



SOUNDARYA
INSTITUTE OF
MANAGEMENT AND
SCIENCE

CRITERION - 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

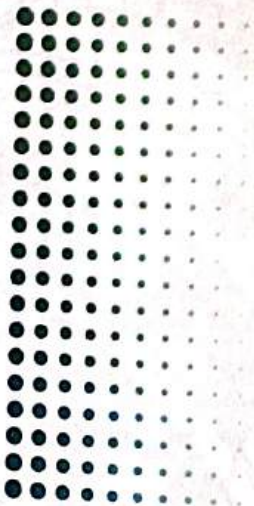


6.3 - Faculty Empowerment Strategies

“

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression





CRITERION	Governance, Leadership and Management
Question No.	6.3 Faculty Empowerment Strategies
Enclosed documents	<ul style="list-style-type: none">• Performance Appraisal Process• Staff Welfare Policy<ul style="list-style-type: none">Statutory Welfare MeasureNon -Statutory Welfare MeasuresProfessional Empowerment SupportFinancial AssistanceAwards and RecognitionInfrastructure facilities



SOUNDARYA EDUCATIONAL TRUST (REGD.)

(Recognised by the Govt. of Karnataka)

Soundarya Road, Havanoor Extension, Hesaraghatta Main Road,
Nagasandra Post, BENGALURU - 560 073.

Tel : 080 - 2839 1789, 98442 62884

5th Jan, 2024

To:-

The Principal
Soundarya institute of Management and Science
Bengaluru-73

Dear Sir,

Sub: -Request for self-appraisal for both Teaching and non-teaching staff for the academic year 2023- 24.

With reference to above mentioned subject, I would like to bring to your kind attention regarding self-appraisal for the academic year.

Therefore, kindly complete the process by 25th March 2024 and submit the report to Soundarya Educational Trust office.

With regards,


Mr. Keerthan Kumar M
Chief Executive Officer,
Soundarya Group of Institutions.
Chief Executive Officer
Soundarya Educational Trust (R)
Havanoor Extn. Bangalore-560 073.

- 1.Manager, Accounts, SET.
- 2.Secretary, SET
- 3.CEO, SET.



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5th Jan. 2023

To:-

The Principal
Soundarya Institute of Management and Science
Bengaluru-73

Dear Sir,

Sub: -Request for self-appraisal for both Teaching and non-teaching staff for the academic year 2022- 23.

With reference to above mentioned subject, I would like to bring to your kind attention regarding self-appraisal for the academic year.

Therefore, kindly complete the process by 25th March 2023 and submit the report to Soundarya Educational Trust office.

With regards,

Mr. Keerthan Kumar M
Chief Executive Officer
Soundarya Group of Institutions
Havanoor Extn. Bangalore-560 073.

Copy to:-

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- 2.Secretary, SET
- 3.CEO, SET.



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Tel : 080 - 2839 1789, 98442 62884

5th Jan. 2022

To:-

The Principal
Soundarya institute of Management and Science
Bengaluru-73

Dear Sir,

Sub: -Request for self-appraisal for both Teaching and non-teaching staff for the academic year 2021- 22.

With reference to above mentioned subject, I would like to bring to your kind attention regarding self-appraisal for the academic year.

Therefore, kindly complete the process by 25th March 2022 and submit the report to Soundarya Educational Trust office.

With regards,


Mr. Keerthi Kumar M.
Chief Executive Officer
Soundarya Educational Trust (R)
Havanoor Extn. Bangalore-560 073.

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5th Jan. 2021

To:-

The Principal
Soundarya institute of Management and Science
Bengaluru-73

Dear Sir,

Sub: -Request for self-appraisal for both Teaching and non-teaching staff for the academic year 2020- 21.

With reference to above mentioned subject, I would like to bring to your kind attention regarding self-appraisal for the academic year.

Therefore, kindly complete the process by 25th March 2021 and submit the report to Soundarya Educational Trust office.

With regards,


Mr. Keerthan Kumar M
Chief Executive Officer,
Soundarya Group of Institutions.

Copy to:-
KEERTHAN KUMAR.M
Chief Executive Officer
Soundarya Educational Trust (R)
Havanoor Extn. Bangalore-560 073.

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5th Jan. 2020

To:-

The Principal
Soundarya institute of Management and Science
Bengaluru-73

Dear Sir,

Sub: -Request for self-appraisal for both Teaching and non-teaching staff for the academic year 2019- 20.

With reference to above mentioned subject, I would like to bring to your kind attention regarding self-appraisal for the academic year.

Therefore, kindly complete the process by 25th March 2020 and submit the report to Soundarya Educational Trust office.

With regards,

Mr. Keerthan Kumar M
Chief Executive Officer,
Soundarya Group of Institutions.

KEERTHAN KUMAR.M
Chief Executive Officer
Soundarya Educational Trust (R)
Havanoor Extn. Bangalore-560 073.

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SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE





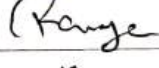



6.1.2024

CIRCULAR

Dear HODs,

All HODs are hereby informed to submit the filled Self-appraisal forms of your respective Department staff members and submit the same to Principal office on or before 10th March 2024.


Dr. VASU B.A

Sl.No.	Name	Designation & Dept.	Signature
1.	Mrs.Prithvi Heggade M.P	HOD - B.Com	
2.	Mr.Aafaq Ahmed	Incharge HOD - BBA & BBA Aviation Mngt.	
3.	Mr.Vijay Kumar A.S	HOD - BCA	
4.	Dr.Shreemathi Giri	HOD - B.Sc	
5.	Mrs.Ramya H.S	HOD - BA Journalism	
6.	Dr.Nagalakshmi G	HOD - B.Sc Forensic Science	
7.	Dr.Prashanth Kumar C.P	HOD - M.Com	
8.	Dr.Roopa Shettigar	Associate Prof. - MBA	






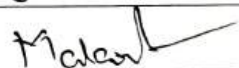
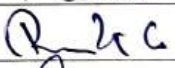

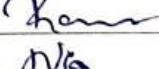



6.1.2023

CIRCULAR

Dear HODs.

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Dr. VASU B.A

Sl.No.	Name	Designation & Dept.	Signature
1.	Mrs.Prithvi Heggade M.P	HOD - B.Com	
2.	Mrs.Malarvelze M	HOD - BBA & BBA Aviation Management	
3.	Mrs.Rekha C	HOD - BCA	
4.	Dr.Shreemathi Giri	HOD - B.Sc	
5.	Mrs.Ramya H.S	HOD - BA Journalism	
6.	Dr.Nagalakshmi G	HOD - B.Sc Forensic Science	
7.	Dr.Vani Ramesh	HOD - M.Com	
8.	Dr.Roopa Shettigar	Associate Prof. - MBA	





6.1.2022

CIRCULAR

Dear HODs,

All HODs are hereby informed to submit the filled Self-appraisal forms of your respective Department staff members and submit the same to Principal office on or before 10th March 2022.

Kept in
[Handwritten signature]

Sl.No.	Name	Designation & Dept.	Signature
1.	Mrs.Prithvi Heggade M.P	HOD - B.Com	<i>[Signature]</i>
2.	Mrs.Malarvelze M	HOD - BBA & BBA Aviation Management	<i>[Signature]</i>
3.	Mrs.Rekha C	HOD - BCA	<i>[Signature]</i>
4.	Dr.Shreemathi Giri	HOD - B.Sc	<i>[Signature]</i>
5.	Mrs.Ramya H.S	HOD - BA Journalism	<i>[Signature]</i>
6.	Dr. Suresh C Hegadi	M.Com	<i>[Signature]</i>





Self-Assessment for the Performance Based Appraisal System (PBAS) for Academic Performance Index (API)

General Information

1. Name (in Block Letters): Dr. Nagalakshmi. G
2. Department: Forensic Science
3. Current Designation: Co-ordinator
4. Date of last Promotion: NA
5. Academic Qualifications: M.Sc, Ph.D

Examination	Name of the Board/University	Year of passing	Specialization
UG	Gulbarga University	2007	Chemistry, Botany, Zoology
PG	Bangalore University	2009	Biotechnology
Additional PG	-	-	-
M. Phil	-	-	-
Ph. D	Jain university	2019	Biotechnology
Post Doc.			
Other Examination, if any	-	-	-
PG Diploma	IFS Education, Govt. of India Certified Dept. Govt of Maharashtra Regd.,	Registered (In progress)	Forensic Science

6. Whether acquired any degrees or fresh academic qualifications during the year:

Examination	Name of the Board/University	Year of passing	Percentage of Marks obtained	Division/ Class/Grade	Subject

Self-assessed score- 13
Screening committee score-

0

7. Appointments held prior joining this Institution:

Designation	Name of Employer	Date of Joining		Salary	Reason of Leaving
		Joining	Leaving		
Microbiologist	Biomytz Pvt Limited	January 2022	July 2022	40,000	Personal
Senior Research Fellow	National Bureau of Agricultural Insect Resources	09-01-2015	30-01-2016	16,000/-+ HRA	Project Duration Was Completed
Senior Research Fellow	Indian Institute of Horticultural Research	14-02-2012	08-01-2015	16,000/-PM+ HRA	Project Duration Was Completed
Project Assistant	Indian Institute of Horticultural Research	06-10-2010	13-02-2012	5000/-PM (Consolidated)	Project Duration Was Completed

8. Posts held after appointment at this Institution:

Designation	Department	Date of actual Joining	
		From	To
Co-ordinator	Soundarya Institute of Management and Science, Forensic Science	05-07-2022	Till now

9. Orientation/Refresher Course/FDP/MDP's attended during the year:

Name of the Course/Organization	Place	Duration	Sponsoring Agency
Flagship Event for Post-PhD Opportunities	New-Delhi	22 nd -23 rd April 2023 ✓	Indian National Young Academy of Science (INYAS)
"ENERGY LITERACY TRAINING	Bengaluru	15-04-2023 ✓	SIMS and Axis Bank

Self-assessed score- 5

Screening committee score-

10 ✓

* Note- National level- 5 points, International - 10 points (*If the faculty attends any international FDP/ Workshops with host designated API credits, then those credits will also be added accordingly).

10. Details of Professional Memberships/Recognitions/Awards/Resource person/ Guest Speaker during the year:

SL NO	Details of the program	Date	Name of the agency
1	BOE member of Bangalore University	2022	Bengaluru University
2	Editorial Member for the Quarterly Scientific Journal <i>Insect Environment</i>	2019 ✓	Insect Environment Quarterly Journal ISSN 0975
3	Life Member in Pest Management in Ecosystem	2013 ✓	IIHR
4	Insect Environmentalist Awards	2022	Rashvee-International Phytosanitary Research and services, AVIAN trust and Federal Bank

Self-assessed score- 20

Screening committee score-

10 ✓

- Note: 1. Professional Membership-International (10 each), National & University bodies (5 each)
2. Recognitions/ Awards - International (10 each), National & University bodies (5 each)
3. Resource person/ Guest Speaker- International (10 each), National & University bodies (5 each)

CATEGORY I: TEACHING & EVALUATION

SL NO	NATURE OF ACTIVITY	SCORE	Self-Assessment Score	Score verified by the Screening Committee
1	Preparation and Imparting knowledge/ instruction as per curriculum, syllabus enrichment by providing additional resources to students	20	20	
2	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20	20	
3	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment	25	20	<u>60</u>

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Category II	Nature of Activity	API Score	Self-Assessed Score	Score verified by the Screening Committee
a.	Student related co-curricular, extension and field based activities. i. Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) ii. Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) iii. Extension and dissemination activities (public/popular lectures/talks/seminars etc.)	5 per program for the organizer	5 15	25
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i. Administrative responsibility (Including as Dean / Principal / Chairperson / HOD/Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) ii. Participation in Board of Studies, Academic and Administrative Committees	10 per Responsibility held. (BOE member for Department of Forensic Science)	20	20
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	5 per event Industrial hands on training@ KAPL.	25 + 5 = 30	30

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION

(A) RESEARCH PAPERS PUBLISHED

Sl.No	Title with page no.	Journal Name	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author	Self assessed Score	Score verified by the Screening Committee
	Synthesis and Optical Properties of Copper Terephthalate Metal Organic Frame Works	Engineering Chemistry ✓	2813-6535		4	Yes	10	
2	Stability Indicating RP-HPLC Method Development and Validation for the Determination of Potential Anti-Diabetic Drug in Pure and Pharmaceutical Dosage Form	Journal of Mines, Metals and Fuels (Accepted for Publication) Scopus Indexed Journal			4		15 10	

Note* 1. Scopus Indexed/ Web of Science- 15 per publication

2. Other UGC care listed journal- 10 per publication

2. Non refereed Journals/ Conference Proceedings with full paper publication- 5 per publication

20

(B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)

Text/Reference, Books published, with ISBN/ISSN number.

S.No.	Title with page no.	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-authors and date of publication	Whether you are the main author	Self-assessed Score	Score verified by the Screening Committee
-	-	-	-	-	-	-	-	-

Note*- 1. Sole author- 50 per book

2. Co-Authors – 10 per chapter

3. Chapter publication in Edited books with international publishers- 10 per chapter

4. Chapter contributed in in Edited books with national or international directories – 5 per chapter

Subject Books, published by National Level publishers, with ISBN/ISSN number

S.No.	Title with page no.	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors and date of publication	Whether you are the main author	Self-assessed Score	Score verified by the Screening Committee
-	-	-	-	-	-	-	-	-

Note*- 1. Sole author- 15 per book

2. Co-Authors – 5 per chapter

RESEARCH PROJECTS

(i) Sponsored Projects

Major Projects / Minor Projects

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	Self-assessed Score	Score verified by the Screening Committee
1	Historical Perspective and modern technologies involved in forensic science	Indian National Science Academy (Called for final presentation and awaiting for response)	3 years		15	

- Note*- 1. Major project - 30 per project
2. Minor project - 15 per project

Consultancy Projects

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/ Patent as outcome	Self assessed Score	Score verified by the Screening Committee
-	-	-	-	-	-	-	-

- Note*- 1. Consultancy - 2 points per lakh

Patents, copyright and other IPR's

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/ Patent as outcome	Self assessed Score	Score verified by the Screening Committee
-	-	-	-	-	-	-	-

- Note*- Patents published 30 (national Level), 50 (international level)

DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL:

S.No.	Details	Authorized/Sponsored by	Self-assessed Score	Score verified by the Screening Committee
-	-	-	-	-

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.No.	Details (Mention Year, Value etc. where relevant)
1.	Attended Seminar Organized By University of Portsmouth Academic Alliance Briefing 2023

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

I certify that the information provided is correct as per records available and/or documents enclosed along with the duly filled PBAS Format.


Dr. Vagdalaximi.
Signature of the Candidate

Summary of the Scores:

Scores allotted	Self-assessment	Screening committee Scores
	190	200


Signature of the signing authority



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Mob: 9844262884 Email: set.info@soundaryainstitutions.in

Format No.

"CONFIDENTIAL AND OFFICIAL"

ANNUAL PERSONAL APPRISAL FORM (For Non-Teaching Staff)

84

NAME OF THE EMPLOYEE:.....RAVI P.....
DESIGNATION:- Office Admin.....
DEPARTMENT:- All Office - SIMS.....

Guidelines:-

1. Part A shall be filled by the employee & shall be verified by the HR Department.
2. Part B shall be filled by the employee & shall be reviewed by the reporting officer.
3. Rating scales are defined in five categories, any one box shall be used for marking based on the level of rating against each description of rating.
4. Part C shall be filled by the reporting officer and then forward to the reviewing officer / committee who in turn will make the onward submission together with that recommendations to HR Department.
5. HR Department shall process the report and make the onward submission to the management for necessary approval.
6. The Document shall be kept confidential and official at all times.



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ANNUAL PERFORMANCE APPRAISAL FORM FOR NON-TEACHING

PART-A

(To be filled by Employee)

Academic Year: 2023-2024

1. Name of the Employee:-	RAVI.P
2. Date of joining:-	06-06-2006
3. Designation:-	Office Admin
4. Department/Section:-	SIMS / Office
5. Experience in the field of Work:-	No. of years before joining SET:- 02 No. of Years in SET:- 18 Total No. of Years 20.
6. Gross Salary Drawn:-	₹ 39,472/-
7 Details of Educational Qualification:-	MA, e-Commerce.
8. Details of Professional Qualification:-	
9. Details of the present duties:-	Admission Approval, Affiliation work Exam duties Marks Card, Students Complaint

PART B

Rating Scale

1. Needs Improvement: Performance does not meet expectations, Performance improvement plan required
2. Satisfactory: Performance sometimes meets expectation, Performance improvement plan required
3. Good: Performance meets requirements and satisfies the expectations of the position.
4. Very Good: Performance consistently meets and often exceeds expectations.
5. Excellent: Performance consistently superior and exceeds expectations

1	PROFESSIONAL COMPETENCE	Need's Improvement	Satisfactory	Good	Very Good	Excellent	Points of Rating by the Employee	Points of Rating by the Reporting Officer	
	POINTS OF RATING	1	2	3	4	5			
1.1	Demonstrates an understanding of jobs duties and responsibilities					✓	5		
1.2	Possess the knowledge required to perform the works effectively					✓	5		
1.3	Ability to complete works with minimal errors					✓	5		
1.4	Demonstrates effective application of technical & non-technical skills as required for the completion of works					✓	5		
1.5	Uses available resources, technologies to achieve quality, service and productivity					✓	5		
2	PERFORMANCE EVALUATION							25	
2.1	Maintenance of Files, Records & Documentation			✓			3		
2.2	Ability to complete the work on schedule with Accuracy				✓		4		
3	Neatness & tidiness of work			✓			3		
	Ability to interact /								



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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 menial 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)


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Employee State Insurance (ESI)

- Maternity Leave
- Paternity Leave
- Medical Leave
- Gratuity

Non -Statutory Welfare Measures

- Group Insurance
- Health Insurance in association Sparsh Hospital, Yeshwantpur Branch Bengaluru.
- Special concession to get diagnostic services at Soundarya 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 encashment

Professional Empowerment Support

- Seed money for research/ Minor research projects
- OOD and reimbursement to Professional Empowerment Support like. FDP, Conference, Workshops, Orientation, Refresher off the campus
- Perquisite support to pursue PhD/ PDF 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


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Siddahalli



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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 / Farwell 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
- 🏆 Stationary
- 🏆 Recreation Hall
- 🏆 Guest House
- 🏆 Conference Hall
- 🏆 Conventional / Community Hall for the domestic purpose of the employees with the nominal coast

Other facilities

- 🏆 Uniform for menial and security
- 🏆 Free food facilities for Class D employees
- 🏆 Refreshment for employees


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Soundaryanagar, Sidedahalli,
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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.

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