



SURANA COLLEGE AUTONOMOUS

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

Student Handbook

2024-25





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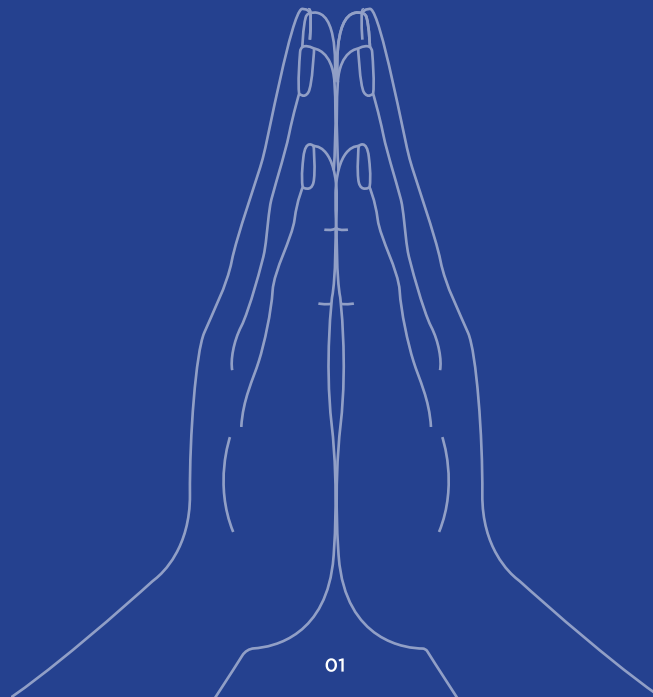
College Prayer

विद्या नम नरस्य रूपामधिकम प्रच्छन्न गुप्तं धनं
विद्या भोगकरी यशः सुखकारी विद्या गुरुणाम गुरुः |
विद्या बन्धुजनो विदेशगमने विद्य परं दैवतं
विद्या रजसु पूज्यते नहि धनं विद्या विहीनः पशुः ॥

Vidyaa Nama Narasya Roopa Madhikam Prachhanna Guptam Dhanam Vidyaa Bhogakari
Yashaha Sukakari Vidyaa Gurunaam Guruhu |
Vidyaa Bandhujano Videshagamane Vidya Param Daivatam
Vidyaa Rajasu Poojyate Nahi Dhanam Vidyaa Viheenaha Pashuhu ॥

Neeti Shataka

Knowledge Is Human's Beauty, His Most Hidden Treasure. Knowledge Bestows Enjoyment,
Happiness And Fame. It Is The Supreme Teacher.
It Is Your Friend In Foreign Land. Knowledge Itself Is Almighty. Even The Mightier Worships
Knowledge And Not Wealth.
Bereft Of Knowledge Human Is Nothing But An Animal.







About US

GDA Foundation

The foundation started in 1993 as a family trust by the initiative and vision of Sri. G C Surana, Industrialist, entrepreneur and visionary who committed himself for the cause and welfare of society.

The tenet of Jain Philosophy 'Service to Mankind' is basic to the functioning of the Surana Educational Institutions. The Jain doctrine believes in sound morals and establishment of close relationship between happiness and goodness. Jainism believes that the youth shall be made aware of, and alive to, the higher values of life and to a steadfast pursuit of these values.

It is his vision of providing various platforms for the youth to learn and imbibe the quality of service and leadership through which, they would be empowered to give back to society, whatever they owe.

Surana Educational Institutions

Surana Educational Institutions (SEI) is a pioneering group of educational establishments dedicated to holistic learning and personal growth. The group includes a school, three pre-university colleges, four undergraduate colleges—including two evening colleges—and a postgraduate college. Spread across four campuses in Bangalore, SEI offers a dynamic and inclusive environment for students.

Since its inception in 1995 under the GDA Foundation, SEI has consistently worked towards bridging the gap between aspirations and opportunities. With a focus on inclusivity, the institution provides an empowering learning space that fosters academic excellence, character development, and essential life skills.

SEI is driven by a student-centric philosophy, emphasizing innovation, critical thinking, and ethical leadership. Through collaboration with parents, educators, and other stakeholders, the institution ensures a robust support system for its students, enabling them to achieve their fullest potential.



Surana College – Autonomous, South End Circle

Surana College Autonomous was established under the aegis of GDA Foundation, in the year 1995 with a mission to empower individuals and communities.

With a legacy of three decades, the College is known for thinking and teaching differently. Through a multifaceted strategy that combines academic support, career guidance, skill development, and creating a supportive environment, faculty members collaborate with the industry to create educational experiences that help students build their future professions.

Surana College is committed to impart “Quality Education & Training” leading to various professional degrees and aims to be a global Institution through continual improvement.

Surana College – Autonomous, situated at the #16, Southend road, Bangalore -04, is at the heart of Bangalore. It got accredited by NAAC with ‘A’ grade in 2013 in its maiden attempt. It was reaccredited with ‘A+’ followed by grant of ‘Autonomous’ status under Bangalore University due to exceptional academic performance by students in the university examinations with more than 85 Ranks and Gold medals, National and International championships in sports and cultural competitions, high impact research outputs. These are testament to the continuous improvement in the academic standards at Surana College. Faculty with a blend of academic and industry experience guide students to significantly improve their academic performance and excel in their career. Rooted in Indian culture with a Global outlook, the institution is a perfect place for imbibing holistic vision.



Chairman's Message

As an Industry sponsored, promoted by Microlab Pharma, a leading pharmaceutical company in India, the Surana Group of Institutions drives Industry oriented practitioners' prospects in student learning outcomes.

We are delighted to provide you a vibrant campus life, where your energy and excitement enrich your educational journey in Surana Campus, wherein the Institution look forward to learning, exploring, and growing together.

Institution fosters a campus culture that is compassionate, inclusive, supportive, and safe. This is a place where we celebrate our differences, and learn from the variety of perspectives represented in our vibrant and complex society. By honouring and respecting each other, we create a living and learning environment where we can all pursue our dreams and reach our highest potential.



Dr. Dilip Surana
Chairman
GDA Foundation

Managing Trustee's Message

Let me first recognize the contribution of our student community in realizing what our institution aspires for. Their adherence to learning keeps my team on their toes to fulfill the obligations. I should thank the industry and society alike for accepting our ever zealous graduates with open arms.

The patronage by all our well-wishers has increased our responsibility that our elders have bestowed on us and I reaffirm that we are committed in that aspect. I am sure that the healthy and innovative practices by our institution will ensure to realize the goals what every stakeholder with us seeks.



Dr. Archana Surana
Managing Trustee
GDA Foundation

Principal's Message

Education is Empowerment and the Supreme Wealth with the advancements in technology, Artificial Intelligence engulfing all spears of life, especially knowledge and learning space, it is challenging for the higher education institutions. It is critical for HEIs to balance students' preparedness for technology driven future needs and enhance inherent human capabilities.

At Surana College, I am happy to say that, we are upgrading technology continuously to facilitate best teaching - learning ecosystem to our students and faculty.

Faculty members with right mix of industry and research experience offer the best in class education. Extra and Co-curricular activities through Club activities, Sports, Seminars & Conferences, NCC and NSS provide right ambience for holistic development of all students. University Ranks in all UG and PG programs, year after year, is a testimony to the high quality of education at Surana College.

I congratulate all students for their success and welcome them to an exciting learning journey at Surana College.



Dr. Veena K N
Principal
Surana College Autonomous



SCAN TO VISIT

Follow Us



Mission, Vision, Motto

Our Mission



To Mould Character
and Careers

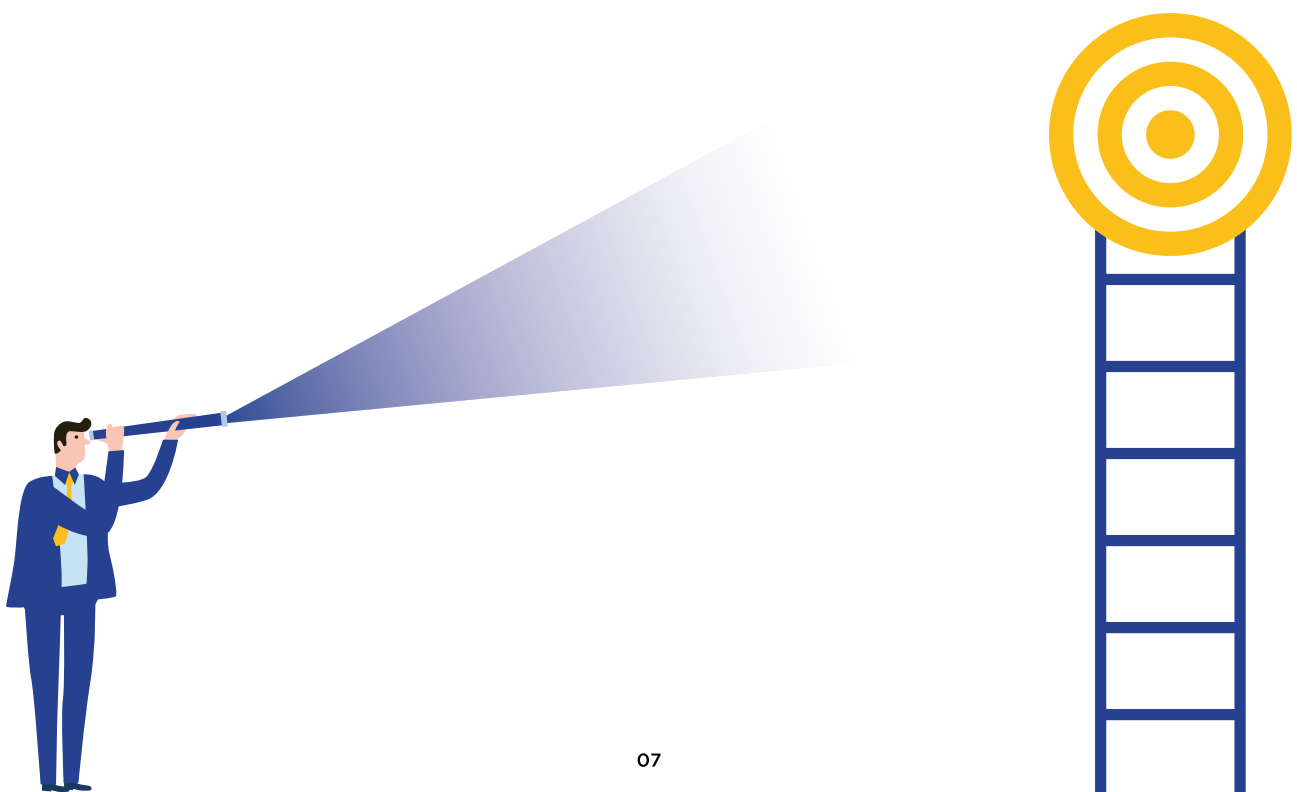
Our Vision



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

Our Motto

“Vidyadhanam Sarvadhanapradhaanam”
“(Education is the supreme of all wealth)”



Infrastructure

Technology and ICT Facilities

Surana College provides smart classrooms fitted with the latest ICT technology, setting a high standard for modern education. These advanced learning spaces feature high-speed internet for seamless connectivity, and multimedia projectors that bring subjects to life with vivid visuals. The integration of these technologies fosters a dynamic and interactive environment where students can participate actively in their learning process. Additionally, these smart classrooms support collaborative projects and discussions, allowing students to work together and share their ideas effortlessly. With access to a vast array of digital resources, students are equipped to explore topics in-depth and stay updated with the latest information, ensuring they have access to education tailored to the demands of today's digital world.



Library & Information Centre

The library serves as the institute's primary information resource center, offering a comprehensive collection of books, journals, magazines, newspapers, and e-resources to support staff and student activities. In addition to textbooks, the library houses an expanding selection of reference materials, including dictionaries, encyclopedias, yearbooks, journals with back volumes, and other specialized resources. It also provides access to e-journals and e-books via NLIST, INFLIBNET, and DELNET e-consortiums, and offers an interlibrary loan facility through the British Council Library in Bangalore.

Library operations are fully automated using advanced EasyLib WEB OPAC 6.2 software, with a seating capacity of 150 users. The WEBPAC (Electronic Public Access Catalogue) is accessible online within the campus during working hours to facilitate seamless resource discovery for the academic community.





Quality Policy

Surana College-Autonomous strives to delight stakeholders, students, parents, and society by delivering value-added quality education that meets both national and international standards. We are committed to preparing students for successful placements through comprehensive training and continually enhancing our educational methods via an effective quality management system, guided by clear quality policies and objectives.

Teaching Fraternity

A well qualified and experienced faculty member at Surana College-Autonomous is a facilitator, guide, and mentor who aims at fostering a suitable learning ambience inside and outside the classroom. The institution nurtures an environment for growth and retention of the faculty members who continuously contribute towards student development. Faculty development is facilitated through in-house FDPs'/seminar/conferences hosted by other institutions. The institution encourages the faculty members to participate and undertake research at the institutional, departmental and personal level, leading to high impact research contribution.

Internal Quality Assurance Cell

The IQAC was established in order to ignite innovative academic practices and achieve higher standards. IQAC takes care of all quality related activities of the institution, establishing procedures and modalities to collect data and information on various aspects of institutional functioning. The cell focuses on quality initiatives, quality sustenance and quality enhancement.



Research and Consultancy Cell

The Research Cell at Surana Educational Institutions serves as a dynamic platform for fostering academic and industry collaborations, encouraging all the faculty members and students across the campuses to engage in high-quality research. The main aim is to focus and cultivate a research-oriented environment by providing the necessary infrastructure, financial assistance, and expert guidance for conducting innovative research. The cell supports and encourages interdisciplinary approaches and aim to address real-world challenges through research initiatives, ranging from basic to applied sciences. With access to state-of-the-art labs and mentorship from experienced researchers. At SURANA, students have the opportunity to engage in projects that not only contribute to academic knowledge but also to societal well-being.

The Research Cell endeavours to spread the spirit of research and innovation among our students and academic fraternity. It aims to accelerate the research temper in the institute through innovative projects, publications and research extension activities.

In addition to facilitating research, the cell actively promotes Student Research Fellowships, consultancy services, allowing students and faculty members to collaborate with industry experts, non-governmental organizations, and government bodies. These partnerships provide hands-on experience and exposure to current industry trends and challenges. The cell supports project ideation, funding procurement, intellectual property management, and research dissemination through seminars, publications, and conferences, empowering students to develop into future leaders and innovators.

The Cell has progressively contributed towards strengthening the research ecosystem at the Institution level. In the last two years, our faculty members have extensively contributed with 154 research papers in high-impact journals, 18 patents/copyrights, externally funded projects/grants, 15 Journal Editorial Members, 52 book chapters/books and 15 consultancy/training assignments. R&C Cell also organized 5 conferences/seminars based on contemporary topics. 18 UG & PG Students have received a Student Research Fellowship.



Admissions and Fee Payment

Students admitted to the campus must submit all required original documents to the admission department by the specified deadline, prior to the commencement of first-semester sessions. This submission is mandatory for obtaining admission approval from Bangalore University. Failure to comply will result in the cancellation of the student's admission.

Students must provide accurate information on the university ERP (UUCMS) and college ERP (DIGI) during the admission process. Any necessary updates or corrections to these systems should be promptly reported to the class teachers.

Students wishing to discontinue or cancel their admission in any semester must inform the principal in writing before the semester's fee payment deadline. Failure to do so may result in denial of the request to discontinue.

Students must pay the 1st semester fees on or before the last date as specified by the admission department, before the commencement of 1st semester.

Subsequent semester fees must be paid within 10 days after the completion of semester exams.

Instalment Fee Payment option:

- First Instalment-75% of the total fee to be payable at the time of admission.
- Second Instalment-25% of fee(balance) to be payable on or before I Semester examination.



Scholarships

In today's world, education is both a crucial and costly investment. Many students seek financial support to achieve their career aspirations, which often require years of study. Scholarships, therefore, become a highly sought-after form of financial aid. At Surana, we offer financial assistance to:

- Meritorious students
- Sports achievers
- Physically challenged students
- Children of teachers
- Students from financially disadvantaged backgrounds

Additionally, students are provided with an accident insurance policy for their safety and well-being.

Scholarship Details

- **SEI-Samudaya Scholarship (SEISDS):** Students from Surana Educational Institutes are eligible for this additional scholarship, which is available for 15 days from the date of result declaration.
- **SEI-CHAMP Scholarship (SEICS):** Awarded to meritorious students who achieve high scores in their qualifying examinations.
- **SEI-UDDAN Scholarship (SEIUS):** Offered to students who have excelled in sports and cultural activities.
- **SEI-Social Welfare Scholarship (SEISWS):** Available to students belonging to SC, ST, and Category-1.

Eligibility for Scholarship

- If a student is eligible for scholarships under multiple categories, only the scholarship with the highest value will be awarded.
- Scholarships are granted to students who successfully clear qualifying examinations conducted by recognized boards or universities in India.
- Scholarships are non-transferable.
- The regular course fee does not cover certificate courses, books, uniforms, shoes, or transportation.



Mode of payment

- By DD in favour of “SURANA COLLEGE”.
OR
- By Digital Mode ERP Students/Parent Login using Debit/Credit cards, Net Banking, Bhim UPI.

Fee Refund Policy for Provisional Admission and Regular Admissions

- 100%-15 days or more before the last date of admission has been notified.
- 90%-less than 15 days before the last date of admission.
- 80%-15 days or less after the last date of admission.
- 50%-30 days or less, but more than 15 days, after the last date of submission.
- 0%-More than 30 days after the last date of admission.



Unified University & College Management System UUCMS

Created and maintained by Higher Education Council (HEC), State Government of Karnataka.

Registration is mandatory on UUCMS Portal.

The following documents is required for Registration.

01. Passport size photo
02. Student signature
03. Caste certificate (other than general category)
04. 10th Marks sheet
05. 12th Marks sheet
06. Fees paid receipt

Note: The above documents must in the format of JPEG/PNG/PDF (file size less than 200 KB)

Website: <https://uucms.karnataka.gov.in/>



New Candidate Registration?

The screenshot shows the 'New Candidate Registration' form on the UUCMS portal. The form is divided into several sections:

- Personal Details:** Includes fields for Candidate Name (with a dropdown menu), Primary Mobile Number, and a Validate Aadhar button.
- Karnataka PU Board Details:** Includes fields for Registration Number and Completion Year (with a dropdown menu), and a Fetch button. A note indicates that PU Board Fetch will only work for PU board students.
- Personal Details:** Includes fields for Gender (with a dropdown menu), Aadhaar Number, Father Name, Mother Name, Guardian's Name, Father/Mother/Guardian's Mobile Number, Email Address, and Date of Birth (with a dropdown menu).
- Alternate Email Address:** Includes fields for Alternate Email Address and Alternate Mobile Number.

A note at the top of the form states: "Note: If you are seeing 'NA' for documents means, 'Please Re-upload documents again'".



Enter the Student name
 Enter Adhar registered mobile number
 Click on VALIDATE AADHAR

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸೇವೆ / Center for e-Governance - Aadhaar Service

ಗುರುತಿನ ದೃಢೀಕರಣ ಸೇವೆ / Identity Validation Service

ಇಲಾಖೆ / Department
 Department of Higher Education / Department of Higher Education

ಉದ್ದೇಶ / Purpose
 Registration of Students

ಫಲಾನುಭವಿ ಹೆಸರು / Beneficiary Name
 LKITH Y N

ಆಧಾರ್‌ನಲ್ಲಿ ದಾಖಲಿಸಿದ ಹೆಸರು / Name as per Aadhar
 LKITH Y N

ಆಧಾರ್ ಸಂಖ್ಯೆ / Aadhar Number
 5805380519

I hereby consent for the use of my Aadhar Number on voluntary basis to use for yes/no demographic authentication Or for fetching my identity and other information for purpose of e-KYC through UIDAI, using the Aadhar OTP or Biometric authentication with UIDAI and to use it in Family Data Base and send the details against the registered document created by the IT system. The consent and purpose of collecting Aadhar has been explained to me in local language. The department has informed me that my Aadhar shall not be used for any purpose other than mentioned above. I have been given other alternative means by the department for KYC purposes including physical KYC by submitting officially valid documents and I have voluntarily chosen Aadhar based KYC. I understand that the biometric and OTP I provide for authentication shall be used only for authenticating my identity through the Aadhar Authentication system for that specific transaction and for no other purpose.

Enter the Student Name as per Adhar Enter Adhar Number
 Click on Submit

Personal Details | Photo & Signature | Category / Special Category | Quota Details | Previous Education Details

Note: If you are seeing NA for documents means, "Please Re-upload documents again"

Aadhar Validation

Candidate Name*: LKITH Y N Primary Mobile Number*: 9113227395
 (As per Aadhar)

Karnataka PU Board Details

Note: PU Board Fetch will work for only PU board students. For those outside Karnataka, other than PU boards, international students can manually enter the details below.

Registration Number: 773016 Completion Year: mar2023 Fetch
 e.g. mar2023 (Regular)
 e.g. jun2023 (Supplementary)

Personal Details

Gender*: --Select-- Non Indian NRI
 Aadhaar Number*: XXXXXXXX5619

Note: Please enter minimum one value (Father's / Mother's / Guardian's Name)

Father Name: _____ Father / Mother / Guardian's Mobile Number*: _____
 Mother Name: _____ Email Address*: _____
 Guardian's Name: _____ Date of Birth*: Click to Select Date of Birth
 Year Month Day

Alternate Email Address: _____ Alternate Mobile Number: _____



Enter PUC Registration Number Completion Year – Mar 2023 Click on Fetch

Same as Primary Email Address Same as Primary Mobile Number

Permanent Address

Address*: NEAR VENKATADRI COLLEGE, GANGANAGAR, CHINTHAMANI **State*:** Karnataka

District*: Chikkaballapura **Taluk*:** Chinthamani

Pincode*: 563125

Area*: Rural Area

Village*: Chinthamani

Current Address

Same as Permanent Address

Create Password

Password*:

Confirm Password*:

Enter OTP*: 804469

OTP Verified successfully

Password Rules
There should be at least one Capital letter
There should be at least one Number/Digit
There should be at least one Special Character(!, @, # or \$) are allowed
The Password should have a minimum length of 8 characters and maximum length of 15 characters

Please Enter Captcha Before Save & Continue

After filling personal details

Set your own password

e.x – Myname@123 Click on Generate OTP

Enter the OTP and Click on Verify OTP

Enter the given Captcha and click on Save & Continue

Student Admission Details

Program Level:

Personal Details

Category / Special Category

Quota Details

Previous Education Details

Discipline and Fee Paid Details

Category

Religion:

Category:

Caste:

Family Income Per Annum (in INR):

Are you claiming Reservation/Benefits under above selected category? No Yes

Special Category

Do you belong to Kayastha/Karsthal? No Yes

Are you a Rural Candidate? No Yes

Kannada Medium: No Yes

Are you a Dalit/Untouchable? No Yes

Are you claiming under Defense Personnel Quota? No Yes

Are you claiming under Political Sufferer Quota? No Yes

Children of Sexually Exploited / HIV Infected / Deceased? No Yes

Are you Child of Freedom Fighter? No Yes

Are you a Person with Disability? No Yes

Are you a Gaddaru/Horandru (Kannadiga)? No Yes


Back


Save & Continue


6.3 Quota Details:

1. Select necessary Quota whichever is applicable to him/her.
2. Enter Document number and Upload the Documents.(Refer Note)

UUCMS
UNIVERSITY OF KARNATAKA
ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ


Government of Karnataka


DR. B. SURESH K. SHENAI
Hon'ble Chief Minister
Government of Karnataka


DR. ADARSH SURESH C B
Hon'ble Minister of Higher Education
& IT, Government of Karnataka

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Student Admission Details

Program Level:

[Personal Details](#) | [Category / Special Category](#) | **[Quota Details](#)** | [Previous Education Details](#) | [Discipline and Fee Paid Details](#)

Quota Details

Note: Please merge multiple documents to 1 PDF before uploading (for any other special category)
Upload File types allowed: PDF
Maximum size limit for each uploaded file is 1 MB.

Are you claiming seat under any of the below listed Quota?

Sportsperson / Athlete at the University / State / National Level?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Sportsperson / Athlete at the University / State / National Level?	<input type="radio"/> Yes <input checked="" type="radio"/> No
NCC (Please Provide B / C and any Other certificate)	<input type="radio"/> Yes <input checked="" type="radio"/> No
NSS	<input type="radio"/> Yes <input checked="" type="radio"/> No
LCA (Literary & Cultural Activities)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Child of farmer who committed suicide	<input type="radio"/> Yes <input checked="" type="radio"/> No
Destitute Women	<input type="radio"/> Yes <input checked="" type="radio"/> No
Duplicated Citizen (Nisakshikaran)	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Back](#)

[Save & Continue](#)

Select Applicable fields

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Student Admission Details

Register Level:

- Personal Details
- Category / Special Category
- Quota Details
- Previous Education Details**
- Discipline and Fee Paid Details

Previous Education Details

10th Standard Education Details

Board Name	<input type="text" value="Karnataka Secondary Education Examination Board"/>
Registration Number	<input type="text" value="4708750474024"/>
Total Maximum Marks	<input type="text" value="600"/>
Total Maximum Marks	<input type="text" value="600"/>
Total Marks Obtained	<input type="text" value="500"/>
Overall Percentage	<input type="text" value="83.33"/>
Upload Your Marks Cert	<input type="button" value="Choose File"/> <input type="text" value="Screenshot (2).png"/>

12th or Equivalent Education Details

Reg. University	<input type="text" value="Karnataka PU"/>			
Registration Number	<input type="text" value="1034M"/>	Year of Completion	<input type="text" value="2022"/>	<input type="button" value="Fetch"/>
Registration Name	<input type="text" value="DISHA PU COLLEGE, NO 9-21, KOTTAHALLI, BANGALORE"/>	College Code	<input type="text" value="60208"/>	<input type="text" value="Example: ma002"/>

Enter Subject-wise Marks

SL No.	Subject Name	Subject Type	Marks Obtained	Maximum Marks	Action
1	KANNADA	Language	<input type="text" value="75"/>	<input type="text" value="100"/>	<input type="button" value="Delete"/>
2	ENGLISH	Language	<input type="text" value="75"/>	<input type="text" value="100"/>	<input type="button" value="Delete"/>
3	PHYSICS	Core	<input type="text" value="85"/>	<input type="text" value="100"/>	<input type="button" value="Delete"/>
4	CHEMISTRY	Core	<input type="text" value="85"/>	<input type="text" value="100"/>	<input type="button" value="Delete"/>
5	MATHEMATICS	Core	<input type="text" value="90"/>	<input type="text" value="100"/>	<input type="button" value="Delete"/>
6	BIOLOGY	Core	<input type="text" value="85"/>	<input type="text" value="100"/>	<input type="button" value="Delete"/>
Total Marks Obtained		<input type="text" value="600"/>	Total Maximum Marks		<input type="text" value="600"/>
		Overall Percentage		<input type="text" value="83.33"/>	

After Uploading all required data



The screenshot shows the UUCMS (Unified University & College Management System) dashboard. At the top, there are logos for UUCMS, the Government of Karnataka, and portraits of Shri Siddaramaiah and Dr. M.C. Sudhakar. A navigation bar includes 'Home', 'Admissions', and 'Reports'. The main content area features a 'Welcome to UUCMS' message and a 'Create/View Application' button. Below this is a 'Registration Progress' section with a progress bar at 80% completion. A note states: 'Note: For UG Admission progress bar status should be 80%. Once 80% reached please apply for college admission following : Admissions Menu > Create / View Application > Then Apply using Create application'.

Click On Create/View

Are you applying for autonomous college? - Yes
Program Level - UG

The screenshot shows the 'Create New Application' form in the UUCMS system. The form includes a header with the same logos and navigation as the dashboard. The main form area has a question: 'Are you Applying For Autonomous College?' with radio buttons for 'Yes' (selected) and 'No'. Below this are three dropdown menus: 'Academic Year*' (set to 2023-24), 'Program Level*' (set to UG), and 'University*' (set to Bangalore University). There is also a 'Program Name*' dropdown menu set to 'Bachelor of Computer Applications'. A 'Submit' button is located at the bottom of the form.

University - Bangalore University Select Program Name

Click On - Submit



SHRI SIDDARAMAIAH
Hon'ble Chief Minister | Govt. of Karnataka

Department of Higher Education

Home Admissions Reports

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Academic Year: 2023-24
Program Level: UG
Program Name: Bachelor of Computer Applications
University: Bangalore University

Priority Selection and Submission Preview and Submit

Priority Selection and Submission

Sl.No	College Name/PG Center Name	Discipline One	Language One	Language Two	Seat Type	Priority	Action
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Preview & Submit

SHRI SIDDARAMAIAH
Hon'ble Chief Minister | Govt. of Karnataka

Department of Higher Education

Home Admissions Reports

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Academic Year: 2023-24
Program Level: UG
Program Name: Bachelor of Computer Applications
University: Bangalore University

Priority Selection and Submission Preview and Submit

Priority Selection and Submission

Sl.No	College Name/PG Center Name	Discipline One	Language One	Language Two	Seat Type	Priority	Action
1	Surana College, No. 16,South End Circle Bangalore-04	B.C.A.	KANNADA	English		1	Delete

Preview & Submit

Select Surana College, 16 South End Circle

Select BA/B.Sc/BBA/B.Com/BCA

Language One – Kannada/Sanskrit/Hindi/others

Language Two – English

Priority 1

Click on Preview & Submit



Important events of the year 2024-25

Some key institutional-level events include:

- Guest Lectures
- Workshops
- Inter Department Activities
- Intra Department Activities
- Club Activities
- Teacher's Day
- International Yoga Day
- Republic Day
- Independence Day
- Student Seminars
- Annual Sports Meet
- Cultural Activities
- Annual Day

Apart from the above events, every department conducts several activities which will be communicated to students in the classroom as and when finalised.



Student Clubs And Associations

Club Name	About the Club
ESOTERIC- The IT Club	“Esoteric”- The IT Club has been providing the platform for students to increase confidence, teamwork, and stress management qualities to become better entrepreneurs in the IT industries.
Sigma Club	The Mathematics Department's "Sigma Club" aims to enhance students' mathematical vocabulary and deepen their understanding of mathematics' applications in applied sciences and other fields. The club warmly invites everyone with an interest in mathematics to participate and engage.
Proficiency	The Management Club “Proficiency” enables and ensures the overall development of the management students to become more confident and responsible future managers and entrepreneurs by encouraging them to organize and participate in intra-collegiate, intra- department and inter- collegiate fests, regular interaction with the industry through Guest Lectures, Industrial Visits, Internships, seminars, paper presentation, etc. to bridge the gap between the Academia and Industry.
Praneethi Forum	The Praneethi Forum is a dynamic commerce platform aimed at fostering holistic development among students. It organizes engaging activities to enhance team building, leadership skills, organizational abilities, and self-confidence. Under its vibrant banners EXPLORE, EMPORIO, and PINNACLE, the forum hosts events that inspire creativity, collaboration, and innovation. With a focus on empowering students, Praneethi Forum serves as a launchpad for future leaders.
TECHZONE	Techzone club conducts activities under the dept. of Biotechnology The club hosts seminars, symposium, conferences and intercollegiate competitions for all the students of the Sciences.
SASYA	It primarily focuses on all aspects of Botany and its applications in various fields such as taxonomy, medicinal plants, and gardening.



PRISM Media Society	PRISM, the Journalism club provides a platform for students to interact with media professionals by organizing various guest lectures, seminars, workshops and events.
Istoria Club	It's a forum where students are encouraged to learn history using innovative methods to encourage practical approaches to narratives with open discussion and healthy debates.
ENGage Club'	ENGage is an English Department literary club that provides platform to be partake in self- initiated, creative and leadership oriented activities. ENGage is the Portmanteau, coined from combination of the words English and Age. This club is active in three areas: Film Appreciation Debate Society Communication Skill Workshop
Ankur Sahityik Sangh	Ankur Sahityik Sangh, the Hindi Club focuses on promoting and developing the language, while fostering the intellectual growth of students through a variety of creative academic activities in the literary field.
Sambhrama Kannada Sangha -Literary Club	The Kannada Sangha hosts literary events and invites renowned personalities to mentor our students across fields and honor achievers in Kannada to inspire and motivate students.
Manoshrutha Club	The Manoshrutha Club is a student-driven initiative within the Postgraduate Department of Psychology. The club focuses on developing the skills required to crack the NET exam, enhancing research abilities, and fostering soft skills for personality development. It operates as a weekly activity, featuring NET training, psycho-history analysis, psychological phenomena exploration, research review presentations, and module creation for skill enhancement.



<p>Sadhana-The IT club</p>	<p>SADHANA the IT club organizes events to enhance soft skills and provide practical experience in skills essential for success in the software industry.</p> <p>Sadhana is led by a student coordinator, who serves as a bridge between faculty and students. Each week, one of several teams organizes an event where students can showcase their skill sets. To ensure smooth execution, the student coordinator is supported by four core committees: Quality, Hospitality, Finance, and Publicity. Each committee consists of at least two members, ensuring consistency in the weekly conduct of Sadhana. Faculty members, who are also part of the core committees, oversee all activities to maintain quality and efficiency.</p>
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Cells @ SCA

01. Internal Quality Assurance Cell
02. Placement Cell
03. Research and Development Cell
04. Gender Sensitization Cell
05. Sexual Harassment Elimination Cell (SHE Cell)
06. Human Rights Protection and Equal Opportunity Cell
07. Anti Ragging Cell
08. Mentoring Cell

Committees @ SCA

01. Disciplinary Committee
02. Sports Committee
03. Extension Activity Committee
04. Feedback Committee
05. Magazine and Newsletter Committee
06. Cultural Committee
07. Internal Committee for Differently Abled Persons
08. Green Initiatives Committee
09. Admission Committee
10. Library Committee
11. Students Grievances Redressal Committee

Centres @ SCA

01. Centre for Vocational Training & Competitive Exams
02. Centre for Study of Social Reformers
 - Centre for Jainism
 - Ambedkar Study Centre
 - Mahatma Gandhi Study Centre
 - Vivekananda Study Centre
 - Bhagawan Buddha Study Centre
03. Counselling and Well Being Centre and medical Centre
04. Institution Innovation council

Students shall contact the respective department Heads or class teachers for more details about the Cells, committees and Centres.



Students Grievances Redressal Committee

The committee is responsible for addressing complaints lodged by students and investigating matters of grievance.

01. Any student with a genuine grievance may approach department members in person or consult with the class in-charge.
02. Students can also drop complaints in the complaint box placed on campus or submit them through the Students' Grievances link available on the college website.
03. Upon receiving a complaint, the committee will convene a meeting to discuss the issue. Based on the discussion, appropriate action will be taken.
04. Complaints will be resolved as promptly as possible, depending on the nature and seriousness of the issue.

Department of Student Support Services (DoSSS)

Student Council

The Student Council is a group of elected and volunteer students working together with a faculty advisor within the constitution and bylaws of Surana College. It provides a platform for student's expression and assistance in institute's affairs and activities. It gives opportunities for the members of the council to establish student, faculty, and community relations. It creates a solid foundation for the upcoming leadership.

The Student Council emphasizes practical learning, problem-solving, and active student participation. Elections appoint new leaders, and sub-committees are formed to effectively distribute responsibilities.

The Council implements various programs and initiatives, both curricular and extracurricular, to enhance student experiences. These activities foster learning beyond the classroom, promoting a sense of belonging and mutual respect among students from diverse cultures. Experiential learning through project work and workshops enhances both technical and soft skills. Health



camps and career guidance programs support holistic student development. Youth Day celebrations and engagements with notable personalities provide real-world perspectives and role models. Field trips and awareness campaigns promote social awareness and civic engagement. Fundraising events and academic fest participation nurture teamwork and organizational skills, while intercollegiate fest initiatives allow students to showcase their talents.

Participation in these initiatives equips students with essential skills such as self-confidence, organization, and problem-solving. This holistic approach leads to increased involvement, with 190 students joining the Council for 2023-24. The Council's efforts enrich the educational experience and foster a vibrant student community, upholding its mission of promoting both personal and academic growth.

Social Outreach and Extension Activities

NCC- 5/3 COY, 8 KAR BATTALION

- The National Cadet Corps has been active in the institute since the academic year 2003-04. Ever since inception, the institute unit has been giving army training to the students.
- The unit has undertaken many social service activities over the years. Our unit has a standing record of sending cadets for the Republic Day parade in New Delhi, every year.

National Service Scheme (NSS)

“Not me but you”

Started in 1998, the Surana College sub-unit works as per the regulations of The Bangalore University NSS unit. The volunteers of the institute sub-unit have many special accolades to their credit.

Rotaract

The Rotaract Club of Surana College came into existence in 2013, Under Rotaract District 3190. Rotaract is a voluntary organization which works to accomplish the purpose of the betterment of society as well as ourselves. Rotaract is about YOU and what YOU can do to bring change, some baby steps as well as some huge leaps. It's all about working for the betterment of oneself, society and the environment.



Youth Red Cross

Youth Red Cross Society of Surana College started in the year 2018, at present more than 80 volunteers are actively involved in social activities. Youth Red Cross helps the students to inculcate discipline in them and to understand their responsibilities towards their countrymen, especially the poor and downtrodden.

Mentoring Process

Mentoring is implemented for effective monitoring of students. A group of students will be assigned to a faculty for well-being, personal development and academic progress of the student. This system fosters a strong relationship between students, faculties and parents. Meetings will be conducted on a regular basis and reports will be maintained from admission to graduation. This approach helps in nurturing student success and fostering a supportive educational environment.

Institution Innovation Cell

In the year 2018, the Ministry of Education (MoE) through MoE's Innovation Cell (MIC) launched the Institution's Innovation Council (IIC) program for Higher Educational Institutions (HEIs) to foster the culture of innovation and start-up ecosystem in collaboration with AICTE. The council primarily focused on ideation, Problem solving, Proof of Concept development, Design Thinking, IPR, project handling and management at Pre-incubation/Incubation stages. Surana Institutions became a member of this council in 2022 and had three start-ups that were born in Kengeri campus. The management felt the need for a more focused and collaborative approach to the innovative ecosystem. This led to the launch of Surana Point for Incubation Support to Entrepreneurs (S.P.I.S.E), an initiative by the Institution Innovation Council. S.P.I.S.E will set up an expert and committed team to develop Surana Innovation and Incubation policy, execute and assess the impact of the policy in creating the ecosystem.

Counselling and Wellbeing Centre

Surana Well-being Centre caters to the mental wellbeing of everyone in need. This initiative is envisioned to provide a systematic and scientific service to the stakeholders of SEI and the public.



Surana Wellbeing Centre provides various psychological services to schools and colleges, corporate firms, NGO, and community. It aims to provide counselling, psychotherapy, assessment, extension activities, training, and research.

Life skills training will be provided based on the WHO module. This psychological assistance will help in maintaining holistic wellbeing.

For assistance students may reach Dr. Sudharshan H L, External Counselling Head, Surana Well-being Centre

Email: hod.mscpsychology@suranacollege.edu.in

Programs Offered by the College

Level	Program	No. of Sem
UG	BA	6
	B.Sc.	6
	B. Com	6
	BBA	6
	BCA	6
PG	M.Sc. (Analytical Chemistry)	4
	M.Sc. (Psychological Counselling)	4
	M.Sc. (Psychology)	4
	MBA	4
	MCA	4
	M.Com.	4
	MA (Media Studies)	4

Value Added/Add-on/Certificate Courses offered at the Institution





State Education Policy 2024

Model Curriculum and Credit Framework/Program Structures for Various Under-Graduate Programmes.

The Government of Karnataka constitutes a committee to suggest an Implementation Framework for SEP-2024. The Committee has suggested SEP-2020 Implementation Framework for Karnataka. The State Government has accepted the action plan and taken steps to implement SEP-2020. This was considered in the meetings of all the Deans and the Chairpersons of BoS in the University.

The following Model Curriculum and Credit Framework or Program Structures are designed for various Under-Graduate Programs in Arts, Science, Commerce and Management. The BoS in their subjects are asked to follow these Model Curriculum and Credit Framework or Program Structures. The Terminology used in these program structures are Discipline Specific Core (DSC) referring to the core courses/papers in a core discipline/ subject/interdisciplinary subject, Discipline Specific Elective (DSE) refers to elective courses/papers in the core subject or discipline/ interdisciplinary subject. Curriculum and credit framework also contains courses across all disciplines and languages. Skill Enhancement Courses (SEC), Value-Added Courses and Internship. Pedagogy involves L+T+P model. Generally, subjects with practical involve L+P, while the subjects without practical involve L+T model. The numbers in parentheses indicate credits allotted to various courses/papers as per definitions of Flexible Choice Based Credit System (CBCS). Generally, 1 hour of Lecture or 2 hours of practical/field work per week in a semester is assigned one credit. Whilst the core subject theory courses/ papers will have 3 or 4 credits, and practicals are assigned 2 to 3 credits.

Placement Guidelines

SURANA College Autonomous is dedicated to preparing students for successful careers in the corporate world. Corporate readiness involves not only academic excellence but also the development of professional skills, work ethics, and a proactive attitude learnt in the Finishing School. This placement policy is designed to support students in their transition from academic life to professional careers.



Timeline

Program: Internship & Placement

Internship- After 2nd Semester examinations for PG Programs and 4th Semester examinations for UG Programs

Placements assistance- starts in the beginning of the 3rd Semester for PG & 5th Semester for UG Programs.

Internship and Final Placements eligibility criteria

To participate in the campus placement process, students must meet the following criteria:

- Students must meet the minimum aggregate of 80% attendance in academics and 90% attendance in SEI Finishing school: Pre-Placements Training.
- Students should not have any pending backlogs in any semester.
- Final year students willing to participate and those opting out of placement process should fill out the Expression of Interest (Eoi) form and register with the Office of Career Guidance & Placements Cell.
- Students with any disciplinary action against them and Students caught engaging in malpractice during exams will be disqualified from the placement process.

Registration and Application

- Eligible Students must register for the placement process within the specified timeframe by filling out Expression of Interest (Eoi) and submitting required documents.
- Students should submit / upload their updated resumes, ensuring accurate and truthful representation of their qualifications and experiences on DIGII App.

Internship Guidelines

- Eligibility and Application: Students meeting the academic requirements can apply for internships. They should adhere to the guidelines set by SEI- Placements Policy for seeking internships.
- Internship Commitment: Once selected for an internship, students are expected to complete the entire duration of the internship with full dedication and professionalism. It is mandatory for interns to comply with all established company guidelines, including office hours, attendance, and other internship responsibilities. Any grievances raised against a student may result in disciplinary measures and/or removal from consideration for final placements.



- **Conversion to Full-Time:** Failure by the student to acknowledge and accept the opportunity to convert the internship into a full-time position will be regarded as a breach of commitment, and as a result, the student will be ineligible to engage in subsequent processes for post-internship full-time placements.

Pre-Placement Activities

- **Pre-Placement Talks (PPT):** Students must attend the training sessions conducted by recruiters to gather information about the company, job roles, and expectations.
- **Resume Preparation:** It is recommended that students utilize the SEI standard resume template as they prepare their resumes, as it enables them to showcase their skills and achievements in a professional and well-structured manner.
- **Interview Workshops:** CGPC team will organize a training session conducted by experts from the respective domains (Marketing, Finance, HR, Business Analytics, Data Sciences, Business Economics, IT & ITES, Aptitude and Soft Skills Training) as per the Job Description shared.

Job Application and Selection

- **Job Description Understanding:** Students must thoroughly understand the job description and apply only if their skills match the job requirements.
- **Shortlisting:** Shortlisted students are expected to participate in the further selection process and not permitted to withdraw from the process
- **Interview Commitment:** Once interviews are scheduled, students must attend and cannot withdraw or give unprofessional reasons for absence, it will result in expulsion from the future placements process.
- **Interview Opportunities:** An eligible student will get a maximum of 5 interview opportunities.
- **During the placement period:** All eligible students must adhere to the instructions of the CGPC team to ensure smooth coordination of the placements process and must be physically available for face-to-face, virtual, or telephonic interviews.
- **Accepting Offers:** ONE Student ONE Offer will be followed strictly. Once an offer is extended, students should respond within the specified timeline, indicating their acceptance. Reneging on accepted offers is strictly prohibited and will result in expulsion of such students from future placement processes.



Disciplinary Action for Non-Compliance

- Students found in non-compliance with the placement policy, such as withdrawing from scheduled interviews or renegeing on accepted job offers, will face disciplinary action. This may include.
- Exclusion from Placement Process: Immediate expulsion from the ongoing and future placement.
- Record of Infraction: Documentation of the infraction in the student's academic record.

Code of Conduct

- Professional Behaviour: Students must exhibit professional behaviour during all interactions with potential employers.
- Punctuality: Adherence to timelines and punctuality for interviews and other placement-related activities is mandatory.
- Honesty: Ensure all information provided in resumes and during interviews is accurate and truthful.
- Respect: Treat all recruiters, placement staff, and peers with respect.

Dispute Resolution

In case of any disputes or grievances related to the placement process, students should adhere to the following procedure:

- Initial Complaint: Submit a formal complaint in writing to the placement office.
- Mediation: The placement office will review the complaint and mediate between the involved parties to resolve the issue.
- Escalation: If the issue remains unresolved, it can be escalated to the institution's grievance redressal committee for a final decision.

The placement process begins in September 2024 and completes by the end of May 2025 for UG Students and November 2025 for PG Students respectively.

By adhering to these guidelines, we aim to create a smooth and effective placement process that benefits both students and recruiting companies. We wish all our students' success in their professional endeavors.



Code Of Conduct for Students

Academic

- As per the university rule, it is mandatory for every student to attend a minimum of 75% of classes during an academic semester. Any prolonged leave/absence by any student is permitted only against submission of leave letter counter signed by the parents and with the supporting documents related duly approved by the HOD and the same should be brought to the notice of class teacher or mentor for any support or academic guidance required in the learning process. Any student who fails to secure 75% attendance will not be eligible to pay the university examination fee.
- Only in case of medical emergency, students may be granted up to 10% concession in attendance upon producing medical certificate from a registered medical practitioner / hospital.
- Students are required to take up weekly tests/assignments/monthly tests/seminars as decided by the respective subject teacher and 2 internal examinations as a part of internal assessment. Student must have 75% attendance to attend the internal assessment tests.
- Students should ensure that they attend all the Certification/ add on programme sessions regularly and will follow-up with class teacher.
- Active participation in all departmental activities/college activities as applicable is highly appreciated and the same will be considered favourably for continuous assessment.
- Participation of students in NCC/NSS/Fine Arts/Sports or any other community reach out activities is highly appreciated and encouraged. Students are required to submit authenticated documents endorsing their participation in such activities to get attendance and academic guidance from the department.

Discipline

- Students should strictly follow all rules and regulations in force now or which may be introduced later in the institution hereafter. Indiscipline and breach of rules and regulations on their part would entail forfeiture of his/ her seat in the institution.
- Students are required to adhere to the dress code as instructed and institution's timings on all working days.
- Students are required to come in formals (uniform for the schedule days decided by the department without fail). They are further required to follow the dress code of the college and should compulsorily wear College Identity card when they are in college premises.



- Students are required to come in formals (uniform for the schedule days decided by the department without fail). They are further required to follow the dress code of the college and should compulsorily wear College Identity card when they are in college premises.
- Standing/roaming in the quadrangle or in the corridor in between the classes is strictly not allowed.
- SEI is a Ragging free campus. Students must strictly follow the disciplinary mandates. Ragging is an inhuman act and is banned in the Institute. Students should not directly or indirectly indulge in, aid or abet any activity that might be construed as ragging. Students are expected NOT to be involved in any indiscriminate and illegal activities. Students, if found erring in this regard, are liable to necessary disciplinary and legal action. This may include lodging of a criminal case against the student at the Police Station as per the directive from the Honourable Supreme Court of India as well as expulsion from the Institute.
- Students are expected to maintain the highest level of integrity in examinations. The adoption of any unfair means like bringing banned material/ICT devices in examination hall, tampering with marked answer books etc. will result in strict disciplinary action by the Examination Committee, which may include rustication for one or more semesters, or expulsion from the Institute.
- Students who have joined the NCC and NSS will attend all Parade / Actives regularly and follow all the other related requirements.
- Continuation of scholarship or educational concessions to students will depend on good academic and moral conduct.
- Students should carry their Motor driving licence and wear helmet while driving two-wheelers.
- Mobile phones should be used judiciously in the campus (only when permitted).
- Use of social media should be done prudently. Uploading photos/videos and making derogatory remarks and comments tarnishing the image of the institution/faculty/staff/students on social media will be construed as a punishable offense.
- Students must ensure that the institute property is well kept at all times. In case any student is found to be involved in damaging institute property, then the student needs to compensate.
- Parents must visit campus and talk to the class teacher at least once in a semester, preferably after 1st internal examination. Parents should note that the student has direct access to UUCMS.
- All students have direct access to College Erp (DIGI) portal and University examination fees to be paid by the student directly on the UUCMS portal before the last date as specified by the university. Else student will not be eligible to be promoted to the next semester.



- Students should register on Digital Locker (Digilock) for receiving all marks cards and degree certificate directly from the university.
- Violation of the code of conduct will attract administrative/disciplinary action.
- Students are highly encouraged to pursue their studies in a conducive and intellectually stimulated environment and are required to follow all the above norms in order to stay focused in realizing the objectives.

Social media policy

- Use of social media should be done prudently. Uploading photos/videos and making derogatory remarks and comments tarnishing the image of the institution/faculty/staff/students on social media will be construed as a punishable offense.
- Student should respect privacy and feelings of individual in the institution and do not share/disclose the personal details or photographs of other students/staff.
- Students can share sensible information in their postings with prior permission from the concerned authorities.
- The institute is not responsible for the content shared in the social media by the students.



Examination Policy

- Generally, semester examinations are conducted during the months of December (Odd Semesters) and June (Even Semesters).
- The notification for exam fees payment will be released at least 45 days in advance.
- **Examination fees payment and enrollment of a student for the Semester End Examinations is mandatory. Otherwise, students will not be promoted to higher semester and admission stands cancelled.**
- Exam fees have to be paid for every semester.
- If a student misses paying exam fees, he will not be eligible for writing exams and will not be promoted to next semester, resulting in a year's loss.
- Under the State Education Policy, theory exams are conducted for 80 marks and 20 marks are allotted as internal assessment marks. (Under NEP it was 60 and 40 marks).
- Minimum attendance required to be eligible for enrolling for examinations is 75%. In every Course.
- All exam related notifications and circulars will be displayed on the Examination Notice Board from time to time.
- On the previous day of examination, the seating arrangement will also be displayed and posted to students.
- Any student entering late will not be allowed into the exam hall.
- Students should carry the exam hall ticket and college ID card compulsorily on all days of examinations or else there is a fine of Rs. 500/- to generate a duplicate hall ticket.
- Students should wear only formal dress, neat and comfortable dress, torn jeans and collarless T-shirts are not entertained.
- Students are advised to refrain from any malpractice during examinations. Involvement in any malpractice attracts stringent punishment decided by the committee appointed by the management.
- Students involved in any malpractice cases will not be eligible for ranks, awards, scholarships etc...
- To pass in a subject minimum 40% in written examination and 40% including IA marks in a subject to be secured.
- A minimum SGPA of 4.0 per semester is mandatory for a student to PASS in a semester.
- After the result announcement, there is an option of applying for revaluation and photocopy review of answer book.
- Failed students have the option of applying for Fast-track Supplementary Examinations (FSE) which will be conducted within a month after the announcement of the results.
- FSE has strict terms and conditions.
- Students can take Fast Track Supplementary Examinations for a maximum of 3 courses.



People You Should Know

SI No	Name	Designation	Department
1.	Dr. Veena K N	Principal	
2.	Prof. Mini K Abraham	Academic Co-ordinator	
3.	Dr. Harish G Ugraiah	Controller of Examination	Examination
4.	Dr. Anitha N	Head of the Department	MBA
5.	Dr. Balaji	Head of the Department	MCA
6.	Dr. Sudharshan H L	Head of the Department	Psychology
7.	Dr. Kiran Maney	Program Co-ordinator	Commerce & Management
8.	Mr. Jenin Raj	Program Co-ordinator	Humanities
9.	Dr. Farzana Tasneem	Program Co-ordinator	Science
10.	Prof. Vidya	Program Co-ordinator	Computer Science
11.	Dr. Vatsala Mohan	Head of the Department	Kannada
12.	Dr. Tirumal	Head of the Department	Sanskrit
13.	Prof. Chandana Jain	Head of the Department	Hindi
14.	Prof. Archana R	Head of the Department	English
15.	Dr. B R Satyanarayana	Librarian	Library & Information Science
16.	Mr. Girish G	Chief Administrative Officer	Administration
17.	Mr. Karunasekara Reddy	Chief Accounts Officer	Finance
18.	Mr. Manjanna B P	Director, Physical Education	Physical Education
19.	Mr. Kiran V	Placement Officer	
20.	Prof. Roopashree B R	Convener	Institution's Innovation Cell and E-cell
21.	Prof. Chandana	Convener	Department of Student Support Services (DOSSS)



Address

#16, SouthEnd Road, Basavanagudi, Bengaluru, Karnataka 560004

Student declaration

I have read the instructions and other details in this student handbook. I will abide by the rules and regulations of the institute and contribute to its growth.

Name of the student

Program

Date

Signature