



# VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (AUTONOMOUS)

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

VIIT/Principal Office/ P&MC /2018-19/6/1

Dt: 5<sup>th</sup> Jun 2018

## 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 2022-23.

S. No.	Name of the person	Designation	Status of the Person
1.	Dr. C h.Narasimham	Principal	Chairperson
2.	Dr. L. Rathaiah	Chairman - Vignan's Group of Institutions.	Member
3.	Mr. K.Pavan Krishna	CEO - Vignan Group of Institutions, Visakhapatnam	Member
4.	Dr. E Laxmi Lydia	Dean R&D	Member
5.	Dr. M. Ben Swaroop	Dean Academics	Member
6.	Mr.M.Padmakar	Dean Infrastructure	Member
7.	Dr.K.R.SatyaNarayana	Dean Training & Placement	Member
8.	Dr.G.VenkataRao	HoD-CE	Member
9.	Dr. B.Arundhati	HoD- EEE	Member
10.	Dr. L.V.GopalRao	HoD-ME	Member
11.	Dr. A.NagaJyothi	HoD-ECE	Member
12.	Dr.DebanathBattacharya	HoD-CSE	Member
13.	Mr.M.SomaSundarRao	HoD-MCA	Member
14.	Mr.K.V.N.Rajesh	HoD-ECM	Member
15.	Dr.R.HanumanthRao	HoD-BS&H	Member
16.	Dr.T.ArchanaAcharya	HoD-MBA	Member
17.	Mr. R. Siva Shankar	Student	Member
18.	Ms. G. Akhila	Student	Member
19.	Dr. K MadhusudhanaRao	Vice-Principal & Dean Admissions	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, Duwada, Visakhapatnam-49



# VIGNAN'S

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(AUTONOMOUS)

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Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/ P&MC /2018-19/7/2

Dt: 11<sup>th</sup> Jul 2018

## CIRCULAR

It is here by informed that there will be Planning and Monitoring Committee meeting on 16-07-2022 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<sup>14</sup> Secretary



### Copy to:

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





Lr. No.VIIT (A)/P.O /P&MC/MoM/2018-19

16<sup>th</sup> July 2018

**Minutes of Planning and Monitoring Committee Meeting**

Chaired By: Dr. B. Arundhati, Principal

Venue: Ekalavya Hall

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**Agenda Points:**

1. To Review of previous committee meeting
2. To Review the academic progress
3. To propose any purchases for infrastructure requirement
4. To renovate the computer labs with latest equipment
5. To review Teaching and improvement measures
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. C h.Narasimham	Principal	Chairperson
2.	Dr. L. Rathaiah	Chairman - Vignan's Group of Institutions.	Member
3.	Mr. K.Pavan Krishna	CEO - Vignan Group of Institutions, Visakhapatnam	Member
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18.	Ms. G. Akhila	Student	Member
19.	Dr. K MadhusudhanaRao	Vice-Principal & Dean Admissions	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.

**To Review the Previous Committee Meeting:**

- This is a standard starting point in most committee meetings.
- Reviewing the minutes of the previous meeting ensures that all decisions and action items were properly recorded and addressed.
- Any unresolved issues can be revisited to ensure progress is being made.

**To Review the Academic Progress:**

- Invite professors from other colleges or Universities for auditing the academic every semester.
- The audit needs to be done on the following parameters" Coverage of syllabus, quality of paper, Results, quality of evaluation, documentations, Reports etc.
- The results need to be declared immediately after evaluation and has to be uploaded to the University. If portal is not created by University, Submit hard copy to the University..

**To propose any Purchases for Infrastructure Requirements:**

- Proposed to purchase Electrical equipment worth Rs. 10,00,000 for new classrooms.
- Proposed to purchase Library Books worth Rs. 7,00,000 for the office purpose, the committee approved for the same.
- Office equipment worth Rs. 70,00,000 for staff and committee recommended the same and Approved Rs. 65,00,000 as proposed.

**To Renovate the Computer Labs with Latest Equipment:**

- Modernizing computer labs with up-to-date equipment is crucial in today's educational landscape.
- The committee emphasized the importance of staying current with technology trends to provide students with relevant and practical skills.

**To Review Teaching and Improvement Measures:**

- This involves evaluating the teaching methods and pedagogical approaches used by faculty members.
- Discussions might include sharing best practices, incorporating innovative teaching techniques, and identifying areas for improvement.



**To Review the Research and Development of the Institution:**

- Fostering research and development activities is essential for the growth of an educational institution.
- Members have discussed on evaluating ongoing research projects, encouraging interdisciplinary collaboration, and exploring avenues for increasing research output.

**To observe Student Progression and Provide Support to Slow Learners:**

- Monitoring student progression helps ensure that all students are making satisfactory academic progress.
- Additionally, providing support to students who may be struggling academically is a key aspect of fostering an inclusive learning environment.

**To Review Staff and Students Welfare:**

- The well-being of both staff and students significantly impacts the overall functioning of the institution.
- This agenda point may cover topics such as employee benefits, student support services, health and safety measures, and initiatives to promote a positive campus experience.

**All-Round Development of Students and Institution:**

- This broader point underscores the importance of holistic education and growth.
- It might involve discussions on character-building, extracurricular activities, leadership development, and creating an environment that nurtures well-rounded individuals.

**Any Other Point with the Discretion of the Chairperson:**

- This open-ended agenda point allows the chairperson to introduce additional topics that may not have been covered by the other agenda points. It allows for flexibility in addressing emerging issues or strategic opportunities.
- Green Audit and Energy Audit: Dean IQAC presented the application status of Green Audit and Energy audit. He said that The IQAC applied to GreenWaves. The committee revised the data and approved the same.

The meeting ended with thanks to the chair.

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Member Secretary



Chairperson  
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### Action Taken Report on Planning and Monitoring Committee held on 16-07-2018

Agenda Point	Summary	Action Taken
1	Review of Previous Committee Meeting	Reviewed minutes to ensure all decisions and action items were properly recorded and addressed. Revisited unresolved issues to ensure progress.
2	Review Academic Progress	Invited professors from other institutions for semester-wise academic audits. Audited parameters: Coverage of syllabus, paper quality, results, evaluation quality, documentation, reports, etc.
3	Proposals for Infrastructure Purchases	Emphasized immediate result declaration and submission to the University, either via portal or hard copy submission. Proposed Rs. 10,00,000 for electrical equipment in new classrooms. Proposed Rs. 7,00,000 for library books for office use, approved by the committee. Proposed Rs. 70,00,000 for office equipment, committee recommended and approved Rs. 65,00,000 as proposed.
4	Renovation of Computer Labs	Emphasized modernization of computer labs with up-to-date equipment. Recognized the importance of staying current with technology trends for student skill development.
5	Review Teaching Methods and Improvement Measures	Evaluated faculty's teaching methods and pedagogical approaches. Shared best practices and discussed incorporating innovative teaching techniques.
6	Review Research and Development	Identified areas for improvement in teaching effectiveness. Discussed evaluating ongoing research projects. Encouraged interdisciplinary collaboration for increased research output. Explored avenues to foster research and development activities within the institution.
7	Student Progression and Support for Slow Learners	Monitored student progression to ensure satisfactory academic progress. Implemented support programs for struggling students to foster an inclusive learning environment.
9	All-Round Development of Students and Institution	Discussed the application status of Green Audit and Energy Audit. IQAC applied to Green Waves, committee reviewed and approved the data.

**Member Secretary**



**Chairperson**

**PRINCIPAL**  
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