



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/2018-19/1

Date:04-06-2018

CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 08-06-2018.

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

Any other points with the permission of chairperson


(Dr. B. Arundhati)

Chair person

Copy to:

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

HoD-EEE Dept.
**VIGNAN'S INSTITUTE OF
INFORMATION TECHNOLOGY**
Duvvada, Visakhapatnam-530 046

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

Ref:EEE/DDC/2018-19/2

Date: 08-06-2018

The minutes of the meeting of the Department Development Committee

The convenor conducted a meeting with all the members of DDC on 08-06-2018 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. B. Arundhati	Chair Person	Professor, Department of EEE, VIIT(A)
2	Mr. 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	Ms. K. K. Deepika	Member	Assistant Professor, Department of EEE, VIIT(A)
5	Mr. 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 SravanKumar	Member	Assistant Professor, Department of EEE, VIIT(A)
10	Dr. P. Sekhar	Member	Associate Professor, Department of EEE, VIIT(A)

P. Sekhar

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S.No.	Points Discussed
1	Chairperson Dr. B. Arundhati, has asked the faculty to present the actions taken in the previous DDC. It has been observed that student attendance has to be monitored well.
2	Chairperson Dr. B. Arundhati discussed the Quality improvement suggestions and initiatives for the following aspects a) Curricular aspects. b) Teaching -learning & evaluation. c) Research, innovations and extensions
3	The important suggestion given by the members are listed below a) Curricular aspects. <ul style="list-style-type: none"> To help in placements, special coding classes has to be conducted. Students has to do mini projects b) Teaching-learning evaluation. <ul style="list-style-type: none"> Chairperson Dr. B. Arundhati 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. Backlog classes has to be conducted for 3rd and 4th year student 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.

4	Should procure lab equipments to meet for VR19 regulation.
5	Chair person 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.

(Dr. B. Arundhati)

Chairperson

Copy to:

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

Ref:EEE/DDC/2018-19/3

Date:10-12-2018

CIRCULAR

All the members of DDC and Faculty members are hereby informed to attend Department Development Committee (DDC) meeting scheduled on 13-12-2018.

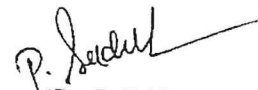
Timing: 10-00AM-12-00 PM

Venue: Power Systems & Simulation laboratory (C32)

Agenda:

- 1) Review on Action taken report of previous DDC
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 - a) Curricular aspects.
 - b) Teaching - learning & evaluation.
 - c) Research, innovations and extensions.
 - d) Infrastructure & Learning resources
 - e) Student support & Progression

Any other points with the permission of chairperson


(Dr. P. Sekhar)

Chair person

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

Ref: EEE/DDC/2018-19/4

Date: 13-12-2018

The minutes of the meeting of the Department Development Committee

The convenor conducted a meeting with all the members of DDC on 13-12-2018 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) <i>P. Sekhar</i>
2	Mr. RS Ravi Sankar	Member	Associate Professor, Department of EEE, VIIT(A) <i>RS</i>
3	Dr. B. Prasada Rao	Member	Associate Professor, Department of EEE, VIIT(A) <i>B. Prasada Rao</i>
4	Mrs. K. K. Deepika	Member	Assistant Professor, Department of EEE, VIIT(A) <i>Deepika</i>
5	Mr. MVG Varaprasad	Member	Assistant Professor, Department of EEE, VIIT(A) <i>MVG</i>
6	Mrs. K Sravanthi	Member	Assistant Professor, Department of EEE, VIIT(A) <i>K. Sravanthi</i>
7	Ms. B Jyothi	Member	Assistant Professor, Department of EEE, VIIT(A) <i>B. Jyothi</i>




8	Mr.RajeshTanna	Member	Assistant Professor,DepartmentofEEE, VIIT(A)	T. V.
9	Mr.KSravanKumar	Member	Assistant Professor,DepartmentofEEE, VIIT(A)	K. Sravan

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S.No.	Points Discussed
1	Upon discussion, 70% of the targets has been achieved as per the previous meeting.
2	Chairperson Dr. P. Sekhar discussed the Quality improvement suggestions and initiatives for the following aspects a) Curricular aspects. b) Teaching -learning evaluation. c) Research.innovationsandextensions
3	The important suggestion given by the members relisted below a)Curricular aspects. <ul style="list-style-type: none"> Workshops for all 2nd, 3rd and 4th year students to be organized. Guest lectures to be arranged from industry experts b)Teaching-learning evaluation. <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. Doctorates are advised to get some consultancy work

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4	GATE classes to be planned for merit students.
5	Chair person 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.


(Dr. P. Sekhar)

Chairperson

Copy to:

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