

**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY**
(AUTONOMOUS)(Approved by AICTE-New Delhi & Affiliated to JNTU-GV, Vizianagaram)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/ P&MC /2022-23/7/2

Dt: 6th Jul 2022**PROCEEDINGS OF THE OFFICE ORDER**

A committee consisting of the following members is hereby reconstituted as "Planning and Monitoring Committee (PMC)" for the Academic Year 2022-23.

S. No.	Name of the person	Designation	Status of the Person
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. L. Rathaiah	Chairman - Vignan's Group of Institutions.	Member
3.	Dr. V MadhusudhanRao	Rector	Member
4.	Mr. N Srikanth	CEO - Vignan Group of Institutions, Visakhapatnam	Member
5.	Dr. Ch. HarigovindaRao	Dean IQAC	Member
6.	Dr. E Laxmi Lydia	Dean R&D	Member
7.	Dr. A. Naga Jyothi	Dean Academics	Member
8.	Mr. Rudrabhiramu	Dean Evaluation	Member
9.	Dr. B. Sateesh	Dean Student Affairs	Member
10.	Mr. M. Padmakar	Dean Infrastructure	Member
11.	Dr. B. Prasad	Dean Training & Placement	Member
12.	Mr. M. Padmakar	HoD-CE	Member
13.	Dr. P. Sekher	HoD-EEE	Member
14.	Dr. S. Rambabu	HoD-ME	Member
15.	Dr. B. Prasad Rao	HoD-ECE	Member
16.	Mr. B. Dinesh Reddy	HoD-CSE	Member
17.	Dr. G. Rajendra	HoD-IT & MCA	Member
18.	Mrs. R. Umamaheswari	HoD-ECM	Member
19.	Dr. T. V. Madhusudhana Rao	HoD-AI&DS	Member
20.	Dr. M. P. V. V. Bhaskara Rao	HoD-BS&H	Member
21.	Dr. S. M. Murali Krishna	HoD-MBA	Member
22.	Mr. R. Vinod	Student	Member
23.	Ms. G. Akhila	Student	Member
24.	Dr. K. Madhusudhana Rao	Vice-Principal & Dean Admissions	Member Secretary

The PMC is responsible for the following:

- Review and approval of budget for the forthcoming financial year.
- Review the report of APAC regarding the academic activity during the year.
- Review and approval of the proposals of AAC, EEC, LC, SWC, PC, R&DC, T&PC, SSWC and other committees.

Copy to:

- All Deans & HoDs
- Principal Office
- Rector Office
- All members of the committee
- Master file



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Dt: 11th Jul 2022**CIRCULAR**

It is here by informed that there will be Planning and Monitoring Committee meeting on 16-07-2022 at 3.30 pm in AKCNB hall. Therefore all the Planning and Monitoring Committee (PMC) Members are hereby requested to attend with the meeting.

Agenda Points:

1. To Review of previous committee meeting
2. To Review the academic plan and performance
3. To propose procurement of resources to develop institutional image
4. To review and suggest measures for the effectiveness of Teaching Learning Process
5. To review the Research and Development of Institution
6. To observe the Student Progression and provide support to the slow learners.
7. To review the staff and students welfare
8. All round development of the students and institution
9. Any other point with the discretion of the chairperson.
10. Any other point with the discretion of the chairperson


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)/P.O /P&MC/MoM/2022-23

16th July 2022**Minutes of Planning and Monitoring Committee Meeting****Chaired By: Dr. B. Arundhati, Principal****Venue: Ekalavya Hall**

Agenda Points:

1. To Review of previous committee meeting
2. To Review the academic plan and performance
3. To propose procurement of resources to develop institutional image
4. To review and suggest measures for the effectiveness of Teaching Learning Process
5. To review the Research and Development of Institution
6. To observe the Student Progression and provide support to the slow learners.
7. To review the staff and students welfare
8. All round development of the students and institution
9. Any other point with the discretion of the chairperson

Members Participated:

S. No.	Name of the person	Designation	Status of the Person
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. L. Rathaiah	Chairman - Vignan's Group of Institutions.	Member
3.	Dr. V MadhusudhanRao	Rector	Member
4.	Mr. N Srikanth	CEO - Vignan Group of Institutions, Visakhapatnam	Member
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24.	Dr. K. Madhusudhana Rao	Vice-Principal & Dean Admissions	Member Secretary

The meeting was initiated by the chairperson with her opening remarks, welcomed all the members present in the meeting and gave her regards for their continuous support. As Planning and Monitoring Committee is being the one of the apex bodies of the Institute. It meets once in a year to plan and monitor all the activities such as career development, infrastructure, teaching and learning, student progress and many other such issues of great importance.

Agenda point 1: To Review of previous committee meeting:

- The review involves revisiting the minutes of the last meeting to ensure that all action items were addressed, decisions were implemented, and any pending issues were appropriately resolved.

Agenda point 2: To Review the academic plan and performance:

- This agenda point involves evaluating the institution's academic plans, curriculum, and the overall performance of students.
- This review helps in identifying strengths and weaknesses in the educational programs and can lead to adjustments that can enhance the quality of education provided.

Agenda point 3: To propose procurement of resources to develop institutional image:

- This point focuses on improving the overall image and reputation of the institution. This might involve investing in resources such as advanced technology, infrastructure upgrades, branding initiatives, and other strategies that can positively impact the institution's reputation.

Agenda point 4: To review and suggest measures for the effectiveness of Teaching Learning Process:

- This agenda point highlights the importance of continuously improving the teaching and learning methods used in the institution.
- It could involve discussing teaching methodologies, incorporating innovative techniques, providing professional development opportunities for faculty, and implementing student feedback mechanisms.

Agenda point 5: To review the Research and Development of Institution:

- Here, the committee would assess the institution's research activities and initiatives. They might discuss ways to encourage more research, secure funding for research projects, and ensure that research outcomes align with the institution's goals and priorities.

Agenda point 6: To observe the Student Progression and provide support to the slow learners:

- Monitoring student progression ensures that all students are receiving the necessary support to succeed. This point would involve discussing strategies to identify struggling students, providing them with extra support and resources, and ensuring that no student is left behind.

Agenda point 7: To review the staff and students welfare:

- This point focuses on the well-being of both staff and students. Discussions might include staff development programs, student support services, health and safety measures, and initiatives to create a positive and inclusive campus environment.

Agenda point 8: All round development of the students and institution:

- This broader point encapsulates the institution's commitment to not only academic excellence but also holistic student development.
- It might involve extracurricular activities, cultural events, sports, and other initiatives that contribute to students' personal growth.

Agenda point 9: Any other point with the discretion of the chairperson:

- This open-ended agenda point allows for flexibility in case any additional important matters need to be discussed that may not have been explicitly mentioned in the other agenda items.

The meeting ended with thanks to the chair.

Member Secretary



Chairperson
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Action Taken Report for the Planning and Monitoring Committee Meeting held on 16-07-2022

Agenda Point	Action Taken
1. Review of Previous Committee Meeting	Reviewed and approved previous meeting minutes. Finalized minutes circulated to all committee members
2. Review of Academic Plan and Performance	Conducted in-depth review of academic plan and performance. Identified areas for improvement and strategies developed.
3. Proposal for Procurement of Resources	Discussed proposal to procure resources for institutional image development. Budget proposal created for approval.
4. Review and Suggestions for Teaching-Learning Process	Reviewed effectiveness of teaching-learning process with faculty input. Scheduled workshops for faculty on innovative teaching methods.
5. Review of Research and Development	Discussed institution's research and development initiatives. Plans made to encourage faculty research and establish research center.
6. Student Progression and Support for Slow Learners	Analyzed student progression data. Implemented mentoring and support programs for slow learners.
7. Review of Staff and Student Welfare	Discussed staff and student welfare, healthcare benefits, and support services. Enhanced staff welfare policies and counseling services.
8. All-Round Development of Students and Institution	Strategies discussed for student and institution development. Plans made for extracurricular programs and cultural events.
9. Other Points with Chairperson's Discretion	Addressed infrastructure concerns raised by committee members. Plans for thorough inspection and repairs initiated.

18
Member Secretary



Chairperson
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