



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/2018-2019/

Dated 24-Dec-2018

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 03-January-2019 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 23/7/2018
2. NAAC proceedings
3. Review of Placement of Students and Support in Career services.
4. Review of academic results of 2017-18 and action plan for improvement for 2018-19.
5. Submission of QIV parameters for Rank Assessment by RTU for AY 2019-20
6. 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.
7. Identify best practices in AIET and promote the activities for securing excellence
8. 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

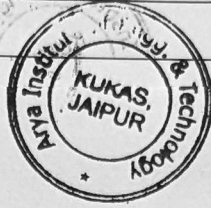


(Signature)
(Coordinator)



Copy to:

1. All members
2. HOD of all Departments



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AIET/IQAC/2018-2019/M/

Date: 04.01.19

MINUTES OF MEETING

Meeting of Internal Quality Assurance Committee was held on 03-January-2019 in the Board Room of Arya Institute of Engineering & Technology.

Members Present

1. Dr. Yogesh Bhomia
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. Surbhi Periwal

Members Absent

1. Mr. Kamlesh Brahm Bhatt
2. Mr. Raj Kumar Kaushik
3. Mr. Rishabh Tiwari

The IQAC Coordinator welcomed the members.

AGENDA ITEMS

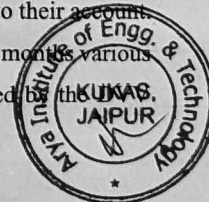
Agenda Item 1 : Review of the previous IQAC meeting

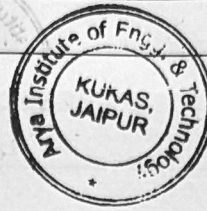
The minutes and action taken of the previous meeting were reviewed with a formal discussion with all IQAC members and were confirmed.

Action by: Registrar and all HODs

Agenda Item 2 : NAAC proceedings

IQAC observed that consequent upon its clearance, Self Study Report (SSR) was formally submitted on College page of NAAC portal and requisite fee was also transferred by Accounts Department to their account. NAAC forwarded our Report to their DVV section. For two months various queries on quantitative aspects of the SSR were scrutinised by the





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section. Any document, further details, evidences that were required by them was uploaded directly or through links to their ID. Finally NAAC has passed our SSR as qualified for Qualitative assessment by their Peer Team. NAAC has advised the institute to remit balance fee together with logistic charges to enable them depute their Peer Team. Three sets of convenient dates have also been asked for.

Action by: IQAC Coordinator, Registrar, all HODs and Examination Incharge

Agenda Item 3 : 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 2017-18.

TPO briefed about the placement of 2017-18:

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

• *Action by : CRT and TPO*

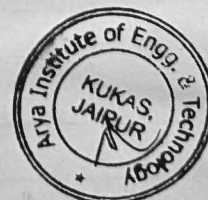
Agenda Item 4 : Review of academic results and action plan for improvement for 17-18

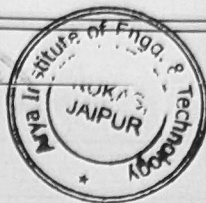
Principal elaborated on academic results which are improved compared to the previous year.

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 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





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Agenda Item 5 : Submission of QIV parameters for Rank Assessment by RTU for AY

2019-20

IQAC noticed with pride that RTU has adjudged AIET under Rank "A" category for the 2nd year in a row. This itself speaks volumes of the quality of teaching, infrastructural and cocurricular and extended facilities being provided to its students in gaining due qualification and competence in the profession.

AIET has been scoring high during past years but there is scope for improvement and achieving higher rank on the basis of efficient teaching learning methodology, excellent Infrastructure, quality research papers, conferences and workshops, outstanding results and placements as also highly educative cultural and extension activities. All HODs were directed to compile the related data as required for QIV valuation meticulously and efficiently with due accuracy and submit the same within the timeline prescribed.

*Action by: IQAC Coordinator, Registrar, all HODs
and Examination Incharge*

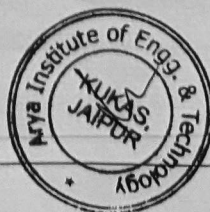
Agenda Item 6 : To decide the mode of ensuring the credibility of teaching-learning, its evaluation and outcome procedures through regular but internal academic, administrative audits on annual basis

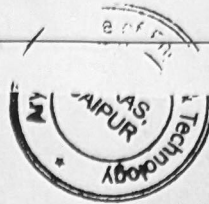
In order to improve the academic and administrative performance of the Institution, the members discussed in depth the current status of academics, administrative procedures, and student activities. The members advocated for conducting the internal administrative and academic audits of all the Departments.

Registrar, all HODs, and Examination Incharge

Agenda Item 7 : Identify best practices in AIET and promote the activities for securing excellence

IQAC was confident that the practice of developing digital notes on all the subjects prescribed by RTU and uploading them on college website as **Arya Notes** for larger and comprehensive benefit of both slow learners and fast learner, is unique and one of the best practices being adopted in AIET. All the faculty members are advised to ensure proper quality and accuracy of the notes and to arrange for necessary updates should any discrepancy is pointed out by any stakeholder.





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Additionally, it was gathered that the students of Computer science & Engineering as well Electrical Engineering are largely interested in working on Applications of Microprocessors/ controllers, Mechatronics and Artificial Intelligence as curriculum enrichment. The institute has been working on manufacture of miniature Printed Circuit Boards using conventional Mechanical and chemical processes. The IQAC in association with research cell should endeavour to develop **PCB manufacturing** in AIET using State-of-the-art technique of **SMT i.e. Surface Mounting Technology** for fast and efficient production of PCBs which could further be used in production of LED, Robotic Arms and Line followers and drones. PCB manufacturing together with Robotic lab could be other best practice and the lab, a centre of Excellence.

Action by: All HOD

Agenda Item 8 : 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

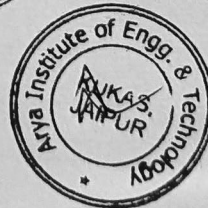
Agenda Item 9: Any other points with the permission of the chair

None

The meeting ended with formal vote of thanks to Chair.



COORDINATOR (IQAC)



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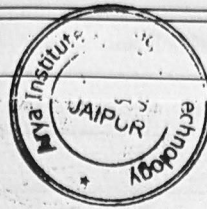
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Attendance Sheet (03/01/2019)

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





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Action Taken Report of Internal Quality Assurance Cell Meeting held on 03.01.2019

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.	Various departmental activities	Reviewed and Confirmed

