



SURANA COLLEGE

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

Academic Year: 2022-2023

Date: 04th July 2022

Venue: Board Room

Attendees:

Dr. Ramya R
Ms. Prarthana
Mr. Suhas
Dr. Ajay
Mr. Sudarshan
Mr. Prajwal
Mr. Shashi B Pandey
Ms. Vanishree

Agenda:

Allocation of IQAC member to specific criteria.
Choosing of the steering committee.
Preparation towards SSR & checking on the preparedness towards the same.

Proceedings:

Discussion on specific criteria and their alignment with IQAC members' expertise.
Explanation of the role and responsibilities of the steering committee.
Presentation on the importance of the Self Study Report (SSR).
Confirmation of communication channels and coordination mechanisms.

Action Items:

Assignment of members to criteria for effective assessment.
Discussion on the composition and representation of the steering committee.
Ensuring effective collaboration among IQAC members, steering committee, and other stakeholders.
Acknowledgment of the allocation of IQAC members, selection of the steering committee, and readiness assessment for SSR preparation.



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Academic Year: 2022-2023

Date: 10th August 2022

Venue: Board Room

Attendees:

Dr. Ramya R
Ms. Prarthana
Mr. Suhas
Dr. Ajay
Mr. Sudarshan
Mr. Prajwal
Mr. Shashi B Pandey
Ms. Vanishree

Agenda:

Review of Quality Indicators.
Planning for Quality Enhancement:
Initiated the process of working towards the gap areas.

Proceedings:

Discussed the feasibility, resource requirements, and expected outcomes of the proposed activities.
Identified trends, strengths, and areas that require attention were discussed.
Suggestions were made to refine and strengthen the proposed plans.
Discussed the specific actions needed to address the identified gaps.
Clarifications were sought and provided regarding the implementation of the action plan.

Action Items:

It was decided to prioritize areas requiring attention and formulate action plans.
Approval was given to proceed with the planned activities, with adjustments based on the discussion.
Agreement was reached on the initiation of the outlined action plan to address the gap areas.



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Academic Year: 2022-2023

Date: 13th September 2022

Venue: Board Room

Attendees:

Dr. Ramya R
Ms. Prarthana
Mr. Suhas
Dr. Ajay
Mr. Sudarshan
Mr. Prajwal
Mr. Shashi B Pandey
Ms. Vanishree

Agenda:

Institutional reviews and implementation of teaching learning reforms.

Quality initiatives taken by IQAC.

Online Feedback system.

Proceedings:

Institutional reviews and implementation of teaching learning reforms were discussed.

Quality initiatives taken by IQAC and initiative to be undertaken in future was discussed.

Members also discussed about establishing systems and procedures for maintaining and utilizing physical, academic and support facilities like departments, laboratories, library, sports facilities, etc. and formally document it.

IQAC members scrutinized the existing feedback forms for teachers' assessment by students comparing it to the format provided by the NAAC.

Action Items:

The committee unanimously agreed to establish a framework for periodic evaluations to gauge the efficacy of these implemented reforms.

The committee reviewed and ratified the quality initiatives taken by the IQAC.

Acknowledged the positive impact and outcomes achieved through these initiatives.

Emphasized the importance of incorporating elements from the NAAC format into the existing feedback forms.



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Academic Year: 2022-2023

Date: 5th October 2022

Venue: Board Room

Attendees:

Dr. Ramya R
Ms. Prarthana
Mr. Suhas
Dr. Ajay
Mr. Sudarshan
Mr. Prajwal
Mr. Shashi B Pandey
Ms. Vanishree

Agenda:

Outcome based Education incorporating the Blooms Taxonomy and discussions and the suggestions from the members.
Presentation of the Academic Audit Report.

Proceedings:

presented the detailed procedure for implementation of OBE (Outcome Based Education) and also presented the strategy for phase wise implementation of the OBE and the challenges in its implementations.
Academic Audit report should be prepared under various departments at the college.

Action Items:

Shift from content-based education to the outcome Based Education slowly but steadily and an action plan must be prepared.
All the members have approved and noted the academic report as presented.



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Academic Year: 2022-2023

Date: 15th December 2022

Venue: Board Room

Attendees:

Dr. Ramya R
Ms. Prarthana
Mr. Suhas
Dr. Ajay
Mr. Sudarshan
Mr. Prajwal
Mr. Shashi B Pandey
Ms. Vanishree

Agenda:

Subject wise result analysis
Orientation program for staff members.

Proceedings:

It was instructed in the meeting to do the result analysis subject wise to understand the overall performance of the students.
It was discussed to orient the staff regarding the dress code and code of conduct at the campus.

Action Items:

The faculties of each department have prepared the result analysis subject wise to understand the academic performance of the students.
Staff was oriented not to use mobile phones in the class room and maintain code of conduct in the campus.



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Academic Year: 2022-2023

Date: 23rd February 2023

Venue: Board Room

Attendees:

Dr. Ramya R
Ms. Prarthana
Mr. Suhas
Dr. Ajay
Mr. Sudarshan
Mr. Prajwal
Mr. Shashi B Pandey
Ms. Vanishree

Agenda:

Finalize the formation of Student Council

Student Grievance.

Discussion on quality enhance program.

Proceedings:

Principal has instructed the student council convenor to finalize the formation of student council.

IQAC co-ordinator addressed the documentation of student grievances for NAAC.

It was discussed to enhance the quality in the deliverables in rendering the quality of education.

Action Items:

The election was conducted to finalize the president and student council committee for the smooth conduction of college activities.

Each department undertook the documentation of student grievances for NAAC.

Faculties feedback were collected to evaluate the class room deliverables.



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Academic Year: 2022-2023

Date: 9th March 2023

Venue: Board Room

Attendees:

Dr. Ramya R
Ms. Prarthana
Mr. Suhas
Dr. Ajay
Mr. Sudarshan
Mr. Prajwal
Mr. Shashi B Pandey
Ms. Vanishree

Agenda:

Discussion on progress of each criterion.
Inputs from external members and student representatives.
Review of activities and achievements of the college.

Proceedings:

It was discussed that the progress of each criterion has to be presented to understand the level of preparedness for NAAC.
The inputs have been taken from southend campus criteria in charge to improvise on the presentations.
The list of activities and achievements were informed to collect the activities as per the criteria.

Action Items:

The criteria in charge got the understanding about the presentation of NAAC.
The inputs have been incorporated to improvise on the presentation of PPT of respective criteria.
The list of activities and achievements have been listed as per the criteria requirements.