



# VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE

Near Ramoji Film City, Deshmukhi (V), Yadadri Bhuvanagiri Dist., Telangana - 508 284.

Approved by AICTE, New Delhi, Affiliated to JNTUH, Hyderabad

EAMCET CODE : VGNT

PGE CET CODE : VGNT1



## DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

Ref. No. VITS/EEE/DDC/2023/1

28/12/2022

To,

The Members of the Department Development Committee of EEE.

SUB: Meeting of Department Development Committee scheduled on 07/01/2023-Reg.

With reference to the above subject this is to inform that the first Department Development Committee meeting for the academic year 2022-23 is scheduled on 07/01/2023 in the department of EEE by 11.00 AM to discuss on the following agenda points. In this regard you are requested to make it convenient to attend the meeting.

1. Confirmation of Minutes of last meeting.
2. Training program for Students on Career Guidance & Placements.
3. Conduction of certification courses for the students.
4. Alumni events.
5. On line attendance for students
6. Semester exams question paper pattern.
7. Research publications.
8. Preparation of micro lecture schedules and implementation.
9. Preparation of video lectures.
10. Preparations for formation BOS.
11. Innovative projects by students.
12. Preparation for NBA inspection.
13. Any other point with the permission of chair.

Dr. T Rama Subba Reddy

HOD - EEE,

Chairman - DDC(EEE)

Copy to:

Principal, Dean-Admin & all the members.



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## Minutes of DDC meeting

The meeting of DDC was held on 07/01/2023 in the department of EEE by 11.00 AM. The members present in the meeting were:

S.No	Name	Designation	Signature
1	Dr. T Rama Subba Reddy	Chairman	
2	Dr. Neelakantan Krishnan	Member	
3	Dr. B. Pakkiraiah	Member (academician-external)	
4	Er. N. Rajasekhar	Member (industry)	
5	Mr. R. R. Prasad	Coordinator	
6	Mrs. G. Sravanthi	Member	
7	Mr. G. Srinivas	Member	
8	Kum. K. Kalpana priya	II-C.R 1	
9	Mr. A. Akhilesh	II-C.R 2	
10	Kum. U. Jyothi	III-C.R 1	
11	Mr. V. Srikanth	III-C.R 2	
12	Kum. P. Akhila Reddy	IV-C.R 1	
13	Mr. P. Prabhas Chandra	IV-C.R 2	

Chairman of the DDC welcomed all the members and briefed them in general about the progress of the department. The following points were discussed in the meeting:

### Item No. 1: Confirmation of Minutes of last meeting

The minutes of last meeting held on 10-03-2022 were confirmed.

### Item No. 2: Training program for Students on Career Guidance & Placements.

Chairman proposed to organize a one day workshop on "Career Guidance & opportunities for EEE graduates" in association with ACE engineering academy and TRUE GURU engineering services, Hyderabad.

**Resolution:**

Members accepted the proposal of chairman and it is decided to continue CRT training classes effectively from II year onwards.

**Item No. 3: Conduction of certification courses for the students.**

It is proposed to instruct the students to register for at least two certification courses in each semester.

**Resolution:**

It is decided to made it mandatory for the students to register for at least one certification course per semester and mostly in software related courses.

**Item No. 4: Alumni events.**

**Resolution:** It is resolved that the alumni events will be continued as usual i.e., to arrange at least one alumni guest lecture in a month.

**Item No. 5: On line attendance for Students.**

**Resolution:** To minimize number of late comers it is proposed to post students attendance on line in the class itself, it facilitates to know the absentees list immediately. All the members are accepted and appreciated the proposal.

**Item No.6: Semester exams question paper pattern.**

**Resolution :** As the intensity of CORONA has been decreased and the university is restoring the R18 question paper pattern for the forth coming sem examinations. In this connection it is proposed to prepare the students for the new question paper.

**Item No. 7 :Research publications.****Resolution :**

It is resolved that the every faculty should publish at least two research papers in SCI/SCOPUS indexed journals during the academic year and it is mandatory to motivate the students to publish their project work in one of the journals.

**Item No. 8 :Preparation of micro lecture schedules and implementation.**

As the class work for I sem was commenced from Sept 2022, all the class coordinators and counsellors are instructed to monitor the students attendance carefully and it is concluded to prepare and implement micro lecture schedules as usual.

**Item No. 9 :Preparation of video lectures.**

Though the off line classes are going on, Chairman proposed to prepare some video lectures for all the courses.

**Resolution** :It is resolved to instruct all the faculty to prepare some video lectures on typical topics for all the units of their subjects and play them in the class.

**Item No. 10 : Preparations for formation BOS.**

As the institution is going to be autonomous shortly, it is propose to identify the experts for BOS and academic council from academics & industry.

**Resolution** : As our institution is accredited by NAAC with A+ , shortly it is going to be autonomous. In this regard It is resolved to complete the necessary arrangements to form department BOS and academic council.

1. **Item No. 11 : Innovative projects by students.**

As the institution is encouraging the innovative ideas of students and organizing the innovative projet expo in every semester, in this connection it is proposed to continue the same.

**Resolution** : It is resolved that, it is better to continue the same for the next academic year also.

**Item No. 12 : Preparations for NBA inspection.**

As NBA accreditation period is going expired by May 2023, it is proposed to start preparation from Jan 2023.

**Resolution** : All the members are suggested that, the preparations for NBA visit should be initiated as soon as possible.

  
HOD - EEE