



SURANA COLLEGE-Autonomous

Affiliated to Bangalore University

Recognised under 2(f) and 12 B of UGC, Certified by ISO,

Re-accredited by NAAC with A+

No. 16, South End Road, Bengaluru-560 00

Date : 30-12-2024

IQAC MEETING

IQAC meeting was held on 30th November 2024 at 11:00 a.m in the board room of Surana College, Autonomous. Prof Geetha A M, Coordinator IQAC, was convenor of the meeting. Dr Veena K N, Principal and IQAC Chairman welcomed all for the meeting and in her opening remarks mentioned the role of IQAC in quality enhancement.

Members Present : As per attendance Sheet

Agenda for discussions:

1. To welcome IQAC Composition 2024-2025
2. Confirmation of the minutes of the IQAC meeting held on and action taken report
3. Submission of AQAR 2023- 2024
4. Conduct of ISO Audit
5. IQAC Calendar 2024-25
6. Strengthen Academia- industry interaction
7. Innovative Teaching Pedagogy
8. Upgradation of faculty members
9. Research as a part of Curriculum



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Minutes of Meeting:

| SL NO | Agenda | Discussion | Responsibility |
|--------------|---|---|--|
| 1 | Confirmation of IQAC Composition 2024-2025 | The board members gave their consent during the meeting | IQAC Coordinator |
| 2 | Confirmation of the minutes of the IQAC meeting held on and Action taken report | Report on the action taken on the decisions of the IQAC at its meeting held on was noted. All the actionable points were compiled | IQAC Coordinator |
| 3 | Submission of AQAR 2023- 2024 | Prof Geetha A M informed all the members about the status of AQAR 2023-2024 submission | IQAC Coordinator |
| 4 | Conduct of ISO Audit | December 11 th and 12 th is identified for ISO Audit | Chief Administration Officer & Academic Coordinator |
| 5 | Introduction of new Certification Course for AY 2025-26 | i) PG Diploma in Animal Assisted Therapy ii)PG Diploma in Sexuality Counselling | Program Coordinator, Psychology Department |
| 6 | Introduction of new Value Added Courses | Program Coordinators to identify new value-added courses for next semester and academic year | 1. Program Coordinator, 2. Inhouse designed – Data Analytics with PowerBI |
| 7 | Improve research publications by UG students | Research to be part of curriculum | Dean of Research |
| 8 | Student Library engagement | Student assignments should be prepared based on the resources available in in library | All Staff |
| 9 | PO- CO mapping and attainment | Continuation of FDP series on OBE – Dr Veena K N, Principal. | Prof Ashwini and Prof Shravani |



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| 11 | Best department award | IQAC will prepare the metrics based on NIRF/ NAAC/ QS/ Internal audit | IQAC Coordinator |
| 12 | Schedule to Conduct of i) Internal Audit (min 1 in a semester) ii) Academic and administrative audit | AAA during 2025 | IQAC Coordinator Academic Coordinator |
| 13 | Multidisciplinary and Interdisciplinary activities | Each programme (BCA, BSc, BCOM, BBA, BA, MCOM, MBA) to conduct an activity for students of other programme | Program Coordinator / HOD |
| 14 | Review of IQAC activities till date for this academic year | IQAC plays a major role in academic calendar, academic activities, performance of students, question paper analysis, PO-CO attainment etc. | 9 activities have been scheduled |
| 15 | Student admission | For internal admission conversions final year UG students shall have orientation programme from PG faculties, UG faculty to address PUC Students | Program Coordinators |
| 16 | Research hour for the faculty | Two hours in the week shall be allotted as research hours for teachers. Saturdays post lunch hours are identified as research hours. Faculties to visit the library in these hours and utilize the resources | Timetable Committee |
| 17 | Extension activities | Increase the quality and impact of NSS/ NCC / Student / Rotaract / Red Cross activities | Committee Coordinator |
| 18 | Alumni | Strengthening of alumni connect through various alumni engagements | DR Lakshmi and Prof Vijay Narayan |



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| 19 | Examination | Digital Valuation was introduced and implemented | CEO |
| 20 | Placements | Pre placement training, Job description Counselling to be organized | Placement Officer |
| 21 | Faculty development | Refresher Course, FDP in the relevant areas, Explore Faculty Internship / Faculty Exchange Programme | IQAC Coordinator, HR, Program Coordinators |
| 22 | ICT | Smart board, Technology Updation | IT Head |
| 23 | Perspective plan for the academic year 2024-2025 | Suggestion and action points from the meeting points to be added in the perspective plan like upgradation in accreditation management system faculty module OBE increase in MOU collaboration accreditations development of student exchange program restructuring of programs as per any more interdisciplinary projects. | Principal and IQAC Coordinator |
| 24 | Revision of Policies | Principal suggested all policies need to be reviewed and revised periodically. The policies were to be approved by IQAC | Principal |
| 25 | Gap analysis and Plan of Action | Criteria wise plan of action was discussed by IQAC and activities to be conducted in the upcoming semester was identified and Shared to Program Coordinators / Heads | IQAC Coordinator |
| 26 | Student Internship / Field Visit Placement | Each department to organize / conduct 1 project/ internship/ field visit every year | Program Coordinators / Heads |
| 28 | Startup and Innovation | Dr Roopashree has been appointed as incharge of Innovation Cell. | Prof Roopashree |



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- The external members appreciated IQAC and thanked IQAC Chairman and Coordinator for inviting them for the IQAC meeting and promised their active participation and contribution.
- The meeting ended with best wishes for IQAC for academic year 2024-2025 and a vote of thanks to the board by IQAC Coordinator

Prof Geetha A M

IQAC Coordinator

Dr Veena K N

Principal and IQAC Chairman