# VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (Autonomous)

(Approved by AICTE,New Delhi& Affiliated to JNTUK, Kakinada)
Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Ref: CSE/DDC/2020-21/1

Date: 11-09-2020

## CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 17-09-2020.

Timing: 2:00 PM-4:00 PM

Venue: Online

**Agenda:**

1) Review on Action taken report of previous DDC
2) Review on Department progression in the last semester
3) Quality improvement suggestions and initiatives
   a) Curricular aspects.
   b) Teaching - learning & evaluation.
   c) Research, innovations and extensions.
   d) Infrastructure & learning resources.
   e) Student support & progression.
4) Any other points with the permission of chairperson

**Note:** Please attend without fail

(Mrs.K Swathi)

Member secretary

(Dr. Ch. Narasimham)

Chairperson
HOD-CSE
Vignan's Institute of Information Technology (A)
Duvvada, Visakhapatnam-530 049, A.P.

Copy to:

1) Members of DDC
2) All faculty members
3) Principal office
4) IQAC office
5) DDC File

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## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Ref: CSE/DDC/2020-21/1

Date: 17-09-2020

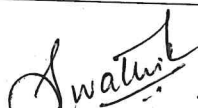## The minutes of the meeting of the Department Development Committee

The convenor conducted a meeting with all the members of DDC on 17-09-2020 at 02:00 PM in online and discussed the following points.

**Members Present in the meeting**

| S. No. | DDC Members | Role | Designation & Organization |
|---|---|---|---|
| 1 | Dr. Ch. Narasimham | Chair person | Professor, Department of CSE, VIIT(A) |
| 2 | Dr. E Laxmi Lydia | Member | Professor, Department of CSE, VIIT(A) |
| 3 | Dr. N.Thirupathi Rao | Member | Associate Professor, Department of CSE, VIIT(A) |
| 4 | Dr. G.Neelima | Member | Associate Professor, Department of CSE, VIIT(A) |
| 5 | Mr. B. Dinesh Reddy | Member | Associate Professor, Department of CSE, VIIT(A) |
| 6 | Mr. S Naga Mallik Raj | Member | Assistant Professor, Department of CSE, VIIT(A) |
| 7 | Dadi Swathi (18L31A0537) | Member | Student, Department of CSE, VIIT(A) |
| 8 | Kukkala Shruti (19L31A0554) | Member | Student, Department of CSE, VIIT(A) |
| 9 | Mrs.K Swathi | Member secretary | Assistant Professor, Department of CSE, VIIT(A) |

| S. No. | Points Discussed |
|---|---|
| 1 | Mrs.K Swathi welcomed all the members for the meeting and discussed the agenda of the meeting. |
| 2 | Chairperson Dr.Ch. Narasimham discussed the progression of department in the academic year 2019-20. |
| 3 | Chairperson Dr.Ch. Narasimham discussed the Quality improvement suggestions and initiatives for the following aspects<br>a) Curricular aspects.<br>b) Teaching - learning & evaluation.<br>C) Infrastructure & Learning Resources |
| 4 | The important suggestion given by the members are listed below |

**a) Curricular aspects.**

- Faculty are instructed to conduct online classes for students up to mid-1 syllabus completion

- Faculty are advised to use more e-content and videos generated by faculty for the respective subject.

- 15 value added courses have to be including in AY 2020-21 (2-3 courses per II/III/IV per semester). 5 courses are to be conducted online.

- Students should be motivated to go for internship in final year for industry exposure.

- Feedback has to be taken from stakeholders through online mode.

- Continuous monitoring of students attendance from Day-1 of semester.

**b) Teaching - learning & evaluation.**

- Chairperson Dr.Ch Narasimham advised to identify the student centric method for each subject and generate content such as activity, assignment for the same.

- Dr. N.Thirupathi Rao briefed the requirement of Faculty cadre wise. And members advised to recruit new faculty.

- Members advised to conduct CRCs for every 15 Days.

- Student centric methods should be incorporated in course files and proof for the same should be submitted by semester end.

- Counseling should be strictly monitored.

| | | |
|---|---|---|
| | **c) Infrastructure & Learning Resources** | |
| | • Chairperson Dr.Ch Narasimham advised to identify the new labs required coming VR-19 and vr-20 subjects.<br>• Dr. E.Laxmi Lydia advised for virtual labs for online mode.<br>• In view of pandemic situation, it is advised to keep sanitizer stand outside every classroom.<br>• New books for VR-19 regulation should be purchased.<br>• The faculty has to motivate the students about the utilization of various online resources, NPTEL, Course era, Udemy to upgrade the skills and Knowledge. | |
| 5 | Meeting has been declared for open for inviting suggestions to improve the quality of the department activities<br>• Department should be prepared for online classes, in case situations persists.<br>• Faculty should maintain proper social distance and wear mask throughout. | |
| 6 | Chairperson 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 prospective development of the department in all means. | |

(Mrs.K Swathi)

Member secretary

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2) All faculty members

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(Dr.Ch.Narasimham)

Chairperson

HOD CSE
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## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Ref: CSE/DDC/2020-21/2

Date: 02-01-2021

## CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 05-01-2021
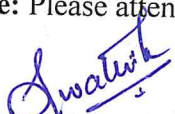
Timing: 2:00 PM-4:00 PM

Venue: Tim Berners Lee Lab

### Agenda:

1. Review on Action taken report of previous DDC
2. Review on Department progression in the last semester
3. Quality improvement suggestions and initiatives
   a) Curricular aspects.
   b) Teaching - learning & evaluation.
   c) Research, innovations and extensions.
   d) Infrastructure & learning resources.
   e) Student support & progression.
4. Any other points with the permission of chairperson
   Note: Please attend without fail

(Mrs.K Swathi)
Member secretary

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(Mr.B. Dinesh Reddy)
Chairperson
HOD-CSE
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**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

Ref: CSE/DDC/2020-21/2

Date: 05-01-2021

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

The convenor conducted a meeting with all the members of DDC on 05-01-2021 at 02:00 PM in Tim Berners Lee Lab and discussed the following points.

### Members Present in the meeting

| S. No. | DDC Members | Role | Designation & Organization |
|--------|-------------|------|----------------------------|
| 1 | Mr.B. Dinesh Reddy | Chair person | Associate Professor, Department of CSE, VIIT(A) |
| 2 | Dr. E Laxmi Lydia | Member | Professor, Department of CSE, VIIT(A) |
| 3 | Dr. N.Thirupathi Rao | Member | Associate Professor, Department of CSE, VIIT(A) |
| 4 | Dr. G.Neelima | Member | Associate Professor, Department of CSE, VIIT(A) |
| 5 | Mr.S Naga Mallik Raj | Member | Assistant Professor, Department of CSE, VIIT(A) |
| 6 | Mrs.Y.Srilatha | Member | Assistant Professor, Department of CSE, VIIT(A) |
| 7 | Dadi Swathi (18131A0537) | Member | Student, Department of CSE, VIIT(A) |
| 8 | Kukkala Shruti (19131A0554) | Member | Student, Department of CSE, VIIT(A) |
| 9 | Mrs.K Swathi | Member secretary | Assistant Professor, Department of CSE, VIIT(A) |

| | | Points Discussed |
|---|---|---|
| 1 | | Mrs.K Swathi welcomed all the members for the meeting and discussed the agenda of the meeting. |
| 2 | | Chairperson Mr.B. Dinesh Reddy discussed the progression of resolutions taken in previous DDC in the academic year 2019-20. |
| 3 | | Chairperson Mr.B. Dinesh Reddy discussed the Quality improvement suggestions and initiatives for the following aspects<br><br>a) Teaching - learning & evaluation<br>b) Research, innovations and extensions<br>c) Student Support & Progression |
| 4 | | The important suggestion given by the members are listed below |
| | | **a) Teaching - learning & evaluation**<br><br>• Chairperson Mr.B. Dinesh Reddyinsisted faculty to conduct more lab hours in order to compensate their doubt<br>• Student centric method should be documented properly with photos as proof<br>• Maximize the use of ICT in classrooms. |
| | | **b) Research, innovations and extensions.**<br><br>• Dr.E.Laxmi Lydia advised doctorates to conduct one International Conference/ Workshop/FDP.<br>• It is mandatory for students to publish their work in research journals.<br>• Students must be motivated for doing in-house projects |
| | | **c) Student Support & Progression**<br><br>• Campus corporate connect (CCC) training is started in campus, interested students can attend and for remaining students class work should be held as per time table. |
| 5 | | Meeting has been declared for open for inviting suggestions to improve the quality of the department activities |
| 6 | | Chairperson 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 prospective development of the department in all means. |

(Mrs.K Swathi)
Member secretary
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(Mr.B. Dinesh Reddy)
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