



**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/2021-22/19

Date: 19 Jan 2022

**CIRCULAR**

The Internal IQAC meeting is scheduled on 24 Jan 2022, it requested for all the members to attend the same in Board room at 10:00 am.

**Agenda:**

1. Discussion on content update on AIET website.
2. Discuss on feedback analysis report.
3. Discussion on aptitude training and syllabus.
4. To discuss the steps to attain ATAL ranking of Institutions on Innovation Achievements (ARIIA – 2022).
5. Discussion on Institution Innovation Council (IIC).
6. Discussion on Academic related matter.
7. Discussion on readiness to apply for NAAC accreditation.
8. Any other discussion.

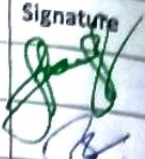
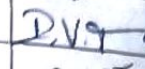
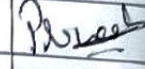
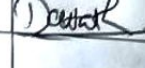
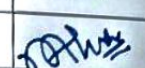
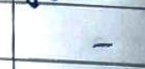
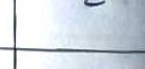
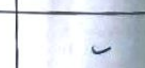
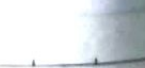
  
**IQAC Coordinator**  
**Co-ordinator**  
**IQAC**  
**AIET, Mijar**

  
**IQAC Chairman**  
**Chairman**  
**IQAC**  
**AIET, Mijar**

**Copy to:**

1. Dept. of CSE, ISE, ECE, ME, CVE, AI&ML, MBA
2. IQAC
3. Principal Office
4. Training & Placement Cell
5. Administrative Officer

Date: 24 Jan 2022

| 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. Pameela Kolake      | HOD, Maths                                                    |  |
|                                       | Prof. Harish Kunder     | HOD, AI&ML                                                    |  |
|                                       | Dr. Dattathreya         | Sr. Professor                                                 |  |
|                                       | Mr. Preetham Shetty KV  | Librarian                                                     |  |
|                                       | Mr. Dileep              | Physical Director (PD)                                        |  |
|                                       | Mr. Nikhil Alva         | Administrative Officer                                        |  |
| Administrative Staff                  | 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 Trustee, 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: Discussion on content update on AIEE website.

The IQAC chairman has welcomed all the members. The IQAC chairman instructed for all department heads to update the activity reports on website immediately after the event through website coordinator. It is also informed to publish the event report in social media through PRO Mr. Vasudeva Shahpur. The activity report should also be sent to Magazine committee coordinator Mr. G. B. Vaggar.

Agenda 02: Discuss on feedback analysis report.

The feedback analysis report of all the departments were presented by respective heads to IQAC. The feedback analysis report is studied in detail and it is found to be satisfactory.

Agenda 03: Discussion on aptitude training and syllabus.

The IQAC chairman instructed training & placement officer (TPO) to circulate the information to all the heads pertaining to aptitude training. According to TPO 30% aptitude syllabus is covered for 111 year students by BACE foundation.

IQAC chairman instructed TPO to speed up the training and complete the syllabus before the odd semester examination.

IQAC chairman nominated Prof. Harish Kunder, Head of AI & ML, as the aptitude training coordinator and further any such training should be routed through him.

IQAC chairman informed TPO to collect the syllabus covered by BACEE foundation. Also informed to all the head to collect feedback on from students and submit the analysis report to improvise the training program.

Agenda 04 :- To discuss the steps to attain AIAA ranking of institutions on Innovation Achievements (ARIIA - 2022)

The IQAC chairman advised to all the heads of departments to build ecosystems to encourage high research, innovation and entrepreneurship.

The chairman decided to divide the ARIIA ranking framework parameters among the various Heads.

Parameter 01 :- Assigned to HOD of Chemistry (Developing an innovative and entrepreneurial mindset through series of activities)

Parameter 02 :- Assigned to HOD of ECE (Teaching and learning courses on Innovation, entrepreneurship - IPR)

Parameter 03 :- Assigned to HOD of mechanical (Dedicated Infrastructure - facilities to promote Innovation - entrepreneurship at Higher education Institution (HEI))

Parameter 04 :- Assigned to HOD of Civil (Generation of Innovations / Ideas with support of HEI and recognition received)

Parameter 05 :- Assigned to HOD of MBA (Ventures establishment with the support of HEI & recognitions received)

Parameter 06 :- Assigned to HOD of CSE (Fund / Investment mobilized to support Innovation - Startups incubated at HEI)

Parameter 07 :- Assigned to HOD of ISE



(Intellectual property (IP), generation and commercialization)

Parameter 08:- Assigned to HOD of mathematics (Budget - Annual expenditure spent towards research, Innovation - entrepreneurship)

Parameter 09:- Assigned to HOD of Physics (Participation of HEC in Innovation & entrepreneurship initiative of MoE)

IQAC chairman informed to all the heads to collect and consolidate the data based on parameter assigned. All the heads were informed to submit the plan of action by 28 Jan 2022 to achieve the ARIR rank / IIR rank for year 2023.

Agenda 05:- Discussion on Institution Innovation Council (IIC)

IQAC chairman briefed about the importance of IIC to all the members. He also pointed out that, all the accreditation and ranking agencies extract data from different portals like IIC, so it is very important to update the portal with AICTE data. It is decided that, henceforth all the activities of departments / clubs / cells should focus on accreditation / ranking.

Agenda 06:- Discussion on Academic related matters.

The IQAC Chairman informed to all the HODs to check and calibrate all the department equipment and to keep

in working condition for upcoming odd semester lab examinations.

Chairman informed to all the HODs to finalize the dates for conducting 3<sup>rd</sup> internal test for third and final year students and suggested to conduct from 27 Jan 2022 to 29 Jan 2022.

IQAC chairman informed to all the HODs to do separate classes for newly joined diploma students during activity, class and asked to complete 2 modules before 20 March 2022.

IQAC chairman discussed new syllabus briefly and he was stressing about the some of the subjects / topics which are taken out from syllabus to include in the assignments, and informed further to be communicated to faculties.

Agenda 01: Discussion on readiness to apply for NAAC accreditation.

- The IQAC chairman as the IQAC coordinator to brief about the NAAC documentation process. IQAC coordinator presented the details. IQAC chairman instructed IQAC coordinator to arrange the criteria wise presentation from first week of Feb. If the documentation process is found to complete during presentation, it is instructed to coordinator to apply for IQAA at NAAC portal.

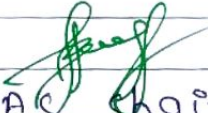
IQAC chairman informed to Dr. Datta. Threya to understand the NAAC documentation process so that, he can take over the NAAC work from IQAC coordinator.



Agenda 08 : Any other discussion.

IQAC chairman informed to IQAC coordinator to plan the external IQAC meeting in the last week of Feb / first week of March.

As no other points were left to discuss, the IQAC chairman concluded the meeting by thanking all the members.

  
IQAC Chairman,  
Chairman  
IQAC  
AIET, Mijar