



SOUNDARYA
INSTITUTE OF
MANAGEMENT AND
SCIENCE

CRITERION - 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

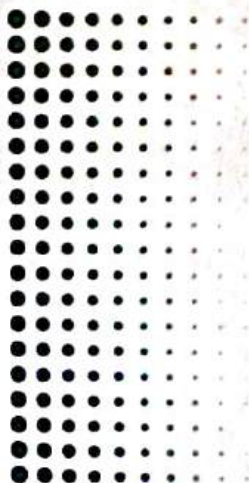


6.3 - Faculty Empowerment Strategies

“

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years





CRITERION	Governance, Leadership and Management
Question No.	6.3.3 Professional Development and Administrative Training Programs
Enclosed documents	<ul style="list-style-type: none">• Certificates of the Programs• Annual report highlighting the programs undertaken by the teachers.



Soundarya Education Trust (R)
SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE
Soundarya Nagar, Sidedahalli, Hesaraghatta Main Road,
Bangalore-73.
Internal Quality Assurance Cell (IQAC)

INTERACTIVE PANEL FOR EFFECTIVE CLASSROOM TEACHING

Title: FDP on Interactive Panel for Effective Classroom Teaching

Resource Persons: Mr. Ragavendra

Participants: SIMS Teaching Staff.

Time: 9AM to 1PM

Venue: COMPUTER LAB

Date: 10th Oct 2023

Event Coordinator: Manoj Kumar N

Title: Interactive Panel for Classroom Teaching

Introduction:

This report provides an overview of the workshop conducted on utilizing interactive panels for classroom teaching. The workshop aimed to introduce educators to the benefits of interactive panels and equip them with the knowledge and skills necessary to integrate this technology effectively into their teaching practices.

Workshop Objectives:

1. To familiarize educators with the features and functionalities of interactive panels.
2. To demonstrate how interactive panels can enhance student engagement and learning outcomes.
3. To provide hands-on experience in using interactive panels for delivering interactive lessons.
4. To explore best practices and innovative teaching strategies for integrating interactive panels into the curriculum.

Workshop Content:

The workshop covered a range of topics designed to provide participants with a comprehensive understanding of interactive panel technology and its applications in the classroom. Key areas included:

Introduction to Interactive Panels:

1. Overview of interactive panel hardware and software
2. Comparison with traditional teaching methods

- Education Trust (P)
3. Benefits of using interactive panels for teaching and learning

Interactive Lesson Design:

1. Strategies for creating engaging and interactive lessons
2. Incorporating multimedia elements (videos, images, interactive quizzes)
3. Collaborative learning activities using interactive panels

Hands-on Practice:

- Participants had the opportunity to explore the features of interactive panels through guided exercises and activities.
- They learned how to annotate, draw, and interact with content in real-time.

Classroom Management:

- Tips for effectively managing interactive panel usage in the classroom.
- Addressing technical issues and troubleshooting common problems
- Promoting student participation and interaction during lessons

Workshop Methodology:

The workshop was conducted in a hands-on, interactive format, allowing participants to actively engage with the technology and practice using interactive panels in a simulated classroom environment. The facilitators utilized a combination of presentations, demonstrations, and group activities to cater to different learning styles and ensure maximum participation.

Outcome Assessment:

Participant engagement and understanding were assessed through observation, feedback forms, and group discussions. Participants were encouraged to share their experiences and insights throughout the workshop, enabling peer-to-peer learning and collaboration. At the end of the workshop, participants were invited to provide feedback on the content, delivery, and overall effectiveness of the session.

Conclusion:

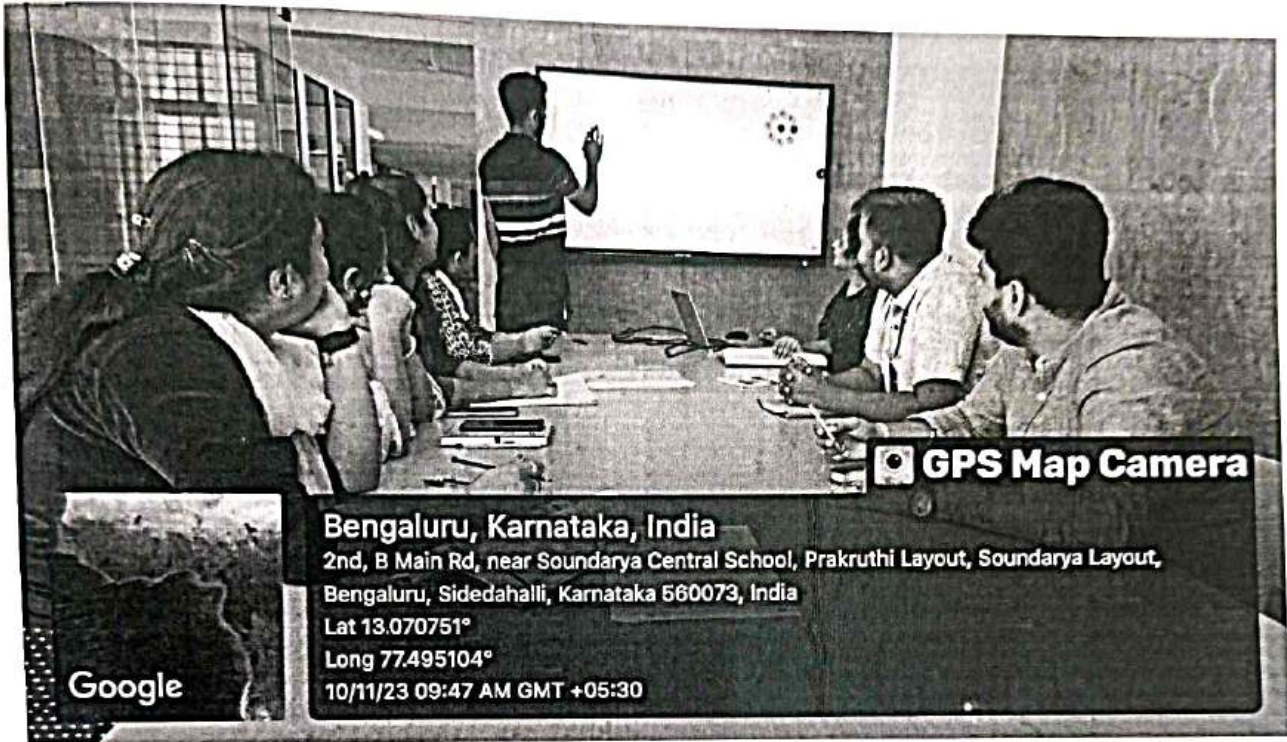
The workshop on interactive panels for classroom teaching provided educators with valuable insights and practical skills to enhance their teaching practices. By integrating interactive panels into their lessons, educators can create dynamic and engaging learning experiences that foster student collaboration, creativity, and critical thinking skills. Continued support and professional development opportunities will be essential for educators to fully leverage the potential of interactive panel technology in the classroom.

Recommendations:

To further support educators in integrating interactive panels into their teaching practices, future workshops could focus on advanced features and applications of interactive panels, such as

collaborative learning tools, assessment integration, and remote teaching capabilities. Additionally, ongoing support and resources should be provided to address any technical or pedagogical challenges encountered during implementation.

Photographs:




Event Coordinator


HOD


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Soundarya Institute of Management & Sciences
Soundarya Nagar, Sidedahalli,
Nagasandra Post, Bangalore-73.



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SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE
Soundaryanagar, Sidedahalli, Hesaraghatta Main Road,
Bangalore-73.

Internal Quality Assurance Cell (IQAC)

INTERACTIVE PANEL FOR EFFECTIVE CLASSROOM TEACHING

Date: 10/10/23

CANDIDATES ATTENDANCE REGISTER

Sl. No	Candidate Name	Mobile Number	Signature	
			Morning	Afternoon
1.	Nagasumra C.V	9663970102		
2	Sau thesh.R.S	9035174656		
3.	Anusadha Sindhia	9731321749		
4	Supriya.D	7483066945		
5.	Yatish.S.J	9008696565		
6.	Swamy. M.R	9019157989		
7	Samkruthi	6366037600		
8	Nipay Kumar A.S	9902324722		
9.	CHEZHAN H.N	9884567890		



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SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE
Soundaryanagar, Sidedahalli, Hesaraghatta Main Road,
Bangalore-73.
Internal Quality Assurance Cell (IQAC)

WORKSHOP ON ADVANCED EXCEL

Title: Faculty Development program on Advance Excel

Resource Persons: Mr. Yatish SJ & Mr. Manoj Kumar N

Participants: SIMS Non-Teaching Staff.

Time: 9AM to 4PM

Venue: COMPUTER LAB

Date: 14th Nov 2023

Event Coordinator: SWAMY M.R

Introduction:

The purpose of this report is to provide an overview of the training conducted on Advanced Excel for non-teaching staff members. The training aimed to enhance participants' proficiency in using Excel for various administrative tasks, enabling them to handle data more efficiently and effectively in their roles.

Training Objectives:

1. To familiarize participants with advanced Excel functions and features.
2. To improve participants' ability to manipulate and analyze data using Excel.
3. To empower participants to create complex reports and automate repetitive tasks.
4. To enhance participants' confidence and productivity in utilizing Excel for their day-to-day tasks.

Training Content:

The training program covered a comprehensive range of topics tailored to the specific needs and skill levels of non-teaching staff members.

Key areas included:

a) Advanced Formulas and Functions:

1. Nested functions
2. Array formulas
3. Lookup and reference functions (VLOOKUP, HLOOKUP, INDEX, MATCH)
4. Logical functions (IF, AND, OR)

b) Data Analysis Techniques:

1. PivotTables and Pivot Charts
2. Data validation and conditional formatting
3. Filtering and sorting data
4. Data consolidation and summarization

c) *Data Visualization:*

1. Creating dynamic charts and graphs
2. Customizing chart elements and styles
3. Using Sparklines for visualizing trends

d) *Automation and Efficiency:*

1. Macros recording and basic VBA (Visual Basic for Applications)
2. Using Excel's built-in tools for automation (e.g., Solver, Goal Seek)
3. Creating templates and reusable formulas

Training Methodology:

The training sessions were conducted in a workshop format, combining theoretical concepts with hands-on practical exercises. Participants were provided with laptops/desktops equipped with Excel software to actively engage in the learning process. The trainer utilized a mix of presentations, demonstrations, and interactive activities to ensure active participation and comprehension.

Outcome Assessment:

At the conclusion of the training program, participants were assessed through practical exercises and quizzes to evaluate their understanding and proficiency in applying advanced Excel techniques. Feedback forms were also distributed to gather participants' opinions on the effectiveness of the training and areas for improvement.

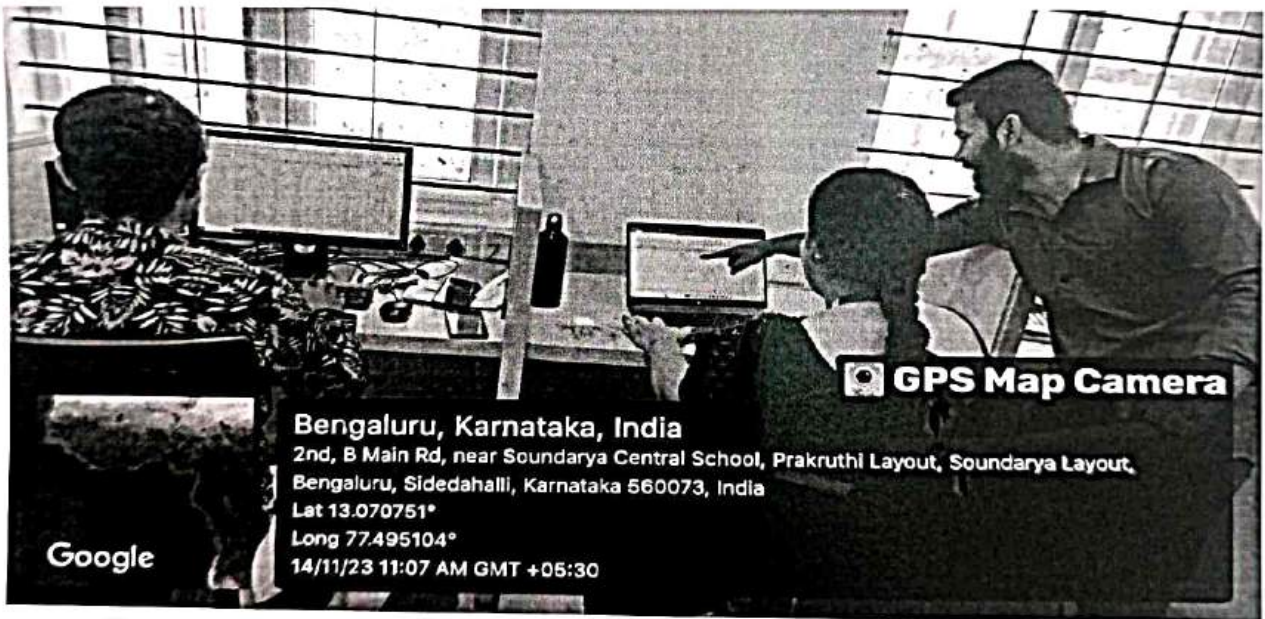
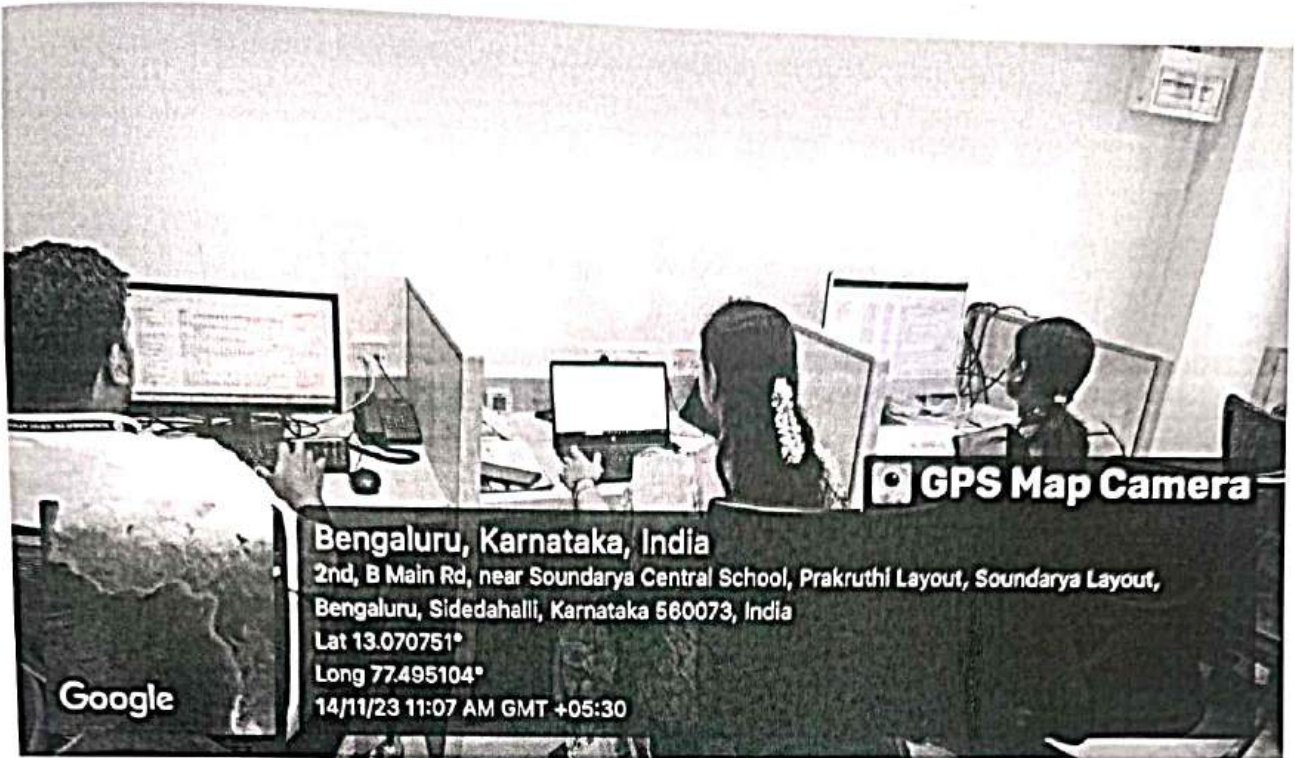
Conclusion:

The training on Advanced Excel for non-teaching staff was successful in equipping participants with the knowledge and skills necessary to leverage Excel for enhanced data management and analysis in their respective roles. The hands-on approach and tailored content ensured that participants were able to immediately apply what they learned to their daily tasks, thereby contributing to increased productivity and efficiency within the organization.

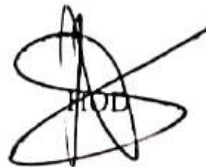
Recommendations:

Based on the feedback received, future training sessions could explore more advanced topics in Excel, such as Power Query, Power Pivot, and data visualization techniques using external tools like Power BI. Additionally, providing follow-up support or refresher sessions could help reinforce learning and address any ongoing challenges faced by participants in implementing advanced Excel techniques.

Photographs




Event Coordinator


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Nagasandra Post, Bangalore-73.



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SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE
Soundaryanagar, Sidedahalli, Hesaraghatta Main Road,
Bangalore-73.

Internal Quality Assurance Cell (IQAC)

WORKSHOP ON ADVANCED EXCEL

Date:

CANDIDATES ATTENDANCE REGISTER

Sl. No	Candidate Name	Mobile Number	Signature	
			Morning	Afternoon
1)	MR. RAVI. P	9738731121		
2)	MRS. BHAMAMANI K.G	8951367245		
3)	MR. NAVEEN N	9740785523		
4)	MRS. SHEETHAL BEVANKAR	9986749247		
5)	MS. JYOTHI A.V	7090646594		
6)	MR. DARSHAN	9008122167		
7)	MR. AJAY KUMAR B.J	8553894238		

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Nagasandra Post, Bangalore-73.



Report on Professional Development Program

About

SIMS / 2023-24 / CDC / PDY /

Workshop Title	Professional Development Program
Resource Person(s)	Ms.Asha Meragu
Date	16/10.2023
Student Attended:	Faculty feternity
Faculty Coordinator(s)	Mrs.Pritivi Heggade , HOD

Objective(s) & Outcome(s)

Objective(s)	1	Increase Knowledge, expand participants' understanding and knowledge of key concepts, tools, techniques, or trends within their field.
	2	Foster personal and professional growth by encouraging reflection, self-awareness, and goal setting.
	3	Facilitate opportunities for networking, collaboration, and knowledge sharing among participants.

Outcome(s)

1	Participants can apply the knowledge and skills gained from the course to real-world situations or projects.
2	Participants exhibit increased confidence in their abilities to tackle challenges and achieve goals within their profession.
3	Participants have expanded their professional network and are engaged in ongoing collaboration with peers.

Supporting Documents

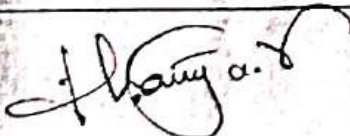


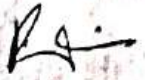

Hardcopy

A	Permission letter / Email correspondence	
B	Brief report with (a) 2 Geo photo (b) 2 photo without geo tag	
C	Student list / Attendance	
D	Feed back Analysis (consolidated) with feedback questionnaires	
E	Student impression (hand written) (any 2)	
F	Key resource person profile	

Softcopy

Details	File name & URL
<ul style="list-style-type: none"> • Complete document in format with signatures • Geo tag photos • Photos without geo tag 	<p><u>File name</u></p> <p><u>URL</u></p>

Verified by


 Event Coordinator(s)	 Quality Controller	 Steering Committee
 Head of the Department	IQAC Convenor	 Principal

My impression

Faculty Name	Ms. Sowmya . N .
College Name	SIMS .
Program	B . com .

My learning


It was a good session .

Signature with date :  . 14/10/23 .

Faculty Name	Ms. Rakshitha en .
College Name	VDC .
Program	B . com

My learning

It was fruitful session .

Signature with date  16/10/23

No :SIMS / 2023-24/CDC / PDP/ SWG Title : "PDP"

s (without Geo tag)

Date





**SOONDARYA
INSTITUTE OF
MANAGEMENT &
SCIENCE**

Affiliated to Bangalore University | NAAC Accredited Approved by Govt. of
Karnataka | Recognised Institution under UGC 2(f) and 12 (B)

IQAC Initiatives

Department of Commerce Organizes



Professional Development Program on The Application of Finance and Accounting Integration

October 14, 2023

10:00 AM

Ocarina, SIMS



SPEAKER

MS. ASHA MERUGU

Director in Financial Accounting

Advisory Services

Ernst & Young Global Ltd



**Scan for Registration
Registration Fee Rs.**

**Ms. Prithvi Heggade
HOD, Commerce**

**Dr. Vasu B.A
Principal, SIMS**

**Mr. Keerthan K
CEO, SET**



Soundarya Education Trust (R)
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Soundaryanagar, Siddalahalli, Hesaraghatta Main Road,
Bangalore - 73.

Internal Quality Assurance Cell (IQAC)

Event Report for academic year

2023 - 24

Name of the Department: Department of Commerce
Date : 16/10/2023
Name of the Event : Professional Development Program
Event Coordinator/s : Mrs. Prithvi Heggade

Objectives:

- To give professionals the opportunity to learn and apply new knowledge and skills that can help them in their job and further their career
- To stay current with industry trends, technologies and best practices
- To foster professional growth

A Professional Development program was conducted by the Department of Commerce in association with IQAC on 16th October 2023. The session was delivered by Ms. Asha Merugu, and an Executive Director at EY's Financial Accounting Advisory Services, graced the event as Chief Guest. She discussed practical applications in Finance and Accounting, AI in the classroom, and the power of storytelling to captivate students.

Faculty members from various institutions and SIMS gathered to gain insights and motivation. It was a transformative event, exploring innovative ways to make learning engaging and fascinating.

COORDINATOR

HOD

HOD

Department of Commerce
Soundarya Institute of Management & Science
Siddalahalli, Nagasandra Post,
Bangalore - 560 073.

PRINCIPAL

BCA

Workshops =

Soundarya Educational Trust
Soundarya Institute of Management and Science
Internal Quality Assurance Cell
*Report format on Online Attended Webinar/ Online Workshops/ FDP / Seminar/ Conference
Talk/ An interaction*

Name of the Faculty	REKHA C
Department:	COMPUTER SCIENCE
Title of the Program:	Workshop: Basics of Machine Learning
Level: International National ✓ State	
Mention the name of the host organization: IISER Bhopal	Report Submitted to IQAC on: 22-5-2020
Date: Time:	27-4-2020 10.00 to 1.00pm
I enclosed the Certificate: Yes / NO	YES

Objectives:

- To understand basic concepts of Machine Learning and how it is different from conventional programming.
- To gain practical knowledge on Linear Regression and Artificial Neural Networks Programming

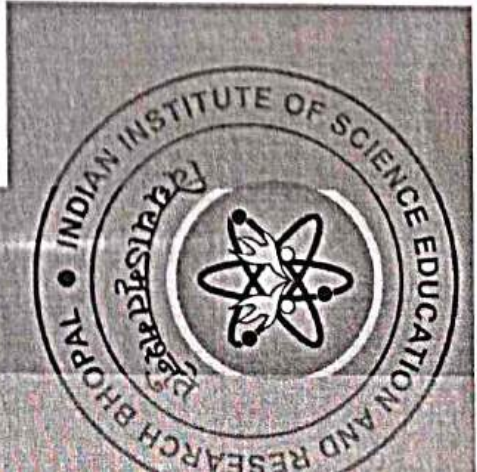
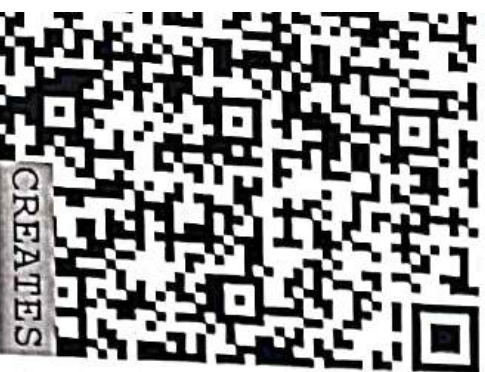
Outcomes of the attended program

- Able to tabulate and stimulate the huge data using statistical methods and can apply using on Anaconda tools such as Jupiter platform

Signature of the Attended
Faculty with Name & Date

HOD

Principal



CERTIFICATE OF COMPLETION

is presented to

REKHA C

for successfully completing
the 3 hour online workshop on

Basics of Machine Learning

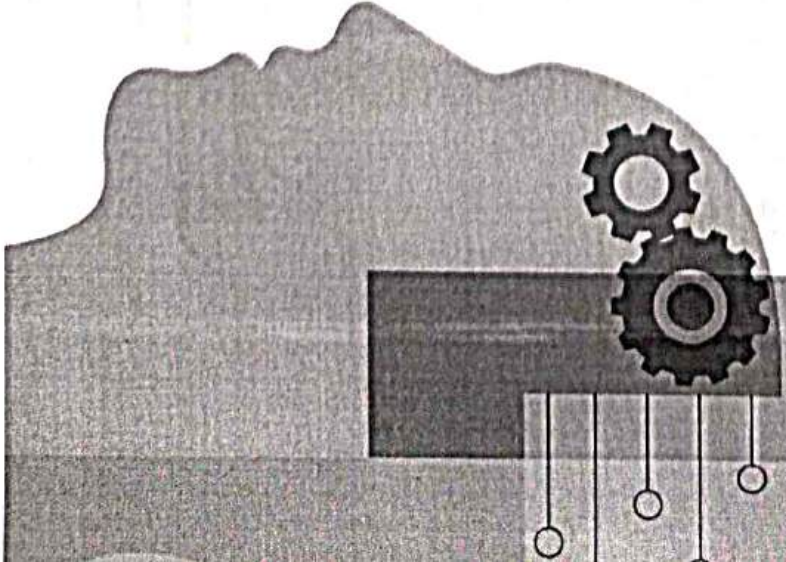
organised by CREATES, IISER Bhopal
with support from NPTEL, IIT Madras
on April 27th, 2020.

Dr. Ambar Jain

PI CREATES

Dr. Kushal Shah

Instructor





ST. JOSEPH'S COLLEGE (AUTONOMOUS), BANGALORE

Recognised as 'College of Excellence' by UGC

RE-ACCREDITED WITH A++ GRADE AND 3.79/4.00 CGPA BY NAAC

Awarded DBT Star and DST FIST grant by Ministry of Science and Technology, GoI

CERTIFICATE OF PARTICIPATION

This is to certify that Mr./Ms. *Rekha C*
has participated in "NATIONAL WORKSHOP ON APPLICATIONS OF

TESTING OF HYPOTHESIS USING R" conducted by Department of Statistics,

St. Joseph's College(Autonomous) on 18th January, 2020.

Mr. Suresha Kharvi
COORDINATOR

Mr. Ananda K. S.
HOD, DEPT. OF STATISTICS
ST. JOSEPH'S COLLEGE (AUTONOMOUS)

Fr. Dr. Victor Lobo S.J.
PRINCIPAL
ST. JOSEPH'S COLLEGE(AUTONOMOUS)



**ST. JOSEPH'S COLLEGE
(Autonomous), BENGALURU**

Recognized as 'College of Excellence' by UGC.
RE-ACCREDITED WITH A++ AND 3.79/4.00 CGPA BY NAAC.

Attendance Certificate

This is to certify that Dr/Prof/Mr./Mrs./Ms. Rekha C
of Soundarya Institute of Management & Science has attended one day National level workshop
on "Applications of Testing of Hypothesis Using R" on 18th January, 2020.

Coordinator

(Suresha Kharvi)



ACHARYA INSTITUTE OF GRADUATE STUDIES

(Re-accredited by NAAC 'A' Grade and Affiliated to Bengaluru Central University)
Acharya Dr. Sarvepalli Radhakrishnan Road, Acharya P.O., Bengaluru-560 107.

RESEARCH AND DEVELOPMENT CENTRE

Organizes

ONE DAY NATIONAL WORKSHOP

Under

NATIONAL COMMISSION FOR WOMEN, NEW DELHI

Certificate of Participation

This is to certify that

Dr. /Mr. /Ms. SHEELA DV

Of SOONDARYA INSTITUTE OF MGT & SCIENCE has Participated in

One day National Workshop on

"Sensitization Workshop on Sexual Harassment of Women at Work Place

(Prevention, Prohibition & Redressal Act 2013) In Educational

Institutions-Bengaluru" held on 11th January 2020.

Dr. Hemalatha B. Katasannavar
Chief Organiser

Dr. Gurunath Rao Vaidya
Principal, AIGS



ACHARYA

ACHARYA INSTITUTE OF GRADUATE STUDIES
(Re-accredited by NAAC 'A' Grade and Affiliated to Bengaluru Central University)

Soladevanahalli, Bengaluru-560107

RESEARCH AND DEVELOPMENT CENTRE
Sensitization Workshop on Sexual Harassment of Women at Work Place (Prevention, Prohibition & Redressal Act, 2013) in Educational Institutions-Bengaluru)

ATTENDANCE CERTIFICATE

This is to certify that Mr./Ms. *SHREYA A. AV*.....from
.....*SOUNDARYA. JMS.T.T.U.TE. OF MAT. & SCIENCE*..... Institution has participated in
“Sensitization Workshop on Sexual Harassment of Women at Work Place (Prevention, Prohibition & Redressal Act, 2013) in Educational Institutions-Bengaluru)” organized by Research and Development Centre, Acharya Institute Of Graduate Studies held on 11th January 2020.

[Handwritten Signature]
11/1/2020



ORGANISING SECRETARY

Soundarya Educational Trust
 Soundarya Institute of Management and Science
Internal Quality Assurance Cell
*Report format on Online Attended Webinar/ Online Workshops/ FDP / Seminar/ Conference
 Talk/ An interaction*

Name of the Faculty	Sheela D V
Department:	Computer Science
Title of the Program: Level: International	1. Workshop: Test Driven Development (TDD) Coding Dojo in Java
Mention the name of the host organization: Acharya Institute of Management studies, Peenya, Bangalore	Report Submitted to IQAC on: 2/10/2020
Date: Time:	3/6/2020 7:30pm to 9:30pm
I enclosed the Certificate: Yes / NO	Yes

Objectives:

1. Who can come along and witness high quality code being written using TDD.
2. To understand how TDD is being quickly adopted by agile software developers for development of application.
3. How TDD is being adopted by Agile DBAs for database development.
4. To find out how **Coding Dojo** methodology improves the code coverage of an introductory java programming course.

Outcomes of the attended program

The outcome of the program is all about TDD is best learned when it is actually performed rather than read about. Especially when the students are novice to TDD, starting by writing a test first seems to be extremely hard, and proceeding with the small steps that the TDD cycle requires often demands explicit guidance. Coding Dojo is a dynamic and collaborative activity where people can practice programming, especially techniques related to agile methods. This paper discusses the two experiments conducted to find out how Coding Dojo methodology improves the code coverage of students programming and how it improves motivation in students to learn TDD.



SCHOOL OF
IT & MATHEMATICS

TDD Coding Dojo in Java



Certificate

Prof. Sheela D V

is Practicing at being a

Durable Developer: Creating code that resists regression

Therefore, assertEquals(new Hero(), this.person);

Lance Kind
LANCE(R) KIND
Agile Coach
&
Extreme Programmer

3rd June 2020


Signature of the Attended
Faculty with Name & Date


HOD

Principal



ACHARYA INSTITUTE OF GRADUATE STUDIES

(Re-accredited by NAAC 'A' Grade and Affiliated to Bengaluru Central University)
Acharya Dr. Sarvepalli Radhakrishnan Road, Acharya P.O., Bengaluru-560 107.

RESEARCH AND DEVELOPMENT CENTRE

Organizes

ONE DAY NATIONAL WORKSHOP

Under

NATIONAL COMMISSION FOR WOMEN, NEW DELHI

Certificate of Participation

This is to certify that

Dr. /Mr. /Ms. DIVYASHREE D

Of SOUNDARYA INSTITUTE OF MGT & SCIENCE has Participated in

One day National Workshop on

"Sensitization Workshop on Sexual Harassment of Women at Work Place

(Prevention, Prohibition & Redressal Act 2013) In Educational

Institutions-Bengaluru" held on 11th January 2020.

Dr. Hemalatha B Kalasannavar
Chief Organiser

Dr. Gurunath Rao Vaidya
Principal, AIGS





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Soladevanahalli, Bengaluru-560107

RESEARCH AND DEVELOPMENT CENTRE
 Sensitization Workshop on Sexual Harassment of Women at Work Place (Prevention, Prohibition & Redressal Act, 2013) in Educational Institutions-Bengaluru)

ATTENDANCE CERTIFICATE

This is to certify that Mr./Ms. AINYASHREKA.....from
SOUNDARYA INSTITUTE OF SCIENCE.....Institution has participated in
 "Sensitization Workshop on Sexual Harassment of Women at Work Place (Prevention, Prohibition & Redressal Act, 2013) in Educational Institutions-Bengaluru)" organized by Research and Development Centre, Acharya Institute Of Graduate Studies held on 11th January 2020.



[Handwritten Signature]
 11/1/2020

ORGANISING SECRETARY
AIGS, R & D-NCW WORKSHOP



Certificate of Appreciation

NAAC AWARENESS WORKSHOP

This is to certify that

Ms. Divyashree . D

OF Soundarya IMS COLLEGE / UNIVERSITY HAS PARTICIPATED IN THE 'WORKSHOP
ON AWARENESS PROGRAM FOR NON-ACCREDITED/ACCREDITED COLLEGES'
ON 13TH AND 14TH FEBRUARY, 2019 BY IQAC,
JAIN(DEEMED-TO-BE-UNIVERSITY) IN COLLABORATION WITH UGC AND NAAC.

N. Sundar-singh

VICE-CHANCELLOR
JAIN(DEEMED-TO-BE-UNIVERSITY)

Atul

DIRECTOR-IQAC
JAIN(DEEMED-TO-BE-UNIVERSITY)

Soundarya Educational Trust
Soundarya Institute of Management and Science
Internal Quality Assurance Cell

*Report format on Online Attended Webinar/ Online Workshops/ FDP / Seminar/ Conference
Talk/ An interaction*

Name of the Faculty	Divyashree D
Department:	Computer Science
Title of the Program: Level: International	1. Workshop: Test Driven Development (TDD) Coding Dojo in Java
Mention the name of the host organization: Acharya Institute of Management studies, Peenya, Bangalore	Report Submitted to IQAC on: 2/10/2020
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SCHOOL OF
IT & MATHEMATICS

TDD Coding Dojo in Java



Certificate

Prof. Divyashree D

is Practicing at being a

Durable Developer: Creating code that resists regression

Therefore, `assertEquals(new Hero(), this.person);`

Lance Kind

LANCE(R) KIND

Agile Coach

&

Extreme Programmer

3rd June 2020

A handwritten signature in black ink, appearing to read 'Divyashree D'.

Signature of the Attended
Faculty with Name & Date

HOD

A handwritten signature in black ink, appearing to read 'S. S. Srinivasan'.

Principal

WILEY



Certificate of Participation

Presented to

NS - 5

Divyashree D

FDP -

Semi - 1

In recognition of your
participation in Workshop

Expertising Machine Learning & Deep Learning Concepts

organized by

St. Ann's College for Women, Hyderabad

in association with Wiley on

21st - 23rd October 2021

DR. SR. P. Amrutha
Principal

Mohit Pabby
AGM Marketing, Wiley

Soundarya Educational Trust ®

Soundarya Institute of Management & Science

Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore - 73
NAAC Accredited B+ Institution, Affiliated to Bangalore University.



Research Promotion Cell in Association with IQAC

Certificate

This is to Certify that **Mrs. Divyashree D**, Assistant Professor of Soundarya Institute of Management and Science has actively participated in One Day Workshop on “Techniques of Research Paper Writings” - 19th October 2021

Certificate ID :

FIIEMK-CE000012

RPC - Coordinator

Ramesh D

Resource Person

Dr.Soney Mathew

Vice Principal /IQAC

Shivakumar U Ganachari

Principal

Dr. Suresh C Hegadi

mLAC

MAHARANI LAKSHMI

P.M.M.

18th Cross

Malleswaram

Bengaluru - 12

Affiliated to

Bengaluru City University

18th Cross

Malleswaram

Bengaluru - 12

Affiliated to

Bengaluru City University



CERTIFICATE OF PARTICIPATION

This is to certify that

Prof. DIVYASHREE D

of

**SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE
Bangalore , Karnataka**

has successfully participated in One Day National Level Webinar on

“Research Trends in Emerging Technologies”

Organized by Department of Computer Science, mLAC, Bengaluru-560012 on 4th August 2021.

Chitra Ravi

Dr. Chitra Ravi

HOD, Dept. of Computer Science

Shashikala.A

Dr. Shashikala. A

Principal



ICTACADEMY

CERTIFICATE OF PARTICIPATION

WS 1
FDP 3
Semi 1

C.No: 021-197794

Date: 30 Apr 2021

SHEELA DV

Soundarya Institute of Management & Science, Nagasandra Post, Bangalore

has participated in 12 Hours of Faculty Development Program on

Introduction to Python Programming (Online Live FDP)

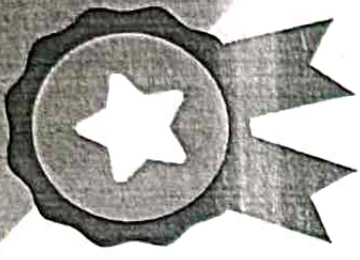
conducted by ICT Academy on 26 Apr 2021 to 30 Apr 2021



Dr B Anbutambi
President, ICT Academy



RAMAIAH
College of Arts, Science
& Commerce



Department of Computer Science

CERTIFICATE

OF PARTICIPATION

This is presented to Mrs. Sheela D V, Assistant Professor
of Soundarya Institute of Management and Science

for attending the National Five Day Virtual Faculty Development Program on
"Recent Trends " from 8th to 12th June 2021 conducted by department of Computer
Science, RCASC.

DR. PRATHIBA V K
HOD. Department of
Computer Science

MRS. HARIPRIYA G S
Assistant Professor
Computer Science

MRS. R SRIVIDYA
Assistant Professor
Computer Science

DR. A NAGARATHNA
Principal.
RCASC

WILEY



Certificate of Participation

Presented to

Sheela D V

In recognition of your
participation in Workshop

Expertising Machine Learning & Deep Learning Concepts

organized by

St. Ann's College for Women, Hyderabad

in association with Wiley on

21st - 23rd October 2021

DR. SR. P. Amrutha
Principal

Mohit Pabby
AGM Marketing, Wiley



SOUNDARYA EDUCATIONAL TRUST®

**SOUNDARYA INSTITUTE OF MANAGEMENT
AND SCIENCE**

SOUNDARYA NAGAR, SIDDAHALLI, NAGASANDRA POST, BANGALORE-73

IQAC Organizes

**"FINANCIAL LITERACY
PROGRAM"**

For Group D Employees

Resource Person

Mrs. Shrunga V

**Soundarya Souhardha Co-operative Bank
Bangalore**

Time: 11.00 AM

**DATE: 11-07-2024
& 13-07-2024**

Venue:

SIMS Campus

ALL ARE CORDIALLY INVITED



Report on Workshop

SIMS / 2024-25 / CDC / SWG / 02

About	
Title of the talk	Financial Literacy Program for Group D Employees
Resource Person(s)	Mrs. Shrunga V, Accounts Officer, Soundarya Souhardha Cooperative Ltd. Mrs. Nagashree and Anil Kumar K Y Assistant Professor SIMS
Date	11-07-2024 and 13-7-2024
Class D Employees Attended	60
Faculty coordinator(s)	Mrs. Nagashree and Anil Kumar K Y

**Objective(s) &
Outcome(s)**






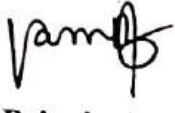
Objective(s)	
1	To Enhance Financial Awareness: Equip employees with knowledge about saving and investment schemes, and different types of loans.
2	To Gain the Practical Financial Skills: Provide hands-on training on essential financial documents.
3	To Promote Government Schemes: Create awareness about government insurance and pension schemes.

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Nagasandra Post,
Bengaluru 560 078

Outcome(s)	1	Improved financial decision-making capabilities
	2	Increased financial independence through practical training
	3	Higher awareness and participation in government schemes

Supporting Documents

Hardcopy	A	Permission letter / Email correspondence					
	B	Brief report with (a) 2 Geo photo (b) 2 photo without geo tag					
	C	Employees list / Attendance					
	D	Feed back Analysis (consolidated) with feedback questionnaires					
	E	Employees impression (hand written) (any 2)					
	F	Key resource person profile					
Softcopy	<table border="1"> <thead> <tr> <th>Details</th> <th>File name & URL</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Complete document in format with signatures Geo tag photos Photos without geo tag </td> <td> <u>File name</u> <u>URL</u> </td> </tr> </tbody> </table>		Details	File name & URL	<ul style="list-style-type: none"> Complete document in format with signatures Geo tag photos Photos without geo tag 	<u>File name</u> <u>URL</u>	
	Details	File name & URL					
<ul style="list-style-type: none"> Complete document in format with signatures Geo tag photos Photos without geo tag 	<u>File name</u> <u>URL</u>						

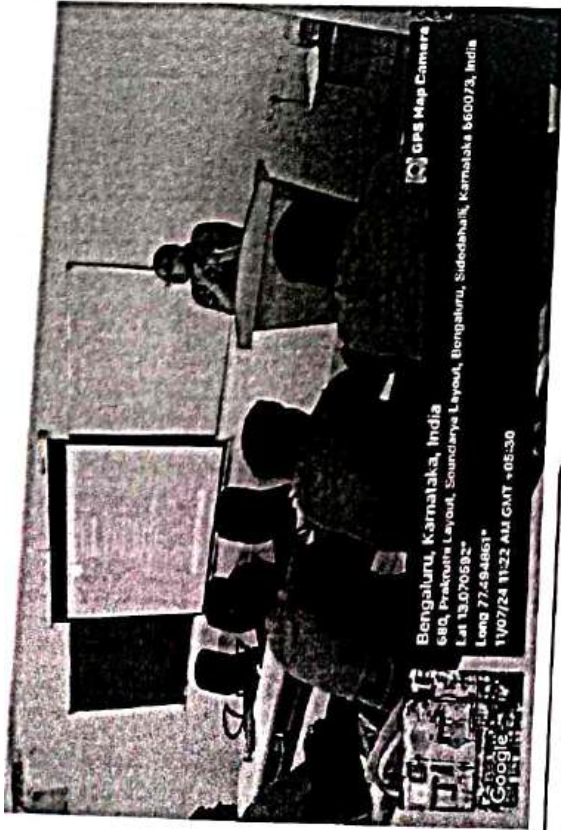
Verified by		
 Event Coordinator(s)	 Quality Controller	 Steering Committee
 Head of the Department	 ICAC Coordinator Internal Quality Assurance Cell. Soundarya Institute Of Management & Science Soundarya Nagar, Sidedahalli, Bangalore-560 073	 Principal PRINCIPAL Soundarya Institute Of Management & Science Soundaryanagar, Sidedahalli.

Employees Impression

Employees Name	ಲಕ್ಷ್ಮಣ.
Program	ಆರ್ಥಿಕ ಸಾಕ್ಷರತೆ
Class	ವ್ಯಕ್.ಡಿ.
My learning	
<p>ಈ ಕಾರ್ಯಕ್ರಮದಲ್ಲ ನಾನು ಭಾಗವಹಿಸಿ, ಬೃಹತ್ ಯೋಜನೆ, ಜೊಡೆ ಯೋಜನೆ, ಪಾಲ.ನೀಲಚ್ಚು, ಶ್ರದ್ಧಾವಮಂತ್ರಿ ಛಾಯಾ ಚಿತ್ರ ಯೋಜನೆ, ಅಡಲ್ ಶಿಕ್ಷಣ ಯೋಜನೆ, ನಿವೃತ್ತಿ ಯೋಜನೆ ಮುಂತಾದ ಯೋಜನೆಗಳ ಬಗ್ಗೆ ತಿಳಿಯುವುದು ಮತ್ತು ತಿಳಿಸುವುದು ಬಗ್ಗೆ, ಈ ಕಾರ್ಯಕ್ರಮದ ಬಗ್ಗೆ ತಿಳಿಯುವುದು ಮತ್ತು ತಿಳಿಸುವುದು.</p>	
Signature with date : ಲಕ್ಷ್ಮಣ 11/07/2024	

Employees Name	ಲಲಿತ
Program	ಆರ್ಥಿಕ ಸಾಕ್ಷರತೆ
Class	ವ್ಯಕ್.ಡಿ.
My learning	
<p>ಈ ಕಾರ್ಯಕ್ರಮದಲ್ಲ ಉಪಸ್ಥಿತಿಯಲ್ಲಿ ನನಗೆ ಮುಖ್ಯವಾದುದು. ಕಾರ್ಯಕ್ರಮದ ಮೂಲಕ ಸಾಕ್ಷರತೆಯ ಕುರಿತು ತಿಳಿಸಿ ಯೋಜನೆ ನನಗೆ ತಿಳಿಯಿತು. ಸರ್ಕಾರದ ಕಾರ್ಯಕ್ರಮದ ಮೂಲಕ ಬಗ್ಗೆ ತಿಳಿಸಿ ತಿಳಿಯಿತು. ಇದರಿಂದ ಮುಂಬಂದ ಕಾರ್ಯಕ್ರಮದ ಮೂಲಕ ಸಾಕ್ಷರತೆಯ ಕುರಿತು ತಿಳಿಸಿ ತಿಳಿಯಿತು. ಇದರಿಂದ ಮುಂಬಂದ ಕಾರ್ಯಕ್ರಮದ ಮೂಲಕ ತಿಳಿಸಿ ತಿಳಿಯಿತು. ಇದರಿಂದ ಮುಂಬಂದ ಕಾರ್ಯಕ್ರಮದ ಮೂಲಕ ತಿಳಿಸಿ ತಿಳಿಯಿತು.</p>	
Signature with date : ಲಲಿತ 13/07/2024	

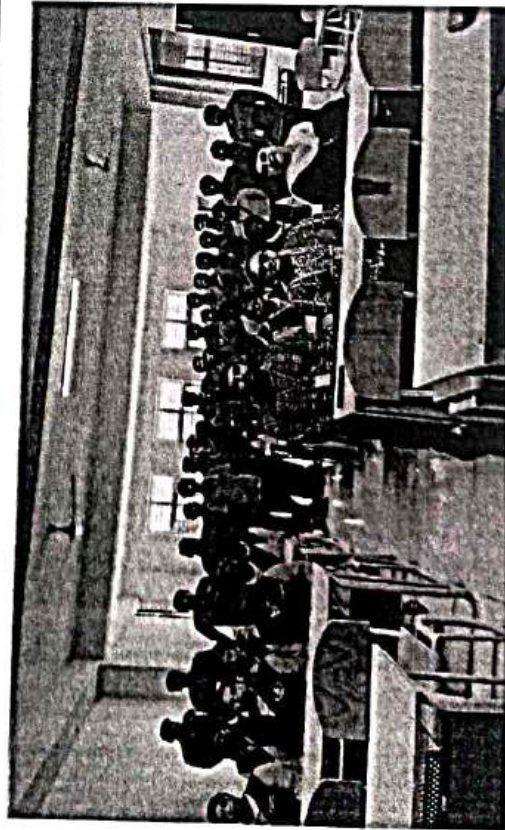
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 Nagasandra Post,
 Bengaluru-560 073.



Photos (wihout Geo tag)

SWG No :

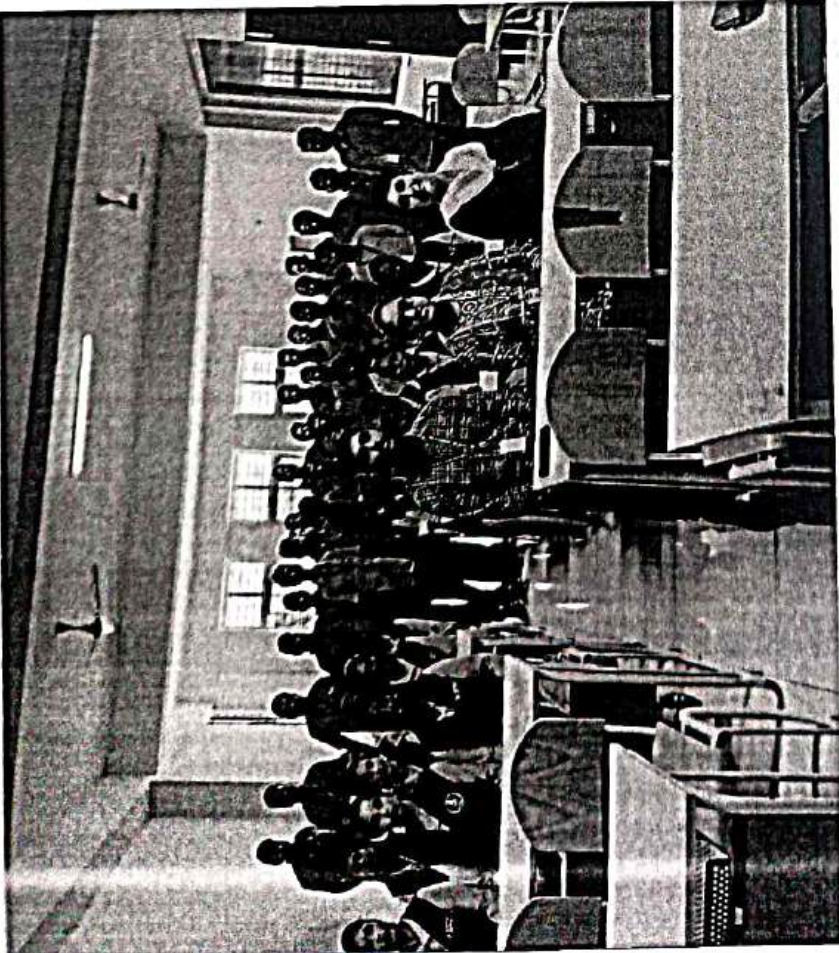
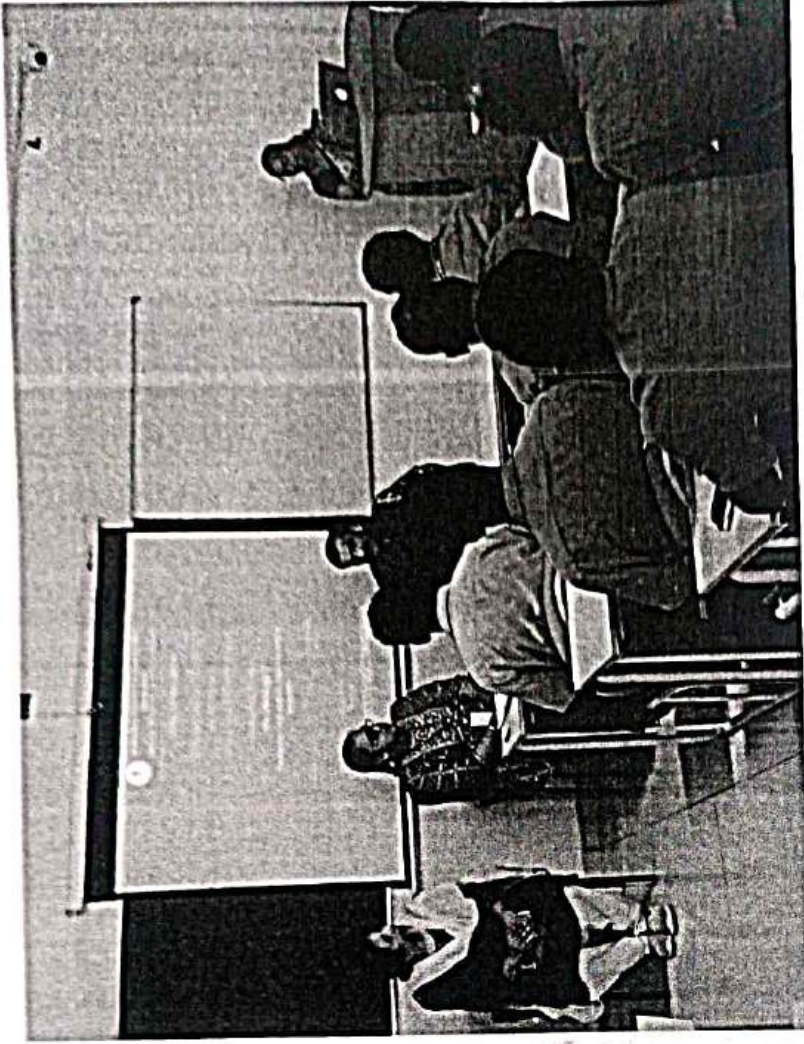
SWG Title : Group Photos



Date : 13-7-2024



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Bengaluru-560 073.



Report on Financial Literacy Program for Group D Employees

Brief Report

SIMS / 2024-25/CDC / SWG/ 02

Program was organized by IQAC on 11th and 13th July 2024 at 11.am in SIMS Campus. It was two days' workshop.

Day 1: 11th July 2024

Resource Person: Mrs. Shrunga V, Accounts Officer, Soundarya Souhardha Cooperative Ltd.

Session Overview:

Mrs. Shrunga V delivered an informative session covering a range of topics crucial for financial literacy. She addressed various saving schemes and investment options, including Recurring Deposits (RD) and Fixed Deposits (FD). Additionally, she discussed different types of loans such as personal loans, vehicle loans, mortgage loans, and gold loans.

Practical Training:

The session also included practical training segments where employees learned how to fill out essential financial documents:

- Withdrawal slips
- Cheques
- Account opening forms
- Loan applications

Day 2: 13th July 2024

Speakers: Asst. Prof. Nagashree and Asst. Prof. Anil Kumar

Session Overview:

Asst. Prof. Nagashree and Asst. Prof. Anil Kumar focused on creating awareness about government schemes designed to provide financial security. They highlighted the benefits of the Pradhan Mantri Bhima Suraksha Yojana, an insurance scheme aimed at offering coverage against accidents.

Motivational Insights:

The speakers also encouraged employees to consider joining the Atal Pension Scheme, which is intended to secure their old age through a structured pension plan.

Program Objective and Impact:

The Financial Literacy Program aimed to enhance financial literacy among Group D employees by equipping them with the knowledge and skills necessary to manage their finances effectively. The program successfully provided employees with:

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1. Comprehensive understanding of saving and investment options.
2. Knowledge about various types of loans and their application processes.
3. Practical skills for handling essential financial documents.
4. Awareness of beneficial government insurance and pension schemes.

Feedback and Conclusion:

The program received positive feedback from participants, who appreciated the practical and informative nature of the sessions. The initiative has empowered employees with essential financial skills, contributing to their overall financial well-being and security. The IQAC of Soundarya Institute of Management and Science is committed to continuing such valuable programs in the future.



Coordinator
Internal Quality Assurance Cell,
Soundarya Institute Of
Management & Science
Soundarya Nagar, Sidedahalli,
Bangalore-560 073

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Nagesandra Post,
Bengaluru-560 073.

**Report on
One Day Regional Seminar on Application of "Coir Geo textile and Pith related
products for sustainability of Coir industry"**

Title of the event	Application of Coir Geo textile and Pith related products for sustainability of Coir industry
About the event	B Sc Department organized an implementation the Action Plan Programme 2023-2024 under the Scheme "CVY- Skill Upgradation & Mahila Coir Yojana", Coir Board, Regional office, Bangalore in association Coir Board conducted one day Regional Seminar on " Application of Coir Geo textile and Pith related products for sustainability of Coir industry ". Dr. Vasu B.A Principal Soundarya Institute of Management and Science delivered the Presidential address. Dr. O L Shanmugha Sundaram, Joint Director CICT & i/ c CCRI delivered keynote address. Dr. S Radhakrishnan, Sumi Sebastian, Dr. Shanmugha Sundaram O L, Dr. Shwetha and Peter Bernard handled technical sessions on various papers related to coir. Dr. S. Shreemathi Giri, Dr. Vasu B.A, Dr. N. Giri were awarded for the exceptional coordination in promoting coir products to the community
Date of the Event	30.1.2024
Student attended	200
Faculty coordinator(s)	1. Dr. S Shreemathi Giri Prof & HOD Department of Science 2. Asst. Professor Vidya D.C 3. Asst. Professor Kavya C 4. Asst. Professor Chetan H N

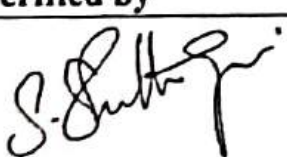




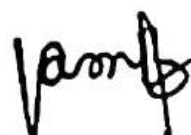
About

Objective(s)	1	To bring awareness about coir and coir related products
	2	To make the students aware of Research in Coir technologies
	3	To make the students know about entrepreneur opportunities available in coir products.

Outcome(s)	1	Students understood about coir and coir production
	2	Research related to coir
	3	Entrepreneur opportunities available in coir related field

Supporting Documents

Hardcopy	Permission letter / Email correspondence					
	Brief report with (a) 2 Geo photo (b) 2 photo without geo tag					
	Student list / Attendance					
	Feed back Analysis (consolidated) with feedback questionaries					
	Student impression (hand written) (any 2)					
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<ul style="list-style-type: none"> Complete document in pdf format with signatures Geo tag photos Photos without geo tag 	<u>File name</u> <u>URL</u>					

Verified by		
 Event Coordinator(s)	 Quality Controller	 Steering Committee
 Dr. S. CHITRA Head Research And Innovation <small>Soundarya Institute of Management and Science</small>	 IQAC Convener Internal Quality Assurance Cell. Soundarya Institute Of Management & Science	 Principal Soundarya Institute Of Management & Science Soundaryanagar, Sidedahalli, Nagasandra Post, Bennaluru-560 073.



कोयल बोर्ड
COIR BOARD



मूल्य मयु जी बज्जुव उदय बज्जुव, बल्लम बल्लम
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
GOVERNMENT OF INDIA

The Regional Office, Coir Board, Bangalore

In Association With

Research & Innovation Cell & IIC of
Soundarya Institute Of Management & Science

Cordially Invite You For One Day

REGIONAL SEMINAR

on

"APPLICATION OF COIR GEO TEXTILES & PITH RELATED PRODUCTS FOR SUSTAINABILITY
OF COIR INDUSTRY"

30th January 2024 - Time: 10:30am

Venue: Ocarina Auditorium

Soundarya Institute Of Management & Science,
Sidedahalli, Nagasandra

Chief Guest

Shri. D. Kuppuramu

Hon'ble Chairman Coir Board

Guest of Honour

Shri. Keerthan Kumar .M

CEO,SET

President

Dr. Vasu .B .A

Principal & Director,SIMS

Convenor

Dr. N. Giri

Associate Director R&I, SIMS

Organising Secretary

Dr. S. Shreemathi Giri

Prof. & HOD Science, R&I Head SIMS



SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE
SEMINAR ON



APPLICATION OF COIR GEO TEXTILES & PITH RELATED PRODUCTS FOR
SUSTAINABILITY OF COIR INDUSTRY
Registration

Sl no.	Name	Institution	Phone No.	Email ID	Sign
1	Prithu S	PM SHIR K V Mof	7493212514	Prithushankar@gmail.com	[Signature]
2	Aruligo.R	Soundarya Degree	7482005469	Aruligoiphu@gmail.com	[Signature]
3	Vaasha. O.L	Soundarya degree	897 1803878	vaashalakesh@gmail.com	[Signature]
4	Saalesh. N	Soundarya degree	7483049846	Saalehi@gmail.com	[Signature]
5	Roopa shree. R	Soundarya degree	7411077561	Roopa@gmail.com	[Signature]
6	Kanishini. D	Soundarya degree	6362293622	kanishini@soundarya.com	[Signature]
7	Dhanushree. H	BIMS	935377815	dhanushreeh@gmail.com	[Signature]
8	Lakshmi Pragna. P	SIMS	8904756057	Lakshmi.pragna@gmail.com	[Signature]
9	Rohun	KSCFL	7975439210	rohanitc@gmail.com	[Signature]
10	Arnold. K	SIMS	6360670954	Arnoldkumar@gmail.com	[Signature]

	Name	Institutions	Phone No	Email ID	Sign
30	Sushma.P.C	Somdurga College of Law	9801160936	Sushmasush9393@gmail	Sushma
31	Umesh	Sri Siddaganga College	7204462464	uamamur2001@gmail	Umesh
32	Karthik.M.R	Sri Siddaganga College	91087558139	karthik1511362@gmail	Karthik
33	Sanjay A	Somdurga college	7204210220	Harshali@gmail.co	Sanjay
34	Arjun .K.V	Gims	4361521854	arjun09@gmail.co	Arjun
35	Karthik S	SHS	9743097764	Karthik97430@gmail.co	Karthik
36	Martin Antony	SHS	9741772681	MartinAntony85@gmail.co	Martin
37	HARSH D	LLB. SCL	9496261324	harshd03@gmail.com	Harsh D
38	Adarsh V.C	LLB SCL	9891802379	adarshvc@gmail.com	Adarsh
39	Yashdeep Kumar	LLB SCL	9739803836	_____	Yashdeep
40	Pranav K.S	Office	9951363245	pranav12@gmail.com	Pranav
41	Aradhana K.V	Commerce	9194209773	aradhana.k.v.-	Aradhana
42	Shruti	Shri's office	7090646594	shruti09@gmail.com	Shruti

	Name	Institutions	Phone No	Email ID	Sign
30	Sushma P C	Saundarya College of Arts	9804160936	Sushmasush9393@gmail	Sushma
31	Ugavathi V	Saundarya College	7204462464	uugavathiv@gmail	Ugavathi
32	Karthika P R	Saundarya College	91087558139	karthika19362@gmail	Karthika
33	Sanjay A	Saundarya College	7204210220	sanjay@gmail	Sanjay
34	Arjun K V	Gims	4361521854	arjun@gmail	Arjun
35	Harsh S	SMS	9743097764	harsh97430@gmail	Harsh
36	Martin Antony	SMS	9741772681	MartinAntony33@gmail	Martin
37	Harshid	L.B. SCL	9496261324	harshid03@gmail	Harshid
38	Adarsh V.C	L.B. SCL	99411802379	adarshvc@gmail	Adarsh
39	Ugavathi V	L.B. SCL	9739803834		Ugavathi
40	Pranavani R.G	Office	9951367225	pranavani22@gmail	Pranavani
41	Amal Kumar K V	Camera	9194129773	amalkumar11	Amal
42	Tijetha	Sim8 office	7090646594	tijetha@gmail	Tijetha



SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE



SEMINAR ON

APPLICATION OF COIR GEO TEXTILES & PITH RELATED PRODUCTS FOR
SUSTAINABILITY OF COIR INDUSTRY

FEEDBACK FORM

Name: Manasa . M

Institution: SIMS

Email: manasam30@gmail.com

Tick your ratings for the following points - 1 being lowest and 5 being highest

Sl.No	Statement	1	2	3	4	5
1	How would you rate the overall organization of the seminar?				✓	
2	Rate the quality of presentations and information shared					✓
3	Has the seminar increased your understanding of coir geotextiles and pith-related products?			✓		
4	Are you more likely to consider using coir-based products in your projects and day to day life after attending this seminar?					✓
5	Please share any additional comments or suggestions you have regarding the seminar.					

Manasa

Signature:



Soundarya Educational Trust(R)
SOUNDARYA INSTITUTE OF MANAGEMENT SCIENCE
Soundarya Nagar, Sidedahalli, Hesaraghatta Main Road, Bangalore-73.
Internal Quality Assurance Cell(IQAC)

REPORT

Brochure

IQAC INITIATIVES

DEPARTMENT OF BCA

Organizes

**Understanding Digital Devices:
Mobile, Tablets, and Computers**

DATE: July 22, 2021

VENUE: COMPUTER LAB



Soundarya Educational Trust(R)
SOUNDARYA INSTITUTE OF MANAGEMENT SCIENCE
Soundarya Nagar, Sidedahalli, Hesaraghatta Main Road, Bangalore-73.
Internal Quality Assurance Cell(IQAC)

Introduction:

In today's technology-driven world, proficiency with various digital devices—such as mobile phones, tablets, and computers—is essential for navigating both personal and professional tasks. Understanding how to effectively use and manage these devices can enhance productivity and streamline everyday activities. This session on "Understanding Digital Devices: Mobile, Tablets, and Computers" is designed to provide office employees with a comprehensive overview of these essential tools. Participants will explore the functionalities, features, and best practices for each type of device, gaining insights into how to maximize their efficiency and manage their digital tools effectively. By mastering these devices, employees will be better equipped to leverage technology to meet their work and personal needs.

Objectives:

- Provide participants with a comprehensive understanding of the key features and functions of mobile phones, tablets, and computers, including their uses and capabilities in various contexts.
- Teach participants best practices for managing and optimizing digital devices, including settings adjustments, software updates, and troubleshooting common issues.
- Equip employees with the knowledge to utilize each type of device effectively for both personal and professional tasks, thereby enhancing overall productivity and efficiency in their daily activities.

Event Report:

Objective

The session aimed to provide office employees with a thorough understanding of mobile phones, tablets, and computers. The focus was on exploring device features, enhancing management skills, and improving productivity and efficiency through effective use of these digital tools.

Program Overview

The training session delivered a detailed overview of mobile phones, tablets, and computers, emphasizing their key features and functionalities. Participants engaged in interactive demonstrations and practical exercises to learn about device management, including settings adjustments and common troubleshooting techniques. The program was designed to help employees leverage their digital devices more effectively, enhancing both personal and professional productivity.



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Soundarya Nagar, Sidedahalli, Hesaraghatta Main Road, Bangalore-73.
Internal Quality Assurance Cell(IQAC)

Key Outcomes

- Participants gained a thorough understanding of the key features and functionalities of mobile phones, tablets, and computers.
- Employees learned best practices for managing and optimizing their digital devices, including troubleshooting common issues.
- Attendees acquired strategies to effectively use their devices for both personal and professional tasks, leading to improved productivity and efficiency.

Conclusion

The "Understanding Digital Devices: Mobile, Tablets, and Computers" session effectively met its objectives by equipping employees with valuable knowledge and skills for managing and utilizing their digital tools. Participants left with a greater understanding of their devices' features and capabilities, as well as practical techniques for enhancing their productivity. The training has contributed to a more efficient use of technology in the workplace, and future sessions may be planned based on feedback to address additional needs or advanced topics.

Agenda

- 1. Introduction (10 minutes):**
 - a. Overview of the session's objectives and the importance of understanding and managing digital devices in the modern workplace.
- 2. Session 1: Exploring Device Features and Functions (30 minutes):**
 - a. Detailed exploration of mobile phones, tablets, and computers.
 - b. Demonstration of key features, functionalities, and uses for each type of device.
- 3. Session 2: Enhancing Device Management Skills (30 minutes):**
 - a. Best practices for managing digital devices, including adjusting settings, performing software updates, and troubleshooting common issues.
 - b. Hands-on practice with device management techniques.
- 4. Session 3: Improving Productivity and Efficiency (30 minutes):**
 - a. Strategies for using digital devices effectively for personal and professional tasks.
 - b. Practical exercises focused on maximizing productivity with each type of device.
- 5. Q&A and Wrap-Up (20 minutes):**
 - a. Open session for participants to ask questions and seek clarification on topics covered.
 - b. Summary of key takeaways and collection of feedback.



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Internal Quality Assurance Cell(IQAC)

CIRCULAR

Subject: Training Session on "Understanding Digital Devices: Mobile, Tablets, and Computers"

Date: July 22, 2021

Venue: Computer Lab

We are pleased to announce a training session on "**Understanding Digital Devices: Mobile, Tablets, and Computers**" scheduled for **22nd July 2021** at the **Computer Lab**.

This session is designed to provide participants with a comprehensive understanding of various digital devices, including mobile phones, tablets, and computers. Attendees will learn about the functionalities, uses, and maintenance of these devices, enhancing their ability to effectively use and manage their technology.

Who Should Attend:

All employees are encouraged to attend, especially those who wish to gain a better understanding of different digital devices and their applications in both personal and professional settings.

Training Objectives:

- Provide an overview of the functionalities and features of mobile phones, tablets, and computers.
- Teach participants how to use these devices effectively for various tasks and applications.
- Offer guidance on maintaining and troubleshooting common issues with digital devices.

Agenda:

1. **Introduction to Digital Devices**
 - Overview of mobile phones, tablets, and computers.
2. **Using Mobile Phones and Tablets**
 - Key features, apps, and functionalities for efficient use.
3. **Understanding Computers**
 - Basics of computer operations, software applications, and peripherals.
4. **Device Maintenance and Troubleshooting**
 - Tips for maintaining device performance and resolving common issues.
5. **Q&A and Hands-on Practice**
 - Interactive session for participants to practice using different devices and address questions.

We encourage all employees to attend this session to enhance their understanding and use of digital devices. For additional details, please contact the HR department.



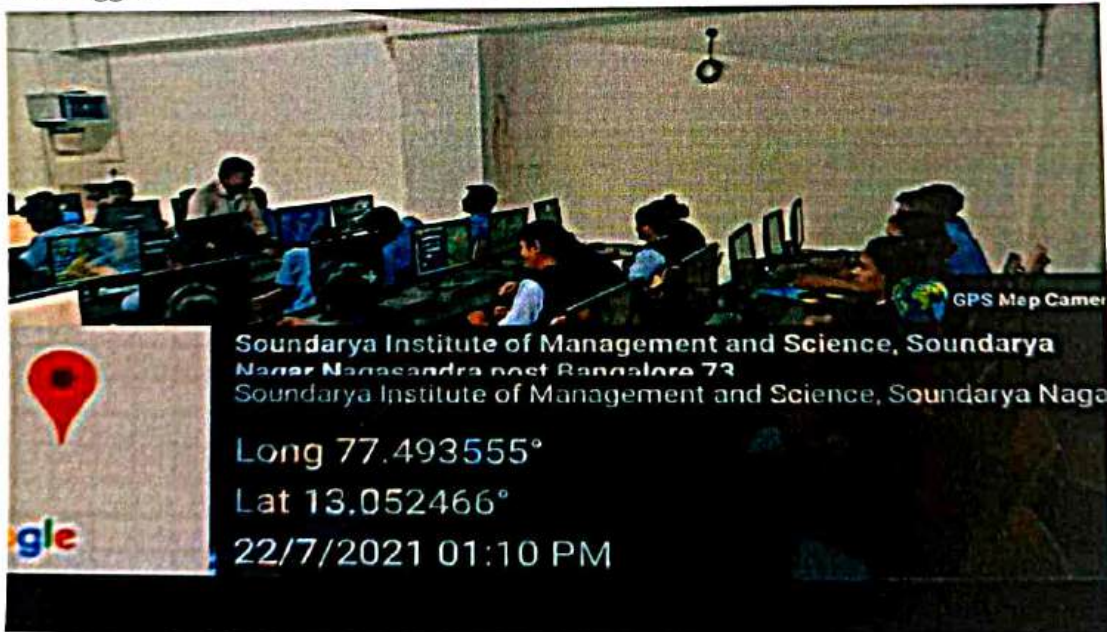
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Attendance

NIPTE Teaching Staff Attendance 2021		
Sl. No.	NAME	Signature
9	KRISHNANURTHY (MCA I.S.2011)	
20	VENKAT AVIJA	
21	ROJA	
12	GANGARAJU	
11	MANOJ H	
14	WISHNULU BAO	
15	L.MARULNATH	
16	RAJESHABAMA	
17	GANGAPPA	

Photo Gallery

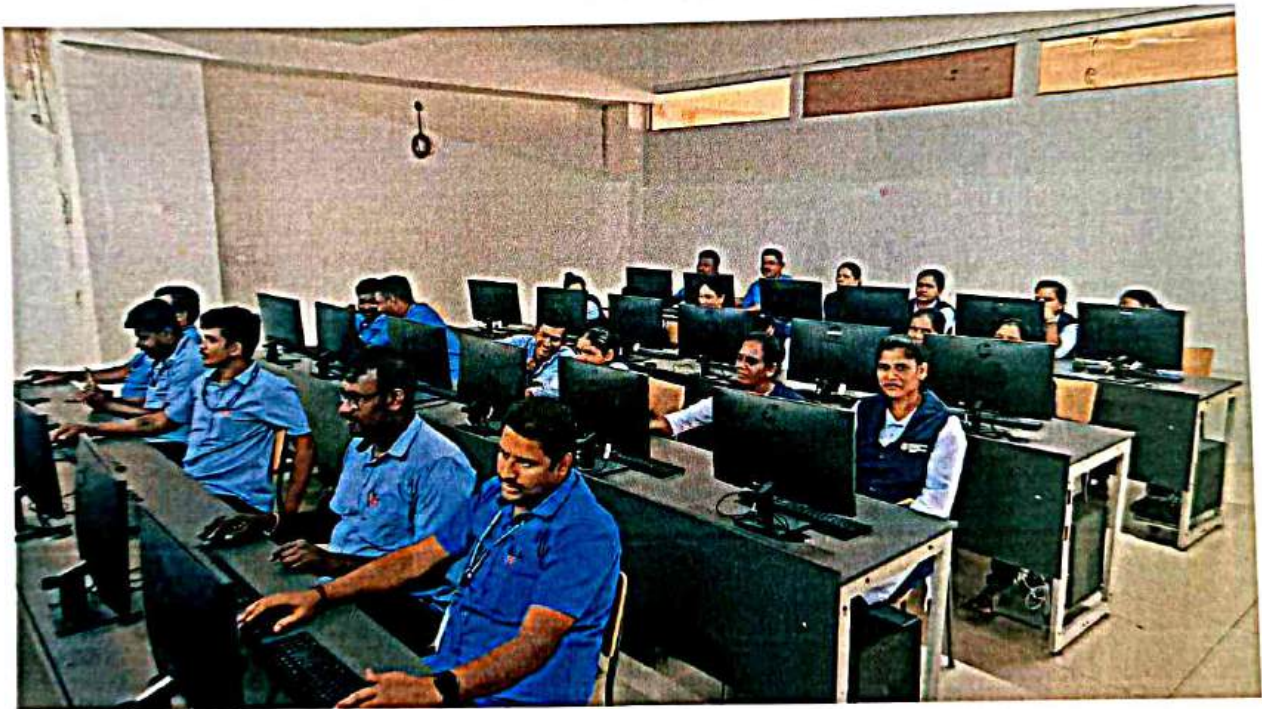
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Nagasandra Post,
Bengaluru-560 073.



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REPORT

Brochure

IQAC INITIATIVES

DEPARTMENT OF BCA

Organizes

**Using Microsoft Word for
Everyday Documentation**

DATE: September 25, 2019

VENUE: COMPUTER LAB



Soundarya Educational Trust(R)
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Introduction:

In the modern office environment, Microsoft Word remains an essential tool for creating and managing everyday documentation. For office employees, mastering the functionalities of Word can streamline the process of drafting reports, memos, letters, and other critical documents. This session on "Using Microsoft Word for Everyday Documentation" is designed to provide employees with a comprehensive understanding of Word's features and best practices. Participants will explore various functions such as formatting, editing, and utilizing templates, enabling them to produce professional and well-organized documents efficiently. By enhancing their proficiency in Microsoft Word, employees can improve their productivity and ensure consistency and accuracy in their written communications.

Objectives:

- Equip employees with the skills to effectively use formatting tools in Microsoft Word to create professional and visually appealing documents, including reports, memos, and letters.
- Teach employees how to use advanced Word features such as templates, styles, and track changes to streamline document creation and improve editing efficiency.
- Develop employees' ability to organize and structure documents logically, ensuring clarity and consistency, and reducing errors in everyday documentation tasks.

Event Report:

Objective

The session aimed to enhance office employees' proficiency in Microsoft Word, focusing on document formatting, utilization of advanced features, and improving organization and accuracy in everyday documentation tasks.

Program Overview

The training session provided a comprehensive guide to using Microsoft Word for everyday documentation needs. Participants explored essential features such as formatting tools, templates, and styles. Through interactive demonstrations and practical exercises, employees learned how to create professional documents efficiently and accurately. The program emphasized best practices for organizing and editing documents, aiming to improve overall productivity and document quality in the office environment.



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Key Outcomes

- Participants gained proficiency in using Microsoft Word's formatting tools, leading to more professional and polished documents.
- Employees learned to efficiently use advanced features such as templates and styles, streamlining their documentation process.
- Attendees developed skills for better organizing and structuring their documents, resulting in improved accuracy and clarity.

Conclusion

The "Using Microsoft Word for Everyday Documentation" session successfully achieved its objectives, enhancing employees' skills in document creation and management. Participants left with a better understanding of Word's functionalities and best practices for producing high-quality documents. The training has contributed to increased productivity and efficiency in daily office tasks. Future sessions may be scheduled based on participant feedback to address any additional needs or advanced topics.

Agenda

1. **Introduction (10 minutes):**
 - a. Overview of the session objectives and the importance of mastering Microsoft Word for office documentation.
2. **Session 1: Mastering Document Formatting (30 minutes):**
 - a. Instruction on using Word's formatting tools to create professional documents.
 - b. Hands-on practice with formatting text, paragraphs, and page layouts.
3. **Session 2: Utilizing Advanced Features (30 minutes):**
 - a. Exploration of advanced features such as templates, styles, and track changes.
 - b. Practical exercises on applying templates and styles to streamline document creation and editing.
4. **Session 3: Enhancing Document Organization and Accuracy (30 minutes):**
 - a. Techniques for organizing document content and ensuring accuracy.
 - b. Hands-on activities focused on structuring documents and minimizing errors.
5. **Q&A and Wrap-Up (20 minutes):**
 - a. Open session for questions and clarifications.
 - b. Summary of key takeaways and feedback collection.



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CIRCULAR

Subject: Training Session on "Using Microsoft Word for Everyday Documentation"

Date: September 25, 2019

Venue: Computer Lab

We are pleased to inform all staff members that a training session on "Using Microsoft Word for Everyday Documentation" will be conducted on **September 25, 2019** at the **Computer Lab**.

This session is designed to provide participants with practical knowledge and skills in using Microsoft Word for routine documentation tasks. The training will cover essential features of Microsoft Word, including creating and formatting documents, using templates, inserting tables and images, and optimizing the software for efficient documentation.

Who Should Attend:

All office employees who use Microsoft Word for their daily documentation tasks are encouraged to attend. This session will be particularly beneficial for those looking to enhance their word processing skills and improve productivity.

Training Objectives:

- Understand the basic and advanced features of Microsoft Word.
- Learn document formatting techniques for professional and organized output.
- Explore tips and tricks for enhancing workflow and productivity with Word.

Agenda:

1. **Introduction to Microsoft Word**
 - Basic navigation, ribbon functions, and document setup.
2. **Formatting Documents**
 - Styles, margins, headers/footers, and pagination.
3. **Using Templates and Tables**
 - Creating templates, inserting tables, and organizing information effectively.
4. **Enhancing Productivity**
 - Shortcuts, best practices, and troubleshooting common issues.
5. **Q&A Session**

We encourage all participants to take advantage of this opportunity to enhance their documentation skills. For further details, please contact the HR department.



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Attendance

NON Teaching Staff Attendance 2019		
SL.NO.	NAME	Signature
1	RAVI P	
2	RAMANANDA MS	
3	BHAMAMANI K G	
4	MADHUSUDHAN G	
5	RAMYA SHESHADRI	
6	RAGHAVENDRA B.R	
7	SELVAN	

Photo Gallery

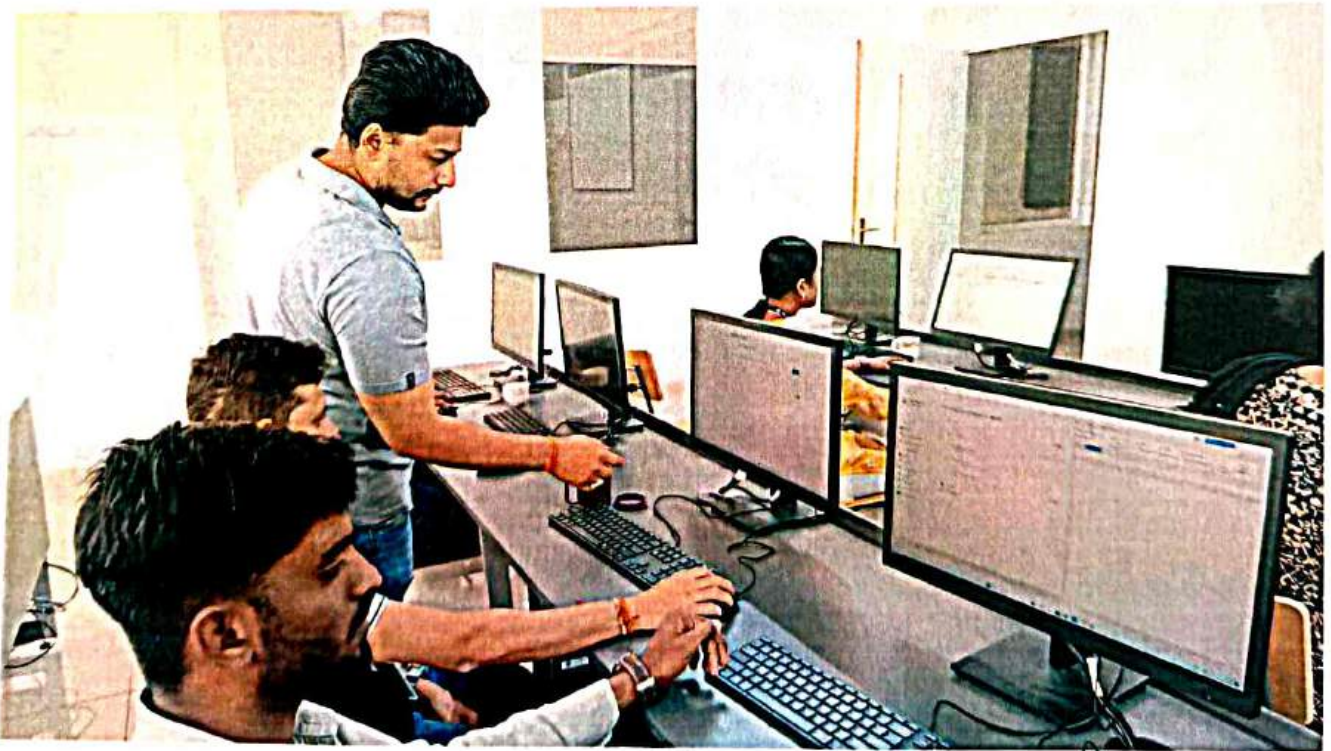
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REPORT

Brochure

IQAC INITIATIVES

DEPARTMENT OF BCA

Organizes

**Navigating the Internet: Tips and
Best Practices**

DATE: February 18, 2021

VENUE: COMPUTER LAB



Soundarya Educational Trust(R)
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Soundarya Nagar, Sidedahalli, Hesaraghatta Main Road, Bangalore-73.
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Introduction:

In today's digital age, efficiently navigating the internet is a crucial skill for office employees. Understanding how to search for information, assess online sources, and use the internet safely can greatly enhance productivity and reduce risks associated with online activities. This session on "Navigating the Internet: Tips and Best Practices" is designed to provide office employees with essential strategies for effective internet use. Participants will learn how to perform efficient searches, evaluate the credibility of online information, and employ best practices for maintaining security and privacy. By mastering these skills, employees will be better equipped to leverage the internet as a powerful tool for their work while minimizing potential hazards.

Objectives:

- Equip employees with techniques for performing effective and efficient online searches to quickly find relevant information and resources.
- Teach employees how to assess the credibility and reliability of online sources to ensure the information they use is accurate and trustworthy.
- Provide employees with best practices for maintaining security and privacy while navigating the internet, including recognizing potential threats and safeguarding personal and professional data.

Event Report:

Objective

The session aimed to enhance office employees' ability to navigate the internet effectively by improving search efficiency, evaluating online credibility, and maintaining online safety and privacy.

Program Overview

The training provided a thorough introduction to best practices for navigating the internet, focusing on strategies to optimize online searches, assess the reliability of online information, and ensure security and privacy. Participants engaged in interactive discussions and practical exercises designed to improve their internet skills, helping them utilize online resources more effectively while avoiding common pitfalls.



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Key Outcomes

- Employees learned techniques for performing more efficient and effective online searches, enabling quicker access to relevant information.
- Participants gained skills in evaluating the credibility of online sources, ensuring they use accurate and reliable information.
- Attendees acquired best practices for maintaining online security and privacy, helping them navigate the internet more safely.

Conclusion

The "Navigating the Internet: Tips and Best Practices" session successfully met its objectives, providing employees with valuable skills to improve their online navigation, information evaluation, and security practices. Participants left with a better understanding of how to use the internet effectively and safely, contributing to their overall productivity and confidence in managing online tasks. Future sessions may be planned to address additional needs or explore more advanced topics based on participant feedback.

Agenda

1. **Introduction (10 minutes):**
 - a. Overview of the session objectives and the importance of mastering internet navigation for office tasks.
2. **Session 1: Improving Search Efficiency (30 minutes):**
 - a. Techniques for performing effective online searches.
 - b. Hands-on practice with search engines and advanced search techniques.
3. **Session 2: Evaluating Online Credibility (30 minutes):**
 - a. Methods for assessing the reliability and accuracy of online sources.
 - b. Practical exercises in evaluating different types of online content.
4. **Session 3: Enhancing Online Safety and Privacy (30 minutes):**
 - a. Best practices for maintaining security and privacy while using the internet.
 - b. Discussion on recognizing and avoiding common online threats.
5. **Q&A and Wrap-Up (20 minutes):**
 - a. Open session for questions and clarifications.
 - b. Summary of key takeaways and collection of participant feedback.



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CIRCULAR

Subject: Training Session on "Navigating the Internet: Tips and Best Practices"

Date: February 18, 2021

Venue: Computer Lab

We are pleased to announce a training session on "Navigating the Internet: Tips and Best Practices" scheduled for 18th February 2021 at the Computer Lab.

This session is designed to equip participants with essential skills for navigating the internet efficiently and safely. It will cover best practices for browsing, searching for information, managing online accounts, and ensuring digital security. The training aims to enhance participants' confidence in using the internet as a valuable tool for both personal and professional purposes.

Who Should Attend:

All employees are encouraged to attend, especially those looking to improve their digital literacy and enhance their online safety. This session will provide valuable insights into best practices for navigating the online world.

Training Objectives:

- Teach participants effective browsing and search strategies for efficient use of the internet.
- Raise awareness of online security practices, including managing passwords and avoiding scams.
- Provide tips on managing online accounts and digital tools to improve productivity.

Agenda:

1. Introduction to Internet Browsing
 - Understanding browsers and search engines.
 - Best practices for finding reliable information online.
2. Online Security and Privacy
 - Protecting personal data and managing passwords.
 - Recognizing and avoiding online threats and scams.
3. Managing Online Accounts
 - Best practices for account creation, management, and security.
 - Tips for using online tools to increase productivity.
4. Interactive Q&A Session

We encourage all employees to take advantage of this training to improve their internet usage skills and ensure safer online practices. For further details, please contact the HR department.



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Attendance

NON Teaching Staff Attendance 2021		
SL.NO.	NAME	Signature
1	RAVI P	<i>[Signature]</i>
2	BHAMAMANI K G	<i>[Signature]</i>
3	MADHUSUDHAN G	<i>[Signature]</i>
4	RAMYA SHESHADRI	<i>[Signature]</i>
5	SANTHOSH SHETTY	<i>[Signature]</i>
6	RAVICHANDIRAN T	<i>[Signature]</i>
7	PRASAD	<i>[Signature]</i>
8	MANJUNATH G	<i>[Signature]</i>
9	KRISHNAMURTHY (DOJ 1.9.2019)	<i>[Signature]</i>
10	MANGALAMMA	<i>[Signature]</i>
11	ROJA	<i>[Signature]</i>



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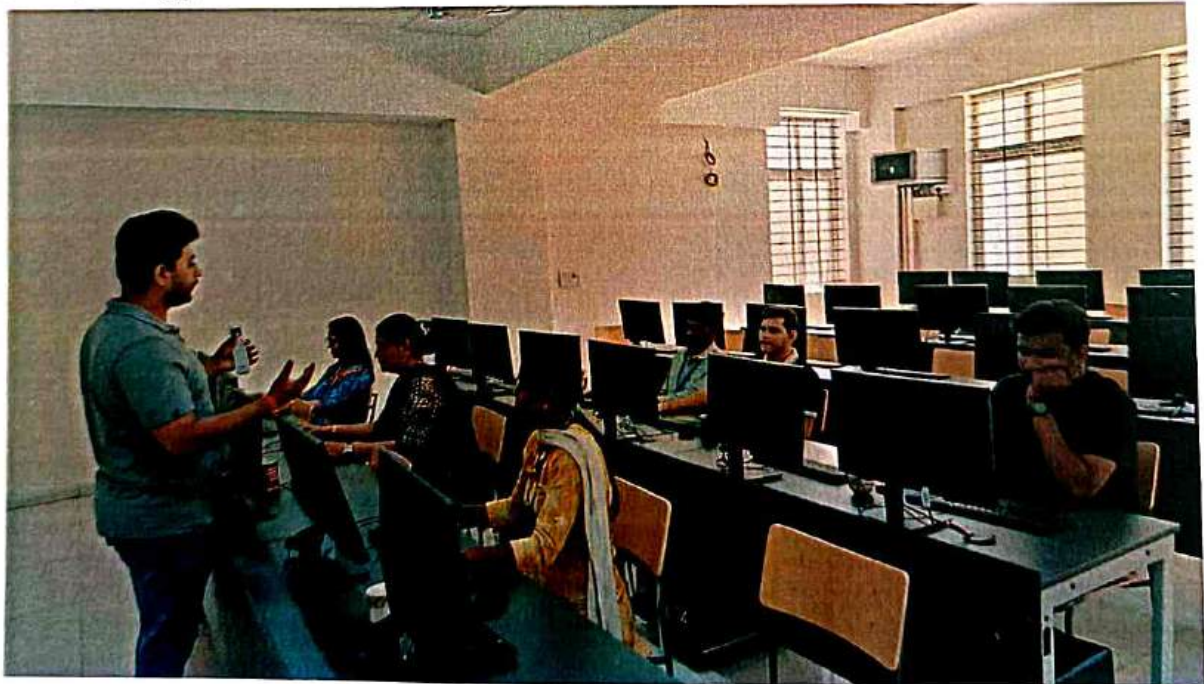
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680, Prakruthi Layout, Soundarya Layout, Bengaluru, Sidedahalli,
Long 77.495179°
Lat 13.070274°



Non-Geo Tagged:



Vamshi

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Soundaryanagar, Sidedahalli,
Nagasandra Post,
Bengaluru-560 073.



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REPORT

Brochure

IQAC INITIATIVES

DEPARTMENT OF BCA

Organizes

**Basic Troubleshooting for
Computers and Devices**

DATE: June 12, 2019

VENUE: COMPUTER LAB



Soundarya Educational Trust(R)
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Introduction:

In a modern office environment, encountering technical issues with computers and devices is inevitable. For office employees, the ability to perform basic troubleshooting can significantly reduce downtime and improve productivity. This session on "Basic Troubleshooting for Computers and Devices" is designed to equip employees with essential skills to diagnose and resolve common technical problems efficiently. Participants will gain insights into identifying and addressing issues related to software malfunctions, hardware failures, and connectivity problems. By learning practical troubleshooting techniques, employees will be better prepared to handle everyday technical challenges, ensuring a smoother and more productive work experience.

Objectives:

- Equip employees with the skills to recognize and diagnose frequent problems related to computers and devices, including software errors, hardware malfunctions, and connectivity issues.
- Teach employees practical troubleshooting methods and step-by-step procedures to effectively resolve identified issues, minimizing downtime and maintaining productivity.
- Develop employees' ability to independently troubleshoot and resolve technical problems, fostering a proactive approach to managing and maintaining their work devices.

Event Report:

Objective

The session aimed to provide office employees with fundamental troubleshooting skills to identify, diagnose, and resolve common technical issues related to computers and devices.

Program Overview

The training session offered a thorough introduction to basic troubleshooting techniques for computers and devices, essential for maintaining efficiency in the office environment. Participants delved into common technical issues, including software glitches, hardware malfunctions, and connectivity problems. Through interactive demonstrations and hands-on exercises, attendees learned how to identify, diagnose, and resolve frequent technical challenges. The program aimed to equip employees with practical troubleshooting skills, enhancing their ability to manage and maintain their work devices independently, ultimately minimizing downtime and improving overall productivity.



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Key Outcomes

- Employees gained practical skills for diagnosing and resolving common technical issues with their computers and devices.
- Participants reported greater confidence in handling technical problems independently.
- The training received favorable feedback for its practical approach and relevance to everyday office challenges, with many participants appreciating the hands-on exercises.

Conclusion

The "Basic Troubleshooting for Computers and Devices" session successfully met its objectives, enhancing employees' technical problem-solving capabilities and improving their ability to manage and maintain office devices. Future sessions will be planned based on participant feedback to address any additional learning needs.

Agenda

- 1. Introduction (10 minutes):**
 - a. Overview of the session's objectives and the importance of basic troubleshooting skills in the office environment.
- 2. Session 1: Identifying Common Technical Issues (30 minutes):**
 - a. Instruction on recognizing frequent problems, including software errors, hardware failures, and connectivity issues.
 - b. Discussion on common symptoms and diagnostic approaches.
- 3. Session 2: Applying Troubleshooting Techniques (30 minutes):**
 - a. Hands-on practice with step-by-step troubleshooting procedures for resolving identified issues.
 - b. Techniques for addressing software malfunctions, hardware problems, and network connectivity issues.
- 4. Session 3: Enhancing Problem-Solving Skills (30 minutes):**
 - a. Strategies for developing independent troubleshooting skills.
 - b. Encouragement of a proactive approach to managing and maintaining office devices.
- 5. Q&A and Wrap-Up (20 minutes):**
 - a. Open session for participants to ask questions and seek clarification on troubleshooting topics.
 - b. Summary of key points and collection of feedback.



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CIRCULAR

Subject: Training Session on "Basic Troubleshooting for Computers and Devices"

Date: June 12, 2019

Venue: Computer Lab

We are pleased to announce a training session on "**Basic Troubleshooting for Computers and Devices**" scheduled for **12th June 2019** at the **Computer Lab**.

This session is designed to equip participants with essential troubleshooting skills for handling common computer and device issues. Attendees will learn practical techniques to resolve basic hardware and software problems, ensuring that they can maintain productivity without relying heavily on external technical support.

Who Should Attend:

All employees are encouraged to attend, especially those who frequently use computers or other devices in their daily tasks. This session will provide valuable insights into basic troubleshooting techniques.

Training Objectives:

- Teach participants how to identify and resolve common computer and device issues.
- Provide hands-on experience in troubleshooting hardware and software problems.
- Equip employees with the skills to maintain and manage their devices effectively.

Agenda:

1. **Introduction to Troubleshooting**
 - Overview of common issues and how to approach them.
2. **Basic Hardware Troubleshooting**
 - Identifying and resolving problems with monitors, keyboards, and other peripherals.
3. **Software Troubleshooting**
 - Diagnosing and fixing software crashes, slow performance, and application errors.
4. **Network Connectivity Issues**
 - Addressing common network problems, including internet and device connections.
5. **Q&A and Practice Session**
 - Hands-on troubleshooting and open Q&A to reinforce learning.

We encourage all employees to attend this session to enhance their troubleshooting skills and ensure the smooth functioning of their computers and devices. For more details, please contact the HR department.



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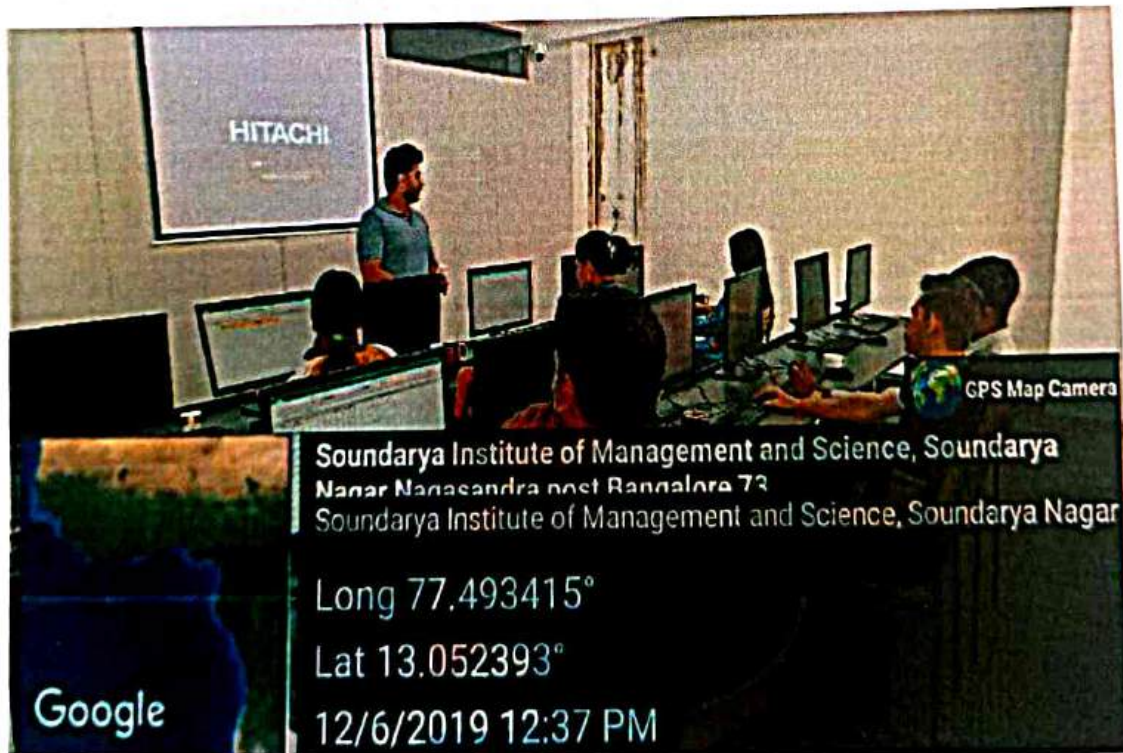
Attendance

NON Teaching Staff Attendance 2019

Sl. No.	NAME	Signature
1	RAVI P	<i>Ravi P</i>
2	RAMANANDA M	<i>Ramananda M</i>
3	SHAMAMANI K G	<i>Shamamani K G</i>
4	MADHUSUDHAN S	<i>Madhusudhan S</i>
5	BANYS SHEKHAR	<i>Banys Shekhar</i>
6	RAGHAVENDRA S R	<i>Raghavendra S R</i>
7	SELVAN	<i>Selvan</i>

Photo Gallery

Geo Tagged:





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Nagasandra Post,
Bengaluru-560 073.



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REPORT

Brochure

IQAC INITIATIVES

DEPARTMENT OF BCA

Organizes

**Basic Computer Skills for Daily
Tasks**

DATE: February 15, 2019

VENUE: COMPUTER LAB



Soundarya Educational Trust(R)
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Soundarya Nagar, Sidedahalli, Hesaraghatta Main Road, Bangalore-73.
Internal Quality Assurance Cell(IQAC)

Introduction:

In today's fast-paced digital world, possessing fundamental computer skills is essential for efficient daily operations in any organization. For D group employees at Soundarya Institute of Management and Science, mastering basic computer skills is crucial for performing routine tasks with confidence and accuracy. These skills encompass proficiency in using essential software applications, navigating operating systems, managing files, and communicating effectively through digital platforms. By equipping employees with these competencies, we not only enhance their productivity but also empower them to adapt to evolving technological demands, ultimately contributing to smoother workflows and better overall performance within the organization.

Objectives:

- Equip employees with the skills to effectively use common software applications such as word processors, spreadsheets, and email clients, enabling them to complete daily tasks more efficiently and accurately.
- Develop employees' ability to navigate operating systems, manage and organize files, and perform basic troubleshooting, ensuring they can handle everyday computer-related tasks with confidence and minimal assistance.
- Train employees in using digital communication tools and platforms to enhance their ability to collaborate, share information, and interact with colleagues and clients, thereby improving overall organizational communication and productivity.

Event Report:

Objective

The training aimed to enhance fundamental computer skills among D group employees, focusing on proficiency in essential software, digital navigation, file management, and effective communication.

Program Overview

The training session delivered a thorough exploration of fundamental computer skills essential for everyday tasks. Participants gained valuable insights into utilizing key software applications, navigating operating systems, and managing digital communications. Through interactive discussions and hands-on exercises, attendees learned how to efficiently use word processors, spreadsheets, and email clients, as well as how to effectively organize files and troubleshoot common issues. The program also



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emphasized strategies for enhancing digital communication and collaboration, aiming to improve overall productivity and confidence in managing daily computer tasks.

Key Outcomes

- Participants demonstrated improved proficiency in using essential software applications and navigating operating systems.
- Employees reported greater confidence in managing files and using digital communication tools.
- The training received positive feedback for its practical approach and clear instruction, with many participants expressing a greater understanding of how to apply these skills in their daily tasks.

Conclusion

The Basic Computer Skills Training successfully met its objectives, equipping employees with valuable skills for their daily tasks. The training has contributed to increased efficiency and productivity within the organization. Future sessions will be planned based on participant feedback to address any additional learning needs.

Agenda

- 1. Introduction (10 minutes):**
 - a. Overview of training goals and significance of basic computer skills.
 - b. Brief outline of the day's agenda.
- 2. Session 1: Essential Software Proficiency (30 minutes)**
 - a. Hands-on training with word processors: document creation, formatting, and editing.
 - b. Introduction to spreadsheets: data entry, basic formulas, and formatting.
 - c. Email client usage: composing, sending, and managing emails.
- 3. Session 2: Digital Navigation and File Management (30 minutes)**
 - a. Operating system navigation: desktop, taskbar, and file explorer.
 - b. File and folder management: creating, organizing, and searching.
 - c. Basic troubleshooting: common issues and solutions.
- 4. Session 3: Effective Communication (30 minutes)**
 - a. Digital communication tools: instant messaging and video conferencing.
 - b. Best practices for professional communication: composing messages and participating in virtual meetings.
- 5. Q&A and Wrap-Up (20 minutes)**
 - a. Open session for questions and clarifications.
 - b. Summary of key points and collection of participant feedback.



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CIRCULAR

Subject: Training Session on "Basic Computer Skills for Daily Tasks"

Date: February 15, 2019

Venue: Computer Lab

We are pleased to announce a training session on "**Basic Computer Skills for Daily Tasks**" scheduled for **15th February 2019** at the **Computer Lab**.

This session is designed to provide participants with fundamental computer skills essential for performing everyday tasks efficiently. Attendees will gain practical knowledge on using key software applications, managing files, and navigating operating systems. The training aims to enhance participants' confidence and proficiency in using computers for their daily work.

Who Should Attend:

This training is open to all employees who wish to strengthen their basic computer skills. It is particularly beneficial for those who are new to using computers or who want to refresh their skills.

Training Objectives:

- Teach participants essential computer operations, including using operating systems and software applications.
- Provide hands-on experience with key tools such as word processors and email clients.
- Enhance participants' ability to manage files and perform basic digital tasks efficiently.

Agenda:

1. **Introduction to Computer Basics**
 - Overview of computer components and operating systems.
2. **Using Software Applications**
 - Introduction to word processors, spreadsheets, and email clients.
3. **File Management**
 - How to create, save, and organize files and folders.
4. **Basic Troubleshooting and Maintenance**
 - Identifying and resolving common issues, and maintaining computer performance.
5. **Q&A and Hands-on Practice**
 - Interactive practice session to reinforce skills learned.

We encourage all employees to attend this valuable training session to improve their basic computer skills and enhance their efficiency in daily tasks. For further details, please contact the HR department.



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Attendance

IQAC Teaching Staff Attendance 2019

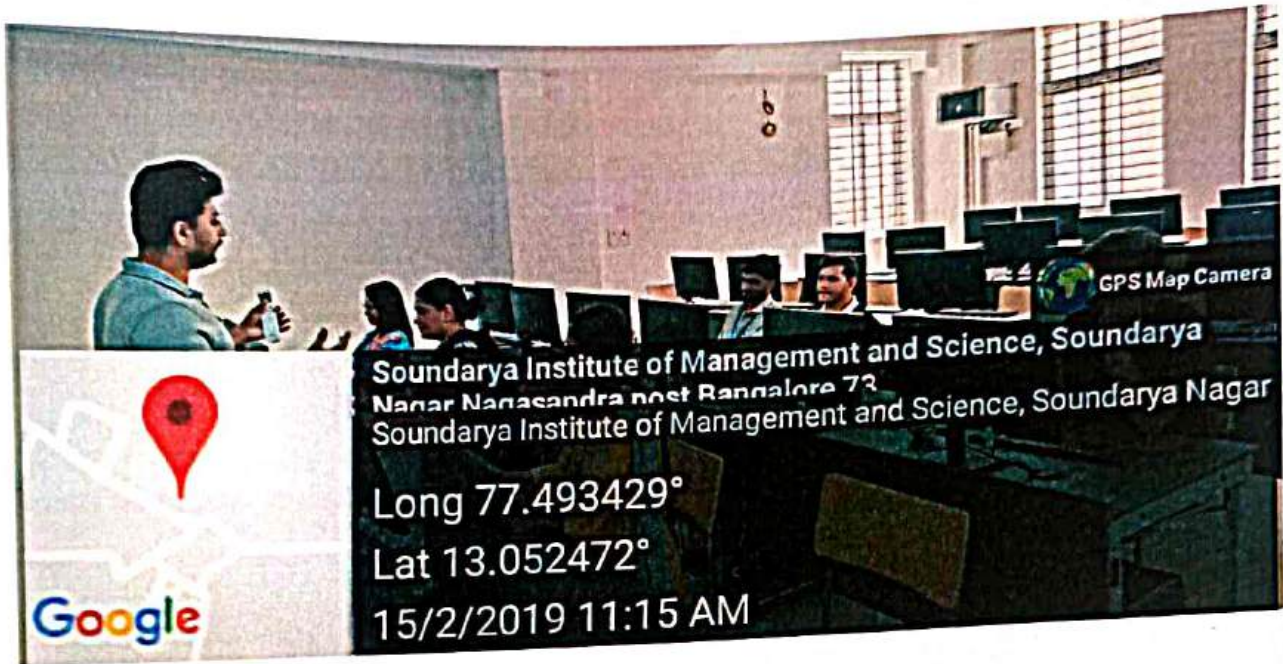
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2	RAMANANDAS M.S	[Signature]
3	SHANMUGA S S	[Signature]
4	MAHARAJAN S	[Signature]
5	SAVITA SURESH	[Signature]
6	RAJESHWARI S.S	[Signature]
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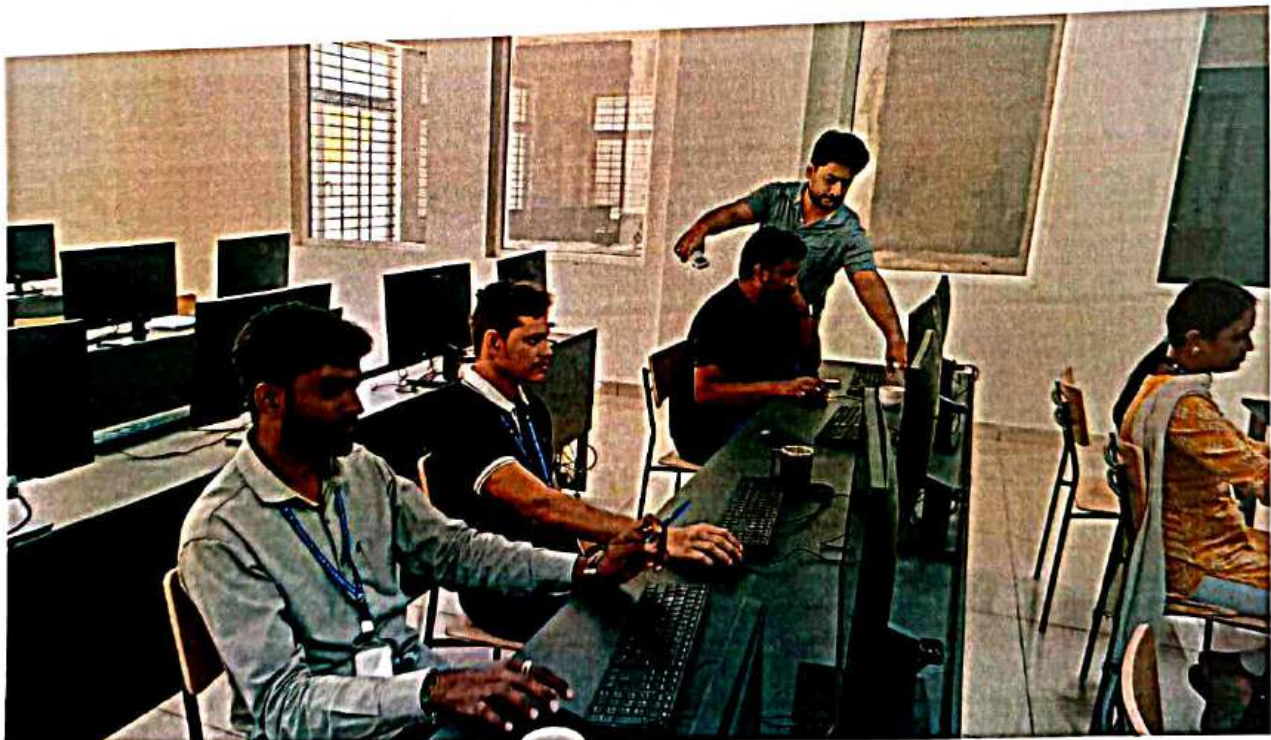
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REPORT

Brochure

IQAC INITIATIVES

DEPARTMENT OF BCA

Organizes

**How to use computer for group D
employees**

DATE: 8th NOVEMBER 2019

VENUE: COMPUTER LAB



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Introduction:

In today's digital age, the ability to use computers has become essential for employees across all sectors, including Group D employees, who traditionally handle non-technical tasks such as maintenance, cleaning, and support services. As workplaces evolve, integrating basic computer skills into their daily routines can significantly enhance efficiency, communication, and productivity. This guide aims to introduce Group D employees to the fundamentals of computer usage, enabling them to perform essential tasks such as data entry, email communication, and accessing digital records. By gaining familiarity with computers, these employees can improve their ability to contribute to modern, tech-enabled work environments and adapt to the growing digital demands of their roles.

Objectives:

- Equip Group D employees with foundational knowledge of computer operations, including how to use a keyboard, mouse, and navigate basic software applications.
- Enable employees to perform essential tasks like data entry, digital record-keeping, and email communication, improving overall workplace productivity and reducing reliance on manual processes.
- Foster a sense of confidence and adaptability in Group D employees by teaching them to use computers effectively, preparing them to engage in a tech-enabled work environment and meet the digital needs of their roles.

Event Report:

Objective

The primary objective of the event was to introduce Group D employees to basic computer skills, empowering them to perform essential tasks like data entry, email communication, and accessing digital records. This training aimed to enhance their workplace productivity and foster digital literacy in a technology-driven environment.

Event Overview

The training session was designed to provide Group D employees with a hands-on approach to learning computer basics. The session began with an introduction to computer hardware, including the keyboard, mouse, and monitor, followed by an explanation of how to operate common software applications like Microsoft Word, Excel, and email platforms. A practical demonstration allowed participants to perform basic tasks such as typing documents, saving files, and sending emails.



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Key Topics Covered

Introduction to Computer Hardware: Understanding the function of the keyboard, mouse, monitor, and CPU.

Basic Software Usage: Familiarization with Microsoft Word for typing documents and Excel for basic data entry.

Email and Internet Use: Creating an email account, sending/receiving emails, and browsing the internet safely.

Practical Exercises: Hands-on tasks to reinforce learning, including typing practice, file management, and sending emails.

Participation and Engagement

The event saw enthusiastic participation from Group D employees, many of whom had minimal to no prior experience with computers. Trainers provided personalized attention, ensuring that each participant was able to follow along and understand the concepts. The employees expressed a high level of engagement during the hands-on sessions, gaining confidence as they navigated basic computer tasks.

Outcome

The training successfully achieved its objectives of introducing Group D employees to basic computer usage. By the end of the session, participants were able to operate a computer, type simple documents, send emails, and manage files. Feedback from the participants indicated that they felt more confident in using computers for workplace tasks, and they expressed interest in further training to deepen their skills.

Conclusion

The event was a success, providing Group D employees with valuable computer skills that will enhance their productivity and ability to contribute to the workplace. This initiative is a positive step toward fostering digital literacy and adaptability among all levels of employees in the organization. Future training sessions could build on this foundation, introducing more advanced computer functions and software.



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Agenda and Topics Covered for a 3-Hour Training Session

1. **Introduction to Computers (30 minutes)**
 - Overview of Computer Components
 - Basic Functions
 - Importance of Computers in the Workplace
2. **Basic Software Usage (45 minutes)**
 - Introduction to Word Processors
 - Introduction to Spreadsheets
3. **Email Communication and Internet Browsing (45 minutes)**
 - How to Set Up and Use an Email Account
 - Introduction to Internet Browsing
4. **Data Entry and Digital Record-Keeping (30 minutes)**
 - Practical Data Entry Tasks
 - Filing Systems
5. **Hands-on Practical Session (30 minutes)**
 - Guided Exercises
6. **Q&A and Recap (30 minutes)**
 - Open Discussion
 - Feedback Collection



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CIRCULAR

Subject: Training Session on "How to Use Computers for Group D Employees"

Date: November 8, 2019

Venue: Computer Lab

We are pleased to announce a training session on "**How to Use Computers for Group D Employees**" scheduled for **08th November 2019** at the **Computer Lab**.

This session is designed to provide Group D employees with the foundational skills required to use a computer for basic tasks. The training will cover essential computer operations such as using the keyboard and mouse, accessing software applications, managing files, and understanding digital communication. The aim is to enhance the digital literacy of employees, enabling them to use computers efficiently for their daily work.

Who Should Attend:

This training is intended for all Group D employees who wish to develop or improve their basic computer skills. It is particularly beneficial for those who have limited experience with computers.

Training Objectives:

- Teach participants the basic functions of a computer, including operating systems and software.
- Provide hands-on experience with essential tools such as word processors and email clients.
- Build confidence in managing files, documents, and digital communications.

Agenda:

1. **Introduction to Computers**
 - Basic computer components: keyboard, mouse, monitor, and CPU.
2. **Using the Operating System**
 - Navigating the desktop, opening applications, and basic file management.
3. **Introduction to Software Applications**
 - Using word processors and simple tools for everyday tasks.
4. **Digital Communication**
 - Basics of email, browsing the internet, and communicating online.
5. **Q&A and Practice Session**
 - Hands-on practice to reinforce the skills learned during the session.

We encourage all Group D employees to attend this important training to develop essential computer skills that will assist them in their professional roles. For more details, please contact the HR department.



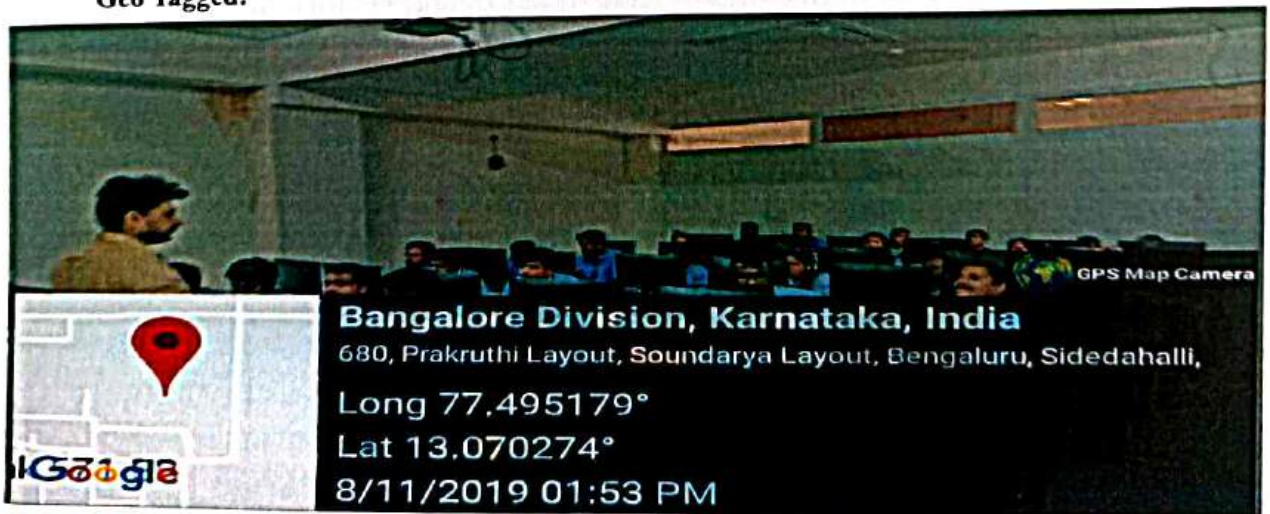
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Attendance

NON Teaching Staff Attendance 2019		
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1	RAVI P	[Signature]
2	RAMANANDA M	[Signature]
3	SHARADANAND V G	[Signature]
4	MAHESHWARAN S	[Signature]
5	RAMYA DETHANOH	[Signature]
6	RAJESHKUMAR S R	[Signature]
7	SELVAH	[Signature]
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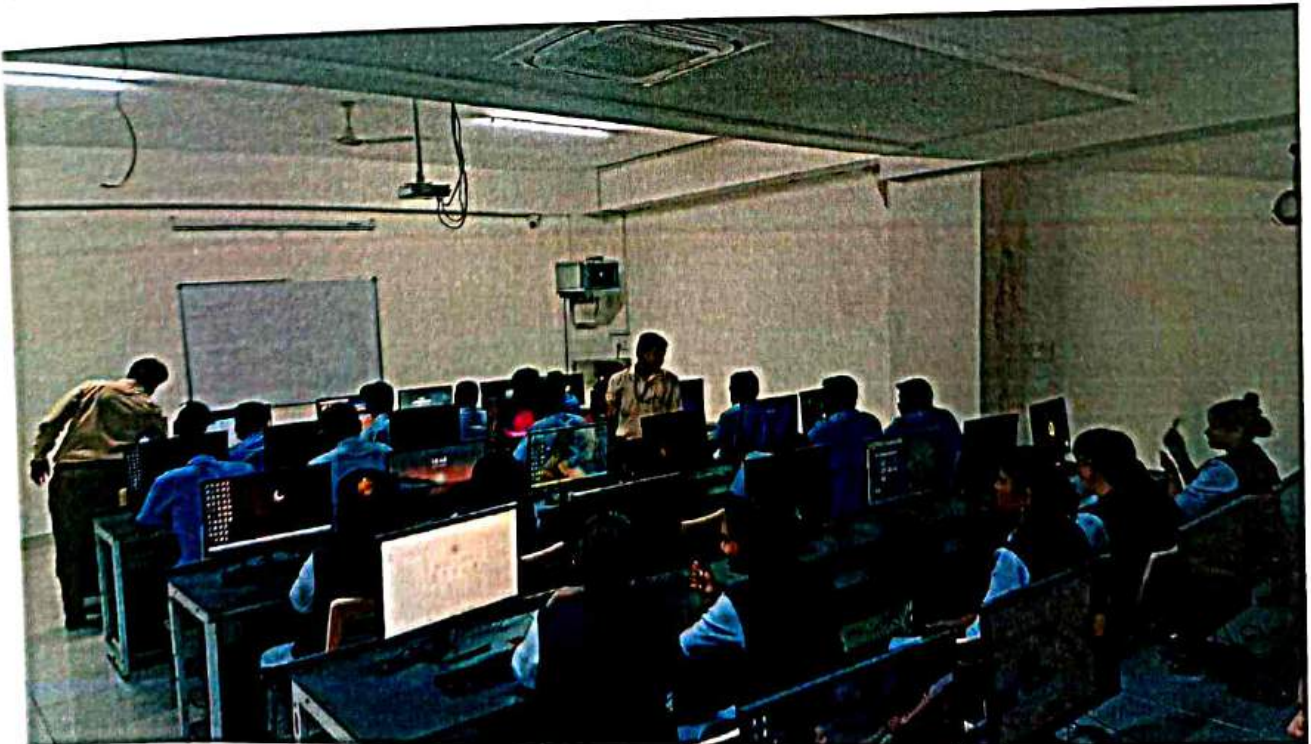
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