



F.No. LES/VIIT/GBM/PO/2020-21/01

Dt: 01-08-2020

**MINUTES OF THE 22<sup>nd</sup> MEETING OF THE GOVERNING BODY  
HELD ON 1<sup>st</sup> August 2020 through Virtual Mode**

The record notes of discussions in the 22<sup>nd</sup> Meeting of Governing Body was held on 01-08-2020 at 02.30 PM, Saturday under the Chairmanship of Dr.O.Naresh Kumar, Chairperson, Governing Bod, VIIT.

Venue: VIIT Board Room, AKCNB Hall

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**Agenda:**

1. Confirmation of the Minutes of 21<sup>st</sup> Governing Body meeting held on 22-02-2020
2. Confirmation of the Minutes of 21<sup>st</sup> Finance Committee meeting held on 26-02-2020
3. Confirmation and ratify resolutions adopted in the Academic Council Meeting held on 25-07-2020
4. To review and approve the Academic, Research, Administrative activities of the Academic Year 2020-21
5. To Review and approve the reconstitution of Non-Statutory Committees
6. To Review and approve E-content preparation for all courses for AY 2020-21
7. To Review and Approve Events, Programs and Functions for AY 2020-21
8. Review on Ratification of selected faculty and approval for fresh recruitment.
9. Review on Income and Expenditure for the FY 2019-20
10. Review on Budget for the FY 2020-21
11. Any other items with the Permission of the Chairman

**Members Present:**

S No	Name of the Member	Role	Designation
1.	Shri. Oruganti Naresh Kumar	Chairman	CEO, Symbiosis Technologies
2.	Dr. L. Rathaiah	Member	President & Correspondent Lavu Educational Society
3.	Shri. L. SriKrishna Devarayalu	Member	Vice-Chairman, Lavu Educational Society
4.	Dr V Madhusudan Rao	Member	Rector, VIIT
5.	Prof A. K. Bakhshi	Member	UGC Nominee

6.	Dr. L. Sumalatha	Member	JNTUK Nominee
7.	Padma Bhushan Dr. Y. Lakshmi Prasad	Member	Former Member of Parliament. Chairman Jana Sikshna Samsthan and Hindi Academy
8.	Dr. P.V.G.D. Prasad Reddy	Member	Educationist, Registrar of A.U
9.	Shri V.V Venu Gopal Rao	Member	Director – Finance Visakhapatnam Steel
10.	Shri. M. P. Dubey	Member	Joint Director -STPI
11.	Prof. Krishna Vedula	Member	Professor and Dean Emeritus. College: Francis College of Engineering.
12.	Shri. K. Ravi Chandra	Member	Location Head, Tech Mahindra Visakhapatnam
13.	Shri. N. Srikant	Member	CEO, Vignan Group of Institutions, Visakhapatnam
14.	Dr. K. Madhusudhana Rao	Member	Vice Principal
15.	Dr. B. Arundhati	Member Secretary	Principal, VIIT

**Welcome Note:**

Dr. V. Madhusudhana Rao, honorable Rector cordially welcomed all the esteemed members to the General Body Meeting and requested the members to give their invaluable suggestions so that the institute can progress further heights. Then the session is handed over to Dr. B. Arundhati, Principal. She thanked all the members for being present for the meeting and presented the highlights of the previous General Body Meeting during the AY 2019-20. She explained the details of the activities, achievements and accolades that made the 2019-20 AY remarkable. The members appreciated the HoDs, Deans and Principal for encouraging the students to enroll for various online courses offered by NPTEL, Course Era Etc., and Members also appreciated for conducting bridge courses, technology-based learning programs, and project-based learning programs as part of academic activity.

**Agenda items for the Meeting:**

**Agenda-1: Confirmation of Minutes of the 21<sup>st</sup> meeting of the Governing Body held on 22-02-2020**

The Chair invited the comments from the members on the Minutes of 21<sup>st</sup> Governing Body Meeting held on 22-02-2020 and confirmed with no comments from the members.

**Agenda-2: Confirmation of Minutes of the 21<sup>st</sup> meeting of the Finance Committee held on 26-02-2020**

The Chair invited the comments from the members on the Minutes of 21<sup>st</sup> Finance Committee Meeting held on 26-02-2020 and confirmed with no comments from the members.

**Agenda-3: Confirmation and ratify resolutions adopted in the Academic Council Meeting held on 25-07-2020**

The resolutions adopted in the Academic Council Meeting held on 25-07-2020 were presented before the Governing Body for ratification and the same were approved by Governing Body.

**Agenda-4: To review and approve the Academic, Research, Administrative activities of the Academic Year 2020-21**

**Discussion:**

- The proposals for academic, research and administrative initiatives were submitted by the Deans and Principal for the approval of GB
- The Chairman of the GB along with other members asked for the details of activities as scheduled for AY 20-21
- Dean Academics was suggested to implement more innovative methodologies as per the current trends
- Dean R&D has updated the status of conferences, seminars, and workshops
- Dean IQAC provided inputs on quality assessment measures
- Dean Evaluations on earliest announcement of results of the students
- Dean T&P updated on MNCs and their packages along with upcoming drives
- Principal on how to improve learning resources through ICT facilities HoDs are guided to follow the schedule and strict timelines.

**Resolutions:**

- Academic Research and administrative schedules and proposals are reviewed and approved.
- HoDs, Deans and the Principal are suggested to plan more activities for the benefit of the students.
- New teaching methodologies to be introduced;
- High package placements to be obtained, Learning resources and ICT facilities needs to be improved.

**Agenda-5: To Review and Approve the reconstitution of Non-Statutory Committees:**

- The Principal has proposed reconstruction of Non-Statutory Committees for smooth functioning of the Institute.

- GB Chairman and other members have asked the necessity of reconstruction. Principal has replied that a few members have left the organization and roles are changed for some members.
- GB Chairman and other members suggested the Principal, Deans and HoDs to involve senior faculty in all the committee so as to act as per requirement. Principal has expressed that adequate care is taken while forming the committees.

***Resolution:***

- Resolution of Non-Statutory committees have been reviewed and approved.

**Agenda-6: Review and Approval of E-content preparation for all courses for Academic Year 2020-21**

***Discussion:***

- The Principal has proposed an ICT facility required for the development of e-content and e-resources.
- GB Chairman and other members have asked about the necessity of the preparation of e-content.
- The principal has replied that as per A.P.Govt. order not to conduct any physical classes to the student's due to covid-19, so we have to plan to conduct online classes to the students to improve mental and physical strength.
- GB Chairman and other members suggested to Principal to the development of e-content and e-resources for every course.

***Resolution:***

- Development of e-content and e-resources for every course have been reviewed and approved.

**Agenda-7: To Review and Approve Events, Programs and Functions for Academic Year 2020-21**

***Discussion:***

- Principal and Dean Student Affairs have presented the schedule and details of various events, programs and functions for 2020-21 academic year.
- GB Chairman and other members have asked the Dean Student Affairs about the major programs being organized for the benefit of students.
- Dean Student Affairs has briefed the details of major events that are being conducted for the benefit of students. He has also shared that more sports, cultural and co-curricular events are planned for 2020-21 AY.
- Principal has added that Project Expo, Ideation, Hackathon events are also planned for this academic year. GB has suggested the Dean and

HoDs to organize more events for the benefit of students. They also suggested that more students to be involved in social activities.

**Resolution:**

- Events, Programs and Functions schedules and proposals have been reviewed and approved.

**Agenda-8 Review on Ratification of selected faculty and approval for fresh recruitment**

A report on faculty selections made and requirement of faculty for the academic year 2020-21 is presented to the members of the Governing Body. After perusal of the report by the members, the following resolutions are made:

**Resolution:**

- The Governing Body noted with satisfaction that the services of 60% of existing faculty are ratified, 5 faculty are selected for higher position and 23 new faculty are selected through the interviews conducted by the Institute.
- The Governing Body authorized the Chairman, Governing Body to recruit the additional faculty required.

**Agenda-9: Review on Income and Expenditure for the FY 2019-20**

The Principal sought permission from the members of the Governing Body to present the income and expenditure for the financial year 2019-20 later as the accounts are to be finalized.

**Resolution:**

The Governing Body resolved to permit the Principal to present the income and expenditure for the financial year 2019-20 later as the accounts are to be finalized.

**Agenda-10: Review on Budget for the FY 2020-21**

The proposed budget for the financial year 2020-21 as prepared by the Finance Committee is presented to the GB members.

**Resolution:**

- The Governing Body approved the proposed budget for the Academic year 2020-21 as prepared by the Finance Committee.

**Agenda-11: Other points discussed:**

- Members have discussed on Internships and Industry collaborations, quality and high placements, Entrepreneurship Development and

startup activities, training activities, online courses and social activities

- Members have discussed on teacher and student quality, research and project activities and other facilities

**Vote of Thanks by the Principal:**

Principal Dr.B.Arundhati thanked all the members for sparing their valuable time and offering valuable suggestions. She requested for their continued cooperation and support in future also.



Copy to:

- All Deans & HoDs for circulation
- Principal Office
- Rector Office
- CEO Office
- All members of the committee
- Master file

  
**Member Secretary/Principal**  
**VIGNAN'S INSTITUTE OF**  
**Information Technology (A)**  
Beside: VSEZ, Duwada, Visakhapatnam-49



F.No. LES/VIIT/GBM/PO/2020-21/02

Dt: 05-12-2020

**MINUTES OF THE 23<sup>rd</sup> MEETING OF THE GOVERNING BODY  
HELD ON 5<sup>th</sup> DECEMBER 2020**

The record notes of discussions in the 23<sup>rd</sup> Meeting of Governing Body was held 05-12-2020 at 02.30 PM, Saturday under the Chairmanship of Dr.O.Naresh Kumar, Chairperson, Governing Bod, VIIT.

Venue: VIIT Board Room, AKCNB Hall

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**Agenda:**

1. Confirmation of Minutes of the 22<sup>nd</sup> meeting of the Governing Body held on 01-08-2020
2. Confirmation of Minutes of the 22<sup>nd</sup> meeting of the Financial Committee held on 03-11-2020
3. Confirmation and ratify resolutions adopted in the Academic Council Meeting held on 23-10-2020
4. Report on the on the progress of the institute during the Academic Year 2019-20
5. Proposals for the Approval of Governing Body
6. Any other items with the Permission of the Chairman

**Members Present:**

S No	Name of the Member	Role	Designation
1.	Shri. Oruganti Naresh Kumar	Chairman	CEO, Symbiosis Technologies
2.	Dr. L. Rathaiah	Member	President & Correspondent Lavu Educational Society
3.	Shri. L. SriKrishna Devarayalu	Member	Vice-Chairman, Lavu Educational Society
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6.	Dr.L.Sumalatha	Member	JNTUK Nominee
7.	Padma Bhushan Dr. Y. Lakshmi Prasad	Member	Former Member of Parliament. Chairman Jana Sikshna Samsthan and Hindi Academy

8.	Dr. P.V.G.D. Prasad Reddy	Member	Educationist, Registrar of A.U
9.	Shri V.V Venu Gopal Rao	Member	Director – Finance Visakhapatnam Steel
10.	Shri. M. P. Dubey	Member	Joint Director -STPI
11.	Prof. Krishna Vedula	Member	Professor and Dean Emeritus. College: Francis College of Engineering.
12.	Shri. K. Ravi Chandra	Member	Location Head, Tech Mahindra Visakhapatnam
13.	Shri. N. Srikant	Member	CEO, Vignan Group of Institutions, Visakhapatnam
14.	Dr. K. Madhusudhana Rao	Member	Vice Principal
15.	Dr. B. Arundhati	Member Secretary	Principal, VIIT

**Welcome Note:**

Dr. V. Madhusudhan Rao, honorable Rector cordially welcomed all the esteemed members to the General Body Meeting and requested the members to give their invaluable suggestions so that the institute can progress further heights. Then the session is handed over to Dr. B. Arundhati, Principal.

Dr. B. Arundhati thanked the members for being present for the meeting which was conducted in both online as well as offline mode. She thanked the members for their valuable inputs which helped VIIT new territories and achieve greater heights. She presented the highlights of the Academic year 2019-20 encompassing the activities, achievements and accolades that made the year remarkable.

**Agenda items for the Meeting:**

**Agenda-1: Confirmation of Minutes of the 22<sup>nd</sup> meeting of the Governing Body held on 01-08-2020**

The Chair invited the comments from the members on the Minutes of 22<sup>nd</sup> Governing Body Meeting held on 01-08-2020 and confirmed with no comments from the members.

**Agenda-2: Confirmation of Minutes of the 22<sup>nd</sup> meeting of the Finance Committee held on 03-11-2020**

The Chair invited the comments from the members on the Minutes of 22<sup>nd</sup> Finance Committee Meeting held on 03-11-2020 and confirmed with no comments from the members.



**Agenda-3: Confirmation and ratify resolutions adopted in the Academic Council Meeting held on 23-10-2020**

The resolutions adopted in the Academic Council Meeting held on 23-10-2020 were presented before the Governing Body for ratification and the same were approved by Governing Body.

**Agenda-4: Report on the on the progress of the institute during the Academic Year 2019-20**

**4.1: Quality of the teaching**

- The members appreciated the action taken to maintain the teaching standards at Vignan through CPD programs and Continuous Performance Evaluation.
- It was reiterated that Continuous Performance Evaluation must be done periodically.

***Resolution:***

- The faculty evaluated at the bottom 10% must be asked to resign to maintain the standard of teaching, if they have improved even after orientation.

**4.2: Research of the faculty**

- It was appreciated that the management is supportive of the faculty pursuing their doctoral degrees at various NITs AND IITs.
- It was suggested that these faculty receiving the support of the management must be bound to the institution and extend their services after completion of their studies failing which, they are liable to pay part of the expenditure incurred on them.

***Resolution:***

- The faculty pursuing Ph.D must serve the organization at least for a year after the completion of their doctoral degrees
- They must pay at least 25% of the expenditure incurred if they wish to leave the organization
- Research assistance team must set up to provide guidance and assistance to the faculty/scholars
- One person must be designated to monitor the progress of the part time Ph.Ds.

### **4.3: Training and Internship opportunities for the students and special measures taken**

- Training and Internship: Membership applauded the steps taken by Management and Institution to get required number of internships and plans to give additional technical inputs to specially Civil, Mechanical Engineering Students.
- Special Measures Taken: The members lauded the initiatives taken by the management in including necessary measures to reduce the number of students with backlogs and increasing the number of students eligible for placements.
- The GB members also appreciate the introduction of MOOCs and other certification programs.
- It was felt by all the members that the choice of French as a Foreign language certification program may not be useful to the students in the current scenario. The impetus should be on language like Japanese, Chinese Mandarin etc., to improve the employability skills of the students. This course must be offered to students of I, II and III year B.Tech.

#### ***Resolution:***

- In the next meeting, the number of students who completed the courses and are certified must be highlighted. It was specified that at least 50% of the students enrolled must be certified.
- Cyber Security must be included to seek help in establishing a cultural center on the premises with help in terms of the course structure, trainers and any other schemes offered by the Japanese government.
- Having the training on the campus can be extra beneficial to the students as it will help in cultural exchange too.

#### **4. Student's well being**

- The well-being of the students must be taken up seriously by the management by introducing yoga and other forms of physical activity. This will help in enhancing both physical health and spiritual growth. A course in Yoga can be introduced with the help of Andhra University.

#### ***Resolution:***

- Students must take up certification courses in Yoga offered by AU with the trainers from the university. At least 5% of the students must enroll in this course.

- This must be treated as our USP, useful in branding and promoting VIIT pan India
- Counseling and mentoring system has to be strengthened. The mentoring group must include faculty as well as students.
- Psychiatrist referrals may be provided in a subtle manner, if necessary. A trained psychiatrist should be on board who is easily accessible. Consultation could be done online.

#### **4.5: Development of E-Content**

- The members appreciated the step taken to develop e-content for 115 courses with 5208 videos.
- The advantages and uses of developing e-content were discussed.

##### ***Resolution:***

- The e-content videos can be used to offer minor degrees
- They can be made available to any college or institution that seeks our help as an extension activity.

#### **4.6: Placement Information**

- The role played by the management and faculty in achieving remarkable placements with Amazon and CISCO was launched by the members.
- It was opined by all the esteemed members that it was not a small achievement to secure jobs with such high pay package by so many students
- Mr.Dinesh Reddy, Dr.Rojeena Mathews and Mr.K.R.Satyanarayana were applauded by the members who were present both online and offline.

##### ***Resolution:***

- More number of MoU to be signed toward conduction of certificate courses for all the branches.

#### **Agenda-5: Proposals for the Approval of Governing Body**

##### **5.1 Proposal for New Auditorium**

- The necessity for a dedicated auditorium was put forth and the merits as well as demerits were discussed.

##### ***Resolution:***

- It was suggested that the construction of the auditorium may be started based on the financial condition of the institute.

## **5.2 Proposal for procurement of 2<sup>nd</sup> Generator**

Approval is accorded to procure 2<sup>nd</sup> generator with a capacity of 125KVA to overcome the backup problems during the online examinations.

## **5.3 Construction of 4<sup>th</sup> floor in Main Block**

Approval is accorded to construct 4<sup>th</sup> floor in main block as the new course would like to introduce from the next academic year.

## **5.4 Construction of Open auditorium**

The Governing Body approved the proposal to construct open auditorium to organize various co-curricular events at institution level.

## **Agenda-6: Any other items with the Permission of the Chairman**

- It was suggested that our MBA and Engineering Graduates shall be encouraged to become entrepreneurs.
- The existing infrastructure must be utilized to establish at least 2 to 3 companies with seed funding for this purpose a specific portion of the college revenue may be used.
- All the members have expressed happiness when the chairman of the Governing Body Mr.O.Naresh Kumar has assured that he himself is ready to contribute.

### **Resolution:**

- Industry engagement must be stressed upon so that faculty with industry exposure may transfer their learning and expertise to the class room learning environment.

### **Vote of Thanks by the Principal:**

Principal Dr.B.Arundhati thanked all the members for sparing their valuable time and offering valuable suggestions. She requested for their continued cooperation and support in future also.

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