



**SOUNDARYA**  
INSTITUTE OF  
MANAGEMENT AND  
SCIENCE



## CRITERION - 7

# INSTITUTIONAL VALUES AND BEST PRACTICES

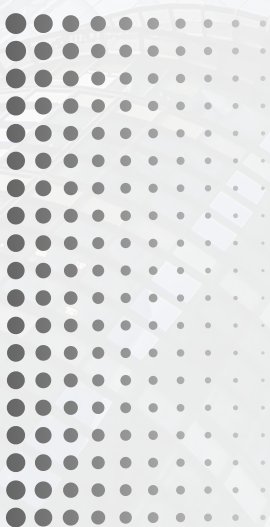
## 7.3 - Institutional Distinctiveness

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Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

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### 7.3.1





Soundarya Educational Trust (Regd.)  
**SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE**  
(Recognised by Govt. of Karnataka & Affiliated to Bangalore University)  
Accredited by NAAC with "B+" Grade

## ADMISSIONS MANUAL

### About Soundarya Institute of Management and Science (SIMS)

Soundarya Institute of Management and Science is one of the leading educational institutions in the field of Management and Science, in Bangalore. It was established in the year 2007 with just 92 students; within the span of one and a half decades the strength of students has reached more than 1300. It reflects the institution's sense of commitment in the field of higher education and also unfolds an academic learning environment in the campus. The institution is spread over 9.2 acres with the state of art infrastructure, good academic ambience and aesthetic ambience. At present, Institution offers undergraduate programs - B.Com, BBA, BBA Aviation Management, BCA, B.Sc Pure Science, B.Sc Forensic Science, B.Sc Psychology BA and Post-graduation programs - M.Com, MBA, MCA and M.Sc Forensic Science. In addition to these, over 12 Value added/Certificate Courses are provided in Business Analytics, Logistics, AI and Digital Marketing, Data Science, Food Technology, SAP etc in order to enrich and enhance employability skills among students. Institution is also recognized under UGC 2F, 12B and accredited by NAAC.

Academic initiative and approach of the institution has immensely reflected both in Curricular and Co-curricular activities in the overall performance of students. The achievements of students are the testimony to institutional commitment to exceptional performance and quality assurance in every endeavour. It has considerably contributed to Research, Cultural and Sports activities, and Institutional Social Responsibilities. Institution has collaborations with Red Cross and NGOs for betterment of society in general. The holistic approach and initiative has been guiding both faculty and students to grow from strength to strength in Curricular and Extracurricular activities. This approach has been reflected in the academic results of the institution where more than 90% of students stand in first class with distinction every year.

Institution strongly supports and encourages faculty members to explore the **PRINCIPAL** insights in academics. As a result, faculty members have published more than 60 research papers in **Soundarya Institute Of Management & Science**, Soundaryanagar, Sidedahalli, Nagasandra Post, Bengaluru-560 073.



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National and International Peer Reviewed journals. Some of them are even working as members of board of examiners in various autonomous and to be Deemed Universities. Further, the institution is not only striving hard in enhancing innate skills of students in academics but also is making sincere efforts in harnessing potentialities of students' skills and abilities in sports and cultural activities. Since the inception of the institution, more than 600 students have played at various levels of sports like National, International and represented Bangalore Universities in various sports competitions.

### VISION

*Nurture future leaders for Holistic development.*

### MISSION

*Facilitate and foster individuals to attain intellectual and societal growth to be the global citizens.*

### CORE VALUES

*Joyful Learning, Kindness, Integrity, Compassion, Service to Mankind*

### Campus Infrastructure

The campus of SIMS is spread across acres, offering a conducive environment for learning and personal growth. Our state-of-the-art infrastructure includes modern classrooms, well-equipped laboratories, a comprehensive library, sports facilities, and a vibrant student center. The campus also features Wi-Fi connectivity, ensuring students have access to online resources anytime, anywhere.

### Key Achievements and Accreditations

SIMS is accredited by NAAC, reflecting our commitment to maintaining high educational standards. Our programs are regularly updated to meet the changing needs of the industry, ensuring that our graduates are well-prepared for the challenges of the modern workplace. We have been ranked among the top institutions in India Today and The Week rankings and have received several awards for our contributions to education.

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## Why Choose SIMS?

### Diverse Academic Offerings

At SIMS, we offer a wide range of programs across multiple disciplines, allowing students to choose a path that aligns with their interests and career goals. Our programs are chosen and designed to provide a strong theoretical foundation coupled with practical experience, preparing students for successful careers.

### Experienced Faculty

Our faculty members are not only experts in their respective fields, but also passionate educators dedicated to the success of their students. They bring a wealth of knowledge and experience from both academia and industry, ensuring that students receive a well-rounded education.

### Industry Partnerships and Placements

SIMS has established strong ties with leading companies and organizations, providing our students with ample opportunities for internships, live projects, and placements. Our dedicated placement cell works tirelessly to connect students with employers, resulting in high placement rates year after year.

### Extracurricular Activities and Student Support Services

We believe that education goes beyond the classroom. At SIMS, students are encouraged to participate in a variety of extracurricular activities, including sports, cultural events, and clubs. We also offer comprehensive student support services, including career counseling, academic advising, and mental health support.

## Programs Offered:

### Undergraduate Programs

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Our undergraduate programs are designed to provide students with a strong foundation in their chosen field. Each program includes a mix of core courses, electives, and practical experiences, ensuring a well-rounded education.

- B. Com
- B. Com +
- BCA
- BCA - Data Science
- BBA
- BBA +
- BBA- Aviation Management
- B.Sc.
- B.Sc. - Forensic Science
- B.Sc. - Psychology
- BA

### Postgraduate Programs

Our postgraduate programs are designed for students who wish to deepen their knowledge and specialize in their field. Each program includes advanced coursework, research opportunities, and practical experience.

- M.Com
- MBA
- MCA
- M.Sc. - Forensic Science

### Process of Admission

#### Eligibility Criteria

- Minimum Academic Qualifications

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For undergraduate programs, candidates must have completed their higher secondary education (10+2) with a minimum percentage of marks as specified by each program. For postgraduate programs, a bachelor's degree in a relevant field is required. Additional criteria, such as entrance exam scores or work experience, may apply depending on the program.

● **Specific Program Requirements**

Some programs may have specific eligibility requirements. For example, the MBA program may require a valid score from an entrance exam such as CAT, MAT, XAT, KMAT or PG CET. Similarly, the BCA program may require a background in mathematics or computer science at the 10+2 level.

**Admission Process Overview**

**Timeline and Important Dates**

The admission process is as per the admissions calendar and notification of Bangalore University and includes multiple rounds, including application submission, entrance exams, and counselling. Key dates for each round are provided in the admission calendar, which is available on the University website as well as SIMS website.

**Steps for Application**

**Online Registration:** Candidates must first register online by creating an account on the SIMS admission portal. During registration, candidates must provide their basic details, such as name, contact information, and program of interest.

**Submission of Documents**

After registration, candidates must upload scanned copies of their academic transcripts, identity proof, and other required documents.

**Entrance Exams, if applicable**

For programs requiring entrance exams, candidates must provide their exam scores or register for the entrance exam conducted by SIMS.

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Interviews and Counselling: Shortlisted candidates may be called for a personal interview or counselling session, where their suitability for the program is assessed.

### Online Application Process

Detailed Step-by-Step Guide to Online Application

1. Visit the SIMS admission portal and click on "Apply Now."
2. Fill in the online application form with personal, academic, and contact details.
3. Upload the required documents, including photograph, signature, and academic certificates.
4. Pay the application fee using the available online payment methods.
5. Review the application and submit it. A confirmation email will be sent to the registered email address and registered mobile number.

### Document Upload Requirements

Candidates must ensure that all documents are uploaded in the specified format and size. Failure to do so may result in the rejection of the application. Commonly required documents include:

- 10th and 12th-grade mark sheets
- Graduation mark sheet (for postgraduate applicants)
- Entrance exam scorecard, if applicable
- Passport sized photograph
- Signature
- Identity proof (Aadhar card, passport, etc.)
- Income/caste certificate, if applicable

### Application Fee Payment

The application fee is 300 for UG programs and 1000 for PG programs, which can be paid online using credit/debit cards, net banking, or UPI. Candidates should keep a copy of the payment receipt for future reference.

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### Tracking Application Status

After submission, candidates can track the status of their application through the portal. Notifications regarding shortlisting, interview schedules, and admission offers will also be sent via email and SMS and calls from the office of admissions.

### Admission Confirmation

- Notification of Selection

Selected candidates will receive an enrollment confirmation via email, which will include details of the program.

- Submission of Original Documents

Original documents must be submitted at the time of admission for verification. These will be returned to the candidate after the verification process is complete.

### Fee Payment

The fees for each program vary based on the course and specialization. The detailed fee structure is provided in Annexure I. Fees are charged on a semester basis and must be paid before the commencement of each semester.

### Payment Plans and Options

SIMS offers flexible payment plans for students who may require it. Options include paying the fees in installments, or availing of educational loans. Students must contact the admissions office to discuss available options and make arrangements.

### Online Fee Payment Process

#### Step-by-Step Guide to Paying Fees Online

1. Log in to the Student Portal and navigate to the "Fee Payment" section.
2. Select the fee payment option

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## Rules and Regulations

To maintain a safe and harmonious living environment, all hostel residents must adhere to the hostel rules and regulations. These include curfew timings, visitor policies, and guidelines for maintaining cleanliness and decorum. Violations of these rules may result in disciplinary action, including fines or expulsion from the hostel.

## Hostel Admission Process

### Application Procedure

Hostel accommodation is allocated on a first-come, first-served basis. To apply for a hostel room, students must fill out the hostel application form available at the admissions or hostel office. The application form must be submitted along with the required documents and a security deposit.

### Allotment Criteria

Priority for hostel allotment is given to outstation students and those with specific needs (e.g., students with disabilities). Room allotment is done based on availability and preference indicated in the application form.

### Fee Payment for Hostel

Hostel fees are payable along with the tuition fees. The fee includes accommodation, meals, and other services provided by the hostel. Students must pay the fees for the entire academic year upfront or in instalments, as per the payment plan selected.

## Living in the Hostel

### Code of Conduct

Hostel residents are expected to conduct themselves in a manner that reflects the values of SIMS. Respect for fellow residents, staff, and property is paramount. Any form of harassment, bullying, or disruptive behavior will not be tolerated.

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3. Choose your preferred payment method (credit/debit card, net banking, UPI).
4. Review the payment details and confirm the transaction.
5. After successful payment, a receipt will be generated. Download and save the receipt for your records.

#### Accepted Payment Methods

SIMS accepts various payment methods, including:

- Credit/Debit Cards: Visa, MasterCard, RuPay
- Net Banking: Available from all major banks
- UPI: Payments through BHIM, Google Pay, PhonePe, etc.

#### Receipt Generation and Download

After payment, students can download their fee receipt from the portal and also will be mailed to the mail ID. The receipt will include details of the payment, such as the amount, date, and transaction ID. This receipt should be retained for future reference.

#### Fee Payment Deadlines

Fee payment deadlines are set at the beginning of each academic year and are outlined in the academic calendar. Students must adhere to these deadlines.

#### Hostel Accommodation

Types of Accommodation (Single, Double, Triple and Quadruple sharing.)

SIMS offers a variety of hostel accommodation options to suit different preferences and budgets. Students can choose from single rooms, double sharing rooms, or triple sharing rooms. Each room is furnished with a bed, study table, chair, and wardrobe.

#### Amenities and Services Provided

The hostel provides 24/7 security, housekeeping services, and a dining hall with nutritious meals. Common areas include a TV room, study hall, and recreational spaces. Wi-Fi is available throughout the hostel, and students have access to laundry facilities and a convenience store.

*[Handwritten Signature]*

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### Safety and Security Measures

The safety and security of hostel residents are a top priority. The hostel is equipped with CCTV cameras, and security personnel are present around the clock. Regular fire drills and safety audits are conducted to ensure compliance with safety standards.

### Student Support Services (Counselling, Health Services, etc.)

The hostel provides access to student support services, including counseling and health services. A faculty coordinator is available to address any concerns or issues that residents may have. In case of medical emergencies, the hostel has a tie-up with a nearby hospital for immediate assistance.

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## Annexure

Annexure I: Fee Structure

Annexure II: Scholarship Policy

Annexure III: Fee Refund Policy

Annexure IV: Admission Cancellation Policy

Conditions for Cancellation

- Admission can be canceled by the student before the start of the academic year.
- SIMS reserves the right to cancel admission if a student is found to have provided false information during the application process.

Procedure for Cancellation

Students wishing to cancel their admission must submit a written request to the admissions office. The refund of fees, if applicable, will be processed as per the refund policy.

Annexure V: Change of Program Policy

Eligibility for Changing Programs

- Students may request a change of program before the start of the program, subject to availability and eligibility criteria.
- Approval from the department heads of both the current and desired programs is required.

Procedure for Requesting a Change

Students must submit a formal request to the academic office along with the required documents.

Changes are subject to approval and availability of seats in the desired program.



## ADMISSION POLICY FOR SOUNDARYA GROUP OF INSTITUTIONS

### FEE CONCESSION DETAILS FOR THE YEAR 2022-23

## Soundarya Institute of Management and Science

SL. NO.	SCHOLARSHIP TYPE	NORMS	CONCESSION AMOUNT (in Rs.)
1	<b>Merit Scholarship</b>	80% to 85%	Rs.2,000/- (only for I Year any UG Course)
		85.1% to 90%	Rs.3,000/- (only for I Year any UG Course)
		90.1% to 95%	Rs.8,000/- (only for I Year any UG Course)
		95.1% TO 97.9%	Rs.10,000/- (only for I Year any UG Course)
		98% and above <b>(P.U.College / Central School)</b>	a) Free Seat (Uniform amount of Rs.5,000/- is to be paid) b) Those who have scored 98% and above and if they continue scoring 98% and above in University exam, same benefit will continue in subsequent years. (Uniform amount of Rs.5,000/- is to be paid)
2	Children of War Widows		Rs.5,000/- (only for I Year any UG Course)
3	Children of Serving Defence Personnel / Veterans		Rs.5,000/- (only for I Year any UG Course)
4	Children of Employees of Soundarya (within 1 year of service)		Rs.10,000/-
5	Children of Employees of Soundarya (after completion of 1 year of service)		30% of Total Fee <b>(Up to the completion of Course)</b>

6	Children of Non-Teaching Employees of Soundarya (only D Group)		30% or Chairman's Discretion <b>(Up to completion of Course)</b>
7	Sibling Concession		Rs.5,000/- <b>(exclusively for one student)</b>
8	<b>Concession for SPORTS STUDENTS (Proof should be collected)</b>	National Level Medalists	Free Seat <b>(only for I Year any UG Course)</b> <b>(Uniform amount of Rs.5,000/- is to be paid)</b>
		National Level Participants	50% of Total Fee <b>(only for I Year any UG Course)</b>
		State Level Medalists	Rs.10,000/- <b>(only for I Year any UG Course)</b>
9	Concession for <b>CULTURAL EVENTS (Proof should be collected)</b>	National Level Medalists	Rs.5,000/- <b>(only for I Year any UG Course)</b>
		State Level Medalists	Rs.3,000/- <b>(only for I Year any UG Course)</b>
10	NCC / NSS Participants	Republic Day Parade Participants of National Level	50% of Total Fee <b>(only for I Year any UG Course)</b>
11	Children of Alumni of Soundarya Group of Institutions <b>(should be verified by the Heads)</b>		Rs.5,000/- <b>(only for I Year any UG Course)</b>
12	Physically challenged <b>(more than 25% disabled) students - (proof should be collected)</b>		Rs.5,000/- <b>(only for I Year any UG Course)</b>
13	Students of Soundarya Institutions <b>(P.U.College / Central School)</b>		Rs.5,000/- <b>(only for I Year any UG Course)</b>
14	Students of Soundarya Institutions <b>(Soundarya Institute of Management &amp; Science)</b>	For M.Com. & MFA	Rs.15,000/- <b>(Up to the completion of Course)</b>

### **Note:**

- 1) Students those who are eligible for fee concession in more than one category can avail only one concession of the highest amount.
- 2) In case of any doubts, decision of the Management shall be final.

Sd/-

**Chairman  
Soundarya Educational Trust**