

**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY****(AUTONOMOUS)**

(Approved by AICTE - New Delhi &amp; Affiliated to JNTUK, Kakinada)

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

VIIT/Principal Office/SC&amp;ST C/2021-22/7/1

Dt: 14<sup>th</sup> Jul 2021**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 2021-22.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B.Arundhati	Principal	Chairperson
2.	Dr.N.TirupathiRao	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.SrinivasaNaik	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 organize competitive exams awareness and personality development programs.
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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Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/SC&SC C/Cir./2021-22/7/1

Dt: 21-07-2021

## CIRCULAR

It is here by informed that there willbe SC&ST Committee meeting on 24-07-2021 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 about performance of SC/ST students in semester exams
3. To organize and explore strategies to student engagement in extracurricular activities for the students from underprivileged communities.
4. Any other issue with the permission of the chair.

Member Secretary

### Copy to:

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





Ref:No. VIIT/Principal/SC&ST C/MoM/2021-22/7/1

Date: 24-07-2021

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

The record notes of discussions in the SC&ST C - VIIT was held on 24<sup>th</sup> July, 2021 at 3.30 pm, Saturday, 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 organize and explore strategies to student engagement in extracurricular activities for the students from underprivileged communities.
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.TirupathiRao	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.SrinivasaNaik	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 Items:**

**Review of Previous Meeting Issues:**

The meeting commenced with a review of the agenda items from the previous meeting. Action points and unresolved matters were revisited to ensure progress and closure where necessary.

**Discussion on Performance of SC/ST Students in Semester Exams:**

The committee engaged in a detailed discussion regarding the academic performance of SC/ST students during semester examinations. Factors contributing to any disparities were analyzed, and potential solutions were explored to support the academic success of these students.

## **Organizing Strategies for Student Engagement in Extracurricular Activities for Underprivileged Communities:**

There was a thorough examination of strategies to enhance student engagement in extracurricular activities, particularly focusing on students from underprivileged communities. Various ideas were proposed, including mentorship programs, resource allocation for clubs and societies, and outreach initiatives to promote participation.

### **Any Other Business:**

With the permission of the chair, attendees were invited to raise any additional issues or concerns. Various topics were discussed, including upcoming campus events, updates on ongoing projects, and suggestions for improving communication channels within the institution.

The meeting ended with thanks to the chair.

### **Action Taken Report:**

- Initiated the planning process for extracurricular engagement programs targeting underprivileged communities.
- Formed a working group comprising faculty members, student leaders, and community representatives to brainstorm ideas and develop an action plan.
- Explored potential partnerships with local organizations and NGOs to enhance resources and outreach efforts.



**Member Secretary**



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





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

VIIT/Principal Office/SC&amp;ST C/2021-22/11/1

Dt: 4<sup>th</sup> Nov 2021**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 2021-22.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B.Arundhati	Principal	Chairperson
2.	Dr.N.TirupathiRao	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.SrinivasaNaik	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 counselling the students for career advancement courses
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./2021-22/11/1

Dt: 6-11-2021

## CIRCULAR

It is here by informed that there will be SC&ST Committee meeting on 08-11-2021 at 10.00am in Principal Office. Therefore all the members of the SC & ST Committee (SC&ST C) 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





Ref:No. VIIT/Principal/SC&ST C/MoM/2021-22/11/1

Date: 08-11-2021

**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> November, 2021 at 10-00AM, Monday 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 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.

***Members Present:***

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B.Arundhati	Principal	Chairperson
2.	Dr.N.TirupathiRao	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.SrinivasaNaik	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.

**To discuss about counselling the students for career advancement courses:**

The committee has advised to come up with strong counselling identifying the various career advancement courses where the students can apply and also provide guidance towards achieving the jobs through such courses.

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

The committee emphasised to focus upon the placements and job-oriented training programs and thereby increase the number of placements

### **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.

  
**Member Secretary**

  
**Chairperson**  
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