



SURANA COLLEGE

No. 167, 5th Main Road, Industrial Suburb, 2nd Stage, Behind FTI, Near ESIC Hospital, Peenya,
Bengaluru-560022

Academic Year :- 2017-18

Date:- 30th June 2017

Venue: Board Rom

MEMBER PRESENT

Dr. Ramya R
Mrs. Alakanada J A
Mrs. Indhu R
Mrs. Chitra T
Mr. Kishore S
Mrs. Vaishnavi R

Minutes of Meeting

Agenda:

1. Admission strategies for all the departments
2. Conducting Co-curricular and extra-curricular activities
3. Incorporating library and sports activity hours in the timetable
4. Seminars for the students
5. Organizing faculty development programs
6. Conducting quality improvement programs for teaching and non-teaching staff
7. Establishing industry tie-ups and MOUs
8. Encouraging staff members to present papers
9. Involvement of faculty members in curriculum revision and becoming members of board of studies
10. Preparation of lesson plans based on subject allocation
11. Preparing calendar of events
12. Encouraging faculty members to upgrade their qualifications, such as pursuing Ph.D.

Proceedings:

The meeting was called to order at 2:00PM by Mrs. Dr Ramya R. Principal

The chairperson, Dr Ramya R, welcomed the attendees and initiated discussions on the agenda items.

The group discussed various admission strategies for all departments, and it was resolved to form a subcommittee to work on this. Mrs. Indhu R and Mr. Kishore S volunteered to lead this effort.



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The importance of conducting such activities was emphasized. It was agreed to plan and schedule a variety of activities throughout the academic year.

Incorporating library and sports activities into the timetable was discussed. The committee will work on a proposal to implement this and share it in the next meeting.

It was decided to organize seminars for students to enhance their knowledge and skills. The details will be worked out by Mrs. Chitra T.

A faculty development program was proposed to enhance the skills and knowledge of the teaching and non-teaching staff. Mrs. Vaishnavi R will lead this initiative.

It was resolved to conduct a quality improvement program for the staff. Mr. Kishore S will coordinate the program.

Exploring industry tie-ups and MOUs was discussed, and a subcommittee will be formed to explore opportunities in this regard.

Faculty members were encouraged to present papers at conferences and seminars.

Faculty members will be involved in curriculum revision and will become members of the board of studies to provide their input.

Lesson plans will be prepared based on subject allocation for efficient teaching.

Informed all the department heads to prepare timetable for their respective department

It was strongly suggested that faculty members pursue Ph.D. to enhance their qualifications.

Ratifications:

The minutes of this meeting were reviewed and approved by Dr Ramya R



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Academic Year :- 2017-18

Date:- 10th Jan 2018

Venue: Board Rom

Attendees:

Dr. Ramya R
Mrs. Alakanada J. A
Mrs. Indhu R
Mrs. Chitra T
Mrs. Vaishnavi R

Agenda:

Strengthening Admission Strategies and Curricular Activities
Faculty Participation in State and National Seminars/Conferences
Faculty Publications with ISBN and ISSN
Departmental Budgetary Requirements Submission
Sports and Games Plan for the Academic Year
Preparing calendar of events
Certification Courses for Students

Proceedings:

The committee discussed the need to enhance admission strategies and increase the number of curricular activities for students in the upcoming academic year.

It was recommended that faculty members should be encouraged to attend state and national-level seminars and conferences to enhance their knowledge and expertise.

Faculty members were advised to publish books and journals with ISBN and ISSN to contribute to academic research and knowledge dissemination.

The departments were instructed to submit their budgetary requirements for library books, sports, and lab resources for the current academic year to ensure adequate provisions.

The Sports Director was advised to develop a comprehensive plan for sports and games activities for the academic year. Additionally, students were encouraged to participate in university and national-level competitions, with a requirement to submit reports.

Informed all the department heads to prepare timetable for their respective department

The committee discussed the implementation of certification courses for students based on their requirements.



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Ratification:

The minutes of the IQAC meeting held on 10th January 2018 were presented, discussed, and unanimously approved by the members present. The actions and recommendations mentioned in the proceedings will be acted upon accordingly.



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Academic Year :- 2017-18

Date:- 28th July 2018

Venue: Board Rom

Attendees:

Dr. Ramya R
Mrs. Alakanada J. A
Mrs. Indhu R
Mrs. Chitra T
Mrs. Vaishnavi R
Mr. Kishor S

Agenda:

Review of Minutes from the 2nd IQAC Meeting
Conducting Internal Assessments for Students
Parents and Teacher Meeting (PTM) Post Internal Assessments
Monitoring Faculty Skill Enhancements
Monitoring Faculty Publications (Books and Journals)
Finalizing Sports Events for the Academic Year
Remedial Classes for Slow Learners and Sports Students
Finalizing Certification Courses for Students
Preparing calendar of events
Communication of Feedback Analysis Committee Suggestions to Stakeholders

Proceedings:

The committee reviewed and discussed the minutes from the 2nd IQAC meeting.

It was decided to organize internal assessments to evaluate students' academic progress and performance.

The decision was made to hold Parents and Teacher Meetings (PTM) after internal assessments to update parents on their children's performance.

The Heads of Departments (HODs) were advised to keep track of faculty members' skill development.

The HODs were also recommended to monitor faculty publications, including books and journals with ISBN and ISSN.

The committee discussed and approved the sports events schedule for the academic year.

The decision was taken to arrange remedial classes for students who may need additional support, including slow learners and sports students.



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The committee finalized the certification courses that will be offered to students.

Informed all the department heads to prepare timetable for their respective department

A suggestion by a General Committee member regarding feedback analysis was discussed, and it was decided to communicate these suggestions to the stakeholders.

The minutes of the IQAC meeting held on 28th July 2018 were presented, discussed, and unanimously approved by the members present. The actions and recommendations mentioned in the proceedings will be acted upon accordingly.



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Minutes of the IQAC Meeting

Date: 10th Aug 2018

Venue: Board Room

Academic Year: 2017-18

Agenda

Review of Minutes from the Last IQAC Meeting
Division of Students into Slow Learners and Advanced Learners
Remedial Classes for Slow Learners
Strengthening Advanced Learners
Support for Faculty Skill Development
Reimbursement for Faculty Development Programs and Conferences
Promotion of Research Activities and Paper Presentations

Attendees:

Dr. Ramya R
Mrs. Alakanada J. A
Mrs. Indhu R
Mrs. Chitra T
Mrs. Vaishnavi R
Mr. Kishor S

The meeting began with the review of the minutes from the last IQAC meeting. The attendees discussed the previous meeting's minutes, which were found to be accurate and were approved.

The proctors and class teachers were instructed to divide the students into two groups: slow learners and advanced learners, to tailor educational support accordingly.

It was decided that remedial classes would be conducted for the slow learners to motivate them and build confidence in preparation for university examinations.

The respective subject teachers were instructed to provide advanced learners with practice using Bangalore University question papers to help them achieve top scores.

Dr. Ramya R, principal informed the attendees about the comprehensive support provided by the management for faculty skill development, including research, paper and journal publications, book publications, and paper presentations in conferences.

The meeting discussed the availability of OOD facilities for faculty development programs and conferences, including the reimbursement of registration fees for national and international conferences.



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All faculties were urged to conduct research activities for students and present papers at conferences, promoting a culture of research within the institution.

Ratification:

The proceedings of the IQAC meeting held on July 28, 2018, were discussed and approved by the attendees, and the meeting concluded on a positive note.