



**VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (Autonomous)**  
(Approved by AICTE New Delhi & Affiliated to JNTUK, Kakinada)  
Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

**DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING**

Ref: ECE/DDC/2018-19/1

Date: 02-05-2018

**CIRCULAR**

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 05-05-2018 (Saturday).

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. G Thiagarajan)

Member secretary

Copy to:

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

(Dr. A Naga Jyothi)

Chairperson

Dept. of ECE

VIGNAN'S INSTITUTE OF  
INFORMATION TECHNOLOGY  
Gajuwaka, Visakhapatnam-530 046



**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/2018-19/1

Date: 05-05-2018

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

The convenor conducted a meeting with all the members of DDC on 05-05-2018 from 10:00 AM-12:00 PM in the VLSI laboratory (D22) and discussed the following points.


**Members Present in the meeting**

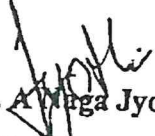
S. No.	DDC Members	Designation	Role
1	Dr. A Naga Jyothi	Associate Professor	Chairperson
2	Dr. R P Das	Professor	Member
3	Dr. K Srinivasa Naik	Associate Professor	Member
4	Mrs. R Uma Maheswari	Associate Professor	Member
5	Mrs. M Karuna	Associate Professor	Member
6	Mr. P Tirumala rao	Assistant Professor	Member
7	Komma Surya Vamsi	Student	Member
8	Yasaswini Vedula	Student	Member
9	Jayanthi Sowdamini	Student	Member
10	Mr. G Thiagarajan	Associate Professor	Member secretary



S. No.	Points Discussed
1	Mr. G Thiagarajan welcomed all the members for the meeting and discussed the agenda of the meeting.
2	Chairperson Dr. A Naga Jyothi discussed the progression of department in the academic year 2018-19.
3	Chairperson Dr. A Naga Jyothi discussed the Quality improvement suggestions and initiatives for the following aspects a) Curricular aspects. b) Teaching - learning & evaluation. C) Infrastructure & Learning Resources
4	<p>The important suggestion given by the members are listed below</p> <p>a) Curricular aspects.</p> <ul style="list-style-type: none"> <li>As for the suggestion given by Dr. A Naga Jyothi in the last meeting incorporated industry ready Content in the 3<sup>rd</sup> and 4<sup>th</sup> semester of UG Courses.</li> <li>7 value added courses are conducted in last semester as per the suggestion in last meeting.</li> <li>Students developed in-house projects in collaboration with Local NGOs and are relevant to extension activities.</li> <li>As the suggestions from the members in last meeting Feedback has collected from stakeholders on Curriculum.</li> <li>20 value added courses have to be including in AY 2019-20 (2-3 courses per II/III/IV per semester).</li> <li>Encourage all the students to do online courses to inculcate self-learning in student.</li> <li>Students must be motivated for doing CBSC courses in IT Domain.</li> <li>Dr. A Naga jyothi suggested incorporating few curriculum enrichment courses in the curriculum.</li> <li>Feedback has to be taken from stakeholders.</li> </ul> <p>b) Teaching - learning &amp; evaluation.</p> <ul style="list-style-type: none"> <li>As for the resolution taken in last meeting faculties prepared all course files before advancement of semester.</li> <li>As for the suggestions in last meeting Continuous monitoring, reviewing and documentation of Teaching process in the Classes has implemented.</li> <li>As per the Dr. Naga jyothi suggestion in the last meeting the new methods of Teaching -learning to support weak students and encourage bright students has implemented.</li> <li>As for the Members advice in last meeting conducted CRCs for every 15 Days.</li> <li>Dr. Nayak stressed the importance timely evaluation of mid exams and intimation with stakeholders.</li> <li>Members advised to conduct CRCs for every 15 Days.</li> <li>Members advised to prepare all course files before advancement of semester.</li> </ul>

	<b>c) Infrastructure &amp; Learning Resources</b> <ul style="list-style-type: none"> <li>• Chairperson Dr. A Naga Jyothi advised to identify the new labs required according to modified curriculum. And Hardware equipment, software's required to conduct lab sessions.</li> <li>• Dr. K. Srinivasa Naik advised for the up gradation of class room to ICT Enabled.</li> <li>• Dr. K. Srinivasa Naik suggested for the upgrading the LAN Network Installation in the Department and speed of Internet facility.</li> <li>• Mr. Tirumula Rao suggested and stressed about the Importance of the product based CRT Training.</li> <li>• Mrs. R Uma Maheswari Identified and Advised to improve the Class room, Lab infrastructure.</li> <li>• Dr.K.Srinivasa Naik suggested for the upgrading the WiFi Network Installation in the Department and speed of Internet facility.</li> <li>• Student member asked about new books purchase in library for the next semester and library hours in Time table.</li> <li>• Student Member given suggestions about the Incorporation of Industrial Visit in final semester.</li> </ul>
5	<p>Meeting has been declared for open for inviting suggestions to improve the quality of the department activities</p> <ul style="list-style-type: none"> <li>• Department must have a plan for every semester to improve the academics, research &amp; placement.</li> <li>• All faculties have to monitor the student's attendance and backlog history and need to take proper counter measures.</li> </ul>
6	<p>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>

  
 (Mr. G Thiagarajan)  
 Member secretary

  
 (Dr. A Naga Jyothi)  
 Chairperson

Dept. of ECE  
 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





**VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (Autonomous)**  
(Approved by AICTE New Delhi & Affiliated to JNTUK, Kakinada)  
Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

Ref: ECE/DDC/2018-19/2

Date: 23-11-2018

**CIRCULAR**

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 27-11-2018 (Tuesday).


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. G Thiagarajan)  
Member secretary

  
(Dr. K Srinivasa Naik)

**Copy to:**

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

HGD  
Chairperson  
Dept. of ECE  
VIGNAN'S INSTITUTE OF  
INFORMATION TECHNOLOGY  
Gajuwaka, Visakhapatnam-530 046



**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/2018-19/2

Date: 27-11-2018

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

The convenor conducted a meeting with all the members of DDC on 27-11-2018 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	Designation	Role
1	Dr. K Srinivasa Naik	Associate Professor	Chairperson
2	Dr. A Naga Jyothi	Associate Professor	Member
3	Dr. R P Das	Professor	Member
4	Mrs. M Karuna	Associate Professor	Member
5	Mr. P Tirumala Rao	Assistant Professor	Member
6	Mrs. R Uma Maheswari	Assistant Professor	Member
7	Komma Surya Vamsi	Student	Member
8	Yasaswini Vedula	Student	Member
9	Jayanthi Sowdamini	Student	Member
10	Mr. G. Thiagarajan	Associate Professor	Member Secretary



S. No.	Points Discussed
1	Mr. G Thiagarajan welcomed all the members for the meeting and discussed the agenda of the meeting.
2	Chairperson Dr. K Srinivasa Naik discussed the progression of resolutions taken in previous DDC in the academic year 2020-21.
3	Chairperson Dr. K Srinivasa Naik discussed the Quality improvement suggestions and initiatives for the following aspects a) Teaching - learning & evaluation b) Research, innovations and extensions c) Student Support & Progression
4	<p>The important suggestion given by the members are listed below</p> <p><b>a) Teaching - learning &amp; evaluation</b></p> <ul style="list-style-type: none"> <li>Chairperson Dr. K Srinivasa Naik advised to identify the new methods of Teaching -learning to support weak students and encourage bright students.</li> <li>Dr. Srinivasa Naik briefed the requirement of Faculty cadre wise. And members advised to recruit new faculty.</li> <li>Members advised to conduct Backlog classes for slow learners and skill development programs for advanced learners.</li> <li>Continuous monitoring, reviewing and documentation of student centric methods need to be improved.</li> <li>Members advised to prepare all course files before advancement of semester. Dr. A Naga Jyothi advised that all internal assessment should follow the Blooms Taxonomy.</li> </ul> <p><b>b) Research, innovations and extensions.</b></p> <ul style="list-style-type: none"> <li>In this semester all Doctorates has to apply for research funding from various Govt. and Private Organizations.</li> <li>Each doctorate has to conduct one International Conference/ Workshop/FDP/ STTP.</li> <li>Professors have to Work on Industry Collaboration and Consultancy.</li> <li>Based on Research Domain all faculties as groups have to work on Research Problem.</li> <li>Students have to publish their project work as a research Paper in their Final Semester.</li> <li>Students have to develop &amp; implement their idea into the product to solve the social problems.</li> <li>Students must be motivated for doing in-house projects in collaboration with IDEA laboratory and are relevant to extension activities.</li> </ul> <p><b>c) Student Support &amp; Progression</b></p>

	<ul style="list-style-type: none"> <li>• Faculty has to create awareness among the students continuously through social media about the various scholarship schemes from Govt. and NGO's etc.</li> <li>• Few skills enhancement activities are needed to be organizing for improving student's capability.</li> <li>• Wide Awareness Programs need to be conduct to the Students, frequently on sexual harassment and ragging</li> <li>• Conduct Career counseling and guidance sessions with alumni to the students for the competitive examinations.</li> <li>• Conduct Inter, Intra college Co-curricular and Extra- Curricular activities</li> <li>• Conduct one interaction workshop with alumni with students.</li> </ul>
5	<p>Meeting has been declared for open for inviting suggestions to improve the quality of the department activities</p> <ul style="list-style-type: none"> <li>• Department must have a plan for every semester to improve the academics, research &amp; placement.</li> <li>• 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.</li> </ul>
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. G Thiagarajan)

Member secretary

(Dr. K Srinivasa Naik)

HOD  
Chairperson

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