



**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.

# **STUDENT ACTIVITY COUNCIL**

## **MINUTES OF MEETING: 2020-21**



**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/Order/2020/11/19

Date: 19-11-2020

**OFFICE ORDER**

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

Ref:No. VIIT/SA/CIR/2020/11/16

Ref:No. VIIT/SA/CIR/2020/11/18

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

S. No.	Name of the Person	Designation	Role	Signature
1.	Dr. B Arundhati	Principal	Chairperson	
2.	Dr. K. Madhusudhana Rao	Dean Admissions & Student Affairs	Member Secretary	
3.	Mrs. R Umamaheswari	HoD – ECM	Member	
4.	Mr.M.Padmakar	HOD-CE	Member	
5.	Dalli Teja Reddy	Student	President	
6.	Telu Sivaprasad	Student	Vice President	
7.	Sangani Sateesh Shankar	Student	Secretary	
8.	Penumathsa Anjali priya	Student	Secretary	
9.	Ravula Srinivasarao	Student	Joint Secretary	
10.	Thentu Prudvi	Student	Joint Secretary	
11.	Kandula Pavani	Student	Joint Secretary	
12.	Pediredla Sai Hemanth	Student	Joint Secretary	
13.	Karri Tulasi	Student	Joint Secretary	
14.	Veravilli Sai Kumar	Student	Joint Secretary	
15.	K. Krishna Priya	Student	Joint Secretary	
16.	Pilla Vinod Kumar	Student	Joint Secretary	
17.	N.Prasanna	Student	Joint Secretary	
18.	K.Arvinth swamy	Student	Joint 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 Extra-Curricular activities.
3. Selection of students for Co-Curricular and Extra-Curricular activities conducted by other colleges.
4. Frequency of meetings: once in a semester/on Demand basis

Copy to:

CEO Office,  
Rector Office,  
Vice Principal Office  
All Deans  
All the HoDs

  
**Principal****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, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Ref: No. VIIT/SA/CIR/2020/11/02

Date: 02-11-2020

## CIRCULAR

The Student Activity Council members are informed to assemble in the principal office at 10:00 AM on 03-11-2020 to discuss record notes on various student activities received from the students and faculties.

### **Agenda:**

1. Appreciation of the active participation of students.
2. Conduction of COVID Awareness Workshops.
3. Discussion on Food Waste Management.
4. YUVATARANG 2021 Celebrations.
5. Water Proof ID Cards.
6. Budget Proposal.



### **Copyto:**

1. Dr. B. Arundhati, Principal
2. Dr. K. MadhusudhanaRao, Dean Admissions & Student Affairs
3. Mrs. R. Umamaheswari, HOD-ECM
4. Mr. M. Padmakar, HOD-CE

  
**Principal**  
PRINCIPAL  
VIGNAN'S INSTITUTE C  
Information Technology (C)  
Beside: VSEZ, Duvvada, Visakhapatnam.





Ref: No. VIIT/SA/MoM/2020/11/03

Dt: 03-11-2020

## MINUTES OF THE STUDENT ACTIVITY COUNCIL MEETING

The record notes of discussions in the SAC - VIIT was held on 3<sup>rd</sup> Nov, 2020 at 10-00AM, Tuesday under the chairperson of Dr.B. Arundhati, Principal, VIIT.

Venue: Principal Office, VIIT(A).

\*\*\*\*\*

### **Agenda:**

1. Appreciation of the active participation of students.
2. Conduction of COVID Awareness Workshops.
3. Discussion on Food Waste Management.
4. YUVATARANG 2021 Celebrations.
5. Water Proof ID Cards.
6. Budget Proposal.

### **Members Present:**

S. No.	Name of the Person	Designation	Role	Signature
1.	Dr. B Arundhati	Principal	Chairperson	
2.	Dr. K. Madhusudhana Rao	Dean Admissions & Student Affairs	Member Secretary	
3.	Mrs. R. Umamaheswari	HoD – ECM	Member	
4.	Mr. M. Padmakar	HOD-CE	Member	
5.	Sanapala Ravikiran	Student	Member	
6.	Hari Manikanta	Student	Member	
7.	M. Prasad	Student	Member	
8.	Palavala Saseema Bharathi	Student	Member	
9.	Lahari Metturu	Student	Member	
10.	Koruprolu Bhargavraju	Student	Member	

### **Action Taken Report for the meeting held on 5<sup>th</sup> March, 2020:**

- ✓ Extra dustbins arranged as per the requirement.
- ✓ Arrangements were done for the active participation of all the clubs.
- ✓ Report was submitted on cases of anti-ragging.



**Proceedings:**

The meeting is initiated by chairperson by welcoming all the members. The agenda of the SAC meeting was placed before the committee for the approval and the members confirmed the minutes. Dean, Student Affairs presented on the action points of the previous meeting and also briefed the members present on the actions taken.

**Following points were discussed and decisions were taken:**

**Item No. 1: Appreciation of the active participation of students**

- The committee has appreciated efforts of the SAC for not only helping students during COVID period but also their families who are in need.

**Item No. 2: Conduction of COVID Awareness Workshops.**

- Dean Student Affairs were asked to conduct awareness workshops and confidence among the students to how to survive if situation comes like COVID in future and also requested to conduct online workshops for both students and parents about COVID.

**Item No. 3: Discussion on Food Waste Management.**

- It was observed that there was a lot of food wastage in both the college hostel and college canteen. For reducing the wastage committee suggested solution.

**Item No. 4: YUVATARANG 2021 Celebrations**

- Student members have expressed their dissatisfaction as there was no major event like YUVATARANG for the entire year. So, they were assured that once offline classes start, all the events will be organized as usual and was given instruction to Dean Student affairs to conduct YUVATARANG 2021 if the situation becomes normal.

**Item No. 5: Water Proof ID Cards**

- Student members have expressed their concern about remaking of ID cards after every rainy season and requested to give them water proof id cards.

**Item No. 6: Budget Proposal**

- Dean Student affairs were asked to prepare a complete budget proposal to conduct various extra-curricular activities by 20<sup>th</sup> March, 2021.
- The meeting ended with thanks to the chair.

  
Member Secretary

  
Chairperson



# 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/SA/CIR/2021/03/03

Date: 03-03-2021


## CIRCULAR

The Student Activity Council members are informed to assemble in the principal office at 10:00 AM on 04-03-2021 to discuss record notes on various student activities received from the students and faculties.

### **Agenda:**

1. Discussion on extension of timings.
2. To increase the number of events organized.
3. New SAC Committee Election.



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

### **Copyto:**

1. Dr.B.Arundhati, Principal
2. Dr. K. Madhusudhana Rao, Dean Admissions & Student Affairs
3. Mrs. R. Umamaheswari, HOD-ECM
4. Mr. M. Padmakar, HOD-CE





Ref:No. VIIT/SA/MoM/2021/03/04

Date: 04-03-2021

## MINUTES OF THE STUDENT ACTIVITY COUNCIL MEETING

The record notes of discussions in the SAC - VIIT was held on 4<sup>th</sup> Mar, 2021 at 10-00AM, Thursday under the chairperson of Dr.B. Arundhati, Principal, and VIIT.

Venue: Principal Office, VIIT (A).

\*\*\*\*\*

### Agenda:

1. Discussion on extension of timings.
2. To increase the number of events organized.
3. New SAC Committee Election.

### Members Present:

S.No.	Name of the Person	Designation	Role	Signature
1.	Dr. B Arundhati	Principal	Chairperson	
2.	Dr. K. Madhusudhana Rao	Dean Admissions & Student Affairs	Member Secretary	
3.	Mrs. R. Umamaheswari	HoD – ECM	Member	
4.	Mr. M. Padmakar	HOD – CE	Member	
5.	Dalli Teja Reddy	Student	Member	
6.	Telu Siva prasad	Student	Member	
7.	Sangani Sateesh Shankar	Student	Member	
8.	Penumathsa Anjali Priya	Student	Member	
9.	Ravula Srinivasarao	Student	Member	
10.	Thentu Prudvi	Student	Member	

### Action Taken Report for the meeting held on 3<sup>rd</sup> Nov, 2020:

- ✓ Awareness workshops were organized for both students and parents.
- ✓ Precautionary measures were taken.
- ✓ As the pandemic is still going on it is not possible to conduct YUVATARANG 2021 and students were given a word once the situation normalizes.
- ✓ Proposal was submitted for Water Proof ID cards.
- ✓ Budget proposal was prepared and presented.



# **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.

## **Proceedings:**

The meeting is initiated by chairperson by welcoming all the members. The agenda of the SAC meeting was placed before the committee for the approval and the members confirmed the minutes. Dean, Student Affairs presented on the action points of the previous meeting and also briefed the members present on the actions taken.

## **Following points were discussed and decisions were taken:**

### **Item No. 1: Discussion on Extension of Timings.**

- Students raised a concern to extend the timings of library and increase the number of sports hours.

### **Item No. 2: To increase the number of events organized.**

- It was found that the number of events conducted during the current academic year is very low due to the effect of pandemic. Hence it is decided to reschedule and complete as many as possible by the end of May 2020-21.

### **Item No. 3: New SAC Committee**

- Committee has decided and authorized Dean Student affairs to elect new members for 'SAC' by the end of May 2021.
- The meeting ended with thanks to the chair.

  
**Member Secretary**

  
**Chairperson**