



# VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY

(AUTONOMOUS)

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)  
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/APMC/2018-19

Dt: 12<sup>th</sup> Nov 2018

## 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 2018-19.

Sl. No	Name of Faculty	Designation	Position
1.	Dr. B. Arundhati	Principal	Chair Person
2.	Dr. Ben Swaroop	Dean Academics	Member Secretary
3.	Dr. R. Hanumantha Rao	Assoc. Dean Academics	Member
4.	Dr. G. Venkata Rao	HoD - Civil	Member
5.	Dr. P. Sekhar	HoD - EEE	Member
6.	Dr. S. Kamaluddin	HoD - Mech	Member
7.	Dr. A. NagaJyothi	HoD - ECE	Member
8.	Dr.D. Battacharya	HoD - CSE	Member
9.	Dr. B. Prasad	HoD - IT	Member
10.	Dr.T. Pavani	HoD - ECM	Member
11.	Dr. T. Satyaguru	HoD - BS&H	Member
12.	Dr. B. Prasad	HoD - MCA	Member
13.	Mrs.B. Chandra	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-49**



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VIIT/APMC/Cir./2018-19/12/1

Dt: 05-12-2018

## CIRCULAR

It is here by informed that there will be Academic Planning and Monitoring Committee meeting on 07-12-2018 at 3.30 pm in AKCNB hall. 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
- Principal Office
- Concerned Library members
- Library Notice Board





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Lr. No.VIIT (A)/Dean Academics /AP&MC/2018-19

07 Dec 2018

**MINUTES OF THE ACADEMIC PLANNING & MONITORING COMMITTEE**

Venue : AKCNB Board Room  
Chaired by :Dr. B Arundathi

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Academic Planning & Monitoring Committee Meeting was held on 07 December 2018 at 3-00 PM in AKCNB Board Room under the chairmanship of Dr B Arundathi ,Principal, VIIT(A).

**AGENDA:**

1. Discussion on Academic calendar, Time table, workload distribution
2. Constitution of different committees
3. Course outcome and Program Education Outcome and Program
4. Remedial classes for students
5. Summer vacation
6. Attendance of students
7. Schedule of Internal and External examination

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Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.**MEMBERS PRESENT:**

S. No.	Name of the person	Designation	Status of the person	Signature
1.	Dr. B Arundhathi	Principal	Chair Person	<i>b</i>
2.	Dr. BenSawroop	Dean Academics	Member Secretary	<i>BenS</i>
3.	Dr R. Hanumantha Rao	Assoc. Dean Academics	Member	<i>R</i>
4.	Dr G. Venkata Rao	HoD-Civil	Member	<i>C</i>
5.	Dr P Sekhar.	HoD-EEE	Member	<i>P. Sekhar</i>
6.	Dr.S. Kamaluddin	HoD-Mech	Member	<i>S</i>
7.	Dr A.NagaJyothi	HoD-ECE	Member	<i>Jyothi</i>
8.	Dr. D.Battacharya	HoD-CSE	Member	<i>D. B.</i>
9.	Dr B.Prasad	HoD-IT	Member	<i>B.P</i>
10.	Dr T.Pavani	HoD-ECM	Member	<i>P</i>
11.	Dr SatyaGuru	HoD-BS&H	Member	<i>SatyaGuru</i>
12.	Dr B.Prasad	HoD-MCA	Member	<i>B.P</i>
13.	Mrs B.Chandra	HoD-MBA	Member	<i>Chandra</i>



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Prof. BenSawroop, 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.Arundathi**, to chair the session.

**The points discussed are as follows:**

1. Chair instructed HODs to inform faculty refer the time table and workload distribution and finalize before the commencement of semester. He advised to strictly adhere to academic calendar for completion of syllabus in time. The chair advised each staff must follow the rules and regulation of the college for smooth functioning of the college academic and administrative work. It was advised to follow the schedule as per the academic calendar for all curricular and extracurricular activities.
2. Chair suggested to form different committees and enrolled the students along with staff as a part of committee for discussion and transparent decision process. She advised to form the committees and scheduled meeting of each committee throughout the year.
3. Faculty members were asked to write the objectives of the Course in the syllabus book and details of the CO, PEO and PO of a particular Course in the Course file.
4. Discussion was held on schedule of summer vacation.
5. The Chair advised to conduct Remedial classes for every subject.
6. Chair instructed HODs to inform class coordinators to identify students not attending regular classes and talk to their parents.
7. The tentative dates for the Internal and External theory and practical Examination dates were discussed.



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The meeting was concluded with vote of thanks proposed by Prof. BenSawroop,  
Dean Academics

*B.S.*  
Dr. BenSawroop

**Dean Academics**

Secretary of the Meeting



*b*  
Dr B.Arundathi  
PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duwada, Visakhapatnam-49

**Action Taken Report:**

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

Academic calendar has been approved and timetable, and workload distribution have been completed.

**Course outcome and Program Education Outcome and Program**

Course outcomes reviews have been conducted to ensure alignment with academic standards and objectives.

**Remedial classes for students**

Remedial classes have been organized for students to provide additional support and address learning gaps.

**Summer vacation**

Summer vacation has been in accordance with institutional policies and requirements.

**Attendance of students**

Student attendance is being regularly monitored and intimated to parents  
Member Secretary

*Bvvd*

*[Signature]*  
Chair Person

PRINCIPAL  
YOGANAN'S INSTITUTE OF  
Information Technology (A)  
Beside. VSEZ, Buvvada, Visakhapatnam-49





VIIT/Principal Office/APMC/2018-19

Dt: 12<sup>th</sup> May 2018

### 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 2018-19.

Sl. No	Name of Faculty	Designation	Position
1.	Dr. Challa Narasimham	Principal	Chair Person
2.	Dr. Ben Swaroop	Dean Academics	Member Secretary
3.	Dr. R. Hanumantha Rao	Assoc. Dean Academics	Member
4.	Dr. G. Venkata Rao	HoD - Civil	Member
5.	Dr. B. Arundhathi	HoD - EEE	Member
6.	Dr. S. Kamaluddin	HoD - Mech	Member
7.	Dr. A. NagaJyothi	HoD - ECE	Member
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13.	Mrs.B. Chandra	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.



PRINCIPAL

**Copy to:**

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- Rector Office
- All members of the committee
- Master file



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VIIT/APMC/Cir./2018-19

Dt: 25-06-2018

## CIRCULAR

It is here by informed that there will be Admissions Advisory Committee meeting on 26-06-2018 at 10.30 AM at Board Room, AKCNB hall. Therefore, all the Academic Planning and Monitoring Committee (APMC) Members are hereby requested to attend with the meeting.

A handwritten signature in blue ink, appearing to read 'B. S. R.' followed by a surname.

Member Secretary

Copy to:

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- CEO office
- Principal Office
- Concerned Library members
- Library Notice Board



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Lr. No.VIIT (A)/Dean Academics /AP&MC/2018-19

26 June 2018

## **MINUTES OF THE ACADEMIC PLANNING & MONITORING COMMITTEE**

**Venue** : AKCNB Board Room

**Chaired by** :Dr. Challa Narasimham

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Academic Planning & Monitoring Committee Meeting was held on 26 June 2018 at 10-00 AM in AKCNB Board Room under the chairmanship of Dr Challa Narasimham, Principal, VIIT(A).

### **AGENDA:**

1. Approval of Academic Calendars
2. Preparation of Academic Planners by the respective departments
3. Preparation of Timetables, Lesson Plans, Course Files and Lab Manuals for the upcoming semester
4. Class Review Committee and Class Monitoring Committee
5. Quality Improvement - Faculty
6. Quality Improvement -Teaching Learning
7. Identification of slow learners and conducting extra classes
8. Remedial classes for students
9. Attendance Monitoring

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S. No.	Name of the person	Designation	Status of the person	Signature
1.	Dr. Challa Narasimham	Principal	Chair Person	
2.	Dr. BenSawroop	Dean Academics	Member Secretary	
3.	Dr R. Hanumantha Rao	Assoc. Dean Academics	Member	
4.	Dr G.Venkata Rao	HoD-Civil	Member	
5.	Dr B.Arundhathi	HoD-EEE	Member	
6.	Dr.S. Kamaluddin	HoD-Mech	Member	
7.	Dr A.NagaJyothi	HoD-ECE	Member	
8.	Dr. D.Battacharya	HoD-CSE	Member	
9.	Dr B.Prasad	HoD-IT	Member	
10.	Dr T.Pavani	HoD-ECM	Member	
11.	Dr SatyaGuru	HoD-BS&H	Member	
12.	Dr B.Prasad	HoD-MCA	Member	
13.	Mrs B.Chandra	HoD-MBA	Member	



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Prof. BenSawroop, 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. Challa Narasimham**, to chair the session.

**The points discussed are as follows:**

1. The academic calendar UG and PG programs has been approved. The chair advised the HoDs to follow the academic calendar without any deviations.
2. The Heads of all the departments are informed to plan the Extra-Curricular and Co-Curricular activities and submit the respective department Academic Planner to the Academics Office within one week.
3. Timetables, Lesson Plans, Course Files and Lab Manuals for the next semester have to be ready at least one week before the commencement of class work.
4. After a thorough discussion, it was decided to conduct Class Review Committee Meeting twice in every month and Class Monitoring Committee Meeting once in a month.
5. The chair requested the HoDs to encourage the faculty to participate in Knowledge enhancement programmes like FDPs, Workshops and Conferences. The faculty members who got less feedback are advised to attend Staff Induction Program organized by the Institution.
6. Faculty are encouraged to use ICT and employ student-centered teaching strategies to enhance the teaching-learning process. They are informed to use cutting-edge techniques to attract the students' curiosity.



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7. The Chair instructed the HoDs to identify the slow learners and counsel them. Based on the requirement they have to arrange extra classes immediately after the first mid examinations.
8. The Chair advised to conduct Remedial classes for every Course based on the requirement.
9. The chair instructed the HoDs to send SMS to every parents of the student who has less than 75% attendance and suggested that the attendance be monitored starting from the first class.

The meeting was concluded with vote of thanks proposed by Prof. BenSawroop, Dean Academics

Dr. BenSawroop

Dean Academics

Secretary of the Meeting



Dr Challa Narasimham

PRINCIPAL

Principal

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

## **Action Taken Report:**

### **1. Approval of Academic Calendars**

Academic calendars have been approved

### **2. Preparation of Academic Planners by the respective departments**

Academic planners have been prepared by the respective departments, facilitating organized program execution

### **3. Preparation of Timetables, Lesson Plans, Course Files and Lab Manuals for the upcoming semester**

Timetables, lesson plans, course files, and lab manuals for the upcoming semester have been meticulously prepared to support effective teaching and learning.

### **4. Class Review Committee and Class Monitoring Committee**

The Class Review Committee and Class Monitoring Committee have been conducted once in every 15 days and one month respectively.

### **5. Quality Improvement - Faculty**

Measures for faculty quality improvement have been implemented to ensure continuous professional development and academic excellence. They have been sent to FDPs, SIPs and asked to participate in orientation classes

### **6. Identification of slow learners and conducting extra classes**

Slow learners have been identified, and extra classes are being conducted to provide additional support and help them catch up with their peers.

### **7. Remedial classes for students**

Remedial classes for students have been organized to address specific learning challenges and ensure academic progress.

### **8. Attendance Monitoring**

Student attendance is being regularly monitored and intimated to parents

Member Secretary

Chair Person