



**SOUNDARYA  
INSTITUTE OF  
MANAGEMENT &  
SCIENCE**

NAAC Reassessment

2024

## **ACTION TAKEN DETAILS**

**as per the IQAC Meeting held on 22-May-2023**

- Submission of COE (2023-24)
- Discussion on Department Advisory Board meeting points
- Conduct of Orientation and Bootcamp
- New MoUs & Association
- Framing of IDP committee



**CALENDER OF EVENTS  
2023-24**

Sl.No.	Month	Department / Club / Committee	Event Details
1	12-04-2023	IQAC	Review of 2022-23 Activities & 2023-24 Strategic Plan
2	May	IQAC	Workshop on Framing Institution Vision, Mission & PEO
3	22-05-2023	IQAC	Calender of Events, Boot Camp, Orientation, MoUs & IDP
4	June	BCA	MoU Exchange & interaction with IBM
5	June	NCC	EBSC camp 8th to 28th (EK BHARATH SHRETA BHARATH) B:1 @ UTTAR KAND
6	June	IQAC & BCA	Inauguration of IEEE Student Chapter
7	June	IQAC	Workshop on Outcome based Education
8	June	IQAC	Orientation on Institutional Development Plans for HEI
9	June	NSS & other department	Environment Awareness Program in association at Abbigere Govt. School &
10	June	BSc (F Science)	Interactive session on "Overview of Forensics in Investigation"
11	June	BCA	Technical Seminar in association with Seminar Room
12	June	Kannada	Literary competition
13	June	NSS & BBA	Environment Awareness Program in association with BBA dept at Govt. School
14	June	Hindi	Essay writing competition
15	June	Hindi	Debate competition
16	June / July	NCC	CAT 'C' camp [21-6-2023 to 1-7-2023] no. of cadets : 26
17	21-06-2023	Sports	International Yoga Day Celebration
18	June	Placement and training	Mock Placement activity - BCA, BSc, BA, Bcom & BBA
19	June	BCA	Technical Seminar hosted by Seminar Room
20	21-6-2023 to 7-7-2023	IQAC & ALL UG DEPT	Boot Camp for I year UG students
21	June	Sports	Annual Sports day
22	June	BBA	Mock presentation on Business plan competion
23	June	BA	Movie screening on human rights
24	June	BCA	Seminar on Communication skills hosted by Seminar Room
25	June	IQAC	Parents teacher meeting
26	June	BBA	Lush of launch - Business plan competition

27	June- Aug	BCA, Bcom & BBA	Webinar session by Seminar room for II Sem (every Monday), IV sem (every Wednesday) & VI Sem (every Friday)
28	June	NCC & NSS	Anti Ragging & Anti Drug awareness program by Inspector Bagalgunte Police station
29	June	Sports	Foot ball for men, throwball for women, fitness & athletic events
30	26-06-2023	M.Com	Reopen for II Semester students
31	June	Hindi	Workshop on Hindi syllabus as per NEP in association with BU
32	June	Kannada	Seminar on As per NEP- Kannada Kalike : Challenges and Opportunity
33	June	MCom	Dissertation Orientation for IV Sem MCom & MFA
34	June	BSc (F Science)	Research Institute visit IIHR
35	June	Political Science, Human rights & Democratic club	Screening of Movie on "Long walk to Freedom"
36	July	BCom	Trade fest
37	July	BSc	Industrial training @ CENTRAL SILK RESEARCH INSTITUTE
38	July	Principal & IQAC	Self Appriaisal for all the teaching & non teaching staff
39	July	English Dept.	English Competency Class
40	July	Placement and training	Campus drive
41	July	NSS	Health Check up camp
42	July	IQAC	Valedictory Ceremony & Ethnic Day Celebration for VI Sem students
43	July	IQAC	Graduation Day celebration
44	24-07-2023 to 5-8-2023	IQAC & ALL UG DEPT	Orientation for I Year UG - Soundarya Deeksharamba
45	24-7-2023 to 1-8-2023	Examination committee	Preparatory examination for II, IV & VI sem students
46	27-7-2023 & 28-7-2023	Examination committee	VI Sem IA auditing
47	July	NCC	Statue clearing drive
48	July	BCA	Spate of Cyber Attack and Opportunity unlimited in Cyber by Shashank Garuru Cyber Vidya peeth
49	August	Journalism	Guest talk on Journalism Past & Present
50	August	MBA	FDP on Digital Creativity Skills in colloboration with AICTE
51	August	Placement and training	NHRWA Inauguration
52	August	IQAC & Sports	Visit to Art of Living
53	August	Seminar Room	Deekasharamba with Seminar Room

54	August	Film Club	Expressions Auditions
55	August	NCC	NCC Selection process
56	12-08-2023	Library, NDLI	National Library Day
57	15-08-2023	NCC	Independence Day
58	August	Film Club	Release of short film - Happy Cash
59	August	IQAC	Internal FDP “ಸೌಂದರ್ಯ ಜ್ಞಾನ ಸಿರಿ” Road Map for 3rd Cycle NAAC Reaccreditation Process
60	August	Film Club	Theatre workshop by prasanna by NSD
61	29-08-2023	Sports	National sports day
62	August	Student Council	Raksha bandhan
63	August	psychology	Workshop on Mental health
64	August	NSS	Marathon in association with BU
65	August	BCA	Workshop on Robotics
66	September	BSc (Pure science)	One day Seminar on Space Science and Exploration
67	05-09-2023	SET	Teacher's Day Celebration
68	September	BCA	Workshop on Introduction to Data Science in association with IBM India
69	September	English Dept.	A day workshop on setting question paper in line with Blooms Taxonomy
70	12-09-2023	Student Council	Onam day Celebration
71	September	IQAC	AI tools for scientific writing by Dr. K.S Sowmiya Rani
72	September	NSS & HPE	International Day of Democracy
73	September	IEC	Shout at Sight
74	16-09-2023	BCA, BSc, BSc (Fscience)	World Ozone Day
75	September	IQAC	Webinar on Role of Science in Sustainable Development in association with CSI
76	September	Student Council	Celebration of Gowri Ganesha Chaturthi
77	25-09-2023	Political Science	International Youth Day
78	September	IQAC	FDP on Spiritual meditation
79	September	NSS	NSS membership drive
80	September	BCom	Industrial visit to Bisleri water plant at Bidadi for 1 Bcom 'A' Section
81	26-9-2023 to 3-10-2023 Vaccation		
82	02-10-2023	NSS & NCC	Gandhi Jayanthi & Lal bahadur jayanthi
83	October	MBA	MBA students attending Global Immersion program @ Malaysia
84	October	IQAC	Internal Auditing, International Conference, AQAR, NIRF & other ranking preparation roadmap
85	October	Office	Teacher Constituency Electrol form filling
86	October	IEEE student branch	IEEE India council Hackathon 2.0 -Phase 1 hosting

87	October	Student council	Hosting interaction session with Swedish Nordic jazz band
88	October	IEEE student branch	Two teams selected for next round in IEEE hackathon
89	October	MBA	Visit to IIM Bangalore
90	October	Ladies club	Navarathri celebration
91	October	IQAC	Department auditing
92	October	Library & IQAC	Faculty profile enhancement drive
93	October	SET	Saraswathi Pooja
94	October	Kannada	Gandhian taughts
95	October	BSc pure science	Visit to nano science wing at IISC
96	October	Sports	Bangalore University inter college Men & Women Cross country competition
97	31-10-2023	Political Science	National Unity Day
98	01-11-2023	Kannada	Kannada Rajyotsava
99	November	IKS committee	Inauguration of Soundarya Bharathi - SIMS IKS
100	November	Rotaract club, Environment club & NSS	Workshop on Eco Quest Exploring R's Sustainability
101	November	IQAC	Meeting with HOD's & QC on IQAC Auditing observation
102	November	IQAC	General Staff meeting wrt IQAC auditing process & new lesson plan formats & AAA preparation
103	November	Journalism	Public speaking for Journalist
104	November	Examination committee	First Internal test for I Sem students
105	November	NSS	NSS Special camp
106	November	BCA	Full stack training
107	November	BSc, BSc(F Science), BCA, BBA	Bangalore Tech summit
108	November	B.Com	BIZZ Lab session
109	November	BCA	Industrial Visit
110	November	BBA	Industrial Visit
111	November	IQAC	AAA department presentation review
112	30-11-2023	Kannada	Kanakadasa jayanthi
113	December	Student council	Fresher's Friday
114	December	Student council	Fresher's day & Kannada Rajyotsava celebration
115	December	IQAC	Academic department & alliged department presentaions
116	December	AAA	Academic & Administrative auditing
117	6-12-2023 to 9-12-2023	Examination committee	First internal test for III & V Sem
118	December	IQAC	Bridge program from ICT Academy
119	December	IIC, R&I Conference team	International conference on sustainable synergy : A multidisciplinary exploration of possibilities across industries

120	February	IQAC	Participating in NIRF, India Today Ranking & The week rankings
121	December	Post Graduate Studies - M.Com	Orientation for Freshers
122	January	Post Graduate Studies - M.Com	Workshop on Swayam NPTEL
123	January	Post Graduate Studies - M.Com	Freshers Day
124	January	Post Graduate Studies - M.Com	Industrial Visit to Stock Exchange
125	February	Post Graduate Studies - M.Com	Guest lecture on Stock trading
126	March	Post Graduate Studies - M.Com	Student Research Presentation
127	March	Post Graduate Studies - M.Com	Project based learning - Vande Bharath
128	March	Post Graduate Studies - M.B.A	Talent Hunt
129	April	Post Graduate Studies - M.B.A	Expert Talk
130	May	Post Graduate Studies - M.B.A	Internal Assessment
131	May	Post Graduate Studies - M.B.A	Preparatory Exam
132	May	Post Graduate Studies - M.B.A	Placement Drive
133	May	Post Graduate Studies - M.B.A	Semester Exam

  
 IQAC - Head  
 Coordinator  
 Internal Quality Assurance Cell.  
 Soundarya Institute Of

  
 Principal  
**PRINCIPAL**  
 Soundarya Institute of Management & Science  
 Soundarya Nagar, Sidedahalli,

## Summative report on Department Advisory committee meeting for the academic year 2023-24

### Post Accreditation initiative:

The Department Advisory Committee (DAC) was established in the 2022-23 academic year. This committee is responsible for formulating and recommending new or revised program goals and objectives. It also evaluates curriculum planning, delivery methods, and innovative teaching strategies, while exploring opportunities for value addition and modular approaches. Furthermore, the DAC identifies and addresses discrepancies between the curriculum and industry requirements, providing critical feedback and recommendations for necessary improvements. The DAC includes department faculty, academics from other institutions, industry experts, and alumni.

### Committee:

Sl.No.	Program	DAC committee members	
1	B.Sc	<b>Dr. S.M. Rajendran</b> Senior Principal Scientist Skill Development Training Section CSIR-Central Electrochemical Research Institute, Karaikudi-630003, Tamil Nadu Mobile: 08675677493 <a href="mailto:rajendran_sm@rediffmail.com">rajendran_sm@rediffmail.com</a>	<b>Dr. Eraiah B</b> Professor Department of Physics Bangalore University <a href="mailto:eraiah@rediffmail.com">eraiah@rediffmail.com</a>
		<b>Dr Nagegowda P</b> Associate Professor and Head Department of Chemistry Govt First Grade College Channapatna-562160 9845062505 <a href="mailto:nagegowdap@gmail.com">nagegowdap@gmail.com</a>	<b>Dr.H.G.Nagaraja</b> Professor Department of Mathematics Jnana Bharathi Campus Bangalore University Bangalore - 560 056 Phone:+91944837559 Bsc department
2	B.Sc (Forensic Science)	<b>V.G. Nayak</b> Deputy Director (Retd) Forensic Science Laboratory Bengaluru Email ID- <a href="mailto:nayakvg.fsl@gmail.com">nayakvg.fsl@gmail.com</a> Contact no. 9448584699	<b>B.C. Ravindra</b> Asst Director (Retd) Ballistic Section Forensic Science Laboratory Bengaluru Email ID- <a href="mailto:ravindrafsl@gmail.com">ravindrafsl@gmail.com</a> Contact no. 9902588499
		<b>Dr. Venkata Raghava</b> Professor and Head Department of Forensic Medicine and Toxicology Bangalore Medical College and Research Institute Bengaluru	<b>Mr. Don Caeiro</b> HOD Department of Forensic Science Kristu Jayanti College, Autonomous Bengaluru
3	Management (UG & PG)	<b>Mr. Muralidhar</b> Founder, Lodestar	<b>Dr. Ravindra Babu Satyanarayana</b> Professor, School of Business and Management (SBM), Christ University
		<b>Dr. Bhavani M.R</b> School of Commerce and Management, Associate Professor of Management, Chanakya University	
4	BCA	<b>Dr. Nachappa</b> Professor, Jain University	<b>Dr. Geetha Prakash</b> Global Manager, Toople technologies
		<b>Mr. Srikanth</b> CEO, ICT Academy	<b>Mr. Varun</b> Associate solution Architect, Akami technologies, [ Alumni]

5	Commerce (UG & PG)	<b>Dr. Rajdeep Manwani,</b> Professor and Director Academic Research, Sindhi College of Commerce.	<b>Mr. Punith Raj K N,</b> Co- founder and CEO, Seminar room Education pvt ltd
		<b>Mrs. Asha Merugu,</b> Director of Finance, E & Y Global Limited.	
6	B.A	<b>Dr. Gurubasavarajaswamy Pandita</b> President of KAPSA, Member of IPSA Chief Advisor of EITA Mysore University,	<b>Dr. Jagadeesh Naduvinmath</b> HOD of Political Science, BOE and BOS Chairman Government First Grade College, Channapatna
		<b>Dr. Srinivas M</b> Chairman & Associate Professor, Department of Psychology Bangalore University	<b>Mrs. Swarnalatha Iyer</b> Director, Seshan's Academy Infinity
		<b>Nina C George</b> City Bureau Chief, Deccan Herald, Bangalore	<b>N S Shankar</b> Journalist and Film Director, Bangalore

### DAB Outcomes:

- In the 2023-24 academic year, the Department of Commerce has introduced an Accounting Lab in collaboration with BIZZ Lab for first-year students. This initiative is designed to offer practical, hands-on experience through solving real-time sample problems. Its goal is to deepen students' understanding of accounting concepts and better prepare them for real-world scenarios.
- The Department of Commerce launched the Trade Fest to help students develop entrepreneurial skills. This event is designed to provide students with practical experience and insights into business and trade, fostering their entrepreneurial spirit and skills.
- The Department of Management under e-Cell Forum and introduced an event called "Lush of Launch," providing students with a platform to explore and showcase their business plans and prototypes, thereby fostering innovation and entrepreneurial thinking. Evidentially, our BSc students achieved notable success by winning the Consolation Prize of ₹50,000 in the Business Plan competition "Manthan," organized by FKCCI.
- The Department of Computer Science (BCA) has collaborated with IBM India to introduce a comprehensive Data Science program spanning three years. This initiative is designed to equip students with the skills and knowledge needed to be industry-ready in the field of data science.
- The Department of Science has organized a skill development training program on image processing at CSIR, Karaikudi, and an ad hoc training session on silk dyeing and printing at CSTRI. These programs has helped to enhance students' practical skills and industry knowledge in their respective fields.
- The Department of Forensic Science has introduced a Cybersecurity Value Added Program in collaboration with Cybervidyapeth. This program is designed to provide students with specialized knowledge and skills in cybersecurity, enhancing their expertise in this critical field.
- Department of MBA launched a Global Immersion Program in Malaysia. This program is designed to offer students a comprehensive, hands-on learning experience by placing them in real-world business settings. Its goal is to deepen their practical knowledge and skills through direct engagement and exposure to global industry practices.
- The Department of Commerce (PG) offers regular certification through Swayam NPTEL. This initiative provides students with opportunities to earn recognized certifications, enhancing their academic and professional credentials.

  
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 Principal  
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 Soundarya Nagar, Sidedahalli,  
 Nagasandra Post, Bangalore-73,



# BOOT CAMP

**2023-24 BATCH**



**21-JUNE-2023 TO 7-JULY-2023**

**Online!**



## PROGRAM LIST

MEETING LINK WILL BE SHARED EVERY DAY AT 9.00 AM



Date	Day	Activities
21-Jun-2023	Wednesday	<b>Department : Physical Education</b> INTERNATIONAL YOGA DAY Celebration Webinar
22-Jun-2023	Thursday	<b>Department : English</b> Assessment of Speaking and Listening (ASL)
23-Jun-2023	Friday	<b>Department : Kannada</b> ವ್ಯಕ್ತಿತ್ವ ವಿಶಾಸ ಹಾಗೂ ವರ್ತಮಾನದ ಸವಾಲುಗಳ ಕುರಿತು ಅರಿವು ಮೂಡಿಸುವುದು
26-Jun-2023	Monday	<b>Department : Commerce</b> STOCK Business
27-Jun-2023	Tuesday	<b>Department : Humanites</b> Quiz & Interactive session   Psychology Mythbusters
28-Jun-2023	Wednesday	<b>Department : Sanskrit &amp; Hindi</b> Hindi kahani ke prati yuvaon ka drishtikon
30-Jun-2023	Friday	<b>Department : BCA</b> how NOT TO BE wrong - the power of CHATGPT - A Panel Discussion
3-Jul-2023	Monday	<b>Department : Science</b> Indian Knowledge System
4-Jul-2023	Tuesday	Department : BSc (Forensic science) Importance of Science in Every day's life
5-Jul-2023	Wednesday	<b>Department : BBA</b> Persuasive Advertisement
6-Jul-2023	Thursday	<b>Department : BBA (Avi)</b> Being a Winner
7-Jul-2023	Friday	<b>Placements (45 min) / Film Club (45 min)</b> Story 2 Screenplay

Learn continually - there's always "one more thing" to learn!

**-STEVE JOBS**



**SOUNDARYA  
INSTITUTE OF  
MANAGEMENT &  
SCIENCE**

**IQAC INITIATIVE**

# **Soundarya** *Deepsharamba*

**ORIENTATION PROGRAM**

**BATCH 2023**

**DATE**

**24-JULY-2023 TO 01-AUGUST-2023**

*Cahaya Dewi*

**TIME**

**9.00 AM TO 1.00 PM**

*A PROPOSAL BY  
Aaron Loeb*

**VENUE**

**OCARINA - COLLEGE AUDITORIUM**

*Cordially invited*

**MANAGEMENT, PRINCIPAL & STAFF**



# Soundarya Deeksharamba

## PROGRAM DETAILS

### INAUGURATION

- ADDRESS BY PRINCIPAL

**24-JULY-2023**

- INSTITUTIONAL GLIMPSES

- IQAC
- NCC - NSS
- OFFICE
- PLACEMENT
- STUDENT COUNCIL
- LIBRARY

**25-JULY-2023**

- BRIEFING FROM  
SPORTS DEPARTMENT
- NPTEL ORIENTATION

**26-JULY-2023**

- PERSONALITY  
DEVELOPMENT PROGRAM  
FROM DISHA BHARATH

**27-JULY-2023**

**28-JULY-2023**

- SPORTS DAY

**31-JULY-2023**

- DEPARTMENT ORIENTATION
- OUTREACH PROGRAM

**01-AUG-2023**

# Soundarya Deepsharamba

24-JULY-2023

## PROGRAM DETAILS

9.00 AM - 10.30AM

### REGISTRATION

INCHARGE :

- JYOTHI - BCOM & BBA
- SHEETAL - BCA, BSC & BA

10.30AM - 12.00 NOON

### INAUGURATION PROGRAM

MC : PROF. SUNITHA

- **INVOCATION SONG** PROF. MEGHA POTDAR  
LIGHTING THE LAMP BY DIGNITARIES
- **WELCOME ADDRESS** PROF. PRITHVI HEGGADE
- **ADDRESS BY PRINCIPAL** DR. VASU B.A
- **INSTITUTIONAL GLIMPSES**
  - IQAC PROF. SHIVAKUMAR GANACHARI
  - NCC PROF. SURESH REDDY
  - NSS PROF. SOMSHEKARAPPA
  - OFFICE SMT.BHAMAMANI
  - PLACEMENT MS.RAMYA SHESHADRI
  - STUDENT COUNCIL MS. RAMYA SHESHADRI
  - LIBRARY MR. ANATHARAMU
- **VOTE OF THANKS** DR. SHREEMATHI GIRI





## INSTITUTIONAL DEVELOPMENT COMMITTEE

SL.NO	COMMITTEE / RESPONSIBILITY	CODE	MEMBERS	SOP
1	HEAD OF THE DEPARTMENT	HOD	<ol style="list-style-type: none"><li>1. B.Com – Prof. Prithvi Heggade</li><li>2. B.B.A – Prof. Malarvelze</li><li>3. B.C.A – Prof. Rekha C</li><li>4. B.Sc – Dr. Shreemathi Giri</li><li>5. B.Sc (FSc) – Dr. Nagalakshmi</li><li>6. B.A – Prof. Ramya H.S</li><li>7. English – Prof. Shivakumar Ganachari</li><li>8. Kannada – Dr. Asha M.H</li><li>9. Hindi – Dr. Ashwini</li><li>10. Sanskrit – Prof. Kishan</li><li>11. M.Com – Dr. Vani Ramesh</li><li>12. M.B.A – Dr. Roopa Shettigar</li><li>13. Sports – Dr. Harish</li><li>14. Ms. Ramya Sheshadri</li></ol>	<p>→ Responsible for Planning, Executing and Reporting on all the task listed below :</p> <p>[1] PLANNING DEPARTMENT WORKLOAD [2] ASSESSMENT OF TEACHING LEARNING &amp; EVALUATION PROCESS [LESSON PLAN, ATTENDANCE, UNIT TEST, ASSIGNMENTS, FIELD VISITS] [3] ACADEMIC ENRICHMENT PROGRAMS [4] VALUE ADDED PROGRAMS &amp; CERTIFICATIONS THROUGH CENTER OF EXCELLENCE [5] CO-CURRICULAR &amp; CLUB ACTIVITIES [6] STAFF MEETING &amp; MOM RECORD PERIODICALLY [7] ACTIVITY BASED PEDOGOGY [8] MODULAR TEACHING [9] SUBMISSION OF DEPT. EVENTS PROPOSAL TO IQAC [10] SUBMISSION OF DEPT. REPORTS PERIODICALLY TO IQAC</p>
2	STEERING COMMITTEE  IQAC Composition: 1. Chairperson: Head of the Institution	SC	<ol style="list-style-type: none"><li>1. Chief Mentor – Dr. Vasu B.A</li><li>2. Advisor – Prof. Shivakumar Ganachari</li><li>3. Convenor – Prof. Rekha C</li></ol> <p><u>Members</u></p>	<p>→ Responsible for Planning, Executing and Reporting on all the task listed below :</p>

	<ol style="list-style-type: none"> <li>2. Teachers to represent all levels (Assistant Professor and Associate Professor) (Three to eight)</li> <li>3. One member from the Management</li> <li>4. The senior administrative officer (Office Superintendent/Manager)</li> <li>5. One nominee each from the Local Society/Trust, Students and Alumni</li> <li>6. One nominee each from the Employer/Industrialists/Stakeholders</li> <li>7. One of the senior teachers as the Coordinator of the IQAC</li> </ol>		<ol style="list-style-type: none"> <li>4. Prof. Nagashree – MBA + MCom + MFA</li> <li>5. Prof. Anil kumar – BBA + BBA(AVI)</li> <li>6. Prof. Vibin krishnan – B.COM</li> <li>7. Dr.Roopaa Shettigar – B.C.A</li> <li>8. Dr. Vani Ramesh – B.A + Lang</li> <li>9. Dr. Ashwini Sachin sadavarte – BSc + BSc (FScience)</li> <li>10. Ms. Bhamamani</li> <li>11. Sports – Dr. Harish</li> <li>12. Ms. Ramya Sheshadri</li> <li>13. Mr. Bhanuprakash</li> <li>14. Management Representative</li> <li>15. Parent</li> <li>16. Student</li> <li>17. Alumni</li> <li>18. External Advisory</li> <li>19. Industrialist</li> </ol>	<ol style="list-style-type: none"> <li>[1] CALENDAR OF EVENTS (Institutional) + IQAC</li> <li>[2] ACADEMIC AUDIT</li> <li>[3] SELF EVALUTAION ANALYSIS</li> <li>[4] FEEDBACK ANALYSIS (Staff &amp; students)</li> <li>[5] INSTITUTIONAL MOU’S</li> <li>[6] ASSESSMENT &amp; APPROVAL OF QUALITY PROGRAMS</li> <li>[7] ANNUAL REPORT</li> <li>[8] AQAR</li> <li>[9] AISHE</li> <li>[10] LIC</li> <li>[11] NAAC SPONSORED PROGRAMS</li> <li>[12] FDP/FIP/REFRESHER COURSE</li> <li>[13] RESEARCH CONSULTANCY</li> <li>[14] CENTER OF EXCELLENCE</li> <li>[15] NIRF</li> </ol>
3	CRITERIA HEAD	CH	<p>Criteria -1 : Prof. Sunitha N &amp; Dr. Nagalakshmi  Criteria -2 : Prof. Thanuja &amp; Prof. Chetan H N  Criteria-3 : Dr. Shreemathi Giri &amp; Dr. Prashanth  Criteria-4 : Prof. Harikrishna &amp; Prof. Manoj kumar  Criteria-5 : Prof. Vaibhav &amp; Prof. Megha Potdar  Criteria-6 : Prof. Vijaykumar &amp; Ms. Bhamamani  Criteria-7 : Prof. Hemraj &amp; Prof. Somshekarappa</p>	<p>Responsible for Planning, Executing and Reporting on all the task listed below</p> <ol style="list-style-type: none"> <li>[1] WITH QC OF THE DEPARTMENT, CRITERIA HEAD REVIEW THE REPORTS PERIODICALLY AND UPLOAD IN THE INSTITUTIONAL DASH BOARD</li> <li>[2] PROPOSE THE QUALITY PROGRAMS &amp; ACTIONS REQUIRED W.R.T THEIR CRITERIA AND ENSURE IT IS MET.</li> <li>[3] ASSIST STEERING COMMITTEE AS AND WHEN NEEDED.</li> </ol>

				[4] COLLABORATE WITH OTHER STAKEHOLDERS of higher education for quality evaluation. promotion and sustenance
4	QUALITY CONTROLLER	QC	<ol style="list-style-type: none"> <li>1. B.Com – Prof. Sandhya</li> <li>2. B.B.A – Prof. Aafaq Ahmed</li> <li>3. B.Sc – Prof. Vidhya</li> <li>4. B.C.A- Prof. Anuradha Sindhia</li> <li>5. B.Sc (F.Sc) – Prof. Merlin</li> <li>6. B.A – Prof. Rashmi</li> <li>7. PG – Prof. Yuvaraj</li> <li>8. PG- Prof. Shambhavi</li> </ol>	<p>→ Responsible for co-ordinating HOD in accomplishing the following task</p> <p>[1] PLANNING DEPARTMENT WORKLOAD &amp; Calendar of Events</p> <p>[2] DOCUMENTATION OF TEACHING LEARNING &amp; EVALUATION PROCESS [LESSON PLAN, ATTENDANCE, UNIT TEST, ASSIGNMENTS, FIELD VISITS]</p> <p>[3] ACADEMIC ENRICHMENT PROGRAMS</p> <ul style="list-style-type: none"> <li>• VALUE ADDED PROGRAMS</li> <li>• CERTIFICATIONS THROUGH CENTER OF EXCELLENCE</li> <li>• CO-CURRICULAR &amp; CLUB ACTIVITIES</li> </ul> <p>[6] STAFF MEETING &amp; MOM RECORD PERIODICALLY</p> <p>[7] ACTIVITY BASED PEDOGOGY</p> <p>[8] MODULAR TEACHING</p> <p>[9] SUBMISSION OF DEPT. ACTIVITY EVENTS PROPOSAL TO IQAC</p> <p>[10] SUBMISSION OF DEPT. ACTIVITY REPORTS PERIODICALLY TO IQAC</p>
5	TIME TABLE & OPTRA COORDINATORS	TTOP	<ol style="list-style-type: none"> <li>1. Convenors – Prof. Sheetal B.R</li> <li>2. Prof. Chetan H N</li> <li>Members</li> <li>3. Prof. Nagasuma C V</li> <li>4. Prof. Prema Venkataraman</li> <li>5. Dr. Asha M.H</li> <li>6. Prof. Likitha</li> </ol>	<p>→ Responsible for co-ordinating HOD in accomplishing the following task</p> <p>[1] ORIENTATION TIME TABLE [ NEW BATCH ]</p> <p>[2] BRIDGE COURSE TIME TABLE [ NEW BATCH ]</p>

			<ul style="list-style-type: none"> <li>7. Ms. Sheetal (EDP)</li> <li>8. Ms. Jyothi (EDP)</li> <li>9. Dr. Prashanth</li> </ul>	<p>[3] BOOT CAMP TIME TABLE [ NEW BATCH ]</p> <p>[4] CENTRALIZED TIME TABLE [ ODD &amp; EVEN SEM ]</p> <p>[5] INDIVIDUAL FACULTY TIME TABLE [ ODD &amp; EVEN SEM ]</p>
6	INSTITUTIONAL EVENT COORDINATORS (STUDENT CENTRIC)	IEC	<ul style="list-style-type: none"> <li>1. Convenor – Prof. Lokesh Angadi Members</li> <li>2. Prof. Swamy M R</li> <li>3. Prof. Aishwarya C R</li> <li>4. Prof. Yatish S J</li> <li>5. Prof. Likitha</li> <li>6. Prof. Shambhavi (M.Com)</li> <li>7. Prof. Arvinda</li> </ul>	<p>→ Responsible for Planning, Executing and Reporting on all the task listed below</p> <p>[1] INTER DEPARTMENT QUIZ COMPETITION</p> <p>[2] INTER DEPARTMENT DEBATE COMPETITION</p> <p>[3] INTER DEPARTMENT ESSAY COMPETITION</p> <p>[3] STUDENT CONFERENCE</p> <p>[4] STUDENT PANEL DISCUSSION</p> <p>[5] IDEATHON / HACKATHON / LEARNATHON</p> <p>[6] EXHIBITION</p>
7	MINORITY CELL CONVENOR	MC	<ul style="list-style-type: none"> <li>1. Prof. Afaq Ahmed</li> <li>2. Santosh (Ofc)</li> <li>3. Prof. Yuva raj</li> <li>4. Mr. Ravi (ofc)</li> </ul>	<p>[1] Responsible for conducting meeting and address the issues if any (minority students)</p> <p>[2] Creating awareness on Scholarship schemes</p>
8	LIBRARY COMMITTEE	LIB	<ul style="list-style-type: none"> <li>1. Convenor – Mr. Anatharamu Members</li> <li>2. Prof. Basavaraj Okunda</li> <li>3. Dr. Prashanth</li> <li>4. Prof. Anuradha Sindhia</li> <li>5. Prof. Vidya</li> <li>6. Prof. Lokesh Angadi</li> <li>7. Prof. Yuvaraj</li> <li>8. Prof. Kishan</li> <li>9. Mr. Ravichandran</li> </ul>	<p>→ Responsible for Planning, Executing and Reporting on all the task listed below</p> <p>[1] IDENTIFY &amp; PROCUREMENT OF BOOKS OF VARIOUS ACADEMIC DEPARTMENT</p> <p>[2] DIGITAL LIBRARY</p> <p>[3] LIBRARY STOCK VERIFICATION</p> <p>[4] NDLI STUDENTS EVENT</p> <p>[5] BOOK EXHIBITION</p> <p>[6] CONDUCT OF KNOWLEDGE SERIES PROGRAM</p>



9	NCC & Anti Ragging	NCC-AR	NCC Officer – Mr. Suresh Reddy 2. Dr. Harsh 3. Prof. Ramkumar	→ Responsible for Planning, Executing and Reporting of NCC activities
10	NSS ENVIRONMENT CLUB	NSS-EC	NSS Officer - 1. Prof. Somashekarappa Members : 2. Prof. Sowmya Nagesh 3. Prof. Ramya H S 4. Prof. Hemraj 5. Prof. Kavya C	Responsible for Planning, Executing and Reporting of NSS activities [1] SHRAMADANA ACTIVITY ONCE IN A MONTH IS MUST [2] NSS CAMP [3] MIN 3-4 AWARENESS CAMP [4] SWATCH BHARATH & SDG GOALS W.R.T ENVIRONMENT CONCERN
11	ROTARACT OUTREACH PROGRAM	ROT-OR	Rotaract Officer – 1. Prof. Sandhya 2. Prof. New faculty (BCA) 3. Dr. Asha M H 4. Prof. Likitha	Responsible for Planning, Executing and Reporting of ROTRACT activities [1] BLOOD DONATION CAMP [2] DIGITAL INDIA INITIATIVES [3] EDUCATION SUPPORT PROGRAMS FOR GOVT. SCHOOLS & OTHER INSTITUTIONS
12	STUDENT COUNCIL COLLEGE FEST	SC-CF	5. Convenors – Dr. Harish 6. Prof. Somya Nagesh 7. Prof. Shambhavi(Jour) Members 8. Prof. Afaq Ahmed 9. Prof. Merlin 10. Prof. Jasper Banarji 11. Prof. Nikshep 12. Prof. Harikrishna 13. Prof. Suresh Reddy	→ Responsible for Planning, Executing and Reporting the following activities [1] DISCIPLINE @ Campus, Floor wise & Class Room [2] ASSEMBLY & IMPORTANT DAY CELEBRATION [3] FRESHERS DAY [4] TALENT HUNT [5] INTER CLASS FEST (LITERARY,COCURRICULAR & CULTURAL) [6] INTER COLLEGIATE FEST (LITERARY,COCURRICULAR & CULTURAL) [7] DEPUTING STUDENTS FOR INTERCOLLEGIATE COMPETITION
13	EXAMINATION UUCMS COORDINATORS	EXM - UUCMS	1. Convenor – Prof. Ramesh D Members	→ Responsible for Planning, Executing and Reporting the following activities

			<ol style="list-style-type: none"> <li>2. Prof. Shiva Kumar Ganachari</li> <li>3. Prof. Sowmya Latha</li> <li>4. Prof. Chetan H N</li> <li>5. Mr. Ravi (Ofc)</li> <li>6. Ms. Sheetal [EDP]</li> <li>7. Ms. Jyothi [EDP]</li> <li>8. Mr. Darshan (Ofc)</li> <li>9. Naveen(ofc)</li> </ol>	<ol style="list-style-type: none"> <li>[1] UNIT TEST WEEK</li> <li>[2] ASSIGNMENT WEEK</li> <li>[3] INTERNAL TEST TIME TABLE</li> <li>[4] COLLECTION OF QUESTION BANK AND GENERATING Q.PAPER</li> <li>[5] PREPARATORY EXAMINATION</li> <li>[6] IA AUDITING</li> <li>[7] GENERATION OF HALL TICKET &amp; MARK LIST</li> <li>[8] CONDUCT OF UNIVERSITY EXAMINATION</li> <li>[9] ADDRESSING ANY ISSUES RELATED TO UNIVERSITY EXAMINATION PROCESS</li> <li>[10] MAINTAINING ACADEMIC GRIVEANCES RECORD BOOK</li> <li>[11] UUCMS UPLOADING</li> </ol>
14	SOCIAL MEDIA & BRANDING NOTICE BOARD	SMB-NB	<ol style="list-style-type: none"> <li>1. Convenor – Prof. Aravinda Members</li> <li>2. Mr. Sujith</li> <li>3. Mr. Sujeesh</li> <li>4. Mr. Sajan pai</li> <li>5. Mr. Manjunath</li> <li>6. Programmer-1</li> <li>7. Programmer-2</li> </ol>	<p>Responsible for</p> <ol style="list-style-type: none"> <li>[1] CAPTURING THE PHOTOGRAPH AS PER THE EVENT SCHEDULED AND POSTING IN THE SOCIAL MEDIA IN COORDINATION WITH EVENT CONVENORS</li> <li>[2] DESIGNING OF POSTERS</li> <li>[3] MAINTAINING THE NOTICE BOARDS PERIODICALLY</li> <li>[4] UPDATING THE EVENT DASH BOARD</li> </ol>
15	LADIES ASSOCIATION	LDY	<ol style="list-style-type: none"> <li>1. Convenor – Prof. Thanuja V Members</li> <li>2. BCA Programmer</li> <li>3. Prof. Jasper Benarji</li> </ol>	<p>Responsible for</p> <ol style="list-style-type: none"> <li>[1] ORGANIZING WOMEN EMPOWERMENT PROGRAM SUCH WOMEN CONFERENCE, WOMEN HEALTH &amp; HYGINE, WOMEN ENTREPRENUR MEET, WOMEN SPORTS, WOMEN’S DAY CELEBRATION, NATIONAL GIRL CHILD DAY, ETC....</li> <li>[2] BRING OUT WOMEN NEWS LETTER ONCE IN A SEMESTER</li> </ol>

16	STUDENT COUNSELLING CENTRALIZED COMPLAINT COMMITTEE / STUDENT GRIVENANCE	CCC	<ol style="list-style-type: none"> <li>1. Convenor – Prof. Prithvi Heggade</li> <li>Members</li> <li>2. Prof. Rashmi</li> <li>3. Prof. Suresh Reddy</li> <li>4. Prof. Ramesh D</li> <li>5. Mr. Ravi (ofc)</li> <li>6. Naveen (ofc)</li> </ol>	<p>Responsible for</p> <p>[1] CONSELLING SESSIONS TO BE CONDUCTED 3 DAYS IN A WEEK</p> <p>[2] GRIVENANCE BOX TO BE PLACED AND MEETING TO BE CONDUCTED IN ADDRESSING THE GRIVENANCE</p> <p>[3] CONSELLING WORKSHOP / BOOTCAMPS TO BE ORGANIZED ATLEAST ONE PER CLASS</p>
17	MENTORING	MENT	<ol style="list-style-type: none"> <li>1. Convenor – Dr. Ashwini Sachin sadavarte</li> <li>Members</li> <li>2. Prof. Nagashree</li> <li>3. Prof. Megha potdar</li> <li>4. Prof. Shambhavi (MCom)</li> <li>5. Prof. Yuvaraj (MBA)</li> </ol>	<p>Responsible for</p> <p>[1] ORGANIZE MENTORING HOUR TWICE IN A SEMESTER. PREFERABLY AFTER FIRST IA TEST.</p> <p>[2] EACH FACULTY IS ASSIGNED MAX OF 30 STUDENTS [10 + 10 + 10] [I YEAR + II YEAR + III YEAR].</p> <p>[3] MENTORING SESSION WILL BE CONDUCTED SEPERATELY FOR ALL THE 3 CLASSES.</p> <p>[4] MOM, MENTORING RECORD (STUDENT FILE) , ACTION TAKEN REPORT TO BE RECORDED.</p>
18	SPORTS	SPO	<ol style="list-style-type: none"> <li>1. Convenor – Dr. Harish</li> <li>Members</li> <li>2. Prof. Suresh Reddy</li> <li>3. Prof. Nikshep</li> <li>4. Mr. Naveen (ofc)</li> <li>5. Prof. Ramkumar</li> </ol>	<p>Responsible for</p> <p>[1] MONTHLY ONCE INTERCLASS SPORTS TO BE ORGANIZED</p> <p>[2] SEMESTER SPORTS MEET</p> <p>[3] ANNUAL SPORTS MEET</p> <p>[4] SPORTS CONFERENCE</p> <p>[5] ONLINE GAMING</p> <p>[6] NPTEL EXAMS ON SPORTS CAN ALSO BE ENCOURAGED</p> <p>[7] VALUE ADDED PROGRAMS ON SPORTS</p>

				[8] SUMMER CAMP / BOOT CAMP CAN BE PLANNED
19	STUDENT WELFARE / SCHOLARSHIP	SW-SH	<ol style="list-style-type: none"> <li>1. Convenor – Prof. Sowmya Latha</li> <li>Members</li> <li>2. Prof. Vibin Krishnan</li> <li>3. Prof. Chakravarthy</li> <li>4. Mr. Darshan</li> <li>5. Dr. Harish</li> <li>6. Mr. Santosh (ofc)</li> </ol>	<p>Responsible for</p> <p>[1] ORIENTATION ABOUT THE VARIOUS SCHOLARSHIP TO ALL THE STUDENTS</p> <p>[2] REGULAR DISPLAY OF SCHOLARSHIP DETAILS IN NOTICE BOARD</p> <p>[3] REGISTRATION OF STUDENTS WHO WANT TO AVAIL FOR SCHOLARSHIP</p> <p>[4] UPDATE SCHOLARSHIP BILL BOARD REGULARLY</p> <p>[5] MOM, SCHOLARSHIP APPLIED DETAILS, ACTION TAKEN REPORT</p> <p>[6] SUPPORTING ADMISSION DEPARTMENT WHEN NEW BATCH REQUEST FOR SCHOLARSHIP DETAILS</p>
20	EXTERNAL AFFAIRS	EXTA	<ol style="list-style-type: none"> <li>1. Convenor – Prof. Afaq Ahmed</li> </ol>	<p>Responsible for</p> <p>[1] ABROAD TRIPS &amp; TRAINING PROGRAM PLANNING, EXECUTION AND ACTION TAKEN REPORT</p>
21	PLACEMENT TRAINING & CERTIFICATION NHRW Student Chapter INDUSTRIAL VISIT	PL-TR-NHRW-IV	<ol style="list-style-type: none"> <li>1. Convenors – Ms. Ramya Sheshadri Dr. Bhanuprakash</li> <li>Members</li> <li>2. Prof. Thanuja V</li> <li>3. Prof. Kavya</li> <li>4. Prof. Yatish S J</li> <li>5. Prof. Prema Venkataraman</li> </ol>	<p>Responsible for</p> <p>[1] PLANNING, EXECUTION AND ACTION TAKEN REPORT W.R.T TRAINING PROGRAMS FOR ALL THE SEMESTER.</p> <p>[2] EXCLUSIVELY DESIGNING PLACEMENT TRAINING PROGRAM AND EXECUTION.</p> <p>[3] PLACEMENT DRIVE (IN CAMPUS) &amp; OTHER REFERENCES</p> <p>[4] COORDINATING EXECUTING NHRW STUDENT CHAPTER</p> <p>[5] PLANNING, EXECUTION AND ACTION TAKEN REPORT ON INDUSTRIAL VISIT FOR ALL THE DEPARTMENT</p>

				<p>[6] CONCLAVE &amp; OTHER PLACEMENT RELATED ACTIVITY</p> <p>[7] AUTHORIZING THE SOUNDARYA SKILL TRAINING CERTIFICATE FOR ALL VALUE ADDED AND CERTIFICATE PROGRAMS CONDUCTED (HENCE FORTH ALL VAP &amp; CERTIFICATION OF ANY DEPARTMENT HAS TO BE CONDUCTED THROUGH TRAINING &amp; PLACEMENT DEPT ONLY)</p> <p>[8] MOU'S OF VAP &amp; TRAINING</p> <p>[9] COE CERTIFICATION</p>
22	NPTEL	NPTEL	<ol style="list-style-type: none"> <li>1. Convenor – Prof. Manoj Kumar Member</li> <li>2. Prof. Anil kumar</li> <li>3. Prof. Vaibhav</li> <li>4. Prof. Aravinda</li> <li>5. Dr. Prashanth</li> </ol>	<p>Responsible for</p> <p>[1] NPTEL REGISTRATION PROCESS</p> <p>[2] NPTEL AWARENESS WORKSHOP</p> <p>[3] NPTEL EXAM REGISTRATION &amp; SUPPORTING STUDENTS IN THEIR ASSIGNMENTS &amp; EXAMINATION</p> <p>[4] ALLOTING MENTORING</p> <p>[5] ORGANIZING CONTACT CLASSES (1 WEEK BEFORE THE FINAL EXAM)</p>
23	ICT ACADEMY	ICT	<ol style="list-style-type: none"> <li>1. Convenor – Prof. Vijay kumar Member</li> <li>2. Prof. Murthy</li> <li>3. Prof. Vibin</li> </ol>	<p>Responsible for</p> <p>[1] RESPONSIBLE FOR FDP, POWER SEMINAR</p> <p>[2] RENEWAL OF ANNUAL MEMBERSHIP</p> <p>[3] ALLOTING FACULTY FOR ALL THE MEMBER INSTITUTE SERVICES LIKE FDP, WORKSHOP, CONFERENCE.....</p> <p>[4] HOSTING FDP, COE, ISR , CONFERENCE ACTIVITY IN SIMS IN ASSOCIATION WITH ICT ACADEMY</p> <p>[5] PAPER PUBLICATION IN ASSOCIATION WITH ICT ACADEMY (COORDINATION WITH R&amp;D)</p>

24	ADHYAYANA KENDRA (GANDHI, BUDDHA,VIVEKANANDA)	ADYK	<ol style="list-style-type: none"> <li>1. Convenor – Prof. Basavaraj Okunda</li> </ol> Members <ol style="list-style-type: none"> <li>2. Prof. Kishan</li> <li>3. Prof. Jasper Banerji</li> <li>4. Prof. Somashekarappa</li> <li>5. Prof. Ramkumar</li> </ol>	Responsible for [1] ORGANIZING VARIOUS ACTIVITIES ATLEAST ONE PER EACH CENTER AND TOTALLY 3 EVENTS PER SEMESTER [2] CELEBRATING GANDHI JAYANTHI, BUDDHA POORNIMA, VIVEKANANDA JAYANTHI.... [3] MOM, EVENT REPORTS
25	INSTITUTION'S INNOVATION COUNCIL (IIC)	IIC	<ol style="list-style-type: none"> <li>1. Convenor – Dr. Roopa Shettigar Dr. Vani Ramesh</li> </ol> Members <ol style="list-style-type: none"> <li>2. Research &amp; Innovation members</li> </ol>	Responsible for [1] CALENDAR OF EVENTS AS PER IIC GUIDELINES [2] PLANNING, EXECUTION & ACTION TAKEN REPORT [3] UPLOADING DETAILS IN IIC PORTAL
26	NEWSLETTER / MAGAZINE	NEWS	<ol style="list-style-type: none"> <li>1. Convenor – Prof. Hemraj</li> </ol> Members <ol style="list-style-type: none"> <li>2. QC members of the Department</li> </ol>	Responsible for [1] DRAFTING STANDARD DEPARTMENT NEWSLETTER FORMAT & RELEASING ONCE IN A SEMESTER [2] DRAFTING STANDARD COLLEGE MAGAZINE FORMAT & RELEASING ONCE IN A YEAR [3] IDENTIFYING THE PUBLISHERS (IF ANY ISBN NO. CAN BE TAGGED)
27	RESEARCH & INNOVATION  INSTITUTION'S INNOVATION COUNCIL (IIC)  CONFERENCE / FDP (apart from RESEARCH)	RES	<ol style="list-style-type: none"> <li>1. Convenor – Dr. Shreemathi Giri Convenor – Dr. Roopa Shettigar (IIC)</li> <li>2. Co-Convenor – Dr. Vani Ramesh Co-Convenor – Prof. Sunitha Advisor – Prof. Bhanuprakash</li> </ol> Members <ol style="list-style-type: none"> <li>3. Dr. Nagalakshmi</li> <li>4. Prof. Yatish S J</li> </ol>	Responsible for [1] INITIATING INTERNAL RESEARCH SEMINAR/WEBINAR/WORKSHOP ONCE IN A MONTH [2] ONCE IN A SEMESTER INNOVATIVE MODEL WORKSHOP [3] STUDENT & FACULTY RESEARCH MEET. [4] FDP / CONFERENCE FOR STUDENTS & STAFF

			<ol style="list-style-type: none"> <li>5. Prof. Murthy</li> <li>6. Prof. Sheetal</li> <li>7. Prof. Nagasuma</li> </ol>	<p>(hosting of FDP/Conference/Workshop/Seminar/Webinar) w.r.t RESEARCH  (Paper publications, Patent, MRP, Book Publication, FDP, Conference attendance report outside SIMS)  FDP/Conference/Workshop/Seminar/Webinar) @ Institutional level apart from RESEARCH</p>
28	STAKE HOLDER COMMITTEE (PARENT-ALUMNI)	STAKE	<ol style="list-style-type: none"> <li>1. Convenor – Ms. Ramya Sheshadri Members</li> <li>2. Prof. Shambhavi (Jour)</li> <li>3. Prof. Malar velze</li> <li>4. Prof. New(BCA)</li> </ol>	<p>Responsible for  [1] PARENT-TEACHER MEETING  [2] ALUMNI MEET  [3] ALUMNI INVITE ON VARIOUS PROGAM  [4] MOM, REPORTING</p>
29	HUMAN PROTECTION CELL	HPC	<ol style="list-style-type: none"> <li>1. Convenor – Prof. Ramya H S Members</li> <li>2. Prof. Chakravarthy</li> <li>3. Prof. Kavya</li> </ol>	<p>Responsible for  [1] ORGANIZING ACTIVITIES RELATED TO CELL MIN 2 EVENTS PER SEMESTER  [2] MOM, EXECUTION &amp; ACTION TAKEN REPORT</p>
30	ADVISORY COMMITTEE	ADV	All HOD's	<p>Responsible for  [1] IDENTIFYING ADVISORY BOARD W.R.T SCHOOL OF SCIENCE &amp; IT, COMMERCE &amp; MGT, HUMANITIES &amp; LANG.  [2] FINALIZING THE CALENDAR OF EVENTS W.R.T SEMESTER WISE  [3] EXECUTION &amp; ACTION TAKEN REPORT TO GOVERNING COUNCIL</p>
31	TECHNICAL TEAM	TECH	<ol style="list-style-type: none"> <li>1. Convenor – Prof. Swamy M J Members</li> <li>2. Manjunath (IT Dept)</li> <li>3. PROGRAMMER-1 &amp; 2</li> </ol>	<p>Responsible for  [1] MAINTAINING ALL THE DASH BOARD OF THE INSTITUTION  [2] MOM &amp; ACTION TAKEN REPORT (WEEKLY)</p>

32	CLASS TEACHER	CL	<p>I BCOM-A  I BCOM-B  I BCOM-C  I BBA  I BBA(AVI)  I BSc  I BSc(FSC)  I BCA-A  I BCA-B  I BA  III BCOM-A  III BCOM-B  III BCOM-C  III BCOM-D  III BBA  III BBA(AVI)  III BSc  III BSc(FSC)  III BCA-A  III BCA-B  III BA  V BCOM-A  V BCOM-B  V BCOM-C  V BCOM-D  V BBA  V BBA(AVI)  V BSc  V BCA-A  V BCA-B  V BA    I MBA-A  I MBA-B    III MBA – A  III MBA-B    I MCom + MFA</p>	<p>Responsible for  [1] RESPONSIBLE FOR UPDATING CLASS NOTICE BOARD  [2] RESPONSIBLE FOR MONITORING ATTENDANCE OF ALL THE SUBJECTS &amp; ADDRESSING ANY ISSUED RELATED TO CLASS  [3] RESPONSIBLE FOR KEEPING RECORDS OF STUDENT FILE  [4] HALL TICKET, IA MARK SHEET DISTRIBUTION &amp; OTHER RELATED ACADEMIC ACTIVITIES  [5] SIGNING AUTHORITY W.R.T STUDENT PERMISSION LETTER &amp; LEAVE NOTE OF RESPECTIVE CLASS.  [6] SUBMITTING ATTENDANCE REPORT &amp; IA REPORT PERIODICALLY TO EXAM COMMITTEE &amp; IQAC</p>
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			III MCom + MFA	
33	PROCESS MANAGEMENT (POLICY MAKERS)	PM	<ol style="list-style-type: none"> <li>1. Chief Mentor : Dr. Vasu B.A Members</li> <li>2. Prof. Shivakumar Ganachari</li> <li>3. Prof. Rekha C</li> <li>4. Ms. Ramya Sheshadri</li> <li>5. Prof. Bhanuprakash</li> </ol>	<p>Responsible for</p> <p>[1] RESPONSIBLE FOR DRAFTING VISION, MISSION &amp; OBJECTIVES OF THE INSTITUTION &amp; IQAC</p> <p>[2] RESPONSIBLE DRAFTING &amp; PUBLISHING STUDENT HAND BOOK, FACULTY HAND BOOK</p> <p>[3] RESPONSIBILITIES FOR REVIEWING VARIOUS DEPARTMENT &amp; COMMITTEE POLICIES FOR SIMS SUCH AS RESEARCH POLICY, COMMITTEE SOPs, FACULTY LEAVE MANAGEMENT.....</p> <p>[4] RESPONSIBLE FOR DRAFTING &amp; IMPLEMENTING FEEDBACK FORMS (STUDENT FEEDBACK, STAKE HOLDER FEEDBACK, KEY RESOURCE PERSON FEEDBACK, EXIT FEEDBACK, CONF/FDP/WORKSHOP..... FEEDBACK)</p> <p>[5] ANY OTHER RESPONSIBILTIES ALIKE...</p>

  
 IQAC - Head  
 Coordinator  
 Internal Quality Assurance Cell.  
 Soundarya Institute Of

  
 Principal  
**PRINCIPAL**  
 Soundarya Institute of Management & Science  
 Soundarya Nagar, Sidedahalli,  
 Nagasandra Post, Bangalore-73,