



CAMBRIDGE INSTITUTE OF TECHNOLOGY

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IQAC – Principal Office

Date: 04/11/2019

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2019-2020/001.

This is to inform all the HODs to assemble in the Principal's Chamber for a meeting at time 02:30 PM on 05/11/2019 to discuss on the agenda items listed below:

1. Zero Waste Activities
2. Any other point to be discussed with the permission of the Chair

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IQAC – Principal Office

Minutes of Meeting

Date: 05/11/2019

Circular Ref: IQAC/Meeting/2019-2020/001 dated 04/11/2019

The following is an account of the minutes taken at the Meeting held on 05/11/2019 from 02.30PM at Principal Chamber.

Attendees of the Meeting

The following members were present for the meeting held on Date: 05/11/2019.

Meeting Chair	Dr. Suresh L
Dr. Shashikumar D R	HOD, CSE
Dr. Indumathi G	HOD, ECE
Dr. K Satyanarayan Reddy	HOD, ISE
Dr. Suneel Kumar Kulkarni	HOD, ME
Dr. S S Salimath	HOD, Civil
Prof. Nagaraj	HOD, EEE
Dr. Shanthi S R	Dean, Basic Sciences
Dr. Basanna Patagundi	HOD, MBA

Agenda of the Meeting:

1. Zero Waste Activities
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 **appreciated Ms. Suhasini** Volunteer of “Usiru” NGO and Insisted that all staff should work accordingly.
2. Principal informed to Professor K G Nagaraj HoD- EEE Zero waste in charge, to arrange some good stickers with some good slogans and messages and display the same near the switch boards.
3. Informed to Dr. Indumathi G, HoD-ECE and Dr. Shanthi S R, Dean Basic sciences, to conduct a meeting with girl students towards disposing the sanitary napkins and cleanliness.

Principal informed all HoDs to,

4. Educate the staff and students not to use any kind of plastic in the department such as the paper cups, plastic Tiffin box, food parcel in the plastic covers etc.
5. Use the steel cups and containers even if there is any programme or functions in the department.
6. Inform the attenders to keep the windows open in the department, classrooms and labs as soon as they come to college. Cleanliness should be maintained in the department. And to switch of the light and system when not in use.
7. Send paper waste, e-waste, plastic waste, steel waste in the department to Mr. Ajay Anthony Zero waste in charge. It will be sent to ITC for disposing.

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IQAC – Principal Office

Date: 05/12/2019

Action Taken Report

Circular Ref: IQAC/Meeting/2019-2020/001 dated: 04/11/2019

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

1. Zero Waste Activities


Awareness programs were organized for the faculty, students and staff to create awareness about the Zero Waste Campus.

Meeting was conducted to all girl students to create awareness about the sanitary disposal and also informed them about the disposal machines installed in the girl's rest room.

Usage of steel cups and plates were implemented at the department level and also in the College level.

Segregation of various kinds of wastes is being taken care.


IQAC Coordinator
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: 11/12/2019

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2019-2020/002.

This is to inform all the HODs to assemble in the Principal's Chamber for a meeting at time 02:30PM on 12/12/2019 to discuss on the agenda items listed below:

1. NBA Accreditation.
2. Any other point to be discussed with the permission of the Chair

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IQAC – Principal Office

Minutes of Meeting

Date: 12/12/2019

Circular Ref: IQAC/Meeting/2019-2020/002 dated 11/12/2019

The following is an account of the minutes taken at the Meeting held on 12/12/2019 from 02.30PM at venue Principal Chamber.

Attendees of the Meeting

The following members were present for the meeting held on Date: 12/12/2019.

Meeting Chair	Dr. Suresh L
Dr. Shashikumar D R	HOD, CSE
Dr. Indumathi G	HOD, ECE
Dr. K Satyanarayan Reddy	HOD, ISE
Dr. Suneel Kumar Kulkarni	HOD, ME
Dr. S S Salimath	HOD, Civil
Prof. Nagaraj	HOD, EEE
Dr. Shanthi S R	Dean, Basic Sciences
Dr. Basanna Patagundi	HOD, MBA
Dr. Aruna Devi M	HOD, MCA

Agenda of the Meeting:

1. NBA Compliance Report Preparation
2. NBA Compliance Report Uploading
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 and NBA Chief Coordinator Dr. Indumathi G, HoD – ECE informed to prepare and keep it ready the compliance report document for uploading in NBA portal.
2. Principal and NBA Chief Coordinator Dr. Indumathi G, HoD- ECE informed that the compliance report of ECE, EEE, ISE and Mechanical department will be uploaded in NBA portal on 13th December 2019.


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IQAC – Principal Office

Date: 13/12/2019

Action Taken Report

Circular Ref: IQAC/Meeting/2019-2020/002 dated: 11/12/2019

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

1. NBA Compliance Report Preparation

The departments (ECE, ISE, Mechanical and EEE) have prepared the compliance report and ready for uploading.

2. NBA Compliance Report Uploading

The departments (ECE, ISE, Mechanical and EEE) successfully uploaded the compliance report on NBA portal.

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

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IQAC – Principal Office

Date: 30/03/2020

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2019-2020/003.

This is to inform all the HODs to attend a online meeting at time 04:30PM on 31/03/2020 through Zoom App to discuss on the agenda items listed below:

1. Zoom App Classes
2. Technical issues
3. Any other point to be discussed with the permission of the Chair

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IQAC – Principal Office

Date: 31/03/2020

Minutes of Meeting

Circular Ref: IQAC/Meeting/2019-2020/003 dated 30/03/2020

The following is an account of the minutes taken at the Meeting held on 31/03/2020 from 04.30PM online through Zoom App.

Attendees of the Meeting

The following members were present for the meeting held on Date: 31/03/2020.

Meeting Chair	Dr. Suresh L
Dr. Shashikumar D R	HOD, CSE
Dr. Indumathi G	HOD, ECE
Dr. K Satyanarayan Reddy	HOD, ISE
Dr. Suneel Kumar Kulkarni	HOD, ME
Dr. S S Salimath	HOD, Civil
Prof. Nagaraj	HOD, EEE
Dr. Shanthi S R	Dean, Basic Sciences
Dr. Basanna Patagundi	HOD, MBA
Dr. Aruna Devi	HOD, MCA
Dr. Suma S P	HOD, Maths
Dr. Pushpalatha H L	HOD, Physics
Dr. Hemakuamr	HOD, Chemistry
Mr. Srinidhi	Administrator



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IQAC – Principal Office

Agenda of the Meeting:

1. Zoom App Classes
2. Technical issues
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:

Principal welcomed all the HODs for the meeting

1. Principal appreciated HoDs and faculty for their efforts in handling online teaching and discussed regarding online teaching to all HoDs. All HoDs narrated their experience of handling online classes and gave their feedback and suggestions about the student's response in attending online classes.

2. Principal informed that any technical issues with respect to online classes will be resolved by Administrator Mr. Srinidhi.

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IQAC – Principal Office

Date: 10/04/2020

Action Taken Report

Circular Ref: IQAC/Meeting/2019-2020/003 dated: 30/03/2020

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

1. Zoom App Classes

All faculties were able to handle online classes using Zoom App using the licensed Zoom ids. Each department got separate Zoom ids for handling the online classes.

2. Technical issues

Technical issues with respect to online classes were immediately solved by the Administrator Mr. Srinidhi on daily basis.


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IQAC Co-ordinator
Internal Quality Assurance Cell
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IQAC Chairperson
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IQAC – Principal Office

Date: 22/04/2020

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2019-2020/004.

This is to inform all the HODs to attend a online meeting at time 04:00PM on 23/04/2020 through Zoom App to discuss on the agenda items listed below:

1. Online Classes
2. Uploading Lecture Videos
3. FDPs, LinkedIn courses
3. Any other point to be discussed with the permission of the Chair

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IQAC – Principal Office

Minutes of Meeting

Date: 23/04/2020

Circular Ref: IQAC/Meeting/2019-2020/004 dated 22/04/2020

The following is an account of the minutes taken at the Meeting held on 23/04/2020 from 04.00PM online through Zoom App.

Attendees of the Meeting

The following members were present for the meeting held on Date: 23/04/2020.

Meeting Chair	Dr. Suresh L
Dr. Shashikumar D R	HOD, CSE
Dr. Indumathi G	HOD, ECE
Dr. K Satyanarayan Reddy	HOD, ISE
Dr. Suneel Kumar Kulkarni	HOD, ME
Dr. S S Salimath	HOD, Civil
Prof. Nagaraj	HOD, EEE
Dr. Shanthi S R	Dean, Basic Sciences
Dr. Basanna Patagundi	HOD, MBA
Dr. Aruna Devi	HOD, MCA
Dr. Suma S P	HOD, Maths
Dr. Pushpalatha H L	HOD, Physics
Dr. Hemakuamr	HOD, Chemistry
Mr. Srinidhi	Administrator

Agenda of the Meeting:

1. Online Classes
2. Uploading Lecture Videos



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IQAC – Principal Office

3. FDPs, LinkedIn courses
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:

Principal welcomed all the HODs for the meeting and asked the progress of virtual classes, assignments, innovations towards uplifting the department. All HODs gave their feedback and suggestions.

1. Dr. Shashikumar – HOD CSE expressed that virtual classes are being conducted successfully. Assignments were given to the students and students would upload the assignments in the Google classroom.
2. Dr. Satyanarayan Reddy – HOD ISE informed that online classes are going smoothly. Five modules are completed. Project presentation first phase is over.
3. Principal appreciated all the HODs and faculties for their efforts in the virtual classes.
4. Principal asked the progress of the recorded videos uploaded in the You Tube channels of respective departments. All HODs gave their feedback and suggestions.
5. Principal informed that one more session on how to upload the recorded videos would be conducted on 24th April 2020 for all faculties. Informed HODs to attend the session and also to inform the faculty to attend the same.
6. Principal suggested that the entire faculty were to upgrade their skills and knowledge by attending as many webinars/ FDPs during the lockdown period. Faculty was also advised to join



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for pre identified LinkedIn courses (leading to certifications) for upgrading their skills in power point preparation, usage of excel, Microsoft word etc.

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IQAC – Principal Office

Date: 04/05/2020


Action Taken Report

Circular Ref: IQAC/Meeting/2019-2020/004 dated: 22/04/2020

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

1. Online classes were completed successfully by all departments. Seminars and project phase presentations for 8th semester were also done in online mode and completed successfully.
2. All faculties started uploading the video lectures of individual subjects on the respective department You Tube channels. Lab demo video sessions were also uploaded specifically for hardware labs. All videos were well edited and quality was maintained.
3. As per Principal suggestion faculty registered for various FDPs, Webinars and Workshops in the online mode and upgraded their technical knowledge. All faculties upgraded their skills in power point, Excel areas by taking certification courses offered by LinkedIn.


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Internal Quality Assurance Cell
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IQAC Chairperson
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IQAC – Principal Office

Date: 23/04/2020

CIRCULAR

Ref: CiTech/IQAC/Gen. Meeting/2019-2020/005.

This is to inform all the HODs and faculty to attend a online meeting and training at time 05:00PM on 24/04/2020 through Zoom App to discuss on the agenda items listed below:

1. Training on Video Creating, Editing and uploading
3. Any other point to be discussed with the permission of the Chair

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IQAC – Principal Office

Minutes of Meeting

Date: 24/04/2020

Circular Ref: IQAC/Meeting/2019-2020/005 dated 23/04/2020

The following is an account of the minutes taken at the Meeting held on 24/04/2020 from 05.00PM online through Zoom App.

Attendees of the Meeting

Meeting was conducted on 24/04/2020 between 5.00pm to 6.45pm Dr. Suresh L – Principal, HODs of all departments, Faculty, Mr. Srinidhi Administrator, Mr. Jellin from marketing. This was online meeting on Zoom App.

Agenda of the Meeting:

1. Training on Video Creating, Editing and 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:

The meeting started with a welcome note to all participants.

1. Principal asked Dr. Satyanarayan Reddy – HOD ISE to give the demonstration on uploading the video on You Tube in easy method.
2. Dr. Satyanarayan Reddy demonstrated and explained by sharing the screen on how to upload the videos in You Tube. Explained about the image area name of the file, editing video, title of the video cropping etc.



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IQAC – Principal Office

3. Mr. Jellin explained about the text coloured time marker the tool that is available can be used and also informed not to mark on kids click. Also informed to click on publish button etc. Faculty came up with the queries and Mr. Srinidhi and Mr. Jellin gave solution to the faculty queries.
4. Principal appreciated Dr. Satyanarayan Reddy – HOD ISE, Mr. Srinidhi and MR. Jellin for demonstrating and explaining uploading the recorded videos on You Tube.
5. Principal informed to upload the latest videos by adding extra features, thumb line etc.

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IQAC – Principal Office

Date: 06/05/2020

Action Taken Report

Circular Ref: IQAC/Meeting/2019-2020/005 dated: 23/04/2020

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

As per the training given by the experts for video editing and uploading, faculty prepared the quality videos and were uploaded in the department You Tube Channels successfully.

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