



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

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Ref: ECE/DDC/2019-20/1

Date:02-05-2019

CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 06-05-2019 (Monday).


Timing: 10-00AM-12-00PM

Venue: VLSI Lab (D22)

**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. S. Nagaraju)

Member secretary

Copy to:

- 1) Members of DDC
- 2) All faculty members
- 3) Principal office
- 4) IQAC office
- 5) DDC File

  
(Mrs. R Uma Maheswari)

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



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**DEPARTMENT ELECTRONICS AND COMMUNICATION ENGINEERING**

Ref: ECE/DDC/2019-20/1

Date: 06-05-2019

**The minutes of the meeting of the Department Development Committee**

The convenor conducted a meeting with all the members of DDC on 06-05-2019 from 10:00 AM-12:00 PM in the VLSI laboratory (D22) and discussed the following points.

**Members Present in the meeting**

S. No.	DDC Members	Designation	Role
1	Mrs.R.UmaMaheswari	Assistant Professor	Chair person
2	Dr. A Naga Jyothi	Associate Professor	Member
3	Dr. K Srinivasa Naik	Associate Professor	Member
4	Mr. P Tirumala Rao	Assistant Professor	Member
5	Mrs. M Karuna	Associate Professor	Member
6	Yerra Rohit Kumar	Student Representative	Member
7	Komma Surya Vamsi	Student Representative	Member
8	Vedula Yasaswini	Student Representative	Member
9	Mr.S.Nagaraju	Assistant Professor	Member Secretary



S. No.	Points Discussed
1	Mr.S.Nagaraju welcomed all the members for the meeting and discussed the agenda of the meeting.
2	Chairperson Mrs.R.UmaMaheswari discussed the progression of the department previous DDC in the academic year 2018-19.
3	Chairperson Mrs.R.UmaMaheswari 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.
	<ul style="list-style-type: none"> <li>As for the last meeting resolution encouraged all the students to do online courses to inculcate self learning in student.</li> <li>As for the last meeting suggestion by members Students motivated for doing CBSC courses in IT Domain.</li> <li>As for the suggestion of Dr. A Naga jyothi in last meeting incorporated few curriculum enrichment courses in the curriculum.</li> <li>Feedback has taken from the all stakeholders.</li> <li>7 value added course have to be included in this semester for UG Students.</li> <li>Mini project has to be included in the second year of UG Program.</li> <li>Feedback has to be taken from stakeholders through online mode.</li> </ul>
	b) Teaching - learning & evaluation.
	<ul style="list-style-type: none"> <li>As for the suggestions from the Dr. Naik in the last meeting timely evaluation of mid exams and intimation with stakeholders has been implemented.</li> <li>As for the last meeting resolution all faculty prepared all course files before advancement of semester.</li> <li>Chairperson Dr.K.Srinivasa Naik advised to conduct FDP On the new methods of Teaching -learning to enhance the teaching skills among the faculty.</li> <li>Dr. A Naga Jyothi briefed the requirement of Faculty cadre wise. And members advised to recruit new faculty.</li> <li>Members advised to conduct CRCs for every 15 Days.</li> <li>Members advised to complete the evaluation of all courses within 10 days.</li> <li>Dr. A Naga Jyothi advised that all internal assessment should follow the Blooms Taxonomy.</li> </ul>
	c) Infrastructure & Learning Resources
	<ul style="list-style-type: none"> <li>As for the suggestion given by Mr. Tirumula Rao in last meeting, the product based CRT Training given to the students.</li> <li>As for the suggestions of members in last meeting, improved the Class room, Lab infrastructure.</li> </ul>

	<ul style="list-style-type: none"> <li>Based on last meeting resolution the WiFi Network Installed in the Department and improved speed of Internet facility.</li> <li>Chairperson Mrs.R.UmaMaheswari advised to identify the new labs required according to modified curriculum. And Hardware equipment, software's required to conduct lab sessions.</li> <li>Dr. A Naga Jyothi advised for the Utilization of ICT Enabled classroom facilities.</li> <li>Student member Suggested that collection of old books from passed out batches to upgrade the department library.</li> <li>Student Member given suggestions about the Incorporation Waiting hall for the Girls.</li> <li>The faculty has to motivate the Students about the utilization of various online resources, NPTEL, Course era, Udemy to upgrade the skills and Knowledge.</li> </ul>
5	<p>Meeting has been declared for open for inviting suggestions to improve the quality of the department activities</p> <ul style="list-style-type: none"> <li>Department must have a plan for every semester to improve the academics, research &amp; placement.</li> <li>Internal BOS need to be conducted for the VR20.</li> </ul>
6	<p>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.</p>

  
(Mr. S.Nagaraju)

Member secretary

  
(Mrs. R Uma Maheswari)

HOD  
Chairperson  
VIGNAN'S INSTITUTE OF  
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**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

Ref:ECE/DDC/2019-20/2

Date:25-11-2019

**CIRCULAR**

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 30-11-2019(Saturday).

Timing: 10-00AM-12-00PM

Venue: VLSI Lab (D22)

**Agenda:**

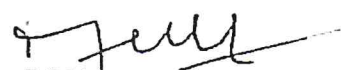
- 1) Review on Action taken report of previous DDC
- 2) Review on Department progression in the last semester
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  - d) Infrastructure & Learning Resources.
  - e) Student Support & Progression.
- 4) Any other points with the permission of chairperson

Note: Please attend without fail.

(P)  
Mrs.R Uma Maheswari)  
Member secretary

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(Dr. P S N Murthy)

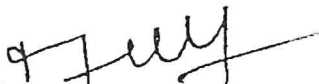
Chairperson

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S. No.	Points Discussed
1	Mrs. R Uma Mahaeswari welcomed all the members for the meeting and discussed the agenda of the meeting.
2	Chairperson Dr. P S N Murthy discussed the progression of resolutions taken in previous DDC in the academic year 2019-20.
3	Chairperson Dr. P S N Murthy discussed the Quality improvement suggestions and initiatives for the following aspects a) Teaching - learning & evaluation b) Research, innovations and extensions c) Student Support & Progression
4	The important suggestion given by the members are listed below a) Teaching - learning & evaluation <ul style="list-style-type: none"> <li>Chairperson Dr. P S N Murthy advised to conduct induction and training program to students.</li> <li>As for the resolution in last meeting we required Faculty cadre wise.</li> <li>Members advised to conduct Backlog classes for slow learners and skill development programs for advanced learners.</li> <li>Continuous monitoring, reviewing and documentation of student centric methods need to be improved.</li> <li>Members advised to prepare all course files before advancement of semester.</li> </ul> Dr. A Naga Jyothi advised that all internal assessment should follow the Blooms Taxonomy. b) Research, innovations and extensions. <ul style="list-style-type: none"> <li>In this semester all Doctorates has to work on consultancy funding from various Govt. and Private Organizations.</li> <li>All senior faculties have to conduct one International Conference/ Workshop/FDP/ STTP.</li> <li>Based on Research Domain all faculties as groups have to work on Research Problem.</li> <li>We have to adopt nearby villages and we have to work on extension activities.</li> <li>Collaboration with nearby industries is needed to be established.</li> </ul> c) Student Support & Progression <ul style="list-style-type: none"> <li>As for the previous resolutions, Faculty has created awareness among the students continuously through social media about the various scholarship schemes from Govt. and NGO's etc.</li> <li>APSSDC skills enhancement activities are needed to be organizing for improving student's skills.</li> <li>Wide Awareness Programs need to be conduct to the Students, frequently on</li> </ul>

	<p>human values and Women empowerment.</p> <ul style="list-style-type: none"> <li>• Conduct Inter, Intra college Co-curricular and Extra- Curricular activities</li> <li>• Conduct one interaction program with alumni.</li> </ul>
5	<p>Meeting has been declared for open for inviting suggestions to improve the quality of the department activities</p> <ul style="list-style-type: none"> <li>• Students pointed out about the extracurricular activities and industrial visits.</li> </ul>
6	<p>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.</p>

  
 (Mrs. R Uma Maheswari)  
 Member secretary

  
 (Dr. P S N Murthy)  
 Chairperson  
 HOD  
 Dept. of I.T.

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