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ಪಿಇಎಂಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್  
(ಒಪಿಎಂ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜನೆಗೊಳಪಟ್ಟಿದೆ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾರ್ಗದರ್ಶಿ ಸೂಚನೆಗಳಡಿ  
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

**PES Institute of Advanced Management Studies**

(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)



Date: 09-12-2021

## IQAC Meeting Notification

The Internal Quality Assurance Cell (IQAC) meeting is arranged on 9<sup>th</sup> December, 2021 at 10.00 am in the Principal Chamber, PESIAMS.

### Agenda:

- (1) Review of proceedings of previous meeting and ATR
- (2) Reconstitution of IQAC
- (3) Proposal of offering Certificate courses in association with different industries and making it compulsory before completion of UG/PG Program
- (4) Introducing internship program
- (5) Formation of CSR-wing from the Academic Year 2021-22
- (6) Organize Sports and Cultural Fest for Students & Faculty
- (7) Adopt any two department-level best practices
- (8) Introducing Micro-teaching practices
- (9) Proposal to apply for 12B status
- (10) Organize a Graduation day
- (11) Any other subject with the permission of the chair.

All the members are requested to attend the meeting in order to improve the quality of education and to make our institution as a 'Centre of Excellence.'

*[Signature]*  
29/12/2021  
Principal

PES Institute of Advanced Management Studies  
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**PESIAMS**

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### List of IQAC Members

Sl. No.	Name	Designation	Signature
1	Smt. Arunadevi S. Y., Trustee, PES Trust (R), Shivamogga	Honorable President - Management Representative	9/12/2021
2	Dr. R. Nagaraja, CCA, PES Trust (R), Shivamogga	Senior Administrative Officer	9/12/2021
3	Dr. K. Sailatha, Principal, PES IAMS	Chairperson	9/12/2021
4	Dr. Krishna M. M., Head, Department of Commerce & Management	IQAC Coordinator	9/12/2021
5	Mr. Shiva Kumar H.S., Chief Head, Arthur J. Gallagher & Co.,	Representatives from Industry	9/12/2021
6	Ms. Rashmi Suryanarayana, Assistant Director, Ernst & Young, GDS, India		
8	Dr. Dileep Kumar S. D., Coordinator, PG Department of Commerce	Representatives from Teaching Faculty	09/12/2021
9	Ms. Roopa D. S., Head, Department of Computer Science		
10	Dr. Praveen Chandra N., Asst. Prof., Department of Language		
11	Mr. Prasad V., Librarian, PES IAMS		
12	Mr. Eshwar, Businessman, Shivamogga	Representatives from Alumni	09/12/2021
13	Mr. Gururaj Katti, Entrepreneur, Shivamogga		
14	Ms. Ankitha Anil (B.Sc.)	Student Representatives	09/12/2021

9/12/21  
IQAC Coordinator  
PESIAMS

9/12/2021  
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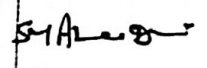
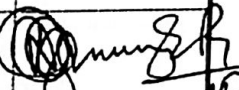
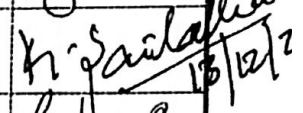
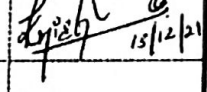
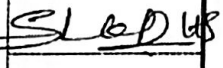
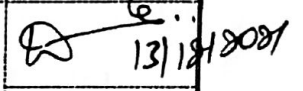
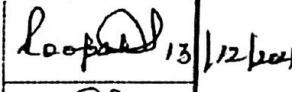
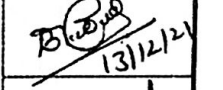
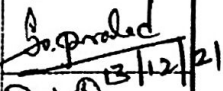
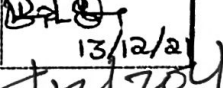
Date: 13-12-2021

## Internal Quality Assurance Cell (IQAC)

### Proceedings of the Meeting

Proceedings of the meeting of the Internal Quality Assurance Cell (IQAC) of PES Institute of Advanced Management Studies, Shivamogga held on 09-12-2021 at 10:00 am in Principal Chamber.

#### List of IQAC Members

Sl. No.	Name	Designation	Signature
1	Smt. Arunadevi S. Y., Trustee, PES Trust (R), Shivamogga	Honorable President - Management Representative	
2	Dr. R. Nagaraja, CCA, PES Trust (R), Shivamogga	Senior Administrative Officer	
3	Dr. K. Sailatha, Principal, PES IAMS	Chairperson	
4	Dr. Krishna M. M., Head, Department of Commerce & Management	IQAC Coordinator	
5	Mr. Shiva Kumar H.S., Chief Head, Arthur J. Gallagher & Co.,	Representatives from Industry	
6	Ms. Rashmi Suryanarayana, Assistant Director, Ernst & Young, GDS, India		
7	Dr. Dileep Kumar S. D. , Coordinator, PG Department of Commerce	Representatives from Teaching Faculty	
8	Ms. Roopa D. S., Head, Department of Computer Science		
9	Dr. Praveen Chandra N., Asst. Prof., Department of Language		
10	Mr. Prasad V. Librarian, PES IAMS		
11	Mr. Eshwar, Businessman, Shivamogga	Representatives from Alumni	

  
Principal



12	Mr. Gururaj Katti, Entrepreneur, Shivamogga		
13	Dr. C. G. Mathad, Retired Chief Librarian, Sahyadri Arts College, Shivamogga	Representative from Local Society	13/12/2021
14	Ms. Anisha (M.Com.)	Student Representatives	Anisha 13/12/21
15	Mr. Rakshith M. Shet (B.Com.)		Rakshith 13/12/21
16	Mr. Mohammed Sahil (BBA)		Mohammed Sahil 13/12/21
17	Ms. Madhura G.P. (BCA)		Madhura G.P. 13/12/21
18	Ms. Ankitha Anil (B.Sc.)		Ankitha Anil 13/12/21

After the formal welcome by the Coordinator, IQAC, Dr. Krishna M.M. the committee discussed the Agenda and resolved appropriately as presented below.

**(1) Review of proceedings of previous meeting and ATR:**

Sl. No.	Initiation	Status
1.	Proposal to apply for NIRF	Completed registration process
2.	Offering Job Oriented Certificate Courses in association with JSS	MOU has been signed & date of inauguration has been scheduled on 17-12-2021.
3.	Organize an Alumni Meet & Rank-holders facilitation program	Organized the event on 05-12-2021.
4.	Procure UGC-Care list/UGC-Referred Journals for Library	Procurement is in progress.
5.	Making arrangement of one extra classroom	Work in progress expected to get completed by 20-12-2021.
6.	Establishment of extra Computer Lab	Procurement of computers is in progress.
7.	Procurement of Physics Lab Equipments	Procurement is in progress.
8.	Procurement of Projectors	Yet to be Procured.
9.	Request for extra furniture	Procurement is in progress.

**(2) Reconstitution of IQAC:**

The Coordinator informed the committee that two of the member will not continue as a member of IQAC; Dr. C. G. Mathad, Representative from Local Society and Ms. Rashmi Suryanarayana, Representative from Industry. Therefore, after the discussion and consideration the committee nominated Dr. Giridhar K.V., Assistant Professor, Sahyadri Commerce & Management College, Shivamogga as a representative from local society.

Principal



Since, the new academic year is going to commence from 13-11-2021, the student representatives of the previous committee completed their respective UG courses. Hence, the committee needs to be reconstituted for the year 2021-22 involving the students all the Program and the details are as follows:

Sl. No.	Name	Designation
1.	Dr. Giridhar K.V., Assistant Professor, Sahyadri Commerce & Management College	Representative from Local Society
2.	Ms. Anisha, III Semester, M.Com.	Student Representatives
3.	Mr. Mohammed Sahil, V Semester, BBA	
4.	Ms. Rakshith M Shet, V Semester, B.Com	
5.	Ms. Madhura G. P. V Semester, BCA	

**(3) Proposal of offering certificate courses and making it compulsory before completion of UG/PG Program:**

The Coordinator informed the committee members that from the current academic year, the institute has initiated to offer two certificate courses to the students of UG & PG Program on '*Advanced Excel & Tally*' and '*Payroll Management*' in V semester and VI semester respectively. The committee accepted the initiation and approved for implementation.

**(4) Introducing Internship Program:**

The Chairperson discussed on offering the Internship Program to the students of B.Com & BBA Program after the completion of 2<sup>nd</sup> & 4<sup>th</sup> semester of their UG twice in a year for gaining the practical insights of the organizational working structure. The committee approved the initiation and informed the head of the institution to prepare a detailed working plan on the above.

**(5) Formation of CSR-wing from the Academic Year 2021-22:**

The Management admired the initiation of forming a CSR-wing and directed to carry out the activities in the city limits. After the discussing the types of activities to be organized from CSR-wing, Mr. Praveen B. was identified as a coordinator for the CSR wing.

  
Principal



**(6) Organize Sports and Cultural Fest for Students & Faculty:**

Seeking the permission Chairperson informed the committee members for organizing a sports and cultural fest for both the students and faculty members of the institution before the end of the academic year. The committee agreed and informed to organize once in every year.

**(7) Adopt any two department level best practices:**

The coordinator, seeking the permission informed the committee members for implementing two department level best practices from the current academic year. The committee members gave a positive opinion towards the initiative and directed to proceed with the plan.

**(8) Introducing Micro-teaching practices:**

The coordinator appraised the committee members about implementing micro teaching practice in the institution. The students of Post Graduation and Under Graduation will do the micro teaching to the students of Under Graduate and PUC respectively. The Chief Coordinator of Administration advised the team members to plan this practice by looking at the commencement and closure of academic year of various programs.

**(9) Proposal to apply for 12(B) status:**

The Chairperson brought to the notice of the committee seeking the permission to apply for 12(B) status, since the institution has completed the process of accreditation from NAAC and completed with Permanent Affiliation process from Kuvempu University and the institution will be eligible to apply for 12(B) Status once the order is received from Kuvempu University. The committee members congratulated the entire team of PESIAMS and directed to move ahead with the process of 12(B) after receiving the orders and wished to achieve higher milestones in the coming years.

**(10) Organize a Graduation day:**

The management suggested the Chairperson to organize the event as soon as possible and fix the date of Graduation day.

*[Signature]*  
Principal

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**(11) Any other subject with the permission of the chair:**

Chief Coordinator Administration, Dr. R. Nagaraja suggested the team members to aim for A+ Grade in the NAAC Second Cycle and plan the activities and documentation accordingly to achieve higher grades.

The meeting ended with a vote of thanks by the Coordinator.

*K. Sailatha*  
*18/12/2021*

**Principal**

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*S. T. Arunadevi*

**Smt. Arunadevi S. Y.  
Honorable President-IQAC**

*K. Sailatha*  
*29/12/2021*  
*29/12/21*

**Principal**

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Date: 11-10-2021

## IQAC Meeting Notification

The Internal Quality Assurance Cell (IQAC) meeting is arranged on 11<sup>th</sup> October, 2021 at 10.00 am in the Principal Chamber, PESIAMS.

### Agenda:

- (1) Review of proceedings of previous meeting and ATR
- (2) NAAC Peer-Team Visit and Outcome
- (3) Proposal to Apply for NIRF
- (4) Offering Job Oriented Certificate Courses in association with JSS
- (5) Aligning the department documents with AAA format
- (6) To organize an Alumni Meet & Rank-holders felicitation program in the academic year 2021-22
- (7) Initiating ATR for the concerns received through Suggestion Box/Grievance Form through website
- (8) Procure UGC-Care list/UGC-Referred Journals for Library
- (9) Implementation of evaluation pattern according to NEP for the students of 2021-22 batches and align the students of current second and third year students for the same pattern
- (10) Making arrangement of 1 extra classroom
- (11) Establishment of extra Computer Lab
- (12) Procurement of Physics Lab equipments as per the requirements of 5<sup>th</sup> semester,
- (13) Procurement of Projectors
- (14) Request for extra furniture
- (15) Proposal of activities to be conducted from different Forums for the academic year 2021-22
- (16) Any other subject with the permission of the chair.

All the members are requested to attend the meeting in order to improve the quality of education and to make our institution as a 'Centre of Excellence.'

*[Signature]*  
29/10/21  
Principal

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14	Ms. Ankitha Anil (B. Sc.)	Student Representatives	

11/10/21  
**IQAC Coordinator**  
**PESIAMS**

29/12/2021  
**Principal**

11/10/2021

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Date: 13-10-2021

## Internal Quality Assurance Cell (IQAC)

### Proceedings of the Meeting

Proceedings of the meeting of the Internal Quality Assurance Cell (IQAC) of PES Institute of Advanced Management Studies, Shivamogga held on 11-10-2021 at 10:00Am in Principal Chamber.

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2	Dr. R. Nagaraja, CCA, PES Trust (R), Shivamogga	Senior Administrative Officer	Dr. R. Nagaraja
3	Dr. K. Sailatha, Principal, PES IAMS	Chairperson	Dr. K. Sailatha
4	Dr. Krishna M. M., Head, Department of Commerce & Management	IQAC Coordinator	Dr. Krishna M. M.
5	Mr. Shiva Kumar H.S., Chief Head, Arthur J. Gallagher & Co.,	Representatives from Industry	Mr. Shiva Kumar H.S.
6	Ms. Rashmi Suryanarayana, Assistant Director, Ernst & Young, GDS, India		Ms. Rashmi Suryanarayana
7	Dr. C. G. Mathad, Retired Chief Librarian, Sahyadri Arts College, Shivamogga	Representative from Local Society	Dr. C. G. Mathad
8	Dr. Dileep Kumar S. D., Coordinator, PG Department of Commerce	Representatives from Teaching Faculty	Dr. Dileep Kumar S. D.
9	Ms. Roopa D. S., Head, Department of Computer Science		Ms. Roopa D. S.
10	Dr. Praveen Chandra N., Asst. Prof., Department of Language		Dr. Praveen Chandra N.
11	Mr. Prasad V., Librarian, PES IAMS		Mr. Prasad V.
12	Mr. Eshwar, Businessman, Shivamogga	Representatives from Alumni	Mr. Eshwar
13	Mr. Gururaj Katti, Entrepreneur, Shivamogga		Mr. Gururaj Katti
14	Ms. Ankitha Anil (B.Sc.)	Student Representatives	Ms. Ankitha Anil

*[Signature]*  
Principal 29/10/21



After the formal welcome by Coordinator, IQAC, Dr. Krishna M. the committee discussed the Agenda and resolved appropriately as presented below:

**(1) Review of proceedings of previous meeting and ATR**

Sl. No.	Suggestions	Action Taken / Progress					
1.	To organize guest talks from industry professionals	Special Lectures Organized					
		Sl. No.	Date	Topic			Resource Person
		i.	31-7-2021	Special Lecture on "One Hour to Financial Fitness - An Investor Awareness Program on Mutual Funds"			Ms. Soumya Anand
		ii.	8-9-2021	Special Lecture on "Money Management & Career Opportunities Post Covid Scenario"			Mr. Suhas Rajputh
		Pre-Placement Training Programme					
		Sl. No.	Topic	Date		Duration	Training Company
		i.	Employability Skills - Final Phase	1-7-2021	5-7-2021	4 days (36 Hours)	Bizotic
		Details of Pre-Placement Training Programme					
		Sl. No.	Date	Topic			Name of the Trainer
		i.	1-7-2021	Time and Work & Seating Arrangement, Coding & Decoding (4 Hrs)			Mr. Dileep B D & Mrs. Shashikala Madhududan
		ii.	2-7-2021	Verbal-Ordering of Sentences, Sentence Correction, Resume Writing (4 Hrs)			
		iii.	3-7-2021	Time/Speed/Distance & Data Interpretation(4 Hrs)			
		iv.	5-7-2021	Interview Skills (2 hrs) & Data Arrangement/Direction Sense (2 hrs)			
2.	To publish research articles in the UGC-Care list	Research Article Publication					
		Sl. No	Details				
		i.	Dr. Dileep Kumar S D & Rudramuni P B (2021), "A Study on Adoption of International Financial Reporting				

*[Signature]*  
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		<i>Standards in Accounting Curriculum in India</i> ", Journal of Tianjin University Science and Technology E-Publication: Online Open Access Vol:54 Issue:07:2021 DOI 10.17605/OSF.IO/24FUZ, pp-356-362.
	ii.	Dr. Dileep Kumar S D (2021), " <i>The Economic Impact of Covid-19 Pandemic with Reference to the Quantum of Goods and Services Tax Collection in Karnataka State</i> " International Conference on Current Trends in Multi-disciplinary Research
	iii.	Rudramuni P B and Niharika Byraply Yathiraju (June 2021) " <i>A study on problems and prospects of Rural entrepreneurs in Malnad Region</i> ", ISSN:0103-944X / EISSN: 1983-4071

## (2) NAAC Peer-Team Visit and Outcome:

NAAC Peer-Team Visit and Outcome	Action Taken
<b>Weakness:</b>	
(a) Being an affiliated College, lack of academic autonomy	Offering additional certificate courses as per the industry expectations.
(b) Lack of feeding institution in the vicinity	Planning to conduct activities for PES PU and other PU Colleges in the city.
(c) Shortfall of meritorious students at the entry level	Restructured the fee structure to attract the meritorious students.
(d) Research culture and publications	Research cell has taken initiation to bring the research culture.
(e) Economic backwardness of parents	Management is offering extra fee concession for such parent on request.
(f) Inadequate Faculty Development Programs	Research cell has taken initiation to bring the research culture.
<b>Challenges:</b>	
(a) Establishing Ph.D. research center in Commerce	Majority of Ph.D. holders are not eligible to take up guide ship.
(b) State of the art Computer lab to address industry 4.0 revolution	Initiation has been taken for establishment.
(c) Establishment of centre for knowledge repository	Initiation has been taken for establishment.
(d) Establishment of RFID facility in the library besides strengthening titles of the books, rare collection and the volumes	Initiations have been taken.
(e) Industry institutional collaborations for training and joint research	Planning for joint research.
(f) Inclusive of Internship and project work at PG level	Internship has been made compulsory for the selected students of both UG & PG Program.

*[Signature]*  
Principal





(g) Developing potential for Excellence

Initiations have been taken.

**(3) Proposal to apply for NIRF:**

Dr. R. Nagaraja, enquired about NIRF registration opening and closing dates and advised to register the Institution before the closing date. After discussion, considering the experience and ascertaining the views of the Management Representatives, Senior Administrative Officer and Committee Members, Dr. Dileep Kumar S.D., Coordinator of PG Department of Commerce was nominated as a Nodal Officer for NIRF.

**(4) Offering Job Oriented Certificate Courses in association with Swamy Vivekananda Samsthe (R):**

The Chairperson informed the committee members about taking an initiation to offer non-academic certificate courses in association with Swamy Vivekananda Samsthe (R) to the students of our institution by looking at the current competitive environment and also briefed that non-academic certificate course shall be a job oriented course which helps the students to be self-employable. The committee members appreciated the efforts of chairperson in planning these kinds of initiations and further approved to facilitate the necessary requirements.

**(5) Aligning the department documents with AAA format:**

The Management, Senior Administrative Officer and committee members' absolutely had no issues with this and directed the department heads and head of the institution to take care in documentation process and aligning it to AAA format.

**(6) To organize an Alumni Meet & Rank-holders facilitation program in the academic year 2021-22:**

The Coordinator informed the committee member that, the institution was not able to organize alumni meet and felicitate the rank holders from past two academic years due to pandemic. Hence, the coordinator informed committee members in seeking permission to organize the above event. The management and the committee members took instant decision by ascertaining the above situation and also directed to organize the alumni meet on 5<sup>th</sup> of December, 2021.

*[Signature]*  
Principal



**(7) Initiating ATR for the concerns received through Suggestion Box/Grievance Form through website:**

IQAC Coordinator appraised the committee members about effective implementation of Suggestion Box and Grievance Form through website in the campus and preparation of ATR's at regular intervals. The committee members approved the initiative and informed to proceed as per the plan.

**(8) Procure UGC-Care list/UGC-Referred Journals for Library:**

The Chairperson apprised the committee members that as per the NAAC peer team recommendations, the institution should enrich the library resources by procuring UGC-Referred Journals for Library in the present academic year. The committee members agreed and Mr. Prasad, Librarian was given the responsibility for procurement.

**(9) Implementation of evaluation pattern according to NEP for the students of 2021-22 batches and align the students of current second and third year students for the same pattern:**

The Chairperson apprised the committee that The Government of India has notified NEP-2020 on July 29, 2020 based on Dr. Kasturirangan Committee's Report. The Members of the Committee deliberated on the framework of Continuous Internal Evaluation (CIE) as well Semester End Examination (SEE) for the courses. The CIE and SEE will carry 40% and 60% weightage each, to enable the course to be evaluated for a total of 100 marks. The evaluation system of the course is comprehensive & continuous during the entire period of the semester. The outline for continuous assessment activities for Component-I (C1) and Component-II (C2) of a course shall be as under.

Outline for continuous assessment activities for C1 and C2

Activities	C1	C2	Total Marks
Session Test	10 marks	10 marks	20 marks
Seminars/Presentations/Activity	10 marks		10 marks
Case study /Assignment /Field work / Project work etc.		10 marks	10 marks
<b>Total</b>	<b>20 marks</b>	<b>20 marks</b>	<b>40 marks</b>

*[Signature]*  
Principal



The committee members agreed and suggested to follow the guidelines of Kuvempu University on the same.

Further, the institution decided to implement the internal assessment pattern as mentioned below:

Breakage of Internal Assessment Marks			
1 <sup>st</sup> Year B.Com & BBA			
Activities	C1	C2	Total Marks
Component Test (Test conducted for 40 marks & reduced to 10 marks)	10 marks	10 marks	20 marks
Class Activity	5 marks	-	10 marks
Group Presentation	5 marks	-	10 marks
Assignment	-	5 marks	10 marks
Attendance	-	5 marks	10 marks
<b>Total Marks</b>	<b>20 marks</b>	<b>20 marks</b>	<b>40 marks</b>
2 <sup>nd</sup> & 3 <sup>rd</sup> Year B.Com & BBA			
Activities	Breakage	Total Marks	
Internal Assessment Test - 1	5 marks	10 marks	
Internal Assessment Test - 2	5 marks		
Skill Development Record	5 marks	10 marks	
Attendance	5 marks		
<b>Total Marks</b>	<b>20 marks</b>	<b>20 marks</b>	

**(10) Making arrangement of one extra classroom:**

The Chairperson apprised the committee members that due to increased admission in the current academic year, the availability of classroom for teaching-learning process is less and there is a shortfall of 3 classrooms for the current academic year. For time being, (i) 1 classroom for language (Functional Kannada) is being arranged during the library & mentoring hours, (ii) 1 classroom for B.Sc. Program is being arranged during the hours of computer lab on rotation basis, and (iii) 1 classroom for BBA Program can be arranged by shifting the office room to reception counter which is bigger in area and convert the office room into a classroom. The committee members were convinced with arrangements made and agreed to convert the office room into a classroom soon.

**(11) Establishment of extra Computer Lab:**

The chairperson explained the status of computer lab to the committee members that due to increased number of admissions to BCA program and introduction of Digital

*[Signature]*  
Principal



Fluency course to all the program of UG there is a need for establishing one extra computer lab. Dr. R. Nagaraja, Chief Coordinator Administration approved the proposal and assured in establishing the new computer lab with 60 computers of high configuration with satisfying all the necessary requirements.

**(12) Procurement of Physics Lab Equipments per the requirements of 5<sup>th</sup> semester:**

Ms. Roopa D.S., HOD of Computer Science informed the members that there is a need for procuring the Physics Laboratory Equipment as per the requirements of 5<sup>th</sup> semester B.Sc. Program and requested to establish the same and the Management Representative agreed and approved the same.

**(13) Procurement of Projectors:**

The Coordinator apprised the committee that the classrooms need to be upgraded with ICT facilities to enhance the teaching-learning process. Adding to this, the Chairperson apprised the committee that the Institution has nine class rooms have been mounted with projectors. Hence, she requested the Committee to permit four more classes with ICT facilities which will help in enhancing teaching-learning process. The committee suggested, looking at the institution's budget, the facilities can be enhanced and permitted.

**(14) Request for extra furniture:**

The Chairperson informed the members of the committee that year-on-year the strength of the students is increasing and hence there is a need for extra furniture for the classrooms. The management approved the request of the chairperson and agreed to furnish it soon.

**(15) Proposal of activities to be conducted from different Forums for the academic year 2021-22:**

The Coordinator detailed the committee members on the activities to be undertaken for the odd semester from different forums, committees, cells and units. The Calendar of Events (COE) prepared for the current semester was approved and enclosed for reference.

  
Principal



(16) Any other subject with the permission of the chair.

- (a) The Chairperson informed the committee members that all the NAAC related documents will be maintained department-wise here after and the committee members agreed.
- (b) Representatives from industry suggested to conduct '*Quality Circle Meeting*' periodically to enhance the quality of the institution.

The meeting ended with a vote of thanks by the Coordinator.

*K. S. Sathya*  
*13/10/2021*

**Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204

*S. Y. Arunadevi*  
**Smt. Arunadevi S. Y.**  
**Honorable President-IQAC**

*K. S. Sathya*  
*13/10/2021*  
**Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.



**PESIAMS**

**ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್**  
(ಉಪವಿಭಾಗೀಯ ಸಂಯೋಜನಾಂಗವು ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)  
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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**PES Institute of Advanced Management Studies**

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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

Date: 10-11-2021

### Circular

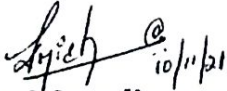
Dear Sir/Madam,

#### NAAC Meeting of PESIAMS - 2021-22

This is to inform all the faculty members of the institution to attend the NAAC Meeting on **10<sup>th</sup> November, 2021** at **4:00 pm** in the Seminar Hall, PESIAMS. Request to attend the meeting 5 minutes in advance.

#### Agenda:

- (1) Reframing of Criterion members for NAAC second cycle,
- (2) Reshuffling of computers,
- (3) Any other matter with the permission of chair.

  
**NAAC Coordinator**  
Dr. Krishna M. M.

  
**Principal**  
Dr. K. Sailatha

**Principal**  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204

  
**Principal**  
PES Institute of Advanced Management Studies  
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### List of Faculty:

Sl. No.	Faculty Name	Informed	Attended
(1)	Dr. Dileep Kumar S.D.	<i>[Signature]</i>	<i>[Signature]</i>
(2)	Mr. Mohan D.	<i>[Signature]</i>	<i>[Signature]</i>
(3)	Mr. Vinay Kumar K.S.	<i>[Signature]</i>	<i>[Signature]</i>
(4)	Mr. Praveen B.	<i>[Signature]</i>	Absent
(5)	Mr. Sathish V.	<i>[Signature]</i>	Absent
(6)	Mr. Abhishek S.	<i>[Signature]</i>	<i>[Signature]</i>
(7)	Mr. Rudramuni P.B.	<i>[Signature]</i>	<i>[Signature]</i>
(8)	Ms. Bhoomika S.U.	<i>[Signature]</i>	<i>[Signature]</i>
(9)	Ms. Sumarani S.	<i>[Signature]</i>	<i>[Signature]</i>
(10)	Mr. Rajesh R.J.	<i>[Signature]</i>	<i>[Signature]</i>
(11)	Ms. Ashwini S.E.	<i>[Signature]</i>	<i>[Signature]</i>
(12)	Dr. Krishna M.M.	<i>[Signature]</i>	<i>[Signature]</i>
(13)	Ms. Roopa D.S.	<i>[Signature]</i>	<i>[Signature]</i>
(14)	Ms. Ashwini E.M.	<i>[Signature]</i>	<i>[Signature]</i>
(15)	Mr. Anmol U.K.	<i>[Signature]</i>	<i>[Signature]</i>
(16)	Mr. Darshan P.R.	<i>[Signature]</i>	<i>[Signature]</i>
(17)	Mr. Prashanth Kumar R.	<i>[Signature]</i>	<i>[Signature]</i>
(18)	Mr. Mithun D'Souza	<i>[Signature]</i>	<i>[Signature]</i>
(19)	Mr. Rangaswamy H.	<i>[Signature]</i>	<i>[Signature]</i>
(20)	Ms. Ashwini A.R.	<i>[Signature]</i>	<i>[Signature]</i>
(21)	Mr. Rajshekar Hammigi	<i>[Signature]</i>	<i>[Signature]</i>
(22)	Ms. Reshma V.J.	-	-
(23)	Ms. Archana K.	<i>[Signature]</i>	<i>[Signature]</i>
(24)	Dr. Praveen Chandra N.	<i>[Signature]</i>	<i>[Signature]</i>
(25)	Ms. Kavitha U.P.	<i>[Signature]</i>	<i>[Signature]</i>
(26)	Ms. Anitha C.B.	<i>[Signature]</i>	<i>[Signature]</i>
(27)	Ms. Priyanka S.R.	-	-
(28)	Ms. Vidhya S.	<i>[Signature]</i>	<i>[Signature]</i>

*[Signature]*  
Principal





**PESIAMS**

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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

Minutes of the Meeting of Faculty Members held on 10<sup>th</sup> November, 2021 at 4 pm in  
the Seminar Hall, PES Institute of Advanced Management Studies, Shivamogga

Faculty Members:

Sl. No.	Faculty Name	Signature
(1)	Dr. Dileep Kumar S.D.	
(2)	Mr. Mohan D.	
(3)	Mr. Vinay Kumar K.S.	
(4)	Mr. Praveen B.	
(5)	Mr. Sathish V.	
(6)	Mr. Abhishek S.	
(7)	Mr. Rudramuni P.B.	
(8)	Ms. Bhoomika S.U.	
(9)	Ms. Sumarani S.	
(10)	Mr. Rajesh R.J.	
(11)	Ms. Ashwini S.E.	
(12)	Dr. Krishna M.M.	
(13)	Ms. Roopa D.S.	
(14)	Ms. Ashwini E.M.	
(15)	Mr. Anmol U.K.	
(16)	Mr. Darshan P.R.	
(17)	Mr. Prashanth Kumar R.	
(18)	Mr. Mithun D'Souza	
(19)	Mr. Rangaswamy H.	
(20)	Ms. Ashwini A.R.	
(21)	Mr. Rajshekar Hammigi	
(22)	Ms. Reshma V.J.	
(23)	Ms. Archana K.	
(24)	Dr. Praveen Chandra N.	
(25)	Ms. Kavitha U.P.	
(26)	Ms. Anitha C.B.	
(27)	Ms. Priyanka S.R.	
(28)	Ms. Vidhya S.	
(29)	Mr. Prasad S.V.	

*[Signature]*  
Principal

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204.





The meeting started with a welcome note by Principal, the following agenda were identified for discussion and resolved it as per the requirement.

- (1) **Reframing of Criterion members for NAAC second cycle:** It was resolved to document the criterion-wise files here after department-wise. The criterion members in-charge for all criterions was reframed accordingly;

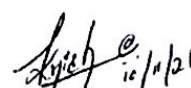
Criterion		PG Dept. of Commerce & Dept. of Commerce & Management	Dept. of Computer Science
I	Curricular Aspects	Mr. Mohan D. Ms. Bhoomika S.U.	Mr. Anmol U.K.
II	Teaching-Learning & Evaluation	Ms. Sumarani S. Mr. Rajesh R.J.	Mr. Prashanth Kumar R. Ms. Ashwini A.R.
III	Research Innovations & Extension	Dr. Dileep Kumar S.D. Mr. Vinay Kumar K.S. Ms. Anitha C.B. Ms. Ashwini S.E.	Mr. Mithun D'Souza Ms. Ashwini E.M.
IV	Infrastructure & Learning Resources	Dr. Praveen Chandra N. Mr. Prasad S.V. Mr. Rudramuni P.B.	
V	Student Support & Progression	Mr. Sathish V. Mr. Abhishek S.	
VI	Governance, Leadership & Management	Ms. Roopa D.S. Ms. Archana K.	
VII	Institutional Values & Best Practices	Mr. Praveen B. Ms. Vidhya S.	Ms. Kavitha U.P. Mr. Rangaswamy H.


- (2) **Reshuffling of computers:** It was resolved to ~~take~~ reshuffle the computers allotted for every criterion heads and decided to install all the NAAC related computers in one place for ease of doing the NAAC work.

- (3) **Any other matter with the permission of chair:**

Nil

After the formal thanking by the Principal, the meeting concluded.

  
NAAC Coordinator  
Dr. M.M. Krishna

  
Principal  
Dr. K. Sailatha

  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
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Principal  
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## PES Institute of Advanced Management Studies

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: pesiams@pestrust.edu.in  
Website : pestrust.edu.in/pesiams N H-206, Sagar Road, Shlvamogga - 577 204 (Karnataka)

All the faculty members are hereby informed to take a note of the allotment of Criterion Members according to department-wise.

Criterion	Faculty Members	Signature
<b>PG Dept. of Commerce &amp; Dept. of Commerce &amp; Management</b>		
I	Curricular Aspects	Mr. Mohan D.
		Ms. Bhoomika S.U.
II	Teaching-Learning & Evaluation	Ms. Sumarani S.
		Mr. Rajesh R.J.
III	Research Innovations & Extension	Dr. Dileep Kumar S.D.
		Mr. Vinay Kumar K.S.
		Ms. Anitha C.B.
		Ms. Ashwini S.E.
IV	Infrastructure & Learning Resources	Dr. Praveen Chandra N.
		Mr. Prasad S.V.
		Mr. Rudramuni P.B.
V	Student Support & Progression	Mr. Sathish V.
		Mr. Abhishek S.
VII	Institutional Values & Best Practices	Mr. Praveen B.
		Ms. Vidhya S.
<b>Department of Computer Science</b>		
I	Curricular Aspects	Mr. Anmol U.K.
II	Teaching-Learning & Evaluation	Mr. Prashanth Kumar R.
		Ms. Ashwini A.R.
III	Research Innovations & Extension	Mr. Mithun D'Souza
		Ms. Ashwini E.M.
V	Student Support & Progression	
VI	Governance, Leadership & Management	Ms. Roopa D.S.
		Ms. Archana K.
VII	Institutional Values & Best Practices	Ms. Kavitha U.P.
		Mr. Rangaswamy H.

*(Signature)*  
Principal

Date: 05-08-2021

**Circular**

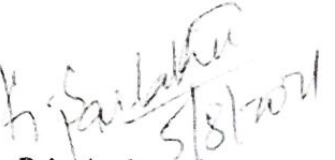
Dear Sir/Madam,

This is to inform all the HODs, Coordinators of all criterions and Coordinators of Committee / Forums to be prepared for the first mock presentation with power point keep the files ready to display on 6<sup>th</sup> of August, 2021.

**Agenda:**

- (1) Feedback of first mock presentation
- (2) Any other matters with the permission of Chair.

  
NAAC Coordinator

  
Principal

Principal

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SHIVAMOGGA-577 204.

  
Principal

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ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(ಇದನ್ನು ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜಿತವಾಗಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮುಖಾಂತರ ವರದಿ)

ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

**PES Institute of Advanced Management Studies**

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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)



Date: 06-08-2021

### Minutes of the Meeting

The first Mock Presentation started exactly at the specified earlier, Dr. K. Sailatha, Principal, PESIAMS welcomed all the experts who were present on the day of presentation. The presentations started with Head of the Institution/Principal followed by HOD's of all the department and Coordinators all Criteria's respectively.

- 1) **Feedback of first mock presentation:** Dr. Mallikarjunappa addressed all the presenters and gave some positive suggestions to prepare the presentation error free and attractive, and mentioned everyone should follow the same layout for power point presentations.

Dr. R. Nagaraj, CCA informed to all the presenters, once to recheck the data which is presented in the slides and criterion file and also mentioned that the data presented in slides should match with documents.

Dr. Manu and Dr. Prasanna Kumar T. M. both of them quoted that the presentation of data should be restricted to only the assessment period.

- 2) **Any other matters with the permission of Chair:** Nil

*[Signature]* 6/8/21

*[Signature: K. Sailatha]*  
Principal

*[Signature]*  
Principal

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NH 206, Sagar Road  
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Principal  
PES Institute of Advanced Management Studies  
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Date: 30-06-2021

**Minutes of the Meeting**

Dr. K. Sailatha, Principal, PESIAMS welcomed all the Coordinators and Members of Criteria of the institution. After the formal welcome from Principal the following details were discussed and resolved;

- 1) **Reconstitution of NAAC Coordinator:** As Dr. Sudharshan G.M. has resigned from the institution, Dr. M. M. Krishna has been assigned the responsibilities of NAAC Coordinator and wished him for his new responsibility.
- 2) **Fixing the dates for Mock Presentations:** Tentative dates for mock presentation was fixed as below:
  - a) First Mock Presentation on 16-08-2021
  - b) Second Mock Presentation on 13-09-2021
  - c) Third Mock Presentation on 23-09-2021
- 3) **Any other matters with the permission of Chair:** It was also finalized the members to be present for taking mock presentation;
  - a) Dr. G.N. Mallikarjunappa
  - b) Dr. R. Nagaraj
  - c) Dr. Manu
  - d) Dr. Prasanna Kumar T.M.

*S. K. Sailatha*  
20/6/21

*K. Sailatha*  
Principal 30/6/21

**Principal**

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204

*K. A. Raju*  
Principal 30/6/21

PES Institute of Advanced Management Studies

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The faculty members are hereby informed to take note about the reformation of the committees and nomination of new coordinators.

### Different Committees / Cell / Forum in the Institution

Sl. No.	Committee / Cell	Name of the Coordinator (s)	Signature
01	NAAC & IQAC	Dr. Sudharshan G. M.	
02	Admission Committee	Dr. Nagaraja S. R.	
03	Examination Committee	Ms. Roopa D. S. Mr. Harsha C Mathad	
04	Timetable Committee	Ms. Roopa D. S. Ms. Swathi J.	
05	Mentoring Committee	Mr. Prashanth Kumar R.	
06	Placement Committee	Mr. Mohan D. Mr. Anmol Kiran Uttarkar	
07	Research Cell	Mr. Harsha C Mathad Mr. Mithun D Souza	
08	Anti-Ragging Committee	Dr. Sudharshan G. M.	
09	ICT Committee	Ms. Roopa D. S.	
10	Mythri - (Internal Complaint Committee)	Ms. Ashwini A. R.	
11	College Website Committee	Mr. Darshan P. R.	
12	Discipline Committee	Dr. Nagaraja S.R. Dr. Sudharshan G. M.	
13	Sports committee	Mr. Mithun D Souza Mr. Praveen B.	
14	Students' Grievance Redressal / welfare committee	Ms. Kavitha U. P.	
15	NSS	Mr. Sathish V.	
16	Youth Red Cross	Mr. Praveen B	
17	EDUSAT	Ms. Ayesha Siddiqua	
18	Sankalpa - PG Student Forum	Mr. Rudramuni P. B.	
19	Synthesis - UG Commerce and Management Student Forum	Ms. Swathi J.	
20	Cluster - Computer Science Student Forum	Ms. Ashwini E. M.	
21	Abhivyakthi - Literary Student Club	Dr. Praveen Chandra N.	
22	Kalarava - Cultural Forum	Dr. Praveen Chandra N.	

Principal

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Principal

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## Admission Rules

For the Post-Graduate courses of Kuvempu University and affiliated colleges, there is a centralized system of admission through counselling. The following are some of the relevant rules and regulations. However, the rules existing at the time of admission shall be operative and final.

### Eligibility for Post-Graduate Courses/Programme

- (1) Candidates who have passed the three/four-year Degree examinations of this university or of any other university considered as equivalent thereto with the required major/optional subjects at the Degree level are eligible to apply for admission, provided they satisfy other requirements as per Regulations.
- (2) The minimum percentage of marks in the relevant subjects (all the 3 years/4 years put together) shall be as follows (for specific eligibility criteria, please refer to the **Profile of the Department** concerned)

(a)	For candidates under General Merit, Children of Freedom Fighters, Children Dependents of Defence Personnel, Categories - IIA, IIB, IIIA, IIIB, NCC and NSS	45 %
	However, the minimum percentage of marks required for admission to M.A. in Hindi, Sanskrit and Urdu is 40% in the subjects.	
(b)	For candidates belonging to Category - I Sports and Persons with Disability (PwD)	40
(c)	For candidates belonging to SC and ST categories	35

- (3) The eligibility criteria for admission to MCA and MBA are as per the eligibility criteria prescribed by the Karnataka Examination Authority, Bengaluru.
- (4) (a) In the case of candidates seeking admission to M.Com, only the percentage of marks obtained at final year B.Com/BBM/BBB is considered for determining the eligibility of the candidates and for the allotment of seats for admission.  
(b) The candidates seeking admission to any P.G. course have to enclose (to the application) the statements of marks of all the three/four years of their degree courses.  
(c) Candidates seeking admission to M.A. in Kannada, English, Hindi, Urdu and Sanskrit on the basis of marks obtained in the relevant language subject shall have secured, in the corresponding language, 10% more marks than the minimum prescribed for the category under which they are to be admitted.
- (5) **Attempt Reduction:** In the case of candidates who have passed the relevant examination in the second or subsequent attempts, the actual percentage of marks obtained by them shall be reduced by 3 for every such attempt, e.g., from 65% to 62%, 65% to 59%, etc. depending upon the number of additional attempts taken. But, such reduction shall not make the candidate ineligible altogether.  
(a) However, a candidate who completes the Degree course successfully in three academic years shall be deemed to have passed the course in the first attempt.  
(b) Similarly, if a candidate rejects his/her results and takes improvement examination, he/she shall be deemed to have passed the examination at the first attempt.  
(c) Also a candidate who absents himself/herself from the entire examination and takes it at the next session, he/she shall be deemed to have passed the examination in the first attempt.

However, such candidates shall be required to produce documentary evidence (obtained from the Registrar, Evaluation) of the university concerned, in support of their absence at or rejection of the results of the first attempt, while submitting the application.

- (6) **Domiciled Candidates:** The domiciled candidates should have resided in the state of Karnataka for at least 10 years at any time prior to the date of submission of application. However, this condition does not apply in the following cases.

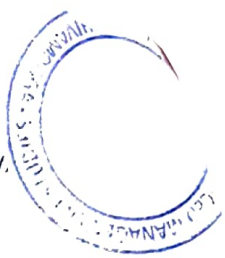
- (a) Children of officers of All India Services of Karnataka Cadre,

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- 
- (b) Children of employees of (i) Government of Karnataka and (ii) Kuvempu University,
  - (c) Children of Central Government employees serving in the State of Karnataka,
  - (d) Students who have graduated from Kuvempu University,
  - (e) Students who come under certain categories of reservation such as (i) foreign students, (ii) children / dependents of defence personnel, (iii) children of freedom fighters, (iv) GdM, and (v) OU, and
  - (f) Children from state of Jammu and Kashmir, and North-East states, subject to certain conditions.

(7) **Admission procedures for the foreign nationals / NRI students:**

A special provision is made to the Foreign nationals/ NRI students to take admission in the Post Graduation programmes of the University from June 1st 2018. They can submit applications to the Registrar directly to get provisional admission. They can apply either online or through post or personally with photocopy of valid passport and all other academic documents to prove their eligibility. After due verification of the documents the University will issue an admission offer letter. Then the student has to pay 100\$ or INR 7000 through bank transfer and intimate the University with amount transfer details. Then the University will issue provisional admission for visa process. The student has to take final admission before August 31st by paying admission fee of 600\$ or INR 40,000 per year excluding accommodation and other expenses. All the foreign / NRI students will be provided with hostel facility in the campus if they need. For any assistance or guidance contact Prof. Riaz Mahmood. (contact details: phone-9448340841, email-riaz\_sultan@yahoo.com)

**SEAT MATRIX :**

Course-wise and category-wise seat matrix is provided in a separate table (given earlier) and the applicants are advised to go through the same. Besides, the applicants are advised to go through the following:

The intake for different Departments is fixed as shown in sections pertaining to individual Departments (see, **Seat Matrix Table** given earlier). The seats thus made available in each Department are allotted to different categories. This has been done in accordance with the existing reservation policy of the Government of Karnataka. However, the intake can be increased/reduced at the discretion of the university at any time depending upon circumstances.

- (a) **Foreign Students:** 15% supernumerary seats can be created in each Department of Studies to accommodate foreign students. Out of this, 5% seats shall be earmarked for the students of Indian workers in the Gulf as per the direction of the Government and after approval by the Vice Chancellor in consultation with the Selection Committee of the subject concerned.
- (b) **Children/Dependents of Defence Personnel (CDP):** One seat in each course shall be allotted to candidates in the following order
  - (i) Widows/Wards of Defence personnel martyred in action.
  - (ii) Wards of serving personnel and ex-servicemen disabled in action.
  - (iii) Widows/Wards of Defence personnel who died in peace time with death attributable to military service.
  - (iv) Wards of ex-servicemen and serving personnel who are in receipt of Gallantry awards.
  - (v) Wards of ex-servicemen
  - (vi) Wards of serving personnel
- (c) **Children of Freedom Fighters (CFF):** One seat shall be given to the children of freedom fighters. Dependents of freedom fighters are not eligible under this quota. However, the applications, under this quota, shall be referred to the Registrar for necessary orders.
- (d) **Sports:** One seat for an outstanding sportsperson who has represented Kuvempu University or Karnataka State or India in any inter-university, inter-state or international sports or games during his/her graduation period.

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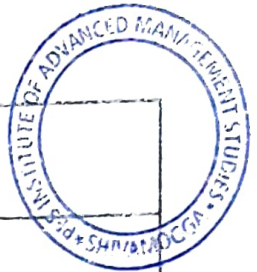
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31/07/2021	Ms. Roopa D S	<i>Roopa D S</i>
Saturday	Dr. Krishna M M	<i>Dr. Krishna M M</i>
02/08/2021	Dr. Krishna M M	<i>Dr. Krishna M M</i>
Monday	Ms. Sushma G S	<i>Ms. Sushma G S</i>
03/08/2021	Dr. Krishna M M	<i>Dr. Krishna M M</i>
Tuesday	Ms. Ashwini E M	<i>Ms. Ashwini E M</i>
04/08/2021	Dr. Krishna M M	<i>Dr. Krishna M M</i>
Wednesday	Mr. Chandan S R	<i>Mr. Chandan S R</i>
05/08/2021	Dr. Krishna M M	<i>Dr. Krishna M M</i>
Thursday	Mr. Mithun D'Souza	<i>Mr. Mithun D'Souza</i>
06/08/2021	Ms. Roopa D S	<i>Ms. Roopa D S</i>
Friday	Mr. Rudramuni P B	<i>Mr. Rudramuni P B</i>
07/08/2021	Ms. Roopa D S	<i>Ms. Roopa D S</i>
Saturday	Mr. Praveen B	<i>Mr. Praveen B</i>



The meeting was concluded at 4:00 pm .

*K. Sailatha*  
25/7/20  
Dr. K. Sailatha

Principal

Principal

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SHIVAMOGGA-577 201.

*K. Sailatha*  
25/7/20  
Principal

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SHIVAMOGGA-577 204.

Date: 20-07-2021

## Agenda of the meeting

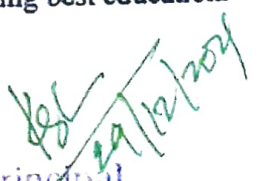
A meeting was held at 02.00 pm in the principal's chamber on 20/07/2021 to discuss the following agenda:

1. To reform the admission committee
2. To discuss about roles and responsibilities.
3. Any other matter with the permission of the Chair.

The principal welcomed the faculty for the meeting and the first item in the agenda was taken up for discussion.

## Minutes of the meeting

1. The meeting was called to by the Principal to discuss the above agenda.
2. The principal welcomed the members of admission committee.
3. The committee was reformed as Dr. Krishna M M joined as HOD of Department of Commerce and Management & new faculty were recruited during the AY 2020-21 in the place of faculty who were member of admission committee. Due to this reason the committee was reformed.
4. The committee members were asked to work in alternative days and informed regarding how to counsel the students when they come for admission.
5. The admission procedure / enquiry and fee structure of every course was explained in detail to the members by the principal in detail. She informed that the fee structure was done on the basis of PU II year percentage.
6. Also informed in detail the members about the college infrastructure, offering of extra courses by the institution for students. Further she gave the information about the process of previous year admission and motivated the members to do better work.
7. Principal explained about issues of application & documentation and how to interact with the parents and the students. Meeting was ended by wishing everyone good luck and asked them to work with efficiency as the institute has its reputation for providing best education.

  
Principal



Date/Day	Admission Committee Members	Signature
22/07/2021 Thursday	Ms. Ashwini E M Mr. Rudramuni P B	
23/07/2021 Friday	Mr. Praveen B Mr. Chandan S R	
24/07/2021 Saturday	Dr. Praveen Chandra N Ms. Sushma G S	
26/07/2021 Monday	Mr. Mithun D'Souza Ms. Sumarani S	

Follow-up : enquired and application form collected students.

The meeting was concluded at 3:00 pm.

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(e) **Person with Disability (PwD):** One seat is reserved for the persons with the following kinds of disability as per the Govt. act of 1995 section 20: 1. Physically challenged 2. Visually challenged 3. Person with hearing impairment 4. Person with learning disability 5. Different kinds of disabled people 6. Leprosy cured 7. Person with mental disability. A certificate in support of the handicap, signed by the district surgeon, should be enclosed with the application. Following are considered in this category.

(f) **Reservation of Seats for SC, ST and OBC Candidates:** Seats are reserved for Scheduled Castes (15%) and Scheduled Tribes (3%), and other socially and educationally backward classes as notified by the Government of Karnataka under Categories - I (4%), IIA (15%), IIB (4%), IIIA (4%), IIIB (5%) (GO No. SWL 251 BCA 94, dated 31st January, 1995 and as amended from time to time).

(g) **Kannada Medium Students:** 5% of seats are reserved for allotment to candidates who have studied in Kannada Medium from 1st to 10th standard in accordance with GO No. ED 91 URC 2002, Bengaluru, dated 31st July 2002 and as amended from time to time.

(h) **Gender Minority (GdM):** Special 1% reservation for gender minorities in special category would be a super numeric quota seat and filled against available eligible applications only. One seat is kept in each Department for these applicants in accordance with GO No. ED254UKV dated 13th December, 2013.

(i) **Children of Farmers (CoF):** One seat, as a part of Special Categories (merit), in each P. G. course is reserved for the children of farmers who committed suicide owing to financial distress (Please note: this seat is not shown in the Seat Matrix table given earlier). And applicants who want to claim the seat under this category have to enclose the relevant certificate issued by the Tahsildar/Deputy Commissioner of Taluk/ District concerned. If there are no eligible applicants under this category, the seat shall be kept vacant.

(j) **Hyderabad-Karnataka Reservation (HyK):** Special 8% reservation for Hyderabad-Karnataka region is provided in accordance with GO No. ED269UNE, dated 13th May 2014. However, in the event of non-availability of eligible applications, such seats would be transferred to General Merit category.

(k) **Other University Students (OU):** As per the Government of Karnataka Letter, 15% of the seats are reserved for students of other universities (including Merit and Merit-cum-Payment seats).

(l) **Merit-cum-Payment Seats:** Under merit-cum-payment category.

(i) First 3 seats (1+1+1) are reserved for SC, and ST students of Kuvempu University, and children of Kuvempu University employees (i.e., one seat to each of these three categories).

**Note:** (i) Applicants claiming seats under 'Employees' Children' quota have to produce an eligibility certificate signed by the university Registrar.

(ii) Of the remaining, a specified number of seats are reserved for OU candidates where the quota (15%) is adjusted with HyK and OU under merit seats.

(iii) Remaining seats are for KU candidates.

However,

(i) If any of these seats fall vacant, such seats will be filled with Kuvempu University applicants on merit-cum-payment basis.

(ii) But in the case of SC and ST, the seats are inter-changeable. If no eligible applicant is available from both the categories, the vacant seat shall be shifted to Kuvempu University students on merit-cum-payment basis.

(iii) If there are no eligible applicants from Kuvempu University graduates, the vacant seats may be filled with OU applicants under merit-cum-payment basis.

(iv) All candidates admitted under merit-cum-payment quota are required to pay the actual fee for merit-cum-payment category prescribed by university (at the time of admission) irrespective of their caste and annual income.

*K. S. Raju*  
Principal





## SOP for Internal Assessment and External Examination

### Introduction

The fundamental role of an education Institution is creating the best environment for teaching and learning. The last step in the teaching and learning process is the evaluation (i.e., Exam and the results). The main function of the Examination committee is to carry out internal assessments and publish results of internal assessment tests in a fair and transparent manner. It is also responsible for smooth conduct of external examination as per the guidelines of the Kuvempu University.

### Objectives

1. To Conduct Internal Assessment and Semester End University Examinations as per University notifications.
2. To set Principles and Guidelines for conduct of Internal & External Examinations.

### Composition of Internal Assessment and External Examination Committee for the Academic Year 2018-2019

Sl. No	Name of the member and Department	Designation	Signature
1	Dr. K Sailatha	Chairperson	
2	Mrs. Roopa. D. S, Assistant Professor, Department of Computer Science	Coordinator (Practical)	
3	Mr. Harsha C Mathad Assistant Professor, Department of Commerce & Management	Coordinator (Theory)	
4	Dr. Sudharshan G.M Associate Professor, Department of Commerce & Management	Member	
5	Mr. Vinay Kumar K.S Assistant Professor, Department of Commerce & Management	Member	
6	Ms. Swathi J. Assistant Professor, Department of Commerce & Management	Member	
7	Ms. Lathashree M. L. Assistant Professor, Department of Commerce & Management	Member	
8	Mr. Prashanth Kumar R, Assistant Professor, Department of Computer Science	Member	
9	Mr. Darshan P.R., Assistant Professor, Department of Computer Science	Member	
10	Ms. Tejaswini V. R Assistant Professor, Department of Computer Science	Member	





## **Responsibilities**

- Conducting Internal Assessment Test and External Examination
- Record Maintenance of Internal Assessment Test and External Examination
- Administration of the Internal Assessment Test and External Examination

## **SOP for Internal Assessment Test**

1. The Committee is responsible for communicating IA dates as mentioned in COE to the students through circular, in case of any disturbance in the dates, then a meeting will be conducted and disturbance will be resolved and the same will be communicated.
2. The syllabus of the IA is communicated to students by the respective subject teachers and the same will be taken as an acknowledgement from the student.
3. The Question paper and scheme of evaluation are collected as per the specified date in the circular.
4. The committee is responsible for arranging a meeting with the Internal Assessment Question Paper Scrutiny Committee to review the question papers.
5. Internal assessment question paper scrutiny committee verifies the question paper as per the following predetermined parameters, Quality of the question paper, Blue taxonomy pattern of the question paper and Format of the question paper.
6. In case of any deviation to the above same will be intimated to the respective subject teacher by the internal assessment question paper scrutiny committee.
7. After modification, the internal assessment committee will collect the question paper and scheme of valuation from the respective subject teacher.
8. The committee collects the list of eligible students from the respective class teacher.
9. The committee is responsible for preparing the IA timetable, duty allotment and seating plan.
10. The internal squad committee ensures the fair and transparency of conducting Internal Assessment tests of the institution.
11. IA scripts are handed over to the subject teacher and ensure to get a finalized marks list after 3 working days from the last IA test.
12. The evaluated answer scripts will be shown to the students to ensure fairness and the transparency in the evaluation, in any case of discrepancies in awarding the marks will be resolved by respective subject teachers after providing a due explanation. The same will be intimated to concerned HODs and the Principal.
13. During the last month of the semester Skill development work timetable for commerce and management will be prepared and the same will be notified on the notice board.
14. IA marks are consolidated and the final IA marks will be uploaded into the Kuvempu University examination portal.
15. The hard copy of the consolidated IA marks will be submitted to the Kuvempu University after getting the signature from the students.

### **Grievances of the Internal assessment is resolved as per the following procedure:**

- Both students and faculty are provided with the COE of the institution at the beginning of the semester. The faculty copy of COE includes dates of IA, submission of question paper and submission of IA marks.
- Examination committee of the institution provides a Code of conduct for both faculty and students.





- As per the Kuvempu university norms 75% attendance is compulsory to appear for the end semester examinations. Similarly, the Institution has made mandatory 75% attendance in all subjects to take up the IA.
- In any case, if students do not get eligibility of 75% attendance due to health of his/her own or near and dear ones, marriage or any other major functions, such students will be given a chance to write missed IA after following the due procedure set for the same.
- Internal assessment is conducted on the basis of the regularity of the students, performance, and punctuality.
- Students will be given instructions through the class teacher for submission of supportive documents of any issues mentioned in the above.
- Class teacher collects all supportive documents, and calls for a meeting preceded by the Principal. Including HODs and IA coordinators to check for genuineness of the document submitted by the students. During the meeting the decision will be taken whether to allow or not allow students to write IA and the same is intimated to students through the class teacher.
- In any case, if students fail to take up IA based on the decision taken during the meeting, he or she will be given one more chance to take up IA after attending the remedial classes.
- After all the procedure, the evaluated IA papers will be distributed to students, in any case of discrepancies in awarding the marks will be resolved by respective subject teachers after providing due explanation. The same will be intimated to concerned HOD and the Principal.

### **SOP for Practical Examination**

1. All practical Examinations in the institution are conducted and coordinated by separate committee.
2. Kuvempu University sends the notification to college regarding practical examination.
3. The notification is brought to the notice of the Principal by the concerned office staff and handed over to the Practical Examination Coordinator of the Institution after obtaining the signature of the Principal.
4. The Practical examination dates will be finalized during the Department meeting.
5. The timetable, batch details, faculty details for the Practical Examination will be finalized by the Coordinator in consultation with the Principal and the same will be submitted to Kuvempu University Practical Examination Coordinator for approval.
6. The approved timetable will be displayed on the Department notice board.
7. The faculty members will attend the duties as per the duty allotment letter sent by the Practical Examination Coordinator of Kuvempu University.
8. Batch details and timetable will be uploaded in the Kuvempu University examination portal by the Practical Examination coordinator of the Institution.
9. The Lab instructor will format all the systems and set up the lab systems before the commencement of examination for smooth conduct of examination.
10. A request to the Principal is made to issue the Answer Booklet bundles received from the University.
11. The Internal examiner will be responsible for preparing the Invigilators diary. Batch wise details of examination will be maintained in the practical examination ledger which will be duly signed by both the internal and external examiners.
12. After the completion of each batch examination, the marks will be uploaded in the Kuvempu University Examination portal by the examiners after verification.





13. The Coordinator will prepare the attendance certificate and the work done statement for both the internal and external examiners then obtains the signature of the Principal for the approval. the approved copy will be handed over to the examiners.
14. Before the closure of the day the answer scripts are bundled and kept in the Examination strong room.
15. After completion of all the practical examinations, a consolidated statement is prepared and submitted to the Principal to dispatch the same along with the practical answer booklets.
16. All the related documents are filed.

### **SOP for Theory Examination**

1. Kuvempu University uploads the timetable of the Examination in the Kuvempu University Examination portal and the same will be displayed on the college notice board.
2. HODs prepare eligible and non-eligible students to write the semester end examination. the non-eligible student list will be sent to the Registrar (Evaluation) of Kuvempu University
3. Hall tickets will be downloaded from the Kuvempu University Examination portal well in advance of the examinations.
4. Downloaded hall tickets will be verified towards the total eligible students of the institution. In any case if eligible student Hall ticket is not generated, the same will be reported to the Examination section of Kuvempu University for resolving the issue.
5. Hall tickets are handed over to the class teachers for the distribution to their respective students after taking the acknowledgement.
6. Examination committee will prepare the duty allotment based on the examination dates and the same will be intimated to the faculty through the order.
7. Examination committee conducts a meeting before the commencement of the examination to inform the rules, regulations, procedure to be followed and responsibilities of the office superintendent, relieving superintendent, room invigilators and office staff.
8. Kuvempu University dispatches the question papers to the Chief Superintendent of the institution. The received question papers will be segregated based on the date/session wise as per the exam timetable. In any case the particular sessions question papers are not received, the same will be intimated to the examination section of Kuvempu University. The Chief Superintendent ensures to get the same.
9. The Examination committee will prepare the seating plan and the same will be uploaded to the Kuvempu University examination portal.
10. Sitting squad/Observer will report to the Chief Superintendent as per the order received by the Kuvempu University to ensure fair and transparent examination process to be conducted.
11. Office Superintendent will ensure for proper allotment of answer booklets and question papers as per the session of the examination. Office Superintendent will ensure proper documents to be maintained as per the norms of the Kuvempu University.
12. Examination Committee ensures the availability of log table and graphs to provide to the students.
13. Observer, Office Superintendent, Relieving Superintendent, Room Invigilators and Office staff will report to the Chief Superintendent half an hour before the commencement of the examination.
14. Room Invigilators will report fifteen minutes prior to commencement of examination to their respective examination halls as per the allotment.
15. The Chief Superintendent will open the question paper packets in front of the Observer and Office Superintendent after completing due procedure.



16. Office Superintendent and Relieving Superintendent will allot the question papers as per the seating allotment.



17. After the short bell of five minutes prior to the examination, Office Superintendent will hand over the question papers to the Room invigilators.
18. After half an hour absentees' register will be sent to the examination halls to collect the absentees status. The same will be uploaded in the Kuvempu University Examination portal to prepare absentee statement and answer script bundle details.
19. After the completion of each session of the examination, Office superintendent and Relieving superintendent collects and verifies the answer booklets received from Room Invigilators.
20. Collected answer scripts will be segregated based on the programs, the same will be bundled and kept in the strong room for dispatch.
21. Kuvempu University collects the answer booklet bundle from time to time by following due procedures.
22. End Semester Examination Grievance mechanism is followed as per the Kuvempu University norms.

Coordinator 1

*[Signature]*  
2nd

*[Signature]*  
Principal  
Principal

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SHIVAMOGGA-577 204.



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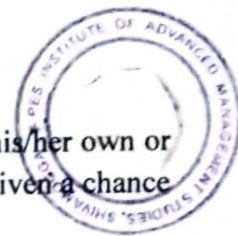
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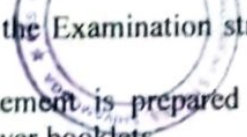


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- Class teacher collects all supportive documents, and calls for a meeting preceded by the Principal. Including HODs and IA coordinators to check for genuineness of the document submitted by the students. During the meeting the decision will be taken whether to allow or not allow students to write IA and the same is intimated to students through the class teacher.
- In any case, if students fail to take up IA based on the decision taken during the meeting, he or she will be given one more chance to take up IA after attending the remedial classes.
- After all the procedure, the evaluated IA papers will be distributed to students, in any case of discrepancies in awarding the marks will be resolved by respective subject teachers after providing due explanation. The same will be intimated to concerned HOD and the Principal.

### **SOP for Practical Examination**

1. All practical Examinations in the institution are conducted and coordinated by separate committee.
2. Kuvempu University sends the notification to college regarding practical examination.
3. The notification is brought to the notice of the Principal by the concerned office staff and handed over to the Practical Examination Coordinator of the Institution after obtaining the signature of the Principal.
4. The Practical examination dates will be finalized during the Department meeting.
5. The timetable, batch details, faculty details for the Practical Examination will be finalized by the Coordinator in consultation with the Principal and the same will be submitted to Kuvempu University Practical Examination Coordinator for approval.
6. The approved timetable will be displayed on the Department notice board.
7. The faculty members will attend the duties as per the duty allotment letter sent by the Practical Examination Coordinator of Kuvempu University.
8. Batch details and timetable will be uploaded in the Kuvempu University examination portal by the Practical Examination coordinator of the Institution.
9. The Lab instructor will format all the systems and set up the lab systems before the commencement of examination for smooth conduct of examination.
10. A request to the Principal is made to issue the Answer Booklet bundles received from the University.
11. The Internal examiner will be responsible for preparing the Invigilators diary. Batch wise details of examination will be maintained in the practical examination ledger which will be duly signed by both the internal and external examiners.
12. After the completion of each batch examination, the marks will be uploaded in the Kuvempu University Examination portal by the examiners after verification.
13. The Coordinator will prepare the attendance certificate and the work done statement for both the internal and external examiners then obtains the signature of the Principal for the approval. the approved copy will be handed over to the examiners.

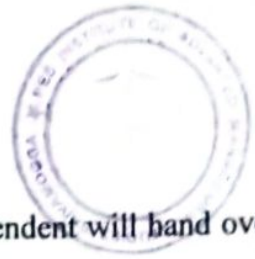


- 
14. Before the closure of the day the answer scripts are bundled and kept in the Examination strong room.
  15. After completion of all the practical examinations, a consolidated statement is prepared and submitted to the Principal to dispatch the same along with the practical answer booklets.
  16. All the related documents are filed.

### **SOP for Theory Examination**

1. Kuvempu University uploads the timetable of the Examination in the Kuvempu University Examination portal and the same will be displayed on the college notice board.
2. HODs prepare eligible and non-eligible students to write the semester end examination. the non-eligible student list will be sent to the Registrar (Evaluation) of Kuvempu University
3. Hall tickets will be downloaded from the Kuvempu University Examination portal well in advance of the examinations.
4. Downloaded hall tickets will be verified towards the total eligible students of the institution. In any case if eligible student Hall ticket is not generated, the same will be reported to the Examination section of Kuvempu University for resolving the issue.
5. Hall tickets are handed over to the class teachers for the distribution to their respective students after taking the acknowledgement.
6. Examination committee will prepare the duty allotment based on the examination dates and the same will be intimated to the faculty through the order.
7. Examination committee conducts a meeting before the commencement of the examination to inform the rules, regulations, procedure to be followed and responsibilities of the office superintendent, relieving superintendent, room invigilators and office staff.
8. Kuvempu University dispatches the question papers to the Chief Superintendent of the institution. The received question papers will be segregated based on the date/session wise as per the exam timetable. In any case the particular sessions question papers are not received, the same will be intimated to the examination section of Kuvempu University. The Chief Superintendent ensures to get the same.
9. The Examination committee will prepare the seating plan and the same will be uploaded to the Kuvempu University examination portal.
10. Sitting squad/Observer will report to the Chief Superintendent as per the order received by the Kuvempu University to ensure fair and transparent examination process to be conducted.
11. Office Superintendent will ensure for proper allotment of answer booklets and question papers as per the session of the examination. Office Superintendent will ensure proper documents to be maintained as per the norms of the Kuvempu University.
12. Examination Committee ensures the availability of log table and graphs to provide to the students.
13. Observer, Office Superintendent, Relieving Superintendent, Room Invigilators and Office staff will report to the Chief Superintendent half an hour before the commencement of the examination.
14. Room Invigilators will report fifteen minutes prior to commencement of examination to their respective examination halls as per the allotment.
15. The Chief Superintendent will open the question paper packets in front of the Observer and Office Superintendent after completing due procedure.
16. Office Superintendent and Relieving Superintendent will allot the question papers as per the seating allotment.





17. After the short bell of five minutes prior to the examination, Office Superintendent will hand over the question papers to the Room invigilators.
18. After half an hour absentees' register will be sent to the examination halls to collect the absentees status. The same will be uploaded in the Kuvempu University Examination portal to prepare absentee statement and answer script bundle details.
19. After the completion of each session of the examination, Office superintendent and Relieving superintendent collects and verifies the answer booklets received from Room Invigilators.
20. Collected answer scripts will be segregated based on the programs, the same will be bundled and kept in the strong room for dispatch.
21. Kuvempu University collects the answer booklet bundle from time to time by following due procedures.
22. End Semester Examination Grievance mechanism is followed as per the Kuvempu University norms.

Coordinator 1.

*[Signature]*  
2. *[Signature]*

*[Signature]*  
Principal

Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.



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(ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜಿತವಾಗಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)

ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

Phone : 8147053085

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Website : [pestrust.edu.in/pesiams](http://pestrust.edu.in/pesiams)

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)



Date: 08-07-2019

### Circular

This is to bring to the notice of examination committee that a meeting being held in the principal chamber at 4.00 PM.

#### Agenda of Meeting:

- Skill Development work
- Lab Examination
- Upcoming university semester end examination

**Principal  
Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204



ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸೆಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(ಕುಮಟಾ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜಿತವಾಗಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)

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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

Date: 03/08/2015

### Circular

This is to bring to the notice of examination committee that a meeting being held in the principal chamber at 4.00 PM.

#### Agenda of Meeting:

- Internal Assessment & Skill Development work
- Lab Examination
- Upcoming university semester end examination

  
Principal  
Principal 03/08/15

PES Institute of Advanced Management Studies  
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Website : pestrust.edu.in/pesiams

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

**Date: 03/08/2017**

### **Circular**

**This is to bring to the notice of examination committee that a meeting being held in the principal chamber at 4.00 PM.**

#### **Agenda of Meeting:**

- Skill Development work
- Lab Examination
- Upcoming university semester end examination

  
**Principal**  
**Principal**

03/08/17

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
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Date: 02/07/2018

### Circular

This is to bring to the notice of examination committee that a meeting being held in the principal chamber at 4.00 PM.

#### Agenda of Meeting:

- Skill Development work
- Lab Examination
- Upcoming university semester end examination

  
Principal 02/07/18  
Principal

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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

**Date: 09/08/2016**

### **Circular**

**This is to bring to the notice of examination committee that a meeting being held in the principal chamber at 4.00 PM.**

#### **Agenda of Meeting:**

- Skill Development work
- Lab Examination
- Upcoming university semester end examination

  
**Principal** 09/8/16  
**Principal**

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**ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸೆಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್**

(ಉದ್ಯಮ ಬೆಳವಣಿಗೆಗಾಗಿ ಮುನ್ನಡೆಸುವ ಮಟ್ಟದ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್)

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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

### Minutes of Meeting:

Principal welcomed the members of the examination committee and assigned the below responsibilities to examination committee members for the smooth conduction of the examination work.

- It was decided to continue the Internal Assessment and Skill Development related work, to be handled by Mr. Prashanth Kumar R, Mr. Vinay Kumar and Mr. Harsha C Mathad.
- It was decided to continue the Lab Examination related work, to be handled by Mrs. Roopa D.S.
- It was decided to continue the end semester examination work, to be handled by Mr. Prashanth Kumar R and Mr Harsha C Mathad.

**Principal  
Principal**

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NH 206, Sagar Road

SHIVAMOGGA-577 204



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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

### Minutes of Meeting:

Principal welcomed the members of the examination committee and assigned the below responsibilities to examination committee members for the smooth conduction of the examination work.

- It has been decided that the Internal Assessment & Skill Development related work, to be handled by Mr. Darshan P.R, Mr.Vinay Kumar and Mr. Harsha C Mathad.
- It has been decided that the Lab Examination related work, to be handled by Mrs. Roopa D.S.
- It has been decided that end semester examination work, to be handled by Mr Harsha C Mathad.

  
Principal 03/04/15

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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

Date: 03/08/2015


The following members have been nominated to Examination Committee for the academic year 2015-16.

**Examination Committee for Academic Year 2015-16**

1. Mr. S. R Nagaraj – Chairperson.
2. Mr. Harsha C Mathad – Examination Coordinator Theory Exam.
3. Mrs. Roopa. D. S – Examination Coordinator Practical Exam.
4. Mr. Vinay Kumar K.S – Member.
5. Mr. Darshan P.R – Member.

The Committee will be taking decisions by conducting meeting to hold various examination activities.

Co-ordinator 1.  3/8/2015

2.  3/8/2015

  
Principal  
Principal 3/8/15

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(ಉಪೇಖ್ಯಾತ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜಿತವಾಗಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)

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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

### Minutes of Meeting:

Principal welcomed the members of the examination committee and assigned the below responsibilities to examination committee members for the smooth conduction of the examination work.

- It has been decided to continue the Internal Assessment and Skill Development related work, to be handled by Mr. Darshan P.R, Mr.Vinay Kumar and Mr. Harsha C Mathad.
- It has been decided to continue the Lab Examination related work, to be handled by Mrs. Roopa D.S.
- It has been decided to continue the end semester examination work, to be handled by Mr Harsha C Mathad.

  
Principal  
Principal

03/08/17

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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

**Date: 10/07/2017**

The following members have been nominated to Examination Committee for the academic year 2017-18.

**Examination Committee for the Academic Year 2017-18**

1. Mr. S. R Nagaraj – Chairperson.
2. Mr. Harsha C Mathad – Examination Coordinator Theory Exam.
3. Mrs. Roopa. D. S – Examination Coordinator Practical Exam.
4. Mr. Vinay Kumar K.S – Member.
5. Mr. Darshan P.R – Member.

The Committee will be taking decisions by conducting meeting to hold various examination activities.

Co-ordinator 1. *Roopa D. S* 10/7/2017

2. *Harsha C Mathad*  
10/7/2017

*[Signature]*  
Principal 10/07/17  
Principal  
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Phone : 8147053085

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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

### Minutes of Meeting:

Principal welcomed the members of the examination committee and assigned the below responsibilities to examination committee members for the smooth conduction of the examination work.

- It has been decided to continue the Internal Assessment and Skill Development related work, to be handled by Mr. Darshan P.R, Mr.Vinay Kumar and Mr. Harsha C Mathad.
- It has been decided to continue the Lab Examination related work, to be handled by Mrs. Roopa D.S.
- It has been decided to continue the end semester examination work, to be handled by Mr Harsha C Mathad.

  
Principal

Principal 21/07/18

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204





Date: 05-06-2018

The following members have been nominated to Examination Committee for the academic year 2018-19.

**Examination Committee for the Academic Year 2018-19**

1. Mr. S. R Nagaraj – Chairperson.
2. Mr. Harsha C Mathad – Examination Coordinator Theory Exam.
3. Mrs. Roopa. D. S – Examination Coordinator Practical Exam.
4. Mr. Vinay Kumar K.S – Member.
5. Mr. Darshan P.R – Member.

The Committee will be taking decisions by conducting meeting to hold various examination activities.

Co-ordinator 1. *[Signature]* 5/6/2018

2. *[Signature]* 5/6/2018

*[Signature]*  
Principal 05/06/18  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204



• PES IAMS

ಪಿಇಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(ಒಂದು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಅಂಗವಾಗಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮನ್ನಾತಿ ಪಡೆದಿದೆ)

ಎಸ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

Phone: 8147053084  
8147053085

**PES Institute of Advanced Management Studies**

email : principalams@pestrust.edu.in  
: pesiams@pestrust.edu.in  
Website : pestrust.edu.in/pesiams

(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

### Minutes of Meeting:

Principal welcomed the members of the examination committee and assigned the below responsibilities to examination committee members for the smooth conduction of the examination work.

- It has been decided to continue the Internal Assessment & Skill Development related work, to be handled by Mr. Darshan P.R, Mr.Vinay Kumar and Mr. Harsha C Mathad.
- It has been decided to continue the Lab Examination related work, to be handled by Mrs. Roopa D.S.
- It has been decided to continue the end semester examination work, to be handled by Mr Harsha C Mathad.

  
Principal 9/8/16  
Principal

PES Institute of Advanced Management Studies  
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SHIVAMOGGA-577 204





● PES IAMS

ಪಿಇಎಮ್‌ಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(ಅಧಿಕೃತ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜಿತವಾಗಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮನ್ನಾಣೆ ಪಡೆದಿದೆ)

ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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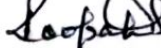
**Date: 11/07/2016**


The following members have been nominated to Examination Committee for the academic year 2016-17.

**Examination Committee for Academic Year 2016-17**

1. Mr. S. R Nagaraj – Chairperson.
2. Mr. Harsha C Mathad – Examination Coordinator Theory Exam.
3. Mrs. Roopa. D. S – Examination Coordinator Practical Exam.
4. Mr. Vinay Kumar K.S – Member.
5. Mr. Darshan P.R – Member.

The Committee will be taking decisions by conducting meeting to hold various examination activities.

Co-ordinator 1.  11/7/2016

2.  11/7/2016

  
Principal 11/07/2016

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**PESIAMS**

**ಪಿಇಎಮ್‌ಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್**  
(ಅಮೆರಿಕ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜನೆಯಲ್ಲಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)  
ಎಸ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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## SOP for Timetable Committee

### Introduction:

Timetable scheduling has been a human requirement since they thought of managing time effectively. It is a schedule of time for coordinating students, teachers, class rooms, and other resources of an educational institution. It is a schedule that sets out times at which specific subjects are intended to be engaged.

### Objectives:

1. To give students, teachers, parents, and administrators a clear picture of schedule of classes.
2. To make maximum utilization of college resources such as classroom availability, teacher availability, and materials availability.
3. To ensure accountability and transparency of classes scheduled and engaged.

### Composition of the Timetable Committee for the AY 2020-21:

Sl. NO.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	
2.	Mrs. Roopa D.S, HOD Dept. of Computer Science	Coordinator	
3.	Ms. Swathi J, Assistant Professor	Coordinator	
4.	Dr. Nagaraj S R M.Com coordinator	Member	
5.	Dr. Sudharshan G.M, HOD Dept. of Commerce & Management	Member	





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(ಎವಂಜು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜನೆಗೊಳಪಟ್ಟಿದೆ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)  
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

Phone: 8147053084  
8147053085

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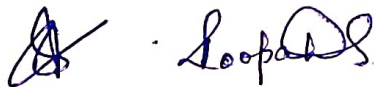
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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

### Responsibilities:

- Preparing master timetable.
- Verifying class and individual timetable prepared by the class teachers and subject teachers.
- Notifying the class timetable on the notice board after the approval of the Principal.
- Maintaining proper documentation.

### Standard Operating Procedure:

1. HOD of the college prepares the workload on the basis of total number of teaching hours.
2. HOD takes the willingness of faculty to teach subjects through a structured document.
3. Principal and HOD will allot the subjects to the faculty members based on willingness and competency.
4. Subject allocation details will be shared to the timetable coordinator for preparing master timetable.
5. The coordinators of the different departments will allot the slots for the languages to avoid overlapping and then allot slots for the core subjects of their respective departments.
6. Coordinators will share master timetable to the class teachers to prepare their respective class timetable and to verify for overlapping of subjects in the given schedule.
7. Class teachers and their respective subject teachers will prepare the individual faculty timetable and verifies for the overlapping.
8. Finalized timetable will be taken approval from the HOD and the Principal.
9. Approved master timetable and class timetable will be notified on the notice board for the students' information.
10. Faculty individual timetable will be circulated among the faculties.
11. Proper documentation will be maintained under 'AAA' format.



Timetable Coordinator

  
Principal  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204

Date: 9/11/2020

**Circular**

Dear Sir/Madam,

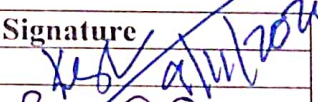
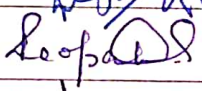
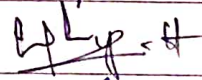


**Timetable Committee Meeting of PESIAMS**

This is to inform all the Timetable Committee members to attend the meeting on **09<sup>th</sup> Nov, 2019 at 2.00 pm in the Principal Chamber, PESIAMS**. Assemble to the meeting 5 minutes before and turn your mobile to silent mode.

**Agenda:**

1. Timetable preparation and submission

**List of Timetable committee Members:**

Sl. No.	Member Name	Designation	Signature
1	Dr. K. Sailatha	Chairperson	
2	Ms. Roopa D. S., Asst. Prof., Department of Computer Science	Coordinator	
3	Mr. Rangaswamy., Asst. Prof., Department of Computer Science	Member	
4	Ms. Swathi J. Asst. Prof., Department of Commerce and Management	Coordinator	
5	Ms. Ayesha Siddiqua . Asst. Prof., Department of Commerce and Management	Member	

  
**Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.



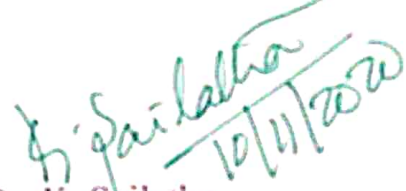


## Minutes of the Meeting

### Minutes of the Meeting

The Timetable committee meeting was conducted on 9/11/2020 in the Principal chamber at 02:00 pm. The Chairperson welcomed the members.

The Chairperson informed the coordinators that a circular from University to conduct classes has been received. Hence, she informed the coordinators to prepare the timetable to conduct online classes from 17th November 2020 from 9:00am till 1:00pm as per university circular. She also added that in a few circumstances it may extend. The Chairperson informed that the timetable should be prepared and submitted by 14/11/2020.

  
10/11/2020  
Dr. K. Sailatha  
Principal and Chairperson

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: pesiams@pestrust.edu.in  
Website : pestrust.edu.in/pesiams

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(ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜಿತ/ಸೇವಾ ಸಂಸ್ಥೆ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)  
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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)



## SOP for Mentoring Committee

### Introduction:

Mentoring is a relationship between two people with the goal of professional and personal development. The "mentor" is usually a faculty in an educational institution who shares knowledge, experience, and advice with a less experienced person, or "mentee."

### Objectives:

1. To counsel the students on professional as well as personal issues by respective mentors on a regular basis and to keep track of the progress of the mentee.
2. To solve the grievances and report it to the chairperson/counseling cell.

### Composition of the Mentoring Committee for the AY 2019-20:

Sl. NO.	Name	Designation	Signature
1.	Dr. K Sailatha, Principal	Chairperson	
2.	Mr. Prashanth Kumar R, Assistant Professor, Dept. of Computer Science	Coordinator	
3.	Mrs. Roopa. D. S, HOD, Dept. of Computer Science	Member	
4.	Mr. Mohan D, Assistant Professor Dept. of Commerce & Management	Member	

### Responsibilities:

- Allotment and Assignment of students to mentors.
- Collecting counseling information from mentors about mentees.
- Follow up and Maintenance of counseling information through documentation.





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Website : pestrust.edu.in/pesiams

ಪಿಇಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್  
(ಉಪಮುಖ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜನೆಯಲ್ಲಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)  
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

### Standard Operating Procedure:

- Each faculty is assigned a group of students.
- The performance is monitored regularly and periodic counseling is given to those who do not fare well.
- If sufficient progress in terms of attendance and academic performance is not observed, reports are also sent to the HoD/Principal for further counseling.
- Very severe cases will be referred to counseling cell.
- Apart from academic performance, behavioral traits such as late coming, dress code, regularity and other discipline related issues are tracked by the mentor.
- Mentors offer advice and guidance in academic matters. They assist the mentee in finding college resources such as joining technical associations, participating in extra-curricular activities and notes for certain subjects, etc.

*Prashanth Kumar R*  
**Mentoring Coordinator**

*[Signature]*  
**Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204



ಪಿಇಎಮ್‌ಐಒಎಮ್‌ಸ್ಟಡೀಸ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜಿತವಾಗಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)

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Phone : 8147053085

**PES Institute of Advanced Management Studies**

(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)

Website : [pestrust.edu.in/pesiams](http://pestrust.edu.in/pesiams)

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

Date: 14-Aug-2019

### Circular

This is to inform all faculties to attend the meeting on 14<sup>th</sup> Aug 2019 sharp at 04:00 pm in the Principal chamber. Kindly assemble in the venue before 5 minutes of the meeting and switch off your mobile or turn into silent mode.

### Agenda:

1. Preparation of Mentor List
2. Any other with the permission of the chair

*K. Saikrishna*  
Principal 14/08/19



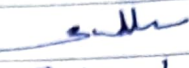



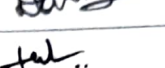
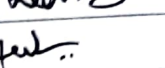
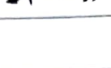
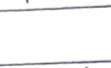












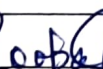
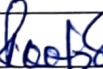

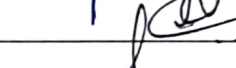
















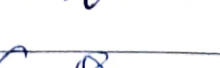
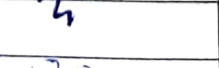
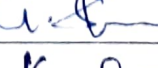



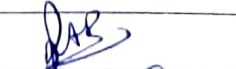









Principal

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204.



Sl.No	Faculty Name	Informed	Attended
1	Mr. Nagaraja S.R		
	<b>Department of Management</b>		
2	Dr. G.M Sudharshan		
3	Mr. G.P Nagesh		
4	Mr. Mohan D		
5	Mr. Harsha C Mathad		
	<b>Department of Commerce</b>		
6	Mr. Vinay Kumar K.S		
7	Mr. Praveen B		
8	Ms. Swathi J		
9	Mr. Sathish V		
10	Mrs. Veena M		
11	Ms. Ayesha Siddiqua		
12	Ms. Roopashree		
	<b>Department of Computer Science</b>		
13	Mrs. Roopa D.S		
14	Mrs. Ashwini E.M		
15	Mr. Anmol Kiran Uttarkar		
16	Mr. Darshan P.R		
17	Mr. Prashanth Kumar R		
18	Ms. Tejaswini V.R		
19	Mr. Mithun D Souza		
20	Ms. Bindu D.S		
21	Mr. Shiva Kumar S.V		
22	Mr. Rangaswamy H		
23	Ms. Mangala H.S		
24	Ms. Soumya K.B		
	<b>Department of Languages</b>		
25	Mrs. Sharada G		
26	Mrs. Kavitha U.P		
27	Mrs. Anitha C.B		
28	Mrs. Rashmi A.R		
29	Dr. Praveen Chandra		

**Minutes of the meeting**

**Date: 14<sup>th</sup> August, 2019**

**Time – 4:10 pm**

**Venue-Principal Chamber**

- |                        |                          |
|------------------------|--------------------------|
| 1. Mr. Nagaraja S.R    | 15.Mr. Darshan P.R       |
| 2. Dr. G M Sudharshan  | 16.Mr. Prashanth Kumar R |
| 3. Mr. G.P Nagesh      | 17.Ms. Tejaswini V.R     |
| 4. Mr. Mohan D         | 18.Mr. Mithun D Souza    |
| 5. Mr. Harsha C Mathad | 19.Mr. Rangaswamy H      |
| 6. Mr. Vinay Kumar K.S | 20.Ms. Mangala H S       |
| 7. Mr. Praveen.B       | 21.Mrs.Sharada G.        |
| 8. Ms. Swathi J        | 22.Mrs. Kavitha U.P      |
| 9. Mr. Sathish V       | 23.Dr. Praveenchandra    |
| 10.Mrs. Veena M        | 24.Mr. Anitha C.B        |
| 11.Ms Roopashree       | 25.Ms. Ayesha Siddiqua   |
| 12.Mrs. Roopa D.S      | 26.Ms. Bindu D S         |
| 13.Mrs. Ashwini E.M    | 27.Ms. Soumya K B        |
| 14.Mr. Anmol Kiran     | 28.Mrs. Rashami A R      |

**Agenda:**

1. Preparation of Mentor List
2. Any other with the permission of the chair

A meeting of the faculty was held on 14-Aug-2019 at 4.10 pm in the principal chamber to discuss matters relating to the following Agenda:

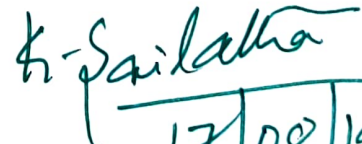


1. Preparation of Mentors List
2. Any other with the permission of the chair

The principal welcomed the faculty for the meeting and discussed the matter relating to following issues:

1. **Preparation of Mentors List:** The Principal after the admissions, proposed to provide mentors to the students to improve their academics, attendance and over all development. To implement this, she advised a mentor for each 24 to 28 students. The format should be prepared which comprises the names of the students and for whom these are assigned. The selection of the mentors to be carefully done based on their expertise. The mentors form to be duly filled by the students in which they infer the required information. These mentors will take care of their attendance status, their overall performance in academics and non academic areas like IA's, Sports and other co-curricular activities.



The meeting concluded with a positive note of catering the needs of the pupils through mentoring which in turn will help them in their overall development.

  
17/08/19  
**Principal**


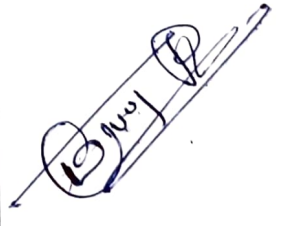
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204,

# PES Institute of Advanced Management Studies

## Department of Commerce & Management



Sl No	Student Name	Course	Semester	Mentor Name	Signature
1	ADITYA SHUKLA	BBA	1	Mr. Satish V	
2	AKARSH T DHANRAJ	BBA	1		
3	AKASH B SHETTY	BBA	1		
4	ANKUSH G	BBA	1		
5	APOORVA N	BBA	1		
6	BATNI ABHISHEK	BBA	1		
7	FAIZAN AHMED	BBA	1		
8	FOUZIA KAUSAR	BBA	1		
9	GANESH VASUDEV REDDY P B	BBA	1		
10	GINKALA ROHAN C NAYAKA	BBA	1		
11	HARINI K.S	BBA	1		
12	JAHNAVIBJ	BBA	1		
13	KARAN M JAIN	BBA	1		
14	KAVYA K.P	BBA	1		
15	MAHANTESH	BBA	1		
16	MALLIKARJUNA M	BBA	1		
17	MANJU K.R	BBA	1		
18	MOHAMMED SAHIL S.A	BBA	1		
19	MOHAMMED UMAIR	BBA	1		
20	MUJAHIDDIN	BBA	1		
21	PRAGATI JOSHI	BBA	1		
22	PRIYANKA B.K	BBA	1		
23	SAMEER AHAMED R.A	BBA	1		
24	SAMRUDDHI H.P	BBA	1		
25	SANJAY P	BBA	1		
26	SHAISTHA FIRDOSE	BBA	1	Ms. Roopashri	
27	SHANTHAVEERALAH M.N	BBA	1		
28	SHANTHANU MAR GLU	BBA	1		
29	SHRENIK G.M	BBA	1		
30	SINDHU M.R	BBA	1		
31	SNEHA S GOWDA	BBA	1		
32	SPOORTHI M.S	BBA	1		
33	SYED SAMEER	BBA	1		
34	SYED SAMEER	BBA	1		
35	VARUN M.D	BBA	1		
36	VIJETHA U	BBA	1		
37	AASTHA JAIN	B.Com	1		
38	ABDULLA S ABDUL KAREEM	B.Com	1		
39	AISHWARYA S	B.Com	1		
40	ANUSHA A.C	B.Com	1		
41	ANUSHASHREE M	B.Com	1		
42	CHANDANA R	B.Com	1		
43	CHETHAN KUMAR H.Y	B.Com	1		
44	DHANUSH G.N	B.Com	1		
45	FAIZAN PASHA	B.Com	1		
46	GANESH	B.Com	1		
47	GANESH D.K	B.Com	1		
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50	HARSHA P	B.Com	1		



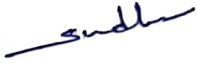

51	HARSHITHA M.S	B.Com	1	Mr. Nagesh G.P	
52	IBRAHIM KHALEEL	B.Com	1		
53	IFRA FATHIMA	B.Com	1		
54	JEEVAN A	B.Com	1		
55	JEEVITHA R	B.Com	1		
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59	KIRAN H	B.Com	1		
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72	PREKSHA A JAIN	B.Com	1		
73	PRIYANKA A.Y	B.Com	1		
74	RADHIKA K.S	B.Com	1		
75	RAKSHIT M SHET	B.Com	1		
76	RANJITHA R.N	B.Com	1	Mr. Praveen B	
77	RISHAB KUMAR JAIN	B.Com	1		
78	RITHIK D JAIN	B.Com	1		
79	ROHITH VAISHNAV	B.Com	1		
80	SAHANA S	B.Com	1		
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90	SINDHU T.M	B.Com	1		
91	SNEHA A	B.Com	1		
92	SRIKANTA L	B.Com	1		
93	SUDEEP S	B.Com	1		
94	SUFIYAZ	B.Com	1		
95	SUHAIL KHAN	B.Com	1		
96	SUMA RAO D M	B.Com	1		
97	SURYA H	B.Com	1		
98	SUSHMA RANI M.M	B.Com	1		
99	SUSHMITHA M.P	B.Com	1		
100	SWASTHIK H.M	B.Com	1		

# PES Institute of Advanced Management Studies

## Department of Commerce & Management

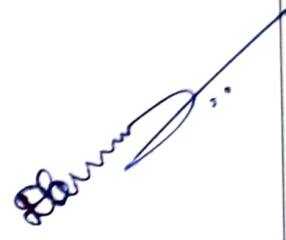
Sl No	Student Name	Course	Semester	Mentor Name	Signature
101	SYED AYAN	B.Com	1	Ms.Ayesha siddiqua	
102	TARUN C.M	B.Com	1		
103	UMA RAO D.M	B.Com	1		
104	USHA J	B.Com	1		
105	VARUN M.S	B.Com	1		
106	VASUKI S KULKARNI	B.Com	1		
107	VEDAMURTHY C.M	B.Com	1		
108	VISHNU VIJAY T.M	B.Com	1		
109	YASHWANTH S.C	B.Com	1		
110	ZAIN SAKREENA	B.Com	1		
111	ABDUL SATTAR	BBA	3		
112	ADITI DRAVID	BBA	3		
113	AFTYA	BBA	3		
114	AMOGHA T.K	BBA	3		
115	ARCHANA G N	BBA	3		
116	BHUMIKA N.E	BBA	3		
117	BHUVAN R.P GINGAD	BBA	3		
118	CHANDANA V	BBA	3		
119	CHARAN K G	BBA	3		
120	CHINTANA N	BBA	3		
121	CHIRAG J JAIN	BBA	3		
122	CHIRAG U JAIN	BBA	3		
123	DARSHAN B	BBA	3		
124	DARSHAN N R	BBA	3		
125	DHRUVAN D	BBA	3		
126	FARAZ ANWAR	BBA	3	Ms. Swathi J	
127	GOWRISHANKAR Y N	BBA	3		
128	GOWTHAM K	BBA	3		
129	GURUSWAMY H.R	BBA	3		
130	HEMANTH JADHAV C	BBA	3		
131	KAVYA T.S	BBA	3		
132	KUSHI P.B	BBA	3		
133	LOHITH H K	BBA	3		
134	MADHU DYAVAKKALAVAR	BBA	3		
135	MAHAMAD KAIF	BBA	3		
136	MOHAMMED ARFAD	BBA	3		
137	MOHAMMED IBRAHIM	BBA	3		
138	MURUGENDRA KUMAR B	BBA	3		
139	NITEESH GOWDA M M	BBA	3		
140	PAVAN M	BBA	3		
141	POOJA T S	BBA	3		
142	PRAMOD DRAVID N H	BBA	3		
143	PRATHEEK K	BBA	3		
144	PREETHAM R B	BBA	3		
145	RANJITH REDDY T R	BBA	3		
146	RASHMI N	BBA	3		
147	ROHAN B Y	BBA	3		
148	SAFIYA NOORAIN S	BBA	3		
149	SANJAY GAIKWAD D	BBA	3		
150	SATHVIK B.S	BBA	3		



151	SHAIK SUHEL AKRAM	BBA	3	Dr. Sudharshan G M	
152	SHIVRAJ K R	BBA	3		
153	SONIYA R	BBA	3		
154	SUMANA NAZ	BBA	3		
155	SUMITH S JAIN	BBA	3		
156	SWAMY A.B	BBA	3		
157	SYED SALMAN	BBA	3		
158	SYED TOUSIF	BBA	3		
159	ABHISHEK V K	B.Com	3		
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169	JATHIN KUMAR JAIN	B.Com	3		
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171	LALITHSINGH PUROHITH	B.Com	3	Mr.Harsha C Mathad	
172	LUQMAN PASHA	B.Com	3		
173	MAHAMMAYI D PRABHU	B.Com	3		
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198	SINCHANA T N	B.Com	3		
199	SNEHA S.K	B.Com	3		
200	SUHANI A	B.Com	3		

# PES Institute of Advanced Management Studies

## Department of Commerce & Management

Sl No	Student Name	Course	Semester	Mentor Name	Signature
201	SUSHMITHA R.P	B.Com	3	Mr.Mohan D	
202	SWATHI M	B.Com	3		
203	SYED AJMAL	B.Com	3		
204	VARUN D H	B.Com	3		
205	VIMARSHA D	B.Com	3		
206	VISHAL K	B.Com	3		
207	YASHWANTH C R	B.Com	3		
208	NIDHA ATHER K	B.Com	3		
209	NAMRATHA S D	BBA	5		
210	MOHAMMED FAIQH SUBAAN SA	BBA	5		
211	ABDUL MANNAN	BBA	5		
212	ABDULLAH AAMIR USMANI	BBA	5		
213	AKHIL S	BBA	5		
214	AKHILESH C P	BBA	5		
215	AKSHAY M V	BBA	5		
216	ALOKA K R	BBA	5		
217	ANEES AHMED	BBA	5		
218	ANOOB	BBA	5		
219	APOORVA K	BBA	5		
220	ARPITHA D.K	BBA	5		
221	CHANDANA J.S	BBA	5		
222	DHANANJAYA M.N	BBA	5		
223	GAGANKUMAR K	BBA	5		
224	HARISH KUMAR M	BBA	5		
225	HARSHA A V	BBA	5		
226	IRFAN KHAN N	BBA	5	Mr. Vinay Kumar K.S	VKS
227	JUNAID AHMED	BBA	5		
228	KAVYA R	BBA	5		
229	KSHITIJ RISHAV	BBA	5		
230	KUSHAL PATEL S.G	BBA	5		
231	LEMUEL D SOUZA	BBA	5		
232	MALATHESH K M	BBA	5		
233	MALLESH M K	BBA	5		
234	MANOJKUMAR	BBA	5		
235	MOHAMMED AQHEEL	BBA	5		
236	MOHAMMED FARDEEN	BBA	5		
237	MOHAMMED ZAID	BBA	5		
238	MUDASSIR AHMED	BBA	5		
239	NIRANJAN H.O	BBA	5		
240	NIROOP RAJ M B	BBA	5		
241	NISHANTH A.S	BBA	5		
242	PAVAN DHANANJAYAN	BBA	5		
243	PRADEEP A B	BBA	5		
244	PRAJWAL RAJ K R	BBA	5		
245	PRANATHI	BBA	5		
246	RAHUL S	BBA	5		
247	ROJA D.L	BBA	5		
248	SAGAR M	BBA	5		
249	SANDESH S H	BBA	5		
250	SHREEJITH M	BBA	5		



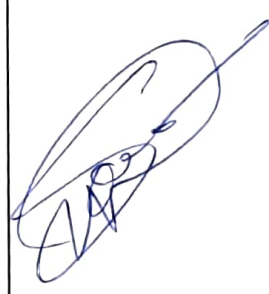

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252	SUHAS D.N	BBA	5
253	SUMANTH M S	BBA	5
254	SYEDA SUNAIN KOUSAR	BBA	5
255	VINAY KUMAR G.K	BBA	5
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273	KUMAR S	B.Com	5
274	KUSHAL JAIN	B.Com	5
275	LAVANYA B H	B.Com	5

Mrs.Kavitha U P


*Kavitha*

# PES Institute of Advanced Management Studies

## Department of Commerce & Management

276	LUBNA	B.Com	5	Dr. Nagaraja S. R	
277	MANASA C.D	B.Com	5		
278	MITHAN M	B.Com	5		
279	MOHAMMED ANAS V K P	B.Com	5		
280	MONISHA PATEL	B.Com	5		
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301	SIDHI S	B.Com	5	Ms. Veena M	
302	SUDIN R	B.Com	5		
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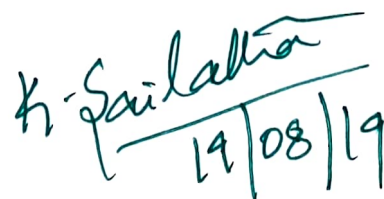
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346	SWATHI R	M.Com	3		
347	SYEDA KAUNAIN	M.Com	3		
348	TASMIYA KOUNAIN	M.Com	3		
349	UMME HANI	M.Com	3		



**Head of the Department**  
Department of BBA & B.Com  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204.





**Co-ordinator**  
P.G. Department of Commerce  
PES Institute of Advanced Management Studies  
NH-206, Sagar Road, SHIVAMOGGA-577 204.

  
19/08/19



**Principal**  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.


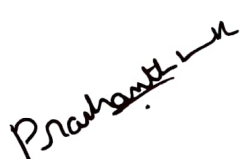
# PES Institute of Advanced Management Studies

## Department of Computer Science


Sl No	Student Name	Course	Semester	Mentor Name	Signature
1	ABHISHEK G	B.Sc	1	Mrs. Roopa D.S	
2	ANKITHA ANIL	B.Sc	1		
3	ANVITHA N	B.Sc	1		
4	ARBIYA	B.Sc	1		
5	BHOOMIKA G S	B.Sc	1		
6	GOWTHAM S.R	B.Sc	1		
7	HARISH Y	B.Sc	1		
8	HARSHINI M PATIL	B.Sc	1		
9	HUSNA	B.Sc	1		
10	LILIAN RAMOLA	B.Sc	1		
11	MANJUBHARGAVI C	B.Sc	1		
12	MITHUN G.U	B.Sc	1		
13	NASEEBA	B.Sc	1		
14	NAVYA D	B.Sc	1		
15	PAVANKUMAR K.T	B.Sc	1		
16	PRAJWAL SINGH G	B.Sc	1		
17	SANDHARSHINI J NAYAKA	B.Sc	1		
18	SINCHANA M SHET	B.Sc	1		
19	SINCHANA N	B.Sc	1		
20	SUNIL NAYAK A	B.Sc	1		
21	YASHASWINI S	B.Sc	1		
22	SANKALPA	B.Sc	1		
23	PAVAN R	B.Sc	1		
24	PRAJWALA K S	B.Sc	1		
25	BHOOMIKA L	B.Sc	1		
26	PUNITH	B.Sc	1		
27	AARON KUMAR MABEN	BCA	1	Mrs. Ashwini E.M	
28	ABDUL RAZAK K	BCA	1		
29	ABHINAM B.S	BCA	1		
30	ADHITHYA D. G. (SAN)	BCA	1		
31	AISHWARYA S	BCA	1		
32	Akshatha A S	BCA	1		
33	AKSHATHA M	BCA	1		
34	ANAGHA BHOOPALAM T R	BCA	1		
35	ANJALI P K	BCA	1		
36	ANKITH H.D	BCA	1		
37	ANVITHA S	BCA	1		
38	ARFAATH B S	BCA	1		
39	ARPITHA S SANNAGOUDAR	BCA	1		
40	BANDA SANDHYA	BCA	1		
41	BHARANI B.S	BCA	1		
42	BHOOMIKA T.S	BCA	1		
43	CHANDANA G K	BCA	1		
44	CHETHAN KUMAR	BCA	1		
45	CHINTAN S.U	BCA	1		
46	CHIRANTH S	BCA	1		
47	DIVYA C B	BCA	1		
48	ESHANULLA KHAN(2/7/2019)	BCA	1		
49	HABEEB UR RAHAMAN	BCA	1		
50	HEMANTH D.G	BCA	1		
51	JAYANTH C L	BCA	1		
52	KARAN S.N	BCA	1		



53	KAVANA G.S	BCA	1	Ms. Tejaswini V.R	
54	KAVANA P (HIN)(6/7/2019)	BCA	1		
55	KIRANKUMAR THORATH K	BCA	1		
56	LOYOLA DSOUZA	BCA	1		
57	MADATHALA RAJASHEKAR REDD	BCA	1		
58	MADHURA G P	BCA	1		
59	MADHURA H.S	BCA	1		
60	MAITHILI BHAT(SAN)	BCA	1		
61	MANASA D.A	BCA	1		
62	MANASA K C	BCA	1		
63	MANOJ S. M. (SAN)	BCA	1		
64	MANOJ S.(KAN))(5/7/2019)	BCA	1		
65	MIRZA FAIZAN BAIG	BCA	1		
66	MOHAMMED FAIZ	BCA	1		
67	MOHAMMED SABEEL	BCA	1		
68	MOHAMMED SAMEER SULTHAN	BCA	1		
69	NEHA KOUSAR G(8/7/2019)	BCA	1		
70	NISHANTH M.R (SAN)	BCA	1		
71	PADMANABHA M SHANBHAG	BCA	1		
72	POOJA H S	BCA	1		
73	POOJITHA S	BCA	1		
74	PREETHI T R	BCA	1		
75	RAGHURAM A P	BCA	1		
76	RAZIQ PASHA(21/6/2019)	BCA	1		
77	SADIYA FATHIMA	BCA	1		
78	SAFRIN BANU	BCA	1		
79	SAMEER MUSAVEER	BCA	1	Mr. Darshan P.R	
80	SAMIYA KHANUM A	BCA	1		
81	SHAMANTH S	BCA	1		
82	SHARLIN L	BCA	1		
83	SNEHA D	BCA	1		
84	UMME SALMA(1/7/2019)	BCA	1		
85	VARSHA C H	BCA	1		
86	VYSHAK HARISH REVANKAR	BCA	1		
87	YASHASWINI L	BCA	1		
88	ADITHYA T B	BCA	1		
89	ANIL B RATHOD	BCA	1		
90	ANUJNA V(5/7/2019)	BCA	1		
91	BHAGEERATHI T	BCA	1		
92	BHOOMIKA K B 28/6/2019	BCA	1		
93	BHOOMIKA M	BCA	1		
94	BHOOMIKA R MURTHY	BCA	1		
95	BINDU B M (KAN)(8/7/2019)	BCA	1		
96	DIVYA N. K.	BCA	1		
97	GAANA A (SAN)(5/7/2019)	BCA	1		
98	HARSHITH S R (KAN)(8/7/2019)	BCA	1		
99	JAYALAKSHMI S(6/7/2019)	BCA	1		
100	KAVYA S (5/7/2019)	BCA	1		
101	KISHAN G 3/7/2019	BCA	1		
102	LAKSHMI G (21/6/2019)	BCA	1		
103	LINGRAJ M P (10/6/2019)	BCA	1		
104	MALLIKARJUN T R	BCA	1		



105	MANOHAR V(24/6/2019)	BCA	1	Mr. Anmol U.K	
106	MANOJ RAMACHANDRA HEGDE	BCA	1		
107	MEGHANA G	BCA	1		
108	NANDANA G R	BCA	1		
109	NAYANA R	BCA	1		
110	NAYANA V.R	BCA	1		
111	NITHIN S	BCA	1		
112	NITHISH S SHETTY	BCA	1		
113	NIVEDITHA S	BCA	1		
114	PADMINI K.C(5/7/2019)	BCA	1		
115	PAVAN KUMAR H.M(KAN)(5/7/2019)	BCA	1		
116	PRADEEP M	BCA	1		
117	PRATHIKSHA M NOOLEE	BCA	1		
118	PREETHI H.P(KAN) 8/7/2019)	BCA	1		
119	PRIYANKA M T	BCA	1		
120	RAGHAVENDRA M.K	BCA	1		
121	RAJATH H (8/7/2019)	BCA	1		
122	RAKSHITHA A.U	BCA	1		
123	RANGASWAMY M	BCA	1		
124	RANJITHA T	BCA	1		
125	RESHMA M M	BCA	1		
126	SADANA K.N	BCA	1		
127	SAHANA S	BCA	1		
128	SHAMA BHAT	BCA	1		
129	SHRIVATHSA M.K	BCA	1		
130	SHWETHA B	BCA	1		
131	SHYLESH SHENOY	BCA	1	Mr. Prashanth Kumar R	
132	SINCHANA N S	BCA	1		
133	SINCHANA MURTHY	BCA	1		
134	SNEHA L	BCA	1		
135	SNEHA S	BCA	1		
136	SUMANT U	BCA	1		
137	SUMITH M	BCA	1		
138	SUSHANT S V	BCA	1		
139	SWATI S	BCA	1		
140	TARUN C L	BCA	1		
141	TEJASWINI B S	BCA	1		
142	VIDYASHREE B	BCA	1		
143	VIKAS G B	BCA	1		
144	YASHASWINI	BCA	1		
145	YASHAVANTA N	BCA	1		
146	ABDUL KAREEM	BCA	3		
147	ABU SALITH	BCA	3		
148	AISHWARYA K A	BCA	3		
149	ANANYA S K	BCA	3		
150	ANISH S T	BCA	3		
151	ANISHASHARAN	BCA	3		
152	ANURAG(HIN)	BCA	3		
153	ANUSHREE S (HIN)	BCA	3		
154	BHOOMIKA C	BCA	3		
155	BINDHU E	BCA	3		
156	BINDHU K G	BCA	3		





157	BINDU SHREE G	BCA	3	Mr. Rangaswamy H	
158	CHAITRA PAWAR N N	BCA	3		
159	CHANDAN R (HIN)	BCA	3		
160	CHANDANA G C	BCA	3		
161	CHANDANA G.M	BCA	3		
162	CHERANJEVI C (HIN)	BCA	3		
163	CHRISTOS S M (HIN)	BCA	3		
164	DAMINI H S	BCA	3		
165	DEEPA N	BCA	3		
166	DEVARAJ N S	BCA	3		
167	EMMANUEL (HIN)	BCA	3		
168	FAZILAT TABASSUM	BCA	3		
169	GOWTHAM K.M	BCA	3		
170	HARIS P C (HIN)	BCA	3		
171	INA GONSALVES	BCA	3		
172	JEEVITHA K.U	BCA	3		
173	JYOTHI N.G	BCA	3		
174	KAVANA J S	BCA	3		
175	KAVERI M	BCA	3		
176	KAVYA R	BCA	3		
177	KRUTHIK J S	BCA	3		
178	KUSUMA R	BCA	3		
179	MADAN B.M	BCA	3		
180	MADHUSHREE B M	BCA	3		
181	MANASA B	BCA	3		
182	MANOJ KUMAR G	BCA	3		



# PES Institute of Advanced Management Studies

## Department of Computer Science

Sl No	Student Name	Course	Semester	Mentor Name	Signature
183	MEGHANA N	BCA	3	Ms. Bindu D.S	
184	MEGHANA N.G (HIN)	BCA	3		
185	MITHUN	BCA	3		
186	MOHAMMED AKRAM (HIN)	BCA	3		
187	MONTSHA U	BCA	3		
188	NIKITHA SHREE S	BCA	3		
189	NISHANTH B M	BCA	3		
190	PRAJWAL C	BCA	3		
191	PRIYANKA S M	BCA	3		
192	ROOPASHREE GUJJAR V (HIN)	BCA	3		
193	RUSHIKA	BCA	3		
194	SANJANA KADAM (HIN)	BCA	3		
195	SANJAY NUCHIN	BCA	3		
196	SHARAN B MAVINKERE (HIN)	BCA	3		
197	SHINY LESLY (HIN)	BCA	3		
198	SHRADDHA S	BCA	3		
199	SHREEYUKTA	BCA	3		
200	SHREYA S	BCA	3		
201	SHUBHAM M JAIN (HIN)	BCA	3		
202	ADITHYA H R	BCA	3		
203	ANNAPOORNA N	BCA	3	Mr. Mithun D'Souza	
204	ANUSHA K	BCA	3		
205	ARPITHA S	BCA	3		
206	CHANDAN M	BCA	3		
207	GNANA MURTHY S	BCA	3		
208	HARSHA U S	BCA	3		
209	HARSHITHA S R	BCA	3		
210	KIRANKUMAR K P	BCA	3		
211	MEGHA B L	BCA	3		
212	MEGHANA P	BCA	3		
213	MOKSHITH RAJ B.V	BCA	3		
214	NAGASHREE H S	BCA	3		
215	NANDASHREE M RAO	BCA	3		
216	NAYANA N M	BCA	3		
217	NAYANA N S	BCA	3		
218	NAYANA V	BCA	3		
219	NIKHIL S	BCA	3		
220	NIKITHA	BCA	3		
221	NIKITHA M SHET	BCA	3		
222	NISHA FARHEEN	BCA	3		
223	PAVITHRA P	BCA	3		
224	POOJA N	BCA	3		
225	PREETHAM N	BCA	3		
226	PREETHU M	BCA	3		
227	PRIYANKA R	BCA	3		
228	REVATHI P K	BCA	3		
229	ROSHAN REJI K	BCA	3		
230	SADHANA K N	BCA	3		
231	SAGAR C G	BCA	3		
232	SAHANA M NAYAK	BCA	3		
233	SAHANA S	BCA	3		
234	SAHANALOKESH H.L	BCA	3		



235	SANJANA R NAVLE	BCA	3	Ms. Mangala H.S	
236	SHAHARIKA A S	BCA	3		
237	SHAILA KOTI V.N	BCA	3		
238	SHISHIRA	BCA	3		
239	SHOBITHA U NAYAK	BCA	3		
240	SINCHANA D.R	BCA	3		
241	SINCHANA T.S	BCA	3		
242	SINDHU S	BCA	3		
243	SMRUTHI	BCA	3		
244	SNEHA S M	BCA	3		
245	SPANDANA R	BCA	3		
246	SHRUSHTI H A	BCA	3		
247	SUMATA NAIK	BCA	3		
248	SUSHMITHA S	BCA	3		
249	SWAMY M S	BCA	3		
250	TANUSHREE	BCA	3		
251	TEJAS L.H	BCA	3		
252	THASEENA BANU J M	BCA	3		
253	TRIVENI	BCA	3		
254	VIKRAM S N	BCA	3		
255	VINUTHA G.S	BCA	3		
256	YASHAS SIMHA S V	BCA	3		
257	YASHASWINI S	BCA	3		
258	ADARSHA A G	BCA	5		
259	AISHWARYA A	BCA	5		
260	AKASH M	BCA	5	Mrs.Rashmi A R	
261	ANANYA B SHETTY	BCA	5		
262	ANUSHA H.B	BCA	5		
263	ARJUN T K	BCA	5		
264	ATHIRA DILEEP NAMBIAR	BCA	5		
265	BHARATH KUMAR M (H)	BCA	5		
266	BHARATH V S	BCA	5		
267	BHOOMIKA J SHETTY	BCA	5		
268	BI BI AMEENA(H)	BCA	5		
269	BINDU G	BCA	5		
270	CHAITRA U BILAGI	BCA	5		
271	CHAITRA V.H	BCA	5		
272	CHANDANA K B	BCA	5		
273	CHANDANA K.C	BCA	5		
274	CHETHAN KUMAR M	BCA	5		
275	CHETHAN M	BCA	5		
276	CHIRANTH B GOWDA (H)	BCA	5		
277	DARSHAN S	BCA	5		
278	DEEPA PRASAD	BCA	5		
279	DEVIKA C	BCA	5		
280	HARSHITH G L	BCA	5		
281	HARSHITHA B	BCA	5		
282	JANET NISHMITHA SALINES	BCA	5		
283	KANIZ FATHIMA N (H)	BCA	5		
284	KAVANA PRABHU K	BCA	5		
285	KRUTHIKA C SHETTY	BCA	5		
286	LAVANYA S	BCA	5		

287	MEGHIA P S	BCA	5	Dr.Praveen Chandra	
288	MEGHANA D R	BCA	5		
289	MEGHARAJ R (H)	BCA	5		
290	MOHAN Y	BCA	5		
291	NAGASHREE KAMATH S	BCA	5		
292	NAGAVARDHAN V.R	BCA	5		
293	NAMRATHA G S	BCA	5		
294	NANDHINI G P	BCA	5		
295	NARESH H.P	BCA	5		
296	NAYANA Y	BCA	5		
297	NIKHIL A.R	BCA	5		
298	NITHIN KUMAR K	BCA	5		
299	POOJA HOSAMANI	BCA	5		
300	RAHUL B	BCA	5		
301	RAMYA G C	BCA	5		
302	RANJITHA S	BCA	5		
303	ROOPA PRASAD S R	BCA	5		
304	SALONI JAIN (H)	BCA	5		
305	SHOAIB KHAN (H)	BCA	5		
306	STELLA SAJI JOHN	BCA	5		
307	SYEDA AFIYA (H)	BCA	5		
308	AFRA SHEIK	BCA	5		
309	ANUSHA A.B	BCA	5		
310	CHETHAN N	BCA	5		
311	DEEPIKA	BCA	5		
312	HARSHA M SAJJAN	BCA	5		
313	MADHU GOWDA K S	BCA	5	Mrs.Anitha C B	
314	NANDISH S H	BCA	5		
315	NAVYA T U	BCA	5		
316	NEHA C N	BCA	5		
317	NIKHIL B L	BCA	5		
318	NIKHIL S	BCA	5		
319	NIKITHA V S	BCA	5		
320	PALLAVI N V	BCA	5		
321	PAUL SHREYAS	BCA	5		
322	POORVIKA K V	BCA	5		
323	PRAJWAL SARAF S	BCA	5		
324	PRATHAMA U	BCA	5		
325	PRIYA D	BCA	5		
326	PRIYA V	BCA	5		
327	PRIYANKA C	BCA	5		
328	PRIYANKA T M	BCA	5		
329	PUNITH N S	BCA	5		
330	RAHUL R	BCA	5		
331	RAKESH R	BCA	5		
332	RAKSHITH R	BCA	5		
333	RAKSHITHA C	BCA	5		
334	RENUKA N B	BCA	5		
335	SACHIN S PATTANASHETTI	BCA	5		
336	SAGAR K	BCA	5		
337	SAKSHI JAIN	BCA	5		
338	SAMARTH S RAO	BCA	5		



339	SANJAY P	BCA	5
340	SANJAY R	BCA	5
341	SANJAY U V	BCA	5
342	SANJAY A T M	BCA	5
343	SANTHOSH S M	BCA	5
344	SHARATH B G	BCA	5
345	SHARATH G	BCA	5
346	SHREYA C O	BCA	5
347	SHREYAS S SHETTY	BCA	5
348	SHRUTHA B U	BCA	5
349	SINDHU G N	BCA	5
350	SUCHITHA A SHAROL	BCA	5
351	SUHAS S	BCA	5
352	SUMAN A N	BCA	5
353	SUMUKHA M N	BCA	5
354	SUPRAJA G S	BCA	5
355	SUPRITHA A S	BCA	5
356	SURAJ R H	BCA	5
357	SWATHI K S	BCA	5
358	THAKSHAK S K	BCA	5
359	USHA D	BCA	5
360	USHA M	BCA	5
361	VANISHREE U	BCA	5
362	VARSHA V R	BCA	5
363	NAVEEN KUMAR S S	BCA	5
364	PALLAVI NAIK	BCA	5

Ms Sowmya



*K. Sailatha*  
19/08/19  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204,



# PRERANA EDUCATIONAL & SOCIAL TRUST SHIVAMOGGA

**REDUCE THE RISK OF COVID -19 INFECTION**

**FOLLOW AYUSH GUIDELINES**



MINISTRY OF AYUSH  
GOVERNMENT OF INDIA

## COVID-19 Crisis

Ministry of AYUSH recommendations, based on Ayurvedic literature and scientific publications, for preventive health measures and boosting immunity with special reference to respiratory health.

### Measures for Enhancing Immunity

- ① Drink warm water throughout the day.
- ② Daily practice of Yogasana, Pranayama and Meditation for at least 30 minutes.
- ③ Spices like Haldi (Turmeric), Jeera (Cumin), Dhaniya (Coriander) and Lahsun (Garlic) recommended in cooking.

### Ayurvedic Immunity Enhancing Tips

- ④ Take Chyavanprash 10gm (1tsf) in the morning. Diabetics should take sugar free Chyavanprash.
- ⑤ Drink Herbal Tea/Decoction (Kadha) made from Tulsi (Basil), Dalchini (Cinnamon), Kalimirch (Black Pepper), Shunthi (Dry Ginger) and Munakka (Raisin) - once or twice a day. Add jaggery (Natural Sugar) and/or fresh Lemon Juice to your taste, if needed.
- ⑥ Golden Milk- half tea spoon Haldi (Turmeric) powder in 150 ml Hot Milk - once or twice a day.

## Immunity Boosting Measures for Self-Care

### Simple Ayurvedic Procedures

- ⑦ **Nasal Application**- Apply Sesame Oil/Coconut oil or Ghee in both the nostrils (Pratimarsh Nasya) in morning and evening.
- ⑧ **Oil Pulling Therapy**- Take 1 table spoon Sesame or Coconut Oil in mouth. Do not drink, swish in the mouth for 2 to 3 minutes and spit it off followed by warm water rinse. This can be done once or twice a day.

### Actions During Dry Cough/Sore Throat

- ⑨ Steam inhalation with fresh Pudina (Mint) leaves or Ajwain (Caraway Seeds) can be practiced once in a day.
- ⑩ Lavang (Clove) powder mixed with Natural Sugar/Honey can be taken 2-3 times a day in case of cough or throat irritation.
- ⑪ These measures generally treat normal dry cough and sore throat. However, it is best to consult doctors if these symptoms persist.

**PES COUNSELLING HELPLINE - 7349448851**





PRERANA EDUCATIONAL & SOCIAL TRUST  
SHIVAMOGGA

# NEVER STOP LEARNING!!

DURING CORONA LOCKDOWN

## SELF- STUDY

BETTER EMBRACE IT!

## HOBBIES

GIVES YOU AN EXTRA  
EDGE

## LANGUAGE SKILLS

BUILD YOUR VOCABULARY

## NETWORKING !!

JOIN PROFESSIONAL GROUPS

## MOOCS

ADD TO YOUR SKILLSETS

## COLLABORATE

FOR LIVE PROJECTS

# STAY HOME # STAY SAFE

**PES COUNSELLING HELP LINE - 7349448851**





# **PRERANA EDUCATIONAL & SOCIAL TRUST SHIVAMOGGA**

## **COUNSELLING CELL**

### **STRESS MANAGEMENT PREVENTIONS**

#### **DURING CORONA LOCKDOWN**

- **KEEP STIGMA AT BAY**
- **AVOID 'WHAT-IF' SCENARIOS**
- **ADD TO YOUR SKILL SET**
- **SOCIALLY DISTANT,  
EMOTIONALLY CLOSER**
- **MANAGE YOUR DIGITAL TIME**



**COUNSELLING HELP LINE - 0849481251**





**Prerana Educational & Social Trust ®**  
**Shivamogga**

**Counseling Cell**

**Questionnaire for an online survey on  
Student Support Services Expected during COVID- Lockdown**

Dear Students,

It's normal for the corona crisis to impact the state of our mental health. Through this intervention we are trying to explore first-response support from Counselling Cell of PES Trust, Shivamogga

Name

USN

Institute

- PESITM
- PESIAMS - 517
- PESPUC
- PESPT

E-mail id

Mobile

Note: 517 students from PESIAMS have participated in the online survey on Student Support Services Expected during COVID -19 Lockdown.

\* Aruna A (ARUNA A)  
11/05/2020

Manager

Dept. of Training & Placement  
PES INSTITUTE SHIVAMOGGA-577 204

K. Sailatha  
Principal 11/5/2020

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204

Looking back over the past 3 weeks during lockdown, help us understand how you have been feeling. Give answers that best describe your current situation.

Little interest or pleasure in doing things

- Not at all
- Several days
- More than half the days
- Nearly everyday

Feeling down or depressed

- Not at all
- Several days
- More than half the days
- Nearly everyday

Trouble falling or staying asleep, or sleeping too much

- Not at all
- Several days
- More than half the days
- Nearly everyday

Poor appetite or overeating

- Not at all
- Several days
- More than half the days
- Nearly everyday

Bothered by unwanted memories or nightmares

- Not at all
- Several days
- More than half the days
- Nearly everyday

Stopped from working or carrying out daily activities as a consequence of these unwanted memories

- Not at all
- Several days
- More than half the days
- Nearly everyday

Overwhelmed by the current situation, i.e. the impact of Covid-19 (coronavirus)

- Not at all
- Several days
- More than half the days
- Nearly everyday



Feeling hopeless about the future

- Never
- Rarely
- Sometimes
- Frequently
- Always

**Please indicate the extent to which you agree with each of the following statements.**

I can handle my stress level well

- Never
- Occasionally
- Sometimes
- Often
- Always

I tend to bounce back quickly after hard times

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

I require psychological support from Counselling Cell

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

I want institute to connect with me academically during lockdown through online mode

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

I feel covering syllabus through on-line classes really helps

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

I want institute to arrange student competency enhancing sessions during lockdown

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

I want institute to arrange online sessions on Soft Skills / Personality development

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

I want institute to arrange online sessions on technical skills

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

I want institute to arrange online mass counselling sessions

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

I want institute to arrange competitions for students during lockdown

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Any specific remarks

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.....

.....

.....

(Source: Work by Dr. Elke Van Hoof)



PRERANA EDUCATIONAL AND SOCIAL TRUST  
SHIVAMOGGA

## Counseling Cell

A Study on

Students' State of Mind and Expectations during COVID-19  
Lockdown – with special reference to

PES Institute of Advanced Management Studies, Shivamogga

Key findings

\* Ann. A  
11/05/2020

MANAGER  
Dept. of Training & Placement  
PES ITA, SHIVAMOGGA-577 204

K. Sailatha  
11/5/2020

**Principal**

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# PES Institute of Advanced Management Studies, Shivamogga

## Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

**Name of the Mentor:** Mithun D'Souza

**Designation:** Assistant Professor

**Department:** Computer Science

**Class & Sem:** IV Sem BCA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BC180936	HARSHITHA S R	Call not responded
2	BC180944	KIRANKUMAR K P	Preparing for examination and spending time in home
3	BC180951	MEGHA B L	Incoming Call Barred/ Switched off
4	BC180954	MEGHANA P	Call Not Reachable
5	BC180957	MOKSHITH RAJ B.V	Fit and Comfortable in home, Preparing for exams,
6	BC180959	NAGASHREE H S	Spending time in making drawing and art, Occasionally studying subject topics
7	BC180960	NANDASHREE M RAO	Fit and Comfortable in home, Preparing for exams, Spending time with family.
8	BC180961	NAYANA N M	Call not replied
9	BC180962	NAYANA N S	Call Not Reachable
10	BC180963	NAYANA V	Fit and Comfortable in home, Preparing for exams,
11	BC180964	NIKHIL S	In home and preparing for exams, No special concern informed
12	BC180965	NIKITHA	Fit and Comfortable in home with family, Worried about first internal assessment, Preparing for exams,
13	BC180966	NIKITHA M SHET	Having good time with family by playing games, Occasionally studying for exams
14	BC180968	NISHA FARHEEN	In home and preparing for exams, No special concern informed
15	BC180970	PAVITHRA P	In her native with family, Fit and Comfortable in home, Preparing for exams but notes are in hostel,



## PES Institute of Advanced Management Studies, Shivamogga

16	BC180971	POOJA N	In home and preparing for exams. No special concern informed
17	BC180974	PREETHAM N	Most Worried about internals and attendance status. Having good time in home with family
18	BC180975	PREETHU M	Fit and Comfortable in home, Concerned about examination time table
19	BC180977	PRIYANKA R	Switched Off
20	BC180979	REVATHI P K	Spending time with family, Playing games, watching TV and making drawings, Occasionally studying for exams
21	BC180981	ROSHAN REJI K	In his native place and comfortable with family, Preparing for exams
22	BC180983	SADHANA K N	In her native and helping parents daily households and having good time with family
23	BC180984	SAGAR C G	Exam time table is not given so not getting interest for studies, Having good family time in home
24	BC180985	SAHANA M NAYAK	In her native and spending time with family, Giving time for studies also
25	BC180986	SAHANA S	Incoming Call Barred
26	BC180987	SAHANALOKESH H.L	Having good time with family, Engaging in Household work, Exam time table not declared, so occasionally studying

**Note:**

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3. Contact Details of Counsellor

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Mentor  
[MITHUN SOUZA]

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*K. Sailatha* 9/5/2020  
Principal  
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SHIVAMOGGA-577 204.





## PES Institute of Advanced Management Studies, Shivamogga

### Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

#### Counselling Response Form

Name of the Mentor: ANMOL U K

Designation: Assistant Professor

Department: Computer Science

Class & Sem: II Semester, 'B' Section, BCA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BC190953	MANOHAR V	Call not answered
2	BC190954	MANOJ RAMACHANDRA HEGDE	Call not answered
3	BC190957	MEGHANA G	She is fine and not feeling depressed
4	BC190963	NANDANA G R	Not reachable
5	BC190964	NAYANA R	She is fine not feeling depressed and worried about exam dates
6	BC190965	NAYANA V.R	She is fine not feeling depressed and worried about exam dates
7	BC190968	NITHIN S	Call not received
8	BC190969	NITHISH S SHETTY	He is not feeling depressed.
9	BC190970	NIVEDITHA S	She's fine not feeling depressed
10	BC190972	PADMINI K.C	Call not received
11	BC190973	PAVAN KUMAR H.M	Call not answered
12	BC190976	PRADEEP M	Call not answered .



## PES Institute of Advanced Management Studies, Shivamogga

13	BC190977	PRATHIKSHA M NOOLEE	She's concerned about the exams and notes
14	BC190978	PREETHI H.P	She's concerned about the exams and notes
15	BC190980	PRIYANKA M T	She is fine, not feeling depressed
16	BC190981	RAGHAVENDRA M.K	He is fine, not feeling depressed
17	BC190983	RAJATH H	Call not received
18	BC190984	RAKSHITHA A.U	She is fine not feeling depressed suggested to read for examination
19	BC190985	RANGASWAMY M	He is fine, not feeling depressed
20	BC190986	RANJITHA T	Number switched off
21	BC190988	RESHMA M M	She is fine suggested to read
22	BC190989	SADANA K.N	She is fine suggested to read
23	BC190992	SAHANA S	Call not received
25	BC190995	SHAMA BHAT	Call not received
26	BC190998	SHRIVATHSA M.K	Call not received

8/5/2020

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8/5/20

8/5/2020  
Head of The Department  
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Principal  
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# PES Institute of Advanced Management Studies, Shivamogga

## Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID - 19 Lockdown

### Counselling Response Form

Name of the Mentor: Dr. N. Praveen Chandra

Designation: Assistant Professor

Department: Kannada

Class & Sem : VI BCA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BC170948	NANDHINI. G P	No issues
2	BC170940	MEGHA P.S	Incoming calls barred
3	BC170941	MEGHANA D R	Incoming calls barred
4	BC170942	MEGHARAJ .R	No issues
5	BC170944	MOHAN .Y	Network not available
6	BC170945	NAGASHREE KAMATH .S	No issues
7	BC170946	NAGAVARDHAN V.R	No issues
8	BC170947	NAMRATHA G.S	No issues
9	BC170950	NARESH.H P	No issues
10	BC170952	NAYANA.Y	Incoming calls barred
11	BC170954	NIKHIL .A.R	No issues
12	BC170958	NITHIN KUMAR. K	No issues
13	BC170962	POOJA HOSAMANI	No issues
14	BC170972	RAHUL.B	No issues
15	BC170978	RAMYA. G.C	Network not available
16	BC170980	RANJITHA.S	No issues
17	BC170983	ROOPA PRASAD.S.R	No issues
18	BC170988	SALONI JAIN	Not Available
19	BC170999	SHOAIB KHAN	Not Receiving
20	BC171004	STELLA SAJI JOHN	No issues
21	BC171013	SYEDA AFIYA	No issues
22	BC171020	AFRA SHEIK	No issues
23	BC170906	ANUSHA A. B	Not Available
24	BC170922	CHETHAN.N	Not Available
25	BC170927	DEEPIKA	No issues
26	BC170930	HARSHA M SAJJAN	No issues

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Head of the Department

Department of Computer Science

PES Institute of Advanced Management Studies

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Principal

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24/04/2020

K. Sailatha  
9/5/2020

DR. N. PRAVEEN CHANDRA





# PES Institute of Advanced Management Studies, Shivamogga

## Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Soumya K B

Designation: Lecturer

Lecturer Department: Computer Science

Class & Sem: VI Sem BCA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BC170991	SANJAY P	Student responded for the call and assured of his well being
2	BC170992	SANJAY R	Student responded for the call and assured of his well being
3	BC170993	SANJAY U V	Student responded for the call and assured of his well being
4	BC170994	SANJAYA T M	Student responded for the call and assured of his well being
5	BC170995	SANTHOSH S M	Student responded for the call and assured of his well being
6	BC170996	SHARATH B G	Student responded for the call and assured of his well being
7	BC170997	SHARATH G	Student responded calmly for the call on counseling and informed that he felt bad about how the days are going on bluntly without any activities so got bored and felt depressed. On guidance to have fun and joy with assurance of lockdown going to end soon, student assured his wellbeing and to read well. For further queries or counseling informed to contact mentor.
8	BC171000	SHREYA C O	Student parents received the call assured her well being
9	BC171001	SHREYAS S SHETTY	Student responded for the call and assured of his well being
10	BC171002	SHRUTHA B U	Student didn't receive the call but got assured of her well being.
11	BC171003	SINDHU G N	Student didn't receive the call but got assured of her well being





## PES Institute of Advanced Management Studies, Shivamogga

12	BC171005	SUCHITHA A SHAROL	Student didn't receive the call but got assured of her well being.
13	BC171006	SUHAS S	Student responded for the call and assured of his well being
14	BC171007	SUMANA N	Student didn't receive the call but got assured of wellbeing.
15	BC171008	SUMUKHA M.N	Student didn't receive the call but got assured of wellbeing.
16	BC171009	SUPRAJA G S	Student responded for the call and assured of her well being
17	BC171010	SUPRITHA A S	Student didn't receive the call but got assured of her wellbeing.
18	BC171011	SURAJ R H	Student responded for the call and assured of his well being
19	BC171012	SWATHI K.S	Student responded for the call and assured of her well being
20	BC171014	THAKSHAK S K	Student responded for the call and assured of his well being
21	BC171015	USHA D	Student responded for the call and assured of her well being
22	BC171016	USHA M	Student didn't receive the call but got assured of her wellbeing.
23	BC171017	VANISHREE U	Student responded for the call and assured of her well being
24	BC171018	VARSHA V R	Student responded for the call and assured of her well being
25	BC171021	NAVEEN KUMAR SS	Student responded for the call and assured of his well being
26	BC171022	PALLAVI ESHWAR NAIK	Student responded for the call and assured of her well being

### Note:

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## **PES Institute of Advanced Management Studies, Shivamogga**

### **Counseling Cell**

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown  
Counselling Response Form

Name of the Mentor: Mangala H S

Designation: Lecturer

Department: Computer Science

Class & Sem: V Semester, 'B' Section BCA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BC180989	SANJANA R NAVLE	Call not recieved
2	BC180991	SHAHARIKA A S	Phone Switch off
3	BC180992	SHAILA KOTI V N	She is worried about when exam will conducted
4	BC180995	SHISHIRA BHAVANA G V	She is fine and suggested to prepared for examination
5	BC180996	SHOBITHA U NAYAK	She is fine and not worried about Exam dates
6	BC181001	SINCHANA D R	She is fine and she is worried about when exam will conducted
7	BC181002	SINCHANA T S	She is fine and suggested to prepared for examination
8	BC181003	SINDHU S	Due to exam pressure
9	BC181004	SMRUTHI	She is fine and suggested to prepared for examination
10	BC181005	SNEHA S M	Not connected
11	BC181006	SPANDANA R	She is fine and she is worried about when exam will conducted





## PES Institute of Advanced Management Studies, Shivamogga

12	BC181007	SRUSHTI H A	She is fine and suggested to prepared for examination
13	BC181008	SUMATA NAIK	Phone switched off
14	BC181009	SUSHMITHA S	She is fine and she is worried about when exam will conducted
15	BC181010	SWAMY M S	He is fine and suggested to prepared for examination
16	BC181011	TANUSHREE	She is fine and suggested to prepared for examination
17	BC181012	TEJAS L H	He is fine and she is worried about when exam will conducted
18	BC181013	THASEENA BHANU J M	She is worried about when exam will conducted
19	BC181014	TRIVENI	She is worried about when exam will conducted
20	BC181015	VIKRAM S N	Not received
21	BC181016	VINUTHA G S	She is fine and suggested to prepared for examination
22	BC181018	YASHASWINI S	She is fine and she is worried about when exam will conducted
23	BC170901	ADARSH A G	Not reachable
24	BC170902	AISHWARYA A	She is fine and she is worried about when exam will conducted
25	BC170903	AKASH M	He is fine and suggested to prepared for examination

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# PES Institute of Advanced Management Studies, Shivamogga

## Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Bindu D S

Designation: Lecturer

Department: Computer Science

Class & Sem : IV Sem BCA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BC180953	MEGHANA N G	She is feeling low because of Examination tension and she feel that the inputs uploaded in Google classroom is helping a lot.
2	BC180978	PRIYANKA S M	She is feeling low because of Examination tension and also she wants revision classes before exam.
3	BC190967	NISHANTH M R	He is feeling low because of Examination tension.
4	BC180911	ANUSHA K	She is feeling low because of Examination tension and she feel that the inputs uploaded in Google classroom is really helping a lot.
5	BC180932	GNANAMURTHY S	He is feeling low because of Examination tension.
6	BC180935	HARSHA U SHET	He is feeling low because of Examination tension and he feel that the inputs uploaded in Google classroom is really helping a lot.
7	BC180953	MITHUN CHITTAKKI	He is feeling low because of Examination tension.
8	BC180950	MEGHANA N	She is feeling down due to current crisis and now she is ok.
9	BC180955	MOHAMMED AKRAM	He can handle stress by themselves.
10	BC180956	MONISHA U	She is good and she feeling down because of Examination tension.
11	BC180958	NIKITHA SHREE S	She want revision classes before examination
12	BC180969	PRAJWAL C	He is feeling down due to current crisis and now he is ok.
13	BC180973	ROOPASHREE	She is good and she feeling down due to current crisis.
14	BC180978	RUSHIKA	She is good, she don't have have any kind of tension.
15	BC180980	SANJANA KADAM	She is feeling down due to Examination tension.





## PES Institute of Advanced Management Studies, Shivamogga

16	BC180988	SHARAN B M	He is good but he feeling down due to examination tension.
17	BC180990	SHINY LESLY	She is good, she don't have any kind of tension regarding academics.
18	BC180993	SHRADDHA	She is feeling low because of Examination tension and she feel that the inputs uploaded in Google classroom is really helping a lot.
19	BC180994	SHREYUKTHA	She wants revision classes before examination.
20	BC180995	SHREYA	She is feeling low because of Examination tension and he feel that the inputs uploaded in Google classroom is really helping a lot.
21	BC180996	SHUBHAM	He feel that the inputs uploaded in Google classroom is really helping a lot.
22	BC180903	ADITHYA H R	He can handle the stress.
23	BC180909	ANNAPORNA	She is feeling low due to exam tension.
24	BC180913	ARPITHA	She feel that the inputs uploaded in Google classroom is really helping a lot.
25	BC180921	CHANDHAN	He can handle stress by themselves
26	BC180936	HARSHITHA	She feel that the inputs uploaded in Google classroom is really helping a lot.

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E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)  
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*K. S. S. 9/5/2020*  
**Principal**  
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# **PES Institute of Advanced Management Studies, Shivamogga**

## **Counseling Cell**

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Prashanth Kumar R

Designation: Assistant Professor

Department: Computer Science

Class & Sem: II Sem BCA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BC191001	SINCHANA N S	She told am not feeling depressed.. she is fine and I suggested to read and concentrate towards examination and academics
2	BC191004	SNEHA L	Call not received
3	BC191009	SWATI S	She is fine not feeling any depressed
4	BC191011	TEJASWINI B H	Told she was not feeling well... suggested to take rest and to concentrate on your studies
5	BC191000	SHYLESH SHENOY	He is also not feeling any depressed. And enjoying days with his friends.
6	BC191002	SINCHANA MURTHY	She is fine not feeling depressed and worried about exam dates
7	BC191005	SNEHA S	She is fine not feeling depressed
8	BC191006	SUMANT U	He is also not feeling any depressed. And enjoying days with his friends.
9	BC191007	SUMITH M	He is fine suggested to read for examination
10	BC191008	SUSHANT S V	He is fine suggested to read for examination
11	BC191010	TARUN C L	He is fine suggested to read for examination
12	BC191014	VIDYASHREE B	She is also not feeling any depressed. And enjoying days with his friends.
13	BC191015	VIKAS G B	He is also not feeling any depressed. And enjoying days with his friends.
14	BC191017	YASHASWINI	She is fine not feeling depressed





## PES Institute of Advanced Management Studies, Shivamogga

15	BC191019	YASHAVANTA N	He is fine not feeling any depressed.. Suggested to read for examination
16	BC180901	ABDUL KAREEM	Call not received
17	BC180902	ABU SALITH	Call not received
18	BC180904	AISHWARYA K A	She is fine not feeling depressed and worried about exam dates
19	BC180905	ANANYA S K	Incoming call not available/barred
20	BC180906	ANISH S T	Not responded to any call or msgs
21	BC180907	ANISHASHARAN	Call not received
22	BC180910	ANURAG	He is also not feeling any depressed.
23	BC180912	ANUSHREE S	Call not received
24	BC180916	BHOOMIKA C	Not responded to any call or msgs
25	BC180917	BINDHU E	Not responded to any call or msgs
26	BC180918	BINDHU K G	Not responded to any call or msgs

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23/4/2020

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Prashanthan  
8/5/2020

[PRASHANTH KUMAR.R]

MENTOR

9/5/2020  
Head of The Department  
Department of Computer Science  
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# **PES Institute of Advanced Management Studies, Shivamogga**

## **Counseling Cell**

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Darshan P R

Designation: Assistant Professor

Department: Computer Science

Class & Sem: II Sem BCA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BC190993	SAMEER MUSAVEER	He is fine suggested to read for examination
2	BC190994	SAMIYA KHANUM A	She is fine not feeling any depressed
3	BC190996	SHAMANTH S	He is fine not feeling any depressed
4	BC190997	SHARLIN L	Not reachable
5	BC191003	SNEHA D	She is fine not feeling depressed and worried about exam dates
6	BC191012	UMME SALMA	She is fine not feeling depressed and worried about exam dates
7	BC191013	VARSHA C H	She is fine not feeling depressed
8	BC191016	VYSHAK HARISH REVANKAR	He is also not feeling any depressed. And enjoying days with his friends.
9	BC191018	YASHASWINI L	Call not received
10	BC190905	ADITHYA T B	Call not received
11	BC190910	ANIL B RATHOD	He is fine suggested to read for examination
12	BC190913	ANUJNA V	He is also not feeling any depressed. And enjoying days with his friends.
13	BC190918	BHAGEERATHI T	Not reachable
14	BC190920	BHOOMIKA K B	Call not answered





## PES Institute of Advanced Management Studies, Shivamogga

15	BC190921	BHOOMIKA M	She is fine not feeling depressed
16	BC190922	BHOOMIKA R MURTHY	She is fine not feeling depressed
17	BC190924	BINDU B M	Call not received
18	BC190930	DIVYA N. K.	She is fine not feeling depressed suggested to read for examination
19	BC190932	GAANA A	She is fine not feeling depressed suggested to read for examination
20	BC190934	HARSHITH S R	He is also not feeling any depressed.
21	BC190936	JAYALAKSHMI S	She is fine suggested to read
22	BC190941	KAVYA S	She is fine suggested to read
23	BC190943	KISHAN G	Call not received
25	BC190944	LINGRAJ M P	He is also not feeling any depressed.
26	BC190950	MALLIKARJUN T R	He is also not feeling any depressed.

22/4/20

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22/9/20  
Mentor  
[DARSHAN P R]

9/5/2020  
Head of The Department  
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9/5/2020  
Principal  
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# **PES Institute of Advanced Management Studies, Shivamogga**

## **Counseling Cell**

Mentoring, Counselling and Psychological support for the students

During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Tejaswini V R

Designation: Lecturer

Department: Computer Science

Class: II Semester, 'A' Section, BCA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BC190939	KAVANA G.S	Suggested to concentrate on subjects in which she is weak.
2	BC190940	KAVANA P	Suggested to prepare for examinations.
3	BC190942	KIRANKUMAR THORATH K	Suggested to prepare for internals and examinations
4	BC190945	LOYOLA DSOUZA	He engaged in his hobbies and also preparing for examinations
5	BC190946	MADATHALA RAJASHEKAR REDDY	He is worried about internals and suggested to prepare for internals and examinations
6	BC190947	MADHURA G P	She is fine and suggested to study more the subjects which are tough.
7	BC190948	MADHURA H.S	Suggested to study all the subjects carefully and concentrate more on previous semester's subjects
8	BC190949	MAITHILI BHAT	She is not feeling any depressed and told to prepare for examinations.
9	BC190951	MANASA D.A	Suggested to prepare for examinations
10	BC190952	MANASA K C	Suggested to prepare for examinations
11	BC190956	MANOJ S. M	Suggested to prepare for examinations
12	BC190955	MANOJ S	Worried about internals as he has not attended 2 internals.
13	BC190958	MIRZA FAIZAN BAIG	Worried about internals as he has not attended 2 internals.






## PES Institute of Advanced Management Studies, Shivamogga


14	BC190959	MOHAMMED FAIZ	Worried about internals as he has not attended 2 internals.
15	BC190960	MOHAMMED SABEEL	He is fine and not feeling depressed. Suggested to prepare for internals
16	BC190961	MOHAMMED SAMEER SULTHAN	Worried about internals as he has not attended 2 internals.
17	BC190966	NEHA KOUSAR G	Suggested to concentrate towards the studies
18	BC190967	NISHANTH M.R	He is fine and not feeling depressed
19	BC190971	PADMANABHA M SHANBHAG	Suggested to prepare for the examinations.
20	BC190974	POOJA H S	Call not reachable
21	BC190975	POOJITHA S	Suggested to concentrate on programming subjects
22	BC190979	PREETHI T R	She is fine and not feeling depressed and suggested to prepare for examination
23	BC190982	RAGHURAM A P	Call not received
24	BC190987	RAZIQ PASHA	Call forwarded
25	BC190990	SADIYA FATHIMA	Worried about exam dates and suggested to study well for examination
26	BC190991	SAFRIN BANU	Suggested to prepare for examination.

Note:

1. Filled Response Form must be forwarded to Principal and Counsellor.
2. List of sensitive cases (with student contact details) may be forwarded to the Counsellor.
3. Contact Details of Counsellor

E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in) Phone: 7349448851

  
[Tejashwini V. R.]

  
Head of The Department  
Department of Computer Science  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204

  
Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.





# **PES Institute of Advanced Management Studies, Shivamogga**

## **Counseling Cell**

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: **Rangaswamy H**

Designation: Assistant Professor

Department: Computer Science

Class & Sem: IV Sem BCA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BC180919	BINDUSHREE G	She is fine suggested to read for examination
2	BC180920	CHAITRA N PAWAR	Not reachable
3	BC180922	CHANDAN R	He is fine suggested to read for examination and worried about examination date.
4	BC180923	CHANDANA G C	She is fine suggested to read for examination
5	BC180924	CHANDANA G.M	She is fine not feeling depressed and worried about exam dates
6	BC180925	CHIRANJEEVI CHANDRASEKHAR K	He is fine not feeling depressed and worried about exam dates
7	BC180926	CHRISTOS STANLEY MIRANDA	He is fine not feeling depressed
8	BC180927	DAMINI H S	She is also not feeling any depressed.
9	BC180928	DEEPA N	Not reachable
10	BC180929	DEVARAJ N S	He is fine suggested to read for examination
11	BC180930	EMMANUEL	He is fine suggested to read for examination
12	BC180931	FAZILAT TABASSUM	She is also not feeling any depressed.
13	BC180933	GOWTHAM K.M	Not reachable
14	BC180934	HARIS P C	He is fine suggested to read for examination.
15	BC180937	INA GONSALVES	She is fine not feeling depressed and worried about exam dates
16	BC180938	JEEVITHA K.U	Not reachable





## PES Institute of Advanced Management Studies, Shivamogga

17	BC180939	JYOTHI N.G	Call not received
18	BC180941	KAVANA J S	Call not received
19	BC180942	KAVERI M	She is fine not feeling depressed suggested to read for examination.
20	BC180943	KAVYA R	She is also not feeling any depressed.
21	BC180945	KRUTHIK J S	Call not received
22	BC180946	KUSUMA R	Their mobile is switch off
23	BC180947	MADAN B.M	Their number is not reachable
25	BC180948	MADHUSHREE B M	She is also not feeling any depressed.
26	BC180949	MANASA B	Their mobile is switch off .
27	BC180950	MANOJKUMAR G M	He is fine suggested to read for examination.

Note:

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3. Contact Details of Counsellor

E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)

Phone: 7349448851

*[Signature]*  
24/04/2020

*[Signature]*  
Mentor  
Kangaswamy. H

*[Signature]* 9/5/2020  
Head of The Department  
Department of Computer Science  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204

*[Signature]*  
Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.



# **PES Institute of Advanced Management Studies, Shivamogga**

## **Counseling Cell**

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Anitha C B

Designation: Assistant Professor

Department: Computer Science

Class & Sem: V Sem BCA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BC170939	MADHU GOWDA K S	Not interested in studies, addicted to mobiles.
2	BC170949	NANDISH S H	Mobile addictions , facing difficulty in studying and unable to understand concepts.
3	BC170951	NAVYA T U	No problems, enjoying Lockdown.
4	BC170953	NEHA C N	Studying well, no problems.
5	BC170955	NIKHIL B L	Boring, it's very hard to stay at home.
6	BC170956	NIKHIL S	Can't meet friends, feeling sad and I wish colleges reopen soon.
7	BC170957	NIKITHA VS	Lockdown is boring, I wish I had still more study materials.
8	BC170959	PALLAVI N V	I am tensed about my future.
9	BC170960	PAUL SHREYAS	Happily spending time for music and I recommend for some online classes.
10	BC170963	POORVIKA KV	I recommend for online classes and facing shortage for study materials.
11	BC170965	PRAJWAL SARAF S	Spending time in writing poetry and also studying for exams.
12	BC170966	PRATHAMA U	It's boring to be locked in house and I wish lockdown ends soon.
13	BC170967	PRIYA D	No problems.
14	BC170968	PRIYA V	No problems, spending happy days with family.
15	BC170969	PRIYANKA C	It's boring, I wish I had still more study materials.





## PES Institute of Advanced Management Studies, Shivamogga

16	BC170970	PRIYANKA TM	No problems.
17	BC170971	PUNITH NS	I hate lockdown, it's boring.
18	BC170973	RAHUL R	No interest in studies and mobile addicted.
19	BC170975	RAKESH R	Facing mobile addictions and facing difficulty in studies.
20	BC170976	RAKSHITH R	No interest in studies, mobile addictions and enjoying lockdown.
21	BC170977	RAKSHITA C	Suffering headache due to mobile addiction, no interest for studies.
22	BC170981	RENUKA NB	No problems.
23	BC170984	SACHIN S PATTANASHETTI	I am addicted to TV and mobile. No interest for studies.
24	BC170985	SAGAR K	It's boring.
25	BC170987	SAKSHI JAIN	No problems.
26	BC170989	SAMARTH S RAO	Due to lockdown I am enable to perform my daily routine.

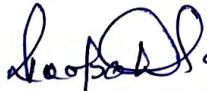
25/4/20

### Note:

1. Filled Response Form must be forwarded to Principal and Counsellor.
2. List of sensitive cases (with student contact details) may be forwarded to the Counsellor.
3. Contact Details of Counsellor  
E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)  
Phone: 7349448851

Anitha C.B

Q

  
9/5/2020  
Head of The Department  
Department of Computer Science  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204

  
9/5/2020  
Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.



# PES Institute of Advanced Management Studies, Shivamogga

## Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Ashwini E M

Designation: Assistant professor

Department: Computer Science

Class & Sem: II Sem BCA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BC190901	AARON KUMAR MABEN	Switch off / not reachable
2	BC190902	ABDUL RAZAK K	Clarified exam and IA issues, suggested to study well
3	BC190903	ABHINAM B.S	Call connected but not received
4	BC190904	ADITHYA D.G	Communicated about exam and IA issues
5	BC190906	AISHWARYA S	Not reachable
6	BC190907	AKSHATHA A.S	Outgoing calls are disconnected
7	BC190908	AKSHATHA M	Not reachable
8	BC190909	ANAGHA BHOOPALAM T.R	Call connected but not received
9	BC190911	ANJALI P.K	Switch off
10	BC190912	ANKITH H.D	Switch off
11	BC190914	ANVITHA S	Out of network coverage area
12	BC190915	ARFAATH B.S	Clarified exam and IA issues, suggested to study well
13	BC190916	ARPITHA S SANNAGOUDAR	Clarified exam and IA issues, suggested to study well
14	BC190917	BANDA SANDHYA	Clarified exam and IA issues, suggested to study well
15	BC190919	BHARANI B.S	Call connected but not received
16	BC190923	BHOOMIKA T.S	Clarified exam and IA issues, suggested to study, she said she don't have books to read in her resident place. So suggested to read through softcopy which is sent by lectures.
17	BC190925	CHANDANA G.K	Call connected but not received
18	BC190926	CHETHAN KUMAR	Clarified exam and IA issues, suggested to study, he is not written the second internals and worried about second internals , I clarified his issues.
19	BC190927	CHINTAN S.U	Clarified exam and IA issues, suggested to study, he is not written the first & second internals and worried about internals, I clarified his issues.
20	BC190928	CHIRANTH S	Fine is not worried about any issues, suggested to study well.
21	BC190929	DIVYA C.B	Out of network coverage area
22	BC190931	ESHANULLA KHAN	Call connected but not received





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23	BC190933	HABEEB UR RAHAMAN	Call connected but not received
24	BC190935	HEMANTH D.G	Clarified exam and IA issues, suggested to study well, he is not written the first & second internals and worried about internals, I clarified his issues.
25	BC190937	JAYANTH C.L	Call connected but not received
26	BC190938	KARAN S.N	Call connected but not received

Note:

1. Filled Response Form must be forwarded to Principal and Counsellor.
2. List of sensitive cases (with student contact details) may be forwarded to the Counsellor.
3. Contact Details of Counsellor

E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)

Phone: 7349448851

*Ashwini E.M.*  
Mentor 9/5/2020

[Ashwini E.M.]

*Loofa D.P.* 9/5/2020  
Head of The Department  
Department of Computer Science  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204

*K. Sanilatha* 9/5/2020  
Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.



## PES Institute of Advanced Management Studies, Shivamogga

### Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Roopa D. S.

Designation: Assistant Professor

Department: Computer Science

Class & Sem: II Semester, BSc.

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	S1904701	ABHISHEK G	Abhishek has not picked the call
2	S1904702	ANKITHA ANIL	Students concern is about mathematics text book. On this regard librarian has been communicated about the concern and sir has told that softcopy of the text book will be sent by camscanning the text book. When asked about online courses student told that she has registered.
3	S1904703	ANVITHA N	Student mother received the call when asked about the mentee, parent informed that she is studying. Parent told that she is utilizing online classes material. If any concern, parent is informed to consult.
4	S1904704	ARBIYA	Aribiya's mother received the call and the parent is having concern about examination. If any concern, parent is informed to consult
5	S1904705	BHOOMIKA GS	Student has no concern. student is motivated to take online courses.
6	S1904706	CHANDANA C	Student is studying seriously and her concern is when lab examinations is going to be conducted or not. Student told that she has taken Physics and Mathematics online courses.
7	S1904707	GOWTHAM S.R	No concern. If any concern, student is informed to consult
8	S1904708	HARISH Y	Call not received.
9	S1904709	HARSHINI M PATIL	Call not received
10	S1904710	HUSNA SANIYAN	Call not received
11	S1904711	LILIAN RAMOLA	Student concern is about that she doesn't have text book. Librarian is informed regarding this. Sir has told that he will be sending the softcopy. Student is motivated to take online courses.
12	S1904712	MANJU BHARGAVI C	Call not connected
13	S1904713	MITHUN G U	
14	S1904714	NASEEBA KHANUM	Wards parent told that her ward is not at all





## PES Institute of Advanced Management Studies, Shivamogga

			studying. So, on this regard the student is counselled that examinations will be there and to be serious about the studies.
15	S1904715	NAVYA D	Students concern is about the examination dates and google classrooms material is helpful
16	S1904716	PAVAN R	No concerns. Student is motivated to take online coursed
17	S1904717	PAVAN KUMAR K T	Call not received
18	S1904718	PRAJWAL SINGH	Student concern is about mathematics study material and concerned Faculty has been communicated the same and on this regard steps has been taken by the faculty members
19	S1904719	PRAJWALA K S	Call not received
20	S1904720	PUNITH S	Concern is about some topic doubt in Data structures subject. The concerned faculty is communicated about the students' concern and told the faculty to resolve the issue.
21	S1904721	SANDHARSHINI J NAYAKA	Call not picked
22	S1904722	SANKALPA K	Call not picked
23	S1904723	SINCHANA M SHET	Student concern is about examination.
24	S1904724	SINCHANA N	Call not received
25	S1904725	YASHASWINI S	No concerns. Student is motivated to take online coursed
26	S1904726	SUNIL NAYAK A	Call not connected

Note:

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2. List of sensitive cases (with student contact details) may be forwarded to the Counsellor.
3. Contact Details of Counsellor

E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)

Phone: 7349448851

*Roopa D.S.*  
9/5/2020

Roopa D.S.  
Mentor

*Roopa D.S.*  
9/5/2020  
Head of The Department  
Department of Computer Science  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204

*K. Srikanth*  
9/5/2020  
Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.



## PES Institute of Advanced Management Studies, Shivamogga

### Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

#### Counselling Response Form

Name of the Mentor: Ms. Swathi J

Designation: Assistant Professor

Department: Commerce & Management

Class & Sem: IV Sem BBA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BB188929	MOHAMMED ARFAD	The mentee complained about the unavailability of notes as only QMB and MM notes are uploaded. A summarised hindi notes is required, he added. Further, he is tensed about the internals, which he was unable to take because of attendance shortage. Besides, he is worried about the conduction of examinations after the lock down period and i have consoled him and supported him morally about the issues.
2	BB188922	HEMANTH JADAV	Switch off
3	BB188920	GOWTHAM	Number incorrect
4	BB188919	GOWRISHANKAR	No issue
5	BB188921	GURUSWAMY	Not answering
6	BB188918	FARAZ ANWAR	Left the college
7	BB188923	KAVYA	Not answering
8	BB188926	LOHITH	Incoming call is not available
9	BB188925	KUSHI	No issue but tensed about examination
10	BB188927	MADHU	Worried about examinations date





## PES Institute of Advanced Management Studies, Shivamogga

11	BB188928	MOHAMMED KAIF	Worried about the method of conducting exam whether online or offline.
12	BB188931	MURGENDRA	Left the college
13	BB188930	MOHAMMED IBRAHIM	Worried about internals because he missed 2 subject internals due to illness.
14	BB188932	NITEESH GOWDA	No issue
15	BB188933	PAWAN	Not answering
16	BB188934	POOJA	Worried about internals because she has not written due to personal issue.
17	BB188935	PRAMOD DRAVID	No issues
18	BB188936	PRATEEK	Need online classes
19	BB188937	PREETHAM	Not answering
20	BB188938	RANJITH REDDY	Not answering
21	BB188939	RASHMI	Number not valid
22	BB188941	SAFIYA	Worried about the date of exam.
23	BB188945	SONIYA	No issues
24	BB188944	SATHWIK	Not answering
25	BB188943	SANJAY	No issues
26	BB188940	ROHAN	Not answering

Note:

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3. Contact Details of Counsellor

E-mail:

[adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)

Phone: 7349448851

*[Signature]*  
**Head of the Department**

Department of BBA & B.Com  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204.

*[Signature]*  
**Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.

*[Signature]*  
8/5/2020

Swathi. J.



## PES Institute of Advanced Management Studies, Shivamogga

### Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

#### Counselling Response Form

Name of the Mentor: Ms. Swathi J

Designation: Assistant Professor

Department: Commerce & Management

Class & Sem: IV Sem BBA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BB188929	MOHAMMED ARFAD	The mentee complained about the unavailability of notes as only QMB and MM notes are uploaded. A summarised hindi notes is required, he added. Further, he is tensed about the internals, which he was unable to take because of attendance shortage. Besides, he is worried about the conduction of examinations after the lock down period and i have consoled him and supported him morally about the issues.
2	BB188922	HEMANTH JADAV	Switch off
3	BB188920	GOWTHAM	Number incorrect
4	BB188919	GOWRISHANKAR	No issue
5	BB188921	GURUSWAMY	Not answering
6	BB188918	FARAZ ANWAR	Left the college
7	BB188923	KAVYA	Not answering
8	BB188926	LOHITH	Incoming call is not available
9	BB188925	KUSHI	No issue but tensed about examination
10	BB188927	MADHU	Worried about examinations date





# **PES Institute of Advanced Management Studies, Shivamogga**

## **Counseling Cell**

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Mr. MOHAN D

Designation: Assistant Professor

Department: Commerce & Management

Class & Sem: IVSem B.COM

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	C1811548	SUSHMITHA R.P	No issues - But Student having questions on Exam
2	C1811549	SWATHI M	No issues- Comfortable in home, Preparing for exams,
3	C1811550	SYED AJMAL	He is fine and completing skill development. And celebrating Ramajan fasting.
4	C1811551	VARUN D H	No issues - But Students having questions on Exam
5	C1811552	VIMARSHA D	No issues -Comfortable in home
6	C1811553	VISHAL K	Comfortable in home, Preparing for exams
7	C1811554	YASHWANTH C R	No issues
8	C1802364	NIDHA ATHER K	No issues - she is fine and celebrating Ramajan fasting.
9	BB158929	NAMRATHA S D	Comfortable in home, Preparing for exams,
10	BB178810	MOHAMMED FAIQH SUBAAN SAYEED	No issues
11	BB178901	ABDUL MANNAN	Call not responded
12	BB178902	ABDULLAH AAMIR USMANI	Incoming calls barred
13	BB178904	AKHIL S	No issues



## PES Institute of Advanced Management Studies, Shivamogga

14	BB178905	AKHILESH C P	No issues
15	BB178906	AKSHAY M V	No issues - But Students having questions on Exam
16	BB178907	ALOKA K R	No issues- Comfortable in home
17	BB178908	ANEES AHMED	Comfortable in home, No issues
18	BB178909	ANOOP B	Call not responded
19	BB178910	APOORVA K	No issues Preparing for exams
20	BB178911	ARPITHA D.K	Call not responded
21	BB178912	CHANDANA J.S	Comfortable in home, Preparing for exams,
22	BB178913	DHANANJAYA M.N	Comfortable in home, But Students having questions on Exam
23	BB178916	GAGANKUMAR K	Call not responded
24	BB178917	HARISH KUMAR M	No issues, But Students having questions on Exam
25	BB178918	HARSHA A V	Comfortable in home, But Students having questions on Exam

**Note:**

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3. Contact Details of Counsellor

E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)

Phone: 7349448851

*Ram*  
24/04/2020

*Ram*  
24/04/2020

**Head of the Department**  
Department of Management Studies  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204

*K. Sathish*  
9/5/2020

**Principal**  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.





## PES Institute of Advanced Management Studies, Shivamogga

### Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

#### Counselling Response Form

Name of the Mentor: Mr. Sathish V

Designation: Asst. Professor

Department: Commerce & Management

Class & Sem: II Sem BBA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	----	ADITYA SHUKLA	Left the College
2	BB198901	AKARSH T DHANRAJ	Call not attended
3	BB198902	AKASH B SHETTY	No problems he is facing
4	BB198903	ANKUSH G	Call not attended
5	BB198904	APOORVA N	No problems she is facing and working on skill developments.
6	BB198905	BATNI ABHISHEK	Call not attended
7	BB198906	FAIZAN AHMED	Call not attended
8	BB198907	FOUZIA KAUSAR	Call not connected
9	BB198908	GANESH VASUDEV REDDY P B	Call not connected
10	BB198909	GINKALA ROHAN C NAYAKA	Call not connected
11	BB198910	HARINI K.S	No problems she is facing but feeling bored.
12	BB198911	JAHNAVI B.J	No problems she is facing and feeling happy with cousins.
13	BB198912	KARAN M JAIN	Call not attended
14	BB198913	KAVYA K.P	Call not connected
15	BB198914	MAHANTESH	No problems he is facing and he is busy in agricultural work.
16	BB198915	MALLIKARJUNA M	No problems he is facing and he is busy with agricultural work.
17	BB198916	MANJU K.R	Call not connected
18	BB198917	MOHAMMED SAHIL S.A	No problems he is facing and he is working on skill development
19	BB198918	MOHAMMED UMAIR	Call not attended



## PES Institute of Advanced Management Studies, Shivamogga

20	BB198919	MUJAHIDDIN	Call not connected
21	BB198920	PRAGATI JOSHI	Call not connected
22	BB198921	PRIYANKA B.K	No problems she is facing
23	BB198922	SAMEER AHAMED R.A	Call not attended
24	BB198923	SAMRUDDHI H.P	No problems she is facing
25	BB198924	SANJAY P	Call not connected

Note:

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2. List of sensitive cases (with student contact details) may be forwarded to the Counsellor.

3. Contact Details of Counsellor

E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)

Phone: 7349448851

Note:

1. During this counselling no major issues were found with regard to any of the students.
2. Majority of the students are normal and only few are feeling bored by sitting at home and few students are enjoying by involving themselves in different activities.
3. All the students are busy with submission of skill development work.

*[Signature]*  
8/5/2020  
(SATHISH.V)

*[Signature]*  
09/5/2020  
**Head of the Department**  
Department of BBA & B.Com  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204.

*[Signature]*  
9/5/2020  
**Principal**  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.





# PES Institute of Advanced Management Studies, Shivamogga

## Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Ayesha Siddiqua  
Designation: Assistant Professor  
Department: Commerce and Management  
Class & Sem: IV Sem BBA, II Sem B.Com

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BB188907	ARCHANA G N	The Mentee has lost her mobile phone 3 weeks ago, so she is facing a difficulty with the updates being sent to students through online. But now she is using her father's phone for saving study materials and she is getting the updates by calling her friends over phone.
2	BB188913	CHIRAG J JAIN	The Mentee didn't mention any kind of problem or issue. He is completely alright.
3	C1911573	ZAIN SAKREENA	Incoming call facility is not available on the provided contact number.
4	BB188901	ABDUL SATTAR	Call has been forwarded
5	BB188903	ADITI DRAVID	The Mentee is doing good and following all the updates from the college
6	BB188904	AFIYA	The Mentee is worried about internal marks
7	BB188905	AMOGHA T.K	The Mentee is doing good
8	BB188908	BHUMIKA N.E	Call is barred
9	BB188909	BHUVAN R.P GINGAD	The mentee seems careless regarding studies
10	BB188910	CHANDANA V	No response
11	BB188911	CHARAN K G	Call not received
12	BB188912	CHINTANA N	The mentee is doing good
13	BB188913	CHIRAG J JAIN	The Mentee is quite active and following all the updates from the college
14	BB188915	DARSHAN B	Call not received
15	BB188916	DARSHAN N R	Mobile phone switched off
16	BB188917	DHRUVAN D	Call not received
17	C1911564	SYED AYAN	The mentee has received the notes and following up all the updates
18	C1911565	TARUN C.M	Number not available
19	C1911566	U MA RAO D.M	Call not received
20	C1911567	USHA J	The Mentee is quite active and received the notes from various subjects



## PES Institute of Advanced Management Studies, Shivamogga

21	C1911568	VARUN M.S	Call barred
22	C1911569	VASUKI S KULKARNI	The Mentee is active and well
23	C1911570	VEDAMURTHY C.M	The mentee seems inactive
24	C1911571	VISHNU VIJAY T.M	Call not received
25	C1911572	YASHWANTH S.C	Mobile phone switch off

Note:

1. Filled Response Form must be forwarded to Principal and Counsellor.
2. List of sensitive cases (with student contact details) may be forwarded to the Counsellor.
3. Contact Details of Counsellor

E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)

Phone: 7349448851

*[Signature]*  
Head of the Department

Department of BBA & B.Com  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204.

*[Signature]*  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.





# **PES Institute of Advanced Management Studies, Shivamogga**

## **Counseling Cell**

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Vinay Kumar K S

Designation: Asst.Proffessor

Department: Commerce and Management Class & Sem: VI Sem BBA

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BB158919	IRFAN KHAN N	He is fine and completing skill development. And celebrating Ramajan fasting.
2	BB158920	JUNAID AHMED	He is fine and completing skill development. And celebrating Ramajan fasting.
3	BB158921	KAVYA R	She is also fine and preparing for exams. No problem is find in lockdown days.
4	BB158922	KSHITIJ RISHAV	He is fine and completing skill development and project report
5	BB158923	KUSHAL PATEL S G	He completing skill development work
6	BB158924	LEMUEL D SOUZA	He is fine and completing skill development
7	BB158925	MALATHESH K M	He is fine and completing skill development and project report
8	BB158926	MALLESH M K	He is fine and completing skill development and project report
9	BB158927	MANOJKUMAR	He completing skill development work
10	BB158929	MOHAMMED AQHEEL	Not received the call
11	BB158932	MOHAMMED ZAID	He is fine and compeling skill development. And celebrating Ramazan fasting.
12	BB158933	MUDASSIR AHMED	He is fine and completing skill development. And celebrating Ramajan fasting.





## PES Institute of Advanced Management Studies, Shivamogga

13	BB158934	NIRANJAN H O	Not reachable
14	BB158935	NIROOP RAJ M B	He is also fine enjoying lockdown days with family members. Completed skill development
15	BB158936	NISHANTH A S	He is good and completed skill development. He is preparing examination
16	BB158937	PAVAN DHANANJAYAN	He is also fine and not feeling any depressed. All are busy in skill development work.
17	BB158939	PRADEEP A B	Wrong number
18	BB158940	PRAJWAL RAJ K R	He is also fine
19	BB158941	PRANATHI	She is good working for skill development.
20	BB158942	RAHUL	He is also fine enjoying lockdown days with family members. Completed skill development
21	BB158944	ROJA D L	Preparing for exam
22	BB158946	SAGAR M	Not receiving call. 6 times called.
23	BB158947	SANDESH S H	Not receiving call. 4 times called.
24	BB158948	SHREEJITH M	He is also fine enjoying lockdown days with family members. Completed skill development

Note:

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3. Contact Details of Counsellor

E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)

Phone: 7349448851

4/5

Winay Kumar K.S.

Head of the Department

Department of BBA & B.Com

PES Institute of Advanced Management Studies

SHIVAMOGGA-577 204.

Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.





# **PES Institute of Advanced Management Studies, Shivamogga**

## **Counseling Cell**

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Mrs. Kavitha U P

Designation: Assistant Professor

Department: Commerce & Management

B.Com & BBA

Class & Sem: VI Sem

Sl. No	Reg. No.	Name of the Student	Major Concerns/Remarks
1	C1711501	ADITHI K	She is feeling positive
2	C1711502	AKANKSHA JAIN	She is cheerful
3	C1711503	ALIYA PATEL	Did not pick the call
4	C1711504	AMRUTHA G.C	She is feeling positive
5	C1711506	ANUSHA C	She is feeling positive
6	C1711507	ARPITHA Y.G	She is positive
7	C1711509	BHARATH S N	Could not connect
8	C1711508	BHARATH S.G	He is normal
9	C1711513	DEEKSHITH S JAIN	He is active
10	C1711514	DEEPESH M JAIN	He is Positive
11	C1711515	DHANUSH S SAGAR	He is active
12	C1711516	HARDIK P	Not connect
13	C1711518	HARSHINI K.M	She is normal
14	C1711519	HARSHITHA K	She is positive
15	C1711520	JAINI S	The concern of mentee is loneliness. So on this regard I counselled her and gave her suggestions to join online classes to enrich her knowledge in her interested area. She told she is completing the skill development work also.
16	C1711521	JITHIN VIJAY	He is active
17	C1711523	KUMAR S	Did not pick the call
18	C1705239	KUMAR T.G	He is active



## PES Institute of Advanced Management Studies, Shivamogga

19	C1711524	KUSHAL JAIN	He is active
20	C1711525	LAVANYA B H	She is positive
21	BB178949	SINDHU S	She is normal
22	BB178950	SUHAS D.N	He is normal
23	BB178951	SUMANTH M S	He is Positive
24	BB178952	SYEDA SUNAIN KOUSAR	She is cheerful
25	BB178953	VINAY KUMAR G.K	He is Positive

Note:

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3. Contact Details of Counsellor

E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)

Phone: 7349448851

Kar - 23/04/20

Kar -

07/5/2020  
Head of the Department  
Department of BBA & B.Com.  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204.

K. Sailath  
9/5/2020  
Principal

PES Institute of Advanced Management Studies  
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SHIVAMOGGA-577 204.





## PES Institute of Advanced Management Studies, Shivamogga

### Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

#### Counselling Response Form

Name of the Mentor: Dr. S.R Nagaraja

Designation: Assistant Professor

Department: Commerce & Management

Class & Sem: VI Sem B.Com

Sl. No.	Reg.No	Name of the Student	Major Concerns/Remarks
1	C1711526	LUBNA	Not able to understand practical subjects through online
2	C1711527	MANASA C.D	Require some days of regular class before examination
3	C1711529	MITHAN M	Require some days of regular class before examination
4	C1711530	MOHAMMED ANAS V K P	Not Connected
5	C1711531	MONISHA PATEL	No Specific Problem
6	C1711532	NAMEERA KHANAM	No Specific Problem
7	C1711533	NIKITHA S.R	Not Connected
8	C1711534	NISARGA R	Require some days of regular class
9	C1711535	PALLAVI KIRAN	No Specific Problem
10	C1711536	PAVANA H K	Difficult to understand practical subjects through online
11	C1711537	PAVITHRA T	No Specific Problem
12	C1711538	PRADEEP M	Not Connected
13	C1711539	PRAJWAL PRASAD C R	No Specific problem
14	C1711541	PUNEETH M CHANDANANI	Not Responded
15	C1711542	RAHUL R	No Specific Problem

16	C1711543	RAJATH KUMAR P	No Specific Problem
17	C1711544	RAJOL KUMARI	No Specific problem
18	C1711545	RAKSHITH V	No Specific Problem
19	C1711546	SAHANA G S	No Specific Problem
20	C1711548	SAMHITHA R MANGALAGAR	No Specific Problem
21	C1711549	SANJAYDATH M S	Not connected
22	C1711550	SATHWIK M.A	No Specific Problem
23	C1711554	SHIVANANDA N	Not connected
24	C1711552	SHARANYA B V	Switched Off
25	C1711553	SHIVANANDA H C	Not responded

  
22/4/2020

Note:

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3. Contact Details of Counsellor  
E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)  
Phone: 7349448851

Note: The name of only one student marked bold appeared in the list of students who require psychological support from the Institute.

  
S. 12. Nagaraja  
22/5/2020  
**Head of the Department**  
Department of BBA & B.Com  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204.

  
Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204





# **PES Institute of Advanced Management Studies, Shivamogga**

## **Counseling Cell**

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Mr. Harsha C Mathad

Designation: Assistant Professor

Department: Commerce & Management

Class & Sem: IV Sem B.Com

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	C1811521	MEGHA G	No issues - But Students having questions on Exam
2	C1811522	MOHAMMED MASOOD	No issues
3	C1811524	MOHAN R	No issues
4	C1811529	PALLAVI H.R	No issues - But Students having questions on Exam
5	C1811531	PRIYA C	No issues
6	C1811533	RAMYA SHREE B	No issues - But Students having questions on Exam
7	C1811534	SACHIN M	No issues
8	C1811539	SHAMANTH B	No issues - But Students having questions on Exam
9	C1811526	NIDHI J	Incoming calls barred
10	C1811527	NIHARIKA BYRAPLY	Incoming calls barred
11	C1811528	NITHIN M.C	Incoming calls barred
12	C1811535	SAILAKSHMIK.R	Incoming calls barred
13	C1811536	SAMPADA R.M	Incoming calls barred
14	C1811545	SINCHANA T	No issues
15	C1811546	SNEHAS. K	No issues - But Students having questions on Exam
16	C1811523	MOHAMMED SHAHID	No issues
17	C1811525	MURALI G	No issues
18	C1811538	SANJAY M	No issues
19	C1811547	SUHANI. A	No issues



## PES Institute of Advanced Management Studies, Shivamogga

20	C1811537	SANATH K	Network not available
21	C1811540	SHARATH K	Not Available
22	C1811541	SHARATH PATIL	Not Available
23	C1811542	SHAZIYA BANU	Not Available
24	C1811544	SHWETHA L	Not Available
25	C1811543	SHOIB AKTHAR	Wrong Number

22/4/2020

Note:

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3. Contact Details of Counsellor  
E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)  
Phone: 7349448851

8/5/2020

*Head of the Department*  
Department of BBA & B.Com  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204.

*K. Sailatha*  
Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.





## PES Institute of Advanced Management Studies, Shivamogga

### Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown  
Counselling Response Form

Name of the Mentor: Praveen B.

Designation: Assistant Professor

Department: Commerce and Management Class & Sem: II Sem B.Com

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	C1911540	RANJITHA R.N	Attending CA online classes and preparing for CA exam in June. As well as completing skill development work also.
2	C1911541	RISHAB KUMAR JAIN	He is busy in his stationary shop business and also completing Skill development work.
3	C1911542	RITHIK D JAIN	He is also fine enjoying lockdown days with family members. Completed 2 skill development and 2 need to complete.
4	C1911543	ROHITH VAISHNAV	No is not reachable
5	C1911551	S SHRUSTI	Not answering the call.
6	C1911544	SAHANA S	She is in grand parents house. Due to Network problem not uploaded skill development work.
7	C1911545	SAKSHATH K G	Call forwarded. Not connecting
8	C1911546	SANJEEVAPPA B	Number is not available.
9	C1911547	SAWOOD AHAMED KHAN	He is fine and completing skill development. And celebrating Ramajan fasting.
10	C1911574	SHASHANK S M	Not reachable.
11	C1911548	SHIFANAZ	She is preparing for CA as well as degree exams also. Each subject is opting on alternative days for preparing.
12	C1911549	SHREYANS KOTHARI	He is busy in his medical shop business with his family and also working on skill development.
13	C1911550	SHREYANS R JAIN	Not answering the call.





## PES Institute of Advanced Management Studies, Shivamogga

14	C1911552	SINDHU M.S	She is good and completed skill development. She is getting bored in home and waiting for college reopen.
15	C1911553	SINDHU T.M	She is also fine and preparing for exams. No problem is find in lockdown days.
16	C1911554	SNEHA A	She is fine and completing skill development.
17	C1911555	SRI KANTA	Incoming call barred.
18	C1911556	SUDEEP S	He is good and now a days working in his acranut form with his father.
19	C1911557	SUFIYAZ	She is preparing for exams and daily solving 2 problems and reading theory subjects
20	C1911558	SUHAIL KHAN	He completing skill development work and in Ramzan fasting.
21	C1911559	SUMA RAO D M	She is good working for skill development.
22	C1911560	SURYA H	Not receiving call. 5 times called.
23	C1911561	SUSHMA RANI M.M	She is also fine and not feeling any depressed. All are busy in skill development work.
24	C1911562	SUSHMITHA M P	Due to Network problem not uploaded skill development work. And she is also fine.
25	C1911563	SWASTHIK H M	He is also not feeling any depressed. And enjoying days with his friends in village.

### Note:

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3. Contact Details of Counsellor

E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)

Phone: 7349448851

*[Signature]*  
**Head of the Department**

Department of BBA & B.Com.

PES Institute of Advanced Management Studies

SHIVAMOGGA-577 204.

*[Signature]*  
**Principal**  
9/5/2020

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204.

*[Signature]*  
08/05/2020





# PES Institute of Advanced Management Studies, Shivamogga

## Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Dr. Sudharshan G M

Designation: Associate Professor & HOD

Department: Commerce & Management

Class & Sem: IV Sem BBA & B.Com

Sl. No.	Reg. No.	Name of the Student	Major Concerns/Remarks
1	BB188945	SHAIK SUHEL AKRAM	Doing well
2	BB188947	SHIVRAJ K R	Dropout Student
3	BB188948	SONIYA R	Expects online classes
4	BB188949	SUMANA NAZ	Preparing for exams
5	BB188950	SUMITH S JAIN	Doing well
6	BB188951	SWAMY A.B	Worried about the exams
7	BB188953	SYED SALMAN	Doing well
8	BB188954	SYED TOUSIF	Doing well
9	C1811501	ABHISHEK V K	Preparing for exams
10	C1811502	ADARSH B	Preparing for exams
11	C1811504	ANKITHA B R	Preparing for exams
12	C1811505	ARSHU R	Preparing for exams
13	C1811506	ASTHIK S	Not reachable
14	C1811507	BINDU E.H	Not reachable
15	C1811508	BINDU P E	Not reachable
16	C1811509	DARSHANNAIK	Not reachable
17	C1811510	GANAVI B.M	Doing well
18	C1811511	GANESH K P	Preparing for exams
19	C1811513	JATHIN KUMAR JAIN	Preparing for exams
20	C1811514	KEERTHI Y	Preparing for exams
21	C1811515	LALITHSINGH PUROHITH	Doing well
22	C1811516	LUQMAN PASHA	Not reachable



## PES Institute of Advanced Management Studies, Shivamogga

23	C1811517	MAHAMMAYI D PRABHU	Not reachable
24	C1811519	MANJUNATHA M	Students who are feeling down Or depressed every day - <b>Response</b> - Because of health reason not able to attend classes regularly - Shortage of Attendance leads to not eligible to write internals - Notes shared in google classroom is comfortable but some practicals subjects not able to understand
25	C1811520	MANOHAR K S	Doing well

*S. S. S.*  
25/4/2020

Note:

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3. Contact Details of Counsellor  
E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)  
Phone: 7349448851

*S. S. S.*  
09/5/2020  
**Head of the Department**  
Department of BBA & B.Com  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204.

*K. S. S.*  
9/5/2020  
**Principal**  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.





# PES Institute of Advanced Management Studies, Shivamogga

## Counseling Cell

Mentoring, Counselling and Psychological support for the students

During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Mrs. Veena M  
Designation: Assistant Professor  
Department: Commerce Class & Sem: II Sem M.Com

Sl. No.	Register Number	Name of the Student	Major Concerns/Remarks
1	PC191201	ARPITA L	Not Reachable
2	PC191202	ASIFA KHANUM	Feels isolated as people target a particular community during Covid-19
3	PC191203	KANCHANA K	Not responding
4	PC191204	POOJA S	Feeling Good
5	PC191205	RAKESH U	Feeling Good
6	PC191206	SAMANTHA P R	Engaging in Studies
7	PC191207	SUMA B Y	Not Facing any problem
8	PC191208	SUSHMA S.V	Feeling Tired
9	PC191209	USHA H T	Not facing any problem
10	PC191210	VARSHITHA S P	Feeling good

  
22/4/2020

Note:

1. Filled Response Form must be forwarded to Principal and Counsellor.
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3. Contact Details of Counsellor

E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)

Phone: 7349448851

  
Co-ordinator  
P.G. Department of Commerce  
PES Institute of Advanced Management Studies  
NH-206, Sagar Road, SHIVAMOGGA-577 204.

  
Principal  
9/5/2020

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.



## PES Institute of Advanced Management Studies, Shivamogga

### Counseling Cell

Mentoring, Counselling and Psychological support for the students  
During COVID – 19 Lockdown

### Counselling Response Form

Name of the Mentor: Mrs. Sharada G

Designation: Assistant Professor

Department: PG Dept. of Commerce

Class & Course: IV Sem M.Com

Sl. No.	Register Number	Name of the Student	Major Concerns/Remarks
1	PC181201	AISHWARYA S	Feeling Normal
2	PC181202	ANANDA N	Feeling normal
3	PC181203	ARCHANA M NAYAK	Busy with own business
4	PC181204	ASHWINI P	Feeling Normal
5	PC181205	CHANDANA G P	Switched Off
6	PC181206	CHANDANA JADHAV	Not facing any problem
7	PC181207	CHETHAN R	Feeling normal
8	PC181208	ESHWAR M PATIL	Not responding
9	PC181209	IMTIAZ AHMED	Feeling good
10	PC181210	KARTHIK C M	Normal and active
11	PC181211	LEKHA P K	Calm and Cheerful
12	PC181212	MADAN B K	Cheerful and positive
13	PC181213	MISBA TAJ	Positive
14	PC181214	NETHRAVATHI B N	Bit worried due to own health issues(not related to Covid-19)
15	PC181216	POOJA N	Cheerful
16	PC181217	RAKSHITHA N S	Positive and Cheerful
17	PC181218	SABIRA	Bit worried due to ill health of her father(Not related to Covid-19)
18	PC181219	SANJAY C	Normal and Positive
19	PC181220	SAVYA D S	Calm and Positive
20	PC181221	SHAZIYA BANU	Call not connected
21	PC181222	SHIVAKUMAR A S	Call not connected





## PES Institute of Advanced Management Studies, Shivamogga

22	PC181224	SHWETHA S GULGULE	Normal
23	PC181225	SNEHA R CHAUHAN	Cheerful
24	PC181226	SOWMYA A S	Call not connected
25	PC181228	SWATHI B J	Not facing any problem
26	PC181229	SWATHI R	Normal and Positive
27	PC181230	SYEDA KAUNAIN	Normal and Positive
28	PC181231	TASMIYA KAUNAIN	Normal and positive
29	PC181232	UMME HANI	Call not connected

22/4/20

Note:

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2. List of sensitive cases (with student contact details) may be forwarded to the Counsellor.
3. Contact Details of Counsellor

E-mail: [adoniaruna@pestrust.edu.in](mailto:adoniaruna@pestrust.edu.in)

Phone: 7349448851



**Co-ordinator**

P.G. Department of Commerce

PES Institute of Advanced Management Studies

NH-206, Sagar Road, SHIVAMOGGA-577 204.



**Principal**

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204.

## Anti-Ragging Committee

### Introduction

PESIAMS College has constituted an Anti-Ragging Committee, whose main objective is to ensure a ragging-free environment for all those who are studying in the institution and to address any ragging complaint received.

Anti-Ragging Cell is one of the important parts of Educational Institution's mechanism. As per the guidelines of UGC under the Act of 1956, which is modified as UGC regulations on curbing the menace of Ragging in higher Educational Institutions, 2009 establishment of Anti-Ragging Cell is very compulsory in all educational institutions.

### Objective:

Anti-Ragging Committee is the supervisory and advisory committee in preserving a culture of ragging free environment in the college campus. The main objectives of this cell are as follows:

- To make students aware of dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to the notice of the committee.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

*[Signature]*  
Principal



**Composition of Anti-Ragging Committee for the AY 2020-21:**

Sl. No.	Name	Designation	Signature
1	Dr. K. Sailatha Principal	Chairperson	<i>[Signature]</i>
2	Dr. Krishna M.M HOD, Dept. of commerce and Management	Coordinator	<i>[Signature]</i> @ 29/6/21
3	Dr. Dileep Kumar S D Co-ordinator PG Dept. of Commerce	Member	<i>[Signature]</i> 29/6/21
4	Mrs. Roopa D S HOD, Dept of Computer Science	Member	<i>[Signature]</i> 29/6/20
5	Mrs.Ashwini E M Dept of Computer Science	Member	<i>[Signature]</i> 29/6/21
6	Mr. Anmol U K Dept of Computer Science	Member	<i>[Signature]</i> 29/6/21
7	Mr. Prashanth Kumar R Dept of Computer Science	Member	<i>[Signature]</i> 29/6/20
8	Mr. Mohan D Dept. of commerce and Management	Member	<i>[Signature]</i> 29/6/21
9	Mr. Rudramuni P.B Dept. of Commerce	Member	<i>[Signature]</i> 29/6/21

**Punishable ingredients of Ragging:**

- Abetment to ragging.
- Criminal conspiracy to ragging.
- Unlawful assembly and rioting while ragging.
- Public nuisance created during ragging.
- Violation of decency and morals through ragging Injury to body, causing hurt or grievous hurt.
- Wrongful restraint.
- Wrongful confinement.
- Use of criminal force.
- Assault as well as sexual offences or unnatural offences.
- Extortion
- Criminal trespass.
- Offences against property.
- Criminal intimidation.
- Attempts to commit any or all of the above mentioned offences against the victim(s).
- Physical or psychological humiliation:

*[Signature]* 29/6/21  
Principal

- All other offences following from the definition of "Ragging".



## Standard Operating Procedure (SOP)

1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
2. The Committee shall direct the employee(s)/student to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
3. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case.
4. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original/true copy.
5. The party against whom the document/witness produced shall be entitled to challenge /cross-examine the same.
6. The Committee shall sit on a day-to-day basis to record and consider the evidence is produced by both parties.
7. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
8. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.

If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of ragging is made out against the accused and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of anyone of the following depending in the seriousness of the issue.

### Punishment for ragging:

- Warning
- Written apology
- Suspension from attending classes and academic privileges
- Debarring from appearing in any test/examination or other evaluation process.
- Debarring from representing the institution in any regional, National or International meet, tournament, Youth festival, etc.
- Suspension/ Expulsion from the hostel

*[Signature]*  
Principal




- Cancellation of Admission.
- Expulsion from the Institution and consequent debarring from admission to any other institution for specified period
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to: collective punishment. If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal/Management, with reasons and with recommendations of the action to be taken against such person

If at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of ragging against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

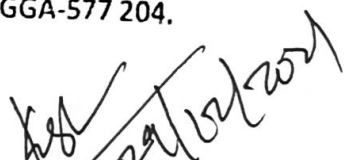
#### Responsibilities of the Committee:

1. To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging.
2. To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging.
3. To consider the complaints received from the students and conduct enquiry and submit report to the Anti-Ragging Committee along with punishment recommended for the offenders.
4. Conduct workshops against ragging menace and orient, the students.
5. To offer services of counselling and create awareness to the students:
6. To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.
7. To maintain all documents/ Records pertaining to this committees.

  
29/6/21  
Coordinator

  
29/6/2021  
Principal  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.

  
29/6/2021  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204

Date: 28-06-2021

Circular

Anti Ragging Committee Meeting

This is to inform all the Anti Ragging Committee members to attend the meeting on **28<sup>th</sup> June, 2021 at 4.05 pm in the Principal Chamber**. All the faculty members of the committee are informed to attend the same and assemble 5 minutes before the start of the meeting.

Agenda:

1. Reformation of Anti Ragging Committee

List of Anti ragging committee Members:

Sl. No.	Name	Informed	Attended
1	Dr. K. Sailatha Principal	<i>[Signature]</i> 28/6/2021	<i>[Signature]</i> 28/6/2021
2	Dr. Krishna M.M HOD, Dept. of commerce and Management	<i>[Signature]</i>	<i>[Signature]</i>
3	Dr. Dileep Kumar S D Co-ordinator PG Dept. of Commerce	<i>[Signature]</i>	<i>[Signature]</i>
4	Mrs. Roopa D S HOD, Dept of Computer Science	<i>[Signature]</i>	<i>[Signature]</i>
5	Mrs. Ashwini E M Dept of Computer Science	<i>[Signature]</i>	<i>[Signature]</i>
6	Mr. Anmol U K Dept of Computer Science	<i>[Signature]</i>	<i>[Signature]</i>
7	Mr. Prashanth Kumar R Dept of Computer Science	<i>[Signature]</i>	<i>[Signature]</i>
8	Mr. Mohan D Dept. of commerce and Management	<i>[Signature]</i>	<i>[Signature]</i>
9	Mr. Rudramuni P.B Dept. of Commerce	<i>[Signature]</i>	<i>[Signature]</i>

*[Signature]*  
Principal

PES Institute of Advanced Management Studies  
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SHIVAMOGGA-577 204.

*[Signature]*  
Principal

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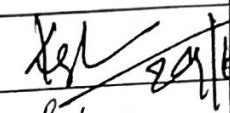
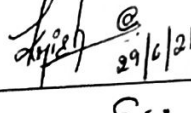
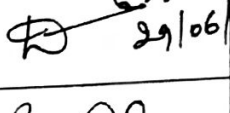
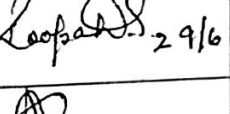
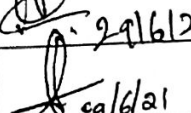
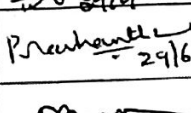


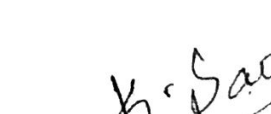
Date: 29-06-2021

Minutes of the Meeting

The Anti Ragging committee meeting was conducted on 28-06-2021 in the chamber at 04.05pm. The Chairperson welcomed the members.

As discussed in the meeting dated 28-06-2021 the committee has been reformed. Dr.G.M Sudharshan has resigned from his duties. Therefore, Dr. Krishna M M has taken charge of Coordinator for Anti Ragging Committee. The committee has been reconstituted as follows;

List of committee Members:

Sl. No.	Name	Designation	Signature
1	Dr. K. Sailatha Principal	Chairperson	
2	Dr. Krishna M.M HOD, Dept. of commerce and Management	Coordinator	
3	Dr. Dilcep Kumar S D Co-ordinator PG Dept. of Commerce	Member	
4	Mrs. Roopa D S HOD, Dept of Computer Science	Member	
5	Mrs.Ashwini E M Dept of Computer Science	Member	
6	Mr. Anmol U K Dept of Computer Science	Member	
7	Mr. Prashanth Kumar R Dept of Computer Science	Member	
8	Mr. Mohan D Dept. of commerce and Management	Member	
9	Mr. Rudramuni P.B Dept. of Commerce	Member	

Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.

Principal

Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.

PESIAMS

ಪಿಇಎಂಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(ಒಂದು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜಿತವಾಗಿರುವ ಮತ್ತು ಸರ್ಕಾರದಿಂದ ಪ್ರಮಾಣೀಕೃತವಾದ)  
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)



Phone: 8147053084  
8147053085

PES Institute of Advanced Management Studies

email: principal@pesi.institute  
principal@pesi.institute  
Website: www.pesi.institute

(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)

P.H.206, Sagar Road, Shivamogga - 577 204 (Karnataka)

No.

Date: 30/06/2021

To,

Dr. Krishna M.M.,  
Assistant Professor & HOD,  
Department of Commerce & Management,  
PES Institute of Advanced Management Studies  
Shivamogga

We are glad to inform you that you are nominated as coordinator for Anti-Ragging Committee for the w.e.f. 30<sup>th</sup> June, 2021 in place of Dr. G.M Sudharshan, who resigned our institution recently. We strongly believe that you will discharge your duties and responsibilities very effectively to make our institution free from ragging. We wish you all the best.

Principal

Principal

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204.

Received original

Krishna  
30/6/21

Principal

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204.



Date:05/07/2021

### Circular

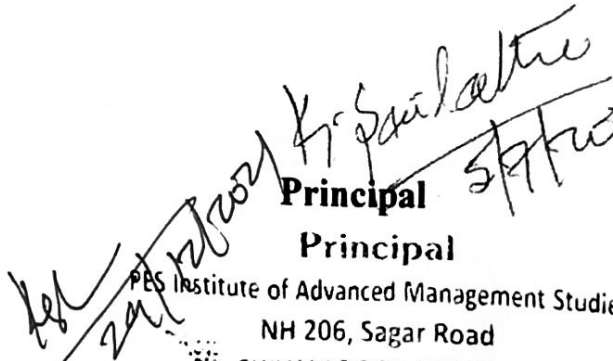
A meeting of the Anti Ragging Committee has been convened in the Principal's chamber tomorrow 6<sup>th</sup> July, 2021 at 4.05pm. All the faculty members of the committee are informed to attend the same and assemble 5 minutes before the start of the meeting.

#### Agenda:

- To discuss about incidents of Ragging if any and welfare of new students.

1. Dr. K. Sailatha - Chairperson
2. Dr. Krishna M.M - Coordinator
3. Dr. Dileep Kumar S D - Member
4. Mrs. Roopa D S - Member
5. Mrs. Ashwini E M - Member
6. Mr. Anmol U K - Member
7. Mr. Prashanth Kumar R - Member
8. Mr. Mohan D - Member
9. Mr. Rudramuni P.B - Member

  
**Coordinator**

  
**Principal**  
**Principal**  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.

Date:07/07/2021

**Minutes of the Meeting**

- The meeting of Anti-Ragging Committee was held in the Principal Chamber on 6<sup>th</sup> July 2021.
- The coordinator briefed on the updates of Anti Ragging committee activities to the members. As on date no complaints/incidents of ragging reported in the institution. All the members of Anti-Ragging Committee are informed to be vigilant and report in case of any deviations is observed.

Sl. No.	Name	Designation	Signature
1	Dr. K. Sailatha	Chairperson	
2	Dr. Krishna M.M	Coordinator	
3	Dr. Dileep Kumar S D	Member	
4	Mrs. Roopa D S	Member	
5	Mrs.Ashwini E M	Member	
6	Mr. Anmol U K	Member	
7	Mr. Prashanth Kumar R	Member	
8	Mr. Mohan D	Member	
9	Mr. Rudramuni P.B	Member	

Coordinator

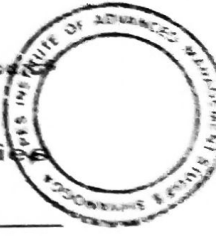
Principal

Principal

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SHIVAMOGGA-577 204.

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NH 206, Sagar Road  
SHIVAMOGGA-577 204.





Date: 14/12/2021

## Circular

Dear Sir/Madam,

## ICT Committee Meeting of PESIAMS

This is to inform all the ICT Committee members to attend the meeting on **15<sup>th</sup> December, 2021 at 3.00 pm in the Principal Chamber, PESIAMS.** Assemble to the meeting 5 minutes before and turn your mobile to silent mode.

## Agenda:

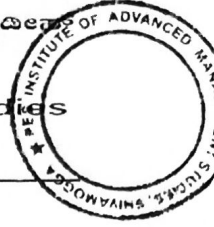
1. Reconstitution of the committee.
2. Any other matters with the permission of the chair.

Dr. K. Sailatha  
Principal and Chairperson

## Composition of ICT Committee for the Academic Year 2020-21

Sl. No	Name of the member and Department	Designation	Signature
1	Dr. K. Sailatha	Chairperson	<i>[Signature]</i> 14/12/2021
2	Mrs. Roopa. D. S. Assistant Professor, Department of Computer Science	Coordinator	<i>[Signature]</i> 14/12/2021
3	Mr. Darshan P. R. Assistant Professor, Department of Computer Science	Member	<i>[Signature]</i> 14/12/2021

*[Signature]*  
Principal



## Proceedings of ICT Meeting

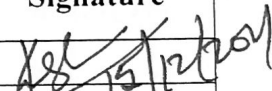

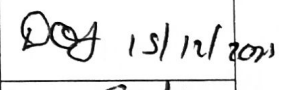
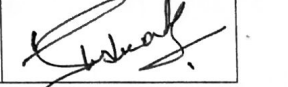
**Date: 15/12/2021**

**Time: 03:00pm**

**Venue: Principal chamber**

The Coordinator welcomed the committee and informed the committee members that Mr. Shashwath Bharadwaj was shifted from PESITM on 11/12/2021 as a System Administrator to PESIAMS. The Chairperson informed that Mr. Shashwath Bharadwaj has been nominated as a member of ICT Committee and the responsibilities will be given to him. Hence the committee has to be reconstituted.

### Composition of ICT Committee for the Academic Year 2021-22

Sl. No	Name of the member and Department	Designation	Signature
1	Dr. K Sailatha	Chairperson	
2	Ms. Roopa. D. S. Assistant Professor, Department of Computer Science	Coordinator	
3	Mr. Darshan P. R. Assistant Professor, Department of Computer Science	Member	
4	Mr. Shashwath Bharadwaj System Administrator	Member	

The Chairperson briefed the objectives of the ICT Committee and the responsibilities as a member. The Coordinator informed Mr. Shashwath Bharadwaj to deliver his duties at the best. The Chairperson thanked Mr. Darshan P. R., for his support given to the Institution.

Ms. Roopa requested the Chairperson to facilitate a new Lab for BCA/B. Sc Programs as the strength of the. Students have increased. After due discussions and deliberations, the Chairperson informed that she will be requesting the higher authority to sanction a new lab with 60 high end Computer Systems.

  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204





Date: 21/06/2021

## Circular

Dear Sir/Madam,

## ICT Committee Meeting of PESIAMS

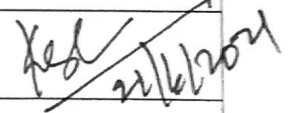
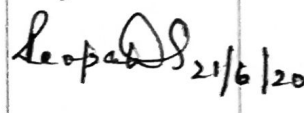
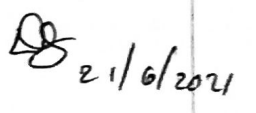
This is to inform all the ICT Committee members to attend the meeting on **23<sup>rd</sup> June, 2021 at 3.00 pm in the Principal Chamber, PESIAMS**. Assemble to the meeting 5 minutes before and turn your mobile to silent mode.

## Agenda:

1. Reconstitution of the committee.
2. Any other matters with the permission of the chair.

Dr. K. Sailatha  
Principal and Chairperson

## List of ICT Committee members

Sl. No	Name of the member and Department	Designation	Signature
1	Dr. K Sailatha	Chairperson	 21/6/2021
2	Ms. Roopa. D. S. Assistant Professor, Department of Computer Science	Coordinator	 21/6/2021
3	Mr. Darshan P. R. Assistant Professor, Department of Computer Science	Member	 21/6/2021

  
Principal

## Proceedings of ICT Meeting

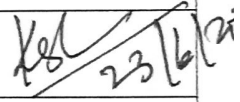
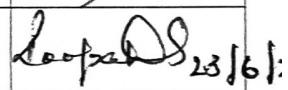
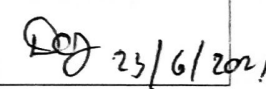
Date: 23/06/2021

Time:03:00pm

Venue:Principal chamber

The Coordinator welcomed the committee and informed the committee members that Mr. Shivakumar S. V, a member of the committee has resigned from his job. In this regard, she requested the Chairperson that the committee has to be reconstituted. After due discussions and deliberations the Chairperson asked the consent of Mr. Darshan P. R. to take ICT responsibilities till a System Administrator is appointed. Chairperson informed Mr. Darshan P. R. that IT Department support will be provided during the Maintenance of the Computer System and if any Network issues. Mr. Darshan P. R. agreed and he was given the ICT responsibilities.

## Composition of ICT Committee for the Academic Year 2020-2021

SL No	Name of the member and Department	Designation	Signature
1	Dr. K Sailatha Principal	Chairperson	 23/6/21
2	Ms. Roopa. D. S. Assistant Professor, Department of Computer Science	Coordinator	 23/6/21
3	Mr. Darshan P. R. Assistant Professor, Department of Computer Science	Member	 23/6/2021

Principal

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204



Date: 18/11/2020



### Circular

Dear Sir/Madam,

### ICT Committee Meeting of PESIAMS

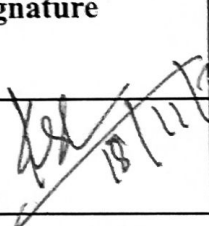
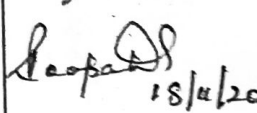
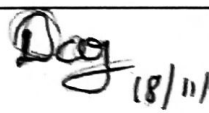
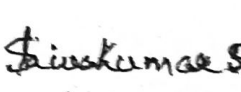
This is to inform all the **ICT Committee** members to attend the meeting on **20<sup>th</sup> November, 2020 at 10.00 am in the Principal Chamber, PESIAMS**. Assemble to the meeting 5 minutes before and turn your mobile to silent mode.

#### Agenda:

1. ICT Support for Online programs
2. Any other matters with the permission of the chair.

Dr. K. Sailatha  
Principal and Chairperson

#### List of ICT committee Members:

Sl. No.	Member Name	Designation	Signature
1	Dr. K. Sailatha, Principal	Chairperson	 18/11/2020
2	Ms. Roopa D. S. Asst. Prof., Department of Computer Science	Coordinator	 18/11/2020
3	Mr. Darshan P. R. Asst. Prof., Department of Computer Science	Member	 18/11/2020
4	Mr. Shivakumar S. V. Lab Instructor Department of Computer Science	Member	

## Minutes of the Meeting

The ICT committee meeting was convened on 20/11/2020 in the Principal chamber at 10.00 am.



### 1. Action taken report:

Sl No.	Suggestion	Action Taken / Progress
1	ICT Support for Online programs	<p>Three Day Online FDP from 8<sup>th</sup> to 10<sup>th</sup> June 2020 on <b>"Women's Health and Well being"</b> (Exclusively for female faculty members and female students) was organized in association with the Counseling Cell of PES Trust (R) Shivamogga. ICT facility was provided.</p> <p>Five Day National Level Online FDP from 17<sup>th</sup> June to 20<sup>th</sup> June 2020 and 22<sup>nd</sup> June 2020 on <b>"Innovative Research Trends in Information Technology"</b> was organized by the Department of Computer Science. ICT facility was provided.</p> <p>Three Day National Level Faculty Development Program from 22<sup>nd</sup> June to 24<sup>th</sup> June 2020 on <b>"Covid 29 – A paradigm Shift in Indian Economy"</b> IQA Cell Initiation. ICT facility was provided.</p> <p>National Level Seminar from 26 and 27<sup>th</sup> June 2020 on <b>"Legal Privileges of Women in Contemporary India"</b> IQA Cell Initiation in Association with Mythri (Women Empowerment &amp; Harassment Prevention Cell). ICT facility was provided.</p> <p>One Day State Level Online Workshop on 30<sup>th</sup> June 2020 on <b>"Challenges in Global Business Finance"</b> organized by Department of Commerce &amp; Management (PG). ICT facility was provided.</p> <p>Three Day National Level Online Hands-On Workshop on - <b>"Preparing and Writing Quality Research Papers"</b> from 2<sup>nd</sup> to 4<sup>th</sup> July 2020 organized by Research Cell. ICT facility was provided.</p> <p>Five Day Online Hands-On Workshop on – <b>SPSS &amp; AMOS</b> from 9/7/2020 to 11/7/2020, 13/7/2020 to 14/7/2020 was organized by Research Cell. ICT facility was provided.</p>
2.	Online Quiz competitions	Various Online School level, PUC level and Degree level Quiz competitions for students have been organized by the faculty members. ICT facility was provided.

The Chairperson appreciated the support provided during the programmes by Mr. Darshan P. R. and Mr. Shivakumar S. V. The Coordinator thanked the members and the meeting ended.





**List of ICT committee Members:**

Sl. No.	Member Name	Designation	Signature
1	Dr. K. Sailatha, Principal	Chairperson	<i>Kes</i> 20/11/2020
2	Ms. Roopa D. S. Asst. Prof., Department of Computer Science	Coordinator	<i>Roopa DS</i> 20/11/2020
3	Mr. Darshan P. R. Asst. Prof., Department of Computer Science	Member	<i>Dar</i> 20/11/2020
4	Mr. Shivakumar S. V. Lab Instructor Department of Computer Science	Member	<i>Shivakumar</i>

*Kes* 20/11/2020  
**Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.

## Circular

Dear Sir/Madam,

### ICT Committee Meeting of PESIAMS

This is to inform all the **ICT Committee** members to attend the meeting on **09<sup>th</sup> December, 2019 at 03.30 pm in the Principal Chamber, PESIAMS**. Assemble to the meeting 5 minutes before and turn your mobile to silent mode.

**Agenda:**

1. Action taken report
2. Enhancement of ICT facilities
3. Any other matters with the permission of the chair.

Dr. K. Sailatha  
Principal and Chairperson

**List of ICT committee Members:**

Sl. No.	Member Name	Designation	Signature
1	Dr. K. Sailatha, <i>Principal</i>	Chairperson	<i>Xel 9/12/2019</i>
2	Ms. Roopa D. S. Asst. Prof., Department of Computer Science	Coordinator	<i>Roopa D. S.</i>
3	Mr. Darshan P. R. Asst. Prof., Department of Computer Science	Member	<i>Darshan</i>
4	Mr. Shivakumar S. V. Lab instructor, Department of Computer Science	Member	<i>Shivakumar S. V.</i>

*Xel 9/12/2019*  
**Principal**



## Minutes of the Meeting

The ICT committee meeting was conducted on 09/12/2019 in the Principal chamber at



### Action taken report:

Sl. No	Suggestion	Action Taken / Progress
1	Enhancement of ICT facilities	<ol style="list-style-type: none"> <li>On 7/9/2019 a new projector was installed in the I BBA classroom. On 1/8/2019 CPU, Mouse &amp; keyboard was installed.</li> <li>On 9/9/2019 2GB RAM was installed in the library system.</li> <li>Old mouses &amp; keyboards were handed over to the IT Department on 16/9/2019.</li> <li>On 26/10/2019 1GB RAM was added.</li> <li>On 7/9/2019 a new projector was installed in B.Sc class room.</li> </ol>
2	National Conference	On 15/9/2019 National Conference on <b>"Higher Education in India: Challenges Opportunities"</b> was organized and ICT support was provided.
3	Certificate Courses	<ol style="list-style-type: none"> <li>From 04/8/2019 to 01/9/2019 Certificate course was offered by <b>FICOM Engineering Pvt. Ltd., Bangalore</b>, on <b>"Digital Marketing"</b> and ICT support was provided.</li> <li>From 11/8/2019 to 08/9/2019 Certificate course was offered by <b>M/S Bhagath Motors, Bangalore,,</b> on <b>"Advanced Excel"</b> and ICT support was provided.</li> <li>From 15/9/2019 to 13/10/2019 Certificate course was offered by <b>Sahyadri Health Care &amp; Diagnostics Pvt. Ltd, Bangalore</b>, on <b>"Health Care Management"</b> and ICT support was provided.</li> </ol>

### 2. Enhancement of ICT facilities

The Ms. Roopa D. S, appraised the requirement of Wi-Fi facility within the campus to enhance the quality of education. The Chairperson informed Mr. Shivakumar S. V. to follow up in procurement of the same.

### 3. Any other matters with the permission of the chair

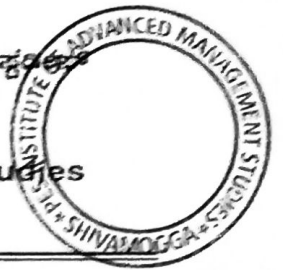
Mr. Shivakumar S. V. informed the committee about the ICT issues received from different departments which were resolved.

### List of ICT committee Members:

Sl. No.	Member Name	Designation	Signature
1	Dr. K. Sailatha, <i>Principal</i>	Chairperson	<i>Xel</i>
2	Ms. Roopa D. S. Asst. Prof., Department of Computer Science	Coordinator	<i>Roopa D S</i>
3	Mr. Darshan P. R. Asst. Prof., Department of Computer Science	Member	<i>Dg</i>
4	Mr. Shivakumar S. V. Lab instructor, Department of Computer Science	Member	<i>Shivakumar SV</i>

*Xel*  
**Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204



## SOP for ICT Committee

### Introduction

The fundamental role of an education Institution is creating the best environment for administration and teaching and learning which impact student learning by integrating the ICT facilities in the institution. The main function of the ICT committee is to procure ICT requirements in-time, install, maintain and monitor the correct functioning in a fair and transparent manner.

### Objectives:

1. To provide ICT support for effective and efficient functioning of the administration
2. To support the faculty to incorporate the skills to enhance their teaching-learning process and to enhance research capabilities
3. To inculcate the technological blend of mindset of students.

### Composition of ICT Committee for the Academic Year 2019-20

SL No	Name of the member and Department	Designation	Signature
1	Dr. K Sailatha, Principal	Chairperson	
2	Mrs. Roopa D. S. Assistant Professor, Department of Computer Science	Coordinator	
3	Mr. Darshan P. R. Assistant Professor, Department of Computer Science	Member	
4	Mr. Shivakumar S. V. Lab Instructor, Department of Computer Science	Member	

### Responsibilities

- Look after the ICT infrastructure of the Institution.
- Promote ICT enabled learning culture.
- Ensure optimal use of ICT facilities by students & staff.

Principal

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**Function: The ICT Committee will**

1. Collect and compile a list of ICT equipment required by the administrative and the departments and record the resolution of the meeting.
2. Request letter will be submitted for due approval.
3. Raise online indent after due approval from the higher authority.
4. Once the ICT equipment is received from the IT Department, PES Trust, the supportive documents will be documented and the installation of the equipment will be completed.
5. Periodic stock verification will be carried out.
6. Maintenance of ICT facilities.
7. Supporting uninterrupted internet service.
8. Ensuring functioning of Virtual Classroom.

  
Coordinator

  
Chairperson  
Principal

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## SOP-Mythri (Internal Complaints Committee)

### Introduction:

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015, the existing Sexual Harassment Redressal Committee (SHRC) is re-named as **Internal Complaints Committee (ICC)** as under to deal with the complaints relating to sexual harassment workplace. The Institution has this committee since its inception with different nomenclatures. Recently this committee has been reconstituted during 2020-21 and renamed as **MYTHRI** (Internal Complaints Committee).

### Objectives:

1. To provide a secure and harassment free environment in the Institution premises to girls students and women employees.
2. To develop guidelines and norms for a policy against sexual harassment and to work out details for the implementation of the policy.
3. To develop principles and procedures for combating sexual harassment after receipt of a complaint.
4. To conduct various awareness programs, exclusively for girl students and women employees.
5. To introduce various self employed skill based training programmes.

### Composition of Mythri Committee for the AY 2020-21:

Sl.No.	Name	Designation	Signature
1.	Dr. K. Sailatha	Principal -Chairperson	<i>[Signature]</i> 17/11/2020
2.	Ms.Ashwini A R	Coordinator	<i>[Signature]</i>
3.	Mrs. Roopa D S	Representative of women teaching	<i>[Signature]</i>
4.	Mrs. Kavitha U P	Representative of women teaching	<i>[Signature]</i>
5.	Mrs. Anitha C B	Representative of women teaching	<i>[Signature]</i>
6.	Mrs. Ashwini E M	Representative of women teaching	<i>[Signature]</i>
7.	Ms.Arptha	III M.Com - Student Representative	<i>[Signature]</i>
8.	Ms.Niharika	III B.Com -Student Representative	<i>[Signature]</i>
9.	Ms.Kavya	III BBA - Student Representative	<i>[Signature]</i>
10.	Ms.Divya C	III BCA - Student Representative	<i>[Signature]</i>
11.	Ms.Sankalpa	III B.Sc- Student Representative	<i>[Signature]</i>

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Sagar Road  
SHIVAMOGGA-577 204.





### Responsibility:

1. Promote measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment and other acts of gender-based violence.
2. Organize awareness programmes and campaigns for the benefit of girl students of the Institution on sexual harassment and gender based discrimination.
3. Fulfill the directives of and guidelines issued by the Supreme Court to create an academic and work environment that is free of sexual harassment or gender-based discrimination.
4. Receive and redress complaints received from any member of the Institution (including students and staff on Institution premises) alleging sexual harassment by another member(s) of the Institution.
5. Conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken.
6. Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential.
7. Maintaining all documents/record of the committee.

### Standard Operating Procedure (SOP):

1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
2. The Committee shall direct the employee(s)/student to prepare and submit a written response to the complaint allegations within a period of four (4) days from such direction or such other time as the Committee may decide.
3. Each party shall be provided with a copy of the written statement(s) submitted by the other.
4. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex parte.
5. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
6. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.

Principal

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11. All decisions shall be taken by majority.

Record keeping:

The coordinator of the committee shall maintain all the relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

*Ashwini R*  
17/11/2020  
Coordinator

*K. Sailath*  
17/11/2020  
Principal

Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.

*K. Sailath*  
29/12/2020  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.

Date: 20/07/2021

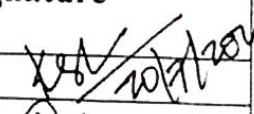

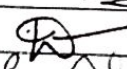
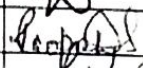
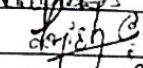
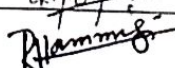
**Circular**

Dear Sir/Madam,

This is to inform all the Website Committee members to attend the meeting on **20<sup>th</sup> July, 2021 at 4 pm in the Principal Chamber, PESIAMS**. Assemble to the meeting 5 minutes before and turn your mobile to silent mode.

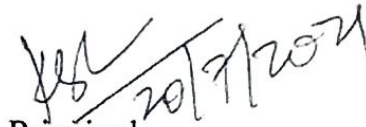
**Agenda:**

1. Reconstitution of Website committee

Sl. No.	Members	Designation	Signature
1	Dr. K Sailatha	Chairperson	
2	Mr. Darshan P R	Coordinator	
3	Dr. Dileep Kumar .S.D	Member	
4	Ms. Roopa D. S	Member	
5	Dr. Krishna M.M	Member	
6	Mr. Rajshekhar Hammigi	Member	

  
Coordinator

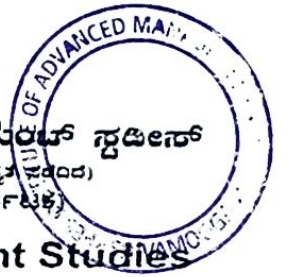
  
Principal

  
Principal

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NH 206, Sagar Road  
SHIVAMOGGA-577 204.





**PESIAMS**

Phone: 8147053084  
8147053085

email : principal@pesi.edu.in  
pesi@pesi.edu.in  
Website : pesi.edu.in/pesi

ಪಿಇಎಂಐ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್  
(ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಅಂಗವಿದ್ಯಾನಿಲಯ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)  
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

**PES Institute of Advanced Management Studies**

(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

Date: 20/07/2021

### Minutes of the Meeting

#### Reconstitution of Website Committee

The Principal informed that Dr. Dileep Kumar .S.D, Coordinator PG Department of Commerce Dr. Krishna M.M .Head, Department of Commerce & Management and Mr.Rajshekhar Hammigi, Assistant Professor, Department of Computer Science are new member to website committee in place of Mr. Nagaraja S R, Dr. Sudarshan G M and Mr.Shivakumar S V respectively after relieving of their duties. Hence, the committee needs to be reconstituted and the details are as follows:

Sl. No.	Members	Designation
1	Dr. K Sailatha	Chairperson
2	Mr. Darshan P R	Coordinator
3	Dr. Dileep Kumar .S.D	Member
4	Ms. Roopa D. S	Member
5	Dr. Krishna M.M	Member
6	Mr.Rajshekhar Hammigi	Member

  
Coordinator

  
Principal  
29/11/2021

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Principal  
Principal

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### Standard Operating Procedure (SOP)

- 1) Chairperson and Coordinator of the committee will decide and design/updates the website content from time to time.
- 2) All departments, forums, committees and cells of the institution are directed to provide information to the website committee immediately after completion of events, achievements etc. through mail to the coordinator of website committee by marking CC to Chairperson and office of the institution.
- 3) After receiving the information coordinator will take permission from chairperson for updating the information.
- 4) After approval from the chairperson coordinator will update information received from all departments, forums, committees and cells.

  
Coordinator

  
Principal

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Principal

Principal  
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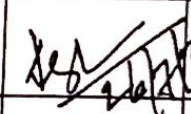
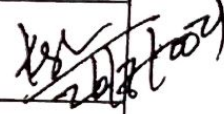
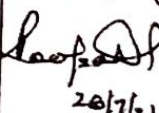
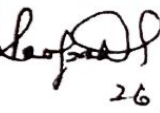

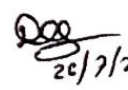


## Circular

A meeting has been convened in the Principal's chamber today i.e., 26/07/2021 at 3:30 pm. All the members of Disciplinary committee are informed to attend the same and assemble 5 minutes before the start of the meeting.

### Agenda:

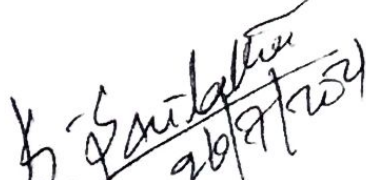
1. Reformation of Disciplinary Committee.

### List of Disciplinary Committee

Sl. No.	Member Name	Designation	Informed	Attended
1	Dr. K. Sailatha, Principal	Chairperson		
2	Mrs. Roopa D.S Asst. Professor & HOD, Department of Computer Science	Member	 26/7/21	 26/7/21
3	Mr. Darshan P.R Asst. Professor, Department of Computer Science	Member	 26/7/21	 26/7/21
4	Mr. Mithun D. Souza Asst. Professor, Department of Computer Science	Member	 26/7/21	 26/7/21

  
Principal

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Principal

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## Minutes of the Meeting

The Disciplinary Committee meeting was held on 26/07/2021 in the principal's chamber at 3:30 pm. The below mentioned points were discussed in the meeting;

1. The Chairperson welcomed the members of the committee for the meeting.
2. As Dr. Nagaraj S.R, Dr. G.M Sudarshan, Mr. Nagesh G.P, Mr. Harsha C. Mathad, Mrs. Sharada G, who has resigned their duties recently, the Chairperson informed to reform the committee as Dr. Dileep Kumar S.D, Dr. M.M Krishna has been nominated as coordinators and Mrs. Anitha C.B. Mr. Rajesh R.J. has been nominated as member of the Disciplinary committee.
3. The Disciplinary committee has been reformed as follows:

Sl. No.	Member Name	Designation	Signature
1	Dr. K. Sailatha, Principal	Chairperson	<i>[Signature]</i> 26/7/2021
2	Dr. Dileep Kumar S.D, Asst. Prof. and Coordinator PG Department of Commerce	Coordinator	<i>[Signature]</i> 26/7/2021
3	Dr. M.M. Krishna, Asst. Prof. and HOD Department of Commerce and Management.	Coordinator	<i>[Signature]</i> 26/7/2021
4	Mrs. Roopa D.S. Asst. Professor & HOD Department of Computer Science	Member	<i>[Signature]</i> 26/7/21
5	Mrs. Anitha C.B. Asst. Professor Department of Language	Member	<i>[Signature]</i> 26/7/21
6	Mr. Darshan P.R. Asst. Professor Department of Computer Science	Member	<i>[Signature]</i> 26/7/21
7	Mr. Mithun D. Souza Asst. Professor Department of Computer Science	Member	<i>[Signature]</i> 26/7/21
8	Mr. Rajesh R.J. Asst. Professor Department of Commerce and Management	Member	<i>[Signature]</i> 26/7/21

*[Signature]*  
Principal

PES Institute of Advanced Management Studies  
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*[Signature]*  
Principal

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**PESIAMS**

**ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್**  
(ಅಮೆರಿಕ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜನೆಯಲ್ಲಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)  
ಎಸ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

Phone: 8147053084  
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email : principalams@pestrust.edu.in  
pesiams@pestrust.edu.in  
Website : pestrust.edu.in/pesiams

**PES Institute of Advanced Management Studies**

(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

## SOP for Timetable Committee

### Introduction:

Timetable scheduling has been a human requirement since they thought of managing time effectively. It is a schedule of time for coordinating students, teachers, class rooms, and other resources of an educational institution. It is a schedule that sets out times at which specific subjects are intended to be engaged.

### Objectives:

1. To give students, teachers, parents, and administrators a clear picture of schedule of classes.
2. To make maximum utilization of college resources such as classroom availability, teacher availability, and materials availability.
3. To ensure accountability and transparency of classes scheduled and engaged.

### Composition of the Timetable Committee for the AY 2020-21:

Sl. NO.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	
2.	Mrs. Roopa D.S, HOD Dept. of Computer Science	Coordinator	
3.	Ms. Swathi J, Assistant Professor	Coordinator	
4.	Dr. Nagaraj S R M.Com coordinator	Member	
5.	Dr. Sudharshan G.M, HOD Dept. of Commerce & Management	Member	





Phone: 8147053084  
8147053085

email : principal@pesiust.edu.in  
: pesiust@pesiust.edu.in  
Website : pesiust.edu.in/pesiust

ಪಿಇಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್  
(ಎವಂಜು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜನೆಗೊಳಪಟ್ಟಿದೆ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)  
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

**PES Institute of Advanced Management Studies**

(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

### Responsibilities:

- Preparing master timetable.
- Verifying class and individual timetable prepared by the class teachers and subject teachers.
- Notifying the class timetable on the notice board after the approval of the Principal.
- Maintaining proper documentation.

### Standard Operating Procedure:

1. HOD of the college prepares the workload on the basis of total number of teaching hours.
2. HOD takes the willingness of faculty to teach subjects through a structured document.
3. Principal and HOD will allot the subjects to the faculty members based on willingness and competency.
4. Subject allocation details will be shared to the timetable coordinator for preparing master timetable.
5. The coordinators of the different departments will allot the slots for the languages to avoid overlapping and then allot slots for the core subjects of their respective departments.
6. Coordinators will share master timetable to the class teachers to prepare their respective class timetable and to verify for overlapping of subjects in the given schedule.
7. Class teachers and their respective subject teachers will prepare the individual faculty timetable and verifies for the overlapping.
8. Finalized timetable will be taken approval from the HOD and the Principal.
9. Approved master timetable and class timetable will be notified on the notice board for the students' information.
10. Faculty individual timetable will be circulated among the faculties.
11. Proper documentation will be maintained under 'AAA' format.

Timetable Coordinator

  
Principal  
Principal

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204

Date: 9/11/2020

Circular

Dear Sir/Madam,

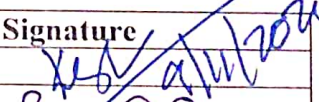
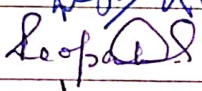
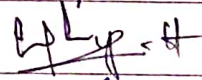


Timetable Committee Meeting of PESIAMS

This is to inform all the Timetable Committee members to attend the meeting on 09<sup>th</sup> Nov, 2019 at 2.00 pm in the Principal Chamber, PESIAMS. Assemble to the meeting 5 minutes before and turn your mobile to silent mode.

Agenda:

1. Timetable preparation and submission

List of Timetable committee Members:

Sl. No.	Member Name	Designation	Signature
1	Dr. K. Sailatha	Chairperson	
2	Ms. Roopa D. S., Asst. Prof., Department of Computer Science	Coordinator	
3	Mr. Rangaswamy., Asst. Prof., Department of Computer Science	Member	
4	Ms. Swathi J. Asst. Prof., Department of Commerce and Management	Coordinator	
5	Ms. Ayesha Siddiqua . Asst. Prof., Department of Commerce and Management	Member	

Principal  
Principal

PES Institute of Advanced Management Studies  
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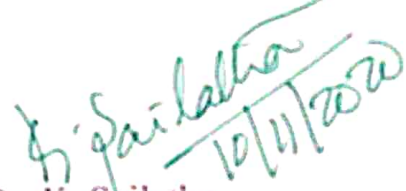


## Minutes of the Meeting

### Minutes of the Meeting

The Timetable committee meeting was conducted on 9/11/2020 in the Principal chamber at 02:00 pm. The Chairperson welcomed the members.

The Chairperson informed the coordinators that a circular from University to conduct classes has been received. Hence, she informed the coordinators to prepare the timetable to conduct online classes from 17th November 2020 from 9:00am till 1:00pm as per university circular. She also added that in a few circumstances it may extend. The Chairperson informed that the timetable should be prepared and submitted by 14/11/2020.

  
10/11/2020  
Dr. K. Sailatha  
Principal and Chairperson

PES Institute of Advanced Management Studies  
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**KUVEMPU UNIVERSITY  
NATIONAL SERVICE SCHEME**

**Annual Report for the period from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**

Name of the College	PES Institute of Advanced Management Studies							
Name of the Principal	Dr. K Sailatha							
Name of the Programme Officer	Mr. Sathish V							
Date of appointment	08-08-2017							
Whether Trained or untrained	Trained							
Date of last meeting of College Advisory Committee	12-08-2019							
NSS strength allocated by the University to College	100							
Actual No. of NSS Volunteers enrolled	Male	Female	Total	SC	ST	OBC	GM	
	62	38	100	9	3	77	11	
Name of villages / Slums adopted	Yadavala							
Funds for NSS Regular/Special camping programme received by the University	Regular Activities					Rs.16,000/-		
	Special Camps					Rs.32,500/-		
Total No. of Volunteers participated in special camping Programme	Male		Female		Total			
i. Total No. of volunteers participated	26		14		40			
	Total							
<b>Description Activities</b>								
<b>1. Literacy</b>			Male :		Female:		Total:	
<b>2. Environment / waste land Development &amp; Water Conservation</b>								
i. No. of camps / Campaigns organized								
ii. Tree Plantation								
iii. No. of Saplings planted	20							
iv. Rate of survival	50%							
v. Area proposed to be								
vi. Any other environment programmes	Street Play on "Open defecation" and Jatha towards Swacch Bharath at Yadavala village							
vii. Area covered	Yadavala village							
viii. No of Beneficiaries	500							
<b>3. Reconstruction/Repairs of Roads</b>								
i. Distance laid								
ii. No. of days								
<b>4. Watershed conservation and Drinking Water Facilities</b>								
i) No. of camps/campaigns organized on the issue								
ii) No. of wells/cross bunds / Watershed harvesting structure irrigation / canals / any other planned								

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iii) NO. of Such facilities created	
5. Health and Family Welfare	
i) Immunization / Health camp conducted	1. Heart Check up from Sahyadri Narayana Hrudalya 2. Eye Check up from Shankar Eye Hospital 3. Dental Check up from Sharavathi Dental College
ii) No. of Beneficiaries	450
6. Blood Donation camps	
i) No. of Blood donation camps conducted	
ii) No. of Units of Blood Collected	
7. Population Education	
i) No. of campaigns conducted	
ii) No. of persons covered	
8. Eradication of Drug abuse	
i) No. of camps / awareness campaigns held	Celebrated International Day against drug abuse in association with Surabhi Rehabilitation Center
ii) No. of Beneficiaries	400
9. Programme for women	
i) Nature of programme	Creating awareness among women regarding Ayurvedic remedies for their health conducted by Dr. Chitra Lekha, Shivamogga
ii) No. of camps organized	1
iii) No. of Beneficiaries	60
iv) Campaign against social evils (if any)	Skit performed by the volunteers regarding Covid-19
10. Working in Hospitals, Orphanages & Destitute Homes	
No of beneficiaries	
11. Working during Emergencies	
i) Type of work	
ii) No of persons benefited	
12. AIDS AWARENESS (UTA) PROGRAMME	
i) No. of college identified	
ii) No. of Programme officers trained	
iii) No of beneficiaries	
13. Any other important activities	

Place: Shivamogga

Date: 29/12/2024

Programme Officer, NSS

Principal

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Principal

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## SOP- National Service Scheme

### ABOUT NSS

The National Service Scheme (NSS) had birth on September 24, 1969, during the Gandhi centenary year. The scheme was first launched in 37 Universities comprising 40,000 students at the initial level.

Today the NSS has become the largest Government organization of students in the country comprising members from the +2 level to the college and university level. The strength of volunteers has now increased to more than 30 lakhs, which makes the NSS one of the largest student force in the world.

The NSS is useful not only for the development of the student's personality, but it also helps to promote the unity and integrity of the nation by bringing together young people from diverse geographical and socio cultural backgrounds.

NSS unit of the college is actively working from the academic year 2012-2013 under the different programme officers currently Mr. Sathish V is the programme officer.

The main objective of the NSS is *"Development of the Personality of Students through Community Service"*

### Aim of NSS

The NSS is a part of our academic, social and personal life as it is the third dimension of education. It allows the students to actively contribute their services for the cause of community and the nation, thus helping them develop their personality. Service and attain the traits of a leader of the nation. As such, the NSS is the right platform, where the student- youth of the nation may get to involve with real-life social activities, and thereby become responsible citizen of India.

### Motto of NSS

**"Not Me but You"**

The Motto of NSS "Not Me but You" reflects the essence of democratic living and upholds the need for self-less service. NSS helps the student's development & appreciation to other person's point of view and also show consideration towards other living beings. The philosophy of the NSS is a good doctrine in this motto,

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which underlines on the belief that the welfare of an individual is ultimately dependent on the welfare of the society as a whole and therefore, the NSS volunteers shall strive for the well-being of the society.



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## Objective of the NSS

### Main Objective:

1. "Development of the Personality of Students through Community Service"

### Secondary objectives:

1. Understand the community in which they work
2. Understand themselves in relation to their community
3. Identify the needs and problems of the community and involve them in problem-solving
4. Develop among themselves a sense of social and civic responsibility
5. Utilize their knowledge in finding practical solutions to individual and community problems
6. Develop competence required for group-living and sharing of responsibilities
7. Gain skills in mobilizing community participation
8. Acquire leadership qualities and democratic attitudes
9. Develop capacity to meet emergencies and natural disasters and
10. Practice national integration and social harmony

## NSS Logo

The logo for the NSS has been based on the giant Rath Wheel of the world famous Konark Sun Temple (The Black Pagoda) situated in Orissa, India. The Red & Blue colors contained in the logo motivate the NSS Volunteers to be active & energetic for the nation-building social activities. The wheel portrays the cycle of creation, preservation and release and signifies the movement in life across time and space, the wheel thus stands for continuity as well as change and implies the continuous striving of NSS for social change.

## Classification of NSS Programme

NSS activities have been divided in two major groups:

### Regular NSS activities

Under this, students undertake various programmes in the adopted villages, college/school campuses and urban slums.

*[Signature]*  
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## Special Camping Programme

Under this special camping programme, 7 days annual special camps will be organized at different villages in association with Gram Panchayat and villagers.

## N.S.S at PESIAMS

Based on the above objective and principles, N.S.S wing of the college came into existence from the academic year 2012-2013.

### Responsibility:

1. Programme officer conducts the meeting for the composition of the advisory committee.
2. President, Programme officer and members of the committee select the student representatives.
3. Programme officer will prepare the action plan for the year and convey the advisory committee meeting to decide the activities to be conducted.
4. Programme officer identifies the guest and resource persons for the special invited talks, training programme and for annual special camps
5. Maintains the NSS wing records, reports, documents and submits the Annual activity report and Annual Special Camp report to the University NSS Coordinator.

### Standard Operating procedure (SOP):

1. Programme officer, Members of Advisory Committee and students' representatives will plan the list of the activities to be conducted in an academic year.
2. Programme officer will take formal permission to execute the plan of activities.
3. Programme officer will notify the activities to the students through the circular and encourages maximum participation in all the activities.
4. Programme officer ensures all the activities should be executed as decided and incorporated in calendar of event of the institution/as decided in the meeting.

  
Principal





5. Programme Officer will take feedback of each activity organized by the wing to know the quality of the activity organized and if required, to enhance the quality of the programmes organized under the wing.



**Advisory committee for the Academic year 2019-2020**

Name	Designation
Dr. K. Sailatha	President
Mr. Sathish V	Programme officer
Dr. Nagaraja S.R	Member
Dr. Sudharshan G.M	Member
Mrs. Roopa D.S	Member
Mr. Mohan D	Member
Mrs. Kavitha U.P	Member
Mr. Anmol U.K	Member
Mr. Aloka K.R	Student Representative
Mr. Rahul	Student Representative

**Programme Officer**

ಕಾರ್ಯಕ್ರಮಾಧಿಕಾರಿಗಳು  
ರಾಷ್ಟ್ರೀಯ ಸೇವಾ ಯೋಜನೆ  
ಪಿ.ಇ.ಎಸ್. ಐ.ಎಂ.ಎಸ್.  
ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ-577 204

**Principal**

**Principal**  
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**Principal**

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# YOUTH RED CROSS WING COE(2021-2022)

## Tentative Programmes and Activities



Sl. No	Programme	Planned Date	Resource Person	No. participants
1	Inauguration and Orientation Programme	20-12-2021 Monday	College Level	All First Year Students
2	National Youth Day ( Youth for Digital India Presentation by students )	12-01-2022 Wednesday	College Level	All Programs
3	First- Aid Training	03-02-2022 Thursday	Fire Engine Department	All First Year Students
4	Blood Donation Camp	27-02-2022 Sunday	ITM Campus	Volunteers
5	Clean and Green our Campus	09-03-2022 Wednesday	College Level	Volunteers
6	Traffic Awareness Program	19-03-2022 Saturday	College Level	All Programs (Volunteers)

YRC Forum, Coordinator

(Rangaswamy. H)

Principal

Principal

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Principal

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## **SOP for SANKALPA Forum**

### **Introduction:**

Sankalpa is a student forum of PG Department of Commerce of our institution. This forum strives towards the overall development of the students through organizing various activities focusing on creative thinking, to enhance skills of facing the challenges of real world and to helps them to explore the real business scenario. Along with strengthening the academic background of the students, it aims to provoke innovative inquisitive mind of the students. Sankalpa forum came into existence during the academic year 2014-15 and it comprises of Chairperson, Coordinator, Members, Student President, Student Vice-President and Student Secretary.

Sankalpa forum conducts various invited special talks, workshops, industry visits, presentations and innovative inter class competitions to help the students in enhancing their creative ability, build skills required to develop prospective career, help them to improve their conceptual application ability and encourages students to participate in various co-curricular activities/ management fests organized by other colleges in and around of Shimoga.

### **Objectives.**

1. To provide practical exposure to students through guest talk from experts and through industry institute interactions.
2. To prepare the students to participate in conferences and seminars.
3. To support and guide students to take up UGC NET, KSET, IBPS and other competitive exams.
4. To guide and train the students to attend interviews.
5. To provide platform to exhibit students creativity and talents and to improve their soft skills and presentation skills.
6. To inculcate the attitude of social concern through organizing programs like social interaction programs, blood donation camps etc.
7. To have fun and meet each other in a single platform once in a week to exchange their ideas, views thoughts and learning.

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**Composition of the SANKALPA Forum for the AY 2019-20:**

Sl. No.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	
2.	G.P Nagesh Assistant professor	Coordinator	
3.	Ms. Swathi J	Member	
4.	Mr. Sathish V Assistant Professor	Member	
5.	Mrs. Ayesha Siddiqua, Assistant Professor	Member	
6.	Rakshitha N S , Final Year M.Com	Student President	
7.	Savya D S , Final Year M.Com	Student Vice-President	
8.	Arpita L, FirstYear M.Com	Student Secretary	

**Responsibility:**

1. Coordinator conducts the meeting for the composition of the committee.
2. Chairperson, Coordinator and members of the forum select the students President, Vice-Present and student Secretary.
3. Chairperson, coordinator and members nominate 2 active students from each class for the post of active student members of the forum.
4. Coordinator identifies in house/ external judges to judge various interclass competitions.
5. Maintains the reports and documents of all forum activities.

Principal

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Principal

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: pesiams@pestrust.edu.in  
Website : pestrust.edu.in/pesiams

ಪಿಇಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್  
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ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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### Standard Operating Procedure (SOP):

1. Coordinator and students President, Vice-President and Secretary will plan the list of the activities to be conducted in an academic year.
2. Coordinator will take formal permission to execute the plan of activities.
3. Coordinators will notify the activities to the students through the circular and encourages maximum participation in all the activities.
4. Coordinator ensures all the activities should be executed as decided and incorporated in calendar of event of the institution/as decided in the meeting.
5. Coordinator will take feedback of each event organized by the forum to know the quality of the event organized and if required, to enhance the quality of the programmes organized under the forum.

  
**Dr. K Sallatha**

**Principal**

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## PES TRUST (R)

PES INSTITUTE OF ADVANCE MANAGEMENT STUDIES

# SANKALPA

Commerce forum

### Objectives

'SANKALPA' Commerce forum has been actively functioning in M.Com Department with the following objectives.

1. To create platform for Co-curricular and extracurricular activities for M.Com students
2. To arrange invited talks and panel discussions in the department.
3. To provide basic training for NET KSET and other competitive exams.
4. To arrange discussion on latest topics and prepare students for presenting papers in seminars/conferences.
5. To guide and train students to attend interviews

### Activities conducted during the year 2019-2020

SL. No	Events	Date
1	Guest talk on intellectual property rights	04/02/2020
2	Coin logo	24/01/2020
3	UGC NET orientation	31/12/2019
4	Guest talk on performance appraisal methods	29/11/2019
5	Guest talk on personality, perception and consequences of stress on individual and organization	27/11/2019
6	Citation ( Mendeley)	08/11/2019
7	Risk taking	11/10/2019
8	Commerce quiz	20/09/2019
9	Logic and Analytical reasoning	13/09/2019
10	Team building	27/09/2019
11	AGAMAN	07/09/2019
12	Logo quiz	06/09/2019
13	New product development	23/08/2019

  
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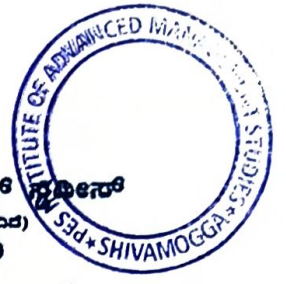
email : principal@pesiama.edu.in  
: pesiama@pesiama.edu.in  
Website : pesiama.edu.in/pesiama

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ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)



## SOP for Synthesis Forum

### Introduction:

Synthesis is a student forum of Department of Commerce and Management of our institution. This forum strives towards the overall development of the students through organizing various activities focusing on creative thinking, to enhance skills of facing the challenges of real world and to helps them to explore the real business scenario. Along with strengthening the academic background of the students, it aims to provoke innovative inquisitive mind of the students. Previously, the activities of Synthesis were conducted under the banner of Kalarava (for BBA students) and Rhythm (for B.Com students). As these nomenclatures were not suitable for the students of Commerce and Management, Synthesis forum has came into existence on during 6<sup>th</sup> of July, 2019 and it comprises of Chairperson, Coordinator, Members, Student President, Student Vice-President and Student Secretary.

Synthesis forum conducts various invited special talks, workshops, industry visits, presentations and innovative inter class competitions to help students in enhancing their creative ability, build skills required to develop prospective career, help them to improve their conceptual application ability and encourages students to participate in various co-curricular activities/ management fests organized by other colleges in and around of Shimoga.

### Objectives:

1. To enhance required skills of students for the competitive world.
2. To develop entrepreneurship skills among students.
3. To improve leadership qualities and communication skills.
4. To conduct events such as intra and inter-college/class competitions to enhance overall development.

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**PES Institute of Advanced Management Studies**  
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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)



### Composition of the Synthesis Forum for the AY 2020-21:

Sl. No.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	K. Sailatha
3.	Mr. Abhishek S, Assistant Professor	Coordinator	Abhishek S
4.	Dr. Krishna M M, HOD	Member	Dr. Krishna M M
5.	Mr. Vinay Kumar K S, Assistant Professor	Member	VKS
6.	Mrs. Ayesha Siddiqua, Assistant Professor	Member	Ayesha Siddiqua
7.	Samantha P R, Final Year M.Com	Student President	Samantha P R
8.	Sushmitha R P, Final Year B.Com	Student Vice-President	Sushmitha R P
89.	Amogha T K, Final Year BBA	Student Secretary	Amogha T K

### Responsibility:

1. Coordinator conducts the meeting for the composition of the committee.
2. Chairperson, Coordinator and members of the forum select the students President, Vice-President and student Secretary.
3. Chairperson, coordinator and members nominate 2 active students from each class for the post of active student members of the forum.
4. Coordinator identifies in house/ external judges to judge various interclass competitions.
5. Maintains the reports and documents of all forum activities.

  
Principal

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Website : pestrust.edu.in/pesiams

**PES Institute of Advanced Management Studies**

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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

### Standard Operating Procedure (SOP):

1. Coordinator and students President, Vice-President and Secretary will plan the list of the activities to be conducted in an academic year.
2. Coordinator will take formal permission to execute the plan of activities.
3. Coordinators will notify the activities to the students through the circular and encourages maximum participation in all the activities.
4. Coordinator ensures all the activities should be executed as decided and incorporated in calendar of event of the institution/as decided in the meeting.
5. Coordinator will take feedback of each event organized by the forum to know the quality of the event organized and if required, to enhance the quality of the programmes organized under the forum.

  
Forum Coordinator

  
Principal 12/9/2024

**Principal**

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**List of Activities conducted (2020-21)**

<b>Sl. No.</b>	<b>Activity Details</b>	<b>Date</b>
<b>1</b>	<b>Union Budget Live Presentation</b>	<b>01-02-2021</b>
<b>2</b>	<b>Orientation Programme on Certificate Courses</b>	<b>12-02-2021</b>
<b>3</b>	<b>Doodle for PESIAMS Competition</b>	<b>25-02-2021</b>
<b>4</b>	<b>Special Talk on 'Skill and Professional Education – Need of the Hour'</b>	<b>03-02-2021</b>
<b>5</b>	<b>Online Special Talk on 'An Investor Awareness Program on Mutual Funds for Students'</b>	<b>31-07-2021</b>

*[Handwritten Signature]*  
**Principal**

PES Institute of Advanced Management Studies  
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SHIVAMOGGA-577 204.





### Composition of the Cluster Forum for the AY 2020-21:

Sl. No.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	
3.	Mrs. Ashwini E M , Assistant Professor	Coordinator	
4.	Mrs. Roopa D. S., HOD	Member	
5.	Mr. Rangaswamy H Assistant Professor	Member	
6.	PRIYANKA S M, Final Year BCA (A)	Student President	
7.	SWAMY M S , Final Year BCA (B)	Student Vice-President	
8.	UMMESALMA , Second Year BCA(A)	Student Secretary	

### Responsibility:

1. Coordinator conducts the meeting for the composition of the committee.
2. Chairperson, Coordinator and members of the forum select the students President, Vice-Present and student Secretary.
3. Chairperson, coordinator and members nominate 2 active students from each class for the post of active student members of the forum.
4. Coordinator identifies in house/ external judges to judge various interclass competitions.
5. Maintains the reports & documents of all forum activities.

### Standard Operating Procedure (SOP):

1. Coordinator and students President, Vice-Present and Secretary will plan the list of the activities to be conducted in an academic year.
2. Coordinator will take formal permission to execute the plan of activities.

Principal

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email : principal@pesiama.edu.in  
pesiama@pesiama.edu.in  
Website : pesiama.edu.in/pesiams

ಪಿಇಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ತಡೀಸ್  
(ಒಂದು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜನೆಯಲ್ಲಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮನ್ನಣೆ ಪಡೆದ)  
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

PES Institute of Advanced Management Studies

(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

3. Coordinators will notify the activities to the students through the circular and encourages maximum participation in all the activities.
4. Coordinator ensures all the activities should be executed as decided and incorporated in calendar of event of the institution/as decided in the meeting.
5. Coordinator will take feedback of each event organized by the forum to know the quality of the event organized and if required, to enhance the quality of the programmes organized under the forum.

*[Signature]* E.M.  
11/6/2020  
Forum Coordinator

*[Signature]* 11/6/2020  
Head of The Department  
Department of Computer Science  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204

*[Signature]* 11/6/2020  
Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.  
Principal

Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.





Composition of the Cluster Forum for the AY 2021-22:

Date: 7/12/2021

Sl. No.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	<i>[Signature]</i>
2.	Ms. Ashwini E M , Assistant Professor	Coordinator	<i>[Signature]</i>
3.	Ms. Ms. Roopa D. S., HOD	Member	<i>[Signature]</i>
4.	Ms. Poornima B P Assistant Professor	Member	<i>[Signature]</i>
5.	Ms. Sahana. S., BCA V sem 'B'sec	Student President	<i>[Signature]</i>
6.	Mr. Loyola Dsouza., BCA V sem 'A'sec	Student Vice-President	<i>[Signature]</i>
7.	Mr. Chandu. K. N., BCA III sem 'A'sec	Student Secretary	<i>[Signature]</i>
8.	Mr. Kishan. G., BCA V sem 'B'sec	Active Member	<i>[Signature]</i>
9.	Ms. Kavana . P, BCA V sem 'A'sec	Active Member	<i>[Signature]</i>
10.	Ms. Sandya. S. P., BCA III sem 'A'sec	Active Member	<i>[Signature]</i>
11.	Ms. Swathi. D., BCA III sem 'B'sec	Active Member	<i>[Signature]</i>
12.	Mr. Kushal. S., BCA III sem 'B'sec	Active Member	<i>[Signature]</i>
13.	Mr. Kishan. A. S., BCA I sem 'A'sec	Active Member	<i>[Signature]</i>
14.	Ms. Sanjana. S. P., BCA I sem 'A'sec	Active Member	<i>[Signature]</i>
15.	Mr. Ananth., BCA I sem 'B'sec	Active Member	<i>[Signature]</i>
16.	Ms. Sanjana. B., BCA I sem 'B'sec	Active Member	<i>[Signature]</i>
17.	Ms. Lilian Ramola B.Sc v sem	Active Member	<i>[Signature]</i>
18.	Ms. Arpitha B.Sc III Sem	Active Member	<i>[Signature]</i>
19.	Mr. Girish B.Sc I Sem	Active Member	<i>[Signature]</i>
20.	Ms. Bhavana K C B.Sc I Sem	Active Member	<i>[Signature]</i>

Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.

PES IAMS

Phone: 8147053084  
8147053085

email: principal@pesiams.edu.in  
principal@pesiams.edu.in  
website: www.pesiams.edu.in

ಶಿವಮೊಗ್ಗ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್  
(ಎವರೆಡ್ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜನೆಯಲ್ಲಿರುವ ಮತ್ತು ಗೌರವ ಸರ್ಕಾರದ ಮೂಲಕ ಪರಿಶೀಲಿಸಿದ)  
ಪಿನ್ ಕೋಡ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

PES Institute of Advanced Management Studies

(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)  
N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

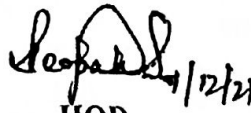
### Responsibility:

1. Coordinator conducts the meeting for the composition of the committee.
2. Chairperson, Coordinator and members of the forum select the students President, Vice-President and student Secretary.
3. Chairperson, coordinator and members nominate 2 active students from each class for the post of active student members of the forum.
4. Coordinator identifies in house/ external judges to judge various interclass competitions.
5. Maintains the reports & documents of all forum activities.

### Standard Operating Procedure (SOP):

1. Coordinator and students President, Vice-President and Secretary will plan the list of the activities to be conducted in an academic year.
2. Coordinator will take formal permission to execute the plan of activities.
3. Coordinators will notify the activities to the students through the circular and encourages maximum participation in all the activities.
4. Coordinator ensures all the activities should be executed as decided and incorporated in calendar of event of the institution/as decided in the meeting.
5. Coordinator will take feedback of each event organized by the forum to know the quality of the event organized and if required, to enhance the quality of the programs organized under the forum.

  
Forum Coordinator 12/21

  
HOD

Head of the Department  
Department of Computer Science  
PES Institute of Advanced Management Studies  
SHIVAMOGGA 577 204

  
Principal  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204





Date : 11 /12/2020

### Circular

This is to inform you all that the following students are nominated with different responsibilities for conducting cluster forum activities. Forum members are informed to assemble in computer lab for the meeting of the cluster forum at 1.30 pm on 29/7/2019.

### Agenda:

1. Informing students about their designations.
2. Informing about roles and responsibilities.
3. Discussion of various activities to be organized.

SI No	NAME	SEM	DESIGNATION
1	PRIYANKA S M	V 'A'	STUDENT PRESIDENT
2	SWAMY M S	V 'B'	STUDENT VICE PRESIDENT
3	UMME SALMA	III 'A'	STUDENT SECRETARY
4	SHINY LESLY	V 'A'	ACTIVE MEMBER
5	KRUTHIK J S	V 'A'	ACTIVE MEMBER
6	PREETHAM N	V 'B'	ACTIVE MEMBER
7	NAYANA	V 'B'	ACTIVE MEMBER
8	MAITHILY BHAT	III 'A'	ACTIVE MEMBER
9	LOYALA D'SOUZA	III 'A'	ACTIVE MEMBER
10	MANOJ R HEGDE	III 'B'	ACTIVE MEMBER
11	SAHANA S	III 'B'	ACTIVE MEMBER
12	SADAF BHANU	I 'A'	ACTIVE MEMBER
13	RAJAT A HEGDE	I 'A'	ACTIVE MEMBER
14	USHA C R	I 'B'	ACTIVE MEMBER
15	SAGAR S	I 'B'	ACTIVE MEMBER

Principal

PES Institute of Advanced Management Studies

NH 206, Sagar Road  
SHIVAMOGGA - 577 204

Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204

*[Signature]* E.M.  
11/12/2020

*[Signature]* 11/12/2020  
Head of The Department  
Department of Computer Science  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204

## MINUTES OF THE MEETING


A Cluster Forum meeting was held on 22-11-2020 at 4.00 PM in HOD's Chamber.

The below mentioned points were discussed in the meeting:

- The HOD welcomed the members of the Committee for the meeting.
- The principal, HOD, Coordinator and class teachers discussed together and finalized the committee members.
- Intimation to the students regarding their designation orally because of online classes and informed clearly the role and responsibilities of the forum members.
- The signature of the student members were not taken because the students were not present in the campus due to the pandemic.
- The members of the committee were identified and designated by the Principal and HOD as follows –

SI No	NAME	SEM	DESIGNATION
1	PRIYANKA S M	V 'A'	STUDENT PRESIDENT
2	SWAMY M S	V 'B'	STUDENT VICE PRESIDENT
3	UMME SALMA	III 'A'	STUDENT SECRETARY
4	SHINY LESLY	V 'A'	ACTIVE MEMBER
5	KRUTHIK J S	V 'A'	ACTIVE MEMBER
6	PREETHAM N	V 'B'	ACTIVE MEMBER
7	NAYANA	V 'B'	ACTIVE MEMBER
8	MAITHILY BHAT	III 'A'	ACTIVE MEMBER
9	LOYALA D'SOUZA	III 'A'	ACTIVE MEMBER
10	MANOJ R HEGDE	III 'B'	ACTIVE MEMBER
11	SAHANA S	III 'B'	ACTIVE MEMBER
12	SADAF BHANU	I 'A'	ACTIVE MEMBER
13	RAJAT A HEGDE	I 'A'	ACTIVE MEMBER
14	USHA C R	I 'B'	ACTIVE MEMBER
15	SAGAR S	I 'B'	ACTIVE MEMBER

  
E.M.  
Cluster Coordinator

  
HOD 22/12/2020

  
Principal 22/12/2020

Department of Computer Science  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.

Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.





Date : 26/11/2021

### Circular


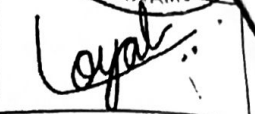
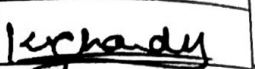
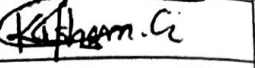
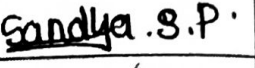
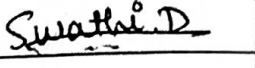
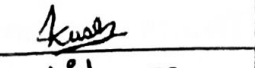
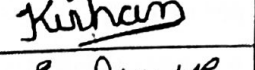
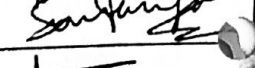

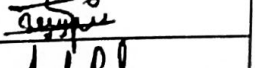
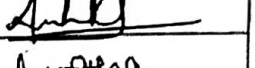
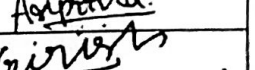
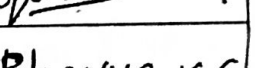
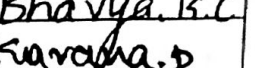
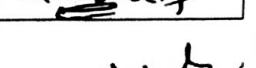
This is to inform you all that the following students are nominated with different responsibilities for conducting cluster forum activities. Forum members are informed to assemble in computer lab for the meeting of the cluster forum at 9.15 am on 27/11/2021.

### Agenda:

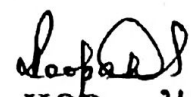
- Informing students about their designations.
- Informing about roles and responsibilities.
- Assigning different roles for upcoming events.
- Discussion of various activities to be organized.

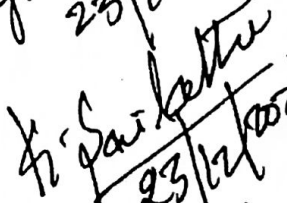
Sl. No.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	K. Sailatha
2.	Mrs. Ashwini E M , Assistant Professor	Coordinator	Ashwini E M
3.	Mrs. Ms. Roopa D. S., HOD	Member	Roopa D. S.
4.	Mr. Rangaswamy, H Assistant Professor	Member	Rangaswamy

*[Signature]*  
Principal

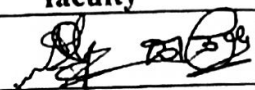


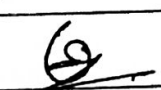


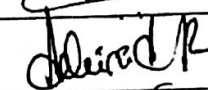

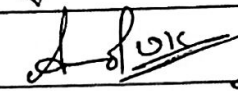
5.	Sahana. S., BCA V sem 'B'sec	Student President	
6.	Loyola Dsouza., BCA V sem 'A'sec	Student Vice-President	
7.	K. N. Chandu., BCA III sem 'A'sec	Student Secretary	
8.	Kishan. G., BCA V sem 'B'sec	Active Member	
9.	Sandya. S. P., BCA III sem 'A'sec	Active Member	
10.	Swathi. D., BCA III sem 'B'sec	Active Member	
11.	Kushal. S., BCA III sem 'B'sec	Active Member	
12.	Kishan. A. S., BCA I sem 'A'sec	Active Member	
13.	Sanjana. S. P., BCA I sem 'A'sec	Active Member	
14.	Ananth. J., BCA I sem 'B'sec	Active Member	
15.	Sanjana. B., BCA I sem 'B'sec	Active Member	
16.	Lilian Ramola B.Sc v sem	Active Member	
17.	Arpitha B.Sc III Sem	Active Member	
18.	Girish B.Sc I Sem	Active Member	
19.	Bhavana K C B.Sc I Sem	Active Member	
20.	Kavana. P., BCA V Sem 'A' sec	Active Member	

  
**Cluster Coordinator**  
 26/11/21

  
**HOD**  
 26/11/21  
 Head of the Department  
 Department of Computer Science  
 PES Institute of Advanced Management Studies  
 Shivamogga-577 204


Submitted for  
 Signature on  
 23/12/2021  
  
**Principal**  
 PES Institute of Advanced Management  
 NH 206, Sagar Road  
 SHIVAMOGGA-577 204



Class	Name of the faculty	Signature of the faculty
BCA-I Sem(A sec)	Dr. N. Praveen chandra	
BCA-I Sem(B sec)	P. Prabhakar Kumar	
BCA-III Sem(A sec)	Taranum Sultana	
BCA-III Sem(B sec)	Anitha C.B	
BCA-V Sem (A sec)	Rashmi JN	
BCA-V Sem (B sec)	Ashwini E.M.	
B.Sc - I Sem	Ashwini A R.	
B.Sc - III Sem	Rajeshwar. Ramnig	
B.Sc - V Sem	ANMOL VK	





  
26/11/21  
Cluster Coordinator

  
26/11/21  
HOD

Head of The Department  
Department of Computer Science  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204

Submitted on  
23/12/2021  
  
Principal  
Principal

  
29/12/2021  
Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.

## MINUTES OF THE MEETING



Cluster Forum meeting was held on 27-11-2021 at 9.15 am in Computer lab.

The below mentioned points were discussed in the meeting:

- The Cluster Forum Coordinator Ms. Ashwini. E. M. welcomed the members of the Committee for the meeting.
- The forum members were informed to complete the registration of newly admitted students of I year BCA/B. Sc.
- The HOD, Coordinator discussion with the forum members finalized the committee members. Suggestions were taken by the respective class teachers and members were finalized and designated. Roles and responsibilities were clearly informed to the designated Committee members.

List of Committee members is as follows:

Sl. No.	Name	Designation	Responsibilities	Signature
1.	Dr. K. Sailatha, Principal	Chairperson		
2.	Ms. Ashwini E. M , Assistant Professor	Coordinator	—	28/11/21
3.	Ms. Ms. Roopa D. S., HOD	Member	—	28/11/21
4.	Mr. Rangaswamy H Assistant Professor	Member	—	28/11/21
5.	Ms. Sahana. S., BCA V sem 'B'sec	Student President	Programme Report Over all support	Sahana S
6.	Mr. Loyola Dsouza., BCA V sem 'A'sec	Student Vice-President	Over all support & Send report to media	Loyola
7.	Mr. Chandu. K. N., BCA III sem 'A'sec	Student Secretary	Photo, Collect attendance, stage decoration	K. N. Chandu

Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.



8.	Ms. Kavana P. BCA V sem 'A' sec	Active Member	Flowers and Hospitality	Kavana P.
9.	Mr. Kishan. G., BCA V sem 'B' sec	Active Member	Poster Design	Kishan G.
10.	Ms. Sandya. S. P., BCA III sem 'A' sec	Active Member	—	Sandya S. P.
11.	Ms. Swathi. D., BCA III sem 'B' sec	Active Member	Invitation & Invite all faculties	Swathi D.
12.	Mr. Kushal. S., BCA III sem 'B' sec	Active Member	Collecting feed back	Kushal S.
13.	Mr. Kishan. A. S., BCA I sem 'A' sec	Active Member	Poster design & stage decoration	Kishan A. S.
14.	Ms. Sanjana. S. P., BCA I sem 'A' sec	Active Member	—	Sanjana S. P.
15.	Mr. Ananth., BCA I sem 'B' sec	Active Member	Gratitude letter	Ananth.
16.	Ms. Sanjana. B., BCA I sem 'B' sec	Active Member	—	Sanjana B.
17.	Ms. Lilian Ramola B.Sc V sem	Active Member	Collecting feed back	Lilian Ramola
18.	Ms. Arpitha B.Sc III Sem	Active Member	Flowers and Hospitality	Arpitha
19.	Mr. Girish B.Sc I Sem	Active Member	attendance, stage decoration	Girish
20.	Ms. Bhavana K C B.Sc I Sem	Active Member	—	Bhavana K C

*[Signature]*  
E-M.  
28/12/2021  
Cluster Coordinator

*[Signature]*  
HOD 28/12/21  
Head of The Department  
Department of Commerce  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.

*[Signature]*  
Principal 23/12/21  
Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.

*[Signature]*  
Principal 28/12/2021  
Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204.

Date: 04-03-2021

## Circular

This is to inform all the students that "Cluster Forum" is organizing "MIND SPARK" an inter department competition on 05-03-2021(Friday). Interested students are informed to register their names with Cluster forum Coordinator Ms. Ashwini E.M on or before 05-03-2021(within 12.PM)

### Rules for the Event:

1. Team should consist of 3 members.
2. There are 3 rounds in entire event.
3. Carrying electronic gadgets is prohibited.
4. Eliminated teams is not allowed to participate in next round.
5. The violation of rules and regulations will lead to the disqualification of teams.
6. Judgment by the judges is final.

Class	Name of the faculty	Signature
BBA-I	Sathish.v	Sathish.v 04/3/21
BBA-III	Ayesha Siddiqua	Ayesha Siddiqua 04/3/21
BBA-V	Abhishek . S	Abhishek . S 04/3/21
B.Com-I 'A' Section	Swathi . J	Swathi . J 04/3/21
B.Com-I 'B' Section	Swathi . J	Swathi . J 04/3/21
B.Com-III	Adithyan . J	Adithyan . J 04/3/21
B.Com-V	Ramuni P.D	Ramuni P.D 04/3/21
BCA-I 'A' Section	M. THUN S. S	M. THUN S. S 04/3/21
BCA-I 'B' Section	Rehman.v J	Rehman.v J 04/3/21

Principal

PES Institute of Advanced Management Studies

NH 206, Sagar Road


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BCA-III 'A' Section	Rangaswamy H	4/3/21
BCA-III 'B' Section	Pranav Kumar	4/3/21
BCA-V 'A' Section	Prashant P N	4/3/21
BCA-V 'B' Section	Ashwin E M	4/3/21
B.Sc, I	Ashwin A. R	4/3/21
B.Sc, III	Rajeshwar Hemmeri	4/3/21




  
4/3/21  
Cluster Coordinator

  
4/3/21  
HOD

  
Principal

Principal

Department of Management Studies  
PES Institute of Advanced Management  
NH 206, Sagar Road  
SHIVAMOGGA-577 206.

  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 206.



Date: 22 /12/2020

### Circular

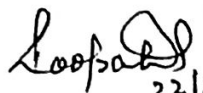
A meeting has been convened in the hod's chamber today i.e., 22-11-2020 at 2:00 pm. All the class teachers of Computer science department are informed to attend the same and assemble 5 minutes before the start of the meeting.

#### Agenda:

- To draft the Cluster Forum for the academic year 2020-2021
- To discuss the standard Operating Procedure for the committee
- To select Student President, Student Vice- President, Student Secretary and active members from each class.

 E.M.

Cluster Coordinator

  
22/12/2020  
HOD

Head of the Department  
Department of Computer Science  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204

  
22/12/2020  
Principal

Principal

PES Institute of Advanced Management Studies

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Principal

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NH 206, Sagar Road

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PES

Phone: 081-7039003

Website: pestrust.edu.in/posterianis

ಪಿಇಎಸ್ ಇನ್ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸೆಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್  
(ಒಂದು ಪ್ರಗತಿಶೀಲವಾದ ಸಂಸ್ಥೆಯು ಮತ್ತು ಸಾರ್ವಜನಿಕ ಸಂಸ್ಥೆಯಾಗಿದೆ)  
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ್ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

PES Institute of Advanced Management Studies

(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)



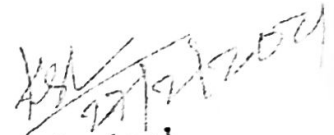
Date: 01-03-2021

## Circular

This is to inform BCA & BSC students that "Cluster Forum" is organizing "TECH PHANTOM" an intra department competition on 03-03-2021(Wednesday). Interested students are informed to register their names with Cluster forum Coordinator Ms. Ashwini E.M on or before 01-03-2021.

### Rules for the Event:

1. Team should consist of 3 members.
2. There are 3 rounds in entire event.
3. Carrying electronic gadgets is prohibited.
4. Eliminated teams is not allowed to participate in next round.
5. The violation of rules and regulations will lead to the disqualification of teams.
6. Judgment by the judges is final.

  
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Class	Name of the faculty	Signature of the faculty
BCA-I Sem(A sec)	Chandana S.R.	
BCA-I Sem(B sec)	RESTIMA .V. J.	Rehman . V . J
BCA-III Sem(A sec)	Sushma .G. S.	
BCA-III Sem(B sec)	Amritha C.B	
BCA-V Sem(A sec)	Roopa D.S	
BCA-V Sem(B sec)	Darshan P.R	
B.Sc- I Sem	Mithun D. Singh	
B.Sc-III Sem	Rajshelima . Hanumanth	

E.M. 25/2/21  
Cluster Coordinator

26/2/21  
HOD

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20-11-2020

## SOP for ABHIVYAKTI Forum

### Introduction:

Abhivyakti is a Student Literary Forum of our institution. This forum strives towards the overall development of the students and to provide a platform to unveil their hidden potentials of Literature and Literary Skills. This Literary forum conducts many events at college level and selects the deserving students to represent our institution at intercollegiate and State level competitions.

Abhivyakti Forum conducts various innovative interclass Literary competitions like hand writing competition, essay competition, short story and poem writing competition, elocution, debate, etc. These competitions conducting to help students in enhancing their communicative skills. Abhivyakti came into existence on July, 2019 and it comprises Chairperson, Coordinator, Members, Student President, Student Vice-President and Student Secretary.

### Objectives:

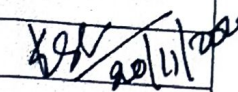

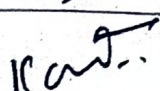

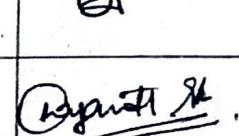
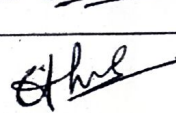
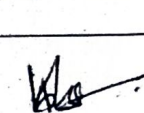
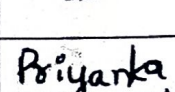
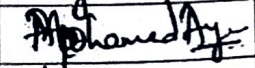
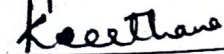
1. To motivate and create interest in literature among students.
2. To make the students aware of the benefits derived out of constant and regular reading such as widening the horizons of knowledge and information.
3. To create a platform to the students to showcase their creative writing talent.
4. To conduct various competitions for students to identify and encourage their talent in addition to developing traits such as happiness, patience, confidence and positive attitude.

  
Principal

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**Composition of the Abhivyakti Committee for the AY 2020-21:**

Sl. No.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	
2.	Dr. Praveen Chandra.N Assistant Professor	Coordinator	
3.	Ms Kavitha.U.P Assistant Professor	Member	
4.	Ms. Anita C.B Assistant Professor	Member	
5.	Ms Priyanka.S.R Assistant Professor	Member	
6.	Mr. Chandan S.R Assistant Professor	Member	
7.	Mr. Abhishek. S Assistant Professor	Member	
8.	Ms. Priyanka. B.K - II BBA	Student President	
9.	Mr. Mohammed ayyan- I BBA	Student Vice President	
10.	Ms. Keerthana M Sajjan- I <sup>st</sup> BCom	Student Secretary	

**Responsibility:**

1. Coordinator conducts the meeting for the composition of the committee.
2. Chairperson, Coordinator and members of the forum select the students President, Vice-President and student Secretary.

  
Principal





3. Chairperson, coordinator and members nominate 2 active students from each class for the post of active student members of the forum.
4. Coordinator identifies in house/ external judges to judge various interclass competitions.
5. Maintains the reports, documents of all forum activities.

#### Standard Operating procedure (SOP):

1. Coordinator and students President, Vice-President and Secretary will plan the list of the activities to be conducted in an academic year.
2. By default, all language students of Institution will be members of this Forum.
3. Coordinator will take formal permission to execute the plan of activities.
4. Coordinators will notify the activities to the students through the circular and encourages maximum participation in all the activities.
5. Coordinator ensures all the activities should be executed as decided and incorporated in calendar of event of the institution/as decided in the meeting.
6. Coordinator will take feedback of each event organized by the forum to know the quality of the event organized and if required, to enhance the quality of the programmes organized under the forum.

ಬಿ.ಎನ್.ಪ್ರಸಾದ್  
Forum Coordinator

K. S. Prasad  
Principal

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K. S. Prasad  
Principal  
20/11/2020

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20-11-2020

## SOP for KALARAVA Forum

### Introduction:

Kalarava is a Student Cultural Forum of our institution. This Forum strives towards the enhancing cultural talent of the students and to provide a platform to unveil their hidden potentials in performing cultural skills. This forum conducts many events at college level and selects the deserving students to represent our institution at intercollegiate and State level cultural competitions.

Kalarava Forum conducts various interclass cultural competitions like singing, dance, one act play, mime, rangoli, mimicry, collage, clay modeling and talent's day, retro day, traditional day, Indian festivals day, Village festival day etc. These competitions provide the platform to the students to exhibit their hidden talent and improves understanding of socio-cultural differences and their importance. Kalarava came in to existence on July, 2019 and it comprises Chairperson, Coordinator, Members, Student President, Student Vice-President and Student Secretary.

### Objectives:







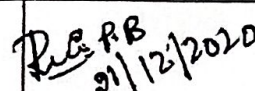
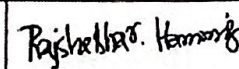

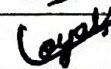
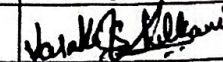
1. To make the students aware of Indian culture, tradition and customs.
2. To create a platform to bring out the hidden talent in Students.
3. To motivate and create interest in students to participate in cultural activities.
4. To mould students into excellent artists by supporting and creating right opportunities.
5. To introduce the students about performing arts.

Principal

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**Composition of the Kalarava Committee for the AY 2020-21**

Sl. No.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	
2	Dr.Praveen Chandra.N Assistant Professor	Coordinator	
3.	Ms.Ashwini E M Assistant Professor	Member	
4	Ms Ayesha Siddiqua Assistant Professor	Member	
5.	Ms. Swathi.J Assistant Professor	Member	
6	Ms. Ashwini A.R Assistant Professor	Member	
7	Mr.Rudramuni P.B Assistant Professor	Member	
8	Mr. Rajshekar. Hammigi Assistant Professor	Member	
9	Ms Arpitha - 3 <sup>rd</sup> BCA -B	Student President	
10	Mr. Loyola D'souza - 2 <sup>nd</sup> BCA	Student Vice-President	
11	Ms. Vasuki.S. kulkarni - 2 <sup>nd</sup> BCom	Student Secretary	

**Responsibility:**

1. Coordinator conducts the meeting for the composition of the committee.
2. Chairperson, Coordinator and members of the forum select the students President, Vice-President and student Secretary.

  
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3. Chairperson, coordinator and members nominate 2 active students from each class for the post of active student members of the forum.
4. Coordinator identifies in house/ external judges to judge various interclass competitions.
5. Maintains the reports, documents of all forum activities.

**Standard Operating procedure (SOP):**

1. Coordinator and students President, Vice-President and Secretary will plan the list of the activities to be conducted in an academic year.
2. By default, all students of Institution will be members of this forum.
3. Coordinator will take formal permission to execute the plan of activities.
4. Coordinators will notify the activities to the students through the circular and encourages maximum participation in all the activities.
5. Coordinator ensures all the activities should be executed as decided and incorporated in calendar of event of the institution/as decided in the meeting.
6. Coordinator will take feedback of each event organized by the forum to know the quality of the event organized and if required, to enhance the quality of the programmes organized under the forum.

ಕಾ. ಎಚ್. ಕೋಟೇಹಳ್ಳಿ  
**Forum Coordinator**

H. S. Sathish  
21/12/2020  
**Principal**

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