



CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. PURAM, BANGALORE – 560 036, Ph: 080-2561 8798 / 2561 8799

Fax: 080-2561 8789, email: principal@citech.edu.in

Affiliated to VTU|Approved by AICTE|NAAC & NBA Accredited|An ISO9001:2015 Certified Institute

IQAC – Principal Office

Date: 17/08/2017

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2017-2018/002.

This is to inform all the HODs to assemble in the Principal's Chamber for a meeting on 18/08/2017 at time 10:30AM to discuss on the agenda items listed below:

Construction of Auditorium accommodating around 1200 to 1500 members at a time.

Based on the NAAC team members visit in February 2017 and their inputs it was decided to have an auditorium in 5th floor. The members are requested to come prepared to discuss on following points.

Agenda

1. Facility to be created in auditorium.
2. Seating capacity of the auditorium.
3. Multipurpose usage of auditorium.
4. Any other point to be discussed with the permission of the Chair.

PRINCIPAL

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IQAC – Principal Office

Date: 18/08/2017

Circular Ref: IQAC/Meeting/2017-2018/002 dated: 17/08/2017

The following is an account of the minutes taken at the Meeting held on 18/08/2017 from 10.30AM at venue Principal Chamber.

Attendees of the Meeting

The following members were present for the meeting held on Date: 18/08/2017.

Meeting Chair	Dr. Suresh L, Principal, CiTech
Member	Dr. Shahsikumar D R, HOD, CSE, Vice Principal
Member	Dr. Indumathi G, HOD, ECE
Member	Dr. K. Satyanarayan Reddy, HOD, ISE & IQAC Coordinator
Member	Dr. Shashidhara K N, HOD, Mechanical
Member	Dr. Ramesh, HOD, Civil
Member	Dr. Arunadevi, HOD, MCA
Member	Prof. Hema, HOD, EEE
Member	Dr. Shanthi S R, Dean, Basic Sciences
Member	Dr. Anuradha, HOD, MBA

Agenda of the Meeting:

1. Facility to be created in auditorium.
2. Seating capacity of the auditorium.
3. Multipurpose usage of auditorium.
4. 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 members of IQAC team and then discussion on Agenda was carried out as follows:

1. Members suggested that the auditorium should be used for conducting international conferences or events requiring all the departments students and faculty to be assembled in the auditorium and it was also decided that centralized AC facility to be made available along with the good sound proofing.
2. It was decided by the members that an auditorium should be able to accommodate 1200 to 1500 people at a time and it should have a dais with good display screen facility including a smart panel.
3. Members decided that auditorium could be used for conducting placement related activities (such as pool campus drives). Auditorium can be made available to external agencies on rental basis.
4. Many IQAC members were of the opinion that existing seating facility in currently available in seminar hall is not of a good quality. So they requested if seating facility can be created matching to the standard of movie theatre and Principal agreed that majority of the facility in the auditorium can be created.

Meeting was adjourned with a note of thanks from IQAC Coordinator.

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IQAC – Principal Office

Date: 18/09/2017

Action Taken Report

Circular Ref: IQAC/Meeting/2017-2018/002 dated: 17/08/2017

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

1. Auditorium Creation

The office of the principal made a proposal for creating facility of the state-of-the-art auditorium and submitted the same to the management and this proposal incorporated all the suggestions that were discussed in the meeting.

Based on the request proposal submitted about creation of auditorium, the management decided to create the facility in the fifth floor of Sir M V Block.

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
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IQAC – Principal Office

Date: 23/08/2017

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2017-2018/005.

This is to inform all the HODs to assemble in the Principal's Chamber for a meeting on 24/08/2017 at time 10:30AM to discuss on the agenda items listed below:

Agenda

1. Structure of the front sheet of the blue book to be changed.
2. The last sheet of the blue book to contain the Vision and Mission of the Institute.
2. Any other point to be discussed with the permission of the Chair.

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IQAC – Principal Office

Date: 24/08/2017

Circular Ref: IQAC/Meeting/2017-2018/ 005 dated 23/08/2017

The following is an account of the minutes taken at the Meeting held on 24/08/2017 from 10.30AM at venue Principal Chamber.

Attendees of the Meeting

The following members were present for the meeting held on Date: 24/08/2017

Meeting Chair	Dr. Suresh L, Principal, CiTech
Member	Dr. Shahsikumar D R, HOD, CSE, Vice Principal
Member	Dr. Indumathi G, HOD, ECE
Member	Dr. K. Satyanarayan Reddy, HOD, ISE & IQAC Coordinator
Member	Dr. Shashidhara K N, HOD, Mechanical
Member	Dr. Ramesh, HOD, Civil
Member	Dr. Arunadevi, HOD, MCA
Member	Prof. Hema, HOD, EEE
Member	Dr. Shanthi S R, Dean, Basic Sciences
Member	Dr. Anuradha, HOD, MBA

Agenda of the Meeting:

1. Structure of the front sheet of the blue book to be changed.
2. The last sheet of the blue book to contain the Vision and Mission of the Institute.
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 (IQAC members) for the meeting

1. It was decided that current structure of front sheet of blue book has to be modified to include additional test information, signature of the faculty for the subject concerned and also inclusion of USN on the top right corner of the blue book.
2. Unanimously it was decided by all the members of the IQAC team to print Vision and Mission statement of the Institute on the last sheet of the blue book to sensitize the students on Vision and Mission of the Institute.
3. Some members pointed that number of papers in existing blue book is less in number; students are taking too many additional sheet. So all the members decided to increase the number of sheets from existing 30 pages to 50 pages.

Meeting was adjourned with a note of thanks from IQAC Coordinator.

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IQAC – Principal Office

Date: 24/08/2017

Action Taken Report

Circular Ref: IQAC/Meeting/2017-2018/005 dated: 23/08/2017

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

1. Changes in the structure of the blue books to be incorporated.

Principal instructed HOD, Dept of CSE & ECE to create new format for incorporating the suggestions as discussed in the meeting and submit the format of the changed blue book to the office of the undersigned by 09/09/2017.

He also requested HOD, Dept of CSE to convey the changes to the printer of the blue books.

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
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IQAC – Principal Office

Date: 15/09/2017

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2017-2018/008.

This is to inform all the HODs to assemble in the Principal's Chamber for a meeting on 16/09/2017 at time 10:30AM to discuss on the agenda items listed below:

Agenda

1. To carryout Academic, Library and Office & Administration Audit of all the departments by IQAC committee and HODs council.
2. Planning and Conduction of Internal Assessment Test.
3. Any other point to be discussed with the permission of the Chair.

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IQAC – Principal Office

Date: 16/09/2017

Circular Ref: IQAC/Meeting/2017-2018/ 008 dated 15/09/2017

The following is an account of the minutes taken at the Meeting held on 16/09/2017 from 10.30AM at venue Principal Chamber.

Attendees of the Meeting

The following members were present for the meeting held on Date: 16/09/2017

Meeting Chair	Dr. Suresh L, Principal, CiTech
Member	Dr. Shahsikumar D R, HOD, CSE, Vice Principal
Member	Dr. Indumathi G, HOD, ECE
Member	Dr. K. Satyanarayan Reddy, HOD, ISE & IQAC Coordinator
Member	Dr. Shashidhara K N, HOD, Mechanical
Member	Dr. Ramesh, HOD, Civil
Member	Dr. Arunadevi, HOD, MCA
Member	Prof. Hema, HOD, EEE
Member	Dr. Shanthi S R, Dean, Basic Sciences
Member	Dr. Anuradha, HOD, MBA

Agenda of the Meeting:

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

Principal welcomed all the HODs (IQAC members) for the meeting



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IQAC – Principal Office

1. It was decided that to conduct Academic Audit of all the engineering departments along with Basic Science. Library Audit has been entrusted to HODs council. IQAC committee entrusted to carry out Audit of Office and Administration section of CiTech.
2. Planning for conduct of IA test entrusted to HOD of ISE and he was requested to create time table for entire institute on the dates as mentioned in the academic calendar.
3. Squad was formed comprising of HODs council who were interested to go on rounds during conduct of examination and report to the Office of the Principal about any cases of malpractice and action taken against the candidate involved.

Meeting was adjourned with a note of thanks from IQAC Coordinator.

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IQAC – Principal Office

Date: 16/09/2017

Action Taken Report

Circular Ref: IQAC/Meeting/2017-2018/008 dated: 15/09/2017

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

1. Academic, library, office, administration section audit.

a) Academic Audit

Principal instructed HODs Council and IQAC committee to form an audit committee comprising of heads of the department to carry out audit in one week duration.

b) Library Audit

A committee of senior teachers from every department to be formed for conducting library audits and audit should be finished within four days.

c) Office/ Admin

Council of HODs were entrusted with the responsibility of carrying out office/ admin section audit after finishing academic audit and the process should be completed within one week.

All the audit reports should be submitted to the office of the undersigned within three days of completion of the audit process.

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

IQAC Chairman
CAMBRIDGE INSTITUTE OF TECHNOLOGY
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