



VIIT/Principal Office/APMC/2019-20

Dt: 05th Dec 2019

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 2019-20.

Sl. No	Name of Faculty	Designation	Position
1.	Dr. B. Arundhati	Principal	Chair Person
2.	Dr. Syed Kamaluddien	Dean Academics	Member Secretory
3.	Dr. R. Hanumantha Rao	Assoc. Dean Academics	Member
4.	Dr.B. Satyanarayana	HoD - Civil	Member
5.	Dr. P. Sekhar	HoD - EEE	Member
6.	Dr. Venu Gopal	HoD - Mech	Member
7.	Dr. R.P. Das	HoD - ECE	Member
8.	Dr.d. Battacharya	HoD - CSE	Member
9.	Dr. B. Prasad	HoD - IT	Member
10.	Dr.T. Pavani	HoD - ECM	Member
11.	Dr. T. Satyaguru	HoD - BS&H	Member
12.	Dr. B. Prasad	HoD - MCA	Member
13.	Dr. Archana Acharya	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.

Copy to:

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



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



VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

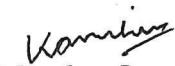
(Approved by AICTE-New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/APMC/Cir./2019-20

Dt: 02-01-2020

CIRCULAR

It is here by informed that there will be Admissions Advisory Committee meeting on 04-01-2020 at 03.30 PM at Board Room, AKCNB hall. Therefore, all the Academic Planning and Monitoring Committee (APMC) Members are hereby requested to attend with the meeting.



Kamini
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, Duwada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Lr. No.VIIT (A)/Dean Academics /AP&MC/2019-20

04 January 2020

MINUTES OF THE ACADEMIC PLANNING & MONITORING COMMITTEE

Venue : Ekalavya Hall

Chaired by : Dr. Arundathi, Principal

Academic Planning & Monitoring Committee Meeting was held on 04 January 2020 at 11-00 AM in Board Room under the chairmanship of Dr. B Arundathi, Principal, VIIT(A).

AGENDA:

1. Preparation of Timetables, Lesson Plans, Course Files and Lab Manuals for the even semester.
2. Students assessment record monitoring.
3. Student Project monitoring
4. Counseling /Mentoring records
5. Feedback Analysis



VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE-New Delhi, Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vastrapudi Post, Gajuwaka, Visakhapatnam - 530 049.

MEMBERS PRESENT:

S. No.	Name of the person	Designation	Status of the person	Signature
1.	Dr B.Arundathi	Principal	Chair Person	
2.	Dr. S. Kamaluddin	Dean Academics	Member Secretary	
3.	Dr R. Hanumantha Rao	Assoc. Dean Academics	Member	
4.	Dr B Satyanarayana	HoD-Civil	Member	
5.	Dr Pudi Sekhar	HoD-EEE	Member	
6.	Dr Venu Gopal	HoD-Mech	Member	
7.	Dr R.P.Das	HoD-ECE	Member	
8.	Dr. D.Battacharya	HoD-CSE	Member	
9.	Dr B.Prasad	HoD-IT	Member	
10	Dr T.Pavani	HoD-ECM	Member	
11	Dr SatyaGuru	HoD-BS&H	Member	
12	Dr B.Prasad	HoD-MCA	Member	
13	Dr Archana Archarya	HoD-MBA	Member	



VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY

(AUTONOMOUS)

(Approved by AICTE-New Delhi, Affiliated to JNTUK, Kaknada)
Beside VSEZ, Duwada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Prof. Dr S. Kamaluddin, 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. Challa Narasimham, to chair the session.

The points discussed are as follows:

1. The chair advised the faculty members to adhere completely to the academic calendar without any deviations. All faculty should prepare Timetables, Lesson Plans, Course Files and Lab Manuals for the coming even semester at least one week before the commencement of class work.
2. Chair advised HoDs to monitor and submit report on the quality of Assessment, weekly test marks, Mid marks and lesson plans of every course from departments.
3. Chair advised to Emphasis on getting live projects and the students shall be segregated in teams. Technical papers must be published by each group in UGC certified journals. The necessary steps to be initiated and the progress to be reported to Academic office every month or during audits. Monitoring of the projects should be fairly recorded and documented.
4. Students must be mentored on one-to-one basis. The mentors must guide the students academically and personally. Chair advised HoDs to maintain mentoring records properly in the departments.
5. Student feedback, Parent feedback & Programme exit survey of final year students must be conducted. Action must be taken on the basis of feedback (for improvement). All



VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE-New Delhi, Affiliated to JNTUK, Kaknada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

types of feedback reports with their action taken reports must be submitted to Academic Office

Saree

Dr.S. Kamaluddin

Dean Academics

Secretary of the Meeting



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

Action Taken Report:

Preparation of Timetables, Lesson Plans, Course Files and Lab Manuals for the even semester.

The preparation of timetables, lesson plans, course files, and lab manuals for the even semester has been completed and is ready for implementation.

Students assessment record monitoring

Student assessment records are being actively monitored to ensure accurate and up-to-date documentation of student progress.

Student Project monitoring

Student projects are being regularly monitored to track their development and ensure timely completion.

Counselling/Mentoring records

Counseling and mentoring records are being maintained to document the support provided to students and track their progress.

Feedback Analysis

Feedback analysis is being conducted to gather insights and make improvements based on student input and suggestions.

Komali
Member Secretary



Dr
Chair Person
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 JNTUK, Kakinada)
Beside VSEZ, Duwada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/APMC/2019-20

Dt: 15th June 2019

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 2019-20.

Sl. No	Name of Faculty	Designation	Position
1.	Dr. B. Arundhati	Principal	Chair Person
2.	Dr. Syed Kamaluddien	Dean Academics	Member Secretary
3.	Dr. R. Hanumantha Rao	Assoc. Dean Academics	Member
4.	Dr.B. Satyanarayana	HoD - Civil	Member
5.	Dr. P. Sekhar	HoD - EEE	Member
6.	Dr. Venu Gopal	HoD - Mech	Member
7.	Dr. R.P. Das	HoD - ECE	Member
8.	Dr.D. Battacharya	HoD - CSE	Member
9.	Dr. B. Prasad	HoD - IT	Member
10.	Dr.T. Pavani	HoD - ECM	Member
11.	Dr. T. Satyaguru	HoD - BS&H	Member
12.	Dr. B. Prasad	HoD - MCA	Member
13.	Dr. Archana Acharya	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.

Copy to:

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



[Signature]
PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-19



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/APMC/Cir./2019-20

Dt: 06-07-2019

CIRCULAR

It is here by informed that there will be Admissions Advisory Committee meeting on 08-07-2019 at 03.30 PM at Board Room, AKCNB hall. Therefore, all the Academic Planning and Monitoring Committee (APMC) Members are hereby requested to attend with the meeting.



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

Lr. No.VIIT (A)/Dean Academics /AP&MC/2019-20

08 July 2019

MINUTES OF THE ACADEMIC PLANNING & MONITORING COMMITTEE

Venue : Ekalavya Hall

Chaired by : Dr. B. Arundhathi, Principal

Academic Planning & Monitoring Committee Meeting was held on 08 July 2019 at 11-00 AM in Ekalavya Hall under the chairmanship of Dr. B.Arundathi, Principal, VIIT(A).

AGENDA:

1. Approval of Academic Calendars for UG and PG programs. Preparation of Timetables, Lesson Plans, Course Files and Lab Manuals for the upcoming semester
2. Regular reviewing of academic programs of the Institution.
3. Preparation of Academic Planners by the respective departments
4. Class Review Committee and Class Monitoring Committee
5. Adoption of SWAYAM courses and Preparation of new SWAYAM courses
6. Appointment of coordinator for MOOCs
7. Quality Improvement -Teaching Learning
8. Attendance Monitoring

MEMBERS PRESENT:



VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY

(Approved by AICTE-New Delhi, Affiliated to JNTUK, Kaknada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

S. No.	Name of the person	Designation	Status of the person	Signature
1.	Dr B.Arundathi	Principal	Chair Person	
2.	Dr. S. Kamaluddin	Dean Academics	Member Secretary	
3.	Dr R. Hanumantha Rao	Assoc. Dean Academics	Member Secretary	
4.	Dr B Satyanarayana	HoD-Civil	Member	
5.	Dr P Sekhar	HoD-EEE	Member	
6.	Dr Venu Gopal	HoD-Mech	Member	
7.	Dr R.P.Das	HoD-ECE	Member	
8.	Dr. D.Battacharya	HoD-CSE	Member	
9.	Dr B.Prasad	HoD-IT	Member	
10	Dr T.Pavani	HoD-ECM	Member	
11	Dr SatyaGuru	HoD-BS&H	Member	
12	Dr B.Prasad	HoD-MCA	Member	
13	Dr Archana Archarya	HoD-MBA	Member	



VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE-New Delhi, Affiliated to JNTUK, Kaknada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Prof. Dr S. Kamaluddin, 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.Arundathi, 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. All faculty should prepare Timetables, Lesson Plans, Course Files and Lab Manuals for the coming semester at least one week before the commencement of class work.
2. Chair advised HoDs to review all academic programs and send reports to Academic office by 01.08.2018.
3. All the department Heads must schedule extracurricular and co-curricular events in their department's academic planner and send to Academic office by 20th July 2019.
4. Class Review Committee Meeting and Class Monitoring Committee Meeting minutes should be sent to Academic office by 30th of Every month.
5. The chair asked the HoDs to adopt SWAYAM courses and prepare elective courses from SWAYAM portal.
6. Mr Sivarama Krishna , Assoc Professor, Department of Mechanical Engineering is appointed as Institute level MOOCS coordinator.
7. Faculty is advised to use ICT and employ student-centered teaching strategies to enhance the teaching-learning process. They are instructed to use cutting-edge techniques to attract the students' curiosity.



VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

[Approved by AICTE-New Delhi, Affiliated to JNTUK, Kakhnada]
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

8. The chair instructed the HoDs to send SMS to every parents of the student who has less than 75% attendance and suggested that the attendance be monitored starting from the first class.

The meeting was concluded with vote of thanks proposed by Prof. S. Kamaluddin,
Dean Academics

Serreee
Dr.S. Kamaluddin

Dean Academics

Secretary of the Meeting



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

Action Taken Report:

Approval of Academic Calendars for UG and PG programs. Preparation of Timetables, Lesson Plans, Course Files and Lab Manuals for the upcoming semester

The approval of academic calendars for UG and PG programs has been approved. Timetables, lesson plans, course files, and lab manuals for the upcoming semester have been prepared and are ready for implementation

Regular reviewing of academic programs of the Institution.

Regular reviews of academic programs are being conducted to ensure alignment with institutional goals and standards

Preparation of Academic Planners by the respective departments

Academic planners have been prepared by the respective departments to facilitate organized program execution.

Class Review Committee and Class Monitoring Committee

The Class Review Committee and Class Monitoring Committee have been set up to oversee and enhance to maintain quality of teaching.

Adoption of SWAYAM courses and Preparation of new SWAYAM courses

SWAYAM courses have been adopted, and new courses are being prepared to enrich the academic offerings

Appointment of coordinator for MOOCs

Dr P. Sekhar, Associate Professor, EEE has been appointed to oversee the implementation and coordination of Massive Open Online Courses

Quality Improvement -Teaching Learning

Measures for quality improvement in teaching and learning are actively being pursued to enhance the educational experience

Attendance Monitoring

Attendance is monitored regularly and intimated to parents from time to time.


Member Secretary


Chair Person