## DEPARTMENT OF MANAGEMENT STUDIES

Ref: MBA/DDC/2019-20/1

Date: 10-06-2019

### CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 12-06-2019 (Wednesday).

Timing: 10:00 AM-12:00 A.M

Venue: Seminar hall

Agenda:

1) Review on Action taken report of previous DDC
2) VR-19-Regulation BOS preparation
3) Wings assessment procedure
4) Guest lectures
5) Preparation of SOP for all Co-ordinators
6) Proposal for VISTA-2K19
7) Faculty registration in Professional bodies
8) Any other points with the permission of chairperson

(B.Chandra)

Member secretary

( Dr. CH.Harigovinda.rao )

Chairperson

VIGNAN'S INSTITUTE OF
INFORMATION TECHNOLOGY
VISAKHAPATNAM-46

Copy To

- All the DDC members

- Rector Office

- Principal Office

# VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (Autonomous)

www .vignaniit.com (Approved by AICTE & Affiliated to JNTUK, Kakinada) Estd – 2002

Re-accredited by NAAC with 'A' Grade ( CGPA of 3.41/ 4.00)

## DEPARTMENT OF MANAGEMENT STUDIES

Ref: MBA/DDC/2019-20/1

Date: 12-06-2019

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

Members Present in the meeting:

| S.No | Name | Designation | Role | Signature |
|------|------|-------------|------|-----------|
| 1 | Dr. CH.Harigovinda rao | Assoc. Professor | Chairperson | |
| 2 | Dr.S.M.Murali krishna | Professor | Member | |
| 3 | Dr.P.Ramesh | Asst. Professor | Member | |
| 4 | Dr. T Archana Acharya | Assoc. Professor | Member | |
| 5 | Mrs. B.Chandra | Assistant Professor | Member | |
| 6 | Mr. M.Srinu | Assistant Professor | Member | |
| 7 | Mr. A.Gowtham | Student | Member | |

The HOD conducted a meeting with all the members of DDC on 12-06-2019 at 10:00 A.M in the Seminar hall and discussed the following points.

| S. No. | Points Discussed |
|--------|------------------|
| 1 | Chairperson discussed the progression of department in the academic year 2019-20 |
| 2 | ➢ *Review on Meeting minutes:* <br><br> • Successfully completed External Viva-voce <br><br> • Faculty registered for NPTL courses <br><br> • Successfully organised CSR -Activity <br><br> ➢ *VR19 WINGS Assessment procedure:* It is directed to Wings co-ordinators to assess the wings activity as WINGS assessment is a part of employability skills |

under VR19 syllabus.

> *VR 19 BOS Preparation*: It is directed to all members to select new student pannel according to by-law.

> *Guest lecture:* It is Proposed to conduct guest lecturers to students to gain knowledge in functional areas

> *AMC feedback Analysis:* As It is instructed to take necessary action on AMC to improve the quality.

> *Infrastructure of the Department:* As it is decided to request college administration to provide separate seminar hall to conduct activities.

> *SOP of all Co-ordinators:* All co-coordinators are instructed to prepare SOP in their respective areas..

> *Professional bodies:* All members are directed to register any Professional bodies of respective specialization.

> *Proposal for VISTA 2K19:* It is proposed to conduct technical events for MBA students under VISTA 2K19.

> .Others points of discussion:

- As per the Intuitional requirement Committee is proposed to introduce CBCS

- Committee members directed to conduct Industry –Institute interaction through organizing guest lecture from Industry persons

| 3 | |
|---|---|
| | 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. B.Chandra)

Member secretary

( Dr. CH.Harigovinda rao)

Chairperson
VIGNAN'S INSTITUTE OF
INFORMATION TECHNOLOGY
VISAKHAPATNAM-46

Copy To
- All the DDC members
- Rector Office
- Principal Office

## DEPARTMENT OF MANAGEMENT STUDIES

Ref: MBA/DDC/2019-20/2

Date: 10-12-2019

## CIRCULAR

All the members of DDC and faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 13-12-2019 (Friday).

Timing:  10:00 AM-12:00 A.M

Venue: EKLAVYA hall

**Agenda:**

1. Review on Action taken report of previous DDC
2. Quality improvement suggestions
    a) Project review Committee
    b) AMC feedback Analysis
    c) CRT sessions
    d) Infrastructure requirements
    e) Review on SOP
    f) Reward to students for NPTEL results
    g) Proposal for VISTA
3.      Any other points with the permission of chairperson

(Mrs. B. Chandra)

Member secretary

( Dr. Ch. Harigovinda Rao )

Chairperson
HOD - MBA
VIGNAN'S INSTITUTE OF
INFORMATION TECHNOLOGY
VISAKHAPATNAM-46

Copy To
- All the DDC members
- Rector Office
- Principal Office

## DEPARTMENT OF MANAGEMENT STUDIES

Ref: MBA/DDC/2019-20/2

Date: 13-12-2019

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

The HOD conducted a meeting with all the members of DDC on 13-12-2019 at 02:00 PM in Eklavya hall and discussed the following points.

**Members Present in the meeting:**

| S.No | Name | Designation | Role | Signature |
|------|------|-------------|------|-----------|
| 1 | Dr. Ch. Harigovinda Rao | Assoc. Professor | Chairperson | |
| 2 | Dr.S.M.Murali Krishna | Professor | Member | |
| 3 | Dr.P.Ramesh | Asst. Professor | Member | |
| 4 | Dr. T Archana Acharya | Assoc. Professor | Member | |
| 5 | Mrs. B.Chandra | Assistant Professor | Member | |
| 6 | Ms. A.Kavya | Student | Member | |

| S. No. | Points Discussed |
|--------|------------------|
| 1 | Dr. CH.Harigovinda rao welcomed all the members for the meeting and discussed the agenda of the meeting. |
| 2 | *Quality improvement suggestions* |
| 3 | ➢ *Review on Meeting minutes:* <br><br> • Successfully completed PRC <br><br> • Infrastructural requirement are full filled. <br><br> • Successfully organised CSR -Activity <br><br> ➢ *Project review committee:* It was directed to all faculty members to conduct |

| | | project review committee to make to prepare for external Viva-voce.

➤ *Wings Association:* Committee discussed to introduce Wings dairy consist of code of conduct, wings calendar, By-laws.

➤ *CRT sessions:* To improve the quality placement TNP Co-ordinator to conduct more CRT sessions.

➤ *Guest lecture:* It is Proposed to conduct guest lecturers to students to gain knowledge in functional areas

➤ *AMC feedback Analysis:* As it is instructed to take necessary action on AMC to improve the quality.

➤ *Infrastructure of the Department:* As it is decided to request college administration to provide speaker and systems for faculty.

➤ *Review on SOP's:* Some changes are incorporated in Department Examination cell & Counselling.

➤ **Reward for students under NPTEL results:** Committee advised to provide cash incentive to students for successful completion of NPTL courses.
➤ *Professional bodies:* All members are directed to register any Professional bodies of respective specialization.

➤ *Proposal for VISTA 2K19:* It is proposed to conduct technical events for MBA students under VISTA 2K19.

➤ .Others points for discussion:

    • As per the Management directions all department data is need to incorporate in IQAC format only.

    • It is proposed to display attendance on the dash board |

| 4 | 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. B.Chandra)

Member secretary

( Dr. Ch. Harigovinda Rao ))

Chairperson