



SURANA COLLEGE

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

Academic Year: 2020-21

Date: 25th June 2020

Venue: Board Room

Attendees:

Dr. Ramya R

Ms. Alakanda

Ms. Sahana

Ms. Maheshwari

Ms. Chaithra

Agenda:

Time Table Submission by All Departments and Preparation of Master Time Table

Subject Allocation by HODs, to be Sent to Principal

Workload Submission of Each Department to the Principal

Motivation of Faculty for Research, FDP, Paper Presentation, Books, and Journals Publication

Adoption of Effective and Efficient Teaching Methods for Student Betterment

Proceedings:

Discussion on the timely submission of timetables by all departments and the collaborative preparation of a master timetable.

HODs assigned subject allocations, and the finalized list is to be submitted to the principal for approval.

Each department instructed to submit their workload to the principal for assessment.

Faculty members encouraged and motivated for engagement in research, FDPs, paper presentations, and publications in books and journals.

Emphasis on the adoption of effective teaching methods for the overall improvement of students.

Action Items:

Departments to submit their timetables promptly, contributing to the creation of a master timetable.

HODs to finalize and submit subject allocations to the principal for approval.

Each department to submit their workload to the principal for assessment.

Faculty members encouraged to actively participate in research, FDPs, paper presentations, and publications.

Exploration and implementation of effective teaching methods by faculty for the betterment of students.



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Academic Year: 2020-21

Date: 28th Aug 2020

Venue: Board Room

Attendees:

Dr. Ramya R

Ms. Alakanda

Ms. Sahana

Ms. Maheshwari

Ms. Chaithra

Agenda:

IQAC Core Committee to Work on All 7 Criteria

Development of IQAC Booklet - Vision, Mission, and Policy

Feedback from Parents for Continuous Improvement

Proposed Budget Submission from All Departments and Committees

Calendar of Events - Department-wise and Committee-wise by End of September

Submission of POs and COs by 5th Sept 2020

Introduction of External Member Dr. Shobha - Letter to be Sent through IQAC

Initiative and Motivation for Departmental Activities by IQAC Members

Focus on Research Publication from All Staff

Communication of Feedback Analysis Committee Report Suggestions to Stakeholders by GC Member

Proceedings:

Discussion on the core committee's responsibility to work on all 7 criteria of IQAC.

Planning for the development of an IQAC booklet outlining Vision, Mission, and Policy.

Importance of collecting feedback from parents for continuous improvement.

Submission of proposed budgets from all departments and committees.

Setting a deadline for the submission of a department-wise and committee-wise calendar of events by the end of September.

Reminder for the submission of POs and COs by 5th Sept 2020.

Introduction of Dr. Shobha as an external member, with a letter to be sent through IQAC.

Encouragement for IQAC members to initiate and motivate departmental activities.

Emphasis on the focus of research publication from all staff.

Discussion on communicating feedback analysis committee report suggestions to stakeholders.

Action Items:

Core committee to initiate work on all 7 criteria.

Commencement of IQAC booklet development.

Collection of feedback from parents.



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Submission of proposed budgets by all departments and committees.

Deadline adherence for the submission of calendars of events.

Timely submission of POs and COs by 5th Sept 2020.

Introduction and communication with the external member, Dr. Shobha.

Initiation and motivation of departmental activities by IQAC members.

Encouragement of research publication by all staff.

Communication of feedback analysis committee report suggestions to stakeholders by GC member.



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No. 167, 5th Main Road, Industrial Suburb, 2nd Stage, Behind FTI, Near ESIC Hospital, Peenya,
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Academic Year: 2020-21

Date: 15th Oct 2020

Venue: Board Room

Attendees:

Dr. Ramya R

Ms. Alakanda

Ms. Sahana

Ms. Maheshwari

Ms. Chaithra

Agenda:

Formation of Committees for Organizing Guest Lecture

Assignment of Responsibilities to Committees

Discussion of the Guest Lecture

Topic: Sexual Abuse

Guest: Manjula Yuvraj

Designation: MT Mitra Foundation

Theme and Topic of Discussion for Subsequent Events

Confirmation of Event Details

Time: 11:30 AM to 1:00 PM

Proceedings:

Committees for organizing the guest lecture were formed, and responsibilities were assigned as follows:

Stage Committee: Sahana

Anchoring Committee: Yesther I BSc

Hospitality Committee: Dr. Ramya

Reporting: Maheshwari

Guest Liaison: Manjula Yuvraj, MT Mitra Foundation

The topic for the guest lecture and subsequent events was decided to be "Sexual Abuse and Self-Defense."

The guest lecture is scheduled for [Insert Date], from 11:30 AM to 1:00 PM.

It was confirmed that successive events will be conducted with the same theme.

Action Items:

Committees to commence planning and coordination for the guest lecture.

Coordination with the guest, Manjula Yuvraj, for necessary arrangements.

Finalization of event details and communication to all stakeholders.

Subsequent event planning to align with the theme of "Sexual Abuse and Self-Defense."



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Academic Year: 2020-21

Date: 24th Dec 2020

Venue: Board Room

Attendees:

Dr. Ramya R

Ms. Alakanda

Ms. Sahana

Ms. Maheshwari

Ms. Chaithra

Mr. Suhas

Agenda:

Preparation Towards NAAC Documentation

Presentation on Criteria 1, 2, and 3

Discussion on Gaps in Criteria 1, 2, and 3 Minutes

Introduction of Criteria Incharge Faculty Members by Dr. Ramya

Explanation of Quality Sustainability & Documentation for the Past 3 Years by Alaknanda

Progress Presentation and Area of Improvement for Criteria 1 by Mr. Suhas

Sharing E-content in the Library as a Repository, Updating Online Class Ideas

Document Verification by Mr. Suhas and Alaknanda for All Departments

Curriculum Enrichment Discussion

Proceedings:

The meeting began with a focus on preparing for NAAC documentation.

Presentations were made on Criteria 1, 2, and 3, and gaps in these criteria were discussed and recorded in the minutes.

Dr. Ramya introduced the faculty members in charge of the respective criteria.

Alaknanda provided an explanation of quality sustainability and documentation for the past 3 years.

Mr. Suhas, the Criteria 1 incharge, presented progress and highlighted areas for improvement in the coming academic year.

The idea of sharing E-content in the library as a repository, with a specific focus on updating online class ideas, was discussed.

Mr. Suhas and Alaknanda verified documents for all departments.

The meeting concluded with a discussion on curriculum enrichment.

Action Items:

Initiate preparations for NAAC documentation.

Address gaps identified in Criteria 1, 2, and 3.

Faculty members to take on responsibilities as criteria incharge.

Implement improvements for the next academic year based on the progress presentation.

Share E-content in the library as a repository, emphasizing the update of online class ideas.

Continue document verification for all departments.



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Focus on curriculum enrichment initiatives.



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Academic Year: 2020-21

Date: 25th Feb 2021

Venue: Board Room

Attendees:

Dr. Ramya R

Ms. Alakanda

Ms. Indhu

Mr. Sathnarayanappa CH

Mr. Suhas R

Agenda:

Briefing on Competency Mapping for NAAC Criteria One
Communication of Data Requirements for Competency Mapping
Discussion on Competency Mapping Data and Its Maintenance
Sharing of Format for Competency Mapping Document

Proceedings:

The meeting commenced with a briefing on competency mapping for NAAC Criteria One.

Mr. Suhas R communicated the data requirements for competency mapping through email on 7th April 2021.

Coordinators were briefed about the data necessary for competency mapping and its maintenance for this section.

The format of the document required for competency mapping was shared and discussed.

Action Items:

Coordinators to be proactive in collecting and maintaining data for competency mapping.

Utilize the shared format for documenting competency mapping information.

Ensure that all necessary data is compiled and ready for submission.