



GDA FOUNDATION®

# **SURANA COLLEGE-AUTONOMOUS**

(Affiliated to Bangalore University)

NAAC Accredited with "A+" Grade (CGPA: 3.49)  
Recognised by UGC under 2(f) & 12(B)

Report on

Performance of the Institution

by

External Peer Team/Review Committee of IQAC

for the Academic Year 2021 - 2022

**ANNUAL REPORT OF IQAC-EXTERNAL PEER TEAM/REVIEW COMMITTEE ON FUNCTIONING & PERFORMANCE OF SURANA COLLEGE-AUTONOMOUS FOR THE ACADEMIC YEAR 2021-22**

The External Peer Team / Review Committee meeting of the Internal Quality Assurance Cell (IQAC) at SURANA COLLEGE-AUTONOMOUS was held at its UG & PG campuses situated at No-16, South End Road, Bangalore-560004 & No-17, Kengeri Satellite Town, Bangalore-560060 on **09-06-2023**. The team consisting of following members were present to assess the functioning & performance of the college during the academic year 2021-22.

**Members of External Peer Team:**

| Sl No | Name & Designation of the Academicians   | As Designated in "External Peer Team/External Review Committee"                           |
|-------|--|---|
| 1     | <b>Dr. M. Kotresh,</b><br>Professor of History, Archaeology and Epigraphy, Tumkur University.<br>Former Registrar, Bangalore University. | <b>Chairman</b><br>The External Peer Team / Review Committee<br>Surana College-Autonomous |
| 2     | <b>Dr B. Chandrashekara,</b><br>Principal,<br>RC College, Bangalore.   | <b>Member</b><br>The External Peer Team / Review Committee<br>Surana College-Autonomous   |
| 3     | <b>Dr. BS. Srikantha</b><br>Director, Sindhi College.<br>Former Principal of RBNMS College & Surana College                              | <b>Member</b><br>The External Peer Team / Review Committee<br>Surana College-Autonomous   |

Chairman & Members of the External Peer Team/Review Committee had detailed discussions with the following faculty & Staff members of the college & visited different departments of the college to see the academic activities in place & facilities made available in the college.

1. Dr. DNS Kumar, Principal & Academic Director, Chairman-IQAC
2. Dr. A. Srinivas, Director-IQAC
3. Dr. MS. Rangarajan, Director, MBA Programme
4. Dr. Harish Ugraiah, Controller of Examination
5. Dr. HL. Sudarshan, Head of the Psychology Dept-PG Studies
6. Prof. Mini K Abraham, Head of the Commerce Dept
7. Prof. Muralidhar, Head of the Management Dept & Placement Officer
8. Dr. Farzana Tasneem, HoD, Bio-technology
9. Dr. Vatsala Mohan, HoD, Kannada Dept
10. Dr. Balaji, HoD, MCA Programme
11. Dr. Naveen, HoD, M.Sc-Chemistry Dept
12. Dr. Vanishree, Head of the Research & Consultancy
13. Dr. BR. Sathyanarayana, Librarian
14. Prof. Manjanna BP, Director of Physical Education Department
15. All the Criterion In-charges

### Introduction and Credentials of the Institution

Surana College was established in the year 1995. In 2003 the College got the status of 2(f) status & in 2016 the status of 12(B) under the UGC Act 1956. In 2020-21 the college was conferred an Autonomous status by the University Grants Commission (UGC) for a period of 10 years. Surana College is re-accredited with "A+" grade by National Assessment and Accreditation Council (NAAC) with a CGPA of 3.49.

As notified by the MHRD, Govt., of India & Govt., of Karnataka, the College has adopted the syllabus pattern of The National Education Policy-NEP, in accordance with the all the statutory authorities.

Surana College-Autonomous offers 5 undergraduate programmes, 5 post graduate programmes and 2 Research Programmes. The Internal Quality Assurance Cell (IQAC) of the college was established in the year 2009. The IQAC initiates numerous curricular, co-curricular, extra-curricular, extension activities and implemented best practices to improve the performance of the institution. From the inception, IQAC has been put up constant efforts to persevere excellence in education and the overall development of the college.

## Institution's Profile

|    |   |  |
|----|---|--|
| 1  | Name of the College                                     | Surana College-Autonomous  |
| 2  | Name of the Principal                                   | Dr. DNS Kumar  |
| 3  | Address   | No-16, South End Road,<br>Bengaluru-560004.<br>MBA, MCA & M.Sc-Psychology<br>Courses are permitted to run at:<br>No-CA 17, Tumkur-Mysore ring<br>Road, Kengeri Satellite Town,<br>Bengaluru-560060 |
| 3  | Telephone   | 080-26541095   |
| 4  | E-mail  | <a href="mailto:principal@suranacollege.edu.in">principal@suranacollege.edu.in</a>   |
| 5  | Name of the IQAC Director                               | Dr. Srinivas. A  |
| 6  | Telephone   | 9341241249   |
| 7  | E-mail  | <a href="mailto:iqac@suranacollege.edu.in">iqac@suranacollege.edu.in</a>   |
| 8  | Year of Establishment                                   | 1995   |
| 9  | Whether private or Government or University maintained. | Private-Self financing   |
| 10 | Autonomous Status                                       | Autonomous status conferred<br>for 10 years from 2021-22 to<br>2030-31   |
| 11 | Name of the Affiliating University                      | Bangalore University   |

UG Programmes offered by the College:

| Sr. No. | Name of the Programme | Sanctioned Intake |
|---------|-----------------------|-------------------|
| 1       | BA                    | 120               |
| 2       | B.Sc                  | 130               |
| 3       | B.Com                 | 300               |
| 4       | BBA                   | 140               |
| 5       | BCA                   | 120               |

PG Programmes offered by the College:

| Sr. No. | Name of the Programme | Sanctioned Intake |
|---------|-----------------------|-------------------|
| 1       | MBA                   | 120               |
| 2       | MCA                   | 60                |
| 3       | M.Sc-Psychology       | 60                |
| 4       | M.Com                 | 40                |
| 5       | M.Sc-Chemistry        | 30                |

Research Programmes

| Sl No | Programme  | Intake                  |
|-------|------------|-------------------------|
| 1     | Management | As per University Norms |
| 2     | Psychology | As per University Norms |

Course-wise Statistics of Students Admission: -

| Sr No | Courses  | GM |    | SC |    | ST |   | OBC |     | TOTAL |     | Grand Total |
|-------|----------|----|----|----|----|----|---|-----|-----|-------|-----|-------------|
|       |          | M  | F  | M  | F  | M  | F | M   | F   | M     | F   |             |
| 1     | UG       | 92 | 64 | 55 | 21 | 9  | 0 | 312 | 161 | 468   | 246 | 714         |
| 2     | PG       | 18 | 22 | 9  | 9  | 3  | 2 | 67  | 84  | 97    | 117 | 214         |
| 3     | Research | -  | -  | -  | -  | -  | - | -   | -   | -     | -   | 928         |

Programme-wise Students Admission:

| Sr. No. | Programmes ( <i>1<sup>st</sup> year autonomous batch, 2<sup>nd</sup> &amp; 3<sup>rd</sup> year CBCS batch</i> ) | No of students admitted |         |          |
|---------|---|-------------------------|---------|----------|
|         |   | I-Year                  | II-Year | III_Year |
| 1       | BA  | 96                      | 56      | 88       |
| 2       | B.Sc  | 62                      | 48      | 42       |
| 3       | B.Com   | 299                     | 243     | 258      |
| 4       | BBA   | 137                     | 105     | 96       |
| 5       | BCA   | 120                     | 90      | 113      |
| 6       | MBA   | 101                     | 89      | -        |
| 7       | MCA   | 60                      | 60      | -        |
| 8       | M.Sc-Psychology   | 26                      | 40      | -        |
| 9       | M.Com   | 27                      | 35      | -        |
| 10      | M.Sc-Chemistry  | -                       | -       | -        |
| 11      | Research Program in Management  | -                       | -       | -        |
| 12      | Research Program in Psychology  | -                       | -       | -        |

Department-wise Faculty Details:

| S No | Programme         | Strength | S No | Programme          | Strength |
|------|-------------------|----------|------|--------------------|----------|
| 1    | BBM               | 9        | 13   | KANNADA            | 2        |
| 2    | BIO- TECHNOLOGY   | 2        | 14   | M.B.A              | 12       |
| 3    | BOTANY            | 2        | 15   | M.C.A.             | 5        |
| 4    | CHEMISTRY         | 1        | 16   | M.COM              | 4        |
| 5    | COMMERCE          | 14       | 17   | M.SC PSYCHOLOGY    | 4        |
| 6    | COMPUTER SCIENCE  | 8        | 18   | PSYCHOLOGY         | 2        |
| 7    | ENGLISH           | 5        | 19   | MATHEMATICS        | 2        |
| 8    | ECONOMICS         | 1        | 20   | PHYSICS            | 2        |
| 9    | HISTORY           | 1        | 21   | SANKRIT            | 2        |
| 10   | POLITICAL SCIENCE | 1        | 22   | SPORTS             | 1        |
| 11   | HINDI             | 2        | 23   | TOURISM            | 1        |
| 12   | JOURNALISM        | 1        | 24   | LIBRARY & INFO SCE | 2        |

Detailed report is as follows:

On invitation of the Chairman & Director of IQAC, the IQAC External Review/Peer Team has visited Surana College-Autonomous on 09-06-2023 and interacted with

the Principal, IQAC Director, Controller of Examinations, Criterion In-charges, HoD's, Librarian & and other faculty/staff members. The team examined the functioning of the College and related documents. The committee also witnessed the distinctive initiatives and translucent systems adopted at all levels. The committee has also verified the documentations of following statutory committees:-

- The Annual Quality Assurance Report (AQAR) & IQAC,
- Minutes of the
  - Governing Council,
  - Academic Council,
  - Board of Studies of 24 Departments
  - Board of Examiners
  - Finance Committee.

The committee noted the following key parameters and made the following observations after its detailed interaction and review of documents:

1. Curricular Aspects
2. Teaching Learning and Evaluation
3. Research, Innovations and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Governance, Leadership and Management
7. Institutional Values and Best Practices

### **1. CURRICULAR ASPECTS**

- The BOARD OF STUDIES (BOS) of all the departments consisting of the members as follows; Head of the Department concerned as Chairman. The entire faculty of each specialization. Subject experts. Expert nominated by the University. Representative from industry/corporate sector/allied areas. Alumnus nominated by the by the principal.
- BoS meets twice yearly and helps the departments to Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council. It Suggests methodologies for innovative teaching and evaluation

techniques and Coordinate research, teaching, extension and other academic activities in the department/college.

- The college has an efficient method & processes in place for revision of curriculum. The new technologies adopted by the industries are considered by the BOS members during revision of the syllabus. Syllabus and scheme of UG and PG programmes are revised with at par with the current industry standards with respect to employability, entrepreneurship, & needful skill enhancement. The implementation of the syllabus is only with the due approval of the academic council.
- The academic activities like seminars, workshops, value added programmes, pre-placement training, skill enhancement programmes are being meticulously convened/organised during the academic year.
- The courses offered by Surana are relevant to local, national, and international needs for growth and development. The content, pedagogy and evaluation of each course are designed to ensure the attainment of the Course Outcomes.
- Every department of study that provides a programme has a Board of Studies (BoS) made up of internal and external members. faculty members of Surana are internal and subject experts from industry, alumni and other educational institutions are external members.
- Courses designed by the faculty are recommended for approval in the BoS, where they are discussed and approved, and are forwarded to Academic Council for final ratification.
- Each programme includes overall programme outcome, program-specific outcome, and course outcome for each course. Additionally, each course or subject within a specific programme has a course objective that outlines the course's learning outcomes.
- Since all of Surana's programmes adopted the NEP Scheme in 2021-22, significant adjustments have been made to each programme, and the course objectives and outcomes are now made explicit.



### Salient Features:

- Industrial/Field visits, Internships in industries, project reports are made mandatory.
- Also, to enhance the employability & entrepreneurial skills of the students, Value added courses/Certificate courses/Add on courses are conducted by each department every year.

| Sr. No | Criterion   | Rating    |      |              |
|--------|---|-----------|------|--------------|
|        |   | Very good | Good | Satisfactory |
| 1      | Effective implementation of POs, PSOs and their adequacy.                     | ✓         |      |              |
| 2      | Attainment of POs, PSOs.  | ✓         |      |              |
| 3      | Effective implementation of CO s  | ✓         |      |              |
| 4      | Course content emphasised on skill development/entrepreneurship/employability | ✓         |      |              |
| 5      | Effective adoption of choice- based credit system (CBCS) & NEP.               | ✓         |      |              |
| 6      | Sufficiency of Value-added programmes introduced for students.                | ✓         |      |              |
| 7      | Completion of syllabus & revision carried out                                 | ✓         |      |              |
| 8      | Adoption of feedback system   | ✓         |      |              |

## **2. TEACHING - LEARNING AND EVALUATION**

- The institution follows to the academic calendar. Effective teaching methodology is used, keeping in focus the outcome-based approach.
- Academic audit is conducted every semester by the IQAC cell and once in a year by external expert recommended by IQAC cell and appointed by the Head of the institute to ensure that the institute regularly improves the quality of its teaching and learning process.

- To evaluate the teaching delivery process, both online and offline feedback mechanisms are used.
- 05 faculty members have received various awards and other recognitions during the academic year.
- Institute implements several methods to identify learning levels among students. It happens at three stages over period of maximum 40 days from the commencement of classes.
- Mechanism for identifying Slow and Advanced learners includes:
  - ✓ Class Interactions
  - ✓ Previous semester /Year Marks
  - ✓ Learning of concepts
  - ✓ Subjects and assessments
- Measures Taken to bridge the gap between slow and Average Learner :
  - ✓ Remedial classes are conducted with appropriate focus on the course.
  - ✓ Individual academic counselling.
  - ✓ Peer to peer learning .
  - ✓ Rigorous mentoring system by assigned mentors.
  - ✓ Timely Mentor-Parent interactions.
  - ✓ Activity based learning like, topic /unit wise tests, assignments, Quizzes etc.
  - ✓ Solving previous years question papers
- Various activities are conducted for Advanced Learners:
  - ✓ Advanced assignments or tasks are assigned to advanced learners
  - ✓ Motivation to participate in interactive activities like debates, group discussion.
  - ✓ Advance learners are grouped with slow learners to promote peer learning
  - ✓ Participation in various cultural, extra-curricular and research competitions in and out of the college
  - ✓ Guiding for career planning.
  - ✓ Motivate to take up exams like, CMA,CA, PG CET ,CS etc.

- ✓ Seminar on the advanced topic
- ✓ Guiding and encouraging to communicate research papers in conferences and Journals
- ✓ Encouragement to complete MOOC/Advanced courses
- ✓ Encouragement Participation in Seminars/Conferences

| Sr. No. | Criterion  | Rating    |      |              |
|---------|--|-----------|------|--------------|
|         |  | Very good | Good | Satisfactory |
| 1       | Faculty: Student Ratio   |           | ✓    |              |
| 2       | Preparation and adherence to academic calendar by the institution. | ✓         |      |              |
| 3       | Evidence of academic audits bring conducted.                       | ✓         |      |              |
| 4       | Evidence for structured feedback system.                           | ✓         |      |              |
| 5       | Utilization of ICT for teaching learning.                          | ✓         |      |              |
| 6       | Adequacy of guest/technical lectures arranged for students.        | ✓         |      |              |
| 7       | Adequacy of industrial visits arranged for students.               | ✓         |      |              |
| 8       | Effectiveness of student mentoring system.                         | ✓         |      |              |
| 9       | Evidence for students completing NPTEL & other online courses      | ✓         |      |              |
| 10      | Learning beyond class room.  | ✓         |      |              |

### **3, RESEARCH, INNOVATIONS AND EXTENSION**

- Surana College (Autonomous) has established an exclusive Centre for Research and Consultancy to nurture and promote 'Research Culture' among students and faculties and focus on research, consultancy services or training deliverables for stakeholders both national and internationally.
- The Centre proclaimed for taking up external funded research projects and grants, capacity building series for Surana faculties and students to corporate training, consultancy services at their areas of expertise with multidisciplinary approach.
- The College provides all requisite infrastructure facilities and create conducive eco-system to promote research and extended activities in the campus. The faculties and students are encouraged to present their ideas/research proposal before IRC for getting the sanction of seed grant in accordance with research policy guidelines for seeking external funding from various agencies.
- To enhance the quality of research deliverables, upskill training. Incentives are given for research publications in peer reviewed and high impact journals, books, and book chapters, filing patents are governed as per Research policy of the College.
- The Centre also monitors the impact of research and consultancy assignments, and ensures non-violation of research and professional ethics, confidentiality, privacy of data complied, human rights and ensure safety and health of its research members.
- Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year
- ✓ Surana college has taken initiative to create holistic development of students through awareness programme, extension activities & outreach programs even though critical situation was arrived for entire world, as we know Covid 19 pandemic has stopped us to meeting people in offline but we have a lot of challenges to organize events and some opportunity to do service to people and society we planned many programme in online. some time got option to work with doctor and police in offline .

- ✓ NSS,NCC and Departments planned the activity to understand community problems and social issues such as environmental, health, and Covid 19 precautions, etc.. the objective of activities to understand the community problems also students should think to solve the issues in their own ideas and thoughts which will involve the students think independently.
- ✓ The some activities like visit to Adhamya Chethana for zero Garbage concept is working also best example for students learn practical way and analyses. NSS and NCC students are helping to serve with doctor and police mainly during corona pandemic those activities really challenging and high risk also emotional understanding of situation such a involvement will make how the situation is sensitive to understand social issues and community problems

| Sr. No | Criterion  | Rating    |      |              |
|--------|--|-----------|------|--------------|
|        |  | Very Good | Good | Satisfactory |
| 1      | Profile & capability of the Faculty members  | ✓         |      |              |
| 2      | Recognized Faculty members as Research guides.                                     |           | ✓    |              |
| 3      | Faculty members with PhD.  |           | ✓    |              |
| 4      | Provision of seed money for research.  |           | ✓    |              |
| 5      | Proof for research assistance/grants received from different agencies.             |           | ✓    |              |
| 6      | Quality of research projects & publications.                                       |           | ✓    |              |
| 7      | Evidence for patents   |           | ✓    |              |
| 8      | Adequacy of number of conferences and workshops taken part by the faculty members. |           | ✓    |              |
| 9      | Adequacy of number of workshops /Conferences conducted at department level.        |           | ✓    |              |
| 10     | Adequacy of faculty training programs  |           | ✓    |              |

#### **4. INFRASTRUCTURE AND LEARNING RESOURCES**

- State-of-the-art infrastructure facilities are provided as per the norms.
- The UG & PG library has a collection of about 43903 books and more than 199500 e-books, encompassing all the branch of learning offered by the college.
- E-content using YouTube and Zoom platforms have developed the faculty members for students' benefit. student learning and understanding. They were developed platforms.
- 42 fully ICT enabled classrooms are provided with advanced facilities.
- The College has research centre in Management & Psychology affiliated to Bangalore University.
- Surana College operating out of two integrated campuses i.e., one is in South-End Road, Bangalore-04 and another is in Kengeri Satellite Town Bangalore-60. State of art infrastructure facilities are being created at South-End Campus on 0.667 acre of land with the built-up area of 7409 SqMts. Similarly, top-class amenities are being provided at Kengeri Campus on 0.521 acre with the built-up area of 5192.33 SqMts. (Total built-up area 12,601.33 Sq Mts).

The infrastructure details are as follows:

- ✓ Out of 67 (average area: 572 Sq.ft/classroom) 40 classrooms, an auditorium and 2 seminar halls are enabled with ICT facilities.
- ✓ 13 laboratories (average area: 1119 Sq.ft/lab).
- ✓ Library is accommodated with the carpet area of 2625 SqFt(Seating Capacity: 80) and 1852 SqFt (Seating Capacity: 120) at South End& Kengeri respectively.
- ✓ Out of 362 Computers 344 are connected to internet with bandwidth of 500 MBPS.
- ✓ An auditorium (Seating Capacity: 275), a seminar hall (Seating Capacity: 100) at Kengeri and a seminar hall at South-End (Seating Capacity: 200) are created.

- Apart from the above which are created on the line of the statutory requirements of the governing authorities, adequate facilities are also available for staffrooms, Principal cabin, office and administrative areas and other allied facilities.
- As the teaching pedagogies are continuously evolving, driving the institutions to adopt and absorb technology for improvised academic deliberations and effective administrative operations, IQAC constantly advocate need for ICT upgradation across the institution.
- IQAC periodically reviews ICT infrastructure and its utilization with help of ICT Committee and advises the concern to address issues that are observed and inferred. Institution is armed with 500 Mbps shared bandwidth from ACT Fiber vendor and the campus, if WI-FI enabled with enough Routers/Switches, Access points for seamless WI-FI facility.
- As per the advice of ICT committee, during 2021-'22, 34 desktops were procured with high-end configuration and given to departments, office and wherever old systems were to replace. As advised by ICT committee 16 Laptops were purchased and given to the workforce of the college as needed and asked.
- Computer details - During the academic year 34 desktop and 16 Laptop were purchased, thus making total Computers/Laptop in the college to be 412.

| Sl No | Criterion   | Evaluation |      |              |
|-------|---|------------|------|--------------|
|       |   | Excellent  | Good | Satisfactory |
| 1     | Adequacy of classrooms, teaching learning facilities, labs equipment          | ✓          |      |              |
| 2     | Library books, journals, e-book, e-journal & other facilities                 | ✓          |      |              |
| 3     | Evidence for ICT implementation   | ✓          |      |              |
| 4     | Computer, internet, wi-fi, software facilities for students, teachers & staff | ✓          |      |              |

## **5. STUDENT SUPPORT AND PROGRESSION**

- Rs. 1,03,93,668 of financial support was facilitated to 570 students through Scholarship and free ships from the institution. The government and private agencies have provided the scholarship of Rs, 86,26,647 to 525 students during the year 2021-22.
- The institution has conducted numerous value-added programs & events across all the 25 programmes.
- The softs skills, placement training & employment, interview skills and other corporate ready skills.
- A total of 206 students were placed out of 710 interested final year students from all programs in various companies for the academic year 2021-22 & 127 students are progressing to higher education.
- Lectures series of are being organized recurringly from the students to encourage ethical values.
- The Institution has practice of recognizing students who exhibit the talents through their activities & events like exhibitions, conferences, workshops, cultural, sports to motivate their skillsets.
- Student Council began operations in 2018, since then the year has been filled with incredible experiences, growth and learning opportunities.
- Student Council is a group of students, which supports civic engagement, human interaction and cultural values. This student body instills principles that show strong character and aims to provide space and platform for students to represent who they are. The council supports those who are not members of the council. Mission of the Student Council is to encourage a sense of achievement, pride and belonging among the students. Council has overseen number of projects and (more than 110 programs so far)
- Academic Year 2021-22, Council has officially inaugurated the first "Debate Hub" and "Trekking Hub" in the history of Surana, which are running successfully and in addition, it has also fully taken charge of Intercollegiate Fest
- This year, partnered with NGO- Durga and are launching several initiatives related to women empowerment. In addition, Council has aligned itself with college



committees and appointed its members to help students progress through the learning process and realize their full potential.

- Council helps students to grow into leaders, budding entrepreneurs, good citizens, and self-assured individuals equipped to face challenges of contemporary society.
- Surana Educational Institution has an active Alumni Association being registered during the year 2012-13 with the register number: DRB-C/SOR/91/2012-13.
- The objective of this organization shall be to promote and support Surana group of Institutions wherever possible and to establish strong relationship between the Alumni Association and present students.

| Sl No | Criterion  | Evaluation |      |              |
|-------|--|------------|------|--------------|
|       |  | Excellent  | Good | Satisfactory |
| 1     | Students going for higher education  |            | ✓    |              |
| 2     | Students participation & achievements in different activities/events                       | ✓          |      |              |
| 3     | Institutional mechanism for students grievances & redressal in sexual harassment & ragging | ✓          |      |              |
| 4     | Students participation in social & extension activities                                    | ✓          |      |              |
| 5     | No of medals & awards from sports & cultural at national & international platforms         |            | ✓    |              |
| 6     | Alumni activities & their involvement  | ✓          |      |              |

## **6. GOVERNANCE, LEADERSHIP AND MANAGEMENT**

- The institution is progressive in introducing updated & currently relevant academic activities. The IQAC is proactive in improving good practices and ensuring high quality.
- The institution focuses on the pedagogical training programmes for the teaching staff.

- The institution has complied all the requirements as per the norms of statutory bodies, such as Governing Body, Academic Council, Board of studies, Finance Committee, IQAC, etc.
- The selection process and the meetings of these statutory committees are followed as per UGC guidelines.
- The Institution structure is designed to facilitate effective governance, participative management and decision making in academic, financial, and general administrative affairs. Statutory bodies are constituted as per guidelines of UGC.
- In constructing its administrative structure on the idea and practise of decentralisation of functions, the Institution has kept up with the times. It also has a track record of being strong and durable. Consistent leadership, along with the development of a network of participatory decision-making.
- To address issues such as administrative concerns, teacher attrition, responding to a rapidly changing world, The teachers are active members of academic and administrative committees of college. In addition to regular teaching, they undertake remedial coaching, academic and career counselling, and student mentoring.
- Structure of decision-making bodies is developed to oversee the operation of the Institution's many departments and to foster progress in all areas. These committees exist at all levels, from the student body to the administration.
- Individual departments have autonomy in terms of curriculum creation, career counselling, and the organisation of co-curricular activities. Class Mentors, Welfare Officers, and Student Counsellors all play important roles in students' overall formation and holistic development. These lecturers are in frequent communication with the College's administrative authorities, who discuss pertinent topics in meetings and reach solutions or policies.
- To enhance its leadership, the college has implemented a consultative leadership structure that solicits and adopts proposals from all stakeholders.
- The institutional strategic plan is designed and directed by IQAC, and necessary action is taken to improve all the departments of the college. In this perspective, institution has laid, emphasis on some of the important areas that

encompass quality assurance. To mention, curriculum delivery, student competency enrichment, faculty development, strengthening research areas, collaborative agreements, extension and outreach services, environmental protection, optimal utilization of human and financial resources.

| Sl No | Criterion                                   | Evaluation |      |              |
|-------|---|------------|------|--------------|
|       |   | Excellent  | Good | Satisfactory |
| 1     | Functioning of statutory bodies/authorities | ✓          |      |              |
| 2     | Evidence of proceedings of statutory bodies | ✓          |      |              |
| 3     | Appraisal system                            | ✓          |      |              |
| 4     | Functioning of IQAC                         | ✓          |      |              |
| 5     | Implementation of policies                  | ✓          |      |              |

## **7. INSTITUTIONAL VALUES AND BEST PRACTICES**

- The institution has exclusive exam unit headed by Controller of Examinations.
- Exams are conducted under CCTV surveillance.
- The data of the examination unit is completely ERP based with coding system, double valuation, provision for re-totalling, and challenge valuation as well.
- The results within 20 days after the completion of examinations.
- The Administrative department & Accounts section are completely executed through ERP solutions.
- Specially challenged students are well taken care.
- Industry integrated practices are imbibed.
- Several MoUs are signed.
- SHE Cell has been constituted in the college which aims at removal of gender bias or discrimination, sexual harassment, and other acts of gender-based violence by organizing awareness programmes and campaigns for the benefit of Students, Teaching and Non- Teaching staff of the College.

- Institution Grievance Redressal Cell, Anti-Ragging cell, Sexual harassment elimination cell - a part of women welfare committee, Students council , Mentoring committee cares for the well-being of students and staff in the institution. Functions of these committees are displayed on the website and Students are oriented during induction program.
- The institution provides safety and security facilities for the staffs and students as follows;
  - ✓ CCTV Surveillance throughout the campus and security arrangement.
  - ✓ Students wear ID cards at all times.
  - ✓ Outsiders are checked by security staff .
  - ✓ Counselling Centre and good mentoring system take care of students' academic, emotional, social, and cognitive development.
  - ✓ There are separate washroom facilities for girls and boys.
  - ✓ Washrooms are provided with sanitary napkin vending and disposal machine for the safe and hygienic disposal of sanitary napkins.
  - ✓ Day care facility.
  - ✓ Assistance from lawyer and Doctor is provided.
- The institution promotes gender sensitization through workshops, seminars, guest lectures, and counselling.

| Sl No | Criterion                                | Evaluation |      |              |
|-------|--|------------|------|--------------|
|       |  | Excellent  | Good | Satisfactory |
| 1     | Differently abled student's comforts     | ✓          |      |              |
| 2     | Industry integration initiatives         | ✓          |      |              |
| 3     | Institutional best practices             | ✓          |      |              |
| 4     | Institutional values & ethics            | ✓          |      |              |
| 5     | Timely responsiveness to students' needs | ✓          |      |              |

## **CONCLUSION REMARKS**

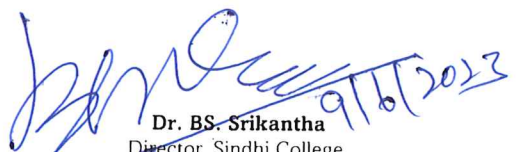
- The best practices adopted in the institution are commendable. Also the practices implemented with respect to academics, examination & evaluation are very excellent and highly appreciated.
- The involvement of staff & student's in extension, outbound, NCC, NSS, co-curricular and extracurricular activities is very well planned & executed.
- The contribution of Internal Quality Assurance Cell (IQAC) is significant in institutionalizing the quality assurance.
- The review of teaching-learning-evaluation and its outcomes are taken care by IQAC & the concerned criterion in charges.


## **RECOMMENDATIONS FOR FURTHER IMPROVEMENT**

- More faculty members will have to be registered for Ph.D
- Faculty research activities should be strengthened.
- More focus is needed on funded research projects.
- More publications in High indexed journals are suggested.
- Value-Added Courses, E-content modules shall be at par with the requirements of the industry.
- The External Review Committee is happy to appreciate the efforts of the IQAC and its team members. The Committee also and wishes the institution to perform well in the days to come.

Date: 09-06-2023

  
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