



**VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (Autonomous)**  
(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)  
Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

**DEPARTMENT OF CIVIL ENGINEERING**

Ref: VIIT/CE/2018-19/1

Date: 06-06-2018

**CIRCULAR**

This is to inform that there will be a meeting on 9<sup>th</sup> June, 2018 at 11:30 AM in E34 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 14-11-2017
- Curricular aspects
- Teaching - learning & evaluation
- Infrastructure & Learning Resources
- Mentoring students attendance
- VISTA Technical Fest
- Any other points

  
**HOD-CE**

Head of the  
Department of Civil Engineering  
**VIGNAN'S INSTITUTE OF  
Information Technology**  
Beside: VSEZ, Duvvada, Visakhapatnam, 49

Copy To

- All the DDC members
- Principal Office



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Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

**DEPARTMENT OF CIVIL ENGINEERING**

Ref: VIIT/CE/2018-19/1

Date: 09-06-2018

**The minutes of the meeting of the Department Development Committee**

The Chairman, DDC conducted a meeting with all the members of DDC on 09-06-2018 at 11:30 AM in the Room No: E-34 and discussed the following points.

**Members Present in the meeting**


S. No.	DDC Members	Designation	Role	Signature
1	Dr. G.VenkataRao	Associate Professor	Chairman	
2	Mr.B.Brahmaiah	Assistant Professor	Member secretary	
3	Dr.Ch.Kannam naidu	Associate Professor	Member	
4	Ms.T.Geeta Rani	Assistant Professor	Member	
5	Mrs.M.LeelaPriyanka	Assistant Professor	Member	
6	Mrs.S.KranthiVijaya	Assistant Professor	Member	
7	Mr.G.Sudheer Kumar	Assistant Professor	Member	
8	Mr.K.Srinivas	Assistant Professor	Member	
9	Mrs.A.V.S.L.Ramya	Assistant Professor	Member	


S. No.	Points Discussed
1	Mr.B.Brahmaiah welcomed all the members for the meeting and discussed the agenda of the meeting
2	Chairman, DDC Dr. G.VenkataRao discussed the progression of department in the academic year 2017-18

3	Discussed the Quality improvement suggestions and initiatives for the following aspects a) Curricular aspects b) Teaching - learning & evaluation c) Infrastructure & Learning Resources
4	The important suggestion given by the members are listed below:
	<b>a) Curricular aspects</b>
	<ul style="list-style-type: none"> <li>➤ All members proposed for curriculum design must provide feedback online. It is also recommended that feedback be maintained with at least four kinds of people, including students, professors, alumni, and employers.</li> <li>➤ Dr.Ch.Kannam naidu represented the implementation of Internships which will be incorporated from II B.Tech II Sem onwards</li> <li>➤ Ms.T.Geeta Rani suggested to encourage more number of students for CRT Training in IV B.Tech</li> <li>➤ The eligibility for student internship is discussed. Mrs.S.KranthiVijaya suggested IT related internship is only for IT placed students and remaining for core internship companies</li> <li>➤ Mrs.M.LeelaPriyanka suggested the ArcMap software to GIS&amp;CAD Laboratory in IV B.Tech</li> </ul>
	<b>b) Teaching - learning &amp; evaluation.</b>
	<ul style="list-style-type: none"> <li>➤ To develop the weak students academics new methods of Teaching -learning processes are recommended especially project based learning.</li> <li>➤ Mr.K.Srinivas suggested the importance of Blooms taxonomy and advised to incorporate for all internal assessment tests</li> <li>➤ Chairman,DDC briefed the importance of CRCs and advised to conduct CRCs for every 15 Days.</li> <li>➤ Members advised to prepare all course files before commencement of semester</li> <li>➤ Mr.G.Sudheer Kumar suggested the implementation of Industrial visits to II B.Tech students in summer vacation</li> </ul>
	<b>c) Infrastructure &amp; Learning Resources</b>
	<ul style="list-style-type: none"> <li>➤ Chairman,DDC suggested to use ICT enabled classrooms more effectively .The class rooms are to be improved as per NBA standards which helps the student to know PO's in curriculum</li> <li>➤ Dr.Ch.Kannam naidu suggested the awareness of NBA to student community</li> </ul>



	<p>through flexes in classroom</p> <ul style="list-style-type: none"> <li>➤ Chairman,DDC , Dr. G.VenkataRao suggested the upgradation of Concrete Tehnology lab with new experiments</li> <li>➤ Mr.G.Sudheer Kumar identified the damages in class room and lab infrastructure and advised to rectify</li> <li>➤ Mrs.A.V.S.L.Ramya suggested to purchase new books in library for the next semester and library hours in Time-table</li> <li>➤ Mr.K.Srinivas suggested the implementation of Industry-oriented project for III Year students</li> </ul>
5	<p>Meeting has been declared for open for inviting suggestions to improve the quality of the department activities</p> <ul style="list-style-type: none"> <li>➤ Department implements the plan of action in every semester to improve the academics, research &amp; placement</li> <li>➤ Department student association activities are organized by the students. It helps the students in strengthening the belongingness towards the institute</li> <li>➤ As a part of improving the student progression, the co-curricular and extracurricular activities are conducted in every year</li> <li>➤ A natioal level tech festival is conducted in each semester in the name of Vignan - Vista (Technical Fest) on the eve of Engineers' day. It helps the students in improvement of inter personal skill and team work</li> </ul>
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.Brahmaiah)  
Member secretary

  
(Dr. G.Venkata Rao)  
Chairperson

Head of the  
Department of Civil Engineering  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy to:

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



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**DEPARTMENT OF CIVIL ENGINEERING**

Ref: VIIT/CE/2018-19/2

Date: 10-11-2018

**CIRCULAR**

This is to inform that there will be a meeting on 15<sup>th</sup> November, 2018 at 2:00 PM in Room No: E-33.

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 09-06-2018
- Teaching - learning & evaluation
- Research, innovations and extensions
- Student Support & Progression.
- Yuvatarang Coordinators
- Any other points

h. —

**HOD-CE**

Head of the  
Department of Civil Engineering  
**VIGNAN'S INSTITUTE OF**  
Information Technology (I)  
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Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

## DEPARTMENT OF CIVIL ENGINEERING

Ref: VIIT/CE/2017-18/2

Date: 15-11-2018

### The minutes of the meeting of the Civil Department

The HOD conducted a meeting with all the members of DDC on 15-11-2018 at 02:00 PM in the Room E33 and discussed the following points

#### Members Present in the meeting


S. No.	DDC Members	Designation	Role	Signature
1	Dr.G.VenkataRao	Associate Professor	Chairman	u...
2	Dr.Ch.Kannam naidu	Associate Professor	Member	Ch.Kannam
3	Mr.B.Brahmaiah	Assistant Professor	Member secretary	B.B.L
4	Mr.K.Srinivas	Assistant Professor	Member	K.Srinivas
5	Ms.T.Geeta Rani	Assistant Professor	Member	T. Geeta Rani
6	Mrs.M.LeelaPriyanka	Assistant Professor	Member	M.LeelaPriyanka
7	Mrs.S.KranthiVijaya	Assistant Professor	Member	S.KranthiVijaya
8	Mrs.A.V.S.L.Ramya	Assistant Professor	Member	A.V.S.L.Ramya
9	Mr.G.Sudheer kumar	Assistant Professor	Member	G.Sudheer kumar
10	Dr.Pritam Hait	Assistant Professor	Member	Pritam Hait


S. No.	Points Discussed
1	Mr.B.Brahmaiah welcomed all the members for the meeting and discussed the agenda of the meeting.
2	Chairman, DDC Dr.G.VenkataRao discussed the progression of resolutions taken in previous DDC in the first semester of academic year 2018-19
3	Chairman, DDC Dr.G.VenkataRao discussed the Quality improvement suggestions and initiatives for the following aspects:



	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><b>a) Teaching - learning &amp; evaluation</b></p> <ul style="list-style-type: none"> <li>➤ Chairman, DDC Dr.G.VenkataRao advised to prepare all course files before commencement of semester.</li> <li>➤ Dr.Ch.Kannam naidu suggested the continuous monitoring, reviewing and documentation of slow-learners.</li> <li>➤ Mr.K.Srinivas briefed the requirement of faculty and advised to recruit the new faculty.</li> <li>➤ Mrs.M.LeelaPriyanka advised that all internal assessment should follow the Blooms Taxonomy.</li> <li>➤ Ms.T.Geeta Rani suggested conducting of Backlog classes for slow learners which helps to clear the backlog subjects</li> <li>➤ Mr.G.Sudheer kumar explains the company permissions for industrial visits</li> </ul> <p><b>b) Research, innovations and extensions.</b></p> <ul style="list-style-type: none"> <li>➤ Dr.Pritam Hait suggested that students have to publish their project work as a research paper in their final semester</li> <li>➤ Chairman, DDC Dr.G.VenkataRao suggested that all Doctorates has to apply for research funding from various Government or Private Organizations.</li> <li>➤ <b>STAAD and TEQLA software in GIS/CAD Laboratory suggested for faculty and student research</b></li> </ul> <p><b>c) Student Support &amp; Progression</b></p> <ul style="list-style-type: none"> <li>➤ Chairman, DDC Dr.G.VenkataRao advised to conduct Inter, Intra college co-curricular and Extra- Curricular activities</li> <li>➤ Conduct one interaction workshop with alumni</li> <li>➤ Mrs.M.LeelaPriyanka suggested that, faculty has to create awareness among the students continuously through notices about the various scholarship schemes from Govt. and NGO's etc.</li> <li>➤ Few skills enhancement activities are needed to be organizing for improving student's capability.</li> <li>➤ Mrs.S.KranthiVijaya explain need of career counseling and guidance with alumni to the students for the competitive examinations</li> </ul>
5	<p>Meeting has been declared for open for inviting suggestions to improve the quality of the department activities</p> <ul style="list-style-type: none"> <li>➤ Department implements the plan of action in every semester to improve the academics, research &amp; placement</li> <li>➤ Department student association activities are organized by the students. It helps</li> </ul>

	<p>the students in strengthening the belongingness towards the institute</p> <ul style="list-style-type: none"> <li>➤ As a part of improving the student progression, the co-curricular and extracurricular activities are conducted in every year</li> <li>➤ A national level youth festival is conducted in each semester in the name of Vignan-Yuv-Tarang(Cultural-Fest).It helps the students in improvement of inter personal skill and team work</li> </ul>
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. Brahmaiah)  
 Member secretary

  
 (Dr. G. Venkata Rao)  
 Chairperson

Head of the  
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