



VIIT/Principal Office/APMC/2020-21

Dt: 24th Feb 2021

PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is here by reconstituted as "Academic Planning and Monitoring Committee (APMC)" for the Academic Year 2020-21.

Sl. No	Name of Faculty	Designation	Position
1.	Dr. B. Arundhati	Principal	Chair Person
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 - Civil	Member
8.	Dr. P. Sekhar	HoD - EEE	Member
9.	Dr.S. Rambabu	HoD - Mech	Member
10.	Dr. K. Murali Krishna	HoD - ECE	Member
11.	Mr.B. Dinesh Reddy	HoD - CSE	Member
12.	Dr. B. Prasad	HoD - IT	Member
13.	Dr.T.V. Madhusudana Rao	HoD - AI&DS	Member
14.	Mrs. R. Uma Maheswari	HoD - ECM	Member
15.	Dr. T. Satyaguru	HoD - BS&H	Member
16.	Dr. B. Prasad	HoD - MCA	Member
17.	Dr. P. Ramesh	HoD - MBA	Member
18.	Dr. R. Hanumantha Rao	Assoc. Dean Academics	Member
19.	Dr. Syed Kamaluddien	Dean Academics	Member Secretary

The Academic Planning and Monitoring Committee takes - up the following activities.

1. Monitor, review and make recommendations on all academic matters for consistency with the Institute's mission and strategies.
2. To promote research and extension activities and plan for resource mobilization through consultancy and extramural funding and to plan for sustaining the quality of education, quality improvement and accreditation of the college.
3. Approve Academic Calendars for UG and PG programs and implement academic planners through the departments. Prepare necessary timetables, lesson plans, course file and lab manual for the next semester.



[Handwritten signature]
PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside, VSEZ, Duvvada, Visakhapatnam-49

Copy to:

- All Deans & HoDs
- Principal Office
- Rector Office
- All members of the committee
- 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.

VIIT/APMC/Cir./2020-21

Dt: 03-03-2021

CIRCULAR

It is here by informed that there will be Admissions Advisory Committee meeting on 05-03-2021 at 10.00 AM at Board Room, AKCNB hall. Therefore, all the Academic Planning and Monitoring Committee (APMC) Members are hereby requested to attend with the meeting.

Komala
Member Secretary

Copy to:

- All Deans &HoDs
- Rector Office
- CEO office
- Principal Office
- Concerned Library members
- Library Notice Board





Lr. No. VIIT (A)/Dean Academics /AP&MC/2020-21

05 March 2021

Minutes of the Academic Planning & Monitoring Committee Meeting

Venue: Ekalavya Hall

Chaired By: Dr. B. Arundhati, Principal

Academic Planning & Monitoring Committee Meeting was held on 05 March 2021 at 10-00 AM in Ekalavya Hall under the chairmanship of Dr. B.Arundhati, Principal, VIIT (A).

AGENDA:

1. Implementation of Academic Planners by the departments
2. Preparation of Timetables, Lesson Plans, Course Files and Lab Manuals for the next semester
3. Discussion and Analysis of the previous semester subject wise and faculty wise
4. Identification of slow learners and conducting extra classes
5. Remedial classes for students
6. Attendance Monitoring
7. Staff Training programmes
8. Appointment of coordinator for MOOC
9. Internship for Final year students

MEMBERS PRESENT:

S.No.	Name of the person	Designation	Role of the person	Signature
1	Dr. B Arundhati	Principal	Chairperson	
2	Dr. V Madhususudhan 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	<i>(Signature)</i>
13	Mrs. R Umamaheswari	HoD-ECM	Member	<i>(Signature)</i>
14	Dr T.V. Madhusudhana Rao	HoD-AI&DS	Member	<i>(Signature)</i>
15	Dr T Satya guru	HoD-BS&H	Member	<i>(Signature)</i>
16	Dr P Ramesh	HoD-MBA	Member	<i>(Signature)</i>
17	Dr.R Hanumantha rao	Associate Dean Academics	Member	<i>(Signature)</i>
18	Dr. Syed Kamaluddien	Dean-Academics	Member Secretary	<i>(Signature)</i>

Prof. S. Kamaluddin, Dean Academics, invited all the honourable members of AP&MC and initiated the meeting. After introducing the agenda to the members, he requested Hon'ble Principal, Dr B.Arundhati, to chair the session.

The points discussed are as follows:

1. The chair inquired whether the activities conducted in the department are as per the Academic calendar and she advised members to strictly follow the Academic Calendar without any deviation.
2. Timetables, Lesson Plans, Course Files and Lab Manuals for the next semester have to be completed at least one week before the commencement of class work.
3. The result of previous semester was discussed and it was decided to issue a letter of appreciation to the faculty who got more than 90% result in the respective subjects he/she dealt with. The faculty members who got result less than 75% are advised to give reasons for getting less percentage and are advised to attend Faculty Improvement Programmes.
4. The Chair assigned the responsibility as the coordinator of Slow Learners to Mr. Phanendra from Mechanical department. He has to arrange extra classes immediately after the first mid examinations.
5. The Chair advised HoDs to conduct Remedial classes for tough subjects.
6. The Chair suggested to monitor the attendance from the first class itself and advised the HoDs to send letters to all the parents of the students who have less than 75% of attendance.
7. The Chair requested the HoDs to encourage the faculty to participate in Knowledge enhancement programmes like FDPs, Workshops and Conferences.
8. The Chair entrusted the responsibility of MOOCs Coordinator to Mr. Siva Rama Krishna from Mechanical department.
9. The Chair informed HoDs to identify the Companies and Industries to which the students have to be sent for Internship in IV-II Semester.

The meeting was concluded with vote of thanks proposed by Prof. S. Kamaluddin, Dean Academics

(Signature)
Dr.S. Kamaluddin
Member Secretary

Copy to

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



(Signature)
Dr B. Arundhati
Principal
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvala, Visakhapatnam-49

Action Taken Report:

Implementation of Academic Planners by the departments

Departments are actively implementing academic planners to ensure effective program execution

Preparation of Timetables, Lesson Plans, Course Files and Lab Manuals for the next semester

Timetables, lesson plans, course files, and lab manuals for the next semester are prepared to facilitate seamless teaching and learning processes

Discussion and Analysis of the previous semester subject wise and faculty wise

Subject-wise and faculty-wise analysis of the previous semester has been conducted to identify areas for improvement and success.

Identification of slow learners and conducting extra classes

Slow learners have been identified, and extra classes are being conducted to provide additional support and address learning gaps.

Remedial classes for students

Remedial classes for students have been organized to provide targeted assistance and ensure academic progress

Attendance Monitoring

Student attendance is being regularly monitored and intimated to parents

Staff Training programmes

Staff training programs have been scheduled to enhance professional development and improve teaching methodologies.

Internship for Final year students

Internships for final year students have been arranged by individual departments to provide practical exposure and industry experience


Member Secretary




Chair Person
PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49



VIIT/Principal Office/APMC/2020-21

Dt: 22th Aug 2020

PROCEEDINGS OF THE OFFICE ORDER

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

Academic Planning and Monitoring Committee (APMC) for VIIT is reconstituted for the Academic Year 2020-21.

Sl. No	Name of Faculty	Designation	Position
1.	Dr. B. Arundhati	Principal	Chair Person
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 - Civil	Member
8.	Dr. P. Sekhar	HoD - EEE	Member
9.	Dr. S. Rambabu	HoD - Mech	Member
10.	Dr. K. Murali Krishna	HoD - ECE	Member
11.	Mr. B. Dinesh Reddy	HoD - CSE	Member
12.	Dr. B. Prasad	HoD - IT	Member
13.	Dr. T.V. Madhusudana Rao	HoD - AI&DS	Member
14.	Mrs. R. Uma Maheswari	HoD - ECM	Member
15.	Dr. T. Satyaguru	HoD - BS&H	Member
16.	Dr. B. Prasad	HoD - MCA	Member
17.	Dr. P. Ramesh	HoD - MBA	Member
18.	Dr. R. Hanumantha Rao	Assoc. Dean Academics	Member
19.	Dr. Syed Kamaluddien	Dean Academics	Member Secretory

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
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside, VSEZ, Duvvada, Visakhapatnam-49



VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY

(AUTONOMOUS)

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

VIIT/APMC/Cir./2020-21

Dt: 07-10-2020

CIRCULAR

It is here by informed that there will be Admissions Advisory Committee meeting on 09-10-2020 at 10.00 AM at Board Room, AKCNB hall. Therefore, all the Academic Planning and Monitoring Committee (APMC) Members are hereby requested to attend with the meeting.

Kanchi
Member Secretary

Copy to:

- All Deans & HoDs
- Rector Office
- CEO office
- Principal Office
- Concerned Library members
- Library Notice Board





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.

Lr. No. VIIT (A)/Dean Academics /AP&MC/2020-21

09 October 2020

Minutes of the Academic Planning & Monitoring Committee Meeting

Venue: Ekalavya Hall

Chaired By: Dr. B. Arundhati, Principal

Academic Planning & Monitoring Committee Meeting was held on 09 October 2020 at 11:00 AM in Ekalavya Hall under the chairmanship of Dr. B.Arundhati, Principal, VIIT(A).

AGENDA:

The committee discussed about the following points:

1. Approval of Academic Calendars
2. Preparation of Academic Planners by the respective departments
3. Preparation of Timetables, Lesson Plans, Course Files and Lab Manuals for the upcoming semester
4. Class Review Committee and Class Monitoring Committee
5. Quality Improvement - Faculty
6. Quality Improvement -Teaching Learning
7. Identification of slow learners and conducting extra classes
8. Remedial classes for students
9. Attendance Monitoring

MEMBERS PRESENT:

S.No.	Name of the person	Designation	Role of the person	Signature
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	<i>(Signature)</i>
14	Dr T.V. Madhusudhana Rao	HoD-AI&DS	Member	<i>(Signature)</i>
15	Dr T Satya guru	HoD-BS&H	Member	<i>(Signature)</i>
16	Dr P Ramesh	HoD-MBA	Member	<i>(Signature)</i>
17	Dr.R Hanumantha rao	Associate Dean Academics	Member	<i>(Signature)</i>
18	Dr. Syed Kamaluddien	Dean-Academics	Member Secretary	<i>Kamaluddien</i>

Prof. S. Kamaluddin, Dean Academics, invited all the honourable members of AP&MC and initiated the meeting. After introducing the agenda to the members, he requested Hon'ble Principal, Dr B.Arundhati, to chair the session.

The points discussed are as follows:

1. After a few deliberations, Institute Academic Calendar has been approved. The chair advised the members to strictly follow the Academic Calendar without any deviation.
2. The Heads of all the departments are informed to plan the Extra-Curricular and Co-Curricular activities and submit the respective department Academic Planner to the Academics Office by 20th October 2020.
3. Timetables, Lesson Plans, Course Files and Lab Manuals for the next semester have to be completed at least one week before the commencement of class work.
4. After a thorough discussion, it was decided to conduct Class Review Committee Meeting twice in every month and Class Monitoring Committee Meeting once in a month.
5. The chair requested the HoDs to encourage the faculty to participate in Knowledge enhancement programmes like FDPs, Workshops and Conferences. The faculty members who got less feedback are advised to attend Staff Induction Program organized by the Institution.
6. Faculty members are advised to use ICT and follow student centric methods to improve Teaching- Learning Process. They are instructed to follow innovative methods in order to bring curiosity in the students.
7. The Chair instructed the HoDs to identify the slow learners and counsel them. Based on the requirement they have to arrange extra classes immediately after the first mid examinations.
8. The Chair advised to conduct Remedial classes for every subject.
9. The chair suggested to monitor the attendance from the first class itself and advised the HoDs to send letters to all the parents of the students who have less than 75% of attendance.

The meeting was concluded with vote of thanks proposed by Prof. S. Kamaluddin, Dean Academics

Kamaluddien
Dr.S. Kamaluddin
Member Secretary

Copy to

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



B.A.
Dr B. Arundhati
Principal
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: AEZ, Duwada, Visakhapatnam-53

Action Taken Report:

Approval of Academic Calendars

Academic calendars have been approved

Preparation of Academic Planners by the respective departments

Department Academic Planners have been prepared by the respective departments in line institute Academic Planners

Preparation of Timetables, Lesson Plans, Course Files and Lab Manuals for the upcoming semester

Timetables, lesson plans, course files, and lab manuals for the upcoming semester have been prepared to support effective teaching and learning

Class Review Committee and Class Monitoring Committee

The Class Review Committee and Class Monitoring Committee are conducted once in 15 days and one month respectively.

Quality Improvement - Faculty

Faculty are encouraged to participate in FDPs, Orientation Programs, SIPs

Quality Improvement -Teaching Learning

Initiatives for various teaching and learning practices were done.

Identification of slow learners and conducting extra classes

Slow learners have been identified, and extra classes are being conducted to provide additional support and help them catch up with their peers.

Remedial classes for students

Remedial classes for students have been organized to address specific learning challenges

Attendance Monitoring

Student attendance is being regularly monitored and intimated to parents

Kamalix
Member Secretary



P
Chair Person
PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside. VSEZ, Duvvada, Visakhapatnam-49