



VIGNAN's INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

F.No. LES/VIIT/GBM/PO/2020-21/02

Dt: 23-03-2021

**MINUTES OF THE 23rd MEETING OF THE GOVERNING BODY
HELD ON 23rd MARCH 2021**

The record notes of discussions in the 23rd Meeting of Governing Body was held 23-03-2021 AT 10-30AM, Tuesday under the Chairmanship of Dr.O.Naresh Kumar, Chairperson, Governing Body, VIIT.

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

AGENDA

Confirmation of Minutes of the 22nd meeting of the Governing Body held on 01-08-2020.

1. Agenda for Ratification & Approvals:

- a. Confirmation of Minutes of the 23rd meeting of the Financial Committee held on 08-03-2021.
- b. Confirmation and ratify resolutions adopted in the 8th Academic Council Meeting held on 23-10-2020.
- c. Report on the progress of the institute.

2. Proposals for the Approval of Governing Body

- a. To Review and Approve the reconstitution of Non-Statutory Committees F.Y. 2020-21.
- b. Ratification and Approval of the new recruits, Left staff and Vacancies.
- c. Review & approval of AQAR 2020-21.
- d. Review & approval of amendment policy of Environment and Sustainability
- e. Discussion and Approval of e-Governance Report F.Y. 2019-20.

3. Any other items with the permission of the chair

Members Present:

S No	Name of the Member	Role	Designation
1.	Sri. Oruganti Naresh Kumar	Chairman	CEO, Symbiosis Technologies
2.	Dr. L. Rathaiah	Member	President & Correspondent Lavu Educational Society
3.	Dr V Madhusudan Rao	Member	Rector, VIIT
4.	Dr.L.Sumalatha	Member	JNTUK Nominee
5.	Dr. P.V.G.D. Prasad Reddy	Member	Educationist, Registrar of A.U
6.	Shri. M. P. Dubey	Member	Joint Director -STPI
7.	Sri. K. Ravi Chandra	Member	Location Head, Tech Mahindra, Visakhapatnam
8.	Sri.N.Srikant	Member	CEO, Vignan Group of Educational Institutions, Visakhapatnam
9.	Dr. K.Madhusudhana Rao	Member	Vice Principal
10.	Dr. B.Arundhati	Member Secretary	Principal, VIIT

The following Members absent due to preoccupied works:

1.	Prof A.K.Bakhshi	Member	UGC Nominee
2.	Prof. Krishna Vedula	Member	Professor and Dean Emeritus. College: Francis College of

Proceedings:

Dr. L. Rathaiah, Hon'ble chairman of Lavu Educational Society cordially invited all the esteemed members of Governing Body to the 23rdGB meeting held on 23rdMarch 2021 at 10-30AM. He has requested the members to give their invaluable insight for further development of the institute.

The chairperson of GB, Mr. O. Naresh Kumar enquired about the status of Placements and Research & Development activities.

- Dr.V.Madhusudhana Rao, honorable Rector cordially welcomed all the esteemed members and updated the latest development of the institute since 22ndGBM held on 01-08-2020.
- Dr.B.Arundhathi thanked the members for being present for the meeting which was conducted in both online as well as offline mode. She thanked the members for their valuable inputs which helped VIIT new territories and achieve greater heights. She presented the highlights of the Academic year 2019-20 encompassing the activities, achievements and accolades that made the year remarkable.
- Dr. P.V.G.D. Prasad Reddy enquired about the status research output. Dean R&D updated the status of Research Publications.
- Sri. K. Ravi Chandra asked principal about the status e-content development and Principal informed members about the status the E-content developed

Agenda for the Meeting:

The chairperson of GB, Mr. O. Naresh Kumar enquired about the status of actions initiated on resolutions made by 22ndGoverning Body meeting held on 1st August 2020. 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. The following are following are the key action points were discussed:

I. Confirmation of Minutes of the 22nd meeting of the Governing Body held on 01-08-2020

The Chair invited the comments from the members on the Minutes of 22ndGoverning Body Meeting held on 01-08-2020 and confirmed with no comments from the members.

II. Agenda item for Ratification & Approvals:

a. Confirmation of Minutes of the 22nd meeting of the Finance Committee held on 03-11-2020

The Chair invited the comments from the members on the Minutes of 22nd Finance Committee Meeting held on 03-11-2020 and confirmed with no comments from the members. The following are the major proposal recommended by Finance Committee.

- **Proposal for New Auditorium:** The necessity for a dedicated auditorium was put forth and the merits as well as demerits were discussed.

Resolution: It was suggested that the construction of the auditorium may be started based on the financial condition of the institute.

- **Proposal for procurement of 2nd Generator:** Approval is accorded to procure 2nd generator with a capacity of 125KVA to overcome the backup problems during the online examinations.
- **Construction of 4th floor of Main Block**
Approval is accorded to construct 4th floor in main block as the new course would like to introduce from the next academic year.
- **Construction of Open Auditorium:** The Governing Body approved the proposal to construct open auditorium to organize various co-curricular events at institution level.

All the recommendations reviewed by the members of GB and are approved as per the recommendation of Finance committee.

b. Confirmation and ratify resolutions adopted in the 8th Academic Council Meeting held on 23-10-2020

The resolutions adopted in the 8th Academic Council Meeting held on 23-10-2020 were presented before the Governing Body for ratification and the same were approved by Governing Body.

- The ACM recommended that the student can do the course through any external online platform like swayam / a Coursera can be considered for online learning, whereas evaluation has to be done by the Institution. The JNTUK nominees accepted the proposal.
- The Council accepted to start Honors and Minors Programmes in the institute by following JNTUK guidelines. It is mentioned that the CGPA of Honors and Minors Programmes shouldn't violate from JNTUK
- The council approved the proposed programme structures and ratified the syllabi approved by the respective course BoS
- The ACM approved the Academic Calendars of all the Programmes.
- The JNTUK nominees ratified the VR17 and VR19 Regulation examination results of UG and PG Course.
- The revised curriculum of VR 20 B. Tech, M. Tech and MCA along with the structure and regulations following choice-based credit system (CBCS) were

presented by Dean Academics. All the courses in the curriculum are framed to impart skill development, employability and promote the spirit of entrepreneurship. The curriculum offers soft skill courses for enhancing the employment opportunities. The feedback from various stakeholders including employers, students, faculty, parents and alumni for revision of curriculum was reviewed and recommended by BoS.

c. Report on the progress of the institute during the Academic Year 2019-20

1. Quality of the teaching

- Sri. K. Ravi Chandra appreciated the action taken to maintain the teaching standards at Vignan through CPD programs and Continuous Performance Evaluation.
- It was reiterated that Continuous Performance Evaluation must be done periodically.

Resolution:

- The Chairperson Mr. O. Naresh Kumar advised principal to remove the faculty members who are consistently rated in the bottom 10% performance and must be instructed to resign in order to uphold teaching standards, especially if their performance has not improved despite receiving orientation and support.

1. Research of the faculty

- It was appreciated that the management is supportive of the faculty pursuing their doctoral degrees at various NITs AND IITs.
- It was suggested that these faculty receiving the support of the management must be bound to the institution and extend their services after completion of their studies failing which, they are liable to pay part of the expenditure incurred on them.

Resolution:

- The faculty pursuing Ph.D must serve the organization at least for a year after the completion of their doctoral degrees.
- They must pay at least 25% of the expenditure incurred if they wish to leave the organization.
- Research assistance team must set up to provide guidance and assistance to the faculty/scholars.

- One person must be designated to monitor the progress of the part time Ph.Ds.

2. Training and Internship opportunities for the students and special measures taken

- Training and Internship: The members appreciated the efforts made by the Management and the Institution in securing the necessary internships and outlined plans to provide additional technical guidance, particularly to students in the fields of Civil and Mechanical Engineering.
- Special Measures Taken: The members lauded the initiatives taken by the management in including necessary measures to reduce the number of students with backlogs and increasing the number of students eligible for placements.
- The GB members also appreciated the introduction of MOOCs and other certification programs.
- It was felt by all the members that the choice of French as a foreign language Certification Program may not be useful to the students in the current scenario. The impetus should be on language like Japanese, Chinese Mandarin etc., to improve the employability skills of the students. This course must be offered to students of I, II and III year B.Tech.

Resolution:

- In the next meeting, the number of students who completed the courses and are certified must be highlighted. It was specified that at least 50% of the students enrolled must be certified.
- Cyber Security must be included to seek help in establishing a cultural center on the premises with help in terms of the course structure, trainers and any other schemes offered by the Japanese government.
- Having the training on the campus can be extra beneficial to the students as it will help in cultural exchange too.

3. Student's well being

- The well-being of the students must be taken up seriously by the management by introducing yoga and other forms of physical activity. This will help in enhancing both

physical health and spiritual growth. A course in Yoga can be introduced with the help of Andhra University.

Resolution:

- Students must take up certification courses in Yoga offered by AU with the trainers from the university. At least 5% of the students must enroll in this course.
- This must be treated as our USP, useful in branding and promoting VIIT pan India
- Counseling and mentoring system has to be strengthened. The mentoring group must include faculty as well as students.
- Psychiatrist referrals may be provided in a subtle manner, if necessary. Trained Psychiatrist as part of the team, with the option for online consultations, is recommended for added convenience.

4. Development of E-Content

- The members appreciated the step taken to develop e-content for 115 courses with 5208 videos.
- The advantages and uses of developing e-content were discussed.

Resolution: The e-content videos can be utilized to provide Minor Degree Programs and are accessible to any college or institution seeking our assistance as part of an extension initiative.

5. Placement Information

- Hon'ble member Dr Sumalatha, applauded the management and faculty for their significant role in securing outstanding placements with Amazon and CISCO.
- Mr.Dinesh Reddy, Dr.Rojeena Mathews and Mr.K.R.Satyanarayana were applauded for their efforts by the members who were present both online and offline.

Resolution:

- More number of MoU to be signed toward conduction of certificate courses for all the branches.

III. PROPOSALS FOR THE APPROVAL OF GOVERNING BODY

- a. To Review and Approve the reconstitution of Non-Statutory Committees F.Y. 2020-21.

Principal informed Hon'ble members of Governing Body regarding change of members in Non-statutory committees and there are some members replaced with new members due to internal adjustment of administrative roles. Principal has stated that adequate care is taken while forming the committees. The members reviewed and approved for the same.

- b. *List of Teaching & Non-teaching staff joined and relieved since the last GB Meeting held on 1st August 2020.*

The principal presented the list of Teaching and Non-Teaching staff joined and relieved since the last GBM i.e. from 01.08.2020 to till date. The members reviewed and approved the same.

- ii. *Review & Ratification of Vacancies for Teaching positions:*

Principal presented the department-wise vacancies for faculty positions and the members reviewed and approved the following teaching positions for the academic year 2021-22.

Program	Professor	Associate Professor	Assistant Professor	Total
Engineering & Technology	31	59	181	271
MBA	2	4	18	24
MCA	1	2	9	12
Grand Total	34	65	208	307

- iii. Review & approval of amendment policy of Environment and Sustainability Policy

Principal presented the amendments to the existing environment and sustainability policy. Proposed to incorporate special initiatives towards alternative sources of energy and energy conservation measures. Hon'ble chairperson advised to collaborate with premier institutions like, IITs/international universities specially working on environmental & suitability issues. The Governing body reviewed the revised amendments and approved the same.

- iv. Discussion and Approval of e-Governance Report F.Y. 2020-21

Principal presented the annual report of e-governance report F.Y. 2020-21 and informed about the e-Governance specially, all administrative software's are now upkeep with necessary data base and continued for the MIS purposes. In addition to this developed a new LMS portal to upkeep all the e-content developed by faculty. The

total budget of Rs. 15.40 spent on e-governance & it developments and maintenance during the year 2020-21.

IV. OTHER ITEMS:

- It was suggested that MBA and Engineering Graduates shall be encouraged to become entrepreneurs.
- The existing infrastructure must be utilized to establish at least 2 to 3 companies with seed funding for this purpose a specific portion of the college revenue may be used.
- All the members have expressed happiness when the chairman of the Governing Body Mr.O.Naresh Kumar has assured that he himself is ready to contribute.

Resolution:

- Industry engagement must be stressed upon so that faculty with industry exposure may transfer their learning and expertise to the class room learning environment.

Conclude remarks:

Principal Dr.B.Arundhati thanked all the members for sparing their valuable time and offering valuable suggestions. She requested for their continued cooperation and support in future also.

**Member Secretary &
Principal**

Copy to:

- All Deans & HoDs for circulation
- Principal Office
- Rector Office
- CEO Office
- All members of the committee
- Master file