



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(Unit of Alva's Education Foundation (R), Moodbidri)
Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi. Recognized by
Government of Karnataka.

Accredited with A+ by NAAC & NBA (ECE & CBE)

Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka
Ph: 08258-262725; Mob: 722262724, 7026262725; mail: principal@alvet@gmail.com

Internal Quality Assurance Cell (IQAC)

Ref: AIET/IQAC/2022-23/04

Date: 03/05/2023

Circular

It is hereby informed to all the Deans, HODs, NAAC/NBA main Coordinators, Club, Cultural, NSS, NCC, Sports, Library, training and Placement IIC, IPR NAIN and other Cell coordinators are informed to attend the meeting to discuss the following agenda at 3PM on 05/05/2023 in Room no. 103. Also submit hard and soft copy of April month activity report on 15th May 2023 with IQAC format duly signed by IQAC chairman.

Agenda:

1. Restructure of faculty appraisal form
2. Format for review/scrutiny of IA question paper
3. Course/programme exit survey
4. AQAR preparation - Discussion on monthly activity report
5. Discussion about NBA documentation process
6. Any other discussions


IQAC Coordinator

Dr. Dattathreya Co-ordinator

Copy To:

IQAC
AIET, Mijar


IQAC Chairman/Principal

Dr. Peter Fernandes
Chairman
IQAC
AIET, Mijar

Principal table / all the Deans, HODs, NAAC/NBA main Coordinators, Club, Cultural, NSS, NCC, Sports, Library, training and Placement IIC, IPR NAIN and other Cell coordinators

Agenda 01:

Restructure of Appraisal form

Firstly, PQAC chairman invited all the Deans, AOD's, and all the members of PQAC for meeting.

Then it was discussed about faculty appraisal form. As there was some correction in the previous format, new format was suggested for the appraisal form.

Agenda 02:

PA paper:

Then it was discussed regarding the format for review/scrutiny of PA question paper.

The PA question paper format has to be slightly changed. These changes are to be noted from next upcoming PA and it has to be reviewed before beginning.

Agenda 03)

COE

Then it was discussed regarding the course Exit survey. After the end of each semester course exit survey has to be maintained strictly & has to be documented properly.

Agenda 04:

~~DOAR~~ : preparations of XIBA process

Then it was discussed regarding ~~DOAR~~ preparations that has to make & process was explained.

Then for XIBA documentation that has to be filed all documents has to be prepared there & then only without delay.

— ~~xxx~~ —


DOAR Chairman