



CAMBRIDGE INSTITUTE OF TECHNOLOGY

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Affiliated to VTU|Approved by AICTE|An ISO9001:2015 Certified Institute

IQAC – Principal Office

Date: 26/07/2016

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2016-2017/001.

This is to inform all the HODs to assemble in the Principal's Chamber for a meeting at time 03:30PM on 27/07/2016 to discuss on the agenda items listed below:

1. NBA pre-qualifier uploading
2. Any other point to be discussed with the permission of the Chair

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IQAC – Principal Office

Minutes of Meeting

Date: 27/07/2016

Circular Ref: IQAC/Meeting/2016-2017/001 dated 26/07/2016

The following is an account of the minutes taken at the Meeting held on 27/07/2016 from 03.30PM at venue Principal Chamber.

Attendees of the Meeting

The following members were present for the meeting held on Date: 27/07/2016.

Meeting Chair	Dr. Suresh L
Dr. Shashikumar D R	HOD, CSE
Dr. Indumathi G	HOD, ECE
Dr. K Satyanarayan Reddy	HOD, ISE
Dr. Shashidhara	HOD, ME
Prof. Ramesh	HOD, Civil
Dr. Bharath	HOD, EEE
Dr. Shanthi S R	Dept. of Basic Sciences
Dr. Anuradha	HOD, MBA
Dr. Arunadevi	HOD, MCA

Agenda of the Meeting:

1. NBA pre-qualifier uploading
2. Any other point to be discussed with the permission of the Chair

Discussion on Agenda proceeded as follows: The important discussion points during the meeting have been mentioned below:



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IQAC – Principal Office

Principal welcomed all the HODs for the meeting

1. NBA pre-qualifier uploading

Principal informed about the NBA pre-qualifier uploading process to all HODs. Dr. Indumathi G informed that the NBA pre-qualifier need to be uploaded with in 15days and all necessary documents must be kept ready.


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IQAC – Principal Office

Date: 12/08/2016

Action Taken Report

Circular Ref: IQAC/Meeting/2016-2017/001 dated: 26/07/2016

In the meeting as cited in the reference above, following actions were taken.

1. NBA pre-qualifier uploading

NBA pre-qualifier was uploaded successfully.

IQAC Coordinator
IQAC Co-ordinator
Internal Quality Assurance Cell
Cambridge Institute of Technology
K.R. Puram, Bengaluru - 560 036

PRINCIPAL
IQAC Chairperson
CAMBRIDGE INSTITUTE OF TECHNOLOGY
K.R. PURAM, BANGALORE-560 036.



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IQAC – Principal Office

Date: 06/09/2016

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2016-2017/002.

This is to inform all the HODs to assemble in the Principal's Chamber for a meeting at time 03:30PM on 07/09/2016 to discuss on the agenda items listed below:

1. Lab Rubrics
2. NBA Pre-qualifier approval
3. Any other point to be discussed with the permission of the Chair

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IQAC – Principal Office

Minutes of Meeting

Date: 07/09/2016

Circular Ref: IQAC/Meeting/2016-2017/002 dated 06/09/2016

The following is an account of the minutes taken at the Meeting held on 07/09/2016 from 03.30PM at venue Principal Chamber.

Attendees of the Meeting

The following members were present for the meeting held on Date: 07/09/2016.

Meeting Chair	Dr. Suresh L
Dr. Shashikumar D R	HOD, CSE
Dr. Indumathi G	HOD, ECE
Dr. K Satyanarayan Reddy	HOD, ISE
Dr. Shashidhara	HOD, ME
Prof. Ramesh	HOD, Civil
Dr. Bharath	HOD, EEE
Dr. Shanthi S R	Dept. of Basic Sciences
Dr. Anuradha	HOD, MBA
Dr. Arunadevi	HOD, MCA

Agenda of the Meeting:

1. Lab Rubrics
2. NBA Pre-qualifier approval
3. Any other point to be discussed with the permission of the Chair

Discussion on Agenda proceeded as follows: The important discussion points during the meeting have been mentioned below:



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IQAC – Principal Office


Principal welcomed all the HODs for the meeting

1. Lab Rubrics

Principal informed that rubrics should be prepared after each lab exercise and record should be maintained without fail.

2. NBA Pre-qualifier approval

Dr. Indumathi G informed that the first stage of Pre-qualifier documents has been approved by NBA. Dr. Indumathi also suggested to conduct a mock inspection before uploading the NBA accreditation activities.


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IQAC – Principal Office

Date: 12/10/2016

Action Taken Report

Circular Ref: IQAC/Meeting/2016-2017/001 dated: 06/09/2016

In the meeting as cited in the reference above, following actions were taken.

1. Lab Rubrics

Faculty started maintaining the lab rubrics for each lab exercise and also records were updated.

2. NBA Pre-qualifier approval

As Pre-qualifier was approved by NBA, faculty started preparing for the NBA audit. Mock inspection was also planned to know the status of preparation for the NBA audit.

IQAC Coordinator
IQAC Co-ordinator
Internal Quality Assurance Cell
Cambridge Institute of Technology
K.R. Puram, Bengaluru - 560 036

PRINCIPAL
IQAC Chair person
CAMBRIDGE INSTITUTE OF TECHNOLOGY
K.R. PURAM, BANGALORE-560 036.



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IQAC – Principal Office

Date: 14/10/2016

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2016-2017/003.

This is to inform all the HODs to assemble in the Principal's Chamber for a meeting at time 03:30PM on 15/10/2016 to discuss on the agenda items listed below:

1. Vision, Mission and Quality policy display at prominent places.
2. Any other point to be discussed with the permission of the Chair

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IQAC – Principal Office

Minutes of Meeting

Date: 15/10/2016

Circular Ref: IQAC/Meeting/2016-2017/003 dated 14/10/2016

The following is an account of the minutes taken at the Meeting held on 15/10/2016 from 03.30PM at venue Board Room.

Attendees of the Meeting

The following members were present for the meeting held on Date: 15/10/2016.

Meeting Chair	Dr. Suresh L
Dr. Shashikumar D R	HOD, CSE
Dr. Indumathi G	HOD, ECE
Dr. K Satyanarayan Reddy	HOD, ISE
Dr. Shashidhara	HOD, ME
Prof. Ramesh	HOD, Civil
Dr. Bharath	HOD, EEE
Dr. Shanthi S R	Dept. of Basic Sciences
Dr. Anuradha	HOD, MBA
Dr. Arunadevi	HOD, MCA

Agenda of the Meeting:

1. Vision, Mission and Quality policy display at prominent places.
2. Any other point to be discussed with the permission of the Chair



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IQAC – Principal Office

Discussion on Agenda proceeded as follows: The important discussion points during the meeting have been mentioned below:

Principal welcomed all the HODs for the meeting

1. Vision, Mission and Quality policy display at prominent places.

Principal informed to make arrangements for displaying the Vision, Mission and Quality policy boards at prominent places in the campus.

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IQAC – Principal Office

Date: 24/01/2017

Action Taken Report

Circular Ref: IQAC/Meeting/2016-2017/003 dated: 14/10/2016

In the meeting as cited in the reference above, following actions were taken.

1. Vision, Mission and Quality policy display at prominent places.

All boards were displayed at prominent places in the campus.

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IQAC Co-ordinator
Internal Quality Assurance Cell
Cambridge Institute of Technology
K.R. Puram, Bengaluru - 560 036

IQAC Chairperson
PRINCIPAL
CAMBRIDGE INSTITUTE OF TECHNOLOGY
K.R. PURAM, BANGALORE-560 036.



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IQAC – Principal Office

Date: 12/01/2017

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2016-2017/004.

This is to inform all the HODs to assemble in the Principal's Chamber for a meeting at time 03:30PM on 13/01/2017 to discuss on the agenda items listed below:

1. Review of mock audit – NBA & NAAC
2. Any other point to be discussed with the permission of the Chair

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IQAC – Principal Office

Minutes of Meeting

Date: 13/01/2017

Circular Ref: IQAC/Meeting/2016-2017/004 dated 12/01/2017

The following is an account of the minutes taken at the Meeting held on 13/01/2017 from 03.00PM at venue Principal's chamber.

Attendees of the Meeting

The following members were present for the meeting held on Date: 13/01/2017.

Meeting Chair	Dr. Suresh L
Dr. Shashikumar D R	HOD, CSE
Dr. Indumathi G	HOD, ECE
Dr. K Satyanarayan Reddy	HOD, ISE
Dr. Shashidhara	HOD, ME
Prof. Ramesh	HOD, Civil
Dr. Bharath	HOD, EEE
Dr. Shanthi S R	Dept. of Basic Sciences
Dr. Anuradha	HOD, MBA
Dr. Arunadevi	HOD, MCA

Agenda of the Meeting:

1. Review of mock audit – NBA & NAAC
2. Any other point to be discussed with the permission of the Chair

Discussion on Agenda proceeded as follows: The important discussion points during the meeting have been mentioned below:

Principal welcomed all the HODs for the meeting



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IQAC – Principal Office

1. Review of mock audit – NBA & NAAC

Principal advised to all HODs to convey the message to the department faculty members as each of them should know about the CO, PO, PSO, mapping and calculation of attainment etc. He also asked each HOD to review the report of mock audit.

HODs presented their views about the mock audit and informed about the need for updating PEOs, PSOs, CO-PSO mapping, CO-PO mapping. Activity based lesson plans need to be prepared. Question papers need to be standardized.

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IQAC – Principal Office

Date: 13/02/2017

Action Taken Report

Circular Ref: IQAC/Meeting/2016-2017/004 dated: 12/01/2017

In the meeting as cited in the reference above, following actions were taken.

1. Review of mock audit – NBA & NAAC

According to the suggestions given by the review committee, changes were incorporated and updated.

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Internal Quality Assurance Cell
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IQAC – Principal Office

Date: 19/02/2017

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2016-2017/005.

This is to inform all the HODs to assemble in Board room for a meeting at time 11:15AM on 20/02/2017 to discuss on the agenda items listed below:

1. Review of shortfalls identified by NAAC peer team and steps to be taken.
2. Any other point to be discussed with the permission of the Chair

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IQAC – Principal Office

Minutes of Meeting

Date: 20/02/2017

Circular Ref: IQAC/Meeting/2016-2017/005 dated 19/02/2017

The following is an account of the minutes taken at the Meeting held on 20/02/2017 from 11.15AM in board room.

Attendees of the Meeting

The following members were present for the meeting held on Date: 20/02/2017.

Meeting Chair	Dr. Suresh L
Dr. Shashikumar D R	HOD, CSE
Dr. Indumathi G	HOD, ECE
Dr. K Satyanarayan Reddy	HOD, ISE
Dr. Shashidhara	HOD, ME
Prof. Ramesh	HOD, Civil
Dr. Bharath	HOD, EEE
Dr. Shanthi S R	Dept. of Basic Sciences
Dr. Anuradha	HOD, MBA
Dr. Arunadevi	HOD, MCA

Agenda of the Meeting:

1. Review of shortfalls identified by NAAC peer team and steps to be taken.
2. Any other point to be discussed with the permission of the Chair

Discussion on Agenda proceeded as follows: The important discussion points during the meeting have been mentioned below:



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IQAC – Principal Office

Principal welcomed all the HODs for the meeting

1. Review of shortfalls identified by NAAC peer team and steps to be taken.

Principal listed the following points as the shortfalls identified by the NAAC peer team.

More efforts should be put in to acquire industrial projects in collaboration of various industry.

Faculty members should be motivated to get funding projects.

Need improvement in evaluation process.

Appropriate steps should be taken to streamline and improve the evaluation process.

Pass percentage need to be enhanced.

HODs to take proper measures to increase the pass percentage.

Students should involve more in research projects.

Limited number of people accessed journals.

Every staff and student should access the journals regularly and use it to gain adequate research knowledge.

Less social activities.

All HODs should initiate a process to do more ISR activities.

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IQAC – Principal Office

Date: 20/03/2017

Action Taken Report

Circular Ref: IQAC/Meeting/2016-2017/005 dated: 19/02/2017

In the meeting as cited in the reference above, following actions were taken.

1. Review of shortfalls identified by NAAC peer team and steps to be taken.

As per the review of NAAC peer team shortfalls were identified. Principal suggested steps to be taken to overcome from these short falls. Appropriate steps were taken to streamline and improve the evaluation process. Staff and students started accessing the journals regularly and use it to gain adequate research knowledge. HODs initiated a process to do more ISR activities in department and college level.


IQAC Coordinator
IQAC Co-ordinator
Internal Quality Assurance Cell
Cambridge Institute of Technology
K.R. Puram, Bengaluru - 560 036


IQAC Principal
PRINCIPAL
CAMBRIDGE INSTITUTE OF TECHNOLOGY
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