



**Alva's Institute of Engineering & Technology**  
**Shobhavana Campus, Mijar, Moodbidri, D.K - 574222**

Phone: 08258-262725, Fax: 08258-262726

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Ref. No. AIET/IQAC/2015-16/13

05 May 2016

**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 2016-17.

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 2016-17.
3. Preparation of Curriculum Delivery plan of each department.
4. Discussion on composition of examination committee and its policy
5. 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 25 May 2016 at 11:00 AM. The venue of the meeting will be Principal's Office.

  
IQAC Coordinator  
Co-ordinator

IQAC  
Copy to:  
AIET, Mijar


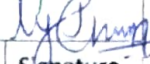
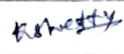



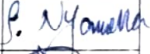





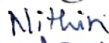

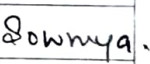


1. Principal Office
2. IQAC File
3. Office, AIET
4. HoDs

CV, CSE, ECE, ISE, ME, Maths, Chemistry, Physics, MBA,

5. Library
6. AO
7. Club Coordinators
8. T&PC

  
PRINCIPAL  
Chairman  
IQAC  
AIET, Mijar

MINUTES OF IQAC MEETING

Chairman	Dr. Peter Fernandes		
Coordinator	Prof. Praveen J		
	<b>Name</b>	<b>Appointment</b>	<b>Signature</b>
Members	Dr. Kishore Shetty	Dean Academics	
	Prof. B. Durgaprasad Baliga	HOD, Civil	
	Prof. Manjunath Kotari	HOD, CSE	
	Prof. Raghavendra Rao	HOD, ECE	
	Prof. Jayanth Kumar Rathod	HOD, ISE	
	Dr. Shankargoud Nyamannavar	HOD, ME	
	Prof. Alexander Mathew	HOD, MBA	
	Dr. Basavaraju B	HOD, Chemistry	
	Dr. Santhosha Acharya	HOD, Physics	
	Prof. Ramanand Kamath	HOD, Maths	
	Mr. Preetham Shetty KV	Librarian	
	Mr. Nithin	Physical Director (PD)	
Administrative/ Technical Staff	Mr. Ashok Shetty	Administrative Officer	
	Mr. Shantharam Kamath	Finance Officer	-
	Mrs. Sowmya Jain	Office Superintendent	
Students:	Mr. Manish	Final year ME	-
	Suresh GB	Final year Civil	-
Management Representative:	Mr. Vivek Alva	Correspondent	
Alumni:	Kevin Joy D'Souza	ISE	-
	Bhat Shreyas Prabhakar	ECE	-
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 2016-17.

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

Agenda 03:

Preparation of Curriculum delivery plan of each department

IGAC 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 04: Discussion on Composition of Examination Committee and its Policy.

The IGAC chairman has suggested forming the examination committee to look after the continuous internal evaluation, University Examination and to handle to grievance related to examinations. A Policy has to be framed for the same.

Agenda 05 : 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 17th June 2016. 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  
Chairman  
IQAC  
AIET, Mijar