



# SURANA COLLEGE

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

---

**Academic Year :- 2018-19**

**Date:- 13<sup>th</sup> June 2018**

**Venue: Board Rom**

Attendees:

Dr. Ramya R  
Mrs. Alakanada J. A  
Mrs. Indhu R  
Mr. Kishor S  
Mrs. Krithika  
Mrs. Geetha

Agenda:

Review of Master Time Table  
Collection of Individual and Class Time Tables  
Syllabus Collection from Each Department  
Re-opening Date for III Semester of All Courses  
Calendar of Events for Academic Year 2018-19  
Distribution of Personal Equipment Record (PER) Book and Attendance Records  
Assistance for PER Filling on 15-6-18  
Explanation of Attendance Maintenance and Marking System to New Employees  
Submission of Attendance and Work Diaries to HR Manager  
Framing Various Committees - Collection of Committee Lists

## **Proceedings:**

The meeting commenced at the scheduled time.

The Master Time Table was reviewed, and it was confirmed that it is in order.

It was noted that individual and class time tables have been collected and properly filed.

The need to collect the syllabus from each department was discussed, and it was agreed that this should be done promptly.

The reopening date for the III semester of all courses was discussed and finalized for 27th June 2018 with the consent of the principal.

The Calendar of Events for the Academic Year 2018-19 was framed and sent to the staff members for their reference.



# SURANA COLLEGE

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

---

Personal Equipment Record (PER) books and attendance records for the academic year 2018-19 were distributed to the staff members.

Assistance for PER filling will be provided on 15th June 2018.

The attendance maintenance and marking system was explained to the new joiners to ensure proper recording and reporting.

It was decided that submission of attendance and work diaries will be made to the HR Manager as part of the process.

The framing of various committees was discussed, and it was noted that the list of committees is yet to be collected for proper filing.

## **Action Items:**

Collect syllabus from each department.

Provide assistance for PER filling on 15-6-18.

Ensure timely submission of attendance and work diaries to the HR Manager.

Collect and file the list of various committees.



# SURANA COLLEGE

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

---

**Academic Year: 2018-19**

**Date: 15th June 2018**

**Venue: Board Room**

**Attendees:**

Dr. Ramya R  
Alakanada J. A  
Indhu R  
Kishor S  
Krithika  
Manoj  
Srinath  
Meenakshi  
Shobha  
Savitha  
Swarnadatta  
Chitra  
Shifa

**Agenda:**

Explanation of Program Execution Report (PER) Section-wise  
Understanding PER - Three Parts: Semester Plan, Monthly Plan, Daily Plan  
Detailed Discussion of Semester Plan:  
    Inclusion of Program Outcomes  
    Minimum Two Outcomes per Subject  
    Alignment with BU Syllabus  
Creation of Monthly Plan:  
    Calendar of Events Alignment  
    Highlighting Critical Teaching  
    Inclusion of Course Outcomes, Practical Aspects, and Projects  
Daily Plan as per the Timetable

**Proceedings:**

A comprehensive explanation of the Program Execution Report (PER) was provided, including its three sections: Semester Plan, Monthly Plan, and Daily Plan.



# SURANA COLLEGE

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

---

The focus of the meeting was on the Semester Plan. Attendees were reminded of the importance of including program outcomes and were instructed to mention a minimum of two outcomes for each subject. Semester Plans should be written subject-wise, following the BU syllabus sequence.

The Monthly Plan was discussed, and the importance of aligning it with the calendar of events was highlighted. The tentative completion of units was emphasized. Critical teaching was recognized as a crucial component of the Monthly Plan. Additionally, the Monthly Plan should include the number of hours allotted as per the timetable, actual hours required, and course outcomes that encompass practical aspects or projects related to the topics covered in that month.

The Daily Plan should be prepared in accordance with the timetable.

## **Action Items:**

Prepare Semester Plans, ensuring they are subject-wise and aligned with program outcomes and industry interactions.

Create Monthly Plans that match the calendar of events, highlighting critical teaching and including course outcomes.

Develop Daily Plans in accordance with the timetable.



# SURANA COLLEGE

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

---

**Academic Year: 2018-19**

**Date: 22nd June 2018**

**Venue: Board Room**

**Attendees:**

Dr. Ramya R

Ms. Alakanda

Ms. Indu

Mr. Kishan

**Agenda:**

Review of Previous IQAC Meeting

Continuation of PER (Program Execution Report) Filling Assistance Training

Creation of Monthly Plan: Calendar of Events, Tentative Unit Completion

Emphasis on Critical Teaching in the Monthly Plan

Integration of Course Outcomes in the Monthly Plan

Daily Plan Alignment with the Timetable

**Proceedings:**

The meeting commenced with a review of the previous Internal Quality Assurance Cell (IQAC) meeting.

The continuation of the Program Execution Report (PER) filling assistance training was discussed, emphasizing the importance of accurate and comprehensive PER filling.

The focus shifted to the creation of the Monthly Plan. Attendees were reminded to align the plan with the calendar of events and ensure tentative completion of units.

The importance of critical teaching as a major highlight in the Monthly Plan was emphasized. Attendees were encouraged to identify key teaching points that enhance understanding and engagement.

The Monthly Plan should clearly articulate course outcomes, including practical aspects or projects related to the topics covered in that month.



# SURANA COLLEGE

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

---

The need for daily planning according to the timetable was reiterated to ensure efficient time management and delivery of the curriculum.

Action Items:

Continue PER filling assistance training.

Develop Monthly Plans, emphasizing critical teaching and incorporating course outcomes.

Implement Daily Plans in accordance with the timetable.



# SURANA COLLEGE

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

---

**Academic Year: 2018-19**

**Date: 7th July 2018**

**Venue: Board Room**

## **Attendees:**

Dr. Ramya R  
Ms. Alakanda  
Mr. Kishan

## **Agenda:**

Program Execution Report Explanation (Section-wise)  
Emphasis on Critical Teaching in Monthly Plan  
Inclusion of Course Outcomes in Monthly Plans, with a focus on practical aspects or related projects.  
Review of the Last IQAC Meeting held on 22nd June 2018  
Explanation of Attendance Maintenance and Usage of Optra for Marking Attendance to New Joiners  
Formation of Various Committees - Compilation of the Committee List

## **Proceedings:**

The program execution report was presented and discussed section-wise.  
The significance of critical teaching was highlighted as a major aspect of the monthly plan.  
It was recommended that monthly plans should explicitly outline course outcomes, incorporating practical aspects or projects related to the topics covered that month.  
A review of the previous IQAC meeting, held on 22nd June 2018, was conducted to assess the implementation of discussed initiatives.  
The process of attendance maintenance and the use of Optra for marking attendance were explained to new joiners.  
Various committees were formed, and the list of committees is to be compiled.

## **Action Items:**

Draft and circulate the detailed minutes of the meeting for review and feedback.  
Implement the inclusion of course outcomes in monthly plans, emphasizing practical aspects and related projects.  
Ensure attendance is consistently maintained and Optra is utilized for marking attendance.  
Compile the list of various committees formed during the meeting.



# SURANA COLLEGE

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

---

**Academic Year: 2018-19**

**Date: 6th Aug 2018**

**Venue: Board Room**

**Attendees:**

Dr. Ramya R  
Ms. Alakanda  
Mr. Kishore  
Ms. Indhu  
Dr. Kirthika  
Ms. Meghana  
Mr. Jayaram

**Agenda:**

Orientation of NAAC Criteria and Designation of Incharge for Each Criterion

Techno Fest: Collaboration with Jetking on 19th and 20th Dec 2018

General Council Member Suggestions Regarding the Feedback Analysis Committee Report to be Forwarded to Stakeholders

**Proceedings:**

The meeting commenced with an orientation session on NAAC criteria, and incharge heads were assigned for each criterion.

Incharge heads for each criterion are as follows:

Criterion 1 (Curriculum and Enrichment): Ms. Indhu  
Criterion 2 (Teaching and Learning Evaluation): Ms. Meenakshi  
Criterion 3 (Research and Development): Jayaram, Dr. Kirthika  
Criterion 4 (ICT and Infrastructure): Geeta and Lakshman  
Criterion 5 (Student Progression): Chitra  
Criterion 6 (Governance and Management): Alakanda  
Criterion 7 (Extension, Best Practice, and Innovation): Meghana

Announcement of the collaboration with Jetking for the Techno Fest scheduled on 19th and 20th Dec 2018.





# **SURANA COLLEGE**

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

---

Discussion on suggestions from General Council members concerning the Feedback Analysis Committee report and the decision to forward it to stakeholders.

**Action Items:**

Incharge heads to familiarize themselves with NAAC criteria and initiate necessary actions.

Coordination and planning for the Techno Fest collaboration with Jetking.

Feedback Analysis Committee to compile and forward the report to stakeholders.



# SURANA COLLEGE

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

---

Academic Year: 2018-19

Date: 15th Aug 2018

Venue: Board Room

**Attendees:**

Dr. Ramya R

Ms. Alakanda

Mr. Kishore

Ms. Indhu

Dr. Kirthika

Ms. Meghana

Mr. Jayaram

**Agenda:**

Review of Last IQAC Meeting

Follow-Up with Each Criteria Member Regarding Allocated Work

Monitoring Each Criteria Member Regarding Respective Questions

Providing Required Information and Suggestions for Each Criteria Question

Review of Completed Work

**Proceedings:**

The meeting commenced with a review of the discussions and action items from the last IQAC meeting.

Each criteria member provided updates on the progress of their assigned tasks, and a follow-up was conducted to ensure that all allocated work was being addressed.

Monitoring mechanisms were discussed and implemented to track the progress of each criteria member, specifically focusing on their respective questions.

Necessary information and suggestions were provided to criteria members to enhance the quality of their work on individual questions.

A comprehensive review of the work completed so far, with an emphasis on addressing any challenges and refining the output.

**Action Items:**

Criteria members to continue working on their assigned tasks, incorporating provided information and suggestions.

Establish a systematic monitoring process to track the ongoing progress of each criteria member.

Provide ongoing support and resources to ensure the effective completion of tasks.

Plan for the next steps and allocate responsibilities accordingly.



# SURANA COLLEGE

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

---

Academic Year: 2018-19

Date: 15th Aug 2018

Venue: Board Room

Attendees:

Dr. Ramya R

Ms. Alakanda

Mr. Kishore

Ms. Indhu

Dr. Kirthika

Ms. Meghana

Mr. Jayaram

Agenda:

Discussion of AQAR (Annual Quality Assurance Report) Points

Collection and Documentation of Relevant Documents

Work Distribution to Staff Members Incharge

Proceedings:

AQAR points were thoroughly discussed, and it was agreed upon that corresponding documents would be collected and necessary filing would be completed.

Work distribution was assigned to specific staff members as follows:

Mr. Kishore: Certification Courses

Dr. Kirthika: Value Added Courses, AQAR questions for Criteria 3, 4, and 7

Chaitra: All Publication Documents and Interdisciplinary Projects

Mr. Shashi: Feedback from Stakeholders

## **Action Items:**

Collection and documentation of documents related to discussed AQAR points.

Staff members in charge of specific tasks to commence work distribution and report progress in subsequent meetings.

Follow-up on the completion of tasks and resolution of any challenges encountered.



# SURANA COLLEGE

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

---

Academic Year: 2018-19  
Date: 23rd Jan 2019  
Venue: Board Room

**Attendees:**

Dr. Ramya R  
Ms. Alakanda  
Mr. Kishore  
Ms. Indhu  
Dr. Kirthika  
Ms. Meghana  
Mr. Jayaram

**Agenda:**

Discussion and Documentation of AQAR (Annual Quality Assurance Report) Points  
Assignment of Specific Responsibilities to Staff Members  
Quality Improvement Program Planning

**Proceedings:**

Detailed discussion on AQAR points took place, and the decision was made to collect the necessary documents for filing.

Specific responsibilities were assigned to staff members as follows:

Srinivas: Collection of E-learning resources  
Meghana: Maintenance of Cultural-related documents and statistical analysis  
Meenakshi: Proctora data collection  
Jayaram: Collection of Research Publications and Awards  
Venkaesh: Result analysis

The mailing of POs, COs, and PSOs to the IQAC email id (iqac@suranacollegepeenya.edu.in) was mandated.

Planning for a Quality Improvement Program (QIP) for all subjects. Departments were asked to suggest resource persons for the QIP.

**Action Items:**

Collection and documentation of documents related to AQAR points.  
Assigned staff members to commence their respective tasks and report progress in subsequent meetings.  
Emailing of POs, COs, and PSOs to the IQAC mail id.  
Initiation of the Quality Improvement Program, with departments suggesting resource persons.