



# 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

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Academic Year: 2021-22

Date: 30th Nov 2021

Venue: Board Room

Attendees:

Dr. Ramya R

Ms. Alakanda

Ms. Indhu

Mr. Sathnarayanappa CH

Mr. Suhas R

Ms Sachana

Ms Meera

Ms Maheshwari

Agenda:

Workshop on Orientation to Research Fundamentals

Committees Incharge for the Workshop

Organizing Committee

Stage Committee

Registration Form

Invitation and Feedback Form

Report

Identification of Resource Person

Scheduling of Workshop

## **Proceedings:**

The meeting began with the announcement of a workshop on Orientation to Research Fundamentals scheduled for 9th December at 3:00 p.m.

Committees in charge of various aspects of the workshop were assigned:

Organizing Committee (Mail, Coordination, etc.)

Stage Committee (Water bottle, Laptop, Whiteboard, Marker, etc.)

Registration Form

Invitation and Feedback Form has to be prepared

Dr. Sagar Gopal was identified as the resource person for the workshop.

The workshop is scheduled for 9th December 2021.

## **Action Items:**

Committees to start preparations for their assigned responsibilities.

Coordination and communication for a smooth execution of the workshop.



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Ensure all necessary arrangements are made for the resource person.  
Schedule and confirm all logistical details for the workshop.



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Academic Year: 2021-22

Date: 1st Dec 2021

Venue: Board Room

Attendees:

Dr. Ramya R

Ms. Alakanda

Ms. Indhu

Mr. Sathnarayanappa CH

Mr. Suhas R

Ms Sachana

Ms Meera

Ms Maheshwari

Agenda:

One Day Workshop on Orientation to Research Fundamentals Series 1

Work Allotment for Workshop Committees

Stage Committee

Anchoring Committee

Registration Form

Invitation and Feedback Form

Reporting

Vote of Thanks

Guest Speaker Profile Reading

Confirmation of Successful Conduct of One-Day Workshop on 8th Dec 2021

Proceedings:

The meeting focused on the one-day workshop on Orientation to Research Fundamentals Series 1, which was successfully conducted on 8th December 2021.

Work allotment for various committees involved in the workshop:

Stage Committee and Anchoring Committee - Maheshwari

Registration Form - Sachana

Invitation and Feedback Form - Meera

Report - Chaitra

Vote of Thanks - Meera

Guest Speaker Profile Reading - Mr. Prajwal

The successful conduct of the workshop was confirmed.



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Academic Year: 2021-22  
Date: 30-12 2021  
Venue: Board Room

Attendees:

Dr Ramya  
Dr Alaknanda  
Mr Suhas  
Mr Prajwal  
Mr Shashi  
Ms prarthana  
Ms Aishwarya  
Ms Meera  
Ms Shreya  
Ms Shiva Priya

Agenda:

Review and Reappointment of IQAC Committee  
Nomination of Criteria Incharge  
Delegation of Work  
Documentation Follow-up

Minutes:

The meeting commenced with a discussion on the reappointment of members for the IQAC committee.

Criteria in charges were nominated as follows:

Criteria 1: Mr. Suhas  
Criteria 2: Mr. Prarthana Singh  
Criteria 3: Ms. Sachana  
Criteria 4: Shashi Bhushan Pandey  
Criteria 5: Meera and Prajwal  
Criteria 6: Shreya and Shiva Priya  
Criteria 7: Aishwarya

The designated members accepted their roles as criteria in charge.

Delegation of work and documentation procedures were explained. Department-wise documents should be maintained in both hard and soft copies.

Emphasis on the importance of seals and signatures for document validity.

Criteria in charge members were informed about preparing PPTs.

Action Items:



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Criteria in charge members to initiate their responsibilities promptly.

Documentation to be maintained in both hard and soft copies, with proper seals and signatures.

Preparation of PPTs by criteria in charge members.



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Academic Year: 2021-22

Date: 3-2-2022

Venue: Board Room

#### Attendees:

Dr. Ramya

Dr. Alaknanda

Mr. Suhas

Mr. Prajwal

Mr. Shashi

Ms. Prarthana

Ms. Aishwarya

Ms. Meera

Ms. Shreya

Ms. Shiva Priya

#### Agenda:

PAC (Provisional Accreditation) Introduction

Provisional Accreditation Process - Format and Filling

Allocation of Qualitative Questions to Criteria In Charge

Quantitative Information to be Filled

Basic Information

#### Minutes:

The meeting commenced with a focus on PAC (Provisional Accreditation).

The process of provisional accreditation was introduced, emphasizing the format and filling procedures.

Criteria in charge members were allocated qualitative questions for drafting answers.

Discussion on the segregation of questions, and faculty members were notified to draft answers.

Guidance provided for drafting qualitative answers:

Focus on relevant topics

Use appropriate language

Make responses impressive

Faculty members were guided to draft answers for two academic years.

#### Action Items:

Criteria in charge members to focus on the PAC process and begin drafting qualitative answers.

Faculty members to ensure the completion of quantitative information filling.

Thorough attention to basic information and its accuracy.



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Academic Year: 2021-22

Date: 15-2-2022

Venue: Board Room

## **Attendees:**

Dr Alaknanda  
Prarthana Singh  
Prajwal Kiran  
Suhas R  
Aishwarya k  
Sachana c  
Meera  
Siva Priya T

## **Agenda:**

Review of Minutes of Last IQAC Meeting  
Discussion on the Importance of PAC (Provisional Accreditation)  
Provisional Accreditation Process - Format and Filling - Practical Explanation  
Follow-up with Criteria Incharge Regarding Qualitative Questions Allotted  
Follow-up with Criteria Incharge Regarding Quantitative Questions

## **Proceedings:**

The meeting began with a review of the minutes of the last IQAC meeting.  
Discussion ensued on the importance of PAC (Provisional Accreditation) and its implications.  
A practical explanation of the Provisional Accreditation process, including format and filling, was provided to all members.  
Criteria in charge members were reminded and guided to focus on qualitative questions allotted to them.  
Follow-up discussions took place with criteria in charge members regarding the progress on qualitative and quantitative questions.

## **Action Items:**

Criteria in charge members to diligently work on both qualitative and quantitative questions.  
Completion of the Provisional Accreditation process, ensuring accurate and comprehensive information.  
Continued communication and coordination among criteria in charge members.



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Academic Year: 2021-22

Date: 18-2-2022

Venue: Board Room

## Attendees:

Dr Ramya R

Dr Alaknanda

Prarthana Singh

Suhas R

Aishwarya k

Sachana c

Meera

Siva Priya T

Bhavya S

Meera

## Agenda:

IQAC Committee to Work Towards All 7 Criterias

IQAC Booklet/Handout

College Pledge

Incorporation of CO (Course Outcomes) and PO (Program Outcomes)

Feedback from Parents

Proposed Budget

Calendar of Events

IQAC Members Initiating and Motivating Department Activities

Focus on Research Publications from Staff

Booklet IQAC - Vision, Mission, Policy

Booklet - Dr. Alaknanda

Parents Feedback - Meera

Budget - All Departments to Introduce One Event as an IQAC Initiative

Calendar of Events - Department-Wise/Committee-Wise by End of September

POs (Program Outcomes) & COs (Course Outcomes)

External Member Dr. Shobha - Letter to be Sent Through IQAC, Draft by Dr. Ramya

## Proceedings:

The meeting began with the presentation of the agenda.

Discussion and planning ensued for each agenda item, with emphasis on the responsibilities assigned to various members.





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Dr. Alaknanda was designated for the booklet, Meera for parents' feedback, and Dr. Ramya for drafting the letter to external member Dr. Shobha.

The importance of initiating and motivating departmental activities by IQAC members was emphasized. The need for each department to introduce one event as an IQAC initiative in the proposed budget was discussed.

Deadlines were set for the completion of various tasks, including the calendar of events.

## Action Items:

Dr. Alaknanda to work on the IQAC booklet, emphasizing Vision, Mission, and Policy.

Meera to gather and compile feedback from parents.

Dr. Ramya to draft and send the letter to external member Dr. Shobha.

Each department to introduce one event in the proposed budget as an IQAC initiative.

Departments and committees to work on the calendar of events, due by the end of September.



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Academic Year: 2021-22  
Date: 11-3-2022  
Venue: Board Room

#### Attendees:

Dr Ramya  
Ms Alaknanda  
Ms Indu  
Ms Sachana  
Ms Maheshwari  
Ms Chaithra

#### Agenda:

Stage Committee Appointment  
Anchoring Committee Appointment  
Hospitality Committee Appointment  
Reporting Supervision Appointment  
Guest Speaker Introduction and Topic Discussion  
Program Schedule and Logistics Discussion  
Reporting of Event  
Outreach to Neighboring Colleges  
Successive Events with the Same Theme

#### Proceedings:

Committees were appointed for the upcoming event:

Stage Committee: Sachana

Anchoring Committee: Yesther I BSc

Hospitality Committee: Dr. Ramya

Reporting Supervision: Maheshwari

Guest Speaker Introduction and Topic Discussion:

Guest: Manjula Yuvaraj, MD, Mithra Foundation

Topic: Pinkathon, Sexual Abuse, Self Defence, and MHM (Menstrual Hygiene Management)

Time: 11:30 AM to 1:00 PM

Responsibilities for Stage Arrangements, Backdrop, Lamp, Mementos, Seating Arrangements were assigned to Ms. Sachana following the DOP.

Yesther I BSc PCM student was appointed as the MC of the program.

System Admin arrangements for audio and visual aids were discussed.

Reporting of the event would be done by Maheshwari from the Department of History.



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The program would be extended to neighboring colleges: Fivot Grade, Peenya College, St. Clart College, and RNSIT.

Successive events will be conducted with the same theme.

Action Items:

Committee members to fulfill their assigned responsibilities.

Event logistics and arrangements to be coordinated as per the discussion.

Maheshwari to oversee and report on the event.

Outreach to neighboring colleges to be organized.



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Academic Year: 2021-22

Date: 26 Mar 2022

Venue: Board Room

Attendees:

Dr. Ramya

Ms. Alaknanda

Ms. Indu

Ms. Sachana

Ms. Maheshwari

Ms. Chaithra

## Agenda:

Stage Committee Appointment

Anchoring Committee Appointment

Hospitality Committee Appointment

Reporting Supervision Appointment

Guest Speaker Introduction and Topic Discussion

Program Schedule and Logistics Discussion

Reporting of Event

Outreach to Neighboring Colleges

Successive Events with the Same Theme

## Proceedings:

Committees were appointed for the upcoming event:

Stage Committee: Sachana

Anchoring : Yesther I BSc

Hospitality Committee: Dr. Ramya

Reporting Supervision: Maheshwari

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## Action Items:



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