



VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (Autonomous)

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

DEPARTMENT OF MECHANICAL ENGINEERING

Ref: VIIT/MECH/DDC/2020-21/2

Date: 04-08-2020

CIRCULAR

This is to inform that there will be a meeting on 16th August 2020 at 11:00 AM in HOD chamber.

All the members are requested to attend the meeting.

Agenda of the meeting:

- Review of the Minutes of the Meeting of Department Development Committee held on 14-03-2020
- Teaching - learning & evaluation
- Research, innovations and extensions
- Any other points

HOD-ME

Copy To

- All the DDC members
- Rector Office
- Principal Office



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DEPARTMENT OF MECHANICAL ENGINEERING

Ref: VIIT/MECH/DDC/2020-21/2

Date: 17-08-2020

The minutes of the meeting of the Department Development Committee

The HOD conducted a meeting with all the members of DDC on 16-08-2020 at 02:00 PM in the F22 Room, II floor, Main block and discussed the following points

Members Present in the meeting

S. No.	DDC Members	Designation	Role	Signature
1	Mr. Ch.Siva RamaKrishna	Associate Professor	Chairperson	CA-SA
2	Dr. B.Sateesh	Professor	Member	
3	Dr. L.V.Venu Gopala Rao	Professor	Member	
4	Dr. K.S.Raghuram	Associate Professor	Member	Dr. Raghuram
5	Dr. S.Rambabu	Associate Professor	Member	Rambabu
6	Dr. Girish Eknath Bhigade	Associate Professor	Member	Girish
7	Dr. N.V.S.Shankar	Associate Professor	Member	N.V.S.Shankar
8	Dr. G.Yoganjaneyulu	Associate Professor	Member	G. Yogan
9	Mr. R.Sundara Ramam	Associate Professor	Member	R. Sundara
10	Mr. R.Rudrabhiram	Associate Professor	Member	R. Rudra
11	Mr. B.N.Dhanunjaya Rao	Assistant Professor	Member secretary	B.N.Dhanunjaya Rao

S. No.	Points Discussed
1	Mr. B.N.Dhanunjaya Rao welcomed all the members for the meeting and discussed the agenda of the meeting.
2	Chairman, DDC Mr. Ch.Siva Rama Krishna discussed the progression of resolutions taken in previous DDC in the academic year 2019-20.
3	Chairman, DDC Mr. Ch. Siva Rama Krishna discussed the Quality improvement suggestions and initiatives for the following aspects: a) Teaching - learning & evaluation

	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>a) Teaching - learning & evaluation</p> <ul style="list-style-type: none"> ➤ Chairman, DDC Mr. Ch.Siva RamaKrishna advised to prepare all course files before commencement of semester. ➤ Dr. B.Sateesh suggested the continuous monitoring, reviewing and documentation of student centric methods need to be improved. ➤ Dr. L.V.VenuGopala Rao advised to identify the new methods of Teaching - Learning for weak students ➤ Dr. K.S.Raghuram briefed the requirement of faculty and advised to recruit the new faculty. ➤ Dr. Rudrabhiram advised that all internal assessment should follow the Blooms Taxonomy. ➤ Dr. G.Yoganjaneyulu proposed the establishment of Advanced Metal forming Lab ➤ Mr. Ch.Siva Ramakrishna suggested conducting of Backlog classes for slow learners which helps to clear the backlog subjects <p>b) Research, innovations and extensions.</p> <ul style="list-style-type: none"> ➤ Students have to publish their project work as a research paper in their Final Semester ➤ Chairman, DDC Mr. Ch.Siva RamaKrishna suggested that all Doctorates has to apply for research funding from various government or private Organizations. ➤ Mr.R. Sundara Ramam suggested the grouping of all faculties based on Research domain ➤ Dr N.V.S Shankar suggested that students must be motivated for doing in-house projects in collaboration with IDEA laboratory and are relevant to extension activities. ➤ Students have to develop & implement their product ideas into the and to solve the social problems in the form of EPICS ➤ Siemens training on Robotics, Automation and CNC technologies is provided to III year students <p>c) Student Support & Progression</p> <ul style="list-style-type: none"> ➤ Chairman, DDC Mr. Ch.Siva RamaKrishna advised to conduct Inter, Intra college co-curricular and Extra- Curricular activities ➤ Conduct one interaction workshop with alumni ➤ Mr. R.Sunadara Ramam suggested that, faculty have to create awareness among the students continuously through notices about the various scholarship schemes from Govt. and NGO's etc. ➤ Few skills enhancement activities are needed to be organized for improving

	<p>student's capability.</p> <p>➤ Dr K.S.Raghuram explain need of career counseling and guidance with alumni to the students for the competitive examinations</p>
5	<p>Meeting has been declared for open for inviting suggestions to improve the quality of the department activities.</p> <p>➤ Department must have a plan for every semester to improve the academics, research & placement.</p> <p>➤ 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</p> <p>➤ As a part of improving the student progression, the co-curricular and extracurricular activities are conducted in every year</p> <p>➤ A national level youth festival is conducted in each semester in the name of Vignan –Vista (Technical Fest) and Vignan-Yuvtarang (Cultural-Fest).It helps the students in improvement of inter personal skill and team work.</p>
6	<p>Chairman, DDC 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 development of the department in all means.</p>


(Mr. B.N.Dhananjaya Rao)

Member secretary


(Mr.Ch.Siva Rama Krishna)

Chairperson
Head of the Department
Department of Mech. Engg.
Vignan's Institute Of Information Technology
Visakhapatnam-530 049

Copy to:

- 5) Members of DDC
- 6) Principal office
- 7) IQAC office
- 5) DDC File