

SURANA EVENING COLLEGE

Affiliated to Bangalore University

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting 2023-24

A meeting of Internal Quality Assurance Cell was held on 2nd March 2024, Saturday at 5.00 pm at Boardroom under the chairmanship of Dr. Guruprasad B G, Principal.

The following member were present in the meeting:

Sl No	Name	Designation in IQAC	Signature
1	Dr. Guruprasad B G	Chairman	
2	Mr. Udayakumar C	Coordinator	
3	Mr. Anusha L V	Member	
4	Mr. Shamanth B S	Member	
5	Mrs. Deepika.C	Member	
6	Mr. Hemanthkumar T	Member	
7	Mr. Nrupatunga	Member	
8	Dr. Shwetha A	Member	
9	Mr. Srinivas Prasad	Member	
10	Asmitha Sudhan	Student Member	
11	Nagaraj B Beelagi	Student Member	

The meeting started at 5.30 PM in Borad Room. In the beginning Mrs. Deepika C, Member of IQAC welcomed the chairperson of IQAC and all other members present in the meeting and narrated the agenda for discussion in the meeting.

AGENDA

1. Discuss about the Calendar of events for Even semester (Academic year 2023-24).
2. Planning to organise 5 days Faculty Development Programme on Research.
3. Planning to organise Workshop on Intellectual Property Rights.
4. Preparation for NAAC Peer Team Visit.

Principal
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MINUTES OF MEETING:

Agenda 1 : Discuss about the Calendar of events for Even semester (2023-24).

IQAC co-ordinator and all other members of the IQAC discussed and planned the following events for the odd semester of Academic year 2023-24.

- Placement training for Final Year Students.
- Internal tests and Preparatory exam schedule.
- Workshop on Intellectual Property Right.
- Orientation on ISO Certification for Faculties.
- Inter Class Sports Events.
- Inter Class Cultural Events under Sanskriti.

Agenda 2 : Planning to organise 5 days Faculty Development Programme on Research.

Dr. Guruprasad, Principal and Chairman of IQAC discussed with all the members regarding to organised the 5 Days FDP on Research oriented topic in the current semester. Also informed to identify the speakers and resource person for the same.


Agenda 3: Planning to organise Workshop on Intellectual Property Rights.

Dr. Guruprasad B G directed Mr. Nrupatunga to organise one Workshop on Intellectual Property Rights under Research Consultancy Cell. Dean of Research and Consultancy Cell Mrs. Vanishree has selected as a Resource persons for the workshop.

Agenda 4: Preparation for NAAC Peer Team Visit.

Dr. Guruprasad B G suggested all the Criteria Incharges to get prepare for NAAC peer team visit. Also directed to all criteria incharges and committee conveners to prepare presentation for NAAC peer team visit.

The meeting ended with the vote of thanks from the IQAC co-ordinator to all the participants for their co-operation.


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A meeting of Internal Quality Assurance Cell was held on 12th October 2023, Saturday at 5.00 pm at Boardroom under the chairmanship of Dr. Guruprasad B G, Principal.

The following member were present in the meeting:

Sl No	Name	Designation in IQAC	Signature
1	Dr. Guruprasad B G	Chairman	
2	Mr. Udayakumar C	Coordinator	
3	Mr. Anusha L V	Member	
4	Mr. Shamanth B S	Member	
5	Mrs. Deepika.C	Member	
6	Mr. Hemanthkumar T	Member	
7	Mr. Nrupatunga	Member	
8	Dr. Shwetha A	Member	
9	Mr. Srinivas Prasad	Member	

Agenda:

1. Orientation on Criterion 7.
2. Reallotment of Criterion In-charge.
3. Discussion on sustainable environmental practices in the institution.
4. Preparation for NAAC SSR Submission.

Proceedings:

The IQAC Co-ordinator briefed the key indicators of Criterion 7 which is concerned with Institutional Best Practices.

The criterion in charges were given to Mrs. Deepika.C from Department of Computer Science. Institutions has planned for developing the green campus along with contribution to ecology.

Dr. Guruprasad B G informed about the progress of NAAC and also explained that how to prepare documents for NAAC SSR submission.



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Action Items:

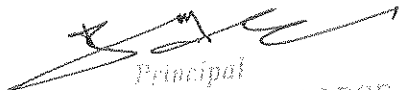
Ensure that the information provided by the IQAC Coordinator is accurate and aligns with the established criterion for Institutional Best Practices.

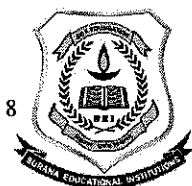
Ms. Deepika.C took over the criterion in-charge and collected the necessary information from the IQAC co-ordinator.

The management realized the funds to execute the plan of green campus to have a sustainable development.

Each Criteria Incharge expressed their current progress in preparation documentation for SSR submission.

The meeting ended with the vote of thanks from the IQAC co-ordinator to all the participants for their co-operation.


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INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting 2023-24

A meeting of Internal Quality Assurance Cell was held on 14th September 2023, Thursday at 5.30 pm at Boardroom under the chairmanship of Dr. Guruprasad B G, Principal.

The following member were present in the meeting:

Sl No	Name	Designation in IQAC	Signature
1	Dr. Guruprasad B G	Chairman	
2	Mr. Udayakumar C	Coordinator	
3	Mr. Anusha L V	Member	
4	Mr. Shamanth B S	Member	
5	Mrs. Deepika.C	Member	
6	Mr. Hemanthkumar T	Member	
7	Mr. Nrupatunga	Member	
8	Dr. Shwetha A	Member	
9	Mr. Srinivas Prasad	Member	
10	Asmitha Sudhan	Student Member	

The meeting started at 5.30 PM in Borad Room. In the beginning Ms. Anusha L V, Member of IQAC welcomed the chairperson of IQAC and all other members present in the meeting and narrated the agenda for discussion in the meeting.

Agenda

1. Orientation on Criterion 5 & Criterion 6.
2. Reallotment of Criterion In-charge.

Proceedings:

The IQAC Co-ordinator briefed the key indicators of Criterion 5 & criterion 6 which are concerned with Student progression and E-governance respectively.

The criteria in charges were given to Mr. Hemanth Kumar.T, Physical Education Director and Mr. Shamanth, HOD of Dept. of Commerce.

Action Items:

Ensure that the information provided by the IQAC Coordinator is accurate and aligns with the established criteria for Student progression and E-governance respectively

Mr. Hemanth Kumar.T and Mr. Shamanth.B.S took over the criteria in-charge and collected the necessary information from the IQAC co-ordinator.

The meeting ended with the vote of thanks from the IQAC co-ordinator to all the participants for their co-operation.

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INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting 2023-24

A meeting of Internal Quality Assurance Cell was held on 4th August 2023, Friday at 6.00 pm at Boardroom under the chairmanship of Dr. Guruprasad B G, Principal.

The following member were present in the meeting:

Sl No	Name	Designation in IQAC	Signature
1	Dr. Guruprasad B G	Chairman	
2	Mr. Udayakumar C	Coordinator	
3	Mr. Anusha L V	Member	
4	Mr. Shamanth B S	Member	
5	Mrs. Deepika.C	Member	
6	Mr. Hemanthkumar T	Member	

The meeting started at 5.30 PM in Borad Room. In the beginning Ms. Anusha L V, Member of IQAC welcomed the chairperson of IQAC and all other members present in the meeting and narrated the agenda for discussion in the meeting.

AGENDA

1. Orientation on Criterion 3 & Criterion 4.
2. Reallotment of Criterion In-charge.
3. Discussion on upscale of ICT enabled classrooms to effective classroom delivery.

Proceedings:

The IQAC Co-ordinator briefed the key indicators of Criterion 3 & criterion 4 which are concerned with Research, Innovation and Extension activities and Infrastructure and Learning resources respectively.

The criteria in charges were given to Dr. Guruprasad, Principal and Mr. Narayanaswamy. Librarian respectively.

The discussion took place on enabling classrooms with ICT facilities for betterment in classroom deliverables.

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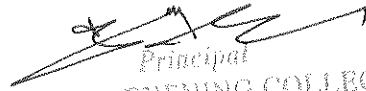
Action Items:

Ensure that the information provided by the IQAC Coordinator is accurate and aligns with the established criteria for Research, Innovation and Extension activities and Infrastructure and Learning resources respectively.

Dr. Guruprasad, Principal and Mr. Narayanaswamy, Librarian took over the criteria in-charge and collected the necessary information from the IQAC co-ordinator.

The classrooms were enabled with projectors and two other classrooms with interactive boards for the improvising the classroom deliverables.

The meeting ended with the vote of thanks from the IQAC co-ordinator to all the participants for their co-operation.


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Minutes of Meeting 2023-24

A meeting of Internal Quality Assurance Cell was held on 22nd July 2023, Saturday at 5.30 pm at Boardroom under the chairmanship of Dr. Guruprasad B G, Principal.

The following member were present in the meeting:

SI No	Name	Designation in IQAC	Signature
1	Dr. Guruprasad B G	Chairman	
2	Mr. Udayakumar C	Coordinator	
3	Mr. Anusha L V	Member	
4	Mr. Shamanth B S	Member	
5	Mrs. Deepika.C	Member	
6	Mr. Hemanthkumar T	Member	

The meeting started at 5.30 PM in Borad Room. In the beginning Ms. Anusha L V, Member of IQAC welcomed the chairperson of IQAC and all other members present in the meeting and narrated the agenda for discussion in the meeting.

AGENDA

1. Discuss about the Calendar of events for odd semester (Academic year 2023-24).
2. Discuss about the Prarambh – Orientation programme for 1st year B.Com and BCA students.
3. Modification of TLEP into Lesson Plan Progress Report (LPPR).

MINUTES OF MEETING:

Agenda 1 : Discuss about the Calendar of events for odd semester (2023-24).

IQAC co-ordinator and all other members of the IQAC discussed and planned the following events for the odd semester of Academic year 2023-24.

- Placement training for Final Year Students.
- Kannada Rajyotsava Celebration.
- 2 Internal tests and Preparatory exam schedule.
- Orientation from DHI officials for faculties on how to use DHI ERP application.
- Seminar on Startups under G C Surana Ecosystem for Innovation

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- Inter Class Sports events.
- Hands on Training Session.
- Workshop on Investment in Stock market.

Agenda 2 : Discuss about the PRARAMBH – Orientation programme for 1st year B.Com and BCA students.

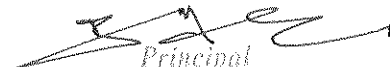
Dr. Guruprasad Principal and Chairman of IQAC distributed the faculties roles and responsibilities of Prarambh – Orientation programme.

- | | | |
|---------------------|---|--------------------------|
| 1. Ms. Anusha L V | – | Program Host |
| 2. Mr. Shamanth.B.S | – | College Orientation |
| 3. Mrs. Deepika.C | – | BCA Course Orientation |
| 4. Mr. Udayakumar C | – | B.Com Course Orientation |
| 5. Mr. Hemanthkumar | – | Stage Incharge |
| 6. Mrs. Sangeetha | – | Hospitality |

Agenda 4: Modification of TLEP into Lesson Plan Progress Report (LPPR).

- Mr. Udayakumar.C IQAC co-ordinator explained about modification of old TLEP into LPPR.
- He insisted all faculty to prepare LPPR at the beginning of semester along with LOT and HOT questions.
- He informed all faculty to map COs as well as POs of the subject and same must be communicated to all the students.

The meeting ended with the vote of thanks from the IQAC co-ordinator to all the participants for their co-operation.


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A meeting of Internal Quality Assurance Cell was held on 8th June 2023 at 4.30 pm at Boardroom under the chairmanship of Dr. Guruprasad B G, Principal.

The following member were present in the meeting:

SI No	Name	Designation in IQAC	Signature
1	Dr. Guruprasad B G	Chairman	
2	Mr. Udayakumar C	Coordinator	
3	Mr. Anusha L V	Member	
4	Mr. Shamanth B S	Member	
5	Mrs. Deepika.C	Member	
6	Mr. Hemanthkumar T	Member	

The meeting started at 5.30 PM in Borad Room. In the beginning Ms. Anusha L V, Member of IQAC welcomed the chairperson of IQAC and all other members present in the meeting and narrated the agenda for discussion in the meeting.

AGENDA

1. Orientation on Criterion 1 & Criterion 2.
2. Allotment of Criterion In-charge.
3. Discussion on strengthen mentorship program.

MINUTES OF MEETING:

Proceedings:

The IQAC Co-ordinator briefed the key indicators of Criterion 1 & criterion 2 which are concerned with Curriculum enrichment & teaching learning evaluation respectively.

The criteria in charges were given to Ms. Anusha.L.V from Department of Commerce and Mr. Udayakumar.C from Department of Commerce.

The mentors were assigned for new batch of 2023-2024 for all the programmes and briefed by Ms. Deepika.C, Chief Mentor, Mentoring cell addressed all the mentors to strengthen the mentorship program.

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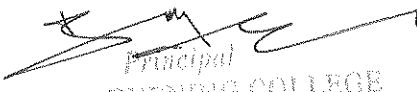
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Action Items:

Ensure that the information provided by the IQAC Coordinator is accurate and aligns with the established criteria for Curriculum Enrichment and Teaching-Learning Evaluation.

Ms. Anusha.L.V and Mr. Udayakumar.C took over the criteria in-charge and collected the necessary information from the IQAC co-ordinator.

The meeting ended with the vote of thanks from the IQAC co-ordinator to all the participants for their co-operation.


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