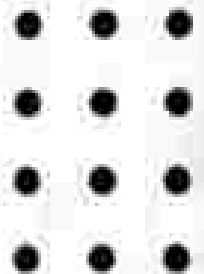




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CRITERION - 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

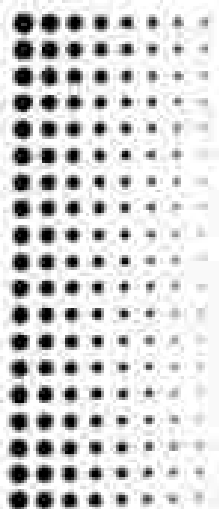


6.2 - Strategy Development and Deployment

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6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.





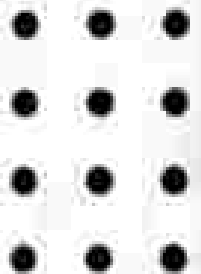
CRITERION	Governance, Leadership and Management
Question No.	6.2 Strategic Development and Deployment
Enclosed documents	<ul style="list-style-type: none">✓ Admission Policy✓ HR Policy✓ E-Governance Policy✓ IT Policy✓ Data Protection Policy✓ Examination Policy✓ Anti Ragging Policy✓ Internal Compliant Cell Policy✓ Grievance Redressal Policy✓ Staff Welfare Policy✓ Placement Policy✓ Short-Term and Long Term Strategic Plan✓ Organogram



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CRITERION - 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

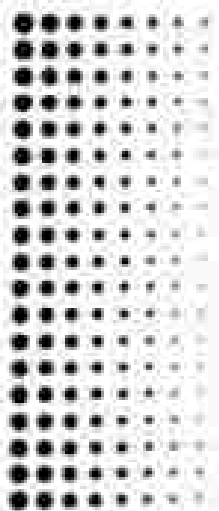


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ANTI-RAGGING POLICY

ANTI-RAGGING POLICY

1. Introduction

Ragging is strictly prohibited at Soanidarya Institute of Management and Science (SIMS). The institution is committed to providing a safe and conducive learning environment, free from any form of ragging or harassment. This policy outlines the principles, preventive measures, and actions to curb ragging within the institution, in line with the University Grants Commission (UGC) Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. Anti-Ragging Principles

SIMS upholds the following principles to ensure a ragging-free environment:

- Zero tolerance for ragging in any form (physical, psychological, or emotional).
- Every student has the right to study in a safe environment free from intimidation and fear.
- Prompt and severe action will be taken against those found guilty of indulging in ragging.
- Strict compliance with UGC and other legal guidelines regarding anti-ragging measures.

3. Definition of Ragging

According to UGC, ragging constitutes any conduct by a student or group of students that causes or is likely to cause physical or psychological harm or raise apprehension or fear in another student. This includes:

- Verbal, physical, or mental abuse.
- Indecent behaviour, including sexual harassment.
- Forced acts that may demean or humiliate a student.
- Financial extortion or forcible sharing of belongings.
- Any act that disrupts a student's academic performance.

4. Measures to Prevent Ragging

To ensure a ragging-free campus, SIMS implements the following preventive measures:

- Awareness Campaigns: Regular orientation programs for both new students and their parents, informing them about the anti-ragging policy.
- Anti-Ragging Committees: A dedicated Anti-Ragging Committee and Anti-Ragging Squad are established to monitor student interactions and prevent incidents.
- Display of Information: Anti-ragging posters and banners are displayed prominently across the campus to spread awareness.

- **Helplines:** The institution provides anti-ragging helplines and contact numbers of committee members for immediate support in case of any incident.

5. Anti-Ragging Committee & Squad

To effectively address and prevent ragging, SIMS has constituted:

- **Anti-Ragging Committee:**

The Anti-Ragging Committee comprises senior faculty members, staff, and representatives from the student body. The committee is responsible for enforcing the anti-ragging policy and conducting regular reviews of reported incidents.

- **Chairperson:** Principal
- **Faculty Representative 1**
- **Faculty Representative 2**
- **Administrative Officer**
- **Student Representative**
- **Parent Representative**
- **External Representative [External -Police /Advocate/ NGO]**

- **Anti-Ragging Squad:**

The squad consists of faculty members and administrative staff tasked with maintaining vigilance in classrooms, and other campus areas to curb ragging. The squad undertakes surprise inspections and actively monitors students' activities.

6. Procedure for Reporting Ragging

Students who face or witness ragging can report the incident through the following channels:

- Inform the Anti-Ragging Committee members directly.
- Use the dedicated helpline numbers.
- Submit a written complaint to the Principal's office.

Complaints can be made anonymously to protect the identity of the victim.

7. Actions and Penalties

Any student found guilty of ragging will face disciplinary action, including but not limited to:

- Suspension from attending classes.
- Debarment from examinations.
- Expulsion from the institution.

➤ Cancellation of admission.

Criminal proceedings under the Indian Penal Code (IPC) for severe cases. All decisions will be based on an investigation by the Anti-Ragging Committee, following which appropriate penalties will be imposed.

8. UGC Compliance:

This policy adheres to the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. As per the UGC guidelines:

- Ragging in any form is a cognizable offense under Indian law.
- The institution will submit an annual report to the UGC regarding measures taken to prevent ragging and incidents (if any).
- An online anti-ragging affidavit must be filed by each student and their parents through the official UGC website.

9. Counselling and Support

Victims of ragging will be provided with counselling services to help them overcome any trauma and regain confidence. The institution is committed to supporting students through professional counselling services when needed.

10. Conclusion

Soujanya Institute of Management and Science fosters a culture of mutual respect and inclusiveness. Any violation of this policy will be dealt with sternly to ensure a healthy academic atmosphere for all students.



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EXAM POLICY



EXAMINATION POLICY

Controller of Examination

Senior faculty member serves as a Controller of Examination (COE) while the Principal serves as Chief Controller of Examinations, leading the Examination Committee. Effective management of college exams (both Formative and Summative) falls within the purview of the Examination Committee, which is headed by COE.

Chief Controller of Examinations	Principal
Controller of Examinations (COE), UG & PG	Professor
Members of Examinations Committee	Faculty 1 Faculty 2 Faculty 3 Faculty 4 Faculty 5 Faculty 6

Exam Cell email id: exam@vsnl.com

Role of the Examination Committee

Internal Examinations

Exam committees are responsible for handling pre-examination logistics, intending question papers in the required format, printing question papers, setting up examination rooms, facilitating question paper distribution, enabling invigilation, and making sure that examinations are run efficiently and effectively with no room for any form of malpractice. The committee also makes sure that the appropriate subject faculty receives the bundles of gathered answers once the exam is finished.

The COE also makes sure that the examination office receives a hard copy of the marks statement and that the valuable answer scripts are returned to the students within ten days of the end of the internal exams. The marks are also recorded into the Optus portal.

If a student has any complaints about the exam, that is also taken care of. They can write to the exam cell mail address or directly contact the COE.

Bangalore University Examinations

The examination committee works to ensure that the end-of-semester university examination is conducted smoothly according to the schedule. The procedure entails obtaining a question paper from the university, assigning an invigilation task, and giving the room invigilators question papers and response booklets. After the end of exams answer bundles are collected, packed and submitted to the university.

Examination Policy

2.1 Introduction

The Soundarya Institute of Management and Science, located in Bengaluru, India, is managed by the Soundarya Educational Trust (SET), which is committed to the idea that the foundation of education is the education of the heart. The members of SET are committed to achieving the college's three main goals: transformation, excellence, and efficiency.

The College has established the Exam Cell as a proactive measure in accordance with this aim. Since its founding in 2007, SIMS has come a long way toward realizing its objectives, and the creation of the Exam Cell marks yet another critical turning point. Establishing a single, cutting-edge, effective, adaptable, transparent system is the main goal of SIMS's Exam Cell. This method will maintain strict tolerance for unfair and ineffective activities while guaranteeing extremely dependable testing and evaluation procedures.

The Exam Cell seeks to expedite the examination process by embracing best practices and putting current technology into operation. This will entail creating rigorous exam schedules, managing resources effectively, releasing findings on time, and preserving the validity of evaluations.

Exam Cell also works to provide an impartial and equitable assessment system that supports students' development and academic integrity. It will seek to get rid of any inconsistencies or unethical behaviour that could jeopardize the reliability and quality of the tests.

The Exam Cell at SIMS works to provide a welcoming atmosphere for teachers and students by being dedicated to efficiency and quality. The institution hopes to promote its students' intellectual and personal development by providing a trustworthy and reliable assessment system, thereby preparing them for possibilities and challenges in the future.

2.2 Vision: " Envisioning a future with courage, confidence and commitment."

2.3 Mission: "Our mission is to develop a strong, cutting-edge system that is powered by technology. This system will guarantee the highest level of reliability in all testing and assessment processes since it will be extremely effective, flexible, and transparent. We uphold a zero-tolerance policy and vehemently denounce any unjust or ineffective actions."

2.4 Objectives:

The Office of Examinations at SIMS has set forth several objectives with the aim of creating a unified, technologically advanced, efficient, flexible, and transparent system for testing and evaluation.

These objectives include:

1. Making Certain Reliability: The Office of Examination uses standardized assessment techniques in an effort to provide extremely dependable testing systems. This will support preserving uniformity and equity in the assessment of the knowledge and abilities of the students.

2. Eliminating Unfair Practices: Regarding unfair and ineffective practices, the Office of Examination has a zero-tolerance policy. By guaranteeing that there is no exam-related misconduct or cheating, it aims to level the playing field for all students.

3. Improving the Integration of Technology: The Office of Examination acknowledges the role that technology plays in contemporary education. In order to improve efficiency and streamline processes, it attempts to integrate technology into its testing and assessment process by making use of data management systems, online platforms, and other pertinent technologies.

4. Encouragement of Flexibility: When conducting exams, the Office of Examination aims to use a flexible approach. By offering other testing options to students with unique needs or circumstances, it seeks to meet the different needs of the student community.

5. Keeping Openness: Transparency is given a priority in the Office of Examination's operations. It attempts to keep exam schedules, policies, procedures, and evaluation standards clear and consistent in communications with students, teachers, and other stakeholders.

By accomplishing these goals, the SIMS Office of Examination hopes to create a strong examination system that preserves the principles of equity, dependability, efficiency, and openness, ultimately advancing the institution's growth and standard of education.

2.5 Affiliations:

As the central component of education, SIMS, Bengaluru, India, stresses heart education under the direction of the Soundarya Educational Trust. The SET has effectively offered top-notch higher education in India for about two centuries because to its vast experience.

Motivated by a vision of bravery, assurance, and dedication, SIMS has set up an Exam Cell to guarantee the seamless operation of exams. Since the college's founding in 2015, this is yet another noteworthy accomplishment.

The Office of Examinations at SIMS is primarily focused on creating a comprehensive and cutting-edge system. The testing and assessment processes in this system are designed to be extremely dependable and to be clear, adaptable, and efficient. The Office of Examination is dedicated to upholding a policy of zero tolerance for unjust and ineffective practices. It is significant to remember that Bangalore University and SIMS are connected. As a result, the College follows the guidelines and procedures established by Bangalore University for exams. Because the University Examination procedures are set by Bangalore University regulations, the College does not have direct influence over them.

2.6. Conduct of Examinations

The SIMS is extremely serious about the way exams are conducted. The Office of Examinations was formed by the College with the goal of upholding high standards and guaranteeing fairness. This unit is devoted to creating and executing an examination system that is cutting edge, transparent, flexible, and efficient in terms of technology.

The Office of Examinations at SIMS strives to ensure extremely dependable methods for assessments and testing. They have a strict policy of not tolerating unethical or ineffective behaviour. The goal of the cell is to develop a single, dependable testing system that can handle a big number of pupils. The Office of Examination at SIMS strives to expedite the examination process by employing cutting-edge technology. Their main objective is to offer a safe and effective setting where kids can exhibit their abilities. Additionally, the office seeks to ensure that the evaluation process is transparent and free of any biases or anomalies.

Additionally, the Office of Examination at SIMS is dedicated to following the policies and procedures established by Bangalore University. This involves making sure the exam schedule

is accessible four weeks prior to the final exam, or well in advance. It is significant to remember that the university retains the authority to alter the exam schedule as needed.

All things considered, the founding of SIMS Office of Examination is a critical step in realizing the college's mission of quality, change, and effectiveness in the classroom.

2.7. Guidelines on Exam Attendance:

SIMS has imposed certain attendance guidelines for students taking university exams in order to protect academic integrity and the standards established by the university. In order to ensure compliance, it is imperative that students become acquainted with these regulations.

The University sets minimum attendance requirements of 75% in all subjects for students to be eligible to appear in University Examinations and 85% in all subjects for students to be eligible to appear in Formative Assessments. The College strictly complies with these requirements. This accentuates how important it is to attend class every day of the academic year.

The university semester exams will not be offered to any student who disobeys the general standards of behaviour, discipline, or code of conduct. This is an important point to remember. Thus, to continue to be eligible for the exams, students must act with the highest moral character and follow all college policies.

The College's dedication to preserving an atmosphere that supports efficient learning and academic advancement is demonstrated by the creation of these standards. The College seeks to protect the integrity of the examination process and give students access to an equitable and transparent evaluation system by guaranteeing a high level of attendance and encouraging discipline.

Consequently, it is imperative that each and every student understand these attendance policies and make an effort to adhere to them regularly. Students who do this will not only meet the requirements to take part in the University Examinations, but they will also advance both academically and personally.

2.8 Hall ticket issuance:

One of the most important parts of the examination system is the issuance of hall tickets, which is controlled by Bangalore University policies. The process of providing students with hall passes can be summed up as follows:

1. **Admission Period:** Bangalore University/ UUCMS publishes the window for college roll admissions.
2. **Student Details Upload:** The UUCMS Portal receives an electronic upload of the College's admitted student information.
3. **Physical Verification:** Bangalore University physically verifies the documents on campus after obtaining the information that was uploaded.
4. **Admission Approval:** Bangalore University uses the UUCMS Portal to provide registration numbers to students and authorizes admissions following careful verification.
5. **Hall Ticket Upload:** Bangalore University uploads the hall passes onto the internet in advance of the University Semester Examinations.
6. **Hall Ticket Distribution:** All student hall passes are downloaded by the college and sent to qualified students via class coordinators that the college appoints.
7. **Announcement of Dates:** The dates on which students will receive their hall passes are announced by the college.

Examination Calendar

The Office of Examinations shall prepare and announce the calendar for various events/ activities related to the academics and conduct of examinations.

EVENTS	DATE
Commencement of Classes	
Time Table and Subject Allotment Submission	
Course Plan Submission	
Assignment in Optra	
Formative Exams - I QP Submission by faculty to PAC	
Formative Exams - I QP Submission by Program PAC to HOD	
Formative Exams - I QP Submission by COE	
Commencement of Formative Exam - I	
Uploading Formative Exam – I marks in Optra	
Seminar in Optra	
Formative Exams - II QP Submission by faculty to PAC	
Formative Exams - II QP Submission by Program PAC to HOD	
Formative Exams - II QP Submission by COE	
Commencement of Formative Exam - II	
Uploading Formative Exam - II marks in Optra	
Uploading of IA marks in UUCMS Portal	

EVENTS	DATE
Last working Day	

Continuous Formative Examination Rules

The SIMS administers two exams as part of the Continuous Internal Assessment (CIA) every semester. The first is the one and a half-hour First Internal Examination, and the second is the three-hour (CBCS) and two-and-a-half-hour (NEP) Model Examination in anticipation of the end-of-semester University Examination. These tests are administered rigorously in accordance with the University's protocol (question papers, seating charts, schedules, etc.).

Each subject has a 40% passing grade. Both Formative and Summative Assessment exams are weighted in the computation of the IA grades. Parents and guardians can also track their ward's development and performance by viewing the assessment marks on Optra Technologies, the college portal.

Parents and guardians are informed about their students' performance on the First Formative Exam during the Parent-Teachers' Meet, which is held a few weeks following the exam. The class teacher and the parent/guardian discuss each student's academic performance.

The college calendar lists the dates of all scheduled CIA components, including exams. A minimum of 10 days prior to the exam's start, the schedule is released. Examination attendance is required. To miss the internal examinations, you must obtain prior authorization from the appropriate authorities.

To be eligible to write the Internal and Model Examinations, a candidate must have at least 85% attendance in each course.

The 30/40 marks allotted for the internal evaluation will be split up into the following categories:

For CBCS-Repeaters, 30% marks are allotted for internal assessment (UG & PG). In alignment with the norms of the Bangalore University, the internal assessment marks shall be based on attendance, assignments, seminars, first internal examination and model examination.

Component	Marks Allotted
Attendance	5
Assignment	5
Seminar	5
First Internal Examination	5
Model Examination	10
Total	30

40marks assigned for internal assessment shall be divided into the following component:

For NEP programmes, 40% marks are allotted for internal assessment. In alignment with the norms of the Bangalore University, the internal assessment marks shall be based on attendance, assignments, seminars, first internal examination, Model Examination.

Component	Marks Allotted
Attendance	5
Assignment	10

Component	Marks Allotted
Presentation	5
Formative Examination - I	10
Formative Examination - II	10
Total	40

PQ Component [I and II Sem]	
Component	Marks Allotted
Attendance	5
2-Internal Test (One Assessed & One Self-assess)	10
Assignment	5
Presentation	10
Books / Journal Review	5
Total	30

PG Component [III and IV Sem]	
Component	Marks Allotted
Attendance	5
I. Internal Test (Theory)	5
Case Study Preparation	10
Mini Project	10
Total	35

Academic Depository and Repository (Digi locker)

The following procedures are to be followed for issuing the certificates as specified:

Sl.No	Certificates	Procedures	Issued By	Issued To
1	Bangalore University Marks Card	- Provide Copy of No Due Certificate	Office of Examinations	Students
2	Provisional Degree Certificate (PDC)	- Provide a photocopy of one set of degree marks cards along with the PDC payment receipt.	Office of Examinations	Students

Sl.No	Certificates	Procedures	Issued By	Issued To
3	Degree Certificate / Convocation Certificate	<ul style="list-style-type: none"> - Provide Copy of No Due Certificate 	Office of Examinations	Students
4	Transfer Certificate	<ul style="list-style-type: none"> - Submit a TC request letter from the joining college. - Provide a photocopy of one set of degree marks cards along with the TC payment receipt. 	Office of Examinations	TC will be sent by post/rail to the concerned College
5	Digi locker Repository Process to View University Certificates	<ul style="list-style-type: none"> - Download the Digi locker App from the Play Store. - Create an account. - Verify and submit the OTP. - Search for the "Education" tab. - Select "Bangalore University." - Enter your Bangalore University Register Number and Year to view the Certificates. 	Bangalore University	Students
6	Revaluation Process	<ul style="list-style-type: none"> - Once the BU circular is received, choose the Revaluation option on the BU portal. - Select the payment option and pay for the revaluation. - Download the payment receipt. 	Bangalore University	Students
7	Supplementary Exam Process	<ul style="list-style-type: none"> - Once the BU circular is received, collect the supplementary exam 	Office of Examinations	Students

Sl.No	Certificates	Procedures	Issued By	Issued To
		<p>registration form from the Office of Examination to fill up the required details for registration.</p> <ul style="list-style-type: none"> - Choose the Exam fee payment option on the BU portal. - Check the subjects before making the payment - Select the payment option and pay for the supplementary exam. - Download the payment receipt. 		
8	Tabulation Sheets	<ul style="list-style-type: none"> - Payment receipt (payment to the College Office) for the required semester result sheets 	Office of Examinations	Students
9	Transcript / Migration Certificate Process	<ul style="list-style-type: none"> - Download the Transcript / Migration Certificate from the BU website. - Fill in the necessary information and take attestation from the Principal. - Make payment for the required document in the BU online portal and attach the receipt. - Submit the document to the University to collect the Transcript / Migration Certificate 	Bangalore University	Students

Sl.No	Certificates	Procedures	Issued By	Issued To
10	Hall Tickets for Internal, Model, and BU Examinations	<ul style="list-style-type: none"> - Payment of College Fee and BU exam fee is required. - Maintain at least 85% attendance to be eligible for receiving the hall tickets. 	Office of Examinations	Students
11	NON-UGC letter and Valuation/Reviewer Form (Teachers) <i>Kindly Note: The original copy of the BU attendance form must be submitted to the Office of Examinations for LIC verification</i>	<ul style="list-style-type: none"> - Submit a request letter signed by the Principal or Vice-Principal along with a passport size photograph for Valuation/Reviewer form. - Clearly mention whether it is for a validator or reviewer and specify CBCS or NEP. 	Office of Examinations	Faculty Members
12	Results Issues like Not Processed (NP), Wrongly Entered, Mentioned Absent by mistake, Subject Missing etc.	<ul style="list-style-type: none"> - Request letter stating the issue and duly signed by the Principal. - Supportive documents like hall ticket copy, result copy. 	Office of Examinations	Students

Divyagjan Policy

7.1 Provisions for Students with Disabilities

To meet the requirements of students with disabilities during exams, SIMS's Office of Examination has established unique accommodation. The office of examination offers a range of amenities to meet the unique requirements of students with disabilities during exam time.

7.2 Appointment of Scribes

Candidates who meet the requirements set forth by the SIMS and are qualified to use scribed services may be appointed by the Chief Controller or the Controller of Examiners under the following circumstances:

- Anywhere in the world, a disability certificate issued by a qualified medical authority is recognized.
- Students with disabilities are permitted to use Scribe's facilities. • Students with disabilities may choose to use their own Scribe if given advance notice.
- The scribe-designate may not hold a position with the College.
- He or she cannot be a relative of one of the applicants who is taking the test.
- The scribe's educational background must be lower than the candidates'.
- You must get a proforma from the scribe that includes a declaration.
- The proforma, once signed by the scribe, needs to be sent to the Examination office.
- Using the scribe service is easy; all required information needs to be entered while filling out the form.
- Exams for students with disabilities are held at the examination centre, and the office is accessible to students with disabilities. The examination centre provides appropriate seating arrangements for administering exams.
- Candidates with disabilities who appear for an examination are granted the following accommodations: scribe services during the examination, additional time to finish the exam, based on the type and extent of their disability, subject to SIMS-mandated norms.
- Compensatory time for the examination is to be given to individuals who are permitted to use scribes as per the concessions mentioned below.

Grievance Redressal

Any type of grievance that the student might have pertaining to CIA, Internal and External Examinations, etc., must first be discussed with the concerned Class Coordinator / Program In-charge / Assistant Dean. As far as possible, the problems should be resolved at this level.

Matters that are not resolved at the classroom level must be brought to the notice of the Grievance Redressal Committee:

- a) The grievance must be stated in the following proforma.

- b) It must be forwarded to the Coordinator of the Grievance Redressal Committee through the Controller of Examinations
- c) The Grievance Redressal Committee will meet at least three times in a year, twice after declaration of end semester results (June & December). Depending upon the urgency of the situation, short meetings could be called for.
- d) The Grievance Redressal Committee can invite the Student Counsellor, the Staff member reported to join the meeting, depending on the nature of the grievance.
- e) The Grievance Redressal Committee will meet and discuss the matter. The decision of the Committee will be communicated to the Chief Controller of Examination, Controller of Examination and the concerned parties, through the coordinator of the Grievance Committee.
- f) All malpractices in the examination and internal assessment will be referred to the Grievance Redressal Committee. The Committee will provide a fair chance to the students accused of malpractice and finally submit their findings to the Controller of Examination.

The Chief Controller of Examinations and Controller of Examinations will take action on the report of the Committee.



SOUNDARYA
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GRIEVANCE REDRESSAL POLICY

GRIEVANCE REDRESSAL POLICY

1. Objective

The Grievance Redressal Policy aims to provide a transparent and fair process for addressing grievances raised by students, faculty, staff, and other stakeholders of Soundarya Institute of Management and Science (SIMS). The policy encourages open communication and ensures timely resolution of issues to maintain a positive educational environment.

2. Scope

This policy applies to grievances related to:

- Academic issues
- Administrative services (facilities, processes, etc.)
- Infrastructure, library, and other support services
- Any other matter causing dissatisfaction among stakeholders

3. Grievance Redressal Principles

SIMS is committed to:

- Providing a fair, efficient, and transparent mechanism to resolve grievances.
- Ensuring that all grievances are handled confidentially and without bias.
- Offering an opportunity for all parties to be heard.
- Resolving grievances in a time-bound manner.
- Prohibiting retaliation against those who file grievances.

4. Grievance Redressal Committee (GRC)

The Grievance Redressal Committee is responsible for addressing complaints and ensuring their resolution.

The committee structure is as follows:

- Chairperson: Principal
- Faculty Representative 1
- Faculty Representative 2
- Administrative Officer
- Student Representative
- External Representative (Police / Advocate / NGO)

5. Procedure for Filing a Grievance

1. Submission:

- Grievances must be submitted in writing to the **Administrative Office** of the institution.
- A **Grievance Form** is available at the Administrative Office. This form requires a detailed description of the issue, the parties involved, and supporting documents, if any.
- Alternatively, students or staff may submit grievances through email to the designated grievance redressal email address.

2. Acknowledgment:

- Upon receipt of a grievance, the committee will acknowledge it within 2 working days, confirming its acceptance for review.

3. Investigation:

- The GRC will investigate the matter thoroughly by gathering information from all concerned parties. This may involve meetings, consultations, and document reviews.
- Both the complainant and the accused (if any) will be given an opportunity to present their side.

4. Resolution and Reporting:

- The GRC will issue its findings and recommendations within 15 working days of receiving the complaint.
- The resolution will be communicated in writing to the complainant and relevant parties.

5. Appeal:

- If the complainant is not satisfied with the outcome, they can appeal to the Principal for a review of the decision within 7 working days of receiving the resolution.

6. Timelines for Redressal

Process Timeline

- Acknowledgment of Grievance Within 2 working days
- Investigation and Hearing Within 10 working days
- Final Resolution Within 15 working days
- Appeal (if required) Within 7 working days of resolution

7. Confidentiality

All grievances will be handled with utmost confidentiality to protect the interests of the complainant and the institution. Only those directly involved in the investigation and resolution process will have access to the details of the grievance.

8. Protection Against Retaliation

SIMS ensures that no one is penalized for submitting a grievance in good faith. Retaliation against a complainant or any witness involved in the grievance process will result in disciplinary action.

9. Record Keeping

A record of all grievances and the actions taken will be maintained by the GRC for a period of at least 2 years from the date of resolution. This will help ensure transparency and accountability.

10. Review of Policy

This Grievance Redressal Policy will be reviewed periodically to ensure it remains effective and aligned with the institution's goals and legal requirements.



SOUNDARYA EDUCATIONAL TRUST (REGD.)
SOUNDARYA ROAD, HAVANLOOR EXTN., NAGASANDRA POST, BANGALORE - 560 073.

HR MANUAL

HANDBOOK

MOB: 9902008883 EMAIL: hr@soundaryainstitutions.in





SOUNDARYA EDUCATIONAL TRUST (Regd.)

Soundarya Road, Hevanoor Extn, Nagasandra Post, Bangalore – 560 073.

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SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE

HUMAN RESOURCE POLICIES

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MESSAGE FROM CHAIRMAN

Dear Faculty, Staff, and Administrators,

Greetings from Soundarya Educational Trust!!

I am delighted to welcome you to the family of Soundarya Group of Institutions and extend my heartfelt appreciation for your commitment to our mission of fostering knowledge, innovation, intellectual and individual growth. Soundarya Group of Institutions are administered and managed by Soundarya Educational Trust Regd.

With decades of experience in the field of education accompanied with a purpose to serve the Society at large, we at Soundarya Group of Institutions recognize that our strength primarily lies in our Employees. We promote utmost openness and transparency across functions that are accessible to all.

My commitment is to provide the Quality Education that is consistent with the changing world through best human resources can be fulfilled by dedicated teachers and staff like you all.

Being a strong and natural advocate of value-added education over the structured syllabus, I firmly believe in having an enhanced Industry Academic Interface and exposure to extensive experiential learning and holistic development.

As you embark on this journey together with us, it is crucial that we align ourselves with the highest standards of professionalism, integrity, and dedication to our students and community.

Our Human Resources Manual serves as a compass, guiding us in our practices and policies to ensure fairness, transparency, and efficiency in every aspect of our operations.

Each one of you plays a vital role in shaping the future of our institution and the lives of our students. By upholding the principles outlined in this manual, we reinforce our collective responsibility to keep an inclusive, respectful, and supportive environment where everyone can thrive.

I encourage you to familiarise yourselves with this manual thoroughly and utilize it as a reference in your daily responsibilities. Let us work together to uphold our institution's values and achieve excellence in all our endeavours.

The guidelines and the procedures laid down in this Manual describes about the existing HR Practices. However, the Management Trust reserves the right to interpret / amend / suspend or withdraw with or without any notice, all, or any part of what is contained herein the manual. In the interpretation of any guideline, policy and procedures covered in the manual the Chairman's decision will be final and binding on all the employees of the Institutions.

Thank you for joining hands in our dedication and contribution to our shared vision for educational and overall excellence.

Wishing you a long-lasting relationship and a prolific Career at Soundarya Group of Institutions.

With Warmest Regards,

**CHAIRMAN
SOUNDARYA P MANJAPPA**

ABOUT SOUNDARYA GROUP OF Institutions.....

Established in the year 1993 with aim of instilling excellency and inculcating the values in the young minds, the prime objective is to impart quality education shielding the traditional impact. Soundarya Group of Institutions has two campuses, Havamoor Campus and Soundarya Nagar Campus in Bangalore where quality education is imparted from Montessori to higher education.

Soundarya Group of Institution is well structured for grooming its students for academic excellence, engages and covrages growing with talent explores potential abilities and enables experiments in learning academics and values. Promotes the visual and performing art, enhances the mental and physical strength through games and sports.

Soundarya Group of Institutions has emerged as the paragon among the leading Educational Institutions The Institution is the fruit of the great vision and effort by our Trust Members of Soundarya Educational Trust who are well reputed and eminent personalities, who have been dedicating their valuable services as their commitment in providing quality education for all-round excellence to its students.

Institutions RUN BY SOUNDARYA EDUCATIONAL TRUST: -

1. Soundarya School - STATE at Havamoor Campus
2. Soundarya School - CBSE at Havamoor Campus
3. Soundarya Composite PU College at Havamoor Campus
4. Soundarya Arts & Commerce Evening College at Havamoor Campus.
5. Soundarya Central School-CBSE at Soundarya Nagar Campus
6. Soundarya Institute of Management & Science at Soundarya Nagar Campus
7. Soundarya College of Law at Soundarya Nagar Campus

The Team SET is well versed committed and dedicated for rendering the service of promoting the Holistic and Quality Education among the students it cultivates creativity, nourishes the culture, enriches the knowledge, instills intelligence, sharpens the skills, explores the talents, and empowers the excellence.

VISION & MISSION

VISION:

The VISION of SET is to ensure quality education and to enable students to face the contemporary challenges of the world with courage, confidence & commitment.

MISSION:

Strive to create knowledge, to open minds of the students to take the advantage of this educational opportunity.

- To respect ideas and to promote the right expressions of the students.
- To identify and remove restraints on student's full participation, so that students can discuss individual capabilities.

MOTO:

To develop, to maintain, and to transmit true knowledge ethics and traditional values that highlights the essence of the compositions of Sri Shankaracharya especially the most sacred "Soundarya Lahari."

GOALS:

- Provide latest knowledge and skills using modern technology.
- Develop technical competence matching to employability.
- Global exposure through industry interaction and visits.
- To infuse high ethical and moral values relevant to social responsibilities.

VALUES:

- ❖ Transparency
- ❖ Trust
- ❖ Integrity
- ❖ Dedication
- ❖ Loyalty

QUALITY POLICY:

This quality policy inspires professional learning and provides excellent infrastructure and faculty with both academic and industrial experience.

GENERAL GUIDELINES ON HUMAN RESOURCE MANUAL:

- This document shall be called as "HR Manual" for all Institutions of Soundarya Educational Trust.
- This HR Manual shall apply to all employees working in the Trust's institutions.
- The Trust SET reserves the right to amend (remove, add, or modify) this HR Manual from time to time and such amendment shall be binding on all the employees from the date of its effective implementation.
- This HR Manual is exclusively 'Private & confidential.'
- It is the policy of the Institutes to comply with all applicable laws.
- It is the personal responsibility of everybody in the Institutes to observe the standards of conduct and other requirements of code of conduct.

CODE OF INSTITUTIONAL CONDUCT AND ETHICS

Preamble:

The Management of Soundarya Educational Trust believes that for an Institution to succeed, grow and excel, it needs to be anchored to its Values and motivate all its employees to consistently display these values in the course of their interactions.

The Code of Conduct and Ethics articulated below, embodies the Institution's Values and endeavors to lay down guidelines for employees to follow in their day-to-day work life.

Institution's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

This Code of institutional conduct and ethics applies to all employees and officers of the subsidiaries and affiliates of, which are referred to in this Code as Institution or the Institutions.

The Institution is proud of its reputation for integrity and honesty and is committed to these core values. Personal responsibility is at the core of the Institution's principles and culture.

The Institution's reputation depends on you maintaining the highest standards of conduct in all the institutional endeavors. You have a personal responsibility to protect the Institution's reputation to "do the right thing," and to act with honesty and integrity in all dealings with parents, institutional partners, and peers.

Employees should not take unfair advantage of any one through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair – dealing price.

The principles set forth in this document describe how you should conduct yourself. This code does not address every expectation or condition regarding proper and ethical institutional conduct.

In every institutional – related endeavor, employees must follow the ethics and compliance principles set forth in this Code as well as all other applicable Institutions policies and procedures.

Employees are accountable for reading, understanding, and adhering to this code. Employees must follow all laws and rules related to the Institutions activities, and your behavior should be beyond reproach, avoiding and hunt of wrongdoing. Failures to do so could result in disciplinary action, up to and including termination of employment.

If employees are uncertain about their responsibilities, they should refer to the relevant section of this code. If you are still unsure, speak with your principal or, if you prefer, communicate with any of the other designated contacts. If an employee is uncertain, he/she may seek for assistance.

During or after the end of the tenure / employment, employee should not spread or comment with negative note in any medium.

WORKPLACE ENVIRONMENT

Institution is committed to providing pleasant atmosphere and positive work ambience, free of all forms of unlawful discrimination, including character, personality, and any type of harassment.

DECORUM OF DIGNITY AND RESPECT

The Institution's greatest strength lies in the talent and ability of its associates. Since working in synchrony is vital to the Institution's continued success, mutual respect must be the basis for all work relationships. Engaging in behavior that ridicules, belittles, intimidates, threatens, or demeans, affects productivity, can negatively impact the Institution's reputation. Employees are expected to treat others with the highest respect and dignity that any reasonable person may wish to receive. Creating a work environment that is inclusive, supporting, and free of harassment and unlawful discrimination.

EQUAL EMPLOYMENT OPPORTUNITY

The talents and skills needed to conduct institutional growth is not limited to any particular group of people. Institution has a long-standing commitment to a meaningful policy of equal employment opportunity. The Institution's policy is to ensure equal employment and advancement opportunity for all qualified individuals without distinction or discrimination because of race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status, or any other unlawful basis.

INSTITUTIONAL OPPORTUNITIES

Employees owe a duty to Institution to advance its legitimate interests. Employees are prohibited from competing with the Institution and from using Institutional property, information or position for personal opportunities and gain.

JOB RESPONSIBILITIES

The institution follows teaching, research, administration and co-curricular as the basic structure for assigning job responsibilities. The job responsibilities for teaching and non-teaching staff will be designated based on their respective departments and job descriptions.

Every employee shall have the statement of their specific roles and responsibilities entrusted to them and shall strictly adhere to the same together with the responsibilities in general in co-ordination with the related staff. The management reserves the right to change or modify the assigned roles and responsibilities as required in the process of attaining the Institutional objectives.

CONFLICTS OF INTEREST

Institution policy prohibits conflicts of interest. A "conflict of interest" occurs when your private interest interferes in any way with the interests of Institution. In addition to avoiding conflicts of interest, Employee should also avoid even the appearance of a conflict. Any matter of conflict, either institutional or otherwise, if found affecting the operations of the Institution will be dealt as per the decision of the Trust.

COMMUNICATION OF CONFLICTS

All potential and actual conflicts of interest or material transactions or relationships that reasonably could be expected to give rise to such a conflict or the appearance of such a conflict must be disclosed. If Employee have any doubt about whether a conflict of interest exists after consulting this Code, he/she should seek assistance from the Principal or Management.

Institution and its associates will not directly or indirectly engage in bribery, partiality, payoffs, or other corrupt institutional practices, in their relations with governmental agencies or customers.

AUTHORISATION FOR OUTSIDE ACTIVITIES

You may not serve as a director, officer, trustee, and partner or in any other principal position of another for profit or publicly held organization or Institution without the prior written approval of Institution's Authority (or a designee). You should obtain approval from the Institution's Trustee / President before agreeing to serve on the Board or in a principal position of a professional association or a non-profit organization. In any event, these outside activities must not impact in anyway your daily job responsibilities in your current position.

SECOND JOB / PARALLEL JOB

Unless the Institution otherwise consents within the Institution, you will devote your entire resources and full and undivided attention exclusively to the Institution during the term of your employment with the Institution and shall not accept any other employment or engagement part time or full time in nature (honorary or otherwise) during the employment with the Institution. Employee should not refer or promote students to any organization or self-run tutorials.

VENDORS, SUPPLIERS AND CONSULTANTS

All vendors, suppliers and consultants shall be approved in accordance with the Institution policies and procedures. Institution's relationships must be totally based on their ability to competitively meet the Institution's needs. If your association with a current or prospective Institution vendor, supplier or consultant is of a nature that gives rise, or potentially gives rise, to a conflict of interest, the Institution may have to refrain from entering into the relationship and, in any event, Employees must not be involved in any way with approving, managing or influencing the Institutional relationship. All vendors will be treated as per the Segregation of Duties (SOD) of operations and purchases and approvals will be under sole direction of the Trust.

PROTECTION AND PROPER USE OF INSTITUTION'S ASSETS

It is the obligation of every employee for safeguarding and appropriately using Institution assets, whether those assets in the form of paper files, electronic data, computer resources, trademarks, tangible and intangible assets or otherwise, is critical.

USAGE OF TECHNOLOGY

Safeguarding computer resources is critical because the Institution relies on technology to conduct daily institutional work. Software is provided to enable you to perform your job and is covered by federal copyright laws. Employees cannot duplicate, distribute, or lend software to anyone unless permitted by the written agreement.

Institution provides electronic mail (e-mail) and Internet access to assist and facilitate institutional communications for principal office and offices, as necessary. All information stored, transmitted, received, or contained in these systems is the Institution's sole property and is subject to its review at any time.

All e-mail and Internet use must be consistent with Institution's policies, practices, and commitment to ensuring a work environment where all persons are treated with respect and dignity. Because these systems provide access to a worldwide audience, you should act at all times as if you are representing Institution to the public and should preserve Institution's system security and protect its name and trademarks. You must act responsibly and adhere to all laws and Institution policies when using e-mail or the Internet.

You must use your computer appropriately in accordance with the Institution standards and be sure to secure both the computer and all data from loss, damage, or unauthorized access, reporting all instances of unauthorized access to the management via head of the department.

SERVICE CONDITIONS

INTRODUCTION

These rules shall be known as Service Conditions for the Teaching, Administrative & Supervisory Staff employed with Institution campuses. These service conditions shall come into force with effect from 01st September 2024 and shall apply to all the staff in full time employment and shall remain in force until amended as necessary from time to time or superseded by a fresh set of service conditions. These will override and supersede the earlier laid down Rules/terms and Conditions of Service, if any.

DEFINITIONS:

In this document, unless the context otherwise provides, the word:

1. **Institution / Institution's** shall mean Soundarya Educational Trust, Soundarya School-State, Soundarya School-CBSE, Soundarya Central School, Soundarya Composite PU College, Soundarya Institute of Management & Science, Soundarya College of Law & Soundarya Arts and Commerce Evening College.

2. **'Management'** shall mean the Management Team at Soundarya Group of Institutions and their representatives, Trust Board of Governors / Governing Council / Managing Committee and its Chairman / President / or his / her nominee acting on their behalf or any other person authorized in this regard.
3. **'Teaching Staff'** shall mean the staff engaged in the act of teaching and those who do not work during vacation. Principal, Vice Principal, All teachers, subject HODs, Coordinators as well as co-curricular teachers, Student Counselors & Special Educators, Lab Assistant, Librarian, Nurse, etc.
4. **'Non-Teaching Staff'** shall mean the staff engaged in activities other than teaching. Admission Counselors team, Institution HR, Admin Manager, and rest of Admin team comprising of - Accountant, Stores, IT, Receptionist Front Desk, Transport in-charge etc.
5. **'Part time/ ad-hoc teacher / Professional / Consultants & Contracts'** shall mean any person or persons of association who is employed for a fixed period for the specific objectives in the Institution and shall serve the specified number of hours / days per week as per the Contract of service or a teacher who has been engaged to fill a temporary vacancy, or who has been temporarily employed against a permanent vacancy, or who is employed in connection with a temporary increase of work of a permanent nature, or extra work during the busy season or employed on a temporary post for a specified period. The mere fact that the period has been prolonged beyond the fixed limit or that an ad-hoc employee may sometimes be asked to do work, which is of permanent nature, will not give the right to such teachers to claim permanency / absorption. At the end of the specified period of contract of service, the same shall automatically cease and such teacher cannot claim regularization of his / her job.

Professional and consultants are those who have been assigned to ensure the specific performance of the contracts duly signed and given by the Management of the Trust who are required to complete the assigned tasks and shall report to the Management of the Trust complying with the terms and conditions stipulated in their respective contracts.

6. **'Retirement from Service':** - An employee, if confirmed, may continue to hold office till the retirement age of 60 years, subject to good conduct and discipline and the satisfaction of the Management. An employee shall stand relieved of his duties on the date of his attaining the age of retirement. Thereafter, in suitable cases, he/she may be given fresh appointment as a retired person on contract basis for a fixed period and on fixed remuneration after taking the approval of the Chairman/President or his/her nominee. Such persons shall not have any substantive right to the position and other rights /

privileges otherwise admissible to other employees except for leaves as defined in the policy.

7. "Notice" means communication in writing, required to be given, or posted for the purpose of these Rules.
8. "Notice Board" means a Board especially meant and fixed in a conspicuous place for the purpose of displaying matter or information or notice required to be posted under the provisions of these Service Conditions or any other enactment for the information of all the Employees.

MANAGEMENT PRIVILEGES:

1. The Trust reserves to itself the right without giving any previous notice to the employees to amend, alter or add to any of these Rules and these shall be binding on all employees.
2. Without prejudice to the provisions of the Education Acts of the Union Territories States, the Management shall have the right to alter change at any time the scale of pay and other Rules' Conditions of service of any post.

OFFER LETTER:

A letter of offer shall be issued to the candidate selected to the position. A signed confirmation in token of having received the offer letter shall be obtained from the candidate.

STAFF ONBOARDING PROCESS

PURPOSE

The objective of formalizing the Joining Formalities is to ensure that the new hire has an extremely pleasant experience on his/her first day at the institution.

PROCEDURE

To ensure that the new staff member makes a smooth transition into the institution, it needs to be managed at two levels –

- Ensuring that the institution is well prepared to receive the new staff on the day of joining.
- Obtaining and consolidating information pertaining to the staff for the Employment Database.

Institution's Preparedness

The joining time formalities commence as soon as the Offer Letter has been issued to the candidate. At any given point of time, HR will have list of candidates who have been offered and their date of joining and the department to which they are joining.

To make sure that the new staff has a pleasant experience on his/her first day at institution, it is essential to ensure that all the relevant individuals and functions/departments are aware of a new hire's joining the institution.

As soon as the appointment letter is issued and the prospective staff confirms the date of joining, a pre joining intimation will be given to the respective functional head. Also, required information will be given to facilities department for seating arrangement.

HR department will be in constant touch with the offered staff to get the confirmation on the relieving formalities with their previous employer and shall collect the feedback on the offered staff in the process of background check.

In consultation with the concerned functional head, HR Department shall coordinate with the concerned Departments such as Administration and IT department to facilitate for allotment of either a laptop or desktop and the stationeries for the new employee as required and specified for the job.

APPOINTMENT OF STAFF

1. A letter of appointment shall be issued to the candidate appointed to the position within 3 months from the date of joining. A receipt in token of having received the appointment order shall be obtained from the candidate appointed. The appointment order includes an undertaking by the newly appointed employee that he/she has read the Service Rules of the Institution and promises to abide by them.
2. Every employee shall submit photocopies of all documents to the Trust office, which prove the educational and professional qualifications of the employee.

JOINING DOCUMENTATION

1. Photographs – 4 Nos.
2. Copy of Address Proof – Any changes to be intimated to the office within 15 days.
3. Copy of Educational documents supporting qualification and Originals for verification.
4. Copy of Experience & Relieving Certificates from previous employments.

5. Copy of Aadhaar card
6. Copy of the Passport / Voter-Id Card
7. Copy of PAN card
8. Copy of Bank Passbook / Cheque
9. Declaration regarding Protection Of Children from Sexual Offences-POCSO and Protection of Sexual Harassment (POSH)
10. Last salary drawn certificate. In case previous Institution does not provide, then any other supporting document such as Form 16, salary credited bank statement, appointment letter / increment letter etc.
11. The Appointing Authority is free to conduct background verification checks for all its employees at any point of time during the tenure of their employment with the Institution.
12. The Management reserves the right to call for the original copies of the certificates of credentials of any employee at any time and non-production thereof shall be deemed to be a will full and deliberate act of insubordination liable for disciplinary action including the withdrawal of offer letter / letter of appointment, the termination of appointment as the case may be.

In confirmation of having deposited the original certificates of the employee the Management will issue the acknowledgment letter to the employee who shall submit an original copy of such acknowledgment letter back to the Management after the cessation of employment for the purpose of collecting back his / her original certificates.

In addition to the above, the following actions needs to be completed:

- a. Registration for Bio metric attendance
- b. Issue of ID card
- c. Opening of service book
- d. Intimation will be given to IT department for creating the mail ID. Also request for visiting card (if applicable) and ID card will be given to the concerned on the same day.
- e. On completion of the joining formalities, the new staff will go through the induction presentation by the H.R. department and personal file of the new staff will be opened.

INDUCTION PROGRAMME

Induction is given to the new staff by the HR department in order to familiarize them with the institution origin, organization structure, current and future plans. This process will help the new staff member to familiarise with Institution and help settle down in the work environment. It will also help in the new staff in getting accustomed to the process and systems and become productive. Induction process also gives the new staff comfort and confidence.

CONFIDENTIALITY OBLIGATIONS

1. Institution is committed to maintain or take care of students / parents and employee trust. All information, whether it is institutional, student / parents or employee-related, must be treated in a confidential manner, and disclosing it is limited to those people who have an appropriate institutional or legal reason to have access to the information. You need to take special precautions when transmitting information via e-mail, fax, the Internet, or other media. Always remember to treat all such communications as if they were public documents and printed on letterhead.
2. In addition, institution meetings are confidential. You may not use audio or video equipment to record these meetings.
3. In the course of your assignment with us, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to the Institution / Trust or its subsidiaries or affiliates, its customers, subcontractors or any other person or Trust having any kind of association or relationship with the Institution / Trust / or its affiliates or subsidiaries (together "Confidential Information"). You shall at all times during your employment with the Institution / Trust / keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge. By virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Institution / Trust.
4. Employees shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
5. Employees will not reproduce, store in a retrieval system, or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
6. Upon expiry or termination of your employment with the Institution / Trust you will return and surrender to the Institution / Trust, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.
7. Employee may be required to execute such other or further agreements as the Institution / Trust or its affiliates or customers may require in this regard, from time to time. Provisions of this paragraph will continue to be valid and binding on you not withstanding cessation of your employment with the Institution / Trust.

8. Employees shall not disclose to any social media, public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to the Institution / Trust or its subsidiaries or affiliates, customers, sub-contractors or any other person or Institution / Trust having any kind of association or relationship with the Institution / Trust and or its subsidiaries or affiliates, except with prior written approval of the Institution / Trust.
9. Employees shall not disclose the salary / remuneration to other employees.

GUIDELINES ON WORKING DAYS, WORKING HOURS & ATTENDANCE RECORDING

1. **Work Timings & Days of Work for Academic Staff.** The timings of the Institution shall be as notified from time to time from Monday to Saturday except the public holidays communicated by the management, as per Central / State government notification. The principal shall communicate the work timings / changes in work timings, including that of Saturdays if any, of the Institution as deemed fit and approved by the Management. *Working hours for all Institutions to be defined location wise as per requirements post management approval.
2. All employees of the Institution shall be present in the Institution at least 10 minutes before the start time of the Institution.
3. The principal shall ensure that all Employees come on time and leave as per their respective work timings and are present on their respective duties at the directed place of work.
4. The Institution shall be closed for vacations as per the guidelines of affiliated University, details will be communicated by the principal.
5. Employees may be required to report for training / workshops / exams / extra classes / events / conferences or any exigency of work during holidays / vacation days which shall be announced from time to time without any extra remuneration or benefit.
6. Workings hours are defined as mentioned herein below :-

DAYS	TEACHING STAFF TIMINGS	NON-TEACHING STAFF TIMINGS
MONDAY - FRIDAY	8:30 am to 4:00 pm	8:30 am to 4:30 pm 9:00 am to 5:00 pm
SATURDAYS	8:30 am to 1:00 pm	8:30 am to 1:00 pm 9:00 am to 1:30 pm

However, depending on the requirements and exigencies, the Management may at any time change/modify the working hours in order to meet the needs of academic /

administrative requirements. Whenever such changes in working hours are notified, all staffs are requested to extend their co-operation.

7. In case of exigencies of work, any staff member may be required to work beyond the normal working hours. For such extra work performed the staff will not be paid any additional remuneration / compensation of any kind.
8. Attendance recording will be the individual responsibility of the concerned staff member. However, in rare cases if any staff member forgets to punch, they should inform to HR department through their HOD for regularization. The staff members should not make this regularization as a habit.

DRESS CODE POLICY:

These dress code rules always apply:

1. All employees must maintain professional appearance.
2. All attire must be work-appropriate. Clothing that is intended for workouts and outdoor activities is not allowed excluding Co-Curricular Staff.
3. All clothes must be professional. Clothes that are too revealing or inappropriate are not allowed.
4. Employees must avoid clothes with stamps that are offensive or inappropriate.
5. Institution ID card must be worn at all times while the employees are on duty.

Gentlemen: Business casual or formal attire.

Ladies: Business casual or professional dresses.

PUNCTUALITY POLICY:

1. Every Employee shall attend their duties at their directed place of work inside the institution, at the specified time after marking attendance on the attendance register / software.
2. Late Log in and Early Log out: A grace time of 60 minutes is given in a month. Frequent late coming will invite disciplinary action in the form of a warning letter.

Calculation of less of Pay for late punch followed as per below table:

Sl No.	Late in Hours in a month	Deduction in terms of Days as LOP
1.	01:00 to 03:00	0.5 Day
2.	03:00 to 05:00	01 Day
3.	05:00 to 07:00	1.5 Days
4.	07:00 to 09:00	02 Days
5.	09:00 and Above	03 Days

3. Any regularization of attendance will solely be at the discretion of the principal.
4. If the above defined late coming resulting in deduction of leave without pay is repeated in the academic year, then it shall qualify as an act of habitual late-coming and may entail disciplinary action against the employee. If the habit is not rectified, the employee may also be liable for dismissal from service.
5. For any concession required for leaving early prior approval for the same is mandatory. The approval will be at the discretion of the Principal / Sectional Head / Management. The same will have to be regularized through the system software.
6. All employees who habitually leave earlier than the prescribed time shall also be liable for deductions from their respective salaries, proportionately.

LEAVE POLICY

Staff members are valuable assets for the Institution and its growth. The leave policy is designed to motivate the staff members and also to achieve a work life balance. For the purpose of leave, calendar year is reckoned as the year i.e., from June to May of each year.

TYPES OF LEAVE

1. Casual Leave
2. Vacation Leave
3. Earned Leave
4. Sick leave
5. Maternity Leave
6. Paternity Leave

GENERAL RULES ON LEAVE POLICY

1. No leave shall be claimed as a matter of right, it shall be granted according to the exigencies of service.
2. If required, the Management/Principal/ Reporting Manager may refuse, or revoke leave during the academic term or vacation.
3. No member of the staff shall leave station at any time without prior permission of the Principal / Reporting Manager.
4. Application for leave must be submitted and got sanctioned in the standard procedures set before proceeding on leave.
5. In case an employee has to go out of station for more than a week, he/she shall mention his/her outstation address in the leave application and should also hand over charge of his/ her seat in the manner directed by the Management/Principal to another member of the staff as nominated by the aforesaid authorities.

6. Ad-hoc / contract employees, who will be available for all 6 days in week, can avail of 1 day of leave per month subject to approval by the principal.
7. The leave year shall be from June to May.
8. Casual/Earned leave shall be on earned and availed basis. However, if in case of contingency, it is allowed to be availed in advance, the same leave shall be adjusted in the year itself.
9. Casual Leaves shall be credited on a pro-rata basis depending on the date of joining of the employee.
10. Permanent employees are eligible for all kind of Leaves. However, employees under probation for 1 year are eligible for CASUAL LEAVE only.
11. All Loss of Pay details to be provided to the HR Operations along with payroll input.
12. In case leaves are approved but the leave balance is insufficient, the excess number of leaves to be treated as Loss of Pay.

LEAVE ELIGIBILITY POLICY

For Teaching staff & non-teaching staff:

Description	Casual Leave	Sick Leave	Vacation	Earned Leave
Teaching Staff	12/yr	03 per sem	6 days at the End of Semester	NA
Non-Teaching Staff	12/yr	03 per sem	NA	5 per sem
Support Staff, Attenders, Drivers / House keeping	10/yr	Nil	NA	6 per sem

CASUAL LEAVE: is calculated at the rate of 1 day per month of service.

1. Casual Leave shall be granted on Earned and availed basis. If the Employee joins before 20th of the month, he/she is eligible for Casual Leave as per rules.
2. Extension of Leave: If an employee proceeds on leave and then applies for extension, this extension may be permitted if it is for reasons which are genuine and could not be anticipated and are acceptable to Management. In case the extension is applied on medical grounds, the application must be supported by a medical certificate acceptable to the Management Principal.
3. Application for leave shall be made at least three days in advance for approval by the Principal/Management. If not approved, then it will be considered as absence from duty.
4. Half day's casual leave may be allowed in very exceptional cases when an employee remains absent for a part of the day not exceeding half of the working time, either in the first half or second half, with the prior sanction of the principal.

5. Teaching Staff will not be entitled for any earned leave in lieu of Vocational Leave.
6. In order to ensure better work life balance, we encourage employees to avail their leaves within the academic year. Pending Casual / Earned leaves Encashment is allowed and will be credited along with May month salary credited in June Month.
7. Employees under probation will not be eligible for the encashment of Casual / Earned Leave for 1st year of the tenure.
8. Casual leave can be availed for a maximum of 2 days in a stretch.
9. Research activity will be supported as per the research policy.

VACATION LEAVE:

1. All teaching staff are eligible for 6 days of vacation leave per semester.
2. Number of days of vacation excludes the intervening Sundays, any public holidays or any holidays declared by authorities.
3. Vacation cannot be clubbed with either Casual Leave or Compensatory Offs/Privilege Offs resulting in extended absenteeism from the institution.
4. No medical reasons will be entertained for the extension of vacation. Such absence will be treated as "Loss of Pay."
5. No vacation will be granted for Staff who wish to Relocate/Resign.
6. Vacation leave can be availed only for full day and not for half day.

EARNED LEAVE:

1. All admin staff are eligible for 9 days of vacation leave per semester.
2. Staff with one year and more service in this institution are eligible.
3. Above six months less than one year will be calculated on the pro-rata basis.
4. Less than six months not eligible.

SICK LEAVE:

- a. Sick leave is given to take care of any unforeseen short-term illness for Teaching / non-teaching staff members.
- b. Eligibility: 6 days in a year for confirmed staff (3 days per semester)
- c. Any sick leave beyond 2 days should be accompanied by a medical certificate from the treating doctor. In the absence of medical certificate, it will be considered as LOP.
- d. Sick leave will lapse at the end of the year and is not encashable.

MEDICAL LEAVE:

Medical leave can be availed by the employee, with the discrete decision by the Management with or without pay.

MATERNITY LEAVE:

To be followed by the Employee: Applicable to women staff members who has completed one year of continuous service with the institution.

- a. Contact head of institution for details on leave and benefits.
- b. Align your reporting Coordinator, Vice Principal, Principal, and Institution HR on the intended plan for leave and return to work.
- c. Changing your return date may impact the Institution's planning so try to minimize any disruption by staying in touch and informing them early.
- d. The duration of Maternity Leave is 06 months from the date of Approval.
- e. Maternity Leave is restricted to two children only.
- f. Staff members willing to avail Maternity Leave, must submit the leave application along with the medical certificate issued by the consulting doctor to personnel department.

PATERNITY LEAVE:

To be followed by the Employee: Applicable to men staff members who has completed one year of continuous service with the institution.

- a. Contact head of institution for details on leave and benefits.
- b. Align your reporting Coordinator, Vice Principal, Principal, and Institution HR on the intended plan for leave and return to work.
- c. The duration of Paternity Leave is 03 Days from the date of birth of Child.
- d. Paternity Leave is restricted to two children only.
- f. Staff members willing to avail Paternity Leave, must submit the leave application along with the medical certificate issued by the consulting doctor to personnel department.

COMPENSATORY OFF POLICY:

1. All permanent full-time on rolls Institution staff can avail of Compensatory off for reporting to work on a Sunday or Government Holiday on Principal's / Reporting Manager's approval.
2. Attendance regularization on the day of compensatory off should be approved by the reporting line manager / Principal and valid In & Out punch is mandatory for the working verification.
3. Without valid punching Compensatory Off cannot be considered.
4. Number of working hours served should be min 4 hours to claim half day comp-off and 8 hours for full day.
5. Compensatory Off cannot be availed on Saturdays.

ON DEPUTATION DUTY POLICY:

Staff members are required to go out of institution to attend to work with outside authorities. Whenever, such outside work is involved, the staff member is required to fill up the OD form, get the recommendation of concerned HOD, approval of the principal and submit to Personnel Department for attendance regularization.

PAYMENT OF SALARY AND ALLOWANCES POLICY

1. The salary of the staff for the calendar month will normally be disbursed on or before 10th day of the subsequent month.
2. Leave without pay for a period exceeding 15 days in a year shall not be counted as service for summer vacation pay.
3. CL-EL balance in credit as of 31st May of every calendar year will be considered for payment of salary for the month of May payable in the month of June.
4. For the purpose salary payment, attendance will be reckoned from 1st to the last day of the current month.
5. In case any staff member has availed excess leave or has exhausted all leave to credit, then leave availed by such staff will be treated as Leave without pay and appropriate salary deduction will be made from salary payable. HR/ Administration Department will provide this data to payroll department.
6. In case of new joiners, the information to payroll will flow from the HR/ Administration Department. The date of joining for the purpose of salary will be as mentioned in the joining report of the staff member and certified by the principal. While calculating the salary for new staff members, in the first month, the date of joining, will be verified by the payroll processing with the joining report.
7. Statutory deductions like PF, ESI-PT, and Income Tax TDS (where applicable), will be made from the salary payable to respective staff members.
8. The salary will be disbursed to staff members on or before 10th of every month. In case, the payment day falls on a holiday or Sunday, Salary will be paid on the immediate next working day. Salary will be credited to individual bank account of staff members.
9. Salary will be processed only once in a month as such arrears if any payable will not be paid separately. However, the same will be processed for the next salary.
10. Marketing and Placement team should submit the attendance report via mail to HR on the last working day of every month without fail. Principal will be responsible for the same.

INCREMENT & SELF APPRAISAL

1. Self-appraisal will be conducted once in a year, annexure attached for your reference.
2. Any increment shall be subject to management approval and satisfactory work and conduct of the employee.
3. An employee shall receive increment on the basis of performance during the appraisal cycle as defined by management.
4. Only those employees who have joined on or before 31st December will be eligible to be considered in the upcoming academic year appraisal cycle.
5. All increments approvals will be at the discretion of the Management.
6. All salary changes / increments will happen only along with the appraisal process, once a year and will be jointly decided by the Principal, Head Operations and Management.

PROMOTIONS / ROLE CHANGE POLICY

Promotion is a tool to motivate high performers by providing them with career advancement opportunities in recognition of their contribution. It is, however, not automatic and cannot be claimed as a matter of right. All promotions will be based on merit. All promotions will happen along with the appraisal process, once a year. All promotions as per the annual appraisal process will be jointly decided by the Principal, Head Operations and Management.

ABSCONDING DECLARATION POLICY

Any employee not reporting to work without the line manager's and Principal's approval regarding their continuous absence for 3 working days will be considered absconding.

If there is no response from the employee regarding their absence within 7 working days, then the organization will consider them as absconding and do the alternative arrangement for their position. Payment will be withheld and forfeited by the Institution.

TRANSFER POLICY

1. Any employee (confirmed, on probation, on contract, trainee) may be transferred to department within all Constituent Schools / College / Institutes administered by SET at the mutual consent between the employee and the Management, as and when the need arises or as per the Administration requirement.
2. In case of inter-department, transfer which involves role change, HR will inform the concerned employee and issue a letter to that effect, copy of which will be maintained in the personal file of the concerned employee for record.

EMPLOYEE SEPARATION POLICY

RESIGNATION

1. An employee who wishes to tender his / her resignation is expected to discuss the same with the principal / reporting manager and post discussion can submit the resignation in written and in personal.
2. Resignation in E-Mail or in written will be considered. However, discontinuation of services in the middle of the academic year will not be entertained.
3. The notice will have to be served as per the terms of appointment. During the period of probation, your services can be determined by the Institution, without assigning any reason by giving two days and in such case the Institution is liable to make only the payment of salary up to your last working day. But in the event of your resignation from the employment you shall give at least two months notice or paying two months' salary in lieu thereof to the Institution. Any offset of the notice period, either through unused annual leave days or 'payment-in-lieu of notice rests solely with the Management.
4. On the expiry of the probation period / extended period of probation, your services shall automatically come to an end unless at the end of such period, you are confirmed in writing. Till you are confirmed in the post in writing, you shall not acquire any substantive right to the post. However, after confirmation of your services, this contract of service can be terminated by the Management. Any offset of the notice period, either through unused annual leave days or 'payment-in-lieu of notice' rests solely with the management.
5. No leave is permitted during the notice period, except for exigencies as approved by the principal / reporting manager.
6. In case any teacher resigns during vacation, or the notice period coincides with vacation days, he/she will not be eligible for vacation pay. It will be at the discretion of the head of Institution to decide the last working day of the employee in such cases.
7. No notice period will be waived off. Any such waiver under exceptional circumstances especially medical exigencies wherein all the necessary medical evidence and fitness medical certificate granted by a qualified medical practitioner have been checked by the Institution HR. After checking thoroughly, the Institution HR then submits the employee's request with evidence and medical certificate via email for joint approval of the Principal and Management.
8. On receipt of the resignation and acceptance from the reporting manager on HRMS, the salary of the employee will be placed on hold during the notice period as below:

Salary on hold during exit:

In case of confirmed employees who serve 2 months' Notice –

Month 1 – 50% of salary on hold

Month 2 – full salary on hold and to be released with Full & Final Settlement, subject to Exit formalities being completed.

In case of Notice for the period of one month: -:

Full salary will be kept on hold and to be released with Full & Final Settlement, subject to Exit formalities being completed.

Any release of part salary will be at the discretion of the Management post discussion with the Principal / Reporting Manager.

Notwithstanding anything herein contained, any indulgence on the employee's part in any of the following may entail instant disciplinary action and the employee shall not be entitled to any sum as compensation or otherwise, in respect of cessation of the service.

1. Absent from duty without information and prior permission of the authorised officer of the Institution.
2. Any Breach of the Institution's rules and regulations, guidelines or obligations herein contained.
3. Any instance of misconduct of any description whatsoever on the employee's part whether in relation to the institutional affairs of the Institution or otherwise ill fully neglecting the Institution's interests.

EXIT CLEARANCE POLICY

When a staff member wants to separate from the Institution, he or she is at liberty to do so by giving a formal letter of resignation to the HOD. In such cases the following notice period shall apply:

- A) For Principal, HOD and Teachers Staff: 2 months' notice or 2 months' salary pay in lieu of notice

Such resignation should be accepted by the concerned HOD and recommended to the Principal / Reporting officer for acceptance. The notice period mentioned above, will help the HOD to make alternate arrangements. The outgoing staff member shall complete all tasks on hand and the syllabus / works which he/she is supposed to complete during this period.

However, the Management may at its discretion, may relieve the staff earlier than the prescribed notice period also.

A day prior to the relieving date the HR will forward to the separating staff member the **Exit Feedback Form** and the **No Due Certificate**. The concerned Departments' correspondent will be a single point of contact for coordinating the total exit process.

At the time of leaving, the staff will be provided a **Relieving Letter** and an **experience certificate**.

FULL & FINAL SETTLEMENT POLICY

1. The full and final settlement shall be processed within 45 days from the date of the completion of all exit formalities and accurate documentation.
2. Full and final settlement shall include all unclaimed benefits, unpaid salary if any and other benefits as may be applicable.
3. Upon receipt of the confirmation from the ex-employee, the full and final settlement will be forwarded to Accounts Department for further process.
4. For all queries relating to full and final, the Institution HR/Accounts department is to be contacted.

EMPLOYEE VERIFICATION POLICY

All requests for verification of employment received on behalf of exiting or exited employees must be directed to the Trust office. Any response to such a request to be sent post confirmation from the HR Manager.

SERVICE TERMINATION POLICY

1. In case of a permanent employee/ temporary/ ad hoc/ fixed period/ part-time employee, except during the probationary period of employment services may be terminated by the Management without assigning any reason before the expiry of the stipulated period.
2. In case of any violation of any service condition, the service can be terminated with no liabilities assigned to the employer. However, on the expiry of the stipulated period/work, services of an employee shall automatically come to an end.
3. It shall be lawful for the Management at any time, if satisfied on medical evidence, that by reasons of ill health an employee is unfit to discharge his/her duties and is likely to continue to be so for a considerable period, to terminate his/her service by giving him/her 15 days' notice if he/she is a permanent employee, and only two days' notice in case of the Institution terminating the employee on probation.
4. The decision of the Management as to the fitness of such an employee shall be final and conclusive.

5. In the event of continuous absence of a team member for a period of 7 working days or more, without formal request or permission from management for the same, he/she shall be deemed to have left and relinquished his/her service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment and not as a termination of the service by the Institution the team member shall forthwith cease to be in the employment of the Institution without any further notice or act from the Institution.
6. The services of an employee may also be terminated by the Appointing Authority or an Authority higher than him/her on account of any serious grave misconduct, moral turpitude, negligence of duty, insubordination, etc without giving any notice.

REPORTING OF ANY ILLEGAL OR UNETHICAL BEHAVIOUR.

POINTS OF CONTACT

If you are aware of any illegal or unethical behavior or if you believe that an applicable law, rule or regulation or this code has been violated, the matter must be promptly reported to your Head of the Department or Institution executives.

Your Head of Department is normally the first person you should contact if you have questions about anything in this code or if you believe Institution or an associate is violating the law or Institution policy or engaging in conduct that appears unethical. Under some circumstances, it may be impractical, or you may feel uncomfortable raising a matter with your supervisor. In those instances, you may contact the head of your department or any other Institution executives. Furthermore, you should take care to report violations to a person who you believe is not involved in the alleged violation. All reports of alleged violations will be promptly investigated and, if appropriate, remedied, and if legally required, immediately reported to the proper governmental authority.

You will be expected to cooperate in assuring that violations of this Code are promptly addressed. Institution has a policy of protecting the confidentiality of those making reports of possible misconduct to the maximum extent permitted by law. In no event will there be any retaliation against someone for reporting an activity that he or she in good faith believes to be a violation of any law, rule, regulation, internal policy, or this Code. Any Head of the Department intimidating or imposing sanctions on someone for reporting a matter will be disciplined up to and including termination.

CODE OF CONDUCT POLICY:

- This Staff member Code of Conduct ("Code of Conduct") is intended to explain the terms and conditions of employment of all Staff Members of Soundarya Educational Trust
- This Code of Conduct contains the employment policies and practices of the Institution in effect at the time of publication. All previously issued regulations and any inconsistent policy statements or memoranda are superseded.
- The Institution reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Code of Conduct or in any other document. However, any such changes must be in writing and must be signed by the Management or any other authorized person of the Institution.
- It is vital to the success of the Institution, that we conduct our business with honesty and integrity and in compliance with all applicable legal and regulatory requirements. This Code of Conduct sets out the fundamental standards to be followed by staff members in their everyday actions on behalf of the Institution and seeks to promote honest and ethical conduct. He/she shall not indulge in monetary transactions among themselves, with the students (including tuitions) and their guardians and refrain from exploiting his/her Institution influence for personal ends.
- He/she shall not accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent, or any person with whom he/she may come in contact by virtue of his/her position in the Institution.
- He/she shall not give or permit any member of his/her family or any other person acting on his/her behalf to give any gift to any student, parent, or any person with whom he/she may come in contact by virtue of his/her position in the Institution.
- Consider the property and funds of the Trust/Institution as if placed in sacred trust with him/her and exercise the same prudence and care as he/she would do in respect of his/her own property or funds.
- Unknowingly or willfully neglect his/her duties:
- Shall not propagate through teaching lessons or otherwise communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity. Shall not discriminate against any student on the ground of religion, caste, creed, language, place of origin, social and cultural background, etc.
- Shall not be guilty of misbehavior or cruelty towards any student, guardian, or other employee or indulge in fighting, and similar acts of indiscipline or use abusive language.

- Respect the professional standing and opinions of his/her colleagues and be impartial to all colleagues irrespective of their caste, creed, religion, sex, economic status, disability, language, family status, sexual orientation, and place of birth.
- Refrain from subjecting any student to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment.
- Shall not indulge in or encourage any malpractices connected with examinations or other Institution activities.
- Avoid conflict between professional work and private interests which could impact negatively on students and the organization.
- Desist from engaging in business transactions in Institution for personal gain.
- Shall not engage in any private trade or undertake any additional work.
- Shall not make any media appearances, publish any statement or document in own name or anonymously which has the effect of an adverse criticism of any current or recent policy or action of the Central or State Government or the Trust/Institution, nor shall take active part in politics.
- Shall not ask for or accept contribution to or otherwise associate himself/herself with the raising of any funds or other collections in cash or kind for any purpose whatsoever without the prior permission from the Principal / Reporting Manager.
- Shall not appear in or prepare for any examination which may require absence from work, without the prior permission of the principal / Reporting Manager.
- Shall not cause or incite any other person to cause destruction or damage to the property or records of the Trust/Institution, indulge in any theft, fraud, and act of dishonesty in connection with the property of the Institution.
- Maintain a dignified demeanor commensurate with the expectations from a teacher as a role model.
- Shall not divulge any confidential information relating to the Trust/Institution.
- All employees shall report to work fit for the position institution provided duty. Consumption or being under the influence of alcohol/ tobacco in any manner / drugs or smoking on premises is strictly prohibited.
- Shall not indulge in any act of insubordination or disobedience of orders issued by the superiors.
- Shall not indulge or encourage group representations.
- Shall not make false accusations/assault, provoked or otherwise.
- Shall not indulge in disrespectful behaviour, rumour mongering and character assassination.
- Shall not possess in Institution/office premises, weapons, explosives, and other objectionable materials.
- Shall not come late to class / office. Place of work.

- **Joining or Forming Association by the Employees:** No employee shall join or continue to be a member of an Association, the objects of which are prejudicial to the interests of the sovereignty and integrity of India or Public Order or morality or indulge in activities which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. He/She shall also not engage himself/herself or participate in any demonstrations, marches, dharna, organized by such or any other Association.
- Any Employee refusing to work beyond normal working hours when required by the Management shall render himself / herself liable to action under the provision of these Service Conditions. However, the Management shall ensure safe working conditions and appropriate arrangement of necessary facilities.
- Any employee shall not be a friend to any student or vice-versa on any social media or otherwise.
- Any employee shall not accept or demand any subscription / donation / contribution from any other source either for yourself or for any association of teachers / staff or students.
- The employee shall not use cell phones at the place of work / inside the classroom unless it is required to be used for the performance of their job and permitted by the Principal / Reporting Manager.

Prohibited Conduct

The following conduct is prohibited and shall not be tolerated by the Institution. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, Staff member welfare and the Institution's operations also may be prohibited.

- Falsifying employment records, employment information, or other Institution records.
- Recording the work time of another Staff member or allowing any other Staff member to record your work time, or falsifying information, either your own or another Staff member.
- Removing or borrowing Institution property without prior authorization.
- Unauthorized use of Institution equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on Institution property.
- Carrying firearms or any other dangerous weapons on Institution premises at any time.
- Engaging in criminal conduct whether or not related to job performance: Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language towards a supervisor or member of management.
- Using abusive language at any time on Institution premises.

- Failing to notify a supervisor when unable to report to work.
- Violating any safety, health, security or Institution policy, rule, or procedure.
- Committing a fraudulent act or a breach of trust under any circumstances; and
- Committing or involvement in any act of any kind of harassment of another individual.

GRIEVANCE POLICY

An employee has any complaint or grievance regarding the employment, working conditions or any concern causing him/her for the smooth operations / discharging his duties may approach his/ her HOD or he may approach HR for redressing of the same.

An employee may submit the same in writing. The necessary action will be taken up based on the severity of the issue. The same would be decided after consultation with the Principal / Management.

Internal grievance cell will be formed for further investigation in the respected institution, if necessary.

PREVENTION, PROHIBITION AND REDRESSAL (POSH), ACT 2013

We are committed to providing a work environment free of discrimination and harassment while promoting the safety and well-being of its women employees. We have a zero-tolerance policy towards sexual harassment and are fully compliant with the Sexual Harassment of Women at Workplace (in accordance with the provisions Prevention, Prohibition and Redressal Act, 2013). Any violation of the POSH Policy guidelines will lead to legal action. It is extremely essential for all employees to go through and understand the POSH policy.

All these HR policies shall be treated as standing orders to be followed by all the employees. Notwithstanding anything contained in this manual the Management of Soundarya Educational Trust reserved the right to modify / change / replace any of the above policies as and when required.


 KEERTHANI KUMAR.M
 Head Executive Officer
 Soundarya Educational Trust (P)
 Bangalore-560 075



**SOUNDARYA INSTITUTE OF
MANAGEMENT AND SCIENCE**

**DATA PROTECTION
POLICY**

www.reallygreatsiti.com

DATA PROTECTION POLICY (GDPR COMPLIANT)

This Data Protection Policy sets out how we handle the personal data of our customers, suppliers, employees, workers and other third parties regardless of the media on which that data is stored or whether it relates to past or present employees, workers, customers, clients or supplier contacts, shareholders, website users or any other data subject.

This Data Protection Policy applies to all Company personnel and sets out what we expect from you in order for the Company to comply with applicable law. Your compliance with the Data Protection Policy is mandatory. Any breach of the Data Protection Policy may result in disciplinary action.

Personal Data Protection Principles

Employees must adhere to the principles relating to processing of personal data set out in the GDPR (General Data Protection Regulation) which require personal data to be:

- Processed lawfully, fairly and in a transparent manner.
- Collected only for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
- Accurate and where necessary kept up to date.
- Not kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed.
- Processed in a manner that ensures its security using appropriate technical and organisational measures.
- Not transferred to another country without appropriate safeguards being in place.
- Made available to data subjects who are allowed to exercise certain rights in relation to their personal data.

Employees are responsible for and must be able to demonstrate compliance with the data protection principles listed above.

Lawfulness, Fairness, Transparency

a. Lawfulness and fairness

- I. Personal data must be processed fairly and in a transparent manner in relation to the data subject.
- II. Employee may only collect, process and share personal data fairly and lawfully and for specified purposes, some of which are set out below:
 - a) the data subject has given his or her consent.
 - b) the processing is necessary for the performance of a contract with the data subject.
 - c) to meet our legal compliance obligations.
 - d) to protect the data subject's vital interests.
 - e) to pursue our legitimate interests.

b. Consent

- I. A data controller must only process personal data on the basis of one or more of the lawful bases set out in the GDPR, which include consent.
- II. A data subject consents to processing of their personal data if they indicate agreement clearly either by a statement or positive action to the processing.
- III. Consent requires affirmative action so silence, pre-ticked boxes or inactivity are unlikely to be sufficient. If consent is given in a document which deals with other matters, then the consent must be kept separate from those other matters.
- IV. Data subjects must be easily able to withdraw consent to processing at any time and withdrawal must be promptly honoured.
- V. Consent may need to be refreshed if you intend to process personal data for a different and incompatible purpose which was not disclosed when the data subject first consented.
- VI. Unless we can rely on another legal basis of processing, explicit consent is usually required for processing sensitive personal data, for automated decision-making and for cross border data transfers. Usually, we will be relying on another legal basis (and not require explicit consent) to process most types of sensitive data. Where explicit consent is required, you must issue a fair processing notice to the data subject to capture explicit consent.

VII. You will need to evidence consent captured and keep records of all comments so that the Company can demonstrate compliance with consent requirements.

c. **Transparency**

1. The GDPR requires data controllers to provide detailed, specific information to data subjects depending on whether the information was collected directly from data subjects or from elsewhere. Such information must be provided through appropriate privacy notices which must be concise, transparent, intelligible, easily accessible, and in clear and plain language so that a data subject can easily understand them.

Purpose Limitation

Personal data must be collected only for specified, explicit and legitimate purposes. It must not be further processed in any manner incompatible with those purposes.

Employee cannot use personal data for new, different or incompatible purposes from that disclosed when it was first obtained unless you have informed the data subject of the new purposes and they have consented where necessary.

Data Minimisation

Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.

Employee must ensure that when personal data is no longer needed for specified purposes, it is deleted or anonymised in accordance with the institution's data retention guidelines.

Accuracy

Personal data must be accurate and, where necessary, kept up to date. It must be corrected or deleted without delay when inaccurate.

Employee must check the accuracy of any personal data at the point of collection and at regular intervals afterwards. Respective employee must take all reasonable steps to destroy or amend inaccurate or out-of-date personal data.

Storage Limitation

Personal data must not be kept in an identifiable form for longer than is necessary for the purposes for which the data is processed.

Employee must not keep personal data in a form which permits the identification of the data subject for longer than needed for the legitimate business purpose for which we originally collected it including for the purpose of satisfying any legal, accounting or reporting requirements.

Employee will take all reasonable steps to destroy or erase from our systems all personal data that we no longer require in accordance with all the Institution's applicable records retention policies. This includes requiring third parties to delete such data where applicable.

Employee will ensure data subjects are informed of the period for which data is stored and how that period is determined in any applicable privacy notice.

Security Integrity And Confidentiality

Protecting Personal Data

Personal data must be secured by appropriate technical and organisational measures against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

Employee must follow all procedures and technologies we put in place to maintain the security of all personal data from the point of collection to the point of destruction. Employee may only transfer personal data to third-party service providers who agree to comply with the required policies and procedures and who agree to put adequate measures in place, as requested.

Employee must maintain data security by protecting the confidentiality, integrity and availability of the personal data, defined as follows:

- Confidentiality means that only people who have a need to know and are authorized to use the personal data can access it.
- Integrity means that personal data is accurate and suitable for the purpose for which it is processed.
- Availability means that authorised users are able to access the personal data when they need it for authorised purposes.

Reporting A Personal Data Breach

The GDPR requires data controllers to notify any personal data breach to the applicable regulatory and, in certain instances, the data subject.

Transfer Limitation

The GDPR restricts data transfers to countries outside the AEA (Asian Economic Area) in order to ensure that the level of data protection afforded to individuals by the GDPR is not undermined. Employee may only transfer Personal Data outside the AEA if one of the following conditions applies:

- the country to which we transfer the personal data ensures an adequate level of protection for the data subjects' rights and freedoms;
- the data subject has provided explicit consent to the proposed transfer after being informed of any potential risks; or
- the transfer is necessary for one of the other reasons set out in the GDPR.

Data Subject's Rights And Requests

Data subjects have rights when it comes to how we handle their personal data. These include rights to:

- withdraw consent to processing at any time;
- receive certain information about the data controller's processing activities;
- request access to their personal data that we hold;
- prevent our use of their personal data for direct marketing purposes;
- ask us to erase personal data if it is no longer necessary in relation to the purposes for which it was collected or processed or to rectify inaccurate data or to complete incomplete data;
- restrict processing in specific circumstances;
- challenge processing which has been justified on the basis of our legitimate interests or in the public interest;
- request a copy of an agreement under which personal data is transferred outside of the AEA.

- object to decisions based solely on automated processing, including profiling.
- prevent processing that is likely to cause damage or distress to the data subject or anyone else.
- be notified of a personal data breach which is likely to result in high risk to their rights and freedoms.
- make a complaint to the supervisory authority, and
- in limited circumstances, receive or ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format.

Accountability

The Data controller must implement appropriate technical and organisational measures in an effective manner, to ensure compliance with data protection principles. The data controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.

Record Keeping

The GDPR requires us to keep full and accurate records of all our data processing activities.

Training and Audit

Institution should ensure all personnel have undergone adequate training to enable them to comply with data privacy laws. Employee must also regularly test their systems and processes to assess compliance.

Sharing Personal Data

Generally, Employee are not allowed to share personal data with third parties unless certain safeguards and contractual arrangements have been put in place.

Employee may only share the personal data they hold with another employee, agent or representative of the institution groups if the recipient has a job-related need to know the information and the transfer complies with any applicable cross-border transfer restrictions.



SOUNDARYA
INSTITUTE OF
MANAGEMENT AND
SCIENCE

RESEARCH
POLICY
AND GUIDELINES

RESEARCH POLICY AND GUIDELINES

SCOPE AND APPLICABILITY OF THE POLICY

In the pursuit of excellence in SIMS, a vibrant research culture is considered as a nurturing ground for innovative ideas and applications. This Research policy is applicable to all the existing Faculty members, Staff and Students.

OBJECTIVES OF THE POLICY IS TO:

1. Embrace Research as a vital part of the education.
2. Preserve and enhance the quality of Research undertaken.
3. Increase funding support for research through external and internal sources; create transparent, effective and efficient systems for accelerating research outputs through national and international funding agencies and collaborations.
4. Creation and maintenance of research infrastructure to enable conduct of state-of-the-art research through funded projects.
5. Confirm a facilitating environment for conduct of high-quality original research by all individuals affiliated with the Institutions and provide continued and effective support for pursuit of research activities.
6. Safeguard of Intellectual property (IP) generated as a result of research conducted at the Institutions.
7. Encourage and facilitate multi-disciplinary research collaborations within different Departments of the college along with other reputed Institutes, Universities and Research Organizations both in India and abroad.
8. Improve the research shape of the College by effective diffusion of research activities and achievements of the college at all levels to maximize the impact and recognition of research done.
9. The College has subscribed to some of the popular databases that have a rich collection of resources. The College has a policy to update the library resource continuously and frequently based on the request from the Departments.
10. In Order to encourage research at all levels, the college conducts research paper presentation competitions among Undergraduate students.

11. The College encourages its faculty members to apply for research funding from governmental institutions, industry and non-profit foundations.
12. At SIMS the faculty members are encouraged to take up Minor Research Projects (MRP) to promote excellence in research in various disciplines. The management also provides seed money for encouraging Minor Research Projects within the Institution.
13. The Institution encourages the faculty members to apply for patents and also publish them.
14. At SIMS, faculty members are encouraged to raise funds under consultancy services.

IMPLEMENTATION

The implementation of the policy will be carried out under the guidance of **Principal of the college, Research and Innovation Cell and Scrutiny Committee.**

1. The articles with the affiliation of **Soundarya's Institute of Management & Science** alone will be considered for the financial incentive.
2. Before sending the work to any journal, faculty can submit the paper to Scrutiny Committee for a plagiarism check.
3. After Scrutiny Committee approval, faculty can send the paper for publication.

RULES AND REGULATIONS

Following are the rules and regulations and the documents to be submitted by the faculty members after attending/presenting any events like Conference/ FDP/Workshop/Seminar etc.,

1. CONFERENCE (NATIONAL AND INTERNATIONAL)

- o No. of conferences per semester per faculty – Minimum one.
- o The faculty members should fill the intimation proforma available with the **Scrutiny committee** at the time of abstract communication. The scrutiny committee will provide remarks on whether the conference can be taken up or not. If the scrutiny committee rejects the conference proposal and faculty still would like to go for the conference, the college doesn't bear such expenditures.

Documents

- Registration details (brochure, payment)
- Abstract communication (mail acceptance)
- Attendance
- ODD
- Certificate

							publicati on	

Note: 1. Financial assistance will be given based on publication charges.

2. Financial assistance will be given for Experimental expenditure and Field work; provided necessary documents are submitted.

4. CONSULTANCY SERVICES

The Consultancy Services offered by the college will be under three broad categories namely:

- **Extension Based Consultancy**-Extending Knowledge through training on curriculum/Pedagogy such as Corporate Training, Training for Competitive Exams etc.
- **Functional Consultancy** –Non-Business Enterprises such as Market Survey, Feasibility Study, Software Testing, Validation of Research Methods and other support assignments supporting research etc.
- **Research Based Consultancy**- It is a typical Research based projects on Sciences & Social Sciences which is not covered under functional Consultancy.

The disbursement of profit after deduction of all expenditures would be 70:30. However this ratio is not fixed. Based on the utilization of college resources, the ratio will differ.

Documentation:

A brief summary how the consultancy services impact the institutions.

- Communication letter (requirement for consultancy; consultant Name; consultant fee; period etc.)
- Expertising field
- Acceptance letter from Principal
- MOUs (If applicable)
- Financial statement with an authorized signature

5. MINOR RESEARCH PROJECT AND MAJOR RESEARCH PROJECT

Rules and Regulations for Major Research Project and Minor Research Project

Purpose of MOU: MoU is to have mutual intentions to jointly work on projects required for industries and research needs; with learned faculty of good industrial experience and promising students, jointly agree to exchange their expertise for mutual benefit and growth.

Duration: -

Major Research Project (MRP): Major Research Project duration is 2 to 3 years (based on sanctioning agency)

Minor Research Project (MRP): Minor Research Project duration is 6 months to 1 year.

Funding: -

For Major Research Project funding depends on the sanctioning authority.

For Minor Research Project institution will sanction the fund up to **Rs.....**

Rules and Regulations:

- ✓ Principal Investigator need to submit a research proposal to Scrutiny committee and Principal to get approval.
- ✓ The proposal should come through respective Department (Not individually) to get approval from Scrutiny committee and Principal.
- ✓ Principal investigator should belong to SIMS only.
- ✓ Proposal should include Abstract, Objectives, Hypothesis, Statement of the problem, Scope of Research, Research Design, Proposed Findings, Suggestions and Conclusion.
- ✓ Researcher need to submit Tentative expenditure details.
- ✓ Need to explain the benefits of MRP towards institution and society.
- ✓ Name of the funding agency. If so, make an MOU with the same.

- ✓ Fulfill the project within stipulated time period. If not, give an explanation to Scrutiny committee and get extension period if required.
- ✓ The proposed topic should come under main stream of the respective course.
- ✓ The outcome of the MRP should be published in reputed journals.

Documentation:

- Research proposal
- Principal investigator and Co investigator details, field assistant details

6. BOOK PUBLISHED, ARTICLES, EDITED BOOKS ETC.,

Rules and Regulations:

- Authors name should be associated with SIMS
- Compliment copy should be submitted to the College library

Documentations:

- Title of the books
- Authors name
- Publication Details
- Financial assistance received from college

7. WORKSHOP/ FDP/ MDP/SDP (SKILL ENHANCEMENT PROGRAM)/ SEMINARS /SYMPOSIUM/ RESEARCH CONCLAVE (NATIONAL AND INTERNATIONAL)

- No of seminars per semester per faculty – Minimum one
- The faculty members should fill the intimation proforma available with the Scrutiny committee before attending any events. They will provide the remarks whether the above said events will be value added or not. If the scrutiny committee rejects the proposal, and faculty still would like to go for the above said events the college doesn't bear such expenditures.

Documentations:

- Registration details (brochure, payment)
- Attendance certificate
- OOD
- Certificate
- Financial claim

6. RULES AND REGULATIONS FOR ORGANIZING ANY CONFERENCE, SEMINARS WORKSHOP, FDP, MDP IN THE COLLEGE CAMPUS.

Aims and objectives:

1. To enhance technical and professional competency as well as organizing skill of the faculty members
2. To promote interaction with professionals working in specific areas of research in Academic Institutions, Research Labs, and Industries
3. To provide exposure on latest developments in Academia/Research/ Industry to the students from renowned Academicians/Researchers/ Entrepreneurs/ Experts from Industry.

MODE OF SEEKING APPROVAL:

The proposals may be submitted in any of three segments with broad guidelines as specified here under:

6.1 CONFERENCE/ e- CONFERENCE (National / International)

- o All departments will be eligible to organise International/National Conference/e-Conference of 2 to 3 days duration either alone or jointly, covering various sub-themes under one broader area.
- o Desiring Departments may submit the proposal for organizing the event to Organizing Secretary for seeking administrative and financial approvals. The Organizing Secretary may

choose suitable faculty members to his/her core team for smooth organization of the Conference/e-Conference. The Organizing Secretary shall strive to seek external sponsorships from different organizations/agencies such as AICTE, INSA, DRDO, CSIR,

- o DST, Professional bodies, Industries, etc. Preferably the International/National Conference/e-Conference must be organized under the umbrella of some National/International professional society.
- o Normally only one International/National Conference/e-Conference shall be organized by the Department in an academic year. However, under special circumstances (where some external agency has agreed to sponsor the entire expenses to be incurred on organizing the Conference/e-Conference) more than one Conference may be allowed in a financial year.
- o The Organizing Secretary of the proposed Conference shall apply to Principal giving details of the estimated expenditure under various heads such as Honorarium and TA/DA to Experts (if applicable), Boarding & Lodging (if applicable), Contingency/Stationery/Miscellaneous items etc. The proposal shall also mention about the amount to be collected as registration fee, external sponsorships, etc.
- o The proposal submitted by the Organizing Secretary must be evaluated at the Level of Institution by committee. This committee shall examine the proposal for its objectives, theme(s), justification, and details of Experts/Speakers. The tenure of the members of this committee shall be one academic year.

This Institute Level Committee shall give its specific recommendations to accept/reject the proposals based on the merit of the proposal and the extent of funding.

- o The event may be funded by the Institute only up to a maximum of **Rs.**. The remaining expenditure, if any, has to be met out of external sponsorships.
- o Non-refundable registration fee may be collected from the participants preferably through **Soundarya Souharda Credit Co-operative Ltd.** Collect and the details may be shared with the Institute cashier as under:

Conference		e-conference		
Description	International	National conference	International Conference	National Conference
Participants from Academia/ R&D	Rs. 3000 for foreign delegates	Rs.1000	Rs. 2000 for foreign delegates	Rs.500

Participants from industry	Rs.5000 for foreign delegates	for	Rs. 2000	Rs. 1000 for foreign delegates	for	Rs.300
Students	Rs.1000 for foreign delegates	for	Rs.500	Rs. 300 for foreign delegates	for	Rs.200
Attendee/ listener	Rs.500 for foreign delegates	for	Rs.300	Rs. 200 for foreign delegates	for	Rs.100

- o The registration fee completely or partially may be waived off for some of the participants belonging to the sponsoring organization/industry depending on the sponsorship amount.
- o After seeking approval from the principal, they shall issue the necessary permission letter.
- o The Organizing Secretary will be responsible for taking all necessary measures with regard to the issues of International Participants wherever applicable. The Organizing Secretary will be responsible for maintaining of all relevant records (registration/attendance, stock registers, cash book, etc.) and make these available as and when required.
- o The Organizing Secretary will also be responsible for completing all the formalities related to the settlement of the amount received through sponsorship from external agencies.

8.3 WORKSHOP/e-WORKSHOP, FACULTY DEVELOPMENT PROGRAMME (FDP)/e-FDP, SHORT TERM COURSE (STC)/ e-STC

OFFLINE MODE

- ✓ All departments will be eligible to organize Workshop/ FDP/ STC. Such events of normally 7 days duration, shall in general be organized during summer/winter break. The proposed programme of 7 days duration must have 18 sessions (at least 03 sessions of 2 hours duration each per day except the last day) including at least 03 practical sessions wherever possible.
- ✓ The programmes should have sufficient sessions for Software Exposure and Experimental Demonstration wherever possible. A day-to-day tentative schedule of the proposed event indicating lectures as well as laboratory/practical sessions must be furnished along with the proposal.

- ✓ Desiring Departments may submit the proposal as Coordinator for seeking administrative and financial approvals. Coordinator may choose suitable faculty /staff members in his/her team for smooth organization of the event. The coordinator shall also be responsible for seeking external sponsorships from agencies such as AICTE, INSA, DRDO, CSIR, DST, Professional bodies, Industries, etc., if required.
 - ✓ Normally each Department shall be allowed to organize at least one per year.
 - ✓ The coordinator shall apply to Principal giving details of the estimated expenditure under various heads such as Honorarium and TA/DA to Experts, Boarding & Lodging, Contingency/Stationery/Miscellaneous, etc. The proposal shall also include the amount to be collected as registration fee, external sponsorships, etc., (if any).
 - ✓ The proposal for FDP/STC should normally be made for a maximum of 50 (fifty) participants. 20 participants from outside i.e., from reputed Institutions/Industries.
 - ✓ The proposal submitted by the coordinator must be evaluated at the Level of Institution by committee. This committee shall examine the proposal for its objectives, justification, course content, and details of Experts/Speakers. The tenure of the members of this committee shall be one academic year.
 - o This Institute Level Committee shall give its specific recommendations to accept/reject the proposals based on the merit of the proposal and the extent of funding.
 - ✓ The event may be funded by the Institute based on the department wise budget submitted. The remaining expenditure, if any, has to be met out of external sponsorships.
 - ✓ Non-refundable registration fee may be collected from the participants preferably through Boundarya Co-operative Society Collect and the details may be shared with the Institute cashier as under:
 1. Rs. 1000 for the participants from Academia/R&D Labs
 2. Rs. 1500 for the participants from Industry
 3. Rs. 250 for Students.
- The coordinator will be responsible for maintaining all relevant records (registration/attendance, stock registers, cash book, etc.) and make these available as and when required. If required he/she may suggest suitable faculty member as Treasurer or act as Treasurer himself/herself.**

B. ONLINE MODE

1. Any Department of the Institution will be eligible to organize workshop/STC in online mode i.e. e-Workshop/e-STC. Such events of normally one week duration may be arranged in such a way that the academic schedules are not disturbed. The proposed programme of 7 days duration may have

minimum three sessions per day (at least 03 sessions of 2 hours duration each) with emphasis to hand holding sessions wherever possible.

ii. A day-to-day tentative schedule of the proposed event indicating lectures must be submitted along with the proposal.

- i. Desiring department may submit the proposal as Coordinator for seeking administrative and financial approvals. Coordinator may choose suitable faculty /staff members in his/her team for smooth organization of the event. The coordinator shall also be responsible for seeking external sponsorships from agencies such as AICTE, INSA, DRDO, CSIR, DST, Professional bodies, Industries, etc., if required.
- ii. Normally each Department shall be allowed to organize one programmes in a financial year.

The coordinator shall apply to Principal giving details of the estimated expenditure under various heads such as Honorarium, Contingency, Miscellaneous expenditure etc. The proposal shall also include the amount to be collected as registration fee, external sponsorship etc. (if any). The proposed programme may have minimum 10 participants. The coordinator must adhere to the specific guidelines/norms fixed by sponsoring agency or guidelines mentioned in a specific project out of which the sponsorship is being arranged.

vi. The proposal submitted by Coordinator must be on par with budget submitted by each Department.

- e. Non-refundable registration fee may be collected from the participants preferably through Srujanika Co-operative Society Collect and the details may be shared with the Institute cashier as under:
 - a. Rs.500 for the participants from Academia/ R&D, etc
 - b. Rs.150 for students
 - c. Rs. 750 for participants from Industry

The coordinator will be responsible for maintaining all relevant records (registration/attendance, stock register, cash book etc.) and make these available as and when required. If required the coordinator may suggest suitable faculty member as Treasurer or act as treasurer himself/herself.

MODE OF SUBMITTING APPLICATION

The application for organizing the programme (Conference/e-Conference, Workshop/e-Workshop, FDP/e-FDP, and STC/e-STC), duly forwarded and recommended by concerned Head of Department must be submitted along with relevant details specified hereunder:

1. Brochure of the programme
2. Tentative list of experts with specialization/expertise
3. Tentative lecture schedule
4. Budget detail/proposal

The proposal must be submitted well in advance to Principal on standard format for evaluation of the Institute Level Committee, wherever applicable, and subsequent approval of the Competent Authority.

GENERAL GUIDELINES

The Organizing Secretary/Coordinator, as the case may be, must submit complete report within one month of the completion of the programme to the office and scrutiny committee. The report must include details and affiliation of the speakers and participants of the programme and broad outcome/objectives achieved etc.

Wherever the Conference/Workshop/FDP/STC (offline or online) is sponsored by external agency or the finances are to be booked to a specific project, the Organizing Secretary/Coordinator must adhere to the guidelines/norms of sponsoring agency.

The purchase process, wherever required, must be in accordance with the Institute rules. The purchase committee, if required, must have one member from Accounts and Audit Section.

The certificates must be issued to participants based on their attendance in the programme organized and may be signed by Organizing Secretary/Coordinator of the programme, Head of the Department, and Principal. Prior to issuing of the certificates to the participants, coordinator shall appraise the Principal of the Institute about the attendees of the event along with the attendance record.

E-Certificates for programmes conducted through online mode may be issued as per point "e" above.

Duly recommended proposals (both offline and online mode) must be submitted to the Scrutiny committee for further processing in accordance with the time frame as under:

- o **Workshop/FDP/STC:** at least one month in advance from the proposed date.
- o **National Conferences:** at least five months in advance from the proposed date.
- o **International Conferences:** at least six months in advance from the proposed date.

To keep uniformity at the Institute level, the organizing committee for offline as well as online mode of Conference/Workshop/FDP/STC should be proposed in the following pattern:

A) For Conference

- i. **Patron:** Head of the Institute
- ii. **Co-Patron:** Head of the Department
- iii. **Organizing Chairman:** Faculty member (01)
- iv. **Organizing Secretary(s):** Faculty member (n) (Max 02)
- v. **Treasurer:** Faculty member (01)
- vi. **Organizing Committee (s):** Faculty/Staff member(s), If required.
- vii. **Advisory Committee*:** Renowned Academicians/ Researchers

*Persons from Reputed Industry may also be considered, if required

B) For Workshop/FDP/STC

- **Patron:** Head of the Institute
- **Chairman:** Head of the Department
- **Convener:** Faculty member (01)
- **Coordinator (s):** Faculty member(s) (Max: 02)
- **Treasurer:** Faculty member (01)
- **Organizing Committee (s)**

GUIDELINES FOR A MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding (MOU) is required of an agency when an application for funds includes an explicit non-financial collaboration with partnering organizations. The MOU provides documentation that demonstrates the organizations have consulted and coordinated the responsibilities of their grant activities.

The following elements should be considered when constructing an MOU:

- Describe each partner agency;
- State the purpose of the MOU;
- Clearly describe the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs;
- Identify the staff responsible for completing the specific responsibilities;
- Describe how the collaboration/partnership benefits the project;
- Describe the resources each partner would contribute to the project. This can be contributing staff time, making in-kind contributions, delivering services, offering training or expertise, etc.;
- Provide a statement that the lead agency accepts full responsibility for the performance of the collaborative organizations/agencies; and
- The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

WHEN DO I NEED A MEMORANDUM OF UNDERSTANDING?



A MEMORANDUM OF UNDERSTANDING should be used when you submit a request for application involving a collaborative partner(s).

that agrees to provide a non-financial exchange that will enhance the project. Examples include: a work station, food and sheltered subjects or facilities for staff members.

MEMORANDUM OF UNDERSTANDING

All italicized sentences are considered instructions and should be deleted prior to the submission of the final MOU.

This Memorandum of Understanding (MOU) is entered into by and between: *Provide the agency name and a brief description of each agency*

- A. Purpose.** *State the purpose of the MOU. Include statements that explain how the collaborative relationship enhances or benefits the Applicant's program.*
- B. Roles and Responsibilities.** *Clearly describe and delineate the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs. This may be contribution of staff time, in-kind contributions of space or materials, delivery of program services, provision of training or staff expertise, etc.*

Agency A agrees to:

Responsibility/Activity	Responsibility/Activity

Agency B agrees to:

Responsibility/Activity	Responsibility/Activity

C. Reporting Requirements. Describe who will be responsible for collecting, collating and submitting data as per the project target outputs and outcomes.

D. Timeframes. Clearly state the time period that this MOU will be in effect

This MOU will commence on _____ and will dissolve at the end of the grant funding period on _____

F. Confidentiality.

In order to ensure the safety of clients, all parties to the Memorandum of Understanding agree to adhere to the confidentiality expectations as outlined in the Grant Agreement.

The designated lead agency accepts full responsibility for the performance of the collaborative organizations/agencies:

This Memorandum of Understanding is the complete agreement between _____ and _____ and may be amended only by written agreement signed by each of the parties involved.

The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

AGENCY A

Authorized Official: _____
Signature Printed Name and Title

Address: _____

Telephone(s): _____

E-Mail Address: _____

AGENCY B

Authorized Official: _____
Signature Printed Name and Title

Address: _____

Telephone(s): _____

E-Mail Address: _____

PATENTS

Applicability

This Regulation applies to all creative works produced at the institution, whether individually or collaboratively, by faculty (regular, part-time, and visiting), staff, students, or associates, in the context of educational or research programs, including but not limited to degree programs, research projects, publications, seminars, product development, inventions, and media releases. The Regulation encompasses all classes of intellectual property, including patents, copyrights, trademarks, design registrations, and licensing, and pertains to individuals and organizations associated with the institution's educational, research, or consultancy activities.

Types of Patents:

i. Patents Act, 1970

ii. Trademarks Act, 1999

iii. Designs Act, 2000

iv. Geographical Indications of Goods (Registration and Protection) Act, 1999

v. Copyright Act, 1957

vi. Protection of Plant Varieties and Farmers' Rights Act, 2001

vii. Semiconductor Integrated Circuits Layout-Design Act, 2000 and Biological Diversity Act, 2002

viii. Biological Diversity Act, 2002

ix. National IPR Policy 2016

S.No.	Name of the Invention	Institution/ Patent Number	Title of the Patent	Patent Filed Date (DD/MM/YYYY)	Patent Published Date / Granted Date (DD/MM/YYYY)	Link of the Patent Details	File Upload (Published/ Awarded)	Published /Grant

GENERAL RULES OF ELIGIBILITY FOR INTELLECTUAL PROPERTY

- Two copies of all publications resulting from the research conducted with the aid of the grants should be submitted to Institution.
- Intellectual Property Rights**
Any intellectual property rights or such information/knowledge being able to sustain or create or any such right arising out of the papers/ projects sponsored by Institution will be held jointly by the Institution/R & D of Institution.
- R & D shall inform each other before filing for any protection of any Intellectual Property Rights resulting from any of the project sponsored by Institution.
- Academic Institute/R & D Institution and Institution will ensure appropriate protection of Intellectual Property Rights generated from cooperation, consistent with laws, rules and regulations of India.
- The expenses for filing the Patent protection in India and abroad shall be borne equally between Institute and Any/all financial accrusis due to any commercial exploitation, of this patent shall be shared equally between them, on 50:50 basis. However, any of the parties is free to utilize the IPR for their own use on non-commercial basis.

TEMPLATE:

Documents to be submitted:

- IPR certificate
- Design Application details (Screenshots)
- Supporting Documents (if any)

Annexure-I

FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR RESEARCH PROJECT

1. Broad Subject:

2. Area of Specialization:

3. Duration:

4. Principal Investigator:

i. Name:

ii. Sex: M/F:

iii. Date of Birth:

iv. Category: (GEN/SC/ST/OBC)

vi. Qualification:

v. Designation:

Address Office:

Residence Email/Phone:

5. Name of the Institution where the project will be undertaken:

(a) Department :

(b) College :

(c) Affiliating University:

(d) Whether the Institute is located in rural/backward area:

Whether the College is approved under Section 2 (I) and 12-B of the UGC Act? Yes/No

6. Teaching and Research Experience of Principal Investigator:

(a) Teaching experience: UG_ Years PG_____Years.

(b) Research experience:

(c) Publication:

(a) Papers Published :

(b) Accepted :

(c) Communicated

(d) Book Published :

(e) Accepted

(f) Communicated

(Please enclose the list of papers and books published and/or accepted during last five years)

PART – B

Proposed Research Work

- i. Project Title
- ii. Introduction
- iii. Objectives
- iv. Methodology
- v. Year-wise Plan of work and targets to be achieved.

9. Financial Assistance required

Item Estimated Expenditure

- i. Books and Journals
- ii. Equipment, if needed
- iii. Field Work and Travel
- iv. Chemicals and glassware
- v. Contingency (including special needs)
- vi. Hiring Services Total

10. Whether the teacher has received support for the research project from the UGC under Major, Minor or from any other agency? If so, please indicate:

- i. Name of the agency from which the assistance was approved
- ii. Section letter No. and date under which the assistance was approved
- iii. Amount approved and utilized
- iv. Title of the project for which assistance was approved
- v. In case the project was completed, whether the work on the project has been published
- vi. If the candidate was working for the doctoral degree, whether the thesis was submitted and accepted by the University for the award of degree.

(A summary of the report/thesis in about 1,000 words may please be attached with the application)

- vii. If the project has not been completed, please state the reasons.

11. (a) Details of the UGC project/scheme completed or ongoing.

12. Any other information which the teacher may like to give in support of this proposal

To certify that:

- a. The College is approved under Section 2(f) and 12(B) of the UGC Act and is fit to receive grants from the UGC.
- b. General physical facilities, such as furniture/space etc., are available in the Department/College.
- c. I shall abide by the rules governing the scheme in case assistance is provided to me from the UGC for the above project.
- d. I shall complete the project within the stipulated period. If I fail to do so and if the UGC is not satisfied with the progress of the research project, the Commission may terminate the project immediately and ask for the refund of the entire amount (with interest) released by the UGC.
- e. The above research Project is not funded by any other agency.

Signature of Principal Investigator

Principal

(Seal)

Annexure – II

ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name _____

No.F. _____ dated _____

Title of the Project _____

1. The research project is not being supported by any other funding agency.
 2. The terms and conditions related to the grant are acceptable to the Principal Investigator and University/College/Institution.
 3. At present, I have no research project approved by UGC and the accounts for the previous project, if any have been settled.
 4. The College/University is fit to receive financial assistance from UGC and is included in the list of Section 2(f) & 12 (B) prepared by the UGC.
 5. The Principal Investigator is a retired teacher and eligible to receive honorarium as he/she is neither getting any honorarium from any agency nor is he/she gainfully employed anywhere.
 6. (i) His/her date of birth is _____
(ii) Age _____
7. The date of implementation of the project is _____

Principal Investigator

Principal College:

Date:

(Seal)

Annexure - III

NEW DELHI – 110 002

STATEMENT OF EXPENDITURE IN RESPECT OF MINOR RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Dept. of P1 _____ Name of College _____
3. UGC approval Letter No. and Date _____
4. Title of the Research Project _____
5. Effective date of starting the project _____
6. a. Period of Expenditure: From _____ to _____
b. Details of Expenditure _____

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
i.	Books & Journals		
ii.	Equipment		
iii.	Contingency including special needs		
iv.	Field Work/Travel (Give details in the proforma.)		
v.	Hiring Services		
vi.	Chemicals & Glassware		

7. If as a result of check or audit objection some irregularity is noticed at later date, action will be taken to refund, adjust or regularize the objected amounts.

8. It is certified that the grant of Rs. ____ (Rupees ____ only) received from the University Grants Commission under the scheme of support for Minor Research.

Project entitled vide UGC letter No. F. ____ dated ____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University Grants Commission.

**SIGNATURE OF PRINCIPAL
INVESTIGATOR**

PRINCIPAL

(Seal)

Annexure - IV

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

Name of the Principal Investigator:

Name of the Place visited	Duration of the Visit		Mode of Journey	Expenditure Incurred (Rs.)
	From	To		

Certified that the above expenditure is in accordance with the UGC norms for Major Research Projects.

SIGNATURE OF PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

Annexure - V

Utilization certificate

Certified that the grant of Rs (Rupees _____ only) received from the University Grants Commission under the scheme of support for Minor Research Project entitled _____ vide UGC letter No. F. _____ dated _____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University Grants Commission.

SIGNATURE OF THE

PRINCIPAL

STATUTORY AUDITOR

PRINCIPAL INVESTIGATOR

(Seal)

(Seal)

Annexure -VI

Annual/Final Report of the work done on the Minor Research Project. (Report to be submitted within 6 weeks after completion of each year)

1. Project report No. 1st. /Final _____
2. UGC Reference No.F. _____
3. Period of report: from _____ to _____
4. Title of research project _____
5. (a) Name of the Principal Investigator _____
(b) Deptt. _____
(c) College where work has progressed _____
6. Effective date of starting of the project _____
7. Grant approved and expenditure incurred during the period of the report:
 - a. Total amount approved Rs. _____
 - b. Total expenditure Rs. _____
 - c. Report of the work done: (Please attach a separate sheet)
 - i. Brief objective of the project _____
 - ii. Work done so far and results achieved and publications, if any, resulting from the: _____
 - iii. Work (Give details of the papers and names of the journals in which it has been published or accepted for publication) _____
 - iv. Has the progress been according to original plan of work and towards achieving the objective? if not, state reasons _____
 - v. please enclose a summary of the findings of the study. One bound copy of the final report of work done may also be sent to the concerned Regional Office of the UGC. _____
 - vi. Any other information _____

SIGNATURE OF THE PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

Annexure – VII

PROFORMA FOR SUBMISSION OF INFORMATION AT THE TIME OF SENDING THE FINAL REPORT OF THE WORK DONE ON THE PROJECT

1. Title of the Project

2. NAME AND ADDRESS OF THE PRINCIPAL INVESTIGATOR

3. NAME AND ADDRESS OF THE INSTITUTION

4. UGC APPROVAL LETTER NO. AND DATE

5. DATE OF IMPLEMENTATION

6. TENURE OF THE PROJECT

7. TOTAL GRANT ALLOCATED

8. TOTAL GRANT RECEIVED

9. FINAL EXPENDITURE

10. TITLE OF THE PROJECT

11. OBJECTIVES OF THE PROJECT

12. WHETHER OBJECTIVES WERE ACHIEVED

(GIVE DETAILS)

13. ACHIEVEMENTS FROM THE PROJECT

14. SUMMARY OF THE FINDINGS

(IN 500 WORDS)

15. CONTRIBUTION TO THE SOCIETY

(GIVE DETAILS)

16. WHETHER ANY PH.D. ENROLLED/PRODUCED OUT OF THE PROJECT

17. NO. OF PUBLICATIONS OUT OF THE PROJECT

(PLEASE ATTACH)

(PRINCIPAL INVESTIGATOR) (PRINCIPAL)

(Seal)

Annexure - VIII

ASSESSMENT CERTIFICATE

(to be submitted with the proposal)

It is certified that the proposal entitled "____" by (Dr./Prof./Mr./Mrs.) _____

Dept. of _____ has been assessed by the _____

_____ committee consisting the following members

for submission to the JGC Regional Office

_____ for financial support under the scheme of Minor Research Projects.

Details of Expert Committee:

The proposal is as per the guidelines

(PRINCIPAL)

(Seal)



SOUNDARYA
INSTITUTE OF
MANAGEMENT AND
SCIENCE



DATA PROTECTION POLICY (GDPR COMPLIANT)

This Data Protection Policy sets out how we handle the personal data of our customers, suppliers, employees, workers and other third parties regardless of the media on which that data is stored or whether it relates to past or present employees, workers, customers, clients or supplier contacts, shareholders, website users or any other data subject.

This Data Protection Policy applies to all Company personnel and sets out what we expect from you in order for the Company to comply with applicable law. Your compliance with the Data Protection Policy is mandatory. Any breach of the Data Protection Policy may result in disciplinary action.

Personal Data Protection Principles

Employees must adhere to the principles relating to processing of personal data set out in the GDPR (General Data Protection Regulation) which require personal data to be:

- Processed lawfully, fairly and in a transparent manner.
- Collected only for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
- Accurate and where necessary kept up to date.
- Not kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed.
- Processed in a manner that ensures its security using appropriate technical and organisational measures.
- Not transferred to another country without appropriate safeguards being in place.
- Made available to data subjects who are allowed to exercise certain rights in relation to their personal data.

Employees are responsible for and must be able to demonstrate compliance with the data protection principles listed above.

Lawfulness, Fairness, Transparency

a. Lawfulness and fairness

- I. Personal data must be processed fairly and in a transparent manner in relation to the data subject.
- II. Employees may only collect, process and share personal data fairly and lawfully and for specified purposes, some of which are set out below:
 - a) the data subject has given his or her consent,
 - b) the processing is necessary for the performance of a contract with the data subject,
 - c) to meet our legal compliance obligations,
 - d) to protect the data subject's vital interests,
 - e) to pursue our legitimate interests.

b. Consent

- I. A data controller must only process personal data on the basis of one or more of the lawful bases set out in the GDPR, which include consent.
- II. A data subject consents to processing of their personal data if they indicate agreement clearly either by a statement or positive action to the processing.
- III. Consent requires affirmative action so silence, pre-ticked boxes or inactivity are unlikely to be sufficient. If consent is given in a document which deals with other matters, then the consent must be kept separate from those other matters.
- IV. Data subjects must be easily able to withdraw consent to processing at any time and withdrawal must be promptly honoured.
- V. Consent may need to be refreshed if you intend to process personal data for a different and incompatible purpose which was not disclosed when the data subject first consented.
- VI. Unless we can rely on another legal basis of processing, explicit consent is usually required for processing sensitive personal data, for automated decision-making and for cross border data transfers. Usually, we will be relying on another legal basis (and not require explicit consent) to process most types of sensitive data. Where explicit consent is required, you must issue a fair processing notice to the data subject to capture explicit consent.

VII. You will need to evidence consent captured and keep records of all consents so that the Company can demonstrate compliance with consent requirements.

c. **Transparency**

1. The GDPR requires data controllers to provide detailed, specific information to data subjects depending on whether the information was collected directly from data subjects or from elsewhere. Such information must be provided through appropriate privacy notices which must be concise, transparent, intelligible, easily accessible and in clear and plain language so that a data subject can easily understand them.

Purpose Limitation

Personal data must be collected only for specified, explicit and legitimate purposes. It must not be further processed in any manner incompatible with those purposes.

Employee cannot use personal data for new, different or incompatible purposes from that disclosed when it was first obtained unless you have informed the data subject of the new purposes and they have consented where necessary.

Data Minimisation

Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.

Employee must ensure that when personal data is no longer needed for specified purposes, it is deleted or anonymised in accordance with the Institution's data retention guidelines.

Accuracy

Personal data must be accurate and, where necessary, kept up to date. It must be corrected or deleted without delay when inaccurate.

Employee must check the accuracy of any personal data at the point of collection and at regular intervals afterwards. Respective employee must take all reasonable steps to destroy or amend inaccurate or out-of-date personal data.

Storage Limitation

Personal data must not be kept in an identifiable form for longer than is necessary for the purposes for which the data is processed.

Employee must not keep personal data in a form which permits the identification of the data subject for longer than needed for the legitimate business purpose for which we originally collected it including for the purpose of satisfying any legal, accounting or reporting requirements.

Employee will take all reasonable steps to destroy or erase from our systems all personal data that we no longer require in accordance with all the institution's applicable records retention policies. This includes requiring third parties to delete such data where applicable.

Employee will ensure data subjects are informed of the period for which data is stored and how that period is determined in any applicable privacy notice.

Security Integrity And Confidentiality

Protecting Personal Data

Personal data must be secured by appropriate technical and organisational measures against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

Employee must follow all procedures and technologies we put in place to maintain the security of all personal data from the point of collection to the point of destruction. Employee may only transfer personal data to third-party service providers who agree to comply with the required policies and procedures and who agree to put adequate measures in place, as requested.

Employee must maintain data security by protecting the confidentiality, integrity and availability of the personal data, defined as follows:

- Confidentiality means that only people who have a need to know and are authorised to use the personal data can access it.
- Integrity means that personal data is accurate and suitable for the purpose for which it is processed.
- Availability means that authorised users are able to access the personal data when they need it for authorised purposes.

Reporting A Personal Data Breach

The GDPR requires data controllers to notify any personal data breach to the applicable regulatory and, in certain instances, the data subject.

Transfer Limitation

The GDPR restricts data transfers to countries outside the AEA (Asian Economic Area) in order to ensure that the level of data protection afforded to individuals by the GDPR is not undermined. Employees may only transfer Personal Data outside the AEA if one of the following conditions applies:

- the country to which we transfer the personal data ensures an adequate level of protection for the data subjects' rights and freedoms;
- the data subject has provided explicit consent to the proposed transfer after being informed of any potential risks; or
- the transfer is necessary for one of the other reasons set out in the GDPR.

Data Subject's Rights And Requests

Data subjects have rights when it comes to how we handle their personal data. These include rights to:

- withdraw consent to processing at any time;
- receive certain information about the data controller's processing activities;
- request access to their personal data that we hold;
- prevent our use of their personal data for direct marketing purposes;
- ask us to erase personal data if it is no longer necessary in relation to the purposes for which it was collected or processed or to rectify inaccurate data or to complete incomplete data;
- restrict processing in specific circumstances;
- challenge processing which has been justified on the basis of our legitimate interests or in the public interest;
- request a copy of an agreement under which personal data is transferred outside of the AEA;
- object to decisions based solely on automated processing, including profiling.

- prevent processing that is likely to cause damage or distress to the data subject or anyone else.
- be notified of a personal data breach which is likely to result in high risk to their rights and freedoms.
- make a complaint to the supervisory authority; and
- in limited circumstances, receive or ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format.

Accountability

The Data controller must implement appropriate technical and organisational measures in an effective manner, to ensure compliance with data protection principles. The data controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.

Record Keeping

The GDPR requires us to keep full and accurate records of all our data processing activities.

Training and Audit

Institution should ensure all personnel have undergone adequate training to enable them to comply with data privacy laws. Employee must also regularly test their systems and processes to assess compliance.

Sharing Personal Data

Generally, Employee are not allowed to share personal data with third parties unless certain safeguards and contractual arrangements have been put in place.

Employee may only share the personal data they hold with another employee, agent or representative of the Institution groups if the recipient has a job-related need to know the information and the transfer complies with any applicable cross-border transfer restrictions.



SOUNDARYA
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E-GOVERNANCE

POLICY



E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- ✚ General Administration
- ✚ Student Admission
- ✚ Examination
- ✚ Library
- ✚ Accounts and Finance
- ✚ ICT Infrastructure
- ✚ E-waste Management

Objectives:

- ✚ Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- ✚ To promote transparency and accountability in all the functions of the institution.
- ✚ To achieve and create a paperless environment in the institution.
- ✚ To provide easy and quick access to information.
- ✚ To make campus Wi-Fi enabled.
- ✚ To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- ✚ To establish a fully automated Library.

Policy:

The institution will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

The institution decides to make the following policies and procedure:

1. Website:

- ↓ The website will act as an information centre which will reflect about the institution, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer shall be appointed by the institution.
- ↓ The institution shall provide training to administrative and teaching staff to make important updates on the website at regular intervals.
- ↓ A Website Committee to be formed for the administration of the institution website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis.
- ↓ The Committee will also look for other changes that are required on the website.
- ↓ The Institution strives to showcase its vibrant self and activeness through its website.
- ↓ All the important notifications have to go live on the website as and when they are released.

2. Student Admission:

- ↓ An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opted by the University of Bangalore.
- ↓ The Institution brings out its Brochure which is displayed on the website that has guidelines for the admission process.
- ↓ An Admission Portal to be used to manage the admissions in the institution.
- ↓ Number of students applying to each course, withdrawals, fee submission, all to be managed through OPTRA Portal only.
- ↓ Students are required to submit a separate Online Application Form for taking admission to the institution and for this purpose an online software to be used by the Admission Co-ordinator.

3. Accounts:

- ⬇ The office continues to maintain its account on Tally.
- ⬇ Latest versions of the software to be purchased and used by the institution.
- ⬇ Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only.
- ⬇ All the analysis reports are also generated through Tally.
- ⬇ Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- ⬇ Training to the existing staff and updation of the existing software must be done regularly.
- ⬇ The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts, TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members.
- ⬇ Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, Voucher etc.

4. Library and Information Centre:

- ⬇ The institution continues to maintain its academic excellence through maintaining a well-stocked library.
- ⬇ The institution will add more and more e-learning resources for the benefit of the teachers and the students on regular basis.
- ⬇ The institution should continue to subscribe to new journals and books regularly.
- ⬇ Recommendations are taken from the teachers and students for new indent and resources.

- ✚ Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.
- ✚ The Library to install fully automated LLMS software which should have an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.
- ✚ The use of Online Public Access Catalogue [OPAC] module of the software to allow library database searching by entering preferred terms for information retrieval.
- ✚ The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- ✚ The Database Maintenance module should cover all operations of database creation and maintenance.
- ✚ Information centre should update to the faculty members and students of the new arrivals and available resources.
- ✚ Should frame / constitute committee and it should prepare a budget and recommendation of resources at regular intervals.

5. Administration:

- ✚ Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc.
- ✚ Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- ✚ Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- ✚ To provide a hassle-free, convenient and smooth process, administration of the institution to be made paperless.
- ✚ Students must be able to obtain maximum services in online mode.

- The institution will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

6. Examination:

- The institution has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.
- The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

7. Alumni:

- To strengthen our alumni relationships; a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the institution, feedback and many other aspects.
- Alumni association to be consulted for regular updates, database management and also for strategic plan in coordination with the institution.

8. E-Waste Management: ITC Wow ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT TOOLS

9. Hardware Infrastructure

- The institution to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.

- ✚ The infrastructure to be complemented by Risographs, computer networking devices, scanners and interactive teaching board/smart board etc.

10. Software Infrastructure

- ✚ The Institution to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- ✚ Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- ✚ The institution to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages



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IT POLICY

IT POLICY

Purpose of IT Policy

- To maintain, secure, and ensure legal and appropriate use of information technology infrastructure established by the Institution on the campus.
- To establish Institution-wide strategies and responsibilities for protecting the information assets that are accessed, created, managed, and/or controlled by the Institution.
- To work as a guide to stakeholders in the usage of the Institution's computing facilities including computer hardware, software, email, information resources, Intranet and Internet access facilities.
- To set direction and provide information about acceptable actions and prohibited actions or policy violations.

Scope of IT Policy

- Institution IT Policy applies to technology administered by the Institution centrally or by the individual departments, (to information services provided by the Institution administration, or by the individual departments, or by individuals of the Institution community).
- This IT policy also applies to the resources administered by the departments such as Library, Computer Labs, Laboratories, and Administrative Offices of the Institution.
- Computers owned by the individuals, or those owned by research projects of the faculty, when connected to campus network are subjected to the Do's and Don'ts detailed in the Institution IT policy.
- Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the Institution's information technology infrastructure, must comply with the Guidelines.
- IT policies broadly concentrate on the following areas:
 - IT Hardware Installation and Maintenance Guidelines
 - Software Installation and Licensing Guidelines
 - Network (Intranet & Internet) Use Guidelines
 - E-mail Account Use Guidelines
 - Web Site Hosting Guidelines
 - Institution Database Use Guidelines
 - Role of Network/System Administrators

IT Hardware Installation and Maintenance Guidelines

- Any computer (PC/Server) that will be connected to the Institution network should have an IP address assigned by the System Administrators.
- An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port.
- Change of the IP address of any computer by staff or student is strictly prohibited.
- Configuration of a network will be done by system administrators only.
- Individual departments/Individuals connecting to the Institution network over the LAN may run server software only after bringing it to the knowledge of the System Administrators.
- Access to remote networks using a Institution's network connection must be in compliance with all policies and rules of those networks.
- Internet and Wi-Fi facilities should be used for academic and administrative purpose only.

Email Account Use Guidelines

- Every faculty is provided with an E-mail.
- The E-mail facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the E-mail facility for illegal/commercial purposes is a direct violation of the Institution's IT policy and may entail withdrawal of the facility.
- Faculty should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.
- Impersonating email account of others will be taken as a serious offence under the Institution IT security policy.
- It is ultimately each individual's responsibility to keep their e-mail account free from violations of Institution's email usage policy.

Web Site Hosting Guidelines

- The Institution Website should be used to provide academic and administrative information for its stake holders.

- Website Updation Committee is responsible for content updation and maintenance of the website.
- Maintain up to date pages. Proofread pages and test links before putting them on the Web, and regularly test and update links.
- The contents hosted on website should be correct and clear.
- The departments, and Associations of Teachers/Employees/Students may have official Web page on Website. Official Web pages must conform to the Institution Web Site Creation Guidelines.
- LMS can be linked to the website so that Faculty may post class materials (syllabi, course materials, resource materials, etc.) on the Web to facilitate eLearning.
- Website Updation Committee need to take proper measures in safeguarding the security of the data hosted on the website.

Institution Database Use Guidelines

- The databases maintained by the Institution administration under the Institution's e-Governance must be protected.
- Institution is the data owner of all the data generated in the Institution.
- Individual or departments generate portions of data that constitute institution's database.
- The institution's data policies do not allow the distribution of data that is identifiable to a person outside the Institution.
- Data from the institution's database including data collected by departments or individual faculty and staff, is for internal institution purposes only.
- One's role and function define the data resources that will be needed to carry out one's official responsibilities/rights. Through its data access policies, the Institution makes information and data available based on those responsibilities/rights.
- Data directly identifying a person, and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the IQAC.

Office of the Institution

- Requests for information from any courts, attorneys, etc. are handled by the Office of the Institution and departments should never respond to requests, even with a subpoena.

- All requests from law enforcement agencies are to be forwarded to the IQAC Office of the Institution for response.
- At no time may information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation or other purposes.
- All reports for UGC, MHRD and other government agencies will be prepared/compiled and submitted by the Dean, IQAC coordinator, Controller of Examinations and Finance officer of the Institution.
- Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to:
- Certain violations of IT policy laid down by the Institution by any institution member may even result in disciplinary action against the offender by the institution authorities.
- If the matter involves illegal action, law enforcement agencies may become involved.

Responsibilities of Network/System Administrators

- To Design Institution Network and perform Backbone operations.
- To follow Global Naming & IP Addressing conventions.
- To review the existing networking facilities and need for possible expansion.
- Configuring and maintenance of Wireless Local Area Networks.
- To configure and maintain IT facilities provided in classrooms, Labs and Seminar halls.
- To receive and address complaints from users of institution network.
- To Maintain servers in the server room.
- To look into the Maintenance of Computer Hardware, Peripherals and Networking devices.
- To discourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

E-waste Management

- The Institution is undertaken a number of E-waste Management initiatives with the objective of creating an eco-friendly environment in the campus.
- E-Waste Management: Electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff, and the major repairs are handled by the Technical Assistant and are reused.
- Old configuration computers and LCD Projectors are transferred to the school's nm by our education trust.

- The major e-waste such as write off instruments/equipment's, CRTs, Printers, Computers may sell out.
- UPS Batteries are recharged / repaired / exchanged by the suppliers.
- Electronics gadgets, circuits, kits have been write off on regular basis and then it is sold out to buyers.
- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.
- The waste compact discs and other disposable non-hazardous items can be used by students for decoration.
- The awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.



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STAFF WELFARE POLICY

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STAFF WELFARE POLICY

Soundarya Institute of Management and Science was established in the year 2007. It is determined to provide quality higher education to the rural, semi urban and urban people. It is self-financed institution with all necessary amenities to attend the contemporary standards.

Objective

- To enhance conducive workforce in the organization
- To empower the employees on the contemporary changes
- To extend hand to the needy employees
- To develop the value system in the organization

Scope

It covers the entire staff of the Soundarya Institute of Management and Science, Bengaluru

Policy

Focuses on the need based of the Teaching, Non-teaching, and merital staff of working in the Soundarya Institute of Management and Science, Bengaluru

Welfare Measures and Categories

The management of the Soundarya Group of Institutions is committed to welfare of staff members of the institution. The Welfare measures are categories into Statutory, non-statutory and the same made accessible to its employees - academic, administration, towards this the Management allocates the fund under **Soundarya Welfare Fund** and Professional Empowerment Support:

The following are provision available under different categories

Statutory Welfare Measure

- Employee Provident Fund (EPF)
- Employee Deposit-Linked Insurance (EDLI)
- Employee State Insurance (ESI)
- Maternity Leave
- Paternity Leave
- Medical Leave
- Gratuity

Non -Statutory Welfare Measures

- Group Insurance
- Health Insurance in association Sparsh Hospital, Yeshwanpur Branch Bengaluru.
- Special concession to get diagnostic services at Souidarya Diagnostic Centre
- Flexible Working hours for staff with Special needs.
- Reduced Teaching Hours in workload for staff in administrative roles.
- Corpus Fund to meet -out the salary during emergency
- Wedding Leave
- Fee relaxation for the children of Employees
- Special leave for employees on the demise of family members up to five / eleven days
- Casual leave entashment.

Professional Empowerment Support

- Seed money for research/ Minor research projects
- OOD and reimbursement to Professional Empowerment Support like. FDP, Conferece, Workshops, Orientation, Refresher off the campus
- Perquisite Support to pursue PhD / FDP and enhance the qualifications
- Incentives on publications of research papers in peer reviewed Journals, Patent, IPR, and Books

Financial Assistance

- Interest free loan up to 50k for period of one year
- Salary in advanced
- Free health care consultation
- Financial Support for Medical emergency
- Support to the family of the employee who demise during the service

Awards and Recognition

- Award of the best researcher
- Felicitation to newly PhD awardee, NET and SET
- Honour for Patent, Book publication, sponsored conferences and fund raising
- Retirement / Farewell function
- Felicitation to the staff for serving 5 years (Teacher's Day)
- Honouring the community extension services
- Honouring the consultancy services rendered

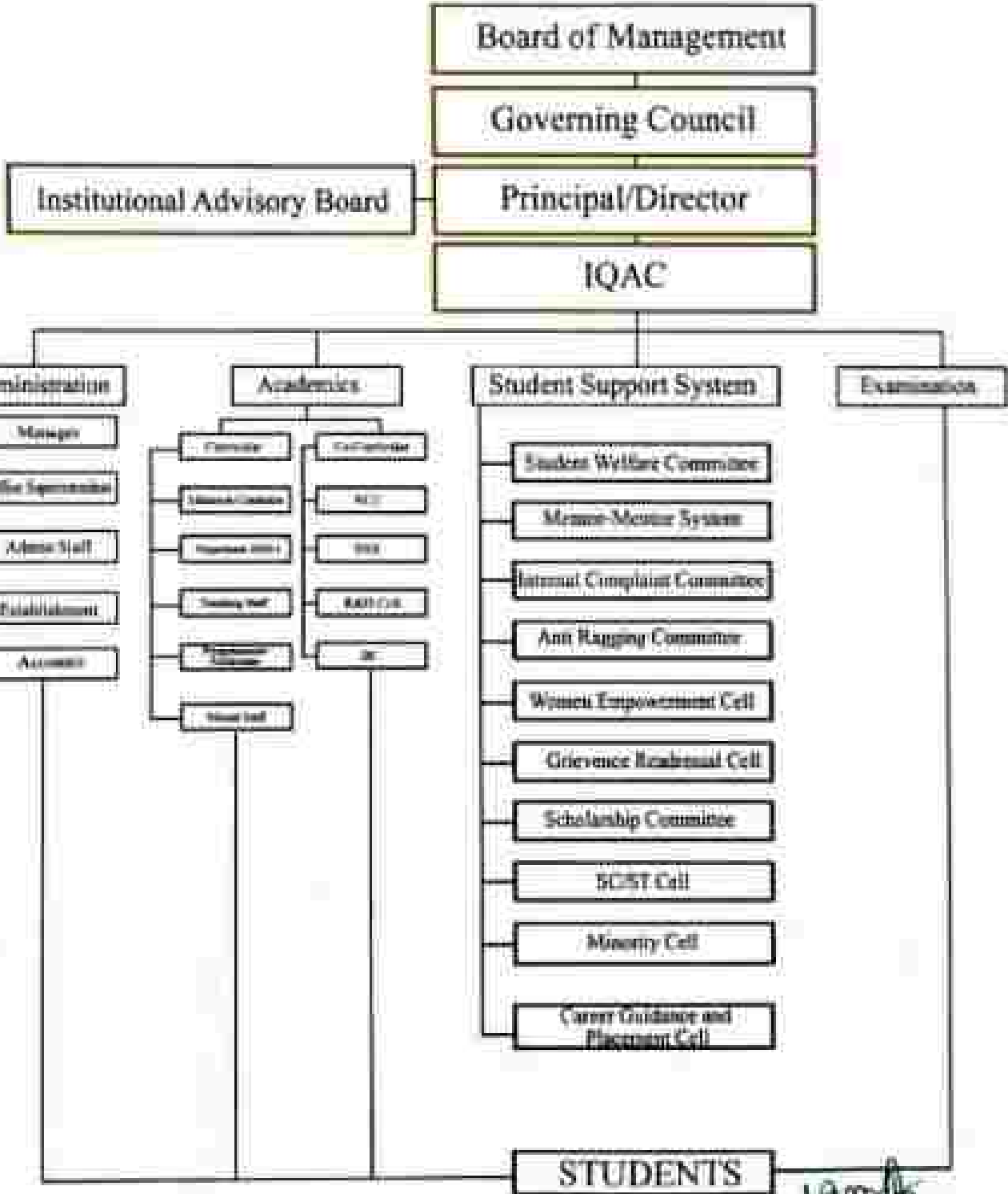
Infrastructure facilities

- ATM and online banking
- Car parking lot
- Photocopy facilities
- Stationery
- Recreation Hall
- Guest House
- Conference Hall
- Conventional / Community Hall for the domestic purpose of the employees with the nominal cost

Other facilities

- Uniform for mental and security
- Free food facilities for Class D employees
- Refreshment for employees
- Gifts on Teacher's Day
- Fellowship lunch during academic Break / Excursion
- Family get - together occasion for the employees

Thus, the core objective of the staff welfare policy is to empower the members holistically for the betterment of the organization and the families in general. It also motivates to retain the employees and create efficient workforce in the organization.



[Signature]
PRINCIPAL
Soundarya Institute Of Management & Science
Soundaryanagar, Siddahalli,
Nagesandra Post,
Bangalore-500 073



**SOUNDARYA INSTITUTE OF
MANAGEMENT AND SCIENCE**

**DATA PROTECTION
POLICY**

www.reallygreatsiti.com

DATA PROTECTION POLICY (GDPR COMPLIANT)

This Data Protection Policy sets out how we handle the personal data of our customers, suppliers, employees, workers and other third parties regardless of the media on which that data is stored or whether it relates to past or present employees, workers, customers, clients or supplier contacts, shareholders, website users or any other data subject.

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Employees must adhere to the principles relating to processing of personal data set out in the GDPR (General Data Protection Regulation) which require personal data to be:

- ➔ Processed lawfully, fairly and in a transparent manner.
- ➔ Collected only for specified, explicit and legitimate purposes.
- ➔ Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
- ➔ Accurate and where necessary kept up to date.
- ➔ Not kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed.
- ➔ Processed in a manner that ensures its security using appropriate technical and organisational measures.
- ➔ Not transferred to another country without appropriate safeguards being in place.
- ➔ Made available to data subjects who are allowed to exercise certain rights in relation to their personal data.

Employees are responsible for and must be able to demonstrate compliance with the data protection principles listed above.

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a. Lawfulness and fairness

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 - b) the processing is necessary for the performance of a contract with the data subject.
 - c) to meet our legal compliance obligations.
 - d) to protect the data subject's vital interests.
 - e) to pursue our legitimate interests.

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- I. A data controller must only process personal data on the basis of one or more of the lawful bases set out in the GDPR, which include consent.
- II. A data subject consents to processing of their personal data if they indicate agreement clearly either by a statement or positive action to the processing.
- III. Consent requires affirmative action so silence, pre-ticked boxes or inactivity are unlikely to be sufficient. If consent is given in a document which deals with other matters, then the consent must be kept separate from those other matters.
- IV. Data subjects must be easily able to withdraw consent to processing at any time and withdrawal must be promptly honoured.
- V. Consent may need to be refreshed if you intend to process personal data for a different and incompatible purpose which was not disclosed when the data subject first consented.
- VI. Unless we can rely on another legal basis of processing, explicit consent is usually required for processing sensitive personal data, for automated decision-making and for cross border data transfers. Usually, we will be relying on another legal basis (and not require explicit consent) to process most types of sensitive data. Where explicit consent is required, you must issue a fair processing notice to the data subject to capture explicit consent.

VII. You will need to evidence consent captured and keep records of all comments so that the Company can demonstrate compliance with consent requirements.

c. **Transparency**

1. The GDPR requires data controllers to provide detailed, specific information to data subjects depending on whether the information was collected directly from data subjects or from elsewhere. Such information must be provided through appropriate privacy notices which must be concise, transparent, intelligible, easily accessible, and in clear and plain language so that a data subject can easily understand them.

Purpose Limitation

Personal data must be collected only for specified, explicit and legitimate purposes. It must not be further processed in any manner incompatible with those purposes.

Employee cannot use personal data for new, different or incompatible purposes from that disclosed when it was first obtained unless you have informed the data subject of the new purposes and they have consented where necessary.

Data Minimisation

Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.

Employee must ensure that when personal data is no longer needed for specified purposes, it is deleted or anonymised in accordance with the institution's data retention guidelines.

Accuracy

Personal data must be accurate and, where necessary, kept up to date. It must be corrected or deleted without delay when inaccurate.

Employee must check the accuracy of any personal data at the point of collection and at regular intervals afterwards. Respective employee must take all reasonable steps to destroy or amend inaccurate or out-of-date personal data.

Storage Limitation

Personal data must not be kept in an identifiable form for longer than is necessary for the purposes for which the data is processed.

Employee must not keep personal data in a form which permits the identification of the data subject for longer than needed for the legitimate business purpose for which we originally collected it including for the purpose of satisfying any legal, accounting or reporting requirements.

Employee will take all reasonable steps to destroy or erase from our systems all personal data that we no longer require in accordance with all the Institution's applicable records retention policies. This includes requiring third parties to delete such data where applicable.

Employee will ensure data subjects are informed of the period for which data is stored and how that period is determined in any applicable privacy notice.

Security Integrity And Confidentiality

Protecting Personal Data

Personal data must be secured by appropriate technical and organisational measures against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

Employee must follow all procedures and technologies we put in place to maintain the security of all personal data from the point of collection to the point of destruction. Employee may only transfer personal data to third-party service providers who agree to comply with the required policies and procedures and who agree to put adequate measures in place, as requested.

Employee must maintain data security by protecting the confidentiality, integrity and availability of the personal data, defined as follows:

- Confidentiality means that only people who have a need to know and are authorized to use the personal data can access it.
- Integrity means that personal data is accurate and suitable for the purpose for which it is processed.
- Availability means that authorised users are able to access the personal data when they need it for authorised purposes.

Reporting A Personal Data Breach

The GDPR requires data controllers to notify any personal data breach to the applicable regulatory and, in certain instances, the data subject.

Transfer Limitation

The GDPR restricts data transfers to countries outside the AEA (Asian Economic Area) in order to ensure that the level of data protection afforded to individuals by the GDPR is not undermined. Employee may only transfer Personal Data outside the AEA if one of the following conditions applies:

- the country to which we transfer the personal data ensures an adequate level of protection for the data subjects' rights and freedoms;
- the data subject has provided explicit consent to the proposed transfer after being informed of any potential risks; or
- the transfer is necessary for one of the other reasons set out in the GDPR.

Data Subject's Rights And Requests

Data subjects have rights when it comes to how we handle their personal data. These include rights to:

- withdraw consent to processing at any time;
- receive certain information about the data controller's processing activities;
- request access to their personal data that we hold;
- prevent our use of their personal data for direct marketing purposes;
- ask us to erase personal data if it is no longer necessary in relation to the purposes for which it was collected or processed or to rectify inaccurate data or to complete incomplete data;
- restrict processing in specific circumstances;
- challenge processing which has been justified on the basis of our legitimate interests or in the public interest;
- request a copy of an agreement under which personal data is transferred outside of the AEA.

- object to decisions based solely on automated processing, including profiling.
- prevent processing that is likely to cause damage or distress to the data subject or anyone else.
- be notified of a personal data breach which is likely to result in high risk to their rights and freedoms.
- make a complaint to the supervisory authority, and
- in limited circumstances, receive or ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format.

Accountability

The Data controller must implement appropriate technical and organisational measures in an effective manner, to ensure compliance with data protection principles. The data controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.

Record Keeping

The GDPR requires us to keep full and accurate records of all our data processing activities.

Training and Audit

Institution should ensure all personnel have undergone adequate training to enable them to comply with data privacy laws. Employee must also regularly test their systems and processes to assess compliance.

Sharing Personal Data

Generally, Employee are not allowed to share personal data with third parties unless certain safeguards and contractual arrangements have been put in place.

Employee may only share the personal data they hold with another employee, agent or representative of the institution groups if the recipient has a job-related need to know the information and the transfer complies with any applicable cross-border transfer restrictions.



SOUNDARYA
INSTITUTE OF
MANAGEMENT AND
SCIENCE

RESEARCH
POLICY
AND GUIDELINES

RESEARCH POLICY AND GUIDELINES

SCOPE AND APPLICABILITY OF THE POLICY

In the pursuit of excellence in SIMS, a vibrant research culture is considered as a nurturing ground for innovative ideas and applications. This Research policy is applicable to all the existing Faculty members, Staff and Students.

OBJECTIVES OF THE POLICY IS TO:

1. Embrace Research as a vital part of the education.
2. Preserve and enhance the quality of Research undertaken.
3. Increase funding support for research through external and internal sources; create transparent, effective and efficient systems for accelerating research outputs through national and international funding agencies and collaborations.
4. Creation and maintenance of research infrastructure to enable conduct of state-of-the-art research through funded projects.
5. Confirm a facilitating environment for conduct of high-quality original research by all individuals affiliated with the Institutions and provide continued and effective support for pursuit of research activities.
6. Safeguard of Intellectual property (IP) generated as a result of research conducted at the Institutions.
7. Encourage and facilitate multi-disciplinary research collaborations within different Departments of the college along with other reputed Institutes, Universities and Research Organizations both in India and abroad.
8. Improve the research shape of the College by effective diffusion of research activities and achievements of the college at all levels to maximize the impact and recognition of research done.
9. The College has subscribed to some of the popular databases that have a rich collection of resources. The College has a policy to update the library resource continuously and frequently based on the request from the Departments.
10. In Order to encourage research at all levels, the college conducts research paper presentation competitions among Undergraduate students.

11. The College encourages its faculty members to apply for research funding from governmental institutions, industry and non-profit foundations.
12. At SIMS the faculty members are encouraged to take up Minor Research Projects (MRP) to promote excellence in research in various disciplines. The management also provides seed money for encouraging Minor Research Projects within the Institution.
13. The Institution encourages the faculty members to apply for patents and also publish them.
14. At SIMS, faculty members are encouraged to raise funds under consultancy services.

IMPLEMENTATION

The implementation of the policy will be carried out under the guidance of **Principal of the college, Research and Innovation Cell and Scrutiny Committee.**

1. The articles with the affiliation of **Soundarya's Institute of Management & Science** alone will be considered for the financial incentive.
2. Before sending the work to any journal, faculty can submit the paper to Scrutiny Committee for a plagiarism check.
3. After Scrutiny Committee approval, faculty can send the paper for publication.

RULES AND REGULATIONS

Following are the rules and regulations and the documents to be submitted by the faculty members after attending/presenting any events like Conference/ FDP/Workshop/Seminar etc.,

1. CONFERENCE (NATIONAL AND INTERNATIONAL)

- o No. of conferences per semester per faculty – Minimum one.
- o The faculty members should fill the intimation proforma available with the **Scrutiny committee** at the time of abstract communication. The scrutiny committee will provide remarks on whether the conference can be taken up or not. If the scrutiny committee rejects the conference proposal and faculty still would like to go for the conference, the college doesn't bear such expenditures.

Documents

- Registration details (brochure, payment)
- Abstract communication (mail acceptance)
- Attendance
- ODD
- Certificate

							publicati on	

Note: 1. Financial assistance will be given based on publication charges.

2. Financial assistance will be given for Experimental expenditure and Field work; provided necessary documents are submitted.

4. CONSULTANCY SERVICES

The Consultancy Services offered by the college will be under three broad categories namely:

- **Extension Based Consultancy**-Extending Knowledge through training on curriculum/Pedagogy such as Corporate Training, Training for Competitive Exams etc.
- **Functional Consultancy** –Non-Business Enterprises such as Market Survey, Feasibility Study, Software Testing, Validation of Research Methods and other support assignments supporting research etc.
- **Research Based Consultancy**- It is a typical Research based projects on Sciences & Social Sciences which is not covered under functional Consultancy.

The disbursement of profit after deduction of all expenditures would be 70:30. However this ratio is not fixed. Based on the utilization of college resources, the ratio will differ.

Documentation:

A brief summary how the consultancy services impact the institutions.

- Communication letter (requirement for consultancy; consultant Name; consultant fee; period etc.)
- Expertising field
- Acceptance letter from Principal
- MOUs (If applicable)
- Financial statement with an authorized signature

5. MINOR RESEARCH PROJECT AND MAJOR RESEARCH PROJECT

Rules and Regulations for Major Research Project and Minor Research Project

Purpose of MOU: MoU is to have mutual intentions to jointly work on projects required for industries and research needs; with learned faculty of good industrial experience and promising students, jointly agree to exchange their expertise for mutual benefit and growth.

Duration: -

Major Research Project (MRP): Major Research Project duration is 2 to 3 years (based on sanctioning agency)

Minor Research Project (MRP): Minor Research Project duration is 6 months to 1 year.

Funding: -

For Major Research Project funding depends on the sanctioning authority.

For Minor Research Project institution will sanction the fund up to **Rs.....**

Rules and Regulations:

- ✓ Principal Investigator need to submit a research proposal to Scrutiny committee and Principal to get approval.
- ✓ The proposal should come through respective Department (Not individually) to get approval from Scrutiny committee and Principal.
- ✓ Principal investigator should belong to SIMS only.
- ✓ Proposal should include Abstract, Objectives, Hypothesis, Statement of the problem, Scope of Research, Research Design, Proposed Findings, Suggestions and Conclusion.
- ✓ Researcher need to submit Tentative expenditure details.
- ✓ Need to explain the benefits of MRP towards institution and society.
- ✓ Name of the funding agency. If so, make an MOU with the same.

- ✓ Fulfill the project within stipulated time period. If not, give an explanation to Scrutiny committee and get extension period if required.
- ✓ The proposed topic should come under main stream of the respective course.
- ✓ The outcome of the MRP should be published in reputed journals.

Documentation:

- Research proposal
- Principal investigator and Co investigator details, field assistant details

6. BOOK PUBLISHED, ARTICLES, EDITED BOOKS ETC.,

Rules and Regulations:

- Authors name should be associated with SIMS
- Compliment copy should be submitted to the College library

Documentations:

- Title of the books
- Authors name
- Publication Details
- Financial assistance received from college

7. WORKSHOP/ FDP/ MDP/SDP (SKILL ENHANCEMENT PROGRAM)/ SEMINARS /SYMPOSIUM/ RESEARCH CONCLAVE (NATIONAL AND INTERNATIONAL)

- No of seminars per semester per faculty – Minimum one
- The faculty members should fill the intimation proforma available with the Scrutiny committee before attending any events. They will provide the remarks whether the above said events will be value added or not. If the scrutiny committee rejects the proposal, and faculty still would like to go for the above said events the college doesn't bear such expenditures.

Documentations:

- Registration details (brochure, payment)
- Attendance certificate
- OOD
- Certificate
- Financial claim

6. RULES AND REGULATIONS FOR ORGANIZING ANY CONFERENCE, SEMINARS WORKSHOP, FDP, MDP IN THE COLLEGE CAMPUS.

Aims and objectives:

1. To enhance technical and professional competency as well as organizing skill of the faculty members
2. To promote interaction with professionals working in specific areas of research in Academic Institutions, Research Labs, and Industries
3. To provide exposure on latest developments in Academia/Research/ Industry to the students from renowned Academicians/Researchers/ Entrepreneurs/ Experts from Industry.

MODE OF SEEKING APPROVAL:

The proposals may be submitted in any of three segments with broad guidelines as specified here under:

6.1 CONFERENCE/ e- CONFERENCE (National / International)

- o All departments will be eligible to organise International/National Conference/e-Conference of 2 to 3 days duration either alone or jointly, covering various sub-themes under one broader area.
- o Desiring Departments may submit the proposal for organizing the event to Organizing Secretary for seeking administrative and financial approvals. The Organizing Secretary may

choose suitable faculty members to his/her core team for smooth organization of the Conference/e-Conference. The Organizing Secretary shall strive to seek external sponsorships from different organizations/agencies such as AICTE, INSA, DRDO, CSIR,

- o DST, Professional bodies, Industries, etc. Preferably the International/National Conference/e-Conference must be organized under the umbrella of some National/International professional society.
- o Normally only one International/National Conference/e-Conference shall be organized by the Department in an academic year. However, under special circumstances (where some external agency has agreed to sponsor the entire expenses to be incurred on organizing the Conference/e-Conference) more than one Conference may be allowed in a financial year.
- o The Organizing Secretary of the proposed Conference shall apply to Principal giving details of the estimated expenditure under various heads such as Honorarium and TA/DA to Experts (if applicable), Boarding & Lodging (if applicable), Contingency/Stationery/Miscellaneous items etc. The proposal shall also mention about the amount to be collected as registration fee, external sponsorships, etc.
- o The proposal submitted by the Organizing Secretary must be evaluated at the Level of Institution by committee. This committee shall examine the proposal for its objectives, theme(s), justification, and details of Experts/Speakers. The tenure of the members of this committee shall be one academic year.

This Institute Level Committee shall give its specific recommendations to accept/reject the proposals based on the merit of the proposal and the extent of funding.

- o The event may be funded by the Institute only up to a maximum of **Rs.** The remaining expenditure, if any, has to be met out of external sponsorships.
- o Non-refundable registration fee may be collected from the participants preferably through **Soundarya Souharda Credit Co-operative Ltd.** Collect and the details may be shared with the Institute cashier as under:

Conference		e-conference		
Description	International	National conference	International Conference	National Conference
Participants from Academia/ R&D	Rs. 3000 for foreign delegates	Rs.1000	Rs. 2000 for foreign delegates	Rs.500

Participants from industry	Rs.5000 for foreign delegates	for	Rs. 2000	Rs. 1000 for foreign delegates	for	Rs.300
Students	Rs.1000 for foreign delegates	for	Rs.500	Rs. 300 for foreign delegates	for	Rs.200
Attendee/ listener	Rs.500 for foreign delegates	for	Rs.300	Rs. 200 for foreign delegates	for	Rs.100

- o The registration fee completely or partially may be waived off for some of the participants belonging to the sponsoring organization/industry depending on the sponsorship amount.
- o After seeking approval from the principal, they shall issue the necessary permission letter.
- o The Organizing Secretary will be responsible for taking all necessary measures with regard to the issues of International Participants wherever applicable. The Organizing Secretary will be responsible for maintaining of all relevant records (registration/attendance, stock registers, cash book, etc.) and make these available as and when required.
- o The Organizing Secretary will also be responsible for completing all the formalities related to the settlement of the amount received through sponsorship from external agencies.

8.3 WORKSHOP/e-WORKSHOP, FACULTY DEVELOPMENT PROGRAMME (FDP)/e-FDP, SHORT TERM COURSE (STC)/ e-STC

OFFLINE MODE

- ✓ All departments will be eligible to organize Workshop/ FDP/ STC. Such events of normally 7 days duration, shall in general be organized during summer/winter break. The proposed programme of 7 days duration must have 18 sessions (at least 03 sessions of 2 hours duration each per day except the last day) including at least 03 practical sessions wherever possible.
- ✓ The programmes should have sufficient sessions for Software Exposure and Experimental Demonstration wherever possible. A day-to-day tentative schedule of the proposed event indicating lectures as well as laboratory/practical sessions must be furnished along with the proposal.

- ✓ Desiring Departments may submit the proposal as Coordinator for seeking administrative and financial approvals. Coordinator may choose suitable faculty /staff members in his/her team for smooth organization of the event. The coordinator shall also be responsible for seeking external sponsorships from agencies such as AICTE, INSA, DRDO, CSIR, DST, Professional bodies, Industries, etc., if required.
- ✓ Normally each Department shall be allowed to organize at least one per year.
- ✓ The coordinator shall apply to Principal giving details of the estimated expenditure under various heads such as Honorarium and TA/DA to Experts, Boarding & Lodging, Contingency/Stationery/Miscellaneous, etc. The proposal shall also include the amount to be collected as registration fee, external sponsorships, etc., (if any).
- ✓ The proposal for FDP/STC should normally be made for a maximum of 50 (fifty) participants. 20 participants from outside i.e., from reputed Institutions/Industries.
- ✓ The proposal submitted by the coordinator must be evaluated at the Level of Institution by committee. This committee shall examine the proposal for its objectives, justification, course content, and details of Experts/Speakers. The tenure of the members of this committee shall be one academic year.
 - o This Institute Level Committee shall give its specific recommendations to accept/reject the proposals based on the merit of the proposal and the extent of funding.
- ✓ The event may be funded by the Institute based on the department wise budget submitted. The remaining expenditure, if any, has to be met out of external sponsorships.
- ✓ Non-refundable registration fee may be collected from the participants preferably through Boundarya Co-operative Society Collect and the details may be shared with the Institute cashier as under:
 1. Rs. 1000 for the participants from Academia/R&D Labs
 2. Rs. 1500 for the participants from Industry
 3. Rs. 250 for Students.

The coordinator will be responsible for maintaining all relevant records (registration/attendance, stock registers, cash book, etc.) and make these available as and when required. If required he/she may suggest suitable faculty member as Treasurer or act as Treasurer himself/herself.

B. ONLINE MODE

1. Any Department of the Institution will be eligible to organize workshop/STC in online mode i.e. e-Workshop/e-STC. Such events of normally one week duration may be arranged in such a way that the academic schedules are not disturbed. The proposed programme of 7 days duration may have

minimum three sessions per day (at least 03 sessions of 2 hours duration each) with emphasis to hand holding sessions wherever possible.

ii. A day-to-day tentative schedule of the proposed event indicating lectures must be submitted along with the proposal.

- i. Desiring department may submit the proposal as Coordinator for seeking administrative and financial approvals. Coordinator may choose suitable faculty /staff members in his/her team for smooth organization of the event. The coordinator shall also be responsible for seeking external sponsorships from agencies such as AICTE, INSA, DRDO, CSIR, DST, Professional bodies, Industries, etc., if required.
- ii. Normally each Department shall be allowed to organize one programmes in a financial year.

The coordinator shall apply to Principal giving details of the estimated expenditure under various heads such as Honorarium, Contingency, Miscellaneous expenditure etc. The proposal shall also include the amount to be collected as registration fee, external sponsorship etc. (if any). The proposed programme may have minimum 10 participants. The coordinator must adhere to the specific guidelines/norms fixed by sponsoring agency or guidelines mentioned in a specific project out of which the sponsorship is being arranged.

vi. The proposal submitted by Coordinator must be on par with budget submitted by each Department.

- e. Non-refundable registration fee may be collected from the participants preferably through Srujanika Co-operative Society Collect and the details may be shared with the Institute cashier as under:
 - a. Rs.500 for the participants from Academia/ R&D, etc
 - b. Rs.150 for students
 - c. Rs. 750 for participants from Industry

The coordinator will be responsible for maintaining all relevant records (registration/attendance, stock register, cash book etc.) and make these available as and when required. If required the coordinator may suggest suitable faculty member as Treasurer or act as treasurer himself/herself.

MODE OF SUBMITTING APPLICATION

The application for organizing the programme (Conference /e-Conference, Workshop /e-Workshop, FDP/e-FDP, and STC/e-STC), duly forwarded and recommended by concerned Head of Department must be submitted along with relevant details specified hereunder:

1. Brochure of the programme
2. Tentative list of experts with specialization/expertise
3. Tentative lecture schedule
4. Budget detail/proposal

The proposal must be submitted well in advance to Principal on standard format for evaluation of the Institute Level Committee, wherever applicable, and subsequent approval of the Competent Authority.

GENERAL GUIDELINES

The Organizing Secretary/Coordinator, as the case may be, must submit complete report within one month of the completion of the programme to the office and scrutiny committee. The report must include details and affiliation of the speakers and participants of the programme and broad outcome/objectives achieved etc.

Wherever the Conference/Workshop/FDP/STC (offline or online) is sponsored by external agency or the finances are to be booked to a specific project, the Organizing Secretary/Coordinator must adhere to the guidelines/norms of sponsoring agency.

The purchase process, wherever required, must be in accordance with the Institute rules. The purchase committee, if required, must have one member from Accounts and Audit Section.

The certificates must be issued to participants based on their attendance in the programme organized and may be signed by Organizing Secretary/Coordinator of the programme, Head of the Department, and Principal. Prior to issuing of the certificates to the participants, coordinator shall appraise the Principal of the Institute about the attendees of the event along with the attendance record.

E-Certificates for programmes conducted through online mode may be issued as per point "e" above.

Duly recommended proposals (both offline and online mode) must be submitted to the Scrutiny committee for further processing in accordance with the time frame as under:

- o **Workshop/FDP/STC:** at least one month in advance from the proposed date.
- o **National Conferences:** at least five months in advance from the proposed date.
- o **International Conferences:** at least six months in advance from the proposed date.

To keep uniformity at the Institute level, the organizing committee for offline as well as online mode of Conference/Workshop/FDP/STC should be proposed in the following pattern:

A) For Conference

- i. **Patron:** Head of the Institute
- ii. **Co-Patron:** Head of the Department
- iii. **Organizing Chairman:** Faculty member (01)
- iv. **Organizing Secretary(s):** Faculty member (s) (Max 02)
- v. **Treasurer:** Faculty member (01)
- vi. **Organizing Committee (s):** Faculty/Staff member(s), If required.
- vii. **Advisory Committee*:** Renowned Academicians/ Researchers

*Persons from Reputed Industry may also be considered, if required

B) For Workshop/FDP/STC

- **Patron:** Head of the Institute
- **Chairman:** Head of the Department
- **Convener:** Faculty member (01)
- **Coordinator (s):** Faculty member(s) (Max: 02)
- **Treasurer:** Faculty member (01)
- **Organizing Committee (s)**

GUIDELINES FOR A MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding (MOU) is required of an agency when an application for funds includes an explicit non-financial collaboration with partnering organizations. The MOU provides documentation that demonstrates the organizations have consulted and coordinated the responsibilities of their grant activities.

The following elements should be considered when constructing an MOU:

- Describe each partner agency.
- State the purpose of the MOU.
- Clearly describe the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs.
- Identify the staff responsible for completing the specific responsibilities.
- Describe how the collaboration/partnership benefits the project.
- Describe the resources each partner would contribute to the project. This can be contributing staff time, making in-kind contributions, delivering services, offering training or expertise, etc.;
- Provide a statement that the lead agency accepts full responsibility for the performance of the collaborative organizations/agencies; and
- The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

WHEN DO I NEED A MEMORANDUM OF UNDERSTANDING?



A MEMORANDUM OF UNDERSTANDING should be used when you submit a request for application involving a collaborative partner(s).

that agrees to provide a non-financial exchange that will enhance the project. Examples include: a work station, food and sheltered subjects or facilities for staff members.

MEMORANDUM OF UNDERSTANDING

All italicized sentences are considered instructions and should be deleted prior to the submission of the final MOU.

This Memorandum of Understanding (MOU) is entered into by and between: *Provide the agency name and a brief description of each agency*

- A. Purpose.** *State the purpose of the MOU. Include statements that explain how the collaborative relationship enhances or benefits the Applicant's program.*
- B. Roles and Responsibilities.** *Clearly describe and delineate the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs. This may be contribution of staff time, in-kind contributions of space or materials, delivery of program services, provision of training or staff expertise, etc.*

Agency A agrees to:

Responsibility/Activity	Responsibility/Activity

Agency B agrees to:

Responsibility/Activity	Responsibility/Activity

C. Reporting Requirements. Describe who will be responsible for collecting, collating and submitting data as per the project target outputs and outcomes.

D. Timeframes. Clearly state the time period that this MOU will be in effect

This MOU will commence on _____ and will dissolve at the end of the grant funding period on _____

F. Confidentiality.

In order to ensure the safety of clients, all parties to the Memorandum of Understanding agree to adhere to the confidentiality expectations as outlined in the Grant Agreement.

The designated lead agency accepts full responsibility for the performance of the collaborative organizations/agencies:

This Memorandum of Understanding is the complete agreement between _____ and _____ and may be amended only by written agreement signed by each of the parties involved.

The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

AGENCY A

Authorized Official: _____
Signature Printed Name and Title

Address: _____

Telephone(s): _____

E-Mail Address: _____

AGENCY B

Authorized Official: _____
Signature Printed Name and Title

Address: _____

Telephone(s): _____

E-Mail Address: _____

PATENTS

Applicability

This Regulation applies to all creative works produced at the institution, whether individually or collaboratively, by faculty (regular, part-time, and visiting), staff, students, or associates, in the context of educational or research programs, including but not limited to degree programs, research projects, publications, seminars, product development, inventions, and media releases. The Regulation encompasses all classes of intellectual property, including patents, copyrights, trademarks, design registrations, and licensing, and pertains to individuals and organizations associated with the institution's educational, research, or consultancy activities.

Types of Patents:

i. Patents Act, 1970

ii. Trademarks Act, 1999

iii. Designs Act, 2000

iv. Geographical Indications of Goods (Registration and Protection) Act, 1999

v. Copyright Act, 1957

vi. Protection of Plant Varieties and Farmers' Rights Act, 2001

vii. Semiconductor Integrated Circuits Layout-Design Act, 2000 and Biological Diversity Act, 2002

viii. Biological Diversity Act, 2002

ix. National IPR Policy 2016

S.No.	Name of the Inventor	Institution/ Patent Number	Title of the Patent	Patent Filed Date (DD/MM/YYYY)	Patent Published Date / Granted Date (DD/MM/YYYY)	Link of the Patent Details	File Upload (Published/ Awarded)	Published /Grant

GENERAL RULES OF ELIGIBILITY FOR INTELLECTUAL PROPERTY

- Two copies of all publications resulting from the research conducted with the aid of the grants should be submitted to Institution.
- Intellectual Property Rights**
Any intellectual property rights or such information/knowledge being able to sustain or create or any such right arising out of the papers/ projects sponsored by Institution will be held jointly by the Institution/R & D of Institution.
- R & D shall inform each other before filing for any protection of any Intellectual Property Rights resulting from any of the project sponsored by Institution.
- Academic Institute/R & D Institution and Institution will ensure appropriate protection of Intellectual Property Rights generated from cooperation, consistent with laws, rules and regulations of India.
- The expenses for filing the Patent protection in India and abroad shall be borne equally between Institute and Any/all financial accrusis due to any commercial exploitation, of this patent shall be shared equally between them, on 50:50 basis. However, any of the parties is free to utilize the IPR for their own use on non-commercial basis.

TEMPLATE:

Documents to be submitted:

- IPR certificate
- Design Application details (Screenshots)
- Supporting Documents (if any)

Annexure-I

FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR RESEARCH PROJECT

1. Broad Subject

2. Area of Specialization

3. Duration

4. Principal Investigator

i. Name:

ii. Sex: M/F

iii. Date of Birth:

iv. Category: (GEN/SC/ST/OBC)

vi. Qualification:

v. Designation:

Address Office:

Residence Email/Phone:

5. Name of the Institution where the project will be undertaken:

(a) Department :

(b) College :

(c) Affiliating University:

(d) Whether the Institute is located in rural/backward area:

Whether the College is approved under Section 2 (I) and 12-B of the UGC Act? Yes/No

6. Teaching and Research Experience of Principal Investigator:

(a) Teaching experience: UG_ Years PG_____Years.

(b) Research experience:

(c) Publication:

(a) Papers Published :

(b) Accepted :

(c) Communicated

(d) Book Published :

(e) Accepted

(f) Communicated

(Please enclose the list of papers and books published and/or accepted during last five years)

PART – B

Proposed Research Work

- i. Project Title
- ii. Introduction
- iii. Objectives
- iv. Methodology
- v. Year-wise Plan of work and targets to be achieved.

9. Financial Assistance required

Item Estimated Expenditure

- i. Books and Journals
- ii. Equipment, if needed
- iii. Field Work and Travel
- iv. Chemicals and glassware
- v. Contingency (including special needs)
- vi. Hiring Services Total

10. Whether the teacher has received support for the research project from the UGC under Major, Minor or from any other agency? If so, please indicate:

- i. Name of the agency from which the assistance was approved
- ii. Sanction letter No. and date under which the assistance was approved
- iii. Amount approved and utilized
- iv. Title of the project for which assistance was approved
- v. In case the project was completed, whether the work on the project has been published
- vi. If the candidate was working for the doctoral degree, whether the thesis was submitted and accepted by the University for the award of degree.

(A summary of the report/thesis in about 1,000 words may please be attached with the application)

- vii. If the project has not been completed, please state the reasons.

11. (a) Details of the UGC project/scheme completed or ongoing

12. Any other information which the teacher may like to give in support of this proposal

To certify that:

- a. The College is approved under Section 2(f) and 12(B) of the UGC Act and is fit to receive grants from the UGC.
- b. General physical facilities, such as furniture/space etc., are available in the Department/College.
- c. I shall abide by the rules governing the scheme in case assistance is provided to me from the UGC for the above project.
- d. I shall complete the project within the stipulated period. If I fail to do so and if the UGC is not satisfied with the progress of the research project, the Commission may terminate the project immediately and ask for the refund of the entire amount (with interest) released by the UGC.
- e. The above research Project is not funded by any other agency.

Signature of Principal Investigator

Principal

(Seal)

Annexure – II

ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name _____

No.F. _____ dated _____

Title of the Project _____

1. The research project is not being supported by any other funding agency.
 2. The terms and conditions related to the grant are acceptable to the Principal Investigator and University/College/Institution.
 3. At present, I have no research project approved by UGC and the accounts for the previous project, if any have been settled.
 4. The College/University is fit to receive financial assistance from UGC and is included in the list of Section 2(f) & 12 (B) prepared by the UGC.
 5. The Principal Investigator is a retired teacher and eligible to receive honorarium as he/she is neither getting any honorarium from any agency nor is he/she gainfully employed anywhere.
 6. (i) His/her date of birth is _____
(ii) Age _____
7. The date of implementation of the project is _____

Principal Investigator

Principal College:

Date:

(Seal)

Annexure - III

NEW DELHI – 110 002

STATEMENT OF EXPENDITURE IN RESPECT OF MINOR RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Dept. of P1 _____ Name of College _____
3. UGC approval Letter No. and Date _____
4. Title of the Research Project _____
5. Effective date of starting the project _____
6. a. Period of Expenditure: From _____ to _____
b. Details of Expenditure _____

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
i.	Books & Journals		
ii.	Equipment		
iii.	Contingency including special needs		
iv.	Field Work/Travel (Give details in the proforma.)		
v.	Hiring Services		
vi.	Chemicals & Glassware		

7. If as a result of check or audit objection some irregularity is noticed at later date, action will be taken to refund, adjust or regularize the objected amounts.

8. It is certified that the grant of Rs. ____ (Rupees ____ only) received from the University Grants Commission under the scheme of support for Minor Research.

Project entitled vide UGC letter No. F. ____ dated ____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University Grants Commission.

**SIGNATURE OF PRINCIPAL
INVESTIGATOR**

PRINCIPAL

(Seal)

Annexure - IV

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

Name of the Principal Investigator:

Name of the Place visited	Duration of the Visit		Mode of Journey	Expenditure Incurred (Rs.)
	From	To		

Certified that the above expenditure is in accordance with the UGC norms for Major Research Projects.

SIGNATURE OF PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

Annexure - V

Utilization certificate

Certified that the grant of Rs (Rupees _____ only) received from the University Grants Commission under the scheme of support for Minor Research Project entitled _____ vide UGC letter No. F. _____ dated _____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University Grants Commission.

SIGNATURE OF THE

PRINCIPAL

STATUTORY AUDITOR

PRINCIPAL INVESTIGATOR

(Seal)

(Seal)

Annexure -VI

Annual/Final Report of the work done on the Minor Research Project. (Report to be submitted within 6 weeks after completion of each year)

1. Project report No. 1st. /Final _____
2. UGC Reference No.F. _____
3. Period of report: from _____ to _____
4. Title of research project _____
5. (a) Name of the Principal Investigator _____
(b) Deptt. _____
(c) College where work has progressed _____
6. Effective date of starting of the project _____
7. Grant approved and expenditure incurred during the period of the report:
 - a. Total amount approved Rs. _____
 - b. Total expenditure Rs. _____
 - c. Report of the work done: (Please attach a separate sheet)
 - i. Brief objective of the project _____
 - ii. Work done so far and results achieved and publications, if any, resulting from the: _____
 - iii. Work (Give details of the papers and names of the journals in which it has been published or accepted for publication) _____
 - iv. Has the progress been according to original plan of work and towards achieving the objective? if not, state reasons _____
 - v. please enclose a summary of the findings of the study. One bound copy of the final report of work done may also be sent to the concerned Regional Office of the UGC. _____
 - vi. Any other information _____

SIGNATURE OF THE PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

Annexure – VII

PROFORMA FOR SUBMISSION OF INFORMATION AT THE TIME OF SENDING THE FINAL REPORT OF THE WORK DONE ON THE PROJECT

1. Title of the Project

2. NAME AND ADDRESS OF THE PRINCIPAL INVESTIGATOR

3. NAME AND ADDRESS OF THE INSTITUTION

4. UGC APPROVAL LETTER NO. AND DATE

5. DATE OF IMPLEMENTATION

6. TENURE OF THE PROJECT

7. TOTAL GRANT ALLOCATED

8. TOTAL GRANT RECEIVED

9. FINAL EXPENDITURE

10. TITLE OF THE PROJECT

11. OBJECTIVES OF THE PROJECT

12. WHETHER OBJECTIVES WERE ACHIEVED

(GIVE DETAILS)

13. ACHIEVEMENTS FROM THE PROJECT

14. SUMMARY OF THE FINDINGS

(IN 500 WORDS)

15. CONTRIBUTION TO THE SOCIETY

(GIVE DETAILS)

16. WHETHER ANY PH.D. ENROLLED/PRODUCED OUT OF THE PROJECT

17. NO. OF PUBLICATIONS OUT OF THE PROJECT

(PLEASE ATTACH)

(PRINCIPAL INVESTIGATOR) (PRINCIPAL)

(Seal)

Annexure - VIII

ASSESSMENT CERTIFICATE

(to be submitted with the proposal)

It is certified that the proposal entitled "____" by (Dr./Prof./Mr./Mrs.) _____

Deptt. of _____ has been assessed by the _____

_____ committee consisting the following members

for submission to the JGC Regional Office

_____ for financial support under the scheme of Minor Research Projects.

Details of Expert Committee:

The proposal is as per the guidelines

(PRINCIPAL)

(Seal)



SOUNDARYA
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DATA PROTECTION POLICY (GDPR COMPLIANT)

This Data Protection Policy sets out how we handle the personal data of our customers, suppliers, employees, workers and other third parties regardless of the media on which that data is stored or whether it relates to past or present employees, workers, customers, clients or supplier contacts, shareholders, website users or any other data subject.

This Data Protection Policy applies to all Company personnel and sets out what we expect from you in order for the Company to comply with applicable law. Your compliance with the Data Protection Policy is mandatory. Any breach of the Data Protection Policy may result in disciplinary action.

Personal Data Protection Principles

Employees must adhere to the principles relating to processing of personal data set out in the GDPR (General Data Protection Regulation) which require personal data to be:

- Processed lawfully, fairly and in a transparent manner.
- Collected only for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
- Accurate and where necessary kept up to date.
- Not kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed.
- Processed in a manner that ensures its security using appropriate technical and organisational measures.
- Not transferred to another country without appropriate safeguards being in place.
- Made available to data subjects who are allowed to exercise certain rights in relation to their personal data.

Employees are responsible for and must be able to demonstrate compliance with the data protection principles listed above.

Lawfulness, Fairness, Transparency

a. Lawfulness and fairness

- I. Personal data must be processed fairly and in a transparent manner in relation to the data subject.
- II. Employees may only collect, process and share personal data fairly and lawfully and for specified purposes, some of which are set out below:
 - a) the data subject has given his or her consent,
 - b) the processing is necessary for the performance of a contract with the data subject,
 - c) to meet our legal compliance obligations,
 - d) to protect the data subject's vital interests,
 - e) to pursue our legitimate interests.

b. Consent

- I. A data controller must only process personal data on the basis of one or more of the lawful bases set out in the GDPR, which include consent.
- II. A data subject consents to processing of their personal data if they indicate agreement clearly either by a statement or positive action to the processing.
- III. Consent requires affirmative action so silence, pre-ticked boxes or inactivity are unlikely to be sufficient. If consent is given in a document which deals with other matters, then the consent must be kept separate from those other matters.
- IV. Data subjects must be easily able to withdraw consent to processing at any time and withdrawal must be promptly honoured.
- V. Consent may need to be refreshed if you intend to process personal data for a different and incompatible purpose which was not disclosed when the data subject first consented.
- VI. Unless we can rely on another legal basis of processing, explicit consent is usually required for processing sensitive personal data, for automated decision-making and for cross border data transfers. Usually, we will be relying on another legal basis (and not require explicit consent) to process most types of sensitive data. Where explicit consent is required, you must issue a fair processing notice to the data subject to capture explicit consent.

VII. You will need to evidence consent captured and keep records of all consents so that the Company can demonstrate compliance with consent requirements.

c. **Transparency**

1. The GDPR requires data controllers to provide detailed, specific information to data subjects depending on whether the information was collected directly from data subjects or from elsewhere. Such information must be provided through appropriate privacy notices which must be concise, transparent, intelligible, easily accessible and in clear and plain language so that a data subject can easily understand them.

Purpose Limitation

Personal data must be collected only for specified, explicit and legitimate purposes. It must not be further processed in any manner incompatible with those purposes.

Employee cannot use personal data for new, different or incompatible purposes from that disclosed when it was first obtained unless you have informed the data subject of the new purposes and they have consented where necessary.

Data Minimisation

Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.

Employee must ensure that when personal data is no longer needed for specified purposes, it is deleted or anonymised in accordance with the Institution's data retention guidelines.

Accuracy

Personal data must be accurate and, where necessary, kept up to date. It must be corrected or deleted without delay when inaccurate.

Employee must check the accuracy of any personal data at the point of collection and at regular intervals afterwards. Respective employee must take all reasonable steps to destroy or amend inaccurate or out-of-date personal data.

Storage Limitation

Personal data must not be kept in an identifiable form for longer than is necessary for the purposes for which the data is processed.

Employee must not keep personal data in a form which permits the identification of the data subject for longer than needed for the legitimate business purpose for which we originally collected it including for the purpose of satisfying any legal, accounting or reporting requirements.

Employee will take all reasonable steps to destroy or erase from our systems all personal data that we no longer require in accordance with all the institution's applicable records retention policies. This includes requiring third parties to delete such data where applicable.

Employee will ensure data subjects are informed of the period for which data is stored and how that period is determined in any applicable privacy notice.

Security Integrity And Confidentiality

Protecting Personal Data

Personal data must be secured by appropriate technical and organisational measures against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

Employee must follow all procedures and technologies we put in place to maintain the security of all personal data from the point of collection to the point of destruction. Employee may only transfer personal data to third-party service providers who agree to comply with the required policies and procedures and who agree to put adequate measures in place, as requested.

Employee must maintain data security by protecting the confidentiality, integrity and availability of the personal data, defined as follows:

- Confidentiality means that only people who have a need to know and are authorised to use the personal data can access it.
- Integrity means that personal data is accurate and suitable for the purpose for which it is processed.
- Availability means that authorised users are able to access the personal data when they need it for authorised purposes.

Reporting A Personal Data Breach

The GDPR requires data controllers to notify any personal data breach to the applicable regulatory and, in certain instances, the data subject.

Transfer Limitation

The GDPR restricts data transfers to countries outside the AEA (Asian Economic Area) in order to ensure that the level of data protection afforded to individuals by the GDPR is not undermined. Employees may only transfer Personal Data outside the AEA if one of the following conditions applies:

- the country to which we transfer the personal data ensures an adequate level of protection for the data subjects' rights and freedoms;
- the data subject has provided explicit consent to the proposed transfer after being informed of any potential risks; or
- the transfer is necessary for one of the other reasons set out in the GDPR.

Data Subject's Rights And Requests

Data subjects have rights when it comes to how we handle their personal data. These include rights to:

- withdraw consent to processing at any time;
- receive certain information about the data controller's processing activities;
- request access to their personal data that we hold;
- prevent our use of their personal data for direct marketing purposes;
- ask us to erase personal data if it is no longer necessary in relation to the purposes for which it was collected or processed or to rectify inaccurate data or to complete incomplete data;
- restrict processing in specific circumstances;
- challenge processing which has been justified on the basis of our legitimate interests or in the public interest;
- request a copy of an agreement under which personal data is transferred outside of the AEA;
- object to decisions based solely on automated processing, including profiling.

- prevent processing that is likely to cause damage or distress to the data subject or anyone else.
- be notified of a personal data breach which is likely to result in high risk to their rights and freedoms.
- make a complaint to the supervisory authority; and
- in limited circumstances, receive or ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format.

Accountability

The Data controller must implement appropriate technical and organisational measures in an effective manner, to ensure compliance with data protection principles. The data controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.

Record Keeping

The GDPR requires us to keep full and accurate records of all our data processing activities.

Training and Audit

Institution should ensure all personnel have undergone adequate training to enable them to comply with data privacy laws. Employee must also regularly test their systems and processes to assess compliance.

Sharing Personal Data

Generally, Employee are not allowed to share personal data with third parties unless certain safeguards and contractual arrangements have been put in place.

Employee may only share the personal data they hold with another employee, agent or representative of the Institution groups if the recipient has a job-related need to know the information and the transfer complies with any applicable cross-border transfer restrictions.



SOUNDARYA
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E-GOVERNANCE

POLICY



E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- ✚ General Administration
- ✚ Student Admission
- ✚ Examination
- ✚ Library
- ✚ Accounts and Finance
- ✚ ICT Infrastructure
- ✚ E-waste Management

Objectives:

- ✚ Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- ✚ To promote transparency and accountability in all the functions of the institution.
- ✚ To achieve and create a paperless environment in the institution.
- ✚ To provide easy and quick access to information.
- ✚ To make campus Wi-Fi enabled.
- ✚ To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- ✚ To establish a fully automated Library.

Policy:

The institution will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

The institution decides to make the following policies and procedure:

1. Website:

- ↓ The website will act as an information centre which will reflect about the institution, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer shall be appointed by the institution.
- ↓ The institution shall provide training to administrative and teaching staff to make important updates on the website at regular intervals.
- ↓ A Website Committee to be formed for the administration of the institution website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis.
- ↓ The Committee will also look for other changes that are required on the website.
- ↓ The Institution strives to showcase its vibrant self and activeness through its website.
- ↓ All the important notifications have to go live on the website as and when they are released.

2. Student Admission:

- ↓ An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opted by the University of Bangalore.
- ↓ The Institution brings out its Brochure which is displayed on the website that has guidelines for the admission process.
- ↓ An Admission Portal to be used to manage the admissions in the institution.
- ↓ Number of students applying to each course, withdrawals, fee submission, all to be managed through OPTRA Portal only.
- ↓ Students are required to submit a separate Online Application Form for taking admission to the institution and for this purpose an online software to be used by the Admission Co-ordinator.

3. Accounts:

- ⬇ The office continues to maintain its account on Tally.
- ⬇ Latest versions of the software to be purchased and used by the institution.
- ⬇ Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only.
- ⬇ All the analysis reports are also generated through Tally.
- ⬇ Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- ⬇ Training to the existing staff and updation of the existing software must be done regularly.
- ⬇ The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts, TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members.
- ⬇ Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, Voucher etc.

4. Library and Information Centre:

- ⬇ The institution continues to maintain its academic excellence through maintaining a well-stocked library.
- ⬇ The institution will add more and more e-learning resources for the benefit of the teachers and the students on regular basis.
- ⬇ The institution should continue to subscribe to new journals and books regularly.
- ⬇ Recommendations are taken from the teachers and students for new indent and resources.

- ✚ Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.
- ✚ The Library to install fully automated LLMS software which should have an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.
- ✚ The use of Online Public Access Catalogue [OPAC] module of the software to allow library database searching by entering preferred terms for information retrieval.
- ✚ The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- ✚ The Database Maintenance module should cover all operations of database creation and maintenance.
- ✚ Information centre should update to the faculty members and students of the new arrivals and available resources.
- ✚ Should frame / constitute committee and it should prepare a budget and recommendation of resources at regular intervals.

5. Administration:

- ✚ Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc.
- ✚ Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- ✚ Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- ✚ To provide a hassle-free, convenient and smooth process, administration of the institution to be made paperless.
- ✚ Students must be able to obtain maximum services in online mode.

- ➡ The institution will look into opportunities to automate some of its functions related to administration.
- ➡ Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

6. Examination:

- ➡ The institution has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.
- ➡ The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

7. Alumni:

- ➡ To strengthen our alumni relationships; a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the institution, feedback and many other aspects.
- ➡ Alumni association to be consulted for regular updates, database management and also for strategic plan in coordination with the institution.

8. E-Waste Management: ITC Wow ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT TOOLS

9. Hardware Infrastructure

- ➡ The institution to ensure that it has adequate number of desktops and laptops for students and staff.
- ➡ Computers and printers to be made available in the administrative block.
- ➡ Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.

- ✚ The infrastructure to be complemented by Risographs, computer networking devices, scanners and interactive teaching board/smart board etc.

10. Software Infrastructure

- ✚ The Institution to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- ✚ Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- ✚ The institution to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages



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IT POLICY

IT POLICY

Purpose of IT Policy

- To maintain, secure, and ensure legal and appropriate use of information technology infrastructure established by the Institution on the campus.
- To establish Institution-wide strategies and responsibilities for protecting the information assets that are accessed, created, managed, and/or controlled by the Institution.
- To work as a guide to stakeholders in the usage of the Institution's computing facilities including computer hardware, software, email, information resources, Intranet and Internet access facilities.
- To set direction and provide information about acceptable actions and prohibited actions or policy violations.

Scope of IT Policy

- Institution IT Policy applies to technology administered by the Institution centrally or by the individual departments, (to information services provided by the Institution administration, or by the individual departments, or by individuals of the Institution community).
- This IT policy also applies to the resources administered by the departments such as Library, Computer Labs, Laboratories, and Administrative Offices of the Institution.
- Computers owned by the individuals, or those owned by research projects of the faculty, when connected to campus network are subjected to the Do's and Don'ts detailed in the Institution IT policy.
- Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the Institution's information technology infrastructure, must comply with the Guidelines.
- IT policies broadly concentrate on the following areas:
 - IT Hardware Installation and Maintenance Guidelines
 - Software Installation and Licensing Guidelines
 - Network (Intranet & Internet) Use Guidelines
 - E-mail Account Use Guidelines
 - Web Site Hosting Guidelines
 - Institution Database Use Guidelines
 - Role of Network/System Administrators

IT Hardware Installation and Maintenance Guidelines

- Any computer (PC/Server) that will be connected to the Institution network should have an IP address assigned by the System Administrators.
- An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port.
- Change of the IP address of any computer by staff or student is strictly prohibited.
- Configuration of a network will be done by system administrators only.
- Individual departments/Individuals connecting to the Institution network over the LAN may run server software only after bringing it to the knowledge of the System Administrators.
- Access to remote networks using a Institution's network connection must be in compliance with all policies and rules of those networks.
- Internet and Wi-Fi facilities should be used for academic and administrative purpose only.

Email Account Use Guidelines

- Every faculty is provided with an E-mail.
- The E-mail facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the E-mail facility for illegal/commercial purposes is a direct violation of the Institution's IT policy and may entail withdrawal of the facility.
- Faculty should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.
- Impersonating email account of others will be taken as a serious offence under the Institution IT security policy.
- It is ultimately each individual's responsibility to keep their e-mail account free from violations of Institution's email usage policy.

Web Site Hosting Guidelines

- The Institution Website should be used to provide academic and administrative information for its stake holders.

- Website Updation Committee is responsible for content updation and maintenance of the website.
- Maintain up to date pages. Proofread pages and test links before putting them on the Web, and regularly test and update links.
- The contents hosted on website should be correct and clear.
- The departments, and Associations of Teachers/Employees/Students may have official Web page on Website. Official Web pages must conform to the Institution Web Site Creation Guidelines.
- LMS can be linked to the website so that Faculty may post class materials (syllabi, course materials, resource materials, etc.) on the Web to facilitate eLearning.
- Website Updation Committee need to take proper measures in safeguarding the security of the data hosted on the website.

Institution Database Use Guidelines

- The databases maintained by the Institution administration under the Institution's e-Governance must be protected.
- Institution is the data owner of all the data generated in the Institution.
- Individual or departments generate portions of data that constitute institution's database.
- The institution's data policies do not allow the distribution of data that is identifiable to a person outside the Institution.
- Data from the institution's database including data collected by departments or individual faculty and staff, is for internal institution purposes only.
- One's role and function define the data resources that will be needed to carry out one's official responsibilities/rights. Through its data access policies, the Institution makes information and data available based on those responsibilities/rights.
- Data directly identifying a person, and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the IQAC.

Office of the Institution

- Requests for information from any courts, attorneys, etc. are handled by the Office of the Institution and departments should never respond to requests, even with a subpoena.

- All requests from law enforcement agencies are to be forwarded to the IQAC Office of the Institution for response.
- At no time may information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation or other purposes.
- All reports for UGC, MHRD and other government agencies will be prepared/compiled and submitted by the Dean, IQAC coordinator, Controller of Examinations and Finance officer of the Institution.
- Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to:
- Certain violations of IT policy laid down by the Institution by any institution member may even result in disciplinary action against the offender by the institution authorities.
- If the matter involves illegal action, law enforcement agencies may become involved.

Responsibilities of Network/System Administrators

- To Design Institution Network and perform Backbone operations.
- To follow Global Naming & IP Addressing conventions.
- To review the existing networking facilities and need for possible expansion.
- Configuring and maintenance of Wireless Local Area Networks.
- To configure and maintain IT facilities provided in classrooms, Labs and Seminar halls.
- To receive and address complaints from users of institution network.
- To Maintain servers in the server room.
- To look into the Maintenance of Computer Hardware, Peripherals and Networking devices.
- To discourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

E-waste Management

- The Institution is undertaken a number of E-waste Management initiatives with the objective of creating an eco-friendly environment in the campus.
- E-Waste Management: Electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff, and the major repairs are handled by the Technical Assistant and are reused.
- Old configuration computers and LCD Projectors are transferred to the school nm by our education trust.

- The major e-waste such as write off instruments/equipment's, CRTs, Printers, Computers may sell out.
- UPS Batteries are recharged / repaired / exchanged by the suppliers.
- Electronics gadgets, circuits, kits have been write off on regular basis and then it is sold out to buyers.
- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.
- The waste compact discs and other disposable non-hazardous items can be used by students for decoration.
- The awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.



SOUNDARYA
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STAFF WELFARE POLICY

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STAFF WELFARE POLICY

Soundarya Institute of Management and Science was established in the year 2007. It is determined to provide quality higher education to the rural, semi urban and urban people. It is self-financed institution with all necessary amenities to attend the contemporary standards.

Objective

- To enhance conducive workforce in the organization
- To empower the employees on the contemporary changes
- To extend hand to the needy employees
- To develop the value system in the organization

Scope

It covers the entire staff of the Soundarya Institute of Management and Science, Bengaluru

Policy

Focuses on the need based of the Teaching, Non-teaching, and merital staff of working in the Soundarya Institute of Management and Science, Bengaluru

Welfare Measures and Categories

The management of the Soundarya Group of Institutions is committed to welfare of staff members of the institution. The Welfare measures are categories into Statutory, non-statutory and the same made accessible to its employees - academic, administration, towards this the Management allocates the fund under **Soundarya Welfare Fund** and Professional Empowerment Support:

The following are provision available under different categories

Statutory Welfare Measure

- Employee Provident Fund (EPF)
- Employee Deposit-Linked Insurance (EDLI)
- Employee State Insurance (ESI)
- Maternity Leave
- Paternity Leave
- Medical Leave
- Gratuity

Non -Statutory Welfare Measures

- Group Insurance
- Health Insurance in association Sparsh Hospital, Yeshwanpur Branch Bengaluru.
- Special concession to get diagnostic services at Souidarya Diagnostic Centre
- Flexible Working hours for staff with Special needs.
- Reduced Teaching Hours in workload for staff in administrative roles.
- Corpus Fund to meet -out the salary during emergency
- Wedding Leave
- Fee relaxation for the children of Employees
- Special leave for employees on the demise of family members up to five / eleven days
- Casual leave entashment.

Professional Empowerment Support

- Seed money for research/ Minor research projects
- OOD and reimbursement to Professional Empowerment Support like. FDP, Conferece, Workshops, Orientation, Refresher off the campus
- Perquisite Support to pursue PhD / FDP and enhance the qualifications
- Incentives on publications of research papers in peer reviewed Journals, Patent, IPR, and Books

Financial Assistance

- Interest free loan up to 50k for period of one year
- Salary in advanced
- Free health care consultation
- Financial Support for Medical emergency
- Support to the family of the employee who demise during the service

Awards and Recognition

- Award of the best researcher
- Felicitation to newly PhD awardee, NET and SET
- Honour for Patent, Book publication, sponsored conferences and fund raising
- Retirement / Farewell function
- Felicitation to the staff for serving 5 years (Teacher's Day)
- Honouring the community extension services
- Honouring the consultancy services rendered

Infrastructure facilities

- ATM and online banking
- Car parking lot
- Photocopy facilities
- Stationery
- Recreation Hall
- Guest House
- Conference Hall
- Conventional / Community Hall for the domestic purpose of the employees with the nominal cost

Other facilities

- Uniform for mental and security
- Free food facilities for Class D employees
- Refreshment for employees
- Gifts on Teacher's Day
- Fellowship lunch during academic Break / Excursion
- Family get - together occasion for the employees

Thus, the core objective of the staff welfare policy is to empower the members holistically for the betterment of the organization and the families in general. It also motivates to retain the employees and create efficient workforce in the organization.



SOUNDARYA
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ANTI-RAGGING POLICY

ANTI-RAGGING POLICY

1. Introduction

Ragging is strictly prohibited at Soanidarya Institute of Management and Science (SIMS). The institution is committed to providing a safe and conducive learning environment, free from any form of ragging or harassment. This policy outlines the principles, preventive measures, and actions to curb ragging within the institution, in line with the University Grants Commission (UGC) Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. Anti-Ragging Principles

SIMS upholds the following principles to ensure a ragging-free environment:

- Zero tolerance for ragging in any form (physical, psychological, or emotional).
- Every student has the right to study in a safe environment free from intimidation and fear.
- Prompt and severe action will be taken against those found guilty of indulging in ragging.
- Strict compliance with UGC and other legal guidelines regarding anti-ragging measures.

3. Definition of Ragging

According to UGC, ragging constitutes any conduct by a student or group of students that causes or is likely to cause physical or psychological harm or raise apprehension or fear in another student. This includes:

- Verbal, physical, or mental abuse.
- Indecent behaviour, including sexual harassment.
- Forced acts that may demean or humiliate a student.
- Financial extortion or forcible sharing of belongings.
- Any act that disrupts a student's academic performance.

4. Measures to Prevent Ragging

To ensure a ragging-free campus, SIMS implements the following preventive measures:

- Awareness Campaigns: Regular orientation programs for both new students and their parents, informing them about the anti-ragging policy.
- Anti-Ragging Committees: A dedicated Anti-Ragging Committee and Anti-Ragging Squad are established to monitor student interactions and prevent incidents.
- Display of Information: Anti-ragging posters and banners are displayed prominently across the campus to spread awareness.

- **Helplines:** The institution provides anti-ragging helplines and contact numbers of committee members for immediate support in case of any incident.

5. Anti-Ragging Committee & Squad

To effectively address and prevent ragging, SIMS has constituted:

- **Anti-Ragging Committee:**

The Anti-Ragging Committee comprises senior faculty members, staff, and representatives from the student body. The committee is responsible for enforcing the anti-ragging policy and conducting regular reviews of reported incidents.

- **Chairperson:** Principal
- **Faculty Representative 1**
- **Faculty Representative 2**
- **Administrative Officer**
- **Student Representative**
- **Parent Representative**
- **External Representative [External -Police /Advocate/ NGO]**

- **Anti-Ragging Squad:**

The squad consists of faculty members and administrative staff tasked with maintaining vigilance in classrooms, and other campus areas to curb ragging. The squad undertakes surprise inspections and actively monitors students' activities.

6. Procedure for Reporting Ragging

Students who face or witness ragging can report the incident through the following channels:

- Inform the Anti-Ragging Committee members directly.
- Use the dedicated helpline numbers.
- Submit a written complaint to the Principal's office.

Complaints can be made anonymously to protect the identity of the victim.

7. Actions and Penalties

Any student found guilty of ragging will face disciplinary action, including but not limited to:

- Suspension from attending classes.
- Debarment from examinations.
- Expulsion from the institution.

➤ Cancellation of admission.

Criminal proceedings under the Indian Penal Code (IPC) for severe cases. All decisions will be based on an investigation by the Anti-Ragging Committee, following which appropriate penalties will be imposed.

8. UGC Compliance:

This policy adheres to the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. As per the UGC guidelines:

- Ragging in any form is a cognizable offense under Indian law.
- The institution will submit an annual report to the UGC regarding measures taken to prevent ragging and incidents (if any).
- An online anti-ragging affidavit must be filed by each student and their parents through the official UGC website.

9. Counselling and Support

Victims of ragging will be provided with counselling services to help them overcome any trauma and regain confidence. The institution is committed to supporting students through professional counselling services when needed.

10. Conclusion

Soujanya Institute of Management and Science fosters a culture of mutual respect and inclusiveness. Any violation of this policy will be dealt with sternly to ensure a healthy academic atmosphere for all students.



SOUNDARYA
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EXAM POLICY



EXAMINATION POLICY

Controller of Examination

Senior faculty member serves as a Controller of Examination (COE) while the Principal serves as Chief Controller of Examinations, leading the Examination Committee. Effective management of college exams (both Formative and Summative) falls within the purview of the Examination Committee, which is headed by COE.

Chief Controller of Examinations	Principal
Controller of Examinations (COE), UG & PG	Professor
Members of Examinations Committee	Faculty 1 Faculty 2 Faculty 3 Faculty 4 Faculty 5 Faculty 6

Exam Cell email id: exam@vsnl.com

Role of the Examination Committee

Internal Examinations

Exam committees are responsible for handling pre-examination logistics, intending question papers in the required format, printing question papers, setting up examination rooms, facilitating question paper distribution, enabling invigilation, and making sure that examinations are run efficiently and effectively with no room for any form of malpractice. The committee also makes sure that the appropriate subject faculty receives the bundles of gathered answers once the exam is finished.

The COE also makes sure that the examination office receives a hard copy of the marks statement and that the valuable answer scripts are returned to the students within ten days of the end of the internal exams. The marks are also recorded into the Optus portal.

If a student has any complaints about the exam, that is also taken care of. They can write to the exam cell mail address or directly contact the COE.

Bangalore University Examinations

The examination committee works to ensure that the end-of-semester university examination is conducted smoothly according to the schedule. The procedure entails obtaining a question paper from the university, assigning an invigilation task, and giving the room invigilators question papers and response booklets. After the end of exams answer bundles are collected, packed and submitted to the university.

Examination Policy

2.1 Introduction

The Soundarya Institute of Management and Science, located in Bengaluru, India, is managed by the Soundarya Educational Trust (SET), which is committed to the idea that the foundation of education is the education of the heart. The members of SET are committed to achieving the college's three main goals: transformation, excellence, and efficiency.

The College has established the Exam Cell as a proactive measure in accordance with this aim. Since its founding in 2007, SIMS has come a long way toward realizing its objectives, and the creation of the Exam Cell marks yet another critical turning point. Establishing a single, cutting-edge, effective, adaptable, transparent system is the main goal of SIMS's Exam Cell. This method will maintain strict tolerance for unfair and ineffective activities while guaranteeing extremely dependable testing and evaluation procedures.

The Exam Cell seeks to expedite the examination process by embracing best practices and putting current technology into operation. This will entail creating rigorous exam schedules, managing resources effectively, releasing findings on time, and preserving the validity of evaluations.

Exam Cell also works to provide an impartial and equitable assessment system that supports students' development and academic integrity. It will seek to get rid of any inconsistencies or unethical behaviour that could jeopardize the reliability and quality of the tests.

The Exam Cell at SIMS works to provide a welcoming atmosphere for teachers and students by being dedicated to efficiency and quality. The institution hopes to promote its students' intellectual and personal development by providing a trustworthy and reliable assessment system, thereby preparing them for possibilities and challenges in the future.

2.2 Vision: " Envisioning a future with courage, confidence and commitment."

2.3 Mission: "Our mission is to develop a strong, cutting-edge system that is powered by technology. This system will guarantee the highest level of reliability in all testing and assessment processes since it will be extremely effective, flexible, and transparent. We uphold a zero-tolerance policy and vehemently denounce any unjust or ineffective actions."

2.4 Objectives:

The Office of Examinations at SIMS has set forth several objectives with the aim of creating a unified, technologically advanced, efficient, flexible, and transparent system for testing and evaluation.

These objectives include:

1. Making Certain Reliability: The Office of Examination uses standardized assessment techniques in an effort to provide extremely dependable testing systems. This will support preserving uniformity and equity in the assessment of the knowledge and abilities of the students.

2. Eliminating Unfair Practices: Regarding unfair and ineffective practices, the Office of Examination has a zero-tolerance policy. By guaranteeing that there is no exam-related misconduct or cheating, it aims to level the playing field for all students.

3. Improving the Integration of Technology: The Office of Examination acknowledges the role that technology plays in contemporary education. In order to improve efficiency and streamline processes, it attempts to integrate technology into its testing and assessment process by making use of data management systems, online platforms, and other pertinent technologies.

4. Encouragement of Flexibility: When conducting exams, the Office of Examination aims to use a flexible approach. By offering other testing options to students with unique needs or circumstances, it seeks to meet the different needs of the student community.

5. Keeping Openness: Transparency is given a priority in the Office of Examination's operations. It attempts to keep exam schedules, policies, procedures, and evaluation standards clear and consistent in communications with students, teachers, and other stakeholders.

By accomplishing these goals, the SIMS Office of Examination hopes to create a strong examination system that preserves the principles of equity, dependability, efficiency, and openness, ultimately advancing the institution's growth and standard of education.

2.5 Affiliations:

As the central component of education, SIMS, Bengaluru, India, stresses heart education under the direction of the Soundarya Educational Trust. The SET has effectively offered top-notch higher education in India for about two centuries because to its vast experience.

Motivated by a vision of bravery, assurance, and dedication, SIMS has set up an Exam Cell to guarantee the seamless operation of exams. Since the college's founding in 2015, this is yet another noteworthy accomplishment.

The Office of Examinations at SIMS is primarily focused on creating a comprehensive and cutting-edge system. The testing and assessment processes in this system are designed to be extremely dependable and to be clear, adaptable, and efficient. The Office of Examination is dedicated to upholding a policy of zero tolerance for unjust and ineffective practices. It is significant to remember that Bangalore University and SIMS are connected. As a result, the College follows the guidelines and procedures established by Bangalore University for exams. Because the University Examination procedures are set by Bangalore University regulations, the College does not have direct influence over them.

2.6. Conduct of Examinations

The SIMS is extremely serious about the way exams are conducted. The Office of Examinations was formed by the College with the goal of upholding high standards and guaranteeing fairness. This unit is devoted to creating and executing an examination system that is cutting edge, transparent, flexible, and efficient in terms of technology.

The Office of Examinations at SIMS strives to ensure extremely dependable methods for assessments and testing. They have a strict policy of not tolerating unethical or ineffective behaviour. The goal of the cell is to develop a single, dependable testing system that can handle a big number of pupils. The Office of Examination at SIMS strives to expedite the examination process by employing cutting-edge technology. Their main objective is to offer a safe and effective setting where kids can exhibit their abilities. Additionally, the office seeks to ensure that the evaluation process is transparent and free of any biases or anomalies.

Additionally, the Office of Examination at SIMS is dedicated to following the policies and procedures established by Bangalore University. This involves making sure the exam schedule

is accessible four weeks prior to the final exam, or well in advance. It is significant to remember that the university retains the authority to alter the exam schedule as needed.

All things considered, the founding of SIMS Office of Examination is a critical step in realizing the college's mission of quality, change, and effectiveness in the classroom.

2.7. Guidelines on Exam Attendance:

SIMS has imposed certain attendance guidelines for students taking university exams in order to protect academic integrity and the standards established by the university. In order to ensure compliance, it is imperative that students become acquainted with these regulations.

The University sets minimum attendance requirements of 75% in all subjects for students to be eligible to appear in University Examinations and 85% in all subjects for students to be eligible to appear in Formative Assessments. The College strictly complies with these requirements. This accentuates how important it is to attend class every day of the academic year.

The university semester exams will not be offered to any student who disobeys the general standards of behaviour, discipline, or code of conduct. This is an important point to remember. Thus, to continue to be eligible for the exams, students must act with the highest moral character and follow all college policies.

The College's dedication to preserving an atmosphere that supports efficient learning and academic advancement is demonstrated by the creation of these standards. The College seeks to protect the integrity of the examination process and give students access to an equitable and transparent evaluation system by guaranteeing a high level of attendance and encouraging discipline.

Consequently, it is imperative that each and every student understand these attendance policies and make an effort to adhere to them regularly. Students who do this will not only meet the requirements to take part in the University Examinations, but they will also advance both academically and personally.

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2.8 Hall ticket issuance:

One of the most important parts of the examination system is the issuance of hall tickets, which is controlled by Bangalore University policies. The process of providing students with hall passes can be summed up as follows:

1. **Admission Period:** Bangalore University/ UUCMS publishes the window for college roll admissions.
2. **Student Details Upload:** The UUCMS Portal receives an electronic upload of the College's admitted student information.
3. **Physical Verification:** Bangalore University physically verifies the documents on campus after obtaining the information that was uploaded.
4. **Admission Approval:** Bangalore University uses the UUCMS Portal to provide registration numbers to students and authorizes admissions following careful verification.
5. **Hall Ticket Upload:** Bangalore University uploads the hall passes onto the internet in advance of the University Semester Examinations.
6. **Hall Ticket Distribution:** All student hall passes are downloaded by the college and sent to qualified students via class coordinators that the college appoints.
7. **Announcement of Dates:** The dates on which students will receive their hall passes are announced by the college.

Examination Calendar

The Office of Examinations shall prepare and announce the calendar for various events/ activities related to the academics and conduct of examinations.

EVENTS	DATE
Commencement of Classes	
Time Table and Subject Allocation Submission	
Course Plan Submission	
Assignment in Optra	
Formative Exams - I QP Submission by faculty to PAC	
Formative Exams - I QP Submission by Program PAC to HOD	
Formative Exams - I QP Submission by COE	
Commencement of Formative Exam - I	
Uploading Formative Exam – I marks in Optra	
Seminar in Optra	
Formative Exams - II QP Submission by faculty to PAC	
Formative Exams - II QP Submission by Program PAC to HOD	
Formative Exams - II QP Submission by COE	
Commencement of Formative Exam - II	
Uploading Formative Exam - II marks in Optra	
Uploading of IA marks in UUCMS Portal	

EVENTS	DATE
Last working Day	

Continuous Formative Examination Rules

The SIMS administers two exams as part of the Continuous Internal Assessment (CIA) every semester. The first is the one and a half-hour First Internal Examination, and the second is the three-hour (CBCS) and two-and-a-half-hour (NEP) Model Examination in anticipation of the end-of-semester University Examination. These tests are administered rigorously in accordance with the University's protocol (question papers, seating charts, schedules, etc.).

Each subject has a 40% passing grade. Both Formative and Summative Assessment exams are weighted in the computation of the IA grades. Parents and guardians can also track their ward's development and performance by viewing the assessment marks on Optra Technologies, the college portal.

Parents and guardians are informed about their students' performance on the First Formative Exam during the Parent-Teachers' Meet, which is held a few weeks following the exam. The class teacher and the parent/guardian discuss each student's academic performance.

The college calendar lists the dates of all scheduled CIA components, including exams. A minimum of 10 days prior to the exam's start, the schedule is released. Examination attendance is required. To miss the internal examinations, you must obtain prior authorization from the appropriate authorities.

To be eligible to write the Internal and Model Examinations, a candidate must have at least 85% attendance in each course.

The 30/40 marks allotted for the internal evaluation will be split up into the following categories:

For CBCS-Repeaters, 30% marks are allotted for internal assessment (UG & PG). In alignment with the norms of the Bangalore University, the internal assessment marks shall be based on attendance, assignments, seminars, first internal examination and model examination.

Component	Marks Allotted
Attendance	5
Assignment	5
Seminar	5
First Internal Examination	5
Model Examination	10
Total	30

40marks assigned for internal assessment shall be divided into the following component:

For NEP programmes, 40% marks are allotted for internal assessment. In alignment with the norms of the Bangalore University, the internal assessment marks shall be based on attendance, assignments, seminars, first internal examination, Model Examination.

Component	Marks Allotted
Attendance	5
Assignment	10

Component	Marks Allotted
Presentation	5
Formative Examination - I	10
Formative Examination - II	10
Total	40

PQ Component [I and II Sem]	
Component	Marks Allotted
Attendance	5
2-Internal Test (One Assessed & One Self-assess)	10
Assignment	5
Presentation	10
Books / Journal Review	5
Total	30

PG Component [III and IV Sem]	
Component	Marks Allotted
Attendance	5
I. Internal Test (Theory)	5
Case Study Preparation	10
Mini Project	10
Total	35

Academic Depository and Repository (Digi locker)

The following procedures are to be followed for issuing the certificates as specified:

Sl.No	Certificates	Procedures	Issued By	Issued To
1	Bangalore University Marks Card	- Provide Copy of No Due Certificate	Office of Examinations	Students
2	Provisional Degree Certificate (PDC)	- Provide a photocopy of one set of degree marks cards along with the PDC payment receipt.	Office of Examinations	Students

Sl.No	Certificates	Procedures	Issued By	Issued To
3	Degree Certificate / Convocation Certificate	<ul style="list-style-type: none"> - Provide Copy of No Due Certificate 	Office of Examinations	Students
4	Transfer Certificate	<ul style="list-style-type: none"> - Submit a TC request letter from the joining college. - Provide a photocopy of one set of degree marks cards along with the TC payment receipt. 	Office of Examinations	TC will be sent by post/rail to the concerned College
5	Digi locker Repository Process to View University Certificates	<ul style="list-style-type: none"> - Download the Digi locker App from the Play Store. - Create an account. - Verify and submit the OTP. - Search for the "Education" tab. - Select "Bangalore University." - Enter your Bangalore University Register Number and Year to view the Certificates. 	Bangalore University	Students
6	Revaluation Process	<ul style="list-style-type: none"> - Once the BU circular is received, choose the Revaluation option on the BU portal. - Select the payment option and pay for the revaluation. - Download the payment receipt. 	Bangalore University	Students
7	Supplementary Exam Process	<ul style="list-style-type: none"> - Once the BU circular is received, collect the supplementary exam 	Office of Examinations	Students

Sl.No	Certificates	Procedures	Issued By	Issued To
		<p>registration form from the Office of Examination to fill up the required details for registration.</p> <ul style="list-style-type: none"> - Choose the Exam fee payment option on the BU portal. - Check the subjects before making the payment - Select the payment option and pay for the supplementary exam. - Download the payment receipt. 		
8.	Tabulation Sheets	<ul style="list-style-type: none"> - Payment receipt (payment to the College Office) for the required semester result sheets 	Office of Examinations	Students
9.	Transcript / Migration Certificate Process	<ul style="list-style-type: none"> - Download the Transcript / Migration Certificate from the BU website. - Fill in the necessary information and take attestation from the Principal. - Make payment for the required document in the BU online portal and attach the receipt. - Submit the document to the University to collect the Transcript / Migration Certificate 	Bangalore University	Students

Sl.No	Certificates	Procedures	Issued By	Issued To
10	Hall Tickets for Internal, Model, and BU Examinations	<ul style="list-style-type: none"> - Payment of College Fee and BU exam fee is required. - Maintain at least 85% attendance to be eligible for receiving the hall tickets. 	Office of Examinations	Students
11	NON-UGC letter and Valuation/Reviewer Form (Teachers) <i>Kindly Note: The original copy of the BU attendance form must be submitted to the Office of Examinations for LIC verification</i>	<ul style="list-style-type: none"> - Submit a request letter signed by the Principal or Vice-Principal along with a passport size photograph for Valuation/Reviewer form. - Clearly mention whether it is for a validator or reviewer and specify CBCS or NEP. 	Office of Examinations	Faculty Members
12	Results Issues like Not Processed (NP), Wrongly Entered, Mentioned Absent by mistake, Subject Missing etc.	<ul style="list-style-type: none"> - Request letter stating the issue and duly signed by the Principal. - Supportive documents like hall ticket copy, result copy. 	Office of Examinations	Students

Divyagyan Policy

7.1 Provisions for Students with Disabilities

To meet the requirements of students with disabilities during exams, SIMS's Office of Examination has established unique accommodation. The office of examination offers a range of amenities to meet the unique requirements of students with disabilities during exam time.

7.2 Appointment of Scribes

Candidates who meet the requirements set forth by the SIMS and are qualified to use scribed services may be appointed by the Chief Controller or the Controller of Examiners under the following circumstances:

- Anywhere in the world, a disability certificate issued by a qualified medical authority is recognized.
- Students with disabilities are permitted to use Scribe's facilities. • Students with disabilities may choose to use their own Scribe if given advance notice.
- The scribe-designate may not hold a position with the College.
- He or she cannot be a relative of one of the applicants who is taking the test.
- The scribe's educational background must be lower than the candidates'.
- You must get a proforma from the scribe that includes a declaration.
- The proforma, once signed by the scribe, needs to be sent to the Examination office.
- Using the scribe service is easy; all required information needs to be entered while filling out the form.
- Exams for students with disabilities are held at the examination centre, and the office is accessible to students with disabilities. The examination centre provides appropriate seating arrangements for administering exams.
- Candidates with disabilities who appear for an examination are granted the following accommodations: scribe services during the examination, additional time to finish the exam, based on the type and extent of their disability, subject to SIMS-mandated norms.
- Compensatory time for the examination is to be given to individuals who are permitted to use scribes as per the concessions mentioned below.

Grievance Redressal

Any type of grievance that the student might have pertaining to CIA, Internal and External Examinations, etc., must first be discussed with the concerned Class Coordinator / Program In-charge / Assistant Dean. As far as possible, the problems should be resolved at this level.

Matters that are not resolved at the classroom level must be brought to the notice of the Grievance Redressal Committee:

- a) The grievance must be stated in the following proforma.

- b) It must be forwarded to the Coordinator of the Grievance Redressal Committee through the Controller of Examinations
- c) The Grievance Redressal Committee will meet at least three times in a year, twice after declaration of end semester results (June & December). Depending upon the urgency of the situation, short meetings could be called for.
- d) The Grievance Redressal Committee can invite the Student Counsellor, the Staff member reported to join the meeting, depending on the nature of the grievance.
- e) The Grievance Redressal Committee will meet and discuss the matter. The decision of the Committee will be communicated to the Chief Controller of Examination, Controller of Examination and the concerned parties, through the coordinator of the Grievance Committee.
- f) All malpractices in the examination and internal assessment will be referred to the Grievance Redressal Committee. The Committee will provide a fair chance to the students accused of malpractice and finally submit their findings to the Controller of Examination.

The Chief Controller of Examinations and Controller of Examinations will take action on the report of the Committee.



SOUNDARYA
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GRIEVANCE REDRESSAL POLICY

GRIEVANCE REDRESSAL POLICY

1. Objective

The Grievance Redressal Policy aims to provide a transparent and fair process for addressing grievances raised by students, faculty, staff, and other stakeholders of Soundarya Institute of Management and Science (SIMS). The policy encourages open communication and ensures timely resolution of issues to maintain a positive educational environment.

2. Scope

This policy applies to grievances related to:

- Academic issues
- Administrative services (facilities, processes, etc.)
- Infrastructure, library, and other support services
- Any other matter causing dissatisfaction among stakeholders

3. Grievance Redressal Principles

SIMS is committed to:

- Providing a fair, efficient, and transparent mechanism to resolve grievances.
- Ensuring that all grievances are handled confidentially and without bias.
- Offering an opportunity for all parties to be heard.
- Resolving grievances in a time-bound manner.
- Prohibiting retaliation against those who file grievances.

4. Grievance Redressal Committee (GRC)

The Grievance Redressal Committee is responsible for addressing complaints and ensuring their resolution.

The committee structure is as follows:

- Chairperson: Principal
- Faculty Representative 1
- Faculty Representative 2
- Administrative Officer
- Student Representative
- External Representative (Police / Advocate / NGO)

5. Procedure for Filing a Grievance

1. Submission:

- Grievances must be submitted in writing to the **Administrative Office** of the institution.
- A **Grievance Form** is available at the Administrative Office. This form requires a detailed description of the issue, the parties involved, and supporting documents, if any.
- Alternatively, students or staff may submit grievances through email to the designated grievance redressal email address.

2. Acknowledgment:

- Upon receipt of a grievance, the committee will acknowledge it within 2 working days, confirming its acceptance for review.

3. Investigation:

- The GRC will investigate the matter thoroughly by gathering information from all concerned parties. This may involve meetings, consultations, and document reviews.
- Both the complainant and the accused (if any) will be given an opportunity to present their side.

4. Resolution and Reporting:

- The GRC will issue its findings and recommendations within 15 working days of receiving the complaint.
- The resolution will be communicated in writing to the complainant and relevant parties.

5. Appeal:

- If the complainant is not satisfied with the outcome, they can appeal to the Principal for a review of the decision within 7 working days of receiving the resolution.

6. Timelines for Redressal

Process Timeline

- Acknowledgment of Grievance Within 2 working days
- Investigation and Hearing Within 10 working days
- Final Resolution Within 15 working days
- Appeal (if required) Within 7 working days of resolution

7. Confidentiality

All grievances will be handled with utmost confidentiality to protect the interests of the complainant and the institution. Only those directly involved in the investigation and resolution process will have access to the details of the grievance.

8. Protection Against Retaliation

SIMS ensures that no one is penalized for submitting a grievance in good faith. Retaliation against a complainant or any witness involved in the grievance process will result in disciplinary action.

9. Record Keeping

A record of all grievances and the actions taken will be maintained by the GRC for a period of at least 2 years from the date of resolution. This will help ensure transparency and accountability.

10. Review of Policy

This Grievance Redressal Policy will be reviewed periodically to ensure it remains effective and aligned with the institution's goals and legal requirements.



SOUNDARYA EDUCATIONAL TRUST (REGD.)
SOUNDARYA ROAD, HAVANLOOR EXTN., NAGASANDRA POST, BANGALORE - 560 073.

HR MANUAL

HANDBOOK

MOB: 9902008883 EMAIL: hr@soundaryainstitutions.in





SOUNDARYA EDUCATIONAL TRUST (Regd.)

Soundarya Road, Hevanoor Extn., Nagasandra Post, Bangalore – 560 073.

Mob: 9902068883 Email: hr@soundaryainstitutions.in

SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE

HUMAN RESOURCE POLICIES

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MESSAGE FROM CHAIRMAN

Dear Faculty, Staff, and Administrators,

Greetings from Soundarya Educational Trust!!

I am delighted to welcome you to the family of Soundarya Group of Institutions and extend my heartfelt appreciation for your commitment to our mission of fostering knowledge, innovation, intellectual and individual growth. Soundarya Group of Institutions are administered and managed by Soundarya Educational Trust Regd.

With decades of experience in the field of education accompanied with a purpose to serve the Society at large, we at Soundarya Group of Institutions recognize that our strength primarily lies in our Employees. We promote utmost openness and transparency across functions that are accessible to all.

My commitment is to provide the Quality Education that is consistent with the changing world through best human resources can be fulfilled by dedicated teachers and staff like you all.

Being a strong and natural advocate of value-added education over the structured syllabus, I firmly believe in having an enhanced Industry Academic Interface and exposure to extensive experiential learning and holistic development.

As you embark on this journey together with us, it is crucial that we align ourselves with the highest standards of professionalism, integrity, and dedication to our students and community.

Our Human Resources Manual serves as a compass, guiding us in our practices and policies to ensure fairness, transparency, and efficiency in every aspect of our operations.

Each one of you plays a vital role in shaping the future of our institution and the lives of our students. By upholding the principles outlined in this manual, we reinforce our collective responsibility to keep an inclusive, respectful, and supportive environment where everyone can thrive.

I encourage you to familiarise yourselves with this manual thoroughly and utilize it as a reference in your daily responsibilities. Let us work together to uphold our institution's values and achieve excellence in all our endeavours.

The guidelines and the procedures laid down in this Manual describes about the existing HR Practices. However, the Management Trust reserves the right to interpret / amend / suspend or withdraw with or without any notice, all, or any part of what is contained herein the manual. In the interpretation of any guideline, policy and procedures covered in the manual the Chairman's decision will be final and binding on all the employees of the Institutions.

Thank you for joining hands in our dedication and contribution to our shared vision for educational and overall excellence.

Wishing you a long-lasting relationship and a prolific Career at Soundarya Group of Institutions.

With Warmest Regards,

**CHAIRMAN
SOUNDARYA P MANJAPPA**

ABOUT SOUNDARYA GROUP OF Institutions.....

Established in the year 1993 with aim of instilling excellency and inculcating the values in the young minds, the prime objective is to impart quality education shielding the traditional impact. Soundarya Group of Institutions has two campuses, Havamoor Campus and Soundarya Nagar Campus in Bangalore where quality education is imparted from Montessori to higher education.

Soundarya Group of Institution is well structured for grooming its students for academic excellence, engages and covrages growing with talent explores potential abilities and enables experiments in learning academics and values. Promotes the visual and performing art, enhances the mental and physical strength through games and sports.

Soundarya Group of Institutions has emerged as the paragon among the leading Educational Institutions The Institution is the fruit of the great vision and effort by our Trust Members of Soundarya Educational Trust who are well reputed and eminent personalities, who have been dedicating their valuable services as their commitment in providing quality education for all-round excellence to its students.

Institutions RUN BY SOUNDARYA EDUCATIONAL TRUST: -

1. Soundarya School - STATE at Havamoor Campus
2. Soundarya School - CBSE at Havamoor Campus
3. Soundarya Composite PU College at Havamoor Campus
4. Soundarya Arts & Commerce Evening College at Havamoor Campus.
5. Soundarya Central School-CBSE at Soundarya Nagar Campus
6. Soundarya Institute of Management & Science at Soundarya Nagar Campus
7. Soundarya College of Law at Soundarya Nagar Campus

The Team SET is well versed committed and dedicated for rendering the service of promoting the Holistic and Quality Education among the students it cultivates creativity, nourishes the culture, enriches the knowledge, instills intelligence, sharpens the skills, explores the talents, and empowers the excellence.

VISION & MISSION

VISION:

The VISION of SET is to ensure quality education and to enable students to face the contemporary challenges of the world with courage, confidence & commitment.

MISSION:

Strive to create knowledge, to open minds of the students to take the advantage of this educational opportunity.

- To respect ideas and to promote the right expressions of the students.
- To identify and remove restraints on student's full participation, so that students can discuss individual capabilities.

MOTO:

To develop, to maintain, and to transmit true knowledge ethics and traditional values that highlights the essence of the compositions of Sri Shankaracharya especially the most sacred "Soundarya Lahari."

GOALS:

- Provide latest knowledge and skills using modern technology.
- Develop technical competence matching to employability.
- Global exposure through industry interaction and visits.
- To infuse high ethical and moral values relevant to social responsibilities.

VALUES:

- ❖ Transparency
- ❖ Trust
- ❖ Integrity
- ❖ Dedication
- ❖ Loyalty

QUALITY POLICY:

This quality policy inspires professional learning and provides excellent infrastructure and faculty with both academic and industrial experience.

GENERAL GUIDELINES ON HUMAN RESOURCE MANUAL:

- This document shall be called as "HR Manual" for all Institutions of Soundarya Educational Trust.
- This HR Manual shall apply to all employees working in the Trust's institutions.
- The Trust SET reserves the right to amend (remove, add, or modify) this HR Manual from time to time and such amendment shall be binding on all the employees from the date of its effective implementation.
- This HR Manual is exclusively 'Private & confidential.'
- It is the policy of the Institutes to comply with all applicable laws.
- It is the personal responsibility of everybody in the Institutes to observe the standards of conduct and other requirements of code of conduct.

CODE OF INSTITUTIONAL CONDUCT AND ETHICS

Preamble:

The Management of Soundarya Educational Trust believes that for an Institution to succeed, grow and excel, it needs to be anchored to its Values and motivate all its employees to consistently display these values in the course of their interactions.

The Code of Conduct and Ethics articulated below, embodies the Institution's Values and endeavors to lay down guidelines for employees to follow in their day-to-day work life.

Institution's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

This Code of institutional conduct and ethics applies to all employees and officers of the subsidiaries and affiliates of, which are referred to in this Code as Institution or the Institutions.

The Institution is proud of its reputation for integrity and honesty and is committed to these core values. Personal responsibility is at the core of the Institution's principles and culture.

The Institution's reputation depends on you maintaining the highest standards of conduct in all the institutional endeavors. You have a personal responsibility to protect the Institution's reputation to "do the right thing," and to act with honesty and integrity in all dealings with parents, institutional partners, and peers.

Employees should not take unfair advantage of any one through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair – dealing price.

The principles set forth in this document describe how you should conduct yourself. This code does not address every expectation or condition regarding proper and ethical institutional conduct.

In every institutional – related endeavor, employees must follow the ethics and compliance principles set forth in this Code as well as all other applicable Institutions policies and procedures.

Employees are accountable for reading, understanding, and adhering to this code. Employees must follow all laws and rules related to the Institutions activities, and your behavior should be beyond reproach, avoiding and hunt of wrongdoing. Failures to do so could result in disciplinary action, up to and including termination of employment.

If employees are uncertain about their responsibilities, they should refer to the relevant section of this code. If you are still unsure, speak with your principal or, if you prefer, communicate with any of the other designated contacts. If an employee is uncertain, he/she may seek for assistance.

During or after the end of the tenure / employment, employee should not spread or comment with negative note in any medium.

WORKPLACE ENVIRONMENT

Institution is committed to providing pleasant atmosphere and positive work ambience, free of all forms of unlawful discrimination, including character, personality, and any type of harassment.

DECORUM OF DIGNITY AND RESPECT

The Institution's greatest strength lies in the talent and ability of its associates. Since working in synchrony is vital to the Institution's continued success, mutual respect must be the basis for all work relationships. Engaging in behavior that ridicules, belittles, intimidates, threatens, or demeans, affects productivity, can negatively impact the Institution's reputation. Employees are expected to treat others with the highest respect and dignity that any reasonable person may wish to receive. Creating a work environment that is inclusive, supporting, and free of harassment and unlawful discrimination.

EQUAL EMPLOYMENT OPPORTUNITY

The talents and skills needed to conduct institutional growth is not limited to any particular group of people. Institution has a long-standing commitment to a meaningful policy of equal employment opportunity. The Institution's policy is to ensure equal employment and advancement opportunity for all qualified individuals without distinction or discrimination because of race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status, or any other unlawful basis.

INSTITUTIONAL OPPORTUNITIES

Employees owe a duty to Institution to advance its legitimate interests. Employees are prohibited from competing with the Institution and from using Institutional property, information or position for personal opportunities and gain.

JOB RESPONSIBILITIES

The institution follows teaching, research, administration and co-curricular as the basic structure for assigning job responsibilities. The job responsibilities for teaching and non-teaching staff will be designated based on their respective departments and job descriptions.

Every employee shall have the statement of their specific roles and responsibilities entrusted to them and shall strictly adhere to the same together with the responsibilities in general in co-ordination with the related staff. The management reserves the right to change or modify the assigned roles and responsibilities as required in the process of attaining the Institutional objectives.

CONFLICTS OF INTEREST

Institution policy prohibits conflicts of interest. A "conflict of interest" occurs when your private interest interferes in any way with the interests of Institution. In addition to avoiding conflicts of interest, Employee should also avoid even the appearance of a conflict. Any matter of conflict, either institutional or otherwise, if found affecting the operations of the Institution will be dealt as per the decision of the Trust.

COMMUNICATION OF CONFLICTS

All potential and actual conflicts of interest or material transactions or relationships that reasonably could be expected to give rise to such a conflict or the appearance of such a conflict must be disclosed. If Employee have any doubt about whether a conflict of interest exists after consulting this Code, he/she should seek assistance from the Principal or Management.

Institution and its associates will not directly or indirectly engage in bribery, partiality, payoffs, or other corrupt institutional practices, in their relations with governmental agencies or customers.

AUTHORISATION FOR OUTSIDE ACTIVITIES

You may not serve as a director, officer, trustee, and partner or in any other principal position of another for profit or publicly held organization or Institution without the prior written approval of Institution's Authority (or a designee). You should obtain approval from the Institution's Trustee / President before agreeing to serve on the Board or in a principal position of a professional association or a non-profit organization. In any event, these outside activities must not impact in anyway your daily job responsibilities in your current position.

SECOND JOB / PARALLEL JOB

Unless the Institution otherwise consents within the Institution, you will devote your entire resources and full and undivided attention exclusively to the Institution during the term of your employment with the Institution and shall not accept any other employment or engagement part time or full time in nature (honorary or otherwise) during the employment with the Institution. Employee should not refer or promote students to any organization or self-run tutorials.

VENDORS, SUPPLIERS AND CONSULTANTS

All vendors, suppliers and consultants shall be approved in accordance with the Institution policies and procedures. Institution's relationships must be totally based on their ability to competitively meet the Institution's needs. If your association with a current or prospective Institution vendor, supplier or consultant is of a nature that gives rise, or potentially gives rise, to a conflict of interest, the Institution may have to refrain from entering into the relationship and, in any event, Employees must not be involved in any way with approving, managing or influencing the Institutional relationship. All vendors will be treated as per the Segregation of Duties (SOD) of operations and purchases and approvals will be under sole direction of the Trust.

PROTECTION AND PROPER USE OF INSTITUTION'S ASSETS

It is the obligation of every employee for safeguarding and appropriately using Institution assets, whether those assets in the form of paper files, electronic data, computer resources, trademarks, tangible and intangible assets or otherwise, is critical.

USAGE OF TECHNOLOGY

Safeguarding computer resources is critical because the Institution relies on technology to conduct daily institutional work. Software is provided to enable you to perform your job and is covered by federal copyright laws. Employees cannot duplicate, distribute, or lend software to anyone unless permitted by the written agreement.

Institution provides electronic mail (e-mail) and Internet access to assist and facilitate institutional communications for principal office and offices, as necessary. All information stored, transmitted, received, or contained in these systems is the Institution's sole property and is subject to its review at any time.

All e-mail and Internet use must be consistent with Institution's policies, practices, and commitment to ensuring a work environment where all persons are treated with respect and dignity. Because these systems provide access to a worldwide audience, you should act at all times as if you are representing Institution to the public and should preserve Institution's system security and protect its name and trademarks. You must act responsibly and adhere to all laws and Institution policies when using e-mail or the Internet.

You must use your computer appropriately in accordance with the Institution standards and be sure to secure both the computer and all data from loss, damage, or unauthorized access, reporting all instances of unauthorized access to the management via head of the department.

SERVICE CONDITIONS

INTRODUCTION

These rules shall be known as Service Conditions for the Teaching, Administrative & Supervisory Staff employed with Institution campuses. These service conditions shall come into force with effect from 01st September 2024 and shall apply to all the staff in full time employment and shall remain in force until amended as necessary from time to time or superseded by a fresh set of service conditions. These will override and supersede the earlier laid down Rules/terms and Conditions of Service, if any.

DEFINITIONS:

In this document, unless the context otherwise provides, the word:

1. **Institution / Institution's** shall mean Soundarya Educational Trust, Soundarya School-State, Soundarya School-CBSE, Soundarya Central School, Soundarya Composite PU College, Soundarya Institute of Management & Science, Soundarya College of Law & Soundarya Arts and Commerce Evening College.

2. **'Management'** shall mean the Management Team at Soundarya Group of Institutions and their representatives, Trust Board of Governors / Governing Council / Managing Committee and its Chairman / President / or his / her nominee acting on their behalf or any other person authorized in this regard.
3. **'Teaching Staff'** shall mean the staff engaged in the act of teaching and those who do not work during vacation. Principal, Vice Principal, All teachers, subject HODs, Coordinators as well as co-curricular teachers, Student Counselors & Special Educators, Lab Assistant, Librarian, Nurse, etc.
4. **'Non-Teaching Staff'** shall mean the staff engaged in activities other than teaching. Admission Counselors team, Institution HR, Admin Manager, and rest of Admin team comprising of - Accountant, Stores, IT, Receptionist Front Desk, Transport in-charge etc.
5. **'Part time/ ad-hoc teacher / Professional / Consultants & Contracts'** shall mean any person or persons of association who is employed for a fixed period for the specific objectives in the Institution and shall serve the specified number of hours / days per week as per the Contract of service or a teacher who has been engaged to fill a temporary vacancy, or who has been temporarily employed against a permanent vacancy, or who is employed in connection with a temporary increase of work of a permanent nature, or extra work during the busy season or employed on a temporary post for a specified period. The mere fact that the period has been prolonged beyond the fixed limit or that an ad-hoc employee may sometimes be asked to do work, which is of permanent nature, will not give the right to such teachers to claim permanency / absorption. At the end of the specified period of contract of service, the same shall automatically cease and such teacher cannot claim regularization of his / her job.

Professional and consultants are those who have been assigned to ensure the specific performance of the contracts duly signed and given by the Management of the Trust who are required to complete the assigned tasks and shall report to the Management of the Trust complying with the terms and conditions stipulated in their respective contracts.

6. **'Retirement from Service':** - An employee, if confirmed, may continue to hold office till the retirement age of 60 years, subject to good conduct and discipline and the satisfaction of the Management. An employee shall stand relieved of his duties on the date of his attaining the age of retirement. Thereafter, in suitable cases, he/she may be given fresh appointment as a retired person on contract basis for a fixed period and on fixed remuneration after taking the approval of the Chairman/President or his/her nominee. Such persons shall not have any substantive right to the position and other rights /

privileges otherwise admissible to other employees except for leaves as defined in the policy.

7. "Notice" means communication in writing, required to be given, or posted for the purpose of these Rules.
8. "Notice Board" means a Board especially meant and fixed in a conspicuous place for the purpose of displaying matter or information or notice required to be posted under the provisions of these Service Conditions or any other enactment for the information of all the Employees.

MANAGEMENT PRIVILEGES:

1. The Trust reserves to itself the right without giving any previous notice to the employees to amend, alter or add to any of these Rules and these shall be binding on all employees.
2. Without prejudice to the provisions of the Education Acts of the Union Territories States, the Management shall have the right to alter change at any time the scale of pay and other Rules' Conditions of service of any post.

OFFER LETTER:

A letter of offer shall be issued to the candidate selected to the position. A signed confirmation in token of having received the offer letter shall be obtained from the candidate.

STAFF ONBOARDING PROCESS

PURPOSE

The objective of formalizing the Joining Formalities is to ensure that the new hire has an extremely pleasant experience on his/her first day at the institution.

PROCEDURE

To ensure that the new staff member makes a smooth transition into the institution, it needs to be managed at two levels –

- Ensuring that the institution is well prepared to receive the new staff on the day of joining.
- Obtaining and consolidating information pertaining to the staff for the Employment Database.

Institution's Preparedness

The joining time formalities commence as soon as the Offer Letter has been issued to the candidate. At any given point of time, HR will have list of candidates who have been offered and their date of joining and the department to which they are joining.

To make sure that the new staff has a pleasant experience on his/her first day at institution, it is essential to ensure that all the relevant individuals and functions/departments are aware of a new hire's joining the institution.

As soon as the appointment letter is issued and the prospective staff confirms the date of joining, a pre joining intimation will be given to the respective functional head. Also, required information will be given to facilities department for seating arrangement.

HR department will be in constant touch with the offered staff to get the confirmation on the relieving formalities with their previous employer and shall collect the feedback on the offered staff in the process of background check.

In consultation with the concerned functional head, HR Department shall co-ordinate with the concerned Departments such as Administration and IT department to facilitate for allotment of either a laptop or desktop and the stationeries for the new employee as required and specified for the job.

APPOINTMENT OF STAFF

1. A letter of appointment shall be issued to the candidate appointed to the position within 3 months from the date of joining. A receipt in token of having received the appointment order shall be obtained from the candidate appointed. The appointment order includes an undertaking by the newly appointed employee that he/she has read the Service Rules of the Institution and promises to abide by them.
2. Every employee shall submit photocopies of all documents to the Trust office, which prove the educational and professional qualifications of the employee.

JOINING DOCUMENTATION

1. Photographs – 4 Nos.
2. Copy of Address Proof – Any changes to be intimated to the office within 15 days.
3. Copy of Educational documents supporting qualification and Originals for verification.
4. Copy of Experience & Relieving Certificates from previous employments.

5. Copy of Aadhaar card
6. Copy of the Passport / Voter-Id Card
7. Copy of PAN card
8. Copy of Bank Passbook / Cheque
9. Declaration regarding Protection Of Children from Sexual Offences-POCSO and Protection of Sexual Harassment (POSH)
10. Last salary drawn certificate. In case previous Institution does not provide, then any other supporting document such as Form 16, salary credited bank statement, appointment letter / increment letter etc.
11. The Appointing Authority is free to conduct background verification checks for all its employees at any point of time during the tenure of their employment with the Institution.
12. The Management reserves the right to call for the original copies of the certificates of credentials of any employee at any time and non-production thereof shall be deemed to be a will full and deliberate act of insubordination liable for disciplinary action including the withdrawal of offer letter / letter of appointment, the termination of appointment as the case may be.

In confirmation of having deposited the original certificates of the employee the Management will issue the acknowledgment letter to the employee who shall submit an original copy of such acknowledgment letter back to the Management after the cessation of employment for the purpose of collecting back his / her original certificates.

In addition to the above, the following actions needs to be completed:

- a. Registration for Bio metric attendance
- b. Issue of ID card
- c. Opening of service book
- d. Intimation will be given to IT department for creating the mail ID. Also request for visiting card (if applicable) and ID card will be given to the concerned on the same day.
- e. On completion of the joining formalities, the new staff will go through the induction presentation by the H.R. department and personal file of the new staff will be opened.

INDUCTION PROGRAMME

Induction is given to the new staff by the HR department in order to familiarize them with the institution origin, organization structure, current and future plans. This process will help the new staff member to familiarise with Institution and help settle down in the work environment. It will also help in the new staff in getting accustomed to the process and systems and become productive. Induction process also gives the new staff comfort and confidence.

CONFIDENTIALITY OBLIGATIONS

1. Institution is committed to maintain or take care of students / parents and employee trust. All information, whether it is institutional, student / parents or employee-related, must be treated in a confidential manner, and disclosing it is limited to those people who have an appropriate institutional or legal reason to have access to the information. You need to take special precautions when transmitting information via e-mail, fax, the Internet, or other media. Always remember to treat all such communications as if they were public documents and printed on letterhead.
2. In addition, institution meetings are confidential. You may not use audio or video equipment to record these meetings.
3. In the course of your assignment with us, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to the Institution / Trust or its subsidiaries or affiliates, its customers, subcontractors or any other person or Trust having any kind of association or relationship with the Institution / Trust / or its affiliates or subsidiaries (together "Confidential Information"). You shall at all times during your employment with the Institution / Trust / keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge. By virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Institution / Trust.
4. Employees shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
5. Employees will not reproduce, store in a retrieval system, or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
6. Upon expiry or termination of your employment with the Institution / Trust you will return and surrender to the Institution / Trust, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.
7. Employee may be required to execute such other or further agreements as the Institution / Trust or its affiliates or customers may require in this regard, from time to time. Provisions of this paragraph will continue to be valid and binding on you not withstanding cessation of your employment with the Institution / Trust.

8. Employees shall not disclose to any social media, public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to the Institution / Trust or its subsidiaries or affiliates, customers, sub-contractors or any other person or Institution / Trust having any kind of association or relationship with the Institution / Trust and or its subsidiaries or affiliates, except with prior written approval of the Institution / Trust.
9. Employees shall not disclose the salary / remuneration to other employees.

GUIDELINES ON WORKING DAYS, WORKING HOURS & ATTENDANCE RECORDING

1. **Work Timings & Days of Work for Academic Staff.** The timings of the Institution shall be as notified from time to time from Monday to Saturday except the public holidays communicated by the management, as per Central / State government notification. The principal shall communicate the work timings / changes in work timings, including that of Saturdays if any, of the Institution as deemed fit and approved by the Management. *Working hours for all Institutions to be defined location wise as per requirements post management approval.
2. All employees of the Institution shall be present in the Institution at least 10 minutes before the start time of the Institution.
3. The principal shall ensure that all Employees come on time and leave as per their respective work timings and are present on their respective duties at the directed place of work.
4. The Institution shall be closed for vacations as per the guidelines of affiliated University, details will be communicated by the principal.
5. Employees may be required to report for training / workshops / exams / extra classes / events / conferences or any exigency of work during holidays / vacation days which shall be announced from time to time without any extra remuneration or benefit.
6. Workings hours are defined as mentioned herein below :-

DAYS	TEACHING STAFF TIMINGS	NON-TEACHING STAFF TIMINGS
MONDAY - FRIDAY	8:30 am to 4:00 pm	8:30 am to 4:30 pm 9:00 am to 5:00 pm
SATURDAYS	8:30 am to 1:00 pm	8:30 am to 1:00 pm 9:00 am to 1:30 pm

However, depending on the requirements and exigencies, the Management may at any time change/modify the working hours in order to meet the needs of academic /

administrative requirements. Whenever such changes in working hours are notified, all staffs are requested to extend their co-operation.

7. In case of exigencies of work, any staff member may be required to work beyond the normal working hours. For such extra work performed the staff will not be paid any additional remuneration / compensation of any kind.
8. Attendance recording will be the individual responsibility of the concerned staff member. However, in rare cases if any staff member forgets to punch, they should inform to HR department through their HOD for regularization. The staff members should not make this regularization as a habit.

DRESS CODE POLICY:

These dress code rules always apply:

1. All employees must maintain professional appearance.
2. All attire must be work-appropriate. Clothing that is intended for workouts and outdoor activities is not allowed excluding Co-Curricular Staff.
3. All clothes must be professional. Clothes that are too revealing or inappropriate are not allowed.
4. Employees must avoid clothes with stamps that are offensive or inappropriate.
5. Institution ID card must be worn at all times while the employees are on duty.

Gentlemen: Business casual or formal attire.

Ladies: Business casual or professional dresses.

PUNCTUALITY POLICY:

1. Every Employee shall attend their duties at their directed place of work inside the institution, at the specified time after marking attendance on the attendance register / software.
2. Late Log in and Early Log out: A grace time of 60 minutes is given in a month. Frequent late coming will invite disciplinary action in the form of a warning letter.

Calculation of less of Pay for late punch followed as per below table:

Sl No.	Late in Hours in a month	Deduction in terms of Days as LOP
1.	01:00 to 03:00	0.5 Day
2.	03:00 to 05:00	01 Day
3.	05:00 to 07:00	1.5 Days
4.	07:00 to 09:00	02 Days
5.	09:00 and Above	03 Days

3. Any regularization of attendance will solely be at the discretion of the principal.
4. If the above defined late coming resulting in deduction of leave without pay is repeated in the academic year, then it shall qualify as an act of habitual late-coming and may entail disciplinary action against the employee. If the habit is not rectified, the employee may also be liable for dismissal from service.
5. For any concession required for leaving early prior approval for the same is mandatory. The approval will be at the discretion of the Principal / Sectional Head / Management. The same will have to be regularized through the system software.
6. All employees who habitually leave earlier than the prescribed time shall also be liable for deductions from their respective salaries, proportionately.

LEAVE POLICY

Staff members are valuable assets for the Institution and its growth. The leave policy is designed to motivate the staff members and also to achieve a work life balance. For the purpose of leave, calendar year is reckoned as the year i.e., from June to May of each year.

TYPES OF LEAVE

1. Casual Leave
2. Vacation Leave
3. Earned Leave
4. Sick leave
5. Maternity Leave
6. Paternity Leave

GENERAL RULES ON LEAVE POLICY

1. No leave shall be claimed as a matter of right, it shall be granted according to the exigencies of service.
2. If required, the Management/Principal/ Reporting Manager may refuse, or revoke leave during the academic term or vacation.
3. No member of the staff shall leave station at any time without prior permission of the Principal / Reporting Manager.
4. Application for leave must be submitted and got sanctioned in the standard procedures set before proceeding on leave.
5. In case an employee has to go out of station for more than a week, he/she shall mention his/her outstation address in the leave application and should also hand over charge of his/ her seat in the manner directed by the Management/Principal to another member of the staff as nominated by the aforesaid authorities.

6. Ad-hoc / contract employees, who will be available for all 6 days in week, can avail of 1 day of leave per month subject to approval by the principal.
7. The leave year shall be from June to May.
8. Casual/Earned leave shall be on earned and availed basis. However, if in case of contingency, it is allowed to be availed in advance, the same leave shall be adjusted in the year itself.
9. Casual Leaves shall be credited on a pro-rata basis depending on the date of joining of the employee.
10. Permanent employees are eligible for all kind of Leaves. However, employees under probation for 1 year are eligible for CASUAL LEAVE only.
11. All Loss of Pay details to be provided to the HR Operations along with payroll input.
12. In case leaves are approved but the leave balance is insufficient, the excess number of leaves to be treated as Loss of Pay.

LEAVE ELIGIBILITY POLICY

For Teaching staff & non-teaching staff:

Description	Casual Leave	Sick Leave	Vacation	Earned Leave
Teaching Staff	12/yr	03 per sem	6 days at the End of Semester	NA
Non-Teaching Staff	12/yr	03 per sem	NA	5 per sem
Support Staff, Attenders, Drivers / House keeping	10/yr	Nil	NA	6 per sem

CASUAL LEAVE: is calculated at the rate of 1 day per month of service.

1. Casual Leave shall be granted on Earned and availed basis. If the Employee joins before 20th of the month, he/she is eligible for Casual Leave as per rules.
2. Extension of Leave: If an employee proceeds on leave and then applies for extension, this extension may be permitted if it is for reasons which are genuine and could not be anticipated and are acceptable to Management. In case the extension is applied on medical grounds, the application must be supported by a medical certificate acceptable to the Management Principal.
3. Application for leave shall be made at least three days in advance for approval by the Principal/Management. If not approved, then it will be considered as absence from duty.
4. Half day's casual leave may be allowed in very exceptional cases when an employee remains absent for a part of the day not exceeding half of the working time, either in the first half or second half, with the prior sanction of the principal.

5. Teaching Staff will not be entitled for any earned leave in lieu of Vocational Leave.
6. In order to ensure better work life balance, we encourage employees to avail their leaves within the academic year. Pending Casual / Earned leaves Encashment is allowed and will be credited along with May month salary credited in June Month.
7. Employees under probation will not be eligible for the encashment of Casual / Earned Leave for 1st year of the tenure.
8. Casual leave can be availed for a maximum of 2 days in a stretch.
9. Research activity will be supported as per the research policy.

VACATION LEAVE:

1. All teaching staff are eligible for 6 days of vacation leave per semester.
2. Number of days of vacation excludes the intervening Sundays, any public holidays or any holidays declared by authorities.
3. Vacation cannot be clubbed with either Casual Leave or Compensatory Offs/Privilege Offs resulting in extended absenteeism from the institution.
4. No medical reasons will be entertained for the extension of vacation. Such absence will be treated as "Loss of Pay."
5. No vacation will be granted for Staff who wish to Relocate/Resign.
6. Vacation leave can be availed only for full day and not for half day.

EARNED LEAVE:

1. All admin staff are eligible for 9 days of vacation leave per semester.
2. Staff with one year and more service in this institution are eligible.
3. Above six months less than one year will be calculated on the pro-rata basis.
4. Less than six months not eligible.

SICK LEAVE:

- a. Sick leave is given to take care of any unforeseen short-term illness for Teaching / non-teaching staff members.
- b. Eligibility: 6 days in a year for confirmed staff (3 days per semester)
- c. Any sick leave beyond 2 days should be accompanied by a medical certificate from the treating doctor. In the absence of medical certificate, it will be considered as LOP.
- d. Sick leave will lapse at the end of the year and is not encashable.

MEDICAL LEAVE:

Medical leave can be availed by the employee, with the discrete decision by the Management with or without pay.

MATERNITY LEAVE:

To be followed by the Employee: Applicable to women staff members who has completed one year of continuous service with the institution.

- a. Contact head of institution for details on leave and benefits.
- b. Align your reporting Coordinator, Vice Principal, Principal, and Institution HR on the intended plan for leave and return to work.
- c. Changing your return date may impact the Institution's planning so try to minimize any disruption by staying in touch and informing them early.
- d. The duration of Maternity Leave is 06 months from the date of Approval.
- e. Maternity Leave is restricted to two children only.
- f. Staff members willing to avail Maternity Leave, must submit the leave application along with the medical certificate issued by the consulting doctor to personnel department.

PATERNITY LEAVE:

To be followed by the Employee: Applicable to men staff members who has completed one year of continuous service with the institution.

- a. Contact head of institution for details on leave and benefits.
- b. Align your reporting Coordinator, Vice Principal, Principal, and Institution HR on the intended plan for leave and return to work.
- c. The duration of Paternity Leave is 03 Days from the date of birth of Child.
- d. Paternity Leave is restricted to two children only.
- f. Staff members willing to avail Paternity Leave, must submit the leave application along with the medical certificate issued by the consulting doctor to personnel department.

COMPENSATORY OFF POLICY:

1. All permanent full-time on rolls Institution staff can avail of Compensatory off for reporting to work on a Sunday or Government Holiday on Principal's / Reporting Manager's approval.
2. Attendance regularization on the day of compensatory off should be approved by the reporting line manager / Principal and valid In & Out punch is mandatory for the working verification.
3. Without valid punching Compensatory Off cannot be considered.
4. Number of working hours served should be min 4 hours to claim half day comp-off and 8 hours for full day.
5. Compensatory Off cannot be availed on Saturdays.

ON DEPUTATION DUTY POLICY:

Staff members are required to go out of institution to attend to work with outside authorities. Whenever, such outside work is involved, the staff member is required to fill up the OD form, get the recommendation of concerned HOD, approval of the principal and submit to Personnel Department for attendance regularization.

PAYMENT OF SALARY AND ALLOWANCES POLICY

1. The salary of the staff for the calendar month will normally be disbursed on or before 10th day of the subsequent month.
2. Leave without pay for a period exceeding 15 days in a year shall not be counted as service for summer vacation pay.
3. CL-EL balance in credit as of 31st May of every calendar year will be considered for payment of salary for the month of May payable in the month of June.
4. For the purpose salary payment, attendance will be reckoned from 1st to the last day of the current month.
5. In case any staff member has availed excess leave or has exhausted all leave to credit, then leave availed by such staff will be treated as Leave without pay and appropriate salary deduction will be made from salary payable. HR/ Administration Department will provide this data to payroll department.
6. In case of new joiners, the information to payroll will flow from the HR/ Administration Department. The date of joining for the purpose of salary will be as mentioned in the joining report of the staff member and certified by the principal. While calculating the salary for new staff members, in the first month, the date of joining, will be verified by the payroll processing with the joining report.
7. Statutory deductions like PF, ESI-PT, and Income Tax TDS (where applicable), will be made from the salary payable to respective staff members.
8. The salary will be disbursed to staff members on or before 10th of every month. In case, the payment day falls on a holiday or Sunday, Salary will be paid on the immediate next working day. Salary will be credited to individual bank account of staff members.
9. Salary will be processed only once in a month as such arrears if any payable will not be paid separately. However, the same will be processed for the next salary.
10. Marketing and Placement team should submit the attendance report via mail to HR on the last working day of every month without fail. Principal will be responsible for the same.

INCREMENT & SELF APPRAISAL

1. Self-appraisal will be conducted once in a year, annexure attached for your reference.
2. Any increment shall be subject to management approval and satisfactory work and conduct of the employee.
3. An employee shall receive increment on the basis of performance during the appraisal cycle as defined by management.
4. Only those employees who have joined on or before 31st December will be eligible to be considered in the upcoming academic year appraisal cycle.
5. All increments approvals will be at the discretion of the Management.
6. All salary changes / increments will happen only along with the appraisal process, once a year and will be jointly decided by the Principal, Head Operations and Management.

PROMOTIONS / ROLE CHANGE POLICY

Promotion is a tool to motivate high performers by providing them with career advancement opportunities in recognition of their contribution. It is, however, not automatic and cannot be claimed as a matter of right. All promotions will be based on merit. All promotions will happen along with the appraisal process, once a year. All promotions as per the annual appraisal process will be jointly decided by the Principal, Head Operations and Management.

ABSCONDING DECLARATION POLICY

Any employee not reporting to work without the line manager's and Principal's approval regarding their continuous absence for 3 working days will be considered absconding.

If there is no response from the employee regarding their absence within 7 working days, then the organization will consider them as absconding and do the alternative arrangement for their position. Payment will be withheld and forfeited by the Institution.

TRANSFER POLICY

1. Any employee (confirmed, on probation, on contract, trainee) may be transferred to department within all Constituent Schools / College / Institutes administered by SET at the mutual consent between the employee and the Management, as and when the need arises or as per the Administration requirement.
2. In case of inter-department, transfer which involves role change, HR will inform the concerned employee and issue a letter to that effect, copy of which will be maintained in the personal file of the concerned employee for record.

EMPLOYEE SEPARATION POLICY

RESIGNATION

1. An employee who wishes to tender his / her resignation is expected to discuss the same with the principal / reporting manager and post discussion can submit the resignation in written and in personal.
2. Resignation in E-Mail or in written will be considered. However, discontinuation of services in the middle of the academic year will not be entertained.
3. The notice will have to be served as per the terms of appointment. During the period of probation, your services can be determined by the Institution, without assigning any reason by giving two days and in such case the Institution is liable to make only the payment of salary up to your last working day. But in the event of your resignation from the employment you shall give at least two months notice or paying two months' salary in lieu thereof to the Institution. Any offset of the notice period, either through unused annual leave days or 'payment-in-lieu of notice rests solely with the Management.
4. On the expiry of the probation period / extended period of probation, your services shall automatically come to an end unless at the end of such period, you are confirmed in writing. Till you are confirmed in the post in writing, you shall not acquire any substantive right to the post. However, after confirmation of your services, this contract of service can be terminated by the Management. Any offset of the notice period, either through unused annual leave days or 'payment-in-lieu of notice' rests solely with the management.
5. No leave is permitted during the notice period, except for exigencies as approved by the principal / reporting manager.
6. In case any teacher resigns during vacation, or the notice period coincides with vacation days, he/she will not be eligible for vacation pay. It will be at the discretion of the head of Institution to decide the last working day of the employee in such cases.
7. No notice period will be waived off. Any such waiver under exceptional circumstances especially medical exigencies wherein all the necessary medical evidence and fitness medical certificate granted by a qualified medical practitioner have been checked by the Institution HR. After checking thoroughly, the Institution HR then submits the employee's request with evidence and medical certificate via email for joint approval of the Principal and Management.
8. On receipt of the resignation and acceptance from the reporting manager on HRMS, the salary of the employee will be placed on hold during the notice period as below:

Salary on hold during exit:

In case of confirmed employees who serve 2 months' Notice –

Month 1 – 50% of salary on hold

Month 2 – full salary on hold and to be released with Full & Final Settlement, subject to Exit formalities being completed.

In case of Notice for the period of one month: -:

Full salary will be kept on hold and to be released with Full & Final Settlement, subject to Exit formalities being completed.

Any release of part salary will be at the discretion of the Management post discussion with the Principal / Reporting Manager.

Notwithstanding anything herein contained, any indulgence on the employee's part in any of the following may entail instant disciplinary action and the employee shall not be entitled to any sum as compensation or otherwise, in respect of cessation of the service.

1. Absent from duty without information and prior permission of the authorised officer of the Institution.
2. Any Breach of the Institution's rules and regulations, guidelines or obligations herein contained.
3. Any instance of misconduct of any description whatsoever on the employee's part whether in relation to the institutional affairs of the Institution or otherwise ill fully neglecting the Institution's interests.

EXIT CLEARANCE POLICY

When a staff member wants to separate from the Institution, he or she is at liberty to do so by giving a formal letter of resignation to the HOD. In such cases the following notice period shall apply:

- A) For Principal, HOD and Teachers Staff: 2 months' notice or 2 months' salary pay in lieu of notice

Such resignation should be accepted by the concerned HOD and recommended to the Principal / Reporting officer for acceptance. The notice period mentioned above, will help the HOD to make alternate arrangements. The outgoing staff member shall complete all tasks on hand and the syllabus / works which he/she is supposed to complete during this period.

However, the Management may at its discretion, may relieve the staff earlier than the prescribed notice period also.

A day prior to the relieving date the HR will forward to the separating staff member the **Exit Feedback Form** and the **No Due Certificate**. The concerned Departments' correspondent will be a single point of contact for coordinating the total exit process.

At the time of leaving, the staff will be provided a **Relieving Letter** and an experience certificate.

FULL & FINAL SETTLEMENT POLICY

1. The full and final settlement shall be processed within 45 days from the date of the completion of all exit formalities and accurate documentation.
2. Full and final settlement shall include all unclaimed benefits, unpaid salary if any and other benefits as may be applicable.
3. Upon receipt of the confirmation from the ex-employee, the full and final settlement will be forwarded to Accounts Department for further process.
4. For all queries relating to full and final, the Institution HR/Accounts department is to be contacted.

EMPLOYEE VERIFICATION POLICY

All requests for verification of employment received on behalf of exiting or exited employees must be directed to the Trust office. Any response to such a request to be sent post confirmation from the HR Manager.

SERVICE TERMINATION POLICY

1. In case of a permanent employee/ temporary/ ad hoc/ fixed period/ part-time employee, except during the probationary period of employment services may be terminated by the Management without assigning any reason before the expiry of the stipulated period.
2. In case of any violation of any service condition, the service can be terminated with no liabilities assigned to the employer. However, on the expiry of the stipulated period/work, services of an employee shall automatically come to an end.
3. It shall be lawful for the Management at any time, if satisfied on medical evidence, that by reasons of ill health an employee is unfit to discharge his/her duties and is likely to continue to be so for a considerable period, to terminate his/her service by giving him/her 15 days' notice if he/she is a permanent employee, and only two days' notice in case of the Institution terminating the employee on probation.
4. The decision of the Management as to the fitness of such an employee shall be final and conclusive.

5. In the event of continuous absence of a team member for a period of 7 working days or more, without formal request or permission from management for the same, he/she shall be deemed to have left and relinquished his/her service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment and not as a termination of the service by the Institution the team member shall forthwith cease to be in the employment of the Institution without any further notice or act from the Institution.
6. The services of an employee may also be terminated by the Appointing Authority or an Authority higher than him/her on account of any serious grave misconduct, moral turpitude, negligence of duty, insubordination, etc without giving any notice.

REPORTING OF ANY ILLEGAL OR UNETHICAL BEHAVIOUR.

POINTS OF CONTACT

If you are aware of any illegal or unethical behavior or if you believe that an applicable law, rule or regulation or this code has been violated, the matter must be promptly reported to your Head of the Department or Institution executives.

Your Head of Department is normally the first person you should contact if you have questions about anything in this code or if you believe Institution or an associate is violating the law or Institution policy or engaging in conduct that appears unethical. Under some circumstances, it may be impractical, or you may feel uncomfortable raising a matter with your supervisor. In those instances, you may contact the head of your department or any other Institution executives. Furthermore, you should take care to report violations to a person who you believe is not involved in the alleged violation. All reports of alleged violations will be promptly investigated and, if appropriate, remedied, and if legally required, immediately reported to the proper governmental authority.

You will be expected to cooperate in assuring that violations of this Code are promptly addressed. Institution has a policy of protecting the confidentiality of those making reports of possible misconduct to the maximum extent permitted by law. In no event will there be any retaliation against someone for reporting an activity that he or she in good faith believes to be a violation of any law, rule, regulation, internal policy, or this Code. Any Head of the Department intimidating or imposing sanctions on someone for reporting a matter will be disciplined up to and including termination.

CODE OF CONDUCT POLICY:

- This Staff member Code of Conduct ("Code of Conduct") is intended to explain the terms and conditions of employment of all Staff Members of Soundarya Educational Trust
- This Code of Conduct contains the employment policies and practices of the Institution in effect at the time of publication. All previously issued regulations and any inconsistent policy statements or memoranda are superseded.
- The Institution reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Code of Conduct or in any other document. However, any such changes must be in writing and must be signed by the Management or any other authorized person of the Institution.
- It is vital to the success of the Institution, that we conduct our business with honesty and integrity and in compliance with all applicable legal and regulatory requirements. This Code of Conduct sets out the fundamental standards to be followed by staff members in their everyday actions on behalf of the Institution and seeks to promote honest and ethical conduct. He/she shall not indulge in monetary transactions among themselves, with the students (including tuitions) and their guardians and refrain from exploiting his/her Institution influence for personal ends.
- He/she shall not accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent, or any person with whom he/she may come in contact by virtue of his/her position in the Institution.
- He/she shall not give or permit any member of his/her family or any other person acting on his/her behalf to give any gift to any student, parent, or any person with whom he/she may come in contact by virtue of his/her position in the Institution.
- Consider the property and funds of the Trust/Institution as if placed in sacred trust with him/her and exercise the same prudence and care as he/she would do in respect of his/her own property or funds.
- Unknowingly or willfully neglect his/her duties:
- Shall not propagate through teaching lessons or otherwise communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity. Shall not discriminate against any student on the ground of religion, caste, creed, language, place of origin, social and cultural background, etc.
- Shall not be guilty of misbehavior or cruelty towards any student, guardian, or other employee or indulge in fighting, and similar acts of indiscipline or use abusive language.

- Respect the professional standing and opinions of his/her colleagues and be impartial to all colleagues irrespective of their caste, creed, religion, sex, economic status, disability, language, family status, sexual orientation, and place of birth.
- Refrain from subjecting any student to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment.
- Shall not indulge in or encourage any malpractices connected with examinations or other Institution activities.
- Avoid conflict between professional work and private interests which could impact negatively on students and the organization.
- Desist from engaging in business transactions in Institution for personal gain.
- Shall not engage in any private trade or undertake any additional work.
- Shall not make any media appearances, publish any statement or document in own name or anonymously which has the effect of an adverse criticism of any current or recent policy or action of the Central or State Government or the Trust/Institution, nor shall take active part in politics.
- Shall not ask for or accept contribution to or otherwise associate himself/herself with the raising of any funds or other collections in cash or kind for any purpose whatsoever without the prior permission from the Principal / Reporting Manager.
- Shall not appear in or prepare for any examination which may require absence from work, without the prior permission of the principal / Reporting Manager.
- Shall not cause or incite any other person to cause destruction or damage to the property or records of the Trust/Institution, indulge in any theft, fraud, and act of dishonesty in connection with the property of the Institution.
- Maintain a dignified demeanor commensurate with the expectations from a teacher as a role model.
- Shall not divulge any confidential information relating to the Trust/Institution.
- All employees shall report to work fit for the position institution provided duty. Consumption or being under the influence of alcohol/ tobacco in any manner / drugs or smoking on premises is strictly prohibited.
- Shall not indulge in any act of insubordination or disobedience of orders issued by the superiors.
- Shall not indulge or encourage group representations.
- Shall not make false accusations/assault, provoked or otherwise.
- Shall not indulge in disrespectful behaviour, rumour mongering and character assassination.
- Shall not possess in Institution/office premises, weapons, explosives, and other objectionable materials.
- Shall not come late to class / office. Place of work.

- **Joining or Forming Association by the Employees:** No employee shall join or continue to be a member of an Association, the objects of which are prejudicial to the interests of the sovereignty and integrity of India or Public Order or morality or indulge in activities which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. He/She shall also not engage himself/herself or participate in any demonstrations, marches, dharna, organized by such or any other Association.
- Any Employee refusing to work beyond normal working hours when required by the Management shall render himself / herself liable to action under the provision of these Service Conditions. However, the Management shall ensure safe working conditions and appropriate arrangement of necessary facilities.
- Any employee shall not be a friend to any student or vice-versa on any social media or otherwise.
- Any employee shall not accept or demand any subscription / donation / contribution from any other source either for yourself or for any association of teachers / staff or students.
- The employee shall not use cell phones at the place of work / inside the classroom unless it is required to be used for the performance of their job and permitted by the Principal / Reporting Manager.

Prohibited Conduct

The following conduct is prohibited and shall not be tolerated by the Institution. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, Staff member welfare and the Institution's operations also may be prohibited.

- Falsifying employment records, employment information, or other Institution records.
- Recording the work time of another Staff member or allowing any other Staff member to record your work time, or falsifying information, either your own or another Staff member.
- Removing or borrowing Institution property without prior authorization.
- Unauthorized use of Institution equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on Institution property.
- Carrying firearms or any other dangerous weapons on Institution premises at any time.
- Engaging in criminal conduct whether or not related to job performance: Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language towards a supervisor or member of management.
- Using abusive language at any time on Institution premises.

- Failing to notify a supervisor when unable to report to work.
- Violating any safety, health, security or Institution policy, rule, or procedure.
- Committing a fraudulent act or a breach of trust under any circumstances; and
- Committing or involvement in any act of any kind of harassment of another individual.

GRIEVANCE POLICY

An employee has any complaint or grievance regarding the employment, working conditions or any concern causing him/her for the smooth operations / discharging his duties may approach his/ her HOD or he may approach HR for redressing of the same.

An employee may submit the same in writing. The necessary action will be taken up based on the severity of the issue. The same would be decided after consultation with the Principal / Management.

Internal grievance cell will be formed for further investigation in the respected institution, if necessary.

PREVENTION, PROHIBITION AND REDRESSAL (POSH), ACT 2013

We are committed to providing a work environment free of discrimination and harassment while promoting the safety and well-being of its women employees. We have a zero-tolerance policy towards sexual harassment and are fully compliant with the Sexual Harassment of Women at Workplace (in accordance with the provisions Prevention, Prohibition and Redressal Act, 2013). Any violation of the POSH Policy guidelines will lead to legal action. It is extremely essential for all employees to go through and understand the POSH policy.

All these HR policies shall be treated as standing orders to be followed by all the employees. Notwithstanding anything contained in this manual the Management of Soundarya Educational Trust reserved the right to modify / change / replace any of the above policies as and when required.


 KEERTHANI KUMAR.M
 Head Executive Officer
 Soundarya Educational Trust (P)
 Bangalore, Karnataka 560022



**SOUNDARYA INSTITUTE OF
MANAGEMENT AND SCIENCE**

PLACEMENT POLICY

PLACEMENT POLICY

Introduction

The transition from college to professional life is a milestone! Your imminent graduation and the search for your first "real" job mark the beginning of a new and a significant stage in your life. The goal of your search should be to find a situation that supports your onward progress in life, and where you feel appreciated and comfortable - in short, a job that you will find satisfying in all respects.

Soundarya Institute of Management and science's Centre for Training and Placement is fully equipped to render all the necessary assistance for you to make your job search meaningful. By connecting to external organizations, the Centre for Training and Placement endeavours to bring a broad spectrum of opportunities to satisfy the diverse requirements and aspirations of the students. The following policy framework governs the student's involvement in the various aspects of the placement processes.

Placement Rules & Regulations

2.1 General Guidelines:

- The Placement Office will facilitate the placement of all eligible students who are validly enrolled in the respective programmes.
- All students who are eligible and require placement assistance must fill a Placement registration form.
- Once registered, each student must participate in the placement activities.
- Students wishing to opt out of the placement assistance can do so by signing the declaration in Appendix I.

2.2 Code of conduct

- Campus placement involves interacting with external entities/people. It represents a significant opportunity for creating goodwill and esteem for the student and the College. The participating entities view the student as an ambassador of the College. Students are therefore cautioned to display civility and good professional conduct while interacting with the external entities. If any student is found to be in violation of professional code of conduct, he/she is liable to be disqualified from placement assistance / **blacklisted****.

- All participating students are required to be present in the college on all days for placement-related activities in formal attire. For male students this means blazers/cuits/shirt & tie and for female students this means Indian/Western formal.
- It is the student's responsibility to follow all deadlines arising out of the placement processes. For this purpose, the student must regularly check the emails, messages, or notices from the online portal and comply with the actions as required within the indicated timelines. Non-adherence to the timelines may lead to denial of the subsequent process outcomes such as interviews etc.
- Students are required to keep a track of the communications regarding the companies with Job opportunities. If a student eligible as per the Job Description chooses not to apply for three (3) consecutive eligible job postings, then it may validly imply that the student is not interested in pursuing the placement assistance process. In such cases, the student will be denied further placement assistance.
- The selected student list will be mailed to the placement officer. Individual offer letter will be shared with the respective candidate. All job offers to be communicated on immediate basis to the Centre for Training and Placement.
- Students are expected to behave professionally with all employees of the College. Any misconduct, misbehaviour, non-maintenance of decorum would be dealt with seriously and could lead to disqualification from all Placement related assistance from the college.
- Any kind of misbehaviour/complaints reported by the company officials will be taken seriously and if proven, the student will be disqualified from future campus placements/**Blacklisted****
- Any student against whom, show cause notice/warning letter have been issued, will not be allowed to appear in campus Recruitment. The students are required to submit a certificate showing their academic performance as well as satisfactory conduct in the institute signed by all concerned department faculties to the faculty
- In-Charge Training & Placement for further consideration.

2.3 Placement policy

- The role of T&P (Training & Placement) Cell is a facilitator for placement related activities. T&P does not guarantee a job.
- Students who have agreed to avail themselves of placement assistance but are yet to secure a job offer must enrol for the Campus drive.
- Enrolment for the Campus drive is mandatory for all eligible students.
- For securing a job, a maximum of five (5) attempts of selection rounds will be allowed. If a student fails to obtain a confirmed job offer after appearing for selection interview of five (5)

organisations, then he/she will automatically opt out of the placement assistance from the University.

- **Maximum Offers in Hand:** Students are allowed to hold a maximum of three offers at a time. Once a student receives three offers, they must make a decision regarding acceptance within a specified time frame.
- The college follows a one student, one job offer policy. Upon accepting the first job offer, the student will be automatically considered as placed, and removed from list of students awaiting job offers. She/he will not be allowed to attend further interviews.
- The Black Dotted candidate may appear for interview under special permission of placement officer and Black Listed candidates will be allowed only on recommendation from the principal.
- ***Black Dotted:** A candidate is Black-Dotted if he/she remains unselected and willingly decides not to participate in any off-campus Placement drive.
 - ✓ If he/she fails to participate in any on-campus placement recruitment drive.
- ****Blacklisted:** A candidate is blacklisted if:
 - ✓ The candidate submits his/her willingness to participate in any on-campus or off-campus placement recruitment drive and thereby fails to present himself/herself on the day of the placement talk (PPT).
 - ✓ Any kind of misbehavior/complaints are reported by the company officials/T&P Cell Staff regarding the candidate.
 - ✓ If he/she fails to participate in any on-campus placement recruitment drive for 2 or more time.

2.4 Eligibility

The college would facilitate final placement of its students undergoing

UG/PG Programme basis fulfilling the below mentioned criteria:

- 75% or higher attendance throughout the course duration.
- CGPA equivalent to 6 or higher, and with no active backlogs. Backlog up to 2 subjects until 4th semester for UG and until 2nd semester for PG students may be considered under special cases.
- Satisfactory conduct with no disciplinary action throughout the program.
- All the requisite fee has been paid to the college.
- Good attendance record in their courses and has good participation in Placement Activities (Guest Lectures/ Seminars/ Conferences/ Industry Visits etc.)

- 75% attendance in the proposed trainings conducted as part of placement training.
- Note for UG students- Mandatory participation in pre-placement training and at least 1 certification during the course duration.
- Note for PG students- Mandatory participation in 1 or more internship during the period of course.
- Graduating students who wish to pursue their start-up ambitions instead of seeking placements, may seek deferment from the on-campus placement process by obtaining formal approvals and mention in Appendix-1.
- The Institution's placement office will attempt to find suitable opportunities for deferred-students who return to request placement support within 12 months of their graduation date. Placement support to such students will be made on a best-attempt basis without any assurances or guarantees.

2.5 Early Joining

- Companies may indicate early joining in their offer letters. Such cases will be reported to the placement office and HOD.
- At present, the college does not have an explicit policy for early joining. The college does not encourage early joining as it involves loss of academic credits which may potentially lead to incomplete coursework and withholding of the degree. However, such early joining may be permitted depending on the merits of the case. In all circumstances the student would be allowed to join early only if recommended by the respective HOD and approved by the Principal.
- If a student is allowed to join early, then he/she would have to give an undertaking whereby he/she would diligently undertake the Assignments given to him/her and report to the concerned faculty member on the mutually agreed days.
- Failure in submitting the assignments and meeting faculty members on the assigned day(s) may result in withholding of the degree.
- The student must manage the leave of absence from the company, to write their final examinations and complete other academic requirements in time.
- The college reserves the right to change/modify any or all of the above-mentioned rules/regulations and procedures, whenever it is deemed necessary to do so.

Appendix 1

DECLARATION

(PLEASE FILL ALL INFORMATION IN CAPITAL LETTERS)

A. STUDENT INFORMATION

Student Name Registration No.

Program Stream College - Soudarya Institute of
Management and Science, Batch

Your Postal Address

.....

.....

PIN

Student contact no. Parent's / Guardian's contact no.

.....

Primary Email Id

Alternate Email Id

B. DECLARATION

1) Do you need placement assistance? Yes / No

1.1 If no, I hereby wish to declare that I do not require Final Placement/Summer Internship from campus due to following reason

- Entrepreneur.
- Further Studies in India.
- Further Studies Abroad.
- Kindly Specify the Program.....
- Joining Family Business
- Other Personal Reasons

Signature / Name of the student.....

Date.....

Principal Manager - Corporate Relations Parent.....



SOUNDARYA
INSTITUTE OF
MANAGEMENT AND
SCIENCE

ANTI-RAGGING POLICY

ANTI-RAGGING POLICY

1. Introduction

Ragging is strictly prohibited at Soanidarya Institute of Management and Science (SIMS). The institution is committed to providing a safe and conducive learning environment, free from any form of ragging or harassment. This policy outlines the principles, preventive measures, and actions to curb ragging within the institution, in line with the University Grants Commission (UGC) Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. Anti-Ragging Principles

SIMS upholds the following principles to ensure a ragging-free environment:

- Zero tolerance for ragging in any form (physical, psychological, or emotional).
- Every student has the right to study in a safe environment free from intimidation and fear.
- Prompt and severe action will be taken against those found guilty of indulging in ragging.
- Strict compliance with UGC and other legal guidelines regarding anti-ragging measures.

3. Definition of Ragging

According to UGC, ragging constitutes any conduct by a student or group of students that causes or is likely to cause physical or psychological harm or raise apprehension or fear in another student. This includes:

- Verbal, physical, or mental abuse.
- Indecent behaviour, including sexual harassment.
- Forced acts that may demean or humiliate a student.
- Financial extortion or forcible sharing of belongings.
- Any act that disrupts a student's academic performance.

4. Measures to Prevent Ragging

To ensure a ragging-free campus, SIMS implements the following preventive measures:

- Awareness Campaigns: Regular orientation programs for both new students and their parents, informing them about the anti-ragging policy.
- Anti-Ragging Committees: A dedicated Anti-Ragging Committee and Anti-Ragging Squad are established to monitor student interactions and prevent incidents.
- Display of Information: Anti-ragging posters and banners are displayed prominently across the campus to spread awareness.

- **Helplines:** The institution provides anti-ragging helplines and contact numbers of committee members for immediate support in case of any incident.

5. Anti-Ragging Committee & Squad

To effectively address and prevent ragging, SIMS has constituted:

- **Anti-Ragging Committee:**

The Anti-Ragging Committee comprises senior faculty members, staff, and representatives from the student body. The committee is responsible for enforcing the anti-ragging policy and conducting regular reviews of reported incidents.

- **Chairperson:** Principal
- **Faculty Representative 1**
- **Faculty Representative 2**
- **Administrative Officer**
- **Student Representative**
- **Parent Representative**
- **External Representative [External -Police /Advocate/ NGO]**

- **Anti-Ragging Squad:**

The squad consists of faculty members and administrative staff tasked with maintaining vigilance in classrooms, and other campus areas to curb ragging. The squad undertakes surprise inspections and actively monitors students' activities.

6. Procedure for Reporting Ragging

Students who face or witness ragging can report the incident through the following channels:

- Inform the Anti-Ragging Committee members directly.
- Use the dedicated helpline numbers.
- Submit a written complaint to the Principal's office.

Complaints can be made anonymously to protect the identity of the victim.

7. Actions and Penalties

Any student found guilty of ragging will face disciplinary action, including but not limited to:

- Suspension from attending classes.
- Debarment from examinations.
- Expulsion from the institution.

➤ Cancellation of admission.

Criminal proceedings under the Indian Penal Code (IPC) for severe cases. All decisions will be based on an investigation by the Anti-Ragging Committee, following which appropriate penalties will be imposed.

8. UGC Compliance:

This policy adheres to the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. As per the UGC guidelines:

- Ragging in any form is a cognizable offense under Indian law.
- The institution will submit an annual report to the UGC regarding measures taken to prevent ragging and incidents (if any).
- An online anti-ragging affidavit must be filed by each student and their parents through the official UGC website.

9. Counselling and Support

Victims of ragging will be provided with counselling services to help them overcome any trauma and regain confidence. The institution is committed to supporting students through professional counselling services when needed.

10. Conclusion

Sundarya Institute of Management and Science fosters a culture of mutual respect and inclusiveness. Any violation of this policy will be dealt with sternly to ensure a healthy academic atmosphere for all students.



SOUNDARYA
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EXAM POLICY



EXAMINATION POLICY

Controller of Examination

Senior faculty member serves as a Controller of Examination (COE) while the Principal serves as Chief Controller of Examinations, leading the Examination Committee. Effective management of college exams (both Formative and Summative) falls within the purview of the Examination Committee, which is headed by COE.

Chief Controller of Examinations	Principal
Controller of Examinations (COE), UG & PG	Professor
Members of Examinations Committee	Faculty 1 Faculty 2 Faculty 3 Faculty 4 Faculty 5 Faculty 6

Exam Cell email id: exam@vsnl.com

Role of the Examination Committee

Internal Examinations

Exam committees are responsible for handling pre-examination logistics, intending question papers in the required format, printing question papers, setting up examination rooms, facilitating question paper distribution, enabling invigilation, and making sure that examinations are run efficiently and effectively with no room for any form of malpractice. The committee also makes sure that the appropriate subject faculty receives the bundles of gathered answers once the exam is finished.

The COE also makes sure that the examination office receives a hard copy of the marks statement and that the valuable answer scripts are returned to the students within ten days of the end of the internal exams. The marks are also recorded into the Optus portal.

If a student has any complaints about the exam, this is also taken care of. They can write to the exam cell mail address or directly contact the COE.

Bangalore University Examinations

The examination committee works to ensure that the end-of-semester university examination is conducted smoothly according to the schedule. The procedure entails obtaining a question paper from the university, assigning an invigilation task, and giving the room invigilators question papers and response booklets. After the end of exams answer bundles are collected, packed and submitted to the university.

Examination Policy

2.1 Introduction

The Soundarya Institute of Management and Science, located in Bengaluru, India, is managed by the Soundarya Educational Trust (SET), which is committed to the idea that the foundation of education is the education of the heart. The members of SET are committed to achieving the college's three main goals: transformation, excellence, and efficiency.

The College has established the Exam Cell as a proactive measure in accordance with this aim. Since its founding in 2007, SIMS has come a long way toward realizing its objectives, and the creation of the Exam Cell marks yet another critical turning point. Establishing a single, cutting-edge, effective, adaptable, transparent system is the main goal of SIMS's Exam Cell. This method will maintain strict tolerance for unfair and ineffective activities while guaranteeing extremely dependable testing and evaluation procedures.

The Exam Cell seeks to expedite the examination process by embracing best practices and putting current technology into operation. This will entail creating rigorous exam schedules, managing resources effectively, releasing findings on time, and preserving the validity of evaluations.

Exam Cell also works to provide an impartial and equitable assessment system that supports students' development and academic integrity. It will seek to get rid of any inconsistencies or unethical behaviour that could jeopardize the reliability and quality of the tests.

The Exam Cell at SIMS works to provide a welcoming atmosphere for teachers and students by being dedicated to efficiency and quality. The institution hopes to promote its students' intellectual and personal development by providing a trustworthy and reliable assessment system, thereby preparing them for possibilities and challenges in the future.

2.2 Vision: " Envisioning a future with courage, confidence and commitment."

2.3 Mission: "Our mission is to develop a strong, cutting-edge system that is powered by technology. This system will guarantee the highest level of reliability in all testing and assessment processes since it will be extremely effective, flexible, and transparent. We uphold a zero-tolerance policy and vehemently denounce any unjust or ineffective actions."

2.4 Objectives:

The Office of Examinations at SIMS has set forth several objectives with the aim of creating a unified, technologically advanced, efficient, flexible, and transparent system for testing and evaluation.

These objectives include:

1. Making Certain Reliability: The Office of Examination uses standardized assessment techniques in an effort to provide extremely dependable testing systems. This will support preserving uniformity and equity in the assessment of the knowledge and abilities of the students.

2. Eliminating Unfair Practices: Regarding unfair and ineffective practices, the Office of Examination has a zero-tolerance policy. By guaranteeing that there is no exam-related misconduct or cheating, it aims to level the playing field for all students.

3. Improving the Integration of Technology: The Office of Examination acknowledges the role that technology plays in contemporary education. In order to improve efficiency and streamline processes, it attempts to integrate technology into its testing and assessment process by making use of data management systems, online platforms, and other pertinent technologies.

4. Encouragement of Flexibility: When conducting exams, the Office of Examination aims to use a flexible approach. By offering other testing options to students with unique needs or circumstances, it seeks to meet the different needs of the student community.

5. Keeping Openness: Transparency is given a priority in the Office of Examination's operations. It attempts to keep exam schedules, policies, procedures, and evaluation standards clear and consistent in communications with students, teachers, and other stakeholders.

By accomplishing these goals, the SIMS Office of Examination hopes to create a strong examination system that preserves the principles of equity, dependability, efficiency, and openness, ultimately advancing the institution's growth and standard of education.

2.5 Affiliations:

As the central component of education, SIMS, Bengaluru, India, stresses heart education under the direction of the Soundarya Educational Trust. The SET has effectively offered top-notch higher education in India for about two centuries because to its vast experience.

Motivated by a vision of bravery, assurance, and dedication, SIMS has set up an Exam Cell to guarantee the seamless operation of exams. Since the college's founding in 2015, this is yet another noteworthy accomplishment.

The Office of Examinations at SIMS is primarily focused on creating a comprehensive and cutting-edge system. The testing and assessment processes in this system are designed to be extremely dependable and to be clear, adaptable, and efficient. The Office of Examination is dedicated to upholding a policy of zero tolerance for unjust and ineffective practices. It is significant to remember that Bangalore University and SIMS are connected. As a result, the College follows the guidelines and procedures established by Bangalore University for exams. Because the University Examination procedures are set by Bangalore University regulations, the College does not have direct influence over them.

2.6. Conduct of Examinations

The SIMS is extremely serious about the way exams are conducted. The Office of Examinations was formed by the College with the goal of upholding high standards and guaranteeing fairness. This unit is devoted to creating and executing an examination system that is cutting edge, transparent, flexible, and efficient in terms of technology.

The Office of Examinations at SIMS strives to ensure extremely dependable methods for assessments and testing. They have a strict policy of not tolerating unethical or ineffective behaviour. The goal of the cell is to develop a single, dependable testing system that can handle a big number of pupils. The Office of Examination at SIMS strives to expedite the examination process by employing cutting-edge technology. Their main objective is to offer a safe and effective setting where kids can exhibit their abilities. Additionally, the office seeks to ensure that the evaluation process is transparent and free of any biases or anomalies.

Additionally, the Office of Examination at SIMS is dedicated to following the policies and procedures established by Bangalore University. This involves making sure the exam schedule

is accessible four weeks prior to the final exam, or well in advance. It is significant to remember that the university retains the authority to alter the exam schedule as needed.

All things considered, the founding of SIMS Office of Examination is a critical step in realizing the college's mission of quality, change, and effectiveness in the classroom.

2.7. Guidelines on Exam Attendance:

SIMS has imposed certain attendance guidelines for students taking university exams in order to protect academic integrity and the standards established by the university. In order to ensure compliance, it is imperative that students become acquainted with these regulations.

The University sets minimum attendance requirements of 75% in all subjects for students to be eligible to appear in University Examinations and 85% in all subjects for students to be eligible to appear in Formative Assessments. The College strictly complies with these requirements. This accentuates how important it is to attend class every day of the academic year.

The university semester exams will not be offered to any student who disobeys the general standards of behaviour, discipline, or code of conduct. This is an important point to remember. Thus, to continue to be eligible for the exams, students must act with the highest moral character and follow all college policies.

The College's dedication to preserving an atmosphere that supports efficient learning and academic advancement is demonstrated by the creation of these standards. The College seeks to protect the integrity of the examination process and give students access to an equitable and transparent evaluation system by guaranteeing a high level of attendance and encouraging discipline.

Consequently, it is imperative that each and every student understand these attendance policies and make an effort to adhere to them regularly. Students who do this will not only meet the requirements to take part in the University Examinations, but they will also advance both academically and personally.

2.8 Hall ticket issuance:

One of the most important parts of the examination system is the issuance of hall tickets, which is controlled by Bangalore University policies. The process of providing students with hall passes can be summed up as follows:

1. **Admission Period:** Bangalore University/ UUCMS publishes the window for college roll admissions.
2. **Student Details Upload:** The UUCMS Portal receives an electronic upload of the College's admitted student information.
3. **Physical Verification:** Bangalore University physically verifies the documents on campus after obtaining the information that was uploaded.
4. **Admission Approval:** Bangalore University uses the UUCMS Portal to provide registration numbers to students and authorizes admissions following careful verification.
5. **Hall Ticket Upload:** Bangalore University uploads the hall passes onto the internet in advance of the University Semester Examinations.
6. **Hall Ticket Distribution:** All student hall passes are downloaded by the college and sent to qualified students via class coordinators that the college appoints.
7. **Announcement of Dates:** The dates on which students will receive their hall passes are announced by the college.

Examination Calendar

The Office of Examinations shall prepare and announce the calendar for various events/ activities related to the academics and conduct of examinations.

EVENTS	DATE
Commencement of Classes	
Time Table and Subject Allocation Submission	
Course Plan Submission	
Assignment in Optra	
Formative Exams - I QP Submission by faculty to PAC	
Formative Exams - I QP Submission by Program PAC to HOD	
Formative Exams - I QP Submission by COE	
Commencement of Formative Exam - I	
Uploading Formative Exam – I marks in Optra	
Seminar in Optra	
Formative Exams - II QP Submission by faculty to PAC	
Formative Exams - II QP Submission by Program PAC to HOD	
Formative Exams - II QP Submission by COE	
Commencement of Formative Exam - II	
Uploading Formative Exam - II marks in Optra	
Uploading of IA marks in UUCMS Portal	

EVENTS	DATE
Last working Day	

Continuous Formative Examination Rules

The SIMS administers two exams as part of the Continuous Internal Assessment (CIA) every semester. The first is the one and a half-hour First Internal Examination, and the second is the three-hour (CBCS) and two-and-a-half-hour (NEP) Model Examination in anticipation of the end-of-semester University Examination. These tests are administered rigorously in accordance with the University's protocol (question papers, seating charts, schedules, etc.).

Each subject has a 40% passing grade. Both Formative and Summative Assessment exams are weighted in the computation of the IA grades. Parents and guardians can also track their ward's development and performance by viewing the assessment marks on Optra Technologies, the college portal.

Parents and guardians are informed about their students' performance on the First Formative Exam during the Parent-Teachers' Meet, which is held a few weeks following the exam. The class teacher and the parent/guardian discuss each student's academic performance.

The college calendar lists the dates of all scheduled CIA components, including exams. A minimum of 10 days prior to the exam's start, the schedule is released. Examination attendance is required. To miss the internal examinations, you must obtain prior authorization from the appropriate authorities.

To be eligible to write the Internal and Model Examinations, a candidate must have at least 85% attendance in each course.

The 30/40 marks allotted for the internal evaluation will be split up into the following categories:

For CBCS-Repeaters, 30% marks are allotted for internal assessment (UG & PG). In alignment with the norms of the Bangalore University, the internal assessment marks shall be based on attendance, assignments, seminars, first internal examination and model examination.

Component	Marks Allotted
Attendance	5
Assignment	5
Seminar	5
First Internal Examination	5
Model Examination	10
Total	30

40marks assigned for internal assessment shall be divided into the following component:

For NEP programmes, 40% marks are allotted for internal assessment. In alignment with the norms of the Bangalore University, the internal assessment marks shall be based on attendance, assignments, seminars, first internal examination, Model Examination.

Component	Marks Allotted
Attendance	5
Assignment	10

Component	Marks Allotted
Presentation	5
Formative Examination - I	10
Formative Examination - II	10
Total	40

PQ Component [I and II Sem]	
Component	Marks Allotted
Attendance	5
2-Internal Test (One Assessed & One Self-assess)	10
Assignment	5
Presentation	10
Books / Journal Review	5
Total	30

PG Component [III and IV Sem]	
Component	Marks Allotted
Attendance	5
I. Internal Test (Theory)	5
Case Study Preparation	10
Mini Project	10
Total	35

Academic Depository and Repository (Digi locker)

The following procedures are to be followed for issuing the certificates as specified:

Sl.No	Certificates	Procedures	Issued By	Issued To
1	Bangalore University Marks Card	- Provide Copy of No Due Certificate	Office of Examinations	Students
2	Provisional Degree Certificate (PDC)	- Provide a photocopy of one set of degree mark cards along with the PDC payment receipt.	Office of Examinations	Students

Sl.No	Certificates	Procedures	Issued By	Issued To
3	Degree Certificate / Convocation Certificate	<ul style="list-style-type: none"> - Provide Copy of No Due Certificate 	Office of Examinations	Students
4	Transfer Certificate	<ul style="list-style-type: none"> - Submit a TC request letter from the joining college. - Provide a photocopy of one set of degree marks cards along with the TC payment receipt. 	Office of Examinations	TC will be sent by post/rail to the concerned College
5	Digi locker Repository Process to View University Certificates	<ul style="list-style-type: none"> - Download the Digi locker App from the Play Store. - Create an account. - Verify and submit the OTP. - Search for the "Education" tab. - Select "Bangalore University." - Enter your Bangalore University Register Number and Year to view the Certificates. 	Bangalore University	Students
6	Revaluation Process	<ul style="list-style-type: none"> - Once the BU circular is received, choose the Revaluation option on the BU portal. - Select the payment option and pay for the revaluation. - Download the payment receipt. 	Bangalore University	Students
7	Supplementary Exam Process	<ul style="list-style-type: none"> - Once the BU circular is received, collect the supplementary exam 	Office of Examinations	Students

Sl.No	Certificates	Procedures	Issued By	Issued To
		<p>registration form from the Office of Examination to fill up the required details for registration.</p> <ul style="list-style-type: none"> - Choose the Exam fee payment option on the BU portal. - Check the subjects before making the payment - Select the payment option and pay for the supplementary exam. - Download the payment receipt. 		
8	Tabulation Sheets	<ul style="list-style-type: none"> - Payment receipt (payment to the College Office) for the required semester result sheets 	Office of Examinations	Students
9	Transcript / Migration Certificate Process	<ul style="list-style-type: none"> - Download the Transcript / Migration Certificate from the BU website. - Fill in the necessary information and take attestation from the Principal. - Make payment for the required document in the BU online portal and attach the receipt. - Submit the document to the University to collect the Transcript / Migration Certificate 	Bangalore University	Students

Sl.No	Certificates	Procedures	Issued By	Issued To
10	Hall Tickets for Internal, Model, and BU Examinations	<ul style="list-style-type: none"> - Payment of College Fee and BU exam fee is required. - Maintain at least 85% attendance to be eligible for receiving the hall tickets. 	Office of Examinations	Students
11	NON-UGC letter and Valuation/Reviewer Form (Teachers) <i>Kindly Note: The original copy of the BU attendance form must be submitted to the Office of Examinations for LIC verification</i>	<ul style="list-style-type: none"> - Submit a request letter signed by the Principal or Vice-Principal along with a passport size photograph for Valuation/Reviewer form. - Clearly mention whether it is for a validator or reviewer and specify CBCS or NEP. 	Office of Examinations	Faculty Members
12	Results Issues like Not Processed (NP), Wrongly Entered, Mentioned Absent by mistake, Subject Missing etc.	<ul style="list-style-type: none"> - Request letter stating the issue and duly signed by the Principal. - Supportive documents like hall ticket copy, result copy. 	Office of Examinations	Students

Divyagjan Policy

7.1 Provisions for Students with Disabilities

To meet the requirements of students with disabilities during exams, SIMS's Office of Examination has established unique accommodation. The office of examination offers a range of amenities to meet the unique requirements of students with disabilities during exam time.

7.2 Appointment of Scribes

Candidates who meet the requirements set forth by the SIMS and are qualified to use scribed services may be appointed by the Chief Controller or the Controller of Examiners under the following circumstances:

- Anywhere in the world, a disability certificate issued by a qualified medical authority is recognized.
- Students with disabilities are permitted to use Scribe's facilities. • Students with disabilities may choose to use their own Scribe if given advance notice.
- The scribe-designate may not hold a position with the College.
- He or she cannot be a relative of one of the applicants who is taking the test.
- The scribe's educational background must be lower than the candidates'.
- You must get a proforma from the scribe that includes a declaration.
- The proforma, once signed by the scribe, needs to be sent to the Examination office.
- Using the scribe service is easy; all required information needs to be entered while filling out the form.
- Exams for students with disabilities are held at the examination centre, and the office is accessible to students with disabilities. The examination centre provides appropriate seating arrangements for administering exams.
- Candidates with disabilities who appear for an examination are granted the following accommodations: scribe services during the examination, additional time to finish the exam, based on the type and extent of their disability, subject to SIMS-mandated norms.
- Compensatory time for the examination is to be given to individuals who are permitted to use scribes as per the concessions mentioned below.

Grievance Redressal

Any type of grievance that the student might have pertaining to CIA, Internal and External Examinations, etc., must first be discussed with the concerned Class Coordinator / Program In-charge / Assistant Dean. As far as possible, the problems should be resolved at this level.

Matters that are not resolved at the classroom level must be brought to the notice of the Grievance Redressal Committee:

- a) The grievance must be stated in the following proforma.

- b) It must be forwarded to the Coordinator of the Grievance Redressal Committee through the Controller of Examinations
- c) The Grievance Redressal Committee will meet at least three times in a year, twice after declaration of end semester results (June & December). Depending upon the urgency of the situation, short meetings could be called for.
- d) The Grievance Redressal Committee can invite the Student Counsellor, the Staff member reported to join the meeting, depending on the nature of the grievance.
- e) The Grievance Redressal Committee will meet and discuss the matter. The decision of the Committee will be communicated to the Chief Controller of Examination, Controller of Examination and the concerned parties, through the coordinator of the Grievance Committee.
- f) All malpractices in the examination and internal assessment will be referred to the Grievance Redressal Committee. The Committee will provide a fair chance to the students accused of malpractice and finally submit their findings to the Controller of Examination.

The Chief Controller of Examinations and Controller of Examinations will take action on the report of the Committee.



SOUNDARYA
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GRIEVANCE REDRESSAL POLICY

GRIEVANCE REDRESSAL POLICY

1. Objective

The Grievance Redressal Policy aims to provide a transparent and fair process for addressing grievances raised by students, faculty, staff, and other stakeholders of Soundarya Institute of Management and Science (SIMS). The policy encourages open communication and ensures timely resolution of issues to maintain a positive educational environment.

2. Scope

This policy applies to grievances related to:

- Academic issues
- Administrative services (facilities, processes, etc.)
- Infrastructure, library, and other support services
- Any other matter causing dissatisfaction among stakeholders

3. Grievance Redressal Principles

SIMS is committed to:

- Providing a fair, efficient, and transparent mechanism to resolve grievances.
- Ensuring that all grievances are handled confidentially and without bias.
- Offering an opportunity for all parties to be heard.
- Resolving grievances in a time-bound manner.
- Prohibiting retaliation against those who file grievances.

4. Grievance Redressal Committee (GRC)

The Grievance Redressal Committee is responsible for addressing complaints and ensuring their resolution.

The committee structure is as follows:

- Chairperson: Principal
- Faculty Representative 1
- Faculty Representative 2
- Administrative Officer
- Student Representative
- External Representative (Police / Advocate / NGO)

5. Procedure for Filing a Grievance

1. Submission:

- Grievances must be submitted in writing to the **Administrative Office** of the institution.
- A **Grievance Form** is available at the Administrative Office. This form requires a detailed description of the issue, the parties involved, and supporting documents, if any.
- Alternatively, students or staff may submit grievances through email to the designated grievance redressal email address.

2. Acknowledgment:

- Upon receipt of a grievance, the committee will acknowledge it within 2 working days, confirming its acceptance for review.

3. Investigation:

- The GRC will investigate the matter thoroughly by gathering information from all concerned parties. This may involve meetings, consultations, and document reviews.
- Both the complainant and the accused (if any) will be given an opportunity to present their side.

4. Resolution and Reporting:

- The GRC will issue its findings and recommendations within 15 working days of receiving the complaint.
- The resolution will be communicated in writing to the complainant and relevant parties.

5. Appeal:

- If the complainant is not satisfied with the outcome, they can appeal to the Principal for a review of the decision within 7 working days of receiving the resolution.

6. Timelines for Redressal

Process Timeline

- Acknowledgment of Grievance Within 2 working days
- Investigation and Hearing Within 10 working days
- Final Resolution Within 15 working days
- Appeal (if required) Within 7 working days of resolution

7. Confidentiality

All grievances will be handled with utmost confidentiality to protect the interests of the complainant and the institution. Only those directly involved in the investigation and resolution process will have access to the details of the grievance.

8. Protection Against Retaliation

SIMS ensures that no one is penalized for submitting a grievance in good faith. Retaliation against a complainant or any witness involved in the grievance process will result in disciplinary action.

9. Record Keeping

A record of all grievances and the actions taken will be maintained by the GRC for a period of at least 2 years from the date of resolution. This will help ensure transparency and accountability.

10. Review of Policy

This Grievance Redressal Policy will be reviewed periodically to ensure it remains effective and aligned with the institution's goals and legal requirements.



SOUNDARYA EDUCATIONAL TRUST (REGD.)
SOUNDARYA ROAD, HAVANLOOR EXTN., NAGASANDRA POST, BANGALORE - 560 073.

HR MANUAL

HANDBOOK

MOB: 9902008883 EMAIL: hr@soundaryainstitutions.in





SOUNDARYA EDUCATIONAL TRUST (Regd.)

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SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE

HUMAN RESOURCE POLICIES

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MESSAGE FROM CHAIRMAN

Dear Faculty, Staff, and Administrators,

Greetings from Soundarya Educational Trust!!

I am delighted to welcome you to the family of Soundarya Group of Institutions and extend my heartfelt appreciation for your commitment to our mission of fostering knowledge, innovation, intellectual and individual growth. Soundarya Group of Institutions are administered and managed by Soundarya Educational Trust Regd.

With decades of experience in the field of education accompanied with a purpose to serve the Society at large, we at Soundarya Group of Institutions recognize that our strength primarily lies in our Employees. We promote utmost openness and transparency across functions that are accessible to all.

My commitment is to provide the Quality Education that is consistent with the changing world through best human resources can be fulfilled by dedicated teachers and staff like you all.

Being a strong and natural advocate of value-added education over the structured syllabus, I firmly believe in having an enhanced Industry Academic Interface and exposure to extensive experiential learning and holistic development.

As you embark on this journey together with us, it is crucial that we align ourselves with the highest standards of professionalism, integrity, and dedication to our students and community.

Our Human Resources Manual serves as a compass, guiding us in our practices and policies to ensure fairness, transparency, and efficiency in every aspect of our operations.

Each one of you plays a vital role in shaping the future of our institution and the lives of our students. By upholding the principles outlined in this manual, we reinforce our collective responsibility to keep an inclusive, respectful, and supportive environment where everyone can thrive.

I encourage you to familiarise yourselves with this manual thoroughly and utilize it as a reference in your daily responsibilities. Let us work together to uphold our institution's values and achieve excellence in all our endeavours.

The guidelines and the procedures laid down in this Manual describes about the existing HR Practices. However, the Management Trust reserves the right to interpret / amend / suspend or withdraw with or without any notice, all, or any part of what is contained herein the manual. In the interpretation of any guideline, policy and procedures covered in the manual the Chairman's decision will be final and binding on all the employees of the Institutions.

Thank you for joining hands in our dedication and contribution to our shared vision for educational and overall excellence.

Wishing you a long-lasting relationship and a prolific Career at Soundarya Group of Institutions.

With Warmest Regards,

CHAIRMAN
SOUNDARYA P MANJAPPA

ABOUT SOUNDARYA GROUP OF Institutions.....

Established in the year 1993 with aim of instilling excellency and inculcating the values in the young minds, the prime objective is to impart quality education shielding the traditional impact. Soundarya Group of Institutions has two campuses, Havamoor Campus and Soundarya Nagar Campus in Bangalore where quality education is imparted from Montessori to higher education.

Soundarya Group of Institution is well structured for grooming its students for academic excellence, engages and covrages growing with talent explores potential abilities and enables experiments in learning academics and values. Promotes the visual and performing art, enhances the mental and physical strength through games and sports.

Soundarya Group of Institutions has emerged as the paragon among the leading Educational Institutions The Institution is the fruit of the great vision and effort by our Trust Members of Soundarya Educational Trust who are well reputed and eminent personalities, who have been dedicating their valuable services as their commitment in providing quality education for all-round excellence to its students.

Institutions RUN BY SOUNDARYA EDUCATIONAL TRUST: -

1. Soundarya School - STATE at Havamoor Campus
2. Soundarya School - CBSE at Havamoor Campus
3. Soundarya Composite PU College at Havamoor Campus
4. Soundarya Arts & Commerce Evening College at Havamoor Campus.
5. Soundarya Central School-CBSE at Soundarya Nagar Campus
6. Soundarya Institute of Management & Science at Soundarya Nagar Campus
7. Soundarya College of Law at Soundarya Nagar Campus

The Team SET is well versed committed and dedicated for rendering the service of promoting the Holistic and Quality Education among the students it cultivates creativity, nourishes the culture, enriches the knowledge, instills intelligence, sharpens the skills, explores the talents, and empowers the excellence.

VISION & MISSION

VISION:

The VISION of SET is to ensure quality education and to enable students to face the contemporary challenges of the world with courage, confidence & commitment.

MISSION:

Strive to create knowledge, to open minds of the students to take the advantage of this educational opportunity.

- To respect ideas and to promote the right expressions of the students.
- To identify and remove restraints on student's full participation, so that students can discuss individual capabilities.

MOTO:

To develop, to maintain, and to transmit true knowledge ethics and traditional values that highlights the essence of the compositions of Sri Shankaracharya especially the most sacred "Soundarya Lahari."

GOALS:

- Provide latest knowledge and skills using modern technology.
- Develop technical competence matching to employability.
- Global exposure through industry interaction and visits.
- To infuse high ethical and moral values relevant to social responsibilities.

VALUES:

- ❖ Transparency
- ❖ Trust
- ❖ Integrity
- ❖ Dedication
- ❖ Loyalty

QUALITY POLICY:

This quality policy inspires professional learning and provides excellent infrastructure and faculty with both academic and industrial experience.

GENERAL GUIDELINES ON HUMAN RESOURCE MANUAL:

- This document shall be called as "HR Manual" for all Institutions of Soundarya Educational Trust.
- This HR Manual shall apply to all employees working in the Trust's institutions.
- The Trust SET reserves the right to amend (remove, add, or modify) this HR Manual from time to time and such amendment shall be binding on all the employees from the date of its effective implementation.
- This HR Manual is exclusively 'Private & confidential.'
- It is the policy of the Institutes to comply with all applicable laws.
- It is the personal responsibility of everybody in the Institutes to observe the standards of conduct and other requirements of code of conduct.

CODE OF INSTITUTIONAL CONDUCT AND ETHICS

Preamble:

The Management of Soundarya Educational Trust believes that for an Institution to succeed, grow and excel, it needs to be anchored to its Values and motivate all its employees to consistently display these values in the course of their interactions.

The Code of Conduct and Ethics articulated below, embodies the Institution's Values and endeavors to lay down guidelines for employees to follow in their day-to-day work life.

Institution's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

This Code of institutional conduct and ethics applies to all employees and officers of the subsidiaries and affiliates of, which are referred to in this Code as Institution or the Institutions.

The Institution is proud of its reputation for integrity and honesty and is committed to these core values. Personal responsibility is at the core of the Institution's principles and culture.

The Institution's reputation depends on you maintaining the highest standards of conduct in all the institutional endeavors. You have a personal responsibility to protect the Institution's reputation to "do the right thing," and to act with honesty and integrity in all dealings with parents, institutional partners, and peers.

Employees should not take unfair advantage of any one through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair – dealing price.

The principles set forth in this document describe how you should conduct yourself. This code does not address every expectation or condition regarding proper and ethical institutional conduct.

In every institutional – related endeavor, employees must follow the ethics and compliance principles set forth in this Code as well as all other applicable Institutions policies and procedures.

Employees are accountable for reading, understanding, and adhering to this code. Employees must follow all laws and rules related to the Institutions activities, and your behavior should be beyond reproach, avoiding and hunt of wrongdoing. Failures to do so could result in disciplinary action, up to and including termination of employment.

If employees are uncertain about their responsibilities, they should refer to the relevant section of this code. If you are still unsure, speak with your principal or, if you prefer, communicate with any of the other designated contacts. If an employee is uncertain, he/she may seek for assistance.

During or after the end of the tenure / employment, employee should not spread or comment with negative note in any medium.

WORKPLACE ENVIRONMENT

Institution is committed to providing pleasant atmosphere and positive work ambience, free of all forms of unlawful discrimination, including character, personality, and any type of harassment.

DECORUM OF DIGNITY AND RESPECT

The Institution's greatest strength lies in the talent and ability of its associates. Since working in synchrony is vital to the Institution's continued success, mutual respect must be the basis for all work relationships. Engaging in behavior that ridicules, belittles, intimidates, threatens, or demeans, affects productivity, can negatively impact the Institution's reputation. Employees are expected to treat others with the highest respect and dignity that any reasonable person may wish to receive. Creating a work environment that is inclusive, supporting, and free of harassment and unlawful discrimination.

EQUAL EMPLOYMENT OPPORTUNITY

The talents and skills needed to conduct institutional growth is not limited to any particular group of people. Institution has a long-standing commitment to a meaningful policy of equal employment opportunity. The Institution's policy is to ensure equal employment and advancement opportunity for all qualified individuals without distinction or discrimination because of race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status, or any other unlawful basis.

INSTITUTIONAL OPPORTUNITIES

Employees owe a duty to Institution to advance its legitimate interests. Employees are prohibited from competing with the Institution and from using Institutional property, information or position for personal opportunities and gain.

JOB RESPONSIBILITIES

The institution follows teaching, research, administration and co-curricular as the basic structure for assigning job responsibilities. The job responsibilities for teaching and non-teaching staff will be designated based on their respective departments and job descriptions.

Every employee shall have the statement of their specific roles and responsibilities entrusted to them and shall strictly adhere to the same together with the responsibilities in general in co-ordination with the related staff. The management reserves the right to change or modify the assigned roles and responsibilities as required in the process of attaining the Institutional objectives.

CONFLICTS OF INTEREST

Institution policy prohibits conflicts of interest. A "conflict of interest" occurs when your private interest interferes in any way with the interests of Institution. In addition to avoiding conflicts of interest, Employee should also avoid even the appearance of a conflict. Any matter of conflict, either institutional or otherwise, if found affecting the operations of the Institution will be dealt as per the decision of the Trust.

COMMUNICATION OF CONFLICTS

All potential and actual conflicts of interest or material transactions or relationships that reasonably could be expected to give rise to such a conflict or the appearance of such a conflict must be disclosed. If Employee have any doubt about whether a conflict of interest exists after consulting this Code, he/she should seek assistance from the Principal or Management.

Institution and its associates will not directly or indirectly engage in bribery, partiality, payoffs, or other corrupt institutional practices, in their relations with governmental agencies or customers.

AUTHORISATION FOR OUTSIDE ACTIVITIES

You may not serve as a director, officer, trustee, and partner or in any other principal position of another for profit or publicly held organization or Institution without the prior written approval of Institution's Authority (or a designee). You should obtain approval from the Institution's Trustee / President before agreeing to serve on the Board or in a principal position of a professional association or a non-profit organization. In any event, these outside activities must not impact in anyway your daily job responsibilities in your current position.

SECOND JOB / PARALLEL JOB

Unless the Institution otherwise consents within the Institution, you will devote your entire resources and full and undivided attention exclusively to the Institution during the term of your employment with the Institution and shall not accept any other employment or engagement part time or full time in nature (honorary or otherwise) during the employment with the Institution. Employee should not refer or promote students to any organization or self-run tutorials.

VENDORS, SUPPLIERS AND CONSULTANTS

All vendors, suppliers and consultants shall be approved in accordance with the Institution policies and procedures. Institution's relationships must be totally based on their ability to competitively meet the Institution's needs. If your association with a current or prospective Institution vendor, supplier or consultant is of a nature that gives rise, or potentially gives rise, to a conflict of interest, the Institution may have to refrain from entering into the relationship and, in any event, Employees must not be involved in any way with approving, managing or influencing the Institutional relationship. All vendors will be treated as per the Segregation of Duties (SOD) of operations and purchases and approvals will be under sole direction of the Trust.

PROTECTION AND PROPER USE OF INSTITUTION'S ASSETS

It is the obligation of every employee for safeguarding and appropriately using Institution assets, whether those assets in the form of paper files, electronic data, computer resources, trademarks, tangible and intangible assets or otherwise, is critical.

USAGE OF TECHNOLOGY

Safeguarding computer resources is critical because the Institution relies on technology to conduct daily institutional work. Software is provided to enable you to perform your job and is covered by federal copyright laws. Employees cannot duplicate, distribute, or lend software to anyone unless permitted by the written agreement.

Institution provides electronic mail (e-mail) and Internet access to assist and facilitate institutional communications for principal office and offices, as necessary. All information stored, transmitted, received, or contained in these systems is the Institution's sole property and is subject to its review at any time.

All e-mail and Internet use must be consistent with Institution's policies, practices, and commitment to ensuring a work environment where all persons are treated with respect and dignity. Because these systems provide access to a worldwide audience, you should act at all times as if you are representing Institution to the public and should preserve Institution's system security and protect its name and trademarks. You must act responsibly and adhere to all laws and Institution policies when using e-mail or the Internet.

You must use your computer appropriately in accordance with the Institution standards and be sure to secure both the computer and all data from loss, damage, or unauthorized access, reporting all instances of unauthorized access to the management via head of the department.

SERVICE CONDITIONS

INTRODUCTION

These rules shall be known as Service Conditions for the Teaching, Administrative & Supervisory Staff employed with Institution campuses. These service conditions shall come into force with effect from 01st September 2024 and shall apply to all the staff in full time employment and shall remain in force until amended as necessary from time to time or superseded by a fresh set of service conditions. These will override and supersede the earlier laid down Rules/terms and Conditions of Service, if any.

DEFINITIONS:

In this document, unless the context otherwise provides, the word:

1. **Institution / Institution's** shall mean Soundarya Educational Trust, Soundarya School-State, Soundarya School-CBSE, Soundarya Central School, Soundarya Composite PU College, Soundarya Institute of Management & Science, Soundarya College of Law & Soundarya Arts and Commerce Evening College.

2. **'Management'** shall mean the Management Team at Soundarya Group of Institutions and their representatives, Trust Board of Governors / Governing Council / Managing Committee and its Chairman / President / or his / her nominee acting on their behalf or any other person authorized in this regard.
3. **'Teaching Staff'** shall mean the staff engaged in the act of teaching and those who do not work during vacation. Principal, Vice Principal, All teachers, subject HODs, Coordinators as well as co-curricular teachers, Student Counselors & Special Educators, Lab Assistant, Librarian, Nurse, etc.
4. **'Non-Teaching Staff'** shall mean the staff engaged in activities other than teaching. Admission Counselors team, Institution HR, Admin Manager, and rest of Admin team comprising of - Accountant, Stores, IT, Receptionist Front Desk, Transport in-charge etc.
5. **'Part time/ ad-hoc teacher / Professional / Consultants & Contracts'** shall mean any person or persons of association who is employed for a fixed period for the specific objectives in the Institution and shall serve the specified number of hours / days per week as per the Contract of service or a teacher who has been engaged to fill a temporary vacancy, or who has been temporarily employed against a permanent vacancy, or who is employed in connection with a temporary increase of work of a permanent nature, or extra work during the busy season or employed on a temporary post for a specified period. The mere fact that the period has been prolonged beyond the fixed limit or that an ad-hoc employee may sometimes be asked to do work, which is of permanent nature, will not give the right to such teachers to claim permanency / absorption. At the end of the specified period of contract of service, the same shall automatically cease and such teacher cannot claim regularization of his / her job.

Professional and consultants are those who have been assigned to ensure the specific performance of the contracts duly signed and given by the Management of the Trust who are required to complete the assigned tasks and shall report to the Management of the Trust complying with the terms and conditions stipulated in their respective contracts.

6. **'Retirement from Service':** - An employee, if confirmed, may continue to hold office till the retirement age of 60 years, subject to good conduct and discipline and the satisfaction of the Management. An employee shall stand relieved of his duties on the date of his attaining the age of retirement. Thereafter, in suitable cases, he/she may be given fresh appointment as a retired person on contract basis for a fixed period and on fixed remuneration after taking the approval of the Chairman/President or his/her nominee. Such persons shall not have any substantive right to the position and other rights /

privileges otherwise admissible to other employees except for leaves as defined in the policy.

7. "Notice" means communication in writing, required to be given, or posted for the purpose of these Rules.
8. "Notice Board" means a Board especially meant and fixed in a conspicuous place for the purpose of displaying matter or information or notice required to be posted under the provisions of these Service Conditions or any other enactment for the information of all the Employees.

MANAGEMENT PRIVILEGES:

1. The Trust reserves to itself the right without giving any previous notice to the employees to amend, alter or add to any of these Rules and these shall be binding on all employees.
2. Without prejudice to the provisions of the Education Acts of the Union Territories States, the Management shall have the right to alter change at any time the scale of pay and other Rules' Conditions of service of any post.

OFFER LETTER:

A letter of offer shall be issued to the candidate selected to the position. A signed confirmation in token of having received the offer letter shall be obtained from the candidate.

STAFF ONBOARDING PROCESS

PURPOSE

The objective of formalizing the Joining Formalities is to ensure that the new hire has an extremely pleasant experience on his/her first day at the institution.

PROCEDURE

To ensure that the new staff member makes a smooth transition into the institution, it needs to be managed at two levels –

- Ensuring that the institution is well prepared to receive the new staff on the day of joining.
- Obtaining and consolidating information pertaining to the staff for the Employment Database.

Institution's Preparedness

The joining time formalities commence as soon as the Offer Letter has been issued to the candidate. At any given point of time, HR will have list of candidates who have been offered and their date of joining and the department to which they are joining.

To make sure that the new staff has a pleasant experience on his/her first day at institution, it is essential to ensure that all the relevant individuals and functions/departments are aware of a new hire's joining the institution.

As soon as the appointment letter is issued and the prospective staff confirms the date of joining, a pre joining intimation will be given to the respective functional head. Also, required information will be given to facilities department for seating arrangement.

HR department will be in constant touch with the offered staff to get the confirmation on the relieving formalities with their previous employer and shall collect the feedback on the offered staff in the process of background check.

In consultation with the concerned functional head, HR Department shall co-ordinate with the concerned Departments such as Administration and IT department to facilitate for allotment of either a laptop or desktop and the stationeries for the new employee as required and specified for the job.

APPOINTMENT OF STAFF

1. A letter of appointment shall be issued to the candidate appointed to the position within 3 months from the date of joining. A receipt in token of having received the appointment order shall be obtained from the candidate appointed. The appointment order includes an undertaking by the newly appointed employee that he/she has read the Service Rules of the Institution and promises to abide by them.
2. Every employee shall submit photocopies of all documents to the Trust office, which prove the educational and professional qualifications of the employee.

JOINING DOCUMENTATION

1. Photographs – 4 Nos.
2. Copy of Address Proof – Any changes to be intimated to the office within 15 days.
3. Copy of Educational documents supporting qualification and Originals for verification.
4. Copy of Experience & Relieving Certificates from previous employments.

5. Copy of Aadhaar card
6. Copy of the Passport / Voter-Id Card
7. Copy of PAN card
8. Copy of Bank Passbook / Cheque
9. Declaration regarding Protection Of Children from Sexual Offences-POCSO and Protection of Sexual Harassment (POSH)
10. Last salary drawn certificate. In case previous Institution does not provide, then any other supporting document such as Form 16, salary credited bank statement, appointment letter / increment letter etc.
11. The Appointing Authority is free to conduct background verification checks for all its employees at any point of time during the tenure of their employment with the Institution.
12. The Management reserves the right to call for the original copies of the certificates of credentials of any employee at any time and non-production thereof shall be deemed to be a will full and deliberate act of insubordination liable for disciplinary action including the withdrawal of offer letter / letter of appointment, the termination of appointment as the case may be.

In confirmation of having deposited the original certificates of the employee the Management will issue the acknowledgment letter to the employee who shall submit an original copy of such acknowledgment letter back to the Management after the cessation of employment for the purpose of collecting back his / her original certificates.

In addition to the above, the following actions needs to be completed:

- a. Registration for Bio metric attendance
- b. Issue of ID card
- c. Opening of service book
- d. Intimation will be given to IT department for creating the mail ID. Also request for visiting card (if applicable) and ID card will be given to the concerned on the same day.
- e. On completion of the joining formalities, the new staff will go through the induction presentation by the H.R. department and personal file of the new staff will be opened.

INDUCTION PROGRAMME

Induction is given to the new staff by the HR department in order to familiarize them with the institution origin, organization structure, current and future plans. This process will help the new staff member to familiarise with Institution and help settle down in the work environment. It will also help in the new staff in getting accustomed to the process and systems and become productive. Induction process also gives the new staff comfort and confidence.

CONFIDENTIALITY OBLIGATIONS

1. Institution is committed to maintain or take care of students / parents and employee trust. All information, whether it is institutional, student / parents or employee-related, must be treated in a confidential manner, and disclosing it is limited to those people who have an appropriate institutional or legal reason to have access to the information. You need to take special precautions when transmitting information via e-mail, fax, the Internet, or other media. Always remember to treat all such communications as if they were public documents and printed on letterhead.
2. In addition, institution meetings are confidential. You may not use audio or video equipment to record these meetings.
3. In the course of your assignment with us, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to the Institution / Trust or its subsidiaries or affiliates, its customers, subcontractors or any other person or Trust having any kind of association or relationship with the Institution / Trust / or its affiliates or subsidiaries (together "Confidential Information"). You shall at all times during your employment with the Institution / Trust / keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge. By virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Institution / Trust.
4. Employees shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
5. Employees will not reproduce, store in a retrieval system, or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
6. Upon expiry or termination of your employment with the Institution / Trust you will return and surrender to the Institution / Trust, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.
7. Employee may be required to execute such other or further agreements as the Institution / Trust or its affiliates or customers may require in this regard, from time to time. Provisions of this paragraph will continue to be valid and binding on you not withstanding cessation of your employment with the Institution / Trust.

8. Employees shall not disclose to any social media, public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to the Institution / Trust or its subsidiaries or affiliates, customers, sub-contractors or any other person or Institution / Trust having any kind of association or relationship with the Institution / Trust and or its subsidiaries or affiliates, except with prior written approval of the Institution / Trust.
9. Employees shall not disclose the salary / remuneration to other employees.

GUIDELINES ON WORKING DAYS, WORKING HOURS & ATTENDANCE RECORDING

1. **Work Timings & Days of Work for Academic Staff.** The timings of the Institution shall be as notified from time to time from Monday to Saturday except the public holidays communicated by the management, as per Central / State government notification. The principal shall communicate the work timings / changes in work timings, including that of Saturdays if any, of the Institution as deemed fit and approved by the Management. *Working hours for all Institutions to be defined location wise as per requirements post management approval.
2. All employees of the Institution shall be present in the Institution at least 10 minutes before the start time of the Institution.
3. The principal shall ensure that all Employees come on time and leave as per their respective work timings and are present on their respective duties at the directed place of work.
4. The Institution shall be closed for vacations as per the guidelines of affiliated University, details will be communicated by the principal.
5. Employees may be required to report for training / workshops / exams / extra classes / events / conferences or any exigency of work during holidays / vacation days which shall be announced from time to time without any extra remuneration or benefit.
6. Workings hours are defined as mentioned herein below :-

DAYS	TEACHING STAFF TIMINGS	NON-TEACHING STAFF TIMINGS
MONDAY - FRIDAY	8:30 am to 4:00 pm	8:30 am to 4:30 pm 9:00 am to 5:00 pm
SATURDAYS	8:30 am to 1:00 pm	8:30 am to 1:00 pm 9:00 am to 1:30 pm

However, depending on the requirements and exigencies, the Management may at any time change/modify the working hours in order to meet the needs of academic /

administrative requirements. Whenever such changes in working hours are notified, all staffs are requested to extend their co-operation.

7. In case of exigencies of work, any staff member may be required to work beyond the normal working hours. For such extra work performed the staff will not be paid any additional remuneration / compensation of any kind.
8. Attendance recording will be the individual responsibility of the concerned staff member. However, in rare cases if any staff member forgets to punch, they should inform to HR department through their HOD for regularization. The staff members should not make this regularization as a habit.

DRESS CODE POLICY:

These dress code rules always apply:

1. All employees must maintain professional appearance.
2. All attire must be work-appropriate. Clothing that is intended for workouts and outdoor activities is not allowed excluding Co-Curricular Staff.
3. All clothes must be professional. Clothes that are too revealing or inappropriate are not allowed.
4. Employees must avoid clothes with stamps that are offensive or inappropriate.
5. Institution ID card must be worn at all times while the employees are on duty.

Gentlemen: Business casual or formal attire.

Ladies: Business casual or professional dresses.

PUNCTUALITY POLICY:

1. Every Employee shall attend their duties at their directed place of work inside the institution, at the specified time after marking attendance on the attendance register / software.
2. Late Log in and Early Log out: A grace time of 60 minutes is given in a month. Frequent late coming will invite disciplinary action in the form of a warning letter.

Calculation of less of Pay for late punch followed as per below table:

Sl No.	Late in Hours in a month	Deduction in terms of Days as LOP
1.	01:00 to 03:00	0.5 Day
2.	03:00 to 05:00	01 Day
3.	05:00 to 07:00	1.5 Days
4.	07:00 to 09:00	02 Days
5.	09:00 and Above	03 Days

3. Any regularization of attendance will solely be at the discretion of the principal.
4. If the above defined late coming resulting in deduction of leave without pay is repeated in the academic year, then it shall qualify as an act of habitual late-coming and may entail disciplinary action against the employee. If the habit is not rectified, the employee may also be liable for dismissal from service.
5. For any concession required for leaving early prior approval for the same is mandatory. The approval will be at the discretion of the Principal / Sectional Head / Management. The same will have to be regularized through the system software.
6. All employees who habitually leave earlier than the prescribed time shall also be liable for deductions from their respective salaries, proportionately.

LEAVE POLICY

Staff members are valuable assets for the Institution and its growth. The leave policy is designed to motivate the staff members and also to achieve a work life balance. For the purpose of leave, calendar year is reckoned as the year i.e., from June to May of each year.

TYPES OF LEAVE

1. Casual Leave
2. Vacation Leave
3. Earned Leave
4. Sick leave
5. Maternity Leave
6. Paternity Leave

GENERAL RULES ON LEAVE POLICY

1. No leave shall be claimed as a matter of right, it shall be granted according to the exigencies of service.
2. If required, the Management/Principal/ Reporting Manager may refuse, or revoke leave during the academic term or vacation.
3. No member of the staff shall leave station at any time without prior permission of the Principal / Reporting Manager.
4. Application for leave must be submitted and got sanctioned in the standard procedures set before proceeding on leave.
5. In case an employee has to go out of station for more than a week, he/she shall mention his/her outstation address in the leave application and should also hand over charge of his/ her seat in the manner directed by the Management/Principal to another member of the staff as nominated by the aforesaid authorities.

6. Ad-hoc / contract employees, who will be available for all 6 days in week, can avail of 1 day of leave per month subject to approval by the principal.
7. The leave year shall be from June to May.
8. Casual/Earned leave shall be on earned and availed basis. However, if in case of contingency, it is allowed to be availed in advance, the same leave shall be adjusted in the year itself.
9. Casual Leaves shall be credited on a pro-rata basis depending on the date of joining of the employee.
10. Permanent employees are eligible for all kind of Leaves. However, employees under probation for 1 year are eligible for CASUAL LEAVE only.
11. All Loss of Pay details to be provided to the HR Operations along with payroll input.
12. In case leaves are approved but the leave balance is insufficient, the excess number of leaves to be treated as Loss of Pay.

LEAVE ELIGIBILITY POLICY

For Teaching staff & non-teaching staff:

Description	Casual Leave	Sick Leave	Vacation	Earned Leave
Teaching Staff	12/yr	03 per sem	6 days at the End of Semester	NA
Non-Teaching Staff	12/yr	03 per sem	NA	5 per sem
Support Staff, Attenders, Drivers / House keeping	10/yr	Nil	NA	6 per sem

CASUAL LEAVE: is calculated at the rate of 1 day per month of service.

1. Casual Leave shall be granted on Earned and availed basis. If the Employee joins before 20th of the month, he/she is eligible for Casual Leave as per rules.
2. Extension of Leave: If an employee proceeds on leave and then applies for extension, this extension may be permitted if it is for reasons which are genuine and could not be anticipated and are acceptable to Management. In case the extension is applied on medical grounds, the application must be supported by a medical certificate acceptable to the Management Principal.
3. Application for leave shall be made at least three days in advance for approval by the Principal/Management. If not approved, then it will be considered as absence from duty.
4. Half day's casual leave may be allowed in very exceptional cases when an employee remains absent for a part of the day not exceeding half of the working time, either in the first half or second half, with the prior sanction of the principal.

5. Teaching Staff will not be entitled for any earned leave in lieu of Vocational Leave.
6. In order to ensure better work life balance, we encourage employees to avail their leaves within the academic year. Pending Casual / Earned leaves Encashment is allowed and will be credited along with May month salary credited in June Month.
7. Employees under probation will not be eligible for the encashment of Casual / Earned Leave for 1st year of the tenure.
8. Casual leave can be availed for a maximum of 2 days in a stretch.
9. Research activity will be supported as per the research policy.

VACATION LEAVE:

1. All teaching staff are eligible for 6 days of vacation leave per semester.
2. Number of days of vacation excludes the intervening Sundays, any public holidays or any holidays declared by authorities.
3. Vacation cannot be clubbed with either Casual Leave or Compensatory Offs/Privilege Offs resulting in extended absenteeism from the institution.
4. No medical reasons will be entertained for the extension of vacation. Such absence will be treated as "Loss of Pay."
5. No vacation will be granted for Staff who wish to Relocate/Resign.
6. Vacation leave can be availed only for full day and not for half day.

EARNED LEAVE:

1. All admin staff are eligible for 9 days of vacation leave per semester.
2. Staff with one year and more service in this institution are eligible.
3. Above six months less than one year will be calculated on the pro-rata basis.
4. Less than six months not eligible.

SICK LEAVE:

- a. Sick leave is given to take care of any unforeseen short-term illness for Teaching / non-teaching staff members.
- b. Eligibility: 6 days in a year for confirmed staff (3 days per semester)
- c. Any sick leave beyond 2 days should be accompanied by a medical certificate from the treating doctor. In the absence of medical certificate, it will be considered as LOP.
- d. Sick leave will lapse at the end of the year and is not encashable.

MEDICAL LEAVE:

Medical leave can be availed by the employee, with the discrete decision by the Management with or without pay.

MATERNITY LEAVE:

To be followed by the Employee: Applicable to women staff members who has completed one year of continuous service with the institution.

- a. Contact head of institution for details on leave and benefits.
- b. Align your reporting Coordinator, Vice Principal, Principal, and Institution HR on the intended plan for leave and return to work.
- c. Changing your return date may impact the Institution's planning so try to minimize any disruption by staying in touch and informing them early.
- d. The duration of Maternity Leave is 06 months from the date of Approval.
- e. Maternity Leave is restricted to two children only.
- f. Staff members willing to avail Maternity Leave, must submit the leave application along with the medical certificate issued by the consulting doctor to personnel department.

PATERNITY LEAVE:

To be followed by the Employee: Applicable to men staff members who has completed one year of continuous service with the institution.

- a. Contact head of institution for details on leave and benefits.
- b. Align your reporting Coordinator, Vice Principal, Principal, and Institution HR on the intended plan for leave and return to work.
- c. The duration of Paternity Leave is 03 Days from the date of birth of Child.
- d. Paternity Leave is restricted to two children only.
- f. Staff members willing to avail Paternity Leave, must submit the leave application along with the medical certificate issued by the consulting doctor to personnel department.

COMPENSATORY OFF POLICY:

1. All permanent full-time on rolls Institution staff can avail of Compensatory off for reporting to work on a Sunday or Government Holiday on Principal's / Reporting Manager's approval.
2. Attendance regularization on the day of compensatory off should be approved by the reporting line manager / Principal and valid In & Out punch is mandatory for the working verification.
3. Without valid punching Compensatory Off cannot be considered.
4. Number of working hours served should be min 4 hours to claim half day comp-off and 8 hours for full day.
5. Compensatory Off cannot be availed on Saturdays.

ON DEPUTATION DUTY POLICY:

Staff members are required to go out of institution to attend to work with outside authorities. Whenever, such outside work is involved, the staff member is required to fill up the OD form, get the recommendation of concerned HOD, approval of the principal and submit to Personnel Department for attendance regularization.

PAYMENT OF SALARY AND ALLOWANCES POLICY

1. The salary of the staff for the calendar month will normally be disbursed on or before 10th day of the subsequent month.
2. Leave without pay for a period exceeding 15 days in a year shall not be counted as service for summer vacation pay.
3. CL-EL balance in credit as of 31st May of every calendar year will be considered for payment of salary for the month of May payable in the month of June.
4. For the purpose salary payment, attendance will be reckoned from 1st to the last day of the current month.
5. In case any staff member has availed excess leave or has exhausted all leave to credit, then leave availed by such staff will be treated as Leave without pay and appropriate salary deduction will be made from salary payable. HR/ Administration Department will provide this data to payroll department.
6. In case of new joiners, the information to payroll will flow from the HR/ Administration Department. The date of joining for the purpose of salary will be as mentioned in the joining report of the staff member and certified by the principal. While calculating the salary for new staff members, in the first month, the date of joining, will be verified by the payroll processing with the joining report.
7. Statutory deductions like PF, ESI-PT, and Income Tax TDS (where applicable), will be made from the salary payable to respective staff members.
8. The salary will be disbursed to staff members on or before 10th of every month. In case, the payment day falls on a holiday or Sunday, Salary will be paid on the immediate next working day. Salary will be credited to individual bank account of staff members.
9. Salary will be processed only once in a month as such arrears if any payable will not be paid separately. However, the same will be processed for the next salary.
10. Marketing and Placement team should submit the attendance report via mail to HR on the last working day of every month without fail. Principal will be responsible for the same.

INCREMENT & SELF APPRAISAL

1. Self-appraisal will be conducted once in a year, annexure attached for your reference.
2. Any increment shall be subject to management approval and satisfactory work and conduct of the employee.
3. An employee shall receive increment on the basis of performance during the appraisal cycle as defined by management.
4. Only those employees who have joined on or before 31st December will be eligible to be considered in the upcoming academic year appraisal cycle.
5. All increments approvals will be at the discretion of the Management.
6. All salary changes / increments will happen only along with the appraisal process, once a year and will be jointly decided by the Principal, Head Operations and Management.

PROMOTIONS / ROLE CHANGE POLICY

Promotion is a tool to motivate high performers by providing them with career advancement opportunities in recognition of their contribution. It is, however, not automatic and cannot be claimed as a matter of right. All promotions will be based on merit. All promotions will happen along with the appraisal process, once a year. All promotions as per the annual appraisal process will be jointly decided by the Principal, Head Operations and Management.

ABSCONDING DECLARATION POLICY

Any employee not reporting to work without the line manager's and Principal's approval regarding their continuous absence for 3 working days will be considered absconding.

If there is no response from the employee regarding their absence within 7 working days, then the organization will consider them as absconding and do the alternative arrangement for their position. Payment will be withheld and forfeited by the Institution.

TRANSFER POLICY

1. Any employee (confirmed, on probation, on contract, trainee) may be transferred to department within all Constituent Schools / College / Institutes administered by SET at the mutual consent between the employee and the Management, as and when the need arises or as per the Administration requirement.
2. In case of inter-department, transfer which involves role change, HR will inform the concerned employee and issue a letter to that effect, copy of which will be maintained in the personal file of the concerned employee for record.

EMPLOYEE SEPARATION POLICY

RESIGNATION

1. An employee who wishes to tender his / her resignation is expected to discuss the same with the principal / reporting manager and post discussion can submit the resignation in written and in personal.
2. Resignation in E-Mail or in written will be considered. However, discontinuation of services in the middle of the academic year will not be entertained.
3. The notice will have to be served as per the terms of appointment. During the period of probation, your services can be determined by the Institution, without assigning any reason by giving two days and in such case the Institution is liable to make only the payment of salary up to your last working day. But in the event of your resignation from the employment you shall give at least two months notice or paying two months' salary in lieu thereof to the Institution. Any offset of the notice period, either through unused annual leave days or 'payment-in-lieu of notice rests solely with the Management.
4. On the expiry of the probation period / extended period of probation, your services shall automatically come to an end unless at the end of such period, you are confirmed in writing. Till you are confirmed in the post in writing, you shall not acquire any substantive right to the post. However, after confirmation of your services, this contract of service can be terminated by the Management. Any offset of the notice period, either through unused annual leave days or 'payment-in-lieu of notice' rests solely with the management.
5. No leave is permitted during the notice period, except for exigencies as approved by the principal / reporting manager.
6. In case any teacher resigns during vacation, or the notice period coincides with vacation days, he/she will not be eligible for vacation pay. It will be at the discretion of the head of Institution to decide the last working day of the employee in such cases.
7. No notice period will be waived off. Any such waiver under exceptional circumstances especially medical exigencies wherein all the necessary medical evidence and fitness medical certificate granted by a qualified medical practitioner have been checked by the Institution HR. After checking thoroughly, the Institution HR then submits the employee's request with evidence and medical certificate via email for joint approval of the Principal and Management.
8. On receipt of the resignation and acceptance from the reporting manager on HRMS, the salary of the employee will be placed on hold during the notice period as below:

Salary on hold during exit:

In case of confirmed employees who serve 2 months' Notice –

Month 1 – 50% of salary on hold

Month 2 – full salary on hold and to be released with Full & Final Settlement, subject to Exit formalities being completed.

In case of Notice for the period of one month: -:

Full salary will be kept on hold and to be released with Full & Final Settlement, subject to Exit formalities being completed.

Any release of part salary will be at the discretion of the Management post discussion with the Principal / Reporting Manager.

Notwithstanding anything herein contained, any indulgence on the employee's part in any of the following may entail instant disciplinary action and the employee shall not be entitled to any sum as compensation or otherwise, in respect of cessation of the service.

1. Absent from duty without information and prior permission of the authorised officer of the Institution.
2. Any Breach of the Institution's rules and regulations, guidelines or obligations herein contained.
3. Any instance of misconduct of any description whatsoever on the employee's part whether in relation to the institutional affairs of the Institution or otherwise ill fully neglecting the Institution's interests.

EXIT CLEARANCE POLICY

When a staff member wants to separate from the Institution, he or she is at liberty to do so by giving a formal letter of resignation to the HOD. In such cases the following notice period shall apply:

- A) For Principal, HOD and Teachers Staff: 2 months' notice or 2 months' salary pay in lieu of notice

Such resignation should be accepted by the concerned HOD and recommended to the Principal / Reporting officer for acceptance. The notice period mentioned above, will help the HOD to make alternate arrangements. The outgoing staff member shall complete all tasks on hand and the syllabus / works which he/she is supposed to complete during this period.

However, the Management may at its discretion, may relieve the staff earlier than the prescribed notice period also.

A day prior to the relieving date the HR will forward to the separating staff member the **Exit Feedback Form** and the **No Due Certificate**. The concerned Departments' correspondent will be a single point of contact for coordinating the total exit process.

At the time of leaving, the staff will be provided a **Relieving Letter** and an experience certificate.

FULL & FINAL SETTLEMENT POLICY

1. The full and final settlement shall be processed within 45 days from the date of the completion of all exit formalities and accurate documentation.
2. Full and final settlement shall include all unclaimed benefits, unpaid salary if any and other benefits as may be applicable.
3. Upon receipt of the confirmation from the ex-employee, the full and final settlement will be forwarded to Accounts Department for further process.
4. For all queries relating to full and final, the Institution HR/Accounts department is to be contacted.

EMPLOYEE VERIFICATION POLICY

All requests for verification of employment received on behalf of exiting or exited employees must be directed to the Trust office. Any response to such a request to be sent post confirmation from the HR Manager.

SERVICE TERMINATION POLICY

1. In case of a permanent employee/ temporary/ ad hoc/ fixed period/ part-time employee, except during the probationary period of employment services may be terminated by the Management without assigning any reason before the expiry of the stipulated period.
2. In case of any violation of any service condition, the service can be terminated with no liabilities assigned to the employer. However, on the expiry of the stipulated period/ work, services of an employee shall automatically come to an end.
3. It shall be lawful for the Management at any time, if satisfied on medical evidence, that by reasons of ill health an employee is unfit to discharge his/ her duties and is likely to continue to be so for a considerable period, to terminate his/ her service by giving him/ her 15 days' notice if he/ she is a permanent employee, and only two days' notice in case of the Institution terminating the employee on probation.
4. The decision of the Management as to the fitness of such an employee shall be final and conclusive.

5. In the event of continuous absence of a team member for a period of 7 working days or more, without formal request or permission from management for the same, he/she shall be deemed to have left and relinquished his/her service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment and not as a termination of the service by the Institution the team member shall forthwith cease to be in the employment of the Institution without any further notice or act from the Institution.
6. The services of an employee may also be terminated by the Appointing Authority or an Authority higher than him/her on account of any serious grave misconduct, moral turpitude, negligence of duty, insubordination, etc without giving any notice.

REPORTING OF ANY ILLEGAL OR UNETHICAL BEHAVIOUR.

POINTS OF CONTACT

If you are aware of any illegal or unethical behavior or if you believe that an applicable law, rule or regulation or this code has been violated, the matter must be promptly reported to your Head of the Department or Institution executives.

Your Head of Department is normally the first person you should contact if you have questions about anything in this code or if you believe Institution or an associate is violating the law or Institution policy or engaging in conduct that appears unethical. Under some circumstances, it may be impractical, or you may feel uncomfortable raising a matter with your supervisor. In those instances, you may contact the head of your department or any other Institution executives. Furthermore, you should take care to report violations to a person who you believe is not involved in the alleged violation. All reports of alleged violations will be promptly investigated and, if appropriate, remedied, and if legally required, immediately reported to the proper governmental authority.

You will be expected to cooperate in assuring that violations of this Code are promptly addressed. Institution has a policy of protecting the confidentiality of those making reports of possible misconduct to the maximum extent permitted by law. In no event will there be any retaliation against someone for reporting an activity that he or she in good faith believes to be a violation of any law, rule, regulation, internal policy, or this Code. Any Head of the Department intimidating or imposing sanctions on someone for reporting a matter will be disciplined up to and including termination.

CODE OF CONDUCT POLICY:

- This Staff member Code of Conduct ("Code of Conduct") is intended to explain the terms and conditions of employment of all Staff Members of Soundarya Educational Trust
- This Code of Conduct contains the employment policies and practices of the Institution in effect at the time of publication. All previously issued regulations and any inconsistent policy statements or memoranda are superseded.
- The Institution reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Code of Conduct or in any other document. However, any such changes must be in writing and must be signed by the Management or any other authorized person of the Institution.
- It is vital to the success of the Institution, that we conduct our business with honesty and integrity and in compliance with all applicable legal and regulatory requirements. This Code of Conduct sets out the fundamental standards to be followed by staff members in their everyday actions on behalf of the Institution and seeks to promote honest and ethical conduct. He/she shall not indulge in monetary transactions among themselves, with the students (including tuitions) and their guardians and refrain from exploiting his/her Institution influence for personal ends.
- He/she shall not accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent, or any person with whom he/she may come in contact by virtue of his/her position in the Institution.
- He/she shall not give or permit any member of his/her family or any other person acting on his/her behalf to give any gift to any student, parent, or any person with whom he/she may come in contact by virtue of his/her position in the Institution.
- Consider the property and funds of the Trust/Institution as if placed in sacred trust with him/her and exercise the same prudence and care as he/she would do in respect of his/her own property or funds.
- Unknowingly or willfully neglect his/her duties:
- Shall not propagate through teaching lessons or otherwise communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity. Shall not discriminate against any student on the ground of religion, caste, creed, language, place of origin, social and cultural background, etc.
- Shall not be guilty of misbehavior or cruelty towards any student, guardian, or other employee or indulge in fighting, and similar acts of indiscipline or use abusive language.

- Respect the professional standing and opinions of his/her colleagues and be impartial to all colleagues irrespective of their caste, creed, religion, sex, economic status, disability, language, family status, sexual orientation, and place of birth.
- Refrain from subjecting any student to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment.
- Shall not indulge in or encourage any malpractices connected with examinations or other Institution activities.
- Avoid conflict between professional work and private interests which could impact negatively on students and the organization.
- Desist from engaging in business transactions in Institution for personal gain.
- Shall not engage in any private trade or undertake any additional work.
- Shall not make any media appearances, publish any statement or document in own name or anonymously which has the effect of an adverse criticism of any current or recent policy or action of the Central or State Government or the Trust/Institution, nor shall take active part in politics.
- Shall not ask for or accept contribution to or otherwise associate himself/herself with the raising of any funds or other collections in cash or kind for any purpose whatsoever without the prior permission from the Principal / Reporting Manager.
- Shall not appear in or prepare for any examination which may require absence from work, without the prior permission of the principal / Reporting Manager.
- Shall not cause or incite any other person to cause destruction or damage to the property or records of the Trust/Institution, indulge in any theft, fraud, and act of dishonesty in connection with the property of the Institution.
- Maintain a dignified demeanor commensurate with the expectations from a teacher as a role model.
- Shall not divulge any confidential information relating to the Trust/Institution.
- All employees shall report to work fit for the position institution provided duty. Consumption or being under the influence of alcohol/ tobacco in any manner / drugs or smoking on premises is strictly prohibited.
- Shall not indulge in any act of insubordination or disobedience of orders issued by the superiors.
- Shall not indulge or encourage group representations.
- Shall not make false accusations/assault, provoked or otherwise.
- Shall not indulge in disrespectful behaviour, rumour mongering and character assassination.
- Shall not possess in Institution/office premises, weapons, explosives, and other objectionable materials.
- Shall not come late to class / office. Place of work.

- **Joining or Forming Association by the Employees:** No employee shall join or continue to be a member of an Association, the objects of which are prejudicial to the interests of the sovereignty and integrity of India or Public Order or morality or indulge in activities which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. He/She shall also not engage himself/herself or participate in any demonstrations, marches, dharna, organized by such or any other Association.
- Any Employee refusing to work beyond normal working hours when required by the Management shall render himself / herself liable to action under the provision of these Service Conditions. However, the Management shall ensure safe working conditions and appropriate arrangement of necessary facilities.
- Any employee shall not be a friend to any student or vice-versa on any social media or otherwise.
- Any employee shall not accept or demand any subscription / donation / contribution from any other source either for yourself or for any association of teachers / staff or students.
- The employee shall not use cell phones at the place of work / inside the classroom unless it is required to be used for the performance of their job and permitted by the Principal / Reporting Manager.

Prohibited Conduct

The following conduct is prohibited and shall not be tolerated by the Institution. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, Staff member welfare and the Institution's operations also may be prohibited.

- Falsifying employment records, employment information, or other Institution records.
- Recording the work time of another Staff member or allowing any other Staff member to record your work time, or falsifying information, either your own or another Staff member.
- Removing or borrowing Institution property without prior authorization.
- Unauthorized use of Institution equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on Institution property.
- Carrying firearms or any other dangerous weapons on Institution premises at any time.
- Engaging in criminal conduct whether or not related to job performance: Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language towards a supervisor or member of management.
- Using abusive language at any time on Institution premises.

- Failing to notify a supervisor when unable to report to work.
- Violating any safety, health, security or Institution policy, rule, or procedure.
- Committing a fraudulent act or a breach of trust under any circumstances; and
- Committing or involvement in any act of any kind of harassment of another individual.

GRIEVANCE POLICY

An employee has any complaint or grievance regarding the employment, working conditions or any concern causing him/her for the smooth operations / discharging his duties may approach his/ her HOD or he may approach HR for redressing of the same.

An employee may submit the same in writing. The necessary action will be taken up based on the severity of the issue. The same would be decided after consultation with the Principal / Management.

Internal grievance cell will be formed for further investigation in the respected institution, if necessary.

PREVENTION, PROHIBITION AND REDRESSAL (POSH), ACT 2013

We are committed to providing a work environment free of discrimination and harassment while promoting the safety and well-being of its women employees. We have a zero-tolerance policy towards sexual harassment and are fully compliant with the Sexual Harassment of Women at Workplace (in accordance with the provisions Prevention, Prohibition and Redressal Act, 2013). Any violation of the POSH Policy guidelines will lead to legal action. It is extremely essential for all employees to go through and understand the POSH policy.

All these HR policies shall be treated as standing orders to be followed by all the employees. Notwithstanding anything contained in this manual the Management of Soundarya Educational Trust reserved the right to modify / change / replace any of the above policies as and when required.


 KEERTHANI KUMAR.M
 Head Executive Officer
 Soundarya Educational Trust (P)
 Mysore, Karnataka 570002



SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE

DATA PROTECTION POLICY

www.reallygreatsiti.com

DATA PROTECTION POLICY (GDPR COMPLIANT)

This Data Protection Policy sets out how we handle the personal data of our customers, suppliers, employees, workers and other third parties regardless of the media on which that data is stored or whether it relates to past or present employees, workers, customers, clients or supplier contacts, shareholders, website users or any other data subject.

This Data Protection Policy applies to all Company personnel and sets out what we expect from you in order for the Company to comply with applicable law. Your compliance with the Data Protection Policy is mandatory. Any breach of the Data Protection Policy may result in disciplinary action.

Personal Data Protection Principles

Employees must adhere to the principles relating to processing of personal data set out in the GDPR (General Data Protection Regulation) which require personal data to be:

- Processed lawfully, fairly and in a transparent manner.
- Collected only for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
- Accurate and where necessary kept up to date.
- Not kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed.
- Processed in a manner that ensures its security using appropriate technical and organisational measures.
- Not transferred to another country without appropriate safeguards being in place.
- Made available to data subjects who are allowed to exercise certain rights in relation to their personal data.

Employees are responsible for and must be able to demonstrate compliance with the data protection principles listed above.

Lawfulness, Fairness, Transparency

a. Lawfulness and fairness

- I. Personal data must be processed fairly and in a transparent manner in relation to the data subject.
- II. Employee may only collect, process and share personal data fairly and lawfully and for specified purposes, some of which are set out below:
 - a) the data subject has given his or her consent.
 - b) the processing is necessary for the performance of a contract with the data subject.
 - c) to meet our legal compliance obligations.
 - d) to protect the data subject's vital interests.
 - e) to pursue our legitimate interests.

b. Consent

- I. A data controller must only process personal data on the basis of one or more of the lawful bases set out in the GDPR, which include consent.
- II. A data subject consents to processing of their personal data if they indicate agreement clearly either by a statement or positive action to the processing.
- III. Consent requires affirmative action so silence, pre-ticked boxes or inactivity are unlikely to be sufficient. If consent is given in a document which deals with other matters, then the consent must be kept separate from those other matters.
- IV. Data subjects must be easily able to withdraw consent to processing at any time and withdrawal must be promptly honoured.
- V. Consent may need to be refreshed if you intend to process personal data for a different and incompatible purpose which was not disclosed when the data subject first consented.
- VI. Unless we can rely on another legal basis of processing, explicit consent is usually required for processing sensitive personal data, for automated decision-making and for cross border data transfers. Usually, we will be relying on another legal basis (and not require explicit consent) to process most types of sensitive data. Where explicit consent is required, you must issue a fair processing notice to the data subject to capture explicit consent.

VII. You will need to evidence consent captured and keep records of all comments so that the Company can demonstrate compliance with consent requirements.

c. **Transparency**

1. The GDPR requires data controllers to provide detailed, specific information to data subjects depending on whether the information was collected directly from data subjects or from elsewhere. Such information must be provided through appropriate privacy notices which must be concise, transparent, intelligible, easily accessible, and in clear and plain language so that a data subject can easily understand them.

Purpose Limitation

Personal data must be collected only for specified, explicit and legitimate purposes. It must not be further processed in any manner incompatible with those purposes.

Employee cannot use personal data for new, different or incompatible purposes from that disclosed when it was first obtained unless you have informed the data subject of the new purposes and they have consented where necessary.

Data Minimisation

Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.

Employee must ensure that when personal data is no longer needed for specified purposes, it is deleted or anonymised in accordance with the institution's data retention guidelines.

Accuracy

Personal data must be accurate and, where necessary, kept up to date. It must be corrected or deleted without delay when inaccurate.

Employee must check the accuracy of any personal data at the point of collection and at regular intervals afterwards. Respective employee must take all reasonable steps to destroy or amend inaccurate or out-of-date personal data.

Storage Limitation

Personal data must not be kept in an identifiable form for longer than is necessary for the purposes for which the data is processed.

Employee must not keep personal data in a form which permits the identification of the data subject for longer than needed for the legitimate business purpose for which we originally collected it including for the purpose of satisfying any legal, accounting or reporting requirements.

Employee will take all reasonable steps to destroy or erase from our systems all personal data that we no longer require in accordance with all the Institution's applicable records retention policies. This includes requiring third parties to delete such data where applicable.

Employee will ensure data subjects are informed of the period for which data is stored and how that period is determined in any applicable privacy notice.

Security Integrity And Confidentiality

Protecting Personal Data

Personal data must be secured by appropriate technical and organisational measures against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

Employee must follow all procedures and technologies we put in place to maintain the security of all personal data from the point of collection to the point of destruction. Employee may only transfer personal data to third-party service providers who agree to comply with the required policies and procedures and who agree to put adequate measures in place, as requested.

Employee must maintain data security by protecting the confidentiality, integrity and availability of the personal data, defined as follows:

- Confidentiality means that only people who have a need to know and are authorized to use the personal data can access it.
- Integrity means that personal data is accurate and suitable for the purpose for which it is processed.
- Availability means that authorised users are able to access the personal data when they need it for authorised purposes.

Reporting A Personal Data Breach

The GDPR requires data controllers to notify any personal data breach to the applicable regulatory and, in certain instances, the data subject.

Transfer Limitation

The GDPR restricts data transfers to countries outside the AEA (Asian Economic Area) in order to ensure that the level of data protection afforded to individuals by the GDPR is not undermined. Employee may only transfer Personal Data outside the AEA if one of the following conditions applies:

- the country to which we transfer the personal data ensures an adequate level of protection for the data subjects' rights and freedoms;
- the data subject has provided explicit consent to the proposed transfer after being informed of any potential risks; or
- the transfer is necessary for one of the other reasons set out in the GDPR.

Data Subject's Rights And Requests

Data subjects have rights when it comes to how we handle their personal data. These include rights to:

- withdraw consent to processing at any time;
- receive certain information about the data controller's processing activities;
- request access to their personal data that we hold;
- prevent our use of their personal data for direct marketing purposes;
- ask us to erase personal data if it is no longer necessary in relation to the purposes for which it was collected or processed or to rectify inaccurate data or to complete incomplete data;
- restrict processing in specific circumstances;
- challenge processing which has been justified on the basis of our legitimate interests or in the public interest;
- request a copy of an agreement under which personal data is transferred outside of the AEA.

- object to decisions based solely on automated processing, including profiling.
- prevent processing that is likely to cause damage or distress to the data subject or anyone else.
- be notified of a personal data breach which is likely to result in high risk to their rights and freedoms.
- make a complaint to the supervisory authority, and
- in limited circumstances, receive or ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format.

Accountability

The Data controller must implement appropriate technical and organisational measures in an effective manner, to ensure compliance with data protection principles. The data controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.

Record Keeping

The GDPR requires us to keep full and accurate records of all our data processing activities.

Training and Audit

Institution should ensure all personnel have undergone adequate training to enable them to comply with data privacy laws. Employee must also regularly test their systems and processes to assess compliance.

Sharing Personal Data

Generally, Employee are not allowed to share personal data with third parties unless certain safeguards and contractual arrangements have been put in place.

Employee may only share the personal data they hold with another employee, agent or representative of the institution groups if the recipient has a job-related need to know the information and the transfer complies with any applicable cross-border transfer restrictions.



SOUNDARYA
INSTITUTE OF
MANAGEMENT AND
SCIENCE

RESEARCH
POLICY
AND GUIDELINES

RESEARCH POLICY AND GUIDELINES

SCOPE AND APPLICABILITY OF THE POLICY

In the pursuit of excellence in SIMS, a vibrant research culture is considered as a nurturing ground for innovative ideas and applications. This Research policy is applicable to all the existing Faculty members, Staff and Students.

OBJECTIVES OF THE POLICY IS TO:

1. Embrace Research as a vital part of the education.
2. Preserve and enhance the quality of Research undertaken.
3. Increase funding support for research through external and internal sources; create transparent, effective and efficient systems for accelerating research outputs through national and international funding agencies and collaborations.
4. Creation and maintenance of research infrastructure to enable conduct of state-of-the-art research through funded projects.
5. Confirm a facilitating environment for conduct of high-quality original research by all individuals affiliated with the Institutions and provide continued and effective support for pursuit of research activities.
6. Safeguard of Intellectual property (IP) generated as a result of research conducted at the Institutions.
7. Encourage and facilitate multi-disciplinary research collaborations within different Departments of the college along with other reputed Institutes, Universities and Research Organizations both in India and abroad.
8. Improve the research shape of the College by effective diffusion of research activities and achievements of the college at all levels to maximize the impact and recognition of research done.
9. The College has subscribed to some of the popular databases that have a rich collection of resources. The College has a policy to update the library resource continuously and frequently based on the request from the Departments.
10. In Order to encourage research at all levels, the college conducts research paper presentation competitions among Undergraduate students.

11. The College encourages its faculty members to apply for research funding from governmental institutions, industry and non-profit foundations.
12. At SIMS the faculty members are encouraged to take up Minor Research Projects (MRP) to promote excellence in research in various disciplines. The management also provides seed money for encouraging Minor Research Projects within the Institution.
13. The Institution encourages the faculty members to apply for patents and also publish them.
14. At SIMS, faculty members are encouraged to raise funds under consultancy services.

IMPLEMENTATION

The implementation of the policy will be carried out under the guidance of **Principal of the college, Research and Innovation Cell and Scrutiny Committee.**

1. The articles with the affiliation of **Soundarya's Institute of Management & Science** alone will be considered for the financial incentive.
2. Before sending the work to any journal, faculty can submit the paper to Scrutiny Committee for a plagiarism check.
3. After Scrutiny Committee approval, faculty can send the paper for publication.

RULES AND REGULATIONS

Following are the rules and regulations and the documents to be submitted by the faculty members after attending/presenting any events like Conference/ FDP/Workshop/Seminar etc.,

1. CONFERENCE (NATIONAL AND INTERNATIONAL)

- o No. of conferences per semester per faculty – Minimum one.
- o The faculty members should fill the intimation proforma available with the **Scrutiny committee** at the time of abstract communication. The scrutiny committee will provide remarks on whether the conference can be taken up or not. If the scrutiny committee rejects the conference proposal and faculty still would like to go for the conference, the college doesn't bear such expenditures.

Documents

- Registration details (brochure, payment)
- Abstract communication (mail acceptance)
- Attendance
- ODD
- Certificate

							publicati on	

Note: 1. Financial assistance will be given based on publication charges.

2. Financial assistance will be given for Experimental expenditure and Field work; provided necessary documents are submitted.

4. CONSULTANCY SERVICES

The Consultancy Services offered by the college will be under three broad categories namely:

- **Extension Based Consultancy**-Extending Knowledge through training on curriculum/Pedagogy such as Corporate Training, Training for Competitive Exams etc.
- **Functional Consultancy** –Non-Business Enterprises such as Market Survey, Feasibility Study, Software Testing, Validation of Research Methods and other support assignments supporting research etc.
- **Research Based Consultancy**- It is a typical Research based projects on Sciences & Social Sciences which is not covered under functional Consultancy.

The disbursement of profit after deduction of all expenditures would be 70:30. However this ratio is not fixed. Based on the utilization of college resources, the ratio will differ.

Documentation:

A brief summary how the consultancy services impact the institutions.

- Communication letter (requirement for consultancy; consultant Name; consultant fee; period etc.)
- Expertising field
- Acceptance letter from Principal
- MOUs (If applicable)
- Financial statement with an authorized signature

5. MINOR RESEARCH PROJECT AND MAJOR RESEARCH PROJECT

Rules and Regulations for Major Research Project and Minor Research Project

Purpose of MOU: MoU is to have mutual intentions to jointly work on projects required for industries and research needs; with learned faculty of good industrial experience and promising students, jointly agree to exchange their expertise for mutual benefit and growth.

Duration: -

Major Research Project (MRP): Major Research Project duration is 2 to 3 years (based on sanctioning agency)

Minor Research Project (MRP): Minor Research Project duration is 6 months to 1 year.

Funding: -

For Major Research Project funding depends on the sanctioning authority.

For Minor Research Project institution will sanction the fund up to **Rs.....**

Rules and Regulations:

- ✓ Principal Investigator need to submit a research proposal to Scrutiny committee and Principal to get approval.
- ✓ The proposal should come through respective Department (Not individually) to get approval from Scrutiny committee and Principal.
- ✓ Principal investigator should belong to SIMS only.
- ✓ Proposal should include Abstract, Objectives, Hypothesis, Statement of the problem, Scope of Research, Research Design, Proposed Findings, Suggestions and Conclusion.
- ✓ Researcher need to submit Tentative expenditure details.
- ✓ Need to explain the benefits of MRP towards institution and society.
- ✓ Name of the funding agency. If so, make an MOU with the same.

- ✓ Fulfill the project within stipulated time period. If not, give an explanation to Scrutiny committee and get extension period if required.
- ✓ The proposed topic should come under main stream of the respective course.
- ✓ The outcome of the MRP should be published in reputed journals.

Documentation:

- Research proposal
- Principal investigator and Co investigator details, field assistant details

6. BOOK PUBLISHED, ARTICLES, EDITED BOOKS ETC.,

Rules and Regulations:

- Authors name should be associated with SIMS
- Compliment copy should be submitted to the College library

Documentations:

- Title of the books
- Authors name
- Publication Details
- Financial assistance received from college

7. WORKSHOP/ FDP/ MDP/SDP (SKILL ENHANCEMENT PROGRAM)/ SEMINARS /SYMPOSIUM/ RESEARCH CONCLAVE (NATIONAL AND INTERNATIONAL)

- No of seminars per semester per faculty – Minimum one
- The faculty members should fill the intimation proforma available with the Scrutiny committee before attending any events. They will provide the remarks whether the above said events will be value added or not. If the scrutiny committee rejects the proposal, and faculty still would like to go for the above said events the college doesn't bear such expenditures.

Documentations:

- Registration details (brochure, payment)
- Attendance certificate
- OOD
- Certificate
- Financial claim

6. RULES AND REGULATIONS FOR ORGANIZING ANY CONFERENCE, SEMINARS WORKSHOP, FDP, MDP IN THE COLLEGE CAMPUS.

Aims and objectives:

1. To enhance technical and professional competency as well as organizing skill of the faculty members
2. To promote interaction with professionals working in specific areas of research in Academic Institutions, Research Labs, and Industries
3. To provide exposure on latest developments in Academia/Research/ Industry to the students from renowned Academicians/Researchers/ Entrepreneurs/ Experts from Industry.

MODE OF SEEKING APPROVAL:

The proposals may be submitted in any of three segments with broad guidelines as specified here under:

6.1 CONFERENCE/ e- CONFERENCE (National / International)

- o All departments will be eligible to organise International/National Conference/e-Conference of 2 to 3 days duration either alone or jointly, covering various sub-themes under one broader area.
- o Desiring Departments may submit the proposal for organizing the event to Organizing Secretary for seeking administrative and financial approvals. The Organizing Secretary may

choose suitable faculty members to his/her core team for smooth organization of the Conference/e-Conference. The Organizing Secretary shall strive to seek external sponsorships from different organizations/agencies such as AICTE, INSA, DRDO, CSIR,

- o DST, Professional bodies, Industries, etc. Preferably the International/National Conference/e-Conference must be organized under the umbrella of some National/International professional society.
- o Normally only one International/National Conference/e-Conference shall be organized by the Department in an academic year. However, under special circumstances (where some external agency has agreed to sponsor the entire expenses to be incurred on organizing the Conference/e-Conference) more than one Conference may be allowed in a financial year.
- o The Organizing Secretary of the proposed Conference shall apply to Principal giving details of the estimated expenditure under various heads such as Honorarium and TA/DA to Experts (if applicable), Boarding & Lodging (if applicable), Contingency/Stationery/Miscellaneous items etc. The proposal shall also mention about the amount to be collected as registration fee, external sponsorships, etc.
- o The proposal submitted by the Organizing Secretary must be evaluated at the Level of Institution by committee. This committee shall examine the proposal for its objectives, theme(s), justification, and details of Experts/Speakers. The tenure of the members of this committee shall be one academic year.

This Institute Level Committee shall give its specific recommendations to accept/reject the proposals based on the merit of the proposal and the extent of funding.

- o The event may be funded by the Institute only up to a maximum of **Rs.**. The remaining expenditure, if any, has to be met out of external sponsorships.
- o Non-refundable registration fee may be collected from the participants preferably through **Soundarya Souharda Credit Co-operative Ltd.** Collect and the details may be shared with the Institute cashier as under:

Conference		e-conference		
Description	International	National conference	International Conference	National Conference
Participants from Academia/ R&D	Rs. 3000 for foreign delegates	Rs.1000	Rs. 2000 for foreign delegates	Rs.500

Participants from industry	Rs.5000 for foreign delegates	for	Rs. 2000	Rs. 1000 for foreign delegates	for	Rs.300
Students	Rs.1000 for foreign delegates	for	Rs.500	Rs. 300 for foreign delegates	for	Rs.200
Attendee/ listener	Rs.500 for foreign delegates	for	Rs.300	Rs. 200 for foreign delegates	for	Rs.100

- o The registration fee completely or partially may be waived off for some of the participants belonging to the sponsoring organization/industry depending on the sponsorship amount.
- o After seeking approval from the principal, they shall issue the necessary permission letter.
- o The Organizing Secretary will be responsible for taking all necessary measures with regard to the issues of International Participants wherever applicable. The Organizing Secretary will be responsible for maintaining of all relevant records (registration/attendance, stock registers, cash book, etc.) and make these available as and when required.
- o The Organizing Secretary will also be responsible for completing all the formalities related to the settlement of the amount received through sponsorship from external agencies.

8.3 WORKSHOP/e-WORKSHOP, FACULTY DEVELOPMENT PROGRAMME (FDP)/e-FDP, SHORT TERM COURSE (STC)/ e-STC

OFFLINE MODE

- ✓ All departments will be eligible to organize Workshop/ FDP/ STC. Such events of normally 7 days duration, shall in general be organized during summer/winter break. The proposed programme of 7 days duration must have 18 sessions (at least 03 sessions of 2 hours duration each per day except the last day) including at least 03 practical sessions wherever possible.
- ✓ The programmes should have sufficient sessions for Software Exposure and Experimental Demonstration wherever possible. A day-to-day tentative schedule of the proposed event indicating lectures as well as laboratory/practical sessions must be furnished along with the proposal.

- ✓ Desiring Departments may submit the proposal as Coordinator for seeking administrative and financial approvals. Coordinator may choose suitable faculty /staff members in his/her team for smooth organization of the event. The coordinator shall also be responsible for seeking external sponsorships from agencies such as AICTE, INSA, DRDO, CSIR, DST, Professional bodies, Industries, etc., if required.
- ✓ Normally each Department shall be allowed to organize at least one per year.
- ✓ The coordinator shall apply to Principal giving details of the estimated expenditure under various heads such as Honorarium and TA/DA to Experts, Boarding & Lodging, Contingency/Stationery/Miscellaneous, etc. The proposal shall also include the amount to be collected as registration fee, external sponsorships, etc., (if any).
- ✓ The proposal for FDP/STC should normally be made for a maximum of 50 (fifty) participants. 20 participants from outside i.e., from reputed Institutions/Industries.
- ✓ The proposal submitted by the coordinator must be evaluated at the Level of Institution by committee. This committee shall examine the proposal for its objectives, justification, course content, and details of Experts/Speakers. The tenure of the members of this committee shall be one academic year.
 - o This Institute Level Committee shall give its specific recommendations to accept/reject the proposals based on the merit of the proposal and the extent of funding.
- ✓ The event may be funded by the Institute based on the department wise budget submitted. The remaining expenditure, if any, has to be met out of external sponsorships.
- ✓ Non-refundable registration fee may be collected from the participants preferably through Soudarya Co-operative Society Collect and the details may be shared with the Institute cashier as under:
 1. Rs. 1000 for the participants from Academia/R&D Labs
 2. Rs. 1500 for the participants from Industry
 3. Rs. 250 for Students.

The coordinator will be responsible for maintaining all relevant records (registration/attendance, stock registers, cash book, etc.) and make these available as and when required. If required he/she may suggest suitable faculty member as Treasurer or act as Treasurer himself/herself.

B. ONLINE MODE

1. Any Department of the Institution will be eligible to organize workshop/STC in online mode i.e. e-Workshop/e-STC. Such events of normally one week duration may be arranged in such a way that the academic schedules are not disturbed. The proposed programme of 7 days duration may have

minimum three sessions per day (at least 03 sessions of 2 hours duration each) with emphasis to hand holding sessions wherever possible.

ii. A day-to-day tentative schedule of the proposed event indicating lectures must be submitted along with the proposal.

- i. Desiring department may submit the proposal as Coordinator for seeking administrative and financial approvals. Coordinator may choose suitable faculty /staff members in his/her team for smooth organization of the event. The coordinator shall also be responsible for seeking external sponsorships from agencies such as AICTE, INSA, DRDO, CSIR, DST, Professional bodies, Industries, etc., if required.
- ii. Normally each Department shall be allowed to organize one programmes in a financial year.

The coordinator shall apply to Principal giving details of the estimated expenditure under various heads such as Honorarium, Contingency, Miscellaneous expenditure etc. The proposal shall also include the amount to be collected as registration fee, external sponsorship etc. (if any). The proposed programme may have minimum 10 participants. The coordinator must adhere to the specific guidelines/norms fixed by sponsoring agency or guidelines mentioned in a specific project out of which the sponsorship is being arranged.

vi. The proposal submitted by Coordinator must be on par with budget submitted by each Department.

- e. Non-refundable registration fee may be collected from the participants preferably through Srujanika Co-operative Society Collect and the details may be shared with the Institute cashier as under:
 - a. Rs.500 for the participants from Academia/ R&D, etc
 - b. Rs.150 for students
 - c. Rs. 750 for participants from Industry

The coordinator will be responsible for maintaining all relevant records (registration/attendance, stock register, cash book etc.) and make these available as and when required. If required the coordinator may suggest suitable faculty member as Treasurer or act as treasurer himself/herself.

MODE OF SUBMITTING APPLICATION

The application for organizing the programme (Conference /e-Conference, Workshop /e-Workshop, FDP/e-FDP, and STC/e-STC), duly forwarded and recommended by concerned Head of Department must be submitted along with relevant details specified hereunder:

1. Brochure of the programme
2. Tentative list of experts with specialization/expertise
3. Tentative lecture schedule
4. Budget detail/proposal

The proposal must be submitted well in advance to Principal on standard format for evaluation of the Institute Level Committee, wherever applicable, and subsequent approval of the Competent Authority.

GENERAL GUIDELINES

The Organizing Secretary/Coordinator, as the case may be, must submit complete report within one month of the completion of the programme to the office and scrutiny committee. The report must include details and affiliation of the speakers and participants of the programme and broad outcome/objectives achieved etc.

Wherever the Conference/Workshop/FDP/STC (offline or online) is sponsored by external agency or the finances are to be booked to a specific project, the Organizing Secretary/Coordinator must adhere to the guidelines/norms of sponsoring agency.

The purchase process, wherever required, must be in accordance with the Institute rules. The purchase committee, if required, must have one member from Accounts and Audit Section.

The certificates must be issued to participants based on their attendance in the programme organized and may be signed by Organizing Secretary/Coordinator of the programme, Head of the Department, and Principal. Prior to issuing of the certificates to the participants, coordinator shall appraise the Principal of the Institute about the attendees of the event along with the attendance record.

E-Certificates for programmes conducted through online mode may be issued as per point "e" above.

Duly recommended proposals (both offline and online mode) must be submitted to the Scrutiny committee for further processing in accordance with the time frame as under:

- o **Workshop/FDP/STC:** at least one month in advance from the proposed date.
- o **National Conferences:** at least five months in advance from the proposed date.
- o **International Conferences:** at least six months in advance from the proposed date.

To keep uniformity at the Institute level, the organizing committee for offline as well as online mode of Conference/Workshop/FDP/STC should be proposed in the following pattern:

A) For Conference

- i. **Patron:** Head of the Institute
- ii. **Co-Patron:** Head of the Department
- iii. **Organizing Chairman:** Faculty member (01)
- iv. **Organizing Secretary(s):** Faculty member (s) (Max 02)
- v. **Treasurer:** Faculty member (01)
- vi. **Organizing Committee (s):** Faculty/Staff member(s), If required.
- vii. **Advisory Committee*:** Renowned Academicians/ Researchers

*Persons from Reputed Industry may also be considered, if required

B) For Workshop/FDP/STC

- **Patron:** Head of the Institute
- **Chairman:** Head of the Department
- **Convener:** Faculty member (01)
- **Coordinator (s):** Faculty member(s) (Max: 02)
- **Treasurer:** Faculty member (01)
- **Organizing Committee (s)**

GUIDELINES FOR A MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding (MOU) is required of an agency when an application for funds includes an explicit non-financial collaboration with partnering organizations. The MOU provides documentation that demonstrates the organizations have consulted and coordinated the responsibilities of their grant activities.

The following elements should be considered when constructing an MOU:

- Describe each partner agency.
- State the purpose of the MOU.
- Clearly describe the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs.
- Identify the staff responsible for completing the specific responsibilities.
- Describe how the collaboration/partnership benefits the project.
- Describe the resources each partner would contribute to the project. This can be contributing staff time, making in-kind contributions, delivering services, offering training or expertise, etc.;
- Provide a statement that the lead agency accepts full responsibility for the performance of the collaborative organizations/agencies; and
- The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

WHEN DO I NEED A MEMORANDUM OF UNDERSTANDING?



A MEMORANDUM OF UNDERSTANDING should be used when you submit a request for application involving a collaborative partner(s).

that agrees to provide a non-financial exchange that will enhance the project. Examples include: a work station, food and sheltered subjects or facilities for staff members.

MEMORANDUM OF UNDERSTANDING

All italicized sentences are considered instructions and should be deleted prior to the submission of the final MOU.

This Memorandum of Understanding (MOU) is entered into by and between: *Provide the agency name and a brief description of each agency*

- A. Purpose.** *State the purpose of the MOU. Include statements that explain how the collaborative relationship enhances or benefits the Applicant's program.*
- B. Roles and Responsibilities.** *Clearly describe and delineate the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs. This may be contribution of staff time, in-kind contributions of space or materials, delivery of program services, provision of training or staff expertise, etc.*

Agency A agrees to:

Responsibility/Activity	Responsibility/Activity

Agency B agrees to:

Responsibility/Activity	Responsibility/Activity

C. Reporting Requirements. Describe who will be responsible for collecting, collating and submitting data as per the project target outputs and outcomes.

D. Timeframes. Clearly state the time period that this MOU will be in effect

This MOU will commence on _____ and will dissolve at the end of the grant funding period on _____

F. Confidentiality.

In order to ensure the safety of clients, all parties to the Memorandum of Understanding agree to adhere to the confidentiality expectations as outlined in the Grant Agreement.

The designated lead agency accepts full responsibility for the performance of the collaborative organizations/agencies:

This Memorandum of Understanding is the complete agreement between _____ and _____ and may be amended only by written agreement signed by each of the parties involved.

The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

AGENCY A

Authorized Official: _____
Signature Printed Name and Title

Address: _____

Telephone(s): _____

E-Mail Address: _____

AGENCY B

Authorized Official: _____
Signature Printed Name and Title

Address: _____

Telephone(s): _____

E-Mail Address: _____

PATENTS

Applicability

This Regulation applies to all creative works produced at the institution, whether individually or collaboratively, by faculty (regular, part-time, and visiting), staff, students, or associates, in the context of educational or research programs, including but not limited to degree programs, research projects, publications, seminars, product development, inventions, and media releases. The Regulation encompasses all classes of intellectual property, including patents, copyrights, trademarks, design registrations, and licensing, and pertains to individuals and organizations associated with the institution's educational, research, or consultancy activities.

Types of Patents:

i. Patents Act, 1970

ii. Trademarks Act, 1999

iii. Designs Act, 2000

iv. Geographical Indications of Goods (Registration and Protection) Act, 1999

v. Copyright Act, 1957

vi. Protection of Plant Varieties and Farmers' Rights Act, 2001

vii. Semiconductor Integrated Circuits Layout-Design Act, 2000 and Biological Diversity Act, 2002

viii. Biological Diversity Act, 2002

ix. National IPR Policy 2016

S.No.	Name of the Inventor	Institution/ Patent Number	Title of the Patent	Patent Filed Date (DD/MM/YYYY)	Patent Published Date / Granted Date (DD/MM/YYYY)	Link of the Patent Details	File Upload (Published/ Awarded)	Published /Grant

GENERAL RULES OF ELIGIBILITY FOR INTELLECTUAL PROPERTY

- Two copies of all publications resulting from the research conducted with the aid of the grants should be submitted to Institution.
- Intellectual Property Rights**
Any intellectual property rights or such information/knowledge being able to sustain or create or any such right arising out of the papers/ projects sponsored by Institution will be held jointly by the Institution/R & D of Institution.
- R & D shall inform each other before filing for any protection of any Intellectual Property Rights resulting from any of the project sponsored by Institution.
- Academic Institute/R & D Institution and Institution will ensure appropriate protection of Intellectual Property Rights generated from cooperation, consistent with laws, rules and regulations of India.
- The expenses for filing the Patent protection in India and abroad shall be borne equally between Institute and Any/all financial accrusis due to any commercial exploitation, of this patent shall be shared equally between them, on 50:50 basis. However, any of the parties is free to utilize the IPR for their own use on non-commercial basis.

TEMPLATE:

Documents to be submitted:

- IPR certificate
- Design Application details (Screenshots)
- Supporting Documents (if any)

Annexure-I

FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR RESEARCH PROJECT

1. Broad Subject

2. Area of Specialization

3. Duration

4. Principal Investigator

i. Name:

ii. Sex: M/F

iii. Date of Birth:

iv. Category: (GEN/SC/ST/OBC)

vi. Qualification:

v. Designation:

Address Office:

Residence Email/Phone:

5. Name of the Institution where the project will be undertaken:

(a) Department :

(b) College :

(c) Affiliating University:

(d) Whether the Institute is located in rural/backward area:

Whether the College is approved under Section 2 (I) and 12-B of the UGC Act? Yes/No

6. Teaching and Research Experience of Principal Investigator:

(a) Teaching experience: UG_ Years PG_____Years.

(b) Research experience:

(c) Publication:

(a) Papers Published :

(b) Accepted :

(c) Communicated

(d) Book Published

(e) Accepted

(f) Communicated

(Please enclose the list of papers and books published and/or accepted during last five year)

PART – B

Proposed Research Work

- i. Project Title
- ii. Introduction
- iii. Objectives
- iv. Methodology
- v. Year-wise Plan of work and targets to be achieved.

9. Financial Assistance required

Item Estimated Expenditure

- i. Books and Journals
- ii. Equipment, if needed
- iii. Field Work and Travel
- iv. Chemicals and glassware
- v. Contingency (including special needs)
- vi. Hiring Services Total

10. Whether the teacher has received support for the research project from the UGC under Major, Minor or from any other agency? If so, please indicate:

- i. Name of the agency from which the assistance was approved
- ii. Section letter No. and date under which the assistance was approved
- iii. Amount approved and utilized
- iv. Title of the project for which assistance was approved
- v. In case the project was completed, whether the work on the project has been published
- vi. If the candidate was working for the doctoral degree, whether the thesis was submitted and accepted by the University for the award of degree.

(A summary of the report/thesis in about 1,000 words may please be attached with the application)

- vii. If the project has not been completed, please state the reasons.

11. (a) Details of the UGC project/scheme completed or ongoing

12. Any other information which the teacher may like to give in support of this proposal

To certify that:

- a. The College is approved under Section 2(f) and 12(B) of the UGC Act and is fit to receive grants from the UGC.
- b. General physical facilities, such as furniture/space etc., are available in the Department/College.
- c. I shall abide by the rules governing the scheme in case assistance is provided to me from the UGC for the above project.
- d. I shall complete the project within the stipulated period. If I fail to do so and if the UGC is not satisfied with the progress of the research project, the Commission may terminate the project immediately and ask for the refund of the entire amount (with interest) released by the UGC.
- e. The above research Project is not funded by any other agency.

Signature of Principal Investigator

Principal

(Seal)

Annexure – II

ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name _____

No.F. _____ dated _____

Title of the Project _____

1. The research project is not being supported by any other funding agency.
 2. The terms and conditions related to the grant are acceptable to the Principal Investigator and University/College/Institution.
 3. At present, I have no research project approved by UGC and the accounts for the previous project, if any have been settled.
 4. The College/University is fit to receive financial assistance from UGC and is included in the list of Section 2(f) & 12 (B) prepared by the UGC.
 5. The Principal Investigator is a retired teacher and eligible to receive honorarium as he/she is neither getting any honorarium from any agency nor is he/she gainfully employed anywhere.
 6. (i) His/her date of birth is _____
(ii) Age _____
7. The date of implementation of the project is _____

Principal Investigator

Principal College:

Date:

(Seal)

Annexure - III

NEW DELHI – 110 002

STATEMENT OF EXPENDITURE IN RESPECT OF MINOR RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Dept. of P1 _____ Name of College _____
3. UGC approval Letter No. and Date _____
4. Title of the Research Project _____
5. Effective date of starting the project _____
6. a. Period of Expenditure: From _____ to _____
b. Details of Expenditure _____

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
i.	Books & Journals		
ii.	Equipment		
iii.	Contingency including special needs		
iv.	Field Work/Travel (Give details in the proforma.)		
v.	Hiring Services		
vi.	Chemicals & Glassware		

7. If as a result of check or audit objection some irregularity is noticed at later date, action will be taken to refund, adjust or regularize the objected amounts.

8. It is certified that the grant of Rs. ____ (Rupees ____ only) received from the University Grants Commission under the scheme of support for Minor Research.

Project entitled vide UGC letter No. F. ____ dated ____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University Grants Commission.

**SIGNATURE OF PRINCIPAL
INVESTIGATOR**

PRINCIPAL

(Seal)

Annexure - IV

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

Name of the Principal Investigator:

Name of the Place visited	Duration of the Visit		Mode of Journey	Expenditure Incurred (Rs.)
	From	To		

Certified that the above expenditure is in accordance with the UGC norms for Major Research Projects.

SIGNATURE OF PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

Annexure - V

Utilization certificate

Certified that the grant of Rs (Rupees _____ only) received from the University Grants Commission under the scheme of support for Minor Research Project entitled _____ vide UGC letter No. F. _____ dated _____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University Grants Commission.

SIGNATURE OF THE

PRINCIPAL

STATUTORY AUDITOR

PRINCIPAL INVESTIGATOR

(Seal)

(Seal)

Annexure -VI

Annual/Final Report of the work done on the Minor Research Project. (Report to be submitted within 6 weeks after completion of each year)

1. Project report No. 1st. /Final _____
2. UGC Reference No.F. _____
3. Period of report: from _____ to _____
4. Title of research project _____
5. (a) Name of the Principal Investigator _____
(b) Deptt. _____
(c) College where work has progressed _____
6. Effective date of starting of the project _____
7. Grant approved and expenditure incurred during the period of the report:
 - a. Total amount approved Rs. _____
 - b. Total expenditure Rs. _____
 - c. Report of the work done: (Please attach a separate sheet)
 - i. Brief objective of the project _____
 - ii. Work done so far and results achieved and publications, if any, resulting from the: _____
 - iii. Work (Give details of the papers and names of the journals in which it has been published or accepted for publication) _____
 - iv. Has the progress been according to original plan of work and towards achieving the objective? if not, state reasons _____
 - v. please enclose a summary of the findings of the study. One bound copy of the final report of work done may also be sent to the concerned Regional Office of the UGC. _____
 - vi. Any other information _____

SIGNATURE OF THE PRINCIPAL INVESTIGATOR

PRINCIPAL

(Seal)

Annexure – VII

PROFORMA FOR SUBMISSION OF INFORMATION AT THE TIME OF SENDING THE FINAL REPORT OF THE WORK DONE ON THE PROJECT

1. Title of the Project

2. NAME AND ADDRESS OF THE PRINCIPAL INVESTIGATOR

3. NAME AND ADDRESS OF THE INSTITUTION

4. UGC APPROVAL LETTER NO. AND DATE

5. DATE OF IMPLEMENTATION

6. TENURE OF THE PROJECT

7. TOTAL GRANT ALLOCATED

8. TOTAL GRANT RECEIVED

9. FINAL EXPENDITURE

10. TITLE OF THE PROJECT

11. OBJECTIVES OF THE PROJECT

12. WHETHER OBJECTIVES WERE ACHIEVED

(GIVE DETAILS)

13. ACHIEVEMENTS FROM THE PROJECT

14. SUMMARY OF THE FINDINGS

(IN 500 WORDS.)

15. CONTRIBUTION TO THE SOCIETY

(GIVE DETAILS)

16. WHETHER ANY PH.D. ENROLLED/PRODUCED OUT OF THE PROJECT

17. NO. OF PUBLICATIONS OUT OF THE PROJECT

(PLEASE ATTACH)

(PRINCIPAL INVESTIGATOR) (PRINCIPAL)

(Seal)

Annexure - VIII

ASSESSMENT CERTIFICATE

(to be submitted with the proposal)

It is certified that the proposal entitled "____" by (Dr./Prof./Mr./Mrs.) _____

Dept. of _____ has been assessed by the _____

_____ committee consisting the following members

for submission to the JGC Regional Office

_____ for financial support under the scheme of Minor Research Projects.

Details of Expert Committee:

The proposal is as per the guidelines

(PRINCIPAL)

(Seal)



SOUNDARYA
INSTITUTE OF
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DATA PROTECTION POLICY (GDPR COMPLIANT)

This Data Protection Policy sets out how we handle the personal data of our customers, suppliers, employees, workers and other third parties regardless of the media on which that data is stored or whether it relates to past or present employees, workers, customers, clients or supplier contacts, shareholders, website users or any other data subject.

This Data Protection Policy applies to all Company personnel and sets out what we expect from you in order for the Company to comply with applicable law. Your compliance with the Data Protection Policy is mandatory. Any breach of the Data Protection Policy may result in disciplinary action.

Personal Data Protection Principles

Employees must adhere to the principles relating to processing of personal data set out in the GDPR (General Data Protection Regulation) which require personal data to be:

- Processed lawfully, fairly and in a transparent manner.
- Collected only for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
- Accurate and where necessary kept up to date.
- Not kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed.
- Processed in a manner that ensures its security using appropriate technical and organisational measures.
- Not transferred to another country without appropriate safeguards being in place.
- Made available to data subjects who are allowed to exercise certain rights in relation to their personal data.

Employees are responsible for and must be able to demonstrate compliance with the data protection principles listed above.

Lawfulness, Fairness, Transparency

a. Lawfulness and fairness

- I. Personal data must be processed fairly and in a transparent manner in relation to the data subject.
- II. Employees may only collect, process and share personal data fairly and lawfully and for specified purposes, some of which are set out below:
 - a) the data subject has given his or her consent,
 - b) the processing is necessary for the performance of a contract with the data subject,
 - c) to meet our legal compliance obligations,
 - d) to protect the data subject's vital interests,
 - e) to pursue our legitimate interests.

b. Consent

- I. A data controller must only process personal data on the basis of one or more of the lawful bases set out in the GDPR, which include consent.
- II. A data subject consents to processing of their personal data if they indicate agreement clearly either by a statement or positive action to the processing.
- III. Consent requires affirmative action so silence, pre-ticked boxes or inactivity are unlikely to be sufficient. If consent is given in a document which deals with other matters, then the consent must be kept separate from those other matters.
- IV. Data subjects must be easily able to withdraw consent to processing at any time and withdrawal must be promptly honoured.
- V. Consent may need to be refreshed if you intend to process personal data for a different and incompatible purpose which was not disclosed when the data subject first consented.
- VI. Unless we can rely on another legal basis of processing, explicit consent is usually required for processing sensitive personal data, for automated decision-making and for cross border data transfers. Usually, we will be relying on another legal basis (and not require explicit consent) to process most types of sensitive data. Where explicit consent is required, you must issue a fair processing notice to the data subject to capture explicit consent.

VII. You will need to evidence consent captured and keep records of all consents so that the Company can demonstrate compliance with consent requirements.

c. **Transparency**

1. The GDPR requires data controllers to provide detailed, specific information to data subjects depending on whether the information was collected directly from data subjects or from elsewhere. Such information must be provided through appropriate privacy notices which must be concise, transparent, intelligible, easily accessible and in clear and plain language so that a data subject can easily understand them.

Purpose Limitation

Personal data must be collected only for specified, explicit and legitimate purposes. It must not be further processed in any manner incompatible with those purposes.

Employee cannot use personal data for new, different or incompatible purposes from that disclosed when it was first obtained unless you have informed the data subject of the new purposes and they have consented where necessary.

Data Minimisation

Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.

Employee must ensure that when personal data is no longer needed for specified purposes, it is deleted or anonymised in accordance with the Institution's data retention guidelines.

Accuracy

Personal data must be accurate and, where necessary, kept up to date. It must be corrected or deleted without delay when inaccurate.

Employee must check the accuracy of any personal data at the point of collection and at regular intervals afterwards. Respective employee must take all reasonable steps to destroy or amend inaccurate or out-of-date personal data.

Storage Limitation

Personal data must not be kept in an identifiable form for longer than is necessary for the purposes for which the data is processed.

Employee must not keep personal data in a form which permits the identification of the data subject for longer than needed for the legitimate business purpose for which we originally collected it including for the purpose of satisfying any legal, accounting or reporting requirements.

Employee will take all reasonable steps to destroy or erase from our systems all personal data that we no longer require in accordance with all the institution's applicable records retention policies. This includes requiring third parties to delete such data where applicable.

Employee will ensure data subjects are informed of the period for which data is stored and how that period is determined in any applicable privacy notice.

Security Integrity And Confidentiality

Protecting Personal Data

Personal data must be secured by appropriate technical and organisational measures against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

Employee must follow all procedures and technologies we put in place to maintain the security of all personal data from the point of collection to the point of destruction. Employee may only transfer personal data to third-party service providers who agree to comply with the required policies and procedures and who agree to put adequate measures in place, as requested.

Employee must maintain data security by protecting the confidentiality, integrity and availability of the personal data, defined as follows:

- Confidentiality means that only people who have a need to know and are authorised to use the personal data can access it.
- Integrity means that personal data is accurate and suitable for the purpose for which it is processed.
- Availability means that authorised users are able to access the personal data when they need it for authorised purposes.

Reporting A Personal Data Breach

The GDPR requires data controllers to notify any personal data breach to the applicable regulatory and, in certain instances, the data subject.

Transfer Limitation

The GDPR restricts data transfers to countries outside the AEA (Asian Economic Area) in order to ensure that the level of data protection afforded to individuals by the GDPR is not undermined. Employees may only transfer Personal Data outside the AEA if one of the following conditions applies:

- the country to which we transfer the personal data ensures an adequate level of protection for the data subjects' rights and freedoms;
- the data subject has provided explicit consent to the proposed transfer after being informed of any potential risks; or
- the transfer is necessary for one of the other reasons set out in the GDPR.

Data Subject's Rights And Requests

Data subjects have rights when it comes to how we handle their personal data. These include rights to:

- withdraw consent to processing at any time;
- receive certain information about the data controller's processing activities;
- request access to their personal data that we hold;
- prevent our use of their personal data for direct marketing purposes;
- ask us to erase personal data if it is no longer necessary in relation to the purposes for which it was collected or processed or to rectify inaccurate data or to complete incomplete data;
- restrict processing in specific circumstances;
- challenge processing which has been justified on the basis of our legitimate interests or in the public interest;
- request a copy of an agreement under which personal data is transferred outside of the AEA;
- object to decisions based solely on automated processing, including profiling.

- prevent processing that is likely to cause damage or distress to the data subject or anyone else.
- be notified of a personal data breach which is likely to result in high risk to their rights and freedoms.
- make a complaint to the supervisory authority; and
- in limited circumstances, receive or ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format.

Accountability

The Data controller must implement appropriate technical and organisational measures in an effective manner, to ensure compliance with data protection principles. The data controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.

Record Keeping

The GDPR requires us to keep full and accurate records of all our data processing activities.

Training and Audit

Institution should ensure all personnel have undergone adequate training to enable them to comply with data privacy laws. Employee must also regularly test their systems and processes to assess compliance.

Sharing Personal Data

Generally, Employee are not allowed to share personal data with third parties unless certain safeguards and contractual arrangements have been put in place.

Employee may only share the personal data they hold with another employee, agent or representative of the Institution groups if the recipient has a job-related need to know the information and the transfer complies with any applicable cross-border transfer restrictions.



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E-GOVERNANCE

POLICY



E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- ✚ General Administration
- ✚ Student Admission
- ✚ Examination
- ✚ Library
- ✚ Accounts and Finance
- ✚ ICT Infrastructure
- ✚ E-waste Management

Objectives:

- ✚ Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- ✚ To promote transparency and accountability in all the functions of the institution.
- ✚ To achieve and create a paperless environment in the institution.
- ✚ To provide easy and quick access to information.
- ✚ To make campus Wi-Fi enabled.
- ✚ To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- ✚ To establish a fully automated Library.

Policy:

The institution will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

The institution decides to make the following policies and procedure:

1. Website:

- ↓ The website will act as an information centre which will reflect about the institution, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer shall be appointed by the institution.
- ↓ The institution shall provide training to administrative and teaching staff to make important updates on the website at regular intervals.
- ↓ A Website Committee to be formed for the administration of the institution website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis.
- ↓ The Committee will also look for other changes that are required on the website.
- ↓ The Institution strives to showcase its vibrant self and activeness through its website.
- ↓ All the important notifications have to go live on the website as and when they are released.

2. Student Admission:

- ↓ An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opted by the University of Bangalore.
- ↓ The Institution brings out its Brochure which is displayed on the website that has guidelines for the admission process.
- ↓ An Admission Portal to be used to manage the admissions in the institution.
- ↓ Number of students applying to each course, withdrawals, fee submission, all to be managed through OPTRA Portal only.
- ↓ Students are required to submit a separate Online Application Form for taking admission to the institution and for this purpose an online software to be used by the Admission Co-ordinator.

3. Accounts:

- ⬇ The office continues to maintain its account on Tally.
- ⬇ Latest versions of the software to be purchased and used by the institution.
- ⬇ Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only.
- ⬇ All the analysis reports are also generated through Tally.
- ⬇ Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- ⬇ Training to the existing staff and updation of the existing software must be done regularly.
- ⬇ The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts, TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members.
- ⬇ Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, Voucher etc.

4. Library and Information Centre:

- ⬇ The institution continues to maintain its academic excellence through maintaining a well-stocked library.
- ⬇ The institution will add more and more e-learning resources for the benefit of the teachers and the students on regular basis.
- ⬇ The institution should continue to subscribe to new journals and books regularly.
- ⬇ Recommendations are taken from the teachers and students for new indent and resources.

- ✚ Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.
- ✚ The Library to install fully automated LMS software which should have an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.
- ✚ The use of Online Public Access Catalogue [OPAC] module of the software to allow library database searching by entering preferred terms for information retrieval.
- ✚ The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- ✚ The Database Maintenance module should cover all operations of database creation and maintenance.
- ✚ Information centre should update to the faculty members and students of the new arrivals and available resources.
- ✚ Should frame / constitute committee and it should prepare a budget and recommendation of resources at regular intervals.

5. Administration:

- ✚ Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc.
- ✚ Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- ✚ Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- ✚ To provide a hassle-free, convenient and smooth process, administration of the institution to be made paperless.
- ✚ Students must be able to obtain maximum services in online mode.

- ➡ The institution will look into opportunities to automate some of its functions related to administration.
- ➡ Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

6. Examination:

- ➡ The institution has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.
- ➡ The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

7. Alumni:

- ➡ To strengthen our alumni relationships; a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the institution, feedback and many other aspects.
- ➡ Alumni association to be consulted for regular updates, database management and also for strategic plan in coordination with the institution.

8. E-Waste Management: ITC Wow ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT TOOLS

9. Hardware Infrastructure

- ➡ The institution to ensure that it has adequate number of desktops and laptops for students and staff.
- ➡ Computers and printers to be made available in the administrative block.
- ➡ Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.

- ✚ The infrastructure to be complemented by Risographs, computer networking devices, scanners and interactive teaching board/smart board etc.

10. Software Infrastructure

- ✚ The Institution to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- ✚ Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- ✚ The institution to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages



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IT POLICY

IT POLICY

Purpose of IT Policy

- To maintain, secure, and ensure legal and appropriate use of information technology infrastructure established by the Institution on the campus.
- To establish Institution-wide strategies and responsibilities for protecting the information assets that are accessed, created, managed, and/or controlled by the Institution.
- To work as a guide to stakeholders in the usage of the Institution's computing facilities including computer hardware, software, email, information resources, Intranet and Internet access facilities.
- To set direction and provide information about acceptable actions and prohibited actions or policy violations.

Scope of IT Policy

- Institution IT Policy applies to technology administered by the Institution centrally or by the individual departments, (to information services provided by the Institution administration, or by the individual departments, or by individuals of the Institution community).
- This IT policy also applies to the resources administered by the departments such as Library, Computer Labs, Laboratories, and Administrative Offices of the Institution.
- Computers owned by the individuals, or those owned by research projects of the faculty, when connected to campus network are subjected to the Do's and Don'ts detailed in the Institution IT policy.
- Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the Institution's information technology infrastructure, must comply with the Guidelines.
- IT policies broadly concentrate on the following areas:
 - IT Hardware Installation and Maintenance Guidelines
 - Software Installation and Licensing Guidelines
 - Network (Intranet & Internet) Use Guidelines
 - E-mail Account Use Guidelines
 - Web Site Hosting Guidelines
 - Institution Database Use Guidelines
 - Role of Network/System Administrators

IT Hardware Installation and Maintenance Guidelines

- Any computer (PC/Server) that will be connected to the Institution network should have an IP address assigned by the System Administrators.
- An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port.
- Change of the IP address of any computer by staff or student is strictly prohibited.
- Configuration of a network will be done by system administrators only.
- Individual departments/Individuals connecting to the Institution network over the LAN may run server software only after bringing it to the knowledge of the System Administrators.
- Access to remote networks using a Institution's network connection must be in compliance with all policies and rules of those networks.
- Internet and Wi-Fi facilities should be used for academic and administrative purpose only.

Email Account Use Guidelines

- Every faculty is provided with an E-mail.
- The E-mail facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the E-mail facility for illegal/commercial purposes is a direct violation of the Institution's IT policy and may entail withdrawal of the facility.
- Faculty should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.
- Impersonating email account of others will be taken as a serious offence under the Institution IT security policy.
- It is ultimately each individual's responsibility to keep their e-mail account free from violations of Institution's email usage policy.

Web Site Hosting Guidelines

- The Institution Website should be used to provide academic and administrative information for its stake holders.

- Website Updation Committee is responsible for content updation and maintenance of the website.
- Maintain up to date pages. Proofread pages and test links before putting them on the Web, and regularly test and update links.
- The contents hosted on website should be correct and clear.
- The departments, and Associations of Teachers/Employees/Students may have official Web page on Website. Official Web pages must conform to the Institution Web Site Creation Guidelines.
- LMS can be linked to the website so that Faculty may post class materials (syllabi, course materials, resource materials, etc.) on the Web to facilitate eLearning.
- Website Updation Committee need to take proper measures in safeguarding the security of the data hosted on the website.

Institution Database Use Guidelines

- The databases maintained by the Institution administration under the Institution's e-Governance must be protected.
- Institution is the data owner of all the data generated in the Institution.
- Individual or departments generate portions of data that constitute institution's database.
- The institution's data policies do not allow the distribution of data that is identifiable to a person outside the Institution.
- Data from the institution's database including data collected by departments or individual faculty and staff, is for internal institution purposes only.
- One's role and function define the data resources that will be needed to carry out one's official responsibilities/rights. Through its data access policies, the Institution makes information and data available based on those responsibilities/rights.
- Data directly identifying a person, and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the IQAC.

Office of the Institution

- Requests for information from any courts, attorneys, etc. are handled by the Office of the Institution and departments should never respond to requests, even with a subpoena.

- All requests from law enforcement agencies are to be forwarded to the IQAC Office of the Institution for response.
- At no time may information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation or other purposes.
- All reports for UGC, MHRD and other government agencies will be prepared/compiled and submitted by the Dean, IQAC coordinator, Controller of Examinations and Finance officer of the Institution.
- Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to:
- Certain violations of IT policy laid down by the Institution by any institution member may even result in disciplinary action against the offender by the institution authorities.
- If the matter involves illegal action, law enforcement agencies may become involved.

Responsibilities of Network/System Administrators

- To Design Institution Network and perform Backbone operations.
- To follow Global Naming & IP Addressing conventions.
- To review the existing networking facilities and need for possible expansion.
- Configuring and maintenance of Wireless Local Area Networks.
- To configure and maintain IT facilities provided in classrooms, Labs and Seminar halls.
- To receive and address complaints from users of institution network.
- To Maintain servers in the server room.
- To look into the Maintenance of Computer Hardware, Peripherals and Networking devices.
- To discourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

E-waste Management

- The Institution is undertaken a number of E-waste Management initiatives with the objective of creating an eco-friendly environment in the campus.
- E-Waste Management: Electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff, and the major repairs are handled by the Technical Assistant and are reused.
- Old configuration computers and LCD Projectors are transferred to the schoola nm by our education trust.

- The major e-waste such as write off instruments/equipment's, CRTs, Printers, Computers may sell out.
- UPS Batteries are recharged / repaired / exchanged by the suppliers.
- Electronics gadgets, circuits, kits have been write off on regular basis and then it is sold out to buyers.
- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.
- The waste compact discs and other disposable non-hazardous items can be used by students for decoration.
- The awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.



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STAFF WELFARE POLICY

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STAFF WELFARE POLICY

Soundarya Institute of Management and Science was established in the year 2007. It is determined to provide quality higher education to the rural, semi urban and urban people. It is self-financed institution with all necessary amenities to attend the contemporary standards.

Objective

- To enhance conducive workforce in the organization
- To empower the employees on the contemporary changes
- To extend hand to the needy employees
- To develop the value system in the organization

Scope

It covers the entire staff of the Soundarya Institute of Management and Science, Bengaluru

Policy

Focuses on the need based of the Teaching, Non-teaching, and merital staff of working in the Soundarya Institute of Management and Science, Bengaluru

Welfare Measures and Categories

The management of the Soundarya Group of Institutions is committed to welfare of staff members of the institution. The Welfare measures are categories into Statutory, non-statutory and the same made accessible to its employees - academic, administration, towards this the Management allocates the fund under **Soundarya Welfare Fund** and Professional Empowerment Support:

The following are provision available under different categories

Statutory Welfare Measure

- Employee Provident Fund (EPF)
- Employee Deposit-Linked Insurance (EDLI)
- Employee State Insurance (ESI)
- Maternity Leave
- Paternity Leave
- Medical Leave
- Gratuity

Non -Statutory Welfare Measures

- Group Insurance
- Health Insurance in association Sparsh Hospital, Yeshwanpur Branch Bengaluru.
- Special concession to get diagnostic services at Soudarya Diagnostic Centre
- Flexible Working hours for staff with Special needs.
- Reduced Teaching Hours in workload for staff in administrative roles.
- Corpus Fund to meet -out the salary during emergency
- Wedding Leave
- Fee relaxation for the children of Employees
- Special leave for employees on the demise of family members up to five / eleven days
- Casual leave entashment.

Professional Empowerment Support

- Seed money for research/ Minor research projects
- OOD and reimbursement to Professional Empowerment Support like. FDP, Conferece, Workshops, Orientation, Refresher off the campus
- Perquisite Support to pursue PhD / FDP and enhance the qualifications
- Incentives on publications of research papers in peer reviewed Journals, Patent, IPR, and Books

Financial Assistance

- Interest free loan up to 50k for period of one year
- Salary in advanced
- Free health care consultation
- Financial Support for Medical emergency
- Support to the family of the employee who demise during the service

Awards and Recognition

- Award of the best researcher
- Felicitation to newly PhD awardee, NET and SET
- Honour for Patent, Book publication, sponsored conferences and fund raising
- Retirement / Farewell function
- Felicitation to the staff for serving 5 years (Teacher's Day)
- Honouring the community extension services
- Honouring the consultancy services rendered

Infrastructure facilities

- ATM and online banking
- Car parking lot
- Photocopy facilities
- Stationery
- Recreation Hall
- Guest House
- Conference Hall
- Conventional / Community Hall for the domestic purpose of the employees with the nominal cost

Other facilities

- Uniform for mental and security
- Free food facilities for Class D employees
- Refreshment for employees
- Gifts on Teacher's Day
- Fellowship lunch during academic Break / Excursion
- Family get - together occasion for the employees

Thus, the core objective of the staff welfare policy is to empower the members holistically for the betterment of the organization and the families in general. It also motivates to retain the employees and create efficient workforce in the organization.