



VIIT/Principal Office/APMC/2022-23

Dt: 5<sup>th</sup> Jan 2023

**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 2022-23.

Sl. No	Name of Faculty	Designation	Position
1.	Dr. B. Arundhati	Principal	Chair Person
2.	Dr. Aggala NagaJyothi	Dean Academics	Member Secretary
3.	Dr. R. Hanumantha Rao	Assoc. Dean Academics	Member Secretary
4.	Mr. M. Padmakar	HoD - Civil	Member
5.	Mrs. K. Sravanthi	HoD - EEE	Member
6.	Dr.S. Rambabu	HoD - Mech	Member
7.	Dr. B. Prasad Rao	HoD - ECE	Member
8.	Mr.B. Dinesh Reddy	HoD - CSE	Member
9.	Dr. G. Rajendra	HoD - IT	Member
10.	Dr.T.V. Madhusudana Rao	HoD - AI&DS	Member
11.	Mrs. R. Uma Maheswari	HoD - ECM	Member
12.	Dr.M.P.V.V. Bhaskara Rao	HoD - BS&H	Member
13.	Dr. G. Rajendra	HoD - MCA	Member
14.	Dr. S.M. Murali Krishna	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**  
**VIGNAN'S INSTITUTE OF**  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-531014



# VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY  
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VIIT/APMC/Cir./2022-23

Dt: 20-01-2023

## CIRCULAR

It is here by informed that there will be Admissions Advisory Committee meeting on 23-01-2023 at 10.00 AM at Board Room, AKCNB hall. Therefore, all the Academic Planning and Monitoring Committee (APMC) Members are hereby requested to attend with the meeting.

*[Signature]*  
Member Secretary

Copy to:

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





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Lr. No.VIIT (A)/Dean Academics /AP&MC/2022-23

23 January 2023

## MINUTES OF THE ACADEMIC PLANNING & MONITORING COMMITTEE

Venue : AKCNB Board Room  
Chair : Dr. B. Arundhati, Principal

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Academic Planning & Monitoring Committee Meeting was held on 23 January 2023 at 3.00 PM in AKCNB Board Room under the chairmanship of Dr. B.Arundhati, Principal, VIIT (A).

### AGENDA:

1. Discussion on Academic calendar, Time table, workload distribution
2. Vision/Mission/COs/POs/PEOs
3. Orientation program for first year students
4. Project monitoring
5. Industry visits
6. NPTEL & guest lecture monitoring
7. Course files & Lab manual preparation



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## MEMBERS PRESENT:

S. No.	Name of the person	Designation	Status of the person	Signature
1.	Dr. B. Arundhati	Principal	Chair Person	
2.	Dr. Aggala NagaJyothi	Dean Academics	Member Secretary	
3.	Dr R. Hanumantha Rao	Assoc. Dean Academics	Member Secretary	
4.	Mr. M. Padamakar	HoD-Civil	Member	
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11.	Ms.R Uma Maheswari	HoD-ECM	Member	
12.	Dr MPVV Bhaskara Rao	HoD-BS&H	Member	
13.	Dr G.Rajendra	HoD-MCA	Member	
14.	Dr S M MuraliKrishna	HoD-MBA	Member	



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Prof. A.NagaJyothi, 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.Arundhati, to chair the session.

**The points discussed are as follows:**

1. Chair advised staff to finalize workloads and time table and asked to display the same on the notice board so all faculty and students follow the time table and conduct the lectures accordingly and should adhere to academic calendar.
2. Chair instructed to all staff to define the course outcome and objective for allotted course and mapped it Program outcomes. It was suggested to conduct the orientation program for students and discuss these with students so that the students will be aware off the vision, mission, COs, POs, PEOs of the college along with quality policy and objectives.
3. Chair suggested to arrange the orientation program for first year students and explain about the academic, Code of conduct, placement ,exam pattern, evaluation guidelines. It was advised to discuss the syllabus and course structure of each course.
4. The students shall be segregated in teams. Chair advised to Emphasis on getting live projects. 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

**Action Taken Report:**

**Discussion on Academic calendar, Time table, workload distribution:**

A comprehensive discussion was held among with Dean Academics, Associate Dean Academics, HoDs regarding the finalization of the academic calendar.

The timetable was meticulously planned, considering course requirements, and student preferences.

Workload distribution among faculty members was carefully analysed and balanced to ensure equitable distribution of responsibilities.

**Vision/Mission/COs/POs/PEOs:**

The course outcomes (COs) were reviewed and reaffirmed.

**Orientation program for first-year students:**

An extensive orientation program was organized for first-year students to familiarize them with the institution's policies, facilities, academic expectations, and support services.

Various sessions were conducted to introduce students to the faculty, curriculum, extracurricular activities, and campus life.

**Project monitoring:**

Robust project monitoring mechanisms were implemented to track the progress of ongoing projects.

Regular meetings and progress reports were shared among project teams to assess milestones, address challenges, and ensure timely completion.

**Industry visits:**

Planned industry visits were organized to provide students with practical exposure to real-world work environments and industry practices.

Coordination with industry partners and relevant stakeholders ensured the smooth execution of these visits, which complemented classroom learning with hands-on experiences.

**NPTEL & guest lecture monitoring:**

Monitoring mechanisms were established to track students' participation and progress in NPTEL courses.

Guest lectures by industry experts and academia were scheduled regularly, enriching students' learning experiences and providing insights into current trends and advancements in various fields.

**Course files & Lab manual preparation:**

Course files and lab manuals were meticulously prepared, incorporating updated content, relevant experiments, and learning resources.

Faculty members collaborated to ensure the quality and relevance of materials, aligning them with course objectives and curriculum standards.

These actions reflect the institution's commitment to fostering academic excellence, providing holistic learning experiences, and preparing students for success in their academic and professional endeavours.

*Rajitha*  
Member Secretary

*S. S. S. S. S. S.*  
Chair Person  
PRINCIPAL  
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Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-49





VIIT/Principal Office/APMC/2022-23

Dt: 15<sup>th</sup> Jun 2022

**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 2022-23.

Sl. No	Name of Faculty	Designation	Position
1.	Dr. B. Arundhati	Principal	Chair Person
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every month or during audits. Monitoring of the projects , students in teams and the guide faculty and all the related details should be fairly recorded and documented.

5. Plan of Industry Visits to be conducted for the students. Industry Visits conduction report must be maintained in the departments
6. Students must be encouraged to appear for the online tests and get certified for NPTEL. HODs to keep track of adequate number of guest lectures/ trainings imparted must be documented.
7. HODs of all the departments shall confirm the availability of all academic departmental files to be maintained in the prescribed formats.

The meeting was concluded

with vote of thanks proposed by Prof. A.NagaJyothi, Dean Academics

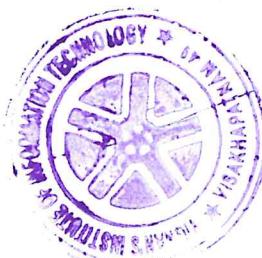
  
Dr. A. NagaJyothi

Dean Academics

Secretary of the Meeting

  
Dr B. Arundathi

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**Beside: VSEZ, Duvvada, Visakhapatnam-49**



The Academic Planning and Monitoring Committee takes - up the following activities.

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VIIT/APMC/Cir./2022-23/7/1

Dt: 10-07-2022

## CIRCULAR

It is here by informed that there will be Academic Planning and Monitoring Committee meeting on 11-07-2022 at 10.00 am in AKCNB Board Room. Therefore all the Academic Planning and Monitoring Committee (APMC) Members are hereby requested to attend the meeting.



Member Secretary

Copy to:

- All Deans & HoDs
- Rector Office
- CEO office
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Lr. No.VIIT (A)/Dean Academics /AP&MC/2022-23

11 July 2022

## MINUTES OF THE ACADEMIC PLANNING & MONITORING COMMITTEE

Venue : AKCNB Board Room  
Chair : Dr. B. Arundhati, Principal

\*\*\*

Academic Planning & Monitoring Committee Meeting was held on 11 July 2022 at 10-00 AM in AKCNB Board Room under the chairmanship of Dr. B.Arundhati, Principal, VIIT (A).

### AGENDA:

1. Approval of Academic Calendars for UG and PG programs
2. Implementation of Academic Planners by the departments
3. Preparation of Timetables, Lesson Plans, Course Files and Lab Manuals for the next semester
4. Discussion and Analysis of the previous semester subject wise and faculty wise
5. Identification of slow learners and conducting extra classes
6. Remedial classes for students
7. Attendance Monitoring
8. Staff Training programmes
9. Implementation of MOOC Courses



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## MEMBERS PRESENT:

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Dr A.NagaJyothi, Dean Academics, invited all the honourable members of AP&MC and initiated the meeting. After introducing the agenda to the members, she requested Hon'ble Principal, Dr B.Arundhati, to chair the session.

**The points discussed are as follows:**

1. The Institute Academic Calendar has been finalised in the meeting. The chair advised the members to adhere completely to the academic calendar without any deviations.
2. All the Heads of departments are instructed to plan the Extra-Curricular and Co-Curricular activities and submit the respective department Academic Planner to the Academics Office.
3. Timetables, Lesson Plans, Course Files and Lab Manuals for the coming semester have to be completed at least one week before the commencement of class work.
4. After discussing the results from the previous semester, it was agreed to send letters of appreciation to the faculty members who received more than 90% in the courses they taught. Faculty members who received results below 75% are advised to submit an explanation letter and to be motivated to participate in faculty development programmes..



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5. The Chair asked Slow Learners coordinator ,Mr. Phanendra from Mechanical department to plan extra classes to improve the learning abilities for slow learners The Chair also advised HoDs to conduct Remedial classes for tough Courses.
6. The Chair suggested to monitor the attendance from the first class itself and advised the HoDs to send letters to all the parents of the students who have less than 75% of attendance.
7. The Chair requested the HoDs to encourage the faculty to participate in Knowledge enhancement programmes like FDPs, Workshops and Conferences.
8. The Chair asked to present the status of MOOCs courses from Mr. Siva Rama Krishna - Coordinator .

The meeting was concluded with vote of thanks proposed by Dr A.NagaJyothi,  
Dean Academics

Dr.A.NagaJyothi

Dean Academics

Secretary of the Meeting

Dean Academics

Vignan's Institute of Information Technology,

Dr B.Arundathi

PRINCIPAL  
VIGNAN'S INSTITUTE OF  
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## **Action Taken Report:**

### **Approval of Academic Calendars for UG and PG programs:**

Academic calendars for both undergraduate (UG) and postgraduate (PG) programs have been drafted and submitted to the relevant authorities for approval.

The calendars have been developed in consultation with faculty members, considering various academic activities, examinations, holidays, and other important events.

### **Implementation of Academic Planners by the departments:**

Academic planners have been distributed to all departments, outlining the key academic activities, deadlines, and responsibilities for the semester.

Departments have been instructed to adhere to the outlined schedule and make necessary adjustments in case of any changes.

### **Preparation of Timetables, Lesson Plans, Course Files, and Lab Manuals for the next semester:**

Timetables for the next semester have been finalized and communicated to students and faculty members.

Lesson plans, course files, and lab manuals have been updated and prepared according to the curriculum requirements.

### **Discussion and Analysis of the previous semester subject-wise and faculty-wise:**

A detailed discussion and analysis of the previous semester have been conducted, focusing on both subject-wise and faculty-wise performance.

Insights and feedback gathered from the analysis have been shared with relevant stakeholders to identify areas of improvement.

### **Identification of slow learners and conducting extra classes:**

Slow learners have been identified through continuous assessment and feedback mechanisms.

Extra classes and remedial sessions have been organized for these students to provide additional support and assistance in understanding the subject matter.

### **Remedial classes for students:**

Remedial classes have been scheduled for students requiring additional academic support. Experienced faculty members have been assigned to conduct these classes, focusing on addressing specific learning gaps and challenges.

### **Attendance Monitoring:**

Attendance monitoring systems have been implemented to track student attendance regularly.

Interventions are being made for students with irregular attendance to ensure their academic progress and engagement in classes.

### **Staff Training programmes:**

Staff training programs have been organized to enhance the professional development and teaching skills of faculty members.

Workshops, seminars, and other training sessions have been conducted on various pedagogical techniques, assessment methods, and technology integration in teaching.

### **Implementation of MOOC Courses:**

MOOC courses relevant to the curriculum have been identified and integrated into the academic programs.

Guidelines and support mechanisms have been provided to students for enrolling and completing MOOC courses to supplement their learning experience.

The proactive measures have been taken to ensure the smooth functioning and continuous improvement of academic activities within the institution.

  
**Member Secretary**

  
**Chair Person**

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