



# 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/Principal Office/SC&ST C/2018-19/7/1

Dt: 10<sup>th</sup> Jul 2018

## 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 2018-19.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.Ch.Narasimham	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 organize job oriented and personality development programs.
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



  
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**Information Technology (A)**  
Beside: VSEZ, Duvvada, Visakhapatnam-49



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VIIT/ SC&ST C /Cir./2018-19/7/1

Dt: 15-07-2018

## CIRCULAR

It is here by informed that there will be SC&ST Committee meeting on 18-07-2018 at 3.30 pm in Principal Office. 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 organize job oriented and personality development programs.
4. Any other issue with the permission of the chair.

  
Member Secretary

Copy to:

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- 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/2018-19/7/1

Date: 18-07-2018

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

The record notes of discussions in the SC&ST C - VIIT was held on 18<sup>th</sup> July, 2018 at 10-00AM, Wednesday, under the chairperson of Dr.Ch.Narasimham, Principal, and VIIT.

Venue: Principal Office, VIIT (A).

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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 organize job oriented and personality development programs.
4. Any other issue with the permission of the chair.

***Members Present:***

Sl. No	Name of Faculty	Designation	Position
1.	Dr.Ch.Narasimham	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

### **Organization of Job-Oriented and Personality Development Programs:**

The committee emphasised to focus upon the planning of job-oriented and personality development programs for the benefit of students from backward sections in particular.

### **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 and documented action items for follow-up.
2. Conducted a thorough analysis of the performance of SC/ST students in semester exams. Identified potential challenges and devised strategies for improvement, including additional support resources, mentorship programs, and tailored academic interventions.
3. Initiated planning for job-oriented and personality development programs aimed at enhancing the employability and overall growth of students. Established a task force to coordinate the implementation of these programs, including securing guest speakers, organizing workshops, and facilitating skill-building activities.
4. Encouraged members to raise any additional issues with the permission of the chair, fostering an open and inclusive environment for discussion and problem-solving.

Overall, proactive steps have been taken to address the identified issues and enhance the academic and professional development opportunities for all students.

  
**Member Secretary**

  
**Chairperson**







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VIIIT/Principal Office/ SC&ST C /2018-19/11/1

Dt: 10<sup>th</sup> Nov 2018

## 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 2018-19.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.Ch.Narasimham	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 placements for SC&ST students and improvement in getting placements.
4. Any other issue with the permission of the chair.

Copy to:

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- Master file



  
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VIIT/SC&SC C/Cir./2018-19/11/1

Dt: 12-11-2018

## CIRCULAR

It is here by informed that there will be SC&ST Committee meeting on 14-11-2018 at 3.30 pm in Principal Office. 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 providing information about competitive exams and guidance
3. To discuss placements opportunities for SC&ST students and suggest ways of improvement in getting placements.
4. Any other issue with the permission of the chair.

  
Member Secretary

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Ref.No. VIIT/Principal/ SC&amp;ST C /MoM/2018-19/11/1

Date: 14-11-2018

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

The record notes of discussions in the SC&ST C - VIIT was held on 14<sup>th</sup> November, 2018 at 10-00AM, Wednesday, under the chairperson of Dr.Ch. Narasimham, Principal, and VIIT.

Venue: Principal Office, VIIT (A).

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**Agenda:**

1. To review the issues of previous meetings
2. To discuss about providing information about competitive exams and guidance
3. To discuss placements for SC&ST students and improvement in getting placements.
4. Any other issue with the permission of the chair.

***Members Present:***

Sl. No	Name of Faculty	Designation	Position
1.	Dr.Ch.Narasimham	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.

**Providing Information about Competitive Exams and Guidance:**

The committee has advised to come up with identifying the various competitive exams where the students can apply and also provide guidance towards achieving the jobs.



## **Placements for SC&ST Students and Improvement in Getting Placements:**

The committee emphasised to focus upon the placements and job-oriented training programs and thereby increase the number of placements

### **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 minutes and action items from previous meetings to ensure continuity and follow-up on pending matters. Addressed any outstanding issues and updated the progress made on previously identified action items.
2. Conducted a comprehensive discussion on providing information about competitive exams and guidance for interested students. Established a dedicated task force to curate relevant resources, organize informational sessions, and offer personalized guidance to students aspiring for competitive exams.
3. Discussed strategies for enhancing placements for SC&ST students, recognizing the importance of equitable opportunities in the job market. Formulated an action plan that includes targeted outreach to potential employers, strengthening networking opportunities, and providing specialized career counselling and skill development programs tailored to the needs of SC&ST students.
4. Welcomed input on any other issues from members with the permission of the chair, fostering an environment of open communication and collaboration to address emerging concerns and opportunities.

In summary, concrete steps have been taken to address the discussed agenda items, with a focus on providing guidance and support to students for competitive exams and improving placement prospects for SC&ST students.

  
**Member Secretary**

  
**Chairperson**

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