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ಪಿಇಎಮ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್
(ಉಪಮು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜನೆ/ಅಂಗವಹಿಸಿದ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾರ್ಗದರ್ಶನ 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)



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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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

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Principal
Principal

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SOP for ABHIVYAKTI Forum

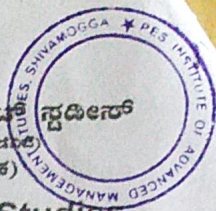
Introduction:

Abhivyaki 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.



Composition of the Abhiviyakti Committee for the AY 2019-20:

Sl. No.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	<i>[Signature]</i> 5/7/2019
2	Dr.Praveen Chandra.N Assistant Professor	Coordinator	<i>[Signature]</i>
3	Ms.Sharada. G Assistant Professor	Member	<i>[Signature]</i>
4.	Ms Kavitha.U.P Assistant Professor	Member	<i>[Signature]</i>
5	Ms. Anita C.B Assistant Professor	Member	<i>[Signature]</i>
6	Ms.Rashmi A R Assistant Professor	Member	<i>[Signature]</i>
7.	Ms. Priyanka. S.M – 2 nd BCA	Student President	<i>[Signature]</i>
8.	Ms Apoorva.N- 1 st BBA	Student Vice-President	<i>[Signature]</i>
9.	Ms. Preksha. s- 1 st BCom	Student Secretary	<i>[Signature]</i>

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.

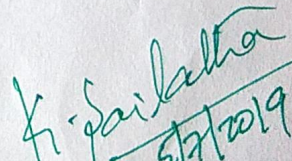
3. Chairperson, coordinator and members nominate 2 active students from each class for the post of active student members of the forum.
4. Coordinator identifies in house/ external judges to judge various interclass competitions.
5. Maintains the reports, documents of all forum activities.

Standard Operating procedure (SOP):

1. Coordinator and students President, Vice-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.

ಡಾ. ಎನ್. ಕೃಷ್ಣನ್ ಎಚ್.ಎಸ್.

Forum Coordinator


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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.

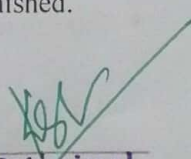
Anti-Ragging Cell is one of the important parts of Educational Institution's mechanism. As per the guidelines of UGC under the Act of 1956, which is modified as UGC regulations on curbing the menace of Ragging in higher Educational Institutions, 2009 establishment of Anti-Ragging Cell is very compulsory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

Objective:

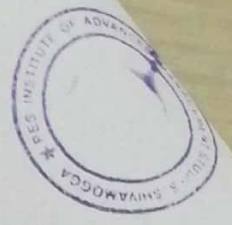
Anti-Ragging Committee is the supervisory and advisory committee in preserving a culture of ragging free environment in the college campus. The main objectives of this cell are as follows:

- 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.

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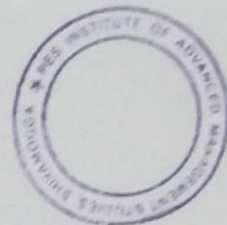
Composition of Anti-Ragging Committee for the AY 2020-21:

Sl. No.	Name	Designation	Signature
1	Dr. K. Sailatha Principal	Chairperson	
2	Dr. Sudharshan G M HOD, Dept. of Commerce and Management	Coordinator	
3	Dr. Nagaraj S R Coordinator, 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. Harsha C Mathad PG Dept. of Commerce	Member	

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.

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- 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.
- 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 is 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 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.



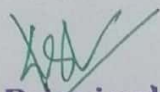
Punishment for ragging:

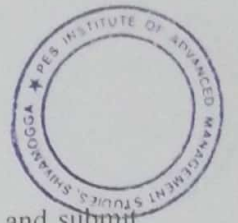
- Warning.
- Written apology.
- Suspension from attending classes and academic privileges.
- Debarring from appearing in any test/examination or other evaluation process.
- Debarring from representing the institution in any regional, National or International meet, tournament, Youth festival, etc.
-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

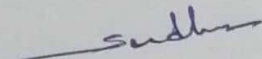
Responsibilities of the Committee:

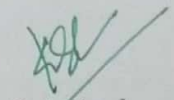
1. To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging.
2. To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging.


Principal



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 committee.


Coordinator


Principal

Principal

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SOP- Anti-Sexual Harassment Committee

Introduction:

The Institution has reconstituted Anti-Sexual Harassment Committee on 9th July 2018 and on 25th July 2019 to follow the directives of the Supreme Court, the UGC and the Kuvempu University in respect of implementing a policy against **sexual harassment** in the Institution. The Institution has this committee since its inception with different nomenclatures. On 5th May 2020, it has been renamed as MYTHRI (Women Empowerment and Harassment Prevention cell).

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 Anti Sexual Harassment Committee for the AY 2019-20:

Sl. No.	Name	Designation
1.	Dr. K. Sailatha	Principal -Chairperson
2.	Mrs.Sharada.G	Coordinator
3.	Mrs. Roopa D S	Representative of women teaching
4.	Mrs. Kavitha U P	Representative of women teaching
5.	Mrs. Lenita Quadros	Representative of women teaching
6.	Mrs. Ashwini E M	Representative of women teaching
7.	Ms.Kavyashree	Representative of women non-teaching
8.	Ms.Rakshitha N S	II M.Com - Student Representative
9.	Ms. Vaishali G B	III B.Com -Student Representative
10.	Ms.SyedaSunain Kousar	III BBA - Student Representative
11.	Ms.Deepika G N	III BCA - Student Representative

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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.


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7. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.

8. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.

9. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.

10. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student 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:-

i) Warning

ii) Written apology

iii) Bond of good behavior

iv) Adverse remarks in the confidential report

v) Debarring from supervisory duties

vi) Denial of membership of statutory bodies

vii) Denial of re-employment/re - admission

viii) Stopping of increments / promotion/denying admission ticket

ix). Reverting and demotion

x) Suspending temporarily or permanently from the Institution(if the accused is a student).

xii) Dismissal

xiii) Any other relevant mechanism

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 sexual harassment 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.



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
1.	Dr. K. Sailatha	Principal -Chairperson
2.	Ms.Ashwini A R	Coordinator
3.	Mrs. Roopa D S	Representative of women teaching
4.	Mrs. Kavitha U P	Representative of women teaching
5.	Mrs. Anitha C B	Representative of women teaching
6.	Mrs. Ashwini E M	Representative of women teaching
7.	Ms.Arptha	II M.Com - Student Representative
8.	Ms.Niharika	III B.Com -Student Representative
9.	Ms.Kavya	III BBA - Student Representative
10.	Ms.Divya C	III BCA - Student Representative
11.	Ms.Sankalpa	II B.Sc- Student Representative

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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.


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7. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.

8. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.

9. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.

10. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student 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:-

- i). Warning
- ii). Written apology
- iii). Bond of good behavior
- iv) Adverse remarks in the confidential report
- v) Debarring from supervisory duties
- vi. Denial of membership of statutory bodies
- vii) Denial of re-employment/re - admission
- viii) Stopping of increments / promotion/denying admission ticket
- ix) Reverting and demotion
- x) Suspending temporarily or permanently from the Institution (if the accused is a student).
- xii) Dismissal
- xiii) Any other relevant mechanism

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 sexual harassment 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.

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Shivamogga - 577 204.



ಪಿಇಎಮ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ವಡೀಜ್

(ಸಮಯ ದಿವ್ಯದಿವ್ಯಾನಿರೂಪದ ಸಂವಿಧಾನದೊಳಗಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮನ್ನಣೆ ಪಡೆದಿದೆ)

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

Phone : 8147053085

PES Institute of Advanced Management Studies

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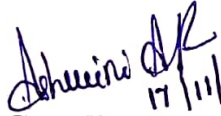
N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)



11. All decisions shall be taken by majority.

Record keeping:

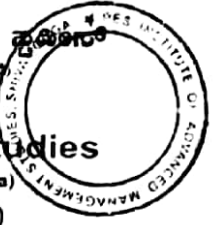
The coordinator of the committee shall maintain all the relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.


17/11/2020.
Coordinator


Principal

Principal

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



SOP for Cluster Forum

Introduction:

Cluster is a student forum of Department of Computer Science 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. Cluster forum has come into existence during 2012 and it comprises of Chairperson, Coordinator, Members, Student President, Student Vice-President and Student Secretary.

Cluster 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/ 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.
5. To provide an platform to the students of the Institution to exchange their views and thought among themselves on technology.
6. To provide a forum to the students to inculcate their inquisitiveness.



Composition of the Cluster Forum for the AY 2019-20:

Sl. No.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	<i>K. Sailatha</i>
3.	Mrs. Ashwini E M , Assistant Professor	Coordinator	<i>Ashwini E M</i>
4.	Mrs. Ms. Roopa D. S., HOD	Member	<i>Roopa D. S.</i>
5.	Mr. Rangaswamy, H Assistant Professor	Member	<i>Rangaswamy</i>
6.	SAMARTH , Final Year BCA	Student President	<i>Samarth</i>
7.	BINDUSHREE , Final Year BCA	Student Vice-President	<i>Bindushree</i>
8.	HARSHITH GL, Final Year BCA	Student Secretary	<i>Harshith GL</i>

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.



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.
Forum Coordinator

(Signature)
Principal
2/8/2019

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SHIVAMOGGA-577 204.



Phone: 8147053084
8147053085

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

ಪಿಇಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್
(ಕವಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜನೆಯಲ್ಲಿ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾರ್ಗದರ್ಶನದಲ್ಲಿ)
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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SOP for Cluster Forum

Introduction:

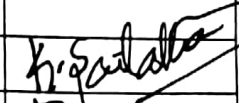

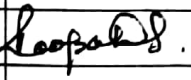
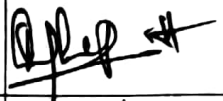


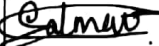
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4. To conduct events such as intra and inter-college/class competitions to enhance overall development.
5. To provide an platform to the students of the Institution to exchange their views and thought among themselves on technology.
6. To provide a forum to the students to inculcate their inquisitiveness.

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.
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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

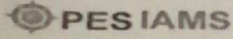
[Signature]
Principal

PES Institute of Advanced Management Studies
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Principal

Cluster forum reports checklist

SI No	Topic	Date	AY	Participants
2015-16				
1	Trusure hunt	03-23-2016	2015-16	
2	Networking Game	03-19-2016	2015-16	
2016-17				
SI No	Topic	Date	AY	Participants
1	State level IT Fest ZEST	18.03.2017	2016-17	
2	Fundamentals of Statistics & Application of Statistical Techniques in Info	13-01-2017	2016-17	56
3	Image Processing	10-1-2017	2016-17	123
4	Basics on Storage area Networking	26-9-2016	2016-17	62
5	Requirement Engineering	24-8-2016	2016-17	92
6	Checking Environment Pollution	29-7-2016	2016-17	72
2017-18				
SI No	Topic	Date	AY	Participants
1	Innovative Teaching	15-7 -2017	2017-18	127
2	“Career Opportunities and Preparation for Interview	15-2-2018	2017-18	60
3	Poster Design (competition)	02-02-2018	2017-18	
4	Networking game & Treasure hunt (game)	02-02-2018	2017-18	
5	Goal setting and Positive Psychology	27-12-2017	2017-18	109
6	Project Development	29-12-2017	2017-18	112
7	Two day Ethical Hacking and Cyber Security Workshop	23-09-2017/24	2017-18	15
8	Water Pollution	16-9-2017	2017-18	129
9	One day workshop on Career Development	26-7 -2017	2017-18	120

2018-19				
Sl No	Topic	Date	AY	
1	Internet of Things	09-03-2018	2018-19	172
2	One day workshop on Web Technology	29-6-2018	2018-19	71
3	Guidance on Project Development and Research	23-6-2018	2018-19	112
5	Technical Presentation on New Trends in Computer Technology	6/7/11-09-19	2018-19	64
6	Computer Networking	01-17-2019	2018-19	71
2019-20				
Sl No	Topic	Date	AY	
1	Cloud Computing	20-07-2019	2019-20	111
2	Computer Awareness Program	12-07-2019	2019-20	
3	Machine Learning	13-1-2020	2019-20	97
4	CLUSTER SHINE	16-1-2020	2019-20	86
5	Two days Workshop on Machine Learning using Python Programming	13/14-02-2020	2019-20	97
6	TECHNO-HUNT AND FLASH-TALK	09-04-2019	2019-20	93



ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್
(ಉಪೇಶ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜನೆಗೊಳಪಟ್ಟಿದೆ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾರ್ಗದರ್ಶನದಡಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿದೆ)
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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PES Institute of Advanced Management Studies

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

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

EDUSAT Committee

Introduction:

EDUSAT is the first Indian communication satellite built exclusively to serve the educational sector. It is mainly intended to meet the demand for an interactive satellite based distance education system for the country. The committee is formed especially to configure for the audio - visual medium, employing digital interactive classrooms, multimedia, multi centric system and to support non formal education including communication development.

Objectives:

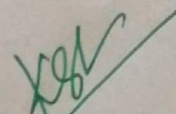
1. To promote the usage of technology in learning process.
2. To increase the access to quality resource persons.
3. To provide the support to formal and informal education.

Composition of the Committee

Sl.no	Name	Designation	Signature
01	Dr. K. Sailatha	Chairperson	
02	Ms. Ayesha Siddiqua	Coordinator	
03	Mr. Vinay Kumar K.S	Member	
04	Ms. Swathi J	Member	
05	Mr. Rangaswamy	Member	
06	Mr. Dharshan P. R	Member	

Responsibilities:

- The chairperson and the coordinator drafts the Committee.
- The coordinator and the members select the topics for the sessions and conducts the same with prior permission of the chairperson.
- The Coordinator reports the session to the chairperson and maintains all reports/documents of the events conducted..


Principal

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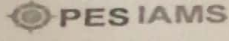


Standard Operating Procedure:

1. Conducting meeting with the chairperson and the members regarding the topics for the sessions.
2. The sessions will be conducted during the class hours.
3. Already telecasted EDUSAT videos will be shown to the students.
4. Interacting with the students on telecasted EDUSAT videos to understand their grasping ability.
5. Preparation of report of the session conducted along with the signatures of the students attending the session.
6. Submission of the report to the Principal.

Principal

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Website : pestrust.edu.in/pesiams

ಕಿಇಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್
(ಅವೆಂಚು ಎಕ್ಸ್‌ಟೆನ್ಸಿವ್‌ಲಿಯದ ಸಂಯೋಜನೆಗೊಳಪಟ್ಟ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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Date: 01/12/2020

Circular

A meeting has been convened in the Principal's chamber today i.e., 01-12-2020 at 12:00 pm. The mentioned faculty members are informed to attend the same and assemble 5 minutes before the start of the meeting.

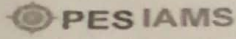
Agenda:

- To reconstitute the EDUSAT Committee for the academic year 2020-2021
- To discuss the standard Operating Procedure for the committee.

Sl.no	Name	Signature
01	Ms. Ayesha Siddiqua	
02	Mr. Vinay Kumar K.S	
03	Mr. Rudramani P.B	
04	Mr. Rangaswamy	
05	Ms. Priyanka	

Principal
Principal

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ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸೆಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್
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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

Minutes of the meeting

Date: 02.12.2020

Venue: Principal chamber

Agenda:

- To reconstitute the EDUSAT Committee for the academic year 2020-2021.
- To discuss the standard Operating Procedure for the committee.

Members:

- 01 Dr. K. Sailatha
- 02 Ms. Ayesha Siddiqua
- 03 Mr. Vinay Kumar K.S
- 04 Mr. Rudramani P.B
- 05 Mr. Rangaswamy
- 06 Ms. Priyanka

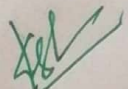
A meeting of the EDUSAT Committee was held on 01.12.2020 at the principal's chamber at 12:00 pm to redraft the committee.

The below mentioned points were discussed in the meeting:

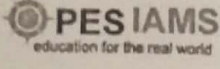
- The principal welcomed the members of the Committee for the meeting.
- The members of the committee were identified and designated by the Principal as follows –

Sl.no	Name	Designation
01	Dr. K. Sailatha	Chairperson
02	Ms. Ayesha Siddiqua	Coordinator
03	Mr. Vinay Kumar K.S	Member
04	Ms. Swathi J	Member
05	Mr. Rangaswamy	Member
06	Ms. Priyanka	Member

- The Principal congratulated the coordinator and the members.
- The Standard Operating Procedure for the Committee will remain same as the previous year's.


Principal
Principal

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ಪಿಇಎಮ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜಿತವಾಗಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮನ್ನಣೆ ಪಡೆದಿದೆ)

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Date: 21/01/2020

Circular

This is to inform all the students to attend an EDUSAT session organized at 3.00p.m on 21/01/2020 at Seminar Hall on the topic Guidance and Counseling in Education. All the students should attend compulsorily without fail.

Class	Signature of the faculty
M.Com II Sem	

21/01/2020
Coordinator

Principal
Principal
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SHIVAMOGGA-577 204.

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Activity Organized Report

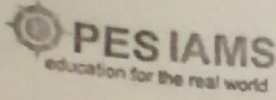
(Academic Year: 2019-20)

Title of the activity:	Guidance and Counseling in Education
Date of Activity organized:	21/01/2020
Name of the activity coordinator:	Ms. Ayesha Siddiqua
Place of the activity:	Seminar Hall
No. of participants(Staff +Student)	1+10=11
Objective of the activity:	To promote the growth of students in self-direction
Photo Gallery:	

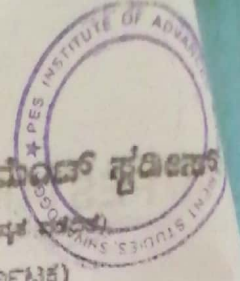


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Principal

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Phone : 8147053085

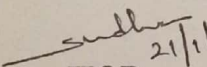
PES Institute of Advanced Management Studies

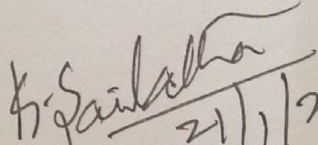
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Website : pestrust.edu.in/pesiams

An EDUSAT session was conducted for II semester M.com students on 21/01/2020 on the topic Guidance and Counseling in Education which was delivered by Dr. Parveen Sharma, Associate Professor, Hindu College of Education (Haryana). The scheme of the lecture was – to provide assistance to the students for the purpose of making wise choices and attaining optimum development in their abilities, aptitudes and interests. Assistance was given to the students to develop own points of view, make own decisions and their own life activities and to make appropriate educational, personal, recreational and vocational choices which will lead to their holistic development.

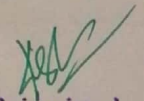

Coordinator


HOD 21/1/2020


Principal 21/1/2020

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.


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

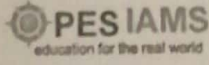
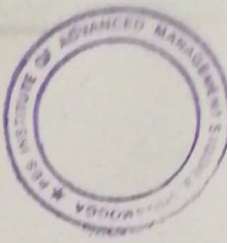


Name of the Student	Signature
ARPITA L	<i>Arpithe</i>
ASIFA KHANUM	<i>Asifa Khanum</i>
KANCHANA K	<i>Kanchana.k</i>
POOJA S	<i>Pooj</i>
RAKESH U	<i>Rakesh</i>
SAMANTHA P R	<i>Seth</i>
SUMA B.Y	<i>Suma.B.Y</i>
SUSHMA S.V	<i>Sushma S.V.</i>
USHA H.T	<i>Usha</i>
VARSHITHA S.P	<i>Varshitha . S.P</i>

[Signature]

Principal

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SHIVAMOGGA-577 204.



ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸೆಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜಿತವಾಗಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಅನುಮೋದಿತವಾಗಿರುತ್ತದೆ)

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

Phone : 8147053085

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

Website : pestrust.edu.in/peiams

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

Date: 09/01/2020

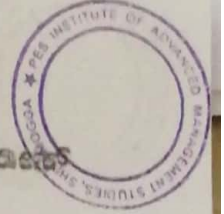
Circular

This is to inform all the students to attend an EDUSAT session organized at 3.00p.m on 09/01/2020 at Seminar Hall on the topic Cyber Laws in India. All the students should attend compulsorily without fail.

Class	Signature of the faculty
BBA II Sem	

09/01/2020
Coordinator

Principal
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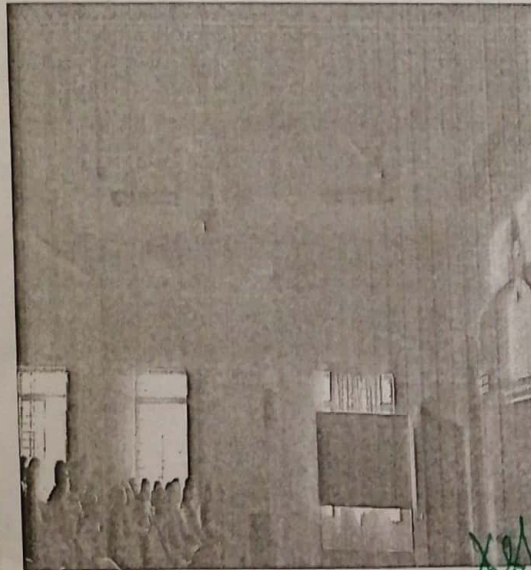
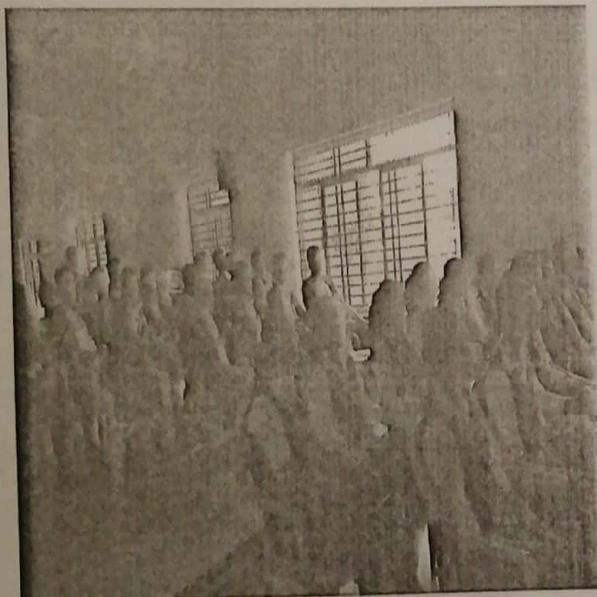
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Website : pestrust.edu.in/pesiams

Activity Organized Report

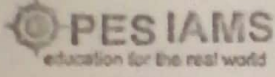
(Academic Year: 2019-20)

Title of the activity:	Cyber Laws in India
Date of Activity organized:	09/01/2020
Name of the activity coordinator:	Ms. Ayesha Siddiqua
Place of the activity:	Seminar Hall
No. of participants(Staff +Student)	1+31=32
Objective of the activity:	To familiarize the students about the Cyber Laws in India
Photo Gallery:	

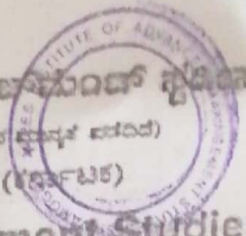


[Signature]
Principal

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ಪಿಇಎಂಎಸ್ ಅಭಿವೃದ್ಧಿ ಮತ್ತು ಅಭಿವೃದ್ಧಿ ಪ್ರಾಧಿಕಾರದ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳ ಕಛೇರಿ
 (ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜಿತವಾಗಿರುವ ಮತ್ತು ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಅಂಗವಾಗಿರುತ್ತದೆ)
 ಎನ್ ಎಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)



Phone : 8147053085

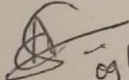
PES Institute of Advanced Management Studies

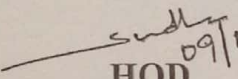
(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)

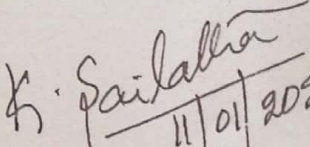
Website : pestrust.edu.in/pesiams

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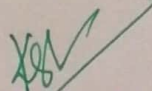
An EDUSAT session was conducted for II semester BBA students on 09/01/2020 on the topic Cyber Laws in India which was delivered by Dr. Ashwini Siwal, Assistant Professor, University of Delhi. The scheme of the lecture was – understanding interface of Law and technology, key provisions of IT Act 2000 and key changes in IT Act Amendment in 2008. The objective of the session was to educate the students about the interface of law and technology and to create awareness about the basic solutions provided by the law, its operations and jurisdictions and how it counters the threats by cyber technology.


 09/01/2020
Coordinator


 09/01/2020
HOD


 11/01/2020
Principal

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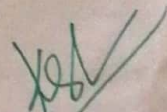

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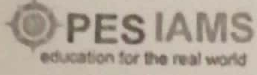


ATTENDANCE

NAME OF THE STUDENTS	SIGNATURE
AKASH B SHETTY	Akash
ANKUSH G	Ankush
APOORVA N	Apoorva N
BATNI ABHISHEK	Abhishek
FAIZAN AHMED	Faizan
FOUZIA KAUSAR	AB
GANESH VASUDEV REDDY P B	Ganesh
GINKALA ROHAN C NAYAKA	Rohit
HARINI K.S	Harini K.S
JAHNAVI B.J	Jahnavi
KARAN M JAIN	Karan
KAVYA K.P	AB
MAHANTESH	Mahantesh
MALLIKARJUNA M	Mallikarjun M
MANJU K.R	Manju K.R
MOHAMMED SAHIL S.A	Mohammed Sahil S.A
MOHAMMED UMAIR	Mohammed Umair
MUJAHIDDIN	Muhammad
PRAGATI JOSHI	Pragati
PRIYANKA B.K	Priyanka B.K
SAMEER AHAMED R.A	Sameer
SAMRUDDHI H.P	Samruddhi H.P
SANJAY P	Sanjay P
SHANTHAVEERAI AH M.N	Shantaveerai Ah M.N
SHARATH KUMAR G.U	Sharath
SHRENIK G.M	Shrenik G.M
SINDHU M.R	Sindhu M.R
SNEHA S GOWDA	Sneha S Gowda
SPOORTHI M.S	Spoorthi M.S
SYED SAMEER	Syed Sameer
THANUSHA R	Thanusha R
VIJETHA U	Vijetha U
AKARSH T DHANRAJ	Akarsh
VARUN M.D	AB


Principal

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SHIVAMOGGA 577 201.



ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸೆಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜಿತವಾಗಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮನ್ನಣೆ ಪಡೆದಿದೆ)

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

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Website : pestrust.edu.in/pesiams

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

Date: 07/06/2019

Date: 07/06/2019

Circular

A meeting has been convened in the Principal's chamber today i.e., 07-06-2019 at 12:00 pm. The mentioned faculty members are informed to attend the same and assemble 5 minutes before the start of the meeting.

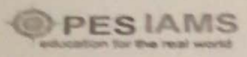
Agenda:

- To draft the EDUSAT Committee for the academic year 2019-2020.
- To discuss the standard Operating Procedure for the committee.

Sl.no	Name	Signature
01	Ms. Ayesha Siddiqua	
02	Mr. Vinay Kumar K.S	
03	Ms. Swathi J	
04	Mr. Rangaswamy	
05	Mr. Dharshan P. R	

Principal
Principal

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



ಶಿವಮೊಗ್ಗದ ಅಭಿವೃದ್ಧಿ ಮತ್ತು ಅಭಿವೃದ್ಧಿ ಮಂಡಳಿಯ ಮುಖ್ಯನಿರೀಕ್ಷಕರ ಕಛೇರಿ
 (ಶಿವಮೊಗ್ಗದ ಅಭಿವೃದ್ಧಿ ಮತ್ತು ಅಭಿವೃದ್ಧಿ ಮಂಡಳಿಯ ಅಧೀನದಲ್ಲಿ)
 ಎನ್ ಎಸ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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

Minutes of the meeting
Date: 08.06.2019
Venue: Principal chamber

Agenda:

- To draft the EDUSAT Committee
- To discuss the standard Operating Procedure for the committee.

Members:

- 01 Dr. K. Sailatha
- 02 Ms. Ayesha Siddiqua
- 03 Mr. Vinay Kumar K.S
- 04 Ms. Swathi J
- 05 Mr. Rangaswamy
- 06 Mr. Dharshan P. R

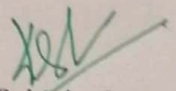
A meeting of the EDUSAT Committee was held on 07.06.2019 at the principal's chamber at 12:00 pm to draft the committee.

The below mentioned points were discussed in the meeting:

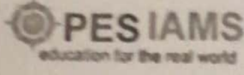
- The principal welcomed the members of the Committee for the meeting.
- The members of the committee were identified and designated by the Principal as follows –

Sl.no	Name	Designation
01	Dr. K. Sailatha	Chairperson
02	Ms. Ayesha Siddiqua	Coordinator
03	Mr. Vinay Kumar K.S	Member
04	Ms. Swathi J	Member
05	Mr. Rangaswamy	Member
06	Mr. Dharshan P. R	Member

- The Principal congratulated the coordinator and the members.
- The Standard Operating Procedure for the Committee was discussed and finalized.


Principal
Principal

PES Institute of Advanced Management Studies
 NH 206, Sagar Road
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ಪಿಇಎಮ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜಿತವಾಗಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮನ್ನಣೆ ಪಡೆದಿದೆ)

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

Phone : 8147053085

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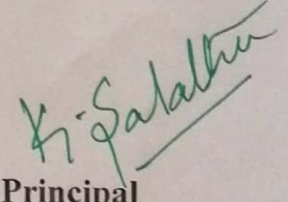
Website : pestrust.edu.in/pesiams

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

To,
Ayesha Siddiqua,
Assistant Professor,
Department of Commerce and Management,
PES Institute of advanced Management Studies,
Shivamogga-577204.

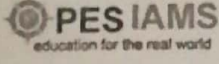
Date:07/06/2019

We are pleased to inform you that you are nominated as Coordinator for EDUSAT Committee w.e.f 7th June 2019. We strongly believe you will discharge your duties and responsibilities very effectively in this regard. We wish you all the best .


Principal

Principal

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



ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜಿತವಾಗಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮಂಜೂರಿ ಪಡೆದಿದೆ)

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

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

Date: 10/06/2019

Circular

An EDUSAT Committee meeting has been convened in the Principal's chamber today i.e., 10-06-2019 at 04:00 pm. The Committee members are informed to attend the same and assemble 5 minutes before the start of the meeting.

Agenda:

- To discuss the topics for the EDUSAT sessions.
- To discuss the timings regarding the conduct of sessions.

Sl.no	Name	Signature
01	Mr. Vinay Kumar K.S	
02	Ms. Swathi J	
03	Mr. Rangaswamy	
04	Mr. Dharshan P. R	

Coordinator

Principal
PES Institute of Advanced Management Studies
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ಸಿಇಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸೆಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(ಅಧಿಕಾರ ಪಡೆದಿದ್ದು ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಅಧಿಕಾರದ ಅಡಿಯಲ್ಲಿ)

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

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

Minutes of the meeting

Date: 11.06.2019

Venue: Principal chamber

Agenda:

- To discuss the topics for the EDUSAT sessions.
- To discuss the timings regarding the conduct of sessions.

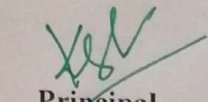
Members:

- 01 Dr. K. Sailatha
- 02 Ms. Ayesha Siddiqua
- 03 Mr. Vinay Kumar K.S
- 04 Ms. Swathi J
- 05 Mr. Rangaswamy
- 06 Mr. Dharshan P. R

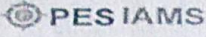
A meeting of the EDUSAT Committee was held on 10.06.2019 at the principal's chamber at 04:00 pm to draft the committee.

The below mentioned points were discussed in the meeting:

- The Principal and the EDUSAT Coordinator greeted all the members for the meeting.
- The topics for the EDUSAT sessions are to be chosen on the basis of the telecasted videos as per the requirement of the students. The topics are to be decided by the Coordinator.
- The sessions are to be conducted during the leisure time for the students.
- The members hold the responsibility to check the arrangements and the attendance of the session


Principal

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



Phone: 8147053084
8147053085

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

ಸಿಇಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸೆಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್
(ಉಪಯುಕ್ತ 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)

05-07-2019

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.

Composition of the Kalarava Committee for the AY 2019-20

Sl. No.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	<i>K. Sailatha</i> 5/7/2019
2	Dr.Praveen Chandra.N Assistant Professor	Coordinator	<i>P. Praveen</i>
3.	Ms.Sharada. G Assistant Professor	Member	<i>G. Sharada</i>
4	Ms Kavitha. U.P Assistant Professor	Member	<i>K. Kavitha</i>
5.	Ms. Rashmi A R Assistant Professor	Member	<i>Rashmi</i>
6	Ms. Anitha.CB Assistant Professor	Member	<i>A. Anitha</i>
7	Mr.Vinay kumar B S Assistant Professor	Member	<i>V. Vinay</i>
8	Ms Sowmya Assistant Professor	Member	<i>S. Sowmya</i>
9	Ms. Kavana Prabhu - 3 rd BCA -A	Student President	<i>Kavana Prabhu</i>
10	Ms. Chandana -3 rd BBA	Student Vice-President	<i>Chandana</i>
11	Ms. Vaishali G.B - 3 rd BCom	Student Secretary	<i>Vaishali G.B</i>

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-Present 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.ಎನ್.ಪ್ರಸಾದ್
Forum Coordinator

K. Sailatha
Principal
Principal
5/7/2019



PESIAMS

ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್
(ಕವಿಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜನೆಯಲ್ಲಿ ಮತ್ತು ಕಾರ್ಯಕ್ರಮಗಳನ್ನು ನಡೆಸುತ್ತಿದೆ)
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

Phone: 8147053084
8147053085

PES Institute of Advanced Management Studies

email : principalams@pestrust.edu.in (Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)
pesiams@pestrust.edu.in

Website : pestrust.edu.in/pesiams 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	



PES IAMS

ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್
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: pesi.ams@pestrust.edu.in
Website : pestrust.edu.in/pesi.ams

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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.

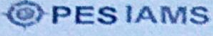
Standard Operating Procedure:

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

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



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8147053085

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

ಪಿಇಎಐಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್
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N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

05-07-2019

SOP for ABHIVYAKTI Forum

Introduction:

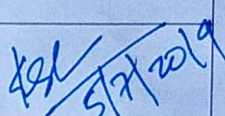
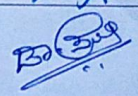
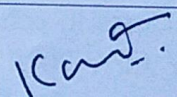
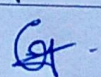
Abhivyaki is a Student Literary Forum of our institution. This forum strives towards the overall development of the students and to provide a platform to unveil their hidden potentials of Literature and Literary Skills. This Literary forum conducts many events at college level and selects the deserving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

Composition of the Abhiyakti Committee for the AY 2019-20:

Sl. No.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	
2	Dr.Praveen Chandra.N Assistant Professor	Coordinator	
3	Ms.Sharada. G Assistant Professor	Member	
4.	Ms Kavitha.U.P Assistant Professor	Member	
5	Ms. Anita C.B Assistant Professor	Member	
6	Ms.Rashmi A R Assistant Professor	Member	
7.	Ms. Priyanka. S.M - 2 nd BCA	Student President	
8.	Ms Apoorva.N- 1 st BBA	Student Vice-President	
9.	Ms. Preksha. s- 1 st BCom	Student Secretary	

Responsibility:

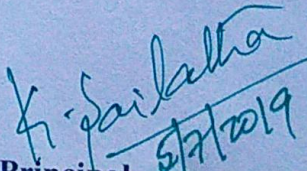
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2. Chairperson, Coordinator and members of the forum select the students President, Vice-Present and student Secretary.

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.
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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.
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ಶ್ರೀ ಎನ್. ಸುಜಿತ ಕೆ.ಆರ್.
Forum Coordinator


Principal
Principal

SOP for KALARAVA Forum

Introduction:

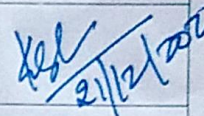

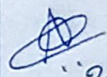



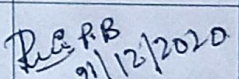
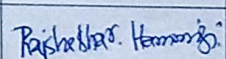
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3. To motivate and create interest in students to participate in cultural activities.
4. To mould students into excellent artists by supporting and creating right opportunities.
5. To introduce the students about performing arts.

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	 21/12/2020
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	 21/12/2020
8	Mr. Rajshekar. Hammigi Assistant Professor	Member	
9	Ms Arpitha - 3 rd BCA -B	Student President	
10	Mr. Loyola D'souza - 2 nd BCA	Student Vice-President	
11	Ms. Vasuki.S. kulkarni - 2 nd BCom	Student Secretary	

Responsibility:

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2. Chairperson, Coordinator and members of the forum select the students President, Vice-President and student Secretary.

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ಶಾ. ಎನ್. ಕೃಷ್ಣಮೂರ್ತಿ
Forum Coordinator

K. S. Sathish
21/12/2020
Principal



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

ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್
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20-11-2020

SOP for ABHIVYAKTI Forum

Introduction:

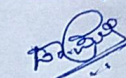
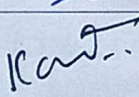

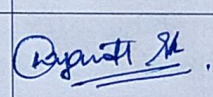
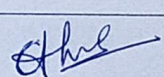
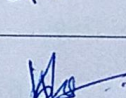
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Objectives:

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.

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

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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- 1 st BCom	Student Secretary	

Responsibility:

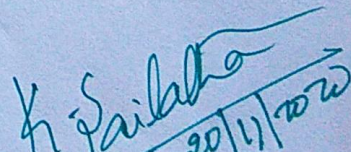
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2. Chairperson, Coordinator and members of the forum select the students President, Vice-Present and student Secretary.

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-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.


Forum Coordinator


Principal
Principal



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 come into existence on during 6th 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.



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

Sl. No.	Name	Designation	Signature
1.	Dr. K. Sailatha, Principal	Chairperson	<i>[Signature]</i> 20/11/2020
3.	Ms. Swathi J, Assistant Professor	Coordinator	<i>[Signature]</i>
4.	Mr. Vinay Kumar K S, Assistant Professor	Member	<i>[Signature]</i>
5.	Mrs. Ayesha Siddiqua, Assistant Professor	Member	<i>[Signature]</i>
6.	Samantha P R, Final Year M.Com	Student President	<i>[Signature]</i>
7.	Sushmitha R P, Final Year B.Com	Student Vice-President	<i>[Signature]</i>
8.	Amogha T K, Final Year BBA	Student Secretary	<i>[Signature]</i>

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.

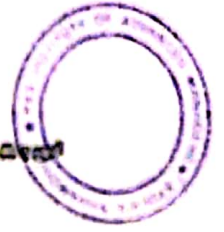
Standard Operating Procedure (SOP):

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.
3. Coordinators will notify the activities to the students through the circular and encourages maximum participation in all the activities.

PES IAMS

Phone: 8147053064
8147053085

ಪಿಇಎಸ್ ಇನ್ ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸೆಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್
(PES Institute of Advanced Management Studies)
ಎನ್ ಎಸ್ 206, ಸಾಗರ ರೋಡ್, ಶಿವಮೊಗ್ಗ - 577 204 (Karnataka)



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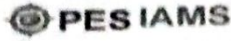
4. Coordinator ensures all the activities should be executed as decided and incorporated in calendar of event of the institution/as decided in the meeting.
5. Coordinator will take feedback of each event organized by the forum to know the quality of the event organized and if required, to enhance the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

Forum Coordinator

Principal

Principal

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



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8147053085

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

ಕಿಇಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ತಡೀಸ್
(ಕವಿಂಕ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜನೆಯಲ್ಲಿ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮನ್ನಣೆ ಪಡೆದಿದೆ)
ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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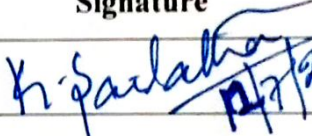


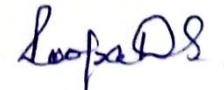

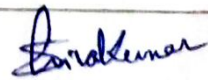
Website Committee

Introduction

The Website Committee is constituted at the institution level to modify/update/upload information of the institution on the website from time to time. This committee functions in association with all departments, forums, committees and cells of the institution. This committee plans and executes all its activities which will take care of providing information of the institution to all its stakeholders. This Committee reconstituted on 11-07-2019.

Objective: To ensure that the institution website is regularly updated, improved and well maintained.

Composition of website committee for the AY 2020-21:

Sl. No.	Name	Designation	Signature
1	Dr. K. Sailatha Principal	Chairperson	
2	Mr. Darshan P R Asst. Prof. Dept. of Computer Science	Coordinator	
3	Dr. Nagaraj S R Coordinator, PG Dept. of Commerce	Member	
4	Mrs. Roopa D S HOD, Dept. of Computer Science	Member	
5	Dr. Sudharshan G M HOD, Dept. of Commerce and Management	Member	
6	Mr. Shivakumar S V Lab Instructor	Member	

Responsibility:

- Regularly modifies/updates/uploads information related to all the pages of the institution website.
- Collects the Information/Reports of events, achievements (both student and staff) from the departments, forums, committees and cells to update on the website from time to time.
- Monitors and makes improvement with respect to website design and security on continuous basis.

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.

Day
Coordinator

K. Sairath
Principal
12/7/2019

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