



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SURANA COLLEGE

**SURANA COLLEGE NO 16 SOUTH END RAD BASAVANAGUDI
560004**

www.suranacollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

College, a coeducation institution (est. 1995) under GDA Foundation Trust is affiliated to Bangalore University (u/s 53(5), (& under Karnataka State Universities Act 2000) and is also included under section 2(f) & 12 (B) of the UGC Act 1956. The institution has been catering to all sections of society on need-based quality education through eight UG programs, four PG programs, in Arts, Science, Commerce, Business Management and computer applications streams along with two research programs in Management and Psychology . The location of the institution is Bangalore Urban in Southend circle, Bangalore. The institution is a self financed and private institution.

The institution has many case studies of inducting average students only to raise them to achieve distinctions and ranks. The college provides holistic development. Constantly identifying value-additions to the university stipulated curriculum, the college designs balanced inputs of curricular and co-curricular components into its practice. The institution prepares students into self-reliant, independent thinking, globally relevant, skilled and socially useful citizens of the nation embedded with values to contribute in their own mite to the society.

Students at the campus will have the due freedom coupled with responsibility and discipline. The college encourages research initiatives and lateral thinking. There is also encouragement to entrepreneurial activities. **The fee structure is affordable and cost effective.** Alumni presence is seen in international, national, sports and cultural arena.

Student involvement is seen in the key functioning at the college in extension activities, community services and sustenance of academic environment. Parental and public acceptance have been of immense support for the college functioning. Scholars, veterans, experts and prominent citizens as visitors encourage with suggestions. The corporate sector, service industry and socio-cultural institutions look up to have the students from the college in their organizations. The staff members are aware of the importance of identifying and training different levels of leadership with a 360 degree perspective. Healthy academic relationship between faculty and students has enhanced the learning outcomes. Effort to maintain and preserve the joy of learning has augured well for the institution. Immense support from the Management and interdepartmental co-ordination makes the institution stand proud.

Vision

- To become the educational institution of preferred choice by ushering the convergence of knowledge, skills and values through holistic education.
- To create an integrated system that meets the higher educational needs of the region and community at large.
- To be efficient, effective community and be able to and excel in education and service.
- To impart knowledge and interact with organization of similar interest to meet global competency.

- To induce paradigm shift in community that education is pre-requisite for human development and to inculcate the value system.
- To reach the un-reached and serve the underserved with education contribution to the national development.
- To be an active component of national educational system.

Mission

To “Mould Character and Careers” Of Students

- Develop adaptability to technological skills, to meet the challenges of changing global village effectively.
- Induce knowledge that faster self-learning, continuous improvement and innovation in higher education.
- Continuous improvement and innovation in all the process of our system
- Open organizational climate.
- Inter organizational linkage with institutions of similar interest.
- Strategic future oriented planning.
- Community oriented skills and research.
- Strong community relationships.
- Professionalism in education, management and service.
- Meet regional and national educational needs.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The institution and programs are affiliated to Bangalore University and recognized by Karnataka State Universities Act and AICTE, offers programs in undergraduate programs (BA,B.Com,BBA,BCA,B.Sc),post graduate programs (M.Com, MCA,MBA,M.Sc.(Psy)), research programs in Management & Psychology. The college offers programs of relevance and need, conducts enrichment courses, value adding courses and has implemented choice based credit system. The college collects feedbacks from students & stakeholders for improvement in major constituent processes of the system. ICT, Wifi facilities for Innovative teaching learning process. The college caters to diverse needs of learner by identifying and counseling the slow learners and mentorship. Varied learning experiences are provided to accomplish learning outcomes in learner. Research initiated by eligible faculties, & students involve in projects. College has significant contributions in extension activities and institutional social responsibility. College has achieved several awards for extension

activities. Excellent physical facilities, library resources and ICT facilities add to the quality resources for independent learning by students. Decentralized administration, faculty empowerment initiatives and participative management & stakeholder's participation are unique of governance. Excellent, internalized, internal quality assurance cell with varied committees for key aspects for quality, committees participate in decision making. Biometric Attendance for the faculty members. Good teacher quality meets the regulatory requirements, numerous faculty development activities, College provides student insurance, CCTV, book bank facilities, for sports and cultural strong encouragement activities. The strength of the institution is:

- I cycle - Awarded 'A' Grade by NAAC with CGPA score of 3.44
- Management is dynamic, supportive and participative.
- Strategically located
- Well-equipped Language Lab, Commerce Lab and Computer Laboratories.
- ICT enabled class rooms, AC enabled laboratories
- e-Library with CDs, for students & staff
- Facilities for indoor games and Gym.
- Fee waiver for student who score above 90%, 80% in PUC, players & fee installments for the needy.
- College Canteen with hygienic food at reasonable price.
- Implementation of e-governance in the areas of Planning, Examination, Students admission, Finance & Accounts and Administration, etc.
- Well qualified competent and experienced teachers.
- e-governance is intensified by providing ERP.

Institutional Weakness

- Less job opportunity and less Industrial job vacancies.
- Less opportunity and scope to Government funded projects.
- Extending campus to avail Post-graduate courses in the faculty of Arts , Science, open

Universities and engineering is less.

Institutional Opportunity

- Becoming a leader in interdisciplinary and learning.
- Centrally and strategically located.
- Opportunity to inculcate knowledge using the best practices.
- Scope for better placements.
- Establishment of University.
- To activate Research center & Research Activity.
- More participation of University academic activities.

Institutional Challenge

- Competition from professional courses/ nearby institutions.
- To improve the quality of placements.

- Not able to meet the competency-based education due non-flexibility of curriculum. Higher education is met with distant factor that could harm the college current growth
- Having more no. of similar institutions in the vicinity.
- Space constraints for expansion.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Teaching fraternity ensures effective curriculum delivery through a well-planned and documented process. The Time table, calendar of Event and curriculum committees are performing effectively.

Our faculty members are part of Board of Studies (BOS) and Academic councils in Universities and other autonomous colleges. M.Com was introduced in 2014 after the first cycle of A & A from NAAC. College offers CBCS Programmes at 100% level as suggested by affiliating university pattern, which also includes open elective subjects. The institution has secured 34 university Ranks since inception from Bangalore University.

Institution has active Gender sensitization, environment and sustainability, Human values and Professional Ethics programmes. Sexual harassment elimination cell, NSS unit, NCC, Youth Red Cross, YI, anti-ragging committee deal with Community oriented activities.

More than 74 value added courses are offered to bring in transferability in life skills along with curriculum. These courses are designed on par with industrial requirements. Students are undertaking field projects/internships every year. Structured feedbacks are taken from students, teachers, Employers, Alumni and Parents, the same is analyzed, accordingly actions are initiated and feedback is made available for the benefit of students and teachers.

During last five years following are the special enrichment courses conducted:

16 Certificate/diploma course in which 7079 students.

75 value added courses conducted.

12 programs CBCS and elective course system has been implemented.

During the current year 362 students undertook field projects/internships arranged by the institution. Following are the subjects taught to the students relevant to Gender, Environment and sustainability, and Human values along with regular curriculum.

- Indian Constitution (I semester),
- Environmental public health (II Semester)
- Science and society (III semester)
- Business Ethics, Personality development (IV Semester),
- Cultural diversity (V semester),
- Creativity and diversion (VI Semester),
- Economics (for all years)

Feedback collected, from all stakeholders, analyzed and action is taken accordingly.

Teaching-learning and Evaluation

The admission process is administered and executed with absolute transparency and in compliance with Bangalore University rules, regulations and guidelines. Out of the total seats sanctioned **61.71%** of students are admitted to the institution in the last five years, and **80.88%** of seats are filled against seats reserved for various categories. The institution encourages students from diverse background and presently caters to the **6.92%** of students from other states and countries.

The slow learners and advanced learners are identified based on the student performance and special strategies are adopted to overcome the learning barriers. The department wise Mentorship is allotted to continue the student centric learning approach. The current year **Mentor Mentee Ratio is 24:1**. Learning experience of the students is enhanced with several fun filled, innovative and creative Teaching methods.

All **75 members** of the teaching fraternity are technologically literate and prefer the usage in the teaching process. Average teaching experience of the faculty in the institute is **12.07 years**, which is an added asset for an institution. The teaching –learning modalities are rendered to students by incorporating the Bloom-Gardner's Taxonomy (Rubric matrix) in to the development of course and Programme outcomes. The Program specific outcomes and course outcomes are displayed on the website. The attainment of the program outcomes reflects in the internal assessment and the results. The pass percentage of students for current year is **77.36 %**. The rewards and the recognitions by the institution as well as the outside authorities, enhances the abilities and bring up the competitive spirit in the institution which is important for the self-development and evolution of the teachers. 17 award winning full time teachers are honored by institute in last five years.

The institution abides by the UGC norms for the appointment of the Teachers from different states, universities and institutions. FDPs and Orientation Programs are conducted by IQAC cell regularly. The Grievance Redressal Cell attends to the student's exam related/ institute related grievances. The Course outcomes, curriculum development and execution, innovative and student centric teaching methodologies are decided by the student Feedback system.

Research, Innovations and Extension

College conducted three national level conferences during the last five years. About **98** research projects are sanctioned by the Government/ NGO's. And the total amount sponsored is Rs **8.52** Lakhs. College is having total of **74** teaching faculty full time which includes 21 Doctorates during last five years. Research activities are being encouraged with due financial assistance from Management. Among **11** faculties with Ph.D. 1 is recognized as research guide.

Incubation center and **Industry Academia&IPR cell** has been established in 02-03-2018

In the last five years **6** workshops have been conducted on Intellectual Property Rights. 2 Apps were released.

39 Research Publication in UGC Journal are made available to facilitate research work along with good infrastructural facility in terms of Library/Labs at the disposal of research aspirants. Best paper award is appreciated in the institute. Good no. of **Books** with the proceedings are to the tune of **58**. College has **Patent**

with Microlabs for the esteem support and in-house collaboration. College has **code of ethics -Plagiarism** software has installed as a good practice in UG and PG College with URL uploaded in website.

Extension Activities - NSS and NCC unit of college student's performance in the activities for which 4 Awards have been received by college from different forums and students have participated in Rotaract, Youth Red cross and YI events. College has contributed many activities towards neighborhood and community service. During last five years **109** Extension activities were conducted, and **4** awards received by the institution from recognized bodies/ Govt. **1769** students participated in extension activities like Swachh Bharat, AIDS Awareness and gender issues organized by NGO'S/GOVT . Constituting 68.52% of students. **386** Linkages leading to Internship, Field visit, visit to Research center are available from all departments of UG and PG. **29** MOU s are signed with various organizations with the industry partners and institutes.

Infrastructure and Learning Resources

State of art infrastructure facilities are being created at UG campus on 0.667 acre (2699.264 SqMts) of land, built up area 7409 SqMts. Similarly a top class amenities are being provided at PG Campus which is an annex, on: 0.521 acre (2108.421 SqMts), built up area of 5192.33 SqMts (Total 12,601.33 SqMts).

The institution has facilities for Indoor games like shuttle badminton, table tennis, gymnasium, etc. The college has MOU, to utilize the Armugam sports ground for outdoor sports/events. Yoga activities are organized frequently. Cultural activities/competitions are conducted during National festival, annual gathering, fresher's day, etc.

College has 60 class rooms, 2 seminar halls and 1 Auditorium, **42** have ICT facilities. (**67%**).

College has 14.72% budget allocation of Rs. **217.25 Lakh**, for infrastructure augmentation (excluding salary) during the last five years. South-end campus Library (1920 sq.ft.), seating capacity for 80 users at a time. There are about 23593 books, 30 journals, 31 magazines and 18 newspapers. Kengeri campus Library (3834 sq.ft.) area with seating capacity for 120 users at a time. There are about 13964 books, 92 journals, 25 magazines and 15 newspapers.

There are e-books/e-journals are available through NLIST/INFLIBNET, DELNET and British Council Library e-consortiums. Libraries have Open Access System and partially automated with **EasyLib Web OPAC 6.2** software. DDC system is adopted for classification. Average annual expenditure for purchase of books/journals during the last five years is Rs. **47.6 Lakhs**.

Individual User ID/passwords are provided to access e-resources through INFLIBNET-NLIST e-consortia. DELNET can access in Library. Percentage per day usage of library by teachers and students (Current Year Data 2017-18) tally with (76 members) 4%. This percentage is calculated by using data from gate register/circulation statistics and login/logouts.

Institution has IT facilities with Wi-Fi, 200Mbps in both campus. The student computer ratio is 15:1 in UG campus whereas 2:1 in PG campus. Average ratio is 8:1. The e-content development facilities like Handicam. Tripod, TV, Still Camera, Scanner, Internet, Wi-Fi etc. are provided.

Average expenditure on maintenance of physical and academic support facilities excluding salary component is Rs. **558.26 Lakhs** during last five years (**37.41%**).

Student Support and Progression

Financial Support (Scholarship by Govt. /Institution) - 2200 students were benefited in last 5 years. Students were made more employable, by providing activities like Soft skills, etc., more than 1500 students were trained. Students were educated about norms of the college, to solve various issues in college.

Around 90 students have won prizes at various Levels. Cultural/Sports depts. have been conducting various events; hundreds of students from various colleges have participated/won prizes.

20.91 % of students were benefited in last 5 years through Scholarship/Free ships provided by Institution.8.43% of students were benefited by the Govt. Scholarships offered by Institutions in last 5 years. Guidance for competitive exams, Career Counseling, Soft Skill development, Remedial Coaching, Language Lab, Bridge Courses, Yoga ,Personal Counseling etc., were conducted in the Institution through which 1588 students were benefited in last 5 years under these Capacity Enhancement Schemes.

College has transparent mechanism for timely redressal. Sexual harassment elimination committee and Anti Ragging committee have been formed to provide safety and moral support for students. Our students were placed in reputed companies, and few have their own Startups/Business. 38.17% of students have opted for higher education and 39.18% of students were placed during last 5 years.

An unique event called 'VARNOSTHAVA' is being conducted every year to promote Indian culture and heritage .Graduation day is an annual event for passing out students .In the last 5 years 54 activities were organized in the college which is 10.8 average per year. In last 5 years, 45 awards / Medals were won by the students in Sports/Cultural activities.

College has registered alumni association, has 1200 alumni and 100 active members, regularly visit college on weekends in general and take sessions in new technologies and pre placement training for their juniors perusing different courses in the college. Taking part in Financial/non-Financial contribution done by the alumni for students' welfare, some of the alumni will come as judges and guests for Department and college activities. Having a total contribution from the alumni of Rs.7,93,800/- in last 5 years and 11 meetings have been conducted. Students are covered under GPA.

Governance, Leadership and Management

Surana College, since its inception in 1995 is governed by values and ideals. The governance of the institution is framed to achieve Mission component, and is working continuously towards the Vision of the institution. Leveraging it's almost twenty-three years of service in the field of education institution works with the objectives of providing access to higher education for under-privileged and non-meritorious students.

The institution is managed by GDA Foundation. Governing Council comprises members of Governing Body, the Academic Council, Administrative office, Finance office and University nominees.The college organization structure ensures a system of decentralized and participative management whereby information flow and decision-making processes involves management, staff and students with the help of well-structured ERP software.

Institution has well-defined committees to ensure complete functioning of college activities. Student council,

professional development committee, Grievance redressal cell, women empowerment committees work rigorously to strengthen institutional practices. For faculty empowerment college conducts several Seminars/FDP/Conferences and Workshop throughout the year. During last five year more than **60%** teachers were provided with financial support to attend conferences/workshops and towards membership fee of professional bodies

Institution is financially viable by self-generating funds through student fee collection. Apart from student fee collection college has mobilized funds of Rs.21.18 lakhs through optimal utilization of resources by renting its infrastructure. During the last five years Rs.338.48 lakhs was received as Funds/Grants from non-government bodies, individuals and philanthropists. Board of Management frames resource and expenditure policy. All annual statement of accounts are completely verified and certified by External auditors.

College IQAC regularly reviews the functioning of Teaching Learning process across the institution in different Programmes. IQAC incorporates SWOC analysis of the entire quality system which are key aspect based. IQAC works rigorously to intensify curricular aspects with Value-Added course, Enrichment Programmes, Feedback analysis and review, to promote research projects, increase number of Ph.D. holders.

The institution is ISO certified and getting accredited with NBA is under process. Institutions has **distinctive achievements** in the field of sports, cultural and several **university top ranks** has added to the academic reputation of the Institution

Institutional Values and Best Practices

Gender equity promotion Programmes organized by the institution during the last five years. Institution shows gender sensitivity in providing facilities such as- Safety and Security, Counselling, and Common Room. 6.73% of annual power requirement of the Institution met by the renewable energy sources (current year data). 32.23% of annual lighting power requirements met through LED bulbs. Institution has got strong Waste Management system including:-Solid waste management, Liquid waste management, E-waste management. Rain water harvesting structures is in place. The collected water is pumped to the overhead tank and used for college premises cleaning, watering plants and so on.

In favor of Green Practices 40% students and staff use Bicycles, Public Transport. In our institution it is strictly practiced to have Plastic free campus and Paperless office. Institution conducts specific initiatives to address locational advantages and disadvantages and contribute to local community. On green initiatives and waste management 1.52% of annual income is spend and Green audit report is produced.

The institution is disabled friendly campus with facilities like lift, ramp, disabled friendly wash rooms, wheel chair. Necessary Photos and videos of facilities are linked web page.

Handbook / manual on Code of conduct exists for students, teachers, governing body and administration including / Director / Principal /Officials and support staff. Core values are displayed in the institution and on website

The institution has organized 13 activities to increase consciousness about national identities and symbols. The institution offers a course on Human Values and professional ethics.17 Activities conducted for promotion of universal values, national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years. Achievers' appreciation is an unique

event by college in recognizing and encouraging students excelled in academics, sports, cultural, and extracurricular areas. Special activities for slow and fast learners is one of college best practices. A special event called the Achiever's appreciation is also a special and unique best practice of the college. Holistic education to each and every student is considered as the distinctiveness of the college in the context of its vision.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SURANA COLLEGE
Address	SURANA COLLEGE No 16 South End Rad BASAVANAGUDI
City	Bangalore Urban District
State	Karnataka
Pin	560004
Website	www.suranacollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Veena A N	080-26642292	9880713553	080-2654109 5	iqac@suranacolleg e.edu.in
IQAC / CIQA coordinator	A Srinivas	080-28486372	9341241249	080-2848638 2	sei-director-l-d@su ranacollege.edu.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	13-07-1995

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Karnataka	Bangalore University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	30-09-2003	View Document
12B of UGC	12-01-2016	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCL,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	04-04-2018	12	Annual Renewal Extension of Approval will be provided annually

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	University Grant Commission
Date of recognition	12-01-2016

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	SURANA COLLEGE No 16 South End Rad BASAVANAGUDI	Urban	1.19	12601.33

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Journalism Optional English Psychology,	36	PUC or Equivalent	English	30	23
UG	BA,History Economics Political Science,	36	PUC or Equivalent	English	30	21
UG	BA,History Tourism Journalism,	36	PUC or Equivalent	English	60	11
UG	BSc,Physics Mathematics Computer Science,	36	PUC or Equivalent	English	70	23
UG	BSc,Chemistry Botany Biotechnology,	36	PUC or Equivalent	English	60	18
UG	BCom,Bachelor Of Commerce,	36	PUC or Equivalent	English	200	200
UG	BBA,Bachelor Of Business Ad	36	PUC or Equivalent	English	140	131

	ministration,					
UG	BCA,Bachel or Of Computer Application,	36	PUC or Equivalent	English	120	119
PG	MBA,Busine ss Administr ation,	24	Graduation	English	120	103
PG	MCA,Compu ter Applications,	36	Graduation	English	60	24
PG	MSc,Psychol ogy,	24	Graduation	English	40	15
PG	MCom,Com merce,	24	Graduation	English	40	39
Doctoral (Ph.D)	PhD or DPhil ,Psychology,	36	Post Graduation	English	1	0
Doctoral (Ph.D)	PhD or DPhil ,Management ,	36	Post Graduation	English	1	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Soci ety or Other Authorized Bodies	3				9				63			
Recruited	2	1	0	3	3	6	0	9	18	45	0	63
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				55
Recruited	30	25	0	55
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	3	1	0	4
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	1	0	0	5	0	2	2	0	11
M.Phil.	1	0	0	2	1	0	5	7	0	16
PG	0	0	0	1	0	0	11	36	0	48
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	6	3	0	9
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	
	Others		Total	
	4		1	
	0		5	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	914	62	0	3	979
	Female	509	23	0	0	532
	Others	0	0	0	0	0
PG	Male	144	10	0	0	154
	Female	156	14	0	0	170
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	33	31	21	24
	Female	18	13	14	25
	Others	0	0	0	0
ST	Male	9	10	3	5
	Female	3	4	4	3
	Others	0	0	0	0
OBC	Male	236	232	219	143
	Female	141	153	130	89
	Others	0	0	0	0
General	Male	156	126	166	181
	Female	131	87	90	141
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		727	656	647	611

Extended Profile

1 Program

1.1

Number of courses offered by the institution across all programs during the last five years

Response: 2904

File Description	Document
Institutional Data in Prescribed Format	View Document

1.2

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	14	14	14	11

2 Students

2.1

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1835	1696	1531	1399	1360

File Description	Document
Institutional Data in Prescribed Format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
440	440	440	435	400

File Description	Document
Institutional data in prescribed format	View Document

2.3**Number of outgoing / final year students year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
427	431	324	328	389
File Description		Document		
Institutional Data in Prescribed Format		View Document		

3 Teachers**3.1****Number of full time teachers year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
75	70	74	75	68
File Description		Document		
Institutional Data in Prescribed Format		View Document		

3.2**Number of sanctioned posts year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
75	70	74	75	68
File Description		Document		
Institutional data in prescribed format		View Document		

4 Institution**4.1****Total number of classrooms and seminar halls****Response: 63****4.2****Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
333.06	286.38	295.88	257.62	313.99

4.3**Number of computers****Response: 225**

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The institution ensures effective curriculum delivery through a well planned and documented process

Response:

Curriculum Committee consist of Chairperson and Program coordinators. All curriculum related working like identification of learning gaps, industry expectations, new skills , knowledge enhancement, faculty training and designing of new courses in this backdrop, conduction and planning of program for curriculum enhancement are taken up by this committee. The committee strives to achieve efficient and effective curriculum planning and implementation.

Procedure followed

- The Syllabus of the institution is set by Bangalore University.
- Calendar of events are prepared as per the Bangalore University Academic schedule and the action plan for the department is planned accordingly.
- Annual Calendar of events is prepared by the Committee organized for the said purpose. This takes into consideration the National, State and local holidays.
- Calendar of events also consist of plan for Field projects, Internships and dissertations. Lectures are also scheduled in intention of connecting the requirements of industry and academics.
- Induction programme is scheduled to provide, an insight of higher education and also bridge the expectations in mindset of newly inducted students for the concerned programme's
- Time-Table & Calendar of Events Committee of the college is in charge of Time table, The Committee prepares time table at Department level – teacher wise-class wise as a matrix structure. It also prepares unilateral timetable at the college level.
- Academic calendar is prepared to fulfill the objectives of the curriculum delivery.
- At All programs – PEOs, POs, PSOs and CSOs are defined.
- Progresses of the syllabus coverage and course delivery are obtained from the faculty through Lesson plan.
- Competence mapping is undertaken at department level to ensure competency of the teachers to handle the courses.
- At the beginning of their academic year the teachers prepare the teaching lesson *plan* for the subjects, they handle
- Eminent academicians and industrial experts are invited for delivering lectures on current trends in the economy related to curriculum.
- The college provides 16 certificate/diploma and 77 value-added courses
- Taking feedback from students on faculty, course outcomes and content delivery.
- Analyzing results after each semester

- Review of curriculum outcomes
- Meeting with industry experts to understand the industry needs
- Planning for new courses and training modules to fill in curriculum gaps
- Training of teachers for new courses through orientation programs and online courses.
- Introduction of new courses and training
- Faculty updating through programs like online NPTEL courses.
- Regular meeting of the committee to evaluate the effectiveness after each semester.
- Evaluation and review based on results, feedback, placements at institutional, program and department level.

Documents Maintained:

- Course file with Timetable, Lesson Plan, Curriculum details, inadditional e- material, calendar of events results, question papers and scheme of evaluation for each course.
- A record of past university examinations, Internal assessment marks.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2

Number of certificate/diploma program introduced during the last five years

Response: 16

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	1	3	4

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3

Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 16.57

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	2	2	2

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1

Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 20.46

1.2.1.1 How many new courses are introduced within the last five years

Response: 603

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2

Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 85.71

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 12

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3

Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 88.41

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1819	1527	1001	1399	1190

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The Institution made efforts to train the students to integrate cross cutting issues by the following ways:

·Subjects on Indian Constitution(I semester) and Environmental public health (II Semester) and Science

and society (III semester) and Business Ethics, Personality development (IV Semester) cultural diversity(V semester) and creativity and diversion (VI Semester) in the curriculum & BA Economics creates awareness on environmental issues and build up moral and ethical values among the student community.

There are various committees which take care of the students such as:

1. SHE CELL: It is headed by one female coordinator and consists of two faculty female members, one office staff and also two student representative. The College has the practice of maintaining suggestion/complaint box where the students can drop their complaints or suggestion to be given if any to the college. It is reported that the complaints regarding sexual harassment in the college is nil due to effective implementation of discipline in the college premises. Regular interaction with the students is practiced and they are counseled if need arises.
2. Anti- Ragging Committee: Anti- Ragging Committee has been constituted to handle the issues pertaining to ragging. Any student can drop a complaint in the complain box without disclosing their identity in case of any inconvenient incident.
3. Community Orientation:
The college NSS/NCC(Human Rights) team creates awareness among the people of surrounding villages on various issues. The Institution conduct many programs such as, blood donation camps, Social awareness programs & welfare services, computer awareness program for public, especially in rural areas, organizing rally on creating awareness on cleanliness, and volunteer services to schools and villages.

HUMAN VALUES:

As an extension activity the department 's staff and students conduct various events and visit homes of the needy. A few events are

- Personality development
- Community service
- Construction toilets
- Visiting old age home: Elders and volunteers spent some time together and shared their experience with each other
- Health check up
- Distributed food to the poor
- Contribution of money to the orphanage

PROFESSIONAL ETHICS

Professional ethics is part of curriculum it ensures personal and professional standards of behavior expected by the professionals and institution has given equal importance to professional ethics along with academics we have conducted various personality development program for inculcating the following values in the students

- 1.Strive For Excellence
- 2.Focusing on the Detail
- 3.Being Trustworthy
- 4.Being Honest

- 5.Meeting the dead lines
- 6.Being Competent And Improve Continually
- 7.Being Positive
- 8.Confidentiality

ENVIRONMENT AND SUSTAINABILITY

The idea for Sustainable development is to create development that can be maintained and sustained without causing harm to the environment. The NSS Volunteers take up the following initiatives

- The Construction of Check Dam
- Environment awareness
- Rain water harvest
- Swachatha program
- Swatch Bharath
- Government Hospital Park Development
- Voting and environment awareness rally Smart school development
- Sports field development
- Personality development volunteers
- Personality development
- Community service

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2

Number of value added courses imparting transferable and life skills offered during the last five years

Response: 75

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 75

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3**Percentage of students undertaking field projects / internships****Response:** 19.73**1.3.3.1 Number of students undertaking field projects or internships****Response:** 362

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System**1.4.1****Structured feedback received from**

1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus- Semester wise/ year-wise

Response: A. Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2

Feedback processes of the institution may be classified as follows:

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Average percentage of students from other States and Countries during the last five years

Response: 6.92

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
112	122	110	101	94

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2

Average Enrollment percentage

(Average of last five years)

Response: 64.32

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
727	656	647	611	433

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
970	970	970	960	890

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3

Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 83.06

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
440	440	391	289	240

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity**2.2.1**

The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Institution identifies the slow learner and advance learner under 3 parameters over a year.

Mechanism

1. On the basis of the performance in Pre-University/ UG Exam
2. The performance in the tests/activity conducted/ projects / mini-projects etc. Course/Subject wise during the bridge course lectures/ at the beginning of the academic year
3. Lastly on the basis of performance throughout the year.

The assessment divide

- Pre-University/ UG Exam Marks
- Bridge Course Assessment
- Observations and Mentoring throughout the UG/ PG program.

Strategies for Slow Learners

- **Mentors-Mentee Interaction:** The programs Co-coordinators along with Head of the institution publish the list of Mentors and mentees on the notice board. The respective Mentors have one to one interaction with their mentees and understand the progress in academic growth, sports, cultural activities, regularity, and active participation in co- curricular and extra-curricular activities. The mentor also counsels on the health as well as stress issues relating to friends/ teachers. This interactive system provides the initial understanding about the student Diasporas and subtle divide between academically bright student and the students with other interests.
- **Peer tutoring /Counseling:** The academically bright students are given the task of handling the team of 2 to 5 students. In this group activity the group leader motivates his peers who are marginally weaker in a particular course or unit in a friendly manner to reach their academic goals.
- **Audio - Visual Media:** Students having different abilities and interests are given extra focus by ICT Usage like showing You-tube videos, Ted-talks, Movie screening with subtitles and reading a book simultaneously. Students struggling with inferiority complexes, hearing difficulties, language acquisition difficulties, stammering are expose to this method which makes the learning more fun and effective.
- **Bridge courses:** The leap from Pre-University to University comes with sudden blank spot for some of the students; bridge courses are conducted in required subjects to provide the confidence among the students that they can learn the subjects better and excel in it.
- **Special and remedial classes** are organized to improve the performances, to clarify the doubts and to the re-explanation on the topic. Solved past question papers are discussed in the remedial classes and slow learners are encouraged to resolve the model paper for full 3 hours.
- **Open book Test** is conducted department wise for the better understanding of the question and the relevance of answers.

Strategies for Advanced Learners

- Students are encouraged to get the university ranks and centum strategically by special guidance on how to solve the paper in time without putting anything optional.
- Special guidance is provided to do research and present paper in the State/ National/ International level Seminars/ Competitions / Events.
- They are encouraged to become a Team Leader and counsel the peers in “Peer-tutoring” sessions. This activity develops the team spirit, responsibility and leadership quality among students
- Students are given the guidance to excel in the Competitive / Entrance exams like UPSC, KPSC,

GRE, TOFEL, etc.

- Institute focus on grooming overall personality to get placements, Internships by organizing the personality development workshops and campus placements.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2

Student - Full time teacher ratio

Response: 24.47

File Description	Document
Any additional information	View Document

2.2.3

Percentage of differently abled students (Divyangjan) on rolls

Response: 0.82

2.2.3.1 Number of differently abled students on rolls

Response: 15

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving

methodologies are used for enhancing learning experiences**Response:****Experiential learning:**

- The students take active part in organising various extra and co-curricular, inter/intra departmental, inter/intra-college events, which helps them in developing their organising and management skills. The best examples are college Fest 'YUVA NOVA' and the VARNOTSAVA.
- Experts in different areas, eminent personalities in the field of administration, Science and Technology, Social Sciences, Culture & Literature, Media, Business & Commerce, Social Reformers, Entrepreneurs, Artists etc. are invited as visiting/ Guest faculties to address Seminars, ability development programmes, workshops and group Discussions.
- Dissertation project involving data collection, public relation for events, internship programmes, etc. helps to widen the student's imagination and experience, ultimately resulting into an originality of ideas, first hand experiential knowledge and effective class room interaction when they express themselves to their peers.
- Department level Educational trips, Industry visits, Press visits, Theatre visit Surveys etc. are organized to develop, nurtured and expand the Subject interest
- Departments have developed apps, social media and phone groups for assignments and projects to be proactive with millennial
- The final year UG students work as teaching assistant for conducting lab experiments for their juniors which gives them an experience in the academics.

Participative learning:

- Research based group projects of academic as well as practical importance are assigned to the students which helps them in reflective thinking, problem solving and to logically analyse associated curriculum.
- Academic Curriculum as prescribed by University encourages the Student centric learning approach by including ICT and media usage during lectures and classes, the workshops, Field trips, add on courses, projects, seminars, group discussions, competitions, debates, quizzes, enactments etc.

Problem solving methodologies

- Along with the classroom teaching and laboratory experiment based learning, students' involvement in the minor and major projects empower them to think analytically and to come up with alternate solutions.
- Regular basis assignments challenges and check the level of understanding of the subject. Moreover class tests, tutorials, unit tests and quizzes held from time to time keep up the competitive spirit among the students
- The tasks like mind mapping, brain storming session, issues reflecting on crises management and product launch etc. helps them to widen their thinking capabilities under extreme time constrain.
- The Academic Calendar, with details of Academic activities of the year/session are provided to

the students at the time of orientation program in the beginning of the academic year, which outlines the commencement of classes, examination schedule, list of holidays, cultural festivals etc.

- The syllabus are framed by the respective Board of Studies, revised and updated timely. The syllabus has a unit – pattern for every paper/subject. Lesson plan and notes for every subject/paper/unit are prepared by respective teachers. The daily progress is recorded in the teaching plan which is verified by the Principal.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2

Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 75

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3

Ratio of students to mentor for academic and stress related issues

Response: 24.47

2.3.3.1 Number of mentors

Response: 75

File Description	Document
Any additional information	View Document

2.3.4

Innovation and creativity in teaching-learning**Response:**

- The institution believes in allowing faculty members to have the freedom to decide what teaching strategies and tools they wish to use for course delivery. The diversity of the student body in terms of their educational background and experiences makes it necessary to implement innovative teaching strategies to enhance student centric learning. The institution has made conscious efforts in this direction.
- All courses taught in different Departments use the interactive lecture methods along with extempore discussions, tutorials, assignments, project-writing and seminars. Some Departments like Sciences adopt experiential learning methods as laboratory work, group discussion, field-work, visits to relevant industries, etc.
- The department of life science celebrates science fest. Events can be varied, including lectures, exhibitions, workshops, live demonstrations of experiments, guided tours, and panel discussions.
- Most of the Departments are equipped with modern teaching aids like **Computers, LCD, slide-projectors, charts, models, maps etc.** Some (like the English Department) have well equipped **Language Lab** that is used for language enhancement and to overcome the English Language Phobia among students.
- Chemistry Department has adopted Wet lab technique for practical work done with technical instruments.
- The department of languages encourages students to critically review drama, and films by visiting live theatre, theatre workshops and Film Analysis.
- **Peer-led Learning-** at tutorial discussions and seminars, students are always frank and forthcoming in sharing their experiences and this contributes substantially to the peer-led learning process under the supervision of the teachers.
- The department of BCA has set up **Virtual Class Room (VICR); A – view- Amrutha virtual interactive E learning world** and Video Conferencing facilities at their Computer lab, through this the students are able to polish their programming skills through interactive websites and online testing methods like course chef.com, courseera.org, MOOC etc. Psychology department conducts Webinars in association with NIMHANS leading to effective teaching.
- Journalism department initiative is a **mobile application ‘SAPNA’**, through the app the faculty provide highest quality resources to the students available at their fingertips making media studies more interesting.
- Educational CDs and DVDs are made available as a learning material. Webinars and Various e-learning resources such as e-Journals, CDs and online data bases such as INFLIBNET are used by the Faculty for effective teaching and enhancing knowledge.
- The **open educational resources such as NPTEL**, you tube videos, **Ted talks**, e- journals etc are assessed by teachers and recommended to the students (after considering its authenticity.)
- Wall Mags (syllabus related), mock election, mock interviews, live theatres are other initiatives taken by various departments of the institution.

The faculty members routinely employ a range of teaching methods to facilitate learning which includes case studies, quizzes, simulation exercises, and novel approaches such as commerce department's

initiative of '**Commerce Lab**' to educate students with basic activities like, opening an account in the bank, filling chalans, applying for loans etc.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2

Average percentage of full time teachers with Ph.D. during the last five years

Response: 15.48

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	11	12	11

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3

Teaching experience per full time teacher in number of years**Response:** 52.69**2.4.3.1 Total experience of full-time teachers****Response:** 3951.47

File Description	Document
Any additional information	View Document

2.4.4**Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 23.48**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
9	5	0	1	2

File Description	Document
Institutional data in prescribed format	View Document

2.4.5**Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 21.9**2.4.5.1 Number of full time teachers from other states year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
14	16	16	16	17

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1

Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Methods adopted:

- As per Bangalore University Assessment parameters, Students evaluation is divided in to two assessment levels; Internal Assessment for 30 marks (institute level) and Semester End Exam for 70 Marks conducted by university.
- Internal Assessment is conducted subject / Department wise. For the continuous internal evaluation students performance in unit tests, projects, assignments etc. are consider as parameter along with co-curricular achievements.
- Depending on Working Days and its divide in to activity and academics; institute conducts the preparatory exams (Optional/ Program wise) for the in house assessment.
- Re-exams are conducted after or during remedial classes for slow learners, National / International Sports Students, and the certain exceptional cases based on medical grounds, State/National/ international level performer, NCC cadets, NSS volunteers.
- Re- exams are held depending on the list of students given by concerned Program heads and by the consent of Principal as well as Head of the Departments. These exams are mandatory for students to understand and perform according to University Assessment. For teachers they act as a substantial understanding of the student progression.
- Institute insists extensive use of ICT usage hence the online short- term courses like NPTEL are introduced at program level. It acts as an add-on course and also as another mode of assessment for students, as at the end of the each course applicant has to write a test.
- Seminars, technical paper presentation and mini-projects are introduced in the curriculum to encourage activity based environment.
- To inculcate the critical thinking among students, various group discussions, debates are organized in which a student explore new ideas and enhances their performance level.
- Faculty Members are awarded according to student's performance.

Outcome Achieved :

- Improved student understanding in domain of knowledge and over all development of the student.
- Improved results and pass percentage.
- Reduced backlogs and detention.
- Improved quality of projects.
- Improved placements and opting for higher studies.

Strategies adopted for student improvement:

- Remedial classes are organized to clarify doubts, re-explaining of important topics for improving performance.
- Poor performance due to frequent absenteeism is dealt with sending SMS and registered letters to the parents of such students.
- Appropriate counseling with additional teaching, eventually helps students to attend classes regularly.
- All the staff members maintain good relation with students and deal with their problems in a gentle manner.
- Each class is divided into two batches and separate tutorial classes are conducted to all students for all programs of undergraduate courses.
- Generally, one teacher is assigned for each batch.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2**Mechanism of internal assessment is transparent and robust in terms of frequency and variety****Response:**

- Internal assessment in institute is transparent, flexible and robust.
- The institute follows the regulations of Bangalore University for the internal evaluation process of the theory & practical subjects
- This process has been conveyed to students and parents during the orientation program at the beginning of every academic year.
- Similarly every department organizes a semester wise orientation program with parents in the first week of the beginning of every new semester.
- College handbooks are handed over to the students after the orientation program and college website link is also provided simultaneously.
- For subject with practical exams, marks for the experiments performed will be displayed on the department notice boards within a week time from the commencement of the laboratory sessions.
- The tests are conducted internally; subject wise for more than 2 times as to give fare chance to the absentees due to permissible circumstances and bring students under uniform internal evaluation system.
- The assignments and project topics are given on the basis of student's capacity and to bring out the best as per their intellectual competence.
- Preparatory exams are conducted in focus with the attainment of Course outcomes and the marks are incorporated in the internals along with the performance in assignments, projects and the attendance.

- Slow learners are permitted to improve their marks by redoing the experiment/ project/ assignment / tests, if they have scored low.
- Department heads are fully empowered to suggest the re-assessment of the total marks by the approval of department faculty members.
- All such modifications will be displayed in the department notice boards for student reference.
- All the grievances, issues, difficulties related to internal marks are resolved at the department level by the HOD/ program coordinator and the outcomes are updated on the notice board.
- Any unsolved dispute at the department level will be brought to the notice of Principal and Student Grievance redressal cell. Such issues are rare in nature.
- The process of internal evaluation starts at the classroom level.
- Subject teachers evaluate the preparatory answer scripts and return them to the students with the counseling classes on how to improve the answers.
- The college conducts preparatory exams in consultation with the Departments at the end of each semester.
- Theory paper marks are displayed by the program heads on the department notice board after the University declares the result.
- Students with the revaluation request or any dispute in the results can approach the program head who further takes the matter to **Student Grievance Redressal Cell and Exam Committee**.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.3

Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

- Bangalore University announces the exam dates in its calendar of events on the university portal. If there are any changes, the same is notified on the University website.
- The college Exam committee regularly checks the University portal and conveys the message through SMS to students and parents. It also announces the notification on Exam Notice boards for student's information.
- Student's names are registered and enrolled in the portal whenever it is open and asked for the exam registration.
- University issues the Hall-tickets and allocates the exam center which is conveyed to the students and stakeholders by displaying it on notice board.
- To address exam related Grievances College appoints **ad-hoc Student Grievances Redressal Cell** under the headship of Chief Superintendent of Examination.
- **The College along-with Examination committee** ensures the hassle free and peaceful examination process by continuous alertness and proficiency.

- Exam Committee and the respective program heads issue the Hall ticket after verifying the student's eligibility as per the university guidelines.
- In case of any mistake or error in hall tickets, exam committee clarifies the issue after consulting the university Registrar.
- During the Exam, Exam Committee is responsible for the peaceful exam process; hence institute appoints in-house exam Squad along with University appointed Squad.
- The in-house squad assures a healthy exam environment barring mal practices.

The College In-house Examination Process-

- Examination committee along with program coordinators and departmental heads prepares the timetable of preparatory exams for each semester.
- The internal exams are conducted for the purpose of allotting internal assessment.
- After the evaluation of the answer scripts, remedial or revision classes are conducted depending on the performance of the student. This activity enhances the slow learner's performance.
- These internal examinations, helps the students to understand the exam process, and are especially helpful to I semester students who have come from a School/Board system.
- For the transparency during the exam and curbing any malpractices Examination committee provide an In-house Squad, who randomly keep a watch on the exam center.

University Exam result related Grievances

- Bangalore University examination results are announced when the valuation is over and the results are uploaded in the website. After the announcement of results from University, the examination committee verifies **each candidate's result, course wise /subject wise**.
- Any discrepancy, in the result sheet is analyzed. If the result of a student has not been declared, then the same will be referred to The Registrar (Evaluation) of Bangalore University.
- The Exam Committee immediately uploads the complaint on the university website portal so that necessary action can be taken without delay.
- Also the same will be followed up by writing a letter to The Registrar (Evaluation), Bangalore University with relevant supporting documents for further process & the liaison person will resolve the issues.
- For each correspondence, the **University acknowledgment for grievance complaint is maintained** & the issue will be resolved at the earliest depending upon the data availability at the university.
- The Follow-up of the complaint is given priority by the Exam Committee.

File Description	Document
Any additional information	View Document

2.5.4

The institution adheres to the academic calendar for the conduct of CIE

Response:

- Since the Institution is affiliated to Bangalore University, The University Calendar of Events will be followed for Semester reopening date, closing date and examination schedules.
- Institute has established a calendar of events committee who develops and displays its year-wise calendar of events at the beginning of the academic year.
- Department HOD 's prepares Calendar of events for the department by considering their respective Club and Forum activities, Guest lectures , workshops, seminars, Parent Teacher Meetings etc.
- Programme coordinators and Committee in charges will plan their respective semester-wise activities for the student support and progression.
- The calendar of event has provisions for institution specific events like **Swagath:** The induction program for first year degree students, **Sammilan:** Fresher's Day, **Parva:** College Annual day, **Varnotsava:** Festival of Colors which is focused on the participative as well as experiential learning process adhered by the institute for students, **Yuvanova:** Inter collegiate fest, **Graduation Day:** encouraging the batch of outgoing students and **Achievers Appreciation Day:** to encourage academically excelled students ,Placement activities, Pre placement training activities, Alumni Association activities etc.,
- Sports department conducts indoor and outdoor sports competitions for both staff and students on the Annual sports meet. There is calendar of events for this also.
- NSS, NCC officers will have separate calendar of events which prepares, motivates and trains students to participate in NSS and NCC camps.
- Examination committee prepares scheduled dates for internal exams, mid exams, Preparatory exams etc.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Institution displays its vision, mission, objectives, programme outcomes, programme specific outcomes and course outcomes on the website. The same has been conveyed to first year post graduates and under graduates during the College orientation programme at the beginning of every semester.

IQAC initiates the quality improvement program for each department. The subject experts from the University, BOS members, Teachers discuss about the syllabus, its reach, contemporary market demands and how to enhance the teaching methods to cope up with it which provides the foundation to update programme specific goals.

The alumnae are invited at various events as chief guest or judges to interact with students and teachers. They share their experiences on how a specific course helped to shape their career and thus encourages aspirants to look positively towards the outcomes of programme. The alumnae interaction helps the faculties to get the feedback on the programme and course outcomes and improvise the same for new batches by introducing add on courses or certificate courses.

Institution conducts as well as encourages faculties to attend Workshops, Seminars, Refresher courses, and interactive sessions with the expertise from the universities as well as fields to make the course component more relevant.

Every department projects the POs, PSOs & Cos on the department Notice board. The students are continuously made aware of these outcomes regularly.

At the beginning of every unit teachers articulates on the learning outcomes and programme outcome which makes the teaching learning process more fruitful as students are aware of the relevance of the topic in their pursuit of knowledge.

The direct assessment of the POs and COs is monitored through their performance in the university exams, Preparatory exams.

An indirect assessment of the fulfillment of these outcomes is done by the teachers after every unit test/ assignments/ Presentations to ascertain if they have been able to do what was intended when they admitted to the course.

The feedbacks are collected from the students at institute level as well as department level and the end of the semester the review is done on the achievement of the same.

The institute ensures the evaluative learning process by adopting to the 3 pedagogical strategies

1. Instructions: Instructing the students during various stages of their Under graduate/ post graduate studies
2. Designing the learning unit: Although Institute follow the syllabus prescribed by BU; still it gives the add courses designed to full fill the Course outcomes.

Delivery and achievement of the course: The student's academic, co-curricular, sports and outstanding performances along with the growing number of placements are the example of the programme specific outcomes.

File Description	Document
Link for Additional Information	View Document

2.6.2

Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The process of attainment of COs, POs and PSOs started from writing appropriate COs for each course of the program from 1 to 3 year in a degree program. The course outcomes were written by the respective faculty member using assessment rubrics for each assessment in each CO to assist students to identify clearly the expected standards of review (suggested by Bloom's taxonomy) Then, a correlation was established between COs and POs in the scale of 1 to 3, 1 being the slight (low), 2 being moderate (medium) and 3 being substantial (high). A mapping matrix is prepared in this regard for every course in the program including the language and soft skill subjects. The course outcomes written and their mapping with POs are reviewed by a committee of senior faculty members. Any lacuna found will be rectified the next academic year.

Example:

The following tables show the COs and the CO-PO mapping matrix for a sample course BSc (Chemistry):

Table II 5: PO attainment values Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	Overall CO Attain
C101	2.30	2.30	1.53	---	1.92	1.34	---	---	---	---	---	---	2.30*
C102	2.57	1.87	2.80	1.87	---	1.87	---	---	1.87	---	---	---	2.80*
C103	---	---	---	---	---	---	2.50	2.17	2.08	2.50	---	1.67	2.50*
C201	1.34	2.00	1.67	1.50	1.34	---	---	1.34	---	---	1.34	---	2.00*
C202	2.60	1.73	2.25	1.73	1.73	---	---	---	---	---	---	---	2.60*
C203	---	2.80	2.80	2.33	---	---	1.87	1.63	1.87	---	---	1.87	2.80*
C204	1.375	1.375	1.375	1.00	-	-	-	-	-	-	-	-	1.5
C301	2.17	2.25	1.73	---	2.60	1.73	---	1.73	---	2.17	---	2.17	2.60*
C404	3.00	3.00	3.00	3.00	2.00	2.00	2.50	3.00	---	2.50	3.00	---	3.00*
Direct PO attain.	2.19	2.28	2.25	2.09	1.92	1.74	2.29	1.97	1.94	2.39	2.17	1.90	
#Indirect PO attain.	2.25	2.10	2.05	1.95	1.90	1.95	2.50	2.88	2.72	2.82	2.98	2.36	
Overall PO attain.	2.20	2.39	2.29	2.13	1.95	1.78	2.33	2.15	2.09	2.47	2.33	1.99	
# Target	2.00	2.00	2.00	2.00	1.50	1.50	2.00	2.00	2.00	2.00	2.00	1.50	

Targets were not reached in 3 program outcomes. Thus the overall attainment was 75%

- It was decided to include these 3 in the form of add-on courses for the next semester. The NPTEL course on Biomedical nanotechnology which is an online course will be introduced and a workshop on professional ethics 'GENIE' will be offered to rectify this lacuna.

File Description	Document
Any additional information	View Document

Average pass percentage of Students

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.52

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 8.52

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.653	2.191	1.695	0.7375	1.2385

File Description

Document

List of project and grant details

[View Document](#)

e-copies of the grant award letters for research projects sponsored by non-government

[View Document](#)

Any additional information

[View Document](#)

3.1.2

Percentage of teachers recognised as research guides at present

Response: 2.67

3.1.2.1 Number of teachers recognised as research guides

Response: 2

File Description

Document

Any additional information

[View Document](#)

3.1.3

Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 1.41

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 102

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 362

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Innovation and Incubation Centre

In aligning with the changing demands ,Surana College founded the Innovation and Incubation Cell in the year 2017 to

- 1.Promoteentrepreneurial activities at campus
- 2.Provide hands-on experience to aspiring entrepreneurs on entrepreneurship
- 3.Encourage innovation driven activities at campus
- 4.Facilitate by providing sufficient support systems so as enable the perceived idea to become a successful start-up in its eco-system

Initiating an Innovation and Incubation centre (IIC) at campus will facilitate its stakeholders to gain competitive advantage as well as catering to the ever changing societal demands. Surana's Innovation and Incubation Cell firmly believes that any conceived idea's long-term substantial growth can be accomplished by reducing financial stress by securing feasible proposals and enhance the success level of the projects by deploying, developing and optimizing available resources. IIC would provide an end-to-end cutting edge eco-system that supports new and emerging technology ventures and increase their likelihood of success.IIC would renders support to

- Faculty resources who have very research acumen results in technological advancements which can be translated into commercially viable product/service

- Current students aspiring to become entrepreneurs.
- Alumni of the college who is aspiring to become entrepreneurs.
- Partner research organizations at national and international level
- Partner research institutions at national and international level
- Government organizations
- Private organizations

IIC enables the stakeholders of start-ups to obtain

- Basic awareness program to foster entrepreneurial spirit
- Basic infrastructural facilities at the institute
- Seed funding and other relevant financial support
- Business consulting through experts pool
- Mentoring at all level of business cycles through cohesive participation
- Legal assistance during the execution of organizational functions
- End-to-End assistance in Product/Service development life cycle
- Networking with High net-worth individuals, Angel investors, and venture capitalists
- Commercialization of products/services at regional, national and international markets
- Support services to participate in technical exhibitions which allows the start-ups to showcase their advancements
- Protecting intellectual properties such as Patents, Copyrights etc.,
- Insurance services
- Tax administration services
- Strategic alliances with similar domain organisations either to establish concentric diversification or conglomerate diversifications

The thrust areas include the cutting edge industry verticals such as

1. Health care and Life Sciences
2. Internet of Things (IoT)
3. Mobile Apps & Applications
4. Simulation & Automation Applications

The focus areas will substantially increase in the near future.

Recently, in order to strengthen the activities of Innovation and Incubation Cell, the institute had hosted Intellectual Property Rights (IPR) symposium by associating with the leading Law-firm i.e. KNS Partners, Bangalore. Also, in order to augment the industry – institutional partnership, the institute has entered MoU with Micro Labs Ltd., which is largest Pharmaceutical organisation in India. The Surana's Innovation and Incubation Cell accomplishments since its inception are as follows...

- Memorandum of understanding with Entrepreneurship Development Institute of India, Ahmedabad
- Memorandum of understanding in collaboration of National Stock Exchange, New Delhi
- 1 Patent
- Recognised as nodal entre for IITs consortium
- Life Member of All India Management Association
- Member of National Human Resource Development Network

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.2.2

Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 6

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	2	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards**3.3.1**

The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2

The institution provides incentives to teachers who receive state, national and international

recognition/awards**Response:** Yes

File Description	Document
e- copies of the letters of awards	View Document

3.3.3**Number of Ph.D.s awarded per teacher during the last five years****Response:** 1.5**3.3.3.1 How many Ph.Ds awarded within last five years****Response:** 3**3.3.3.2 Number of teachers recognized as guides during the last five years****Response:** 2

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4**Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.52**3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
7	9	1	8	13

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5**Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 0.64

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	13	7	9	14

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities**3.4.1****Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

At Surana college, Extension activities are integrated with curriculum. They are considered as extended opportunities intended to help and serve the society. In turn, students are sensitized to social issues leading to their holistic development.

Social Issues identified by the institution to sensitize students for their holistic development:

Lack of Medical Help especially in rural India, Awareness on Cleanliness, Road Safety, Voting, Personal Health, Global Warming, Aids Awareness, Need for Blood during emergency, Loneliness of Aged and Orphans, Women Harassment, Gender Sensitisation, Communal Harmony, Waste Management,

Awareness to the privileges of the under privileged, Corruption, Sensitivity towards sacrifice of armed forces, Drug Abuse, Cashless transaction, Farmers predicament and several other Civic Issues.
Orientation on these Social Issues were conducted to students

Impact of these activities on Students:

As a result of the orientation, students and faculty members organised following Extension Activities in neighbourhood [Bangalore Urban] and Rural India.

Teach India Mission, Blood Donation Camps, Swacch Bharath Camps, Visit to Old Age Home and Orphanages, Maintenance of Gardens at South End Circle, Outreach Program at Gundlupet were organized every year for the benefit of the neighbourhood communities. Some special extension activities are:

2013-14:

With I LEAD INDIA –BangaloreChapter, students conducted “Be the Change you want to see around You” campaign as part of Civic Responsibility.

K.R.Market cleanliness drive done as per the orders of BBMP Mayor.

Village social Service Camp in Shivanga and Terenahalli in Kolar District

Campaign to register 200 new voters for “One Million Votes Campaign” organized by B-PAC and smartvote.in.

“Traffic Awareness” with RT Dist.3199 initiative.

2014-15:

Eye Checkup Camps conducted

Tree plantation in association with Gandhi Bhavan and Naming of Trees in M.N.Krishna Rao Park presided by Corporate, BBMP

Cleaning roads of Rajarajeshwari Nagar with BBMP Workers and Door-to-Door Campaign at Uttarahalli .

Donation of Rs.50,000/- from students to Sports Association for Physically Challenged

Check Dam in Jaipuradoddi constructed

Malaria Awareness Jatha at Yediur Lake

2015-16:

Celebration of World Population Day

Vanamahotsava Week Road Safety

Polio Relief Fund- raised funds

“Know Our constitution” through Social Media

Sketch India [National Integration] competition for children

Animal Welfare

Behavioral Management of Alcohol Addiction to inmates of a Rehabilitation Centre

Series of Academic Anxiety Management and Life Skills Training to school children

2016-17:

Kargil Vijay Diwas celebrated at India Gandhi Memorial

Kitchen gardening in association with Horticulture Department

Vigilance Awareness Week with MECON India.

“HORN-NOT-OK- PLEASE” event at SouthEnd Road

Field visit to - “KrushiKushi”, Mandya organic farming and empowerment of women in rural area

Visit to Senha Jyothi- Orphanage Home

Cashless Transaction Awareness prog.

2017-18:

Immunization program in collaborate with Government Hospital

Walk Against Drug Abuse with City police

Dengue Awareness Rally

Ozone Day Rally

Rally for Rivers in association with ISHA Foundation

Swachh Jal Project in association with Abhivyakt Group Trust

These programmes have helped to sensitise the students to social issues. Impact of these activities to students create leadership qualities, discipline, time management, co-ordination and understand community problem.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2**Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years****Response: 5**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	0	1	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3**Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years****Response: 145**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
53	37	25	18	12

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4

Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 91.89

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1799	1610	1467	1035	1315

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1

Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 381

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
207	97	44	21	12

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2

Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 25

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
7	6	4	5	3

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Surana College established in 1995 under the aegis of GDA Foundation. Trust is constituted under section 53 (5) of Karnataka State Universities Act 1976 and College is affiliated to Bangalore University.

The vision of the institution is to provide need based quality education to all sections of society. Over the years, the College has evolved into one of the most proactive institutions for higher studies in Karnataka. Surana College has been playing a valuable role in moulding the students' career, and future in life.

College running in two campuses i.e. one is in South End Road, Basavanagudi, Bangalore-04 and another is in Kengeri Satellite Town Bangalore. State of art infrastructure facilities are being created at South End Campus on 0.667 acre= 2699.264 sq. Mts. of land with the built up area of 7409 sq. Mts. Similarly a top class amenities are being provided at Kengeri Campus which is an annex, on: 0.521 acre=2108.421 Sq. Mts. with the built up area of 5192.33 (Total built up area 12,601.33 Sq. Mts.).

In South End Campus, 17 rooms in administrative area, 16 rooms in amenities area and 40 rooms in instructional area are made available to use. Total carpet area of these 73 rooms is about 3400 Sq. Mts. In Kengeri Campus, 20 rooms in administrative area, 8 rooms in amenities area and 20 rooms in instructional area are made available to use. Total carpet area of these 48 rooms is about 3914 Sq. Mts.

South End Campus is facilitated with 10 Laboratories of different subjects i.e. Computer 3, Biotechnology 2 and Botany, Chemistry, Electronics, Physics, Psychology 1 each. Total Carpet Area of these laboratories is about 608 SqMts. Kengeri Campus has two Computer Centres with the carpet area of 467.4 Sq. Mts. & 267.9 SqMts. area each.

Library & information centre is accommodated with the carpet area of 204 SqMts & 632 SqMts at South End & Kengeri campus respectively.

One state of art auditorium (GC Surana Auditorium) at Kengeri campus. seminar halls with plug & play facility. Board Rooms & Examination centres are exclusively created in both the campuses.

Surana Institution is a strong promoter of culture and traditions of the state and the Nation. Recognizing and felicitating the artists, releasing of publications, inviting troops and societies of cultural excellence are embedded in the system. A room with 68 SqMts. is well equipped and developed as cultural practice room at South End campus. The Cultural committee is an attempt to capture the vibrant persona of the students by offering them a platform to showcase their inner musicians, dancers, actors, painters, writers etc.

Indoor sports like Shuttle badminton, Table Tennis & Chess-Carom, Gym/fitness centre are being

provided in the campus. Canteen facility is provided in both the campuses with hygiene food. Yoga activities are commonly organized in both the campuses. Many students are taking part in state and national level events & won several awards.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2

The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities

Response:

State of art infrastructure facilities are being created at South End Campus on 0.667 acre= 2699.264 Sq.Mts. of land with the built up area of 7409 Sq.Mts. Similarly a top class amenities are being provided at Kengeri Campus which is an annex, on: 0.521 acre=2108.421 Sq. Mts. with the built up area of 5192.33 (Total built up area 12,601.33 Sq.Mts.). Apart from academic facilities, the college has also exhibited its commitment to provide facilities & training for Sports & Cultural activities.

To strengthen & enrich the sports activities well equipped Gym has been provided in South End campus. Facilities for indoor games like: Shuttle badminton, Table Tennis & Chess-Carom are being provided in South end & Kengeri campus as well. At South End campus, Gym is installed in the room of 56 Sq. Mts. carpet area. For sports department separate administrative room is provided in both campus. The college has obtained an utility letter from concerned authority to make use of the Armugam Ground for the purpose of NCC & outdoor sports events. The institute will make use of the Corporation grounds to conduct the Annual Sports meet. Coaches are being appointed to train the students in different sporting events for which the college hires the grounds on needbase.

To promote the sports personalities at National & International level, the College supports students to enroll in Sports Authority of India (SAI), District Youth Service and Sports (DYSS) & other reputed Sports Organizations to promote the students & represent at State, National & International level as well. We hiring the coaches for Hockey, Basket Ball, Badminton and Volley Ball games from DYSS and SAI.

During last five years, in the field of Lawn-Tennis and Badminton Students represented the nation and achieved glory for institution and state.

In the Field of YOGA, three male and two female students participated from University level to international level competitions and won the medals.

A room with 68 Sq.Mts. is well equipped and developed as cultural practice room at South End campus. An auditorium with the cutting edge technology has been created at Kengeri campus which can accommodate nearly 300 members. A Seminar Hall with the capacity of over 100 seats with the plug &

play facility is also been provided at the same campus to cater the needs of students & staff cultural activities. A Seminar Hall with the capacity of over 200 seats along with plug & play facility is created at south end campus also. We conducting VARNOTSAVA - an annual cultural event with specific themes.

Sl. No.	Description	UG	PG	Total
1	Gym	603 Sqft	-	603 Sqft
2	Shuttle Badminton Court	2788 Sqft	1776 Sqft	4564 Sqft
3	Table Tennis Court	1360 Sqft	678 Sqft	2038 Sqft
4	Sports Dept.	226 Sqft	-	226 Sqft
5	Cultural Practice Room	68 Sqft	-	68 Sqft
5	Auditorium-1	1453 Sqft	3789 Sqft	5242 Sqft
6	Auditourium-2	-	1572 Sqft	1572 Sqft
Total in Sq ft.				14313 Sqft

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.3

Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 66.67

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 42

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

4.1.4

Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 14.72

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five

years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
48.50	41.50	50.25	43.75	33.25

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated using Integrated Library Management System (ILMS)

Response:

Name of the ILMS software : *Easylib*

Nature of automation (fully or partially) : *Partially*

Version : *WEB OPAC 6.2*

Year of Automation : *2004*

SCL – Surana College Library

The Library functions as the primary information resource center and stored house of books, journals, magazine, newspapers & e-resources for staff and students activities at the institutes in both the campus. Apart from textbooks, Library houses a growing collection of reference books, braille books & materials; journals & journal back volumes, dictionaries, encyclopedias, yearbooks etc. Also, the library facilitates access to a number of e-journals & e-books through NLIST/INFLIBNET and DELNET e-consortium. The Library has interlibrary loan facility through British Council Library, Bangalore.

At present 37557 books, 122 journals, 56 magazines and 33 newspapers are available in UG and PG libraries. Apart from these many numbers of e-books and e-journals are available through NLIST/INFLIBNET e-consortium.

VISION

- To support the institution by catering to the information needs of its library users

MISSION

- To allow and promote for an optimum, scientific utility of the library resources among the user community

OBJECTIVES

1. To install mechanisms that supports the best utility of library resources by the user community.
2. To facilitate and provide the needed, timely information to the library users
3. To promote the humane and cultural aspects through related collection of the various library resources
4. To make the library one of the best preferred choices for research community

Highlights

- Surana College Library functioning in both South End (204 Sq.M.) and Kengeri (632 Sq.M.)
- Two qualified Librarians with three Library Assistants and two supporting staffs looking after the libraries.
- Since the beginning, both the libraries has Open Access System and partially automated with *Easylib Web OPAC 6.2* software.
- DDC system is adopted for classification and cataloguing services are provided on OPAC. (http://libsrv/EPAC/EPAC_selorg.asp?status=exp)
- South End Campus Library is functioning with seating capacity for 80 users at a time. At present, about 24035 books, 30 journals, 31 magazines and 18 newspapers are available.
- Kengeri Campus Library functioning with seating capacity for 120 users at a time. At present 13964 books, 92 journals, 25 magazines and 15 newspapers are available.
- Apart from these, many numbers of e-books and e-journals are available through NLIST/INFLIBNET, DELNET and British Council Library e-consortiums.
- Digital Institutional Repositories maintaining by using DSpace - Open Source Software (<http://192.168.3.82:8080/jspui/>)
- Digitized (pdf) version of previous years Question Papers are made available to users. Users can access the same on anywhere and anytime. <https://tinyurl.com/yad9nzcc>

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2

Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment**Response:**

Surana College Library (separate library for both campus) functions as the primary Information Resource Center and is a storehouse of books, journals, magazine, newspapers & e-resources for staff and students facilitating activities in the institution. Apart from textbooks, the Library houses a growing collection of reference books, braille books & materials; journals & journal back volumes, dictionaries, encyclopedias (Encyclopedia Britannica 2011th Edition), Directories etc. Also, the library facilitates access to a number of e-journals & e-books through NLIST/INFLIBNET, DELNET and British Council Library e-consortiums.

In our Collections, 233 Braille Books include 50 volumes of Dictionaries, Rare Kannada Books, Kannada Dictionary (Set of 8 Volumes), Directories, Reports and The Complete 109 Years of National Geographic Magazine On CD-ROM (Set of 31 CDs) are there.

List of Rare Books**Manuals, Directories, Reports and Braille Dictionaries**

Name of the book/ manuscript	Name of the publisher	Name of the author	No. of copies	Year of publishing
Directory of Library	Basavathathva	Shivanna R Ed.	1	2015
Professionals in Karnataka	Prachara Hagu Samshodhana Kendra Prakasana			
Directory of Biotechnology Industries and Institution in India	Biotech Consortium India Limited	Biotech Consortium	1	2004
Manual of UGC Schemes	Crest Publishing House	Amrit Lal Vohra	1	1997
Universities Handbook	Association of Indian Universities	Veena Bhalla and Others	1	2000

Report of the Access Initiive - India Workshop/Public Launch	Ford Foundation	Environment Support Group	1	2004
The Status of Women - Literacy and Employment	Allied Publishers Pvt Ltd	Asok Mitra	1	1979
Kannada Nighantu (8 Vol. set)	Kannada Sahithya Parishatthu	Narasihmachar DL and others	1 set	1970
Prism Kannada Klishta Padakosha (Braille)	Prism Book Pvt. Ltd.	Venkatasubbaiah G	26 Vols	2008
Prism English - Kannada Dicrionary (Braille)	Prism Book Pvt. Ltd.	Venkatasubbaiah G	24 Vols	2002
Karnataka Development Report	Planning Commission GoI	Kirit S. Parik and Others	1	2007
The Complete National Geographic 109 Years of National Geographic Magazine On CD-ROM	National Gegraphic	-	Set of 31 CDs	1888-1998
Samagra Vachana Samputa	Kannada Pustaka- Bradikara, GoK		15 Vols	2001
Smagra Dasa Sahitya Samputa	Directorate of- Kannada and Culture GoK		50 Vols	2003
Kuvempu Samagra	Rashtrakavi	KUVEMPU	11	2013

Sahithya	Kuvempu		Vols	
	Pratishtana,			
	Kuppali			
File Description			Document	
Link for Additional Information			View Document	

4.2.3

Does the institution have the following:

- 1.e-journals**
- 2.e-ShodhSindhu**
- 3.Shodhganga Membership**
- 4.e-books**
- 5.Databases**

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4

Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 9.52

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
15.73	7.69	8.39	7.41	8.38

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5**Availability of remote access to e-resources of the library****Response:** Yes

File Description	Document
Any additional information	View Document

4.2.6**Percentage per day usage of library by teachers and students****Response:** 3.98**4.2.6.1 Average number of teachers and students using library per day over last one year****Response:** 76

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1****Institution frequently updates its IT facilities including Wi-Fi****Response:**

In order to gear up with the transformation that is happening across the globe in all walks of life including Education Sector, Surana College both its UG and PG premises are armed with adequate ICT

infrastructure to well facilitate teaching –learning activity for its stake holders. To reach the digitally born children of these days, the campus should be digitally well equipped for effective class room delivery, focused information sharing and knowledge assimilation. To ensure this good number of class rooms are equipped with Plug and Play facility in the college. 39 class rooms out of 60 are made ICT enabled with Wi-Fi as well as LAN connectivity in both UG and PG together.

The seminar Halls are fully equipped with acoustically designed PLUG and PLAY facility to give enriching learning experience for stake holders during guest lectures, seminars and student club/Forum activities etc. A state of Art Auditorium made with cutting edge technology fulfills the academic appetite of the students during conferences, Symposiums, Ted-talks and etc.

Library is having student Information Center where students are allowed to access internet for free of cost. Apart from digital Library facility with access to good number of e-journals and Magazines, touch screen facility for the students greatly facilitates to understand inventory of huge stock of books for day to day use with the help of EasyLib software.

Departments are given with sufficient number of laptops for its faculty to use them in class rooms as needed for their content delivery with LCD and associated facilities in the class rooms. All departments are connected with Intra and Internet along with scanning and printing facility, and accessories like Pen drives, external hard disks to prepare and keep their digital teaching content (Subject PPTs/word/PDF format). Every department maintain sufficient digital content for repetitive use of student and faculty such as Lesson Plan, Teaching Modules ,Question Banks and Question Papers, case studies, Project Reports, Paper publications etc. The above said digital content is also uploaded in college website to facilitate e-learning for the students.

Both UG and PG premises are Wi-Fi enabled Intra and Internet facility is provided to all the 345 work stations with 200 MbPS Broadband from ACT Fiber net ,besides this NME ICT Broadband facility from BSNL serves as backup. The Institution is gets benefited by online UPS and auto start generator at both places.

All the workstations are secured with licensed anti-Virus from K7, additionally supported by Firewall facility to block unnecessary content, monitor and track the student activities. Plagiarism software greatly helping both students and faculty in validating the genuineness of the documents/ reports prepared to meet academic requirements. College has annual license agreement with Micro Soft to use Micro Soft software for academic deliberations. Need based up gradation is a continuous phenomenon to ensure good ICT working ambiance as per the recommendations of the ICT committee duly ratified by Management.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2**Student - Computer ratio****Response:** 8.16

File Description	Document
Any additional information	View Document

4.3.3**Available bandwidth of internet connection in the Institution (Lease line)****Response:** >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4**Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)****Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1****Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 37.41

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
116.5	112.77	108.55	83	137.45

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

4.4.2

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

College has 40 classrooms at UG, 20 at PG, (42 rooms have ICT facilities). Rooms are allotted as per submission of requirement and is used as per prescribed time table. Teachers use teaching aids like LCD, Laptops for teaching. Rooms are taken care properly by Maintenance team.

College has 12 Laboratories of various departments. Accordingly Equipments are procured in structured manner and is maintained regularly. Students used as per time table. Safety sign boards are displayed/ first aid box is available.

College has Sufficient ICT facilities with latest configuration. After taking/verifying quotations from vendors, order is placed after IT committee approval. Firewall antivirus/updating hardware/software is done regularly.

College has 204/632 SqMts. in UG/PG centres, managed by qualified Librarians, Library Assistants and supporting staff. Books are selected through recommendations made by faculties, users' requirement, are considered. Advice from patrons, members for efficiency is implemented.

Books are accessioned and arranged by using DDC. College has structured circulation policy effectively implemented. Journals/e-consortia are subscribed through agencies. It is approved by committee/principal based on budget following terms/conditions. Stock verification is done once in 3 years by members appointed by principal/library staff/verification team. If publication is not found in 2 successive stock verification, it is considered as loss and it is written off by authority. Loss/damage of periodicals is inevitable during postal transit. It is written off. Mutilated/damaged/obsolete volumes are written off, permitted by principal. Replacement-it is done based on demand for specific titles, no of copies on shelf, content and availability of better ones. Binding-is done whenever required for damaged/important books. Silence/calm atmosphere is maintained in library. Mobile phones/Food/drinks are allowed in library. Bags/personnel books are not allowed. Library is not responsible for personnel

loss. Books are returned/renewed physically in time. Materials can be taken out after proper issue.

Sports facilities-to strengthen sports/games/cultural activities, college has GYM (56 SqMts) at UG campus with shuttle badminton, chess, carom provided. Separate rooms for sports is provided in UG/PG centres. Armugam Ground is used for NCC/Sports events. Coaches are appointed to train students. Advisory committee suggest/advice on sports matter. As policy, sport students come through recommendations with justification, approved by principal/management. Fee concession is given for national/international level participants/ SAI/DYESS students approved by committee. Sport Facilities are provided by staff under guidance and is maintained well, under guidance of PED.

College has 1 auditorium (state of art) and 1 seminar hall in PG, 1 seminar hall in UG. Log books are maintained and prior intimation/permission is required for using it. Person in-charge will take care for arrangements, once booked. Electrician and System Admin take care of updating it. It is painted and updated regularly.

College has 1 minibus, 1 car and 1 two wheeler for commuting staff/students between places. In-charge will monitor/utility/maintenance of them. Services of Royal tourist is used if need is more than 30 members

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 9.11

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
326	202	137	72	24

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2

Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 20.91

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
279	257	277	425	350

File Description	Document
Any additional information	View Document

5.1.3

Number of capability enhancement and development schemes –

1.For competitive examinations

2.Career counselling

3.Soft skill development

4.Remedial coaching

5.Language lab

6.Bridge courses

7.Yoga and meditation

8.Personal Counselling

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4

Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 28.77

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
409	455	542	433	386

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5

Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 1.82

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
96	0	23	0	32

File Description	Document
Details of the students benefited by VET	View Document
Any additional information	View Document

5.1.6

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression**5.2.1**

Average percentage of placement of outgoing students during the last five years**Response:** 30.26**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
111	100	114	125	112

File Description**Document**

Self attested list of students placed

[View Document](#)

Details of student placement during the last five years

[View Document](#)**5.2.2****Percentage of student progression to higher education (previous graduating batch)****Response:** 38.17**5.2.2.1 Number of outgoing students progressing to higher education**

Response: 163

File Description**Document**

Upload supporting data for student/alumni

[View Document](#)

Details of student progression to higher education

[View Document](#)**5.2.3****Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)****Response:** 60**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	4	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	4	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 47

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	14	12	3	7

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2**Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution****Response:**

Surana College has an active student council which is primarily framed for having student representation in Academic and Administrative activities. The students are selected for the committee in a predefined ratio to ensure that impartial representation is maintained from all i.e. 1st, 2nd & 3rd year students. The council members are closely monitored by the appointed coordinator (Faculty member) to keep the council running in an organized manner. The council meets on the frequent basis to discuss various initiatives and plan the events for student betterment programs, and delegate various roles to be played by the members.

The Members of Student Council are part of various committees like Curriculum, Feedback, Enrichment, PTM, Research, women empowerment, Infrastructural maintenance, handling grievances, IT facilities, Library, Anti ragging, SHE cell, student's welfare, Sports, Cultural, Personal Counseling, Alumni etc.,

Students' role in Academic bodies:**Study Group:**

The main objective of the college is to achieve Excellency in academics, for which the student forum study group among themselves with a mentor taking initiative to help them in achieving the goal. Students are divided into groups with one or two mentors giving attention to the students who are involved in Sports, NCC, NSS, and Cultural and under performers.

Simulation programs:

The students take initiatives to conduct different competitions from academics to cultural, to provide the other students, a platform to exhibit their talents and to be aware with the competitive environment at state and national level.

Library:

Members of the council give inputs about development and improving the efficiency of the operations of the library. Inputs about latest books, Journals, etc., is provided to the library.

Research:

Members provide inputs about making research activities in the college more effective and constructive.

Students' role in administrative bodies:

Members take active role in the following areas.

NAAC: Members give inputs and suggestions to make the NAAC work effective.

Anti-ragging: Members are involved in various committees to educate fellow college mates in handling ragging cases.

Women Empowerment: The Members are a part of the SHE (Sexual Harassment Elimination) cell and organize various programs (International Women's day) for empowerment of women.

Alumni: Members are also part of alumni association, and contribute in making the alumni strong in all its activities.

Infrastructure: They provide input, suggestions to make infrastructure more ambient and help in maintaining the campus clean and neat.

Students' grievances: Members take active role in various committees to handle and solve various grievances of the students. As and when the grievance is received by the Department, an AD-Hoc committee is setup to look into specific problems and resolved.

Equal opportunity Cell and Gender sensitization: The Student Council conducts lectures on gender sensitization. They form part of the committee along with faculty members to organize programmes related to Ambedkar Jayanthi. Along with the office staff members, the students co-operate to acquire scholarships from Social Welfare Department, Backward Community welfare Department, and Department of Women & Children's (Visually challenged) Welfare.

File Description	Document
Link for Additional Information	View Document

5.3.3

Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 12

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	12	12	12	12

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1

The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Surana College has a **functional** alumni association registered in the year 2012-13 with register number: **DRB-C/SOR/91/2012-13**. It has been playing a vital role in its concern for students' future both in career and in life.

Its objectives are to connect alumni from each other through alumni network, have strong relation between alumni and current students, to assist current students in their career planning and placements, to be the mentor for current students and give input for students and also for designing the alumni magazine.

Surana College has moulded many industrialists, Software Professionals, Managers, Artists, Scientists, etc., It brings all these people together on a single platform to support the progress of all the endeavors of the College.

It works to build up Industry-Academia ties between the Institution and the Alumni so that alumni can actively involve in various activities.

Alumni conducts regular meetings where members closely interact with each other with current students on issues pertaining to the development of the college. They share the challenges, opportunities available to the next generation and advise them in these areas.

They also provide insight about current situation in the market relating to employment, Startups etc., so that students can take appropriate decisions.

Development of Institution through financial means.

The Alumni have contributed Rs. 7, 75,000/- till date to this and is used for the welfare of needy students. For instance, Abhishek Bagrecha, Alumni, sponsored stage for "Inter collegiate Fest" at Surana College.

Development of Institution through Non-financial means:

Discussions about employment, empowering the students to become more employable through

Personality Development, Soft Skills, Inculcate moral courage among students, create awareness about Environmental issues, Cancer prevention, Women Empowerment.

College publishes alumni newsletter “Reunion “. This booklet contains alumni directory through which an alumni can locate each other, remain connected which each other along with all the latest developments happening in and outside the college relating to students. It also contains details about alumni services towards current students which includes both financial and non-financial support, Alumni achievements and current student achievements.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2

Alumni contribution during the last five years(INR in Lakhs)

Response: ? 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3

Number of Alumni Association / Chapters meetings held during the last five years

Response: 11

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	2	2	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Surana College vision is:

“To be the educational institution of preferred choice by ushering the convergence of knowledge, skills and values through holistic education”

The college works relentlessly with the mission as:

“To Mould Character and Careers”

Guided by this vision and mission statement and leveraging its more than two decades of expertise in education, Surana college works with the objectives:

- To provide holistic education by combining equal mix of technical excellence, human values and life skills to young minds
- To provide access to higher education for the under-privileged and to non-meritorious students
- Right to Education for physically challenged students
- Motivating research initiatives with practical and social relevance
- Enhancing international linkages and collaboration in university education
- Provide services to neighborhood through community reach out programme

The objective of governance and leadership implemented in the institution is typically to meet Mission, Vision, Goals and Objectives. Since inception, the principle of decentralization and participative management is implemented. The governance structure has **Board of Management**, which reviews the functioning of institution in its quality parameters through Governing Council. **Principal** implements Vision and Mission components of the Institution.

College promotes participative management in decision making by constituting committee with both **teacher and student** members. Committee are framed in order to cater to every aspect of learning, teaching, administration, cultural, sports and overall development for both staff and students. University ranks, student participation in state level, National and International level, Extensive community reach out programmes, awareness drive, walkathons by student community demonstrates efficient governance and leadership management of the institution. **In brief, governance of the institution is framed to achieve Mission component cell, is also journey towards the vision of the institution.**

Participation of teachers in decision making bodies

Teachers are members of Academic council, IQAC Committee and all the committees of the institution.

Starting from deciding the work plan, activities related to syllabus, identifying and conducting of various certificate courses, life skills programmes teachers have been given freedom to propose various activities, thus supporting participative involvement in decision making. Achieving Academic excellence is the mission of every teacher in the college.

Perspective plan of the institution:

1. To intensify activities for the holistic development of students through well planned extension activities
2. To strengthen National Values and intensify NSS and NCC wing
3. To sensitize students and creating more awareness in current social issues like Swach Bharath ,AIDs and “Bete Bachao Bete Padhao”.
4. To Strongly support women empowerment activities includes sexual harassment elimination and to strengthen Grievance Redressal Cell.
5. To start many more Post Graduate courses
6. To strengthen Institutional Research centers
7. To rigoursly implement CO, PO, PSO as per current needs and for complete attainment

With more than two decades of service in promoting quality education, perspective plan of the college is to work for autonomous university status offering quality education with diverse skill based courses.

"Providing equal education to all students without discriminating on their previous performance “ is the distinctive feature of the college

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2

The institution practices decentralization and participative management

Response:

DECENTRALIZED AND PARTICIPATIVE MANAGEMENT

College practices decentralization and participative management in its organization structure. The main functions of institution are classified into Administration, Academics, Examination and Human Resources. Every effort is made to include mechanism for evaluating and monitoring all quality parameters through its organization structure i.e Board of Management, Governing Council, Principal, IQAC Director, Criteria–incharges, Departments, Committees, Faculties and Stakeholders.

The Principal is the head of the Institution and implements Vision, Mission and components and decisions of Board of Management and Governing Council through its organization structure.

The IQAC of the college is involved in developing a quality system for conscious, programmed action to improve the academic and administrative performance of the College.

Seven criteria in-charge are responsible for the functioning of the college activities. The structure has well knitted Internal quality system. Different Committee are framed in order to meet the objectives of the institution. Every committee is constituted with committee coordinator, staff and student members. They meet periodically and together plan for the activities.

The entire College ensures a system of participative management whereby information flow and decision-making processes involves management, staff and students.

At department level, the Heads of the departments are directly responsible for coordinating all departmental academic programmes of the college. Department Vision and Mission statements comply with the Vision and Mission statement of the institution. The college has evolved a culture of good governance by adopting policies to involve students, faculty, parents, representatives of industry and academic peers in the decision-making process.

Entire functioning of college activities is decentralized into various committee, with committee coordinator and committee members. Committee members consists of both students and staff demonstrating participative management

Case Study : LIBRARY ADVISORY COMMITTEE depicting decentralization and Participative management practiced in the institution

Committee structure: The committee consists of the following members:

Chief Librarian as Chairperson of the committee

Librarian from PG center

Accounts Officer

2 Faculty representatives

2 Student representatives

Example for Participative decision:

- Library Advisory Committee meets very regularly to discuss the issues regarding Library Clientele, and other strategic operations like procurements of books, journals and other resources
- Faculty representative represent the requirements of faculties
- Student members of the committee represent the needs of the student fraternity
- Members of the LAC in the meeting Dated **4th May 2018** decided to create online Question

- bank of all semesters and courses and provide open link for students to access e-Questions papers
- E-Question bank was developed and uploaded on the college drive
- Link https://drive.google.com/drive/folders/1Ah6_tqxzC-E2NQHMDW4ENe-qPZ3YIM8N was created and shared to all students and Faculties for access on 23RD June 2018
- Students from all courses were able to access and benefitted from it
- Other agenda of the meeting was resolved

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1

Perspective/Strategic plan and Deployment documents are available in the institution

Response:

“Continuous improvement in all spheres of education, setting benchmark and review of attainment “is the motto of Surana College. Perspective plans is discussed at the governing council meeting and is implemented through IQAC , Criteria in-charges and committee coordinators.

1. Starting OF M.Com COURSE in the year 2013 and Enhancement of seats from 30 numbers to 40 numbers and Enhancement of B.Com seats from 160 numbers to 200 Numbers

One of the most important perspective plan proposed and deployed was the introduction of M.Com course. It was discussed in the governing council meeting in 2013-'14 to start M.Com Course as there was a huge demand from B.Com students and BBA students. College sent the request to the Bangalore University for the permission for the course. After the inspection committee were completely happy and satisfied with the infrastructure and faculty profile for M.Com, University gave permission to start the course sanctioning 30 seats. Letter dated : 09-06-2014.(enclosed below)

College Started M.Com course for the academic year 2014-'15 , by filling 30 seats. Accounting and Taxation and Finance and Banking were the two specialization subjects offered to the students by the college. There was a huge demand for the course and henceforth college decided to request for enhancement of M.Com seats from 30 seats to 40 seats, as discussed in the governing council meeting dated: 14th Oct 2014. University approved the proposal and after the inspection the number of seats was increased from 30 to 40 seats. Every year college fills its management quota in no time.

As the college had huge demand for B.Com seats, management decided to enhance number of seats from 160 to 200 numbers. The proposal was quickly sanctioned by Bangalore University for the academic year 2015-16.

2. Intensified Extension activities

One more important plan, deployed and practiced every year is the extension activities. Board of Management proposed a number of extension activities since it believed these activities impacts students in creating leadership qualities,

Discipline, understanding the community problem, developing sense of civic responsibility and understanding national importance of unity in diversity, patriotism, safeguard public property and to respect constitution, law and order.

College conducts neighborhood reach-out programmes and environment development activities such as cooking, kitchen gardening, inviting neighborhood for Independence day, Republic day, Gandhi Jayanthi celebrations and sapling plants and adopting parks. Students, staff and neighborhood participate in activities like blood Donation, health camps such as eye checkup, Organ and Eye donation after death, AIDS awareness and cancer awareness, environmental awareness.

Programs on Swachh Bharath, women empowerment, traffic awareness, waste

management, cashless awareness, save water campaign, orphanage and old age homes visit are practiced every year. Adopting village through NSS camp create assets, Swachh Bharath Government Hospital Park Development, Personality development, Voting and environment awareness rally are extensively carried out by the institution

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2

Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Organizational Structure of Surana College:

Surana College has a well-defined organization structure. Surana College is managed by GDA Foundation. Our Managing Director and Managing Trustee reviews and evaluates the academic progress, administrative processes and co-curricular and extension activities of the College. The Governing Body steers the organization's management systems, their implementation and continuous improvement.

Academic council reviews the academic and administrative functioning of the College. **Finance Committee** approves proposals for the development of infrastructure and scholarships, prizes and certificates on the recommendations of the Academic Council. All rules and regulations are stated in the service manual drafted by the Governing Council.

The **Principal** is the head of the Institution. Principal is responsible for the College functioning and growth including administrative, academic, co-curricular, extra-curricular and extension programme. **IQAC** of the college is involved in developing a quality system for conscious, programmed action to improve the academic and administrative performance of the College. **Seven criteria** in charges are responsible for the functioning of the entire college activities.

At **department** level, the Heads of the departments are directly responsible for coordinating all departmental academic programmes of the college. **Faculty** are directly responsible for the academic and curricular development of the students. Staff members have been designated as Criteria in charge, Chairperson or members of various committees. Students are involved as active members of the committee.

Functions of Various bodies:

For the complete functioning of college activities, more than **25 committees** are identified. Every committee consists of committee chairperson, staff and student members. They together plan for the activities. The function of every committee in the Institution is well defined. All Chairperson report to Principal and Principal monitors the effective functioning of these bodies.

Service rules: (Administrative and Service Manual Pg:12-13, Pg21)

All staff are oriented about the Administrative and Service Manual available in the institution. Faculties are educated about conditions of service, Roles and responsibilities, discharge of duties , increments, kinds of Leave, code of conduct, incentive for attending FDP, incentive for achieving academic excellence and others.

Recruitment: (Administrative and Service Manual Pg:12)

The minimum age limit is 18 years and the maximum age limit for recruitment is as prescribed by Government. However, the maximum age limit is relaxable by the management if the candidate is found suitable. The qualification, teaching experience and other eligibility for recruitment is as prescribed by state Government / UGC / AICTE .Selection of the candidate shall be by a selection committee

Promotion: (Administrative and Service Manual Pg:16-17, Pg 44)

Promotion is on the basis of performance in the Institution and at the discretion of the Management. And all policies and conditions are clearly stated in the Administrative and service Manual of the Institution

Grievance Redressal Mechanism:

Surana College address genuine complaints, issues and difficulties of the Stakeholders at individual as well as College level. Students are encouraged to use the Suggestion/ Feedback Methods to express constructive suggestions and grievances. Grievance redressal committee resolves complaints/ grievances with sensitivity and confidentiality.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3**Implementation of e-governance in areas of operation**

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

6.2.4**Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

Response:

Institution has constituted various committees for effective functioning of college activities. These well-defined committees are responsible to discuss, decide plan of action and implement them. Institution governs its day-to-day functioning through these committees.

Enclosing some of the decisions taken and implemented implemented by various committees:

GOVERNING COUNCIL COMMITTEE:**1. Introduction of PG Courses discussed on 28/10/2013**

Action Taken: M.Com course was sanctioned by Bangalore University and introduced for the academic

year 2014-15

2. Introduction of certificate and value added programmes 12/9/2017

Action Taken: Around 10 certificate and 40 value added courses were introduced

3. Encouraging Faculties to present papers at National and International level 26/10/2014

Action Taken: Policy that all staff should attend atleast one FDP/ Conference/ Workshop per year was implemented

4. G.C SURANA ENDOWMENT FUND 25/4/2015

Action Taken: Through this initiative interest generated on the deposited amount of 10 lakhs is provided

5. To initiate GCS CONCLAVE 16/10/2017

Action Taken: To commemorate 77th Birth Anniversary of Founder Karma Yogi, Shri G.C Surana , an award ceremomny to honour educationist and researchers was planned and the same was celebrated 27/04/2018

IQAC COMMITTEE:

1. Organizing Faculty development programmes and workshop – 2/6/2014

Action Taken: Every year minimum of 6-8 FDP/ Orientation / QIP is conducted for all staff

2. Seed money for promotion of research -13/10/2015

Action Taken: Faculty and students were provided with seed amount for their research project

3. Advancement for Slow Learners – 12/11/2016

Action Taken: Remedial classes and Bridge courses are being conducted for slow learners to perform well in academics

4. To conduct Workshop on Waste Management – 8/2/2016

Action Taken : Workshop on effective waste management by NGO was conducted for all supporting staff on 30/5/2016 . **IQAC MINUTES OF MEETING IS LINKED**

ICT COMMITTEE

1. Resolved to purchase for Wall mount screen for Classrooms 12/08/2013

Action Taken: Purchased on 29-08-2013 and the installation in the classrooms is completed.

2. Discussed to need for WIFI facility for the campus12/08/2013

Action taken: Purchased WIFI device on 03-10-2013 and configured the device for Wifi facility for campus.

3. Renewal of antivirus for the campus 18/8/2014

Action taken: Antivirus purchased on 21-09-2014 and installed in server and updated to all the client systems.

4. Resolved to purchase of webcams for video conference facility

Action taken: Webcams purchased on 24-02-2016 and installed in the department and office.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has effective welfare measures for teaching and non-teaching staff

Response:

Employment Welfare schemes provided for Teaching and Non Teaching Staff

- Medi-claim policy and ESI as applicable is provided for every Staff in the college with their family coverage
- Sponsored trainings are provided for both Teaching and Non-Teaching staff for various workshops / FDP/Seminars/ Conferences and the expenses are borne by the institution
- OOD is provided for attending examination, Workshop, Orientation course, refreshers course , Conferences
- For faculties attending National and International in India and abroad, travel allowances and lodging expenses are sanctioned by the institution
- Staff achieving State and International award are felicitated by the institution
- Staff are encouraged for self-development and higher education by providing seed money and OODs
- Increments upto Rs 10,000 per month on award of Ph.D and considerable increment is provided for faculties completing M.Phil, NET and SLET
- Incentives are provided to the staff for motivating students to get university ranks and for achieving excellence in results
- Research facilities are available for faculties pursuing their Ph.D.
- Fee Concession is provided for wards of the staff studying in the college
- Faculties are members of Paraspara – the Staff Club. Paraspara club organizes recreational tours every year. The club conducts fun activities for teachers to rejuvenate after long working

semesters

- College provides financial support for faculties enrolling membership in professional bodies/Clubs
- Gratuity is provided for Employees after completion of 5 years of service as stated in the administrative and service manual.
- Employee Provident Fund for teaching and non-teaching staff. Management contributes equal share for Employee provident Fund
- Staff can avail vacation leave, 12 days of casual leave, Earned leave, medical leave, sick leave.
- Faculties guiding Student projects are paid with Project Guidance fees
- Ladies teaching and non-teaching staff can avail maternal leave for 3.5 months with salary

Other Welfare schemes provided for Teaching and Non Teaching Staff

- Teacher's Day Celebration - A unique practice of the college is to acknowledge the services of each and every teaching and non-teaching staff on teacher's day. Teaching and Non-teaching Staff of Surana Educational Institutions are called under one roof. On this day every faculty of the college (teaching and nonteaching) is appreciated by the management with a memento and gift (suitcase/ kitchen appliance / Utility) of considerable value with good lunch
- Employees' completing 20/15/10/5 years of service are felicitated with cash prize and certificate
- Every staff is given with Monthly planner and calendar
- Staff Tour is sponsored by the management every year for teaching and non-teaching staff
- Faculties can avail loan from the Staff club with a very minimal charges and repay the loan in easy instalments
- Salary-in-advance can be availed by staff in need
- Laptop facility and Data Card Facility to teachers based on their role and position
- Blazers are provided to teaching and office staff
- Staff are allowed to use college ICT facilities for their research work
- Mobile phone facility with corporate connection based on the role and designation
- Free Uniforms are provided for housekeeping Staff

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2

Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 53.78

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
43	37	47	35	33

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3

Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 5.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	7	5	3	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4

Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 35.11

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
40	22	24	25	17

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5

Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

- Yes, the Institution has a performance appraisal system for all teaching and non-teaching staff of Surana College. Every faculty member teaching and non-teaching has to submit self-appraisal form to the Principal at the end of the academic year.
- Teaching faculty performance is reviewed based on student results, punctuality, commitment, teaching skills, number of papers presented, number of conferences and workshops attended, research projects undertaken and involvement in other college activities.
- Non-teaching faculty are assessed based on attitude towards public, co-workers, staff/student relation, job performance, proactiveness, behavior towards supervisor.
- Faculty performance is also assessed by HOD, Principal and Management. Student's feedback on teachers and teaching learning process are reviewed with utmost importance.
- Head of Department's annual performance report helps in evaluating faculty.
- All self-appraisal forms are carefully read by Principal. Principal evaluates performance based on the following key parameters :

1- Results (average of all the subjects handled in previous academic year June to June)

2. Contribution to the college in various capacities (by taking the inputs from HOD, Principal – the management will decide)

- Star contributor – Multiple roles / task force
- Moderate contributor – Committee Coordinator
- Contributor – Members of the committee

3. Professional Improvement – Paper Presented and published, books published , Seminars and Workshops etc. participated, any other research and development activities

4. General Behaviour and Attitude

- Regularity and punctuality
- Leaves Consumption – CL, EL and ML
- Willingness to take up work from time to time

5. Outstanding Achievement

- University ranks, additional qualifications like NET, SLET, M.Phil, Ph.D or any other distinguished achievement - personal or institutional

6. Student Feedback

- For underperforming in any of the above parameters by the faculty, Principal conducts personal meeting with the faculty. As the outcome of the meeting, Principal helps to empower the faculty with required skills and expertise by deputing to faculty training programme as needed.
- Personal Interview with the management with every faculty of the college helps management in understanding the achievements and limitations of the teachers and to decide over the incentives and other benefits for the teachers.
- The process of evaluating Self-Appraisal form every year helps faculties to involve in many activities and evolve as a competitive teacher.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

<p>6.4.1</p> <p>Institution conducts internal and external financial audits regularly</p> <p>Response:</p> <p>The institution has a very strong mechanism for conducting internal and external audit.</p> <p>INTERNAL AUDIT :</p> <p>The institution has its own internal audit mechanism, an ongoing continuous process in addition to its external audits. Qualified internal Auditors from external resources are permanently appointed. A team of</p>
--

staff under them do a thorough check and verifications of all vouchers, supporting documents, records and books , e-statements of the transactions that are carried out in each financial year including budget estimations, utilizations, cash transactions, bank reconciliation statements , test cheque and verification of the events happened in the area of financial managements.

Mechanism of Internal audit and settlement of objections implemented in the institutions is as follows:

Internal Audit:

- Study of the trust deed and regulations
- Examine the previous financial statements
- Noting of provisions applicable
- Evaluation of Internal control system
- Verifications of student's fee registers
- Authorization of fees concessions, controls , policies
- Examining the statutory payments to different bodies like EPF, ESI, TDS , Income Tax
- Examining the Bank Pass book
- Examining Grants, sponsorships, deposits , payments
- At the end crosscheck all procedures and educating to put control for all transactions
- Interdepartmental stock checking reports

Internal audit is carried out twice a year:

1st Audit – in the Month of March to obtain budgets and approvals

2nd Audit – in the Month of September to review the utilization of budgets and for ratification of new items not included in the 1st Audit Budget

EXTERNAL AUDIT:

External audit is carried out in an elaborate manner on **yearly basis** by **TD JAIN AND DISAKARIA, CHARTERED ACCOUNTANTS**. The institution accounts are audited regularly by both Internal and statutory auditors. As of now there is no major findings / objections. Minor errors of omissions and commissions pointed by the audit team are immediately rectified / corrected and precautionary steps are taken to avoid references of such errors in future.

Mechanism and settlement of objections of External Audit:

- Examining the procedures and policies and regulations
- Vouching the receipts by JV, payments, PO, etc.
- Verify the salary payment, TDS, Income Tax, EPF, ESI, Professional tax, Gratuity, etc
- Examining the property titles, approvals, fee payments to regulation bodies
- Evaluating fee receipts
- Certify the audit report
- Filing the Income Tax returns regularly

Carrying of audit in accordance with specifically or according to the rules of the financial statements

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.4.2

Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 336.62

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
309.63	7.62	9.21	5.67	4.49

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3

Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Institutional strategies for mobilization of funds and the optimal utilization of resources

Policy for Resource Mobilization

1. Institution mobilizes funds primarily through the student fee collection
2. For major expansions and infrastructure developments , our trust GDA foundation gets donation from its corporate body MICROLABS
3. Interest on Investment funds
4. Grants from Government bodies
5. Using the Infrastructure available at the City prime location, College earns good figures by renting resources like classrooms , auditorium for various public exams

6. Alumni contributions

Procedure

- Funds for the inception of Surana College was supported by MICROLABS
- After inception, Surana College is financially viable by self generating funds through student fee collection. Institution charges various fee structure for different programme. The entire financial needs of the institution is managed through these funds.
- Institution gets grants from government bodies like UGC, AICTE, NAAC , KSTA for conducting seminars and workshops
- Surplus revenue over the expenditure is invested in bank as per institution policy. Interest received on investments will be utilized for the institution. Funds will be kept in **Fixed Deposits** on monthly basis and utilize the same when required
- Institution is located in prime location with easy commutable services. Many organizations and exam agency request college infrastructure to conduct their classes and examination. State-of-art auditorium is much in demand for many educational institutions to conduct their programmes. Through these decent revenue is generated.
- For major expansions like starting more institutions by Surana college receives donations from GDA Foundation through its corporate body Microlabs. GDA foundation gets corpus donations from Non-Government bodies, Philanthropists
- Alumni also contribute to both financial and other resources for the institution

Optimal Utilization of resources

Institution is self-sufficient for the recurring expenses like maintenance and operations. The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure. Board of Management frames resource and expenditure policy. Board of Management also implements budgetary policy like funds allocation to departments, laboratory, sports, infrastructure, maintenance and others Budget is prepared by Accounts department and submitted to Board of Management for approval. For most of the institutional financial needs and requirements , funds generated from fee collection is used. For major expansions or activities funds from the GDA Foundation is sanctioned. Utilization of resources is primarily for :

1. Staff Salary
2. Research & project activities
3. Professional development and administrative training programmes
4. Sports and cultural activities
5. Training & Placement
6. Student and staff support measures
7. Software & Internet charges
8. Library resources
9. ICT infrastructure
10. Repair & maintenance work
11. Printing & stationary

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

College IQAC functions vigorously in improving the quality of education, teaching learning process and learning outcomes by internalizing policy and procedures of these quality strategies. IQAC incorporates SWOC analysis of the entire quality system which are keyaspect based. The quality strategies and processes used are:

- To intensify curricular aspects with value added course, enrichment programmes , life skills programme
- To intensify feedback collection, analysis and review
- To improve continuously in admission process, student diversity, teachers quality, teaching-Olearning process and learning outcome
- Outcome based education is initiated rigoursly by IQAC
- Result-analysis, Research and extension activities including FDP are to be enhanced
- IQAC works constantly to establish newer collaboration for research and extension activities
- Infrastructural facilities including physical facilities, ICT facilities, library facility with ICT integration to be intensified
- To strengthen student support system with management scholarship, women empowerment and active Grievance Redressal Cell
- Encourage student council activities including sports and cultural
- Continuously practice decentralized and Participative governance with faculty performance evaluation through self-appraisal forms and confidential reports
- To express strong concern for environmental activities including rain water harvesting , plastic ban , waste management and alternate source of energy
- IQAC works constantly to promote research projects, increase number of Ph.D holders and number of certificate courses

Two best practices implemented vigorously by IQAC are:

Best Practice 1: Invitation for Presenting papers by faculties and students in Kannada, Hindi and English in National Conference

Conference papers can be a valuable way to try out new ideas in the field of research. To improve academic performance in a broad spectrum along with respecting various languages, **IQAC has initiated to demonstrate greater cognitive development in a form as a paper presentation by faculties and**

students in languages like Kannada, Hindi and English to increase the professional stature in their respective individual field. This practice showcases the context of respecting international, national and local languages, a distinctive step has been taken to present papers in the above-mentioned languages. A book 'REACHING THE UNREACHED THROUGH SCIENCE AND TECHNOLOGY' - collection of Articles was released and distributed to the participants which was a proud moment for our college

BEST PRACTICES 2: Institution of Sri. G.C.SURANA ENDOWMENT AWARDS

G.C SURANA ENDOWMENT FUND for academic excellence was instituted by Surana IQAC with the prime objective of recognizing and encouraging meritorious students performing well in academics and getting ranks at college and University levels. The initiative presents achievers as role models for the rest of the students and to ensure that the spirit of achievement is percolated down to all the sections of the student. Management recognises each and every meritorious students by giving them CASH AWARDS for bringing laurels to the institution. Institution also felicitates students with outstanding academic achievements in the august presence of parents on Graduation /Induction Programme to inculcate, develop and enhance the academic quality in all the students of the college.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.2

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Teaching learning process has three main components, teacher, students and learning objectives.

- The quality of teacher is reviewed through a self-performance appraisal method. Intensive faculty development are activities initiated.
- The second component in TLP – the students, for them various methodologies used for holistic development of the learner through student support activities. Different processes involved are- sensitization of students' social issues through different committees-women empowerment, sexual harassment elimination, placement activities, IPR orientation.
- The course outcomes, program outcomes, program specific outcomes attainment measurement mechanisms are frequently reviewed. The learning outcome of the program and target level of attainment are defined well in advance.

Two Examples of Institutional Reviews and Implementation of Teaching, Learning Reforms facilitated by the IQAC:

Introduction of Quality Improvement Programme

College conducts several Seminars, FDP's and Workshop throughout a year. One more unique practice conceived and implemented by IQAC is organizing QIP. The objective of QIP is to facilitate teachers in through understanding of the subject and improve classroom delivery. This study was undertaken with the aim to improve the quality of teaching by introducing students' feedback as a teachers' evaluation system and also contributing in the overall faculty development.

Innovation and Creativity in teaching-learning

Diversity of the student body in terms of their educational background and experiences makes it necessary to implement innovative teaching strategies to enhance **student-centric learning**. Different Departments use varied interactive lecture methodologies to facilitate quality learning. Departments of Sciences adopt experiential learning methods like exhibitions, workshops, live demonstrations of experiments, guided tours, and panel discussions. All departments are equipped with modern teaching aids like **Computers, LCD, slide-projectors, charts, models, maps**. English Department have well equipped **Language Lab** used for language enhancement and to overcome the English Language Phobia among students.

Language department encourages students to critically review drama, and films by **visiting live theatre, theatre workshops and Film Analysis**. **Peer-Learning** has become a great tool of learning where discussions and sharing knowledge amongst student. Department of BCA has set up **Virtual Class Room (VICR); A – view- Amrutha virtual interactive E learning world** and Video Conferencing facilities at their Computer lab. Students are able to learn programming skills through interactive websites and online testing methods like course chef.com, courseera.org, MOOC etc. Psychology department conducts Webinars in association with **NIMHANS** leading to effective teaching. Journalism department initiative , **‘SAPNA’ mobile application** enables quality resources to the students available at their fingertips making media studies more interesting. Educational CDs, DVDs are made available as a learning material. Webinars and Various e-learning resources such as e-Journals, CDs and online data bases such as INFLIBNET are used by the Faculty for effective teaching and enhancing knowledge. **Open educational resources such as NPTEL, youtube videos, Ted talks**, e- journals are recommended to the students. **Wallmags (syllabus related),mock interviews, live theatres** are other initiatives of the institution. Commerce department's initiative of **‘Commerce Lab’** to educate students with basic activities like, opening an account in the bank, filling chalans, applying for loans is also an example of innovative learning.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3**Average number of quality initiatives by IQAC for promoting quality culture per year****Response:** 2.8**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	3	3	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

Response: A. Any 4 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5

Incremental improvements made during the preceding five years *(in case of first cycle)*

Post accreditation quality initiatives *(second and subsequent cycles)*

Response:

Post accreditation, academic and administrative initiatives are implemented by the institution according to recommendations for Quality Enhancements by NAAC Peer-team in the first cycle and to meet the needs of Stakeholders according to the current trends

ACADEMIC INITIATIVES

1-Faculty members were encouraged to apply for more number of minor/major research projects

- Institution in association with Microlabs ,received patentship for “ A novel process for the preparation of Metapimazine”.
- Research project on “Evaluation of Benzimidazole and its derivatives against porphyromons gingivalis” was completed in association with Samleen Bioengineering Research Centre
- Surana College was recognized as a Research Centre for Ph.D. programme of Bangalore University 2014-15
- College has organized conferences at National Level with innovative practice of accepting papers in multidisciplinary and multilingual in collaboration with NAAC, KSTA and Indian Science Congress

2-During 2013-18, 38 research papers were published in national and international journals

- 59 university textbooks with ISBN number have been authored during 2013-‘18
- 60% of faculty attend Conferences/ workshops /Seminars every year
- Appreciable number of faculty got Doctoral degree

3-Introduction of M.Com Courses for 2013-14

- Enhancement of B.Com seats from 160 to 200 was undertaken.
- College obtained permission to start M.Sc. course in computer science

4-During 2013-'18 institution has 27 linkages with industries and corporate houses for collaborative research, teaching and consultancy

5-HOD, Hindi Dept. offered consultancy services to Microlabs by translating English Equipment operational manual into hindi for attenders

- Faculties are Academic Council, BOS, BOE for many colleges / Universities

6-Commerce Lab is operational and Economics department proposal for model bank in association with Canara Bank is under progress

7-2 mobile apps BCASSIST and SAPNA have been developed from IT Incubation Center

8-Innovative teaching methods , Student-centric methods , Experimental Learning and Outcome based education is implemented

9-Student Mentoring and Identification of slow learners and advance learners and initiation of remedial drill

10-Achievers Appreciation programme is initiated and celebrated every year

11-Orientation programme for students on Civil services and competitive exams is conducted

ADMINISTRATIVE INITIATIVES

1. Institution has permanent affiliation of 12B and staff have used 12B privilege for travel grants to Sri Lanka
2. Institution has implemented a very strong ERP system. OPTRA ERP is used for student admission , learning, assessment and examination . Zing HRM, is for Payroll Tally for finance and accounting is used
3. **The initiative for getting autonomous status** - Due to space constraint at South End, management has registered space in Peenya. Surana College, Peenya was inaugurated in June 2017 with specialized courses for autonomy status
4. Meritorious Students scholarships from **G.C Surana Endowment Fund**
5. College has powerful **ICT facilities, State-of-art Library facilities and campus is wi-fi enabled**
6. Institution received **Best NSS Unit and Best NSS officer University Award** for the academic year 2016-17
7. College has provided ICT support to three government schools in Gundlupet, by offering computers and a physiotherapy and rehabilitation centre for mentally challenged children has been adopted at Gundlupet by mangement

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Number of gender equity promotion programs organized by the institution during the last five years

Response: 6

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	1	1	1

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security

2. Counselling

3. Common Room

Response:

Safety and social security:

Women in careers: Today, women count has increased in workplaces. The major role is played by employers to recruit women in various professions. Talent is appraised as it is needed in the competitive society. Gender Equity demands for the analysis the practices in an organization especially in the services such as Participation of women as leaders and as decision makers. Equal Benefits are to be given to both genders and is supported by our management.

Our institutional workplace guarantees equality in both gender so that they have equal opportunities to accomplish the social, mental, physical, monetarily and furthermore in basic leadership.

CCTV camera is one of the haven in present day development as it is used at working environments/establishments. It has increased tremendous prominence as a compelling safety effort, we have CCTV camera given in each floor, passage of school, encompassing the grounds, close stopping zone. It averts wrongdoing, burglary from happening, keep understudies and all staffs anchored. Untoward rates can be limited, a few instances of brutality, for example, battles, rapes and trespassing, can be controlled under reconnaissance. Round clock Security monitors/faculty are locked in to guarantee the wellbeing of our foundation.

To uphold women's right on protection we have sexual harassment elimination committee that creates healthy and secured social atmosphere within our institution. The awareness is spread by conducting seminars, workshops, guest lectures and debates.

Counselling:

The main MISSION of our college is To Mould Character and Careers. We have a mentoring committee in action. We thrive to mould students with mentoring. On this basis, faculties are given with a group of students for mentoring to know their academic performance with constant support by counselling to score better result. Mentoring and counselling will be done in each semester of the academic year. We identify students' who needs special attention that is having problems such as stress, financial stress, depression and anxiety will be sent to the counsellors. Phycology department performs further interrogation. We have well sophisticated room exclusively for counselling. It is facilitated by two chairs, a desk/table with proper lighting. Qualified consolors are accessible among the college hours to assist. Our establishment demonstrates Social security as medical coverage and provident reserve that is accessible to both genders without any discrimination.

Common Room:

A common room is also available for students, faculties, house keepers, security staffs. The infrastructure is as follows: TWO CHAIRS, TABLE, A BED TO REST FOR PERSON WHO FALL SICK, WATER FILTER, FIRST AID BOX. Staffs make utilization of the space to have their food during meal break.

File Description	Document
Any additional information	View Document

7.1.3

Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 6.73

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 7.68

7.1.3.2 Total annual power requirement (in KWH)

Response: 114.082

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.4

Percentage of annual lighting power requirements met through LED bulbs

Response: 32.23

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 59280

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 183900

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5

Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

Waste the board is the exercises required to direct waste to the last exchange as transport, treatment and transfer of waste. The executives manage a wide range of waste for disposal. Now and again waste can represent a danger to human wellbeing and condition.

SOLID WASTE:

A separate bin is in practice for dry and wet waste. Each room (staff room, office, class room...) is provided with the dust bin to segregate waste. All departments' college produces solid waste in bulk such as paper. It includes old assignment book, answer sheets.

Similarly, library produce huge paper waste such as old books, magazines, and newspapers. Daily around 10 varieties of newspaper are purchased to library. For a year they produce 3600 newspapers. Apart from papers, we get waste like pen, pencil, erasers, dust, plastic bags..... . These are taken as dry solid waste. From canteen and wash rooms' wet solid waste are generated. Our housekeeping staffs nominated for cleaning are educated about the various types of solid waste to organize, sort and collect in separate bin for final disposal. They are taken by BBMP. Our campus is of four floors and We have a very good practice of cleaning every floor twice daily which has kept our institution clean

E-WASTE:

Majority of e-waste is produced by department of computer science. The e-waste are cpu, monitors, projector, motherboard, keyboard, mouse.... Similarly the e waste generated by all the department in UG and PG center are collected at one site and disposed to the vendors for the exchange of money.

LIQUID WASTE:

Liquid waste in the chemistry lab: Acids, bases and organic liquids are collected separately in three different carboys during practical classes. On a regular basis these are neutralised, diluted and disposed in the wash basin. Solid wastes are dissolved and disposed in the lab. The cultures grown in the biotech lab are autoclaved and disposed.

Awareness :

- To make the students aware of the environmental waste types and their harmful effect, seminars are conducted.
- The certificate of appreciation was given to our college for waste collection program conducted by ITC Limited- PSPD, for a week in the month of November 2017. They collected 889kgs of paper waste for recycling and saved around 20 trees, 23 kilo litres of water, 1 Mt carbon di-oxide reduction, 400 units of energy and 1 cubic meter land fill space. ITC organization took the waste which was collected for disposal/ recycling to support in making India CLEAN and GREEN approved by WWF.
- On 24th march 2017 an e-waste management committee was inaugurated. The local community people were educated on the awareness of e-waste by the students also a week long drive on e-waste recycling and also by guest lecture

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6

Rain water harvesting structures and utilization in the campus

Response:

Water shows a significant part in our lives since it is an important characteristic asset. Water shows a substantial role in our lives since it is a valuable natural resource. Recently, there has been water shortages in several parts of the world.

So various methods are implemented to solve the water problem in the relevant area. Rainwater harvesting is one of the methods that can be used for water conservation. It is the technique to collect and store water for future use. There are various methods to collect water. One of the methods is to collect water from roof tops and store water in the underground sump for later usage.

Harvesting/Gathering can be done by the use of groundwork infrastructure. One of the most direct methods for putting away water from the gathering is capacity tanks/ overhead tanks. The harvested water is usually redirected to storage tanks or reservoirs for later use. The top of structures/buildings is the most ideal approach to gather water.

Also BWSSB- Bangalore Water Supply and Sewerage Board is the foremost governmental agency was constituted under the act of the Karnataka state legislature took its existence on October 2, 1964. It is responsible for disposal of sewage and supply water to Bangalore city. It has amendment act that says the occupier of a building having area 2400 square feet and above should have rain water harvesting structure and failing will be recovered the cost as land revenue.

Some of the advantages of using Rain water harvest is easy to maintain, reduce water bills, increase ground water. Some of the methods to collect water are as follows. Rain Barrels, dry system, wet system. Rainwater harvesting systems for education campus are great by educating children in conservation of our natural resources. They save money by not wasting water and encourage an environmentally accountable approach in the next generation.

Our institution is located at the prime area of Bangalore city with the land area more than 2400 square feet. So it is mandatory to have the Rain water structure to be erected.

Details

Rain water harvesting filter was erected by 'Ravi engineering work' at our college building premises. There are 3 numbers of harvesting structure with two Sump tanks. The size description is as follows (a) height- 5'4", width 5', length 'X1 no. (b) Height: 5'2", width 4'10", length 4'7"X 1 No.. The capacity is 6000 lts and 4000 lts. Respectively. we have another structure near library building with two

rainwater harvesting filter and one sump tank having capacity of 7500 lts. The rain water is collected in the 3 sumps installed. The collected water is pumped to the overhead tank and used for college premises cleaning and watering the plants.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.7

Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

"The Green Practices will attempt to create as an institutional practices that enhance ecological quality, decline waste and conserve natural assets. In this way making SURANA COLLEGE as a functional model for different organizations and colleges".

- A survey was organized by the Rotaract students to know about type of transport used by Students and staffs. An awareness campaign was conducted on green practices and environmental issues. Then QnA was given as feedback. After analysing the result, around 40% of students use public transport, bicycle.
- Our College is situated at the prime area with spacious road with planned Pedestrian. Pedestrian has tiles. Public can walk with no hazards or no pit holes or no water logging. On the either side of the roads cleanliness is maintained. Even though we have generator on the pedestrian, it is nowhere disturbing the students' pathway as it is protected by fencing.
- The Plastic Bag Free Day is an extraordinary chance to get the message out that there is a possibility of plastic free world and to utilize no plastic packs.
- With the same spirit, our college executed 'plastic free campus day'. It was a two day workshop. Around 20 students took part. They prepared handmade paper bags and distributed to the surrounding localities spreading the awareness with slogans saying environmental friendly No Plastic bags.
- Our college back end office is fully computerized with ERP software which is digitizing. All the documents related to administration, financial, examination... is maintained by software and documents as soft copy. About 90% of the processing are done by systems. This proves that we are moving into the era of PAPERLESS OFFICE OR DIGITIZED WORLD
- Our campus is surrounded by various kinds of plants, crotons, creeping plants. It gives the look of

eco glow at the entrance. Plants in huge pots can be seen in front of the campus, quadrangle area, corridors, botany department, etc...

- **GREEN LANDSCAPING WITH TREES AND PLANTS:** Our college management is inclined more towards protecting the natural resources. On this context, they have taken initiative in funding and raising the BBMP Park located adjacent to our campus. Also funded for fencing trees on either side of the JC road, Bangalore. All these asserts the passion towards greenery.
- Programs are conducted every year in planting and donating various species of plants by NSS volunteers and other departments. 'Vanamahotsava', a unique program is conducted to build enthusiasm among student and staffs in forest conservation and growing plants done on June 6th, World Environment Day.
- We have a Regular practice of offering plants such as Tulasi, flowering plants... to all guests as a part of the memento in all programs conducted by the college.
- An awareness program on 'World Conservation Day' was celebrated. Various department conducted guest lectures on Green Initiative. To spread the green practices, the botany department organizes a field trip, Krushi krushi on organic farming regularly.
- **ROOF TOP GARDEN** is maintained by botany department.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8

Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.52

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
7.75	5.25	4.00	3.50	2.25

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9**Differently abled (Divyangjan) Friendliness Resources available in the institution:**

- 1. Physical facilities**
- 2. Provision for lift**
- 3. Ramp / Rails**
- 4. Braille Software/facilities**
- 5. Rest Rooms**
- 6. Scribes for examination**
- 7. Special skill development for differently abled students**
- 8. Any other similar facility (Specify)**

Response: A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 5

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11

Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 8

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	1	2	2

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13

Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14

The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15

The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16

The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17

Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 18

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	2	6	2	3

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18

Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

NATIONAL FESTIVALS

Our Surana college celebrates national festivals enthusiastically every year. All staffs and students gather in the college quadrangle to celebrate national festival. During this occasion we invite guest listen to their experiential talk and gain more knowledge. Our Nss volunteers, NCC cadets, Rotaracts and other students participate in the program. A small cultural programs such as song and dance on nation are organized. Finally we disperse by distribution of sweets. To honour Ncc Cadets, 'Rank Piping' ceremony is performed where senior cadets are given various ranks by the chief guest which is a memorable and striking event to every cadets. Also activities such as 'Swatchata Program', peace rally are conducted.

Great Personalities:

GANDHI JAYANTHI CELEBRATION: Gandhi Jayanti is celebrated every year on 2nd October. It is marked by prayer services. NSS unit celebrated and visited old age home called "ASHRAYA TRUST

and contributed money to the trust and also distributed fruits to the elders in that trust. Elders and volunteers spent some time together and shared their experience with each other.

CELEBRATION OF VIVEKANANDA BIRTHDAY : Government of India has declared 12th January, the birthday of Swami Vivekananda, as National Youth Day is observed all over India. His goals for which he lived and worked could be an extraordinary wellspring of motivation for the Indian Youth that incarnate the perpetual energy of the youth and their quest for truth. Our college NSS volunteers and other students participated in Swami Vivekananda Birthday program. In that program other state students were participated and discussed about Swami Vivekananda

C V RAMAN DAY : National Science Day is praised 28 February every year to stamp the revelation of the Raman impact by Indian physicist Sir Chandrashekhara Venkata Raman. For his revelation, Sir C.V. Raman was granted the Nobel Prize in Physics in 1930. On this occasion, Surana College had organized “National Science Day-2018” by Department of Sciences in collaboration with “KAAS -The Karnataka Association for the Advancement of Science”. The theme of the year 2018 is “Science and Technology for a sustainable future”. Guest lecture was given by Prof. N G Puttaswamy, former President KAAS, on “Scientific issues for the development of nation”.

Dr AMBEDKAR JAYANTHI : Department of political science and NSS unit organized Ambedkar Jayanthi in our college. As a part of the program photo exhibition was conducted. A movie on Ambedkar was shown in seminar hall.

We also celebrate **MAHAVEER JAYANTHI**. On 09th April 2017 Many students took part in Terapanthsangh rally which was the part of the celebration. The theme was ‘Ahimsa Paramo Dharma’. Nearly 20 children participated actively in this rally and contributed to the promotion and broadcast of religion

A program was conducted to acknowledge **RASHTRAKAVI SHRI KUVEMPU** on reception of Kannada’s first Jnanapeetha Award called “Suvarna Sambhrama”. A special lecture on Kuvempu was delivered by Dr. Bairamangala Ramegowda. Kuvempu’s daughter Smt. Tharini Chidananda & Son in law Prof. Chidananda Gowda graced the occasion

File Description	Document
Any additional information	View Document

7.1.19

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Our institution believes in maintaining complete transparency in its financial, academic, administrative &

Auxiliary functions

The Bangalore University administration act is in compliance with college statutes that outline the financial, administrative, and reporting requirements for higher education institutions. Ethical and responsible conduct fills the organization, from its financial related capabilities, through its scholarly and work force approaches to its diverse auxiliary functions.

To guarantee that the college works transparently in all exercises, the establishment creates, and refreshes approaches as required per Bangalore university. Any decisions are taken by the managing trustee in the meeting and is abided by principal, heads and other staffs of the institution. This information is passed in the form of circulars and acknowledged in the form of signature. This is one of the good practice of our institution so that no one misses the message to be conveyed.

On the financial functions, institute has finance officer. All transactions go in line with the hierarchy. The financial operations that we follow are fee collection. it is done either through DD, NEFT, RTGS or online transfer. All payments are by cross account payee cheques only and through above mentioned modes. Our college is open for external audit. New scholarship, schemes are made know through the circular, notice boards and mentioned in websites.

College website is easily accessible to public. Academic information including time table, notices, memos, e-learning material, admission process, fees structure, teaching staff qualification are transparent. Planning and execution of different auxiliary functions are discussed and decided and passed on to stakeholders

AAA – Internal Academic and Administrative Audit report year wise is maintained which is the best instance for following transparency.

With respect to academics, we have syllabus along with the number of hours. All departments maintain curriculum file. It is also available in our college website. It has number of hours allotted for each unit, IA marks, practical & theory marks are prescribed by Bangalore university followed by all the course. Teacher maintains lesson plan, attendance register, work done statement. All these documents are regularly being checked by the principal to track the percentage of completion of the syllabus as we have semester system. So transparency is maintained. SMS communication are constantly sent to parents , students for all important activities. Optra software package is used ,

The college maintains a regular supporting staff including gardener, electrician and a carpenter to help in maintenance department ably supervised by a maintenance supervisor. Annual maintenance of all the facilities of the college are displayed outside the supervisor room for transparency

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1

Describe at least two institutional best practices (as per NAAC Format)**Response:****Title of the practice:** Achiever's Appreciation [An IQAC Initiative]

Objectives of the Practice: It is a unique programme conducted with a view to acknowledge and encourage students for excelling in different domains. Many students who are enrolled from a school environment face a different ambience in a college situation. The extroverts take part in the talent hunt that is conducted in the beginning of the academic year and excel. But the introverts take time to bring out latent talents as many of them are shy or indifferent in taking part in extra-curricular activities. To appreciate the extraverts and encourage introverts, this programme is organized.

The context: The students who are admitted to the undergraduate course come with various backgrounds. Most B.Sc students admitted join this course after failing to enter into professional course. Many BCA students admitted come from Humanities and Commerce background and hence are unaware of IT terminologies. The B.Com students admitted attend parallel coaching classes for CA/ICWA etc. Most BBA students hold a part time job. In this context, it is a challenge to expect students to excel in various extra and co-curricular activities. By organizing an Achiever's Appreciation and honouring achievers, the institution hopes to encourage the others to bring out their hidden talents, so that they will be part of this elite group. Although it is a challenge to identify latent talents, this is achieved by a mentor system where the faculty members are in constant touch with the students.

The Practice:

The Practice: Students are chosen by the Heads of the Departments and Committee Incharges [Cultural, Sports, NCC, NCC, Youth Red Cross, Rotaract and YI for this event based on their achievements in these fields. Students, who have 100% attendance, are also included in this group. Students who have excelled in academics in both the University examinations and internal assessments are chosen for Achievers' Appreciation. Slow learners who through their hard work attained I class are also added to this group.

Once a year, the Management invites this group to take part in an event called the Achievers' Appreciation Programme. They are taken to a resort and the following activities are planned for them.

Ted Talks and Inspirational Messages

Educational Games to develop team spirit

Aptitude Quiz for

A time for fun and games

Interaction with Management and feed back

Uniqueness in the context of India's Higher Education:

One of the problems of higher education in India is the general lack of motivation and interest amongst

students. Industries cite skill shortage as one of the major factors contributing to the mounting number of unemployed graduates.

Employment requires skill and it is the responsibility of the college to impart skill to students and help them to find focus for their career. Therefore, Surana College organizes this unique programme where achievers in all fields [academics, cultural, sports, extension programs, social service etc] are appreciated. Appreciation encourages the students to perform better. This practice has produced several leaders.

Constraints/Limitations: Every child is born with a talent and to initially identify this talent has been a constraint. Final Year students were mostly chosen since they had time to show case their talents. The mentors have, with empathy, considered these constraints and have chosen students for this program.

Evidence of Success: The number of students who qualified for the Achievers' Appreciation the first year almost doubled in the second year. Students with poor attendance aimed to attend all the classes and record 100% attendance increased. The number of students taking part in cultural activities increased. This was evident from the number of students who participated in inter college competitions. Several rolling shields were won because students participated in all the events in a Fest. More students came forward to be organisers for cultural events, although, they did not possess any specific talent in dance or music. Even physically challenged students also participated in several events. These results indicate that with encouragement and appreciation, students excel.

A few of our alumni who are in leadership positions are:

BBA: Adithy Hegde – Campus Relations in charge of Seventh sense Talent Solutions

BCom: Venkatesh MV – Project Manager , Felming

BCA: Jayakeerthi, Entrepreneur

BA: HR associate, Open Text Technologies

BSc: Rohit Rajan, Team lead, Accenture

MBA: Samrat, Business head, Eterno Infotech

MCA: Darshan , Team leadHCL

Problems encountered and Resources Required: Since the enrolment in 2017-18 is 1835, the number of students to be accommodated for this programme has been substantial. The committee that organized the programme recommended a one-day event and so the financial commitment was also substantial. Initially, about 100 students were selected and organizing games and individual events was easy. But, as the number increased, the logistics were complicated to accommodate.

The Management was generous and provided financial support for all the students and make extensive arrangements to accommodate all the logistics requests made by the committee.

Any other information relevant for adopting / implementing this Best Practice:

Achievers' Appreciation may be arranged by any institution which is interested to encourage their students. A strong mentor system can help in identifying the talents. Finance need not be a restraint. A simple event of arranging the programme in a park and organizing games and an formal talk may suffice. The main thrust should be that the students feel privileged and feel that they are special.

TITLE OF THE PRACTICE : Exclusive help for Advanced and Slow learners

Objective of the practice: The College identifies students according to their learning ability during the first year of their stay in the college. There may be students who are advanced learners and some are slow learners. It is responsibility of the college to cater to the needs of these students separately, so that the advanced learners will achieve better and the slow learners cope up with a semester system where the numbers of working days are 90. Advanced Learners could be encouraged to academically improve and to take up competitive exams

The Context:

1. **ADVANCED LEARNERS:** In order to motivate advanced learners perform better to secure ranks and continue higher education in reputed institutions or secure employment, the College needs to support and mentor these students. Many students may be brilliant academically, but may not know how to apply for higher education or jobs. They also may not be aware of working a little extra to have an edge over others in securing a rank. Therefore, the mentors need to provide the matter required for extra coaching and advise on career counselling.
2. **SLOW LEARNERS:** Some students may be academically good, but slow in their ability to present the matter in the required format. Some students may be slow in grasping the subject. In a large class, these students are often lost and therefore, do not get to perform well. The mentors need to identify them and provide them with extra time to understand the work and get them ready to face the exam within the stipulated time. Therefore, special coaching is essential for slow learners.

Practice: The mentor-mentee interaction helps in identifying the underperformers and advanced performers. Extra coaching is given to each one of the them, which are as follows:

Slow Learners/Under Performers:

- Each student is assigned with a mentor from respective course, who will initiate one to one interaction and understand the difficulties faced by the students.
- Bridge courses are conducted in required subjects to provide the confidence among the students that they can learn the subjects better and feel comfortable and excel in respective subjects.
- Peer tutoring / Council – Ward system is followed where students are divided into teams of five under performers where a one group leader, a advanced learner is assigned to interact with their wards. They motivate them in more friendly atmosphere and comfort to learn and achieve academic goals
- Audio and Videos relating to the subjects are played in the class to provide better understanding

of the subject. Chapter wise revision are made based on previous year question papers.

- Special or remedial classes are conducted to improve the performance of the students. Here students are also encouraged to give presentations of their interest.
- Students are made to solve Model question papers having the focus score better marks.
- Regular Assessment are made and performances are interacted with the students by mentors. They motivate for improved performance. The performance of the students are conveyed to parents through *Parents Teachers meet*.

The Advanced Learners

- Students are encouraged to participate and present seminars in their respective subjects.
- The identified students are motivated to take the initiative in organizing and execute departmental club activities like Quiz, Wall Magazines, best manager, pick and speak, coding and debugging, Ted talk, debate, Essay Writing, entrepreneurship development program.
- Training is provided on improving their communication skills by way of KWEC (Kapoor's Workshop on Effective Communication).
- The students are also encouraged to present papers under the guidance of faculty and attend conferences which helps in understanding and bridging the gap between academics and industrial expectation
- Laboratory workshops are organized to understand the practical oriented subjects.
- Students are encouraged to learn the value added courses like content development. Translation certification program development of App's, Tally, Digital Marketing, IBM Analytics, .Net, Photoshop, Python Programming.
- They are encouraged to participate in intercollegiate fest to understand the competency level among them that help in strategic planning to win the various events.

Evidence of Success:

Advanced Learners: Success of this Best Practice is shown in the students securing ranks and gold medals. The College encourages these students by giving cash awards on SWAGATH – An Orientation Day for fresh entrants

- Shruthi.B.R. [2012-15] : I Rank
- Chaitra.P. [2013-16] : I Rank
- Akshatha [2014-17]: VIII Rank
- Divya Prasanna, [2014-17 Batch] : III Rank
- Sowmy, [2012-15] : IV rank
- Sowmya.K, [2015-18]: VI rank

M.Sc Psychology.

- Chetan S.V. [2012-14] received I Rank Certificate
- Manje Jayashree [2012-14]: IV Rank
- Hemalatha.P [2014-16]: III Rank
- Sridevi.P [2015-17]: II Rank

Slow Learners: Success of this Best Practice is shown in the students' improvement in their Degree results when compared to their PU marks

- Chethan.H.S.[16KXS85022] II PU-50% / 4th Sem B.Sc-77.5%
- Kavya.A.H [16KXS85025] II PU – 54% / 4TH B.Sc-72.68%
- Sharath.M [16KXS85028] II PU – 55% / 3rd Sem B.Sc-79%
- Nanda Gopal [2015-18] II PU – 54% / Overall degree – 6.56 CGPA
- Prashanth.D.S[2014-17] II PU -56% / Overall degree – 63.63% [Prashanth, a slow learner was not only encouraged to score better, but was also motivated to make presentations on stage.
- Supreeth S [2014-17] II PU – 39% / Overall degree – 75.14%
- Deewakar Upadhyay [2014-17] II PU – 47% / Overall degree – 73.37%
- Soniya.K [14 KXC26079] – II PU-64.83 / Overall degree -86.82%

Problems encountered and resources required:

Advance Learners: Many academically brilliant student especially in the commerce stream are enrolled for CA/CPT courses and are busy preparing for competitive exams. Therefore, they are not available for advance coaching for the college.

Slow Learners: Several slow learners are academically poor because they are not motivated. It is a challenge to make them attend special classes. Some slow learners have poor attendance and the mentors encourage them to attend classes by making the classes conducive to learning

Resources required: Human Resources requirement is more important rather than finance and staff members are required to stay to help the student.

Information relevant for adopting / implementing this Best Practice in other institutions:

This is the practice can be adopted in any institution that is interested in upgrading the performance of advanced learners and helping the slow learners to achieve. However, genuine interest in the welfare of students is an important attribute that all faculty members of the college should inculcate. Only then, this can be implemented and success achieved.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1

Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The Vision of Surana College is “To become the educational institution of preferred choice by ushering the convergence of knowledge, skills & values through holistic education.

The college imparts education based on the premise that each student along with their academics and hobbies finds purpose in life

- through interactions with community around,
- to the natural world
- to humanitarian values of compassion and peace.

This holistic education is provided to every student of the college after carefully assessing their capabilities, talents and passion by the mentoring team when they join the college.

The College was started in 1995 with 3 degree (BA, B.Com and B.Sc) programs, 22 students and 29 staff members. In a span of 24 years, the College has expanded to offering 3 BA programmes 2 B.Sc Programs, BCA, B.Com and BBA programmes. Heeding the need for PG courses, an additional land was procured at Kengeri and MBA, MCA & M.Sc Psychology programmes were started. For the benefit of the B.Com students, the M.Com program was started in the South End campus. During 2017-18, there were 1835 students and 75 faculty members

Holistic education to all students enrolled.

Apart from systematically following the Bangalore University syllabus, many enrichment courses are given for students in the form of Bridge Courses, Subject specific Add-on courses, field and industry trips etc. Students are rigorously trained to achieve maximum marks and as on date, we have 34 University Ranks. In order to promote research, the College sponsors Conferences, pays registration fees

for seminars and is now a recognised research centre for Management and Psychology. Several international papers have been presented, published by students and staff and they have won accolades. The college has a patent to its credit in the field of medicine.

Academically brilliant students are aided with scholarships. Children with single parent are given fee reduction. Slow learners are encouraged and mentored to perform better through an efficient mentoring system.

A sub unit of Student Council called Wizardry club regularly conducts events & helps to bring out the creativity in students. Eg. “Learn a word a day [called Webster], workshop on shadow artistry [by renowned artist Mr.Prahalad Acharya]. Patriotism and self worth is inculcated through regular extension activities and value based courses to all students.

The market need for employment is analysed and special add-on courses like Pharmaceutical Chemistry, Web Designing, Digital Marketing, Tally-ERP, Electronic Media are provided to help placement. Placement training is given to all final year students. Our students are placed in organisations of repute from Railways to Military; from film industry to IT Industry; many are entrepreneurs.

Holistic education to students interested in National Services:

NSS Unit started in 2002 conducts Village Camps. Bangalore University recognised the College as the Best NSS Unit in 2015. The Best NSS Coordinator award was given in 2017. Phanindra[B.Com] received the National Award for Best NSS Volunteer in 2015-16.

NCC Sub-unit [inaugurated in 2003] exposes students to a regimental way of life which is essential to inculcate values of discipline, dutifulness, punctuality, respect for rightful authority and self confidence. CSUO Arbaaz Khan [B.Com] received an award for All India Best MC in 2015-16.

Sri. Kiran Anandan, faculty was promoted as Lieutenant.

CSUO Arbaaz Khan [B.Com 2013-16] received the Commendation Award of NCC for bringing glories to Karnataka & Goa State

Holistic education and employment to the physically challenged:

The college admits visually challenged students providing them scholarships and all necessary facilities including career counselling/personality development. Most visually challenged students prefer a BA Course, but, the college admitted three students for B.Com at their request. Although it seemed like a challenge to teach them accounts, the institution put in all its resources and helped them to complete the course and acquire jobs. Eg. **Raghunath**, works as Second Division Assistant in the Department of Backward class and welfare Department, **Prashanth** works as Financial Analyst in IBM and **Vinodh** as Computer Inspector. **Pawan Kumar** of M.Com (2017-18 batch) has passed M.Com with I class distinction and cleared NET.

Holistic Education to students interested in Cultural Activities:

The college encourages students in cultural activities by providing training, paying registration fees and granting attendance for intercollegiate fests. Many rolling shields have also been bagged by the students.

Team work is taught by allowing students to organise YuvaNova, College Day and Varnotsava. Several students have taken dance, drama, music, theatre and media as their profession. Eg. Sujay Shanbhag (2014-17 BBA Student) runs a dance school, Shishir, an actor and Rakshitha Bhaskar, a professional singer “Namthanda” – Drama Troupe won many state level Inter Collegiate Festivals, Literary Competitions at the University Level. These students along with their passion for culture have excelled in academics.

Holistic Education to students interested in Sports and Athletics:

The College grants scholarships for students interested in sports. These Students have won prizes in National and International Levels. Eg. Mr.Rajesh Achari, B.Com student [2015-16] was First Runner up in the 1YC 5th International Yoga Championship 2015, Mr.Nikshep.B.R, B.Com [2015-18] is an international Tennis [Singles & Doubles] player. Mr.Raghunath.V.R., BA Student represented World cup hockey player won the Rajyotsava Award in 2018. Yaqoob [BA-2018] is an International Swimmer

Holistic Education to students interested in extension activities and environment consciousness:

Rotaract, Youth Red Cross and Young India clubs actively involve our students in extension activities. They organise projects like Green India, Swatch Bharath, Road Safety, First Aid Course, Blood Donation Camp etc.

Our students visit Gundlupet Village along with our Managing Trustee and cater to the needs of the schools/villagers.

The Institution was awarded “Best Overall Excellence in CSR” in 2016 and Dr.Archana Surana was awarded as India’s most valuable woman educationalist & Reformist of the year 2015 in 6th Annual India Leadership Conclave & Indian Affairs Business Leadership Awards initiated by Network 7 Media Group.

Thus Surana College moulds the character and career of each of our students by making them holistic individuals and this is our most distinctive feature.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

- **Participation in NIRF (National Institutional Ranking Framework)**
- **Listed in India Today MDRA Best Colleges Ranking**
- **Participated & listed in Times B School Ranking Survey**
- **College has got 34 University Ranks for academic excellence**
- **State award for NSS Activity**
- **Republic Day participation by NCC Cadets at New Delhi**
- **Produced good number of National & International sports personalities**
- **College has made its mark in cultural, & fine arts Theater activities.**
- **Sent many artists to small & big screens**
- **Developed & maintaining a park close by college as a green initiative**
- **As part of ISR activity gifted desktops educational CDs to several schools**
- **Planted more than 1000 saplings in school campuses at rural area**
- **Special scholarships are offered by management for children of**
 - **No parent**
 - **Single parent**
 - **Teacher**
 - **EBC (Economically backward classes)**
 - **Specially Challenged children**
 - **Sports achievers**
 - **Talented curricular, co-curricular & extra curricular activities**
 - **Academically bright**

Concluding Remarks :

Institution is making consistent efforts to improve on continuous basis in all the quality parameters at the system level.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
3.3.4	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p> <p>3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>8</td><td>9</td><td>1</td><td>10</td><td>12</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>7</td><td>9</td><td>1</td><td>8</td><td>13</td></tr></table>	2017-18	2016-17	2015-16	2014-15	2013-14	8	9	1	10	12	2017-18	2016-17	2015-16	2014-15	2013-14	7	9	1	8	13
2017-18	2016-17	2015-16	2014-15	2013-14																	
8	9	1	10	12																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
7	9	1	8	13																	
3.3.5	<p>Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years</p> <p>3.3.5.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>4</td><td>15</td><td>9</td><td>14</td><td>17</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>3</td><td>13</td><td>7</td><td>9</td><td>14</td></tr></table>	2017-18	2016-17	2015-16	2014-15	2013-14	4	15	9	14	17	2017-18	2016-17	2015-16	2014-15	2013-14	3	13	7	9	14
2017-18	2016-17	2015-16	2014-15	2013-14																	
4	15	9	14	17																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
3	13	7	9	14																	
3.4.3	<p>Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years</p> <p>3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>52</td><td>38</td><td>25</td><td>18</td><td>12</td></tr></table>	2017-18	2016-17	2015-16	2014-15	2013-14	52	38	25	18	12										
2017-18	2016-17	2015-16	2014-15	2013-14																	
52	38	25	18	12																	

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
53	37	25	18	12

5.2.1

Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
150	140	152	159	128

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
111	100	114	125	112

5.3.3

Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	11	10	11

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
12	12	12	12	12

6.3.4

Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
42	19	26	25	21

Answer After DVV Verification :

	2017-18	2016-17	2015-16	2014-15	2013-14
	40	22	24	25	17

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	2	5	2	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	2	6	2	3

2.Extended Profile Deviations

ID	Extended Questions
1.1	<p>Number of courses offered by the institution across all programs during the last five years</p> <p>Answer before DVV Verification : 2947</p> <p>Answer after DVV Verification : 2904</p>