



**P 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)

## **MASTER OF COMPUTER APPLICATIONS**

**Department Development Committee**

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### **CIRCULAR**

**DATE: 02/06/2018.**

This is to inform that there will be a meeting on 04<sup>th</sup> June, 2018 (Monday) at 10:40am in HOD chamber. All the members are requested to attend the meeting.

#### **Agenda of the meeting:**

- Projects
- Company Oriented Training to be planned.
- Student counselling
- Workshops to be organised
- Value Added Courses
- Extension Activities
- Non Teaching Programs

To

All the DDC members

Copy: Rector Office

Principal Office

  
**HOD-MCA**  
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**VIGNAN'S INSTITUTE OF**  
**INFORMATION TECHNOLOGY**  
**VISAKHAPATNAM-46**



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## **MASTER OF COMPUTER APPLICATIONS**

### **Department Development Committee**

#### **Minutes of the Department Development Committee**

**DATE: 04/06/2018.**

The meeting with reference to the circular which was passed on 2<sup>nd</sup> June 2018, and held on 4<sup>th</sup> June 2018. The following points were discussed.

- Encourage the faculty and students to do an Extension Activities.
- Counselling for the slow learners and backlog students have to be conducted.
- Training to the final year students by Company Oriented Experts has to be conducted.
- Workshops has to be planned.
- Students have to enroll for VAC.

#### **Members List:**

S.No	Name of the person	Designation	Status of the person	Signature
1	Dr.B.Prasad	Prof	Chair person	
2	Mrs.A.Sirisha	Asst prof	Member	
3	Ms.K.G.Prasanthi	Asst prof	Member	
4	Mr.P.Praveen	Asst prof	Member	
5	Mr.T.Sivashankar	Asst prof	Member	
6	J.Arundhathi	19L35F0003	Student Member	
7	J.Pranav	19L35F0031	Student Member	

To

All the DDC members

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## **MASTER OF COMPUTER APPLICATIONS**

**Department Development Committee**

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### **CIRCULAR**

**DATE: 01/12/2018.**

This is to inform that there will be a meeting on 03rd Dec, 2018(Monday) at 11:00am in HOD chamber. All the members are requested to attend the meeting.

**Agenda of the meeting:**

- Outcome of the previous meeting
- Projects
- Faculty development programs
- MOOCS / SWAYAM / COURSE-ERA
- Training And Placements
- Industrial Visit planning
- Publications

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## MASTER OF COMPUTER APPLICATIONS

### Department Development Committee

#### Minutes of the Department Development Committee

DATE: 03/12/2018.

The meeting with reference to the circular which was passed on 1<sup>st</sup> December 2018, and held on 3<sup>rd</sup> December 2018. The following points were discussed.

#### Outcome:-

- Conducted CRT sessions for final year students.
- Conducted Lectures by Industry Expert.
- Conducting counselling for Slow Learners.
- Conducted Workshops
- Non-Teaching programs for DEO's on M.S Office and Typing skills are conducted

#### Record Note of Discussions:-

- Major project expo's has to be organised.
- Registration of faculty for various FDP's have to be done.
- Faculty and students have to enroll for online courses.
- Seminars and Workshops have to organised.

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1	Dr.B.Prasad	Prof	Chair person	
2	Mrs.A.Sirisha	Asst prof	Member	
3	Ms.K.G.Prasanthi	Asst prof	Member	
4	Mr.P.Praveen	Asst prof	Member	
5	Mr. T.Sivashankar	Asst prof	Member	
6	C.Divya	18L31F0007	Student Member	
7	J.Sowmya	18L31F0003	Student Member	

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To

All the DDC members

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