



VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to JNTU-GV, Vizianagaram)
Besides VSEZ, Duvvada, Visakhapatnam, Andhra Pradesh-- 530 049.
Phone: 0891-2755222/333/4442 :: Fax 0891 – 2752333

F.No. LES/VIIT/GBM/PO/2022-23/01

Dt: 15-10-2022

MINUTES OF THE 26thMEETING OF THE GOVERNING BODY

HELD ON 15th October 2023

The record notes of discussions in the 26thMeeting of Governing Body were held on 15th October 2022 at 2.00 PM, Saturday under the chairmanship of Dr. O. Naresh Kumar, Chairperson, Governing Body, VIIT.

Venue: VIIT Board Room, AKCNB Hall, VIIT

AGENDA

1. The conformation of the minutes of the 25thGoverning Body Meeting held on 10thFebruary 2022.
2. Agenda item for Ratification & Approvals
 - a. Confirmation and ratify the resolutions adopted in the 11th Academic Council Meeting held on 14th October 2022.
 - b. Confirmation of Minutes of the 26thMeeting of the Financial Committee held on 10th October 2022.
3. Agenda for Information
 - a. Approval for change of intake and confirmation AICTE Extension of approval F.Y. 2022-23.
 - b. *List of Teaching & Non-teaching staff joined and relieved since the last GB Meeting held on 10.02.2022.*
 - c. *Review on Quality Initiatives of IQAC, 2021-22 & AAA Report.*
 - d. Review and Approval of Annual Quality Audit Report (AQAR) 2021-22.
4. Any other items with the Permission of the Chairman

Members Present:

S No	Name of the Member	Role	Designation
1.	Sri. Oruganti Naresh Kumar	Chairman	LES Nominee
2.	Dr. L. Rathaiah	Member	LES President
3.	Dr. V Madhusudhan Rao	Member	LES Nominee
4.	Shri.N.Srikant		CEO Vignan Group of Educational Institutions, Visakhapatnam
5.	Prof.A.K.Bhakshi	Member	Vice Chancellor, PMD University
6.	Dr.G.Jay Suma	Member	Prof. of CSE Dept. & Director Industry Institute Interaction, JNTU-GV, Vizianagaram
7.	Padma BhushanDr.Y.Lakshmi Prasad	Member	Former Member of Parliament, Chairman Jana SikshaSamsthan and Hindi Academy
8.	Shri.V.V.Venu Gopal	Member	Industrialist, Director Finance Visakhapatnam Steel Plant
9.	Shri.K.Ravi Chandra	Member	Location Head, Tech Mahindra, Hyderabad
10.	Shri.A.V.Malleswara Rao	Member	Additional Director, Software Technology Park
11.	Dr.K.Madhusudhana Rao	Member	Prof. BS&H, VIIT
12.	Dr.B.Satish	Member	Professor, Mechanical Dept. VIIT
13.	Dr.B.Arundhathi	Member Secretary	Prof. of EEE Dept. Principal, VIIT

The following members were unable to attend the meeting due to pre-occupied works:

- Dr. P.V.G.D. Prasad Reddy, Vice Chancellor, Andhra University.
- Shri. L. Sri Krishna Devarayalu, Vice-Chairman, Lavu Educational Society

Proceedings:

Dr. L. Rathaiah, Hon'ble chairman of Lavu Educational Society cordially welcomed all the esteemed members of Governing Body to the 26th GB meeting held on 15th October 2022 at 2.00 PM, Saturday. He has requested the members to give their invaluable insight for the development of the institute. The chairperson of GB, Mr. O. Naresh Kumar enquired about the status of Placements and research & development activities.

- Dr. Bode Prasad, Dean Training & Placements briefed the members about the current status of Training & Placement Activities conducted during the last six Months.
- About 87% of students placed with an average of 3.93 LPA and highest package is INR 27 LPA.
- Initiated the company specific training for the Final year students.
- Continued rigorous Campus recruitment training with the help of expert agencies
 - The members appreciated the team for the achievements of training and Placement activities. Advised to increase the company specific training activities to enhance the placement opportunities.
 - The chairperson reinforced the conduct of felicitation function for the parents of the students who have achieved success in placement.
- Padma Bhushan Dr.Y.Lakshmi Prasad asked the status of research publications; Dean R&D, Dr. E. Laxmi Lidiya updated the status of Research publication of the year 2021-22 and also informed the members about the strategies of the current year for Research and Development activities such as Publications, Conferences, Workshops Seminars and Research projects etc.
 - Seed Money provided INR 18.90 Lakhs for the faculty who are actively submitted research proposals.
 - About 70 Lakh worth of funding projects are presently going on.
 - INR 32 Lakhs worth of revenue generated from consultancy & Corporate training.
 - The institute H-Index reached to 24 by the end of 2021-22 academic year
 - Sri. Oruganti Naresh Kumar enquired about the non-performing faculty in the area of research such Sci/Scopus publications.
 - Shri. V.V. Venu Gopal asked Dean R&D regarding the status of Funding Projects F.Y. 2022-23.
 - Dean R&D said that faculty are unable to convert their research work into Scopus/WoS/IEEE, their targets due as they lack expertise the research h index Methodologies.

#Agenda 1: *The conformation of the minutes of the 26th Governing Body Meeting held on 15th October 2022.*

The chairperson of GB, Mr. O. Naresh Kumar enquired about the status of actions initiated against resolutions made by 26th Governing Body meeting held on 15th October 2022. Principal Dr. B. Arundhati presented the action taken report and the minutes placed before the committee members for the review & approval and the members confirmed the minutes after thorough discussion.

II. Agenda item for Ratification & Approvals:

- a. *Confirmation and ratify the resolutions adopted in the 11th Academic Council Meeting held on 14th October 2022*

Dean Academics Dr. A. Naga Jyothi presented the minutes of 11th ACM held on 14th October 2022. The recommendations of ACM placed before the committee for the review & approval. The members confirmed the minutes after discussion for the following points. The following are the resolutions made in the 11th ACM:

- The ACM anticipated that there might be a common structure (R23) may be released by APSCHE for adoption.
- The Council has approved the courses in VR 22 Curriculum upon verification of the BoS approvals of individual departments.
- The Curriculum for VR 22 - (UG) has been approved by the Council.
- The institute may offer Community Service Projects (CSP) as an alternative to Summer/ Industrial/Research Internships.
- The Council has suggested that when students register themselves for the online courses (SWAYAM and NPTEL), then the institute may also instruct the young faculty having subject background to register for the same course to guide them suitably.
- The Council inquired regarding the distribution of marks for Practical Courses (labs) and Supporting documentation to award 10 marks for day to day performance.
- The Council has approved the Academic regulations, Program structure and Syllabi of M.Tech (VLSI and Embedded Systems) and MCA (VR 22).
- The feedback from various stakeholders including employers, students, faculty, parents and alumni for revision of curriculum was reviewed in CDMC and approved

by BoS. The stakeholder's feedback analysis of all programs including B. Tech, M.Tech, MBA, and MCA and their corresponding ACM recommendations are confirmed for revision of syllabus.

- b. *Confirmation of Minutes of the 26th Meeting of the Financial Committee held on 10th October 2022.*

Dean Admin Dr. K.Madhusudhana Rao presented the minutes of 26th Finance Committee Meeting held on 10th October 2022 and the recommendations of Finance Committee placed before the committee for the review & approval. The GB reviewed the minutes and approved the recommendations as approved by Finance committee.

III. Agenda item for Information:

- i. *Approval for change of intake and confirmation AICTE Extension of approval F.Y. 2022-23*

Principal informed that AICTE given extension of approval for the year 2022-23 with an additional intake of 180 in UG programs: Computer science & Engineering and PG-M.Tech 18 intake. AICTE extended approval for Three UG programmes i.e. B.Tech-CSE (AI), B.Tech-CSE (CS), B.Tech-CSE (DS). M.Tech-ECE also increased from 9 to 18.

The GB appreciated team for getting additional intake and advised principal to plan laboratories and staff for new intake.

- ii. *List of Teaching & Non-teaching staff joined and relieved since the last GB Meeting held on 10.02.2022*

The principal presented the list of Teaching and Non-Teaching staff joined and relieved since the last GBM i.e. from 10.02.2022 to till date. The members reviewed and approved the same.

- iii. *Review on Quality Initiatives of IQAC, 2021-22*

The chairperson formally invited all the members of IQAC and briefed about agenda of the meeting and highlighting the major achievement of the institution. She has formally invited Dr Ch. Hari Govinda rao, Dean-IQAC, to present AAA report to the Governing Body.

- Curriculum Design & Development: 100% targets achieved in the areas of New Programs, Syllabus Revision, Skill Oriented Courses, Academic Flexibility,

Curriculum Enrichment & 97% was achieved in the area of Field Works / Projects / Internships

- Teaching Learning & Evaluation: Implemented Special programs for advanced and slow learners, Student centric methods, Effective use of ICT tools, IT integrated reforms in the examination process, Created awareness on POS & COS to the faculty and students by conducting FDPs, Workshops and Student Orientation Programs.
- Research, Innovations & Extension: Improved the facilities required for the promotion of research and developed innovative projects such as IDEA Lab. Received more than 60% of the targeted grants from Government & NGOs. 283 Quality research papers and 147 Quality book chapters were published.
- Infrastructure & Learning Resources: Initiated 2 incubation laboratories, established an outdoor gymnasium, new auditorium with the capacity of 5300 sq. m for indoor games, updated fully automated ILMS in the library.
- Student Support & Progression: Students are involved in all the statutory and non-statutory committees and different clubs. They are facilitated with placements, internships & scholarships. 85% of weaker section students got placed and 13% are pursuing higher education. The Institute granted more than 60 lakh rupees as annual scholarships.
- Governance, Leadership & Management: Quality publications of faculty were increased and 90% of the students were placed with good packages. The quality of admissions has increased. Regular audits were conducted. 5 departments are accredited by NBA. IQAC conducted Green audit, Environmental audit, Energy audit Institution is recognised as Green Institute award. 24 training/FDP programs were organized by the institute for teaching and non teaching staff. Apart from that more than 55% of the teachers attended FDP/Online programs.
- Institutional Values, Social Responsibilities & Best Practices: Conducted events to promote Gender Equity and enhanced the intake of Women faculty. Installed signposts, ramps, scribe assistance & screen reading software. Biogas and Sensor based Energy conservatives was installed.
- As a part of best practices institute continuous Felicitation of Parents for the success of their wards with good placement.

iv. *Item No. 3: Discussion & Approval of AQAR 2021-22*

AQAR 2021-22 is approved and is ready for its submission to NAAC

Item No. 5: Other Points

- *Fixation of annual attainment targets for the year 2022-23*

Dean IQAC presented the current status of the institution with concerning different key indicators and the phase wise attainment achievements. The annual attainment targets for the year 2022-23 are fixed by the body.

- Advise to organize more number of FDP/Training programs for non-teaching staff. Collaboration session to be conducted by IQAC.
- The Members advised to apply for NAAC Accreditation by the end of December 2022 and suggested plan for renewal process of UGC-Autonomous status.

Conclusion:

Dr. B. Arundhathi, Principal officially proposed vote of thanks and formally concluded the Governing Body Meeting.

b
Member Secretary &
PRINCIPAL
Principal
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49





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F.No. LES/VIIT/GBM/PO/2022-23/02

Dt: 31-03-2023

MINUTES OF THE 27th MEETING OF THE GOVERNING BODY

HELD ON 31st March 2023

The record notes of discussions in the 27th Meeting of Governing Body were held on 31st March 2023 at 10.30 AM, Friday under the chairmanship of Dr. O. Naresh Kumar, Chairperson, Governing Body, VIIT.

Venue: VIIT Board Room, AKCNB Hall, VIIT

AGENDA

1. The conformation of the minutes of the 26th Governing Body Meeting held on 10th October 2022.
2. Agenda item for Ratification & Approvals
 - a. Confirmation and ratify the resolutions adopted in the 12th Academic Council Meeting held on 25th February 2023.
 - b. Confirmation of Minutes of the 26thMeeting of the Financial Committee held on 25th March 2023.
 - c. Approval for change of intake and confirmation AICTE Extension of approval F.Y. 2023-24.
 - d. Discussion and Approval of e-Governance Report F.Y. 2021-22.
 - e. To Review and Approve the reconstitution of Non-Statutory Committees F.Y. 2022-23.
 - f. Ratification and Approval of the new recruits, Left staff and Vacancies.
3. Agenda for Information
 - a. To Review proposed Events, Programmes and Functions for A.Y. 2021-22
 - b. Proposed action plan for Research & Development
4. Any other items with the permission of the Chairman

Members Present:

S No	Name of the Member	Role	Designation
1.	Sri. Oruganti Naresh Kumar	Chairman	LES Nominee
2.	Dr. L. Rathaiah	Member	LES President
3.	Dr. V Madhusudhan Rao	Member	LES Nominee
4.	Shri.N.Srikant		CEO Vignan Group of Educational Institutions, Visakhapatnam
5.	Prof.A.K.Bhakshi	Member	Vice Chancellor, PMD University
6.	Dr.G.Jay Suma	Member	Prof. of CSE Dept. & Director Industry Institute Interaction, JNTU-GV, Vizianagaram
7.	Padma BhushanDr.Y.Lakshmi Prasad	Member	Former Member of Parliament, Chairman Jana SikshaSamsthan and Hindi Academy
8.	Shri.V.V.Venu Gopal	Member	Industrialist, Director Finance Visakhapatnam Steel Plant
9.	Shri.K.Ravi Chandra	Member	Location Head, Tech Mahindra, Hyderabad
10.	Shri.A.V.Malleswara Rao	Member	Additional Director, Software Technology Park
11.	Dr.K.Madhusudhana Rao	Member	Prof. BS&H, VIIT
12.	Dr.B.Satish	Member	Professor, Mechanical Dept. VIIT
13.	Dr.B.Arundhathi	Member Secretary	Prof. of EEE Dept. Principal, VIIT

The following members were unable to attend the meeting due to pre-occupied works:

- Dr. P.V.G.D. Prasad Reddy, Vice Chancellor, Andhra University.
- Shri. L. Sri Krishna Devarayalu, Vice-Chairman, Lavu Educational Society

Proceedings:

Dr. L. Rathaiah, Hon'ble chairman of Lavu Educational Society, extending a warm welcome to all esteemed members, to the 27th Governing Body meeting commenced on 31st March 2023, at 10:30 AM. And also, he emphasized the importance of their valuable insights for the institute's development. During the meeting, Mr. O. Naresh Kumar, the chairperson of the Governing Body, inquired about the current status of Placements and research & development activities."

- "Dr. Bode Prasad, the Dean of Training & Placements, presented an overview of the Training & Placement Activities carried out in the last six months. He shared the impressive statistic that 80% of our students are placed and still campus placements are continued.
- The team received congratulations from the members for their accomplishments in Training and Placement activities. Advised to concentrate on core company's placements specially Mechanical Engineering and Civil Engineering students.
- Dean R&D, Dr. E. Laxmi Lydia updated the status of Research publication of the year 2021-22 and also informed the members about the strategies of the current year for Research and Development activities such as Publications, Conferences, Workshops Seminars and Research projects etc.
 - Sri. Oruganti Naresh Kumar suggested working on to nurture the entrepreneurial among students and enabling them to be job providers.
 - Dr. G. Jaya Suma has enquired about the non-performing faculty in the area of research such Sci/Scopus publications and asked to encourage them to focus on research papers and publications.
 - Shri. V.V. Venu Gopal asked Dean R&D regarding the status of Funding Projects F.Y. 2022-23
 - Dean R&D have brought the attention of the members that faculty who are unable to reach their targets due to lack expertise the research Methodologies should be provided with adequate training.
 - He informed the members about Research funding projects from Govt. and Non-Government agencies i.e. Rs.40 Lakh, and Rs. 26, 41,421 generated from Consultancy and corporate training.
 - Supported the faculty with seed Money Rs. 62 Lakh for the development research facilities.
 - H-Index of the institute is now reached to 28 by the end of the year.

#Agenda 1: *The conformation of the minutes of the 27th Governing Body Meeting held on 31st March 2023.*

The chairperson of GB, Mr. O. Naresh Kumar enquired about the status of actions initiated against resolutions made by 27th Governing Body meeting held on 31st March 2023. Principal Dr. B. Arundhati have presented the action taken report and the minutes presented to the committee members for the review & approval and the members confirmed the minutes after thorough discussion.

II. Agenda item for Ratification & Approvals:

a. Confirmation and ratify the resolutions adopted in the 12th Academic Council Meeting held on 25th February 2023

Dean Academics Dr. A. Naga Jyothi presented the minutes of 12th ACM held on 25th February 2023. The recommendations of ACM placed before the committee for the review & approval. The members confirmed the minutes after discussion for the following points. The following are the resolutions made in the 12th ACM:

- The ACM approved courses in VR 22 curricula and also University nominee has made it clear that the common structure (R23) may be released by the APSCHE for adoption.
- The council has approved the courses and ratified the syllabi for III & IV Year (UG)-VR 22 and MCA VR-22 Curriculum as per the BoS of the respective departments.
- The council has approved the academic calendars of all UG and PG Programs as per the proposal.
- The results and the issue of Provisional Certificates to the qualified students have been approved by the council and also stated that the examinations results are been ratified by separate committee nominated by University can be straightly approved in ACM.
- The feedback from various stakeholders including employers, students, faculty, parents and alumni for revision of curriculum was reviewed in CDMC and approved by BoS. The stakeholder's feedback analysis of all programs including B. Tech, M.Tech, MBA, and MCA and their corresponding ACM recommendations are confirmed for revision of syllabus.

b. *Confirmation of Minutes of the 27th Meeting of the Financial Committee held on 25th March 2023.*

Dean Admin Dr. K. Madhusudana Rao presented the minutes of 27th Finance Committee Meeting held on 25th March 2023 and the recommendations of Finance Committee placed before the committee for the review & approval. The following are the key discussions discussion made before the GB:

- a. The chairperson presented budget for the year 2023-24. Explained about the all the individual proposed budgets.
- b. FC recommended budget for conduction of Annual college fest and expected budget of Rs. 18, 00,000. The GB reviewed the same and approved Rs. 16, 00,000.
- c. The FC recommended for an additional Lab maintenance cost of Rs. 13, 00,000 and the GB approved the same.
- d. The FC proposed to purchase new furniture worth Rs. 11, 00,000. The GB enquired about the need and recommended the same.
- e. Sports equipment worth Rs. 5, 00,000 recommended by FC and is approved.
- f. The FC proposed an estimated budget of RS. 42, 00,000 for new class rooms for B.Tech students and the GB reviewed and approved the same for the financial year 2023-24.

i. *Approval for change of intake and confirmation AICTE Extension of approval F.Y. 2022-23*

Principal proposed to increase an additional intake in emerging branches 60 in B.Tech-CSE (CS), 60 in B. Tech-CSE (AI), 60 in B. Tech-CSE (DS), 120 in B.Tech-IT (120), and 60 in MCA.

Resolution: The GB reviewed the possibilities for extension of intake and resolved to apply for new intake as motioned above.

ii. *Review & Approval of e-Governance Report of 2022-23*

Discussion: Principal presented the e-governance report of the institute F.Y. 2022-23 and he has informed about the changes made in e-Governance specially was newly introduced to strengthen digital administration. Upon the feedback from stakeholders modified the maintenance portal and E-Cap

software to make it as user friendly. She told that the institute already spent INR 36 Lakhs towards maintenance and upkeep of software and hardware under E-governance budget during the year 2022-23. The members reviewed and approved the same.

iii. Review and Approval of the reconstitution of Non-Statutory Committees

"The Principal has suggested the reformation of Non-Statutory Committees to ensure the Institute's efficient operation."

Discussion: The GB Chairman and other members inquired about the need for reconstitution. The Principal explained that some members had relieved from the administrative duties, and roles had shifted among others. The GB Chairman and other members recommended that the Principal, Deans, and HoDs to involve senior faculty in all committees as needed. The Principal assured that thorough consideration is given to committee formation and made necessary changes after thorough discussion.

Resolution: Reconstitution of non-statutory committees have been reviewed and approved.

iv. List of Teaching & Non-teaching staff joined and relieved since the last GB Meeting held on 15.10.20.

The principal presented the list of Teaching and Non-Teaching staff joined and relieved since the last GBM i.e. from 15.10.2022 to till date. The members reviewed and approved the same.

v. Review & Ratification of Vacancies for Teaching positions:

Principal presented the department-wise vacancies for faculty positions and the members reviewed and approved the following.

III. Agend

a item for Information:

Program	Professor	Associate Professor	Assistant Professor	Total
Engineering	33	64	192	289
MBA	02	04	18	24
MCA	01	03	10	14
Grand Total	36	71	220	327

- Dean IQAC presented the status of ARIIA application and was submitted on 8th November 2022. The members confirmed the same.
- Dean IQAC informed the members about the NIRF application and he said that the application submitted on 29th November 2022 and expected resulted in the Month of May/June 2023. The members confirmed the same.
- R-World OBE Ranking: Principal advised to apply for R-World OBE ranking this year.
- Principal informed members that the institute is now planning to apply for UGC –Autonomous status and NAAC Cycle 3 Accreditation.

Conclusion:

Dr. B.Arundhati, Principal officially proposed vote of thanks and formally concluded the Governing Body Meeting.


 Member Secretary &
VIGNAN'S INSTITUTE OF
 Principal
 Information Technology (A)
 Beside: VSEZ, Duvvada, Visakhapatnam-43

