



VIIT/Principal Office/APMC/2021-22

Dt: 20th Nov 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 2021-22.

Sl. No	Name of Faculty	Designation	Position
1.	Dr. B. Arundhati	Principal	Chair Person
2.	Dr. Aggala NagaJyothi	Dean Academics	Member Secretary
3.	Dr. R. Hanumantha Rao	Assoc. Dean Academics	Member Secretary
4.	Mr. M. Padmakar	HoD - Civil	Member
5.	Dr. B. Prasad Rao	HoD - EEE	Member
6.	Dr.S. Rambabu	HoD - Mech	Member
7.	Dr. K. Murali Krishna	HoD - ECE	Member
8.	Mr.B. Dinesh Reddy	HoD - CSE	Member
9.	Dr. B. Prasad	HoD - IT	Member
10.	Dr.T.V. Madhusudana Rao	HoD - AI&DS	Member
11.	Mrs. R. Uma Maheswari	HoD - ECM	Member
12.	Dr.M.P.V.V. Bhaskara Rao	HoD - BS&H	Member
13.	Dr. B. Prasad	HoD - MCA	Member
14.	Dr. P. Ramesh	HoD - MBA	Member

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.




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VIGNAN'S INSTITUTE OF
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Beside: VSEZ, Duvvada, Visakhapatnam-43

Copy to:

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



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VIIT/APMC/Cir./2021-22/12/2

Dt: 06-12-2021

CIRCULAR

It is here by informed that there will be Academic Planning and Monitoring Committee meeting on 07-12-2021 at 10.00 AM in AKCNB Board Room. Therefore the members of Academic Planning and Monitoring Committee (APMC) are requested to attend.

Jyothi
Dr. A. Naga Jyothi
Member Secretary APMC

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Lr. No.VIIT (A)/Dean Academics /AP&MC/2021-22

7 December 2021

MINUTES OF THE ACADEMIC PLANNING & MONITORING COMMITTEE

Venue : AKCNB Board Room
Chair : Dr. B. Arundhati, Principal

Academic Planning & Monitoring Committee Meeting was held on 7 December 2021 at 10-00 AM in AKCNB Board Room under the chairmanship of Dr. B.Arundhati, Principal, VIIT (A).

AGENDA:

1. Discussion on Academic calendar, Time table, workload distribution
2. Vision/Mission/COs/POs/PEOs
3. Orientation program for first year students
4. Project monitoring
5. Industry visits
6. NPTEL & guest lecture monitoring
7. Course files & Lab manual preparation

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S. No.	Name of the person	Designation	Status of the person	Signature
1.	Dr. B. Arundhati	Principal	Chair Person	
2.	Dr. Aggala NagaJyothi	Dean Academics	Member Secretary	
3.	Dr R. Hanumantha Rao	Assoc. Dean Academics	Member Secretary	
4.	M. Padamakar	HoD-Civil	Member	
5.	Dr B. Prasad Rao	HoD-EEE	Member	
6.	Dr S.Rambabu	HoD-Mech	Member	
7.	Dr K. Murali Krishna	HoD-ECE	Member	
8.	Mr. B. Dinesh Reddy	HoD-CSE	Member	
9.	Dr B.Prasad	HoD-IT	Member	
10.	Dr T.V. Madhusudana Rao	HoD-AI&DS	Member	
11.	Ms.R Uma Maheswari	HoD-ECM	Member	
12.	Dr MPVV Bhaskara Rao	HoD-BS&H	Member	
13.	Dr B.Prasad	HoD-MCA	Member	
14.	Dr P.Ramesh	HoD-MBA	Member	



Prof. A.NagaJyothi, 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. Chair advised HODs that the time table and finalised workload should displayed on the department notice boards. All faculty members must follow the time table and plan the classwork accordingly and should adhere to academic calendar.
2. Chair instructed that all staff members must discuss with students, course objectives and expected course outcomes for every course and mapped to Program outcomes during orientation program sessions. Also, it was suggested to discuss Vision, Mission, PEO's and PSO's of the programs along with quality policy and objectives.
3. Chair suggested arranging the orientation program for first year students and explaining about the academic, Code of conduct, placement, exam pattern, and evaluation guidelines. It was advised to discuss the syllabus and course structure of each course.
4. The students shall be segregated in teams before commencement of classwork. Chair advised much Emphasis on getting live projects. Technical papers must be published by each group in UGC certified journals. The necessary steps to be initiated and the progress of work to be reported to Academic Office every month or during audits. Monitoring of the projects should be fairly recorded and documented.
5. Industry Visits must be planned by the departments and proper documentation has to be maintained.



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6. Students must be encouraged to appear for the online tests and get certified for NPTEL. HODs to keep track of adequate number of guest lectures/ trainings imparted must be documented.
7. HODs of all the departments shall confirm the availability of all academic departmental files to be maintained in the prescribed formats.

The meeting was concluded

with vote of thanks proposed by Prof. A.NagaJyothi, Dean Academics

Dr.A.NagaJyothi

Dean Academics

Secretary of the Meeting



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

Action Taken Report:

Discussion on Academic calendar, Time table, workload distribution:

Extensive discussions were held with HoDs regarding the development of the academic calendar, timetable, and workload distribution.

Input from various departments was considered to ensure the coordination of schedules and equitable distribution of teaching responsibilities.

A finalized academic calendar and respective timetables were approved.

Vision/Mission/COs/POs/PEOs:

Course outcomes (Cos) were reviewed and refined.

Orientation program for first-year students:

An orientation program was thoroughly planned and executed for first-year students.

Faculty and senior students played an active role in mentoring and guiding new students during the orientation period.

Project monitoring:

Regular checkpoints were scheduled to review project and Internships

Industry visits:

Industry visits were organized to provide students with firsthand exposure to industrial practices and processes.

NPTEL & guest lecture monitoring:

Monitoring systems were implemented to track student enrollment and progress in NPTEL courses. Guest lecture series were organized across all the departments.

Course files & Lab manual preparation:

Course files and lab manuals were prepared, incorporating updated content, relevant experiments, and learning resources.


Member Secretary


Chair Person



VIIT/Principal Office/APMC/2021-22

Dt: 24th Jun 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 2021-22.

Sl. No	Name of Faculty	Designation	Position
1.	Dr. B. Arundhati	Principal	Chair Person
2.	Dr. Aggala NagaJyothi	Dean Academics	Member Secretary
3.	Dr. R. Hanumantha Rao	Assoc. Dean Academics	Member Secretary
4.	Mr. M. Padmakar	HoD – Civil	Member
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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.



PRINCIPAL

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VIIT/AP&MC/Cir./2021-22/07/1

Dt: 02-07-2021

CIRCULAR

It is here by informed that there will be Academic Planning and Monitoring Committee meeting on 03-07-2021 at 10.00 AM in AKCNB Board Room. Therefore, all the Academic Planning and Monitoring Committee (AP&MC) are requested to attend.

Dr. A. Naga Jyothi
Member Secretary APMC



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Lr. No.VIIT (A)/Dean Academics /AP&MC/2021-22

03 July 2021

MINUTES OF THE ACADEMIC PLANNING & MONITORING COMMITTEE

Venue : AKCNB Board Room
Chair : Dr. B. Arundhati, Principal

Academic Planning & Monitoring Committee Meeting was held on 03 July 2021 at 10-00 AM in AKCNB Board Room under the chairmanship of Dr. B.Arundhati, Principal, VIIT (A).

AGENDA:

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



MEMBERS PRESENT:

S. No.	Name of the person	Designation	Status of the person	Signature
1.	Dr. B. Arundhati	Principal	Chair Person	
2.	Dr. Aggala NagaJyothi	Dean Academics	Member Secretary	
3.	Dr R. Hanumantha Rao	Assoc. Dean Academics	Member Secretary	
4.	M. Padamakar	HoD-Civil	Member	
5.	Dr B. Prasad Rao	HoD-EEE	Member	
6.	Dr S.Rambabu	HoD-Mech	Member	
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10.	Dr T.V. Madhusudana Rao	HoD-AI&DS	Member	
11.	Ms.R Uma Maheswari	HoD-ECM	Member	
12.	Dr MPVV Bhaskara Rao	HoD-BS&H	Member	 M.P.V.V.Bhaskara Rao
13.	Dr B.Prasad	HoD-MCA	Member	
14.	Dr P.Ramesh	HoD-MBA	Member	



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Dr A.NagaJyothi, 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 Institute Academic Calendar has been approved . The chair advised the members to adhere completely to the academic calendar without any deviations.
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.
3. Timetables, Lesson Plans, Course Files and Lab Manuals for the coming semester have to be completed at least one week before the commencement of class work.
4. 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.
5. The Chair assigned the responsibility as the coordinator of Slow Learners to Mr. Phanendra from Mechanical department and enquired about the status of slow learners in the Institution. He has to arrange extra classes immediately after the first mid examinations.
6. The Chair advised HoDs to conduct Remedial classes for tough Courses.



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7. 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.
8. The Chair requested the HoDs to encourage the faculty to participate in Knowledge enhancement programmes like FDPs, Workshops and Conferences.
9. The Chair asked to present the status of MOOCs courses from Mr. Siva Rama Krishna - Coordinator .

The meeting was concluded with vote of thanks proposed by Dr A.NagaJyothi,
Dean Academics


Dr.A.NagaJyothi

Dean Academics

Secretary of the Meeting




Dr B.Arundathi
PRINCIPAL
Principal VIGNAN'S INSTITUTE OF
Information Technology (A)
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Action Taken Report:

Approval of Academic Calendars for UG and PG programs:

Academic calendars for both undergraduate (UG) and postgraduate (PG) programs have been approval.

Implementation of Academic Planners by the departments:

Academic planners have been distributed to all departments, outlining the key activities and deadlines for the semester. Departments have been instructed to adhere to the outlined schedule and ensure effective implementation of department academic plans.

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

Timetables for the upcoming semester have been finalized.

Lesson plans, course files, and lab manuals have been updated and prepared to support with the curriculum requirements and learning objectives.

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

A comprehensive discussion and analysis of the previous semester have been conducted, focusing on both subject-wise and faculty-wise performance.

Identification of slow learners and conducting extra classes:

Slow learners have been identified through continuous assessment and feedback mechanisms.

Additional support measures, including extra classes have been arranged to address the learning needs of these students.

Remedial classes for students:

Remedial classes have been organized for students requiring additional academic support.

Experienced faculty members have been assigned to conduct these classes, focusing on strengthening foundational concepts and improving academic performance.

Attendance Monitoring:

Regular monitoring of the attendance is done and intimated to parent's time to time

Staff Training programs:

Staff training programs have been organized to enhance the professional development and teaching skills of faculty members.

Workshops, seminars, and other training sessions have been conducted on pedagogical techniques, assessment methods, and technology integration in teaching.

Implementation of MOOC Courses:

MOOC courses relevant to the curriculum have been identified and integrated into the academic programs through NPTEL.


Member Secretary


Chair Person
PRINCIPAL
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