Alva's Institute of Engineering & Technology

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. AIET/IQAC/2021-22/09

Date: 18 Aug 2021

CIRCULAR

It is hereby informed to all the HODs and club coordinators to attend the meeting on 21 Aug 2021 at room no. 103, Main Block, AIET campus at 10:30 am.

Agenda:

1. Restructuring the club coordinators.
2. Discussion on roles and responsibilities.
3. Discussion on Strategic Perspective Plan.
4. Discussion on discipline and dress code in campus.
5. Any other discussion with the permission of chair.

The list of club coordinators and mandatory committee convenor is attached in the annexure – I.

IQAC Coordinator
Co-ordinator
IQAC
AIET, Mijar

Principal
Chairman
IQAC
AIET, Mijar

Copy to:

1. Principal Office
2. HODs
   a. CVE, ME, CSE, ISE, ECE, AI&ML, MBA, Phy, Chem, Maths
3. IQAC file

Ref. No. AIET/IQAC/2021-22/10

Date: 23 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	23/8/21
	Prof. Sudheer Sheety	HOD, ISE	23/8
	Dr. Manjunatha D V	HOD, ECE	
	Dr. Ajith Hebbar	HOD, CVE	
	Dr. Satyanarayan	HOD, ME	
	Dr. Claret Mendonca	HOD, MBA	
	Dr. Ravikumar	HOD, Chemistry	23/08
	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	–

LIST OF CLUB COORDINATORS FOR ACADEMIC YEAR 2021-22

Sl. No.	Clubs	Faculty In-charge	Branch	Signature
1.	Rostrum	Mr. Neeraj	MBA	
		Ms. Tanvi Rai	CVE	
		Ms. Megha	CSE	
		Mr. Pradeep	ISE	
		Mr. Basavaraj	ECE	
		Mr. Suresh P S	ME	
2.	Srishti	Mr. Yuvraj	ECE	
3.	SSB	Mr. Parvez Shariff	ECE	
4.	Readers Club	Dr.Ramprasad/Mr. Preetam (Lib)	Phy/Lib	
5.	Chirpp	Ms. Tanvi Rao	CVE	
6.	Swachh Mijar	Mr. Suresh P S	Mech	
7.	Auto Club	Mr. Kiran CH	Mech	
8.	NSS	Mr. Suresh P S	Mech	
9.	NCC	Mr. Parveez Shariff	ECE	
10.	Envision/E-Yantra	Mr. Santhosh/Mr. Parveez Shariff	ECE	
11.	Fine Arts	Mr. Ganesh M R	Mech	
12.	Cultural	Mr. Vasudev/Ms. Praneetha / Dr. kiran Malagi	CSE	
13.	Dramatics	Mr. Vasudev ~~shapura~~	CSE	
14.	EDC			
15.	IOS Lab	Mr. Venkatesh / Ms. Pranitha	CSE	
16.	MEMs Lab	Mr. Aneesh Jain	ECE	
17.	Edwins Lab/ Open source	Mr. Madhusudhan	CSE	
18.	Kannada Sangha	Mr. Vasudev ~~shapura~~	CSE	
19.	Image-In	Mr. Johnson	MBA	
20.	Tulu sangha	Mr. K V Suresh	ME	
21.	Innovation & We	All HoDs		
22.	Health & Wellness club / Yoga	Mr. Aneesh Jain	ECE	
23.	Coders of Alva's	Mrs. Veena malagi	CSE	
		Mr. Vekatesh	CSE	
		Mr. Pradeep	ISE	
		Mr. Deepak Kothari	ME	
24.	Aviation club	Mr. Parveez Shariff B G	ECE	
25.	Campus news/Magazine	Mr. Vaggar	ME	
26.	Dhwani club	Dr. Kiran Malagi	ISE	
27.	Competitive Exams	Mr. Sharan	ISE	
		Mr. Shankargiri	CVE	
		Ms. Vidya	CSE	
28.	Consultancy	Mr. Harish kunder	AI&ML	
		Dr. Badusha	CSE	
		All Departments		
29.	Dollu	Ms. Shruthi Hegde	SWO	
30.	Singarimela/Chende	Ms. Pranitha	CSE	
31.	Media	Mr. Sushanth Lobo	ECE	
32.	Public Speaking	Dr. Shashi kumar / Dr. Ravi kumar	Phy/Chem	
33.	Algoris Club	Dr. Kiran Malagi	ISE	
34.	Train the Trainers	T&PH	Placement Department	

~~Agen~~ Agenda 1 :- Restructuring the club co-ordinators :-

A. The Management representative initiated the meeting by briefing all the club co-ordinators to have proper vision for individual clubs. The Kannada Sanga and cultural club will be looked after by Vasudev Shahapur of CSE Dept.

B. The coders club should conduct the coding session for non IT branch students. It was also suggested to conduct more number of Hackathons.

C. The club should be active on weekdays after 3:00 PM and on weekends.

D. Train the trainers will be looked after by Placement Department.

E. The coordinator for rostrum and EDC cell is yet to be finalised.

F. Management Representative suggested that, beat the breakers club can be closed if no interest is shown by students towards it.

Agenda 2 :- Discussion on roles and responsibilities

A. It was informed that, all the club coordinators should give the presentation to management and Principal at the end of semester on the activities conducted.

B. HODs should play vital roles in innovation & we club and insisted to bring in innovative project through this lab.

C. All the club coordinators after every event within two days should submit the report to IQAC and magazine committee. The Magazine Committee should come up with Monthly and quarterly Magazine.

D. Aviation lab should bring in aviation courses to the students and also to reach out nearby schools.

E. EDC cell has to be strengthened, and involve

more students towards entrepreneurship activities.
f. The Management has invested quite an amount in the auto club, it was informed to coordinator to involve the students from interdisciplinary programs.
g. It was insisted by the management, to bring in more technical activities from clubs.
H. Dr. Kiran Malagi suggested to that coders club can train the students of 1st and 2nd year then the same set of students can be pushed to Algoris club in 3rd year and later in 4th year the students can contribute to innovative projects through innovation and We ~~club~~ lab. The Management insisted to keep the coder and Algoris club separate.
The list of club coordinators has been attached.

Agenda 3 :- Discussion on Strategic Perspective Plan.
The IQAC chairman asked all the club coordinators to present their plans through SPP in the meeting.
A. Mr. Suresh PS coordinator of NSS and Swach Mijar presented the SPP Plan: Enrolment of students, Environmental awareness, Blood donation, NCC camp.
IQAC chairman suggested to keep the Redcross Wing active and blood donation activity, training on calamity response should come from this club.
B. Mr. Yuvaraju T coordinator of shrusti club proposed 2 workshop on reptiles, quiz events, photography activities etc.
C. Dr. Badusha co-ordinator for consultancy proposed: consultancy service for Alva's degree

college as Internship for BCA, Application project- secured campus, web app for Ayurveda.
IQAC chairman suggested to reach out to local Shops to take up the web app development service.

D. Mr. Parveez Shariff coordinator of SSB club proposed: Guest talks from defence personals, training program for defence aspirants.

E. Dr Ramprasad coordinator of Readers club proposed: Reading of newspaper and group discussion was introduced last year, Group discussion, Quiz Events.

F. Ms. Tanvi Rai coordinator of chirps club proposed: Online workshop, Assignments to students on types of birds and their study.

G. Mr Kiran coordinator of Auto club proposed: 3 categories - Beginners (online workshop) Fundamental (certification program), complete training, Training on EV vehicles, IC engines.

H. Mr Parveez Shariff NCC officer proposed: Beach cleaning program, Rally against corruption blood donation, swachta pakwada, world water day, marathon on health day.
IQAC chairman suggested to conduct COVID-19 awareness program and also to educate on vaccination.

I. Mr Parveez Shariff coordinator of Envision lab proposed: PCB design course, Arduino workshop, training on Raspberry Pi.

J. Mr. Ganesh coordinator of Fine arts proposed: 3 activities, art & Creativity, painting etc.
IQAC Chairman suggested to training the Students in fine arts and cultural events, to take part in upcoming VTU cultural fest. All the 25 categories which participate in VTU fest from this college should be at the best. It is also suggested to provide the practice every week for an hour.

K. Mr. Vasudev Shahapur present the SPP of dramatics and Kannada Sanga.

L. IOS lab, E-yantra, Tulu Sanga also presented their SPP.

M. Dr. Satyanarayan coordinator of innovation & We club proposed: 23 projects were conducted under this Lab. Conduct training on paper writing, project exhibition.
IQAC Chairman suggested to all the club coordinators that.
A. All the clubs should conduct the enrolment of Students before 11 sept and submit the enrolled list to Principal office.
B. Before conducting any event, proper approval should be taken and after the event, the correspondance letters along with report, certificate (if any) should be submitted to IQAC, Magazine committee and Principal Office.
C. All club coordinators should present the activities conducted at the end of semester.

Agenda 4:- Discussion on discipline and dress code in campus.

IQAC chairman informed to all the heads of the department that dress code of faculty and students should be monitored by individual department heads and respective staff.

Agenda 5. Any other discussion with the permission of chair.

the IQAC chairman has informed to all the members that Prof. Priya Sequeira will be heading the Department of MBA has Dr. Claret Mendonca has resigned from the institution.

The meeting concluded by thanking all.

IQAC Chairman.

Chairman
IQAC
AIET, Mijar