



CAMBRIDGE INSTITUTE OF TECHNOLOGY

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

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

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

IQAC – Principal Office

Date: 01/07/2018

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2018-2019/001.

This is to inform all the HODs to assemble in the Principal's Chamber for a meeting at time 10:30AM on 02/07/2018 to discuss on the agenda items listed below:

1. IA question paper submission
2. Scrutiny of IA question paper
2. Any other point to be discussed with the permission of the Chair

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IQAC – Principal Office

Date: 02/07/2018

Circular Ref: IQAC/Meeting/2018-2019/001 dated 01/07/2018

The following is an account of the minutes taken at the Meeting held on 02/07/2018 from 10.30 AM at Principal Chamber.

Attendees of the Meeting

The following members were present for the meeting held on Date: 02/07/2018.

Meeting Chair	Dr. Suresh L,
Dr. Shashikumar D R	HOD, CSE
Dr. Indumathi G	HOD, ECE
Dr. K. Ananthapadmanabha	HOD, ISE
Dr. Suneel Kumar Kulkarni	HOD, ME
Dr. Suma S P	HOD, Maths
Dr. Arunadevi M	HOD, MCA
Dr. Sridhar S	HOD, EEE
Dr. Shanthi S R	Dean, Basic Sciences
Dr. Ramesh R S	HOD, MBA

Agenda of the Meeting:

1. IA question paper submission
2. Scrutiny of IA question paper
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. It was decided in the meeting that the question paper setter need to follow the RBT pattern.
2. Question paper has to be submitted to the departmental scrutiny committee by 23rd Aug 2018.
3. Then the question paper will be submitted to college scrutiny committee by 24th Aug 2018 and on approval it should be submitted to office of COE.

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IQAC – Principal Office

Date: 25/07/2018

Action Taken Report

Circular Ref: IQAC/Meeting/2018-2019/001 dated: 01/07/2018

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

1. IA question paper submission

IA Question papers were submitted to the department scrutiny committee after following all the instructions (RBT).

2. Scrutiny of IA question paper

Scrutiny of IA question papers was done at department level and college level. After incorporating the suggestions given by the IQAC committee, final copy of the IA question papers were submitted to the office of COE.

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

IQAC Chairperson
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IQAC – Principal Office

Date: 22/11/2018

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2018-2019/002.

This is to inform all the HODs to assemble in the Principal's Chamber for a meeting at time 10:30 AM on 23/11/2018 to discuss on the agenda items listed below:

1. Vision & Mission Review
2. Any other point to be discussed with the permission of the Chair.

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IQAC – Principal Office

Date: 23/11/2018

Circular Ref: IQAC/Meeting/2018-2019/002 dated 22/11/2018

The following is an account of the minutes taken at the Meeting held on 23/11/2018 from 10.30AM at Principal Chamber.

Attendees of the Meeting

The following members were present for the meeting held on Date: 23/11/2018.

Meeting Chair	Dr. Suresh L,
Dr. Shashikumar D R	HOD, CSE
Dr. Indumathi G	HOD, ECE
Dr. K. Ananthapadmanabha	HOD, ISE
Dr. Suneel Kumar Kulkarni	HOD, ME
Dr. Suma S P	HOD, Maths
Dr. Arunadevi M	HOD, MCA
Dr. Sridhar S	HOD, EEE
Dr. Shanthi S R	Dean, Basic Sciences
Dr. Ramesh R S	HOD, MBA

Agenda of the Meeting:

1. Vision & Mission Review
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. Principal asked about the progress of Vision & Mission statements of the Institution and he also informed that based on the changes, departments also need to revisit their Vision & Mission and suggested to conduct the brain storming sessions.

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IQAC – Principal Office

Date: 17/12/2018

Action Taken Report

Circular Ref: IQAC/Meeting/2018-2019/002 dated: 22/11/2018

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

Review of Vision & Mission statements of the Institute were done and departments also started conducting brain storming sessions to update their respective Vision & Mission statements in line with Institute Vision & Mission.

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

IQAC Chairperson
PRINCIPAL
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IQAC – Principal Office

Date: 04/01/2019

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2018-2019/003.

This is to inform all the HODs to assemble in the Principal's Chamber for a meeting at time 10:30AM on 05/01/2019 to discuss on the agenda items listed below:

1. NBA Audit
2. Process Primer
2. Any other point to be discussed with the permission of the Chair.

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IQAC – Principal Office

Date: 05/01/2019

Circular Ref: IQAC/Meeting/2018-2019/003 dated 04/01/2019

The following is an account of the minutes taken at the Meeting held on 05/01/2019 from 10.30 AM at Principal Chamber.

Attendees of the Meeting

The following members were present for the meeting held on Date: 05/01/2019.

Meeting Chair	Dr. Suresh L,
Dr. Shashikumar D R	HOD, CSE
Dr. Indumathi G	HOD, ECE
Dr. K. Ananthapadmanabha	HOD, ISE
Dr. Suneel Kumar Kulkarni	HOD, ME
Dr. Suma S P	HOD, Maths
Dr. Arunadevi M	HOD, MCA
Dr. Sridhar S	HOD, EEE
Dr. Shanthi S R	Dean, Basic Sciences
Dr. Hemakumar K H	HOD, Chemistry

Agenda of the Meeting:

1. NBA Audit
2. Process Primer
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. Dr. Indumathi G, HOD-ECE briefed about the NBA audit conducted and session two audit was conducted for all the departments. All departments have updated except some minor changes to be incorporated the same is informed to HODs.
2. Principal informed that HODs should be aware about NBA and NAAC. Hard copy of the CITech Primer is issued to HODs. HODs and faculty should go through the complete CITech Primer.

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IQAC – Principal Office

Date: 10/01/2019

Action Taken Report

Circular Ref: IQAC/Meeting/2018-2019/003 dated: 04/01/2019

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

1. NBA Audit:

According to the audit committee reviews, all departments updated the documents.

2. CiTech Primer:

CiTech Primer was circulated to all departments for the reference and faculty started referring the primer for any clarifications.

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

IQAC Chairperson
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IQAC – Principal Office

Date: 15/04/2019

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2018-2019/004.

This is to inform all the HODs to assemble in the Principal's Chamber for a meeting at time 10:30AM on 16/04/2019 to discuss on the agenda items listed below:

1. INTUIT – Project Exhibition.
2. Any other point to be discussed with the permission of the Chair.

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IQAC – Principal Office

Date: 16/04/2019

Circular Ref: IQAC/Meeting/2018-2019/004 dated 15/04/2019

The following is an account of the minutes taken at the Meeting held on 16/04/2019 from 10.30 AM at Principal Chamber.

Attendees of the Meeting

The following members were present for the meeting held on Date: 16/04/2019.

Meeting Chair	Dr. Suresh L,
Dr. Shashikumar D R	HOD, CSE
Dr. Indumathi G	HOD, ECE
Dr. K. Ananthapadmanabha	HOD, ISE
Dr. Suneel Kumar Kulkarni	HOD, ME
Dr. Suma S P	HOD, Maths
Dr. Arunadevi M	HOD, MCA
Dr. Sridhar S	HOD, EEE
Dr. Shanthi S R	Dean, Basic Sciences
Dr. Hemakumar K H	HOD, Chemistry

Agenda of the Meeting:

1. INTUIT – Project Exhibition.
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. Dr. Indumathi, HOD-ECE briefed about the progress made by the departments towards INTUIT 2019, which is scheduled on 16-17, May 2019.
2. Dr. Indumathi, HOD-ECE said that the Project requirement template will be sent to all the departments. The format will be like **name_branch_Semester_theme_Number**.
3. Principal said that against each theme the file should be maintained starting from Boucher, circulars, batches, guides, project number, themes etc.
4. Principal said that the students should use their own resources like laptop or Tab etc, if they need the department computer they have to produce the letter.
5. Principal said to identify good judges from industries and even Alumni can be invited as judges.

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IQAC – Principal Office

Date: 02/05/2019

Action Taken Report

Circular Ref: IQAC/Meeting/2018-2019/004 dated: 15/04/2019

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

INTUIT – Project Exhibition

According to the inputs given by Dr. Indumathi G, HOD-ECE, all departments prepared the required documents for INTUIT 2019. Judges were identified from Industry and Alumni. Preparations were done to make INTUIT- 2019 a grand success Event.

IQAC Co-ordinator
Internal Quality Assurance Cell
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Principal
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