



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/2014-15/03

19 May 2015

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 2015-16.

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 2015-16.
3. Preparation of Curriculum Delivery plan of each department.
4. IQAC Coordinator has to study the Policies existing in the institute and identify the need for revision if any.
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 27 May 2015 at 11:00 AM. The venue of the meeting will be Principal's Office.


IQAC Coordinator
Co-ordinator
IQAC
AIET, Mijar


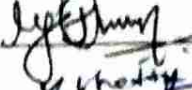
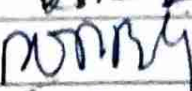

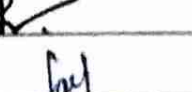
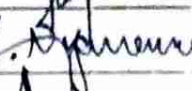


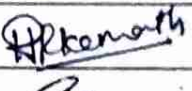
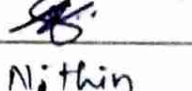
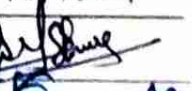
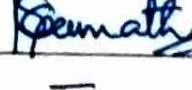
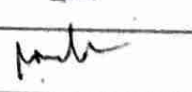





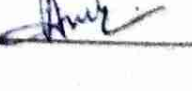


1. Principal Office
2. IQAC File
3. Office, AIET
4. HoDs

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

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: Discuss on Strategic Perspective Plan and Approval

Heads of various departments presented the strategic perspective plan of the department for the entire year with a budget. After all deliberations the proposals submitted were ~~approved~~ approved and forwarded to the Finance Committee for looking into budgetary aspects. As the exact dates can't be specified for conducting the events the month has been specified.

Agenda 02: Plan for Finance Committee Meeting.

The Finance Committee has to approve the proposals. In this line a meeting [before IQAC with external members] has to be scheduled and approval has to be taken. Then the same will be presented to IQAC and for final approval it is sent to GC Meeting.

Agenda 03: Preparation of Calendar of Events for the Odd Semester of the academic Year 2015-16.

Till the VTU announce its academic calendar, College COE can't be prepared. But tentative plan is presented. The events and all that have to be carried out are appropriate. Once VTU announce its COE, College COE has to be finalized.

Agenda 04: Preparation of Curriculum Delivery Plan of each department.

IQAC Chairman/Principal 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 05: Study the Policies Existing in the Institute.

The IQAC Coordinator presented ~~all the~~ the policies existing in the institute and sought for any modification.

from every member. As there were no modifications required, the same was forwarded to IQAC meeting with external members also.

Agenda 06 : Any other Point

Plan for IQAC meeting including External Members
IQAC Chairman suggested conducting the next IQAC meeting including external members on 13 June 2015. In this regard it is informed to IQAC Coordinator to prepare and dispatch the invitation for meeting to all members.

The meeting ended with thanking all the members.


IQAC Chairman

Chairman
IQAC
AIET, Mijar