

30 Oct 2019



Alva's Institute of Engineering & Technology
Shobhavana Campus, Mijar, Moodbidri, D.K - 574225
Phone: 08258-262725, Fax: 08258-262726
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. AIET/IQAC/2019-20/03

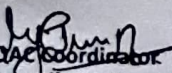
30 Oct 2019

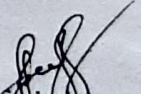
CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 05 Nov 2019 at 11:00 Am in Board room. It is informed to all the IQAC members to attend the same.

Agenda:

01. NBA progress Review
02. NBA Visit on 15, 26 and 17 November 2019
03. Duty assignment for NBA visit
04. Feedback initiation.
05. Discussion on holding IQAC meeting with external members in the month of January 2020.
06. Any other academic point


IQAC Co-ordinator
Co-ordinator
IQAC
AIET, Mijar
Copy to:


Principal
Chairman
IQAC
AIET, Mijar

1. IQAC Members
2. Principal Office
3. IQAC file

Chairman	Dr. Peter Fernandes		
Coordinator	Prof. Praveen J		
	Name	Department	Signature
Members	Dr. Basavaraju B	Dean Academics (1-Year)	
	Prof. Ajith Hebbar	HOD, Civil	
	Prof. Manjunath Kotari	HOD, CSE	
	Dr. D V Manjunatha	HOD, ECE	
	Prof. Jayanth Kumar Rathod	HOD, ISE	
	Dr. Satyanarayan	HOD, ME	
	Dr. Claret Mendonca	HOD, MBA	
	Dr. Ravi Kumar C	HOD, Chemistry	
	Dr. Ramaprasad A T	HOD, Physics	
	Mrs. Prameela S Konde	HOD, Maths	
	Mr. Preetham Shetty KV	Librarian	
	Mr. Dilip	Physical Director (PD)	
Administrative/ Technical staff	Mr. Nikhil Alva	Administrative Officer	
	Mr. Shantharam Kamath	Finance Officer	-
	Mrs. Sowmya Jain	Office Superintendent	Sowmya.
Students:	Mr. Tejas H	Final year Civil	-
	Ms. Brindashree B V	Final year CSE	-
Management representative:	Mr. Vivek Alva	Correspondent	-
Alumni:	Mr. Dheeraj Shetty	Dept. of ECE	-
	Mr. Chandan Shastri	Dept. of ISE	-
Community representative stakeholder:	Mr. Sudhakara poonja	Nagarika Hitharakshana Vedike- member	
Employers / industrialist:	Mr. Arvind Murthy	Senior Manager-Talent Acquisition Aris Global, Bangalore	-
Other external experts:	Dr. Annappa	Professor, NITK, Surathkal	-

Agenda 01: NBA Progress Review

HODs expressed that corrections suggested by external experts have been incorporated. Experts told that the work is satisfactory. Still last moment preparation are unavoidable and are required.

Agenda 02: NBA visit on 15, 16 and 17 November 2019

- NBA coordinator told that the visit dates are received as in agenda. In this regard Final touchup has to given to all the matters.

- Principal Suggested:

- HODs have to repeatedly present their PPT to all staff and make faculty be aware about what is there in HOD PPT.

- NBA Coordinator has to prepare principal presentation and review has to be done.

- Criteria Coordinators and sub criteria coordinators have to recheck for all the documents.

- Institute level criteria have to be taken care with highest importance.

- Procure any items immediately if it is required for NBA visit.

- A team should be ~~performed~~ look after food arrangements and hospitality aspects of committee.

- All the area should be keep neat and tidy.

- Website should be updated with latest events also.

- Identify few alumni, present and industry experts for interaction with the NBA. NBA committee. On second day a meeting will be scheduled. One way travel fare is taken care by Institution.

- Best projects in the dept. have to be demonstrated.

• CSE and ECE Branch students must be addressed about the visit.

Agenda 03: Duty assignment for NBA Visit.

ISE, Mech and Civil faculty will be taking care of hospitality of NBA team. Food arrangements, tea, coffee, office preparation for team and all have to be taken care by the team identified. HOD's of concerned departments have to take care.

Agenda 04: Feedback Initiation.

As the semester is closing, all the concerned have to initiate the feedback process. Analysis has to be done and submitted to IQAC coordinator by 30 Nov 2019.

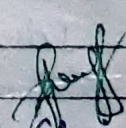
Agenda 05: Discussion on holding IQAC meeting with External Members in the month of January 2020.

IQAC Chairman instructed IQAC coordinator to arrange for IQAC meeting with external members in the month of January. All the matters to be discussed in the meeting have to be listed out.

Agenda 06: Any other Academic Point.

No points for discussion.

The meeting is concluded by thanking all.


IQAC Chairman
Chairman
IQAC
AIET, Mijar