



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

DEPARTMENT ELECTRONICS AND COMMUNICATION ENGINEERING

Ref: ECE/DDC/2021-22/1

Date: 05-07-2021

The minutes of the meeting of the Department Development Committee

The convenor conducted a meeting with all the members of DDC on 05-07-2021 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	Role	Designation & Organization
1	Dr. K Murali Krishna	Chair person	Professor, Department of ECE, VIIT(A)
2	Dr. P S N Murthy	Member	Associate Professor, Department of ECE, VIIT(A)
3	Dr. A Naga Jyothi	Member	Associate Professor, Department of ECE, VIIT(A)
4	Dr. K Srinivasa Naik	Member	Associate Professor, Department of ECE, VIIT(A)
5	Mrs. M Karuna	Member	Associate Professor, Department of ECE, VIIT(A)
6	Mr. P Tirumala Rao	Member	Assistant Professor, Department of ECE, VIIT(A)
7	Ms. K Sai Sirisha	Member	Student, Department of ECE, VIIT(A)
8	Ms. T Lalitha Sai	Member	Student, Department of ECE, VIIT(A)
9	Ms. G Sravani	Member	Student, Department of ECE, VIIT(A)
10	Mr. S Ravi Kumar	Member secretary	Assistant Professor, Department of ECE, VIIT(A)

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 department in the academic year 2020-21.
3	Chairperson Dr. K. Murali Krishna 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"> • 15 value added courses have to be including in AY 2021-22 (2-3 courses per II/III/IV per semester). Out of which two courses are related to technical and one related to non-technical. • Dr. A Naga jyothi advised to incorporate Major and Minor courses in the curriculum. • 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 be 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. <ul style="list-style-type: none"> • 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 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 <ul style="list-style-type: none"> • Chairperson Dr. K. Murali Krishna advised to identify the new labs required according to modified curriculum. And Hardware equipment, software's required to conduct lab sessions. • Dr. P S N Murthy Identified and Advised to improve the Class room, Lab infrastructure.

	<ul style="list-style-type: none"> • 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 new books purchase 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	<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"> • 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	<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 Ravi Kumar)

Member secretary


(Dr. K Murali Krishna)

HOD
Chair person
VIGNAN'S INSTITUTE OF
INFORMATION TECHNOLOGY
Gajuwaka, Visakhapatnam-530 046

Copy to:

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



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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: ECE/DDC/2021-22/2

Date: 24-12-2021

CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 27-12-2021 (Monday).

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)

Member secretary


(Dr. K Murali Krishna)

HOD
Chair person

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DEPARTMENT ELECTRONICS AND COMMUNICATION ENGINEERING

Ref: ECE/DDC/2021-22/2

Date: 27-12-2021

The minutes of the meeting of the Department Development Committee

The convenor conducted a meeting with all the members of DDC on 27-12-2021 from 10.00 AM-12:00 PM in the VLSI laboratory (D22) and discussed the following points.

Members Present in the meeting

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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 2020-21.
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 <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. Students must be motivated for doing in-house projects in collaboration with IDEA laboratory and are relevant to extension activities. c) Student Support & Progression

	<ul style="list-style-type: none"> • 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	<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"> • 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	<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. Ravi Kumar)

Member secretary


(Dr. K. Murali Krishna)

HOD
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