

ANNEXURE-18

Mandatory Disclosures

Name of the Institution : Surana College

Address: No. 167, 5th Main Road, Industrial Suburb, 2nd Stage, Behind FTI, Near ESIC Hospital, Peenya, Bangalore-560022

Mobile No: 94804 24096 Landline No: 080-23370056/57

E-mail ID : principal@suranacollegepeenya.edu.in

Name and address of the Trust: GDA Foundation Trust

Address: #16, South End Road, Bangalore-560004

Phone No: 080-26642292

Name and Address : Principal : Dr. Ramya R

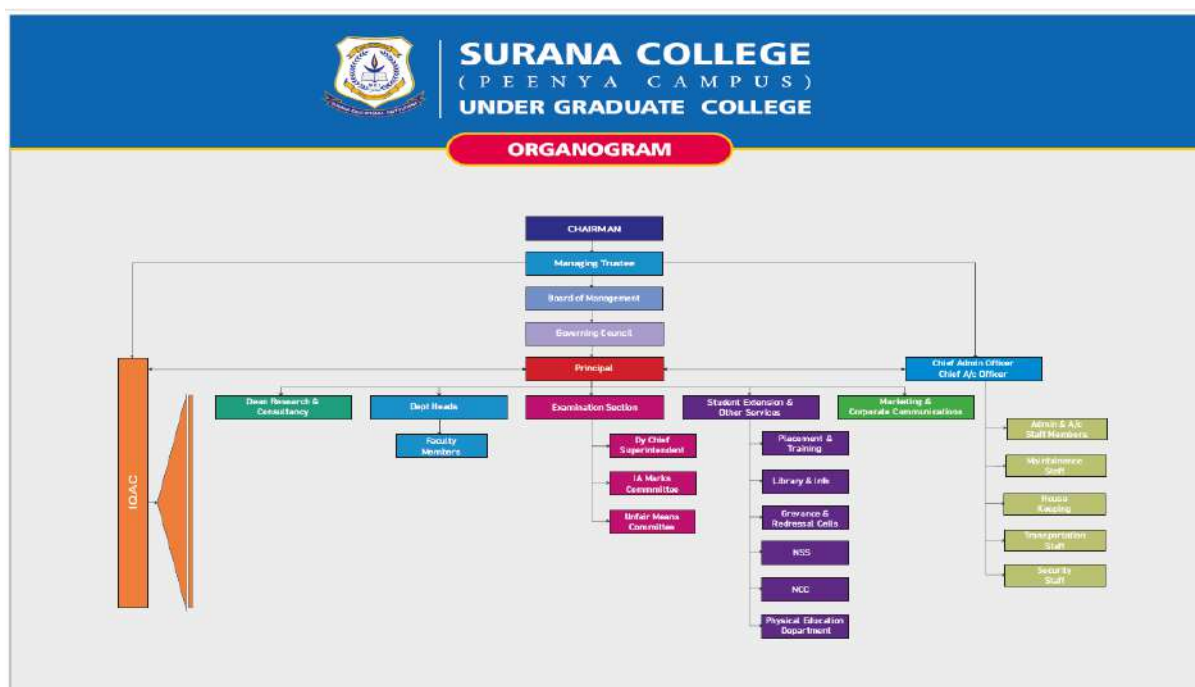
#23182, Prestige Jindal City, Manjunath nagar,

Bangalore - 560073

18.4 Name of the affiliating University : Bangalore University

18.5 Governance

i. Organizational chart:



ii. Grievance Redressal mechanism for Faculty, staff and students:

Grievance Redressal process:

About the portal:

Surana College envisages to provide a safe and congenial environment for Teaching-Learning and to facilitate it; any breach in disciplinary acts is taken very seriously. It is our collective responsibility to report all threatening statements and actions immediately. We assure that any intimation or actions reported to us would be kept confidential and appropriate measures would be taken immediately to mitigate it. We request all the students to cooperate and abide by the rules and regulations as it is our fundamental responsibility to each other as well as to the society. Zero-Tolerance Policy is enforced to foster an environment which is conducive to learning and is safe for every student. If you experience peril or know of any instance implicating threats or violence, you may report it immediately to the College authorities (any Faculty member or directly to the Principal) and prompt investigation and action will be taken by The Threat Assessment Team.

To report any violations contact us on 080-23370057 or write to us on grcell@suranacollegepeenya.edu.in

Responsibilities of Grievance Committee:

- Grievance Committee members must be able to resolve the grievance with utmost sincere efforts.
- Grievance must be solved by considering all the facts and by following proper protocol.
- Grievance must be solved with transparency. Attention to be given even to minute details.
- Student Satisfaction should be the ultimate motive.
- Student must be given feedback and solution to the grievance as expressed by the student.

iii. Establishment of Anti Ragging Committee

1. Anti-Ragging Cell

Faculty Name	Department	Convenor/Member
Mr. C H Sathyanarayanappa	Commerce & Management	Convenor
Ms. Ambika A R	Kannada	Member squad
Ms. Bindu T	Computer Science	Member

Student Members	Class	Phone numbers
Rakshitha KV	III Sem BCA	9902516168
Vishwanath D	V Sem BBA	8660629943

Objective:

To prevent and address incidents of ragging and promote a safe and respectful campus environment at Surana College.

Responsibilities:

➤ Awareness and Prevention:

- Conduct orientation sessions for new students and parents on anti-ragging policies, regulations, and consequences once in a academic year.
- Collaborate with student organizations, NGOs, and law enforcement agencies to conduct anti-ragging initiatives.

➤ Monitoring and Reporting:

- Monitor campus activities and social interactions to identify and prevent potential instances of ragging.
- Maintain a dedicated contact no. and email for reporting ragging incidents confidentially.

➤ Complaint Handling and Investigation:

- Receive and document complaints related to ragging promptly and confidentially.
- Formulate an investigation team comprising Convenor of Discipline Committee, Principal, HR, Respective coordinator and student representatives to probe reported incidents.

➤ Action and Disciplinary Measures:

- Take immediate action to prevent further instances of ragging upon receiving a complaint.
- Implement disciplinary measures as per institutional policies and legal guidelines against individuals or groups found guilty of ragging.

➤ Support and Counselling:

- Provide support and counselling to victims of ragging, ensuring their physical and emotional well-being.

iv. Establishment of Online Grievance Redressal Mechanism:

Student Grievance Redressal Cell

Faculty Name	Department	Convenor/Member
Ms. Vanishree M Kulkarni	Administration	Convenor
All Coordinators		Members

Student Grievance Redressal Cell

Objective: Address and resolve grievances of students in a fair and transparent manner.

Responsibilities:

- Receive and investigate student grievances related to academics, facilities, and other issues.
- Plan and propose necessary budget for grievance redressal activities.
- Organize awareness programs on grievance redressal procedures.
- Collaborate with relevant departments to resolve grievances promptly.
- Provide counselling and support for students with grievances.
- Maintain records of grievances and resolutions.

Things to Consider:

- Ensure grievance redressal procedures are accessible and transparent.
- Promote a culture of trust and accountability within the college.

Protocol to be Followed:

1. The Convenor must use the committee seal on all circulars and documents issued by the committee.
 2. Announce grievance redressal procedures and updates well in advance through circulars and online platforms.
 3. Maintain detailed records of all grievances, investigations, and resolutions.
 4. Submit a statistical report on committee activities and achievements to the Principal at the end of each semester.
 5. Coordinate with the Timetable Committee to ensure grievance redressal activities do not disrupt regular academic activities.
 6. Ensure timely communication with students regarding grievance redressal guidelines and updates.
 7. Hold regular meetings with committee members to plan and review activities.
 8. Monitor and evaluate the effectiveness of grievance redressal procedures.
 9. Submit the meeting books on the 5th of every month.
- v. Details of Grievance Redressal Committee in the Institution and OMBUDSMAN by the University
- vi. Establishment of Internal Committee (IC)

Internal Compliance Committee / Anti-Sexual Harassment Cell

Faculty Name	Department	Convenor/Member
Ms. Pooja M Prasad	Computer Science	Convenor

Ms. Seema S	Admin	Member
Rtn. Lalitha Panchanathan	Rotary Bangalore Udyog	Member Representative-NGO

Student Members	Class	Phone numbers
Aishwarya P	III Sem BCOM	9353916266
Rashmitha	V Sem BCOM	9353623731

Objective: Ensure adherence to internal policies, regulations, and standards within the institution.

Responsibilities:

- Monitor and evaluate compliance with institutional policies and procedures.
- Plan and propose necessary budget for compliance activities.
- Conduct regular audits and reviews of departmental practices.
- Provide training and awareness programs on compliance-related issues.
- Address and resolve compliance-related concerns and grievances.
- Maintain documentation and records of compliance activities.

Things to Consider:

- Ensure all departments are aware of and adhere to compliance requirements.
- Promote a culture of transparency and accountability.

Protocol to be Followed:

1. The Convenor must use the committee seal on all circulars and documents issued by the committee.
2. Announce compliance-related updates and training sessions well in advance through circulars.
3. Maintain detailed records of audits, reviews, and compliance activities.
4. Submit a statistical report on committee activities and findings to the Principal at the end of each semester.
5. Coordinate with relevant departments to address compliance issues promptly.
6. Ensure timely communication with staff regarding compliance guidelines and updates.
7. Hold regular meetings with committee members to plan and review compliance activities.

8. Monitor and evaluate the effectiveness of compliance measures and practices.
9. Submit the meeting books on the 5th of every month.
10. Maintain files for all activities mentioned in 1, 3, 4, 5, 6, Meeting Books, and Budget Proposed File.
11. Submit a report after each activity/event.

viii. Internal Quality Assurance Cell:

IQAC Committee

Faculty Name	Department	Convenor/Member
Dr. Ramya R	Administration	Chairperson
Dr Ajay R	Commerce & Management	Coordinator
Mr. Mahesh B N (Criteria 1)	Commerce & Management	Criterion Head
Mr. Sachin A Rosario (Criteria 2)	EVS	Criterion Head
Ms. Sachana C (Criteria 3)	Commerce & Management	Criterion Head
Mr. Sudarshan Chalapathi V S (Criteria 4)	Commerce & Management	Criterion Head
Ms..Bhavya S (Criteria 5)	BCA	Criterion Head
Ms. Bindiya BHP (Criteria 6)	Commerce & Management	Criterion Head
Ms.Pooja M and Ms.Moulya A P(Criteria 7)	Computer Science/EVS	Criterion Head

Student Members	Class	Phone numbers
Shreya	V Sem BCOM	7019061944
Gaganashree	V Sem BBA	8050126136

Internal Quality Assurance Cell (IQAC) Committee

Objective:

To ensure continuous improvement in the quality of education, assessment, and administrative processes at Surana College.

Responsibilities:

- **Quality Assurance and Enhancement:**

- Develop and implement policies, procedures, and mechanisms for quality assurance across academic and administrative units.
- Monitor the implementation of quality benchmarks in teaching, learning, evaluation, and research activities.

➤ **Annual Quality Assurance Report (AQAR):**

- Prepare the Annual Quality Assurance Report based on the criteria and key indicators provided by the NAAC (National Assessment and Accreditation Council).
- Compile data and information from various departments and committees to assess the institution's performance.

➤ **Coordination and Documentation:**

- Coordinate with departments and committees to collect data and documentation required for accreditation and quality assessment.
- Maintain records of AQAR, accreditation reports, and other relevant documents for institutional review and compliance.

➤ **Quality Improvement Projects (QIPs):**

- Identify areas for improvement based on internal assessments, feedback, and external evaluations.
- Initiate and monitor Quality Improvement Projects to address identified gaps and enhance institutional effectiveness.

➤ **Faculty and Staff Development:**

- Organize workshops, seminars, and training programs to enhance faculty and staff competencies in teaching, research, and administrative practices.
- Support professional development initiatives aligned with institutional goals and academic priorities.

➤ **Stakeholder Feedback and Grievance Redressal:**

- Facilitate mechanisms for gathering feedback from students, faculty, staff, and other stakeholders on academic and administrative processes.
- Address grievances related to quality of education and services through a structured and transparent redressal process.

➤ **Internal and External Reviews:**

- Conduct periodic internal reviews and assessments to evaluate the effectiveness of IQAC initiatives and adherence to quality standards.
- Prepare for and facilitate external reviews and accreditation visits by regulatory bodies like NAAC.

Protocols to Follow:

1. Meeting and Reporting:

- Schedule regular meetings of the IQAC Committee to review progress, discuss issues, and plan future activities.
- Prepare minutes of meetings and action points for dissemination to relevant stakeholders.

2. Compliance and Accreditation:

- Ensure compliance with accreditation criteria and guidelines set by regulatory bodies.
- Prepare and submit required documents and reports within specified deadlines for accreditation and re-accreditation processes.

3. Continuous Improvement Culture:

- Foster a culture of continuous improvement by encouraging participation and collaboration among departments, committees, and stakeholders.
- Monitor the impact of quality enhancement initiatives and adjust strategies as needed based on outcomes and feedback.

4. Documentation and Record Keeping:

- Maintain comprehensive documentation of IQAC activities, reports, and outcomes for institutional memory and future reference.
- Ensure confidentiality and security of sensitive information and data collected during quality assurance processes.

Evaluation and Review:

- Regularly evaluate the effectiveness of IQAC initiatives through feedback, performance metrics, and outcome assessments.
- Review and update the SOP periodically to incorporate best practices, regulatory changes, and institutional priorities.

ix Equal Opportunity facilities Cell.

Equal Opportunity Cell/
SC/ST/OBC/EWS/Minority/Divyangjan Cell

Faculty Name	Department	Convenor/Member
Ms. Ambika A R	Kannada	Convenor
Ms. Thippesha L	Economics	Member
Mr. Shiva kumar R	System Admin	Member

Student Members	Class	Phone numbers
Vrunda.S	V Sem BCA	8088090791
Keerthana.U	V Sem BCOM	8217079120

Objective: Ensure equal opportunities for all students and staff, promoting diversity and inclusion within the college.

Responsibilities:

- Monitor and address issues related to discrimination and inequality.
- Plan and propose necessary budget for equal opportunity initiatives.
- Organize workshops and seminars on diversity, inclusion, and anti-discrimination.
- Provide support and resources for underrepresented groups within the college.
- Promote awareness and understanding of equal opportunity policies.
- Maintain records of complaints and resolutions related to discrimination and inequality.

Things to Consider:

- Ensure activities are inclusive and accessible to all students and staff.
- Promote a culture of respect and acceptance within the college community.

Protocol to be Followed:

1. The Convenor must use the committee seal on all circulars and documents issued by the committee.
2. Announce equal opportunity events and activities well in advance through circulars and online platforms.

3. Maintain detailed records of all activities, including participant details, outcomes, and feedback.
4. Submit a statistical report on committee activities and achievements to the Principal at the end of each semester.
5. Coordinate with the Timetable Committee to organize events without disrupting regular academic activities.
6. Ensure timely communication with students and staff regarding equal opportunity guidelines and updates.
7. Hold regular meetings with committee members to plan and review activities.
8. Monitor and evaluate the impact of equal opportunity programs on the college community.
9. Submit the meeting books on the 5th of every month.
10. Maintain files for all activities mentioned in 2, 3, 4, 5, 6, Meeting Books, and Budget Proposed File.
11. Submit a report after each activity/event.

Counselling Cell

3. Counselling Cell

Faculty Name	Department	Convenor/Member
Ms. Priyanka A	Physics	Convenor
Ms. Tajunnisa M	Hindi	Member
Ms. Snehalatha S H	Computer Science	Member
Dr. Sudharshan H. L	Surana Well-being Centre	External Counselling head

Student Members	Class	Phone numbers
Milan	V Sem BA	7019456196
Sneha S Nair	V Sem BSC	8088195495

Objective: Provide psychological and emotional support to students and staff, helping them cope with personal, academic, and social challenges.

Responsibilities:

- Tie-up with Psychology department of Surana and offer individual and group counselling sessions.

- Organize workshops and seminars on mental health, stress management, and personal development.
- Maintain confidentiality and professional ethics in all counselling interactions with individual students.
- Collaborate with faculty and administration to identify and support students in need.
- Refer individuals to external mental health professionals and resources when necessary.
- Monitor and evaluate the effectiveness of counselling services and programs.
- Raise awareness about mental health issues and promote a supportive campus environment by inviting subject experts.

Things to Consider:

- Maintain a non-judgmental and supportive environment for all individuals seeking help.
- Stay updated with current trends and practices in counselling and mental health.
- Provide training and support for peer counsellors and volunteers.

Protocol to be Followed:

1. The Convenor must use the committee seal on all circulars and documents issued by the committee.
2. Monthly once conduct a meeting with faculty members.
3. Announce counselling workshops and seminars well in advance through circulars to ensure maximum participation.
4. Submit a report after each workshop/seminar.
5. Provide an annual summary of counselling activities and outcomes to the Principal.
6. Maintain detailed records of all counselling sessions and activities, ensuring confidentiality.
7. Regularly update the counselling cell notice board and online platforms with information on upcoming events and mental health resources.
8. Hold regular meetings with faculty and student members to plan and review counselling activities.

18.6 Programmes

Name of Programmes approved by AICTE :

- BBA
- BCA

For each Programme the following details are to be given (Preferably in Tabular form):

Program	Academic year	Sanctioned Intake	Duration	Admission done
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BBA	2023-24	60	3 Years	35
	2024-25	60	3 Years	21

Fee (as approved by the state government) – Policy – Uploaded on Website.

Name and duration of Programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval.
If there is Foreign - NIL

Faculty – BBA

SL No	Name of the Faculty	Designation	Qualification	Date of Joining	Appointment
1	Ms. Sachana C	Assistant Professor	MBA, (Ph.D)	18 Jan 2020	Permanent
2	Mr.Sudarshan Chalapathi V S	Assistant Professor	MCOM, MBA	11 July 2019	Permanent
3	Ms. Bindiya B H P	Assistant Professor	MCOM, MBA	15 July 2019	Permanent
4	Mr. Mahesh B N	Assistant Professor	M.COM, MBA, (Ph.D)	01 June 2022	Permanent

18.8 Profile of Principal

i. Name : Dr. Ramya R

ii. Date of Birth : 21st Sep 1982

iii. Unique ID : VIDWAN ID - 408093

iv. Education Qualifications : Ph.D, M.Sc., M.Ed, PGDBA

v. Work Experience :

Position	Institution	Duration
Principal	Surana College, Peenya, Bangalore	Jan 2017 – Till Date
Dean	Kamala College, Bangalore, Karnataka	May 2016 – Dec 2016
Assistant Professor	M S Ramaiah College of Arts, Science	Mar 2007 – Oct 2015

Area of Specialization : Life Sciences

viii. Courses taught : Undergraduate – B.Sc - Programmes

ix. Research guidance (Number of Students) : 40

x. No. of papers published in National/International Journals/Conferences:

S. No.	Paper Published Name	ISSN No.
i	Bio-synthesis and antimicrobial activity of silver nanoparticles using anaerobically digested parthenium slurry	1011-1344
ii	Co-utilization of pretreated Parthenium hysterophorus L., weeds along with bovine animal faeces for biomethanation	0976-3031
iii	Comparative efficiency of pretreatment methods on Parthenium hysterophorus L., as a potential feed stock	2250-3153
iv	Impact of C/N ratio of pretreated Parthenium hysterophorus L. on Biomethanation	2277-8179
v	A study of the efficiency of whey water pretreated Parthenium hysterophorus L. as potential feedstock	2249-555X
vi	16S rRNA based T-RFLP analysis of methanogens in biogas plant with P. hysterophorus L. as substrate	2231-2196

Education Details:

Year	Degree	Institution	Location
2021 – 2023	M.Ed (Masters in Education)	Bangalore North University	Bangalore
2017 – 2019	PGDBA (Post Graduate Diploma in Business Administration)	Bangalore University	Bangalore
2011 – 2015	Ph.D. (Life Sciences)	Bangalore University	Bangalore
2009 – 2010	B.Ed. (Biology)	M.S. Ramaiah College of Education	Bangalore
2002 – 2004	Master of Science (Microbiology)	Maharani's College of Science	Bangalore
1999 – 2002	Bachelor of Science (CBZ)	Mount Carmel College	Bangalore

xvi. Research Publications (No. of papers published in National/International Journals/Conferences) : 11

xvii. No. of Books published with details (Name of the book, Publisher with ISBN, year of publication, etc.) - 01

18.9 Fee

i. No. of Fee waivers granted with amount and name of students :

ii. Number of scholarship offered by the Institution, duration and amount :

Scholarship Policy uploaded in the Website.

Fee Waivers granted to students - BBA

Sl. No.	OPTRAA ID	Student Name	Class Name	Concession Name	Concession
					(In Rs.)
1	10591582	SHARATHKUMAR V	I Sem-BBA-	SEI-CHAMP SCHOLARSHIP:[SEICS) Meritorious Students	5000
2	10586119	YASHASWINI R	I Sem-BBA-	SEI-CHAMP SCHOLARSHIP:[SEICS) Meritorious Students	28882
6	10585865	GEETASHRI	I Sem-BBA-	SEI-CHAMP SCHOLARSHIP:[SEICS) Meritorious Students	4999
4	10607416	ZABIULLA	I Sem-BBA-	SEI-CHAMP SCHOLARSHIP:[SEICS) Meritorious Students	4000
5		HEMANTH NAIDU K V	2ND BBA	MGT	23000

18.10 Admission

i. Number of seats sanctioned with the year of approval : 60

ii. Number of Students admitted under various categories each year in the year 2024-25

Sanctioned Intake – 60

Sl.No	Course	UUCMS REG NO	First Name	Caste	Category
1	I Sem BBA	U03MF24M0017	ADITYA SURESH MANTUR	REDDY	3A
2	I Sem BBA	U03MF24M0008	ARBAZ KARIGAR	MUSLIM	2B
3	I Sem BBA	U03MF24M0019	CHIRAG D	VOKKALIGA	3A
4	I Sem BBA	U03MF24M0003	GEETASHRI	AGASA	2A
5	I Sem BBA	U03MF24M0021	JAYANTH K	UPPARA	CAT I
6	I Sem BBA	U03MF24M0020	MADESH P	GANIGA	2A
7	I Sem BBA	U03MF24M0014	MITHUN BA	VOKKALIGA	3A

8	I Sem BBA	U03MF24M0016	MUDASIR H	MUSLIM	2B
9	I Sem BBA	U03MF24M0010	NITHIN UPADHAYA	BRAHMIN	GM
10	I Sem BBA	U03MF24M0001	PRAKHYAN N	BRAHMIN	GM
11	I Sem BBA	U03MF24M0013	RAHUL GOWDA K	VOKKALIGA	3A
12	I Sem BBA	U03MF24M0005	SHAIKH SAHIL SALIM	MUSLIM	2B
13	I Sem BBA	U03MF24M0009	SHARATHKUMAR V	BHOVI	SC
14	I Sem BBA	U03MF24M0002	SHREYAS D M	VOKKALIGA	3A
15	I Sem BBA	U03MF24M0011	SONIYA P	MARWADI	GM
16	I Sem BBA	U03MF24M0006	SUNIL N L	ADI KARNATAKA	SC
17	I Sem BBA	U03MF24M0015	UDHAY G	LINGAYAT	GM
18	I Sem BBA	U03MF24M0012	VARUN RAJ R	ADI KARNATAKA	SC
19	I Sem BBA	U03MF24M0007	YASHASWINI J M	GANIGA	2A
20	I Sem BBA	U03MF24M0004	YASHASWINI R	PADMASHALI	2A
21	I Sem BBA	U03MF24M0018	ZABIULLA	MUSLIM	2B

iii. Number of applications received during last year for admission under Management Quota and number admitted

18.11 Admission Procedure :

Step 1: Invitation of Applications

1. Announcement of Admissions:

- Publish admission notifications through the college website, social media, newspapers, and banners in prominent locations.
- Specify important details such as available courses, eligibility criteria, application deadlines, and contact information.

2. Distribution of Application Forms:

- Make application forms available online and offline at the college office.
- Ensure applicants receive clear instructions on filling out the form and attaching necessary documents.

Step 2: Application Submission and Scrutiny

1. Receiving Applications:

- Accept completed applications online or in person at the admissions office.
- Provide applicants with an acknowledgment receipt upon submission.

2. Scrutiny of Applications:

- Verify the completeness of the application forms.
- Check eligibility criteria based on marks, age, and other conditions as per the course requirements.
- Shortlist eligible candidates and communicate the status of their application via email or SMS.

Step 3: Counseling Students

1. Counseling Sessions:

- Arrange counseling sessions for shortlisted candidates and their parents/guardians.
- Provide detailed information about the courses offered, syllabus, career prospects, and any special programs.
- Address queries related to academic support, extracurricular activities, and scholarships (if applicable).

2. Course Selection:

- Assist students in choosing the course that aligns with their academic background, interests, and career goals.

Step 4: Document Collection and Verification

1. Required Documents:

- Original and photocopies of:
 - Mark sheets and certificates (10th, 12th, or equivalent).
 - Transfer Certificate (TC).
 - Migration Certificate (if applicable).
 - Passport-size photographs.
 - Caste Certificate (if applicable).
 - Aadhaar Card or any government-issued ID for identity proof.

- Income Certificate (for scholarships, if applicable).

2. Verification Process:

- Check the authenticity of the submitted documents.
- Confirm the eligibility of the candidate based on the verified records.

Step 5: Payment of Admission Fees

1. Fee Payment Notification:

- Inform candidates who have cleared the verification process about the fee structure and payment deadline.

2. Mode of Payment:

- Fee payment will only be accepted through online modes. Provide instructions for online transfer and ensure proper acknowledgment upon payment.

3. Receipt Issuance:

- Issue a receipt upon successful fee payment.

Step 6: Confirmation of Admission

- Share login credentials for the student portal and details about the orientation program.

Record Keeping:

- Maintain a digital and physical record of all admission-related documents and correspondence.

18.12 Criteria and Weightages for Admission :

We conduct Face to Face interview process to allot BBA seats for Management quota students and the cutoff criteria is 50%.

List of Applicants

List of candidate whose applications have been received:

Sl No.	Application Number	Course Applied	Student Name	Date	Admission
1	APP0004	BBA	PREETHI N	13-04-2024	
2	APP0011	BBA	YASHASWINI R	15-04-2024	Admitted
3		BBA	GEETHASRI	16-04-2024	
4	APP0021	BBA	GEETHASRI	16-04-2024	Admitted

5	APP0023	BBA	DAYASAGAR G	16-04-2024	
6	APP0024	BBA	PALAK KUMARI	16-04-2024	Admitted
7	APP0032	BBA	ACHARYA ANKITA SOMASHEKAR	17-04-2024	
8		BBA	SRINIDHI	17-04-2024	
9	APP0033	BBA	SRINIDHI	17-04-2024	
10	APP0037	BBA	SHREYAS D M	18-04-2024	Admitted
11	APP0039	BBA	PRAKHYAN N	19-04-2024	Admitted
12	APP0042	BBA	SONIYA P	20-04-2024	Admitted
13	APP0045	BBA	S MOHAN KUMAR	20-04-2024	
14	APP0048	BBA	KUSHAL P	22-04-2024	
15		BBA	KUSHAL P	22-04-2024	
16	APP0049	BBA	SUNIL N L	23-04-2024	Admitted
17	APP0084	BBA	YASHWINI J M	24-04-2024	Admitted
18	APP0053	BBA	MOHAN BABU R	24-04-2024	Admitted
19	APP0062	BBA	DEEPA S	25-04-2024	
20	APP0065	BBA	KASHYAP D	25-04-2024	
21	APP0111	BBA	PRABHU A	09-05-2024	
22	APP0117		HARSHA T S	11-05-2024	Admitted
23	APP0123	BBA	SHAIKH SAHIL SALIM	14-05-2024	Admitted
24	APP0137	BBA	ARBAZ KARIGAR	20-05-2024	Admitted
25	APP0139	BBA	SHARATHKUMAR V	22-05-2024	Admitted
26	APP0147	BBA	MITHUN BA	25-05-2024	Admitted
27		BBA	GOWTHAMI	26-05-2024	
28	APP0176	BBA	SHRUTHI SHARMA P	07-06-2024	
29	APP0210	BBA	ROSHAN SHARIF	18-06-2024	
30	APP0216	BBA	PRAJWAL C N	21-06-2024	

31	APP0217	BBA	GANGADHAR G C	21-06-2024	
32	APP0228	BBA	VARAN RAJ R	24-06-2024	Admitted
33	APP0248	BBA	ADITYA S M	12-07-2024	Admitted
34	APP0251	BBA	RAHUL GOWDA K	16-07-2024	Admitted
35	APP0281	BBA	H MUDASIR	10-08-2024	Admitted
36	APP0284	BBA	ZABIULLA	19-08-2024	Admitted
37		BBA	JAYANTH K	13-09-2024	
38	APP0290	BBA	JAYANTH K	13-09-2024	Admitted
39	APP0298	BBA	MADESH P	19-10-2024	Admitted
40		BBA	SUNIL N L	01-12-2024	
41		BBA	KISHORE KUMAR KV	10-12-2024	

18.14 Results of Admission Under Management seats/Vacant seats

i. Composition of selection team for admission under Management Quota :

Admissions Team – They conducted face to face interview and admission were granted.

ii. List of candidate who have been offered admission :

Sl.No	Course	UUCMS REG NO	First Name	Caste	Category
1	I Sem BBA	U03MF24M0017	ADITYA SURESH MANTUR	REDDY	3A
2	I Sem BBA	U03MF24M0008	ARBAZ KARIGAR	MUSLIM	2B
3	I Sem BBA	U03MF24M0019	CHIRAG D	VOKKALIGA	3A
4	I Sem BBA	U03MF24M0003	GEETASHRI	AGASA	2A
5	I Sem BBA	U03MF24M0021	JAYANTH K	UPPARA	CAT I
6	I Sem BBA	U03MF24M0020	MADESH P	GANIGA	2A
7	I Sem BBA	U03MF24M0014	MITHUN BA	VOKKALIGA	3A

8	I Sem BBA	U03MF24M0016	MUDASIR H	MUSLIM	2B
9	I Sem BBA	U03MF24M0010	NITHIN UPADHAYA	BRAHMIN	GM
10	I Sem BBA	U03MF24M0001	PRAKHYAN N	BRAHMIN	GM
11	I Sem BBA	U03MF24M0013	RAHUL GOWDA K	VOKKALIGA	3A
12	I Sem BBA	U03MF24M0005	SHAIKH SAHIL SALIM	MUSLIM	2B
13	I Sem BBA	U03MF24M0009	SHARATHKUMAR V	BHOVI	SC
14	I Sem BBA	U03MF24M0002	SHREYAS D M	VOKKALIGA	3A
15	I Sem BBA	U03MF24M0011	SONIYA P	MARWADI	GM
16	I Sem BBA	U03MF24M0006	SUNIL N L	ADI KARNATAKA	SC
17	I Sem BBA	U03MF24M0015	UDHAY G	LINGAYAT	GM
18	I Sem BBA	U03MF24M0012	VARUN RAJ R	ADI KARNATAKA	SC
19	I Sem BBA	U03MF24M0007	YASHASWINI J M	GANIGA	2A
20	I Sem BBA	U03MF24M0004	YASHASWINI R	PADMASHALI	2A
21	I Sem BBA	U03MF24M0018	ZABIULLA	MUSLIM	2B

iii. Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate.

18.15 Information of Infrastructure and Other Resources Available

i. Number of Classrooms and size of each - Attached Table Below

ii. Number of Tutorial rooms and size of each : Attached Table Below

iii. Number of Laboratories and size of each : Attached Table Below

iv. Number of Computer Centres with capacity of each : Attached Table Below

v. Central Examination Facility, Number of rooms and capacity of each : Attached Table Below

vi. Online examination facility (Number of Nodes, Internet band width, etc.): NA

vii. Barrier Free Built Environment for disabled and elderly persons: Attached Table Below

Infrastructure Details

SL.NO	PARTICULAR	ROOM NO	Count of ROOM TYPE	Sum of CARPET AREA (Sq mtr)	CATEGORY
1	ADMINISTRATIVE OFFICE	B1 AO1	1	113.83	Administrative Area
2	CHAIRMAN'S ROOM	B1 CR	1	28.11	Administrative Area
3	PRINCIPAL	B1 P	1	30.30	Administrative Area
4	SERVER ROOM 1	B1 SR 1	1	9.90	Administrative Area
5	RECORDS ROOM	B1 RR	1	13.70	Administrative Area
6	BOARD ROOM	B1 BR	1	47.44	Administrative Area
7	STORE ROOM 1	B1 St.R 1	1	5.57	Administrative Area
8	SPORTS ROOM CUM INDOOR SPORTS	B1 S	1	91.79	Amenities Area
9	ELECTRICAL ROOM CUM UPS ROOM	B1 E	1	5.57	Amenities Area
10	SECURITY ROOM	B1 Se.R	1	5.57	Amenities Area
11	ADMIN DEP 1	B1 AO2	1	21.66	Administrative Area
12	LIBRARY	B1 L	1	63.52	Instructional Common Area
13	READING ROOM 1	B1 RR1	1	55.25	Instructional Common Area
14	FACULTY ROOM 1	B1 FR1	1	29.59	Administrative Area
15	FACULTY ROOM 2	B1 FR2	1	31.84	Administrative Area
16	LECTURE HALL 1 (40 PAX)	B1 LH1	1	38.55	Instructional Area
17	LECTURE HALL 2 (40 PAX)	B1 LH2	1	38.55	Instructional Area
18	LECTURE HALL 3 (84 PAX)	B1 LH3	1	77.34	Instructional Area
19	LECTURE HALL 4 (84 PAX)	B1 LH4	1	77.34	Instructional Area
20	LECTURE HALL 5 (84 PAX)	B1 LH5	1	77.34	Instructional Area
21	TOILET (G) 1	B1 TG 1	5	57.95	Amenities Area
22	TOILET (LADIES -STAFF 1)	B1 TLS 1	1	5.098	Amenities Area
23	TOILET (LADIES -STAFF 2)	B1 TLS 2	1	4.682	Amenities Area
24	TOILET (GENTS -STAFF 1)	B1 TGS 1	1	5.098	Amenities Area
25	TOILET (B) 1	B1 TB1	4	58.58	Amenities Area
26	EXAMINATION CENTER	B1 EC	1	69.71	Administrative Area
27	BUSINESS LAB	B1 BL	1	22.07	Instructional Area
28	LECTURE HALL 7 (24 PAX)	B1 LH7	1	32.14	Instructional Area
29	LECTURE HALL 8 (84 PAX)	B1 LH8	1	79.07	Instructional Area
30	LECTURE HALL 9 (84 PAX)	B1 LH9	1	79.07	Instructional Area
31	LECTURE HALL 10 (24 PAX)	B1 LH10	1	32.14	Instructional Area
32	LECTURE HALL 11 (84 PAX)	B1 LH11	1	79.82	Instructional Area
33	FACULTY ROOM 3	B1 FR3	1	28.01	Administrative Area
34	FACULTY ROOM 4	B1 FR4	1	27.72	Administrative Area
35	COMPUTER SCIENCE LAB 1 & 2	B1 CSLAB1 & 2	1	97.13	Instructional Area
36	SERVER ROOM 2	B1 SR 2	1	7.97	Amenities Area
37	AUDITORIUM	B1 AUDI	1	549.53	Amenities Area
38	CONTROL ROOM	B1 CR	1	13.57	Amenities Area

39	WAITING LOUNGE	B1 WL	1	99.54	Common Area
40	ADMIN STORE 2	B1 St.R 2	1	30.73	Administrative Area
41	ADMIN DEPT 2	B2 AO3	1	51.37	Administrative Area
42	PLACEMENT CELL	B2 PC	1	14.39	Administrative Area
43	FACULTY ROOM 1	B2 FR1	1	23.06	Administrative Area
44	TOILET (B) 1	B2 TB1	1	48.57	Amenities Area
45	TOILET (H)1	B2 TH1	1	4.99	Amenities Area
46	TOILET (STAFF-G) 1	B2 TGS1	1	2.49	Amenities Area
47	TOILET (STAFF - L) 1	B2 TLS 1	1	2.89	Amenities Area
48	TOILET (G) 1	B2 TG1	3	24.09	Amenities Area
49	TOILET (STAFF -L) 2	B2 TLS 2	2	4.62	Amenities Area
50	COMPUTER SCIENCE LAB 3	B2 CSLAB3	1	68.65	Instructional Area
51	SERVER ROOM 1	B2 SR1	1	10.53	Amenities Area
52	FACULTY ROOM 3	B2 FR3	1	22.47	Administrative Area
53	TOILET (STAFF - L)	B2 TLS	2	4.62	Amenities Area
54	TOILET (G) 2	B2 TG 2	3	24.09	Amenities Area
55	FACULTY ROOM 4	B2 FR4	1	7.13	Administrative Area
56	FACULTY ROOM 5	B2 FR5	1	7.13	Administrative Area
57	SEMINAR LOUNGE /STUDENTS CORNER	B2 SL	1	58.93	Amenities Area
58	STORE ROOM 1	B2 St.R 1	1	7.13	Administrative Area
59	STORE ROOM 2	B2 St.R 2	1	7.13	Administrative Area
60	CAFETERIA	B2 CAF	1	254.43	Amenities Area
61	BOYS COMMON ROOM /MEDICAL CUM FIRST AID ROOM	B2 BCR	1	34.31	Amenities Area
62	GIRLS COMMON ROOM /MEDICAL CUM FIRST AID ROOM	B2 GCR	1	35.71	Amenities Area
63	TOILET (G) 3	B2 TG 3	1	7.25	Amenities Area
64	TOILET (B) 2	B2 TB 2	1	10.27	Amenities Area
65	STORE KITCHEN 3	B2 St.R 3	1	9.34	Amenities Area
66	READING ROOM 2	B1 RR2	1	64.01	Instructional Common Area
67	DIGITAL READING ROOM	B1 RRD	1	70.14	Instructional Common Area
68	NSS ROOM	B2 NSS	1	33.71	Amenities Area
69	NCC ROOM	B2 NCC	1	34.94	Amenities Area
70	IQAC	B2 IQAC	1	15.45	Amenities Area
71	LH 1 (64 PAX)	B2 LH 1	1	68.58	Instructional Area
72	LH 2 (64 PAX)	B2 LH 2	1	68.58	Instructional Area

viii. Fire and Safety Certificate : Uploaded

ix. Hostel Facilities : NIL

x. Number of Library books/ebooks/Titles/Journals available (Programme-wise):

BBA:

Books - 2337

E-books – 3600

Journals - 01

xi. List of online National/International Journals subscribed : 300

xii. National Digital Library (NDL) subscription details – N-List Subscribed

xiii. List of Major Equipment/Facilities in each Laboratory/Workshop - Computers

xiv. List of Experimental Setup in each Laboratory/Workshop

Business Lab – 1 Lab

No. Of Computers - 04

Internet Band width: 500 mbps & 300 mbps

xv. Innovation Cell :

EDP Cell and IIC

Faculty Name	Department	Convenor/Member
Mr. Shashi Kumar A	Commerce & Management	Convenor
Ms. Shravani N	Mathematics	Member
Ms. Snehalatha S H	Computer Science	Member

Student Members	Class	Phone numbers
Prakruthi.M. J	V Sem BCOM	7411542795
Monish	III Sem BCA	8660063449

Objective:

To foster innovation, entrepreneurship, and startup culture among students and faculty at Surana College.

Responsibilities:

➤ Incubation Support:

- Provide infrastructure, resources, and mentorship to incubate innovative ideas and startups initiated by students, faculty, and alumni.
- Facilitate access to funding opportunities, investors, and industry networks for incubated startups.

➤ Startup Validation and Development:

- Evaluate and select promising startup ideas through a transparent screening and selection process.
 - Offer guidance and support in validating business models, market research, product development, and prototype testing.
- **Entrepreneurship Development Programs:**
- Organize workshops, seminars, boot camps, and training programs on entrepreneurship, business planning, market strategy, and funding avenues.
 - Invite industry experts, successful entrepreneurs, and investors for guest lectures and mentorship sessions. Minimum two per semester.
- **Networking and Collaboration:**
- Foster collaboration with industry partners, accelerators, government agencies, and venture capitalists to create networking opportunities for startups.
 - Facilitate partnerships with external organizations for joint projects, pilot testing, and market validation.
- **Intellectual Property (IP) Management:**
- Provide guidance on intellectual property rights (IPR), patent filing, and copyright protection for innovative ideas and inventions.
 - Assist startups in drafting legal agreements, non-disclosure agreements (NDAs), and licensing arrangements.
- **Monitoring and Evaluation:**
- Monitor the progress and milestones of incubated startups through regular reviews, performance assessments, and milestone tracking.
 - Conduct impact assessments to measure the success and economic contribution of incubated startups.
- **Facility Management and Operations:**
- Ensure smooth operation and maintenance of the IIC facilities, including co-working spaces, labs, meeting rooms, and equipment.
 - Manage administrative tasks such as budgeting, procurement, and resource allocation in accordance with institutional policies.

Protocols to Follow:

1. Application and Selection Process:

- Define clear criteria and guidelines for accepting applications from potential startups and entrepreneurs.
- Establish an expert review panel or selection committee to evaluate applications based on innovation, feasibility, scalability, and impact.

2. Confidentiality and Non-Disclosure:

- Maintain strict confidentiality of sensitive information shared by startups, including business plans, financial projections, and proprietary technology.
- Ensure all stakeholders (mentors, advisors, staff) sign non-disclosure agreements (NDAs) to protect intellectual property and business secrets.

3. Reporting and Documentation:

- Maintain comprehensive records of incubated startups, including project reports, financial statements, and milestones achieved.
- Prepare periodic progress reports and presentations for stakeholders, management, and funding agencies as required.

4. Compliance and Governance:

- Adhere to institutional policies, regulatory requirements, and guidelines related to entrepreneurship, innovation, and startup support.
- Ensure transparency, fairness, and ethical conduct in all interactions and operations of the IIC.

5. Evaluation and Review:

- Conduct regular evaluations and feedback sessions with incubated startups, mentors, and stakeholders to assess program effectiveness and identify areas for improvement.
- Review and update the SOP periodically to incorporate emerging trends, best practices, and feedback from stakeholders.
- Submit a statistical report on committee activities and achievements to the Principal at the end of each semester.
- Coordinate with Magazine and Social Media optimisation committees.
- Submit the meeting books on 5th of every month.

xvi. Social Media Cell

Social Media Optimization

Faculty Name	Department	Convenor/Member
Ms. Bindu T	Computer Science	Convenor
Ms. Sachana	Commerce & Management	Member
Dr. Abhiram Suresh	Botany	Member

Student Members	Class	Phone numbers
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Manasa K	V Sem BCA	9740360926
Vachana	V Sem BCA	9916241470

Objective:

To enhance visibility, engagement, and brand awareness across social media platforms for Surana College and all Committee.

Responsibilities:

➤ **Profile Optimization:**

- Ensure all social media profiles (Facebook, Twitter, Instagram, LinkedIn, etc.) are complete with accurate information, keywords, and consistent branding of our college.
- Update profile pictures, cover photos, and bio information as and when necessary.

➤ **Content Strategy and Creation:**

- Develop a comprehensive content strategy aligned with organizational goals and target audience preferences.
- Create and publish high-quality content (text, images, videos, infographics) that resonates with the audience and supports brand messaging.

➤ **Engagement and Interaction:**

- Monitor comments, messages, and mentions across platforms regularly.
- Respond promptly and professionally to inquiries, comments, and feedback.
- Foster engagement through discussions, polls, contests, and user-generated content (UGC).
- Encourage user-generated content (UGC) and showcase customer testimonials and success stories.

➤ **Hashtag Strategy:**

- Research and utilize relevant hashtags to extend reach and enhance content discoverability.
- Develop and promote branded hashtags for campaigns and ongoing initiatives to encourage user participation.

➤ **Visual Content Optimization:**

- Create visually appealing graphics, photos, and videos consistent with brand identity.
- Ensure visual content is optimized for each platform's specifications and audience preferences.

➤ **Analytics and Reporting:**

- Monitor social media analytics to track key metrics such as reach, engagement rates, click-through rates, and conversions.
- Prepare regular reports summarizing performance insights and trends and submit the reports to the Principal on 1st of every month.

Protocols to Follow:

1. Content Creation and Approval:

- Establish guidelines and approval processes for content creation, ensuring consistency and adherence to brand standards.
- Get the approval from the Principal before the content is published.

2. Crisis Management:

- Develop protocols for handling negative feedback, crises, and sensitive issues on social media.
- Designate responsible personnel and procedures for timely and professional responses.

3. Legal and Compliance:

- Adhere to copyright laws, privacy policies, and platform guidelines when creating and sharing content.
- Ensure all content and promotions comply with regulatory requirements and organizational policies.

4. Training and Development:

- Provide training and resources for social media team members on platform usage, best practices, and crisis management.
- Foster continuous learning and skill development to adapt to evolving social media trends.

Protocol to be Followed:

1. Submit a statistical report on committee activities and achievements to the Principal at the end of each semester.
2. Submit the meeting books on 5th of every month.

xvii. Compliance of the Academic Bank of Credit (ABC) – Updated and approved in University portal.

xviii. To upload the respective short video (1-2 min) of Infrastructure and facilities available w.r.t the courses in the website

xix. Games and Sports Facilities :

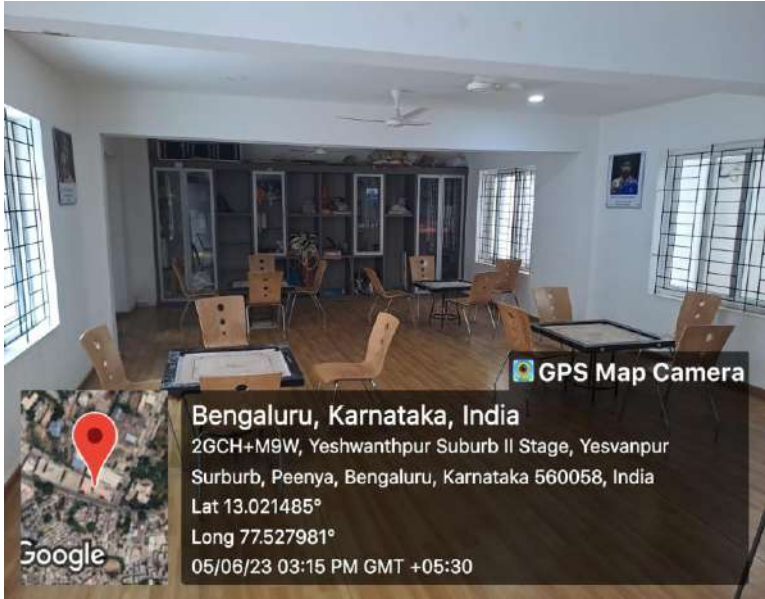
Sports facilities.

Indoor Sports Facilities

SL. No.	Facility	Established	Space	User Rate
1.	Chess	2017-2018	L-20 Feet, W-30 Feet	150
2.	Table-Tennis	2018-2019	L-20 Feet, W-30 Feet	180
3.	Carom Board	2018-2019	L-20 Feet, W-30 Feet	200

Outdoor Sports Facilities

SL.No.	Facility	Established	Space	User Rate
1	Cricket Ground	2019-2020	L-30 mtr, W-13 mtr	70
2	Volleyball Court	2017-2018	L-18 mtr, W-9 mtr	80
3	Throw-ball Court	2017-2018	L-18.30 mtr, W-12.20mtr	40
4	Netball Court	2018-2019	L-30 mtr, W-13 mtr	30
5	Floorball Ground	2017-2018	L-30 mtr, W-20 mtr	40
6	Badminton	2021-2022	L-13,4 mtr, W-6.10 mtr	50
7	Basketball	2019-2020	L-30 mtr, W-13 mtr	25



xx. Teaching Learning Process:

The institution ensures effective curriculum delivery through a well-structured and documented approach. The academic calendar is meticulously planned, outlining teaching schedules, assessments, and extracurricular activities. Faculty members prepare detailed course plans and lesson notes aligned with the syllabus, ensuring clarity in learning outcomes. Regular orientation programs and workshops equip teachers with innovative pedagogical tools, promoting student-centered learning. The use of Learning Management Systems (LMS) aids in seamless delivery, enabling resource sharing, online lectures, and continuous evaluation. Classrooms are equipped with ICT tools to enhance interactive teaching. The institution emphasizes continuous internal assessments, supported by assignments, quizzes, and group projects to monitor student progress. Faculty members engage in peer reviews and feedback mechanisms to ensure consistency and improvement in teaching quality. Bridge courses and remedial classes are conducted to support slow learners, while advanced learners are encouraged with challenging assignments and projects. Regular audits, both internal and external, ensure adherence to curriculum plans. The institution maintains close coordination with stakeholders, conducting regular meetings with students, faculty, and industry experts to align teaching practices with evolving academic and professional demands.

xxi. For each Post Graduate Courses give the following: NA

xxii. Title of the Course : NA

xxiii. Laboratory facilities exclusive to the Post Graduate Course: NA

Enrolment and placement details of students in the last 3years

18.17 List of Research Projects/Consultancy Works: NA

18.18 MoUs with Industries :

1. VSLN Corporate Solutions
2. Boston IT India Pvt Ltd
3. FKCCI
4. Foundit
5. Hardware Technology Group