



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/2014-15/05

28 May 2015

CIRCULAR

It is hereby informed to all the IQAC members to attend the meeting on 13th June 2015 to finalize the Institute strategic Plan (SPP) for the academic year 2015-16 in the Board room, AIET campus at 10.00 AM.


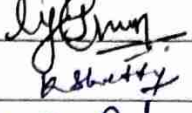
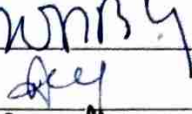
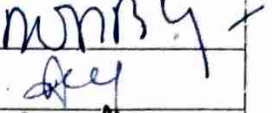
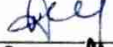


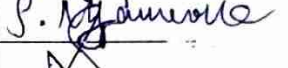

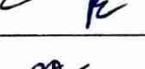

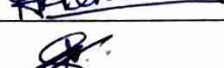



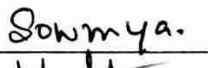
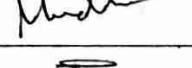





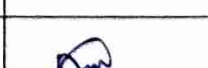

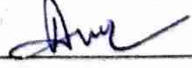

IQAC Coordinator
Coordinator

IQAC
AIET, Mijar
Copy to:

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


PRINCIPAL
Chairman
IQAC
AIET, Mijar

MINUTES OF IQAC MEETING

Designation	Name		Signature
Chairman	Dr. Peter Fernandes		
Coordinator	Prof. Praveen J		
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: Introduction of IQAC Members.

IQAC Chairman welcomed all the IQAC members, and requested to introduce themselves.

Agenda 02: Presentation about the Institution and its Performance to IQAC by IQAC Coordinator.

IQAC Coordinator presented a PPT with Institutional details, Academic performance, Placement activities, Co-Curricular and Extra-Curricular activities. The Committee members expressed their appreciation towards the overall performance of the Institution.

Agenda 03, 04, 05: Approval of Departmental Activities, Clubs / Forum activity (SPP), Training and Placement activities to be conducted for the academic year 2015-16 along with the budget.

Discussion:

All the SPP submitted by the departments were approved by IQAC. The same is forwarded to GC for approval.

It was suggested to have club which helps the students in enhancing coding knowledge and the clubs of similar kind as this institute is a technical Institute.

Resolutions:

The Program / Club wise activity list with budget submitted by respective HODs [Annexure I] and Club Coordinator is presented to IQAC and approval was taken.

Agenda 06: Presentation / Approval of Institute level Policies and SOPs

Resolution: The following committee Policies and SOPs were presented and approved by IQAC

- a. Teacher Guardian Mentoring: For slow learners
- b. Anti - ragging Committee

- C. Grievance redressal System
- d. Prevention of sexual harassment Committee
- e. Women Empowerment cell.
- f. Fee concession Policy.

Agenda 07: Any other discussion with the Permission of the chair

Resolution:

1. IQAC Team will meet Twice in a year.
2. The matters like: Management related issues, Academics - TLP, Results, SDP and FDPs, MoUs, internship and placement related activities, social responsibilities etc. need to be discussed in IQAC meeting
3. Roles and Responsibilities of IQAC need to be defined and should be taken approval in the next meeting.
4. IQAC committee will play a key role in monitoring the institute level activities.
5. IQAC suggested to conduct orientation towards quality assurance through NBA and NAAC, in this regard conduct awareness programs.
6. An NCC unit was raised with AIR wing NCC ~~office~~ affiliating to 06 Kan Air Sqn NCC and Mr. Parveez Shariff B.G., Asst. Prof. of ECE is appointed as caretaker officer.

It is decided to forward the minutes of meeting to to GC for further approval and action. The meeting was concluded by

Policy on grievance redressal cell and revised policy on training and placement is presented to IQAC and hence it is approved.

The meeting is concluded by thanking all.


IQAC Chairman
Chairman
IQAC
AIET, Bijjar