

**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY**
(AUTONOMOUS)(Approved by AICTE-New Delhi & Affiliated to JNTU-GV, Vizianagaram)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/ P&MC /2019-20/6/1

Dt: 6th Jun 2019**PROCEEDINGS OF THE OFFICE ORDER**

A committee consisting of the following members is hereby reconstituted as
"Planning and Monitoring Committee (PMC)" for the Academic Year 2019-20.

S. No.	Name of the person	Designation	Status of the Person
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. L. Rathaiah	Chairman - Vignan's Group of Institutions.	Member
3.	Dr. V MadhusudhanRao	Rector	Member
4.	Mr. K.Pavan Krishna	CEO - Vignan Group of Institutions, Visakhapatnam	Member
5.	Dr. E Laxmi Lydia	Dean R&D	Member
6.	Dr. M.BenSwaroop	Dean Academics	Member
7.	Dr. K VenkataRao	Dean Infrastructure	Member
8.	Mr. K R Satyanarayana	Dean Training & Placement	Member
9.	Dr.G.VenkataRao	HoD-CE	Member
10.	Dr. P Sekher	HoD- EEE	Member
11.	Mr.Ch.Siva Ramakrishna	HoD-ME	Member
12.	Dr. P.S.N.Murthy	HoD-ECE	Member
13.	Dr. B Prasad	HoD-CSE	Member
14.	Mr.M.SomaSunderaRao	HoD-IT &MCA	Member
15.	Dr. T.V. MadhusudhanaRao	HoD-ECM	Member
16.	Dr.T.Satya Guru	HoD-BS&H	Member
17.	Mr.P.Ramesh	HoD-MBA	Member
18.	Mr. R. Siva Shankar	Student	Member
19.	Ms. G. Akhila	Student	Member
20.	Dr.K.MadusudhanaRao	Vice Principal	Member Secretary

The PMC is responsible for the following:

- Review and approval of budget for the forthcoming financial year.
- Review the report of APAC regarding the academic activity during the year.
- Review and approval of the proposals of AAC, EEC, LC, SWC, PC, R&DC, T&PC, SSWC and other committees.

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



VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE- New Delhi & Affiliated to JNTU-GV, Vizianagaram)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/P&MC /2022-23/7/1

Dt: 9th Jul 2019

CIRCULAR

It is here by informed that there will be Planning and Monitoring Committee meeting on 11-07-2019 at 3.30 pm in AKCNB hall. Therefore all the Planning and Monitoring Committee (PMC) Members are hereby requested to attend with the meeting.

Agenda Points:

1. To Review of previous committee meeting
2. To Review the academic plan and performance
3. To propose procurement of resources to develop institutional image
4. To review and suggest measures for the effectiveness of Teaching Learning Process
5. To review the Research and Development of Institution
6. To observe the Student Progression and provide support to the slow learners.
7. To review the staff and students welfare
8. All round development of the students and institution
9. Any other point with the discretion of the chairperson.
10. Any other point with the discretion of the chairperson


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)/P.O /P&MC/MoM/2019-20

12th July 2019**Minutes of Planning and Monitoring Committee Meeting****Chaired By: Dr. B. Arundhati, Principal****Venue: Ekalavya Hall**

Agenda Points:

1. To Review of previous committee meeting
2. To Review the academic performance and propose future plan
3. To propose procurement of equipment for the departments based on their infrastructure requirement
4. To renovate the labs with latest equipment
5. To review Teaching methodology and pedagogy
6. To review the Research and Development of Institution
7. To observe the Student Progression and provide support to the slow learners.
8. To review the staff and students welfare
9. All round development of the students and institution
10. Any other point with the discretion of the chairperson

Members Participated:

S. No.	Name of the person	Designation	Status of the Person
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. L. Rathaiiah	Chairman - Vignan's Group of Institutions.	Member
3.	Dr. V MadhusudhanRao	Rector	Member
4.	Mr. K.Pavan Krishna	CEO - Vignan Group of Institutions, Visakhapatnam	Member
5.	Dr. E Laxmi Lydia	Dean R&D	Member
6.	Dr. M.BenSwaroop	Dean Academics	Member
7.	Dr. K VenkataRao	Dean Infrastructure	Member
8.	Mr. K R Satyanarayana	Dean Training & Placement	Member
9.	Dr.G.VenkataRao	HoD-CE	Member
10.	Dr. P Sekher	HoD- EEE	Member
11.	Mr.Ch.Siva Ramakrishna	HoD-ME	Member
12.	Dr. P.S.N.Murthy	HoD-ECE	Member
13.	Dr. B Prasad	HoD-CSE	Member
14.	Mr.M.SomaSunderaRao	HoD-IT &MCA	Member
15.	Dr. T.V. MadhusudhanaRao	HoD-ECM	Member
16.	Dr.T.Satya Guru	HoD-BS&H	Member
17.	Mr.P.Ramesh	HoD-MBA	Member
18.	Mr. R. Siva Shankar	Student	Member
19.	Ms. G. Akhila	Student	Member
20.	Mr.SunderRamam	Dean Administration	Member Secretary

The meeting was initiated by the chairperson with her opening remarks, welcomed all the members present in the meeting and gave her regards for their continuous support. As Planning and Monitoring Committee is being the one of the apex bodies of the Institute. It meets once in a year to plan and monitor all the activities such as career development, infrastructure, teaching and learning, student progress and many other such issues of great importance.

Agenda point 1: To Review of previous committee meeting:

- This review involves revisiting the minutes of the previous committee meeting to ensure that all decisions were implemented, action items were addressed, and any unresolved issues are discussed.

Agenda point 2: To Review the academic performance and propose future plan:

- This point involves evaluating the institution's academic performance, analyzing trends, identifying areas of improvement, and formulating a plan for the future that aligns with the institution's goals and objectives.

Agenda point 3: To propose procurement of equipment for the departments based on their infrastructure requirement:

- This agenda point emphasizes the strategic allocation of resources by assessing the specific needs of each department and procuring equipment accordingly.
- This ensures that departments have the necessary tools for effective teaching and research.

Agenda point 4: To renovate the labs with latest equipment:

- Lab facilities play a crucial role in practical education. This point underscores the importance of updating and upgrading laboratory equipment to ensure students have access to modern resources for hands-on learning.

Agenda point 5: To review Teaching methodology and pedagogy:

- This point involves assessing the teaching methods and pedagogical approaches used by faculty members.
- The goal is to enhance teaching effectiveness by incorporating innovative techniques and ensuring alignment with current educational trends.

Agenda point 6: To review the Research and Development of Institution:

- This focuses on evaluating the institution's research efforts. Discussions might include ways to promote research collaborations, secure funding for projects, and align research activities with the institution's strategic objectives.

Agenda point 7: To observe the Student Progression and provide support to the slow learners:

- Monitoring student progress and providing support to struggling students remains a critical aspect of educational institutions. This point aims to ensure that all students receive the assistance they need to succeed academically.

Agenda point 8: To review the staff and students' welfare:

- As before, this agenda item emphasizes the well-being of both staff and students. It might include discussions on mental health support, professional development opportunities, and creating a positive campus environment.

Agenda point 9: All round development of the students and institution:

- This point reiterates the institution's commitment to holistic development. It might involve a broader focus on character-building, leadership skills, and fostering a culture of continuous improvement.

Agenda point 10: Any other point with the discretion of the chairperson:

- This open-ended agenda point allows the chairperson to introduce any additional matters that require discussion but may not have been explicitly mentioned in the other agenda items.

The meeting ended with thanks to the chair.


Member Secretary




Chairperson

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

Copy to

- All Deans & HoDs for Circulation and Communication
- Principal office
- Rector office
- All members of the committee
- Master file.

**Action Taken Report for the Planning and Monitoring Committee meeting held
on 12-07-2019**

Agenda Point	Summary	Action Taken
1	Review of previous committee meeting	- Reviewed minutes to ensure all decisions were implemented.
		- Addressed action items and discussed any unresolved issues.
2	Review academic performance and propose future plan	- Evaluated institution's academic performance and identified areas of improvement.
		- Formulated a plan aligning with institution's goals and objectives.
3	Procurement of equipment for departments	- Assessed departments' infrastructure requirements.
		- Procured equipment strategically to support teaching and research.
4	Renovation of labs with latest equipment	- Recognized the importance of modernizing lab facilities.
		- Initiated plans to update and upgrade laboratory equipment.
5	Review Teaching methodology and pedagogy	- Assessed faculty's teaching methods and pedagogical approaches.
		- Identified opportunities to enhance teaching effectiveness.
6	Review Research and Development of Institution	- Evaluated institution's research efforts and collaborations.
		- Explored avenues to secure funding for research projects.
7	Student Progression and support for slow learners	- Monitored student progress and identified struggling students.
		- Implemented support programs for students needing assistance.
8	Review staff and students' welfare	- Emphasized mental health support for staff and students.
		- Explored professional development opportunities.
9	All-round development of students and institution	- Discussed creating a positive campus environment.
		- Focused on character-building and leadership skills.
10	Any other point with discretion of chairperson	- Promoted a culture of continuous improvement.
		- Chair introduced additional matters for discussion.

Member Secretary



Chairperson
VIGNESH INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49