

**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY**

(AUTONOMOUS)

(Approved by AICTE - New Delhi &amp; Affiliated to JNTUK, Kakinada)

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

VIIT/Principal Office/ SC&amp;ST C /2020-21/7/1

Dt: 24<sup>th</sup> Jul 2020**PROCEEDINGS OF THE OFFICE ORDER**

A committee consisting of the following members is hereby reconstituted as "SC & ST Committee (SC&ST C)" for the Academic Year 2020-21.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B.Arundhati	Principal	Chairperson
2.	Dr.N.TirupathiRao	Associate Professor	Member
3.	Mr.S.V.Ramana	Assistant Professor	Member
4.	Ms.K.G.Prasanthi	Assistant Professor	Member
5.	Ms.G.Bhhulakshmi	DEO	Member
6.	Dr.K.SrinivasaNaik	Associate Professor	Member Secretary

The Prime tasks of the Committee are as follows:

1. To review the issues of previous meetings
2. To discuss about performance of SC/ST students in semester exams
3. To discuss about educating students on covid-19 precautions and appropriate medication.
4. Any other issue with the permission of the chair.

Copy to:

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

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





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VIIT/SC&SC C/Cir./2020-21/7/1

Dt: 28-07-2020

## CIRCULAR

It is hereby informed that there will be SC&ST Committee meeting on 30-07-2020 at 3.30 pm through online. Therefore all the members of the SC & ST Committee (SC&ST C) are hereby requested to attend with the meeting.

Agenda:

1. To review the issues of previous meetings
2. To discuss about performance of SC/ST students in semester exams
3. To discuss about educating students on covid-19 precautions and appropriate medication.
4. Any other issue with the permission of the chair.

  
Member Secretary

Copy to:

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- CEO office
- Principal Office
- Concerned Library members
- Library Notice Board



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

Ref:No. VIIT/Principal/SC&amp;ST C/MoM/2020-21/7/1

Date: 30-07-2020

**MINUTES OF THE SC&ST COMMITTEE ONLINE MEETING**

The record notes of discussions in the SC&ST C - VIIT was held on 30<sup>th</sup> July, 2020 at 3.30 PM, Thursday under the chairperson of Dr.B.Arundhati, Principal, and VIIT.

Venue:Online.

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**Agenda:**

1. To review the issues of previous meetings
2. To discuss about performance of SC/ST students in semester exams
3. To discuss about educating students on covid-19 precautions and appropriate medication.
4. Any other issue with the permission of the chair.

***Members Present:***

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B.Arundhati	Principal	Chairperson
2.	Dr.N.TirupathiRao	Associate Professor	Member
3.	Mr.S.V.Ramana	Assistant Professor	Member
4.	Ms.K.G.Prasanthi	Assistant Professor	Member
5.	Ms.G.Bhhulakshmi	DEO	Member
6.	Dr.K.SrinivasaNaik	Associate Professor	Member Secretary

In the opening remarks of the meeting the chairperson of the Admissions Advisory Committee welcomed all the members and briefed about the agenda.

**To review of the previous meeting's minutes:**

The meeting commenced with the first agenda item, which was to review the issues discussed in previous meetings. The Chairperson opened the floor for discussion, and gave a brief summary of the issues discussed in previous meetings and there are no pending issues.

**Performance of SC/ST Students in Semester Exams:**

The committee has advised to come up with identifying the various challenges in improving the overall performance of the students from SC/STs



### **Educating students on covid-19 precautions and appropriate medication:**

The committee emphasised to focus upon the on-going pandemic situation and provide necessary guidance on covid-19 precautions and medication

### **Any other information:**

The participants had the opportunity to raise additional issues or concerns for further discussion, to benefit the students of the above discussed sections.

The meeting ended with thanks to the chair.

### **Action Taken Report:**

1. Reviewed the issues discussed in previous meetings to ensure continuity and follow-up on pending matters. Addressed any outstanding concerns and provided updates on actions taken since the last meeting to resolve issues and improve operational efficiency.
2. Conducted a thorough analysis of the performance of SC/ST students in semester exams. Identified potential challenges and barriers to academic success, such as access to resources and socio-economic factors. Implemented targeted interventions, including additional academic support, counselling services, and mentorship programs, to improve the academic performance of SC/ST students.
3. Organized educational sessions to inform students about COVID-19 precautions and appropriate medication. Collaborated with healthcare professionals and public health experts to disseminate accurate information on preventive measures, vaccination, and treatment options. Implemented awareness campaigns, workshops, and informational materials to ensure students are well-informed and equipped to protect themselves and others from the spread of COVID-19.
4. Addressed any other issues raised with the permission of the chair. This included discussions on campus safety measures, mental health support services, and academic accommodations for students facing challenges due to the ongoing pandemic. Implemented appropriate measures to address these concerns and ensure the well-being and academic success of all students.

With a focus on supporting the academic success and well-being of SC/ST students and ensuring the campus community is well-informed and prepared to navigate the challenges posed by COVID-19. Ongoing efforts will continue to monitor progress and adapt strategies as needed to meet the evolving needs of students and the institution.

  
**Member Secretary**



  
**Chairperson**  
**VIGNAN'S INSTITUTE OF**  
**Information Technology (A)**  
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VIIT/Principal Office/ SC&amp;ST C /2020-21/12/1

Dt: 5<sup>th</sup> Dec2020**PROCEEDINGS OF THE OFFICE ORDER**

A committee consisting of the following members is hereby reconstituted as "SC & ST Committee (SC&ST C)" for the Academic Year 2020-21.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B.Arundhati	Principal	Chairperson
2.	Dr.N.TirupathiRao	Associate Professor	Member
3.	Mr.S.V.Ramana	Assistant Professor	Member
4.	Ms.K.G.Prasanthi	Assistant Professor	Member
5.	Ms.G.Bhhulakshmi	DEO	Member
6.	Dr.K.SrinivasaNaik	Associate Professor	Member Secretary

The Prime tasks of the Committee are as follows:

1. To review the issues of previous meetings
2. To discuss about providing information about competitive exams and guidance
3. To discuss about educating students on covid-19 precautions and appropriate medication.
4. Any other issue with the permission of the chair.

Copy to:

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- All members of the committee
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VIIT/SC&SC C/Cir./2020-21/12/1

Dt: 8-12-2020

## CIRCULAR

It is here by informed that there will be SC&ST Committee meeting on 11-12-2020 at 10.00am, through online. Therefore all the members of the SC & ST Committee (SC&ST C) are hereby requested to attend with the meeting.

Agenda:

1. Review of Previous Meeting Discussions and Actions
2. Discussion on Providing Information about Competitive Exams and Guidance
3. Dialogue on Educating Students on COVID-19 Precautions and Appropriate Medication
4. Open Floor for Any Additional Issues with the Permission of the Chair

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- Concerned Library members
- Library Notice Board



Member Secretary

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Ref:No. VIIT/Principal/ SC&amp;ST C /MoM/2020-21/12/1

Date: 11-12-2020

**MINUTES OF THE SC&ST C COMMITTEE ONLINE MEETING**

The record notes of discussions in the SC&ST C - VIIT was held on 11<sup>th</sup> Dec, 2020 at 10-00AM, Friday under the chairperson of Dr.B.Arundhati, Principal, and VIIT.

Venue: Online.

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**Agenda:**

1. Review of Previous Meeting Discussions and Actions
2. Discussion on Providing Information about Competitive Exams and Guidance
3. Dialogue on Educating Students on COVID-19 Precautions and Appropriate Medication
4. Open Floor for Any Additional Issues with the Permission of the Chair

***Members Present:***

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B.Arundhati	Principal	Chairperson
2.	Dr.N.TirupathiRao	Associate Professor	Member
3.	Mr.S.V.Ramana	Assistant Professor	Member
4.	Ms.K.G.Prasanthi	Assistant Professor	Member
5.	Ms.G.Bhhulakshmi	DEO	Member
6.	Dr.K.SrinivasaNaik	Associate Professor	Member Secretary

In the opening remarks of the meeting the chairperson of the Admissions Advisory Committee welcomed all the members and briefed about the agenda.

**1. Review of Previous Meeting Discussions and Actions:**

The meeting began with a review of the discussions and actions from the previous meeting. Attendees provided updates on the progress made regarding the action items and addressed any outstanding issues.

**2. Discussion on Providing Information about Competitive Exams and Guidance:**

The discussion focused on strategies to provide comprehensive information about competitive exams and guidance to interested students. Attendees explored various approaches, including organizing workshops, inviting guest speakers, and creating online resources to support students in their exam preparation and career planning.

### 3. Dialogue on Educating Students on COVID-19 Precautions and Appropriate Medication:

Attendees engaged in a dialogue regarding the importance of educating students on COVID-19 precautions and appropriate medication. Strategies such as organizing educational sessions, disseminating informational materials, and collaborating with healthcare professionals were discussed to ensure students are well-informed and equipped to protect themselves and others from the spread of COVID-19.

### 4. Open Floor for Any Additional Issues with the Permission of the Chair:

Under this agenda item, attendees were invited to raise any additional issues or concerns. Several points were raised, including the need for enhancing mental health support services for students and addressing accessibility issues on campus. The chair acknowledged these concerns and assured that they would be further discussed and addressed as appropriate.

The meeting ended with thanks to the chair.

### Action Taken Report:

1. Reviewed Previous Meeting Discussions and Actions: A comprehensive review of the discussions and actions from the previous meeting was conducted. Updates on the progress made regarding the action items were provided, and any outstanding issues were addressed accordingly. Efforts were made to ensure continuity and follow-up on pending matters to enhance operational efficiency.
2. Discussion on Providing Information about Competitive Exams and Guidance: Following the discussion on providing information about competitive exams and guidance, a detailed plan was developed. This plan includes organizing workshops, inviting guest speakers, and creating online resources to support students in their exam preparation and career planning. Responsibilities were assigned, and timelines were set for the implementation of these initiatives.
3. Dialogue on Educating Students on COVID-19 Precautions and Appropriate Medication: A dialogue was initiated to address the importance of educating students on COVID-19 precautions and appropriate medication. It was decided to organize educational sessions in collaboration with healthcare professionals to disseminate accurate information on preventive measures, vaccination, and treatment options. Actionable steps were outlined, and plans were put in place to ensure that students are well-informed and equipped to protect themselves and others from the spread of COVID-19.

Efforts will continue to be made to monitor progress, follow up on action items, and ensure that the needs of the students are met effectively.

  
Member Secretary



  
Chairperson  
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