



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

Ref. No. AIET/IQAC/2016-17/07

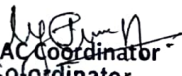
17 Feb 2017

CIRCULAR

It is here by informed to all IQAC members to attend a meeting on 21 February 2017 at 11:00 AM.
The venue will be Board Room of AIET campus.

Agenda:

01. Preparation for LIC Visit
02. Activity/Certification Programs
03. Formation of Departmental Advisory Committee
04. Discussion on Sports Day conducted
05. Duty allotment of Tech - fest
06. Discussion on College Day and Traditional Day celebration
07. Any other Point with the permission of Chair


IQAC Coordinator
Co-ordinator

IQAC

AIET, Mijar

Copy to:

1. Members of IQAC
2. Principal Office
3. IQAC File


PRINCIPAL

MINUTES OF IQAC MEETING

Chairman	Dr. Peter Fernandes		
Coordinator	Prof. Praveen J		
	Name		Signature
Members	Dr. Basavaraju B	Dean Academics (I-Year)	
	Prof. B. Durgaprasad Baliga	HOD, Civil	
	Prof. Manjunath Kotari	HOD, CSE	
	Dr. D V Manjunatha	HOD, ECE	
	Prof. Jayanth Kumar Rathod	HOD, ISE	
	Dr. Shankargoud Nyamannavar	HOD, ME	
	Prof. Ramakrishna Chadaga	HOD, MBA	
	Dr. Ravi Kumar C	HOD, Chemistry	
	Dr. Ramaprasad A T	HOD, Physics	
	Mrs. Pameela S Konde	HOD, Maths	
	Mr. Preetham Shetty KV	Librarian	
	Mr. Nithin	Physical Director (PD)	
Administrative/ Technical Staff	Mr. Rakesh Shetty	Administrative Officer	
	Mr. Shantharam Kamath	Finance Officer	
	Mrs. Sowmya Jain	Office Superintendent	
Students:	Sachin S	Final year ISE	
	Praveen Kumar	Final year Civil	
Management Representative:	Mr. Vivek Alva	Correspondent	
Alumni:	Roja H N	ECE	
	Mr. Shanthi Sagar	Dept. of ME	
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: Preparation for LIC Visit

All the departments should look after the upkeep of the documents such as attendance register, Crash Course details, blue book, assignments, lab records, Academic achievements, Paper presentation, publication workshop attended and organized, Technical Programs and other relevant documents and also the ambience in the department.

Agenda 02: Activity/Certification Programs.

Activities planned have to be conducted mainly on Saturday and Sunday.

Agenda 03: Formation of Departmental Advisory Committee (DAB)

The department should form the advisory committee comprising of two to three senior faculty member of the department and one or two experts from other Institutions/Universities. The DAB is responsible to plan departmental activities, research activities and other academic activities.

Agenda 04: Discussion on Sports Day Conducted.

Sports Day was conducted on 11 Feb 2017 at Sawaij Maidan. The program went smoothly with the participation of students and staff. The management congratulated the team of organizers.

Agenda 05: Duty Allotment of Tech-Fest.

Mr Vasudev Shahapur is assigned as in charge for cultural events and Mr. Satyanarayan is assigned as in charge for Technical Activities.

Agenda 06: Discussion on College Day and Traditional Day Celebration.

It is decided to conduct Traditional Day on 04th April, 2017.

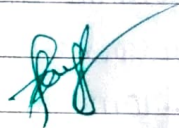
Convocation day on 8th April

College Day - 04th May 2017.

Agenda 07: Any other point with the Permission of Chair
Skill Development Program - Kaushala - 2017 shall
be organized on 21 & 22 April 2017.

The IQAC chairman informed to the
co-ordinator to review and update the
institutional policies periodically such that
the institution functions as per the current
demands of stake holders.

The meeting is concluded by thanking
all.



IQAC Chairman

Chairman

IQAC

AIET, Mijar