



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**

CIRCULAR

DATE: 16/07/2022.

This is to inform that there will be a meeting on 18th July, 2022 (Monday) at 11:00am in HOD chamber. I request you all to attend the meeting without fail.

Agenda of the meeting:

- Internships Planning
- Extra Curricular Activities to be organised
- Training And Placements
- Research And Projects
- Higher Education
- Non-Teaching Programs

Copy To

- All the DDC members
- Rector Office
- Principal Office


HOD-IT

HOD-IT Dept.
VIGNAN'S INSTITUTE OF
INFORMATION TECHNOLOGY
Gajuwaka VISAKHAPATNAM 530 048



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**Information Technology
Department Development Committee**

Minutes of the Department Development Committee

DATE : 18-07-2022

With reference to the circular released on 16th July 2022, the meeting is conducted on 18th July 2022.

The following points were discussed.

- Decided to identify good companies for sending students to Internships.
- Encourage students to participate in Extra curricular Activities like Sports Events, Cultural etc.
- To Provide training to the second, third and final year students based on SWOT (Strength, Weaknesses, Opportunities and Threads) analysis.
- All the faculty members have to publish papers in SCI/Scopus Journals and Conferences.
- Provide GATE coaching for students who wish to pursue higher education.
- Conduct workshops for Non-teaching staff up gradation.

Members Present:

S.No	Name of the person	Designation	Role	Signature
1	Dr.G.Rajendra kumar	HOD	Chair Person	
2	Dr. B.Prasad	Professor	Member Secretary	
3	Mrs. G.Mani	Assistant Professor	Member	
5	Mrs. G.Jyothi	Assistant Professor	Member	
6	V.N.S. Deepak	19L31A1239	Student Member	
7	G.Uday Kumar	20L31A1215	Student Member	
8	E.Navya Sri	21L35A1201	Student Member	

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**Information Technology
Department Development Committee**

CIRCULAR

DATE: 03/12/2022.

This is to inform that there will be a meeting on 6th December, 2022 at 11:00am in HOD chamber. I request you all to attend the meeting without fail.

Agenda of the meeting:

- Outcome of the previous meeting.
- Projects
- Faculty development programs
- Training And Placements
- Backlog Classes
- Advanced and Slow Learners Classes.


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To

All the DDC members

Copy: Rector Office

Principal Office

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Information Technology Department Development Committee

Minutes of the Department Development Committee

DATE: 06/12/2022.

The meeting with reference to the circular which was passed on 3rd December 2022, and held on 6th December 2022. The following points were discussed.

Outcome:-

- Identified companies for internship.
- Internal and External training completed for relieving students.
- Conducted awareness programs for higher studies like GATE and GRE etc.
- Conducted CRT sessions for third and fourth year students
- Faculty attended to various FDPs.
- Conducted Remedial classes for Slow learners
- Non-Teaching programs for DEO's on M.S Office and Typing skills are conducted.
- Conducted Backlog classes

Record Note of Discussions:-

- Society related projects and various project expo's are going to be conducted.
- Faculty and students have to enroll for online courses.
- Conduct Extension Activities
- Specific company oriented training need to be conduct for the students.
- Department have to organise workshops, seminars and guest lecturers.
- Department have to organise Industrial visit
- Provide Codechef ,Hackathon for Advanced Learners

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