



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

www.vignaniit.com (Approved by AICTE & Affiliated to JNTUK, Kakinada) Estd – 2002

Re-accredited by NAAC with 'A' Grade ( CGPA of 3.41/ 4.00)

**Information Technology Department Development Committee**

Date: 03/06/2020.

**CIRCULAR**

This is to inform that there will be a meeting on 06<sup>th</sup> June, 2020 (Saturday) at 11:00am in HOD chamber. I request you all of you to attend the meeting without fail.

**Agenda of the meeting:**

- Upgradation of Lab System
- Internships
- Industrial Visit
- Research And Consultancy
- Higher Education
- Training And Placements
- Faculty Recruitment
- Non-Teaching Programs

HOD-IT

HOD-IT Dept.  
VIGNAN'S INSTITUTE OF  
INFORMATION TECHNOLOGY  
Gajuwaka, VISAKHAPATNAM-530 046

Copy To

- All the DDC members
- Rector Office
- Principal Office

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**Information Technology Department Development Committee**

Date: 06/06/2020.

**Minutes of the Department Development Committee**

With reference to the circular released on 3<sup>rd</sup> June 2020, the meeting is conducted on 6<sup>th</sup> June 2020. The following points were discussed.

- To upgrade the systems as per Academic requirement of the curriculum.
- To identify the companies and sign MoU's to provide Internships and staff exchange.
- Encourage the faculty and students to do research work and publish good papers in conferences and journals.
- Provide GATE coaching for students who wish to pursue higher education.
- Provide training to the second, third and final year students based on counselling report.

**Faculty Members:**

S.No	Name of the person	Designation	Role	Signature
1	Dr. B.Prasad	Professor	Chairperson	
2	Dr. K.Venkata Rao	Professor	Member	
3	Mr. M.Somasundararao	Associate professor	Member	
4	Mr. P.Praveen Kumar	Assistant Professor	Member	
5	Mrs. G.Jyothi	Assistant Professor	Member secretary	
6	Mr. K. Sai Chandu	17L31A1245	Student Member	
7	Mr. H. Bharat Chandra	18L31A1215	Student Member	
8	Mr. Deepak	19L31A1234	Student Member	

  
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**Information Technology Department Development Committee**

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**CIRCULAR**

**DATE:** 03/12/2020.

This is to inform that there will be a meeting conducted on 05<sup>th</sup> December 2020 (Saturday) at 11:00am in HOD chamber. All the members are requested to attend the meeting.

**Agenda of the meeting:**

- Action taken on previous meeting minutes.
- Projects
- Faculty development programs
- MOOCS / SWAYAM / COURSE-ERA
- Training And Placements
- Workshops / seminars / guest lecturers
- National Conference.

  
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**Information Technology Department Development Committee****Minutes of the Department Development Committee**

DATE: 05/12/2020.

The meeting with reference to the circular which was passed on 3<sup>rd</sup> December 2020, and held on 5<sup>th</sup> December 2020. The following points were discussed.

**Outcome:-**

- The systems with specification are upgraded.
- Identified companies for internship.
- Conducted awareness programs for higher studies like GATE, GRE etc.
- Conducted CRT sessions for third and fourth year students.
- Non-Teaching programs for DEO's on M.S Office and Typing skills are conducted.

**Record Note of Discussions:-**

- Society related projects and various project expo's are going to be conducted.
- Registration of faculty for various FDP's.
- Faculty and students have to enroll for online courses.
- Specific company oriented training need to be conduct for the students.
- Need to organise workshops, seminars and guest lecturers.
- Training activities are completed for final year students.

**Faculty Members:**

S.No	Name of the person	Designation	Role	Signature
1	Dr. B.Prasad	Professor	Chairperson	
2	Dr. K.Venkata Rao	Professor	Member	
3	Mr. M.Somasundararao	Associate professor	Member	
4	Mr. P.Praveen Kumar	Assistant Professor	Member	
5	Mrs. G.Jyothi	Assistant Professor	Member secretary	
6	Mr. K. Sai Chandu	17L31A1245	Student Member	
7	Mr. H. Bharat Chandra	18L31A1215	Student Member	
8	Mr. Deepak	19L31A1239	Student Member	

  
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