



**SOUNDARYA**  
INSTITUTE OF  
MANAGEMENT AND  
SCIENCE

## CRITERION - 6

# GOVERNANCE, LEADERSHIP AND MANAGEMENT



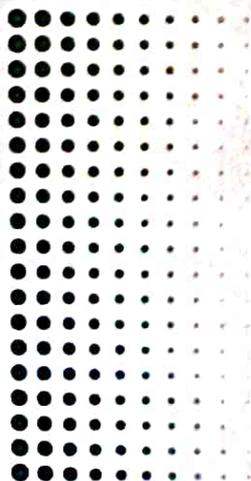
## 6.3 - Faculty Empowerment Strategies

“

**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

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



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:** 10<sup>th</sup> 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:**

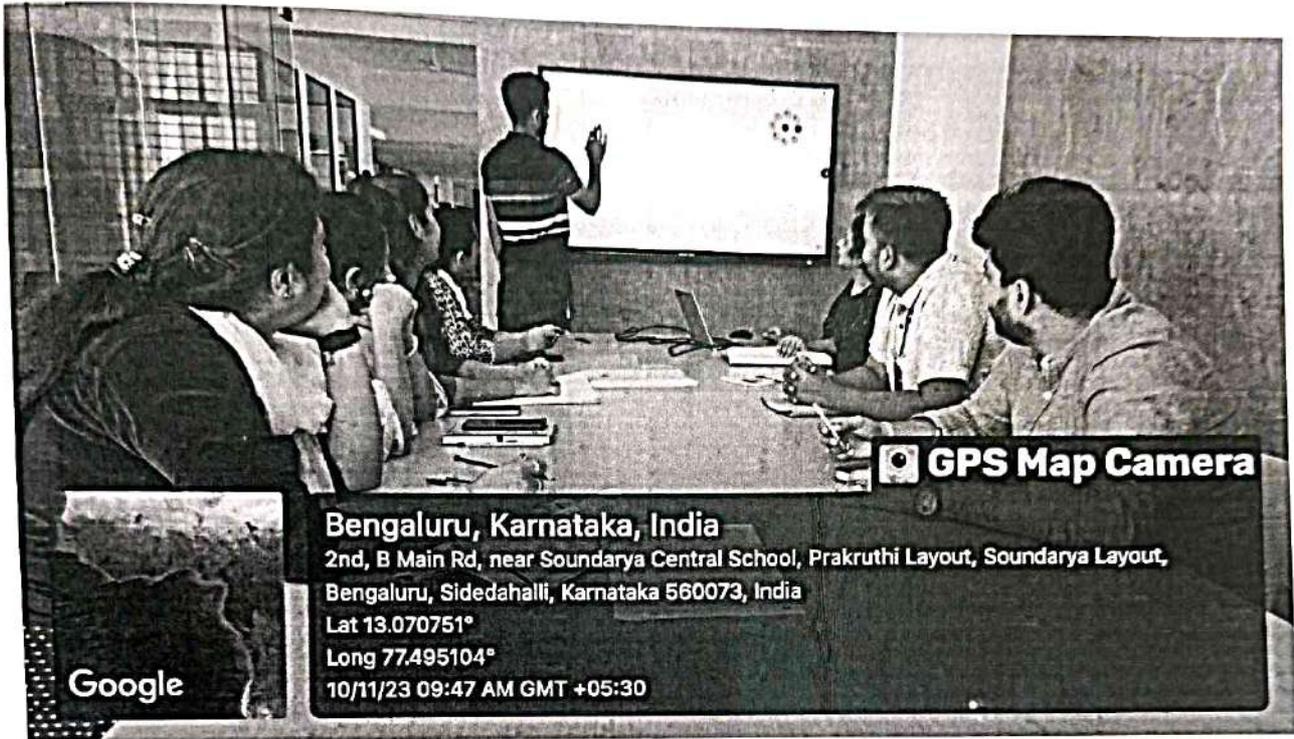
The workshop on interactive panels for classroom teaching provided educators with valuable insights and practical skills to enhance their teaching practices. By integrating interactive panels into their lessons, educators can create dynamic and engaging learning experiences that foster student collaboration, 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:**

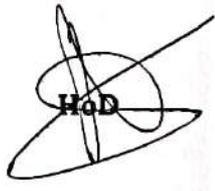
To further support educators in integrating interactive panels into their teaching practices, future workshops could focus on advanced features and applications of interactive panels, such as

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**

  
**PRINCIPAL**  
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.	Nagasumanan	9663970102		
2	Santhosh.R.S	9035174156		
3.	Anusadha Sindhia	9731321749		
4	Supriya.D	7483066945		
5.	Yatish.S.J	9008696565		
6.	Swamy M.R	9019157989		
7	Sameeruthi	6366037600		
8	Nipay Kumar A.S	9902324726		
9.	CHEZHAN H.N	9884567890		



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**Internal Quality Assurance Cell (IQAC)**

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**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:** 14<sup>th</sup> 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. Pivot Tables 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:**

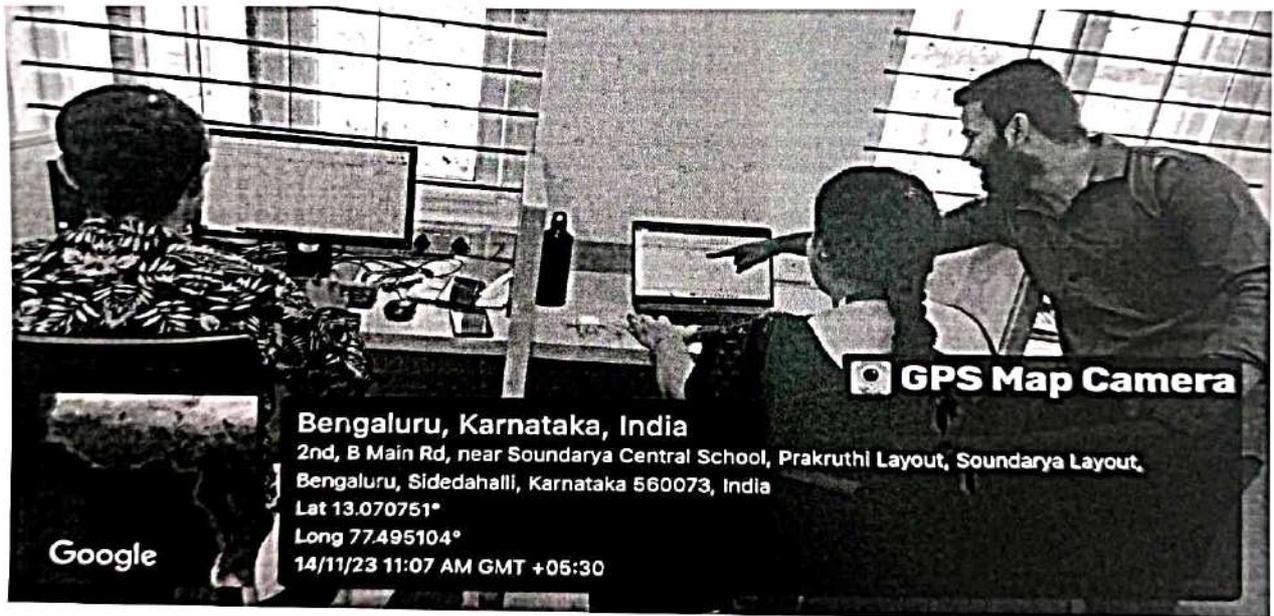
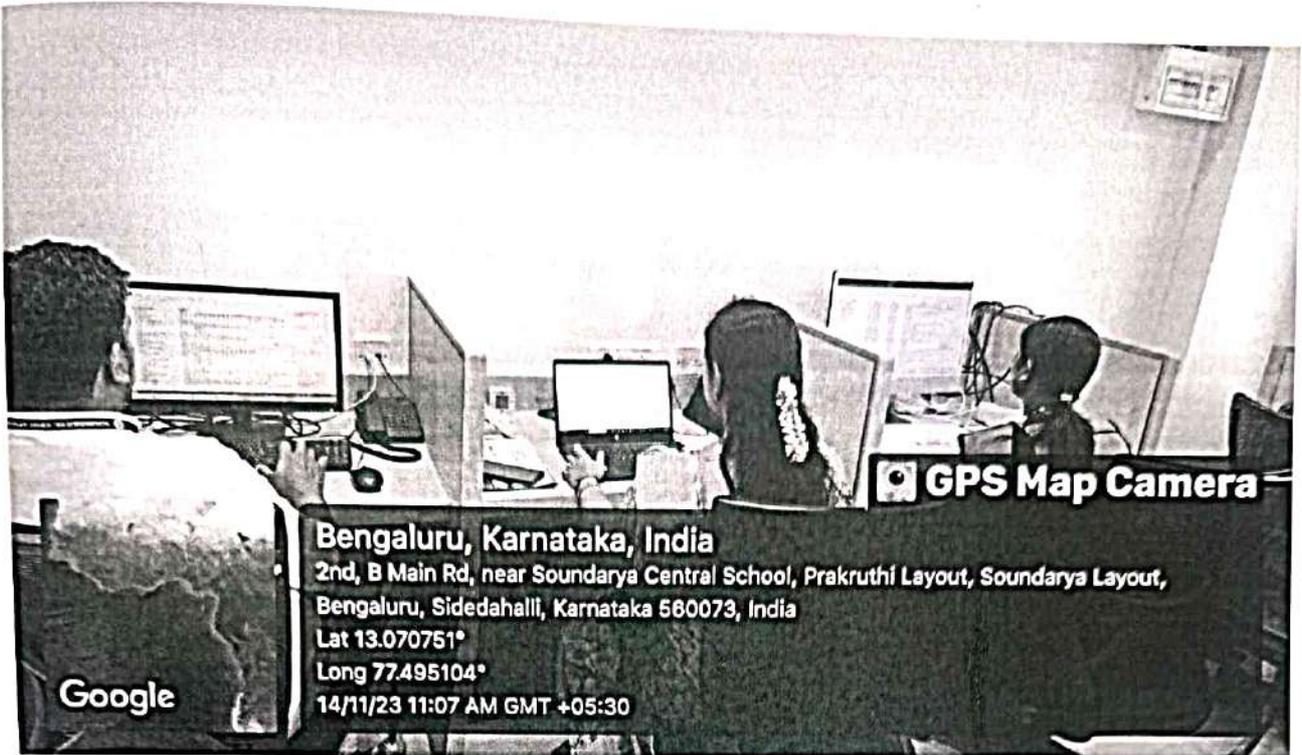
The training on Advanced Excel for non-teaching staff was successful in equipping participants with the knowledge and skills necessary to leverage Excel for enhanced data management and analysis in their respective roles. The hands-on approach and tailored content ensured that participants were able 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



*[Handwritten Signature]*  
Event Coordinator

*[Handwritten Signature]*  
HOD

*[Handwritten Signature]*  
**PRINCIPAL**  
Soundarya Institute of Management & Science  
Soundarya Nagar, Sidedahalli,  
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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 BEVANNA	9986749247		
5)	MS. JYOTHI A.V	7090646594		
6)	MR. DARSHAN	9008122167		
7)	MR. AJAY KUMAR B.J	8553894238		

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



Report on Professional Development Program

SIMS / 2023-24 / CDC / PDY /

About	
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)

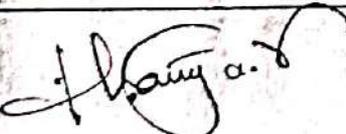
Objective(s)	
1	Increase Knowledge, expand participants' understanding and knowledge of key concepts, tools, techniques, or trends within their field.
2	Foster personal and professional growth by encouraging reflection, self-awareness, and goal setting.
3	Facilitate opportunities for networking, collaboration,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

<b>Outcome(s)</b>	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**

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

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

<b>Verified by</b>		
 <b>Event Coordinator(s)</b>	 <b>Quality Controller</b>	 <b>Steering Committee</b>
 <b>Head of the Department</b>	<b>IQAC Convenor</b>	 <b>Principal</b>

My session

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

My learning

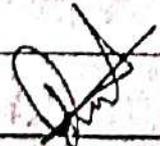
It was a good session .

Signature with date :  . 14/10/23 .

Faculty Name	Ms. Rakshitha er .
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





**SOUNDARYA  
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)

**SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE**  
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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 16<sup>th</sup> 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

PRINCIPAL

HOD

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



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

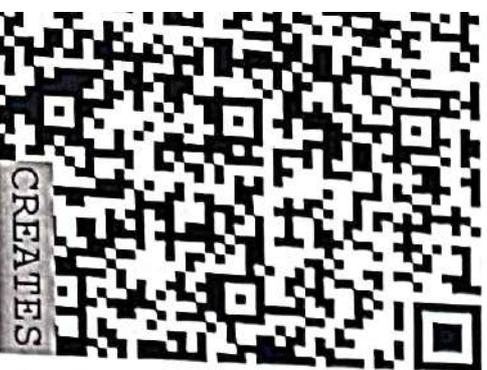
**Outcomes of the attended program**

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

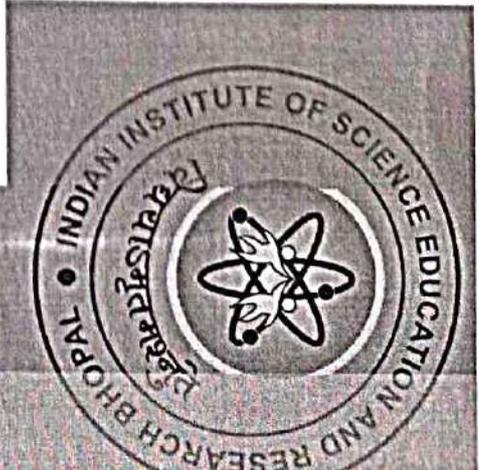
Signature of the Attended  
Faculty with Name & Date

HOD

Principal



CREATES



# CERTIFICATE OF COMPLETION

This

**REKHA C**

is presented to  
for successfully completing  
the 3 hour online workshop on

Basics of Machine Learning

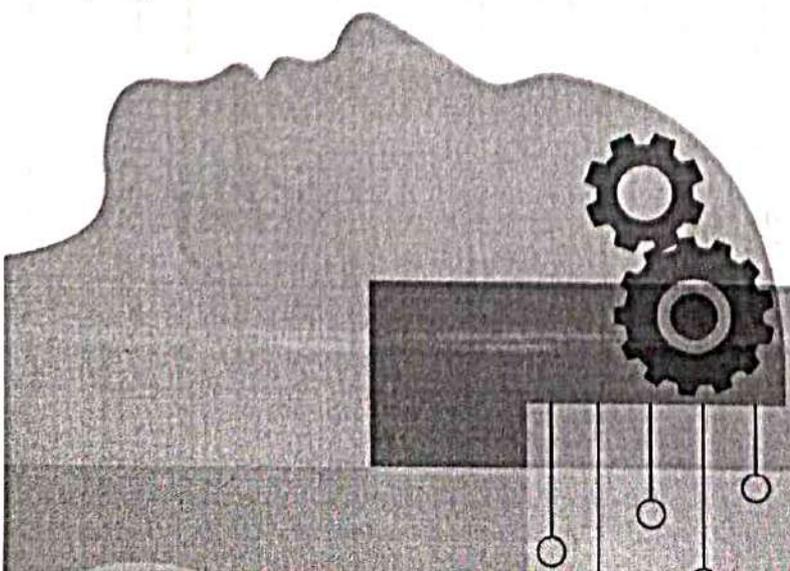
organised by CREATES, IISER Bhopal  
with support from NPTEL, IIT Madras  
on April 27<sup>th</sup>, 2020.

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. Rakha 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 **18<sup>th</sup> 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 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  
*SOLANARAYA. JMS.T.T.U.TE. OF MGT. & 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 11<sup>th</sup> 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*

<b>Name of the Faculty</b>	Sheela D V
<b>Department:</b>	Computer Science
<b>Title of the Program:</b> <b>Level: International</b>	1. Workshop: Test Driven Development (TDD) Coding Dojo in Java
<b>Mention the name of the host organization:</b> Acharya Institute of Management studies, Peenya, Bangalore	Report Submitted to IQAC on: 2/10/2020
<b>Date:</b> <b>Time:</b>	3/6/2020 7:30pm to 9:30pm
<b>I enclosed the Certificate:</b> 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

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Acharya Dr. Sarvepalli Radhakrishnan Road, Acharya P.O., Bengaluru-560 107.

## RESEARCH AND DEVELOPMENT CENTRE

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# Certificate of Participation

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Dr. /Mr. /Ms. DIVYASHREE D

Of SOUNDARYA INSTITUTE OF MGT & SCIENCE has Participated in

One day National Workshop on

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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. ADIN.YASHREKA.A......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 11<sup>th</sup> 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. Sundararaja

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**

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

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SCHOOL OF  
IT & MATHEMATICS

## TDD Coding Dojo in Java



# Certificate

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is Practicing at being a

**Durable Developer: Creating code that resists regression**

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*Lance Kind*

LANCE(R) KIND

Agile Coach

&

Extreme Programmer

3rd June 2020

Signature of the Attended  
Faculty with Name & Date

HOD

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**

**21<sup>st</sup> - 23<sup>rd</sup> 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

PMM

MAHE

MA

MA

MA

MA

MA

MA

MA

18th Cross, Malleswaram, Science P.O., 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)**

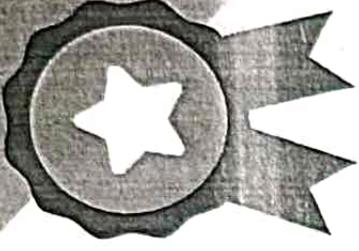
conducted by ICT Academy on 26 Apr 2021 to 30 Apr 2021



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**

**21<sup>st</sup> - 23<sup>rd</sup> October 2021**

**DR. SR. P. Amrutha**  
Principal

**Mohit Pabby**  
AGM Marketing, Wiley



**SOUNDARYA EDUCATIONAL TRUST®**

**SOUNDARYA INSTITUTE OF MANAGEMENT  
AND SCIENCE**

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

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

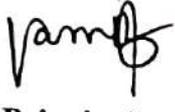
Objective(s)	
	1 <b>To Enhance Financial Awareness:</b> Equip employees with knowledge about saving and investment schemes, and different types of loans.
	2 <b>To Gain the Practical Financial Skills:</b> Provide hands-on training on essential financial documents.
	3 <b>To Promote Government Schemes: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

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Nagasandra Post,  
Bengaluru 560 073

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 &amp; URL</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>Complete document in format with signatures</li> <li>Geo tag photos</li> <li>Photos without geo tag</li> </ul> </td> <td> <u>File name</u>  <u>URL</u> </td> </tr> </tbody> </table>		Details	File name & URL	<ul style="list-style-type: none"> <li>Complete document in format with signatures</li> <li>Geo tag photos</li> <li>Photos without geo tag</li> </ul>	<u>File name</u>  <u>URL</u>	
	Details	File name & URL					
<ul style="list-style-type: none"> <li>Complete document in format with signatures</li> <li>Geo tag photos</li> <li>Photos without geo tag</li> </ul>	<u>File name</u>  <u>URL</u>						

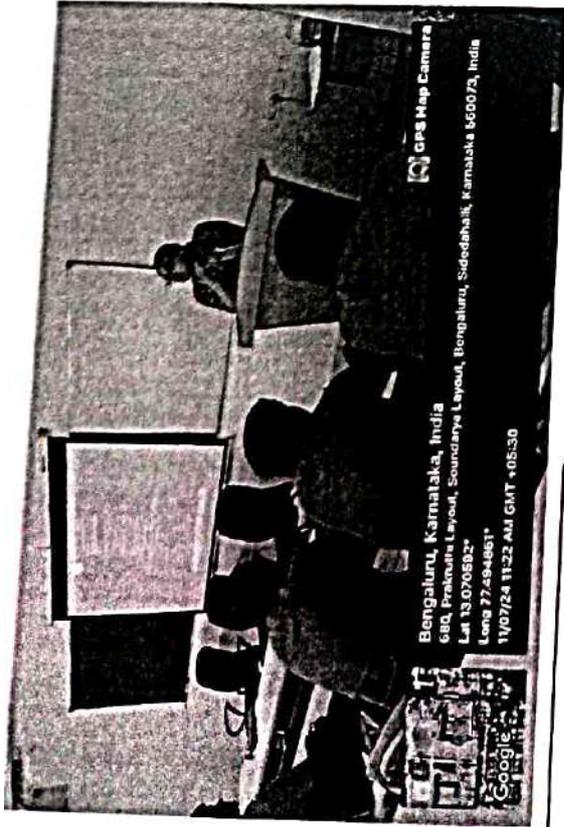
Verified by		
 <b>Event Coordinator(s)</b>	 <b>Quality Controller</b>	 <b>Steering Committee</b>
 <b>Head of the Department</b>	 <b>ICA Coordinator</b> Internal Quality Assurance Cell. Soundarya Institute Of Management & Science Soundarya Nagar, Sidedahalli, Bangalore-560 073	 <b>Principal</b>  <b>PRINCIPAL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

**Employees Impression**

Employees Name	ಲಕ್ಷ್ಮಣಾ.
Program	ಆರ್ಥಿಕ ಸಾಕ್ಷರತೆ
Class	ವ್ಯಾಚ.ಡಿ.
<b>My learning</b>	
<p>ಈ ಕಾರ್ಯಕ್ರಮದಲ್ಲ ನಾನು ಭಾಗವಹಿಸಿ, ಬೃಹತ್ಯ ಯೋಜನೆ, ಜೊಡಿಕೆ ಯೋಜನೆ, ಪಾಲ.ನೀಲಚ್ಚು, ಶ್ರೀಧಾವಮಂತ್ರಿ ಛಾಯಾ ಕುಶಲ್ಯ ಯೋಜನೆ, ಅರಬ್ ಶಿಂಶಣಿ ಯೋಜನೆ, ನಿವೃತ್ತಿ ಯೋಜನೆ ಮುಂತಾದ ಯೋಜನೆಗ್ಗೆ ಬಗ್ಗೆ ತಿಳಿಯಲ್ಪಟ್ಟ ವಾಹಿನಿ ತುಡೆದಿ. ಖಾತೆ ತೆರೆಯುವ ಬಗ್ಗೆ, ಒನ್ ಟುಡೆಯುವ ಬಗ್ಗೆ ಶ್ರೀಯೋಗಿಶಿ ಇತ್ತಾನವನ್ನು ತುಡೆದಿ.</p>	
Signature with date : ಲಕ್ಷ್ಮಣಾ 11/07/2024	

Employees Name	ಲಲಿತಾ
Program	ಆರ್ಥಿಕ ಸಾಕ್ಷರತೆ
Class	ವ್ಯಾಚ.ಡಿ.
<b>My learning</b>	
<p>ಈ ಕಾರ್ಯಕ್ರಮದಲ್ಲ ಖಾಲ್ಸಿಯಿಡ್ಡು ನಿನೆಗೆ ಮಲ್ಕೆಯಾಯಿತು. ಕಿರಿಯಾನೆಂದರೆ ಕೂತಾಸು ಸಾಕ್ಷರತೆಯ ಕುರಿತು ಕಿನೇಶ ಯೂಡಿರಿ ನಿನೆಗೆ ದುರಿಯಿತು. ಪಿಶಾರದ ಕಿನೇಶ ಕೂತಾಸು ಯೋಜನೆಗ್ಗೆ ಬಗ್ಗೆ ಯೂಡಿರಿ ದುರಿಯಿತು. ಇದರಿಂದ ತುಂಬಂದ ಕಿರ್ಥಿಕ ಕೂತಾಸೆನ್ನೆ ಸಾಲ್ಪಾಯಿಸುಂದ ದಾನ್ ಉತ್ತಾಯ ಯೂಡುಲ ಬಗ್ಗೆ ಲ್ಯುಡುಡುಡುಲೆ. ಕಾರ್ಯಕ್ರಮದ ಕಿಯೂತರಿಗೆ ತುಂಬಾ ಫನ್ಯುಡೆಗ್ಗೆ.</p>	
Signature with date : ಲಲಿತಾ 13/07/2024	

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 Nagasandra Post,  
 Bengaluru-560 073.

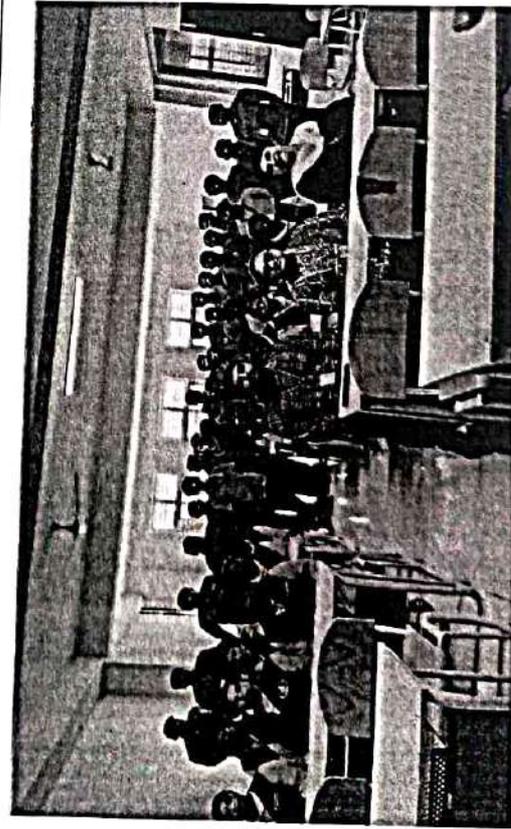


Bangalore, Karnataka, India  
680, Prakranta Layout, Soundarya Layout, Bangalore, Sidedahalli, Karnataka 560073, India  
Lat 13.070582°  
Long 77.484861°  
11/07/24 11:22 AM GMT +05:30

Photos (without Geo tag)

SWG No :

SWG Title : Group Photos



Date : 13-7-2024

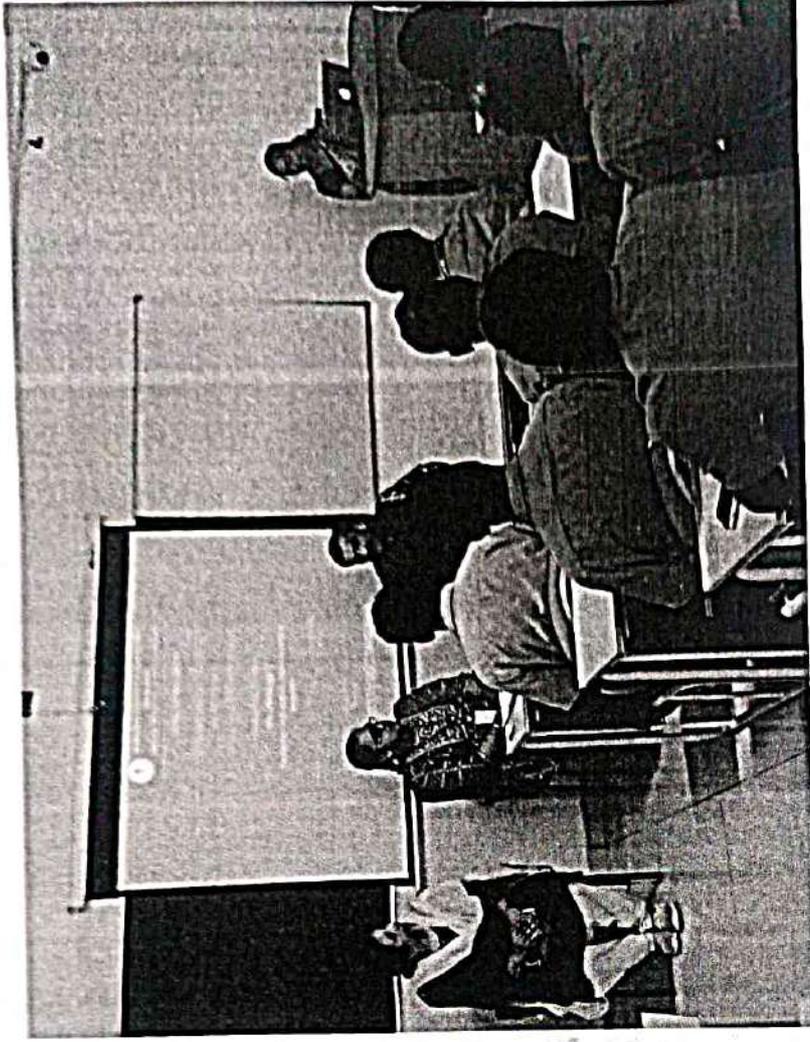
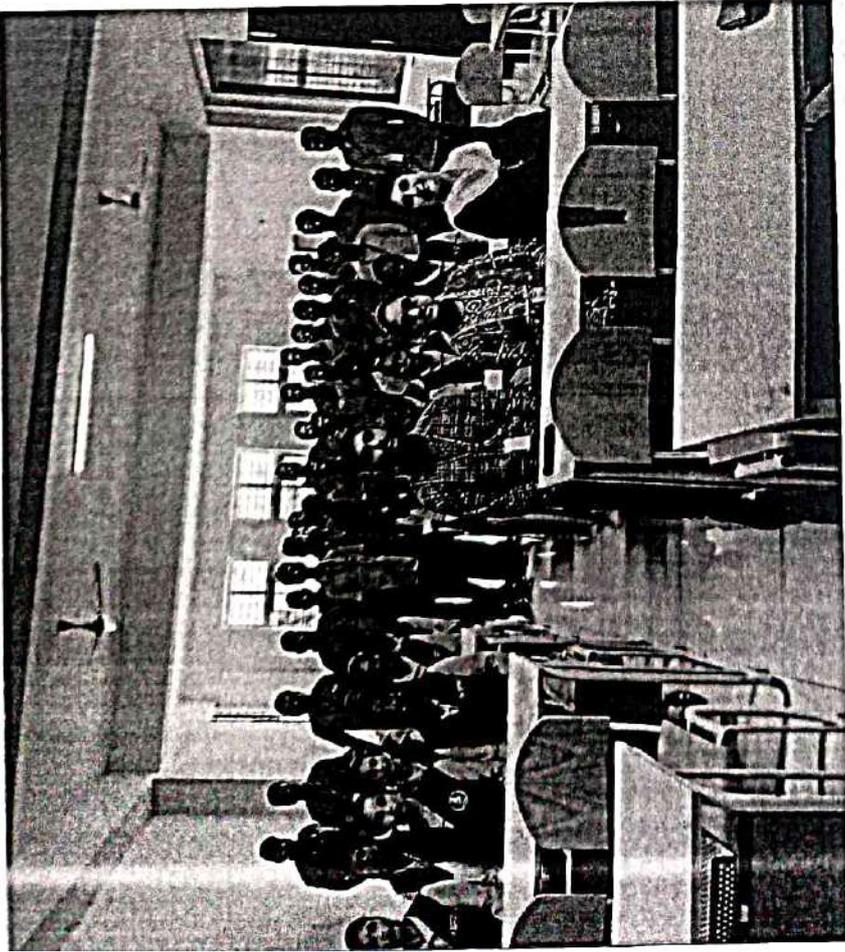


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Nagasandra Post,  
Bengaluru-560 073.



## Report on Financial Literacy Program for Group D Employees

Brief Report

SIMS / 2024-25/CDC / SWG/ 02

Program was organized by IQAC on 11<sup>th</sup> and 13<sup>th</sup> 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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Nagasandra 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"**

<b>Title of the event</b>	Application of Coir Geo textile and Pith related products for sustainability of Coir industry
<b>About the event</b>	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
<b>Date of the Event</b>	30.1.2024
<b>Student attended</b>	200
<b>Faculty coordinator(s)</b>	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

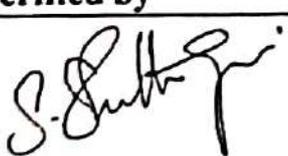
**About**

<b>Objective(s)</b>	<b>1</b>	To bring awareness about coir and coir related products
	<b>2</b>	To make the students aware of Research in Coir technologies
	<b>3</b>	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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	<u>URL</u>						

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



कोयल बोर्ड  
COIR BOARD



मूल्य लघु जील वलुयल उदुय वलुललल, वलुल लुललल  
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"

30<sup>th</sup> 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	Pihu S	PM SHR KV Mof	7493212514	Pillishankar@gmail.com	
2	Aruligo.R	Soundarya Degree	7483005469	Aruligoibhu@gmail.com	
3	Vaasha. O.L	Soundarya degree	899 1803878	vaashalakesh2002@gmail.com	
4	Saalesh. N	Soundarya degree	7483049846	Saaleh@gmail.com	
5	Roopa shree.R	Soundarya degree	7411077561	Roopa@gmail.com	
6	Kanishini.D	Soundarya degree	6362293622	Santhosh.santhesh@gmail.com	
7	Dhanushree.H	BIMS	9353777815	dhanushreeh04@gmail.com	
8	Lakshmi Pragna.P	SIMS	8904756057	Lakshmi.pragna.p@gmail.com	
9	Rohan	KSCFL	7975439210	rohan31ed@gmail.com	
10	Arnab.k	SIMS	6260670954	Arnabkumar384@gmail.com	

	Name	Institutions	Phone No	Email ID	Sign
30	Sushma.P.C	Somdurga College of Law	9801160936	Sushmasush9393@gmail	Sushma
31	Varun V	Sri Siddaganga College	7204462464	varunv2020@gmail	Varun
32	Krishna.M.R	Somdurga College	9108758139	krishna1511362@gmail	Krishna
33	Sanjay A	Somdurga college	7204210220	sanjay@gmail.com	Sanjay
34	Arjun .K.V	Gims	6361521854	arjun.kv@gmail.com	Arjun
35	Karthik S	SHS	9743097764	karth97430@gmail.com	Karthik
36	Martin Antony	SHS	9741772681	MartinAntony@gmail.com	Martin
37	Harsh D	LLB. SCL	9496261324	harshd0300@gmail.com	Harsh
38	Adarsh V.C	LLB SCL	9991802379	adarshvc@gmail.com	Adarsh
39	Laxmi Devi Kumar	LLB SCL	9739803836		Laxmi
40	Pranav K.S	Office	9951363245	pranav12@gmail.com	Pranav
41	Aradhana K.V	Commerce	9194209773	aradhana.kv@gmail.com	Aradhana
42	Shruti	Shri's office	7090646594	shruti@gmail.com	Shruti



	Name	Institutions	Phone No	Email ID	Sign
30	Sushma P C	Saundarya College of Law	9844160936	Sushmasush9393@gmail	Sushma
31	Ugavathi V	Saundarya College	7204462464	uugavathiv@gmail	Ugavathi
32	Karthika P R	Saundarya College	91083558139	karthika9362@gmail	Karthika
33	Sanjay A	Saundarya College	7204210220	sanjay@gmail	Sanjay
34	Arjun K V	Sims	8361522854	arjun@gmail	Arjun
35	Karthik S	SIMS	9743097764	karthik97430@gmail	Karthik
36	Martin Antony	SIMS	9741772681	MartinAntony33@gmail	Martin
37	Harshid	LLB. SCL	9496261324	harshid03@gmail	Harshid
38	Adarsh V C	LLB SCL	9941802379	adarshvc@gmail	Adarsh
39	Arjun Kumar	LLB SCL	9739803834		Arjun
40	Pranavani K S	Office	9951367245	pranavani73@gmail	Pranavani
41	Aradhana K S	Commerce	9194229573	aradhana@gmail	Aradhana
42	Tijotha	Sims office	7090646594	tijotha@gmail	Tijotha



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: manasam33@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:



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**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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### 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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**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.



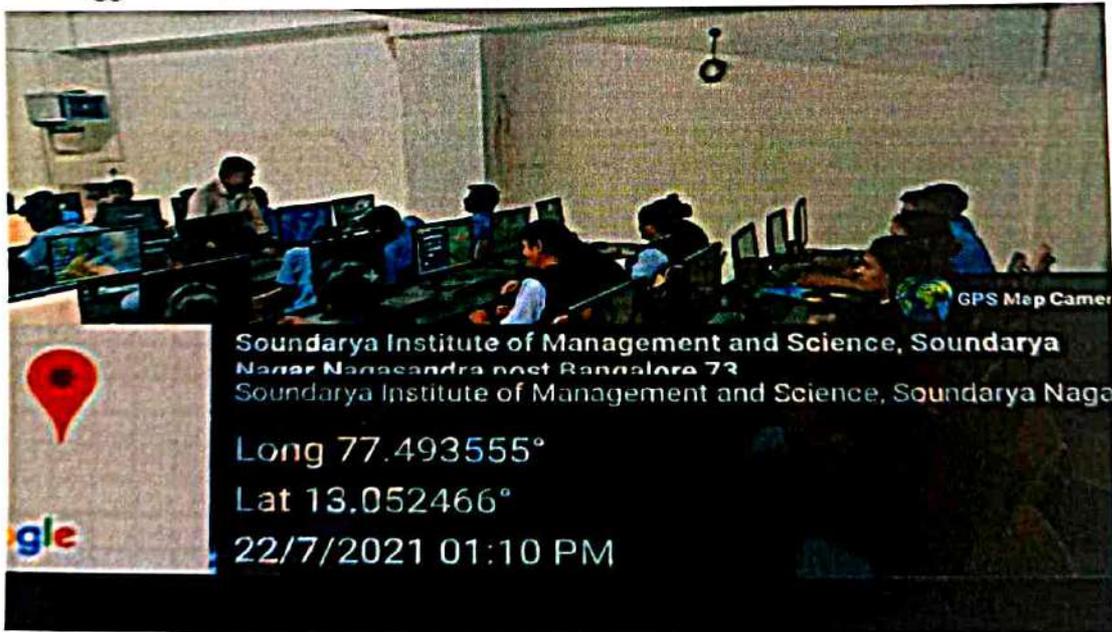
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Attendance

NON Teaching Staff Attendance 2021		
Sl. No.	NAME	Signature
9	KRISHNAKANTH (DCA L.S. 2015)	
20	MANJUNATHA	
21	ROJA	
22	GANGARAJU	
23	MANOJ H	
24	HEMANTH RAO	
25	L. MANJUNATH	
26	RAJESHKUMAR	
27	GANGARAJU	

Photo Gallery

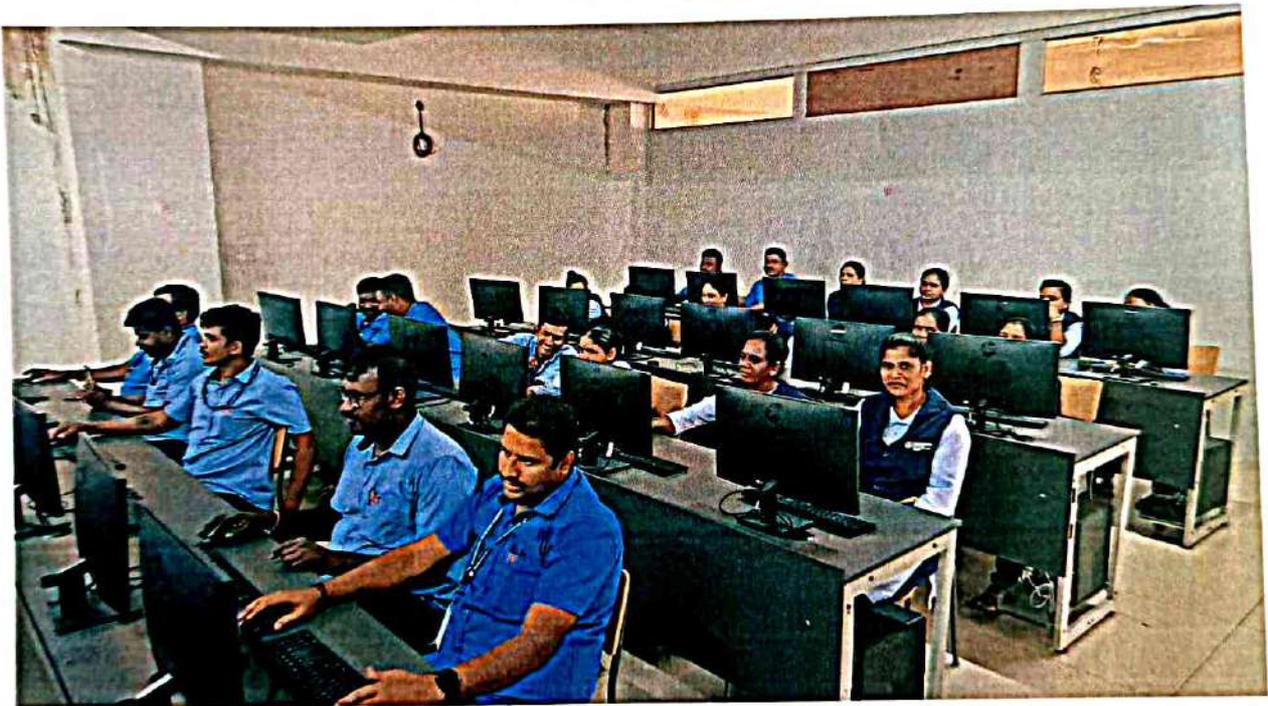
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REPORT

Brochure

**IQAC INITIATIVES**

**DEPARTMENT OF BCA**

**Organizes**

**Using Microsoft Word for  
Everyday Documentation**

**DATE: September 25, 2019**

**VENUE: COMPUTER LAB**



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**SOUNDARYA INSTITUTE OF MANAGEMENT SCIENCE**  
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**Internal Quality Assurance Cell(IQAC)**

**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

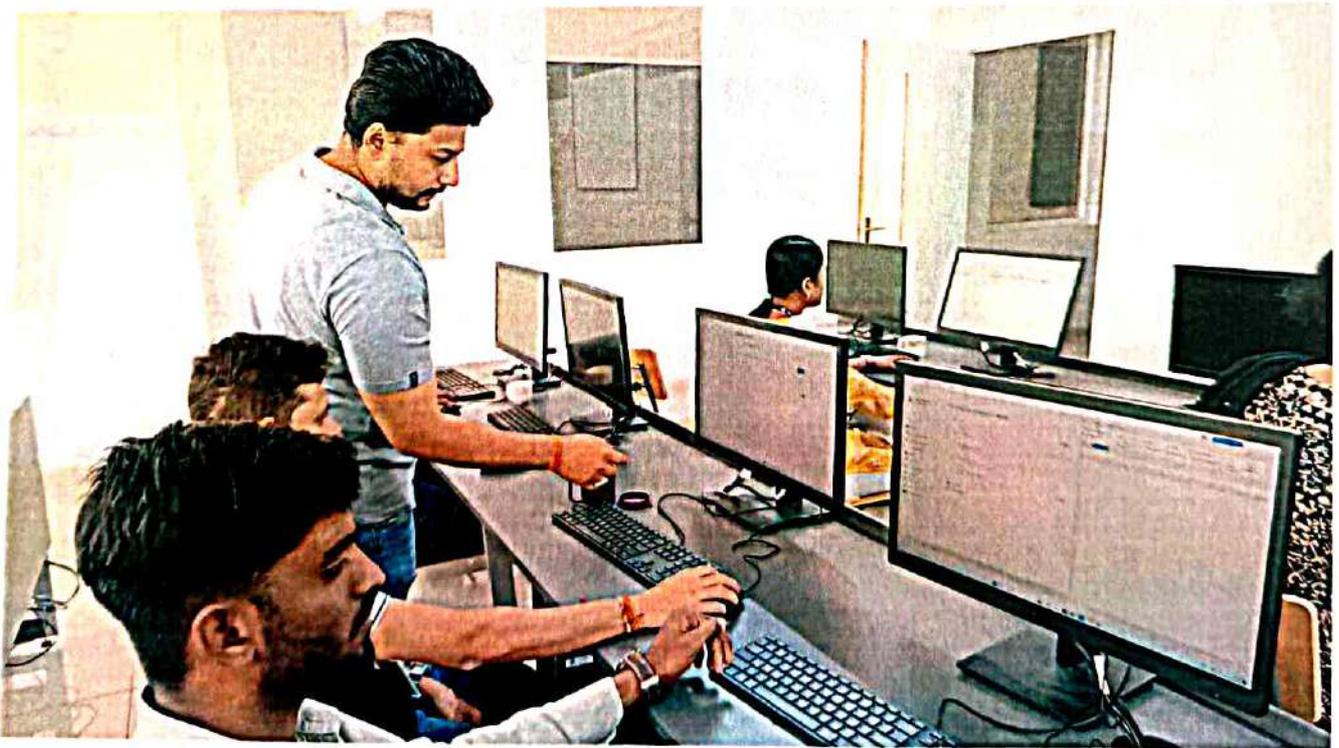
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**REPORT**

**Brochure**

**IQAC INITIATIVES**

**DEPARTMENT OF BCA**

**Organizes**

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

**DATE: February 18, 2021**

**VENUE: COMPUTER LAB**



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**SOUNDARYA INSTITUTE OF MANAGEMENT SCIENCE**  
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**Internal Quality Assurance Cell(IQAC)**

**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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**Internal Quality Assurance Cell(IQAC)**

**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

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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>



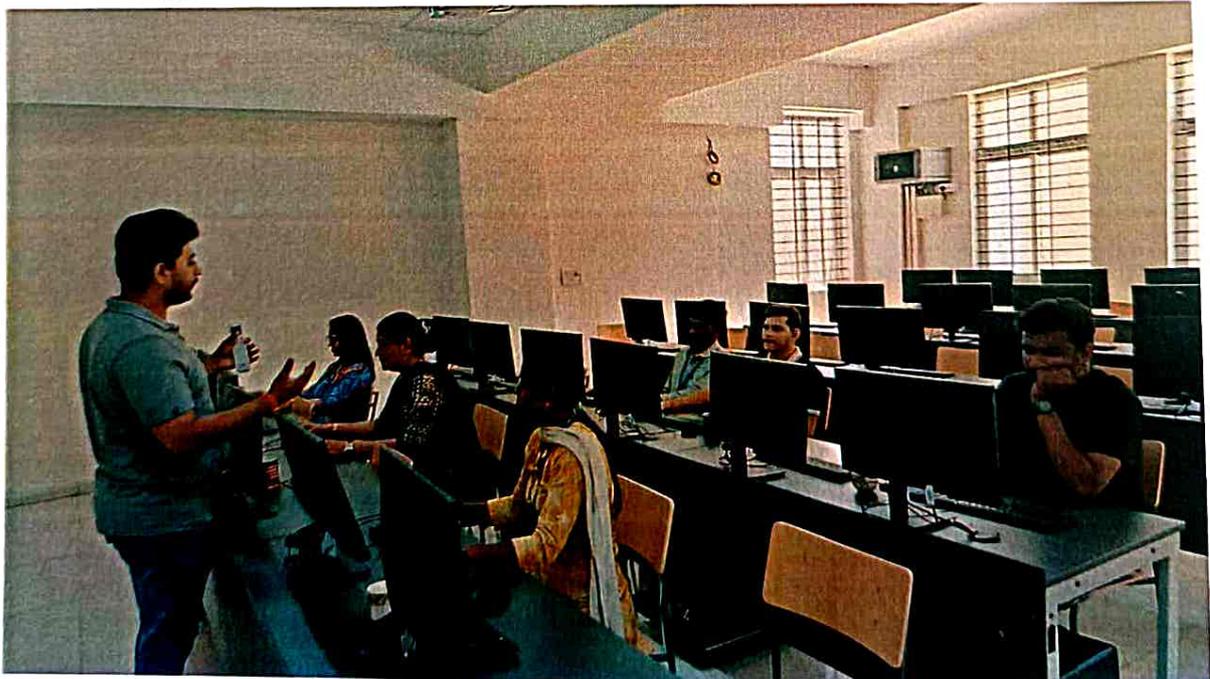
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**soundarya institute of management and science**  
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Lat 13.070274°

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

**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	RAV P	<i>[Signature]</i>
2	RAMANANDA M	<i>[Signature]</i>
3	SHAMMANI K G	<i>[Signature]</i>
4	MADHUSUDHAN S	<i>[Signature]</i>
5	RAMYA SHESHADRI	<i>[Signature]</i>
6	RAGHAVENDRA S R	<i>[Signature]</i>
7	SELVAN	<i>[Signature]</i>

Photo Gallery

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**Internal Quality Assurance Cell(IQAC)**

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)  
**SOUNDARYA INSTITUTE OF MANAGEMENT SCIENCE**  
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**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

NEW Teaching Staff Attendance 2019

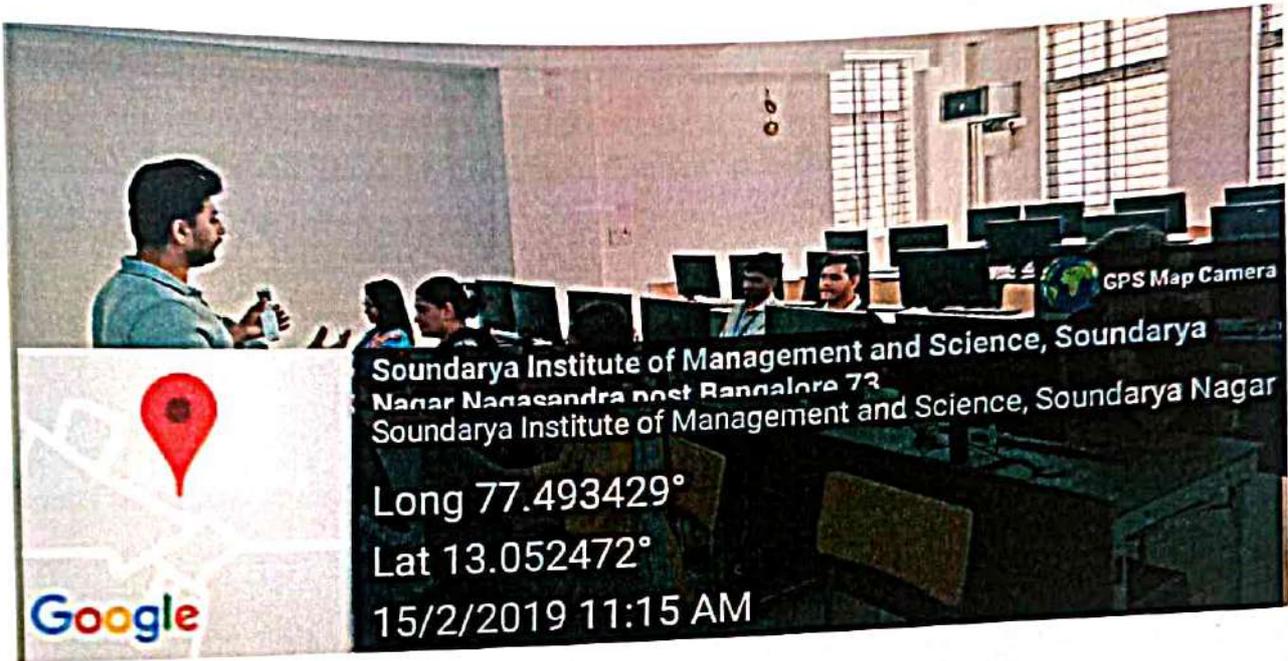
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1	NOVI P	<i>NOVI P</i>
2	GANESHANAND M S	<i>GANESHANAND M S</i>
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5	SAVITA SURESHANAND	<i>SAVITA SURESHANAND</i>
6	RAJASHEKHAR S S	<i>RAJASHEKHAR S S</i>
7	SELWAN	<i>SELWAN</i>
8	MANGALAKKUMAR	<i>MANGALAKKUMAR</i>
9	GANGADHAR	<i>GANGADHAR</i>
10	RAJESHKUMAR	<i>RAJESHKUMAR</i>
11	MANJUNATH	<i>MANJUNATH</i>
12	RAJU S	<i>RAJU S</i>
13	RAMCHANDRAN T	<i>RAMCHANDRAN T</i>
14	ELANAR H	<i>ELANAR H</i>
15	SHANMUGANAND M P	<i>SHANMUGANAND M P</i>
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Photo Gallery

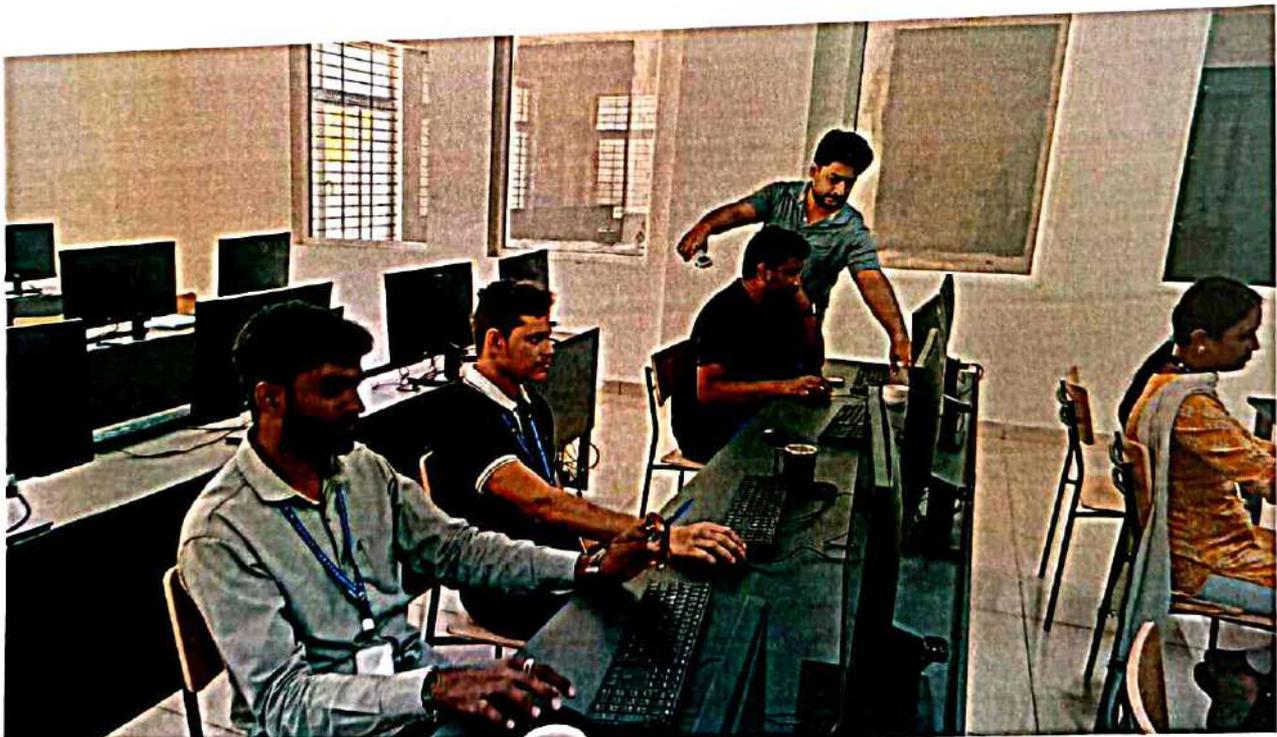
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Nagasandra Post,  
Bengaluru-560 073.





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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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**Internal Quality Assurance Cell(IQAC)**

**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

NCR Teaching Staff Attendance 2019		
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5	SANDEEP SHETTY	<i>[Signature]</i>
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31	KETESHAN VENKATA ARANDA	<i>[Signature]</i>
32	RAJASWARAJ	<i>[Signature]</i>
33	KUNAR H C	<i>[Signature]</i>
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Photo Gallery

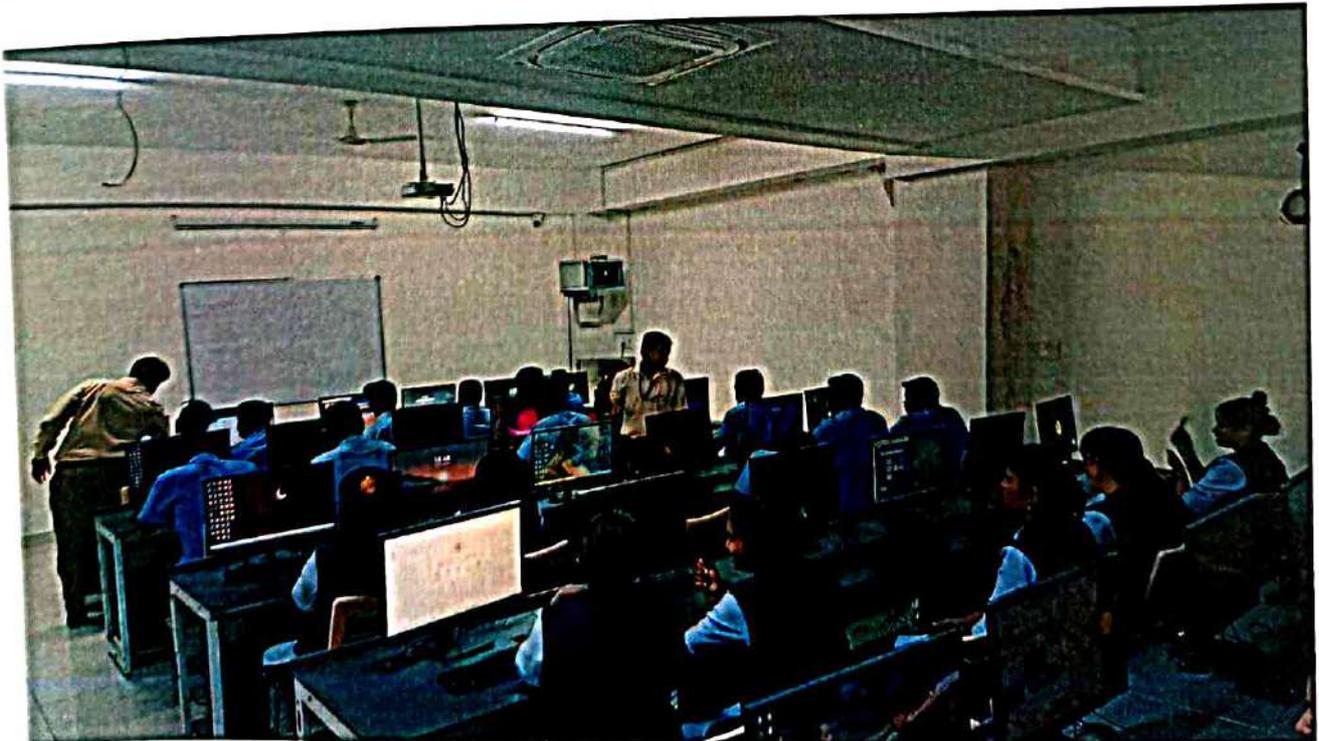
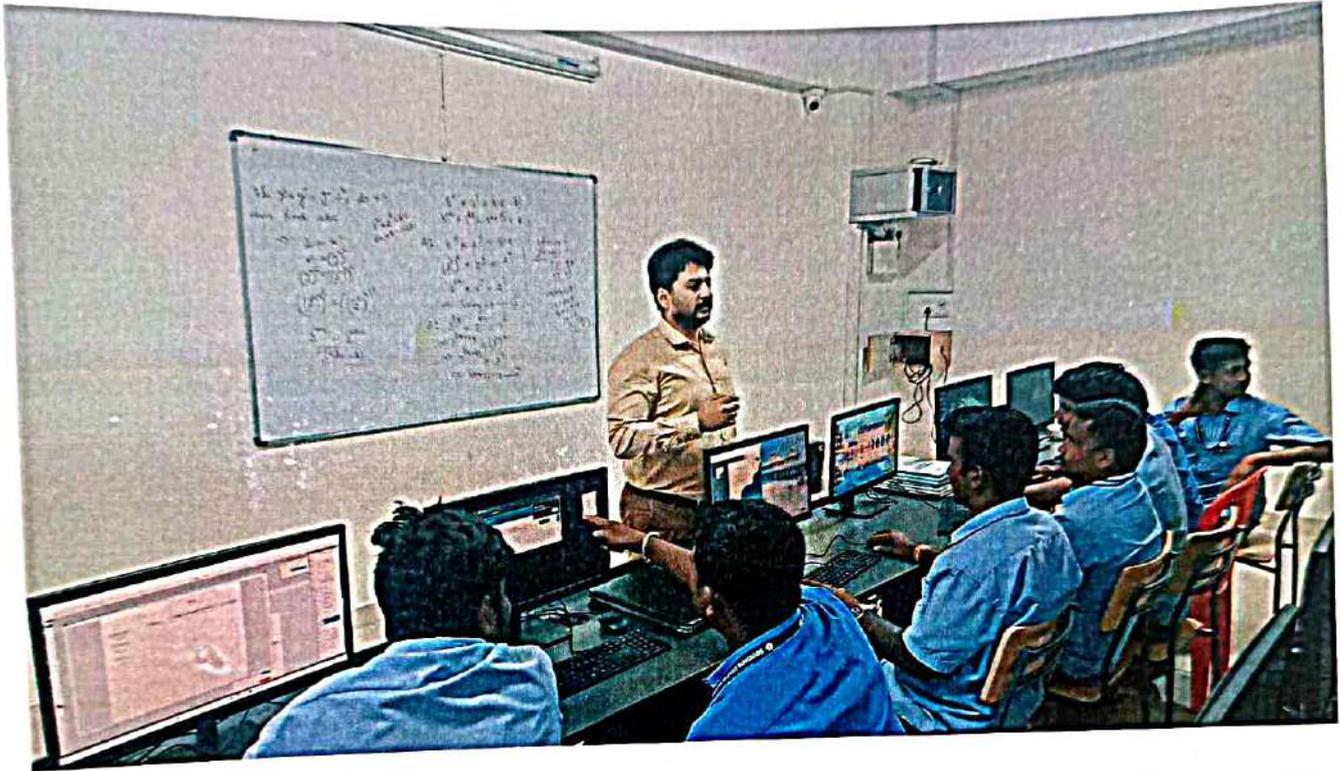
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IQAC Initiatives Workshop  
in Association with  
Department of Computer Science

# Basic Computer Skills for Daily Tasks

Resource Person: Mrs. Rekha C

## Objectives of the workshop

- Navigate and manage basic computer functions.
- Use software like Word, browsers, and email.
- Troubleshoot simple computer issues.
- Practice safe internet browsing.
- Complete daily tasks more efficiently.

DATE: 15/02/2019

TIME: 11.00AM

VENUE: COMPUTER LAB

**Prof. Shivkumar Ganachari**  
Coordinator, IQAC

**Dr. Suresh C Hegadi**  
Principal, Sims

**Mr. Keerthan Kumar**  
CEO, SET





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# BASIC TROUBLESHOOTING OF COMPUTER AND DIGITAL DEVICES

## Objectives

- Find Common Problems
- Fix Software / Hardware Issues
- Use Recovery Tools
- Know When to Get Help



### DATE

JUNE 12, 2019



### TIME

AT 03.00 PM

**VENUE:** COMPUTER LAB

Speaker

**Prof. Anuradha S**

Prof. Ashwin Kote Mr. Dr. Suresh C Hegadi

Coordinator, IQAC

Principal, Sims

Mr. Keerthan Kumar

CEO, SET



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**Workshop on  
Connecting People through Social Media**

## **OBJECTIVES**

- Identify Social Media Platforms
- Set Up Profiles
- Build Connections
- Network Effectively



### **DATE**

JUNE 12, 2019

**VENUE:** COMPUTER LAB



### **TIME**

AT 03.00 PM

**Prof. Shivkumar Ganachari**  
Coordinator, IQAC

**Dr. Suresh C Hegadi**

Principal, Sims

**Mr. Keerthan Kumar**

CEO, SET



**Resource Person**  
**Prof. Divya S**



[www.simsbanglore.com](http://www.simsbanglore.com)



*Workshop on*



# CYBERCRIME THREATS AND ATTACKS THROUGH CALLS AND MESSAGES

*for menial and office staff*

## OBJECTIVES

- Financial Fraud activity
- Data Theft
- Ransom Demands
- Disruption of Services
- Psychological Manipulation



PROF. MANOJ KUMAR N

Prof. Shalini S  
COORDINATOR, IQAC

Dr.Suresh C Hegadi  
PRINCIPAL, SIMS

Mr. Keerthan Kumar  
CEO, SET



19 MAY, 2023



02.00 PM





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Training Program on

## ADVANCE EXCEL



**RESOURCE PERSON**

PROF. YATHISH S.J

**OBJECTIVES:**

- Mastering Advanced Formulas
- Data Analysis & Visualization
- Data Validation & Auditing
- Advanced Charting Techniques
- Collaborative Tools & Protection

14 - 17 NOVEMBER, 2023

02:00 PM ONWARDS

COMPUTER LAB2

**PROF. REKHA C**  
COORDINATOR, IQAC

**DR.SURESH C HEGADI**  
PRINCIPAL, SIMS

**MR. KEERTHAN KUMAR**  
CEO, SET



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Training Program on

# SETTING QUESTION PAPER IN LINE WITH BLOOMS TAXONOMY



SPEAKER



PROF. SHIVAKUMAR  
GANACHARI

## OBJECTIVES

- UNDERSTAND BLOOM'S TAXONOMY
- DIFFERENTIATE BETWEEN COGNITIVE LEVELS
- DESIGN BALANCED QUESTION PAPERS
- ENHANCE CRITICAL THINKING THROUGH QUESTIONS



07 & 08 September, 2023



11.00 AM



Ocarina



PROF. REKHA C.  
COORDINATOR, IQAC

DR. SURESH C HEGADI  
PRINCIPAL, SIMS

MR. KEERTHAN KUMAR  
CEO, SET



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## WORKSHOP ON HOW TO USE WHATSAPP FOR EFFECTIVE COMMUNICATION



SPEAKER  
PROF. ANURADHA S

### OBJECTIVES

- UNDERSTAND WHATSAPP FEATURES
- MANAGE GROUPS EFFECTIVELY
- CONTROL PRIVACY SETTINGS
- SHARE INFORMATION EFFICIENTLY

REGISTER NOW  
10 MARCH, 2021  
10:00 AM

PROF. SHIVKUAMR GANACHARI  
COORDINATOR, IQAC

DR.SURESH C HEGADI  
PRINCIPAL, SIMS

MR. KEERTHAN KUMAR  
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**IQAC Initiatives**  
**Workshop in Association with**  
**Department of Computer Science ,SIMS**

**Menial staff training program**  
**Understanding Digital Devices**  
**on 7/22/2021**

**Objectives**

- 1. Identify Types of Digital Devices**
- 2. Understand Connectivity and Networks**
- 3. Demonstrate Basic Troubleshooting**
- 4. Explore the Role of Digital Devices in Daily Life**



**Prof Divya S**  
**BCA Department**  
**SIMS**

**Time**  
**10AM to 12;30 PM**

**Venue**  
**Computer Lab 2**

**Prof. Ashwini Kote**  
**Coordinator, IQAC**

**Dr. Suresh C Hegadi**  
**Principal, SIMS**

**Mr. Keerthan Kumar**  
**CEO, SET**

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Training Program on

## UPI BANKING PROCESS MAKING LIFE EASY

Objectives:

- Understand UPI Basics
- Set Up a UPI Account
- Perform Transactions via UPI
- Explore UPI Features
- Ensure Security in UPI Transactions

**FRIDAY**  
**03 September, 2021**  
**At 02:00 PM**



**SPEAKER**  
**Prof. Yathish SJ**

PROF. SHIVKUAMR GANACHARI  
COORDINATOR, IQAC

DR.SURESH C HEGADI  
PRINCIPAL, SIMS

MR. KEERTHAN KUMAR  
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WORKSHOP ON

## USAGE OF ONLINE APPLICATIONS ON GOVERNMENT SOCIAL SCHEMES

### Objectives

- Enhance Digital Literacy
- Promote Awareness of Available Social Schemes
- Encourage Digital Financial Inclusion
- Promote the Use of Mobile Applications



Resource Person  
**Prof. Rekha C**



09 July, 2020  
**11.00 AM**



VENUE: COMPUTER LAB 2

Prof. Shivkuamr Ganachari  
COORDINATOR, IQAC

Dr.Suresh C Hegadi  
PRINCIPAL, SIMS

Mr. Keerthan Kumar  
CEO, SET



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INSTITUTE OF  
MANAGEMENT &  
SCIENCE

# USING MICROSOFT SUITE

## FOR EVERYDAY DOCUMENTATION

Workshop curated exclusively for non-teaching and menial staff of SIMS



Prof. Divya S

## WHAT YOU WILL GET

- Identify key Microsoft Office tools (Word, Excel, PowerPoint, Outlook) for daily documentation
- Create and format professional documents in Word.
- Organize data and perform calculations using Excel
- Manage email, calendar, and tasks with Outlook.



29 AUGUST 2019

10.00 AM - 01.00 PM

VENUE: COMPUTER LAB 2

Prof. Shivkuamr Ganachari  
COORDINATOR, IQAC

Dr.Suresh C Hegadi  
PRINCIPAL, SIMS

Mr. Keerthan Kumar  
CEO, SET



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online workshop on

# ZOOM MASTERY FOR D GROUP EMPLOYEES

## Objectives

- Navigate Zoom's interface and basic controls.
- Host and schedule meetings effectively.
- Optimize audio and video for better quality.
- Collaborate using Zoom's tools



**Resource Person**  
Swamy M R

10:00 AM - 01:00 PM  
18 February, 2021  
Venue: Online Mode

**Prof. Shivkuamr Ganachari**  
COORDINATOR, IQAC

**Dr.Suresh C Hegadi**  
PRINCIPAL, SIMS

**Mr. Keerthan Kumar**  
CEO, SET

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