



**Alva's Institute of Engineering & Technology
Shobhavana Campus, Mijar, Moodbidri, D.K - 5746**

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. AIET/IQAC/2015-16/01

01 Sept 2015

CIRCULAR

It is hereby informed to all the IQAC members to attend the meeting on 20th September 2015 to discuss on various quality assurance activities for the academic year 2015-16 in the Board room at 10.00 AM.

Agenda:

1. Defining the Roles and Responsibilities of IQAC.
2. Conduction of Intellectual Property Rights workshop.
3. Arranging Awareness program on NAAC to students and Faculty by IQAC Coordinator.



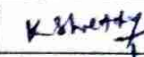




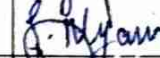



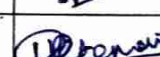
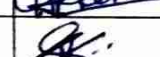
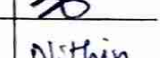
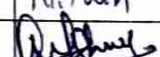



IQAC Coordinator
Coordinator
IQAC
AIET, Mijar


PRINCIPAL
Chairman
IQAC
AIET, Mijar

Copy to:

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

MINUTES OF IQAC MEETING

Chairman	Dr. Peter Fernandes		
Coordinator	Prof. Praveen J		
	Name	Appointment	Signature
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: Defining the Roles and Responsibilities of IQAC
The draft of the policy on roles and responsibilities of IQAC is defined and the draft is attached as Annexure 01. The IQAC Chairman and the members agreed upon the draft and IQAC Coordinator was asked to finalize with minor correction. The same shall be presented to the external members in the next meeting for approval.


Agenda 02: Conduction of Intellectual Property Rights Workshop.

IQAC suggested to conduct a workshop on intellectual Property Rights in the month of October 2015. IQAC Chairman recommended Mr. Ajith, a practicing lawyer to be invited as resource person.

Agenda 03: Arranging Awareness Program on NAAC to students and Faculty by IQAC Coordinator.

NAAC awareness program has to be organized for all staff and students as quality initiative and improvement.

The meeting is concluded by thanking all


IQAC Chairman
Chairman
IQAC
AIET, Mijar