



SURANA COLLEGE AUTONOMOUS

Affiliated to Bangalore University | Re-accredited by NAAC with A+
Recognised under section 2(f) & 12(B) of UGC

MINUTES OF FIRST IQAC MEETING 2025-2026



16th July 2025



10:30 am to 1:30 pm



Surana College, Board Room



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No. 16, South End Road, Bengaluru-560 004

Proceedings of the First IQAC Meeting of Surana College (Autonomous) held on

16th July 2025 from 10:30am - 1:30 pm

The IQAC Meeting for the Academic Year 2025-26 held on 16th July 2025 at Board Room, Surana College (Autonomous) at 10:30 am and following members were present in the meeting:

1. Dr. Veena K N, Principal	-IQAC Chairperson
2. Prof. Geetha A M, Assistant Professor	-IQAC Co-ordinator
3. Sri Girish G, Chief Administrative Officer, SEI	-Deputy IQAC Co-ordinator
4. Dr. Byra Reddy, Professor & Dean, Alliance University	-Academic Expert
5. Mr. Darshan R N, Senior Vice President, Axis Bank	-Industry Expert
6. Dr. Chinmaya Dash, Associate Professor, St.Claret College	-Special Invitee
7. Ms. Swathi Garg, Senior Software Developer, Syndigo	-Alumni Representative
8. Sri Karunasekara Reddy, Chief Accounts Officer, SEI	-Member
9. Sri Kiran V, Placement Officer, SEI	-Member
10. Dr. Vanishree M R, Dean, Research & Consultancy	-Member
11. Dr. Harish Ugraiah, Controller of Examinations	-Member
12. Prof. Mini K Abraham, Academic Co-ordinator	-Member
13. Dr. Satheesh Kumar, Professor	-Member
14. Dr. Balaji K, Director-MCA	-Member
15. Dr. Sudharshan H L, HoD, PG Department of psychology	-Member
16. Dr. Farzana Tasneem, Associate Professor	-Member
17. Prof. Ashwini Diwakar, Assistant Professor	-Member
18. Prof. Chandana Jain, Assistant Professor	-Member
19. Mr. Likith S, I MBA	-Alumni Representative
20. Ms Ananya, II BCA	-Alumni Representative



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Agenda of the Meeting

Agenda 1: Welcome Address and Confirmation of Quorum by IQAC Co-ordinator

The meeting commenced with a warm welcome by the IQAC coordinator Prof Geetha A M. and confirmed the quorum and set the tone for the deliberations. Dr Byra Reddy and Dr Chinmaya Dash attended the meeting virtually

Agenda 2: Introduction of New Appointed IQAC Members

Dr Veena K N, Principal and IQAC Chairperson formally introduced the newly appointed IQAC members, acknowledging their roles in contributing to the quality initiatives of the institution.

Agenda 3: Review and Approval of Minutes of the Previous Meeting

The minutes of the previous IQAC meeting were reviewed and approved.

SL.	AGENDA	PERSON INCHARGE	STATUS
1	Submission of AQAR 2023 -24	Ms Geetha A M	Submitted
2	Increase of Value-Added Courses and Certificate courses	Program Coordinators	Total - 13
3	Introduction of Vocational Course	Ms Geetha A M	1. Makeup Artistry 2. Mastering Indian Forms
4	Improve research publications by students	Dr Vanishree	Total - 36
5	Conduct of PO/CO workshops	Ms Geetha A M	3 Conducted
6	Awareness of IPR/ Research funding	Dr Vanishree	4 Conducted
7	ISO 14001:2015, EMS, EOMS	Mr Girish, Ms Mini, Dr Malini Shetty	Conducted
8	Strengthening of Data collection cell	Ms. Shwetha	IQAC OFFICE
9	Student projects in alignment with SDG	Program Coordinators	Projects



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10	Strengthen collaborations with foreign Universities	Mr. Kiran V	Malta, Swiss University
11	To promote innovation, incubation, research and entrepreneur culture	Principal	Mr.Vardharanjan, IIC Co-ordinator has been appointed
12	Placements orientation and training for UG and PG courses	Mr. Kiran V	Done
13	Mental Well being	Dr Sudharshan	Ongoing Process

Agenda 4: Highlights of IQAC Activities 2024-2025

The committee acknowledged and appreciated the 22 impactful activities organized by IQAC in the previous academic year. Highlights included:

SL.	DATE	EVENT	RESOURCE PERSON
1	9/08/2024	FDP on "Accreditation Landscape"	Dr Veena K N
2	3/08/2024	Faculty Orientation Programme 2024	Dr Veena K N, Ms.Geetha A M, Dr Pradeep N E
3	30/9/2024	Public awareness initiative on "I am on salt satyagraha"	Microlabs
4	7/10/2024	DIGII - ERP Orientation	Mr Manjunath, DIGII
5	4/11/2024	DIGII - ERP Orientation – For SPOC	Mr Nishanth, DIGII
6	22/11/2024	Scholarship Simplified: A Step-by-Step Guide to SSP Application"	
7	8/12/2024	International accreditation for Business Programme	Dr V J Byra Reddy
8	17/12/2024	Why IACBE Accreditation?	Dr Archish Maharaja
9	3/12/2024	Mapping and Measuring of PO and CO	Dr Veena K N



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10	7/1/2025 – 11/1/2025	5 Days Refresher Course on Regenerating pedagogy and Subject Expertise for Transformative Education	IQAC
11	16/1/2025 - 28/1/2025	Vocational course on Makeup Artistry	Naturals Beauty Academy
12	16/1/2025 - 28/1/2025	Vocational Course on Master Various Indian Art Forms	Ms Poornima Bhat, Fevicryl
13	28/2/ 2025	ISO Audit / EOMS	Mr Girish , Ms Mini
14	22/2/2025	Faculty Ability Enhancement Program	Dr Swamy Naidu
15	13/3/2025	ERP Orientation	Ms Roshni - DHI
16	17/3/2025 – 21/3/2025	Happiness Week	Ms Geetha , Ms Sushma, Ms Chandana Jain
17	11/4/2025	Mapping of CO and PO	Dr Veena K N
18	28/5/2025	EMS Audit	Mr Girish, Ms Mini, Dr Malini Shetty
19	11/06/2025 – 2/7/2025	7 days workshop on " Mastering on Qualitative and Quantitative metrics of NAAC"	IQAC Coordinator and Criteria Coordinator
20	16/6/2025	Library Connect 2025: Orientation Program on Library and Information Services for Academic and Administrative Staff	Dr B S Satyanarayan
21	18/6/2025	Financial literacy program for Supporting Staff on Systematic Investments and Power of Compounding	Dr Govindraj Pandith
22	20/6/2025	International Day Against Drug Abuse and Illicit Trafficking	Mr Lingaraju, PSI



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Agenda 5: Minutes of Meeting 2025-2026

Strategic Deliberations and Quality Enhancement Recommendations

1. Strategic plan of IQAC Strategic plan of IQAC: Perform Gap analysis & SWOC-based Strategic Planning for all NAAC criteria
2. Pedagogical improvement in curriculum development and implementation: Mandate use of at least 5 out of 10 identified student-centric pedagogical tools per course
3. Value added courses - Conduct outcome-gap analysis and connecting placement linkage
4. Swayam/MOOC Integration: Credit consideration for student MOOC completion
5. Experiential Learning: Emphasize AV content creation and AV as a pedagogical tool
6. OBE Implementation: Strengthen OBE including well defined rubrics, PO attainment, and IA/formative assessment models
7. AI in Education: Introduce training in prompt engineering, ethical AI use, and tools for digital classrooms
8. Stakeholder Feedback Mechanism: Ensure collection, analysis, analysis, action, and loop closure with short, mid, and long-term actions (2 student feedback to be taken one in mid and semester, Exit Feedback to be conducted)
9. Students Projects in alignment with SDG, promote student participation in Hacker rank, Smart India Hackathon etc.
10. Advanced and slow learners - audit - yes, progression charts
11. Faculty Development: Encourage industry immersion, exchange programs, and collaborative learning circles
12. Research Promotion: Increase Scopus publications, initiate seed grant projects
13. Placement Readiness: Integrate career training into timetables, conduct JD-specific training
14. External & Internal AAA Audits: Institutionalize audits and submit reports to UGC
15. Strengthen International Collaborations: Initiate at least two collaborative academic or research-based activities with foreign universities to enhance global engagement
16. To develop a tool for Collaborative Learning through Learning Circles
17. Enhance Consultancy and Outreach Activities: Expand consultancy initiatives and community outreach programs. Publish a biannual report aligned with global trends, referencing the *World Economic Forum Reports*. Increase
18. Encourage High-Impact Research: Increase the number of publications in Scopus-indexed journals and aim to improve the institutional h-index through focused research strategies.
19. Foster Innovation and Competitiveness Among Students: Encourage student participation in national and international platforms such as Hacker Rank, Smart India Hackathon, and similar innovation-driven events.
20. Establish Department-Level Research Benchmarks: Each department shall target the submission of at least one funded project proposal (e.g., IKS, ICSSR, ICPR, AYUSH, IIC),



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along with one research publication, one book chapter, one FDP, one MOOC course, and one certificate course annually.

21. Mobilize Corporate Social Responsibility (CSR) Funding: Actively pursue CSR funding opportunities to support institutional development, research, and community engagement initiatives

Agenda 6: Approval of IQAC Calendar 2025 – 2026

The proposed IQAC calendar for 2025–2026 was approved, with scheduled activities:

Tentative Date/s	EVENT	Department/s Involved
11-06-2025 - 02-07-2025	Workshop on “Mastering Qualitative and Quantitative Metrics of NAAC”	Teaching and Non-teaching departments
16-06-2025	Library Connect 2025- Orientation Programme	Teaching and Non-teaching departments
18-6-2025	Financial Literacy Programme for Supporting Staff	Computer Science and Supporting staff
16 - 07- 2025	First IQAC Meeting 2025-2026	IQAC members
July 2025	Staff Satisfaction Survey	Feedback Committee
28 July 2025	Faculty Development Program	IQAC + OBE Committee, CS Dept
July 2025	Skill Enhancement Program for Non-teaching Staff	IQAC, Office
July 2025	Quarterly IQAC Meeting with all Staff	IQAC
24 th July 2025	Orientation program on BU SEP Syllabus of III Semester	IQAC, Hindi Dept
28 th July 2025	FDP on “Feature Engineering “	IQAC, OBE, CS Dept
2 nd August 2025	Faculty Induction Program	Principal, IQAC, HR
August 2025	Academic and Administrative Audit 2024-2025	Academic Coordinator



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August 2025	ERP orientation	ERP Coordinator
3 rd Nov - 8 th Nov 2025	Internal Audit - Prelims	All UG and PG Departments
24 th Nov - 28 th Nov 2025	Internal Audit - Finals	All UG and PG Departments
26 th Nov 2025	Quarterly Meeting of IQAC 2nd Week of Nov 2025	IQAC
January 2026	Capacity building programme for Staff (Refresher Course)	All Departments
24 th Jan - 31 st Jan 2026	Second IQAC Meeting 2025-2026	IQAC members
March 2026	Quarterly Meeting of IQAC 2nd Week of March 2025	IQAC
June 2026	EMS + EOMS Audit 2025-2026	Audit Committees, IQAC

Agenda 7: Any other deliberations with permission from chair

The committee congratulated extensively for various Institutional initiatives:

- Adoption of Villages and suggested to enroll for Central government project - Unnat Bharat Abhiyan
- Seed Grant & Research Contributions for enhanced research culture
- Surana Wellbeing center for student and staff mental wellness
- Department of Student Support Services (DOSSS) for extensive student progression activities

Agenda 8: Vote of Thanks

The meeting concluded with a Vote of Thanks proposed by **Prof. Geetha A M**, IQAC Coordinator, expressing gratitude to all members for their active participation, valuable inputs, and collective commitment to institutional excellence.



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Action Plan

1. Strategic plan of IQAC Strategic plan of IQAC: Perform Gap analysis & SWOC-based Strategic Planning for all NAAC criteria

Action - IQAC and Criteria Coordinators

2. Pedagogical improvement in curriculum development and implementation: Mandate use of at least 5 out of 10 identified student-centric pedagogical tools per course

Action - Implemented on ERP and Course plan

3. Value added courses - Conduct outcome-gap analysis and connecting placement linkage

Action - Domain incharges and Program Coordinators

4. Swayam/MOOC Integration: Credit consideration for student MOOC completion

Action - Domain incharges and Program Coordinators

5. Experiential Learning: Emphasize AV content creation and AV as a pedagogical tool

Action - Domain incharges and Program Coordinators

6. OBE Implementation: Strengthen OBE including well defined rubrics, PO attainment, and IA/formative assessment models

Action - OBE Committee

7. AI in Education: Introduce training in prompt engineering, ethical AI use, and tools for digital classrooms

Action - Curriculum Enrichment and Flexibility.

8. Stakeholder Feedback Mechanism: Ensure collection, analysis, analysis, action, and loop closure with short, mid, and long-term actions (2 student feedback to be taken one in mid and semester, Exit Feedback to be conducted)

Action - Dr B S Satyanarayana and Ms. Vidya A

9. Students Projects in alignment with SDG, promote student participation in Hacker rank, Smart India Hackathon etc.

Action - Prof Vanishree M R, Dr Balaji K, Dr Anitha Nallasivam, Ms. Vidya



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10. Advanced and slow learners committee to maintain their audits in the form of Progression Charts.

Action - Dr Sumaiya Tabassum

11. Faculty Development: Encourage industry immersion, exchange programs, and collaborative learning circles

Action - IQAC Coordinator, Mr. Kiran V, Dr Vanishree M R

12. Research Promotion: Increase Scopus publications, initiate seed grant projects

Action - Dr Vanishree M R

13. Placement Readiness: Integrate career training into timetables, conduct JD-specific training

Action – Mr. Kiran V, Dr Ajith Deva, Program Coordinators

14. AAA Audits, Internal & External, Academic & Green Audits (ISO): AAA audit report to be submitted to UGC

Action - Sri Girish, Ms. Mini K Abraham, Dr. Malini Shetty

15. Strengthen International Collaborations: Initiate at least two collaborative academic or research-based activities with foreign universities to enhance global engagement

Action – Dr. Vanishree M R, Mr. Kiran V

16. To develop an application for learning Circle to promote collaborative learning.

Action – Dr. Balaji K, Ms. Vidya A

17. Enhance Consultancy: Expand consultancy initiatives and community outreach programs. Publish a biannual report aligned with global trends, referencing the *World Economic Forum Reports*. Increase

Action – HR, Mr. Kiran V, Ms. Sowmya K R, Dr. Vanishree, Ms. Chandana

18. Encourage High-Impact Research: Increase the number of publications in Scopus-indexed journals and aim to improve the institutional h-index through focused research strategies.

Action – Dr. Vanishree



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19. Foster Innovation and Competitiveness Among Students: Encourage student participation in national and international platforms such as Hacker Rank, Smart India Hackathon, and similar innovation-driven events.

Action – Mr. Kiran, Ms. Sowmya K R, Program Coordinators

20. Establish Department-Level Research Benchmarks: Each department shall target the submission of at least one funded project proposal (e.g., IKS, ICSSR, ICPR, AYUSH, IIC), along with one research publication, one book chapter, one FDP, one MOOC course, and one certificate course annually.

Action – Dr. Vanishree, Program Coordinators

The meeting ended with vote of thanks by the IQAC Co-ordinator.


23/7/2025
Ms. Geetha A M

IQAC Co-ordinator


23/07/2025
Dr. Veena K N

Principal and IQAC Chairperson



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IQAC MEETING

Date: 16th July 2025, Wednesday at 10:30 AM

Venue: Board Room, Surana College Autonomous, South End Road, Bangalore-04

List of Members Attended

Sl. No	Faculty Name	Department	Signature
1.	Dr. Archana Surana Managing Trustee	Management Representative	
2.	Dr. Veena K N Principal, Surana College-Autonomous South End Campus	IQAC Chairperson	 16/7/2025
3.	Prof. Geetha A M Assistant Professor Department of Computer Science Surana College-Autonomous South End Campus	IQAC Co-ordinator	 16/7/2025
4.	Sri Girish G Chief Administrative Officer Surana College-Autonomous	Deputy IQAC Co-ordinator	 16/07/2025
5.	Dr. Byra Reddy Professor and Dean- Academic Affairs Alliance University	Academic Expert and Local Society member Local Society member	Virtual
6.	Mr. Darshan R N Senior Vice President Axis Bank	Industry Expert	 16/7/25
7.	Dr. Chinmaya Dash Associate Professor Department of MCA St. Clare College	Special Invitee	Virtual
8.	Ms. Swathi Kanodia Senior Software Developer Syndigo, Bengaluru	Alumni Representative	 16/07/2025
9.	Sri Karunasekara Reddy Chief Finance Officer Surana College (Autonomous)	Member	

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10.	Sri Kiran V Placement Officer Surana Educational Institutions	Member	
11.	Dr. Vanishree Dean, Research and consultancy Surana Educational Institutions	Member	<i>Vanishree</i> 16/7/2025
12.	Dr. Harish Ugraiah Chief Examination Office Surana College (Autonomous)	Member	<i>Harish</i> 16/7/2025
13.	Prof. Mini K Abraham Academic Co-ordinator Surana College (Autonomous)	Member	<i>Mini</i> 16/7/25
14.	Dr. Anitha Nallasivam Director, MBA Surana College (Autonomous)	Member	<i>Anitha</i> 16/7/25
15.	Dr. Balaji K Director-MCA Surana College (Autonomous)	Member	<i>Balaji</i> 16/7/25
16.	Dr. Sudharshan H L HOD, PG Department of Psychology Surana College (Autonomous)	Member	<i>Sudharshan</i> 16/7/25
17.	Dr. Farzana Tasneem B.Sc. Program Co-ordinator Department of Biotechnology Surana College (Autonomous)	Member	<i>Farzana Tasneem</i> 16/7/25
18.	Prof. Ashwini Divakar Assistant Professor Department of Computer Science Surana College (Autonomous)	Member	<i>Ashwini</i> 16/7/2025
19.	Prof. Chandana Jain Assistant Professor, Department of Hindi Surana College (Autonomous)	Member	<i>Chandana</i> 16 th July 2025
20.	Mr. Likith S I year MBA	Student Representative	<i>Likith S</i> 16/7/25
21.	Ms Ananya II year BCA	Student Representative	<i>Ananya</i> 16/7/25