

VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (A): VISAKHAPATNAM

DATE: 12 - 11 - 2018

Minutes of the Department Development Committee for academic year 2018 - 19

Members Present

S.No.	Name	Designation	Signature
1	Dr.T.V.S.P.V. Satya Guru Head of the Department	Chair Person	<i>Satya Guru</i>
2	Mr.S. Yogeshwara Rao Assistant Head of the Department	Faculty Member	<i>Yogeshwara</i>
3	Dr.P. Rajesh	Faculty Member	<i>P. Rajesh</i>
4	Dr.S. Sunitha Devi	Faculty Member	
5	Dr.K.G.B. Santhosh Kumari	Faculty Member	
6	Mr.K. Ramappadu	Faculty Member	
7	Dr.K. Madhusudhana Rao	Faculty Member	
8	Dr.R. Hanumantha Rao	Faculty Member	
9	Dr.G. Kranthi Kumar	Faculty Member	<i>G. Kranthi</i>
10	Dr.K. Sirisha	Faculty Member	<i>K. Sirisha</i>
11	Mr. Jami Manoj Kumar	Student - CE(18L31A0130)	
12	Mr. Virothi Ashish	Student - EEE (18L31A02C2)	<i>V. Ashish</i>
13	Mr. Mamidi Gayitri	Student - ME (18L31A0396)	<i>M. Gayitri</i>
14	Ms. Vajrapu Vishnavi	Student - ECE (18L31A0426)	<i>V. Vishnavi</i>
15	Mr. Pyala Lohit	Student - CSE (18L31A05G8)	<i>P. Lohit</i>
16	Ms. Thammana Sai Lakshmi	Student - IT (18L31A1231)	
17	Mr. Vangara Madesh	Student - ECM (18L31A1913)	<i>V. Madesh</i>

Agenda:

1. Faculty requirement
2. CO-PO mapping for NBA
3. Science day Celebrations
4. Attending conferences

Minutes of the Meetings

1. Committee has decided to take additional faculty in Mathematics and English Courses.
2. Department NBA Coordinator, Dr. G. Kranthi Kumar informed all the faculty members to complete the CO-PO mapping for VR17 and submit to him along with CO-attainments of all the branches.
3. Also for smooth functioning he assigns some faculty for each branch as mentioned below.
 Dr. K. G. B. Santosh Kumari and team - ECE
 Mrs. S. Sunitha Devi - CSE
 Dr. K. Sirisha - IT
 Mr. S. Ravi Kumar - Mechanical
 Mrs. P. Varalakshmi - EEE

4. The chair person assigned some faculty for planning events on National Science Day celebrations like quiz, model exhibition, guest lectures, etc.
5. Chair person suggested faculty to attend more number of national and international conferences.


Dr. T.V.S.P.V. Satya Guru

Chair Person

Copy To

- Dean Admin
- Principal Office
- Rector Office

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DATE: 13 - 03 - 2019

Minutes of the Department Development Committee for academic year 2018 - 19

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1	Dr.T.V.S.P.V. Satya Guru Head of the Department	Chair Person	<i>[Signature]</i>
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3	Dr.P. Rajesh	Faculty Member	<i>[Signature]</i>
4	Dr.S. Sunitha Devi	Faculty Member	<i>[Signature]</i>
5	Dr.K.G.B. Santhosh Kumari	Faculty Member	<i>[Signature]</i>
6	Mr.K. Ramappadu	Faculty Member	<i>[Signature]</i>
7	Dr.K. Madhusudhana Rao	Faculty Member	<i>[Signature]</i>
8	Dr.R. Hanumantha Rao	Faculty Member	<i>[Signature]</i>
9	Dr.G. Kranthi Kumar	Faculty Member	<i>[Signature]</i>
10	Dr.K. Sirisha	Faculty Member	<i>[Signature]</i>
11	Ms. Kasibhatta Kavya	Student - CE(18L31A0119)	<i>[Signature]</i>
12	Ms. Baswani Tejaswi	Student - EEE (18L31A0204)	<i>[Signature]</i>
13	Mr. Gedela Harith	Student - ME (18L31A0306)	<i>[Signature]</i>
14	Ms. Bogana Ramya	Student -ECE (18L31A0402)	<i>[Signature]</i>
15	Mr. Yeduvaka Pavan Kalyan	Student - CSE (18L31A0502)	<i>[Signature]</i>
16	Ms. K Keerthana	Student - IT (18L31A1206)	<i>[Signature]</i>
17	Mr. Chitti Akhil	Student - ECM (18L31A1902)	<i>[Signature]</i>

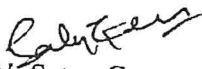
Agenda:

1. Class work
2. I-I Result
3. Counselling report
4. Permissions and Leaves
5. AMC Reports
6. Staff appraisals
7. Feed back
8. Budget
9. R&D

Minutes of the Meetings

1. Only a couple of faculty got 90% and above feedback. Hence the chair person suggested all faculties to improve the teaching skills.
2. No violation and deviation will not be entertained in class work and lecture schedule.
3. While taking permissions and leaves, class works should engage properly with other faculty and compensated after coming to the college. Also don't take classes during counselling hours, sports hours and library hours.

4. Counselling books have to be returned to department chief counsellor after filling the book.
5. Three permissions are allowed to each faculty per month.
6. AMC reports have to be submitted.
7. July 2018 to December 2019 appraisals are reviewed.
8. R&D details have to submit properly to department R&D coordinator Dr. N. Ramya.
9. Chair person requested faculty to check the budget proposal for their relevant area.


Dr. T.V.S.P.V. Satya Guru

Chair Person

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