



LIST OF INSTITUTIONAL NON-STATUTORY COMMITTEES
PROCEEDINGS OF AY 2020-21

S. No	Name of the Committee	Coordinator/Member Secretary	Page No
1	Planning and Monitoring Committee (P&MC)	Dr K Madhusudhana Rao	1
2	Examination and Evaluation Committee (EEC)	Mr R Rudrabhi Ramu (Exam Cell)	3
3	Grievances Redressal Committee (GRC)	Mrs. Harisha (ME)	4
4	Internal Complaints Committee (ICC)	Dr K Mrudula Devi (BSH)	5
5	Admission Advisory Committee (AAC)	Dr K Madhusudhana Rao	6
6	Library Committee (LC)	Mr Srinivas (Library)	7
7	Student welfare committee (SWC)	Dr B Sateesh	8
8	Student Activity Council (SAC)	Dr B Sateesh	9
9	Academic and Administrative Audit Committee (AAAC)	Dr. Ch. Hari Govinda Rao	10
10	Academic Planning & Monitoring Committee (AP&MC)	Dr A Naga Jyothi	11
11	Hostel Management Committee (HMC)	Mr V. Sivaji (MBA)	12
12	Anti Ragging Committee (ARC)	Dr Lakshman (BS&H)	13
13	Purchase Committee (PC)	Dr K Madhusudhana Rao	16
14	Research and Development Committee (R&DC)	Dr Lakshmi Lydia	17
15	Research Ethics Committee (REC)	Dr Lakshmi Lydia	18
16	SC&ST Welfare Committee (ST&SC)	Dr K Srinivas Naik	19

17	College Discipline Enforcement Committee (CDEC)	Dr P H J Venkatesh (Mech)	<u>20</u>
18	Training & Placement Committee (T&PC)	Dr B Prasad	<u>21</u>
19 (a)	Department Development Committee (Civil)	Mr. M. Padmakar	<u>22</u>
19 (b)	Department Development Committee (EEE)	Dr. P. Sekhar	<u>22</u>
19 (c)	Department Development Committee (Mechanical)	Mr. Ch. Siva Ramakrishna	<u>23</u>
19 (d)	Department Development Committee (ECE)	Dr. K. Murali krishna	<u>23</u>
19 (e)	Department Development Committee (CSE)	Mr. B. Dinesh Reddy	<u>23</u>
19 (f)	Department Development Committee (IT)	Dr. B. Prasad	<u>24</u>
19 (g)	Department Development Committee (ECM)	Mrs. R. Umamaheswari	<u>24</u>
19 (h)	Department Development Committee (AI&DS)	Dr.T.V.Madhusudhana Rao	<u>24</u>
19 (i)	Department Development Committee (BS&H)	Dr.T.Satya Guru	<u>25</u>
19 (j)	Department Development Committee (MBA)	Dr. P.Ramesh	<u>25</u>



Ref: No. VIIT/ PO/ Orders/ PMC/2020

Date: 22-08-2020

OFFICE ORDER

Sub: Reconstitution of Planning and Monitoring Committee for the Academic Year 2020-21.

Planning and Monitoring Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

S. No.	Name of the person	Designation	Status of the Person
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. L. Rathaiah	Chairman - Vignan Group of Institutions.	Member
3.	Dr. V Madhusudhan Rao	Rector	Member
4.	Mr. N Srikanth	CEO - Vignan Group of Institutions, Visakhapatnam	Member
5.	Dr. K Madhusudhana Rao	Vice-Principal, Dean Admissions & Dean Student Affairs	Member
6.	Dr. Ch. Hari Govinda Rao	Dean IQAC	Member
7.	Dr. E Laxmi Lydia	Dean R&D	Member
8.	Dr. Syed Kamaluddien	Dean Academics	Member
9.	Dr. K Venkata Rao	Dean Infrastructure	Member
10.	Mr. K R Satyanarayana	Dean Training & Placement	Member
11.	Mr M Padmakar	HoD-CE	Member
12.	Dr. P Sekher	HoD- EEE	Member
13.	Dr. S Rambabu	HoD-ME	Member
14.	Dr. K Murali krishna	HoD-ECE	Member
15.	Mr. B Dinesh Reddy	HoD-CSE	Member
16.	Dr. B Prasad	HoD-IT &MCA	Member
17.	Mrs. R Umamaheswari	HoD-ECM	Member
18.	Dr. T.V. Madhusudhana Rao	HoD-AI&DS	Member
19.	Dr T Satya guru	HoD-BS&H	Member
20.	Dr P Ramesh	HoD-MBA	Member
21.	R. Siva Shankar	Student (18L31A0304)	Member
22.	G. Akhila	Student (17L31A0205)	Member
23.	Mr. R. SundharaRamam	Dean Administration	Member Secretary

Planning and Monitoring Committee is responsible for the following:

1. Review the report of AM&PC regarding the academic activity during the year.
2. Review and approval of the proposals of AAC, EEC, LC, SWC, PC, T&PC, SSWC and other committees.
3. Planning for new programmes.

4. Planning for Infra structure development.
5. Educating others committees to take the Institution to next higher levels.
6. Monitoring performance of all activities at various levels.
7. Preparing the strategic plan for future growth.
8. **Frequency of meetings: Once in a Year**




Principal

PRINCIPAL
VIONAN'S INSTITUTE OF
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Datta: VIZ, Datta, Vionan-42

Copy to

- All Deans & HoDs
- Principal office
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- CEO office
- Master file

**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY**
(AUTONOMOUS)(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Ref: No. VIIT/ PO/ Orders/ EE/2020

Date: 22-08-2020

OFFICE ORDER

Sub: Reconstitution of Examination and Evaluation Committee for the Academic Year 2020-21.

Examination and Evaluation Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

S.No.	Name of the person	Designation	Status of the Person
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. V. Madhusudhan Rao	Rector	Member
3.	Dr. Syed Kamaluddien	Dean-Academics	Member
4.	Dr. R Hanumanth Rao	Associate Dean Academics	Member
5.	Dr. P. Rajesh	Controller of Examinations	Member
6.	Mr. D.Ganesh	Assistant Professor	ACE-1
7.	Mr. Ch.Sreenivasa Reddy	Assistant Professor	ACE-2
8.	Mr. P.Suresh	Assistant Professor	ACE-3
9.	Mr. K. Leela Kumar	Assistant Professor	ACE-4
10.	Mr. Ch.Viswanadha sharma	Assistant Professor	ACE-5
11.	Dr. B Sateesh	Dean-Evaluation	Member Secretary

Examination and Evaluation Committee is responsible for the following:

1. Preparation and circulation of internal and external examination schedules of all the Programmes.
2. Coordination of Question Papers setting from the Subject Experts.
3. Conduct of Internal and External examinations.
4. Evaluation and announcement of results.
5. Preparation of marks memos and other certificates like PCs and ODs.
6. **Frequency of meetings:** One week after every examination session/ on Demand Basis

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VIGNAN's INSTITUTE OF INFORMATION TECHNOLOGY (AUTONOMOUS)

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Date: 15-07-2020

No. VIIT/Principal/Order/2020/01/1

OFFICE ORDER

The following Grievance Redressal Committee is nominated to deal with grievances related to students and Staff for the Academic Year 2020-21. The committee will discuss any faculty/student grievances which are submitted, resolve the grievances, report to the concerned and submit feedback to PC.

Frequency of meetings: Once in a month or when required / on Demand Basis

Committee for Students Grievances

S.No.	Name of the person	Designation	Status of the person
1	Dr. B Arundhati	Principal	Chairperson
2	Dr.K.Madhusudhana Rao	Dean Student Affairs	Member
3	Dr.Ch. Hari Govinda Rao	Dean IQAC	Member
4	Dr.Syed Kamalludin	Dean Academics	Member
5	Smt. K. Sravanthi	In Charge Students-Discipline	Member
6	Mr.G.Thiagarajan	Head Grievance Cell	Member Secretary


Principal

Copy to: Rector Office

CEO for Information

Vice principal (Academics)

- Officer L/CS
- Individuals
- Office files Web-site Coordinator



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Name	HoD-Civil	HOD-EEE	HoD-MECH	HoD-ECE	HOD-CSE	HoD-IT	HoD-ECM	HoD-BS&H	HoD-MCA	HoD-MBA

**VIGNAN's****INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)**

(Approved by AICTE & Affiliated to JNTUK, Kakinada)

DUVVADA, VISAKHAPATNAM

Ref: No. VIIT/ICC/2020/08

Date: 01-08-2020

Office Order**Sub:** Constitution of Internal Complaints Committee-Order issued – Reg.**Ref:** Establishment of Internal Complaint Committee (ICC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated 10th June, 2016.-Reg.

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 an ICC has constituted in our institute.

Objectives: Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:

- To develop a policy against sexual harassment of women at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To evolve a permanent mechanism for the prevention and Redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- The following committee is constitute to look after Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Vignan's institute of information technology.

Committee Members :

S.No.	Name of the Person	Designation	Role
1.	Dr. B. Arundhati	Professor	Chairperson
2.	Mrs. K. Prabhavathi	Advocate	External Member
3.	Dr. E. Laxmi Lydia	Associate Professor	Member
4.	Dr. A. Naga jyothi	Assistant Professor	Member
5.	Mrs. S. Adilaksshmi	Assistant Professor	Member
6.	Mrs. R. Uma Maheswari	Assistant Professor	Member
7.	Mrs. K. Sravanthi	Assistant Professor	Member
8.	Dr. Rojeena Mathew	Associate Professor	Member Secretary

Roles & Responsibility:

The committee is NOT to act as a moral police; neither will it intrude on anyone's privacy. The role of the Committee is to create awareness about sexual harassment and to deal with and recommend punishment for non-consensual acts of sexual harassment, and not to curtail sexual expression within the campus

Copy to:

All HoDs for circulation and communication
Copy to Members



Vignan's Institute of Information Technology
Principal's Office
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Ref: No. VIIT/ PO/ Orders/ AAC/2020

Date: 22-08-2020

OFFICE ORDER

Sub: Reconstitution of Admission Advisory Committee for the Academic Year 2020-21.

Admission Advisory Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

S.No.	Name of the person	Designation	Status of the person
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. V Madhusudhan Rao	Rector	Member
3.	Mr. N Srikanth	CEO - Vignan Group of Institutions, Visakhapatnam	Member
4.	Mr M Padmakar	HoD-CE	Member
5.	Dr. P Sekher	HoD- EEE	Member
6.	Dr. S Rambabu	HoD-ME	Member
7.	Dr. K Murali krishna	HoD-ECE	Member
8.	Mr. B Dinesh Reddy	HoD-CSE	Member
9.	Dr. B Prasad	HoD-IT &MCA	Member
10.	Mrs. R Umamaheswari	HoD-ECM	Member
11.	Dr. T.V. Madhusudhana Rao	HoD-AI&DS	Member
12.	Dr T Satya guru	HoD-BS&H	Member
13.	Dr P Ramesh	HoD-MBA	Member
14.	Dr. K.Madhusudhana Rao	Dean of Admissions & Student Affairs	Member Secretary

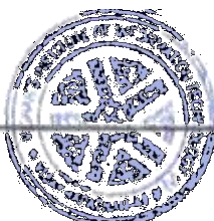
The AAC is responsible for the following:

1. Identification of emerging areas.
2. Fixation of the programs and their intake.
3. Completing the AICTE requirements.
4. Fixation of the fee as per the guidelines given by the APSHE.
5. SII and EdCIL of Ministry of Education, Govt. of India – Communicating with SII (Study in India) and EdCIL.
6. Monitor admission procedures (ensuring compliance with government regulations) for students admitted under convener quota, management quota and supernumerary quota like FN/PIO.
7. Maintain admission register for all UG and PG students.
8. Analyze admission trends and provide feedback /suggestions to PMC.
9. **Frequency of meetings:** Once in a Year (A month after close of admissions).

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- All Deans & HoDs for circulation and communication
- Principal office
- Rector office
- Master file.

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Ref: No. VIIT/ PO/ Orders/ LC/2020

Date: 22-08-2020

OFFICE ORDER

Sub: Reconstitution of Library Committee for the Academic Year 2020-21.

Library Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

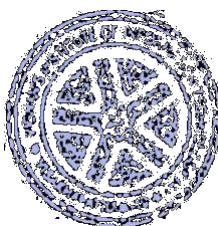
S.No.	Name of the person	Designation	Status of the Person
1	Dr. B. Arundhati	Principal	Chairperson
2	Dr. Syed Kamaluddien	Dean-Academics	Member
3	Dr. Ch. Hari Govinda Rao	Dean-IQAC	Member
4	Dr. K. Venkata Rao	Dean-Library	Member
5	Mr. M. Padmakar	HoD-CE	Member
6	Dr. P. Sekhar	HoD-EEE	Member
7	Dr. R. Rambabu	HoD-ME	Member
8	Dr. K. Murali Krishna	HoD-ECE	Member
9	Mr. B. Dinesh Reddy	HoD-CSE	Member
10	Dr. B. Prasad	HoD-IT & MCA	Member
11	Dr. R. Umamaheswari	HoD-ECM	Member
12	Dr. T.V. Madhusudhana Rao	HoD-AI&DS	Member
13	Dr. P. Ramesh	HoD-MBA	Member
14	Dr. T. Satya Guru	HoD-BSH	Member
15	Mr. V. Srinivasa Rao	Librarian	Member Secretary

Library committee is responsible for the following:

1. Prepare the list of text books/Journals to be purchased for the academic year to be Commenced.
2. Prepare yearly budget for Library and send recommendations to PMC.
3. Review and enhance digital library resources.
4. Liaising with National Depository Agencies.
5. **Frequency of meetings:** Once in a Semester / on Demand Basis

Copy to

- All Deans & HoDs
- Rector office,
- CEO office
- Librarian
- Master file



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**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY
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Ref: No. VIIT/ PO/ Orders/ SWC/2020

Date: 22-08-2020

OFFICE ORDER

Sub: Reconstitution of Student Welfare Committee for the Academic Year 2020-21.

Student Welfare Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

S.No.	Name of the person	Designation	Status of the Person
1.	Dr. B. Arundhati	Principal	Chairperson
2.	Mr. R. Sundara Ramam	Dean of Administration	Member
3.	Mr M Padmakar	HoD-CE	Member
4.	Dr. P Sekher	HoD- EEE	Member
5.	Dr. S Rambabu	HoD-ME	Member
6.	Dr. K Murali krishna	HoD-ECE	Member
7.	Mr. B Dinesh Reddy	HoD-CSE	Member
8.	Dr. B Prasad	HoD-IT &MCA	Member
9.	Mrs. R Umamaheswari	HoD-ECM	Member
10.	Dr. T.V. Madhusudhana Rao	HoD-AI&DS	Member
11.	Dr T Satya guru	HoD-BS&H	Member
12.	Dr P Ramesh	HoD-MBA	Member
13.	Mr. K Sai Nityanand	18L31A0185	Student Member
14.	Mr. Virothi Ashish	18L31A02C2	Student Member
15.	Mr. Urukuti Tejesh	18L31A03Q4	Student Member
16.	Ms. M Balajee Prasanna	17L31A04P4	Student Member
17.	Mr. P Bharat Kumar	18L31A0505	Student Member
18.	Mr. I. Ravi Varma	17L31A1289	Student Member
19.	Dr. K. Madhusudhana Rao	Dean Student Affairs	Member Secretary

Student Welfare Committee is Responsible for the following:

1. Special counseling for the needy.
2. Sports & Gym facilities.
3. Medical insurance for the students.
4. Oversee the Cafeteria and other food stalls.
5. Creation of additional services in the form of transport, library etc.,
6. Providing special scholarships to the students.
7. Academic support in consultation with Heads of Departments for the students who could not complete the course in regular period.
8. Recommending the students for fee concessions based on the Academic & Economic background.
9. **Frequency of meetings:** Twice in a Semester/ on Demand Basis

Copy to

- All Deans & HoDs
- Principal office
- Rector office
- CEO office
- Master file.



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VIGNAN'S INSTITUTE OF
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Beside: VSEZ, Duvvada, Visakhapatnam-48

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Ref: No. VIIT/ PO/ Orders/ SAC/2020

Date: 22-08-2020

OFFICE ORDER

Sub: Reconstitution of Student Activity Council for the Academic Year 2020-21.

Student Activity Council is for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

S.No.	Name of the person	Designation	Status of the Person
1.	Dr. B Arundhati	Principal	Chairperson
2.	Mr. M.Padmakar	HOD-CE	Member
3.	Dr. P.Sekhar	HOD-EEE	Member
4.	Dr. Rambabu Sarimalla	HOD-ME	Member
5.	Dr. K.Murali Krishna	HOD-ECE	Member
6.	Mr. B.Dinesh Reddy	HOD-CSE	Member
7.	Dr. B.Prasad	HOD-IT	Member
8.	Mrs.R.Uma Maheswari	HOD-ECM	Member
9.	Dr. T V Madhusudhana Rao	HoD-AI&DS	Member
10.	Dr. T.Satyaguru	HOD-BS&H	Member
11.	Dr. B.Prasad	HOD-MCA	Member
12.	Dr. P.Ramesh	HOD-MBA	Member
13.	Mr.T Vivek	Student Active Council	Member
14.	Mr. J Saivikas	Student (18L31A04J3)	Member
15.	Mr. M Denima Reddy	Student (18L31A0349)	Member
16.	Dr. K. Madhusudhana Rao	Dean - Student Affairs	Member Secretary

Student Activity Council is responsible for the following:

1. Plan and conduct National level/State level - student seminars, workshops, live model exhibitions, sports, games and cultural events.
2. Prepare a budget estimate for the conduct of various co-curricular and extracurricular activities.
3. Selection of students for co- curricular and extra-curricular activities conducted by other colleges.
4. **Frequency of meetings:** Twice in a Semester/ on Demand Basis

Copy to

- All Deans & HoDs
- Principal office
- Rector office
- CEO office
- Master file.



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Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Ref: No. VIIT/ PO/ Orders/ AAAC/2020**Date: 22-08-2020****OFFICE ORDER****Sub: Reconstitution of Academic and Administrative Audit Committee for the Academic Year 2020-21.*********

Academic and Administrative Audit Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

S.No.	Name of the person	Designation	Status of the person
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. V S V Satyanaraya	IQAC - Coordinator	Member
3.	Dr. M P V V Bhaskar	IQAC - Coordinator	Member
4.	Dr. B Prasada Rao	IQAC - Coordinator	Member
5.	Dr. Srinivas Naik	IQAC - Coordinator	Member
6.	Mr B Brahmayya	IQAC - Coordinator	Member
7.	Dr. Ch. Harigovinda Rao	Dean-IQAC	Member Secretary

Academic and Administrative Audit Committee is responsible for the following:

1. Review academic and administrative activities of the Institute on a periodic basis.
2. Ensure that the Academic calendar provided by the Institute is implemented without any variation.
3. Verify that the timetables prepared by the individual departments are followed as per the schedule.
4. Review the student and faculty development programs.
5. To check whether the records and files being maintained by all the departments across the Institute are as per the IQAC criteria or not.
6. Frequency of meetings: Once in a year/ semester on demand basis.

Copy to

- All Deans & HoDs
- Principal office
- Rector office
- CEO office
- All members of the committee
- Master file.


Principal**PRINCIPAL**
VIGNAN'S INSTITUTE OF
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Beside VSEZ, Duvvada, Visakhapatnam-49

**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY**
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Ref: No. VIIT/ PO/ Orders/ AP&MC/2020

Date: 22-08-2020

OFFICE ORDER

Sub: Reconstitution of Academic Planning & Monitoring Committee for the Academic Year 2020-21.

Academic Planning & Monitoring Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

S.No.	Name of the person	Designation	Status of the person
1	Dr. B Arundhati	Principal	Chairperson
2	Dr. V Madhusudhan Rao	Rector	Member
3	Dr. K. Madhusudhana Rao	Vice-Principal	Member
4	Dr. Ch. Harigovinda Rao	Dean-IQAC	Member
5	Mr. R. Sundara Ramam	Dean Administration	Member
6	Dr B Sateesh	Dean-Exam cell	Member
7	Mr M Padmakar	HoD-CE	Member
8	Dr. P Sekher	HoD- EEE	Member
9	Dr. S Rambabu	HoD-ME	Member
10	Dr. K Murali krishna	HoD-ECE	Member
11	Mr. B Dinesh Reddy	HoD-CSE	Member
12	Dr. B Prasad	HoD-IT &MCA	Member
13	Mrs. R Umamaheswari	HoD-ECM	Member
14	Dr T.V. Madhusudhana Rao	HoD-AI&DS	Member
15	Dr T Satya guru	HoD-BS&H	Member
16	Dr P Ramesh	HoD-MBA	Member
17	Dr.R Hanumantha rao	Associate Dean Academics	Member
18	Dr. Syed Kamaluddien	Dean-Academics	Member Secretary

Academic Monitoring Audit Committee is responsible for the following:

1. Prepare Academic Schedule and the calendar
2. Monitor Lesson Plans, Issue of Attendance Registers, list of Students, Class Timetables consisting of Tutorial Classes, Sports, Counselling hours, GATE, CRT, PDP Classes, Remedial classes, Revision classes, etc
3. Ensure the Periodical inspections of academic activities
4. Frequency of meetings: Once in a year/ semester on demand basis.

Copy to

- All Deans & HoDs
- Principal office
- Rector office
- CEO office
- Master file



Principal

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Ref: No. VIIT/ PO/ Orders/ HMC/2020

Date: 22-08-2020

OFFICE ORDER

Sub: Reconstitution of Hostel Management Committee for the Academic Year 2020-21.

Hostel Management Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

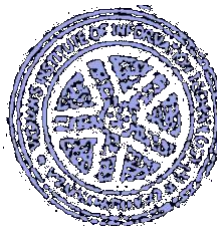
S.No.	Name of the person	Designation	Status of the Person
1.	Dr. B. Arundhati	Principal	Chairperson
2.	Dr. Y. Srinivasa Rao	Chief Warden	Member
3.	Dr. K. Madhusudhana Rao	Dean Student Affairs	Member
4.	Dr. B. Sateesh	Dean of Examination	Member
5.	Mr. R. Sundara Ramam	Dean of Administration	Member
6.	Mr. Ch.Ram Babu	Physical Director	Member
7.	Mr. T. Vivek	Student Representative – Boys Hostel	Member
8.	Ms. P.Sahithi	Student Representative-Girls Hostel	Member
9.	Mr. V.Sivaji	In-charge Boys Hostel	Member Secretary
10.	Dr. K.G.B.Santhosh Kumari	In-charge Girls Hostel	Member Secretary

Hostel Management Committee is responsible for the following:

1. Ensure the hostel accommodation for all the needy students.
2. Fixation and collection of the fee.
3. Arrangement of Net facility, faculty assistance and other facilities for the improvement of academic performance of the students.
4. Ensure hygiene in the hostel, Mess and Toilets.
5. **Frequency of meetings:** Twice in a Year / on Demand Basis

Copy to

- All Deans & HoDs
- Principal office
- Rector office
- Master file.


Principal**PRINCIPAL**
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VIIT / Principal / Order / Rg01/2021/ 01

Date : 29-01-2021

OFFICE ORDER

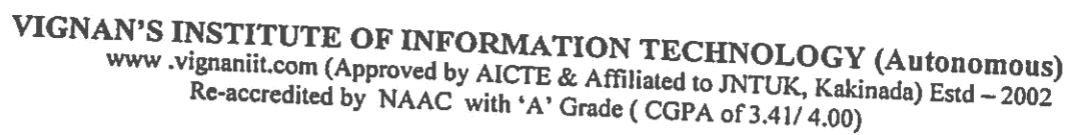
The following Anti Ragging Committee (Proctorial Committee) is nominated to deal with ragging issues for the Academic Year 2020-21. The Committee is responsible for preventing Ragging in the campus.

Sl.No	Name	Designation	Address	Email.ID &Contact Number
1	Dr.B.Arundhati Principal	Chair Person	VIIT, Vizag	vignaniit@yahoo.com Mb: 9393860760
2	Shri. G. Thiagarajan Associate Professor, ECE	Member Secretary	VIIT, Vizag	gtrajan.thiagarajan@gmail.com Mb: 9985750989
3	Dr.K.Madhusudhan Rao, Vice Principal & Dean- Student Affairs	Member	VIIT, Vizag	nasa_madhu@yahoo.co.in Mb: 9618356061
4	Shri. R. Sundara Ramam, Dean-Administration	Member	VIIT, Vizag	doa@vignanvizag.com Mb: 9866399930
5	Shri. Vijaya Sekhar Madala, Campus Manager	Member	VIIT, Vizag	manager@vignanvizag.com Mb: 7702669966
6	Smt. K. Shravanthi In-Charge Students Discipline	Member	VIIT, Vizag	sravanthi_kuti@yahoo.com Mb:9133300360
7	Shri. Naga Mallic, Transport Coordinator	Member	VIIT, Vizag	Mallikblue@gmail.com Mb: 9989325137
8	Shri.K. Padmakar, Civil	Member	VIIT, Vizag	padmakarmaddala@gmail.com Mb:8374317620
9	Dr. Pudi Sekhar	Member	VIIT, Vizag	pudisekhar1@gmail.com



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	HOD-EEE Department			Mb: 9885981202
10	Shri. Ch. Siva Rama Krishna, HOD-Mech Department	Member	VIIT, Vizag	srkchadaram@gmail.com Mb: 9989921032
11	Dr. K. Muralikrishna, HOD-ECE Department	Member	VIIT, Vizag	Mkkasi71@gmail.com Mb: 9550292419
12	Shri. B. Dinesh Reddy, HOD-CSE Department	Member	VIIT, Vizag	dinesh4net@gmail.com Mb: 9885181594
13	Dr. B. Prasad, HOD-IT& MCA Department	Member	VIIT, Vizag	prasad_bode@yahoo.com , Mb: 7093098775
14	Smt. Uma Maheswari, HOD-ECM Department	Member	VIIT, Vizag	Maheswariu.ramisetty@gmail.com , Mb: 7032199183
15	Dr T. Satya Guru HOD-BS&H Department	Member	VIIT, Vizag	satyaguru314@gmail.com Mb:8297273970
16	Dr. P. Ramesh, HOD- MBA Department	Member	VIIT, Vizag	Mb: 8919666472
17	Shri. V. Sivaji, Staff In-Charge, Boys Hostel	Member	VIIT, Vizag	Sivaji.vavilapalli@gmail.com Mb:9705928170
18	Dr. K.G.B. Santosh Kumari,; In Charge Girls Hostel	Member	VIIT, Vizag	Santhosh29982@gmail.com Mb: 9441944908
19	Dr. P.S.V.Ramana	Member	VIIT, Vizag	Mb: 9441757007 Psvr.balu@gmail.com
20	Shri. Ch. Rambabu, Physical Director	Member	VIIT, Vizag	pdrambabu.ch@gmail.com Mb: 9989429036

Principal _____

Vice principal (Academics)

- Officer I/Cs
- Individuals
- Office files
- Web-site Coordinator



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Ref: No. VIIT/ PO/ Orders/ PC/2020

Date: 22-08-2020

OFFICE ORDER

Sub: Reconstitution of Purchase Committee for the Academic Year 2020-21.

Purchase Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

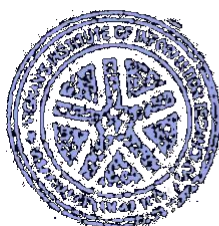
S.No.	Name of the person	Designation	Status of the
1.	Dr. B. Arundhati	Principal	Chairperson
2.	Dr. V. Madhusudhan Rao	Rector	Member
3.	Mr. N. Srikanth	CEO, Vignan Group of Institutions, Visakhapatnam	Member
4.	Dr.K.Madhusudhana Rao	Vice Principal	Member
5.	Dr.K.Venkata Rao	Dean Infrastructure	Member
6.	Mr.S.Suresh	Accounts Manager	Member
7.	Mr M Padmakar	HoD-CE	Member
8.	Dr. P Sekher	HoD- EEE	Member
9.	Dr. S Rambabu	HoD-ME	Member
10.	Dr. K Muralikrishna	HoD-ECE	Member
11.	Mr. B. Dinesh Reddy	HoD-CSE	Member
12.	Dr. B Prasad	HoD-IT &MCA	Member
13.	Mrs. R Umamaheswari	HoD-ECM	Member
14.	Dr T V Madhusudhana Rao	HoD-AI&DS	Member
15.	Dr T Satya guru	HoD-BS&H	Member
16.	Dr P Ramesh	HoD-MBA	Member
17.	Mr R Sundara Ramam	Dean-Administration	Member Secretary

Purchase Committee is responsible for the following:

1. Receive and review the purchase proposals/quotations submitted by different departments/In-Charges/Deans.
2. Negotiate with suppliers for the best quality & price.
3. Make recommendations to the Management for placing the purchase orders.
4. **Frequency of meetings:** Twice in a Semester / on Demand Basis

Copy to

- All Deans & HoDs
- Principal office
- Rector office
- CEO office
- Finance manager
- Master file



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Ref: No. VIIT/ PO/ Orders/ R&DC/2020

Date: 22-08-2020

OFFICE ORDER

Sub: Reconstitution of Research and Development Committee for the Academic Year 2020-21.

Research and Development Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

S.No.	Name of the person	Designation	Status of the Person
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. V Madhusudhan Rao	Rector	Member
3.	Mr. N Srikanth	CEO, Vignan Group of Institutions, Visakhapatnam	Member
4.	Special Invitee -Industry	External Member	Member
5.	Special Invitee- Academia	External Member	Member
6.	Dr. Ch. Harigovinda Rao	Dean-IQAC	Member
7.	Mr M Padmakar	HoD-CE	Member
8.	Dr. P Sekher	HoD- EEE	Member
9.	Dr. S Rambabu	HoD-ME	Member
10.	Dr. K. Murali krishna	HoD-ECE	Member
11.	Mr. B. Dinesh Reddy	HoD-CSE	Member
12.	Dr. B Prasad	HoD-IT &MCA	Member
13.	Mrs. R Umamaheswari	HoD-ECM	Member
14.	Dr T V Madhusudhana Rao	HoD-AI&DS	Member
15.	Dr T Satya guru	HoD-BS&H	Member
16.	Dr P Ramesh	HoD-MBA	Member
17.	Dr. L.V.V.Gopal Rao	Associate Dean R&D	Member
18.	Dr. E. Laxmi Lydia	Dean-R&D	Member Secretary

The Research and Development Committee is responsible for the following:

1. Review the proposals submitted by each department for R&D projects.
2. Guide the departments in submitting R&D proposals for funding agencies like AICTE/ MHRD, DST, UGC, DRDO etc.
3. Review the progress of R&D projects, if any
4. Conduct of workshops, conferences, guest lectures on emerging areas.
5. Providing Path towards research to junior faculty members.
6. Motivating the students towards research.
7. **Frequency of meetings:** Twice in a semester / on Demand Basis.

Copy to

- All Deans & HoDs
- Principal office
- Rector office
- CEO office
- Master file.



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Ref: No. VIIT/ PO/ Orders/ REC/2020

Date: 22-08-2020

OFFICE ORDER

Sub: Reconstitution of Research Ethics Committee for the Academic Year 2020-21.

Research Ethics Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

S.No.	Name of the person	Designation	Status of the Person
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. V Madhusudhan Rao	Rector	Member
3.	Mr. N Srikanth	CEO - Vignan Group of Institutions, Visakhapatnam	Member
4.	Special Invitee -Industry	External Member	Member
5.	Special Invitee- Academia	External Member	Member
6.	Dr. Ch. Harigovinda Rao	Dean-IQAC	Member
7.	Mr M Padmakar	HoD-CE	Member
8.	Dr. P Sekher	HoD- EEE	Member
9.	Dr. S Rambabu	HoD-ME	Member
10.	Dr. K Muralikrishna	HoD-ECE	Member
11.	Mr. B Dinesh Reddy	HoD-CSE	Member
12.	Dr. B Prasad	HoD-IT &MCA	Member
13.	Mrs. R Umamaheswari	HoD-ECM	Member
14.	Dr T V Madhusudhana Rao	HoD-AI&DS	Member
15.	Dr T Satya guru	HoD-BS&H	Member
16.	Dr P Ramesh	HoD-MBA	Member
17.	Dr. L.V.V.Gopal Rao	Associate Dean R&D	Member
18.	Dr. E. Laxmi Lydia	Dean-R&D	Member Secretary

Research Ethics Committee is responsible for the following:

1. Create awareness on copy rights, plagiarism, etc. among the students and the faculty members.
2. Developing and revising policies pertaining to ethical research.
3. Screening of project proposals and research papers.
4. Implementation and promotion of ethical research
5. **Frequency of meetings:** Twice in a Year/on Demand basis.

Copy to

- All Deans & HoDs for circulation and communication
- Principal office
- Rector office
- CEO office
- Master file.



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Ref: No. VIIT/ PO/ Orders/ SC&STC/2020

Date: 22-08-2020

OFFICE ORDER

Sub: Reconstitution of SC&ST Welfare Committee for the Academic Year 2020-21.

SC&ST Welfare Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

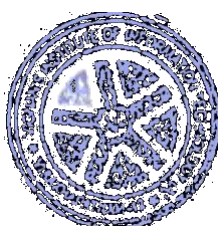
S.No.	Name of the person	Designation	Status of the Person
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. N.Tirupathi Rao	Associate Professor	Member
3.	Mr. S.V.Ramana	Associate Professor	Member
4.	Ms. K.G.Prasanthi	Assistant Professor	Member
5.	Ms. G.Bhulakshmi	Office Assistant	Member
6.	Dr. K.Srinivas Naik	Associate Professor	Member Secretary

SC&ST Welfare Committee is responsible for the following:

1. To counsel and guide SC/ST students and help them to manage academic and personal issues of college life effectively.
2. To guide SC/ST students for special opportunities to enhance the career growth.
3. To create awareness among the SC/ST students regarding various scholarships programmes of the Government/Government Agencies.
4. **Frequency of meetings:** Twice in a Year/ on Demand

Copy to

- All Deans & HoDs
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- Rector office
- CEO office
- Master file.



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Ref: No. VIIT/ PO/ Orders/ CDEC/2020

Date: 22-08-2020

OFFICE ORDER

Sub: Reconstitution of College Discipline Enforcement Committee for the Academic Year 2020-21.

College Discipline Enforcement Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

S.No	Name of the person	Designation	Status of the person
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. K Madhusudhana Rao	Vice-Principal	Member
3.	Dr. Ch. Hari Govinda Rao	Dean-IQAC	Member
4.	Dr. Syed Kamaluddien	Dean-Academics	Member
5.	Mr M Padmakar	HoD-CE	Member
6.	Dr. P Sekher	HoD- EEE	Member
7.	Dr. S Rambabu	HoD-ME	Member
8.	Dr. K Murali krishna	HoD-ECE	Member
9.	Mr. B Dinesh Reddy	HoD-CSE	Member
10.	Dr. B Prasad	HoD-IT &MCA	Member
11.	Mrs. R Umamaheswari	HoD-ECM	Member
12.	Dr T V Madhusudhana Rao	HoD-AI&DS	Member
13.	Dr T Satya guru	HoD-BS&H	Member
14.	Dr P Ramesh	HoD-MBA	Member
15.	Dr.K.G.B.Santhosh Kumari	Associate Professor	Member
16.	Mr.V.Sivaji	Associate Professor	Member
17.	Mr. R Siva Shankar	SAC (18L31A0304)	Student Member
18.	Ms. Gajji Akhila	SAC (17L31A0205)	Student Member
19.	Mrs K. Sravanthi	Assistant Professor	Member Secretary

College Discipline Enforcement Committee is responsible for the following:

1. Collection of under taking from the student and parents so as to abide by the rules and regulations of the college.
2. To verify the students and their parents details including address and phone number.
3. To check whether student follow code of conduct of the college including dress code.
4. **Frequency of meetings:** Twice in a Year/ on Demand basis

Copy to

- All Deans & HoDs for circulation and communication
- Principal office
- Rector office
- CEO office
- Master file.



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Ref: No. VIIT/ PO/ Orders/ T&PC/2020

Date: 22-08-2020

OFFICE ORDER

Sub: Reconstitution of Training & Placement Committee for the Academic Year 2020-21.

Training & Placement Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

S.No.	Name of the person	Designation	Status of the Person
1.	Dr. B. Arundhati	Principal	Chairperson
2.	Dr. V. Madhusudhan Rao	Rector	Member
3.	Mr. N. Srikanth	CEO - Vignan Group of Institutions, Visakhapatnam	Member
4.	Mr. M. Padmakar	HOD-CE	Member
5.	Dr. P. Sekhar	HOD - EEE	Member
6.	Dr. Rambabu Sarimalla	HOD-ME	Member
7.	Dr. K. Murali Krishna	HOD-ECE	Member
8.	Mr. B. Dinesh Reddy	HOD-CSE	Member
9.	Dr. B. Prasad	HOD-IT & MCA	Member
10.	Mrs.R.Uma Maheswari	HOD-ECM	Member
11.	Dr T V Madhusudhana Rao	HoD-AI&DS	Member
12.	Dr.T.Satyaguru	HOD-BS&H	Member
13.	Dr.P.Ramesh	HOD-MBA	Member
14.	Mr. T Vivek	Representative from SAC	Member
15.	G. Akhila	Student (17L31A0205)	Member
16.	Mr. K R Satyanarayana	Dean Training & Placements	Member Secretary

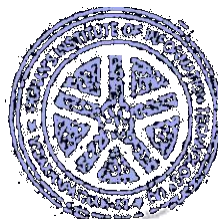
Training & Placement Committee is responsible for the following:

1. Liaising with different recruitment companies and inviting them to conduct placement drives.
2. Provide campus placements for eligible students.
3. Provide trainings to improve LSRW skills, programming skills, quant & aptitude and behavioral skills.
4. Counsel and motivate the students for Career Planning
5. Analyze placement trends and ensure that the training Programmes are synchronized with industry needs.
6. **Frequency of meetings:** Twice in a Year / on Demand Basis


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- CEO office
- Master file.


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Ref Ref: No. VIIT/ PO/ Orders/ DDC/2020**Date: 22-08-2020****OFFICE ORDER****Sub: Reconstitution of Department Development Committee for the Academic Year 2020-21.*********

Department Development Committee for VIIT is reconstituted for the Academic Year 2020-21 with the following members.

Department of Civil Engineering

S.No.	Name of the person	Designation	Status of the person
1.	Mr M Padmakar	HoD Civil Engineering	Chairperson
2.	Dr. Pritam	Associate Professor	Member
3.	Mr. B Bharmyya	Assistant Professor	Member
4.	Ms Nistala Likitha	Student (18L31A0128)	SAC Member
5.	Mr.K Srinivas	Assistant Professor	Member Secretary

Department of Electrical & Electronics Engineering

S.No.	Name of the person	Designation	Status of the person
1.	Dr P Sekhar	HoD -EEE	Chairperson
2.	Dr. R.S Ravi Sankar	Associate Professor	Member
3.	Dr B Prasad Rao	Associate Professor	Member
4.	Ms. B Jyothi	Assistant Professor	Member
5.	Mr B Prasanna Kumar	Student (18L31A02J1)	SAC Member
6.	Ms. K Sravanthi	Assistant Professor	Member Secretary

Department of Mechanical Engineering

S.No.	Name of the person	Designation	Status of the person
1.	Dr Rambabu Sarimalla	HoD - ME	Chairperson
2.	Dr. B Satish	Professor	Member
3.	Dr K S Raghuram	Associate Professor	Member
4.	Mr R Rudrabhi Ramu	Associate Professor	Member
5.	Mr R Vishu Vardhan	Student (18L31A03R5)	SAC Member
6.	Mr. R Sundaramam	Associate Professor	Member Secretary

Department of Electronics & Communication Engineering

S.No.	Name of the person	Designation	Status of the person
1.	Dr K Murali Krishna	HoD-ECE	Chairperson
2.	Dr. A Naga Jyothi	Associate Professor	Member
3.	Dr K Srinivas Naik	Associate Professor	Member
4.	Ms. M Karuna	Assistant Professor	Member
5.	Ms. P Dimple Priya	Student (17L31A04N9)	SAC Member
6.	Mr. M Ravi Kumar	Assistant Professor	Member Secretary

Department of Computer Science & Engineering

S.No.	Name of the person	Designation	Status of the person
1.	Mr B Dinesh Reddy	HoD-CSE	Chairperson
2.	Dr. E Laxmi Lydia	Associate Professor	Member
3.	Dr G Rajendra Kumar	Associate Professor	Member
4.	Mr M Srinu	Assistant Professor	Member
5.	Ms. Chandram Himasri	Student (18L31A0514)	SAC Member
6.	Mr. S Naga Mallik Raj	Assistant Professor	Member Secretary

Department of Information Technology

S.No.	Name of the person	Designation	Status of the person
1.	Dr. B.Prasad	HoD-IT	Chairperson
2.	Dr. K.Venkata Rao	Professor	Member
3.	Mr. M.Somasundararao	Associate Professor	Member
4.	Mr. P.Praveen Kumar	Assistant Professor	Member
5.	Mrs. G Hima Bindu	Assistant Professor	Member
6.	Ms K Divya	Student (18L31A1288)	SAC Member
7.	Mrs. G.Jyothi	Assistant Professor	Member Secretary

Department of Electronics & Computer Engineering

S.No.	Name of the person	Designation	Status of the person
1.	Dr. R Umamaheswari	HoD-ECM	Chairperson
2.	Dr. Hemanth Kumar Sahu	Associate Professor	Member
3.	Mr. D Madhusudhan	Associate Professor	Member
4.	Mr. M Applaraju	Assistant Professor	Member
5.	Ms A Pooja	Student (17L31A1906)	SAC Member
6.	Mr. B Venkatesh	Assistant Professor	Member Secretary

Department of Artificial Intelligence & Data Science

S.No.	Name of the person	Designation	Status of the person
1.	Dr. T. V Madhusudhan	HoD-AI&DS	Chairperson
2.	Mr. B Dinesh Reddy	Associate Professor	Member
3.	Dr. G Rajendra kumar	Professor	Member
4.	Mr. Ch V Sharma	Assistant Professor	Member
5.	Mr. B. Satya sasi vatsal	Student (20L31A5425)	SAC Member
6.	Mr. Ch Sekher	Assistant Professor	Member Secretary

Department of Basic Sciences & Humanities

S. No	Name of the Faculty	Designation	Status of the person
1	Dr.T.V.S.P.V. Satya Guru	HoD-BS&H	Chairperson
2	Dr K. Madhusudhana Rao	Professor	Member
3	Dr.P. Rajesh	Associate Professor	Member
4	Dr.S. Sunitha Devi	Associate Professor	Member
5	Dr.K.G.B. Santhosh Kumari	Associate Professor	Member
6	Dr.N. Ramya	Associate Professor	Member
7	Dr.R. Hanumantha Rao	Associate Professor	Member
8	Dr.G. Kranthi Kumar	Associate Professor	Member
9	Dr.K. Sirisha	Associate Professor	Member
10	Mr.K. Ramappadu	Assistant Professor	Member
11	Mr.S. Yogeshwara Rao	Assistant Professor	Member
12	Ms. Sigatapu Mounika	Student (20L31A01B2)	Student Member
13	Mr. Karri Achhiyya Naidu	Student (20L31A0282)	Student Member
14	Ms. Ayyagari Mani Sai Preethika	Student (20L31A0314)	Student Member
15	Mr. Mantha Abhijeeth	Student (20L31A05D4)	Student Member
16	Mr. Vikash Kumar Shah	Student (20L31A01262)	Student Member
17	Mr. G Sai Venkata Soma Puneeth	Student (20L31A01913)	Student Member

Department of Master of Business Administration

S.No.	Name of the person	Designation	Status of the person
1.	Dr. P Ramesh	HoD-MBA	Chairperson
2.	Dr. Ch Hari Govinda Rao	Associate Professor	Member
3.	Dr. S M Murali Krishna	Professor	Member
4.	Ms S Anusha	Assistant Professor	Member
5.	Ms. B Chandra	Assistant Professor	Member Secretary

Department: Master of Computer Applications

S.No.	Name of the person	Designation	Status of the person
1.	Dr. B Prasad	HoD-MCA	Chairperson
2.	Mrs. Y Lakshmi Sirisha	Assistant Professor	Member
3.	Ms. D Lalitha	Student (17L31F0007)	SAC Member
4.	Mrs. K G Prasanthi	Assistant Professor	Member Secretary

Department Development Committee is responsible for the following:

1. Academics and Research areas.
2. Industry – Institution interactions (MoUs)
3. Coaching for competitive exams (GATE, CAT, GRE & TOFEL)
4. Development of department Library and Laboratories.
5. **Frequency of meetings:** Once in a semester/on Demand basis.




Principal
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- CEO office
- Master file.