



VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (Autonomous)

(Approved by AICTE, New Delhi & Affiliated to JNTUGV, Vizianagaram)
Beside VSEZ, Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

DEPARTMENT OF MECHANICAL ENGINEERING

Ref: VIIT/MECH/DDC/2022-23/1

Date: 06-08-2022


CIRCULAR

This is to inform that there will be a meeting on 9th August, 2022 at 11:00 AM in A01 Room.

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 02-03-2022
- Curricular aspects
- Teaching - Learning & evaluation
- Infrastructure & Learning Resources
- Any other points


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

Copy To

- All the DDC members
- Rector Office
- Principal Office



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DEPARTMENT MECHANICAL ENGINEERING

Ref: VIIT/MECH/DDC/2022-23/1

Date: 09-08-2022

The minutes of the meeting of the Department Development Committee

The Chairman, DDC conducted a meeting with all the members of DDC on 09-08-2023 at 11 AM in A01 room (CAD/CAM Laboratory) and discussed the following points.

Members Present in the meeting

S. No.	DDC Members	Designation	Role	Signature
1	Dr. S.Rambabu	HOD & Associate Professor	Chairman	
2	Dr. B.Sateesh	Professor & Dean Student Affairs	Member	
3	Dr.L.V.Venu Gopala Rao	Professor	Member	
4	Dr. K.S.Raghuram	Associate Professor	Member	
5	Dr.Girish Eknath Bhigade	Associate Professor	Member	
6	Dr.VSV Satyanarayana	Associate Professor	Member	
7	Dr. V.Ranjit Kumar	Associate Professor	Member	
8	Dr.V.R.Ganguly	Associate Professor	Member	
9	Dr.Y.Appla Naidu	Associate Professor	Member	
10	Mr.Ch.Siva Ramakrishna	Associate Professor	Member	
11	Mr. R.Sundara Ramam	Associate Professor	Member	
12	Mr.R.Rudrabhiram	Associate Professor & Dean Evaluation	Member	
13	Mr.B.N.Dhananjaya Rao	Assistant Professor	Member secretary	

S. No.	Points Discussed
1	The member secretary Mr.B.N.Dhananjaya Rao welcomed all the members for the meeting and discussed the agenda of the meeting
2	Chairman, DDC Dr.S.Rambabu discussed the progression of department in the academic year 2021-22

3	<p>Discussed the Quality improvement suggestions and initiatives for the following aspects</p> <p>a) Curricular aspects</p> <p>b) Teaching - learning & evaluation</p> <p>c) Infrastructure & Learning Resources</p> <p>d) Training activities for upcoming placements</p>
4	<p>The important suggestion given by the members are listed below:</p> <p>a) Curricular aspects</p> <ul style="list-style-type: none"> ➤ All members suggested for curriculum design, feedback have to be taken from stakeholders through offline mode. Also suggested feedback should be maintained with minimum four categories of people and people like students, faculty, alumni and maintained the employer's feedback is mandatory ➤ Dr.B.Sateesh represented the implementation of new courses for VR22 regulations which will be incorporated in program structure ➤ Dr.L.V.Venu Gopala Rao suggested to encourage more number of computer programming oriented courses for Mechanical students to suit for IT jobs also ➤ Mr.Ch.Siva Ramakrishna explain the importance of induction programme to faculty to enhance the advanced teaching methodologies. Minimum one induction programme should be conducted per year to faculty. Also suggested skill learning up gradation to non teaching staff ➤ The eligibility for student VAC is discussed. Dr.K.S.Raghuram suggested IT related VAC for mechanical students also ➤ Students are motivated to work on 3D printing with the use AICTE-IDEA lab for skill development improvement to II and III years. <p>b) Teaching - learning & evaluation.</p> <ul style="list-style-type: none"> ➤ For better understanding to weak students new Teaching Learning Methods(TLM's) are recommended by the member's .Chairman, DDC Dr.S.Rambabu advised to incorporate minimum two TLM's methods per semester ➤ Dean Evaluation Mr.R.Rudrabhram suggested the importance of required levels in Blooms taxonomy to improve quality examination papers ➤ Implementation of student-centric methods is compulsory for all courses and its implementation, controlling and documentation should be reviewed periodically. ➤ Chairman,DDC Dr.S.Rambabu briefed the importance of CRCs and advised to conduct CRCs for every 15 Days.

	<p>➤ Members advised to prepare all course files before commencement of semester</p>
	<p>c) Infrastructure & Learning Resources</p>
	<p>➤ Chairman,DDC Dr. S.Rambabu suggested to use ICT enabled classrooms more effectively</p> <p>➤ The class rooms are to be improved as per NBA standards which helps the student to know PO's in curriculum .Dr.Sateesh suggested the awareness of NBA to student community through flexes in classroom</p> <p>➤ Dr.L.V.Venu Gopala Rao suggested the upgradation of Vibration & Acoustics lab with new experiments</p> <p>➤ Mr.Rudrabhiram identified the damages in class room and lab infrastructure and advised to rectify</p> <p>➤ Mr. Ch.Siva Ramakrishna suggested to purchase new books in library for the next semester and library hours in Time-table</p> <p>➤ Dr.K.S.Raghuram suggested the use SWAYAM (A MHRD initiative) for online learning facility to students and faculty.138 students from II & III Year are registered for NPTEL courses for summer semester of AY2020-21</p>
5	<p>➤ Department must have a plan of action 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>➤ New initiatives for training in core software to get more core placements</p>
6	<p>Chairman 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</p>

(Mr. B.N.Dhananjaya Rao)
Member secretary


(Dr. S. Rambabu)

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

Copy to:

- 1) Members of DDC
- 2) Principal office
- 3) IQAC office
- 4) DDC File



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DEPARTMENT OF MECHANICAL ENGINEERING

Ref: VIIT/MECH/DDC/2022-23/2

Date: 24-03-2023

CIRCULAR

This is to inform that there will be a meeting on 29th March, 2023 at 10:00 AM in F22 Classroom .

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 04-07-2020
- Teaching - learning & evaluation
- Research, innovations and extensions
- Student Support & Progression.

HOD-ME

Head of the Department
Department of Mech. Engg.
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DEPARTMENT OF MECHANICAL ENGINEERING

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

Date: 26-03-2021

The minutes of the meeting of the Mechanical Department

The HOD conducted a meeting with all the members of DDC on 29-03-2023 at 10:00 AM in the F22 Class Room, II floor, Main block and discussed the following points.

Members Present in the meeting

S. No.	DDC Members	Designation	Role	Signature
1	Dr. S.Rambabu	HOD & Associate Professor	Chairperson	
2	Dr. B.Sateesh	Professor & Dean Student Affairs	Member	
3	Dr.L.V.Venu Gopala Rao	Professor	Member	
4	Dr. K.S.Raghuram	Associate Professor	Member	
5	Dr.Girish Eknath Bhigade	Associate Professor	Member	
6	Dr.VSV Satyanarayana	Associate Professor	Member	
7	Dr. V.Ranjit Kumar	Associate Professor	Member	
8	Dr.V.R.Ganguly	Associate Professor	Member	
9	Dr.Y.Appla Naidu	Associate Professor	Member	
10	Mr.Ch.Siva Ramakrishna	Associate Professor	Member	
11	Mr. R.Sundara Ramam	Associate Professor	Member	
12	Mr.R.Rudrabhiram	Associate Professor & Dean Evaluation	Member	
10	Mr.B.N.Dhananjaya Rao	Assistant Professor	Member secretary	

S. No.	Points Discussed
1	Member Secretary Mr. B.N.Dhananjaya Rao welcomed all the members for the meeting and discussed the agenda of the meeting.
2	Chairman, DDC Dr.S.Rambabu discussed the progression of resolutions taken in previous DDC in the academic year 2022-23 ,Phase-I.
3	Chairman,DDC Dr.S.Rambabu discussed the Quality improvement suggestions and

	<p>initiatives for the following aspects:</p> <p>a) Teaching - learning & evaluation</p> <p>b) Research, innovations and extensions</p> <p>c) Student Support & Progression.</p> <p>d) Students internships for II,III & IV year students</p>
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 Dr.S.Rambabu advised to prepare all course files before commencement of semester. ➤ Dr.B.Sateesh suggested the continuous monitoring, reviewing and documentation of weekly tests need to be improved. ➤ Dr. L.V.VenuGopala Rao advised to identify the new methods of Teaching - learning for backlog stuents ➤ 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. ➤ Mr.Ch.Siva Ramakrishna suggested conducting of remedial classes for slow learners which helps to improves the subject knowledge <p>b) Research, innovations and extensions.</p> <ul style="list-style-type: none"> ➤ Chairman,DDC Dr.S.Rambabu advised to publish minimum two Scopus papers by each faculty. ➤ Students have to publish their project work as a research paper in their final Semester ➤ Chairman, DDC Dr.S.Rambabu suggested that all Doctorates has to apply for research funding from various Government or Non –Government organizations. ➤ Mr.R. Sundara Ramam suggested the grouping of all faculties based on Research domain ➤ Dr Firish Bhigode suggested that students must be motivated for doing in-house projects in collaboration with IDEA laboratory and are also extension activities. ➤ Students have to develop & implement their ideas into the product and to solve the social problems in the form of EPICS. <p>c) Student Support & Progression</p> <ul style="list-style-type: none"> ➤ Chairman,DDC Dr.S.Rambabu advised to conduct Inter, Intra college co-curricular and Extra- Curricular activities ➤ Conduct one Parent meet to more interaction for better understanding of their wards ➤ Mr.R.Sunadara Ramam suggested that, faculty has 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 organizing 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>
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


(Dr. S. Rambabu)

Chairperson

Head of the Department
Department of Mech. Engg.
Vignar's Institute Of Information Techno
Visakhapatnam-530 049

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