



**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/2018-19/18

02 May 2019

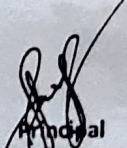
**CIRCULAR**

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 2019-20.

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 2019-20.
3. Preparation of Curriculum Delivery plan of each department.
4. 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 22 May 2019 at 11:00 AM.  
The venue of the meeting will be room no. 103.

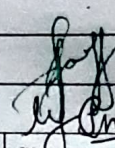
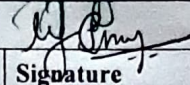
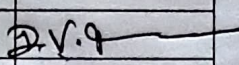
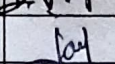
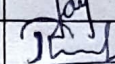
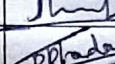
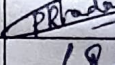
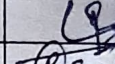
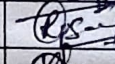
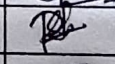
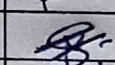
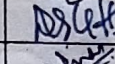
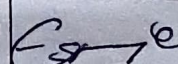
  
IQAC Coordinator  
Co-ordinator  
IQAC  
AIET, Mijar  
Copy to:

  
Principal  
Chairman  
IQAC  
AIET, Mijar

1. Principal's office
2. AO
3. HoDs
  - a. CV, CSE, ECE, ISE, ME, Mathematics, Chemistry, Physics and MBA
4. TPC
5. Librarian
6. PD
7. Club Coordinators
8. Cell Coordinators
9. Office AIET
10. IQAC File



**MINUTES OF IQAC MEETING**

|                                       |                            |                                                          |  |                                                                                      |
|---------------------------------------|----------------------------|----------------------------------------------------------|--|--------------------------------------------------------------------------------------|
| Chairman                              | Dr. Peter Fernandes        |                                                          |  |    |
| Coordinator                           | Prof. Praveen J            |                                                          |  |    |
|                                       | Name                       |                                                          |  | Signature                                                                            |
| Members                               | Dr. Basavaraju B           | Dean Academics (1-Year)                                  |  |    |
|                                       | Prof. Ajith Hebbar         | HOD, Civil                                               |  |    |
|                                       | Prof. Manjunath Kotari     | HOD, CSE                                                 |  |                                                                                      |
|                                       | Dr. D V Manjunatha         | HOD, ECE                                                 |  |    |
|                                       | Prof. Jayanth Kumar Rathod | HOD, ISE                                                 |  |    |
|                                       | Dr. Harishanand K S        | HOD, ME                                                  |  |    |
|                                       | Prof. Ramakrishna Chadaga  | HOD, MBA                                                 |  |    |
|                                       | Dr. Ravi Kumar C           | HOD, Chemistry                                           |  |    |
|                                       | Dr. Ramaprasad A T         | HOD, Physics                                             |  |    |
|                                       | Mrs. Prameela S Konde      | HOD, Maths                                               |  |    |
|                                       | Mr. Preetham Shetty KV     | Librarian                                                |  |   |
|                                       | Mr. Dilip                  | Physical Director (PD)                                   |  |  |
| Administrative/<br>Technical Staff    | Mr. Nikhil Alva            | Administrative Officer                                   |  |  |
|                                       | Mr. Shantharam Kamath      | Finance Officer                                          |  | -                                                                                    |
|                                       | Mrs. Sowmya Jain           | Office Superintendent                                    |  | -                                                                                    |
| Students:                             | Rashmitha GR               | Final year Civil                                         |  | -                                                                                    |
|                                       | Chandan R Shastri          | Final year CSE                                           |  | -                                                                                    |
| Management Representative:            | Mr. Vivek Alva             | Correspondent                                            |  | -                                                                                    |
| Alumni:                               | Rinu Thomas                | MBA                                                      |  | -                                                                                    |
|                                       | Mr. Hithesh G Shetty       | Dept. of ME                                              |  | -                                                                                    |
| 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                               |  | -                                                                                    |



22 May 19

Agenda 1: SPP and Budget from various departments / cells / committees.

HODs and club/cell coordinators presented the strategic perspective plan for the entire year with the budget. After all deliberations the proposals submitted were approved and forwarded to the finance committee for looking into budgetary aspects. Finance committee will consolidate all budget and discuss the matter and approve it satisfactory.

Agenda 2:- Dean to preparation of calendar of events for the odd semester of the academic year 2019-20.

Tentative COE is presented. Until VTU announces its COE, institute COE can't be finalised. The events scheduled have to be carried out appropriately on planned data itself. Take care that there shall be no much deviation. Once VTU announces its COE, college COE has to be finalised.

Agenda 3: Preparation of curriculum delivery plan of each department.

IQAC chairman directed all the HODs to initiate all academic activities like subject allotment, time table preparation, electives to be offered. IA preparation, class room allotment and the other activities to be taken up from time to time.

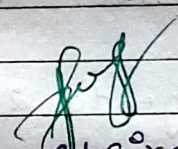
Agenda 4:- Any other matter that have to be discussed and take approval from IQAC.

Plan for IQAC meeting including



external members. IQAC chairman suggested conducting the next IQAC meeting including external members.  
DATE of External meeting :- In this regard it is informed to IQAC coordinator to prepare and dispatch the invitation for meeting to all the members.

The meeting is concluded by thanking all.

  
IQAC Chairman.

Chairman  
IQAC  
AIET, Mijar