



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.

STUDENT ACTIVITY COUNCIL

MINUTES OF MEETING: 2018-19





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

Ref: No. VIIT/PO/Order/2018/09/11

Date: 11-09-2018

OFFICE ORDER

Sub: Reconstitution of Student Activity Council for the Academic year 2018-19.

Ref: No. VIIT/ PO/ CIR/ 2018/09/04

Ref: No. VIIT/ PO/ CIR/ 2018/09/06

Student Activity Council of VIIT is reconstituted for the Academic Year 2018-19 with the following members:

S. No.	Name of the Person	Designation	Role	Signature
1.	Dr. B.Arundhati	Principal	Chairperson	
2.	Dr. K.Madhusudhan Rao	Dean Student Affairs	Member Secretary	
3.	Dr. B Prasad	HoD – IT	Member	
4.	Mr. M. Padmakar	HOD-CE	Member	
5.	Sankara Rao Korrajanni	Student	President	
6.	Ganesh Chenna	Student	Vice President	
7.	Rakesh Kumar Ruthala	Student	Secretary	
8.	RamuKavali	Student	Secretary	
9.	KarthiPadala	Student	Joint Secretary	
10.	Surya Ganesh Keerthi	Student	Joint Secretary	
11.	Draksharapu Dhanunjay	Student	Joint Secretary	
12.	Ashok Vinay Mruthakavi	Student	Joint Secretary	
13.	Dharani Budumuru	Student	Joint Secretary	
14.	Geetha Padala	Student	Joint Secretary	
15.	Rohith Allu	Student	Joint Secretary	
16.	Dinesh Nakka	Student	Joint Secretary	

Student Activity Council is responsible for the following:

1. Plan and Conduct National level/State level – Student seminars, Workshops, Live model exhibitions, Sports, Games and cultural events.
2. Prepare a budget estimate for the conduct of various Co-Curricular and Extra-Curricular activities.
3. Selection of students for Co-Curricular and Extra-Curricular activities conducted by other colleges.
4. Frequency of meetings: once in a semester/on Demand basis

Copy to:

CEO Office,
Rector Office,
Vice Principal Office
All Deans
All the HoDs



Principal

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



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Ref: No. VIIT/SA/CIR/2018/07/09

Date: 09-07-2018

CIRCULAR

The Student Activity Council members are informed to assemble in the principal office at 11:00 AM on 10-07-2018 to discuss record notes on various student activities received from the students and faculties.

Agenda:

1. Appreciation of efforts of SAC students for the conducting Yuvatarang and other fests
2. Discussion on upcoming tech fest and events
3. Discussion on importance of students spending quality time in library and clubs

Copyto:

1. Dr. B.Arundhati, Principal
2. Dr.K. Madhusudhan Rao,DeanStudentAffairs
3. Dr. B Prasad, HOD – IT
4. Mr. M.Padmakar, HOD–CE




Principal

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



Ref: No. VIIT/SA/MoM/2018/07/10

Date: 10-07-2018

MINUTES OF THE STUDENT ACTIVITY COUNCIL MEETING

The record notes of discussions in the SAC - VIIT was held on 10th July, 2018 at 11:00 AM, Tuesday under the chairperson of Dr. Challa Narasimham, Principal, VIIT.

Venue: Principal Office, VIIT (A).

Agenda:

- Appreciation of efforts of SAC students
- Discussion on Independence Day and Engineers day celebrations
- Discussion on conduction of extracurricular activities and extra bus for sports students

Members Present:

S.No.	Name of the Person	Designation	Role	Signature
1.	Dr. B.Arundhati	Principal	Chairperson	
2.	Dr. K. Madhusudhan Rao	Dean Student Affairs	Member Secretary	
3.	Dr. B Prasad	HoD – IT	Member	
4.	Mr. M.Padmakar	HOD – CE	Member	
5.	Kasireddy Karthik	Student	Member	
6.	Kotyada Vishnu Prasad	Student	Member	
7.	Ponakarlappalli Srinivas	Student	Member	
8.	Molli Pushpa Latha	Student	Member	M.P.Latha
9.	Pilaka Harideep	Student	Member	P.Harideep
10.	Pothala Hemanth	Student	Member	P.Hemanth

Action Taken Report for the meeting held on 7th March, 2018:

- ✓ Dean academics were instructed to create awareness program to the students regarding autonomous status and main advantage to the students
- ✓ Dean admin were requested to take care of welfare of the students like for providing extra bus based on the request from the student signed by concerned HoD to utilize our facilities like Lab, library etc



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Proceedings:

The meeting is initiated by chairperson by welcoming all the members. The agenda of the SAC meeting was placed before the committee for the approval and the members confirmed the minutes. Dean, Student Affairs presented on the action points of the previous meeting and also briefed the members present on the actions taken.

Following points were discussed and decisions were taken:

- **Item No. 1: Appreciation of efforts of SAC students**

The committee has appreciated efforts of SAC students for involvement and participation of the students during previous semester in various co and extracurricular activities

- **Item No. 2: Discussion on Independence Day and Engineers day celebrations**

Dean Student Affairs was asked to plan events for Independence Day at least six to eight events for 3 to 4 days and Dean R&D were asked to celebrate Engineers day with help of SAC and instructed to conduct project expo and felicitate any one civil engineer on that day

- **Item No. 3: Discussion on conduction of extracurricular activities and extra bus for sports students**

Committee requested the Dean Student Affairs to monitor the sports periods as per the time table and instructed all HoDs not to conduct any academic activity during sports hour as per the time table, because few department students are complained that their HoDs are not allowing for sports. Dean Admin were requested one bus everyday at 6.30 PM up to NAD via Kurmannapalem

The meeting ended with thanks to the chair.

Member Secretary

Chairperson



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Ref: No. VIIT/SA/CIR/2019/03/04

Date: 04-03-2019

CIRCULAR

The Student Activity Council members are informed to assemble in the principal's office at 11:00 AM on 05-03-2019 to discuss record notes on various student activities received from the students and faculties.

Agenda:

1. Welcome of New SAC general body
2. Discussion on creation of awareness on autonomy advantages to the students
3. Discussion on conduction of extra courses and certifications

Copy to:

1. Dr. B. Arundhati, Principal
2. Dr. K. Madhusudhan Rao, Dean Student Affairs
3. Dr. B. Prasad, HOD – IT
4. Mr. M. Padmakar, HOD–CE




Principal
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Ref: No. VIIT/SA/MoM/2019/03/05

Date: 05-03-2019

MINUTES OF THE STUDENT ACTIVITY COUNCIL MEETING

The record notes of discussions in the SAC - VIIT was held on 05th March, 2019 at 11-00AM, Tuesday under the chairperson of Dr. Challa Narasimham, Principal, VIIT.

Venue: Principal Office, VIIT (A).

Agenda:

- Welcome of New SAC general body
- Discussion on creation of awareness on autonomy advantages to the students
- Discussion on conduction of extra courses and certifications

Members Present:

S.No.	Name of the Person	Designation	Role	Signature
1	Dr. B.Arundhati	Principal	Chairperson	
2	Dr. K. Madhusudhan Rao	Dean Student Affairs	Member Secretary	
3	Dr. B Prasad	HoD – IT	Member	
4	Mr. M. Padmakar	HOD – CE	Member	
5	Sankara Rao Korrajanni	Student	Member	
6	Ganesh Chenna	Student	Member	
7	Rakesh Kumar Ruthala	Student	Member	
8	Ramu Kavali	Student	Member	
9	Karthi Padala	Student	Member	
10	Surya Ganesh Keerthi	Student	Member	

Action Taken Report for the meeting held on 10th July, 2018

- ✓ Committee was appreciated SAC members for their efforts.
- ✓ Students were given a freedom to organize institute level events like Independence Day and Engineers day celebrations and they successfully completed with more involvement and participation of students
- ✓ Based on the student request everyday evening extra bus facility is provided for co-curricular and extracurricular activity participated students in late hours



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Proceedings:

The meeting is initiated by chairperson by welcoming all the members. The agenda of the SAC meeting was placed before the committee for the approval and the members confirmed the minutes. Dean, Student Affairs presented on the action points of the previous meeting and also briefed the members present on the actions taken.

Following points were discussed and decisions were taken:

- **Item No. 1: Welcome of New SAC general body**

The committee was grand welcome to new general body and they were asked to continue the same efforts like previous general body

- **Item No. 2: Discussion on creation of awareness on autonomy advantages to the students**

Committee explained benefits of autonomy status to the institute and instructed to SAC team, create awareness regarding this among the students by general body by specially spending 5 to 10 mins during

- **Item No. 3: Discussion on conduction of extra courses and certifications**

Dean academics were asked to motivate the students to register NPTEL courses and other certifications by explain the benefits of those certifications

The meeting ended with thanks to the chair.


Member Secretary


Chairperson