



VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY

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

Besides VSEZ, Duvvada, Visakhapatnam, Andhra Pradesh-- 530 049.

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F.No. LES/VIIT/GBM/PO/2019-20/01

Dt: 31-08-2019

MINUTES OF THE 20TH MEETING OF THE GOVERNING BODY

HELD ON 31ST AUGUST 2019

The record notes of discussions in the 20th Meeting of Governing Body was held on 31st August 2019 at 10.30 AM, Saturday, under the chairmanship of Dr. O. Naresh Kumar, Chairperson, Governing Body, VIIT.

Venue: Board Room, AKCNB Hall, VIIT (A)

AGENDA

1. The confirmation of the minutes of the 19th Governing Body Meeting held on 25th March 2019.
2. Agenda for Ratification & Approvals
 - a. Confirmation and ratify the resolutions adopted in the 5th Academic Council Meeting held on 12th July 2019.
 - b. Confirmation of Minutes of the 20th Meeting of the Financial Committee held on 5th August 2019.
 - c. Review and Approval of Annual Quality Audit Report (AQAR) 2018-19.
 - d. Approval for change of intake and confirmation AICTE Extension of approval F.Y. 2019-20.
 - e. Approval for new administrative policies.
 - f. Review of amendments and approval of Revised Research Policy
3. Agenda for Information
 - a. To Review proposed Events, Programmes and Functions for A.Y. 2019-20.
 - b. Proposed Action Plan for Research & Development
4. Any other items with the Permission of the Chair.

Members Present:

<i>S No</i>	<i>Name of the Member</i>	<i>Role</i>	<i>Designation</i>
1.	Sri. Oruganti Naresh Kumar	Chairman	LES Nominee
2.	Dr. L. Rathaiah	Member	LES President
3.	Dr. V Madhusudhan Rao	Member	LES Nominee
4.	Prof.A.K.Bakshi	Member	Vice Chancellor, PMD University
5.	Shri.B.Demudu	Member	Principal Govt., Polytechnic Chemical Engineering, VSP
6.	Dr.L.Sumalatha	Member JNTUK	Prof. of CSE, Director IIIP & Skill Development, JNTUK
7.	Dr.G.YesuRatnam	Member	Director, BICS-JNTUK, Kakinada
8.	Padma Bhushan Dr.Y.Lakshmi Prasad	Member	Former MP, Chairman Jana Siksha Samssthan and Hindi Academy
9.	Shri.V.V.Venu Gopal	Member	Industrialist, Director-F
10.	Shri.M.Dubey	Member	Joint Director, STPI
11.	Prof.Krishna Vedula	Member	Prof. and Dean Emeritus, Francis College of Engineering, Lowell, USA
12.	Shri.K. Ravichandra	Member	Location Head, Tech Mahindra, Visakhapatnam
13.	Shri.K.Pavan Krishna	Member	CEO, Vingnan's Group of Institutions, Visakhapatnam
14.	Dr. DebnathaBattacharya	Member	Prof., CSE. VIIT
15.	Dr. Arundhati	Member Secretary	Prof. EEE, Principal VIIT

The following members were unable to attend the meeting due to prior work commitments:

- Dr. P.V.G.D. Prasad Reddy, Vice Chancellor, Andhra University.
- Shri. L. Sri Krishna Devarayalu, Vice-Chairman, Lavu Educational Society

Proceedings:

Dr. L. Rathaiah, Hon'ble chairman of Lavu Educational Society cordially welcomed all the esteemed members of Governing Body to the 20th GB meeting held on 31st August 2019 at 10-30AM. The chairperson of GB, Mr. O. Naresh Kumar formally interacted with all the Hon'ble members of GB and instructed the principal to continue the meeting as per agenda.

#Agenda 1: *The conformation of the minutes of the 19th Governing Body Meeting held on 25th March 2019.*

The chairperson of GB, Mr. O. Naresh Kumar enquired about the status of actions initiated against resolutions made by 19th Governing Body meeting held on 25th March 2019. Principal Dr. B. Arundhati presented the action taken report and the minutes presented to the GB members for the review & approval and the members confirmed the minutes after thorough discussion.

- Mr. K. R. Satyanarayan, Dean Training & Placements briefed the members about the plan of action for Training & Placement Activities. He has also informed that VIIT T&P team has visited more than 30 corporate companies during the last six Months to create Industry-Institute interface that helps to increase placement opportunities.
- Principal informed that institute successfully achieved 87.53 % of Placements during the academic year 2018-19 with an average package of 2.52 LPA and Highest Packages of Rs. 20.30LPA.
- The Hon'ble members of GB appreciated team for remarkable efforts and advised to continue the same spirit. Also advised to concentrate on Quality placements, especially salary package average must be above 3 LPA.
 - After discussion, Hon'ble members of GB resolved that the company specific training should be continued and advised to recruit a dedicated faculty for CRT program.
- Later, Dean R&D, Dr. Debnath Battacharya presented the status of Research publications of the year 2018-19 including Scopus and SCI publications.
- Received funding projects worth of Rs. 29.72 Lakhs from Govt. and Non-Government agencies.
- Completed consultancy projects worth of Rs. 2.25 lakhs during the academic year.
- Dean R&D informed members that the institute is being paid Rs. 17 Lakhs for faculty as seed Money to encourage their research work.

- Members enquired about H-Index of the institute, Dean R&D told that the institute H-Index reached to 21 by this time.
- Members appreciated Dean R&D and team for the research achievements. Advised to concentrate corporate training and Consultancy works.
- After discussion, it is resolved that a dedicated faculty must be appointed for research & development activities and the suggestion was made to the Principal to assign individual research targets to faculty members, with the expectation that each faculty member actively participates in research activities. It was agreed upon that those faculty members who successfully achieve their targets will be rewarded with cash incentives. The consultancy must be targeted at least 20 lakhs by this year end.

II. Agenda item for Ratification & Approvals:

a. Confirmation and ratify the resolutions adopted in the 5th Academic Council Meeting (ACM) held on 12 July 2019

Dean Academics Dr. Kamaluddin presented the minutes of 5thACM held on 12th July 2019. The recommendations of ACM presented to the GB for the review & approval. The members confirmed the minutes after discussion for the following points. The following are the resolutions made in the 5th ACM:

- The Academic council has ratified the reduction of credits from 189 to 160.
- The Academic council has accepted and ratified the proposal of Integrated Courses. However, JNTUK nominees have emphasized to prefer the credit system designed by AICTE/APSCH guidelines. i.e., 4.5 credits (3 for theory +1.5 for laboratory) for integrated course;
- Environmental Sciences and Professional Ethics and Human Values are considered as Mandatory courses with Zero credits
 - The Academic council has approved for the inclusion of new courses like Engineering Exploration, Constitution of India, Extra Curricular Activities and Sports as mandatory courses.
- Approved to provide 2 Marks for the students who maintain 90% and above attendance.
- No attendance marks for the students who have less than 90% of attendance.
- The ACM accepted the proposal of the college that the student will not be

permitted to write mid examination if the attendance percentage is less than 75% during the stipulated instruction duration.

- The Academic council has expressed its happiness after observing the analysis of internal evaluation
- The ACM approved to promote to II Year from I Year a student has to secure minimum 50% of 1st year courses credits. To promote to III Year from II Year a student has to secure minimum 50% of total credits in the II year courses. To promote to IV Year from III Year a student has to secure minimum 50% of total credits in the III year and the student also has to clear all the first year courses.
- The Academic council has accepted and ratified the proposal of Integrated Courses. However, JNTUK nominees have emphasized to prefer the credit system designed by AICTE/APSCE guidelines. i.e., 4.5 credits (3 for theory +1.5 for laboratory) for integrated course.
- The ACM accepted the proposal that the student will not be permitted to write mid examination if the attendance percentage is less than 75% during the stipulated instruction duration.
- The Academic council has expressed its happiness after observing the analysis of internal evaluation.
- Dr. G. Yesuratnam, Director, Academic Planning, JNTUK Nominee and Dr. R. Srinivasa Rao, Director Evaluation, JNTUK Nominee approved to provide 2 Marks for the students who maintain 90% and above attendance.

The members reviewed the recommendations of Academic Council and approved the same.

- The feedback from various stakeholders including employers, students, faculty, parents and alumni for revision of curriculum was reviewed in CDMC and approved by BoS. The stakeholder's feedback analysis of all programs including B. Tech, M.Tech, MBA, and MCA and their corresponding ACM recommendations are confirmed for revision of syllabus.

b. Confirmation of Minutes of the 20th Meeting of the Financial Committee (FC) held on 5th August 2019.

Principal instructed Dean Admin Dr. Ch. Hari Govinda Rao to present the minutes of 20th Finance Committee Meeting held on 5th August 2019 and the recommendations of Finance Committee to the GB for review & approval. The following are the key discussions discussion made before the GB:

- a. ACs worth Rs. 5, 00,000 for new class rooms recommended by the FC is approved.
- b. Electrical equipment worth Rs. 8, 50,000 for new class rooms is approved as recommended by FC.
- c. Furniture worth Rs. 6, 00,000 for the office purpose, the GB approved Rs. 6, 00,000 for the same.
- d. Approved budget proposal for the purchase of Library Books & Periodicals worth Rs. 10, 00,000.
- a. CEO Mr. K. Pavan Krishna presented a budget proposal for annual salary increments, and the proposal has been approved.

The Hon'ble members approved all the recommendation of finance committee.

c. Review & approval of Annual Quality Audit report for the 2018-19

Principal presented Annual Quality Audit Report (AQAR) 2018-19 and briefed the members about key areas of developments of the institute including Academics, Teaching & Learning and Evaluation Process, Research & Developments, Infrastructure Developments, Extension & Outreach programs etc..

- Governing Body Chairman and the members have suggested the Dean-Academics to implement more student centric teaching methodologies as required meeting the current needs. Also advised to increase Value added courses to fill the curriculum gap.
- Chairperson Shri O. Naresh Kumar advised Dean-R&D to conduct more conferences, seminars, workshops for both students and faculty to update their knowledge and skills.
- Mr. Venu Gopal, Member of GB, advised Dean-IQAC to initiate quality assessment measures so that quality can be enhanced.

- Chairperson Shri O. Naresh Kumar Instructed Dean of Evaluation to announce results at the earliest at least within 10-15 days for the benefit of students.
 - Dean IQAC presented Academic and Administrative Audit (AAA) report F.Y. 2018-19 and Members reviewed the key indicators and department wise evaluation report and approved the same.
 - Dean IQAC presented the Minutes of the 13th IQAC held on 15th April 2019 was placed before the GB for the review & approval. The members confirmed the minutes after thorough discussion.
- d. *Approval for change of intake and confirmation AICTE Extension of approval F.Y. 2019-20*
- Principal informed that AICTE has given extension of approval for M.Tech Transportation Engineering with an intake of 18 seats. AICTE extended approval for all the other programs without any change for the Year 2019-20.
- e. *Review of amendments and approval of Revised Research Policy*
- Principal proposed to amendment to the existing Research & Development Policy. The GB reviewed and asked about constituent changes in existing research policy. Principal explained all the changes. The GB reviewed and approved the same as proposed by Principal.

III. *Agenda item for Information:*

- Dean IQAC briefed about UGC Paramarsh scheme and expressed his overwhelming happiness for UGC recognised VIIT as Mentor institute with the grant of Rs. 30, 00,000 shortlisted amongst 169 institutions in India. The members of the GB appreciated the efforts put in by IQAC team and advised to prepare an action plan of events as prescribed by UGC.
- The members of the GB appreciated IQAC team for participation AICTE Swatch Campus Ranking- 2019. Also advised Green Club to increase the green land scape by planting more flowering plants and hangings.

Conclusion:

Dr. B. Arundhati, the Principal, formally extended a vote of thanks and officially concluded the Governing Body Meeting.



Member Secretary & Principal
VIGNAN'S INSTITUTE OF
Information Technology (A)
 Beside: VSEZ, Duvvada, Visakhapatnam-49.



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F.No. LES/VIIT/GBM/PO/2019-20/02

Dt: 22-03-2020

MINUTES OF THE 21ST MEETING OF THE GOVERNING BODY

HELD ON 22ND MARCH 2020

The record notes of discussions in the 21st Meeting of Governing Body was held on 22nd March 2020 at 10-30AM, Tuesday under the chairmanship of Dr. O. Naresh Kumar, Chairperson, Governing Body, VIIT.

Venue: Virtual Mode

AGENDA

1. The confirmation of the minutes of the 20th Governing Body Meeting held on 31st August 2019.
2. Agenda for Ratification & Approvals
 - a. Confirmation and ratify the resolutions adopted in the 6th Academic Council Meeting held on 11th February 2020.
 - b. Confirmation of Minutes of the 21st Meeting of the Financial Committee held on 7th March 2020.
 - c. Approval for change of intake and confirmation AICTE Extension of approval F.Y. 2020-21.
 - d. Discussion and Approval of e-Governance Report F.Y. 2019-20.
 - e. To Review and Approve the reconstitution of Non-Statutory Committees F.Y. 2020-21.
 - f. Ratification and Approval of the new recruits, Left staff and Vacancies.
3. Agenda for Information
 - a. Quality measures taken during the COVID-19 Pandemic
 - b. NBA Accreditation for FIVE UG programs
4. Any other items with the permission of the chair.

Members Present:

<i>S No</i>	<i>Name of the Member</i>	<i>Role</i>	<i>Designation</i>
1.	Sri. Oruganti Naresh Kumar	Chairman	LES Nominee
2.	Dr. L. Rathaiah	Member	LES President
3.	Dr. V Madhusudhan Rao	Member	LES Nominee
4.	Prof.A.K.Bakshi	Member	Vice Chancellor, PMD University
5.	Shri.B.Demudu	Member	Principal Govt., Polytechnic Chemical Engineering, VSP
6.	Dr.L.Sumalatha	Member JNTUK	Prof. of CSE, Director IIIP&Skill Development, JNTUK
7.	Dr.G.Yesu Ratnam	Member	Director, BICS-JNTUK, Kakinada
8.	Padma Bhushan Dr.Y.Lakshmi Prasad	Member	Former MP, Chairman Jana Siksha Samssthan and Hindi Academy
9.	Shri.V.V.Venu Gopal	Member	Industrialist, Director-F
10.	Shri.M.Dubey	Member	Joint Director, STPI
11.	Prof.Krishna Vedula	Member	Prof. and Dean Emeritus, Francis College of Engineering, Lowell, USA
12.	Shri.K. Ravichandra	Member	Location Head, Tech Mahindra, Visakhapatnam
13.	Shri.K.Pavan Krishna	Member	CEO, Vingnan's Group of Institutions, Visakhapatnam
14.	Dr.Debnatha Battacharya	Member	Prof.CSE. VIIT
15.	Dr. B Arundhati	Member Secretary	Prof.EEE, Principal VIIT

The following members were unable to attend the meeting due to prior work commitments:

- Dr. P.V.G.D. Prasad Reddy, Vice Chancellor, Andhra University.
- Shri. L. Sri Krishna Devarayalu, Vice-Chairman, Lavu Educational Society

Proceedings:

The 21st Governing Body meeting was conducted through virtual mode on 22nd March 2020. Dr. L. Rathaiah, Hon'ble chairman of Lavu Educational Society formally welcomed all the esteemed members of Governing Body to the 21st Governing Body Meeting through online. He has requested the members to give their invaluable insight for the development of the institute. The chairperson of GB, Mr. O. Naresh Kumar enquired about the status of initiatives taken after last GBM.

#Agenda 1: *The confirmation of the minutes of the 20th Meeting of Governing Body was held on 31st August 2019.*

The chairperson of GB, Mr. O. Naresh Kumar enquired about the status of actions initiated on resolutions made by 20th Meeting of Governing Body was held on 31st August 2019. Principal Dr. B. Arundhati presented the action taken report and the minutes placed before the committee members for the review & approval and the members confirmed the minutes after thorough discussion.

- Mr. K. R. Satyanarayan, Dean Training & Placements briefed the members about the current status of Training & Placement Activities conducted during the last six Months. He told that 85% of the students placed in various MNCs with an the highest package 17.64 Lakh till date and recruitment drives are in progress till June 2020 and It may be expected to reach 90% by this year end.
- Upon the direction of GB in the last meeting, initiated the company specific training for the final year students.
 - The members appreciated the team for the achievements of Training and Placement activities. They also recommended increasing Company-Specific Training initiatives to further enhance placement opportunities.
 - Upon the directions of GB in the last meeting,
 - Organised parents felicitation function for the parents of all the placed students.
 - Appointed TWO trainers from the corporate for the CRT Programe.
- Dean R&D updated the status of Research outcome during the last six months. Based upon the direction of last GBM,
 - Encouraged staff to attend corporate training and Consultancy works. Already funds generated about 10 Lakhs through corporate training and Consultancy works this year.
 - Formed a dedicated team with 4 faculties to look after Research & Development activities.
 - Given individual targets to all the faculty for Research publications

- As per the direction of GBM, paid research incentives to the entire faculty who produced quality publication on the Engineers Day Celebration on 15-09-2019.

II. Agenda item for Ratification & Approvals:

a. Confirmation and ratify the resolutions adopted in the 6th Academic Council Meeting held on 11th February 2020

Dean Academics Dr. Kamaluddin presented the minutes of 6th ACM held on 11th February 2020. The recommendations of ACM presented to the committee for the review & approval. The members confirmed the minutes after discussion for the following points. The following are the resolutions made in the 6th ACM:

- The transitory regulations are to be followed as per the JNTUK norms and year of admission of the candidate and the regulations.
- The ACM approved the program structure and ratified the syllabus for VR 19 MCA Program and VR 17 III Year MCA with a few modifications.
- The Academic council has approved the Academic Calendars of PG for VR19 regulation and all the these revisions have been taken into account suggestions and feedback from all stakeholders, which were thoroughly discussed during the Board of Studies (BoS) meetings. All the courses in the curriculum are framed to impart skill development, employability and promote the spirit of entrepreneurship. The curriculum includes soft skill courses aimed at improving employment prospects. Feedback from a diverse range of stakeholders, including employers, students, faculty, parents and alumni was carefully assessed and subsequently endorsed by the Board of Studies (BoS) for curriculum revision.
- The stakeholder's feedback analysis of all programs including B. Tech, M.Tech, MBA, MCA and their corresponding ACM recommendations are confirmed.

b. Confirmation of Minutes of the 21st Meeting of the Financial Committee held on 7th March 2020.

Dean Admin presented the minutes of 20th Finance Committee Meeting held on 7th March 2020 and the recommendations of Finance Committee to the committee for the review & approval. The following are the key discussions made before the GB:

i. Principal presented the budget F.Y 2020-21 recommended by Finance Committee for the approval. Explained about the all the individual proposed budgets. The following are the major components.

- Revenue generated from Funding Projects INR 47 Lakhs
- Spent INR 27.4 Lakhs towards Seed Money
- Revenue generated from Consultancy INR 10 Lakhs
- Revenue generated from Alumni activities INR 3.22 Lakhs
- Spent INR 14.5 Lakh towards Means and Merit scholarships

ii. Expended INR 9.96 Lakhs for the development of faculty like, attending conferences, workshops, and sponsorship for professional body membership.

○ Principal requested GB to extend support to train the faculty for corporate training and Seed Money. Such a way that there is a scope to increase the revenue from the Consultancy activities. For that, Principal proposed Budget Rs. 50 Lakhs and The GB approved the same.

○ Principal proposed Annual college fest and expected budget of Rs. 23, 00,000. The committee reviewed the same and approved Rs. 19, 00,000 as recommended by finance committee.

i. *Approval for change of intake – for AICTE Extension of approval:*

- Principal proposed to increase an additional intake in UG program in the emerging areas such as planning to increase additional intake of 60 for the B. Tech-Artificial Intelligence and Data science and 18 for the PG, M. Tech-Artificial Intelligence and Machine Learning. The committee reviewed and approved the same.
- In order to accommodate new PG M. Tech-AI ML, Principal proposed to withdraw M. Tech-Software engineering program.
- Resolution: The GB members approved to go for new program both UG and PG as proposed by Principal and approved it is resolved to withdraw M. Tech-Software Engineering from the academic year 2020-21.

ii. *Review & Approval of e-Governance Report of 2019-20*

Discussion: Principal presented the e-governance report of the institute F.Y. 2019-20 and informed about the changes made in e-Governance especially was newly introduced E-Cap software for the overall MIS to strengthen digital administration. In addition to this, continued Examination Management Software (EMS) for exam cell, Vignan Attendance software for monitoring regular teaching learning process. Implemented SAMHITA software for the administration of “Finance & Accounts” and developed a portal for students’

“Admissions & Support” system. Upon the feedback from stakeholders modified the maintenance portal to make it as user friendly. The total amount about INR 32 Lakhs spent F.Y. 2019-20 towards maintenance and upkeep of software and Hardware equipment.

The members reviewed and confirmed the same.

iii. *Review and Approval of the reconstitution of Non-Statutory Committees*

The Principal has proposed reconstitution of Non-Statutory Committees for smooth functioning of the Institute. Few members have left the organization and some administrative roles have been changed.

Resolution: Reconstitution of non-statutory committees have been reviewed and approved.

iv. *List of Teaching & Non-teaching staff joined and relieved since the last GB Meeting held on 31.08.2019*

The principal presented the list of Teaching and Non-Teaching staff joined and relieved since the last GBM i.e. from 31.08.2019 to till date. The members reviewed and approved the same.

v. *Review & Ratification of Vacancies for Teaching positions:*

Principal presented the department-wise vacancies for faculty positions and the members reviewed and approved the following.

Program	Professor	Associate Professor	Assistant Professor	Total
Engineering & Technology	29	56	171	256
MBA	2	4	18	24
MCA	1	2	9	12
Grand Total	32	62	198	292

III. *Agenda item for Information:*

❖ **Quality measures taken during the COVID-19 Pandemic**

- The Principal apprised the members of the COVID-19 pandemic situation and the government's declaration of holidays until March 31st, 2020.

- The chairperson Mr. O. Naresh Kumar suggested taking necessary measures to sensitize about COVID precautions like, exercise for Immunity boosters, distribution of Amla, Black plum, guava on rotation basis for staff and students.
- Honorable Chairman Dr. Lavu Raithaih advised to conduct awareness sessions through online about the precautionary measures required to protect from COVID-19 pandemic and suggested to conduct Pranayamam/Yoga sessions through online for staff and students.
- The committee resolved to conduct online classes and advised to prepare the strategies for completion of syllabus through online mode if the Lockdown continues.
- The committee resolved to develop a strategy for preparation of Content for online classes like, PPT, video content, Study Material etc.
- The Governing Body resolved to develop a mechanism for conducting online assessment tests, preparation of the quiz papers for conducting online quizzes.
- NBA Accreditation for FIVE branches: Principal briefed about submission of NBA accreditation for FIVE UG programs (CSE, ECE, EEE, IT and MECH).

Conclusion:

Dr. B. Arundhati, the Principal, formally extended a vote of thanks and officially concluded the Governing Body Meeting.



Member Secretary &
Principal
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Beside: VSEZ, Duvvada, Visakhapatnam-49