



Alva's Institute of Engineering & Technology
Shobhavana Campus, Mijar, Moodbidri, D.K - 5742

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. AIET/IQAC/2016-17/12


08 May 2017

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 2017-18.

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 2017-18.
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 22 May 2017 at 11:00 AM. The venue of the meeting will be Board Room.


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


Principal
Chairman
IQAC
AIET, Mijar

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

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. 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:	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: 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 02: Preparation of Calendar of Events for the Odd Semester of the academic year 2017-18:

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

Agenda 03: Preparation of Curricular Delivery plan of each department:

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

Agenda 04: Any Other matter that have to be discussed and take approval from IQAC:

Plan for IQAC meeting including External Member
IQAC Chairman suggested conducting the next IQAC meeting including external members on 03 June 2017. In this regard it is informed to IQAC co-ordinator to prepare and dispatch the invitation for meeting to all members.

The meeting is concluded by thanking all

IQAC Chairman