



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>SURANA COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Bhavani M R</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>08026642292</b>
• Mobile no	<b>9880713553</b>
• Registered e-mail	<b>iqac@suranacollege.edu.in</b>
• Alternate e-mail	<b>ugprincipal@suranacollege.edu.in</b>
• Address	<b>Surana College, No-16, South End Road, Bangalore-560004, MBA, MCA &amp; M.Sc Psychology courses are permitted to run at, CA, 17, Kengeri Satellite Town, Bangalore-560060</b>
• City/Town	<b>Bangalore Urban District</b>
• State/UT	<b>Karnataka</b>
• Pin Code	<b>560004</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>

• Location	<b>Urban</b>				
• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>Bangalore University</b>				
• Name of the IQAC Coordinator	<b>Dr. A. Srinivas</b>				
• Phone No.	<b>08026541095</b>				
• Alternate phone No.	<b>08026642292</b>				
• Mobile	<b>9341241249</b>				
• IQAC e-mail address	<b>iqac@suranacollege.edu.in</b>				
• Alternate Email address	<b>ugprincipal@suranacollege.edu.in</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.suranacollege.edu.in/wp-content/uploads/2021/11/AQAR-2019-20.pdf">https://www.suranacollege.edu.in/wp-content/uploads/2021/11/AQAR-2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://assessmentonline.naac.gov.in/storage/app/public/aqar/12287/12287_96_227.pdf?1652334770">https://assessmentonline.naac.gov.in/storage/app/public/aqar/12287/12287_96_227.pdf?1652334770</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>A</b>	<b>3.44</b>	<b>2014</b>	<b>21/02/2014</b>	<b>20/02/2019</b>
<b>Cycle 2</b>	<b>A+</b>	<b>3.49</b>	<b>2019</b>	<b>01/05/2019</b>	<b>30/04/2024</b>
<b>6.Date of Establishment of IQAC</b>			<b>05/08/2009</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9. No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>• An Expert talk on "Driving Institution towards Autonomy - The Road Ahead " was conducted to the work force of the college by IQAC on 26-11-2020.</li> </ul>		
<ul style="list-style-type: none"> <li>• An FDP on "National Education Policy - Implications to HEI" was conducted to the work force of the college by IQAC.</li> </ul>		
<ul style="list-style-type: none"> <li>• In collaboration with Karnataka Science and Technology Academy (KSTA), Bharata Swatantra Amruta Mahotsav (BSAM) Lecture series was conducted on 02-06-2021.</li> </ul>		
<ul style="list-style-type: none"> <li>• As a part of spreading the quality consciousness, Quality improvement program (QIP) was conducted by IQAC for UG &amp; PG staff of the college on " Blended Class room - Faculty Engagement online &amp; Upskilling " on 03-06-2021 through FDP committee .</li> </ul>		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
Recruitment of teaching and non teaching staff	As per the requirement full time teaching faculty , guest faculty and non teaching staff were recruited
NIRF ranking & AISHE-2021	Participated in NIRF ranking AISHE -2021
Academic and Administrative Audit 2020-'21	The inferences of AAA was shared with all program heads and apprised the areas to focus for improvised deliverables.
Research promotion and publications	Teaching fraternity are encouraged to enroll for Ph.D programs and a few have enrolled, taken the entrance exam . Good number of research publications have been appeared in recognized journals during 2020-'21.
Handling Pandemic situation - Measures Taken	Special training was provided to Faculty to do effective mentoring during pandemic. A separate counselling cell by psychology dept. was started and addressed several cases through the cell. ICT tools like laptops, pen tablets & ZOOM licenses were provided besides MS-Teams licenses for on-line deliberations & Webinars.
National Education Policy - Implications & Orientation	Good number of training programs were conducted to the work force of the institution to understand the implications and Usefulness of NEP .
Collaborating with KSTA	Bharata Swatantra Amruta Mahotsav (BSAM)Lecture series was conducted in collaboration with Karnataka Science and Technology Academy(KSTA)

<p align="center"><b>Moving Ahead For Autonomous Status</b></p>	<p align="center">Prepared the Documentation for Autonomous status and submitted to the UGC . Got approval for the same from UGC</p>
<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p align="center"><b>Yes</b></p>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<p align="center">Name</p>	<p align="center">Date of meeting(s)</p>
<p align="center"><b>Governing Council</b></p>	<p align="center"><b>24/05/2021</b></p>
<p><b>14. Whether institutional data submitted to AISHE</b></p>	
<p>Year</p>	<p>Date of Submission</p>
<p align="center"><b>2021</b></p>	<p align="center"><b>24/03/2022</b></p>
<p><b>15. Multidisciplinary / interdisciplinary</b></p>	
<p><b>16. Academic bank of credits (ABC):</b></p>	
<p><b>17. Skill development:</b></p>	
<p><b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b></p>	
<p><b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b></p>	
<p><b>20. Distance education/online education:</b></p>	
<p align="center"><b>Extended Profile</b></p>	
<p><b>1. Programme</b></p>	

1.1	688
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	2155
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2	544
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	637
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	83
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	83
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	70
4.2 Total expenditure excluding salary during the year (INR in lakhs)	360.74
4.3 Total number of computers on campus for academic purposes	362

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Curriculum Committee is constituted with the Chairperson and the Program Coordinators. The institution believes in taking a holistic approach to effective curriculum delivery through a structured and transparent process. The committee takes care of all the implementation and planning of curriculum enhancement programmes, course design and the curriculum-related work by identifying learning gaps, industry expectations, new skills, knowledge enhancement. The committee ensures that curriculum planning, and implementation are efficient and effective.

The procedure followed is:

The syllabus of the institution is based on the Curriculum provided by Bangalore University.

- Timetable committee prepare timetable at department level-class wise. Also prepare unilateral at college level.
- The calendar of events for the institution and the department is prepared by the academic calendar of Bangalore University and by considering local, state, and national holidays.
- The calendar of events also includes a schedule for field

projects, internships, and dissertations. Guest Lectures are also planned with the intention of connecting the needs of industry and academia.

- The induction programme is planned to supply an overview of higher education and to bridge the expectations of newly enrolled students for the relevant programmes.
- Competency mapping is undertaken at department level.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/1.1.1 Curriculum Implementation .pdf">https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/1.1.1 Curriculum Implementation .pdf</a>

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- University calendar of event is guideline for opening of the academic year, semester reopening date, closing date and examination schedules.
- Calendar of event of the institution includes schedule of parent teacher meetings, add-on courses, guest lectures, clubs and forums activities, sports, projects, assignments and internal test schedule.
- The internal assessment is for 30 marks and conducted at college level by the Internal Examination Committee with the help of departments.
- From 2020-21 onwards per semester 3 internal tests are conducted.
- First Internal- after 30 % of syllabus completion; second internal after 70 % of Syllabus completion and preparatory after 90% syllabus completion.
- Time table of the internal tests are displayed on the notice board and conveyed to students through system generated personalised messages.
- Deputy-chief examiner is also the Internal Squad and looks after grievance free assessment and practice.
- The question paper is set to adhere the outcome base learning.
- The faculty prepares the question bank for students.
- Internal assessment parameters- 20 marks for internal tests, 5 marks for conducts/ participation/ assignment/ projects/



presentation etc. and 5 marks for attendance.

- Department's co-ordinator validates the results before submitting to Exam committee.
- Equal chance to improvise the score is provided to every student.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/1.1.2 Internal Assessment Examinations Dates.pdf">https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/1.1.2 Internal Assessment Examinations Dates.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**12**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

27

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1646

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institution practices to deal with Cross cutting issues which impacts the overall development of students. Most important among such issues are - Technology, Health and Hygiene, Gender equity, Capacity Building and Inequality.

The main focus is on :

- Teaching and Learning.
- Developing better communication skills.
- Problem solving and working with diverse skills.
- Integrating gender and environment.
- Management of Cross cutting Issues.

Institution creates awareness on environmental issues to build up moral and ethical values among the student community.

Institution also has established SHE Cell, NSS Unit through which such issues are addressed. Many activities are organized by SHE Cell on these areas. NSS Unit conducts activities to overcome the issues related to Human Values, Gender issues ,Environment and Sustainability.

The soft skills subjects which are introduced by the Bangalore University are dealt in detail to create awareness on the above issues. The Institution takes efforts to train students to integrate the cross-cutting issues through following courses. Environmental public health, Indian Constitution, Science and society Business Ethics, Personality development, Culture, Diversity and Society, Creativity and Innovation.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

56

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

518

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/1.4.1_Doc1_URL_for_Stakeholders_Report.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/1.4.1_Doc1_URL_for_Stakeholders_Report.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/1.4.2_Doc1_URL_for_FeedbackReport.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/1.4.2_Doc1_URL_for_FeedbackReport.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

**823**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

**425**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**The institute adopts various methods to assess students and identify**

their

learning levels by different mechanisms. Based on the merit in the qualifying

examinations, performance in class, regular interactions students are identified

Slow Learners and Advanced learners .Special programs for Slow learners and

Advanced learners are organized to cater to their needs. Advanced learners are

motivated to strive for higher goals helping them to participate in group

discussions, technical quizzes to develop analytical and problem solving

abilities in them and thereby, to improve their presentation skills. Encouraging

them to participate in National International Conferences and also they are

provided with additional inputs for better career planning and growth.

Each Department and subject teachers help the slow learners by giving proper

guidance and support to them through organizing bridge classes and remedial

coaching for them. Special attention is given to the students in the tutorial

classes, who are identified as the slow learners. Slow learners are specially

mentored and counselled by the subject expert. Encourage peer to peer and

buddy group learning through support of the advanced learners to the slow

learners in making their learning process more participatory and interesting.

File Description	Documents
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/2.2.1.ConsolidatedReport_SpecialPrograms_for_AdvancedSlowLearners.pdf">https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/2.2.1.ConsolidatedReport_SpecialPrograms_for_AdvancedSlowLearners.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2155	83

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Institute encourages student centric outcome-based learning methods. This approach is the base to achieve institutional vision and mission. This helps students to transform from passive seeker to active and involved learner.

Their participation in organising various co-curricular, inter/intra departmental, inter/intra-college events is best example of experiential learning approach. This not just enhance the confidence among students, also showcases the learning outcome instantly.

Dissertation project involving data collection, public relation for events, internship programmes, etc. helps to widen the student's imagination and experience.

Educational trips, Industry, Press, Theatre visit, Surveys, interaction with industry experts etc. nurtures the self-evaluative attitude among students superseding the lacunae in curriculum and leading to achieve the industry demands.

Discussions and debates on contemporary issues are encouraged. Skill

enhancement and generic courses are added to hone the students for life.

Compulsory involvement in non-CGPA courses like Rotaract, NCC, NSS, sports etc. impart knowledge to participate, integrate and evolve.

Research based group projects are assigned to students which helps them in reflective thinking, problem solving and to logically analyse.

Students actively participate in administration by serving as student representative in the committees like IQAC, Anti-Ragging Cell, Student Grievance Redressal Cell.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/2.3.1_Student_Centric_Methods.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/2.3.1_Student_Centric_Methods.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All classrooms are having working projectors and internet facility. The campus is enabled with 500 mbps bandwidth with necessary access points and routers which ensures uninterrupted data connection while implementing technology driven teaching-learning.

Institute provide MStems as a centralised platform for online classes, assignment submission and assessment. Class recordings are mandatory for all the teachers if indulging into online teaching practices. These recordings are available to students through college ERP software OPTRA INDIA. Students and parents can access these recordings by using the login ID and password provide them during admission time.

Google classroom and zoom are the other platforms use by teachers to engage students in learning activities.

Surana College runs a YouTube channel providing pool of lectures and other student centric activities. Apart from institute's channel, teaches have their own YouTube channels or video sharing platforms.



All teaching faculty members use LCD projectors for the effective subject delivery. Podcasts, Tedtalks, audios stimulations, virtual labs, virtual conferences, webinars, social media presence, blogging these are few of regular IT base student centric activities followed in institute.

Institute have language lab, software like Corel Draw, Photoshop are available to students and teachers for the betterment of class environment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

83

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

83

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### **2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

##### **2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

**15**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### **2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

##### **2.4.3.1 - Total experience of full-time teachers**

**928**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## **2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**As regulated by the Bangalore University, institute follows two assessment level**

1. Internal Assessment - 30 marks
  2. Semester end exam - 70 marks
- Every semester 2 centralised internal tests are conducted as per institute's calendar of event by exam committee.
  - Timetable of the internal tests is displayed on the notice board and conveyed to students through system generated personalised messages.
  - Internal exam committee is responsible body for the hassle-free internal assessment at college level.

#### Process of internal assessment

1. Respective subject faculty prepares question paper covering units specified in the lesson plan.
  2. Respective faculty prepares the scheme of valuation and answer keys for the same.
  3. HOD/ subject head validates the question paper
  4. The papers are set giving equal weightage to all the units taught
  5. Papers get valued as per the rubrics assigned.
- Department's co-ordinator validates the results before submitting to Exam committee.
  - The question paper is set to adhere the outcome base learning.
  - The faculty prepares the question bank covering every aspect of the unit prescribed for the internal
  - The evaluation of internals is displayed after assessing the student as per university guidelines.
  - Equal chance to improvise the score is provided to every student.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://assessmentonline.naac.gov.in/storage/app/public/aqar/12287/12287_96_227.pdf?1652190495">https://assessmentonline.naac.gov.in/storage/app/public/aqar/12287/12287_96_227.pdf?1652190495</a>

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

Internals are conducted as per the Exam Committee Manual. Timebound and transparent methods are adopted at summative as well as formative assessment. Two centralised exams are conducted apart from

assignments, open book test, unit test, tutorials, projects and presentations.

Schedule for internal tests and assignments is informed to students at the beginning of academic year through calendar of events.

Internal marks are displayed on notice board and also uploaded on the institute's student progression software OPTRA. Students as well as parents can login with the password and ID provided to them during admission and keep a track of internal assessment marks anytime anywhere.

Internal test answer scripts are discussed and handover to students immediately after the valuation. Students are free to approach teachers regarding the assessment. If the ward is unsatisfied with the explanation given by teacher can approach the exam committee and seek clarification.

For online assessment the rubrics are provided per question and the assessment clarification is mentioned next to the test question.

This process and transparency are conveyed to students by mentors during the mentoring sessions as apart of academic counselling and also conveyed by the exam committee before internal tests.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/2.5.2_Internal_Exam_Grievances_Report.pdf">https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/2.5.2_Internal_Exam_Grievances_Report.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The programme out comes are set with the help of objectives provided by the university and modified by the institute to adhere the everchanging market demand.

The conscious efforts are made by the teachers to percolate outcome base learning system in the institute. Hence first and foremost the program outcomes ae displayed in the department, on the notice board in the corridor, department's course book and on college website.

Programme outcomes are conveyed to parents and students during admission counselling, at the orientation program, during bridge courses and at the beginning of every new unit as to make student understand the objective of the lesson they are studying.

Course outcomes are prepared by all the course teachers and displayed on the college website at the beginning of the academic year. The same are oriented to students before every unit and at the end of unit the test in the form of written or oral is conducted to assess the outcome of the course and its reach.

Regular FDP's and works shops are conducted to understand and evolve the concept of the of outcome base learning.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/2.6.1_PO_CO_forAll_Courses.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/2.6.1_PO_CO_forAll_Courses.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

As an affiliated college to university the PO and CO attainment is done through direct methods. The attainment is done based on internal assessment and external assessment.

Process of attainment of COs, POs and PSOs starts from writing appropriate COs for each course of the program. The COs are written by respective faculty member using assessment rubrics for each assessment in each CO to assist students to clearly identify the expected standards of review (suggested by Bloom's taxonomy) Then correlation was established between COs and POs in the scale of 1 to 3, 1 being slight, 2 being moderate and 3 being substantial. A mapping matrix is prepared for every course in the program including language and soft skill subjects.

Three IA tests are conducted for each course in a semester. In each test, the percentage of students who achieve a set target (60% of the maximum marks 15 of 25) for the COs that are covered is

computed. After three tests, the average of these percentages is computed to decide the attainment level.

The outcome of attainment is mapped with departmental Vision, Mission & Objective displayed on institutional website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.suranacollege.edu.in/top-bba-colleges-in-bangalore.html">https://www.suranacollege.edu.in/top-bba-colleges-in-bangalore.html</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

637

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/ANNUAL_REPORT_2020-2021.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/ANNUAL_REPORT_2020-2021.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/2.7.1\\_StudentSatisfactionSurvey.pdf](https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/2.7.1_StudentSatisfactionSurvey.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects /

**endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****318350**

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides****1**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****3**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<b>Nil</b>

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Innovation is to be regarded as an instrument of necessary and positive change. The innovation and knowledge sharing have been together with academic literature.

Each programme has contributed a sustainable design to the innovation like e-libraries from library department. It is a systematic review that covers the transfer of knowledge by sharing weblinks, you tube links, e-library, Google quiz, Seminar, Workshop Webinar in all the subjects through ICT Enabled facilities like Google classrooms, Zoom app and M S Teams in the departments to students.

The institution has been working on various initiatives and one such is the Incubation and Innovation Cell to give students a good platform to innovate.

Surana College has made provision for creation of knowledge by the teaching expertise and acquiring their skill by various collaboration in sharing knowledge to young minds. Technology applications need a solid theoretical foundation based on purposeful, systemic research, and a sound pedagogy provided by the IT Professionals.

Due to Covid-19 the scenario has changed in to a transition period of using such platforms and institute has conducted FDP and workshop for teaching fraternity to get success in the period.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/3.2.1_INNOVATION_ECOSYSTEM.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/3.2.1_INNOVATION_ECOSYSTEM.pdf</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

32



File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	<a href="https://www.suranacollege.edu.in/research-publication.html">https://www.suranacollege.edu.in/research-publication.html</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

35

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

25

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Committee for extension activities is in existence. During orientation program 1st year students are sensitized and motivated to enroll for NSS, NCC, Student Forums/Clubs etc.

Services rendered by NSS team during 2021 has covered several aspects such as environment, health and helping the poor etc. Some of the activities conducted through NSS are as follows:

- Nutrition awareness on the occasion of National nutrition week: The week is observed to make people understand the importance of nutritional and adaptive eating habits to maintain healthy lifestyle.
- COVID 19 warrior: Students got an opportunity to serve as warriors of Covid-19 and assisted police and doctors.
- Visit to Adanya Chetana Foundation: Students came to know about different works to save environment in terms of Reuse and Recycle policy.
- Mental Health & Stress Management Webinar: Department of Commerce conducted webinar of Mental Health & Stress Management with collaboration of Youth Red Cross & Bangalore University for both faculties and students to make them understand the importance mental health & how to manage stress.
- Special village camp in Indalawadi Village: NSS Camp
- Youth for Seva: 100 NCC Cadet student deployed as volunteers to coordinate COVID-19 screening of SSLC students appearing examinations.

File Description	Documents
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/3.4.1_Report_on_ISR.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/3.4.1_Report_on_ISR.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### **3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

#### **3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

93

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### **3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

6311

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

162

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

17

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

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 SqMts).

The infrastructure details are as follows:-

- Out of 67 (average area: 572 SqFt/classroom) 39 classrooms, an auditorium and 2 seminar halls are enabled with ICT facilities.
- 13 laboratories (average area: 1119 SqFt/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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/4.1.1B_InfrastructureDetailsGeotaggedPhotos.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/4.1.1B_InfrastructureDetailsGeotaggedPhotos.pdf</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

State of art infrastructure facilities for sports and cultural activities are being created at both the Campuses. Details as follows:

- Separate Room for Physical Education Director, facilities for indoor games like: Table Tennis, Chess & Carom are being provided in both campuses.
- Shuttle Badminton court & Well-equipped Gym has been provided (56 SqMts) in South End campus.
- The college has obtained a utility letter from concerned authority to make use of the Armugam Ground for the purpose of NCC & outdoor sports events.
- The institute will make use of the Corporation grounds to conduct the Annual Sports meet.
- To promote the sports personalities at National & International level, the College supports students to enroll in SAI, DYSS & other reputed sports organizations.
- A room with 68 SqMts. is well equipped and developed as Yoga and cultural practice room at South End campus.
- An auditorium (seating capacity 300) with the cutting-edge technology and a Seminar Hall (seating capacity 100) with the plug & play facility have been created at Kengeri campus.
- A Seminar Hall (seating capacity 200) with plug & play facility to cater the needs of cultural activities at South End campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/4.1.2B_InfrastrureSportsYogaAndCulture.pdf">https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/4.1.2B_InfrastrureSportsYogaAndCulture.pdf</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

42

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/4.1.3B ICT InfrastructureDetails GeotaggedPhotos.pdf">https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/4.1.3B ICT InfrastructureDetails GeotaggedPhotos.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

54.92

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

## 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

## 4.2.1. Library is automated using Integrated Library Management System (ILMS)

Name of the ILMS software : Easylib

Nature of automation (fully or partially) : Partially

Version : WEB OPAC 6.2

Year of Automation : 2004

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

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

- College Library functioning in both South End (2625 SqFt) and Kengeri (1852 Sq.Ft) with separate librarians
- Libraries have Open Access System and partially automated with Easylib Web OPAC 6.2 software.
- DDC system is adopted for classification and cataloguing services are provided on OPAC.  
([http://libsrv/EPAC/EPAC\\_selorg.asp?status=exp](http://libsrv/EPAC/EPAC_selorg.asp?status=exp))
- South End Campus Library seating capacity for 80 users. Presently 25585 books, 29 journals, 31 magazines and 18 newspapers are available.
- Kengeri Campus Library seating capacity for 120 users at a time. Presently 18001 books, 93 journals, 25 magazines and 15 newspapers are available.
- Many numbers of e-books and e-journals are available through NLIST/INFLIBNET and DELNET.
- Digitized (pdf) version of previous years Question Papers (<https://bit.ly/3ittHq5>) and SCL- One Reference Library (<https://bit.ly/33MtHeZ>) are made online available to users. Users can access same on anywhere and anytime.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/4.2.1B_LibraryAdditional.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/4.2.1B_LibraryAdditional.pdf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**6.34**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**132.20**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

As the teaching pedagogies are continuously evolving, driving the institutions to adopt and absorb the technology for improvised academic deliberations and effective administrative operations, IQAC constantly advocate need for ICT upgradation across the institution. IQAC periodically reviews the ICT infrastructure and its utilization with the help of ICT Committee and advises the concern to address the issues that are observed and inferred. The institution is armed with 500 Mbps shared bandwidth from ACT Fiber vendor and the campus is WI-FI enabled with enough Routers/Switches, Access points for seamless WI-FI facility.

As per the advice of ICT committee, during 2020-'21, thirty (30) desktops were procured with high end configuration and given to the departments, office and wherever old systems were to replace. During second LOCK-DOWN, fifteen (15) Pen Tablets were procured and given to various dept. faculty to enable them to take ON-LINE classes effectively. As advised by ICT committee TEN (10) Laptops were purchased and given to the work force of the college as needed and asked. To facilitate ON-LINE academic deliberations during Pandemic, ZOOM licenses were procured and given to the teaching fraternity in adequate number.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/4.3.1B_ITInfrastructureDetails.pdf">https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/4.3.1B_ITInfrastructureDetails.pdf</a>

#### 4.3.2 - Number of Computers

232

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

259.49

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

**Established systems and procedures for maintaining and utilizing physical, academic and support facilities as follows:**

- The utilization and maintenance of infrastructure at campus is handled by separate team headed by Manager. Maintenance and upkeep of facilities are undertaken regularly both through in-house staff and AMC outsourced to expert agencies.

- Most of the facilities like lifts, ACs, Generators, Aquagaurds, Extinguishers, Computers etc. are maintained through AMCs. For 2020-21, spent on AMCs is 6.52 Lakh.
- Qualified Electrician and plumber are appointed for campus maintenance and monitored through regular inspection.
- Classrooms are allotted as per prescribed timetable. Teachers use teaching aids like LCD, Laptops for teaching. These are all well maintained by maintenance team.
- College has Sufficient ICT facilities with latest configuration. One System Administrator in each campus is looking after these facilities
- Laboratories equipment's are procured in structured manner and is maintained regularly.
- Libraries are managed by qualified Librarians with Library Assistants and supporting staffs.
- Sport Facilities are maintained well, under guidance of PED.
- Logbooks are maintained and prior intimation/permission is required for using Auditorium/Seminar-Hall. Official in-charge will take care for arrangements, once it is booked.
- Transportation vehicles are monitored & maintained by the official in-charge periodically.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bit.ly/3Igg7Uq">https://bit.ly/3Igg7Uq</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

311

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### **5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

#### **5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

**443**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/5.1.3_Capacity_Enhancement_Programs.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/5.1.3_Capacity_Enhancement_Programs.pdf</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

196

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

196

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

176

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

112

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

80

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

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

5

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Surana College creates platform for active participation of students in various academic and administrative bodies including other co-curricular activities and ensures absolute transparency. This helps



to promote leadership, ownership, citizenship, human relations and cultural values in the college.

Student council comprises of chairman, coordinator and class representative from each class as members.

Student council members along with other students participate in various academic, co-curricular & extracurricular activities organized by various committees/ clubs that are existed in the college and students are members of these committees also.

Students collectively participate in organizing sports, cultural, field visits, alumni meet, parent teacher meetings etc. During 2021 activities organised in college with students' involvement are as follows:

- Independence Day - Quiz Competition
- International Day of Democracy
- International Day of Peace
- Swach Bharath Swasth Bharath
- World Mental Health Day - National E - webinar
- Cycle Marathon
- E-Orientation
- Flash Mob
- Student Council Inauguration
- Youngistaan Week
- Webinar on income opportunity
- World Earth Day
- Let's Nacho - Solo Online Dance Video Contest
- Panel Discussion - Help India beat Covid - 19, the second wave
- Mandala Workshop - Webinar
- World No Tobacco Day
- World Food Safety Day - Webinar
- Jondu Craft Workshop
- Nightingale of Surana 2021
- World Organ Donation Day
- Teachers Day Celebration

File Description	Documents
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/5.3.2 Doc1 StudentCouncil ActivitiesReport.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/5.3.2 Doc1 StudentCouncil ActivitiesReport.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

22

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

#### Alumni Association of Surana College

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.

It has been consistently playing a vibrant role in shaping student's career and future by inculcating good value system.

The Alumni Association conducts regular meetings wherein the members closely interact with each other on issues pertaining to development of the Students. Their ideas and suggestions are duly recognized and implemented by the college administration. "To improve is to change; to be perfect is to change often." So from 2018-19 year onwards Surana Alumni Association is transformed with new structure. Under the Umbrella of Surana Alumni Association now we have several Chapters created in order to bring proactive and enthusiastic learning through different Alumni activities throughout the year. The alumni has been contributing financially and non-financially through various means.

Around 550 Members have newly joined to Alumni association and contributed financially around 5,79,000/- for welfare of the needy students.

Non-financial contribution includes career guidance, workshops, guest lectures, Seminars, Panel discussions and many more..

File Description	Documents
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/5.4.1_List_Alumni_With_AmountContributed.pdf">https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/5.4.1_List_Alumni_With_AmountContributed.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

A. ? 5Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Institute's Vision is "To be the educational-institution of preferred choice by ushering convergence of knowledge, skills and values through holistic education" and the Mission is "To mould character and careers". All the strategies and plans laid out in the institute resonates with the vision&mission statement. In order to be student-centric, transparency and governance is adhered to at every level. "Walk-the-talk" has been of paramount importance to every employee of the institute; both teaching and non-teaching. In order to become a preferred institution of every stakeholder, decisions are inclusive in nature and responsibility and accountability is shared in a structured manner. An "Open-Door policy" adopted by the top-management enables every employee to walk in and give their suggestions/observations from time-to-time. The committees are formed create the requisite space for the teachers to voice their opinions. The outcomes of these committees are submitted

to the Principal/IQAC so as to enable to take the right decisions and policy making. These are discussed in Faculty meetings and final decision is taken in concurrence with the Management. Faculty-representation is done at the Governing-Body so as to encourage their participation in strategic decision-making process.

File Description	Documents
Paste link for additional information	<a href="https://www.suranacollege.edu.in/about-us.html">https://www.suranacollege.edu.in/about-us.html</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Most of the institutional practices are decentralized through different committees and thereby facilitates participative management. One case study that showcases decentralization and participative management is how training needs are identified at the faculty level. Upskilling and upgrading is an integral part of Faculty career progression. In this pursuit, training requirements are collected from each faculty on a semester basis.

Once the training needs are collected, they are mapped to identify which are the most commonly needed training programs that are needed by the faculty. Training needs are divided into Academic specific, technology specific, pedagogy specific and other soft skill centric categories.

Once identified, the Heads of department, Head of Learning and Development and the Principal decide the ones that need to be prioritized and delivered over a period of time. Those training programs that should be done at the institutional levels are phased over the semester and delivered either by an in-house faculty or an expert from the field.

If a faculty needs a domain-specific training (Example, Python or C programming), such a training need is catered to through an Expert institution with whom the institute has a collaboration. Hence the training programs is completely need-based and faculty-driven.

File Description	Documents
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/14.Information_Documents_Supporting_Case_Study.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/14.Information_Documents_Supporting_Case_Study.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The most important part of a Strategic Plan is to scan the environment and understand the changes that surround the institutional deliverables. Although a strategic plan is laid out for the long term, it is imperative to understand how the policies of the Government may impact the future working of the institute. Accordingly, effective deployment of plans may require certain resource up-gradation and a slight deviation from a planned course of action. 2020 was a year when New National-Education-Policy was floated by the central government and was planned for early implementation in Karnataka.

Keeping this progress in the policy matters, the institute first hosted an institute-wide workshop on understanding the nuances of the NEP 2020. Soon after, a series of workshops were also hosted in small batches to enable a complete understanding of the policy and empower the faculty members to undertake the implementation of the policy at an institutional level. These workshops were continuous and interactive, giving enough time for the faculty to introspect and oversee the dissemination of the policy at grassroots levels.

Even before the government had made it mandatory, several levels of interaction with stakeholders were completed to initiate new policy with a smooth transition.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/6.2.2_ORGANOGRAM.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/6.2.2_ORGANOGRAM.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute at the apex is ably led by the Managing Trustee and the Board of Governors. The top management help in formulating the policies and procedures that commensurate with the best-in-class practices across the industry. The organogram describes the flow of communication, authority and responsibilities. There is a clear indication of the roles and responsibilities of the people at the helm of affairs at campus. The organogram looks quite a flat structure because people believe in a matrix form of an organisation rather than inflexible systems that only denote authority. At the operational levels, the institute is headed by the Principal, who is the figure-head and takes the responsibility of the overall functioning of the institute.

There is a separate wing for Academic, Quality-Control, Administrative and Finance. There is an absolute clarity regarding the roles and responsibilities for each of these and they work perfectly in sync-with each other. These departments are known to be highly responsive to the needs of all their stakeholders.

During the year 2020-21, an additional responsibility centre was created-Director-Learning and Development. This was created to-update the teaching and non-teaching staff according to the changing needs of the industry.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/6.2.2_ORGANOGRAM.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/6.2.2_ORGANOGRAM.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The human resources of the institute lie at the heart of its operations. Taking good care of the staff has been of prominence ever since its inception. This is evident from the fact that some of our staff have been working for over 25 years and are seemingly satisfied with the workplace. The institute not only takes care of the financial needs of the staff; but are vary of their physical and psychological well-being.

Their physical well-being is taken care of through interventions of yoga and meditation classes. The welfare measures can be classified under statutory and non-statutory measures. This includes Work-From-Home (during COVID 19), holidays for staff who contracted COVID 19, Medical insurance, Paraspara (In-house financing facilities for staff), Outbound activities (Annual Get togethers), Incentives for motivating students to achieve university ranks, Maternity leave,

Gratuity, Provident Fund, ESI, Medical Insurance, Fee concession for children of staff studying in any of our institutions and facilities to purchase books and periodicals. Employees' completing 20/15/10/5 years of service are felicitated with cash gift and memento.

File Description	Documents
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/6.3.1 Doc1 PolicyDocument WelfareMeasures Teaching NonTeaching Staff.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/6.3.1 Doc1 PolicyDocument WelfareMeasures Teaching NonTeaching Staff.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**13**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

**9**



File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

67

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance-appraisal is done annually and in a formalized way for both teaching and non-teaching staff. The appraisal system is chalked out differently for teaching and non-teaching staff.

As a prerequisite for appraisal, communication channels are kept open and conducive among the staff at different levels. Supervisors

and Heads of Department are encouraged to hold periodic reviews and discuss key parameters&behaviours are pertinent for achieving the goals of the institute. Once the job clarity is given to the staff, they are held accountable and responsible for their areas of work. Also, the individual performance benchmark is laid down by the management in consultation with the Principal, Heads of department and administrative-head. The purpose of the evaluation is to provide feedback to employees about their work performance, assist employees in staff and professional development, identify employees' leadership qualities, and achieve the College's goals.

For the administrative-staff, the parameters included for appraisal is behaviour-based and skill-based. The institute does a 360-degree appraisal for the non-teaching staff.

For the teaching staff, the institute has designed a structured, objective mechanism that includes self-appraisal by faculty, peer evaluation by the Head of Department, evaluation by the Principal and students' feedback.

File Description	Documents
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/30.PerformanceAppraisalPolicy_AnnualIncremental_Policy.pdf">https://www.suranacollege.edu.in/images/NAAC/AOAR20-2021/30.PerformanceAppraisalPolicy_AnnualIncremental_Policy.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has a well-established mechanism to conduct both internal and external audit. Qualified internal Auditors from external resources are permanently appointed. Team of staff do thorough check and verifications of vouchers, records, books, e-statements of the transactions, budget estimations, cash transactions, bank reconciliation statements and verification of the events in the area of financial managements.

**Mechanism of Internal audit:**

- Verifications of student's fee registers.
- Authorization of fees concessions, controls, policies.
- Examining statutory payments to different bodies like EPF, ESI, TDS, Income Tax.
- Examining Bank Pass book.
- Examining Grants, sponsorships, deposits, payments.
- Interdepartmental stock checking reports.

Internal audit is carried out twice a year:

1st Audit - in March to obtain budgets and approvals.

2nd Audit - in September to review utilization of budgets.

External Audit:

Carried out in an elaborate manner on yearly basis by TD Jain and Disakaria, Chartered Accountants.

Mechanism and settlement of objections of External Audit:

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

File Description	Documents
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/24.Internal%20External%20Audits.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/24.Internal External Audits.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during**

the year (INR in Lakhs)

100

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution has a well-planned process for the mobilization of funds and resource.

Resource mobilization is also carried out by following means: -

- Institution is financially viable by self-generating funds through student fees.
- GDA Foundation monitors fundraising and infrastructure development. Every year funds are received from its corporate body Microlabs.
- Funds are generated through Interest on corpus fund
- Institution get grants from government bodies like UGC, AICTE, NAAC, KSTA.
- Funds are received from non-government agencies and philanthropist,
- Institution is located in prime location with easy commutable services. Funds received by outsourcing infrastructure and human resource
- State-of-art auditorium is much in demand for many educational institutions to conduct their programmes.
- Funds from alumni donors

Optimum utilization of funds is ensured through:-

- Adequate funds are allocated for effective teaching-learning practices that include Orientation Programmes, ERP, LMS, Induction Programmes, Research activities, Workshops, Inter-disciplinary activities, training programmes that ensures quality education.

- Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets.
- Enhancement of library facilities and Journals to augment learning practices.
- Adequate funds are utilized for development and maintenance of infrastructure.
- Funds are allocated for social service activities through NSS, NCC, Rotoract and Student council.

File Description	Documents
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/25.ResourceMobilization_Optimum_Utilization_Policy.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/25.ResourceMobilization_Optimum_Utilization_Policy.pdf</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

IQAC is the hub for Quality Assurance, Quality sustenance and Quality enhancement at the institute. Regular meetings with peer groups in campus allows free flow of ideas; some of which are headed to be our best practices. Major function of IQAC at Surana College is to identify some of the best practices that can be implemented pan institution. Apart from scanning the internal departments for best practices, the voices of our students and other stakeholders also help us analyse where improvements can be made and how we can create solutions to gap areas.

Two major activities that IQAC has undertaken are Academic and Administrative Audit (AAA) and Feed-Forward System. AAA helps us analyse the entire department along with their key strengths and areas for improvement. Strengths are further analysed by team of internal and external experts and identify the possible strategies that can be implemented pan Surana College. Feed-Forward system helps us to take the Feedback collected from the stakeholders to the next level. The feedback is analysed in a proactive manner and appropriate action plans are taken to ensure that gap areas are filled aptly. Annually, IQAC has been successful in identifying two practices that can be institutionalized.

File Description	Documents
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/6.5.1_Feedforward_Mechanism.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/6.5.1_Feedforward_Mechanism.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC envisions a consistent review of its teaching learning process, structures and methodologies of operations and learning outcomes. Academic calendar becomes the starting point of operationalising the academic plan envisaged for the academic year. The operational efficiency of the department is gauged by comparing academic-calendar and actual outcomes achieved in a semester. This helps IQAC in deriving better structures that would achieve superior-learning-outcomes.

The basic premise of teaching learning process is the competency mapping of the faculty based on which courses are allocated. This scientific method ensures that faculty has the requisite domain expertise to deliver the course well. Lesson plan and work-diary is another tool that works as planning and control mechanism for teachers. This information is captured in the Handbook which is made available to every student.

Apart from academics, the institute focusses on co-curricular activities that intensify the learning-outcomes. Guest lectures from domain experts, industrial visits, quiz, case studies, role plays and students' research and publications provide a platform to apply what they have learnt. The feedback analysis received from students and results analysis (both internal and external) provide cues for areas of improvement and subsequent training requirements of the faculty members.

File Description	Documents
Paste link for additional information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/6.5.2_Participative_Learning.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/6.5.2_Participative_Learning.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/ANNUAL_REPORT_2020-2021.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/ANNUAL_REPORT_2020-2021.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**SHE Cell aims at removal of gender bias or discrimination, sexual harassment, and other acts of gender-based violence by organising awareness programmes and campaigns for the benefit of all members 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. The functions of these committees are displayed on the website and information is**

being disseminated to the students through orientation and induction programs.

The institution provides safety and security facilities for the staffs and students such as CCTV Surveillance throughout the campus and security arrangement. Students wear ID cards at all times and outsiders are checked by security staff . The institution has a Counselling Centre and good mentoring system for students to take care of their 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 also provided. The institution promotes gender sensitization through workshops, seminars, guest lectures, counselling.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/7.1.1_Doc1_AnnualGenderSensitizationActionPlan.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/7.1.1_Doc1_AnnualGenderSensitizationActionPlan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/7.1.1_Specific_Facilities_Women.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/7.1.1_Specific_Facilities_Women.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste



management Biomedical waste management E-waste management Waste recycling system  
Hazardous chemicals and radioactive waste management

Segregation of waste at source level is practiced in the campus. So that, disposal and recycling had been done accordingly.

Separate waste bins for dry waste, wet waste, plastic waste and e-waste are kept at appropriate locations of the campus.

Waste is also segregated as Biodegradable that can be decomposed by natural agents. and non-biodegradable substances that are not decomposed. Degradable waste are processed in Kumba and used as manure for the plants and trees.

Separate bins are used across the campus for Dry and Wet wastes. Each room (Staff, class rooms, office, restrooms, and library) is provided with the dustbin to segregate waste.

The housekeeping staffs cleans and collect the wastes generated inside the campus and dumps them into the larger waste bins in segregated manner at disposal point. From, there the wastes are taken by the BBMP vehicles.

For wet Waste Management waste, which is produced from the canteen in the campus, remains of the tiffin boxes brought by the students, teachers, & non-teaching staff of the college, separate bins to collect food waste is kept in canteen. The canteen in-charge segregates the food waste as degradable for further processing.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the**

A. Any 4 or all of the above

campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>	<b>A. Any 4 or All of the above</b>
<ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of bicycles/ Battery-powered vehicles</li> <li>3. Pedestrian-friendly pathways</li> <li>4. Ban on use of plastic</li> <li>5. Landscaping</li> </ol>	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>A. Any 4 or all of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p><b>A. Any 4 or all of the above</b></p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>
<p><b>Institution provides inclusive environment with the intention to inculcate tolerance and harmony towards different cultures, religion and other diversities. Such knowledge promotes personal growth while enabling to learn new things about different culture. It also gives cultural awareness and acceptance, which can help break down</b></p>

cultural barriers while interacting with people of different backgrounds

In order to enhance the knowledge on the historical background of Indian art and crafts and how it is important for any tourists to know the value of authentic crafts from India many visits were organized by the institution. These visits helped the students to know about the history of art and craft in India and how handicrafts had always been a major part of self-dependent economy in India. Institution also organized food festival where the main objectives was to provide awareness on tourism, to give a platform to the students to expose their talents. These kinds of events sharpen their skills in Marketing, Event Management and Function Catering. The theoretical knowledge of these courses & Workshops organized by the College give the students an opportunity to gain the practical experience by organizing events. Events provide a platform for students to showcase one's unique talents

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. The students are inspired by participating in various programs on Blood donation, vaccination drive, assisting as corona warriors, taking part in Fit India walkathon, paying tribute to soldier and talks are arranged on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted programs like taking Covid pledge which was given by government of India. Code of conduct is prepared for students and staff and everyone should obey the conduct rules.

Many lectures were arranged where speakers shared the vast knowledge about the Constitution, Legislation and laws regarding the protection to the women Rights with special preference to the Violence, Gender equality and women empowerment during Pandemic. Thus the institution undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/7.1.9_Doc1_Details_ActivitiesConducted_InculcateValues_Necessary_RenderStudents.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/7.1.9_Doc1_Details_ActivitiesConducted_InculcateValues_Necessary_RenderStudents.pdf</a>
Any other relevant information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/7.1.9_Doc2_IndianConstitutionSyllabus_Timetable_CourseOutcome_Orientation.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/7.1.9_Doc2_IndianConstitutionSyllabus_Timetable_CourseOutcome_Orientation.pdf</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution celebrates National festivals which play an important role in planting the seed of nationalism and patriotism among the students. Celebration of these festivals commemorates the sacrifices of our great leaders and freedom fighters who laid down their lives in the foundation of this country.

Every year Institution celebrates birth anniversary of Mahatma Gandhi's who is a pioneer of India's Independence Movement to send the message of peace and non-violence.

National Youth Day is celebrated every year to honor the birth anniversary of Swami Vivekananda, one of India's greatest leaders and believers of youth power.

Republic Day which marks the celebration of the empowerment of Indian citizens to select their own government. This day commemorates the process of establishment of Indian Constitution. Mother's Day, an occasion which is celebrated in various parts of the world to express respect, honor, and love towards mothers. Sanskrit day is the day which commemorates the ancient Indian language of Sanskrit and aims to promote its revival and maintenance.

These commemorative days and events help students to remember as an important day only if they are told what the occasion signifies. Celebration makes them aware of the world in a more fun way.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICE - 1

**TITLE OF THE PRACTICE: Faculty Capacity Building for Research and Publications**

**OBJECTIVE OF THE PRACTICE:**

An important tool for HEIs is its ability to produce and publish research in international referred publications. The shift demands radical change that entails socio-cultural and administrative factors.

**THE CONTEXT:**

Research supports the development of enquiring minds and inspires innovation, creativity, critical thinking, and problem-solving

**THE PRACTICE:**

The purpose of Capacity Building for faculty was to prepare them to inculcate research-based teaching and use research extensively among student community

**EVIDENCE OF SUCCESS**

Faculty published books, book chapters, research articles, publication in reputed journals and preparing monographs

### BEST PRACTICE - 2

**TITLE OF THE BEST PRACTICE: PROACTIVE IMPLEMENTATION OF NEP 2020****OBJECTIVE OF THE PRACTICE:**

The key changes that the NEP in Karnataka would bring paradigm shift with multiple entry and exit points, degrees - four years and research component.

**THE CONTEXT:**

It is imperative to strengthen and refresh the skills of teachers on a continuous basis

**THE PRACTICE:**

A tie-up with CESS for a phased intervention and continuous engagement with the faculty and management and workshops

**EVIDENCE OF SUCCESS:**

Students given the Choice Based Credit System, Open Electives

File Description	Documents
Best practices in the Institutional website	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/7.2.1_Doc1_InstitutionalBestPractices.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/7.2.1_Doc1_InstitutionalBestPractices.pdf</a>
Any other relevant information	<a href="https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/7.2.1_Other_RelatedInfo.pdf">https://www.suranacollege.edu.in/images/NAAC/AQAR20-2021/7.2.1_Other_RelatedInfo.pdf</a>

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institute works on certain recognizable attributes for which outcomes are tracked. The Planning Committee consisting of the Principal, IQAC and the Heads of Departments meet during the commencement of academic year to discuss the strategies to be adopted for considering a dynamic environment.

Hybrid Learning was adopted on a regular basis ensuring the safety and security of the students during the pandemic time. Recorded lectures, video-based learning, student presentations and virtual



internships marked some of the hallmarks of this session.

Social outreach has been the cornerstone on which the ethics and values of the institute is built. Social outreach programs were undertaken by the wings of NCC, NSS, Rotaract, Student council and other departmental clubs.

Well-being of staff and students An In-house Well Being Centre was floated on a pilot basis and saw a lot of our students and mentors counseling their peers.

Career involves appraising career opportunities available for a graduating student in terms of entrepreneurship, higher education, and placements based on their skill sets

Project Based Learning was adopted in most of the programs to ensure students attend to professional lectures and workshops that enhance their capability towards analytical and creative thinking process.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. To manage stakeholder transition into the regime of NEP 2020.
2. To prepare the institution for grant of autonomy from UGC and Bangalore University.
3. To increase the alumni and industry interaction for students.
4. To increase Ph.D enrolment of faculty.
5. To improve placements in terms of total number of campus. placements and salary package offered to the students.
6. To operationalize M.Sc program and establish the lab facilities.
7. To improve Research and publications of the faculty.
8. To increase collaborations with industry and institutions of prominence.