

**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&amp;MC /2020-21/8/1

Dt: 6<sup>th</sup> Aug 2020**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 2020-21.

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. N Srikanth	CEO - Vignan Group of Institutions, Visakhapatnam	Member
5.	Dr.Ch.HariGovindaRao	Dean IQAC	Member
6.	Dr. E Laxmi Lydia	Dean R&D	Member
7.	Dr. A. Naga Jyothi	Dean Academics	Member
8.	Dr. K VenkataRao	Dean Infrastructure	Member
9.	Mr. K R Satyanarayana	Dean Training & Placement	Member
10.	Mr M Padmakar	HoD-CE	Member
11.	Dr. P Sekher	HoD- EEE	Member
12.	Dr. S Rambabu	HoD-ME	Member
13.	Dr. P.S.N.Murthy	HoD-ECE	Member
14.	Mr. B Dinesh Reddy	HoD-CSE	Member
15.	Dr. B Prasad	HoD-IT &MCA	Member
16.	Mrs. R Umamaheswari	HoD-ECM	Member
17.	Dr. T.V. MadhusudhanaRao	HoD-AI&DS	Member
18.	Dr.T.Satya Guru	HoD-BS&H	Member
19.	Dr.P.Ramesh	HoD-MBA	Member
20.	Mr. R. Siva Shankar	Student (20L31A03O4)	Member
21.	Ms. G. Bhavana	Student (19L31A0205)	Member
22.	Dr.K.MadhusudhanaRao	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



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VIIT/Principal Office/P&MC /2022-23/9/1

Dt: 9<sup>th</sup> Sep 2020

### CIRCULAR

It is here by informed that there will be Planning and Monitoring Committee meeting on 09-09-2020 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



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Member 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/2019-20

12<sup>th</sup> Sep 2020

## 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 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. Rathaiah	Chairman - Vignan's Group of Institutions.	Member
3.	Dr. V MadhusudhanRao	Rector	Member
4.	Mr. N Srikanth	CEO - Vignan Group of Institutions, Visakhapatnam	Member
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20.	Mr. R. Siva Shankar	Student (20L31A03O4)	Member
21.	Ms. G. Bhavana	Student (19L31A0205)	Member
22.	Mr.R.SundarRamam	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.

The team received praise from the members for their accomplishments in Training and Placement activities. In the context of Industry and academia collaboration was noticed by the members and encouraged the placement team to expand company-specific training initiatives to further improve placement opportunities. The chairperson suggested that the principal to organize a felicitation ceremony for the parents of successful placement candidates as our institution imbibed this into its system.

**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: 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

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	<ul style="list-style-type: none"> <li>- Revisited minutes to ensure all decisions and action items were implemented.</li> <li>- Discussed any unresolved issues from the previous meeting.</li> </ul>
2	Review Academic Performance and Propose Future Plan	<ul style="list-style-type: none"> <li>- Evaluated institution's academic performance, identified trends, and areas for improvement.</li> <li>- Praised the team for accomplishments in Training and Placement activities.</li> <li>- Encouraged expansion of company-specific training initiatives for improved placement opportunities.</li> </ul>
3	Proposal for Equipment Procurement	<ul style="list-style-type: none"> <li>- Assessed departments' infrastructure requirements for strategic resource allocation.</li> </ul>
		<ul style="list-style-type: none"> <li>- Procured equipment based on specific needs of each department to support teaching and research.</li> </ul>
4	Renovation of Labs with Latest Equipment	<ul style="list-style-type: none"> <li>- Emphasized updating and upgrading laboratory equipment for modern resources in hands-on learning.</li> </ul>
5	Review Teaching Methodology and Pedagogy	<ul style="list-style-type: none"> <li>- Evaluated faculty's teaching methods and pedagogical approaches.</li> <li>- Ensured alignment with current educational trends.</li> </ul>
6	Review Research and Development of Institution	<ul style="list-style-type: none"> <li>- Evaluated institution's research efforts.</li> <li>- Discussed promoting research collaborations and securing funding for projects.</li> <li>- Aimed to align research activities with institution's strategic objectives.</li> </ul>
7	Student Progression and Support for Slow Learners	<ul style="list-style-type: none"> <li>- Monitored student progress for academic success.</li> </ul>
8	Any Other Points with Discretion of Chairperson	<ul style="list-style-type: none"> <li>- Discussed additional matters introduced by the chairperson.</li> </ul>

**Member Secretary**

**Chairperson**



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