



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/2012-2013/

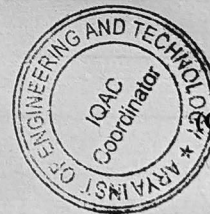
Dated 22-Dec-2012

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 02-January-2013 at 11.30 A.M. in Board Room, AIET. The agenda of the meeting shall as follows:

1. Review of the previous IQAC meeting held on 14/7/2012.
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. To discuss the resources for the project from ECE department.
4. Review of various departmental activities.
5. Review of academic results and action plan of improvement for the session 2013-14.
6. Status of Research Projects, Funds, Publications, and future Plan.
7. Review of Placement of Students and Support in Career services.
8. NSS - National Social Scheme Special Camp.
9. Any other points with the permission of the chair.

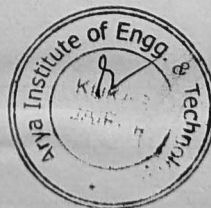
Members of the committee are requested to attend the meeting as per schedule time. HODs will also be available for discussions if any during the meeting



(Coordinator)

Copy to:

1. All members
2. HOD of all Departments





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AIET/ IQAC/2012-2013/M/

Dated 04.01.13

MINUTES OF MEETING

Meeting of Internal Quality Assurance Committee was held on 02-January-2013 in the Board Room of Arya Institute of Engineering & Technology.

Following Members were present:

1. Dr. M. L. Gupta
2. Dr. Arvind Agarwal
3. Mr. Aditya Kukar
4. Dr. Surendra Sharma
5. Mr. Himanshu Rathore
6. Mr. Pramod Shama
7. Mr. Pawan Sain
8. Dr. Indu Gupta
9. Mr. Jitendra Prajapat
10. Mr. Abhay Purohit

Following Members were absent:

1. Mr. Kamlesh Brahm Bhatt
2. Mr. Bharat Bhushan Jain
3. Ms. Sapna Jain
4. Ms. Priyanka Tufchi

Chairman welcomed the members.

AGENDA ITEMS

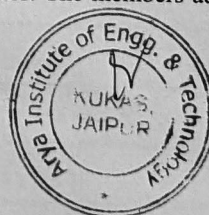
Agenda Item 1 : Review of the previous IQAC meeting

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

Action by: Registrar and all HODs

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 : To discuss the resources for the project from ECE department.

The ECE department of the college will be working on Smart Notice Board projects. The project will be completed in 6 months

Action by : all HODs

Agenda Item 4 : 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 5 : Review of academic results and action plan for improvement for the session 2013-2014

Head of Institute elaborated on academic results which are improved compared to the previous years.

Action plan for result improvement then emerged as under:

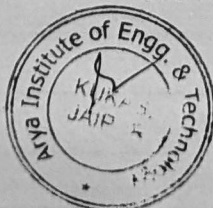
- Subjects to be categorized based on last three years results in hard and soft categories.
- Focus will be on improvement in attendance. The students' shall get their Leave Applications sanctioned in advance from their mentors.
- Weak students to be identified based on the marks obtained in semester examination 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.
- Review of academic policy and modifications if required.

Action by : all HODs

Agenda Item 6 : Status of Research Projects, Funds, Publications, and future Plan

Institute needs to strengthen Research and Development (R&D) activities. In the year 2012-13 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 in the same.

Action by : R & D Coordinator and HODs





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Agenda Item 7 : Review of Placement of Students and Support in Career services.

TPO explained that special training programs are being conducted to guide the 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 2012-13.

TPO briefed about the placement of 2011-12:

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

Action by : CRT and TPO

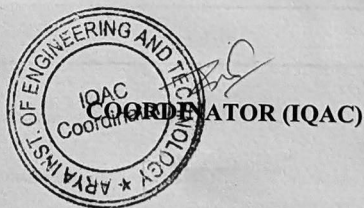
Agenda Item 8 : NSS – National Social Scheme Special Camp.

National Social Scheme Special Camp was organized the following activities:

- a) Swacha Bharat Abhiyan
- b) Tree Plantation Program
- c) Cultural Program for villagers

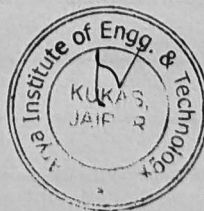
Action by : all HODs

The meeting ended with formal vote of thanks to Chair.



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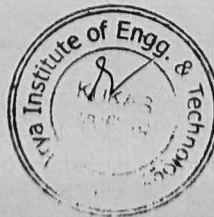
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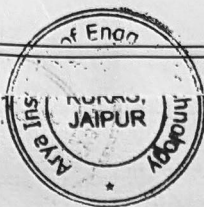
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Attendance Sheet (02.01.2013)

S. No.	Name of Members	Designation and Dept	Signature
1	Dr. M. L. Gupta	Principal	<i>K. Gupta</i>
2	Dr. Arvind Agarwal	Management Representative	<i>Arvind Agarwal</i>
3	Mr. Aditya Kukkar	Industry Representative	<i>Aditya Kukkar</i>
4	Mr. Kamlesh Brahm Bhatt	Nominee from local Society	ABSENT
5	Dr. Surendra Sharma	Director & IQAC Coordinator	<i>S. Sharma</i>
6	Mr. Abhay Purohit	Electronics and Communication	<i>Abhay Purohit</i>
7	Mr. Himanshu Rathore	Mechanical Engineering	<i>Himanshu Rathore</i>
8	Mr. Bharat Bhushan Jain	Electrical Engineering	ABSENT
9	Mr. Pramod Shama	Computer Science and Engineering	<i>P. Shama</i>
10	Mr. Pawan Sain	Computer Science and Engineering	<i>P. Sain</i>
11	Dr. Indu Gupta	Department of First Year	<i>Indu Gupta</i>
12	Mr. Jitendra Prajapat	Sr. Account Officer	<i>J. Prajapat</i>
13	Ms. Sapna Jain	Student	ABSENT
14	Ms. Priyanka Tufchi	Alumni	ABSENT





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Action Taken Report of Internal Quality Assurance Cell Meeting held on 02.01.2013

S. No.	Agenda	Action Taken
1.	Credibility of teaching-learning, its evaluation and outcome procedures	Reviewed
2.	Resources for the project from ECE department	Reviewed and Confirmed
3.	Various departmental activities	Reviewed and Confirmed
4.	Status of Research Projects, Funds, Publications, and future Plan	Reviewed and Ongoing
5.	Placement of Students and Support in Career services	Reviewed

