



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
• Ph.: 0141- 5148801, 5148802, 5148803

• Website : www.aryainstitutejpr.com
• FAX : 01426-510040

Ref : AIET/IQAC/2016-2017/

Dated 24-Dec-2016

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 05-January-2017 at 09.30 A.M. in Board Room. The agenda of the meeting shall as follows:

1. Review of the previous IQAC meeting held on 23/7/2016.
2. Review of Placement of Students and Support in Career services.
3. Review of academic results of 2015-16 and action plan for improvement for AY 2017-18.
4. 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.
5. Status of Research Projects, Funds, Publications, and future Plan.
6. Review of various departmental activities.

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



(Coordinator)

Copy to:

1. All members
2. HOD of all Departments



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AIET/IQAC/2016-2017/M/

Date: 06.01.17

MINUTES OF MEETING

Meeting of Internal Quality Assurance Committee was held on 05-January-2017 in the Board Room of Arya Institute of Engineering & Technology.

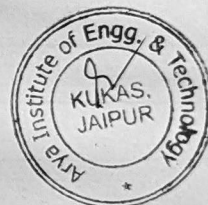
Members Present

1. Dr. R.C.Bansal
2. Dr. Arvind Agarwal
3. Mr. Aditya Kukar
4. Dr. Surendra Sharma
5. Mr. Sandeep Jhamb
6. Mr. Pramod Shama
7. Mr. Pawan Sain
8. Dr. Indu Gupta
9. Mr. Jitendra Prajapat
10. Mr. Abhay Purohit
11. Ms. Ishita Thakur

Members Absent

1. Mr. Kamlesh Brahm Bhatt
2. Mr. Ravindra Singh Maan
3. Ms. Priyanka Tufchi

The coordinator of IQAC Committee welcomed all the members.



AGENDA ITEMS

Agenda Item 1 : Review of the previous IQAC meeting

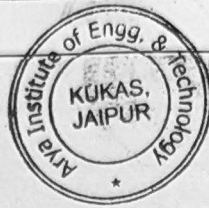
The minutes and action taken of the meeting were reviewed with a formal discussion with all IQAC members and confirmed.

Agenda Item 2 : 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 were planned in AY 2016-17.

TPO briefed about the placement of 2015-16:

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



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- Highest Package

Action by : CRT and TPO

Agenda Item 3: Review of academic results and action plan for improvement for AY 2017-18

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

Action plan for result improvement then emerged as under:

- Subjects to be categorized based on last three years' results in hard and soft categories.
- Weak students to be identified based on semester examination marks and counseled for the difficulties encountered in the exam.
- Extra hours/ remedial classes to be allotted for hard subjects.
- Students to be encouraged to improve their grades so that quality results improve.
- Focus will be on improvement in attendance. The students' shall get their Leave Applications sanctioned in advance from their mentors.
- Review of academy policy and modifications if required.

Action by: all HODs

Agenda Item 4 : 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 for conducting the internal administrative and academic audits of all the Departments.

Registrar, all HODs, and Examination Incharge

Agenda Item 5 : Status of Research Projects, Funds, Publications, and future Plan

Institute needs to strengthen R&D activities. In the AY year 2015-16 efforts should be made to seek substantial grants from Govt and Non-Govt agencies for research projects. Faculties should be encouraged for attending conferences/ seminars and FDPs and present their papers.

Action by: R & D Coordinator and HODs



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Agenda Item 6 : 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 7: Any other points with the permission of the chair

None

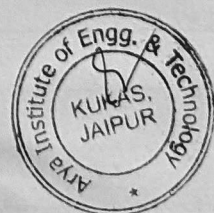
The meeting ended with formal vote of thanks to Chair.



[Signature]
COORDINATOR (IQAC)

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2. HOD of all Departments





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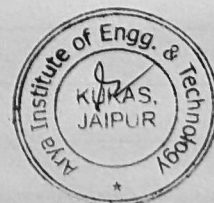
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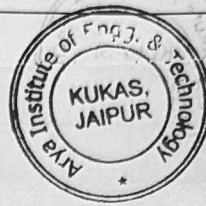
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Attendance Sheet (05.01.2017)

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	NOT PRESENT
5	Dr. Surendra Sharma	Director & IQAC Coordinator	Surendra
6	Mr. Abhay Purohit	Electronics and Communication	Abhay
7	Mr. Sandeep Jhamb	Mechanical Engineering	Sandeep
8	Mr. Ravindra Singh Maan	Electrical Engineering	NOT PRESENT
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. Ishita Thakur	Student	Ishita
14	Ms. Priyanka Tufchi	Alumni	NOT PRESENT.





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Action Taken Report of Internal Quality Assurance Cell Meeting held on 05.01.2017

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

