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**ಪಿಇಎಮ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್**  
(ಉಪಂಹ ವಿಶ್ವವಿದ್ಯಾಲಯದ 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)

# GOVERNANCE OF PESIAMS

No.

**Governance of PESIAMS****Introduction to Governance and Decentralization of Authority:**

The main aim of this document on governance and decentralization of authority is to put on record the structure and practices of institutions which results in efficient functioning by providing benefits and satisfaction to all the stakeholders and in turn which leads to overall quality enhancement. The institution governance mainly focuses on strengthening its facilities such as improving learning outcomes, employability of its students and to standardize the UG and PG education through infrastructural, faculty, staff and student development. Further, governance also strengthens research activities and industry-institute interaction. The decentralization of authority helps in smooth and quick functioning of academic and administrative activities of the institution.

**Few benefits of good governance of the institution are as follows:**

- Helps in implementation of academic procedures and administrative policies.
- Involvement of Governing Council and College Academic Council helps in transparency, approval, and ownership.
- Practice of Good Governance helps in streamlined paths and provides apt inputs and solutions for successful functioning of the institution.
- Sharing of expertise knowledge by the members of Governing council and College Academic Council helps in enhancement of quality of academic activities of the institution.
- Governing Council helps and guides through its network the collaborative activities with Industry-institution interface and institutional interfaces for quality and performance enhancement of the Institution.
- Governing council ensures time bound procedures for meeting the agreed deadlines by maintaining the academic standards and professional qualities.



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## Introduction of the Institution:

PES Institute of Advanced Management Studies started in 2008 affiliating to Kuvempu University and started its first program with BBA in the same year and gradually spreads its wings towards starting B. Com, BCA, B. Sc & M. Com programs. Our Institution is situated in the area of 1.13 guntas. Since inception the institution has achieved 26 University ranks including First ranks.

The Institutional infrastructure development in the past one decade is substantial. All the departments are having full-fledged infrastructure facility; ICT enabled classrooms, seminar hall and well equipped laboratories. The Institution take care the proper budget allocation for all its academic and non-academic activities.

The Institution library is stacked with 5,496 Volumes and 850 titles and has subscription of e-Shodha Sindhu (N-List), a institution component, e-Shodha Sindhu consortium with access to 6,000+ Journals, 1,64,300+ e-books under NLIST 6, 00,000 e-books through NDL. Every year new books are added based on the requirements given by the library committee. Seven Computers are made available for Digital Library. Lib Software is being used by the library of our institution which has been linked with OPAC (Online Public Access Catalog) for easy and convenient access of question papers and lab manuals.

The institution has four hostels, two for boys and two for girls. Institution Transportation facility has been made available for days' scholars.

The institution believes in the development of overall personality of the students. In order to achieve this goal the institution gives importance to strengthen not only to the academic excellence of students but also their physical and mental well being. The institution takes all best possible measure to improve the physical health of its students through sports, games and gymnasium, cultural activities etc. The institution has common play grounds along with an international standard Cricket Stadium and fully air conditioned multi Gymnasium.



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The institution encourages students to participate in various curricular, co-curricular, extra-curricular and cultural activities through its various forums such as Cluster, Synthesis, Sankalpa, Aabhivaykthi, Janajaneyara Balaga and Kalarava. Institution also has other common facilities such as SBI branch with ATM facility and two food courts.

### **Vision, Mission and Quality Policy of the Institution**

#### **Vision:**

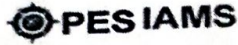
- Creating human excellence for the global and local requirements through need and value based education.

#### **Mission:**

- Creating excellent infrastructure – Physical and human resources.
- Imparting holistic education focusing on employability.
- Instilling the quality in students to take up self employment.
- Enabling students to cater to the societal and national development.
- Inculcating the quality of leadership in all walks of life.
- Motivating and empowering the faculty to incessantly engage in research and innovation.
- To motivate and empower the faculty to incessantly engaging research and innovation in the larger domain of teaching and learning

#### **Quality Policy of PESIAMS:**

To impart holistic education to develop competent and ethically strong human resources possessing leadership qualities and the ability to sustain and adapt themselves to the changing environment through the participative efforts of all stakeholders of the institution.



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**Organizational Structure of the Institution**

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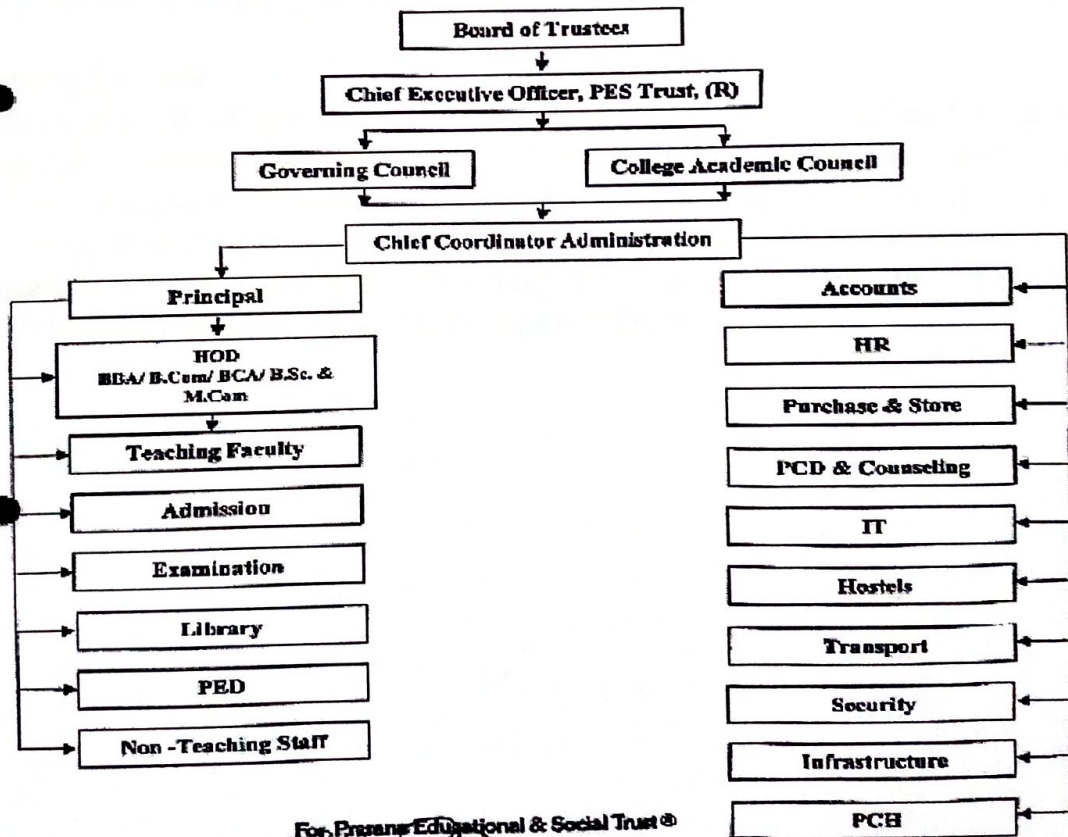
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No.

**Organizational Structure of PESIAMS**



For Pragna Educational & Social Trust  
 Managing Trustee



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### Roles and Responsibilities:

#### Board of Trustees:

The Board of Trustees includes managing trustee and group of trustees, who are the guiding force to CEO and the Governing council for the effective strategic planning, implementation and assessment of the performance of the institution. The Board of Trustees takes major decisions pertaining to the institutional growth and implements through CEO.

#### Chief Executive Officer (CEO):

Chief Executive Officer is nominated by Board of Trustees and posses the approving authority. The CEO executes the strategic plans formulated by the Board of Trustees and takes all major decisions in consultation with the Board of Trustees. CEO is empowered to take decisions pertaining to the growth of institution.

#### Governing Council:

Governing council of the institution has been constituted to guide the academic and administration activities of the institution. Governing council has the authority to approve the Vision, Mission and Quality policy of the institution and monitors implementation of the same for imparting quality education by setting objectives relevant to policy, hiring right person for right position, rewarding the best performers, provide infrastructure facilities and encouraging the best utilization of the resources.



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The Governing council assesses the performance of the institution during its periodical meetings by providing suggestive measures for institutional growth. The composition of the Governing council is as follows:

Sl. No	Name	Designation
1	Smt. Arunadevi S.Y, Trustee, PES Trust(R), Shivamogga	Chairperson
2	Sri. B.Y Vijayendra, Trustee, PES Trust (R) and Industrialist, Shivamogga	Member
3	Smt. Umadevi S.Y, CEO, PES Trust(R), Shivamogga	Member
4	Dr. R Nagaraja, Chief Coordinator Administration, PES Trust(R), Shivamogga	Member
5	Dr. Giridhar K.V, Assistant Professor, Sahyadri Arts and Commerce College, Shivamogga	Member
6	Mr. Nagaraja S.R, Asst. Prof. and Coordinator of PG Department of Commerce, (Representative of M.Com)	Member
7	Dr. Sudharshan G. M, Associate. Prof. and HOD of Department of Commerce and Management (Faculty Representative of B.Com and BBA)	Member
8	Mrs. Roopa D.S, HOD, Department of Computer Science (Representative of BCA and B. Sc.)	Member
9	Dr. Kasamsetty Sailatha, Principal, PESIAMS	Member Secretary

**In a nutshell roles and responsibilities of Governing Council are as follows:**

- It is the custodian of the Institution
- Adapting Good Governance Practices
- Approval of, Vision, Mission and Quality Policy
- Set short term and long term goals
- Developing the strategic plan
- Budget Approval
- Industry Interface
- Networking



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### College Academic Council:

College Academic Council is constituted to guide and monitor purely academic matters of the institution such as introducing new programs, Add-On courses, certificate courses, approving syllabus content of the certificate courses and to support with necessary initiation by its own or on the request of the department/institution.

### 2015:

Sl. No.	Name	Designation
01	Dr. R Nagaraja Chief Coordinator Administration, PES Trust (R), Shivamogga	Chairman
02	Dr. Giridhar K.V Assistant Professor, Sahyadri Arts and Commerce College, Shivamogga	Subject Expert for Commerce and Management: UG and PG
03	Dr. Prasanna Kumar HOD, Department of Information Science and Engineering, PESITM	Subject Expert for Computer Science: UG
04	Mr. Nagaraja S.R Principal, PESIAMS	Member Secretary
05	Ms. Vinaya Arasu HOD, Department of Commerce, PESIAMS	Member
06	Mr. Rakesh D ' Souza HOD, Department of Management, PESIAMS	Member
07	Mr. Shreekanth K. N. HOD, Department of Computer Science, PESIAMS	Member
08	Mr. Anand M. B. Coordinator, PG Department of Commerce	Member





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2018

Sl. No.	Name	Designation
01	Dr. R Nagaraja, Chief Coordinator Administration, PES Trust(R), Shivamogga	Chairman
02	Dr. S Venkatesh, Professor and Chairman, Department of Post Graduate Studies and Research in Commerce, Kuvempu University, Jnanasahyadri, Shankaraghatta, Shivamogga	Subject Expert for Commerce and Management: PG
03	Dr. Giridhar K.V, Assistant Professor, Sahyadri Arts and Commerce College, Shivamogga	Subject Expert for Commerce and Management: UG
04	Dr. Prasanna Kumar HOD, Department of Information Science and Engineering, PESITM	Subject Expert for Computer Science: UG
05	Dr. Kasamsetty Sailatha, Principal, PESIAMS	Member Secretary
06	Mr. Nagaraja S. R. Coordinator, PG Department of Commerce	Member
07	Mr. Rakesh D ' Souza HOD, Department of Commerce and Management, PESIAMS	Member
08	Ms. Roopa D. S. HOD, Dept. of Computer Science, PESIAMS	Member



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### **Chief Coordinator Administration (CCA):**

PES Trust ® has appointed Chief Coordinator Administration to look after day to day affairs of all PES Institutions including PES Institute of Advanced Management Studies for quick and smooth approvals and sanctions of overall academic and administrative activities of the institution. CCA has been authorized to sign all the statutory documents of PES Institutions and take decisions pertaining to academic, administrative, campus maintenance, transport and hostels etc.

### **Principal:**

Reports to Chief Coordinator Administration of PES Trust (R)

Principal is responsible for discharging the following duties effectively in consultation with the management wherever required:

1. Effective implementation of strategic plans guided by the management/Governing Council/College Academic Council
2. Implementation of rules, regulations and policies formulated by the management from time to time
3. Formulating/amending rules, regulations, policies related to the academic activities of the institution from time to time for the welfare of staff, students and institution
4. Administrative management, academic (curricular & co-curricular) and extra-curricular activities
5. Calculating sanctioned teaching post, getting approval and filling the vacancies whenever required
6. NAAC/other accreditation process
7. Comply with guidelines lay down by Kuvempu University from time to time
8. Admissions and its promotional activities
9. Building brand image of the institution
10. Ensuring smooth conduct of University examinations
11. Collecting the department wise budget, infrastructure and IT requirements after discussing with Heads of the Department and need to submit the same to the management based on the plans of the Institution. Once the budget is approved, need to allocate the resources for all the departments as per the requirements
12. Ensuring staff and student discipline



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- 13.Ensuring measurable academic progress of staff and students in order to ensure higher results, ranking of the college and placements
- 14.Student feedback analysis and action taken accordingly
- 15.Performance appraisal based on the recommendations by the HODs', student feedback analysis and personal observations made
- 16.Effective implementation of student mentoring
- 17.Promoting industry-institution interface and Institute-institute interface by entering into MOUs'
18. Initiating and enhancing research activities
- 19.Monitoring and evaluating the staff and students performance and their academic progress
- 20.Reviewing on regular basis the academic and administrative functioning of various departments, attendance of staff and students, internal assessments to ensure transparency and accountability in all such matters
- 21.Providing appropriate opportunities for faculty members to participate in Institutional affairs
- 22.Facilitating procurement of books for Library from time to time based on the requirement of the departments
- 23.Ensuring a safe and healthy environment for both staff and students and full compliance with health and safety requirements
- 24.Guiding for effective industrial training, workshop/seminars/conferences and field visits, etc for staff and students
- 25.Monitoring and guiding all activities of the office of the institution
- 26.Monitoring the discipline and decorum of the non-teaching staff
- 27.Safe guarding the institution properties, files, records etc, which are under the custody.



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ಪಿಇಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್  
(ಉಪೇಖ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜನೆಗೊಳಪಟ್ಟಿದೆ 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)

### Head of the Department/Coordinator:

Reports and coordinates with the principal in all academic, administrative and all such activities which involve the institutional growth.

HOD is responsible for discharging the following duties effectively in consultation with the principal wherever required.

Responsible for:

1. Ensure appropriate interaction with stakeholders, such as professional bodies, funding agencies and potential employers, as appropriate to the department.
2. Oversee, organize and develop the core activities of teaching, research, examining, advising and other service activities.
3. Ensure that the quality and standards of programmes within the departments are maintained and enhanced.
4. Manage all staff within the department; include performance management, staff development, appraisal, induction and succession planning.
5. Take full financial responsibility and control of the department budget to maximize income and ensure effective expenditure.
6. Facilitate and promote the development of intra and inter disciplinary academic activity ( in teaching and research)
7. Ensure decisions and new policy directives implemented at the departmental level.
8. Ensure that the laboratories in the department are well equipped and maintained according to the curriculum.
9. Facilitate industry institute interaction and organize FDPs/MDPs for the benefits of industries.



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(ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾನಿಲಯಕ್ಕೆ ಸೇರಿಸಲ್ಪಟ್ಟಿರುವ ಮತ್ತು ಸರ್ಕಾರದಿಂದ ಪ್ರಮಾಣೀಕರಿಸಲ್ಪಟ್ಟಿದೆ)  
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10. Assist the administration in smooth conduct of the examination/ admission/ internals / practical classes/ disciplinary matters.
11. Preparation of calendar of events and academic timetable
12. Monitoring of student mentoring
13. Monitoring the scheduled timetable engagement and syllabus completion by the faculty from time to time
14. Obtaining approvals of the Principal and management on all financial transaction.
15. Responsible for Continual improvement in their area of activity.
16. Responsible for taking corrective and Preventive action in their area of activity.
17. Responsible for document and record control in their area of responsibility.
18. Responsible for process Health Measure achievements in their area of activity.
19. Safe guarding the institution properties, files, records etc, which are under the custody.
20. Any other responsibility as assigned by Principal/ CCA / Management from time to time.

#### **Teaching Faculty:**

Reporting and coordinating with the principal and HOD in all academic, administrative and all such activities which involve the institutional growth.

Teaching faculty is responsible for discharging the following duties effectively in consultation with the HOD and principal:

1. Engaging classes on scheduled timetable
2. Completion of syllabus on time
3. Adhering to rules, regulations and policies of the institution
4. Monitoring and controlling the students discipline
5. Mentoring and guiding the students for better performance
6. Fair evaluation of internal assessment
7. Involving in all departmental activities



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(ಉಪೇಕ್ಷ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜನೆಯಲ್ಲಿ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)  
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8. Accepting roles and responsibilities assigned by HOD and principal other than the teaching
9. Proper student mentoring
10. Intimating student regularity and performance to the parents in consultation with HOD and principal whenever is required
11. Submission of attendance, logbook, reports etc to the HOD and principal from time to time
12. Active involvement in research activities
13. Safe guarding the institution properties, files, records etc, which are under the custody.

#### **Class Teacher:**

1. Monitoring and controlling the students discipline
2. Coordinating with the mentors of their students
3. Responsible for submission of their respective class timetable
4. Intimating irregularity of the students to the parents on monthly basis
5. Sending letters to the parents of students related to the irregularity/ poor academic performance/ indiscipline of the students
6. Preparing and submitting the monthly attendance report of their respective class
7. Preparing and submitting the internal assessment marks report of their respective class
8. Motivating the students to attend all inter and intra college competitions.

#### **Office Staff:**

1. Responsible for providing assistance to the Principal, HOD and Faculty with respect to academic and non-academic work
2. Responsible for:
  - Admission work of College and University
  - Maintenance of student and staff records



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ಪ್ರವೃತ್ತಿ ಅಧ್ಯಯನ ಮತ್ತು ಅಭಿವೃದ್ಧಿ ಪರಿಷತ್ ಸಂಸ್ಥೆ  
(ಆರೋಗ್ಯ ಸಂಸ್ಥೆಗಳ ಸಂಸ್ಥಾಪನೆ ಮತ್ತು ಅಭಿವೃದ್ಧಿ ಸಂಸ್ಥೆ)  
ಎಂ. ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

## PES Institute of Advanced Management Studies

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- Fee collection
- Scholarships
- Examination related work
- Maintenance of leave records
- Preparation of monthly attendance of teaching and non-teaching staff
- Maintenance of documents of College/University
- Indenting and maintaining of stationary.

Smt. Umadevi S Y  
Chief Executive Officer,  
PES Trust (R), Shivamogga