



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/2021-22/16

Date: 26 Oct 2021

CIRCULAR

With respect to above subject, IQAC meeting is scheduled on 28 Oct 2021 at 10:30 am, Venue board room.

Agenda:

1. Submission of description on value added labs to the VTU.
2. Extension of registration dates for i-merit.
3. Decision on holidays for students on the occasion of Diwali festival.
4. Discussion on conduct of Parents meeting
5. Discussion on change of syllabus for first year.
6. Discussion on Alva's Diwali celebration
7. Discussion on the implementation of ERP and training the staff.
8. Discussion on regular updating of website, reports to magazine committee, Mentoring etc.

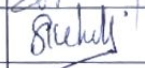
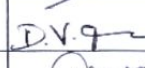
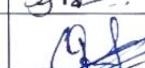
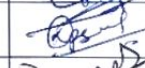
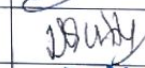
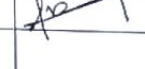
In this regard, it is requested to all the members to be prepared as per the agenda in terms of discussion/documents (if any).


IQAC Co-ordinator
Co-ordinator
IQAC
AIET, Mijar

Copy to:

1. Principal Office
2. HODs
 - a. CVE, ME, CSE, ISE, ECE, AI&ML, MBA, Phy, Chem, Maths
3. IQAC file


Principal
Chairman
IQAC
AIET, Mijar

Designation	Name		Signature
IQAC Chairman	Dr. Peter Fernandes		
IQAC Coordinator	Mr. Parveez Shariff B G		
Members	Dr. Manjunath Kotari	HOD, CSE	
	Prof. Sudheer Shetty	HOD, ISE	
	Dr. Manjunatha D V	HOD, ECE	
	Dr. Ajith Hebbar	HOD, CVE	
	Dr. Satyanarayan	HOD, ME	
	Mrs. Priya Sequiara	HOD, MBA	
	Dr. Ravikumar	HOD, Chemistry	
	Dr. Ramprasad A T	HOD, Physics	
	Dr. Prameela Kulkarni	HOD, Maths	
	Prof. Harish Kunder	HOD, AI&ML	
	Dr. Kiran Malagi	Assoc. Professor	
	Mr. Preetham Shetty KV	Librarian	
	Mr. Dileep	Physical Director (PD)	
Administrative Staff	Mr. Nikhil Alva	Administrative Officer	
	Mr. Shantharam Kamath	Finance Officer	
T&PC	Mr. Shushanth Lobo	Placement Head	
Students:	Varun Katti	Final year MBA	
	Rubesh Murthy	Final year ECE	
Management Representative	Mr. Vivek Alva	Managing Trusty, AIET	
Alumni	Hithesh Shetty	Project Manager, Vishwas Adarsh Construction India, Mangalore	
	Chandan Shastri	Alumni of ISE Dept.	
Community representative Stakeholder:	Mrs. Devaki Prasanna	Parent	
Employers / Industrialist:	Mr. Srikanth Bhat	Executive Director, Manipal Dot Net Pvt. Ltd.,	
Other External Experts:	Dr. Laxminidhi T	Professor, Dept. of ECE, NITK Surathkal	
	Dr. K V Gangadharan	Professor, Dept. of Mechanical Engg. NITK, Surathkal	

Agenda 01: Submission of description on value added Labs to the VTU.

The IQAC Chairman welcomed all the members, and informed to all the HODs to prepare a report on the activities undertaken under value added labs and to submit the same to University (VTU).

Agenda 02: Extension of registration dates for i-merit.

The IQAC chairman informed to all the HODs that check on the extended dates for i-merit online event registration and encourage more and more students to apply.

Agenda 03: Decision on holidays for students on the occasion of Diwali Festival.

As there are holidays on alternative days in the first week of Nov, it is decided that the holiday should be declared to the students of BE from 31 Oct to 07 Nov 2021 as 80% of students are hostilities. But for MBA students the class will run as usual. In this view the internals for the BE will be postponed to 11 Nov to 13 Nov instead of 18 Nov to 20 Nov as per Institute COE.

Agenda 04: Discussion on conduct of Parents Meeting.

The IQAC Chairman informed to all the HODs to plan for parents meeting on 08 Nov and 09 Nov 2021 as the students has to report to college along with parents after the holidays.

Once the students report back to college, it should be informed to pay 100% fees of hostel and institute. All the CET students must complete the KEA fees at the earliest. The needy

Students shall be informed about loan facility available in Canara Bank.

Agenda 05: Discussion on change of syllabus for first year.

As the syllabus is revised for the first year batch of 2021, IQAC chairman informed to the Heads of Basic Science to thoroughly understand the changes and plan the classes accordingly. It is also informed to verify the lab requirements as per the new scheme and raise the quotation if required at the earliest.

Agenda 06: Discussion on Alva's Diwali Celebration

The IQAC chairman informed to all the members that, AEF has planned to celebrate Diwali program at Vidyagiri Campus on 13 Nov 2021. Hence the hostel students should attend the program and local students and staff may also attend the same. The program will commence on 4.30 p.m.

Agenda 07: Discussion on the implementation of ERP and training the staff.

The HOD of CSE has informed that the ERP software is ready to implement at the Institute level. In this regard, the IQAC chairman instructed to conduct the training for all HODs and department coordinators on convenient dates.

Agenda 08: Discussion on regular updating of website, reports to magazine committee, Mentoring etc.

The IQAC chairman firmly informed to all the heads of departments to regularly update the college website by providing the required

articles to IT department / website handler. It is also informed to submit the same article to magazine committee.

The IQAC chairman informed to conduct the mentoring process regularly and the heads should monitor the process and report to the principal on the same.

The meeting ended by thanking all the members.


IQAC Chairman
Chairman
IQAC
AIET, Mijar