ALVA'S
Education Foundation

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. AIET/IQAC/2021-22/06

Date: 06 Aug 2021

CIRCULAR

The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 12 Aug 2021 at Room No. 103 at 11:00 am.

Agenda

1. Discussion on engagement of students of 2nd and 3rd year in the period of Aug & Sept 2021.
2. Discussion on reforming the filing system at Department level.
3. Reviewing the criteria to identity the slow and advanced learners.
4. Discussion on Strategic Perspective Plan (SPP) for academic year 2021-22.
5. Discussion on campus-wide Matlab licensing from Mathworks.
6. Assigning the coordinators for mandatory committees.
7. Celebration of Independence Day.
8. Discussion on feedback analysis report.
9. Submission of report on the activities carried out / overall performance of the department in even semester 2020-21 (This report will be the basis for preparing Presentation to External IQAC members, format is provided in annexure – I).
10. Any other discussion.

IQAC Coordinator
Co-ordinator
IQAC
AIET, Mijar

PRINCIPAL
Chairman
IQAC
AIET, Mijar

Copy to:

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

Ref. No. AIET/IQAC/2021-22/08

Date: 13 Aug 2021

MINUTES OF IQAC MEETING

Designation	Name		Signature
Chairman	Dr. Peter Fernandes		
Coordinator	Mr. Parveez Shariff B G		
Members	Dr. Manjunath Kotari	HOD, CSE	13/8/21
	Prof. Sudheer Sheety	HOD, ISE	
	Dr. Manjunatha D V	HOD, ECE	D.V.
	Dr. Ajith Hebbar	HOD, CVE	
	Dr. Satyanarayan	HOD, ME	
	Dr. Claret Mendonca	HOD, MBA	
	Dr. Ravikumar	HOD, Chemistry	13/8/21
	Dr. Ramprasad A T	HOD, Physics	
	Prof. Prameela Kolke	HOD, Maths	
	Prof. Harish Kundar	HOD, AIML	
	Dr. Kiran Malagi	Assoc. Professor	
	Mr. Preetham Shetty KV	Librarian	
	Mr. Dileep	Physical Director (PD)	
Administrative/ Technical Staff	Mr. Nikhil Alva	Administrative Officer	
	Mr. Shantharam Kamath	Finance Officer	
Placement	Mr. Shushanth Lobo	T&PH	
Students:	Viha B Raju	Final year CSE	–
	Prajwal	Final year ECE	–
Management Representative:	Mr. Vivek Alva	Correspondent	
Alumni:	Shikhar V Jain	Dept. of ME	–
	Niveditha	Dept. of Civil	–
Community Representative Stakeholder:	Mr.s Devaki Prasanna	Parent, Assistant Teacher, Hindi Department	
Employers / Industrialist:	Mr. Srikanth Bhat	Executive Director, Manipal Dot Net Pvt. Ltd.,	–
Other External Experts:	Dr. Laxminidhi T	Professor, Dept. of ECE, NITK Surathkal	–
	Dr. K V Gangadharan	Professor, Dept. of Mechanical Engg. NITK, Surathkal	–

Agenda 01: Discussion on the engagement of students of 2nd and 3rd year in the period of AUG & SEPT 2021.
ISE: After 10th of August planning to conduct Workshop and SDPs. A proper plan has been prepared in consultation with faculty members.
MECH: Revision classes are planned as they have missed lot of classes and also online classes are not alternatives. For 6th sem students Boot Camp is planned from 23rd onwards. For 4th semester students one week TAM planning - 12 students are interested and are being sent to Bangalore. For remaining Hands on training on CNC/IC engine training is planned.
CSE: 4th Semester - lab pending experiments are being completed. 18th to 21 Training for placement. As per the IIIT model the training is scheduled. In house Apti training is for 2 hours/week till 30th. For 6th semester - 55 students have got ebox training upto 25th 15 day Q-Spiders training is scheduled. Upto 30th September the planning is done. Later HOD will be submitting the Plan for Sept.
ECE: 6th semester - Made 2 Batches.
1. Completing Ebox training.
2. Yet to take Ebox Training
Java - till 25th
From 26th Advanced Ebox Training
Verilog, C++, VLSI, CCNA, Embedded System till Oct 01.
CV: 4th sem: Certification program on CAD, Hydraulics etc
6th Sem: Bootcamp. After August 20th 10 students batch will be made and real-time projects will be given.
MBA: Training program for one month, Organization Study for one month.

After listening to the plans IQAC Chairman suggested to all HODs to prepare plan very meticulously. Its very difficult to engage the students in these 45 days. They will be in a mood to go home.

Already they have lost lot of academic years by staying at home doing nothing. Its mandatory to involve them in good activities which will build their skills and intern their profile also.

Suggested Mech department to involve students in Auto club, let them discover, assemble disassemble vehicle parts.

Plan for curricular, Co-curricular and extra-curricular activities to engage students.

First Year - mini Project exhibition can be planned at their level.

Agenda 02 : Discussion on reforming the filing the system at Department level :

File system has to be adopted. If any change is to be brought in filing system proposed, It has to be done by 17th August. If no suggestions then it will be considered as this system is accepted and it will be adopted.

Agenda 03 : Reviewing the Criteria to identify the Slow and Advanced Learners :

Criteria set for identifying slow learners and Advanced learners is currently 60%. Students < 60% are slow learners > 60% are advanced learners.

Now there will be a big margin. So it was reduced to 50%. If the students scoring > 50% in the university examination will be advanced learners and < 50% will be slow learners. The list will be common for department. Not course wise.

Agenda 04 : Discussion on strategic Perspective Plan (SPP) for the Academic Year 2021-22.

HODs requested for some more time to prepare SPP. The current semester is not complete and the schedule

is uncertain still. So the HODs were asked to submit the same by end of this month.

Agenda 05: Discussion on campus-wide Matlab licensing from Mathworks.

Cost for campus wide license will be 6.25 lakhs for 12 months. It will be open for all students. On this the opinions were sought.

CSE: Python Open Source is being used and that will be sufficient.

Civil: Scilab as alternative is being used now.

ME: Usage is there. Go for it.

Then principal requested HODs to give utilization about the same and in next meeting the same will be discussed.

Agenda 06: Assigning the coordinators for Mandatory Committees:

Sl.No.	Committee	Coordinator
1.	Anti Ragging	Dr. Dattathreya.
2.	Prevention of Sexual Harassment	Dr. Pramela Kolake
3.	Grievance & Redressal	Dr. Ram Prasad.
4.	SC/ST & OBC	Prof. Jayath Kumar Rathod.
5.	Women Empowerment	Prof. Priya Sequeira
6.	Discipline	Prof. Harish Kender
7.	Magazine/News letter	Prof. G. Waggar.

Agenda 07: Celebration of Independence Day:

Because of the pandemic very few people are being invited. Still clarity is not there. Once decided principal will inform HODs.

Agenda 08 : Discussion on Feedback Analysis Report :
Feedback Analysis report still it has to be generated as 2nd and 3rd year semesters are at the verge of completion now. Once it is collected report will be generated and submitted to IQAC.

Agenda 09 : Submission of report on the activities carried out (overall performance of the department in even semester 2020-21 (This report will be the basis for preparing Presentation to External IQAC members, the format is provided in Annexure 1)
As per the template given all department have to submit the progress/activity reports soon

Agenda10: Any other Discussion :
a. An MOU with Future Skill Prime [in association with NASSCOM and Ministry of Electronics and Information Technology] is established. Dr. Kiran B Malagi, MOU coordinator for the year 2020-21 briefed about the MOU. Principal insisted all the departments to encourage students to enrol the students for free courses and for certification Rs.1000/- (Rupees One Thousand only) has to be paid. Certificate will be recognized by government of India. Lot of competitions also will be organized. With this student can be engaged very effectively.
b. Boot Camp also is planned. Every department has to convince students to take training seriously.
c. IQAC Alumni and students members has to be nominated, HODs are requested to suggest few names

The meeting is concluded by thanking all.

IQAC Chairman

Chairman
IQAC
AIET, Mijar