



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:01-07-2021

CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 08-07-2021 (Thursday).

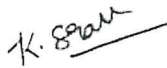
Timing: 10-00AM-12-00 PM

Venue: Power Systems & Simulation laboratory (C32)

Agenda:

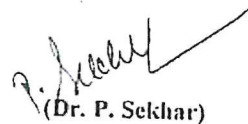
- 1) Review on Action taken report of previous DDC
- 2) Review on Department progression in the last semester
- 3) Quality improvement suggestions and initiatives
 - a) Curricular aspects.
 - b) Teaching - learning & evaluation.
 - c) Research, innovations and extensions.
 - d) Training and Placements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

Note: Please attend without fail.



(Mr. K Sravan kumar)

Member secretary



(Dr. P. Sekhar)

Chair person

Copy to:

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

HoD-EEE Dept.
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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

Ref:EEE/DDC/2020-21/1

Date:08-07-2022

The minutes of the meeting of the Department Development Committee

The convenor conducted a meeting with all the members of DDC on 08-07-2021 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)
2	Dr. RS Ravi Sankar	Member	Associate Professor, Department of EEE, VIIT(A)
3	Dr. B. Prasada Rao	Member	Associate Professor, Department of EEE, VIIT(A)
4	Dr. K.K. Deepika	Member	Assistant Professor, Department of EEE, VIIT(A)
5	Dr. MVG Varaprasad	Member	Assistant Professor, Department of EEE, VIIT(A)
6	Mrs. K Sravanthi	Member	Assistant Professor, Department of EEE, VIIT(A)
7	Ms. B Jyothi	Member	Assistant Professor, Department of EEE, VIIT(A)
8	Mr. Rajesh Tanna	Member	Assistant Professor, Department of EEE, VIIT(A)

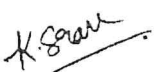


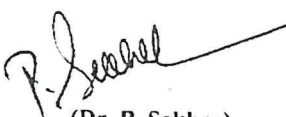
9	Mr.KSravan Kumar	Membersecretary	Assistant Professor,DepartmentofEEE, VIIT(A)
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K.Sravan

S.No.	PointsDiscussed
1	Mr.K.Sravan Kumar welcomed all the members and discussed the agenda of the meeting.
2	<p>ChairpersonDr. P. Sekhar discussedtheprogressionof departmentintheprevious semester (2020-21). The following points has been discussed.</p> <ul style="list-style-type: none"> • Overall students' attendance has been improved. But observed that, average attendance of students is 80%. Hence, discussed to counsel the students to improve the attendance in the next semester. • Student feedback on the faculty must be improved. Informed to focus on better preparation, presentation with best student centric methods, which further enhance the results and placements. • The number of doctorates must be increased in the department to improve research. More doctorates to be recruited. • Research paper publication of faculty must be improved. Doctorates must write research projects to get funds from government organizations.
3	<p>Chairperson Dr. P. Sekhar discussed the Quality improvement suggestions andinitiativesforthe followingaspects</p> <p>a) Curricularaspects.</p> <p>b) Teaching -learning&evaluation.</p> <p>c) Research,innovationsandextensions</p> <p>d) Training and Placements</p>
4	<p>The important suggestion given by the members are listed below</p> <p>a)Curricular aspects.</p> <ul style="list-style-type: none"> • Apart from regular courses, the students must be engaged in skill development programs. Hence planned to conduct workshops. • At least one technical and non-technical expo to be conducted in the department. • Students must be encouraged to take up value added courses of their interest. <p>b)Teaching-learning&evaluation.</p> <ul style="list-style-type: none"> • Chairperson Dr. P. Sekhar advised to take up at least one student centric method per unit to create interest among students. • Identify the slow learners after weekly test, mid exam and give assignments to improve their performance. • Pass percentage can be improved by proper teaching and monitoring the performance which will help to get more placements.

c) Research, Innovations and extensions	
<ul style="list-style-type: none"> All the faculty must focus to publish at least 1 SCOPUS/SCI paper per semester. Discussed that collaborative work can enhance the publication. To improve publication and funded projects, more doctorates to be recruited in the upcoming recruitment drive. Doctorates should identify a channel to conduct sponsored workshop/Conferences. 	
d) Training and Placements	
<ul style="list-style-type: none"> Chairperson discussed that, most of the third-year students should be eligible for placements. Faculty should focus on students with 3 to 4 backlogs, and help them in the preparation to pass the courses. Special training for placements should be started in 3-2. The target for 2019 admitted batch is 90% placements. Out of which, 30% should be from core industry. 	
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"> Members advised to start a student activity center of the department. So that, students are involved in activities to improve their skills.
6	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.


 (Mr. K. Sravan Kumar)
 Member secretary


 (Dr. P. Sekhar)
 Chairperson

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

Ref: EEE/DDC/2020-21/2

Date: 23-12-2021

CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 29-12-2021 (Wednesday).

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.
- 4) Any other points with the permission of chairperson

Note: Please attend without fail.

(Mr. K Sravan Kumar)

Member secretary

(Dr. B Prasad Rao)

Chair person

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

Ref: EEE/DDC/2020-21/2

Date: 29-12-2021

The minutes of the meeting of the Department Development Committee

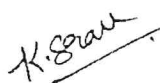
The convenor conducted a meeting with all the members of DDC on 29-12-2021 at 02:00 PM in the Power Systems & Simulation laboratory (C32) and discussed the following points.


Members Present in the meeting

S. No.	DDC Members	Role	Designation & Organization
1	Dr. B Prasada Rao	Chair person	Associate Professor, Department of EEE, VIIT(A)
2	Dr. R S Ravi Sankar	Member	Associate Professor, Department of EEE, VIIT(A)
3	Dr. Pudi Sekhar	Member	Associate Professor, Department of EEE, VIIT(A)
4	Mrs. K K Deepika	Member	Assistant Professor, Department of EEE, VIIT(A)
5	Dr. M V G Varaprasad	Member	Assistant Professor, Department of EEE, VIIT(A)
6	Mrs. K Sravanthi	Member	Assistant Professor, Department of EEE, VIIT(A)
7	Ms. B Jyothi	Member	Assistant Professor, Department of EEE, VIIT(A)
8	Mr. Rajesh Tanna	Member	Assistant Professor, Department of EEE, VIIT(A)
9	Mr. K Sravan Kumar	Member secretary	Assistant Professor, Department of EEE, VIIT(A)

S. No.	Points Discussed
1	Mr. K Sravan kumar welcomed all the members for the second meeting and discussed the agenda of the meeting
2	Chairperson Dr. B Prasada Rao discussed the progression of department in the academic year 2020-21
3	Chairperson Dr. B Prasada Rao discussed the Quality improvement suggestions and initiatives for the following aspects a) Curricular aspects. b) Teaching - learning & evaluation. c) Research, innovations and extensions
4	The important suggestion given by the members are listed below a) Curricular aspects. <ul style="list-style-type: none"> 18 value added courses have to be include in AY 2021-22 (3 courses per II/III/IV per semester). Out of which two courses are related to technical and one related to non-technical. Students who are placed in It sector are only allowed for Internships in IT related companies and rest of the students are allowed for Internships in core companies. 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. b) Teaching - learning & evaluation. <ul style="list-style-type: none"> Chairperson Dr. B Prasada Rao advised to identify the new methods of Teaching - learning to support weak students and encourage bright students. Continuous monitoring, reviewing and documentation of student centric methods need to be improved. c) Research, innovations and extensions <ul style="list-style-type: none"> Research activities in the department need to be taken as serious goal and within a year three or four funded projects should be granted by the department. Students must be encouraged to participate in conference, workshop, seminars and project exhibition. This will create a project based learning environment inside the campus.

	<ul style="list-style-type: none"> Students should be motivated to do multidisciplinary projects during their course of study.
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. Department student association 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>


(Mr. K Sravan kumar)
Member secretary


(Dr. B Prasad Rao)
Chair person

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