



**VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (Autonomous)**

(Approved by AICTE New Delhi & Affiliated to JNTUK, Kakinada)

Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

**DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING**

Ref:EEE/DDC/2019-20/1

Date:03-06-2019

**CIRCULAR**

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

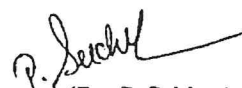
Timing: 10-00AM-12-00 PM

Venue: Power Systems & Simulation laboratory (C32)

**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

Any other points with the permission of chairperson

  
(Dr. P. Sekhar)

Chair person

**Copy to:**

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

HoD-EEE Dept.  
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**DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING**

Ref:EEE/DDC/2019-20/2

Date:06-06-2019

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

The convenor conducted a meeting with all the members of DDC on 06-06-2019 at 10:00 AM in the Power Systems & Simulation laboratory (C32) and discussed the following points.

**Members Present in the meeting**

| S.No. | DDC Members             | Role        | Designation & Organization                      |
|-------|-------------------------|-------------|---|
| 1     | Dr. Pudi Sekhar         | Chairperson | Associate Professor, Department of EEE, VIIT(A) |
| 2     | Mr. RS Ravi Sankar      | Member      | Associate Professor, Department of EEE, VIIT(A) |
| 3     | Dr. B. Prasada Rao      | Member      | Associate Professor, Department of EEE, VIIT(A) |
| 4     | Mrs. K. K. Deepika      | Member      | Assistant Professor, Department of EEE, VIIT(A) |
| 5     | Mr. M. V. G. Varaprasad | Member      | Assistant Professor, Department of EEE, VIIT(A) |
| 6     | Mrs. K. Sravanthi       | Member      | Assistant Professor, Department of EEE, VIIT(A) |
| 7     | Ms. B. Jyothi           | Member      | Assistant Professor, Department of EEE, VIIT(A) |
| 8     | Mr. Rajesh Tanna        | Member      | Assistant Professor, Department of EEE, VIIT(A) |
| 9     | Mr. K. Sravan Kumar     | Member      | Assistant Professor, Department of EEE, VIIT(A) |



S.No.

## Points Discussed

Chairperson Dr. P. Sekhar discussed the Quality improvement suggestions and initiatives for the following aspects

- a) Curricular aspects.
- b) Teaching -learning & evaluation.
- c) Research, innovations and extensions

2 The important suggestion given by the members are listed below

**a) Curricular aspects.**

- Syllabus has to be framed for VR19 by the faculty.
- Integrated courses have to be included.

**b) Teaching-learning & evaluation.**

- Should carry out an extension project by the students
- Should encourage students to do online courses like NPTEL, Coursera etc.

**c) Research, innovations and extensions**

- Faculty will be provided seed money, to carry out research.
- Assistant Prof. must publish 1 SCOPUS paper. All doctorates must publish 1 SCI paper.

3 Meeting has been declared for open for inviting suggestions to improve the quality of the department activities.

Faculty advised to conduct sports event to the students.

A career orientation session to be conducted for 3<sup>rd</sup> year students.

4 Chairperson extended the vote of thanks for all the members for attending the DDC meeting with a request to provide long-term support for the prospective development of the department in all means.

*P. Sekhar*  
(Dr. P. Sekhar)

Chairperson

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**DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING**

Ref:EEE/DDC/2019-20/3

Date:13-12-2019

**CIRCULAR**

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 17-12-2019.


Timing: 10-00AM-12-00 PM

Venue: Power Systems & Simulation laboratory (C32)

**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

Any other points with the permission of chairperson

  
(Dr. P. Sekhar)

Chair person

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**DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING**

Ref:EEE/DDC/2019-20/4

Date:17-12-2019

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

The convenor conducted a meeting with all the members of DDC on 17-12-2019 at 10:00 AM in the Power Systems & Simulation laboratory (C32) and discussed the following points.

**Members Present in the meeting**

| S.No. | DDC Members       | Role        | Designation Organization   |
|-------|-------------------|-------------|--|
| 1     | Dr.Pudi Sekhar    | Chairperson | Associate Professor, Department of EEE, VIIT(A) <i>P. Sekhar</i> |
| 2     | Mr.RS RaviSankar  | Member      | Associate Professor, Department of EEE, VIIT(A) <i>RS</i>        |
| 3     | Dr.B. Prasada Rao | Member      | Associate Professor, Department of EEE, VIIT(A) <i>P</i>         |
| 4     | Mrs.K.K.Deepika   | Member      | Assistant Professor, Department of EEE, VIIT(A) <i>Deepika</i>   |
| 5     | Mr.MVGVaraprasad  | Member      | Assistant Professor, Department of EEE, VIIT(A) <i>P</i>         |
| 6     | Mrs.KSravanthi    | Member      | Assistant Professor, Department of EEE, VIIT(A) <i>K. Sra</i>    |
| 7     | Ms.BJyothi        | Member      | Assistant Professor, Department of EEE, VIIT(A) <i>B</i>         |



|   |                    |        |   |
|---|--------------------|--------|---|
| 8 | Mr. Rajesh Tanna   | Member | Assistant Professor, Department of EEE, VIIT(A) |
| 9 | Mr. K Sravan Kumar | Member | Assistant Professor, Department of EEE, VIIT(A) |

S.No.

**Points Discussed**

- 1 Chairperson Dr. P. Sekhar discussed the Quality improvement suggestions and initiatives for the following aspects
  - a) Curricular aspects.
  - b) Teaching -learning evaluation.
  - c) Research, innovations and extensions
- 2 The important suggestion given by the members are listed below
  - a) **Curricular aspects.**
    - The students should do atleast one addon course related to environment, ethics, etc.
    - Society relevant projects should be encouraged.
  - b) **Teaching-learning & evaluation.**
    - Faculty should plan industrial visit to the students.
    - Weekly test evaluation should be done strictly.
    - Each unit should include one student activity.
  - c) **Research, innovations and extensions**
    - The faculty who could not publish the paper, should be asked to do research after working hours.
    - Doctorates has to help them in writing the papers.
    - A conference should be planned by EEE and ECE dept.



- |   |  |
|---|--|
| 3 | Meeting has been declared for open for inviting suggestions to improve the quality of the department activities. <ul style="list-style-type: none"><li>• A cultural event to be organized for the students.</li><li>• For backlog classes, peer learning should be encouraged.</li></ul> |
| 4 | Chairperson extended the vote of thanks for all the members for attending the DDC meeting with a request to provide long-term support for the prospective development of the department in all means.  |

  
(Dr. P. Sekhar)

Chairperson

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