



**SURANA COLLEGE  
PEENYA**

Affiliated to Bangalore University | Recognised under Sec. 2(f) of UGC act  
ISO Certified : EMS & EOMS | Accredited by NAAC with A



# **STUDENT HANDBOOK**

## **2025-26**



# SURANA COLLEGE PEENYA

Affiliated to Bangalore University | Recognised under Sec. 2(f) of UGC act  
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## STUDENT DETAILS 2025-26

Name .....

Registration No .....

Programme .....

Stream .....

Class .....

Address .....

PIN .....

Ph. # (H) ..... (M) .....

Email .....

### EMERGENCY CONTACT

Name .....

Ph. # (H) ..... (M) .....

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# 01. About the Institution

## GDA FOUNDATION

The GDA Foundation started in 1993 as a family trust by the initiative and vision of Sri. G.C. Surana, industrialist, entrepreneur and visionary who committed himself to the cause and welfare of society. The tenet of Jain philosophy 'Service to Mankind' is basic to the functioning of the Surana Educational Institutions. The Jain doctrine believes in sound morals and establishment of close relationship between happiness and goodness. Jainism believes that the youth shall be made aware of, and alive to, the higher values of life and to a steadfast pursuit of these values.

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

## SURANA EDUCATIONAL INSTITUTIONS

Surana Educational Institutions (SEI), a distinguished name in higher education in Bengaluru, India, has been dedicated to providing quality learning experiences for over three decades, serving over 50,000 students. With multiple campuses and a diverse student body, SEI offers a wide array of undergraduate and postgraduate programs across disciplines including Arts, Science, Commerce and Management, Computer Applications, AI & ML, Cloud Computing and Data Analytics. While some programs are affiliated with Bangalore University, SEI also prides itself on its autonomous institutions and AICTE-approved programs, offering a robust and contemporary educational experience.

SEI is renowned for its commitment to academic excellence, holistic student development, corporate mentoring initiatives and industry-oriented certification programs, equipping students for success in the dynamic global landscape. This dedication has earned the Autonomous Institution prestigious accolades, including A+ accreditation from the National Assessment and Accreditation Council (NAAC) and a consistent presence in prominent rankings, such as the 37th rank for our undergraduate programs in the Outlook iCARE Ranking 2024. Furthermore, numerous university ranks recognize SEI's contribution to education.

SEI maintains ISO-certified processes, ensuring quality and efficiency in all aspects of its operations. With strong corporate backing from Micro Labs, is well-positioned for continued growth. Building on this strong foundation, SEI is on its way to becoming a University in the near future.

## SURANA COLLEGE, PEENYA

Surana College, established in 2017 in Peenya, is affiliated with Bangalore University and recognized under UGC Section 2(f). ISO-certified and NAAC 'A' grade accredited, it offers undergraduate programs in Science, Commerce, and Management.

Focused on holistic development, the college balances academic rigor with EQ and IQ growth, promoting responsibility and community engagement. Under the leadership of Dr. Dilip Surana (Chairman) and Dr. Archana Surana (Managing Trustee), it emphasizes innovation and career readiness in an industrial hub.

## 02. Vision, Mission and Quality Policy

### Vision



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

### Mission



"To Mould Character and Careers".

### QUALITY POLICY

Sustained endeavours to provide employment centric and pragmatic learning environment through perpetual curriculum enrichment of global standards and holistic development of students.





## Chairman's Message

Our vision is to make Surana College, Peenya campus a "Centre for Innovation" and a name to reckon within the academic fraternity. We inspire students to lead tomorrow's world by creating an environment of interdisciplinary knowledge and holistic learning. Our students are truly the ambassadors of the Surana mission and values.

Dr. Dilip Surana  
Chairman  
GDA Foundation



## Trustee's Message

In a rapidly changing world, the key to a holistic educational framework is one that allows for freedom of expression and exploration. Social transformation is possible when learners understand multiple perspectives of reality, the importance of non-violent living and global trends in technology and innovation.

Dr. Archana Surana  
Managing Trustee  
Surana Educational Institutions



## Principal's Message

In a world where change is constant and today's knowledge may be outdated tomorrow, we must stay ahead. As an institution, we understand the evolving landscape and strive to create an environment that fosters growth and innovation. Education is a foundation for the future, but it is not the sole determinant of success. We focus on holistic development, offering top-tier faculty, facilities, and forward-thinking strategies to nurture excellence. We embrace challenges, seeing every setback as a step forward towards success. Together, let us embark on a journey to transform the ordinary into the extraordinary.

Dr. Ramya  
Principal  
Surana College Peenya



## 04. In Campus Facilities

### Library

The Library and Information Centre is the heart of the academic centre at Surana College, Peenya. It has a collection of over 8225+ Volumes and 462+ titles that supplement the teaching, research, and development of the Institution. Library has access to subscriptions of 2 journals, 3 magazines and 5 newspapers (local & national), on average 105 students make use of the facility for referencing and borrowing books.

The library provides access to INFLIBNET N-LIST for e-resources and offers a wide range of national and international peer-reviewed e-journals. With the implementation of Easylib 6.4a Cloud Version Software, the library is equipped to deliver seamless and efficient online facilities. It also offers various services to patrons, including circulation, reference assistance, SC/ST Book Bank facility, newspaper access, selective dissemination of information, and current awareness services, among others.

### Highlights of the Library

- Equipped with an automated bar code system for quick and efficient transactions.
- Open-access system ensuring easy accessibility to resources.
- A comprehensive collection of books and resource materials tailored for competitive exams.
- A dedicated study center featuring books on Gandhiji, Swami Vivekananda, Buddha, and Babasaheb Ambedkar.
- Well-maintained and easily accessible archives of previous years' question papers.
- Internet section offering free internet facilities.
- Separate SC/ST Book Bank exclusively for students.
- Subscription to INFLIBNET's N-LIST consortium, providing faculty access to e-journals and e-books.
- Seamless resource sharing facilitated through the implementation of Easylib 6.4a Cloud Version Software.

### Laboratories

The College offers well-equipped dedicated laboratories for research and practical work in Chemistry, Physics, Mathematics, Botany, and Environmental Science. Additionally, there is a central instrumentation room containing essential machines, instruments, and chemicals necessary for experiments. These facilities are designed to support both academic learning and research activities.

### Cafeteria

The cafeteria is located on the third floor of Building-2, featuring a fully equipped kitchen and dedicated washing area. It offers spacious seating arrangements spread across a large area ensuring ample natural lighting and ventilation for a comfortable dining experience. The cafeteria has an RO water system for safe drinking water and includes restrooms for convenience. It has a dedicated section specifically for staff and lounge for female students, providing a quiet and comfortable space. The cafeteria is designed to cater to the needs of the entire student body while maintaining high standards of cleanliness and hygiene.

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## Computer and Networking

The college provides two computer labs with over 125 desktop systems with pre-installed necessary software, all connected through high-speed internet of 500 mbps for student use. Classrooms are equipped with interactive boards and projectors, ensuring seamless integration of ICT tools to enhance the teaching and learning experience.

## Auditorium and Seminar halls

The college boasts one of the largest air-conditioned auditoriums located on the third floor of Building-1, with lift access for easy mobility. This auditorium has a seating capacity of 750 people and is aesthetically designed to create an engaging environment. It is equipped with a state-of-the-art projector, advanced sound systems, and professional lighting to support large-scale events, conferences, and cultural programs.

A seminar hall is on the second floor of Building-2, seating 80-100 students. This space is ideal for smaller programs, workshops, and academic gatherings, offering a more intimate setting with essential audio-visual equipment to support interactive learning and discussions.

## Campus Wi-Fi

Students enjoy free and high-speed Wi-Fi access within the library premises, making it convenient to access online resources and academic materials. This service is designed to support students' research and study needs, ensuring seamless connectivity for academic purposes.

## Secure Campus

The campus is equipped with robust security measures to ensure the safety of students and staff. There are two main entry gates, both guarded by security personnel, along with 24/7 surveillance through over 100 strategically placed HD CCTV cameras. This extensive security system provides round-the-clock monitoring and recording.

## Healthcare

At Surana College, we are committed to prioritizing the health and well-being of our students through comprehensive healthcare benefits. We conduct medical counseling sessions twice a month, during which students receive thorough health examinations and personalized assessments.

Furthermore, our Student Medical Group Insurance policy offers essential coverage, providing support in emergency situations. We strongly encourage all students to utilize these resources to ensure their health and well-being.

The on-campus medical centre provides essential healthcare services with weekly doctor's visits for general check-ups. This ensures that students' health and well-being are consistently monitored and attended to without the need for off-campus visits.

## Lounge for Women students

Women students have access to a designated rest area in the canteen premises. This lounge offers a comfortable, quiet, safe space for relaxation during the day.

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## Admission Centre

The centre act as a primary contact point for all the admission related queries. Beyond the admission season, this centre serves as a communication hub for parents, students, and faculties. It facilitates continuous support, making sure that all stakeholders remain engaged and informed throughout the academic journey.

## Examination Centre

Surana College provides an in-house examination facility for conducting intermediate and end semester exams eliminating the need for external exam centres. This allows students to appear for their exams in a familiar, comfortable environment.

## Diversity Inclusion - College is established to be differently-abled And LGBTQ+ Individuals

Our institution embraces LGBTQ+ inclusion by fostering a safe, respectful, and supportive environment. We celebrate diversity, ensure equal opportunities, and promote awareness through policies, programs, and education, empowering LGBTQ+ individuals to thrive academically, socially, and personally without fear or discrimination.

## IIC Cell (Innovate X)

- The Industry Institute Interaction Cell is an initiative designed to promote **Entrepreneurship** among students.
- The centre has established ties with **Venture Capitalists**, offering students access to funding and mentoring for their Entrepreneurial projects. This unique facility provides hands-on experience and support for those looking to turn innovative ideas into viable businesses.

## Shooting Range

As part of Surana College's commitment to supporting its NCC wing, the campus has a fully equipped shooting range. This facility helps NCC cadets develop and refine their firing skills, enhancing their training experience.

## Parking Facility

The campus offers ample parking space for both students and staff. The parking areas are under continuous CCTV surveillance, ensuring the safety of vehicles and providing a secure environment for all.

## Students' Facility

### Scholarships

Surana College is committed to supporting deserving students through scholarships designed to alleviate financial barriers. We offer the Merit Scholarship, Samudaya Scholarship, SC/ST Scholarship, and Sports Scholarship, ensuring that every eligible student has access to these valuable resources. Our dedication to student welfare means that no individual will be deprived of opportunities due to financial constraints. Moreover, we actively encourage students to explore and apply for government scholarships for which they may qualify, further demonstrating our commitment to fostering a supportive and inclusive educational environment.

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## Counselling

At Surana College, we are committed to prioritizing the health and well-being of our students through comprehensive healthcare benefits. We conduct medical counseling sessions twice a month, during which students receive thorough health examinations and personalized assessments. Furthermore, our Student Medical Group Insurance policy offers essential coverage, providing support in emergency situations. We strongly encourage all students to utilize these resources to ensure their health and well-being.

## Mentoring/Proctorship

Surana College proudly implements a unique proctorship policy that underscores our commitment to effective mentoring and student support. Each proctor is assigned a specific group of students, taking responsibility for their well-being, academic progress, and personal development. This system also fosters strong relationships with students' parents, ensuring ongoing communication and collaboration. Proctor meetings are conducted twice each semester, following internal assessments, to discuss students' academic achievements with their parents. Furthermore, each proctor maintains a detailed Proctor File for every student, which tracks vital information from admission through graduation, including medical records, academic performance, and placement opportunities. This comprehensive approach highlights our dedication to nurturing student success and fostering a supportive educational environment.

## Learning Management System

The Learning Management System (LMS) at Surana College, is a highly beneficial tool designed to enhance the educational experience for students. This intuitive platform encompasses several key modules that streamline learning and communication.

The 'Notifications and Updates' module ensures that students receive timely announcements, keeping them informed of important changes and events. The Academic Progress module allows students to monitor their performance throughout the semester, while the Class Attendance feature provides valuable insights into their attendance records.

Additionally, the Timetable module assists students in effectively managing their schedules, and the Internal Marks section enables them to track their academic achievements across various assessments. The platform also includes access to Quizzes, Study Materials, and Assignments, promoting a more interactive and engaging learning environment.

Furthermore, the integrated Calendar feature keeps students updated on scheduled events and deadlines. For parents, **DHI** enhances transparency by delivering timely information regarding their child's academic progression, fostering a collaborative approach to education.

Overall, **DHI** serves as an invaluable resource that significantly enriches the learning journey at Surana College.

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## Uniclare App – Digital Payment Platform at Surana College

At Surana College, we strive to integrate technology into every aspect of our academic and administrative processes. As part of our move towards a paperless and digitally efficient campus, we have adopted the Uniclare App as the official platform for managing all student-related fee payments and digital transactions.

The Uniclare App offers a secure and convenient way for students to:

- Make digital payments from anywhere
- Instantly download official payment receipts
- Track past transactions with ease
- Receive timely updates and payment reminders

In addition, parents can also download the Uniclare App from the Google Play Store or Apple App Store and log in using their registered mobile number or student credentials. This allows them to:

- Monitor their ward's payment history
- Stay informed through real-time notifications
- Ensure timely completion of all financial obligations

This initiative supports our vision for an eco-friendly, transparent, and student-centric administrative process.

We encourage all students and parents to make full use of the Uniclare App for a smooth and paper-free payment experience.

## 05. Programmes Offered



### BCom Regular



### BCom Professional



ACCA



CMA



Aviation



### BBA Regular



### BBA Professional



CMA



Aviation



Business Analytics by IBM-ICE



### BBA Regular



AI & ML



Cyber Security



Data Science



### B.Sc



Physics



Chemistry



Maths



Botany



Environmental Science

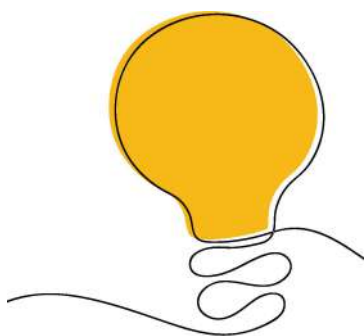
### Industry Curated Program by



Cisco Networking Academy



IBM - Innovation Centre for Education



## 06. Value Added Courses

1. Innovative Approaches to Renewable Energy Applications
2. Fundamentals of Statistical Methods and Analysis
3. Developing English Communication and Fluency
4. Business Accounting Essentials for Aspiring Professionals
5. Mastering Financial Accounting: Principles and Practices
6. Professional Grooming and Personality Development for the Aviation Industry
7. Introduction to Airport Operations and Aircraft Systems
8. Phytochemical Analysis: Advanced Instrumentation Techniques
9. Strategic Financial Management and Accounting Essentials
10. Optimizing Organizational Performance: A Certification Program
11. Advanced Techniques in Financial Ratio Analysis
12. Effective Management of Current Assets and Liquidity
13. Fundamentals of Passenger Services and Airport Operations
14. Strategic Management of Landside Operations and Airport Services
15. Advanced Marginal Costing and Decision-Making Strategies
16. Principles of Standard Costing and Variance Management
17. Mastering Taxation: Principles and Practical Applications
18. Audit and Assurance: Key Concepts and Practices
19. Practical Application of CVP Analysis in Business Decisions
20. Aircraft Cargo Handling: Loading and Unloading Procedures
21. Operational Excellence in Ground Service Equipment Management
22. Fundamentals of Fermentation Technology and Practical Applications
23. Exploring Stellar Processes through Nuclear Astrophysics
24. Soap Preparation and Production: A Practical Certification
25. Yuva Chethana: Youth Empowerment and Leadership Development
26. Exploring Intellectual Property Laws and Rights
27. Certified Course in Cryogenic Hydrogen Engineering
28. Data Analytics with Python: From Basics to Advanced
29. Environmental Microbiology: Principles and Practices
30. Building Foundations in Cloud IoT and Edge Machine Learning





Certificate Courses Offered – 2025-26			
Course Code	Course	Programme offered by	No. of hours
<b>BCA</b>			
24CC007	24CC007	“Flutter” by Globe IT Institute - (Mandatory)	30hrs
24CC008	24CC008	“Cyber Security for Artificial Intelligence ” by Boston IT India	40hrs
24CC009	24CC008	“Data Science with Phyton” by Jetking	80hrs (annually)
24CC0010	24CC008	“Cybersecurity” by IBM	100hrs +project
<b>B.COM &amp; BBA</b>			
24HT003	24CC008	“Tally with GST” by Hardware Technology group (Mandatory)	30hrs
24HT004	24CC008	“Supply Chain Management” by Hardware Technology Group (Mandatory)	30hrs
24HT005	24CC008	“Digital Marketing” by Hardware Technology Group (Mandatory)	30hrs
24AVA011/24ACCA005/ 24CMA008	24CC008	Aviation by Cirrus aviation/ ACCA/CMA by CFO Next	70hrs (annually)
24IBM001	24CC008	“Business analytics” by IBM	100hrs +project
<b>BSc</b>			
24AT001	24CC008	Phyto Chemistry by Atree (Mandatory)	30 hrs
24AT002	24CC008	Techniques in Bio-Chemistry by Atree	30 hrs
24AT003	24CC008	Bio-Informatics by Atree	35 hrs
24VA001	24CC008	Cosmeceuticals by Vidyarthi Academy	35 hrs

## Internship

Students are mandated to complete an internship in their VI semester, as per Bangalore University guidelines. They can either explore opportunities independently or enroll in internships facilitated by the Placement Cell.

## 07. General guidelines and code of conduct

### INCAMPUS:

- College starts from 7:30 / 9:30 depending on the course selected. Students are expected to be in class atleast 5 minutes before the commencement of the class and maintain decorum of college till the class starts. Students are permitted to enter the classroom up to a maximum of 5 minutes late due to unforeseen delays. However, this allowance is at the discretion of the teacher conducting the class.
  - Students are expected to maintain college decorum by being silent in common areas to support the peaceful learning of others on campus. Blocking corridors and obstructing pathways by standing or sitting is strictly prohibited. Any violation of this leads to disciplinary action.
  - No student is permitted to leave the class without permission of the teacher engaging the lecture hall or dismissal of class. If found doing so will attract strict action against the student.
  - The class representative has to make sure the teacher is available for the class, if not, an alternate class to be arranged. If not, students are encouraged to indulge themselves in silent study in class or to visit the library.
  - Students are subject to disciplinary action, including dismissal, if found smoking on campus or if they are in possession of or under the influence of tobacco products, prohibited drugs, or alcoholic beverages.
  - Ragging is strictly prohibited by law. Students found engaging in ragging will be reported to the police and will not be allowed to continue their studies or complete their program as per UGC regulation on restriction the threat of ragging 2009.
  - Insubordination, habitual inattention, neglect of responsibilities, use of unbecoming language or conduct, and obscenity in word or deed may result in temporary or permanent dismissal from the college.
  - Boys and girls are expected to conduct themselves with dignity and maturity. In their inter-relationships, they must observe norms of decency and propriety.
  - The campus must be always kept clean. Littering, defacing the walls or desks, damaging college property etc. are offences and will be dealt with seriously.
  - Though the college is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of its students outside the campus.
  - Posters and notices must not be put up without the permission of the Principal. If permission is granted, all posters and notices should be placed on the boards kept for the purpose and not stuck on the walls or other common areas of the college.
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- Students must adhere to the dress code while on campus or on official visits whenever notified. Both male and female students are expected to dress in a manner that reflects decency and propriety. Uniforms, mandated by specific courses, must be worn on designated days, and should be complete, clean, and tidy as prescribed. Inappropriate attire, including Ethnic Day or other celebrations, is not allowed in classrooms or on campus. Hair colouring and unconventional hairstyles are strictly prohibited, and male students are not permitted to wear earrings. Students are required to follow the dress code on all working days, regardless of their purpose for being on campus. Violations of the dress code will result in denial of entry to the college. Faculty members, both teaching and non-teaching, are authorized to report violations, and appropriate disciplinary action will be taken.
  - Every student is required to wear his/her identity card at all times on the college campus. The card should be shown to the staff or college officials when asked, especially during an examination, formal program, in the administrative office and library.
  - All association activities and practices must be scheduled after class hours unless prior permission is obtained from the principal. The event organizer is responsible for ensuring that the event does not disrupt other classes and campus cleanliness is maintained. If it causes any disturbance, the permission will be revoked immediately.
  - Vehicle parking is permitted on all working days between 7:00 AM and 7:00 PM. Students must leave their two-wheelers under the supervision of the parking attendant; however, the attendant will not be responsible for vehicles that are not securely locked. Two-wheelers without valid parking stickers will not be allowed within the college premises.
  - Outsiders are not permitted to attend college functions. Strict action will be taken on those who bring outsiders into the campus.
  - No money can be collected from students (by the students or by the members of the staff) without the prior permission of the Principal.
  - Printed matter, photographs/videos, not relevant to academic purposes are not to be brought to the College.
  - Students are not allowed to organize picnics or class socials. The college reserves the right to initiate action against the class or group of students who violate this rule.
  - In accordance with the circular issued by the Department of Collegiate Education, Government of Karnataka, the use of mobile phones on college premises is strictly prohibited. Students are instructed not to use mobile phones within the academic blocks. Once confiscated, mobile phones will not be returned to the students. Possession of mobile phones or similar electronic devices during examinations is considered a serious malpractice. All matters related to mobile phones will be handled exclusively by the disciplinary committee.
  - The event organizer must plan well in advance and obtain permission from the concerned staff
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and principal to include the event in the calendar before the semester begins, adhering to the set deadline. Failure to comply, or any cancellation or rescheduling of the event without prior approval and a valid reason, will result in the event's complete cancellation.

- Surana college exist in its uniqueness as a Sathwik Institution, and we request the stakeholders to abide to rules inside the campus

#### **ONLINE:**

- Students will be provided with an official email ID and access to MS Office tools, which are to be used exclusively for official communication.
- Students must not share their login credentials with others or use another person's account.
- Recording, taking photographs, or screenshots of a teacher's presentation or any individual without explicit permission from the teacher is prohibited. Students are expected to understand and respect copyright laws.
- All students have the right to express themselves and participate in online classes, but they must treat each other with respect and consideration, particularly during discussions. Personal attacks, harassment, intimidation, or discrimination of any kind will not be tolerated.
- Disrupting lectures in any way is unacceptable. Students should remain mute unless the teacher explicitly asks them to unmute.
- Profile pictures used on any online teaching platform should be appropriate for an educational environment.
- By participating in tests or assignments on the online platform, students agree to follow the Honour Code. This means completing all tests and assignments individually unless collaboration is explicitly allowed by the teacher. Students must not engage in impersonation, plagiarism, or any activity that would unfairly improve their results or affect the results of others.
- Anyone found violating the above code of conduct will be suspended from attending online classes pending enquiry. Expulsion may be considered by the Principal for any grievous offences.

#### **SOCIAL MEDIA:**

- Social media provides Surana College with a powerful platform to connect and engage with diverse audiences and stakeholders. The college values its role in fostering meaningful dialogue and building positive relationships within the community. Students and faculty are encouraged to actively participate in online discussions and debates while exercising sound judgment and responsibility.
  - The official social media handles of Surana College are accessible on platforms such as LinkedIn,
-

Twitter, Facebook, Instagram, and YouTube.

- All social media content related to Surana College should align with the college's values and ethical standards. The following guidelines must be strictly adhered to when posting material that may directly or indirectly impact the college:
    - Students and faculty must ensure their social media posts demonstrate respect for staff, fellow students, and college property.
    - Posts should be factually accurate and maintain a professional and appropriate tone.
    - Confidential information about the college must not be shared, and posts must not breach confidentiality.
    - Content that harasses, intimidates, bullies, or discriminates against others or incites violence and hatred is strictly prohibited.
    - All social media posts must respect intellectual property rights and avoid sharing copyrighted content without permission.
    - Students and faculty should refrain from initiating or engaging in social media campaigns that damage the college's reputation or portray its administration negatively.
    - If you come across any content on social media that violates campus policies, promptly report it to your proctor, who will escalate it to the principal. Any reported social media violations will be thoroughly investigated and dealt with according to the college's disciplinary procedures.
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**College Timings**

**Slot 1 :** 07:30 AM to 02:30 PM

**Slot 2 :** 08:30 AM to 03:30 PM

**Slot 3 :** 09:30 AM to 04:30 PM

Please adhere to the schedule assigned to your class.

**Dress Code:**

- Uniform: All students are required to wear a neatly pressed uniform at all times.
- Grooming: Ensure you are well-groomed and presentable.

**Punctuality:**

- Arrive on time for all classes. Regular punctuality is expected and necessary for maintaining academic discipline.

**Attendance and Absence:**

- Students must be vigilant about their attendance and must ensure that the basic requirements are met to clear exams.
- Any absence from classes must be communicated to your respective proctor and the coordinator.

**Campus Rules:**

- Attendance by parents at PTMs is mandatory. These meetings are essential for discussing student progress and addressing any concerns.

**Internal Assessment:**

- Attendance at internal assessments is mandatory. Ensure that you are prepared and attend all scheduled assessments.

**Code of Conduct:**

- Maintain proper conduct within the college premises at all times.
- Respect college property, staff, and fellow students.

**Fee Payment:**

- Fees payment is to be made only through the online ERP system.
- Ensure that all fees are paid within the due date specified and agreed upon.

By following these guidelines, you contribute to a positive and effective learning environment. Thank you for your cooperation and commitment to upholding these standards.

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# STANDARD OPERATING PROCEDURE | (SOP)

FOR ISSUE OF STUDENTS DOCUMENTS &  
ADMISSION PROCEDURES

## Surana College Peenya

No.167, 5th Main Rd, Industrial Suburb,  
2nd Stage, Behind FTI, Near ESIC Hospital,  
Peenya, Bengaluru-560022



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About SoP

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Admission Procedure

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Renewal of Admission

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Transfer Certificate

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Study Certificate

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Bonafide Certificate

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No Objection Certificate

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No Due Certificate

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Provisional Degree Certificate

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Convocation Certificate

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Migration Certificate

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Official Transcription

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Medium of Instruction

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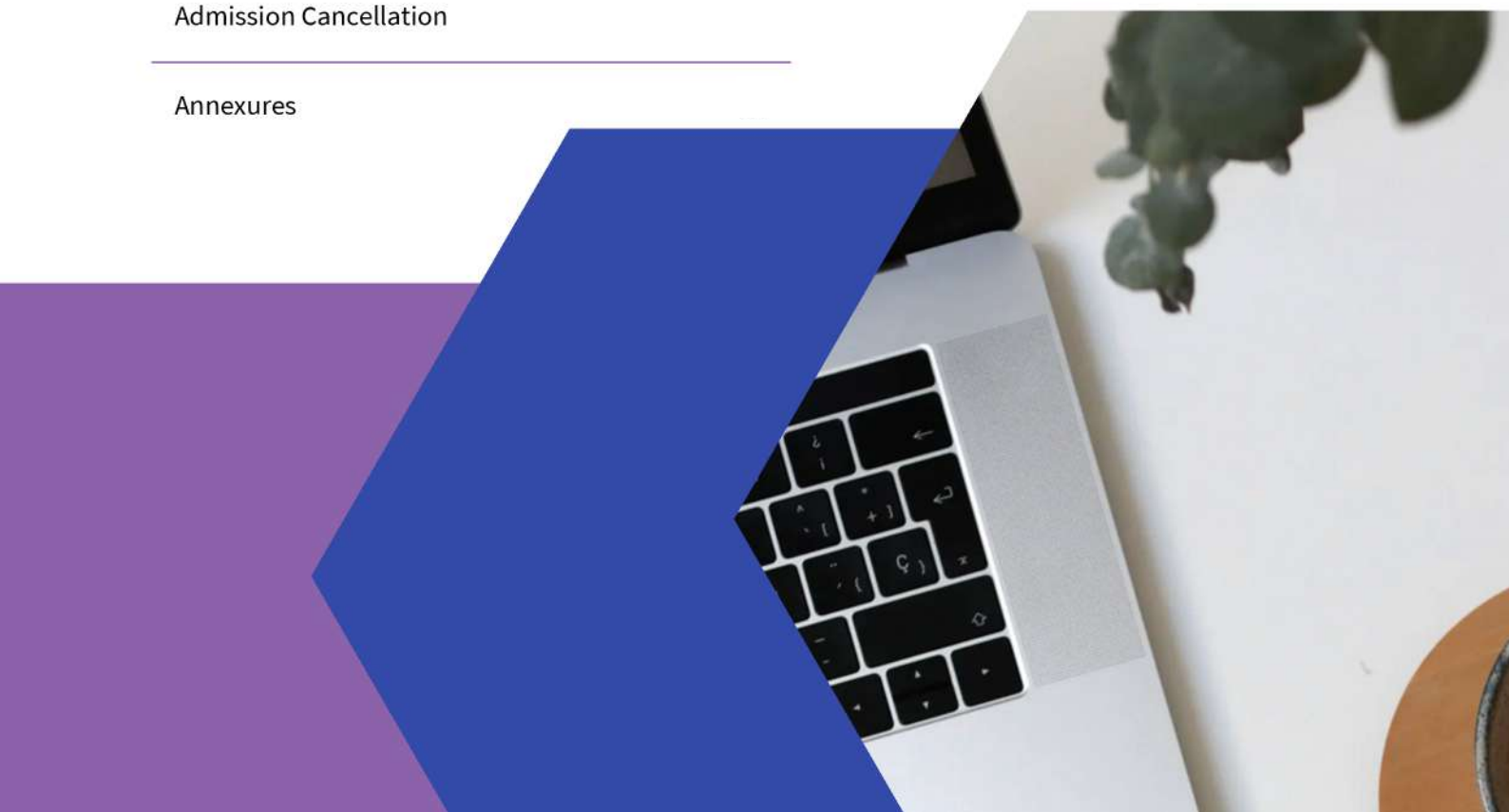
Admission Cancellation

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Annexures

**Vision:** To be the preferred choice of educational institution by combining knowledge, skills, and values through holistic education

**Mission:** To mould character and careers





**Dr. Archana Surana**

Chief Managing Trustee & Chief Mentor  
Surana Educational Institutions

## ABOUT SOP

**This Standard Operating Procedure (SOP) book is published for the benefit of our esteemed students. This comprehensive guide aims to streamline and simplify the process of obtaining various essential documents from the college administrative office & Admission Procedures.**

**We recognize that navigating administrative procedures can sometimes be challenging for students. This SOP book has been meticulously designed to provide clear, concise, and easily understandable instructions for obtaining different types of documents & admission procedures.**

## ONLINE & OFFLINE ADMISSION PROCEDURE

### 1. Online Admission Procedure:

- **Visit the Official Website:** Access the official website of Surana College, Peenya
- **Locate the Admission Portal:** Find the designated online admission portal or link.
- **Register:** Create an account on the portal using your valid email address and other required details.
- **Fill the Application Form:** Complete the online application form with accurate and complete information.
- **Upload Documents:** Upload the necessary documents as per the specified format and size. List of Common Documents (may vary by course):

1. Class 10th & 12th Mark Sheets & Pass Certificates
  2. Transfer Certificate (TC) & Conduct Certificate
  3. Migration Certificate (if applicable)
  4. Passport size photographs
  5. Aadhaar Card
  6. Income Certificate (if applicable)
  7. Caste Certificate (if applicable)
  8. Sports/Extracurricular Certificates (if applicable)
- Any other relevant certificates

- **Pay Application Fee:** Submit the application fee online through the available payment gateways (e.g., credit card, debit card, net banking).
- **Submit Application:** Review the application form carefully and submit it online.
- **Track Application Status:** Monitor the status of your application online through the portal.
- **Attend Counselling/Interview (if applicable):** If shortlisted, attend the counselling/interview session as per the schedule.
- **Seat Allotment:** Receive the seat allotment letter based on your eligibility and performance.
- **Confirm Admission:** Accept the allotted seat and complete the admission formalities within the specified timeframe.



## 2. Offline Admission Procedure:

- **Obtain Application Form:** Collect the application form from the college admissions office or download it from the official website.
- **Fill the Application Form:** Fill the application form completely and accurately.
- **Submit Application Form:** Submit the filled application form along with the required documents to the admissions office.
- **Pay Application Fee:** Pay the application fee at the designated bank or through other specified modes.
- **Attend Counselling/Interview (if applicable):** Attend the counselling/interview session as per the schedule.
- **Seat Allotment:** Receive the seat allotment letter based on your eligibility and performance.
- **Confirm Admission:** Accept the allotted seat and complete the admission formalities within the specified timeframe.

## 3. UUCMS & College ERP Online Data Filling:

- **Access UUCMS Portal:** On completion of College Admission Procedure, Access UUCMS Portal: Register and login to the UUCMS portal.
- **Enter Candidate Details:** Fill in all the required personal, academic, and other relevant details accurately.
- **Upload Documents:** Upload the necessary documents as per the specified format and size.
- **Submit UUCMS Data:** Submit the filled information on the UUCMS portal.

## 4. College ERP: Login to the College ERP portal or Mobile App.

- **Enter Student Details:** Fill in the required student information in the ERP system.
- **Upload Documents:** Upload the necessary documents as per the ERP requirements.
- **Submit ERP Data:** Submit the filled information on the College ERP.
- **Verify and Update:** Regularly verify and update your information on both UUCMS and College ERP portals.

## 5. Important Notes:

- *Eligibility Criteria:* Carefully review the eligibility criteria for the desired course before applying.
- *Reservation Policy:* Ensure you are aware of and comply with the applicable reservation policies.
- *Admission Schedule:* Check the admission schedule and deadlines for each academic year.
- *Contact Information:* Contact the college admissions office for any queries or assistance.

## **RENEWAL OF ADMISSION PROCEDURE**

**This SOP applies to all promoted students (Second & Third Year) seeking renewal of admission at Surana College Autonomous Colleges.**

### **1. Responsibilities of Students:**

- Complete all academic requirements of the previous year.
- Pay the prescribed fees as per the college guidelines.
- Update their information on the UUCMS mandatory portal.
- Update their information on the College ERP online portal.
- Submit necessary documents (if applicable) as per the college's instructions.

### **2. Responsibilities of College Staff:**

- Guide students through the online and offline renewal procedures.
- Verify student information and academic records.
- Process fee payments and generate receipts.
- Update & Maintain accurate student records in the college database.
- Address student queries and resolve any issues promptly.

### **3. Procedure for Online Renewal (UUCMS Mandatory Portal Update):**

- Students must log in to the UUCMS mandatory portal using their credentials.
- Update all required information, including personal details, contact information, academic records, and any other relevant information.
- Submit the updated information online.

### **4. Procedure for Online Renewal (College ERP online Data Update):**

- Students must log in to the UUCMS mandatory portal using their credentials.
- Update all required information, including personal details, contact information, academic records, and any other relevant information.
- Submit the updated information online.

### **5. Procedure for Offline Renewal:**

- Obtain Application Form: Collect the application form from the college admissions office or download it from the official website.
- Fill the Application Form: Fill the application form completely and accurately.
- Submit Application Form: Submit the filled application form along with the required documents to the admissions office.

#### **6. Fee Payment:**

- Students can pay the prescribed fees through online or offline modes as per the college's instructions (e.g., bank challan, online payment gateway).
- Obtain a fee receipt as proof of payment.

#### **7. Document Submission (if applicable)**

- Submit any required documents (e.g., fee receipt) to the designated college office..
- Submit the change of address document if applicable.
- Ask for change of mobile/contact number if applicable, with the supporting document

#### **8. Veriification & Approval:**

- College staff will verify the student's information and academic records.
- Upon successful verification, the student's admission will be renewed.

#### **9. Timelines:**

- The renewal of admission process will be conducted within a specified timeframe as per the university/college academic calendar.
- Students are advised to complete the renewal process within the stipulated deadlines to avoid any late fees or penalties.

#### **10. Communication:**

- The college will communicate the renewal of admission procedure, timelines, and important dates through official channels (e.g., college website, notice boards, email, SMS).
- Students can contact the designated college office or student affairs department for any queries or clarifications.

## **PROCEDURE TO OBTAIN TRANSFER CERTIFICATE (TC)**

### **1. Eligibility (For Regular Students)**

- **Must have completed all academic requirements of the current semester/year.**
- **Must have cleared all dues, including tuition fees, library fines, and any other outstanding payments.**
- **Must have returned all College property (e.g., library books, lab equipment).**
- **Must have obtained a No-Dues Certificate from all departments (e.g., library, accounts).**

### **2. Eligibility (For Discontinued Students)**

- **Must have formally discontinued their studies by submitting an application to the Principal.**
- **Must have fulfilled all the requirements mentioned for regular students.**

### **3. Application Procedure:**

- **Students can obtain the TC application form from the College office.**
- **Fill the application form accurately and completely with all necessary details (student name, roll number, date of admission, reason for leaving, etc.).**
- **Attach all supporting documents (mark sheets, degree certificates, NOC from all departments, etc.) as per the checklist provided with the application form.**
- **Submit the duly filled application form along with all supporting documents to the administrative office duly signed by the Principal.**
- **Pay the prescribed fee of rupees 100 Rs. for the issuance of the TC.**

### **4. Processing of Application:**

- **Verification: The College will verify the information provided in the application form with the student's academic records.**
- **The College will ensure that all dues are cleared and all necessary approvals are obtained.**
- **Once all verifications are completed and all dues are cleared, the TC will be issued to the student.**
- **The TC will be issued within 3-4 working days depending upon the scenario.**
- **The TC can be issued to the student in person or through registered post.**
- **The College will issue TC only once & at any point of time TC won't be issued second time.**

# **PROCEDURE TO OBTAIN STUDY CERTIFICATE**

## **1. Eligibility**

- **Applicable to: All Bonafide students of the College.**
- **Not Applicable to:**
  - **Students who have been debarred/suspended.**
  - **Students who have discontinued their studies without proper formalities.**

## **2. Purpose**

- **To provide official documentation to students for various purposes:**
  - **Employment applications.**
  - **Higher education applications (e.g., PG admissions).**
  - **Visa applications.**
  - **Loan applications.**
  - **Other official purposes as may be required.**

## **3. Application Process:**

**Students should submit a hand written application to the administrative office with the following details, duly signed by the Principal.**

- **Write the application form accurately and legibly.**
- **Provide all necessary details, including:**
  - **Student's full name and registration number.**
  - **Date of admission and current semester/year.**
  - **Department/Program of study.**
  - **Purpose of the study certificate.**
  - **Contact information (phone number, email address).**
- **Attach necessary documents (if applicable):**
  - **Photocopy of the student ID card.**
  - **Fee receipt (if applicable).**



#### **4. Processing and Issuance:**

- **Verification:**
  - The designated department will verify the student's records and eligibility.
  - This may involve cross-checking with academic records, attendance records, and other relevant documents.
- **Certificate Collection:**
  - The student can collect the certificate from the designated department upon presentation of valid identification after 3-4 working days.

#### **5. Fees (if applicable):**

- A nominal fee may be charged for the issuance of the study certificate.
- The fee amount and payment method will be specified by the College.

#### **6. Record Keeping:**

- The College will maintain proper records of all study certificates issued.
- Records may include:
  - Application forms.
  - Issued certificates (copies).
  - Fee receipts (if applicable).

#### **7. Grievance Redressal:**

- If a student faces any issues or delays in obtaining the study certificate, they can approach the designated officer whose number is displayed in the administrative office.

# **PROCEDURE TO OBTAIN BONAFIDE CERTIFICATE**

## **1. Application Procedure**

- **Write the Application Form:**
  - Complete the application form accurately and legibly.
  - Attach all necessary supporting documents.
- **Submit the Application:**
  - Submit the completed application form along with the required documents to the designated administrative office.
  - Submit the application in person or through a designated representative.
- **Payment of Fees (if applicable):**
  - Pay the prescribed fee for the issuance of the bonafide certificate.
  - Payment can be made through cash, cheque, or online methods as per the College's instructions.

## **2. Fill the Student Information as follows**

- **Full Name:**
- **Registration Number/Roll Number:**
- **Department/Course:**
- **Year of Study:**
- **Date of Admission:**
- **Residential Address:**
- **Permanent Address:**
- **Contact Number:**
- **Email Address:**
- **Clearly state the specific purpose for which the student requires the Bonafide certificate,**  
**Examples:**
  - Applying for a passport/visa
  - Bank account opening
  - Scholarship applications
  - Driving license application
  - Accommodation purposes
  - Other official purposes (mention specifically)

### **3. Supporting Documents (if applicable)**

- Photocopy of Student ID Card:
- Photocopy of Mark Sheets/Grade Cards:
- Proof of Address: Aadhaar Card/Voter ID/Passport/Driving License
- Any other relevant documents:

### **4. Processing Time**

- The student can collect the certificate from the designated department upon presentation of valid identification after 3-4 working days.
- This may vary depending on the college's workload and the specific requirements.
- Contact the College: Contact the administrative office through the helpline displayed in the administrative office for any specific queries or clarifications regarding the Bonafide certificate application process.

# PROCEDURE TO OBTAIN NO OBJECTION CERTIFICATE (NOC)

## 1. Eligibility

- **Academic Standing:**
  - Students must be in good academic standing (e.g., no academic probation, no disciplinary actions).
  - Ensure all outstanding dues (fees, library fines, etc.) are cleared.
- **Application Process:**
  - Students must submit a formal application for an NOC, including:
    - Application form (with specific details like reason for transfer, name of the new institution, etc.)
    - Official transcript of academic records.
    - Any other relevant documents (e.g., acceptance letter from the new institution).

## 2. Application Procedure:

- **Submission:**
  - Students submit the completed application and supporting documents to the Administrative office.
- **Review & Verification:**
  - The designated office reviews the application for completeness and accuracy.
  - Verifies academic records and clears any outstanding dues.
- **Approval Process:**
  - Application is routed for approval from relevant authorities (e.g., Head of Department, Dean of Students, Principal).
- **Issuance of NOC:**
  - Upon approval, the NOC is issued to the student.
  - A copy of the issued NOC is retained in the student's academic records.

## 3. Timeline

- The NOC will be issued within 3-4 working days depending upon the scenario.

## **PROCEDURE TO OBTAIN NO DUE CERTIFICATE (NDC)**

### **1.Application Submission:**

2.The student must submit a formal application to the College authorities requesting a No Due Certificate.

3.The application should be written on plain paper or on the College's prescribed format.

4.It should include the following:

- Student's Full Name
- Enrollment/Registration Number
- Department/Program
- Year of Admission and Graduation
- Reason for Requiring the Certificate (e.g., higher studies, employment)
- Date of Application
- Student's Signature

### **5.Required Documents**

- Photocopies:
  - All semester/year-wise mark sheets
  - College ID card
  - Adhaar Card
  - Any other relevant documents as specified by the College (e.g., library fine clearance,)

### **3. Fee Payment (if applicable):**

- The student may be required to pay a nominal fee for the issuance of the No Due Certificate.
- The fee amount and payment method will be specified by the College.

### **4. Verification Process:**

- The College authorities will verify the student's academic records and attendance records.
- They will also check for any outstanding dues, such as library fines, hostel fees, or any other pending payments.

#### **5. Issuance of No Due Certificate:**

- If all the verifications are successful and there are no outstanding dues, the college will issue a No Due Certificate to the student.

#### **6. Timeline**

- The NOC will be issued within 3-4 working days depending upon the scenario.

## **PROCEDURE TO OBTAIN PROVISIONAL DEGREE CERTIFICATE FOR CBCS SCHEME STUDENTS.**

### **1. For Students:**

#### **a. Eligibility:**

- Ensure all academic requirements (courses, credits, grades) are fulfilled as per the degree program.
- Clear all outstanding dues (library fines, hostel fees, etc.).
- Submit a duly filled application form for the Provisional Degree Certificate. The application form is usually available on the college website or at the designated office.

#### **b. Application Process:**

- Obtain the application form from the college website or the designated office.
- Fill the application form accurately and completely.
- Attach the following documents (as applicable):
  - Recent passport-sized photographs.
  - Photocopy of the mark sheets of all semesters/years.
  - Proof of payment for the Provisional Degree Certificate (if any fee is applicable).

#### **c. Submission:**

- Submit the completed application form and supporting documents to the designated office (e.g., Examinations Department, Registrar's Office).
- Obtain a receipt for the application submission.

#### **d. Processing Time:**

- The processing time for the Provisional Degree Certificate may vary depending on the college's internal procedures.
- Inquire about the estimated processing time from the designated office.

#### **e. Collection:**

- Collect the Provisional Degree Certificate from the designated office upon notification.
- Carry a valid photo identification (e.g., student ID card, driving license) for verification.



## **2. For College Officials:**

### **a. Receive and Verify Applications:**

- **Receive applications for Provisional Degree Certificates from eligible students.**
- **Verify the completeness and accuracy of the applications and supporting documents.**
- **Check student records to confirm eligibility for the degree and fulfillment of all academic requirements.**

### **b. Process Applications:**

- **Issue a Provisional Degree Certificate to eligible students.**
- **Ensure the certificate contains accurate student information and the official college seal/watermark.**
- **Maintain proper records of all issued certificates.**

### **c. Issue and Collect:**

- **Issue the Provisional Degree Certificate to the student or their authorized representative.**
- **Collect necessary identification documents for verification.**
- **Maintain a record of certificate issuance and collection.**

### **d. Attach Required Documents:**

- **Attach photocopies of the following documents with the application form:**
  - **Mark Sheets: Copies of all semester/year mark sheets.**
  - **10TH & 12TH Marks Sheet**
  - **Identity Proof: Copy of a valid photo ID (e.g., PAN card, Aadhaar card, driving license).**
  - **Recent Passport Size Photograph: Two passport size photographs.**
  - **Fee Payment Receipt: If applicable, fee payment receipt for the provisional degree certificate fee.**

# **PROCEDURE TO OBTAIN BANGALORE UNIVERSITY DEGREE CONVOCATION CERTIFICATES FOR NON-AUTONOMOUS SCHEME STUDENTS.**

## **1. Responsibilities**

### **a. University:**

- University will Issue degree convocation certificates of the successfully completed degree students to the College.

### **b. College:**

- Receive degree convocation certificates from the University.
- Ensure proper storage and security of received certificates.
- Verify student identity through the submission of their College ID cards.
- Issue certificates to students upon successful verification.
- Maintain accurate records of all issued certificates.
- Address any student queries or concerns related to certificate issuance.

### **c. Students:**

- Submit their College ID cards or any other identity for certificate collection

## **2. Procedure**

### **a. Certificate Receipt from University:**

- The College shall designate a responsible official to receive the batch of degree convocation certificates from the Bangalore University.
- The received certificates shall be immediately inventoried and stored securely in a designated location with restricted access by the designated official.

### **b. Student Notification:**

- Upon receiving the certificates, the College shall notify all eligible students through official channels (e.g., College website, notice board, email, SMS) about the availability of their certificates.
- The notification shall include:
  - Date and time for certificate collection.
  - Location for certificate collection (e.g., administrative office).
  - Required documents (e.g., College ID card).

### **c. Certificate Issuance:**

- At the designated time and location, students shall present their original College ID cards for verification.
- The designated College staff shall verify student identity against College records.
- Upon successful verification, the student's name shall be marked off the certificate distribution list.
- The student shall be issued their degree convocation certificate.
- The College shall maintain a record of all issued certificates, including:
  - Student name and roll number.
  - Date of certificate issuance.
  - Name of the issuing officer.

- d. Handling of Unclaimed Certificates:
  - If a student fails to collect their certificate within a specified timeframe (e.g., one month), the college shall:
    - Make further attempts to contact the student (e.g., phone call, email).
    - Store the unclaimed certificates securely.
    - Establish a clear procedure for the collection of unclaimed certificates at a later date.
- e. Record Keeping
  - The college shall maintain a comprehensive record of all certificate transactions, including:
    - Certificate receipt register.
    - Certificate distribution register.
    - List of unclaimed certificates.
  - All records shall be maintained in a secure and easily accessible manner for future reference.
- f. Grievance Redressal
  - A clear grievance redressal mechanism shall be established to address any student concerns or complaints related to certificate issuance.
- g. Confidentiality
  - All information related to student certificates shall be treated as confidential and handled with utmost care.

## PROCEDURE TO OBTAIN MIGRATION CERTIFICATE

### 1. Application Submission:

- **Application Submission:**
  - The student must submit an application to the Bangalore University, through the Principal of the college.
  - Along with the college application form, the student must also submit the Bangalore University prescribed application form, which shall be obtain from the Administrative Office.
- **College Verification:**
  - The Principal of the college will forward the application to the Administrative Office for due verification.
- **Fee Payment:**
  - The student must pay the prescribed fee to Bangalore University through online channels.
  - The fee receipt must be submitted to the college along with other documents.
- **College Forwarding:**
  - The College will then forward the duly verified application along with the fee receipt to the Registrar of the Bangalore University Evaluation Section.
- **Degree Certificates:**
  - The student must submit degree certificates of all completed sessions to the college along with the application.
    - **Documents to be Submitted:**
      - Application form to the college Principal.
      - Bangalore University prescribed application form.
      - Fee receipt for the migration fee paid to Bangalore University.
      - Degree certificates of all completed sessions.
      - Study Certificate
      - Two sets of passport-size photographs.

# **PROCEDURE TO OBTAIN OFFICIAL TRANSCRIPTS FROM BANGALORE UNIVERSITY**

## **1. Application:**

- Obtain the official transcript application form from Office of the Registrar-Evaluation, Jnana Bharati campus, Bangalore university, Bangalore.
- Fill out the form completely, including your name, address, registration number, semester and year of exam, purpose (immigration/higher education), and your address (local or abroad).
- Sign the application form at the bottom.

## **2. Fee Payment:**

- Make the on line payment of fee through Bangalore University website.
- Write your name, registration number, purpose, course, college name, and contact number on the back of the on line fee payment challan.

## **3. Document Submission:**

- Prepare an application packet containing the following documents:
  - Fee payment Challan
  - Clear xerox copies of all mark sheets and the degree certificate
  - Envelopes for each set of transcripts

## **4. College Attestation:**

- Take the application packet to your college and get it signed by the Principal.

## **5. University Submission:**

- Submit the attested application packet to the designated office at Bangalore University.

## **6. Processing and Delivery:**

- The University will process your application and issue the transcripts.
- The processing time typically takes 20-30 working days.
- The transcripts should be collected at University Examination Branch as per the instructions of the designated officer.

## **PROCEDURE TO OBTAIN MEDIUM OF INSTRUCTION (MOI) CERTIFICATE FROM BANGALORE UNIVERSITY**

### **1. Gather Required Documents:**

- **Certificate from College Principal:** Obtain a certificate from the Principal of Surana college stating the medium of instruction for your degree program. This certificate should be on the official college letterhead and signed by the Principal.
- **Copies of Marks Cards:** Make photocopies of all your original mark sheets from the relevant degree program.

### **2. Submit Application:**

- **Visit the Examination Branch:** Go to the Examination Branch at Pareeksha Bhavana, Jnanabharathi Campus, Bangalore University.
- **Submit Application Form:** Obtain the necessary application form from the university office and fill it out completely.
- **Attach Documents:** Attach the certificate from your college Principal and copies of your mark sheets to the application form.
- **Pay Application Fee:** Submit the required application fee as per the university's current fee structure through University website/online portal.

### **3. Collect Certificate:**

- **Processing Time:** The processing time for the MOI certificate may vary depending upon the University work schedule.
- **Collect Certificate:** Once the certificate is processed, you can collect it from the Examination Branch.

# PROCEDURE FOR STUDENT ADMISSION CANCELLATION

## 1. Definitions:

- **Admission Cancellation:** The formal termination of a student's enrollment in a program before the completion of the academic year.
- **Student:** Any individual enrolled in a program at the college.

## 2. Cancellation Grounds:

- **Student-Initiated:**
  - Medical grounds (with supporting medical certificates)
  - Financial constraints (with supporting documentation)
  - Family emergencies
  - Admission to another institution (with proof of admission)
  - Change of career goals
  - Personal reasons (with a valid reason)
- **College-Initiated:**
  - Academic misconduct (e.g., plagiarism, cheating)
  - Disciplinary violations (e.g., ragging, substance abuse)
  - Failure to meet academic requirements (e.g., attendance, fees)
  - Submission of false or misleading information during the admission process

## 3. Cancellation Process:

- **Student-Initiated Cancellation:**
  - **Application:** The student submits a written application for admission cancellation to the designated authority (e.g., Head of Department, Dean of Students or Principal).
  - **Documentation:** The student provides necessary supporting documents (as applicable).
  - **Review:** The application is reviewed by the designated authority.
  - **Decision:** The authority reviews the application and supporting documents and makes a decision regarding the cancellation request.
  - **Communication:** The decision is communicated to the student.
  - **Refund Policy:** The college follows the refund policy as per the guidelines and its own rules.



- **College-Initiated Cancellation:**

- **Show-Cause Notice:** The college issues a show-cause notice to the student, outlining the reasons for the proposed cancellation.
- **Student Response:** The student is given a reasonable time to respond to the show-cause notice.
- **Inquiry Committee:** An inquiry committee may be formed to investigate the matter.
- **Decision:** Based on the inquiry findings and student's response, the college takes a decision on the cancellation.
- **Communication:** The decision is communicated to the student in writing.
- **Appeals:** The student may have the right to appeal the decision through established channels.

**4. Refund Policy:**

- The college shall have a clear and transparent refund policy for tuition fees and other charges.
- The refund amount will vary depending on the stage of the academic year and the reasons for cancellation.
- UGC guidelines on refunds shall be strictly adhered to.

**5. Record Keeping:**

- All admission cancellation requests, supporting documents, and decisions shall be properly documented and maintained in college records.

**6. Grievance Redressal:**

- The college shall have a mechanism for students to address any grievances related to the admission cancellation process.

**7. Documents required for admission cancellation:**

- **Original Fee Receipts:** Original copies of all fee receipts that you have paid to the institution.
- **Identification Proof:** College ID Card, A copy of your valid photo ID, such as your passport, driver's license, or student ID.
- **No due letters from the concerned departments**
- **Other Relevant Documents:** This might include any other documents that the institution specifically requires, such as a medical certificate in case of health-related reasons for cancellation.

## 08. Committee List

1. **Anti-Ragging Cell**
  2. **Local Inspection Committee (LIC) Moderators**
  3. **Counselling Cell**
  4. **Mentoring Cell**
  5. **Placement Cell & Career Guidance**
  6. **IIC - Innovate X**
  7. **Alumni Cell**
  8. **Student Grievance Redressal Cell**
  9. **Discipline Cell**
  10. **Women Empowerment Cell (Sthree Cell)**
  11. **Magazine Committee**
  12. **Sports Committee**
  13. **Timetable Committee**
  14. **Library Advisory Committee**
  15. **Green Initiative Committee / Eco Club**
  16. **Formative Assessment Committee**
  17. **Cultural Committee**
  18. **NCC**
  19. **Research and Development Cell**
  20. **NSS Committee**
  21. **Equal Opportunity Cell (SC/ST/OBC/EWS/Minority/Divyangjan Cell)**
  22. **IQAC Committee**
  23. **Internal Compliance Committee / Anti-Sexual Harassment Cell**
  24. **Inauguration Committee & Bridge Course**
  25. **Website Committee**
  26. **IT Club**
  27. **Student Council**
  28. **Commerce Club**
  29. **Management Club**
  30. **Literary Club**
  31. **Staff Grievance Redressal Cell**
  32. **Vocational Training / NPTEL**
  33. **Summative Assessment Committee**
  34. **Youth Red Cross**
  35. **Rotaract**
  36. **Extension Services**
  37. **Human & Public Health Committee**
  38. **Curriculum Enrichment Program**
    - **US-CMA**
    - **ACCA**
    - **Aviation**
    - **Cloud Computing & Data Science**
    - **Techniques in Biochemistry**
-

- 39. Study Centres of Indian Legends**
  - 40. Social Media Optimization Cell**
  - 41. Election Literacy Club**
  - 42. Internal Academic Audit Cell**
  - 43. NAD/ABC Cell**
  - 44. Internal Assessment and Attendance Consolidation Committee**
  - 45. Integration of Indian Knowledge Systems**
  - 46. DHI / ERP / LMS Committee**
  - 47. Institution Development Plan Committee**
  - 48. Faculty and Student Exchange Program Committee**
-

# 09. Academic Calendar

## BANGALORE UNIVERSITY

Accredited by NAAC with A\*\*  
JNANA BHARATHI, BENGALURU - 560056

No: Aca-I/A4/UG-Calendar of Events/2025-26

Dated: 16.04.2025

### NOTIFICATION

Sub: - Calendar of Events for B.A / B.Sc / B.Com / BBA / BCA / BHM / BVA / B.Voc / BASLP undergraduate courses for the academic year 2025-26.

Ref: 1. Government order No:ED212UNE2024, Dated: 04.10.2024.  
2. Approval of the Hon'ble Vice-Chancellor, dated: 11.04.2025

\*\*\*

As per Government order dated: 04.10.2024, Calendar of Events for odd semester of B A / B.Sc / B.Com / BBA / BCA / BHM / BVA / B.Voc / BASLP undergraduate courses for the academic year 2025-26 is notified as hereunder :-

Sl.#	Name of the Event for the academic year 2025-26	Date fixed for 2025-26
1.	Commencement of admission to I semester admission	15.04.2025
2.	Bridge course for the students of 1 <sup>st</sup> semester (Colleges having facilities may offer bridge course for the 1 <sup>st</sup> semester students)	15.06.2025 to 30.06.2025
3.	Commencement of classes of I, III, V, VII semester of UG courses	01.07.2025
4.	Last date for admission to 1 <sup>st</sup> semester	19.07.2025
5.	Admission approval	01.09.2025 to 30.09.2025
6.	End of I, III, V & VII Semester of UG courses	25.10.2025
7.	Vacation* Examination (Practical & Theory) Valuation and Results	26.10.2025 to 14.12.2025
8.	Commencement of classes of II, IV, VI & VIII semesters of UG courses	15.12.2025
9.	End of II, IV, VI & VIII Semesters of UG courses	08.04.2026
10.	Vacation* Examination (Practical & Theory) Valuation and Results	09.04.2026 to 30.05.2026
11.	Commencement of next academic year for this batch	01.06.2026

\* Teachers on vacation should take up the assigned examination work, including valuation.

#### Note:-

1. The college shall submit the applications for issue of Eligibility Certificates in respect of Foreign Nationals before 20.07.2025. The applications received after this date will not be considered.
2. The Principals shall ensure to obtain permission from the University for the students who have discontinued the degree programme as per the Guidelines on Determination of Uniform Span Period to qualify for a Degree published vide D.O. No.F.12-1/2015 (CPP-II) dated: 15.10.2015.
3. Wherever Bio-Metric attendance is implemented for teachers, the Principals are requested to take permission from the Higher Authorities to waive the requirement of attendance of the teachers on the days of the examination related work in the University especially during the valuation of answer books.
4. The colleges have to collect and remit the fee as prescribed by the University.
5. The Principals are requested to adhere to the above schedule of Calendar of Events and follow the University Rules and Regulations strictly.

To

1. The Principals of affiliated colleges of BU. (Fee structure statement annexure- A, B & C' is enclosed for reference)
2. The Co-Ordinators, B.A / B.Sc / B.Com & BCA courses, Bangalore University, Bengaluru P.T.O.



BY ORDER

REGISTRAR

**Copy to:**

1. The Registrar (Evaluation), Bangalore University, Bangalore
2. The Deans, Faculties of Arts, Science, Commerce & Management, Bangalore University, Bengaluru
3. PS to the Principal Secretary to the Govt. Higher Education department, Government of Karnataka, Bangalore -560 001 for kind information.
4. PS to Vice-Chairman, Karnataka State, Higher Education Council, Palace Road Bangalore-01.
5. The Director of Students Welfare, B.U.B.
6. e-Office, IT Centre, Bangalore University, Bangalore – for publish the notification in the website.
7. PS to VC /Registrar/Registrar (Eva) /PA to FO, Bangalore University, Bangalore.
8. Office copy / guard file.

***\*Calendar of Events will be shared by the college through ERP.***

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