

VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (A)



(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)
Besides VSEZ, Duvvada, Visakhapatnam, Andhra Pradesh-- 530 049.
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F. No. LES/VIIT/GBM/PO/2018-19/01

Date: 16-10-2018

MINUTES OF THE 18TH MEETING OF THE GOVERNING BODY

HELD ON 16TH OCTOBER 2018

The record notes of discussions in the 18th Meeting of Governing Body was held on 16th October 2018 at 02-00AM, Tuesday under the chairmanship of Dr. O. Naresh Kumar, Governing Body, VIIT (A).

Venue: Board Room, AKCNB Hall, VIIT(A)

AGENDA

1. The conformation of the minutes of the meeting of the 17th Governing Body Meeting held on 26th March 2018.
2. Agenda for Ratification & Approvals
 - a. Confirmation and ratify the resolutions adopted in the 3rd Academic Council Meeting held on 25th June 2018.
 - b. Confirmation of Minutes of the 18th Meeting of the Financial Committee held on 15th September 2018.
 - c. Review and Approval of Annual Quality Audit Report (AQAR) 2017-18.
 - d. Approval for change in intake and confirmation AICTE Extension of approval F.Y. 2021-22.
 - e. Discussion and Approval of e-Governance Report F.Y. 2017-18.
 - f. To Review and Approve the reconstitution of Non-Statutory Committees F.Y. 2017-18.
 - g. The ratification and approval of new recruitment, as well as addressing vacancies and staff departures.
3. Agenda for Information
 - a. To Review proposed Events, Programmes and Functions for A.Y. 2019-20.
 - b. Proposed Action Plan for Research & Development.
4. Any other point with the permission of the chair.

Members Attended:

S. No	Name of the Member	Role	Designation
1.	Sri. Oruganti Naresh Kumar	Chairman	LES Nominee
2.	Dr. L. Rathaiah	Member	LES President
3.	Dr. V Madhusudhan Rao	Member	LES Nominee
4.	Prof. A. K. Bakshi	Member	Vice Chancellor, PMD University
5.	Shri. B. Demudu	Member	Principal Govt., Polytechnic Chemical Engineering, VSP
6.	Dr. L. Sumalatha	Member, JNTUK	Prof. of CSE, Director IIIP & Skill Development, JNTUK
7.	Dr. G. Yesu Ratnam	Member	Director, BICS-JNTUK, Kakinada
8.	Padma Bhushan Dr. Y. Lakshmi Prasad	Member	Former Member of Parliament, Chairman, Jana Siksha Samsthan and Hindi Academy
9.	Shri. V. V. Venu Gopal	Member	Industrialist, Director-F
10.	Shri. M. Dubey	Member	Joint Director, STPI
11.	Prof. Krishna Vedula	Member	Prof. and Dean Emeritus, Francis College of Engineering, Lowell, USA
12.	Shri. K. Ravichandra	Member	Location Head, Tech Mahindra, Visakhapatnam
13.	Shri. K. Pavan Krishna	Member	CEO, Vignan's Group of Institutions, Visakhapatnam
14.	Dr. Debnatha Battacharya	Member	Professor, CSE., VIIT
15.	Dr. C. Narasimham	Member Secretary	Professor & Principal, VIIT

The following members were unable to attend the meeting due to prior work commitments:

- Dr. P.V.G.D. Prasad Reddy, Vice Chancellor, Andhra University.
- Shri. L. Sri Krishna Devarayalu, Vice-Chairman, Lavu Educational Society

Proceedings:

Dr. L. Rathaiah, Hon'ble chairman of Lavu Educational Society cordially invited all the esteemed members of Governing Body to the 18th GB meeting held on 16th October 2018 at 2-00AM. He has requested the members to give their valuable insight for the development of the institute. The chairperson of GB, Mr. O. Naresh Kumar enquired about the status of Placements and Research & Development activities.

- Mr. K. R. Satyanarayan, Dean, Training & Placements briefed the members about the current status of Training & Placement Activities conducted during the last six months. He told that about 82% of the students placed in various MNCs during the year 2017-18. He mentioned that as a result of the Company-Specific Training for the final year students, they achieved the highest package of Rs. 10 LPA for the year.
 - The members expressed their appreciation for the team's accomplishments in Training and Placement activities. They also recommended increasing Company-Specific Training initiatives to further enhance placement opportunities.
 - The chairperson advised principal to felicitate the parents and students who have successfully placed in various companies.
- Dean R&D, Dr. Debnath Battacharya updated the status of Research Publication of the year 2017-18 and he also briefed the members on the strategies R&D implementing for the current year to strengthen Research and Development activities, including publications, conferences, workshops, seminars, and research projects, among other initiatives.
 - Chairperson, Mr. Oruganti Naresh Kumar inquired about faculty members who haven't been able to contribute to research in SCI/Scopus indexed publications.
 - Shri. V.V. Gopal asked Dean R&D regarding the status of Funding Projects F.Y. 2017-18.
 - The Dean of Research and Development reported that 44 faculty members have been unable to meet their targets because they lack expertise in research methodologies. He also mentioned that the Research and Development department, in collaboration with the Internal Quality Assurance Cell (IQAC), has organized a Faculty Development Program (FDP) focused on Research Methodologies to address this issue.
 - Dean R&D presented the details of Research Funding Projects from Govt. and Non-Government agencies i.e. Rs.29, 72,625, and Rs. 2, 25,600 generated from Consultancy and Corporate Training. It was also conveyed that the institution is extending support to faculty members by providing seed funding of Rs. 17,00,000 for the development of research facilities..

#Agenda 1: The conformation of the minutes of the 17th Governing Body Meeting held on 26th March 2018.

The chairperson of GB, Mr. O. Naresh Kumar enquired about the status of actions initiated against resolutions made by 17th Governing Body meeting held on 26th March 2018. Principal Dr. C. Narasimham presented the Action Taken Report and the minutes for the review & approval. The members confirmed the minutes after thorough discussion.

II. Agenda item for Ratification & Approvals:

- a. *Confirmation and ratify the resolutions adopted in the 3rd Academic Council Meeting held on 25th June 2018*

Dean Academics Dr. Kamaluddin presented the minutes of 3rd ACM held on 25th June 2018. The recommendations of ACM presented to the committee for the review & approval. The members confirmed the minutes after discussion. The following are the resolutions made in the 3rd ACM:

- An Academic Calendar for 2018-19 is approved with few modifications.
 - One week vacation sanctioned during festival of Makara Sankranti (Pongal).
 - R16 regulation detained students need to follow the R16 regulations of JNTUK.
 - It is resolved that the quality of the assessment should be decided by the valuator.
 - All the syllabus of UG and PG is ratified and approved by the committee with few suggestions.
- **Suggestions given by the members of 3rd Academic council:**
- Invite professors from other reputed colleges or universities for academic audit for every semester.
 - The audit needs to be done on the following parameters, Coverage of syllabus, Quality of paper, Results, Quality of evaluation, Documentation, Reports etc.
 - The results must be promptly released following evaluation and uploaded to the university's portal. In the event of any issues with the university portal, a hard copy of the results should be submitted directly..
 - Update the Academic data to website frequently.
 - The institute needs to get approval from the University if R-16 detained students want to continue their academics with autonomous regulation.
 - It is very important to maintain quality of the paper and evaluation.

- The VR-17 curriculum, applicable to all programs, including B.Tech, M.Tech, MBA, and MCA has been updated in accordance with Autonomous guidelines. These revisions have taken into account suggestions and feedback from all stakeholders, which were thoroughly discussed during the Board of Studies (BoS) meetings.
- All the courses in the curriculum are framed to impart skill development, employability and promote the spirit of entrepreneurship. The curriculum includes soft skill courses aimed at improving employment prospects. Feedback from a diverse range of stakeholders, including employers, students, faculty, parents and alumni was carefully assessed and subsequently endorsed by the Board of Studies (BoS) for curriculum revision.
- The stakeholder's feedback analysis of all programs including B. Tech, M.Tech, MBA, MCA and their corresponding ACM recommendations are confirmed.

The members of governing body reviewed the recommendations of Academic Council and approved the same.

b. *Confirmation of Minutes of the 18th Meeting of the Financial Committee held on 15th September 2018.*

Dean-Admin, Dr. Ch. Hari Govinda Rao presented the minutes of 18th Finance Committee Meeting held on 15th September 2018 and The Finance Committee's recommendations were presented to the committee for review and approval. The following are the key discussions presented to the GB:

- FC recommended to procure ACs worth Rs. 8,00,000 for new Laboratories
- Proposed to purchase Electrical equipment worth Rs. 10,00,000 for new class rooms.
- Furniture worth Rs. 9,00,000 for office, the committee approved Rs. 8,00,000 for the same.
- Proposed to purchase Lab equipment worth Rs. 35,00,000 for new class rooms and committee recommended the same. The committee approved the proposal.
- Proposed to purchase Library Books worth Rs. 7,00,000, the committee approved the same.
- Office equipment worth Rs. 70, 00,000 for staff, committee recommended and approved Rs. 65, 00,000 as proposed.
- Principal proposed salary increments and CEO Mr. K Pavan Krishna instructed Dean Admin to prepare the estimated budget for the annual increments.

Principal presented all the recommendations of the 18th Finance Committee along with the budgeted Income and Expenditure for the year 2018-19. The members confirmed the minutes of the 18th Finance Committee after thorough discussion.

i. Review & approval of Annual Quality Audit report for the 2017-18

Principal presented AQAR 2017-18 and briefed the members of Governing Body about key developments of the institute including Academics, Teaching & Learning and Evaluation Process, Research & Developments, Infrastructure Developments, Extension & Outreach programs etc.

Discussion:

- Principal and Deans have submitted various academic, research and administrative proposals for the review and approval of the Governing Body. Governing Body Chairman and other members have asked to present the details of various activities scheduled for the A.Y. 2017-18.
- Principal presented IQAC report about the plan of the action for the year 2018-19. The members reviewed and approved the same.
- The Chairperson and members have made suggestions for the Dean-Academics to incorporate additional student-centric teaching methodologies in line with current requirements. They have also recommended an expansion of value-added courses to address gaps in the curriculum.
- Chairperson, Shri O. Naresh Kumar advised Dean-R&D to conduct more conferences, seminars, workshops for both students and faculty to upgrade their knowledge and skills.
- Mr. Venu Gopal, Member of GB, advised Dean-IQAC to initiate quality assessment measures to enhance quality outcome.
- Chairperson, Shri O. Naresh Kumar Instructed Dean of Evaluation to announce results at the earliest at least within 10-15 days for the benefit of students.
- Dean IQAC presented the Minutes of the 12th IQAC held on 29th August 2018 was placed before the committee for the review & approval. The members confirmed the minutes after thorough discussion.

ii. Approval for change of intake and confirmation AICTE Extension of approval F.Y. 2018-19

- The Principal conveyed that AICTE has granted an extension of approval for the year 2018-19 with no modifications to the intake.
- The committee advised to plan for additional intake in emerging areas like, M.Tech- Transport Engineering, and M.Tech-VLSI.

Resolution: The GB members approved the Student Intake and expressed their gladness in the growth of the student strength.

iii. Review & Approval of e-Governance Report of 2017-18

Discussion: Principal presented the e-governance report of the institute F.Y. 2017-18 and informed about the changes made in e-Governance specially was newly introduced to strengthen digital administration. In addition to this, continued ‘Examination Management Software (EMS)’ for Exam Cell, Vignan Attendance software for monitoring regular teaching learning process. Implemented ‘SAMHITA’ software for the administration of “Finance & Accounts” and developed a portal for students’ “Admissions & Support System”. Upon the feedback from stakeholders modified the maintenance portal to make it as user friendly. The members reviewed and approved the same.

iv. *Review and Approval of the reconstitution of Non-Statutory Committees*

The Principal has proposed reconstitution of Non-Statutory Committees for smooth functioning of the Institute.

Discussion: GB Chairman and other members have asked the necessity of reconstitution. Principal has replied that a few members have left the organization and roles are changed for some members. GB Chairman and other members suggested the Principal, Deans and HoDs to involve senior faculty in all the committees so as to act as per requirement. Principal has expressed that adequate care is taken while forming the committees.

Resolution: Reconstitution of non-statutory committees have been reviewed and approved.

v. *List of Teaching & Non-teaching staff joined and relieved since the last GB Meeting held on 26.03.2018*

The principal presented the list of Teaching and Non-Teaching staff joined and relieved since the last GBM i.e. from 26-03-2018 to till date. The members reviewed and approved the same.

vi. *Review & Ratification of Vacancies for Teaching positions:*

Principal presented the department-wise vacancies for faculty positions and the members reviewed and approved the following.

Program	Professor	Associate Professor	Assistant Professor	Total
Engineering	28	54	165	247
MBA	2	4	18	24
MCA	1	2	9	12
Grand Total	31	60	192	283

III. Agenda item for Information:

- JNTUK Research Center: Dean IQAC updated about the results of JNTUK research center inspection notification dated on 03-04-2018 for ECE and 06-08-2018 for CSE department. JNTUK has granted Research Centers for two departments ECE for two years (2017-18 to 2018-19) and CSE for two years (2018-19 to 2019-20).
- Collaborated with government initiatives - APSSDC, APITA for skill oriented courses and emerging Technologies.
- Arrangement underway with National Mission – Pradhan Mantri Kaushal Vikas Yojana (PMKVY) for industry relevant skill training.
- Dean evaluation reported the recent developments in exam cell. Since the conferment of Autonomous status in 2017, Examination section is aligned with timely conduction of End examinations.
- Expert Teams from IIT's, NIT's and reputed Universities identified to set the Question Banks and Question Papers for examinations.
- The Centre for Innovation (CFI) serves as an innovative platform that explores students' capabilities in pioneering technology initiatives, thereby fostering new and enhanced learning experiences.
- Green Audit and Energy Audit: Dean IQAC presented the application status of Green Audit and Energy audit. He informed that IQAC applied to Green Waves. The committee revised the data and approved the same.
- Dean IQAC briefed Hon'ble members about Academic and Administrative Audit (AAA) and presented the department-wise analysis report. The members reviewed and confirmed the same.
- Dean IQAC presented the Minutes of the 11th IQAC held on 17th March 2018 was placed before the GB for the review & approval. The members confirmed the minutes after thorough discussion.

Conclusion:

Member Secretary & Principal, Dr. C. Narasimham formally extended a vote of thanks and officially concluded the Governing Body Meeting.



Member ~~SECRETARY~~ & Principal
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F.No. LES/VIIT/GBM/PO/2018-19/02

Dt: 25-03-2019

MINUTES OF THE 19TH MEETING OF THE GOVERNING BODY

HELD ON 25TH MARCH 2019

The record note of discussions in the 19th Meeting of Governing Body was held on 25th March 2019 at 10.30AM, Monday under the chairmanship of Dr. O. Naresh Kumar, Chairperson, Governing Body, VIIT (A).

Venue: Board Room, AKCNB Hall, VIIT (A)

AGENDA

1. The conformation of the minutes of the meeting of the 18th Governing Body Meeting held on 16th October 2018
2. Agenda for Ratification & Approvals
 - a. Introduction & Ratification of new Principal
 - b. Confirmation and ratify the resolutions adopted in the 4th Academic Council Meeting held on 27th February 2019
 - c. Confirmation of Minutes of the 19th Meeting of the Financial Committee held on 9th March 2019.
 - d. Approval for change of intake and confirmation AICTE Extension of approval F.Y. 2019-20
 - e. To Review and Approve the reconstitution of Non-Statutory Committees F.Y. 2019-20
 - f. The ratification and approval of new recruitment, as well as addressing vacancies and staff departures.
 - g. Review and approval of E-Governance report F.Y. 2018-19
3. Agenda for Information
 - a. To Review proposed events, programmes and functions for A.Y. 2019-20
 - b. Proposed Action Plan for Research & Development
4. Any other point with the permission of the chair.

Members Present:

S No	Name of the Member	Role	Designation
1.	Sri. Oruganti Naresh Kumar	Chairman	LES Nominee
2.	Dr. L. Rathaiah	Member	LES President
3.	Dr. V Madhusudhan Rao	Member	LES Nominee
4.	Prof.A.K.Bakshi	Member	Vice Chancellor, PMD University
5.	Shri.B.Demudu	Member	Principal Govt., Polytechnic Chemical Engineering, VSP
6.	Dr.L.Sumalatha	Member JNTUK	Prof. of CSE, Director IIIP&Skill Development, JNTUK
7.	Dr.G.YesuRatnam	Member	Director, BICS-JNTUK, Kakinada
8.	Padma Bhushan Dr.Y.Lakshmi Prasad	Member	Former MP, Chairman Jana Siksha Samssthan and Hindi Academy
9.	Shri.V.V.Venu Gopal	Member	Industrialist, Director-F
10.	Shri.M.Dubey	Member	Joint Director, STPI
11.	Prof.Krishna Vedula	Member	Prof. and Dean Emeritus, Francis College of Engineering, Lowell, USA
12.	Shri.K. Ravichandra	Member	Location Head, Tech Mahindra, Visakhapatnam
13.	Shri.K.Pavan Krishna	Member	CEO, Vignan's Group of Institutions, Visakhapatnam
14.	Dr. Debnatha Battacharya	Member	Professor, CSE, VIIT
15.	Dr.B. Arundhati	Member Secretary	Prof.,EEE, Principal, VIIT

The following members were unable to attend the meeting due to prior work commitments:

- Dr. P.V.G.D. Prasad Reddy, Vice Chancellor, Andhra University.
- Shri. L. Sri Krishna Devarayalu, Vice-Chairman, Lavu Educational Society

Proceedings:

Dr. L. Rathaiah, Hon'ble chairman of Lavu Educational Society cordially invited all the esteemed members of Governing Body to the 19th GB meeting held on 25th March 2019 at 10-30AM. He has requested the members to give their invaluable insight for further development of the institution. The chairperson of GB, Mr. O. Naresh Kumar enquired about the status of Placements and research & development activities.

- Dean R&D, Dr. Debnath Battacharya updated the status of Research publication of the last six Months such as Publications, Conferences, Workshops Seminars and Research projects etc.
- Dean IQAC briefed about NAAC notification on 4th Dec 2018 with regard to extension of approval up to 31st Dec 2022.
- Principal reported the day-to-day activities of teaching & learning process like, Preparedness of Teachers, Lesson plans, Orientation sessions, Faculty induction Programmes etc.

#Agenda 1: The conformation of the minutes of the 18th Governing Body Meeting held on 16th October 2018.

The chairperson of GB, Mr. O. Naresh Kumar enquired about the status of actions initiated against resolutions made by 18th Governing Body meeting held on 26th March 2018. Principal Dr. B. Arundhati presented the Action Taken Report and the minutes for the review & approval. The members confirmed the minutes after thorough discussion. The following key points are discussed:

- The company specific training activities are initiated to enhance placement opportunities.
- Felicitated the parents and students who have successfully placed in various companies in Parent-Student Felicitation Program.
- Dean-IQAC presented the Quality initiatives and informed members about AAA audit.
- Dean of Evaluation informed that the institute announced the examination results within 10 days from the date of last examination.

#Agenda 2: Item for Ratification & Approvals:

a. Introduction and Ratification of New Principal:

As a replacement of existing Principal Dr. B. Arundhati appointed as a new principal w.e.f. 9th November 2018. The Governing Body confirmed and approved the same.

b. Confirmation and ratify the resolutions adopted in the 4th Academic Council Meeting held on 27th February 2019.

Dean Academics Dr. Kamaluddin presented the minutes of 4th ACM held on 27th February 2019. The recommendations of ACM presented to the committee for the review & approval. The members confirmed the minutes after discussion. The following are the resolutions made in the 4th ACM:

- Academic calendars for 2019-20 are approved by ACM with few amendments.
- Resolved all I year M-Tech, MBA & MCA Academic Regulations, Program Structure and Syllabus for the students admitted in the academic year 2018-19 and approved.
- During the ACM discussions, it was resolved that the quality of the assessment process should be enhanced by identifying senior examiners and evaluators with extensive knowledge and increasing the number of evaluations.
- The feedback from various stakeholders including employers, students, faculty, parents and alumni for revision of curriculum was reviewed in CDMC and approved by BoS. The stakeholder's feedback analysis of all programs including B. Tech, M.Tech, MBA, and MCA and their corresponding ACM recommendations are confirmed for revision of syllabus.

The members of governing body reviewed the recommendations of Academic Council and approved the same.

b. Confirmation of Minutes of the 19th Meeting of the Financial Committee held on 9th March 2019.

- Principal instructed Dean Admin Dr. Ch. Hari Govinda Rao to present the minutes of 19th Finance Committee Meeting held on 9th March 2019 and the recommendations of Finance Committee placed before the committee for the review & approval. The following are the key discussions discussion made before the GB:

- Principal Explained about the all the individual proposed budgets. Specially, in order to increase the additional revenue, the principal of VIIT said that there is a plan to get consultancy of Rs. 11,00,000. The members of the committee enquired all the individual proposals and approved the following budget for the year 2019-20.
- The members discussed about all the budget proposals and approved the following budget for new class rooms/Labs.
 - ACs worth Rs. 5,00,000 for new Laboratories
 - Electrical equipment worth Rs. 8,50,000
 - Furniture worth Rs. 6,00,000 for the office purpose
 - Lab equipment worth Rs. 38,00,000

The Hon'ble members approved all the recommended by the Finance Committee.

c. Approval for change of intake and confirmation AICTE Extension of approval

F.Y. 2019-20

Principal informed GB Members regarding the proposal for extension of approval for new programme “M.Tech-Transport Engineering” for the year 2019-20 without any change of other intake.

Resolution: The GB members approved the Student Intake and expressed their satisfaction about the growth of the student strength.

d. The Principal has proposed reconstitution of Non-Statutory Committees for smooth functioning of the Institute.

The Principal informed the Hon'ble members of the Governing Body regarding the changes in the composition of Non-statutory committees. Some members have been replaced with new individuals as part of internal adjustments in administrative roles. Principal has stated that adequate care is taken while forming the committees.

Resolution: Reconstitution of non-statutory committees have been reviewed and approved by the GB.

e. Ratification and Approval of the new recruits, left staff and Vacancies:

i. List of Teaching & Non-teaching staff joined and relieved since the last GB Meeting held on 16-10-2018.

The Principal presented the list of Teaching and Non-Teaching staff joined and relieved since the last GBM i.e. from 16.10.2018 to till date. The members reviewed and approved the same.

ii. Review & Ratification of Vacancies for Teaching positions:

Principal presented the department-wise vacancies for faculty positions and the members reviewed and approved the following teaching positions for the academic year 2019-20.

Program	Professor	Associate Professor	Assistant Professor	Total
Engineering	29	55	168	252
MBA	2	4	18	24
MCA	1	2	9	12
Grand Total	32	61	195	288

f. Review and approval of E-Governance report F.Y. 2018-19

- Principal presented the annual report of e-governance report F.Y. 2018-19 and also informed about the changes made in e-Governance specially, e-Cap software is introduced to strengthen digital administration including Accounts, Day-to-Day administration, Admissions, and Attendance monitoring etc., In addition to this, continued existing CIS for next 3-4 years for maintaining ongoing students data. As a part of regular maintenance and upkeep of software & hardware, spent more than 21 Lakhs towards.

II. Agenda item for Information:

- Dean academic reported various curricular related activities. As a part exploratory learning, a new course, Engineering Exploration has been introduced for solving real world Problems.
- Collaboration with government initiatives - APSSDC, APITA for skill oriented courses and newer Technologies.
- Arrangement underway with National Mission – Pradhan Mantri Kaushal Vikas Yojana (PMKVY) for industry –relevant skill training.
- As an affiliated institution under JNTUK (Seniors), Gaps in Curriculum identified – seminars and workshops Organised for participation by students.
- Dean T&P reported the list of training and placement activities and discussed about the core company placements till date.
- The members advised that the students should be trained in IT skills to work in real time projects to enhance to equip the IT jobs for Non-IT students.

- Sri. K R Satyanarayana, Dean T&P elaborated on the future plan F.Y. 2019-20 of the Institution for Industrial visits of students.
- Dr. V. Madhusudana Rao, rector of the institute elaborated the institute initiates like, Encouragement to students to participate in skill acquisition programs to meet the Banking and IT industry needs

Conclusion:

Dr. B. Arundhati, the Member Secretary & Principal, concluded the Governing Body Meeting formally with a vote of thanks.


Member Secretary &
PRINCIPAL
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