



ARYA Institute of Engg. & Technology

(Affiliated to University of Rajasthan/RTU • Approved by AICTE, New Delhi)

S.P.-40, Kukas Industrial Area (RIICO) Jaipur-302 028 • Website : www.aryainstitutejpr.com
• Ph.: 0141- 5148801, 5148802, 5148803 • FAX : 01426-510040

Ref : AIET/IQAC/2015-2016

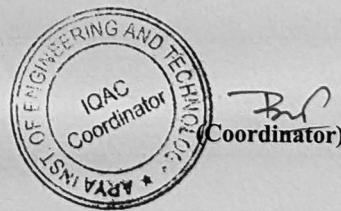
Dated 24-Dec-2015

MEETING NOTICE

This is to inform all the members of **Internal Quality Assurance Committee** that the meeting of the Internal Quality Assurance Committee will be held on 04-January-2016 at 12.30 P.M. in Board Room. The agenda of the meeting shall as follows:

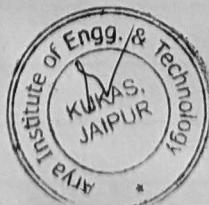
1. Review of the previous IQAC meeting held on 23/7/2015.
2. To decide the mode of ensuring the credibility of teaching-learning, its evaluation and outcome procedures through regular but internal academic, administrative audits on annual basis.
3. Status of Research Projects, Funds, Publications, and future Plan.
4. Review of Placement of Students and Support in Career services.
5. Review of various departmental activities.
6. Review of academic results and action plan for improvement for AY 2016-17.
7. Any other points with the permission of the chair.

Members of the committee are requested to attend the meeting as per schedule time. HODs will also be available for discussions if any during the meeting.



Copy to:

1. All members
2. HOD of all Departments





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Ref: AIET/IQAC/2015-2016/M/

Date: 06.01.16

MINUTES OF MEETING

Meeting of Internal Quality Assurance Committee was held on 04-January-2016 in the Board Room of Arya Institute of Engineering & Technology.

Members Present

1. Dr. R.C.Bansal
2. Dr. Arvind Agarwal
3. Mr. Aditya Kukar
4. Dr. Surendra Sharma
5. Mr. Pramod Shama
6. Mr. Pawan Sain
7. Dr. Indu Gupta
8. Mr. Jitendra Prajapat
9. Mr. Abhay Purohit
10. Mr. Kamlesh Brahm Bhatt
11. Mr. Ravindra Singh Maan
12. Ms. Alka

Members Absent

1. Mr. Sandeep Jhamb
2. Ms. Priyanka Tufchi

The IQAC Coordinator welcomed the members.

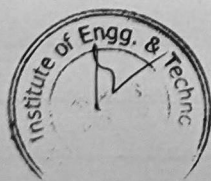
AGENDA ITEMS

Agenda Item 1 : Review of the previous IQAC meeting

The minutes and action taken of the last meeting were reviewed with a formal discussion with all IQAC members and confirmed.

Agenda Item 2 : To decide the mode of ensuring the credibility of teaching-learning, its evaluation and outcome procedures through regular but internal academic, administrative audits on annual basis.

In order to improve the academic and administrative performance of the Institution, the members discussed in depth the current status of academics, administrative procedures, and student activities. The members advocated





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for conducting the internal administrative and academic audits of all the Departments.

Registrar, all HODs, and Examination Incharge

Agenda Item 3 : Status of Research Projects, Funds, Publications, and future Plan

Faculties should be encouraged for attending conferences/ seminars and FDPs and present their papers.

Action by: R & D Coordinator and HODs

Agenda Item 4 : Review of Placement of Students and Support in Career services.

TPO explained that special training programs are being conducted to guide students for facing interviews and aptitude tests. Several activities such as Industry-Institute Interaction, Personal interview and Group discussion practice sessions, Sessions for higher studies such as GATE, were planned in AY 2014-15 & 2015-16.

TPO briefed about the placement of 2015-16:

- No. of companies visited for placement and training
- No of students placed
- Highest Package
- Average Package

Action by : CRT and TPO

Agenda Item 5 : Review of various departmental activities

All HODs presented various activities conducted by representative departments along with student's feedback. IQAC deliberated the findings in depth and were largely satisfied with the outcome but suggested improvements wherever there was slackness.

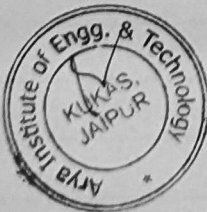
Action by : all HODs

Agenda Item 6 : Review of academic results and action plan for improvement for AY 2016-17

Principal Sir elaborated on academic results which are improved compared to the previous year.

Action plan for result improvement then emerged as under:

- Focus will be on improvement in attendance. The students' shall get their Leave Applications sanctioned in advance from their mentors.
- Subjects to be categorized based on last three years' results in hard and soft categories.





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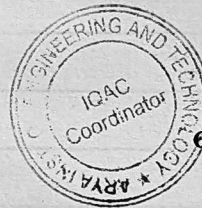
- Extra hours/ remedial classes to be allotted for hard subjects.
- Students to be encouraged to improve their grades so that quality results improve.
- Weak students to be identified based on Sem exam marks and counseled for the difficulties encountered in the exam.

Action by : all HODs

Agenda Item 8: Any other points with the permission of the chair

None

The meeting ended with formal vote of thanks to Chair.



[Signature]
COORDINATOR (IQAC)

Copy to:

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2. HOD of all Departments





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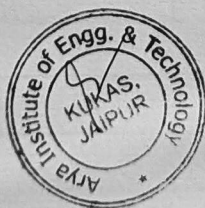
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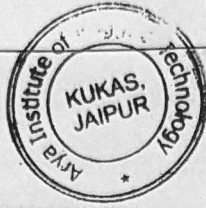
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Attendance Sheet (04.01.2016)

S. No.	Name of Members	Designation and Dept	Signature
1	Dr. R.C.Bansal	Principal	R.C. Bansal
2	Dr. Arvind Agarwal	Management Representative	Arvind Agarwal
3	Mr. Aditya Kukkar	Industry Representative	Aditya
4	Mr. Kamlesh Brahm Bhatt	Nominee from local Society	Kamlesh Bhatt
5	Dr. Surendra Sharma	Director & IQAC Coordinator	Surendra
6	Mr. Abhay Purohit	Electronics and Communication	Abhay
7	Mr. Sandeep Jhamb	Mechanical Engineering	NOT PRESENT
8	Mr. Ravindra Singh Maan	Electrical Engineering	Ravindra
9	Mr. Pramod Shama	Computer Science and Engineering	Pramod
10	Mr. Pawan Sain	Computer Science and Engineering	Pawan
11	Dr. Indu Gupta	Department of First Year	Indu
12	Mr. Jitendra Prajapat	Sr. Account Officer	Jitendra
13	Ms. Alka	Student	Alka
14	Ms. Priyanka Tufchi	Alumni	NOT PRESENT





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Action Taken Report of Internal Quality Assurance Cell Meeting held on 04.01.2016

S. No.	Agenda	Action Taken
1.	Credibility of teaching-learning, its evaluation and outcome procedures	Reviewed and Confirmed
2.	Research Projects, Funds, Publications, and future Plan	Reviewed and Ongoing
3.	Placement of Students and Support in Career services	Reviewed and Confirmed
4.	Various departmental activities	Reviewed and Confirmed
5.	Academic results and action plan for improvement	Reviewed and Confirmed

