



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 ELECTRONICS AND COMPUTER ENGINEERING

Department Development Committee

CIRCULAR

DATE: 05/07/2019

It is to be informed all of you that DDC meeting scheduled on 12th July, 20219 (Friday) at 2:00PM in HOD chamber. I request all of you attend the meeting without fail.

Agenda of the meeting:

- Regularity of the students in Class work
- Counselling
- Planning of Guest lectures
- Industrial Visit
- Model Exhibition
- Training and Placements
- Revision Schedule for MID-I and MID-II


HOD-ECM

To

All the DDC members

Copy: Rector Office

Principal Office

Head of the Department
Electronics and Computer Engineering
Vignani's Institute of Information Technology (Autonomous)
Visakhapatnam-530 049



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DEPARTMENT OF ELECTRONICS AND COMPUTER ENGINEERING

Department Development Committee

Minutes of the Department Development Committee

DATE: 12/07/2019

The meeting with reference to the circular issued on 5th July, 2019, was held on 12th July 2019. The following points were discussed.

- Class coordinators are instructed to monitor the class work and attendance of the students.
- Counselling is to be done thoroughly to identify the slow learners and weak students.
- Planned to conduct Two Guest lectures.
- To identify the companies that provides suitable Internships for the students with stipend.
- Planned to conduct the Live Model Exhibition for IIIrd and IVth year students.
- Revision classes to be conducted seriously by allocating mentors to weak students.

Committee Members:

S.N	Name of the person	Designation	Status of the person	Signature
1	Dr. T.V.Madhusudhana Rao	HoD-ECM	Chairperson	
2	Mr.D.Madhusudhan	Sr. Faculty	Member Secretary	
3	Mr.B.Venkatesh	Sr. Faculty	Member	
4	Mr.V.Appalaraju	Sr. Faculty	Member	
5	Ms. A.Pooja	17L31A1906	Member	
6	Ms.A.Apporva	18L31A1956	Member	
7	Mr. Y.Vishnu	19L31A1922	Member	

Mr.D.Madhusudhan

Member secretary

Dr. T.V.Madhusudhana Rao

Chairperson

Head of the Department
Electronics and Computer Engineering
Vignani's Institute of Information Technology (Autonomous)
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DEPARTMENT OF ELECTRONICS AND COMPUTER ENGINEERING

Department Development Committee

CIRCULAR

DATE: 04/12/2019

This is to inform that there will be a meeting on 06th December 2019 (Friday) at 3:00PM in HOD chamber. I request all of you attend the meeting without fail.

Agenda of the meeting:

- Workshop
- Parents Meeting
- Counselling
- Yuvtarang-2K20
- Identification of Advanced and slow learners
- Remedial and Backlog Classes
- CRT classes


HOD-ECM

To

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DEPARTMENT OF ELECTRONICS AND COMPUTER ENGINEERING

Department Development Committee

Minutes of the Department Development Committee

DATE: 06/12/2019

The meeting with reference to the circular which was passed on 04th December 2019, and held on 06th December 2019. The following points were discussed.




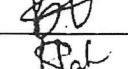
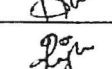

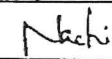

Outcome:

- CRT sessions to be conducted for 3rd and 4th year students.
- Revision classes to be conducted for slow learners.
- Workshop is to be conducted on latest technologies for students as well as faculty.
- Counselling is to be done thoroughly to identify weak students and help them to improve in their academics.
- Plan of action for Yuvtarang2K20 to be finalized before 30th December.
- To identify the advanced learners and Schedule the awareness programs for higher studies like GATE and GRE etc.
- To identify the slow learners and Schedule the Remedial and revision classes for them to clear the backlogs.
- CRT Classes and Specific company oriented training need to be given for the students

Record note of discussions:


- Faculty and students have to enrol for workshops.
- Parents meeting should be conducted to inform parents about their ward regularity and improvements.
- Specific company oriented training need to be conduct for the students.

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2	Mr.D.Madhusudhan	Sr. Faculty	Member Secretary	
3	Mrs.G.Indira Devi	Sr. Faculty	Member	
4	Mr.B.Venkatesh	Sr. Faculty	Member	
5	Dr.Hemanta Kumar Sahu	Sr. Faculty	Member	
6	Mr.V.Applaraaju	Sr. Faculty	Member	
7	Ms.G.Harika Pavani	8L31A1921	Member	
8	Mr.Y.V.Nachiketa	16L31A1905	Member	


Mr.D.Madhusudhan

Member secretary


Dr. T.V.Madhusudhana Rao

Chairperson

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