

IQAC – Principal Office

Date: 06/09/2023

CIRCULAR

Ref: CiTech/IQAC/Meeting/2023-2024/001.

This is to inform all the HODs and IQAC coordinators to attend meeting at time 11:15AM on 07/09/2023 at Digital Library, 2nd floor to discuss on the agenda items listed below:

1. Discussion on Autonomous Syllabus
2. Graduation Day
3. Chiguru
4. NBA Visit
5. Teacher's Day & Engineer's Day Plan
6. Any other point to be discussed with the permission of the Chair



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



IQAC Coordinator

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

Minutes of Meeting


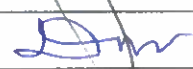
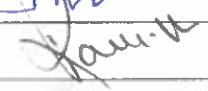

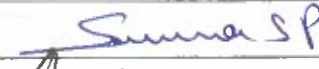
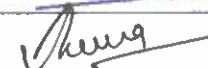

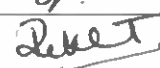
Date: 08/09/2023

Circular Ref: IQAC/Meeting/2023-2024/001 dated 06/09/2023

The following is an account of the minutes taken at the Meeting held on 07/09/2023 from 11.15AM.

Attendees of the Meeting

The following members were present for the meeting held on Date: 07/09/2023.

| Meeting Chair | Dr. Indumathi G |
|-----------------------------|--|
| Dr. K Suneel Kumar Kulkarni | Dept. of Mech  |
| Dr. Shashikumar D R | Dept. of CSE  |
| Dr. Ravi | Dept. of MBA  |
| Dr. Shanthi S R | Dean, Basic Sciences  |
| Dr. Suma S P | Dept. of Mathematics  |
| Prof. Hema | Dept. of EEE  |
| Prof. Preethi S | Dept. of ISE  |
| Prof. Rekha J | Dept. of Mathematics  |

Agenda of the Meeting:

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

PG departments are informed to be ready with the scheme for autonomous programme in line with the other premier universities and industry requirements. UG departments are also informed to keep the scheme ready for higher semesters in line with the trending technologies and industry requirements. Discussion will continue after finalization of the first-year syllabus.

Graduation Day as decided will be conducted on 09.09.2023. The departments of ME, CV and CSE will be the organizing departments.

Core committee to be formed as soon as the 7th semester students report to the Institution. The event can be planned in the month of November 2023.

NBA meeting with ECE, ISE, EEE:

Meeting to brief the faculty about the observations. Any data for PPT for presentation to the committee should be provided from every department as and when required.

Teachers Day / Engineers Day and Award Ceremony:

Tentatively Teachers' Day and Engineers' Day is decided to be conducted together on 20.09.2023.



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Date: 23/10/2023

Action Taken Report

Circular Ref: IQAC/Meeting/2023-24/001 dated: 06/09/2023

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

UG autonomous scheme and syllabus discussion meeting was conducted in respective departments and experts identified for framing the syllabus for 2nd year.

Graduation Day was successfully completed on the scheduled date.

Core committee framed to conduct Chiguru fest which will be conducted on 24th and 25th November 23.

Departments are ready with ppts for NBA audit.

Teacher's day and Engineer's Day was successfully celebrated on the scheduled date.


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IQAC Chairperson

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Date: 10/11/2023

CIRCULAR

Ref: CiTech/IQAC/Meeting/2023-2024/002.

This is to inform all the HODs and IQAC Coordinators to attend meeting at time 11:15AM on 11/11/2023 at Digital Library, 2nd Floor to discuss on the agenda items listed below:

1. Autonomous BOS formation
2. AQAR -22-23
3. NBA visit
4. OBE Workshop
5. Autonomous exam and scrutiny
6. Any other point to be discussed with the permission of the Chair


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Minutes of Meeting

Date: 12/11/2023

Circular Ref: IQAC/Meeting/2023-2024/002 dated 10/11/2023

The following is an account of the minutes taken at the Meeting held on 11/11/2023 from 11.15AM.

Attendees of the Meeting

The following members were present for the meeting held on Date: 11/11/2023.

| | |
|-----------------------------|----------------------|
| Meeting Chair | Dr. Indumathi G |
| Dr. K Suneel Kumar Kulkarni | HOD, Mech |
| Dr. Shashikumar D R | Dept. of CSE |
| Dr. Ravi | Dept. of MBA |
| Dr. Shanthi S R | Dean, Basic Sciences |
| Dr. Suma S P | Dept. of Mathematics |
| Prof. Hema | Dept. of EEE |
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Agenda of the Meeting:

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

Department wise meeting will be held to finalize the BoS members for the autonomous. Industry partners in the Institution may be approached

The details for AQAR 2023 should be submitted by all the departments to the criterion heads before 15.11.2023. The finalized AQAR to be uploaded in the month of December 2023.

NBA visit:

Internal audit is scheduled on 6th, 7th and 8th November 2023.

External audit is planned on 16th, 17th and 18th November 2023.

A special audit as per the NBA guidelines will be scheduled after that for final preparedness.

NBA Audit of Common Facilities and Office:

Library audit – 16.11.2023

Office – 17.11.2023

1st year – 18.11.2023

All IQAC files also to be updated by 22.11.2023.

Department presentation for NBA visit to be kept ready by all the departments.

OBE Workshop:

5 days OBE workshop an initiative from IQAC is scheduled from 12th January 2024 to 18th January 2024.

Classes to be arranged such that the maximum of the senior faculty to attend the workshop, the same may be delivered to the remaining faculty at the department level. No leave to be granted on these days. IQAC is responsible for conducting the workshop. Faculty attendance, Report, photos, Feedback and analysis to be maintained by IQAC.

Autonomous Exam and Scrutiny:


Timetable for first semester examinations is finalized and informed to all the students. External and final scrutiny of the question paper is scheduled on 29.01.2024

Autonomous Question Paper Scrutiny:

Scrutiny committee is framed at the department level, college level to be identified for each individual subjects. The same will be officially informed. The QP setting and scrutiny has to happen meticulously and has to be highly confidential. Date for the external scrutiny and the external member for the scrutiny to be identified and finalized by tomorrow, 19.01.2024.



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Date: 02/02/2024

Action Taken Report

Circular Ref: IQAC/Meeting/2023-24/002 dated: 10/11/2023

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

Department BOS formation considering industry experts completed.

AQAR for the year 22-23 was successfully uploaded to the NAAC portal.

NBA internal and external audit was completed successfully. NBA committee visited on 8th and 9th December 2023 and verified all documents. Visit was successful.

5 days OBE workshop, an initiative from IQAC completed successfully from 12th January 2024 to 18th January 2024.

Autonomous scrutiny was completed on the scheduled dates and also 1st semester exams started from 29th January 2024 as per the time table.



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IQAC Chairperson

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8


Date: 12/02/2024


CIRCULAR

Ref: CiTech/IQAC/Meeting/2023-2024/003.

This is to inform all the HODs and IQAC Coordinators to attend meeting at time 11:15AM on 13/02/2024 at Digital Library, 2nd Floor to discuss on the agenda items listed below:

1. Intuit 24 and National Conference
2. RISC V lab inauguration
3. PG inauguration
4. Indo US Summit
5. Any other point to be discussed with the permission of the Chair




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Minutes of Meeting






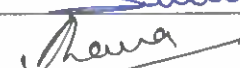


Date: 14/02/2024

Circular Ref: IQAC/Meeting/2023-2024/003 dated 12/02/2024

The following is an account of the minutes taken at the Meeting held on 13/02/2024 from 11.15AM.

Attendees of the Meeting

The following members were present for the meeting held on Date: 13/02/2024.

| | |
|-----------------------------|---|
| Meeting Chair | Dr. Indumathi G |
| Dr. K Suneel Kumar Kulkarni | HOD, Mech  |
| Dr. Shashikumar D R | Dept. of CSE  |
| Dr. Ravi | Dept. of MBA  |
| Dr. Shanthi S R | Dean, Basic Sciences  |
| Dr. Suma S P | Dept. of Mathematics  |
| Prof. Hema | Dept. of EEE  |
| Prof. Preethi S | IQAC Convener, Dept. of ISE  |
| Prof. Rekha J | IQAC Convener, Dept. of Mathematics  |

Agenda of the Meeting

1. Intuit 24 and National Conference
2. RISC V lab inauguration
3. PG inauguration
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5. Any other point to be discussed with the permission of the Chair


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Discussion on Agenda proceeded as follows:

Principal informed that Intuit 24 and National Conference is planned to be conducted on 2nd and 3rd May 2024. In this regard, she identified CSE, AIML, EEE and Basic Science departments to take in-charge for National Conference and ECE, ME, Civil and MCA departments to take in-charge of Intuit 24.

Principal informed about the inauguration of RISC V lab on 15th February 2024.

Inauguration of PG Programme:

PG programme (MBA, MCA, M.Tech – CSE and M.Tech – VLSI) is scheduled on 12.02.2024. All registered students along with parents to attend the programme. HOD CSE and HOD ECE have to inform M.Tech students to attend the programme.

INDO US Summit:

Various committees for the INDO US summit scheduled on 14.03.2024 have been identified. The same was briefed to members during the meeting. Committee wise meeting will be held in the next week with Principal.



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Date: 01/05/2024

Action Taken Report

Circular Ref: IQAC/Meeting/2023-2024/003 dated: 12/02/2024

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

Intuit 24 and National Conference was successfully completed on the scheduled dates.

RISC V lab inaugurated on 15th February 2024 successfully.

PG inauguration was successfully completed on the scheduled date.

Indo US summit completed with a great success on 14th March 2024.



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Date: 05/06/2024


CIRCULAR

Ref: CiTech/IQAC/Meeting/2023-2024/004.

This is to inform all the HODs and IQAC Coordinators to attend meeting at time 11:15AM on 06/06/2024 at Digital Library, 2nd Floor to discuss on the agenda items listed below:

1. Founders Day
2. Budget Meeting
3. Forming Research Committee
4. Microsoft Student Club
5. Any other point to be discussed with the permission of the Chair


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Minutes of Meeting


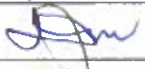



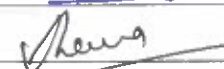


Date: 07/06/2024

Circular Ref: IQAC/Meeting/2023-2024/004 dated 05/06/2024

The following is an account of the minutes taken at the Meeting held on 06/06/2024 from 11.15AM.

Attendees of the Meeting

The following members were present for the meeting held on Date: 06/06/2024.

| Meeting Chair | Dr. Indumathi G |
|-----------------------------|---|
| Dr. K Suneel Kumar Kulkarni | HOD, Mech  |
| Dr. Shashikumar D R | HOD, Dept. of CSE  |
| Dr. Ravi | HOD, Dept. of MBA  |
| Dr. Shanthi S R | HOD, Dean, Basic Sciences  |
| Dr. Suma S P | HOD, Dept. of Mathematics  |
| Prof. Hema | HOD, Dept. of EEE  |
| Prof. Shivapanchakshari | HOD, Dept. of ECE |
| Dr. Preethi S | IQAC Convener, Dept. of ISE  |
| Dr. Rekha J | IQAC Convener, Dept. of Mathematics  |

Agenda of the Meeting:

1. Founders Day and Drone Summit
2. Budget Meeting
3. Forming Research Committee
4. Microsoft Student Club
5. 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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Drone Expo and Summit – 13.05.2024:

Many eminent scientists and industrialists are gracing the occasion for the event. Best final year projects are kept on demo in the CHOSS. Panel discussion will continue after the inauguration and Drone show will be arranged in the afternoon. All HoDs, faculty who are free and identified students from all departments should attend the programme. Students should be permitted to watch the Drone show as per schedule.

Budget Meeting:

Budget meeting is scheduled on 24th May 2024 to discuss about the new lab set up and also allocating budget for all departments.

RC Members:

- o Dept. of ECE – Dr. Chrispin Jiji and Dr. Lakshmi
- o Dept. of ME – Prof. Anand Kulkarni
- o Dept. of CSE – Dr. Yashaswini and Dr. Shilpa
- o Dept. of ISE – Dr. Loganathan and Dr. Karthik
- o Dept. of EEE – Dr. Sujatha B G and Prof. Archana
- o Dept. of CV – Prof. Vinaykumar and Prof. Aruna
- o Dept. of AIML – Dr. Buddesab
- o Dept. of BS – Dr. Ravishankar and Dr. Pushpalatha
- o Dept. of MBA – Dr. Anuradha
- o Dept. of MCA – Dr. Balaji

Above are the identified RC members from individual departments. Each department will be given the target for proposals and grants and has to be completed in association with CCCIR. Hods have to follow up with the RC members and CCCIR team to achieve the targets for research/consultancy grants.

Skill course from Microsoft:

It is organized from Microsoft Club, Dept. of ISE– for 6th semester students. Compulsory for ISE, all other branches 6th semester students may participate on 28th June 2024.



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Date: 29/06/2024

Action Taken Report

Circular Ref: IQAC/Meeting/2023-24/004 dated: 05/06/2024

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

Founders Day was celebrated as Drone Summit on 13th May 2024 and many participants from various Institutions attended the event.

As per the suggestions in the budget meeting, decision was taken for new lab set up and also to purchase new systems for various departments as per the requirement.

Research Committee framed and given targets to achieve. Few members completed with papers and proposals.

Microsoft student club activity organized by Dept. of ISE on 28th June 2024 completed successfully.



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IQAC Chairperson

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