



SURANA COLLEGE

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

Academic Year :- 2019-20

Date:- 25th June 2019

Venue: Board Rom

Attendees:

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

Agenda:

IQAC initiative FDP on Farming of program outcome, course outcome and critical teaching.
In-house faculty development program extended to neighboring college.
Framework and designing of POs and Cos.
Role of critical teaching in skill development.

Proceedings:

Overview of the proposed framework of program outcome, course outcome and critical teaching.
Discussion on alignment with accreditation standards for program outcome, course outcome and critical teaching.
Approval for the proposed framework.
Explanation of the program structure and benefits of In-house faculty development program.
Discussion on collaboration and logistics with neighboring college.
Seeking approval for the extension.
Explanation of the significance and methodology of critical teaching in skill development.
Discussion on implementation and assessment of critical teaching in skill development.
Seeking approval for the integration of critical teaching in curriculum.

Action Items:

Thorough examination of the relevant accreditation standards applicable to Program Outcome (PO) and Course Outcome (CO).
Detailed discussion on how the Program Outcome and Course Outcome align with the specific criteria outlined in the accreditation standards.
Clear articulation of the objectives behind extending the in-house Faculty Development Program to the neighboring college.
Alignment of the extension with the institution's commitment to fostering collaborative academic initiatives.
A comprehensive understanding of critical teaching and its significance in fostering skill development among students.



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Academic Year: 2019-2020

Date: 11th July 2019

Venue: Board Room

Attendees:

Dr. Ramya R
Alakanada J. A
Indhu R
Kishore S

Agenda:

Calendar of Events discussion.
Commencement of classes for odd semester (3rd & 5th)
Inauguration of 1st semester.
Fresher's Week.
Business Lab inauguration.
Guest Lecture conduction.

Proceedings:

The Calendar of Events for the Academic Year 2019-20 was framed and sent to the staff members for their reference.
The need to collect the syllabus from each department was discussed, and it was agreed that this should be done promptly.
It was noted that individual and class time tables have been collected and properly filed.
The Master Time Table was reviewed, and it was confirmed that it is in order.
Detailed overview of the events and logistics for Fresher's Week.
Unveiling of any symbolic representation of the new academic year.
Overview of the purpose and goals of the Business Lab.
Explanation of how the lab aligns with the institution's vision and mission.
Clarification of the purpose and goals of the guest lecture.
Alignment of the lecture with academic objectives and learning outcomes.

Action Items:

Collect syllabus from each department.
Ensuring that students are aware of the schedule, expectations, and any changes to the academic calendar.
Confirmation of the lab's purpose and objectives, emphasizing its role in enhancing practical learning and supporting research initiatives.
Approval of the lecture topic and a brief outline of key points, ensuring its relevance to the academic curriculum and learning outcomes.



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Academic Year: 2019-20

Date: 13th July 2019

Venue: Board Room

Attendees:

Dr. Ramya R
Ms. Alakanda
Ms. Indu
Mr. Kishore

Agenda:

ISR Activity Conduction.
NSS Camp conduction with the presence and co-ordination of NSS co-ordination.
Preparatory Exam conduction and dates discussion.
Discussion on conduction of multi-disciplinary international conference.
Faculty development program conduction.
Hindi Diwas and Kannada Rajyothsava celebration and date selected.

Proceedings:

Reiteration of the specific objectives and goals of the ISR activity.
Clarification of how the activity aligns with the institution's mission and values.
Discussion on the conduction of preparatory exams.
Discussion on the roles and responsibilities of NSS Coordinators, camp organizers, and volunteers.
Clarification of the goals and expectations of the NSS camp.
Introduction of the multi-disciplinary international conference.
Presentation on the specific goals and objectives of the conference.
Presentation on the proposed schedule and duration of the FDP.
Discussion on the historical and cultural significance of Hindi Diwas and Kannada Rajyotsava.

Action Items:

Confirmation of the timeline and logistics for the successful execution of the ISR initiative.
Approval of the outlined plans for community engagement and service projects during the camp.
Confirmation of the selected dates and logistics for a smooth examination process.
Confirmation of the conference themes, focus areas, and identification of potential resource persons.
Confirmation of the FDP themes, schedule, and methodologies for effective faculty development.
Confirmation of the selected dates, cultural programs, and logistics for the celebration events.



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Academic Year: 2019-20

Date: 14th August 2019

Venue: Board Room

Attendees:

Dr. Ramya R

Ms. Alakanda

Ms. Indu

Mr. Kishore

Agenda:

Conduction of E-Initiation.

Resource Person – Dr.Venkatesh, Dean Management Science, Surana College, Kengeri.

Input regarding the feedback analysis committee.

Proceedings:

Overview of the purpose and goals of the E-Initiation program.

Confirmation of logistical arrangements, including the online platform, technical support, and materials distribution.

Discussion on communication strategies to inform participants about E-Initiation.

Insights into effective strategies for online initiation programs

Discussion on the formation of the feedback analysis committee.

Action Items:

Confirmation of Dr. Venkatesh's role as the resource person for E-Initiation.

Acknowledgment of the resource person and committee members.

Identification of members and their roles in analyzing participant feedback.

Planning for continuous improvement based on feedback



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Academic Year: 2019-20

Date: 15th September 2019

Venue: Board Room

Attendees:

Dr. Ramya R
Ms. Alakanda
Ms. Indu
Mr. Kishore

Agenda:

Informed to conduct bridge course after conduction test should be conducted.

The test should be conducted in MCQ format – 30 Marks.

Updation of KYC details such as bank accounts, mobile number and aadhar seeding of EPF subscribers.

Submission of soft copy of the result sheet.

Proceedings:

Overview of the need for a bridge course.

Group discussion on the content and topics to be covered in the bridge course.

Confirmation of logistical arrangements for the bridge course.

Proposal to conduct the test in Multiple-Choice Question (MCQ) format.

Overview of the need for submitting a soft copy of the result sheet.

Discussion on the preferred format for the soft copy of the result sheet.

Action Items:

Confirmation and approval of decisions made during the meeting.

Acknowledgment of the decision to submit a soft copy of the result sheet.



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Academic Year: 2019-20

Date: 28th October 2019

Venue: Board Room

Attendees:

Dr. Ramya R
Ms. Alakanda
Ms. Indu
Mr. Kishore

Agenda:

Instruction about maintenance of regularity by the faculties.
Informed about the consequence of late coming.
Informed about the dress code Men and Women faculties.
Internal marks split up format shared to the faculty.
Informed about exclusive webinar to heads of academic institution.

Proceedings:

Discussion on the importance of regularity for faculty members.
Explanation of the consequences for faculty members arriving late.
Sharing of the internal marks split-up format with faculty members.
Information about an upcoming exclusive webinar for heads of academic institutions.

Action Items:

Discussion on the impact of punctuality on academic and institutional culture.
Ensuring a professional and conducive learning environment.
Explanation of the format and its relevance to assessment and evaluation.
Information about an upcoming exclusive webinar for heads of academic institutions.
Importance of participation and dissemination of knowledge.



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Academic Year: 2019-20

Date: 24th February 2020

Venue: Board Room

Attendees:

Dr. Ramya R
Ms. Alakanda
Ms. Indu
Mr. Kishore

Agenda:

IQAC initiated FDP.
FDP in collaboration with GFGC.
TOPIC – ICT enabled teaching and learning.
Funding agency – Government First Grade College.

Proceedings:

Overview of the need for the Faculty Development Program (FDP).
Discussion on the collaboration with Government First Grade College (GFGC).
Overview of the importance of ICT in enhancing teaching and learning experiences.
Confirmation of GFGC as the funding agency for the FDP.
Discussion on the duration and schedule of the FDP.
Identification and confirmation of resource persons and experts.

Action Items:

Rationale behind selecting the topic "ICT Enabled Teaching and Learning".
Presentation of mutual benefits and goals of the collaboration.
Discussion on the financial and resource support provided by GFGC.
Venue has been decided as Surana College, Peenya.
OOD Certificate to be provided.
Ms. Shruthi will be taking the responsibility of the same.
Brochure will be done by Ms. Alaknanda.



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Venue: Board Room

Attendees:

Dr. Ramya R
Ms. Alakanda
Ms. Indu
Mr. Kishore
Ms. Shruthi GFGC

Agenda:

IQAC initiated FDP.
FDP in collaboration with GFGC.
TOPIC – ICT enabled teaching and learning.
Funding agency – Government First Grade College.

Proceedings:

Discussion on the financial and resource support provided by GFGC.
Discussion on the duration and schedule of the FDP.
Discussion on the criteria for participant selection.
Strategies for marketing and promoting the FDP to faculty members.

Action Items:

FDP Participation with no registration fees.
Tea and Working lunch will be provided.
Resource person:

- One of the resource person will organize by GFGC.
- Second of the resource person will organize by Surana College, Peenya.

Brochure will be circulated by 5th March 2020.
Certificates will be provided.
Program schedule will be decided on the availability of the resource person.
FDP will be organized on 17th March 2020.