



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/2022-23/2

Date: 28-02-2023

CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 06-03-2023 (Monday).

Timing: 03-00 PM - 05-00 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) Teaching-Learning & Evaluation.
 - b) Research, Innovations and Extensions.
 - c) Student Support & Progression.
 - d) Infrastructure & learning Resources.
- 4) Any other points with the permission of chairperson

(Dr. Pudi Sekhar)

Chairperson

Copy to:

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

HoD-EEE Dept.
VIGNAN'S INSTITUTE OF
INFORMATION TECHNOLOGY
Duvvada, Visakhapatnam-530 046



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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 03.00 PM-05:00 PM in the Power Systems & Simulation Laboratory (C32) and discussed the following points.

Members Present in the meeting

S. No.	DDC Members	Designation	Role
1	Dr.Pudi Sekhar	Associate Professor, Department of EEE, VIIT(A)	Chair person
2	Dr.RS RaviSankar	Associate Professor, Department of EEE, VIIT(A)	Member
3	Dr.K.K.Deepika	Associate Professor, Department of EEE, VIIT(A)	Member
4	Mrs.K Sravanthi	Assistant Professor, Department of EEE, VIIT(A)	Member
5	Dr.MVGVaraprasad	Assistant Professor, Department of EEE, VIIT(A)	Member
6	Ms. B Jyothi	Assistant Professor, Department of EEE, VIIT(A)	Member
7	Mr.RajeshTanna	Assistant Professor, Department of EEE, VIIT(A)	Member
8	Ms. M Sai Chandra Kala (19L31A02K5)	Student Representative	Member
9	Mr. A Rohith Kumar (20L31A0201)	Student Representative	Member
10	Mr.K Sravan kumar	Assistant Professor, Department of EEE, VIIT(A)	Member Secretary

S. No.	Points Discussed
1	Mr. K Sravan kumar welcomed all the members for the meeting and discussed the agenda of the meeting.
2	Chairperson Dr. P Sekhar discussed the progression of resolutions taken in previous DDC in the academic year 2022-23.
3	Chairperson Dr. P Sekhar discussed the Quality improvement suggestions and initiatives for the following aspects a) Teaching - learning & evaluation b) Research, innovations and extensions c) Student Support & Progression d) Infrastructure & Learning Resources
4	The important suggestions given by the members are listed below
	a) Teaching - learning & evaluation
	<ul style="list-style-type: none"> Chairperson Dr. P Sekhar advised to identify the new methods of Teaching - learning to support weak students and encourage bright students. Mr. K Sravan kumar advised to conduct backlog & remedial classes for slow learners and skill development programs for advanced learners. Dr.K.K.Deepika advised that Continuous monitoring, reviewing and documentation of student centric methods need to be inline with the latest ICT Tools. Mrs.K Sravanthi suggested that to identify & conduct more Skill based Value Added Courses for all students.
	b) Research, innovations and extensions.
	<ul style="list-style-type: none"> Chairperson Dr. P Sekhar advised to all Doctorates has to apply for research funding from various Govt. and Private Organizations. Dr.MVGVaraprasad suggested that each doctorate has to conduct one International/national Conference/ Workshop/FDP/ STTP in AY 2023-24. Dr.RS RaviSankar suggested that students have to develop & implement their idea into the product to solve the social problems. Dr.K.K.Deepika suggested to conduct extension activities to create awareness about latest technologies & social concerns among people in nearby areas.
	c) Student Support & Progression
	<ul style="list-style-type: none"> Mrs.K Sravanthi suggested to conduct Technical Training program for 3rd year students to enhance their technical skills for placement in core companies. Dr.K.K.Deepika advised to conduct student seminars in courses to improve their communication & technical skills. Dr. P Sekhar suggested conducting Career counseling and guidance sessions with alumni to the students for cracking the competitive examinations. Student Member given suggestions about the allocation of more sessions in computer labs to practice & improve their technical skills.

	d) Infrastructure & Learning Resources <ul style="list-style-type: none"> Chairperson Dr. P Sekhar advised to identify the requirement of Hardware equipment & softwares according to modified curriculum. Mr. Rajesh Tanna suggested to motivate faculty and students about the utilization of various online resources & department library to upgrade the skills and knowledge. Student member given suggestions about purchase of new books in library to meet the modified syllabus.
5	Meeting has been declared open for inviting suggestions to improve the quality of the department activities <ul style="list-style-type: none"> Mr. K Sravan kumar suggested that Department must have a plan for every semester to improve the academics, research & placements. Ms. B Jyothi suggested that Department must have a plan for intensive counseling and mentoring. Dr.K.K.Deepika suggested to design & conduct open book examinations for Advanced courses.
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.


(Dr. P Sekhar)

Chair person

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