



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-560 004

11th September 2024

Minutes of the Review Meeting on Status of Documentation of AQAR 2023-24

Venue: IQAC Room

Surana College-Autonomous

South End Campus, Bengaluru-04

The IQAC internal Meeting was convened by the IQAC Chairperson on 10th September 2024 at 3:00 PM at Surana College-Autonomous, IQAC Room, South End Campus, Bengaluru-04. The following points are convened in the meeting:

The chairperson had discussion with all criteria in-charge to know the status of documentation of AQAR for the academic year 2023-24. The status of each criteria is as below:

Criteria I

Prof. Mahalakshmi on leave

Criteria II

- Almost all Qualitative metrics (Q₁M) are ready and to be reviewed by the chairperson before submission
- Except HR data (appointment letters) all other data will be submitted by 14th September 2024. Appointment letters will be shared with Quality Adviser directly by Ms.Triveni.
- Data from Exam Department are compiled and forwarded to Quality Adviser
- Final information about admission approval to be sent by 14th September 2024-Ms.Manjula
- Mentoring data has been sent
- POs and COs from B.Sc. and M.Com. departments should be collected by 14th September 2024.

Criteria III

- Qualitative metrics (Q₁M) with all supporting documents are sent to Quality Adviser
- The Rotaract club has to send the final list of activities along with supporting documents by 11th September 2024-Ms.Sushmitha
- Criteria III to be reviewed again as most of the documents are not received from Research & Consultancy Cell



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-560 004

Criteria IV

- Minutes of the ICT meeting to be sent by Ms.Geetha
- It is decided to retain the geotagged photographs taken earlier and new photographs can be taken whichever is not included earlier.

Criteria V

- Qualitative metrics (Q₁M) are submitted to Quality Adviser.
- Audited statements are not yet submitted as financial audit is not yet conducted

Criteria VI

Most of the metrics are Qualitative and finance related and hence pending. To be completed by 21st September 2024

Criteria VII

Quality audits on environment and energy is pending, to be collected.

All Qualitative Metrics should be shared to IQAC for review. One week timeline given to all criteria in-charge to submit the AQAR.

Kulav
13/09/2024