



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/2013-2014/

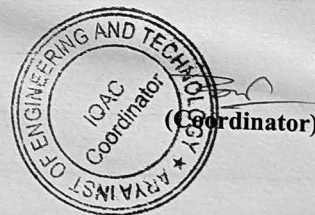
Dated 23-Dec-2013

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-2014 at 11.30 A.M. in the Board Room of AIET. The agenda of the meeting shall as follows:

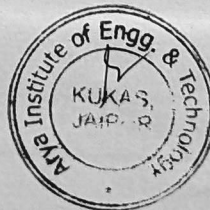
1. Review of the previous IQAC meeting held on 08/7/2013.
2. To decide the mode of ensuring the credibility of teaching-learning, its evaluation and outcome procedures through regular but internal academic, administrative audits on annual basis.
3. Review of various departmental activities.
4. Review of academic results and action plan for improvement for 2014-15.
5. Status of Research Projects, Funds, Publications, and future Plan.
6. Review of Placement of Students and Support in Career services.
7. Any other points with the permission of the chair.

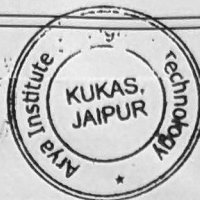
Members of the committee are requested to attend the meeting as per schedule time. HODs will also be available for discussions if any during the meeting



Copy to:

1. All members
2. HOD of all Departments





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AIET/IQAC/2013-2014/M/

Dated 06.01.14

MINUTES OF MEETING

Meeting of Internal Quality Assurance Committee was held on 04-January-2014 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
11. Ms. Alka
12. Ms. Priyanka Tufchi

Following Members were absent:

1. Mr. Kamlesh Brahm Bhatt
2. Mr. Bharat Bhushan Jain

Chairman welcomed the members.

AGENDA ITEMS

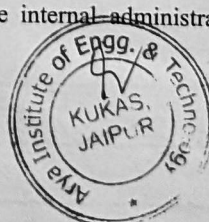
Agenda Item 1 : Review of the previous IQAC meeting

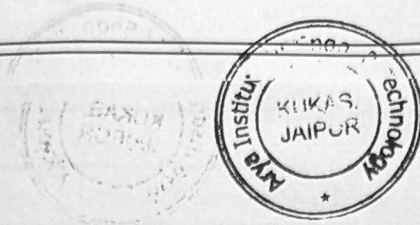
The minutes and the action taken report of the said Meeting of Internal Quality Assurance Cell were discussed and found to be in order and hence confirmed.

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





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Registrar, all HODs, and Examination Incharge

Agenda Item 3 : 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 4 : Review of academic results and action plan for improvement for 14-15

Head of Committee 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.
- Weak students to be identified based on sem exam 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

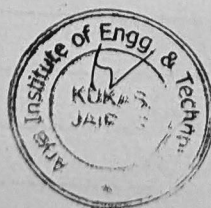
Agenda Item 5 : Status of Research Projects, Funds, Publications, and future Plan

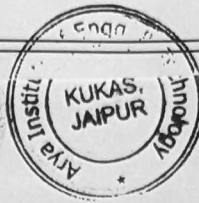
Institute needs to strengthen R&D activities. In the year 2013-14 efforts should be made to seek substantial grants from Govt and Non-Govt agencies for research projects. Faculties should be encouraged for attending conferences/ seminars and FDPs and present their papers.

Action by : R & D Coordinator and HODs

Agenda Item 6 : 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 2013-14.





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TPO briefed about the placement of 2012-13:

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

Action by : CRT and TPO

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

None

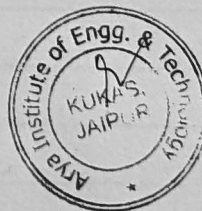
The meeting ended with formal vote of thanks to Chair.



[Signature]
COORDINATOR (IQAC)

Copy to:

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2. HOD of all Departments





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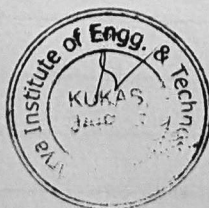
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Attendance Sheet (04/January/2014)

S. No.	Name of Members	Designation and Dept	Signature
1	Dr. M. L. Gupta	Principal	<i>M. L. 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>Surendra 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	<i>Bharat Bhushan Jain</i>
9	Mr. Pramod Shama	Computer Science and Engineering	<i>Pramod Shama</i>
10	Mr. Pawan Sain	Computer Science and Engineering	<i>Pawan Sain</i>
11	Dr. Indu Gupta	Department of First Year	<i>Indu Gupta</i>
12	Mr. Jitendra Prajapat	Sr. Account Officer	<i>Jitendra Prajapat</i>
13	Ms. Alka	Student	<i>Alka</i>
14	Ms. Priyanka Tufchi	Alumni	ABSENT





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Action Taken Report of Internal Quality Assurance Cell Meeting held on 04.01.2014

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

