

SURANA COLLEGE

Proceedings

Internal Quality Assurance Cell

Agenda:-

- Action Plan for the Academic year 18-19
- Review of Implementation of Student Welfare Activities
- Best Practices to be adopted for the Academic Year

The 1st meeting for the year 2018-19 of IQAC was held on 06-06-2018 by 11.00 am at Board Room of the college.

Members Present

Sl. No	Name	Designation in IQAC
1.	Dr. Sakuntala Samuelson	Chairman
2.	Dr. A.Srinivas	Director/Coordinator
3.	Sri. Girish.G	Deputy Coordinator
4.	Sri. K.S.Reddy	Member
5.	Smt. Mahalakshmi A L	Member & Criteria -1 In charge
6.	Smt. Medini Prabhu	Member & Criteria-2 In charge
7.	Smt. Farzana Tasneem	Member & Criteria-3 In charge
8.	Dr. Satyanarayana B R	Member & Criteria-4 In charge
9.	Sri. Vijay S Narayan	Member & Criteria-5 In charge
10.	Sri. Srinivasa Rao	Associate Criteria-5 In charge
11.	Smt. Geetha A M	Member & Criteria-6 In charge
12.	Smt. Padmageetha B G	Member & Criteria-7 In charge
13.	Smt. Pruthvi	Alumni Representative

IQAC Director welcomed Chairman and all the members present.

Following are the decision taken after detailed deliberations on the agenda.

Agenda 1:-

Action Plan for the Academic year 18-19

1. IQAC Chairman Informed all the Criterion in-charge to provide updated information about the committees constitution for the year 2018-19 in 10 days
2. She informed that all the criterion in Charges arrange to conduct below mentioned activities through respective committees and take necessary support / help from Administrative Officer, Chief Finance Officer, Industries, Students and Alumni's.
 - ❖ Start new Certificate / Diploma courses.
 - ❖ Start new program / courses
 - ❖ Conduct minimum 2 Value Added courses in each Program.
 - ❖ Plan for Field projects/ internships for students meticulously.
 - ❖ To collect feedback on curriculum from all stockholders, analyse and submit report with recommendation to BOM through IQAC.
 - ❖ Adhere to University guidelines for conducting of internal examinations and university exam.
 - ❖ To conduct Student Satisfaction Survey on overall performance of the college, and to submit analysis report in next meeting so as to take necessary steps for quality improvement aspects in the institution.
 - ❖ Faculties to submit research proposals for funding.
 - ❖ To conduct IPR activities and to incubate Start-Ups in the institution
 - ❖ Collect proposal from faculties those to attend State, National, InterNational and local level - Conferences Workshops, Seminars, Training Programs to provide incentives
 - ❖ To instruct all the faculties to initiate action to publish papers, informed to involve in activities of editing books and chapters.
 - ❖ To Conduct Extension Activities in coordination with NSS, Government, NGO's and other Organizations. Involve maximum number of

students these activities. Special emphasis to be given on activity related to Swatch Bharath, Gender Equity, and Environmental Activities.

- ❖ To initiate action to have Linkages, Collaboration, MOU's with Corporates, Industries, Institutions, NGO's, and Government for Conducting Student, Faculty and Research exchange activities.
 - ❖ Finance committee is Instructed to Allocate sufficient Budget for all activities including Infrastructure, Academic Support Activities, EGovernance, Library, Sports, Cultural, Faculty and Student Welfare schemes, Green Initiatives, Incubation Centre and some of the special training programs as per the request of committee Chair-Persons and HOD's.
 - ❖ Instructed to conduct capability enhancement, Alumni and placement activities.
 - ❖ To Conduct National Festivals / Birth and Death Ceremonies of National Leaders.
3. IQAC Chairman informed all the members - Reports of all the above activities conducted to be presented in next and subsequent meetings and also to maintained proper documents for having conducted these activities

Agenda 2:

Review of Implementation of Student Welfare Activities

1. Following are the Student Welfare Activities being implemented in the institution

- Student Group Insurance
- G C Surana Endowment policy for Academic Excellence -scholarships are provided to rank holders and meritorious students
- Registration fees is paid for the students participating in Intercollegiate fest / Seminars/ Conferences
- Cash awards for Sports /cultural excellence
- Color~~77~~ - Track suit / Uniform for sports team
- Infrastructure support for physically challenged students (wheelchair, classrooms on the ground floor, etc)
- Lunch provided for blind students Fees subsidies for sports/ physically challenged / siblings / wards of teaching community/ economically backward students

2. IQAC Chairman ascertained from committee members whether any other support activities for students to be initiated as per the feedback received from students and informed the members to come with suggestions during next meetings.

Agenda: 3**Best Practices to be adopted for the Academic Year**

Decided to implement following Best Practices in the institution for the Current Academic Year

- Indigenous Language Year
- Rich In Extension Activity

Chairman informed all the Committee Members that the activities conducted by respective committees will be reviewed as per the above instructions during subsequent meetings, hence all the members to attend meeting with activity reports of their concerned committees.

IQAC Chairman also stressed upon faculties on following points for quality Improvement in the institution.

1. To concentrate on POs and Co's attainment, Identifies gaps in each course and plan for value added / enrichment courses

2. Detailed Course files to be maintained by all faculties
3. She appreciated - **Master of Psychology (100%), Master of Computer Applications (96%), Master of Business Administration (95%), Bachelor of Business Administration (84%) and Bachelor of Arts (81%)** department for the highest result achievement and encouraged HoD's of **Master of Commerce (58%) and Bachelor of Science (68%)** department to struggle hard to get better results with extra coaching class/ remedial class / mentoring process
4. All faculties to update their profiles and apply for becoming members of BOS for Academic Council of respective affiliating university and other colleges
5. Faculties to involve in in evaluation and question paper setting work of university
6. Faculties to publishing more number of publications in UGC notified journals and involve in the work of editing books and chapters.
7. Enrich library resources program wise and facilities / services to maintained properly.
8. Administrative wing is informed to review and update insurance facility for staff and students
9. Placement activity to planned and implemented program wise for better placement of students.
10. Students need to be motivated for higher education.
11. Alumni association to consider the feasibility of conducting program wise alumni meet, plan for value adding for the use of students.

Meeting concluded with vote of thanks by IQAC Director.

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SURANA COLLEGE

Proceedings

Internal Quality Assurance Cell

Agenda:-

- Review on action taken on the proceedings of previous meeting
- MOU's , Linkages with different agencies/Institutions
- Review of Infrastructure and learning resources available in the institutions

The 2nd meeting for the year 2018-19 of IQAC was held on 29-09-2018 by 11.00 am at Board Room of the college.

Members Present

Sl. No	Name	Designation in IQAC
1.	Dr. Sakuntala Samuelson	Chairman
2.	Dr. A.Srinivas	Director/Coordinator
3.	Sri. Girish.G	Deputy Coordinator
4.	Sri. K.S.Reddy	Member
5.	Smt. Mahalakshmi A L	Member & Criteria -1 In charge
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12.	Smt. Padmageetha B G	Member & Criteria-7 In charge
13.	Smt. Pruthvi	Alumni Representative

At the outset IQAC Director welcomed the Hon'ble Chairman and members of IQAC and encouraged members to support and strengthen IQAC.

Agenda wise review conducted by the Chairman and following are points discussed and decision taken.

Agenda 1:

Review on **action taken** on the Proceedings of previous meeting

- Criterion In-Charges briefed about the activities undertaken by their respective committee chairperson.

Criterion 1- During the quarter **6** new certificate courses were introduced

- **8** new courses started
- **15** Value added courses implemented in different departments.
- Feedback was collected from all the stakeholders and analyzed.

Criterion-2- Informed the Committee out of total **970** sanctioned seats **779** students admitted in the institution, total enrolled students are **2026** and fulltime teachers are **75**.

- Mentor mentee Orders issued, slow and advanced learners identified.

Criterion-3- in the first quarter **03** IPR activities has been conducted.

- **3** Faculties got awards in the field of teachings.
- Extension activities conducted in co-ordination with **Red Cross, NSS, BBMP, NCC, TTK Blood Bank, Animal protection** association, **Bangalore Police south** etc.
- Under linkage program students dissertation work **-101** students participated.
- **2** MOU's signed with **HTG** Computers and International Skill Development Organization.

Criterion-4- Criterion in-Charge brought to the notice of the committee **Rs.125.00** Laks budget allocated for infrastructure augmentation, **Rs. 65.00** Laks allocated for academic facilities and **150.00** laks for physical facilities during the year.

- During the year **50** desktops, **18** laptops, **1306** new Text Books, **157** Reference Books, **26** journals were purchased.

Criterion-5- Informed the committee **385** students Applications received for financial support from institution, **126** Applications for BC department, **39** Applications for Social Welfare Departments and **105** Applications under NSP.

- **3** Capability enhancement program were conducted during the first quarter.
- Guest lecture organized on **17-08-2018** by Alumni working for Wipro technologies

Criterion-6- 1) Faculty was deputed for two days to attend National level Workshop.

- 2) Faculty Development Programs were organized in the institution for teaching staff.
 - During the quarter **13** faculties attended different training programs organized by other institutes.

Criterion-7- Informed the committee to conduct programs on gender equity promotions are planned to implement in next quarter.

- In the month of July, **3** programs organized for students regarding Poster making Competition on Anti Ragging, Swatch Bharath Abhiyan and Dengue Awareness Drive initiative.
- Two programs conducted on eco- friendly campus- plastic free and save water.

IQAC Chairman appreciated the committee chairperson for activities conducted and informed them to speed up the work for other activities as discussed in previous meeting.

Agenda 2:

MOU's, Linkages with different agencies/Institutions

- 1. Criterion in charge explained in detail linkage and MOU's that will be implemented during the year and arrangements made for the same.**

- For 77 MBA 2nd semester students MOU signed with NSE for one month online course with financial support from Surana College
- For 75 MBA 3rd semester students MOU signed with NPTEL for 12 Weeks Online course from NPTEL on Marketing Research Analysis with financial support from Surana College

2. Following are the linkages with other institutions

- College had linkage with **Manasa neuropsychiatric hospital** for Internship of **5 Final** year students from 23-01-2019 to 16-02-2019.
- Linkage with **HTG Computers** for **54** students in ASP. NET training from 10-01-2019 to 30-03-2019
- Linkage with **HTG Computers** for **59** students in **J2EE** training from 10-01-2019 to 30-03-2019
- College had linkage with **Manufacturing Company** for Internship of **30 students** for 1 month.
- Linkage with Cambridge English: Business Certificates for **100 I Semester** Students of MBA in Business English – A certification Course from 14.11.2018 to 7.12.2018.
- Dissertation work of 4th semester 101 MBA students will be under taken from 18-04-2019 to 10-06-2019.

Agenda 3:

Review of Infrastructure and learning resources available in the institutions

Details of Infrastructure facilities and learning resources available in the institution were reviewed details are as follows:-

- There are 60 classrooms, 12 Laboratories, 03 seminar halls in the institution which are sufficient for running activities of institution, among these 39 class rooms are with LCD facilities& Wi-Fi/ LAN and 3 Seminar halls with ICT facilities.
- The institution has Easylib with software 6.2 version.

- Informed the committee regarding Necessity of purchasing 1306 text Books, 157 Reference Books and 26 Print Journals.
- It was brought to notice of the committee – Total 345 Computers are available in the institution, including newly purchased 20 computers during the year, Bandwidth available of internet connection is **500 MBPS /GBPS**.
- It is also brought to the notice of the committee that there is Facility for E-Content development- Handicam, Tripod, TV, Still Camera, Scanner, Internet, Wi-Fi etc.
- It is discussed in the committee to instruct all faculties to develop EContent resource for teaching learning of their own.

The Chairman thanked all the members regarding the activities conducted and informed them to maintain records of all these activities in the format required by NAAC

Meeting concluded with vote of thanks by IQAC Director.

S. Samuel
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Internal Quality Assurance Cell

Agenda:-

- Review of **Action taken** on Proceedings of previous meetings. To make regular follow up of E-Governance in administration for Administrative reforms
- To take regular follow up of activity conducted under Incubation Center.
- To focus on Improving Teaching learning skills of the faculties.
- To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy.

The 3rd meeting for the year 2018-19 of IQAC was held on 03-12-2018 by 11.00 am at Board Room of the college.

Members Present

Sl. No	Name	Designation in IQAC
1.	Dr. Sakuntala Samuelson	Chairman
2.	Dr. A.Srinivas	Director/Coordinator
3.	Sri. Girish.G	Deputy Coordinator
4.	Sri. K.S.Reddy	Member
5.	Smt. Mahalakshmi A L	Member & Criteria -1 In charge
6.	Smt. Medini Prabhu	Member & Criteria-2 In charge
7.	Smt. Farzana Tasneem	Member & Criteria-3 In charge
8.	Dr. Satyanarayana B R	Member & Criteria-4 In charge
9.	Sri. Vijay S Narayan	Member & Criteria-5 In charge
10.	Sri. Srinivasa Rao	Associate Criteria-5 In charge

11.	Smt. Geetha A M	Member & Criteria-6 In charge
12.	Smt. Padmageetha B G	Member & Criteria-7 In charge
13.	Smt. Pruthvi	Alumni Representative

At the outset IQAC Director welcomed the Hon'ble Chairman and members of IQAC.

Agenda wise review conducted by the Chairman and following decisions taken.

Agenda 1:

Review of Action taken on Proceedings of previous two meetings

Criterion wise committee members explained activities conducted by respective committee members during 2nd quarter of the year, details as follows

➤ Certificate Program introduced, 2 value added program conducted

➤ 1 Workshop on IPR conducted by Hindi Department

➤ Criterion-3 In-charge faculty explained 3 Faculties got awarded by different agencies in the field of teaching and MBA department is planning to incubate 3 new Start-Ups in the month of April & May 2019.

➤ She/he also brought to the notice of the committee 2 Ph.D awarded from Computer Science and Commerce department one each.

➤ Committee noticed that during the quarter the institution had linkage with one organization for business certificate course, also signed MOU with KWEC for communication skill development program.

➤ Remedial class conducted by all departments during the quarter through which 296 students got benefited,

➤ **Criterion - 6** in charge presented before the committee, during the quarter 8 Faculties Attended Faculty Development Programs at different training centers, and the institution also organized 1 training program for nonteaching staff.

➤ **Criterion - 7** in charge explained regarding 2 programs organized by the institution -Talk on "Hormones and Imbalance" and "No food waste" awareness drive initiative.

Chairman of the committee informed all the committee members to conduct some more activities during 3rd quarter of the year as number of activities conducted in the last 6 months are very less in number and the same will be reviewed during next meeting.

Agenda 2:**To make regular follow up of E-Governance in administration for Administrative reforms**

- ERP is implemented in all the departments and Administration for Faculty Profile, Student data, Lesson Plan and administrative activities etc. All the Head of Departments also emphasized on digitization to improve the student's database such as attendance, marks statements, achievements, Training & Placements and higher education records. IQAC Committee members supported the views of above members regarding the need of digitization required for integrating all academic and administrative activities.

Agenda 3:**To take regular follow up of activity conducted under Incubation Center.**

- Chairman of IQAC Emphasized the point towards the research activities to be initiated under Incubation center. It is decided to conduct various activities under Incubation center to enhance Multidisciplinary activities

Agenda- 4:**To focus on Improving Teaching learning skills of the faculties.**

IQAC Chairman advised all committee members and criterion in charges about Improving teaching learning enhancement activities. All the Criterion Incharges are agreed to conduct various Faculty Development Programs involving HOD's

Agenda- 5:

To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy.

➤ Criterion In charge – 7 brought to the notice of the committee actions taken on making the campus eco friendly

1. Save water Initiative on 21st march 2018
2. Plastic free initiative
3. Say No to Straw Initiative on 26th March 2019
4. Zero Garbage Kitchen Initiative on 18th March 2019
5. Contribution of newspaper to NGO
6. Replacing high efficient LEDs in place of Incandescent light bulbs and fluorescent tube-lights

Chairman IQAC informed all the members in the committee to Speed up the work and complete the task provided in the first meeting before the end of February 2019.

Meeting concluded with vote of thanks by IQAC coordinator.

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Internal Quality Assurance Cell

Agenda:-

- Submission and review of Annual Quality Assurance Report for the year 2018-19
- Review of Outcome achieved on Plan of action towards quality enhancement.

The 4th and final meeting of the year 2018-19 of IQAC was held on 03-04-2019 by 11.00 am at Board Room of the college.

Members Present

Sl. No	Name	Designation in IQAC
1.	Dr. Sakuntala Samuelson	Chairman
2.	Dr. A.Srinivas	Director/Coordinator
3.	Sri. Girish.G	Deputy Coordinator
4.	Sri. K.S.Reddy	Member
5.	Smt. Mahalakshmi A L	Member & Criteria -1 In charge
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13.	Smt. Pruthvi	Alumni Representative

At the outset IQAC Co-ordinator welcomed the Hon'ble Chairman and members of IQAC.

Agenda 1:

- The IQAC have reviewed the total Annual Quality Assurance Report for the year 2018-19 and approval was given to place before the governing council.

Following are the initiatives taken and activities conducted by the institution during 2018-19

- New certificate programmes started – **09**.
- New Programs Introduced -**8**.
- No of Value Added courses offered -**25**.
- Field Projects / Internships under taken – 08 Departments, no. of Students Participated – **542**.
- Total number of permanent faculty - **75**.
- No of faculty with Ph.D – **13**.
- Demand Ratio – Number of seats available – **970**, Number of applications received-**1538**, Students Enrolled-**779** – Percentage Admission -**80.31%**.
- Honours and recognitions received by teachers – **03** faculties.
- Result- total cumulative pass percentage of the entire programs 80.66%.
- Student Satisfaction Survey Conducted for **614** students.
- Research funds sanctioned by the institution– **Rs, 3,34,250**.
- Workshops/Seminars Conducted on Intellectual Property Rights – **06**.
- Awards for Innovation won by Institution/Teachers/Research scholars/Students – **06**.
- Start-Ups incubated – **03**.
- Research Publications Awards received – State Level-**01**, National Level-**05**.
- Ph. Ds awarded – **02**.
- Research Publications in the Journals notified on UGC website – National level-**09**, international level-**43**.
- Books and Chapters in edited Volumes / Books published – **24**.

- Bibliometric of the publications – **33**.
- Faculty participation in Seminars/Conferences and Symposia – **49** Faculties.
- Number of extension and outreach programmes conducted – **48**.
- Awards and recognition received for extension activities – **09**.
- Number of Students participating in extension activities- **Swachh Bharat, Aids Awareness, Gender Issue- 302** staff and **2000** students.
- Number of Collaborative activities – **02** , Linkages with institutions – **06** and MoUs signed with institutions – **08**
- Budget utilized for Infrastructure Development is – **Rs, 105.22 lakhs**, maintenance of Academic Facilities –**Rs, 60.09 lakhs**, maintenance of Physical Facilities- **Rs, 143.15 lakhs**.
- During the year **1306** -Text Books, **157**-Reference Books-and **26**-print Journals, **20**-Computers purchased.
- During the year **385** students' availed financial support from institution, and **438** students from different Government Department .
- **6** capability enhancement programs conducted benefiting -**1236 students**, **35 students** benefited by Guidance for competitive examination and career counseling.
- Through On Campus-**81 students** placed in different companies and Of campus **25 students** got placement, **99 students** joined for higher education.
- During 2018-19 Alumni Contributed - **Rs, 10.54 Lakhs**.
- **26** Teachers provided with financial support of - **Rs, 71550** for attending conferences / Workshops.
- **6** Professional training programs conducted for teaching and non- teaching staff.
- During the year -**Rs, 271.87 lakhs** Grants Received from **15 organization**.
- Gender Equity promotion programs conducted – **4 and 5 – Programs on universal Values and Ethics**.

Agenda 2 :

- IQAC Director brought to the notice of the committee the outcome achieved on the action plan chalked out by the IQAC in the beginning of the year towards quality enhancement as follows

PLAN	ACTION TAKEN
➤ Take Action to Empower Faculties	<ul style="list-style-type: none"> • 26 Faculties provided financial incentives to attend training programs, conferences • 02 Training programs are conducted for teaching staff, 04 training programs conducted for non-teaching staff and 3 training programs conducted for support staff. • 41 faculties attended different training programs conducted by other organizations.
➤ Conduct Extension and outreach activities to make students aware of existing problems in the society	<ul style="list-style-type: none"> ☐ 47 Extension activities conducted in co-ordination with NSS unit, Rotary & BBMP around 1500 students benefited ☐ 121 Activities related to Swachh Bharat, Aids Awareness, Gender Issue conducted in co-ordination with government & other organization
➤ Conduct Student Satisfaction Survey on overall institutional performance	☐ Student Satisfaction Survey Conducted involving 614 students Results and Details Uploaded on institutional website
➤ Introduce value Added Courses to impart transferable and life skills Among Students	☐ 11 Value added courses introduced during the year - 835 students benefited
➤ Strengthen incubation centre & incubate more number of start-ups	☐ 3 Start-ups incubated during the year- App development, Product development, Marketing of cow milk
➤ Strengthen coaching for competitive examination to student	<ul style="list-style-type: none"> • Under JICE program training was given in which 8 students got benefited. • 27 students were provided with career counseling guidance

- Committee observed that Financial, administrative and Academic Audit has been conducted regularly.
- Committee also observed that Alumni of the institution is active and some of the members contributed financially for the welfare of the institution and many Alumni's participated as resource persons for students activities .

Meeting concluded with vote of thanks by IQAC Director.

S. Samuel

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