



**A.J. INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
(A Unit of Laxmi Memorial Education Trust. ®)

AJIET//2020-21/IQAC/12


Date: 01/04/2021

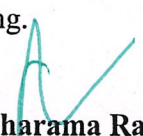
**MINUTES OF MEETING**

The 5th IQAC Meeting was conducted at the A J Institute of Engineering and Technology (AJIET) in Mangaluru on April 1, 2021, at 11:00 AM. Dr. Shantharama Rai C., AJIET's principal and IQAC chair, presided over the meeting. Chairperson welcomed the faculty members & the following points were discussed in the meeting:

- Discussion held regarding several key aspects, including the academic calendar, planning of student activities, and tentative dates for IA tests as proposed by Principal. The conversation delved into ensure effective scheduling and smooth implementation of academic activities throughout the academic year.
- Discussed plans for conducting online classes for third and fourth semester students via Google Meet application, ensuring effective remote learning experiences as proposed by Dr.Nagesh H R.
- Discussion held regarding arranging of aptitude and technical placement training for third and fourth-year students, as well as department-wise placement sessions and interview processes as proposed by Mr.Vivek Ranjan Bhandary. The conversation also covered the necessary planning and coordination to ensure smooth execution, aiming to improve students' employability and interview preparedness.
- All department heads were updated on the progress of NBA documents. Principal advised all departments to use the same NBA format.
- Discussed final-year students' project review for approval and publication of project papers, emphasizing the requisite steps and criteria for successful completion and also outlined the review process and deadlines, ensuring adherence to academic standards and publication guidelines as proposed by Dr.Antony P J.
- Conducted a detailed discussion regarding the upcoming International Conference scheduled to be held on July 29th and 30th, 2021. Dr. Sangeetha, the conference's organiser, reported on the strategy and actions taken thus far in preparation for the international conference, which would be held in hybrid style.
- A comprehensive discussion took place concerning the organization of various FDPs, workshops, and skill development initiatives aimed at enhancing expertise in the latest engineering trends.

IQAC convener, Dr. Antony P. J. delivered a vote of thanks to conclude the meeting.

  
**Dr. Antony P J**  
(HOD-CSE and Convener of IQAC)

  
**Dr. Shantharama Rai**  
(Principal and Chairman of IQAC)

**For Information:**

President / Vice President, LMET

**CC:**

IQAC members/HOD's of all the departments.

**Principal**  
**A.J. Institute of Engineering & Technology**  
**Mangaluru - 575 006**