



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 Co-ordinator
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



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22 May 2019

MINUTES OF IQAC MEETING

Agenda:

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.

Chairman	Dr. Peter Fernandes		
Coordinator	Prof. Praveen J		
	Name		Signature
Members	Dr. Basavaraju B	Dean Academics (I-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/ 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	

Sushanth Lobo


TPH



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

	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	

Agenda 01: 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 budgets and discuss the matter and approve if satisfactory.

Agenda 02: Dean to preparation of Calendar of Events for the Odd semester of the academic year 2019-20.

Tentative CoE is presented. Untill VTU announces its CoE , institute CoE can't be finalized. The events scheduled have to be carried out appropriately on planned date itself. Take care that there shall be no much deviation. Once VTU announces its COE, College COE has to be finalized.

Agenda 03: 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 academic activities to be taken up from time to time.

Agenda 04: 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 members.

The meeting ended with thanking all the members.


Principal
Chairman
IQAC
AIET, Mijar