VIIT/*Principal Office*/ P&MC /2019-20/6/1   *Dt: 12th Jun 2021*

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 2021-22.

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.	Dr. K VenkataRao	Dean Infrastructure	Member
9.	Dr.B.Prasad	Dean Training & Placement	Member
10.	Mr M Padmakar	HoD-CE	Member
11.	Dr. P Sekher	HoD- EEE	Member
12.	Dr. S Rambabu	HoD-ME	Member
13.	Dr. P.S.N.Murthy	HoD-ECE	Member
14.	Mr. B Dinesh Reddy	HoD-CSE	Member
15.	Dr. G.Rajendra Kumar	HoD-IT &MCA	Member
16.	Mrs. R Umamaheswari	HoD-ECM	Member
17.	Dr. T.V. MadhusudhanaRao	HoD-AI&DS	Member
18.	Dr.T.Satya Guru	HoD-BS&H	Member
19.	Mr.P.Ramesh	HoD-MBA	Member
20.	Mr. R. Siva Shankar	Student (20L31A03O4)	Member
21.	Ms. G. Akhila	Student (19L31A0205)	Member
22.	Dr. K MadhusudhanaRao	Vice-Principal & Dean Admissions	Member Secretary

The PMC is responsible for the following:

a) Review and approval of budget for the forthcoming financial year.

b) Review the report of APAC regarding the academic activity during the year.

c) Review and approval of the proposals of AAC, EEC, LC, SWC, PC, R&DC, T&PC, SSWC and other committees.

PRINCIPAL

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INSTITUTE OF
...tion Technology (A)
...ud. VSEZ, Duvvada, Visakhapatnam-49

Copy to:

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

VIIT/Principal Office/P&MC /2021-22/7/1   *Dt: 19th Jul 2021*

CIRCULAR

It is here by informed that there will be Planning and Monitoring Committee meeting on 22-07-2021 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

Lr. No. VIIT (A)/P.O /P&MC/MoM/2021-22   22nd July 2021

Minutes of Planning and Monitoring Committee Meeting

Chaired By: Dr. B. Arundhati, Principal
Venue: Ekalavya Hall

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Agenda Points:

1. To Review of previous committee meeting
2. To Review the academic performance and propose future plan
3. To propose procurement of equipment for the departments based on their infrastructure requirement
4. To renovate the labs with latest equipment
5. To review Teaching methodology and pedagogy
6. To review the Research and Development of Institution
7. To observe the Student Progression and provide support to the slow learners.
8. To review the staff and students welfare
9. All round development of the students and institution
10. 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
5.	Dr. Ch. HarigovindaRao	Dean IQAC	Member
6.	Dr. E Laxmi Lydia	Dean R&D	Member
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19.	Mr.P.Ramesh	HoD-MBA	Member
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21.	Ms. G. Akhila	Student (19L31A0205)	Member
22.	Dr. K MadhusudhanaRao	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:

- This review involves revisiting the minutes of the previous committee meeting to ensure that all decisions were implemented, action items were addressed, and any unresolved issues are discussed.

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

- This point involves evaluating the institution's academic performance, analyzing trends, identifying areas of improvement, and formulating a plan for the future that aligns with the institution's goals and objectives.

Agenda point 3: To propose procurement of equipment for the departments based on their infrastructure requirement:

- Implemented SAMHITAsoftware for the administration of "Finance & Accounts" and developeda portal for students' "Admissions & Support" system. Upon thefeedback from stakeholders modified the maintenance portal to make itas user friendly. The members reviewed and approved the same.This ensures that departments have the necessary tools for effective teaching and research.

Agenda point 4: To renovate the labs with latest equipment:

- Lab facilities play a crucial role in practical education. This point underscores the importance of updating and upgrading laboratory equipment to ensure students have access to modern resources for hands-on learning.

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

- This focuses on evaluating the institution's research efforts. Discussions might include ways to promote research collaborations, secure funding for projects, and align research activities with the institution's strategic objectives.

Agenda point 6: To review the staff and students' welfare:

- As before, this agenda item emphasizes the well-being of both staff and students. It might include discussions on mental health support, professional development opportunities, and creating a positive campus environment.

Agenda point 7: All round development of the students and institution:

- This point reiterates the institution's commitment to holistic development. It might involve a broader focus on character-building, leadership skills, and fostering a culture of continuous improvement.

Agenda point 8: Any other point with the discretion of the chairperson:

- This open-ended agenda point allows the chairperson to introduce any additional matters that require discussion but may not have been explicitly mentioned in the other agenda items.

The meeting ended with thanks to the chair.

Member Secretary   **Chairperson**

Copy to

- All Deans &HoDs for Circulation and Communication
- Principal office
- Rector office
- All members of the committee
- Master file.

Action Taken Report for the Planning and Monitoring Committee meeting held on 12-07-2019

Agenda Point	Summary	Action Taken
1	Review of Previous Committee Meeting	- Revisited minutes to ensure all decisions and action items were properly implemented.
		- Addressed any unresolved issues from the previous meeting.
2	Review Academic Performance and Propose Future Plan	- Evaluated institution's academic performance, identified trends, and areas for improvement.
		- Formulated a future plan aligning with institution's goals and objectives.
3	Proposal for Equipment Procurement	- Implemented SAMHITA software for "Finance & Accounts" administration.
		- Developed a portal for students' "Admissions & Support" system.
		- Modified maintenance portal based on stakeholder feedback to enhance user-friendliness.
		- Committee reviewed and approved these implementations to provide necessary tools for teaching and research.
4	Renovation of Labs with Latest Equipment	- Discussed the importance of updating laboratory equipment for practical education.
		- Emphasized the need to ensure students have access to modern resources for hands-on learning.
5	Review Research and Development of Institution	- Evaluated institution's research efforts and discussed ways to promote research collaborations.
		- Explored strategies to secure funding for research projects.
6	Review Staff and Students' Welfare	- Aimed to align research activities with institution's strategic objectives.
		- Discussed mental health support for staff and students.
		- Explored professional development opportunities for both staff and students.
		- Considered initiatives to create a positive campus environment.
7	All-Round Development of Students and Institution	- Reiterated institution's commitment to holistic development.
		- Focused on character-building, leadership skills, and continuous improvement culture.
8	Any Other Points with Discretion of Chairperson	- Chairperson introduced additional matters for discussion as needed.
	Meeting ended with thanks to the chairperson	- Concluded the meeting expressing gratitude to the chair for leading the discussions.

Member Secretary

Chairperson
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