a) Curricular aspects.

    b) Teaching-learning &evaluation.

    c) Research, innovations and extensions.

    d) Infrastructure &learning resources.

    e) Student support &progression.

8) Anyotherpoints with thepermission ofchairperson

Note: Please attend without fail.

(Mr.K Srinivas)

Membersecretary

Copyto:

➢ MembersofDDC

➢ Allfacultymembers

➢ Principaloffice

➢ IQACoffice

➢ DDCFile

(Mr.M.Padmakar)

Chairperson
Head of the
Department of Civil Engineering
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (Autonomous)
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Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

DEPARTMENT OF CIVIL ENGINEERING

Ref: CIVIL/DDC/2020-21/2 Date: 15-02-2021

The minutes of the meeting of the Department Development Committee

The convenor conducted a meeting with all the members of DDC on 15-02-2021at 10:00 AM in the Board Room AKCNB-HALL and discussed the following points.

Members Present in the meeting

S. No.	DDC Members	Role	Designation &Organization	
1	Mr.M.Padmakar	Chair person	Assistant Professor, Department of CIVIL, VIIT(A)	MM
2	Dr.G.VenkataRao	Member	Professor, Department of CIVIL, VIIT(A)	
3	Dr.PritamHait	Member	Associate Professor, Department of CIVIL, VIIT(A)	
4	Mr.K.Srinivas	Member secretary	Assistant Professor, Department of CIVIL, VIIT(A)	
5	Mr.B.Brahmaiah	Member	Assistant Professor, Department of CIVIL, VIIT(A)	B.B.L.
6	Ms.T.Geeta Rani	Member	Assistant Professor, Department of CIVIL, VIIT(A)	TheetaRani
7	Mrs.M.LeelaPriyanka	Member	Assistant Professor, Department of CIVIL, VIIT(A)	

S. No.			
8	Mrs.S.KranthiVijaya	Member	Assistant Professor, Department of CIVIL, VIIT(A)

S. No.	Points Discussed
1	Mr. K.Srinivas welcoming all the members for the meeting and discussed the agenda of the meeting.
2	Chairperson Mr.M.Padmakar discussed the progression of department in the academic year 2020-21, Semester -II.
3	Chairperson Mr.M.Padmakar discussed the Quality improvement suggestions and initiatives for the following aspects a) Curricular aspects. b) Teaching - learning & evaluation. C) Infrastructure & Learning Resources
4	The important suggestion given by the members are listed below
	a) Teaching - learning & evaluation.
	- Chairperson Mr.M.Padmakar advised to identify advance learners and conduct GATE classes for them. - Mr.B.Brahmaiah advised to solve the ICT issues as early as possible after receiving complaint. - Continuous monitoring, reviewing and documentation of student centric methods need to be improved. - Mrs.M.Leela Priyanka advised that all internal assessment should follow the Blooms Taxonomy.
	b) Infrastructure & Learning Resources
	- Chairperson Mr.M.Padmakar advised to identify the new labs required according to modified curriculum. And Hardware equipment, software's required to conduct lab sessions. - Mr.B.Brahmaiah advised to improve the Lab infrastructure and separate computer lab for department. - Student member asked about Upgrading Laboratory. - Student Member given suggestions about the Incorporation of training in computer labs

	• The faculty has to motivate the Students about the utilization of various online resources, NPTEL, Course era, Udemy to upgrade the skills and Knowledge.
5	Meeting has been declared for open for inviting suggestions to improve the quality of the department activities • Dr.PritamHait advised to purchase new equipment for the student and faculty research • Department must have a plan for every semester to improve the academics, research & placement. • Department student association activities should be organized and conducted by students. It will benefit them not just in terms of academic participation, but also in terms of leadership abilities.
6	Chairperson extended the vote of thanks for all the members for attending the second DDC meeting with a request to provide long-term support for the prospective development of the department in all means.

(Mr.K.Srinivas)

Member secretary

(Mr.M.Padmakar)

Chair person

Head of the
Department of Civil Engineering
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

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5) Principal office
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