



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

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

**DEPARTMENT OF MANAGEMENT STUDIES**

Ref: MBA/DDC/2018-19/1

Date: 06-07-2018

**CIRCULAR**

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 10-07-2018 (Tuesday).

Timing: 10:00 AM-12:00 A.M

Venue: Seminar hall

**Agenda:**

- Review on earlier Meeting minutes
- Status on Case study
- WINGS Membership
- Work shop
- Infrastructure of the Department
- Department activities-CSR Activity
- CII Registration
- Staff Research outcome
- Any other issues of members interest

  
(B.Chandra)

Member secretary

  
(Dr. Archana acharya)

Chairperson

**VIGNAN'S INSTITUTE OF  
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VISAKHAPATNAM-48**

Copy To

- All the DDC members
- Rector Office
- Principal Office



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**DEPARTMENT OF MANAGEMENT STUDIES**

Ref: MBA/DDC/2018-19/1

Date: 10-07-2018

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

**Members Present in the meeting:**

S.No	Name	Designation	Role	Signature
1	Dr. T Archana Acharya	Assoc. Professor	Chairperson	
2	Dr.S.M.Murali krishna	Professor	Member	
3	Dr. Ch. Harigovinda Rao	Assoc. Professor	Member	
4	Mr. P.Ramesh	Asst. Professor	Member	
5	Mrs. B.Chandra	Assistant Professor	Member	
6	Mr. J.Shiva shankar	Student	Member	

The HOD conducted a meeting with all the members of DDC on 10-07-2018 at 02:00 PM in the Seminar hall and discussed the following points.

S. No.	Points Discussed
1	Chairperson discussed the progression of department in the academic year 2018-19
2	<p>➤ <b>Review on Meeting minutes:</b></p> <ul style="list-style-type: none"><li>• Two industrial visits are conducted</li><li>• Infrastructure needs are fulfilled</li><li>• Successfully completed Tech fest</li></ul> <p>➤ <b>Status on Case study:</b> It was directed to all faculty members to prepare panels to present case study.</p> <p>➤ <b>Wings by-Law:</b> It is discussed with all members in DDC and framed rules and regulations under WINGS by-law.</p> <p>➤ <b>CII -Yuva Registration:</b> It is directed to all Co-ordinators to collect CII-Yuva</p>

	<p>Student membership fees.</p> <ul style="list-style-type: none"> <li>➤ <b>Industrial visits:</b> To give more exposure to industry working culture it is decided to arrange 2 more industrial visits to the students.</li> <li>➤ <b>Infrastructure of the Department:</b> As there is shortage of chairs in class room it is decided to request college administration to provide chair for smooth running of class.</li> <li>➤ <b>Workshops:</b> It is proposed by all committee members to conduct workshops for Students to improve their skills.</li> <li>➤ <b>Staff Research outcome:</b> All kinds of assistance will be provided to faculty to produce qualitative publication and directed all faculty to publish 2 papers in each Semester</li> <li>➤ <b>Department Activities:</b> It is proposed that CSR –Activity to be conducted on August month for that Co-ordinators are directed to prepare Budget proposal.</li> <li>➤ <b>Others points of Discussion :</b> <ul style="list-style-type: none"> <li>• Management advised to all departments to strengthen counseling system</li> <li>• All Co-ordinators are directed to prepare necessary arrangements for Commencement of new semester class work</li> <li>• Management released circular to Provide Seed Money to faculty for Research</li> </ul> </li> </ul>
3	<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>

  
(Mrs. B. Chandra)

Member secretary

  
( Dr. Archana acharya )

**HOD - MBA**  
Chairperson  
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DEPARTMENT OF MANAGEMENT STUDIES

Ref: MBA/DDC/2018-19/2

Date: 20-12-2018

CIRCULAR

All the members of DDC and faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 22-12-2018 (Saturday).

Timing: 10:00 AM-12:00 A.M

Venue: EKLAVYA hall

Agenda:

1. Review on Action taken report of previous DDC
2. Quality improvement suggestions
  - a) Allotment of new WINGS Pannel
  - b) Workshops/ Seminar
  - c) CRT sessions
  - d) MOOCS/NPTEL registration
  - e) Updating of CIS
3. Any other points with the permission of chairperson

  
(Mrs. B. Chandra)

Member secretary

  
( Dr. Archana acharya )

Chairperson  
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**DEPARTMENT OF MANAGEMENT STUDIES**

Ref: MBA/DDC/2018-19/2

Date: 22-12-2018

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

The HOD conducted a meeting with all the members of DDC on 22-12-2018 at 02:00 PM in Eklavya hall and discussed the following points.

**Members Present in the meeting:**

S.No	Name	Designation	Role	Signature
1	Dr. T Archana Acharya	Assoc. Professor	Chairperson	
2	Dr.S.M.Murali krishna	Professor	Member	
3	Dr. Ch. Harigovinda Rao	Assoc. Professor	Member	
4	Mr. P.Ramesh	Asst. Professor	Member	
5	Mrs. B.Chandra	Assistant Professor	Member	
6	Ms. P.Alekya	Student	Member	


S. No.	Points Discussed
1	Dr. Archana acharya welcomed all the members for the meeting and discussed the agenda of the meeting.
2	<b>Quality improvement suggestions</b>
3	<p>➤ <b>Review on Meeting minutes:</b></p> <ul style="list-style-type: none"><li>• All MBA students registered under CII-Yuva</li><li>• Two workshops are organised for students</li><li>• Conducted two Industrial visits</li></ul> <p>➤ <b>Project review committee:</b> It was directed to all faculty members to conduct</p>

project review committee to make to prepare for external Viva-voce.

- **Allotment of new Wings panel:** It is directed to all members to select new student pannel according to by-law.
- **Workshops / Seminars:** It is instructed to all Members that as and when they attend workshops and seminars they need to share with all information immediately after reporting to their duties.
- **CRT sessions:** To improve the quality placement TNP Co-ordinator to conduct more CRT sessions.
- **Infrastructure of the Department:** As there is shortage of projectors in class room it is decided to request college administration to provide projectors for smooth running of class.
- **MOOCS-NPTEL Registration:** Along with student all faculty members are directed to get registered in NPTEL courses for knowledge up gradation.
- **Updating CIS:** All co-ordinators are directed to update the Student and faculty database for better communication.
- **Department Activities:** It is proposed that CSR -Activity to be conducted on August month for that Co-ordinators are directed to prepare Budget proposal.
- **Others points of discussion :**
  - As per the instructions of Chairman Sir Exam-cell co-ordinators should prepare result analysis in comparison with other sister concern colleges
  - All Co-ordinators are directed to verify Course files for each subjects.

4

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.

  
(Mrs. B. Chandra)

Member secretary

  
( Dr. Archana acharya )

**MOD - MBA**  
**Chairperson**  
**VIGNAN'S INSTITUTE OF**  
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