



VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (Autonomous)

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

Duvvada, Visakhapatnam, Andhra Pradesh, India-530049

DEPARTMENT OF CIVIL ENGINEERING

Ref: VIIT/CE/2019-20/1

Date: 06-06-2019

CIRCULAR

This is to inform that there will be a meeting on 12th June, 2019 at 11:30 AM in E-34 Room

All the members are requested to attend the meeting

Agenda of the meeting:

- Review of the Minutes of the Meeting of Department Development Committee held on 15-11-2018
- Curricular aspects
- Teaching - learning & evaluation
- Infrastructure & Learning Resources
- Any other points

h. _____

HOD-CE

Head of the
Department of Civil Engineering
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy To

- All the DDC members
- Principal Office



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DEPARTMENT OF CIVIL ENGINEERING

Ref: VIIT/CE/2018-19/1

Date: 12-06-2019

The minutes of the meeting of the Department Development Committee

The Chairman, DDC conducted a meeting with all the members of DDC on 12-06-2019 at 11:30 AM in the Room No: E34 and discussed the following points.


Members Present in the meeting


S. No.	DDC Members	Designation	Role	Signature
1	Dr. G.VenkataRao	Associate Professor	Chairman	
2	Mr.M.Padmakar	Assistant Professor	Member	
3	Dr.Ch.Kannam naidu	Associate Professor	Member	
4	Dr.Pritam Hait	Assistant Professor	Member	
5	Mrs.M.LeelaPriyanka	Assistant Professor	Member	
6	Mrs.S.KranthiVijaya	Assistant Professor	Member	
7	Mr.G.Sudheer Kumar	Assistant Professor	Member	
8	Mr.B.Brahmaiah	Assistant Professor	Member	
9	Mrs.A.Satyaveni	Assistant Professor	Member	
10	Mr.K.Srinivas	Assistant Professor	Member secretary	

S. No.	Points Discussed
1	Mr.K.Srinivas welcomed all the members for the meeting and discussed the agenda of the meeting
2	Chairman,DDC Dr.G.VenkataRao discussed the progression of department in the academic year 2018-19
3	Discussed the Quality improvement suggestions and initiatives for the following aspects a) Curricular aspects b) Teaching - learning & evaluation

	C) Infrastructure & Learning Resources
4	The important suggestion given by the members are listed below:
	a) Curricular aspects
	<ul style="list-style-type: none"> ➤ All members suggested for curriculum design, feedback have to be taken from stakeholders through online mode. Also suggested feedback should be maintained with minimum four categories of people and people like students, faculty, alumni and employers ➤ Mr.B.Brahmaiah represented the implementation of Major and Minor course which will be incorporated from II B.Tech II Sem onwards ➤ Mr.M.Padmakar explain the importance of industrial training to students.As a part of AEP training is provided to final year students in the area of Construction and Design softwares ➤ The eligibility for student internship is discussed. Mr.G.Sudheer Kumar suggested IT related internship is only for IT placed students and remaining for core internship companies ➤ Induction of MOOCS courses for the students of 2017 admitted batch student
	b) Teaching - learning & evaluation.
	<ul style="list-style-type: none"> ➤ To develop weak students new methods of Teaching -learning processes are recommended by the member's .Chairman, DDC Dr.G.VenkataRao advised to incorporate minimum four new methods of Teaching –Learning in each course ➤ Mr.B.Brahmaiah suggested the importance of Blooms taxonomy and advised to incorporate for all internal assessment tests ➤ Chairman,DDC Dr.G.VenkataRao briefed the importance of CRCs and advised to conduct CRCs for every 15 Days. ➤ Members advised to prepare all course files before commencement of semester
	c) Infrastructure & Learning Resources
	<ul style="list-style-type: none"> ➤ Chairman,DDC Dr.G.VenkataRao suggested to use ICT enabled classrooms more effectively ➤ The class rooms are to be improved as per NBA standards which helps the student to know PO's in curriculum. Dr.Ch.Kannam naidu suggested the awareness of NBA to student community through flexes in classroom

	<ul style="list-style-type: none"> ➤ Mr.G.Sudheer Kumar identified the damages in class room and lab infrastructure and advised to rectify ➤ Mrs.A.Satyaveni suggested to purchase new books in library for the next semester and library hours in Time-table.
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 implements the plan of action in every semester to improve the academics, research & placement ➤ Department student association activities are organized by the students. It helps the students in strengthening the belongingness towards the institute ➤ As a part of improving the student progression, the co-curricular and extracurricular activities are conducted in every year ➤ A national level youth festival is conducted in each semester in the name of Vignan -Vista(Technical-Fest) .It helps the students in improvement of inter personal skill and team work
6	<p>Chairman 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 development of the department</p>


 (Mr.K.Srinivas)
 Member secretary


 (Dr. G.Venkata Rao)
 Chairperson

Copy to:

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

Head of the
 Department of Civil Engineering
 VIGNAN'S INSTITUTE OF
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DEPARTMENT OF CIVIL ENGINEERING

Ref: VIIT/CE/2019-20/2

Date: 10-11-2019

CIRCULAR

This is to inform that there will be a meeting on 15th November, 2019 at 2:00 PM in Room No: E33.

All the members are requested to attend the meeting.

Agenda of the meeting:

- Review of the Minutes of the Meeting of Department Development Committee held on 12-06-2019
- Teaching - learning & evaluation
- Research, innovations and extensions
- Student Support & Progression.

HOD-CE

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DEPARTMENT OF CIVIL ENGINEERING

Ref: VIIT/CE/2019-20/2

Date: 15-11-2019

The minutes of the meeting of the Civil Department

The HOD conducted a meeting with all the members of DDC on 15-11-2019 at 02:00 PM in the Room E-33 and discussed the following points

Members Present in the meeting

S. No.	DDC Members	Designation	Role	Signature
1	Mr.M.Padmakar	Assistant Professor	Chairman	
2	Mr.M.Babu Rao	Assistant Professor	Member secretary	
3	Mr.B.Brahmaiah	Assistant Professor	Member	
4	Ms.T.Geeta Rani	Assistant Professor	Member	
5	Mrs.M.LeelaPriyanka	Assistant Professor	Member	
6	Mrs.S.KranthiVijaya	Assistant Professor	Member	
7	Mrs.A.V.S.L.Ramya	Assistant Professor	Member	
8	Mr.G.Sudheer kumar	Assistant Professor	Member	
9	Mr.K.Srinivas	Assistant Professor	Member secretary	


S. No.	Points Discussed
1	Mr.K.Srinivas welcomed all the members for the meeting and discussed the agenda of the meeting.
2	Chairman, DDC Mr.M.Padmakar discussed the progression of resolutions taken in previous DDC in the first semester of academic year 2019-20
3	Chairman, DDC Mr.M.Padmakar discussed the Quality improvement suggestions and initiatives for the following aspects: a) Teaching - learning & evaluation b) Research, innovations and extensions

4	c) Student Support & Progression
	The important suggestion given by the members are listed below
	a) Teaching - learning & evaluation
	<ul style="list-style-type: none"> ➤ Chairman,DDC Mr.M.Padmakar advised to prepare all course files for II Semester courses of II,III and IV B.Tech ➤ Mr.B.Brahmaiah suggested the continuous monitoring, reviewing and documentation of selection of elective courses which help for student placements ➤ Mrs.A.V.S.L.Ramya advised to identify the special classes for slow-learners ➤ Mr.G.Sudheer kumar briefed the requirement of consumables for the laboratories ➤ Mr.B.Brahmaiah advised that all internal assessment should follow the Blooms Taxonomy ➤ Faculty members recommended training for student placement
	b) Research, innovations and extensions
	<ul style="list-style-type: none"> ➤ Students have to publish their project work as a research paper in their Final Semester ➤ Chairman,DDC Mr.M.Padmakar suggested that all Doctorates has to apply for research funding from various Government or Private Organizations. ➤ Students have to develop & implement their ideas into the product and to solve the social problems in the form of EPICS ➤ Students are motivated to use Concrete Technology lab for in-house projects for IV B.Tech students.
5	c) Student Support & Progression
	<ul style="list-style-type: none"> ➤ Chairman,DDC Mr.M.Padmakar advised to conduct Inter, Intra college co-curricular and Extra- Curricular activities ➤ Conduct one interaction workshop with alumni with students. ➤ Mrs.M.LeelaPriyanka suggested that, faculty has to create awareness among the students continuously through notices 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 through CRT training ➤ Mrs.S.KranthiVijaya explain need of parents meeting to improve the students attedance
	<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	Chairman, DDC 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 development of the department in all means.
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(Mr. K.Srinivas)

Member secretary


(Chairperson)

Chairperson

Head of the
Department of Civil Engineering
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