



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/2018-19/16

15 Apr 2019

It is hereby informed to all the HoDs, TPH, Cell coordinators, Club Coordinators, Librarian and PD to attend a meeting in room no. 103 at 10:30 AM on 25 Apr 2019.

Agenda:

1. Discussion on Budget submitted.
2. Initiating the Feedback collection process.
3. Preparation on Sports Day.
4. Preparation of Alumni meet.
5. Any other point with permission of the chair.


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



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25 Apr 2019

MINUTES OF IQAC MEETING

Agenda:

1. Discussion on Budget submitted.
2. Initiating the Feedback collection process.
3. Preparation on Sports Day.
4. Preparation of Alumni meet.
5. Any other point with permission of the chair.

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	

Sushanth Hobo

TPH



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

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	

Agenda 01: Discussion on Budget submitted.

All the budget proposals have been reviewed and IQAC Chairman suggested to emphasize on including maintenance of equipment and its serviceability cost.

Agenda 02: Initiating the Feedback collection process

As semester is at the verge of completion, the feedback process has to be initiated in the first week of May, 2019. The analysis report has to reach IQAC by 30th May 2019.

Agenda 03: Preparation on Sports day

All the concerned coordinators have to meticulously plan for the sports day events conduction. See to that there shall be no clashes in events and judgment has to be fair and transparent. Make points of each decision taken so that tomorrow there will be no issues regarding this.

Agenda 04: Preparation for Alumni meet

HoDs and Senior Faculty have to talk to the alumni and get them into confidence so that they will be coming to the alumni meet. Good Alma meter is very much essential for the growth of any institution. The number has to be collected so that it will help us in ordering food, memento etc.

Agenda 04: Any other point with permission of the chair.

No other issues were raised.

Meeting ended with thanking all the members.


IQAC Chairman
Chairman
IQAC
AIET, Mijar