

**VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (Autonomous)**

(Approved by AICTE New Delhi & Affiliated to JNTUK, Kakinada)

Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

**DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING**

Ref:EEE/DDC/2020-21/1

Date:07-09-2020

**CIRCULAR**

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 11-09-2020.


Timing: 10-00AM-12-00 PM

Venue: Power Systems & Simulation laboratory (C32)

**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

Any other points with the permission of chairperson

  
(Dr. P. Sekhar)

Chair person

HoD-EEE Dept.  
VIGNAN'S INSTITUTE OF  
INFORMATION TECHNOLOGY  
Duvvada, Visakhapatnam-530 046

Copy to:

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

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**DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING**

Ref:EEE/DDC/2020-21/2

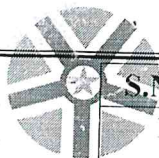
Date:11-09-2020

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

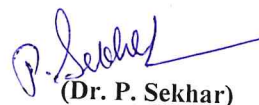
The convenor conducted a meeting with all the members of DDC on 11-09-2020 at 10:00 AM in the Power Systems & Simulation laboratory (C32) and discussed the following points.

**Members Present in the meeting**

S.No.	DDC Members	Role	Designation Organization
1	Dr.Pudi Sekhar	Chairperson	Associate Professor, Department of EEE, VIIT(A) <i>P. Sekhar</i>
2	Dr.RS Ravi Sankar	Member	Associate Professor, Department of EEE, VIIT(A) <i>RS</i>
3	Dr.B. Prasada Rao	Member	Associate Professor, Department of EEE, VIIT(A) <i>B. Rao</i>
4	Mrs.K.K.Deepika	Member	Assistant Professor, Department of EEE, VIIT(A) <i>Deepika</i>
5	Dr.MVG Varaprasad	Member	Assistant Professor, Department of EEE, VIIT(A) <i>Dr. Pr</i>
6	Mrs.K Sravanthi	Member	Assistant Professor, Department of EEE, VIIT(A) <i>K. Sravanthi</i>
7	Ms.B Jyothi	Member	Assistant Professor, Department of EEE, VIIT(A) <i>B. Jyothi</i>
8	Mr.Rajesh Tanna	Member	Assistant Professor, Department of EEE, VIIT(A) <i>Mr. Tanna</i>
9	Mr.K Sravan Kumar	Member	Assistant Professor, Department of EEE, VIIT(A) <i>K. Sravan</i>



S.No.	Points Discussed
1	<p>Chairperson Dr. P. Sekhar discussed the Quality improvement suggestions and initiatives for the following aspects</p> <p>a) Curricular aspects.</p> <p>b) Teaching -learning evaluation.</p> <p>c) Research, innovations and extensions</p>
2	<p>The important suggestion given by the members are listed below</p> <p><b>a)Curricular aspects.</b></p> <ul style="list-style-type: none"><li>• Syllabus to be covered through online classes.</li><li>• Labs to be conducted after the examinations.</li></ul> <p><b>b)Teaching-learning evaluation.</b></p> <ul style="list-style-type: none"><li>• Faculty should prepare video lectures and play them during classwork. Along with explanation.</li><li>• Faculty has to conduct online tests to check the progress of the students.</li><li>• Faculty has to provide sufficient learning material.</li></ul> <p><b>c)Research, innovations and extensions</b></p> <ul style="list-style-type: none"><li>• All the doctorates should write project proposals. Apply them for funding agencies.</li><li>• Non doctorates should publish one SCOPUS paper.</li></ul>
3	<p>Meeting has been declared for open for inviting suggestions to improve the quality of the department activities.</p> <p>Students should be online courses to meet the industry oriented mini project.</p>
4	<p>Chairperson extended the vote of thanks for all the members for attending the DDC meeting with a request to provide long-term support for the prospective development of the department in all means.</p>

  
(Dr. P. Sekhar)

Chairperson  
HoD-EEE Dept.  
VIGNAN'S INSTITUTE OF  
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Duvvada, Visakhapatnam-530 046

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9	Mr.KSravanKumar	Member	Assistant Professor,DepartmentofEEE, VIIT(A)
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*H. S. S. S.*

S.No.	Points Discussed
1	Chairperson Dr. P. Sekhar discussed the Quality improvement suggestions and initiatives for the following aspects a) Curricular aspects. b) Teaching -learning evaluation. c) Research, innovations and extensions
2	The important suggestion given by the members are listed below <b>a) Curricular aspects.</b> <ul style="list-style-type: none"><li>• Program structure and syllabus has to be prepared for VR20 regulation.</li><li>• Comparison to be made with APSCHE.</li></ul> <b>b) Teaching-learning &amp; evaluation.</b> <ul style="list-style-type: none"><li>• Faculty has to use ICT facilities in the classroom.</li><li>• At least one student centric method should be involved per unit.</li><li>• After weekly tests, monitor and focus on poorly performed students.</li></ul> <b>c) Research, innovations and extensions</b> <ul style="list-style-type: none"><li>• All the faculty must focus to publish at least 1 SCOPUS/SCI paper.</li></ul>
3	Meeting has been declared for open for inviting suggestions to improve the quality of the department activities. Lab incharges should submit a request for repair and new equipment for laboratories.
4	Chairperson extended the vote of thanks for all the members for attending the DDC meeting with a request to provide long-term support for the prospective development to the department in all means.

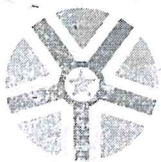
*P. Sekhar*  
(Dr. P. Sekhar)

Chairperson

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## DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

Ref:EEE/DDC/2020-21/3

Date:07-12-2020

### CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 10-12-2020.


Timing: 10-00AM-12-00 PM

Venue: Power Systems & Simulation laboratory (C32)

#### **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.
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  - c) Research, innovations and extensions.
  - d) Infrastructure & Learning resources
  - e) Student support & Progression

Any other points with the permission of chairperson

  
(Dr. P. Sekhar)

Chair person

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## DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

Ref:EEE/DDC/2020-21/4

Date:10-12-2020

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

The convenor conducted a meeting with all the members of DDC on 10-12-2020, 10:00 AM in the Power Systems & Simulation laboratory (C32) and discussed the following points.

#### Members Present in the meeting

S.No.	DDC Members	Role	Designation & Organization
1	Dr. Pudi Sekhar	Chairperson	Associate Professor, Department of EEE, VIIT(A) <i>P. Sekhar</i>
2	Dr. RS Ravi Sankar	Member	Associate Professor, Department of EEE, VIIT(A) <i>RSR</i>
3	Dr. B. Prasada Rao	Member	Associate Professor, Department of EEE, VIIT(A) <i>B. Rao</i>
4	Mrs. K. K. Deepika	Member	Assistant Professor, Department of EEE, VIIT(A) <i>Deepika</i>
5	Dr. MVG Varaprasad	Member	Assistant Professor, Department of EEE, VIIT(A) <i>Dr. V</i>
6	Mrs. K. Sravanthi	Member	Assistant Professor, Department of EEE, VIIT(A) <i>K. Sravanthi</i>
7	Ms. B. Jyothi	Member	Assistant Professor, Department of EEE, VIIT(A) <i>By</i>
8	Mr. Rajesh Tanna	Member	Assistant Professor, Department of EEE, VIIT(A) <i>R. Tanna</i>