



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

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

Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

**DEPARTMENT OF CIVIL ENGINEERING**

Ref: CIVIL/DDC/2020-21/1

Date: 01-06-2022

**CIRCULAR**

All the members of DDC and Faculty members are hereby informed to attend a Department Development Committee (DDC) meeting scheduled on 03-06-2022.

Timing: 11-00AM to 01-00PM

Venue: E-34


**Agenda:**

1. Review of Action Taken Report from the previous DDC meeting.
2. Assessment of the Department's progress during the last semester.
3. Discussion on Quality Improvement suggestions and initiatives pertaining to the following aspects:
  - a) Curricular aspects.
  - b) Teaching, Learning, and Evaluation.
  - c) Research, Innovations, and Extensions.
  - d) Infrastructure and Learning Resources.
4. Implementation of New Courses and Programs
5. Alumni Engagement and Collaboration
6. Student Feedback and Grievance
7. Acquisition of New Lab Equipment and Upgrades
8. Any other points relevant to the Department's development with the permission of the Chairperson.

**Note:** Please attend without fail.

  
(Mr. K. Srinivas)

Member secretary

  
(Mr. M. Padmakar)

Chairperson  
Department of Civil Engineering  
**VIGNAN'S INSTITUTE OF  
Information Technology (A)**  
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy to:

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



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**DEPARTMENT OF CIVIL ENGINEERING**

Ref: CIVIL/DDC/2020-21/1

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

The convenor conducted a meeting with all the members of DDC on 03-06-2022 at 11:00 AM in the E-34 and discussed the following points.

**Members Present in the meeting**

S. No.	DDC Members	Role	Designation & Organization	Signature
1	Mr.M.PADMAKAR	Chair person	Assistant Professor, Department of CIVIL, VIIT(A)	
2	Dr.V.SUDHIR	Member	Professor, Department of CIVIL, VIIT(A)	
3	Ms.M.LEELA PRIYANKA (Ph.D)	Member	Assistant Professor, Department of CIVIL, VIIT(A)	
4	Dr.K.BHASKARA RAO	Member	Assistant Professor, Department of CIVIL, VIIT(A)	
5	Dr.RATNATEJ REDDY	Member	Assistant Professor, Department of CIVIL, VIIT(A)	
6	Mr.B.BRAMAIAH (Ph.D)	Member	Assistant Professor, Department of CIVIL, VIIT(A)	
7	Mr.K.SRINIVAS	Member secretary	Assistant Professor, Department of CIVIL, VIIT(A)	


S. No.	Points Discussed
1	Mr. K.Srinivas, the Member secretary welcomed all the members for the meeting and initiated the discussion points agenda of the meeting.
2	Chairperson Mr.M.Padmakar explained the progress of department happened in the academic year 2021-22.
3	Chairperson Mr.M.Padmakar 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
	<b>a) Curricular aspects.</b>
	<ul style="list-style-type: none"> <li>• After thorough discussion it is decided to incorporate 10 value added courses in the Curriculum, some should be on Knowledge based and some Skill based.</li> <li>• Internship should be made mandatory</li> <li>• Enough training to be provided to place the students both in Core Industry and IT industry</li> <li>• Should motivate the students to complete the projects based on societal problems, using IDEA lab facility</li> <li>• Based on Feedback received from stakeholders courses on Emerging technologies to be introduced</li> </ul>
	<b>b) Teaching - learning &amp; evaluation.</b>
	<ul style="list-style-type: none"> <li>• Decided to adopt various teaching methodologies for effective delivery of contents</li> <li>• All the faculty members should be informed to prepare the lecture plans incorporating various teaching methodologies</li> <li>• Mr.B.Brahmiah , Assistant professor was asked to assess the faculty requirement both member and cader wise</li> </ul>
	<b>c) Infrastructure &amp; Learning Resources</b>
	<ul style="list-style-type: none"> <li>• Chairperson Mr.M.Padmakar advised to identify the new labs required according to modified curriculum and Hardware equipment, software's required to conduct</li> </ul>



	<p>lab sessions.</p> <ul style="list-style-type: none"> <li>• Potential vendors and supplies to be identified in order to procure required equipment for the labs. It was felt that before releasing purchase orders budgetary provision to be explored.</li> <li>• Student members raised the issue of comfortability in the class rooms, they suggested that the furniture in the class room is not ideal for long hours sitting</li> <li>• Student members requested to provide time and facilities to participate in games and sports.</li> <li>• It is thought of creating a portal to identify and rectify problems related to infrastructure and department maintenance.</li> </ul>
5	<p>Identify requirements for new labs and necessary upgrades to existing ones.</p> <ul style="list-style-type: none"> <li>• Discuss the allocation of funds for acquiring hardware and software to support lab sessions.</li> <li>• Explore possibilities for making Labs ICT-enabled and conducive to effective learning.</li> </ul>
6.	<p>Alumni Engagement and Collaboration:</p> <ul style="list-style-type: none"> <li>• It was decided to improve the alumni network so that the active involvement of alumni and the development of both students and department as a whole.</li> </ul>
5	<p>At the end of the meeting , there was a open discussion on other issues, one of the issue raised was department association activities, everyone felt that more and more activities to be organized by the association</p>
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.K.Srinivas)

Member secretary

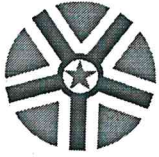
  
(Mr.M.Padmakar)

Chair person

Department of Civil Engineering  
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- 4) DDC File



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**DEPARTMENT OF CIVIL ENGINEERING**

Ref: CIVIL/DDC/2021-22/2

Date: 04-11-2022

**CIRCULAR**

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meetings scheduled on 08-11-2022


Timing: 03-00PM-12-00PM

Venue: E-34

**Agenda:**

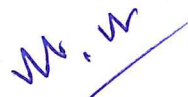
- 1) Review on Action taken report of previous DDC
- 2) Review on Department progression in the last semester
- 3) Quality improvement suggestions and initiatives
  - a) Curricular aspects.
  - b) Teaching-learning & evaluation.
  - c) Research, innovations and extensions.
  - d) Infrastructure & learning resources.
  - e) Student support & progression.
- 4) Any other points with the permission of chairperson

**Note:** Please attend without fail.

  
(Mr. K. Srinivas)  
Member secretary

**Copy to:**

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- DDC File

  
(Mr. M. Padmakar)  
Chairperson

Head of the  
Department of Civil Engineering  
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**DEPARTMENT OF CIVIL ENGINEERING**

Ref: CIVIL/DDC/2020-21/2

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

The convenor conducted a meeting with all the members of DDC on 08-11-2022 at 03:00 PM in E-34 and discussed the following points.


**Members Present in the meeting**


S. No.	DDC Members	Role	Designation & Organization
1	Mr. M.PADMAKAR	Chair person	Assistant Professor, Department of CIVIL, VIIT(A) <i>gm</i>
2	Dr. V.SUDHIR	Member	Professor, Department of CIVIL, VIIT(A) <i>VS</i>
3	Mr. K.SRINIVAS	Member	Associate Professor, Department of CIVIL, VIIT(A) <i>SK</i>
4	Mr. P.SHIVA KUMAR	Member secretary	Assistant Professor, Department of CIVIL, VIIT(A) <i>psk</i>
5	Ms. M.LEELA PRIYANKA (Ph.D)	Member	Assistant Professor, Department of CIVIL, VIIT(A) <i>P</i>
6	Mr.ROHITH BABU	Member	Assistant Professor, Department of CIVIL, VIIT(A) <i>rohith</i>
7	Mr.B.BRAMAIAH (Ph.D)	Member	Assistant Professor, Department of CIVIL, VIIT(A) <i>B.B</i>
8	Mrs.S.KranthiVijaya	Member	Assistant Professor, Department of CIVIL, VIIT(A) <i>S</i>



S. No.	Points Discussed										
1	<p><b>Review of Action Taken Report from the Previous DDC Meeting:</b></p> <ul style="list-style-type: none"> <li>Mr. K. Srinivas welcomed all the members and initiated the meeting by discussing the agenda.</li> <li>The Chairperson, Mr. M. Padmakar, provided an overview of the progress made on the action items from the previous DDC meeting.</li> </ul> <table> <tr> <th>Suggestions</th><th>Action taken</th></tr> <tr> <td>Provide training for placements</td><td>Planned comprehensive training to prepare students for placements in both Core Industry and IT industry.</td></tr> <tr> <td>Introduce courses on Emerging technologies</td><td>Introduced courses on Emerging technologies based on stakeholder feedback.</td></tr> <tr> <td>Prepare lecture plans with methodologies</td><td>Faculty members instructed to include various teaching methodologies in their lecture plans.</td></tr> <tr> <td>Identify labs and equipment needs</td><td>Identified new labs required as per the modified curriculum along with necessary hardware and software.</td></tr> </table>	Suggestions	Action taken	Provide training for placements	Planned comprehensive training to prepare students for placements in both Core Industry and IT industry.	Introduce courses on Emerging technologies	Introduced courses on Emerging technologies based on stakeholder feedback.	Prepare lecture plans with methodologies	Faculty members instructed to include various teaching methodologies in their lecture plans.	Identify labs and equipment needs	Identified new labs required as per the modified curriculum along with necessary hardware and software.
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Introduce courses on Emerging technologies	Introduced courses on Emerging technologies based on stakeholder feedback.										
Prepare lecture plans with methodologies	Faculty members instructed to include various teaching methodologies in their lecture plans.										
Identify labs and equipment needs	Identified new labs required as per the modified curriculum along with necessary hardware and software.										
2	<p><b>Review of Department Progression in the Last Semester:</b></p> <p>Mr. M. Padmakar, the Chairperson, presented an overview of the department's academic progress during the first semester of the academic year 2022-2023.</p> <p>Key achievements, challenges, and areas of improvement were highlighted by the Chairperson and other faculty members.</p>										
3	<p><b>Quality Improvement Suggestions and Initiatives:</b></p> <p><b>a) Curricular Aspects:</b></p> <ul style="list-style-type: none"> <li>- It is decided to conduct more value added courses like BIM(Building information modelling), Hydraulics and Hydrology software applications etc.,</li> <li>-Every student to be encouraged to pursue internships so that, student can have experience of Experiential learning</li> </ul> <p><b>b) Teaching, Learning, and Evaluation:</b></p> <ul style="list-style-type: none"> <li>- Coaching classes for GATE examination to be conducted for advanced learners</li> <li>- Focus to be laid on outcome based education</li> </ul>										

	<p>- Mrs.M.Leela Priyanka, Assistant professor has suggested Higher order evaluation process to be followed while setting the question papers.</p> <p><b>c) Infrastructure &amp; Learning Resources:</b></p> <ul style="list-style-type: none"> <li>- Everyone felt that the necessity of an exclusive Computer Lab for the department.</li> <li>- Head of Department has asked to identify and procure equipment for the new labs incorporated in Curriculum.</li> <li>- It was decided to motivate all the students to register the online courses through NPTEL, SWAYAM platform, Coursera etc.,</li> </ul>
4	<p><b>College Cultural Fest:</b></p> <ul style="list-style-type: none"> <li>• As the College Cultural fest, Yuvtarang-2K23 and Sankranthisambaralu are scheduled to be organized in the month of January, more number of students and faculty should participate and bring laurels to the department.</li> </ul>
5	<p><b>Internships and Placements:</b></p> <ul style="list-style-type: none"> <li>• As it is decided to send every student to internship elaborate arrangement of companies to be made the Internship In charge has advised to identify more core companies.</li> </ul>
6	<p><b>Any Other Points Relevant to the Department's Development:</b></p> <ul style="list-style-type: none"> <li>• Dr. V.Sudhir, Associate professor reminded all the members about the importance of strengthening ties with more industries who promote Collaborations , Internships and Placements</li> </ul>
7	<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.K.Srinivas)  
 Member secretary

  
 (Mr.M.Padmakar)

Chair person

Head of the  
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