



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)

MASTER OF COMPUTER APPLICATIONS
Department Development Committee

CIRCULAR

DATE: 16/07/2022.

This is to inform that there will be a meeting on 18th July, 2022 (Monday) at 11:00am in HOD chamber. I request you all to attend the meeting without fail.

Agenda of the meeting:

- Extra Curricular Activities to be organised
- Company Oriented Training
- Training And Placements
- Research And Projects
- Student counselling
- Workshops to be organised.

Copy To

- All the DDC members
- Rector Office
- Principal Office


HOD-MCA

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MASTER OF COMPUTER APPLICATIONS

Department Development Committee

Minutes of the Department Development Committee

DATE : 18-07-2022

With reference to the circular released on 16th July 2022, the meeting is conducted on 18th July 2022.

The following points were discussed.

- Encourage students to participate in Extra curricular Activities like SportsEvents,Culturals etc.
- To Provide training to all eligible students based on SWOT (Strength, Weaknesses, Opportunities and Threads) analysis.
- All the faculty members have to publish papers in SCI/Scopus Journals and Conferences.
- Department has to organise Workshops/Seminars/FDPs etc.
- To conduct counselling to allotted students.

Members Present:

S.No	Name of the person	Designation	Role	Signature
1	Dr.G.Rajendra kumar	HOD	Chair Person	
2	Dr. B.Prasad	Professor	Member Secretary	
3	Mr. M.Somasundara Rao	Associate Professor	Member	
5	Mrs.A.Sirisha	Assistant Professor	Member	
6	Ms.K.G.Prasanthi	Assistant Professor	Member	
7	K.Hemanth Kumar	21L31F0027	Student Member	
8	S.Vasu	21L31F0048	Student Member	

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**MASTER OF COMPUTER APPLICATIONS
Department Development Committee**

CIRCULAR

DATE: 03/12/2022.

This is to inform that there will be a meeting on 6th December, 2022 at 11:00am in HOD chamber. I request you all to attend the meeting without fail.

Agenda of the meeting:

- Outcome of the previous meeting.
- Projects
- Faculty development programs
- Training And Placements
- Certification Programs
- Backlog Classes
- Advanced and Slow Learners Classes.

To

All the DDC members

Copy: Rector Office

Principal Office


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MASTER OF COMPUTER APPLICATIONS
Department Development Committee

Minutes of the Department Development Committee

DATE: 06/12/2022.

The meeting with reference to the circular which was passed on 3rd December 2022, and held on 6th December 2022. The following points were discussed.

Outcome:-

- Internal and External training completed for relieving students.
- Conducted CRT sessions for all eligible students
- Faculty attended to various FDPs.
- Encourage the students and faculty to pursue certification programs that helps in improvement of Knowledge
- Conducted remedial and backlog classes for slow learners

Record Note of Discussions:-

- Society related projects and various project expo's are going to be conducted.
- Conduct Extension Activities
- Specific company oriented training need to be conduct for the students.
- Department have to organise workshops, seminars and guest lecturers.
- Department have to organise Industrial visit
- Provide Codechef ,Hackathon for Advanced Learners

Members Present:

S.No	Name of the person	Designation	Role	Signature
1	Dr.G.Rajendra kumar	HOD	Chair Person	
2	Dr. B.Prasad	Professor	Member Secretary	
3	Mr. M.Somasundara rao	Associate Professor	Member	
5	Mr. P.Praveen Kumar	Assistant Professor	Member	
6	Mrs.A.Sirisha	Assistant Professor	Member	
7	K.Swarna	22L31F0020	Student Member	
8	D.Sirisha	22L31F0009	Student Member	

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