Ref: ECE/DDC/2020-21/1   Date: 01-08-2020

CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 05-08-2020 (Wednesday).

       Timing: 10-00AM-12-00 PM

       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
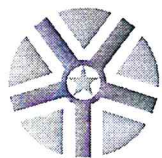
(Mr. S Ravi Kumar)   (Dr. P.S.N Murthy)

Member secretary   Chair person

Copy to:

1) Members of DDC

2) All faculty members

3) Principal office

4) IQAC office

5) DDC File

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Dept. for ECE
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Gajuwaka, Visakhapatnam-530 046

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(Approved by AICTE New Delhi& Affiliated to JNTUK, Kakinada)
Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

DEPARTMENT ELECTRONICS AND COMMUNICATION ENGINEERING

Ref: ECE/DDC/2020-21/1   Date: 05-08-2020

The minutes of the meeting of the Department Development Committee

The HoD conducted a meeting with all the members of DDC on 05-08-2020 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	Dr. P S N Murthy	Professor	Chairperson
2	Dr. K Murali Krishna	Professor	Member
3	Dr. A Naga Jyothi	Associate Professor	Member
4	....	Associate Professor	Member
5	Mrs. M Karuna	Associate Professor	Member
6	Mr. P Tirumala Rao	Assistant Professor	Member
7	Ms. K Sai Sirisha	Student Representative	Member
8	Ms. T Lalitha Sai	Student Representative	Member
9	Ms. G Sravani	Student Representative	Member
10	Mr. S Ravi Kumar	Assistant Professor	Member secretary

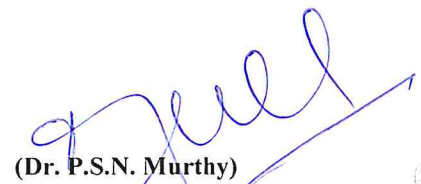| S. No.	Points Discussed
1	Mr. S. Ravi Kumar welcomed all the members for the meeting and discussed the agenda of the meeting.
2	Chairperson Dr. P S N Murthy discussed the progression of department previous DDC in the academic year 2019-20.
3	Chairperson Dr. P S N Murthy discussed the Quality improvement suggestions and initiatives for the following aspects a) Curricular aspects. b) Teaching - learning & evaluation.

		C) Infrastructure & Learning Resources
4		The important suggestion given by the members are listed below
		a) Curricular aspects.
		• 16 value added courses have to be including 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. • 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. • Feedback has to be taken from stakeholders through online mode.
		b) Teaching - learning & evaluation.
		• Chairperson Dr. P S N Murthy advised to identify the new methods of Teaching - learning to support weak students and encourage bright students. • Dr. Srinivasa Naik briefed the requirement of Faculty cadre wise. And members advised to recruit new faculty. • Members advised to conduct CRCs for every 15 Days. • Continuous monitoring, reviewing and documentation of student centric methods need to be improved. • Members advised to prepare all course files before advancement of semester. • Dr. A Naga Jyothi advised that all internal assessment should follow the Blooms Taxonomy.
		c) Infrastructure & Learning Resources
		• Chairperson Dr. P S N Murthy advised to identify the new labs required according to modified curriculum. And Hardware equipment, software required to conduct lab sessions. • Dr. K Murali Krishna Identified and Advised to improve the Class room, Lab infrastructure. • Dr. A Naga Jyothi advised for the up gradation of class room to ICT Enabled. • Dr.K.Srinivasa Naik suggested for the upgrading the WiFi Network Installation in the Department and speed of Internet facility. • Student member asked about purchase of new books in library for the next semester and library hours in Time table. • Student Member given suggestions about the Incorporation of Coding Club, Robotic Club, Sports Club and Waiting hall for the Girls. • 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 • 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 help in not only in belongingness of the college but also their

	leadership skills.
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. S Ravi Kumar)
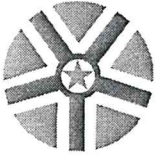
Member secretary

(Dr. P.S.N. Murthy)

Chairperson

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2) Principal office
3) IQAC office
4) DDC File

Ref: ECE/DDC/2020-21/2　　　　　　　　　　　　　　　　Date: 25-01-2021

CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department

Development Committee (DDC) meeting scheduled on 30-01-2021 (Saturday).

Timing:　10-00AM-12-00 PM

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.
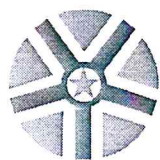
4) Any other points with the permission of chairperson

Note: Please attend without fail.

(Mr. S Ravi Kumar)　　　　　　　　　　　　　　**(Dr. K Murali Krishna)**
Member secretary　　　　　　　　　　　　　　　　Chairperson
　　　　　　　　　　　　　　　　　　　　　　　　Dept. of ECE
　　　　　　　　　　　　　　　　VIGNAN'S INSTITUTE OF
　　　　　　　　　　　　　　　　INFORMATION TECHNOLOGY
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Copy to:

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- All faculty members
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DEPARTMENT ELECTRONICS AND COMMUNICATION ENGINEERING

Ref: ECE/DDC/2020-21/2   Date: 30-01-2021

The minutes of the meeting of the Department Development Committee

The convenor conducted a meeting with all the members of DDC on 30-01-2021 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	Dr. K Murali Krishna	Professor	Chairperson
2	Dr. P S N Murthy	Professor	Member
3	Dr. A Naga Jyothi	Associate Professor	Member
4	Dr. K Srinivasa Naik	Associate Professor	Member
5	Mrs. M Karuna	Associate Professor	Member
6	Mr. P Tirumala Rao	Assistant Professor	Member
7	Ms. K Sai Sirisha	Student Representative	Member
8	Ms. T Lalitha Sai	Student Representative	Member
9	Ms. G Sravani	Student Representative	Member
10	Mr. S Ravi Kumar	Assistant Professor	Member secretary

S. No.	Points Discussed
1	Mr. S Ravi Kumar welcomed all the members for the meeting and discussed the agenda of the meeting.
2	Chairperson Dr. K Murali Krishna discussed the progression of resolutions taken in previous DDC in the academic year 2019-20.

3		Chairperson Dr. K Murali Krishna 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

- Chairperson Dr. K Murali Krishna advised to identify the new methods of Teaching -learning to support weak students and encourage bright students.
- Dr. Srinivasa Naik briefed the requirement of Faculty cadre wise. And members advised to recruit new faculty.
- Members advised to conduct Backlog classes for slow learners and skill development programs for advanced learners.
- Continuous monitoring, reviewing and documentation of student centric methods need to be improved.
- Members advised to prepare all course files before advancement of semester.
  Dr. A Naga Jyothi advised that all internal assessment should follow the Blooms Taxonomy.

b) Research, innovations and extensions.

- In this semester all Doctorates has to apply for research funding from various Govt. and Private Organizations.
- Each doctorate has to conduct one International Conference/ Workshop/FDP/ STTP.
- Professors have to Work on Industry Collaboration and Consultancy.
- Based on Research Domain all faculties as groups have to work on Research Problem.
- Students have to publish their project work as a research Paper in their Final Semester.
- Students have to develop & implement their idea into the product to solve the social problems.

c) Student Support & Progression

- Faculty has to create awareness among the students continuously through social media about the various scholarship schemes from Govt. and NGO's etc.
- Few skills enhancement activities are needed to be organizing for improving student's capability.
- Wide Awareness Programs need to be conduct to the Students, frequently on sexual harassment and ragging
- Conduct Career counseling and guidance sessions with alumni to the students for the competitive examinations.
- Conduct Inter, Intra college Co-curricular and Extra- Curricular activities
- Conduct one interaction workshop with alumni with students.

5	Meeting has been declared for open for inviting suggestions 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 help in not only in belongingness of the college but also their leadership skills.
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. S. Ravi Kumar)
Member secretary

(Dr. K. Murali Krishna)
Chairperson

Copy to:

- Members of DDC
- Principal office
- IQAC office
- DDC File