



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/2021-22/1

Date: 07-07-2021

CIRCULAR

All the members of DDC and Faculty members are here by informed to attend a Department Development Committee (DDC) meeting scheduled on 13-07-2021

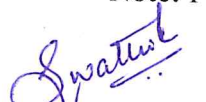
Timing: 2:00 PM-4:00 PM

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


(Mr. B. Dinesh Reddy)

Chair person

Copy to:

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

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



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/2021-22/1

Date: 13-07-2021

The minutes of the meeting of the Department Development Committee

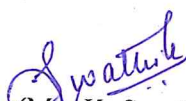
The convenor conducted a meeting with all the members of DDC on 13-07-2021 at 02:00 PM in the Tim Berners Lee Lab and discussed the following points.

Members Present in the meeting

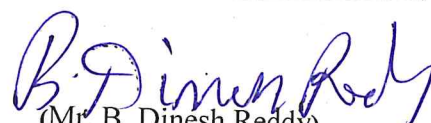
S. No.	DDC Members	Role	Designation & Organization
1	Mr.B. Dinesh Reddy	Chair person	Associate Professor, Department of CSE, VIIT(A)
2	Dr. E Laxmi Lydia	Member	Professor, Department of CSE, VIIT(A)
3	Dr. N.Thirupathi Rao	Member	Associate Professor, Department of CSE, VIIT(A)
4	Dr. G.Neelima	Member	Associate 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	Karri Navya (19L31A0598)	Member	Student, Department of CSE, VIIT(A)
8	B. Monalisa (20L31A0518)	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 Mr.B. Dinesh Reddy discussed the progression of department in the academic year 2020-21.
3	Chairperson Mr.B. Dinesh Reddy discussed the Quality improvement suggestions and initiatives for the following aspects a) Curricular aspects. b) Teaching - learning & evaluation. C) Infrastructure & Learning Resources
4	<p>The important suggestion given by the members are listed below</p> <p>a) Curricular aspects.</p> <ul style="list-style-type: none"> 15 value added courses have to be including in AY 2020-21 (2-3 courses per II/III/IV per semester). Out of which two courses are related to technical and one related to non-technical. Mrs. Y.Srilatha advised to incorporate Major and Minor courses in the curriculum. Encourage all the students to go to Internship in their final year. Students must be motivated for doing in-house projects in collaboration with IDEA laboratory and are relevant to extension activities. Feedback has to be taken from stakeholders through online mode. Continuous monitoring of student's attendance from Day-1 of semester. <p>b) Teaching - learning & evaluation.</p> <ul style="list-style-type: none"> Chairperson Mr.B. Dinesh Reddy advised to identify the new methods of Teaching - learning to support weak students and encourage bright students. 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. Continuous monitoring, reviewing and documentation of student centric methods need to be improved. Members advised to prepare all course files before advancement of semester. Mentors to counsel students in case they are having any academic or personal issues. <p>c) Infrastructure & Learning Resources</p> <ul style="list-style-type: none"> Chairperson Mr.B. Dinesh Reddy advised to identify the new labs required according to modified curriculum. And Hardware equipment, software's required to conduct lab

	<p>sessions.</p> <ul style="list-style-type: none"> • Dr. G.Neelima Identified and Advised to improve the Class room, Lab infrastructure. • Mrs. Y.Srilatha advised for the up gradation of class room to ICT Enabled. • Dr. E.Laxmi Lydia suggested for the upgrading the WiFi Network Installation in the Department and speed of Internet facility. • Dr. E.Laxmi Lydia advised for virtual labs implementations. • Student member asked about new books purchase in library for the next semester and library hours in Time table. • Student Member given suggestions about the Incorporation of Coding Club, Hacker's club, Sports Club and Waiting Hall for the Girls. • The faculty has to motivate the students about the utilization of various online resources, NPTEL, Coursera, Udemy to upgrade the skills and Knowledge.
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"> • Department must have a plan for every semester to improve the academics, research & placement. • Vignan ACM Student chapter activities should be organized and conducted by students. It will help in not only in belongingness of the college but also their leadership skills.
6	<p>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.</p>


(Mrs.K. Swathi)

Member secretary


(Mr. B. Dinesh Reddy)

Chair person

HOD-CSE

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

Copy to:

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



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/2021-22/2

Date: 18-12-2021

CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 28-12-2021.

Timing: 2:00 PM-4:00 PM

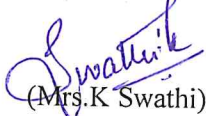
Venue: Tim Berners Lee Lab

Agenda:

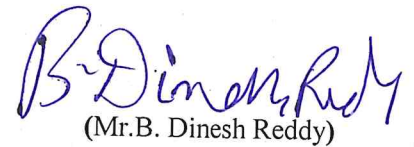
- 1) Review on Action taken report of previous DDC
- 2) Review on Department progression in the last semester
- 4) Quality improvement suggestions and initiatives
 - a) Curricular aspects.
 - b) Teaching - learning & evaluation.
 - c) Research, innovations and extensions.
 - d) Infrastructure & learning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

4) Any other points with the permission of chairperson

Note: Please attend without fail.


(Mrs. K. Swathi)

Member secretary


(Mr. B. Dinesh Reddy)

Chair person

Copy to:

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

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



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/2021-22/2

Date: 28-12-2021

The minutes of the meeting of the Department Development Committee

The convenor conducted a meeting with all the members of DDC on 28-12-2021 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	Karri Navya (19L31A0598)	Member	Student, Department of CSE, VIIT(A)
8	B. Monalisa (20L31A0518)	Member	Student, Department of CSE, VIIT(A)
9	Mrs.K Swathi	Member secretary	Assistant Professor, Department of CSE, VIIT(A)

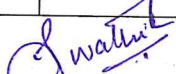
S. No.	Points Discussed
1.	Mrs.K Swathi welcomed all the members for the meeting and discussed the agenda of the meeting.
2	Chairperson Mr.B. Dinesh Reddy discussed the progression of resolutions taken in previous DDC in the academic year 2020-21.
3	Chairperson Mr.B. Dinesh Reddy discussed the Quality 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>a) Teaching - learning & evaluation</p> <ul style="list-style-type: none"> • Chairperson Mr.B. Dinesh Reddy advised to identify the new methods of Teaching - learning to support weak students and encourage bright students. • Dr. N Thirupathi Rao briefed the requirement of Faculty cadre wise. And members advised to recruit new faculty. • Members advised to conduct Backlog classes for slow learners and skill development programs for advanced learners. • Members advised for remedial classes for students having attendance less than 75%. • Continuous monitoring, reviewing and documentation of student centric methods need to be enhanced. • Members advised to prepare all course files before advancement of semester. • Mrs. Y.Srilatha advised to follow the Blooms Taxonomy for internal assessment. <p>b) Research, innovations and extensions.</p> <ul style="list-style-type: none"> • Dr.E.Laxmi Lydia advised all Doctorates to apply for research funding from various Govt. and Private Organizations. • Each doctorate has to conduct one International Conference/ Workshop/FDP/ STTP. • Professors have to Work on Industry Collaboration and Consultancy. • Students have to publish their project work as a research Paper in their Final Semester. • Students to be motivated to work on social problems and to develop & implement their idea into the product. • Students must be motivated for doing in-house projects in collaboration with IDEA

laboratory and are relevant to extension activities.

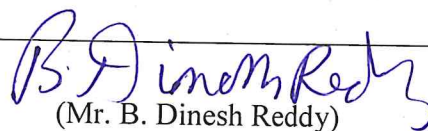
c) Student Support & Progression

- Faculty has to create awareness among the students continuously through social media about the various scholarship schemes from Govt. and NGO's etc.
- Few skills enhancement activities are needed to be organizing for improving student's capability.
- Wide Awareness Programs need to be conduct to the Students, frequently on sexual harassment and ragging
- Conduct Career counseling and guidance sessions with alumni to the students forthe competitive examinations.
- Conduct one interaction workshop with alumni with students.
- Conduct more Ideathon&Hackerthon like events.
- CRT classes to be given from final years onwards.

- 5 Meeting has been declared for open for inviting suggestions to improve the quality of the department activities
- Department must have a plan for every semester to improve the academics, research & placement.
 - Vignan ACM Student chapter activities should be organized and conducted by students. It will help in not only in belongingness of the college but also their leadership skills.
- 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


(Mr. B. Dinesh Reddy)

Chairperson

Copy to:

- 5) Members of DDC
- 6) Principal office
- 7) IQAC office
- 5) DDC File

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