



**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/2017-18/10

07 May 2018

**CIRCULAR**

It is hereby informed to all the departments head , Cell Coordinator, Committee convener, club coordinator, forum coordinator, TPH, PD and Librarian to plan and prepare the following for the upcoming odd semester of academic year 2018-19.

1. SPPs and Budget from various departments and cells/committees
2. Dean to prepare of Calendar of Events for the Odd semester of the academic year 2018-19.
3. Preparation of Curriculum Delivery plan of each department.
4. Any other matter that have to be discussed and take approval from IQAC.

You are expected to present the same in the IQAC meeting scheduled on 21 May 2018 at 11:00 AM.  
The venue of the meeting will be Board Room.

  
IQAC Co-ordinator  
Co-ordinator

**IQAC**














**AIET, Mijar**

**Copy to:**

1. Principal's office
2. AO
3. HoDs
  - a. CV, CSE, ECE, ISE, ME, Mathematics, Chemistry, Physics and MBA
4. TPC
5. Librarian
6. PD
7. Club Coordinators
8. Cell Coordinators
9. Office AIET
10. IQAC File

  
Principal  
Chairman  
IQAC  
AIET, Mijar

**MINUTES OF IQAC MEETING**

Chairman	Dr. Peter Fernandes		
Coordinator	Prof. Praveen J		
	<b>Name</b>	<b>Department</b>	<b>Signature</b>
Members	Dr. Basavaraju B	Dean Academics (I-Year)	
	Prof. Ajith Hebbar	HOD, Civil	
	Prof. Manjunath Kotari	HOD, CSE	
	Dr. D V Manjunatha	HOD, ECE	
	Prof. Jayanth Kumar Rathod	HOD, ISE	
	Dr. Harishanand K S	HOD, ME	
	Prof. Ramakrishna Chadaga	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. Nithin	Physical Director (PD)	Nithin
Administrative/ Technical Staff	Mr. Rakesh Shetty	Administrative Officer	
	Mr. Shantharam Kamath	Finance Officer	-
	Mrs. Sowmya Jain	Office Superintendent	Sowmya.
Students:	Aishwarya Saraswathi H M	Final Year CSE	-
	Keerthi Vadeyar	Final year ECE	-
Management Representative:	Mr. Vivek Alva	Correspondent	-
Alumni:	Mr. Prajwal Hosmat	Dept. of ME	-
	Shetty Satyajeeth Padmanabh	MBA	-
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 1: Discuss on strategic perspective plan and approval.

Heads of various departments presented the strategic perspective plan of the department for the entire year with the budget. After all deliberations the proposals submitted were approved and forwarded to the finance committee for looking into budgetary aspects.

Agenda 2:- Preparation of calendar of events for the odd semester of the academic year 2018-19.

Till the VTU announces its academic calendar, college COF can't be prepared. But tentative plan is presented. The events scheduled have to be carried out appropriately. Once VTU announces its COF, college COF has to be finalised.

Agenda 3:- Preparation of curriculum delivery plan of each department.

IQAC chairman directed all the HODs to plan for subject allotment, time table preparation, Electives to be offered and the other academic activities to be taken up from time to time.

Agenda 4:- Any other matter that have to be discussed and take approval from IQAC.

Plan for IQAC meeting including external members.

IQAC chairman suggested conducting the next IQAC meeting including external members on 11 June 2018. In this regard.

It is informed to IQAC co-ordinator to prepare and dispatch the invitation for meeting to all members.

The meeting concluded by thanking all.

100

  
IQAC Chairman  
Chairman  
IQAC  
AIET, Mijar