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/2022-23/2

Date: 06-03-2023

The minutes of the meeting of the Department Development Committee

The convenor conducted a meeting with all the members of DDC on 06-03-2023 from 1:00 PM-4:00 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. B Prasada Rao	Chair person	Associate Professor, Department of ECE, VIIT(A)
2	Dr. K Murali Krishna	Member	Professor, Department of ECE, VIIT(A)
3	Dr. A Naga Jyothi	Member	Professor, Department of ECE, VIIT(A)
4	Dr. K Srinivasa Naik	Member	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	Mr. M Sai Gowtham	Member	Student, Department of ECE, VIIT(A)
8	Mr. D Rohan	Member	Student, Department of ECE, VIIT(A)
9	Ms. T Lalitha Sai	Member	Student, Department of ECE, VIIT(A)
10	Mr. S Ravi Kumar	Member secretary	Assistant Professor, Department of ECE, VIIT(A)

	• 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. B Prasada Rao)

Chair person

HOD
Dept. of IT
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/2022-23/1

Date: 11-07-2022

CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 14-07-2022 (Thursday).

> 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. B.Prasada Rao)
HOD
Chair person
VIGNAN'S INSTITUTE OF
INFORMATION TECHNOLOGY
Gajuwaka, Visakhapatnam-530 046

Copy to:

1) Members of DDC

2) All faculty members

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4) IQAC office

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DEPARTMENT ELECTRONICS AND COMMUNICATION ENGINEERING
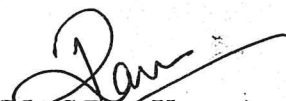
Ref: ECE/DDC/2022-23/1

Date: 14-07-2022

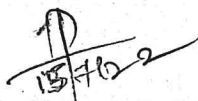## The minutes of the meeting of the Department Development Committee

The convenor conducted a meeting with all the members of DDC on 14-07-2022 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. B Prasada Rao	Chair person	Associate Professor, Department of ECE, VIIT(A)
2	Dr. K Murali Krishna	Member	Professor, Department of ECE, VIIT(A)
3	Dr. A Naga Jyothi	Member	Professor, Department of ECE, VIIT(A)
4	Dr. K Srinivasa Naik	Member	Professor, Department of ECE, VIIT(A)
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9	Ms. T Lalitha Sai	Member	Student, Department of ECE, VIIT(A)
10	Mr. S Ravi Kumar	Member secretary	Assistant Professor, Department of ECE, VIIT(A)

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	- 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	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. B Prasada Rao)
Chair person
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