



# 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/SC&ST C/2022-23/8/1

Dt: 12<sup>th</sup> Aug 2022

## 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 2022-23.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B.Arundhati	Principal	Chairperson
2.	Dr.N.Tirupathi Rao	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.Srinivasa Naik	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 provide free books and orientation on best library utilization.
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./2022-23/8/1

Dt: 21-08-2022

## CIRCULAR

It is hereby informed that there will be SC&ST Committee meeting on 24-08-2022 at 10.00 am 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 provide free books and orientation on best library utilization.
4. Any other issue with the permission of the chair.

  
Member Secretary

Copy to:

- All Deans & HoDs
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- CEO office
- Principal Office
- Concerned Library members
- Library Notice Board



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Ref.No. VIIT/Principal/SC&amp;ST C/MoM/2022-23/8/1

Date: 25-08-2022

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

The record notes of discussions in the SC&ST C - VIIT was held on 25<sup>th</sup> August, 2022 at 10-00AM, Thursday under the chairperson of Dr.B.Arundhati, 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 provide free books and orientation on best library utilization.
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.Tirupathi Rao	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.Srinivasa Naik	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

**To provide free books and orientation on best library utilization:**

The committee emphasised to focus upon free distribution of notebooks and study materials and also to provide orientation on best library utilization program 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:**

- Analysed the factors impacting student performance such as academic support and resource accessibility, to improve academic outcomes and enhance support for SC/ST students.
- Discussed concerns related to access to educational technology and mentorship programs.
- Progress has been made towards improving the academic performance and overall support for SC/ST students.
- Efforts will continue to ensure the successful implementation of these initiatives.

**Member Secretary**



**Chairperson**  
**VIGNAN'S INSTITUTE OF**  
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VIIT/Principal Office/SC&amp;ST C/2022-23/12/1

Dt:5<sup>th</sup> Dec 2022**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 2022-23.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B.Arundhati	Principal	Chairperson
2.	Dr.N.Tirupathi Rao	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.Srinivasa Naik	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:

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

  
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VIIT/SC&SC C/Cir./2022-23/12/1

Dt: 6-12-2022

## CIRCULAR

It is here by informed that there will be SC&ST Committee meeting on 08-12-2022 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 and evaluate the on-going programs and initiatives aimed at the welfare and empowerment of students from SC and ST communities.
3. To discuss SC&ST students and improvement in getting better results and placements.
4. Any other issue with the permission of the chair.

  
Member Secretary

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- Concerned Library members
- Library Notice Board





Ref.No. VIIT/Principal/SC&ST C/MoM/2022-23/12/1

Date: 08-12-2022

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

The record notes of discussions in the SC&ST C - VIIT was held on 8<sup>th</sup> December, 2022 at 3.30 pm, Thursday under the chairperson of Dr.B.Arundhati, Principal, and VIIT.

Venue: Principal Office, VIIT (A).

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**Agenda:**

1. To review the issues of previous meetings
2. To Discuss and evaluate the on-going programs and initiatives aimed at the welfare and empowerment of students from SC and ST communities.
3. To discuss SC&ST students and improvement in getting better results and placements.
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.Tirupathi Rao	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.Srinivasa Naik	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.

**Agenda:**

**Review of Previous Meeting Issues:**

The meeting commenced with a review of the issues discussed in the previous meetings. The minutes of the previous meeting were circulated, and after a thorough discussion, it was noted that the action items from the previous meeting had been duly addressed. Any outstanding matters were carried forward for further consideration.

### **Evaluation of On-going Programs for SC and ST Welfare:**

The committee engaged in a detailed discussion regarding the ongoing programs and initiatives aimed at the welfare and empowerment of students from Scheduled Castes (SC) and Scheduled Tribes (ST) communities. Various programs were assessed for their effectiveness in addressing the needs of the targeted groups. Suggestions were made to enhance the impact of these initiatives and ensure better access and participation from SC and ST students.

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

The committee deliberated on strategies to improve academic performance and placement opportunities for SC and ST students. Various factors affecting their academic success and career prospects were analyzed, and recommendations were proposed to provide additional support and resources to enhance their educational outcomes and employability.

### **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:**

- The action items outlined in the minutes of the previous meeting have been diligently addressed, and progress has been made towards achieving the objectives set forth by the committee.
- Initiated discussions with potential external stakeholders, including government agencies, NGOs, and community organizations, to explore collaboration opportunities aimed at enhancing support for SC and ST students.
- Any pending actions will continue to be monitored and addressed promptly to ensure the smooth functioning of the committee and the effective implementation of initiatives aimed at the welfare and empowerment of SC and ST students.

  
Member Secretary



  
Chairperson  
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