

CRITERION 6 – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2 Strategy Development and Deployment

6.2.1 Q1M The functioning of the institution bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/perspective/development plan, etc

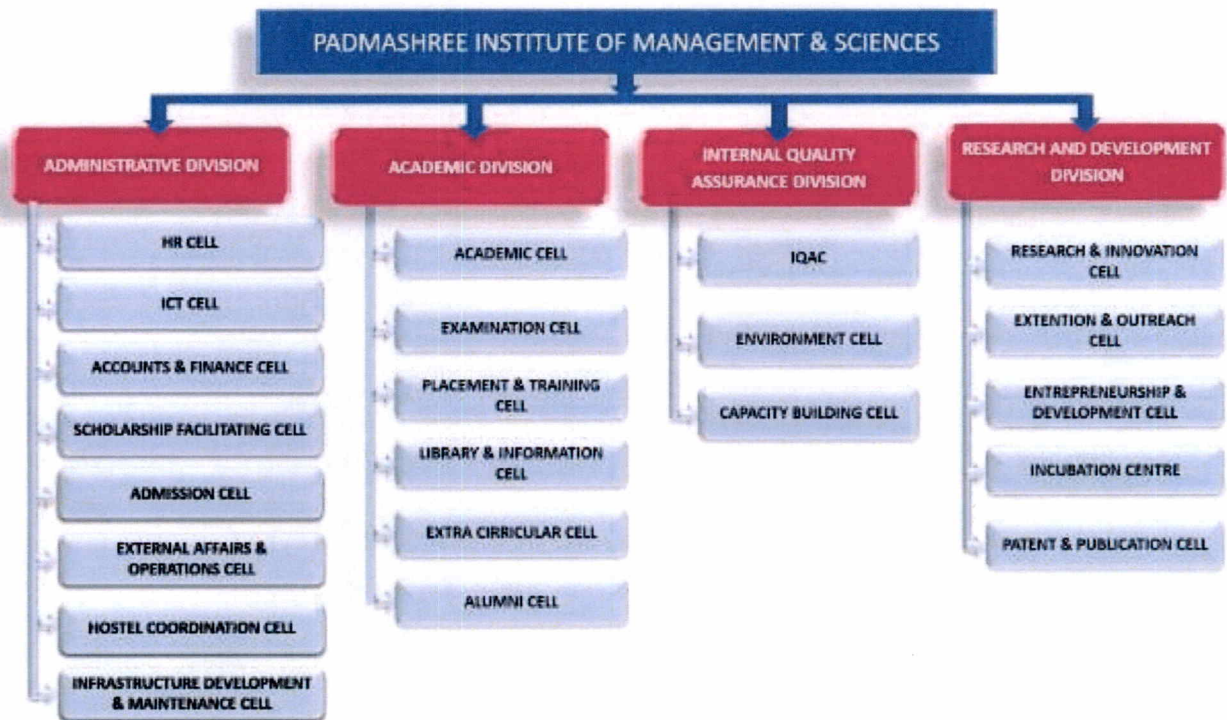
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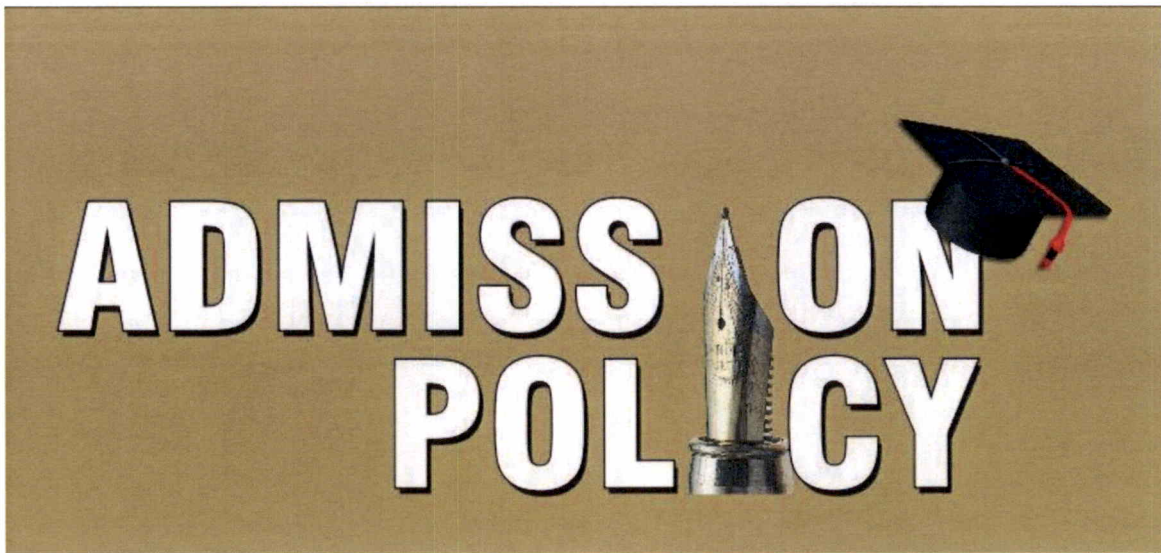
Dr. Anuradha. M
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INSTITUTIONAL ORGANOGRAM



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Admission Policy



#149, Padmashree campus, Sulikere post, Kommaghatta, Kengeri,
Bangalore- 560 060

1. Introduction

Padmashree Institute of Management and Sciences (PIMS) had a humble beginning in the year 2000 under Padmashree charitable trust by the founder, visionary Dr.C.N. Ashwathnarayan. Started with a single program today Padmashree has expanded its horizon with 30 different programs from management and science disciplines. We have students from across the India and the globe, representing diverse perspectives, experiences, backgrounds, and cultures. Our applicants are admitted on a need-blind basis, and we offer substantial financial aid to help families manage the costs. Once here, students discover extraordinary freedom of opportunity — to explore, to collaborate and to challenge themselves.

- The admission policy applies to all admissions in PIMS and is reviewed periodically.
- All admissions are subject to discipline and conduct of the candidate.
- The admissions are done in a transparent manner and only on merit basis.

2. Aim and scope of the Policy

Padmashree Institute of Management and Sciences has been established with the aim of providing quality in higher education. The institute constantly seeks and adopts innovative methods to improve the quality of higher education. Experienced and learned teachers are encouraged to nurture all round development of the students. The admission policy defines roles and responsibilities of admission cell and disseminate the process and admission guidelines. The policy also defines pre and post admission benefits and opportunities provided to the students. The policy is aimed at providing all the information with transparency, maintain gender equity, disseminate information about scholarship opportunities, student exchange, internship opportunities with collaborating industries and institutions.

3. Admission cell

Padmashree Institute of Management and Sciences instituted admission cell headed by the principal. Coordinator and members shall meet regularly and enable seamless functioning of the admission cell. The roles and responsibilities of admission cell shall be clearly defined and approved by the statutory bodies of the institution. Action plan and road map of shall be proposed and implemented. Members of admission cell shall be aware of programs offered by the institution, promotion, commencement of the admissions, selection criteria, process of scrutiny, merit list, scholarships/free ships, document verification, admission procedure, anti-ragging policy, budgetary requirements, student academic benefits, placement assistance, skill development programs, health schemes, reservation policy, and any other related information. For post graduate programs, Bangalore University shall be advertising, calling for application forms and counselling the students for 50% of the intake permitted.

4. Admission Procedure

The institute website and prospectus shall have all the details about the institution, its vision and mission

statements, details of the admission process such as the admission schedules, departmental profiles, fee structures, certificate courses, industry MOUs, institution collaborations and other relevant details. Admission notification with date of commencement of admissions shall be displayed in website, social media, advertisements and in education fairs. The information regarding the UG and PG courses offered shall be printed in the form of brochure and notified in the website along with contact details. Enquiry by students/parents/guardian on the courses available shall be answered by members of admission cell and students are counselled by respective HODs. The interested students can contact any member of the admission cell in person, on phone, through SMS or through e-mail. The admission cell help desk assists the students and their parents or guardian in fetching the required details of the courses offered by providing a printed brochure. Students are directed to apply either online or by sending filled in application form along with supporting documents. Admission cell shall scrutinize the documents and check for the eligibility and prepares a list of selected candidates. For management quota seats students can apply round the clock and selection information is being sent after document scrutiny for eligibility. The screening and selection criteria shall be determined based on the number of applicants for management quota. For university quota seats, there shall be strict adherence to the regulations and reservation matrix of the Bangalore University. Unfilled seats by university shall be filled by the institute once the admission process is completed and declared by the university.

Overseas Students' Admissions

The student seeking admission through the international student category will have a separate application process. Eligibility for the program shall be checked by applying to Bangalore University. Prescribed fees for eligibility check shall be paid by the student. Once admission is confirmed, a letter shall be issued to the student for securing the VISA. The international student support wing shall provide advising services and supportive programs to Padmashree international students and scholars. Admission cell along with international student support wing shall promote and support student exchange programs and twining programs.

The institute shall provide application form on the website with an option to download. Flexible provision shall be made to submit the filled in application via email, post or in person to the college.

4. Eligibility

Program wise eligibility criteria approved by statutory bodies of the Bangalore University, Government of Karnataka shall be printed in the prospectus and displayed on the website. For, unique programs selected under DDU KAUSHAL Kendra by UGC, New Delhi, the eligibility criteria shall be drafted based on the guidelines and approvals shall be accorded in all the statutory bodies and institute regulations shall be approved by Government of Karnataka.

After the submission of the application form, the applications will be screened seeing the educational qualifications and other relevant details. A merit list of students shall be prepared and announced on the website

for courses where there are a greater number of applicants. If the program is on demand and number of applicants are more, an online entrance test shall be conducted in general aptitude and subject of interest. Based on the score in the entrance test the students shall be called for counseling by the admission cell. The provisionally selected students are then notified via email/SMS regarding the date and time of counseling which shall be conducted at the institution.

The process shall be entirely transparent and should follow all the norms and procedures laid down, as mentioned above. No eligible student, including those from the reserved categories (including SC/ST/OBC/PH, students from foreign boards, and students who apply under the sports category) is refused admission, subject to availability of seats. Since the entire admission process shall be computerized, data on the number of students admitted in each subject on each day shall be made available.

5. Counselling Procedure

Students opted for Bangalore University quota shall attend counseling on the scheduled dates. Details of the various branches offered under the PG program, the total number of seats allocated for each branch, seat matrix available shall be informed during counseling to enable the candidates to make their choice. After the counseling for a particular day is over, the number of seats (branch-wise) still available for allotment will be updated on the website. It will also be informed to the candidate that if the mark statements of the qualifying exam has not been received before the date of counselling, the candidate would have to furnish an undertaking stating that if he/she fails to qualify as per the norms, it would lead him / her to forego his / her seat.

6. Submission of documents on admission

The following documents in original are required to be submitted at the time of Admission:

1. Qualifying examination mark statements of all attempts
2. Transfer certificate/ School leaving certificate
4. Degree certificate/PDC
3. Migration certificate
4. Conduct certificate
5. Community certificate (For SC/ST/OBC only)
6. Domicile certificate
7. Provisional admission letter (photocopy)
8. Recent passport size colour photos 4 nos.
11. 2 sets of photocopies of all original documents

Only after verification of documents, the candidates shall be allowed to take the admission. Authentic records pertaining to identification, age, mark sheet of the qualifying examination and the state of eligibility will be checked. If a candidate fails to produce any of these documents, he/she will not be considered for admission.

7. Fees

Fee structure shall be decided during the budget and proposed to the board of management. After approval of the management the same shall be intimated to the admission cell. Fee concessions, waivers shall be decided only after seeking applications. The applications shall be scrutinized, and the selected list shall be displayed and intimated to the concerned departments for scholarships and free ships.

8. Withdrawal Procedure

Submission of No dues certificate is mandatory on withdraw from the program

Withdrawal before the commencement of the program

In case of withdrawal before the commencement of program, the student must submit request through proper channel.

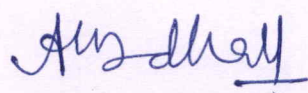
Withdrawal after the commencement of the program

A student once enrolled for a course is expected to complete the same. He/ She cannot withdraw from the Institute without informing the principal in writing. He /She will be liable to pay fees for the period his/ her name remains on the rolls.

9. Refund of Fees

In case, the candidate withdraws the seat before commencement of the program, the process of refund shall be made as per the norms of institution. The processing and admission fee is NON-REFUNDABLE. Refund shall be made only after submission of original fee receipt, provisional admission letter and No dues certificate. The refund shall be made through account transfer to the account number mentioned on the student profile.




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Research and Innovation Policy



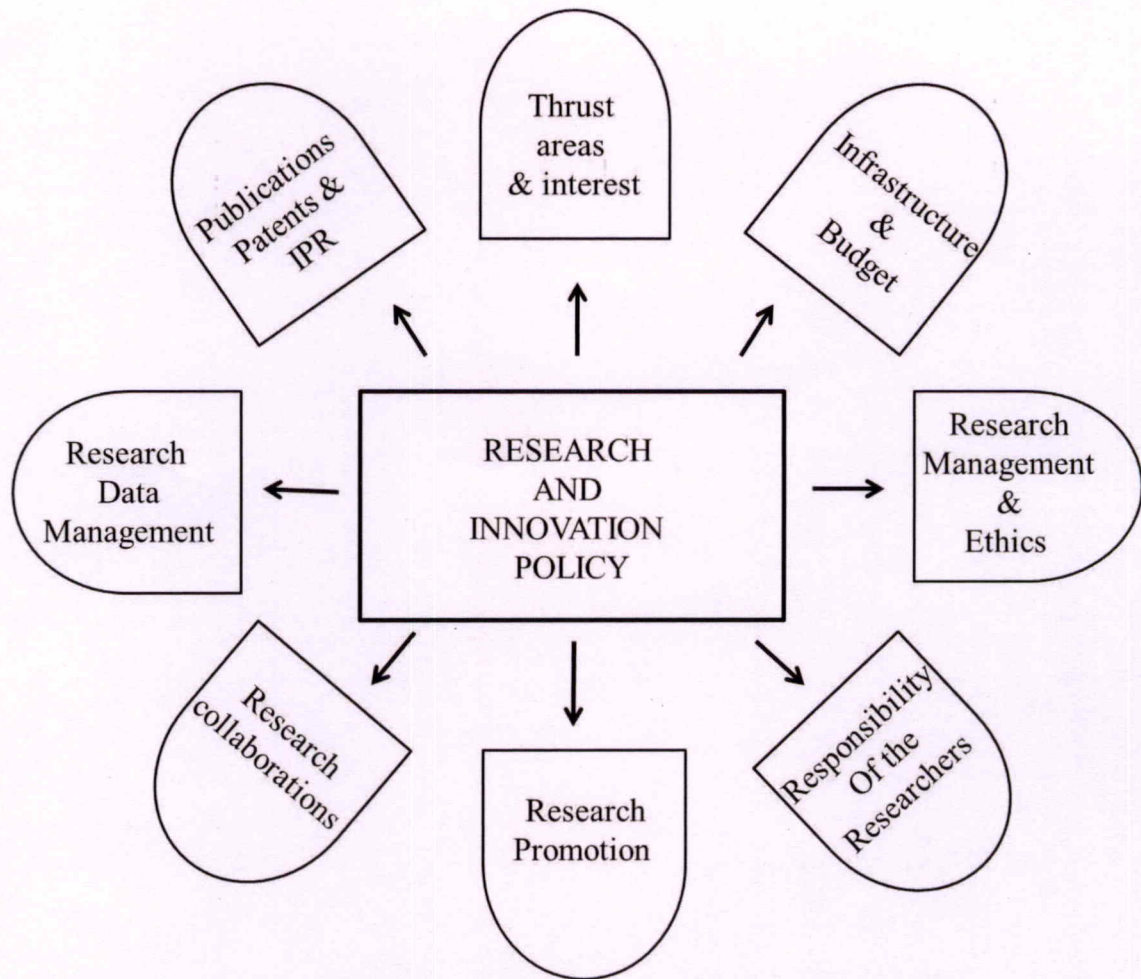
#149, Padmashree campus, Sulikere post, Kommaghatta, Kengeri,
Bangalore- 560 060

Preamble:

Padmashree Research Centre affiliated to Bangalore University is having an excellent ecosystem for research activities. Institution is committed to provide support to quality research and has a mission to address scientific challenges of the society and environment. The research team and advisory committee is continuously striding towards excellence in research. Research collaborations with reputed academic institutions and industries are vibrant and intellectually stimulating. The goal of Padmashree is to achieve research excellence and disseminate the innovations to the entire world. The quest for innovation and research is proven with a track record of securing projects and grants from state, national and private agencies. Research advisory is a good amalgamation of academic, industry experts and made continuous efforts in inculcating scientific temper and igniting creative spirit. We encourage student research projects and train them to secure small research grants for pursuing the research. This policy aims to nurture research culture and cater to the good of the society by innovation and technology transfer. Ethics is the central dogma of the Padmashree research center and policy reiterates the research principles and ethics. Faculty and students are encouraged to undertake research, leading to quality publications, presentations in national conferences of repute, generation of intellectual property for communalization that is of useful for the society.

A clear demarcation of funds and resources will surely strengthen our research, and this will attract distinguished faculty to develop a culture of research and stride to achieve national and international recognitions and publications. Establishing chairs and fellowships can help nurture research at Padmashree Institute of Management and Sciences. Research policy is aimed at design and deployment of policies on innovation, patenting, academic integrity, and commercialization of technology through consultancy.

Overview of Research and Innovation policy



Purpose of the Research Policy

The policy provides guidelines and define roles and responsibilities of all the stake holders. Policy shall serve as a general outline for the conduct of all types of research activities of the Institution. The policy document enables the research and innovation culture, provide strategies, and enable effective implementation.

The purpose of the research policy is to create a vibrant atmosphere of research among faculty, students, and researchers. The policy aims to facilitate the efficient implementation of excellence in research, innovation, collaboration and raise awareness pertaining to best practices in research and innovation.

Scope of the Research Policy

The policy will be applicable to all the departments of the institute and applicable to all the faculty and students either funded or otherwise. This is applicable to all the members pursuing research within/outside institution premises. The research policy pertains to wide strategic interests of the institution including partnerships, collaborations, publications, consultancies, and MoU's.

Objectives

- To foster research culture and extend support to research and innovation within the research framework and guidelines.
- To design strategic research policy and inculcate good governance to achieve center for excellence.
- To ensure quality and ethics in the research publications.
- To provide systems for coordination among the research team and with collaborating institutes or individuals.
- Providing modality for proper coordination of all research activities aligning to the vision and mission of the institution.
- Ensure publications in quality journals, indexed in Scopus/web of science with impact factor.
- Integrate research activities undertaken by the students with the research focus of the institution in alignment with the societal impact.
- Promoting technology transfer and translational research, into deliverable products and process for commercialization.

Custodian of the policy

The implementation and updating of research policy shall be carried out by director/head of research, Padmashree research center. The research policy shall have a research advisory body to function under board of management and director. Director along with research coordinator will ensure smooth implementation of research policy. Research cell is responsible for organizing meetings, reviews, execution, and monitoring of the activities and disseminating the vision and objectives of the institution research policy. Annual management board meeting shall resolve issues, deliberates policy implementation, budgetary requirement, resource mobilization and action plan.

Research Management Board

- Chairman
- Director
- Principal/R&D Director

Research Advisory Committee (RAC)

- Principal – Director R&D
- Director – PGI
- Research cell Coordinator
- Senior faculty members
- Bangalore university nominee
- Experts from Industry
- Experts from Academia

Research Coordination Committee (RCC)

- Principal – Director
- R&D Research cell Coordinator
- Heads of various departments
- Members – Senior faculty

Research Advisory Committee constituted by the management board meets half yearly and reviews the progress of the research and innovation cell. RAC plays an advisory role and guides towards growth and development.

The RCC will meet on quarterly basis, to review progress of the research work, identifies the research problems, discusses about the various funding opportunities, reviews the proposals, prepare budget, defines SOPs for lab maintenance and monitors all the research activities of the institute.

Strategic plan and research promotion policy

The institution has a well-defined research promotion policy and has established research coordination committee, research development fund and strengthened its research infrastructure. Research policy is clearly defined strategic plan and is as given below.

Research priorities and thrust areas

The Padmashree research center in consultation with external experts and members of RAC and RCC have identified life sciences, allied health Sciences, food, nutrition, nutraceuticals, societal research and environmental sciences as priority areas of research based on the strengths and expertise.

Infrastructure:

The Institution has a well-defined action plan and development fund, which enabled to strengthen its research infrastructure including central instrumentation facility, specialized research labs, library, and research /statistical data base. The major goals with respect to infrastructure are as follows:

- State of art facilities for Biotechnology, Microbiology, and Biochemistry
- Augmentation of central instrumentation facility
- NABL accreditation
- Quality testing lab for Biopharma, Nutraceuticals, and Food products.

Budget and resource mobilization

Annual budget will be planned by RCC and will be approved by the management board. Recommendations of advisory committee will be considered while drafting the budget. Annual budget is decided based on the strategic plan and the existing support from the funding agency. The budget proposed will be presented by the research director to management board for approval. Implementation, financial audit, and research audit will be done at two levels. Internal auditing and external auditing will be taken up and statement of expenditure, utilization certificate and progress report will be submitted as per the norms.

National, international, and private funding agencies:

Eligible faculty members and students are encouraged to secure grants and funds from various agencies. The grant proposals need to be reviewed and scrutinized by research coordination committee. The grant proposals will be revised based on the recommendations and will be submitted through proper channel to the funding agency. The action plan for securing grants from funding agencies is clearly defined and is as given below.

Research cell identifies funding agencies, call for proposals, grant in aids and informs to all the eligible members. Draft proposals from the members will be secured, scrutinized, and brainstormed. With suitable modifications, possible collaborations, proposals will be revised and submitted to the RCC. After final approval from research coordination committee, proposals will be submitted to funding agency. After grants are secured, purchase committee will be constituted. The role of purchase committee is to secure quotations either through e-tendering or through mails. Entire mechanism shall be transparent. Project progress review meetings shall be conducted periodically, and support will be provided wherever necessary. Project investigator will be rewarded with incentives and the incentive will be recommended by the committee and approved by the management board.

Research management and Ethics

Research coordination committee will be responsible for implementation and management of research activities. Under research coordination committee, there will be sub committees/teams for purchase, extension, research collaboration, project management, literature resource, contract R&D activities, conferences organizing team, regulatory compliance, ethical committee, and recognitions.

The Institute shall recruit faculty members and researchers who have demonstrable/demonstrated capability in research. Faculty incentives and promotion may significantly depend on projects undertaken. The quality of research output, especially research publications, may be assessed based on Impact Factor (IF) and H index.

Students are encouraged to work on dissertation or small funded projects reviewed by the peer- scientific team and ethical committee. The Institution provides awareness of academic and research misconduct like plagiarism for promoting and improving the quality of research. Any work involving animal models, clinical research will be submitted to RCC and ethical committee for clearance. Unethical practices, plagiarism, data theft, copying is not tolerated, and disciplinary action shall be initiated. It is expected that each member involved in research such as faculty, researchers, and postgraduate researchers will adhere to highest ethical standards of conduct. Ethical standards of conduct include data integrity, adhering to ethical guidelines, given from time to time, for carrying out research. Each faculty member and researcher shall follow academic honesty in his/her research work. Faculty and researchers shall be careful not to fall prey to academic dishonesty. A disciplinary committee, on instruction of chairman, shall be formed to carry out inquiry when academic dishonesty as reported against an individual/team. Suitable disciplinary action may be initiated, if found guilty, against such individual/team. Plagiarism or any form of copying and research misconduct is claimed to be unethical and will be punishable offense under the law. The research misconduct

includes self- plagiarism, fabrication, falsification, manipulation of research work data or images / digital image/use of unreliable and duplicate images,exaggeration on any part of results and interpretation, use of unauthenticated statistical tools for analysis and ghost authorship.

Conferences, workshops, and seminars

The Institution shall encourage to organize conferences, seminars, symposia, workshops, and hands on training by providing financial assistance. Proposals shall be submitted to granting agencies for support. Academic partners, knowledge partners, industry partners and publishing partners shall be identified, and collaborations shall be established. Financial support is provided for faculty and students to attend State/National/International conference. Support shall be extended for prize winning posters/presentations. Budgetary provision shall be made for cash incentives for publication in reputed journals.

Collaborations and MOUs:

Members of research cell shall be encouraged to collaborate with inter and intra institutional researchers. Industrial live projects and consultancies shall be a major focus of the institution. Collaborations and MOUs are formulated including ownership of materials, procedures, data, IPR's, joint publications, managing research findings and commercializing research outcomes. Researchers must acquaint themselves with all aspects including the national and international requirements of the research collaborations, mandatory approvals, memorandums of understanding (MOU), material transfer agreements (MTA) and approval of collaborating institutes, researchers for undertaking inter institutional research.

Research Data Management

Padmashree Research Centre effectively manages and maintains the data generated by research project work as an important part of research and innovation practice. The following steps are undertaken for data management:

Documentation in blue data book

Clear instructions and mechanism for generating data

Digitalization of daily research work done

Assurance of integrity in research data management

Advanced data protection, storage and minimizing the risk of data loss.

Enablement of authenticated data transfer and collaboration.

Follow the principle of open access to publicly funded research project data deliverables.

Compliance with the requirements of funding agencies and industries.

Responsible data handling with proper storage and protection against accidental loss, damage, and theft.

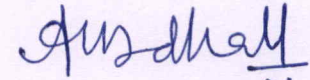
Ensuring authorships in publications and patents

Periodic review of research output shall be carried out by each department and provide such information to research cell, RCC, IQAC, periodically (preferably quarterly) for assessment and recommendations for publication and patenting.

IPR

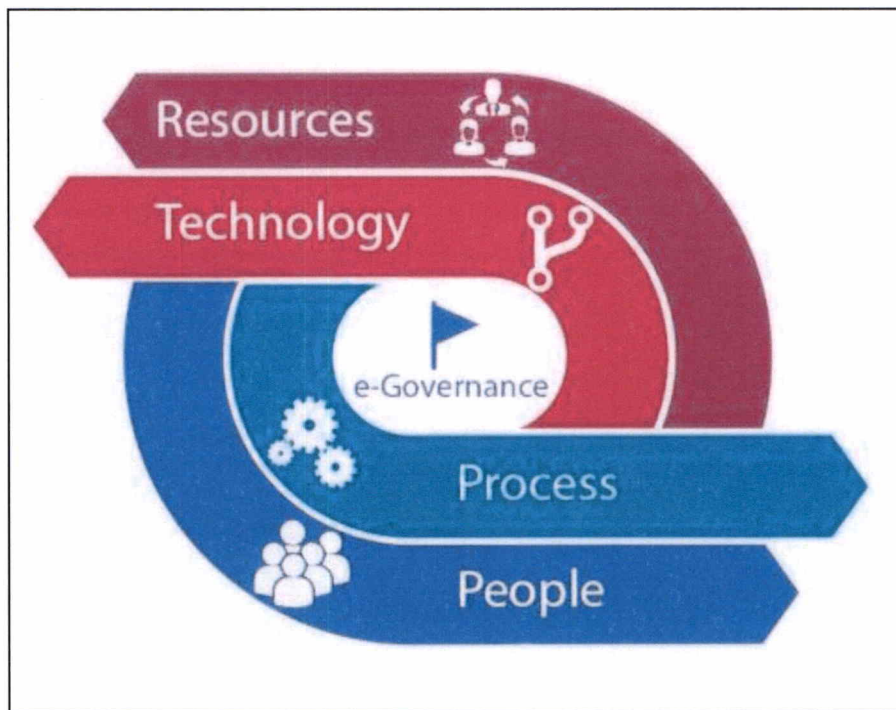
Patent facilitating cell shall be constituted with one patent attorney as external member and other RCC members. This sub team shall provide guidelines for patent drafting, filing and examination. Annual training sessions on the same shall be organized by inviting experts. Financial assistance shall be provided for filing patents.

Padmashree Research Centre has adopted the definitions of research misconduct set out by university grants commission, (promotion of academic integrity and prevention of plagiarism in higher educational institutions) regulations, 2018.



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e- GOVERNANCE POLICY



PADMASHREE
INSTITUTE OF MANAGEMENT
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e- Governance Policy

Padmashree Institute of Management and Sciences, e-governance policy envisages the vision of elevating the system of governance for the development of the institute. The broad areas of e-governance are in the area of general administration, examinations, admissions, academics, library, finance, and accounts to bring in transparency, accountability, simplicity, convenience, and efficiency.

Aim of the policy

The aim of the policy is to promote transparency and accountability in all the functions of the college and to create a paperless environment in the college. Also to provide easy and quick access to information.

Areas of implementation

- Office Administration
- Examinations
- Admissions
- Academic activity
- Library
- Finance and accounts

An e-governance committee is constituted to monitor the activities in the above areas. The committee consists of Chairperson, Convenor and members.

Roles and responsibilities

E-governance committee plays an important role in digitalization of all the activities of the institution.

- 1) The committee shares the responsibility of ensuring e-governance in the institutions in coordination with other committees and stake holders.
- 2) The committee shall plan and strategize effective e-governance in the institution.
- 3) The committee shall look into IT needs of the stake holders and will keep updating on timely basis.

- 4) The committee shall abide by the ethical norms and guidelines by the Government and IT authorities.
- 5) The committee shall ensure a safe and secure storage of all the information. It will maintain confidentiality in protecting the personal and institutional information.
- 6) The committee shall adhere to environmental standards in IT integration, sustainability, and conservation.

Areas of implementation

1) **Office administration:** Office administration is fully automated. The office administration does various activities like maintaining staff attendance, staff leaves, staff movement register, acquaintance register, maintaining student details year wise and batch-wise, maintaining files of University notifications and circulars regarding any academic activity. Apart from these activities administrative section also issues mark sheets, result sheets, transfer certificate and migration certificate to students. Students can obtain their bonafide certificate, and also letter of recommendation on online mode. Students can apply for a Provisional degree certificate also on online mode. Various other documents related to admission approval, course approval, project sanctioned and other related documents will be maintained in the administrative office.

2) **Examination:** As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, sending the question papers indents, uploading of marks, etc. everything is done in online manner. Utmost secrecy and confidentiality will be maintained while handling examinations. Examination cell in-charge will supervise the entire process of examination under the guidance of the Principal of the college. Students will pay the end semester examination fees through online payment done in Bangalore University portal after the approval given from the college for their subject chosen like Discipline core subjects, languages, open electives. Students can also see their results on the Bangalore University website before the result sheets are available in the college. Practical and theory exam fees is paid in online mode at UUCMS Portal, Bangalore University portal, and AICTE portal.

Bangalore University
ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ
BAAF ACCREDITED WITH 'A' GRADE

College Name : PADMAHSHREE INSTITUTE OF MANAGEMENT & SCIENCE, KOMMAGATTA VILLOGE, KENGERI HOBLI, BANGALORE -60
College Code : YY

Admission Enrollment - Online Registration - Exam Fees Reports - Internal Assessment - Hall Ticket - Practical Examination - Settings - Help Files - NAO Registration - Logout

Regular/Repeater Student Exam Registration

College/Department Name: PADMAHSHREE INSTITUTE OF MANAGEMENT & SCIENCE, KOMMAGATTA VILLOGE, KENGERI HOBLI, BANGALORE -60
Degree: BACHELOR OF SCIENCE Course: B.Sc
No of students to be display: 25 [SHOW] [CLEAR] [SHOW APPROVED]

NOTE: F-FRESHER / R-REPEATER

Reg No	Student Name	Sem	F/R	Compulsory Subjects	Optional Subjects	No Of Part Papers No to select	Select
19YYS85028	M AYESHA TABASSUM	6	F		<input type="checkbox"/> BCHL.1 BIO-CHEMISTRY - VII - (SC1C65) <input type="checkbox"/> CLINICAL NUTRITION AND DIETETICS VIII - (CN6C48) <input type="checkbox"/> HUMAN NUTRITION VIII - (CN6P28) <input type="checkbox"/> BCHL.2 BIO-CHEMISTRY - VII - (SC1P45) <input type="checkbox"/> CLINICAL NUTRITION AND DIETETICS VIII - (CN6P48) <input type="checkbox"/> MICROBIOLOGY - VII - (SN2C61) <input type="checkbox"/> BCHL.3 BIO-CHEMISTRY - VIII - (SC1C66) <input type="checkbox"/> GEN.1 GENETICS - VII - (SG2C61) <input type="checkbox"/> MICROBIOLOGY - VII - (SN2P62) <input type="checkbox"/> BCHL.4 BIO-CHEMISTRY - VIII - (SC1P66) <input type="checkbox"/> GEN.2 GENETICS - VII - (SG2P61) <input type="checkbox"/> MICROBIOLOGY - VIII - (SN2C62) <input type="checkbox"/> BTOL.1 PLANT BIOTECHNOLOGY - (ST1C61) <input type="checkbox"/> GEN.3 GENETICS - VIII - (SG2C62) <input type="checkbox"/> MICROBIOLOGY - VIII - (SN2P62) <input type="checkbox"/> BTOL.2 PLANT BIOTECHNOLOGY - (ST1P61) <input type="checkbox"/> GEN.4 GENETICS - VIII - (SG2P62) <input type="checkbox"/> PUBLIC HEALTH NUTRITION VII - (CN6C61)	1 12	

Exam registration screenshots in Bangalore University portal

eng.bangaloreuniversity.ac.in/fee-structure/

Bangalore University
ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ
BAAF ACCREDITED WITH 'A' GRADE

Click here to view in Kannada

enter keywords

HOME ABOUT BU INSTITUTIONS STUDENT'S CORNER LIBRARY NOTIFICATION /CIRCULARS EXAMINATION FAQ

Exam Fee Notification

Home / Exam Fee Notification

Examination Related Fee Structure

Exam Fee notification for 2nd semester PG Courses (Freshers under UUCMS Portal) of all Faculties including MBA & MCA Examinations of November 2022 - Dated 22.09.2022

Exam Fee notification for 2nd semester PG Courses (only Repeaters) of all Faculties including MBA & MCA Examinations of November 2022 - Dated 22.09.2022

Extension of last date for payment of Exam Fee notification for 4th semester PG Courses of all Faculties including MBA & 6th sem MCA Examinations of October/November 2022 - Dated 09.09.2022

Exam Fee notification for 4th semester PG Courses of all Faculties including MBA & 6th sem MCA Examinations of October/November 2022 - Dated 22.08.2022

Processing Fee for Examination related documents (Except Examination Fee) like, Correction in the Certificates, Duplicate certificates etc for the Academic year 2022-23 - Dated 31.03.2022

Exam fee notifications posted in Bangalore University portal

The screenshot displays the 'Online Payment Portal' for Bangalore University. The page title is 'Online Fee Payment'. The form is titled 'Examination Fee' and contains the following fields and options:

- REGISTRATION NO**: Text input field with a **FIND** button.
- NAME**: Text input field.
- DEGREE**: Dropdown menu.
- COURSE**: Dropdown menu.
- COLLGE/DEPARTMENT NAME**: Text input field.
- EMAIL**: Text input field.
- CONTACT NO**: Text input field.
- CONFIRM CONTACT NO**: Text input field.
- AADHARNUMBER**: Text input field.
- NATIONALITY**: Radio buttons for **INDIAN NATIONAL** and **FOREIGN NATIONAL**.
- CALCULATE**: Button to calculate fees.
- TOTAL FEEAMOUNT**: 0.00 (INCLUDING COMMON FEE PER SEMESTER)
- PRE EXAMINATION SERVICE CHARGE**: -
- NOTE**: PLEASE CONTACT THE COLLEGE FOR FOLLOWING REASONS
IF ANY DISCREPANCY FOUND IN DISPLAYED SUBJECT
IF ANY OF PAPER IS NOT SHOWING FOR REPEATERS IN ANY SEMESTER

Exam fees payment window for students to pay exam fees online in Bangalore University portal

- 3) **Student admission:** Student Admission has a systematic procedure done by the admission cell using the ERP software. Number of students applying to each course, withdrawals, fee submission, will be managed through this ERP software. Also the admission process is flawless and automated so that the student does not experience any problem during the admission process. The admission done by every student for any course in the college needs to be approved by the Bangalore University. The Bangalore University has an admission portal for uploading all the required details and documents of every student to get the admission approval for each student.

Not secure | ugapproval.inhawk.com/college/colAppform_new.aspx

Bangalore University
ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ
BBAET ACCREDITED WITH 'A' GRADE

College Name: PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCE, KOMMAGATTA VILLEGE, KENGERI HOBLI, BANGALORE -60
College Code: YY

Admission Enrollment • Online Registration • Exam Fees Reports • Internal Assessment • Hall Ticket • Practical Examination • Settings • Help Files • NAD Registration • Logout

Admission Student Enrollment

College/Department Name: PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCE, KOMMAGATTA VILLEGE, KENGERI HOBLI, BANGALORE -60

Degree: Select Specialization: Course: Current Year / Semester:

Total Intake : 0 Total Admitted : 0 **CHECK INTAKE**

Student admission details entry in Bangalore University portal for student enrollment

Bangalore University
Jnanabharathi Campus, Bangalore-560 056.
Admission application for the year 2020-2021

Note

Admission ID: COLLEGE CODE: COLLEGE NAME:

CANDIDATE NAME: **SEX:**

CANDIDATE TYPE: **NATIONALITY:**

DATE OF BIRTH: **CATEGORY:**

FATHER/ GUARDIAN NAME: **MOTHER'S NAME:**

CONTACT DETAILS

POSTAL ADDRESS

MOBILE: **EMAIL ID:**

PREVIOUS ACADEMIC DETAILS

QUALIFICATION EXAM: **MARKS OBTAINED:**

MAXIMUM MARKS: **GRADE:**

APPLYING DEGREE DETAILS:

DEGREE NAME: **COURSE TYPE:**

DATE OF ADMISSION: **FEES:**

SUBJECT OPTED: **LATE FEE:**

LANGUAGES: ENGLISH: **SPECIALIZATION:**

CANDIDATE SIGNATURE:

DECLARATION

I have verified the documents submitted by the candidate and confirm that the above information is true and correct.

Signature of the principal with seal (within this box)

NOTE:

- Merely submitting the application form and payment of admission fees does not entitle the candidate's admission to the course unless and until all documents are verified and found correct.
- Any information given, if later found to be incorrect, the admission of the candidate will be cancelled without prior notice to the concerned principal or candidate.
- The principal will be solely held responsible for fake certificates/documents submitted from fake (non-recognized boards/ institutions/university/organizations) to the university.

BANGLORE UNIVERSITY

OFFICE USE

Approved Yes No

Verified by 1. _____

2. _____

Checked by
In-charge officer

Bangalore University
Jnanabharathi Campus, Bangalore-560 056.
Admission statement for the year 2020-2021

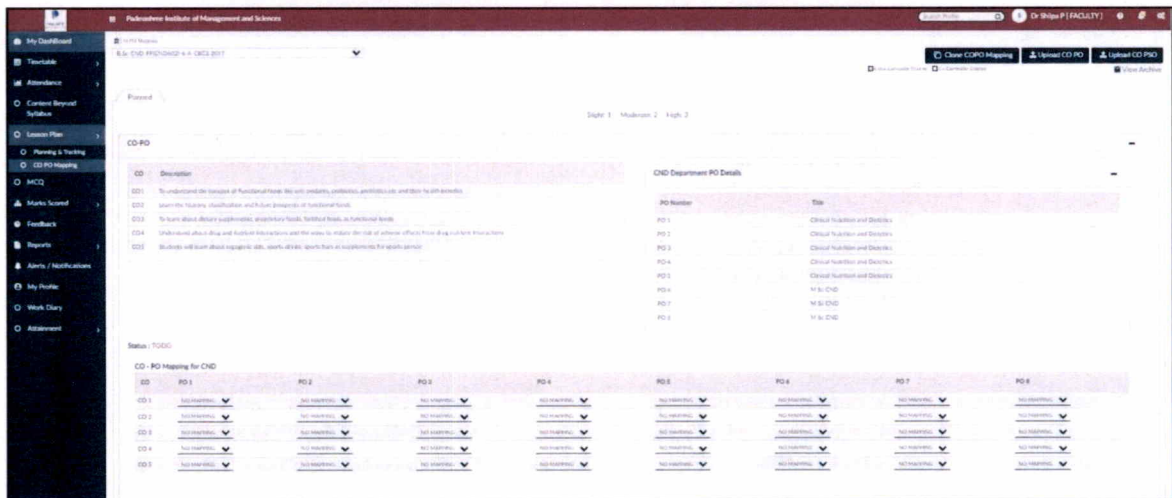
COLLEGE CODE: _____
COLLEGE NAME/ADDRESS: _____
DEGREE: _____
COURSE: _____

Sanctioned intake: _____
No of admissions made: _____

Sl No	Admn ID	Candidate Name	Gender	Date of birth	Domicile State	Caste Category	Previous Qual	Previous Board	Language	Max marks	Marks obtained	% age	Amount remitted	Late fee	Receipt date	Receipt no	Remarks
0																	
Total Amount: _____																	

Screenshots of Admission statement of the college available online in Bangalore University portal

4) **Academic activity:** ICT integration in to academic activities will make the education system to run smoothly. ICT infrastructure in Padmashree Institute of Management and Sciences has helped in comprehensive learning to students, enhancing educational quality and improving teaching skills in teacher. Institution will manage student academics using an ERP Software. As soon as the student admission process is done. The student details will be entered into the software. The student will be provided with a student ID and password to access the software. The Calendar of events will be planned well in advance and uploaded into the software which includes a schedule of start and end of semester, workshops organized, internal examination schedules, national and international days celebrated, Industrial visit plan, class timetable schedule and so on. The student can see from his login credentials. The subject allotment done to teacher along with class schedule will be available in faculty login where the teacher can see the list of students in the class, seminar topics could be allotted and quizzes and internal assessment questions can be prepared and shared to students.



Screenshots of the Learning Management System (LMS) software

Internal & External Examinations: The internal examination schedule will be planned at the time of the start of each semester. The internal examinations will be conducted according to the Calendar of events prepared. The questions for internal examinations will be prepared and posted in the Learning Management System (LMS) by the teacher which is accessible to the students during online sessions. The internal exam conducted in the college will be written by the students in separate blue books for each course and the teachers will be evaluating and tabulating the marks in the LMS. Apart from internal examinations, students will be assessed for the periodic assignments, quizzes, MCQs, group activities, and seminar presentations allotted to them. Based on all these activities internal assessment marks will be awarded to students in an unbiased manner. The Final internal assessment marks will be announced on the notice board and any grievances from students regarding IA marks will be resolved.

The final internal assessment marks will be entered online for each student course wise and uploaded in Bangalore University portal.

Screenshots of internal assessment exam schedule, question paper preparation and marks entry using the LMS

The screenshot shows the 'Internal Assessment' page in the LMS. The page title is 'INTERNAL ASSESSMENT 1'. It displays a table with the following data:

Date	Course	Dept-Semester-Sec	Max Marks	Status	Created/Modified By	Question Paper
19 Jan 2021 09:30 AM-04:30 PM	CLINICAL NUTRITION AND DIETETICS DIET THERAPY III CND503	CND-SICBCS 2017-A	30	Completed	NA	NA
16 Aug 2021 09:30 AM-04:30 PM	FUNCTIONAL FOODS CND602	CND-SICBCS 2017-A	30	Completed	NA	NA
15 Feb 2021 09:30 AM-04:30 PM	NUTRIGENOMICS & NUTRACEUTICALS CND302	CND-SICBCS 2017-A	30	Completed	NA	NA
23 Sep 2021 09:30 AM-04:30 PM	DRUG AND NUTRIENT INTERACTION AND TOXICOLOGY CND-403	CND-SICBCS 2017-A	30	Completed	NA	NA

The screenshot shows the 'Test Information' page in the LMS. The test name is 'Unit 2'. The page includes the following details:

- Basic Information:**
 - Created By:- Shilpa P
 - Last Modified By:- Shilpa P
 - Created Date:- May 24, 2021
 - Last Modified Date:- May 25, 2021
- Description:** Answer all the questions
- Settings:**
 - Test Creation Type: AUTOMATIC
 - Total Marks: 10
- Instructions:**
 - All the questions are compulsory
- Test Level:** COURSE_LEVEL
- Additional Info:**
 - Degree: B.Sc - REGULAR
 - Department: CHD
 - Term: 6 - CBCS 2017
 - Course: CND602




Padmashree Institute of Management and Sciences

MCQ Test Results

Title: Unit 1
Faculty: Shilpa P
Degree: B.Sc
Department: CND
Term Number: 6
Course: null CND602
Duration: 2021-06-21 11:00 AM to 2021-06-21 11:30 AM

Sl#	USN	Name	Total Marks	Obtained Marks	Result
1	18YYS85056	Malavika Santhosh	20	10	Pass
2	18YYS85066	Singamsetty Pranetha	20	15	Pass
3	18YYS85059	Poonam Bhattad	20	16	Pass
4	18YYS85052	Kola Malaika	20	14	Pass
5	18YYS85069	Syeda Afrin Rahman	20	5	Fail
6	18YYS85067	Sunni Bai M	20	5	Fail
7	18YYS85055	Leya Anna Bency	20	13	Pass
8	18YYS85035	Anannya Patra Sil	20	10	Pass
9	18YYS85039	Ashna Mathew	20	11	Pass
10	18YYS85050	Kashmira Panicker	20	20	Pass
11	18YYS85040	Bhavya S	20	16	Pass
12	18YYS85031	A.anjali	20	10	Pass
13	18YYS85051	Kavya R	20	16	Pass
14	18YYS85037	Aparna Kashyap	20	17	Pass
15	18YYS85053	Koppula Akhila	20	13	Pass
16	18YYS85032	Aayesha Parveen	20	17	Pass
17	18YYS85063	Ranjitha H.c	20	19	Pass
18	18YYS85043	Chandana N	20	8	Pass
19	18YYS85060	Princy K Pylloth	20	0	Fail
20	18YYS85058	Pooja Hansi	20	12	Pass

← → ↻ Not secure | ugapproval1.inhswk.com/college/ug_IA_subwise.aspx

 **Bangalore University**
ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ
BAAC ACCREDITED WITH 'A' GRADE

College Name: PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCE, KOMMAGATTA VILGGE, KENGERI HOBLI, BANGALORE -60
College Code: yy

Admission Enrollment | Online Registration | Exam Fees Reports | Internal Assessment | Hall Ticket | Practical Examination | Settings | Help Files | NAD Registration | Logout

Internal assessment Entry

College: PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCE, KOMMAGATTA VILGGE, KENGERI HOBLI, BANGALORE -60

Course: -SELECT- Semester: -SELECT-

Subject: -SELECT- Maximum Marks is :

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BANGALORE UNIVERSITY		INTERNAL MARKS FOR PG EXAMINATION FOR PG (04) For 2021				
COLLEGE NAME - PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES, KUMMARAGATA VILLAGE, BANGARU HOBLI, BANGALORE - 5		SEMESTER - IV SEMESTER				
INTERNAL MARKS FOR PG EXAMINATION FOR PG (04) For 2021		SEMESTER - IV SEMESTER				
SEMESTER - IV SEMESTER		SEMESTER - IV SEMESTER				
Roll No.	Name	Internal	External	Total	Grade	Pass
1917000001	ADARSH K	25	20	45	B	75
1917000002	ADARSH K	25	20	45	B	75
1917000003	ADARSH K	25	20	45	B	75
1917000004	ADARSH K	25	20	45	B	75
1917000005	ADARSH K	25	20	45	B	75
1917000006	ADARSH K	25	20	45	B	75
1917000007	ADARSH K	25	20	45	B	75
1917000008	ADARSH K	25	20	45	B	75
1917000009	ADARSH K	25	20	45	B	75
1917000010	ADARSH K	25	20	45	B	75
1917000011	ADARSH K	25	20	45	B	75
1917000012	ADARSH K	25	20	45	B	75
1917000013	ADARSH K	25	20	45	B	75
1917000014	ADARSH K	25	20	45	B	75
1917000015	ADARSH K	25	20	45	B	75
1917000016	ADARSH K	25	20	45	B	75
1917000017	ADARSH K	25	20	45	B	75
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1917000019	ADARSH K	25	20	45	B	75
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1917000093	ADARSH K	25	20	45	B	75
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1917000096	ADARSH K	25	20	45	B	75
1917000097	ADARSH K	25	20	45	B	75
1917000098	ADARSH K	25	20	45	B	75
1917000099	ADARSH K	25	20	45	B	75
1917000100	ADARSH K	25	20	45	B	75

It is Mandatory that the Downloaded Internal Marks List Should be Displayed on the Notice Board

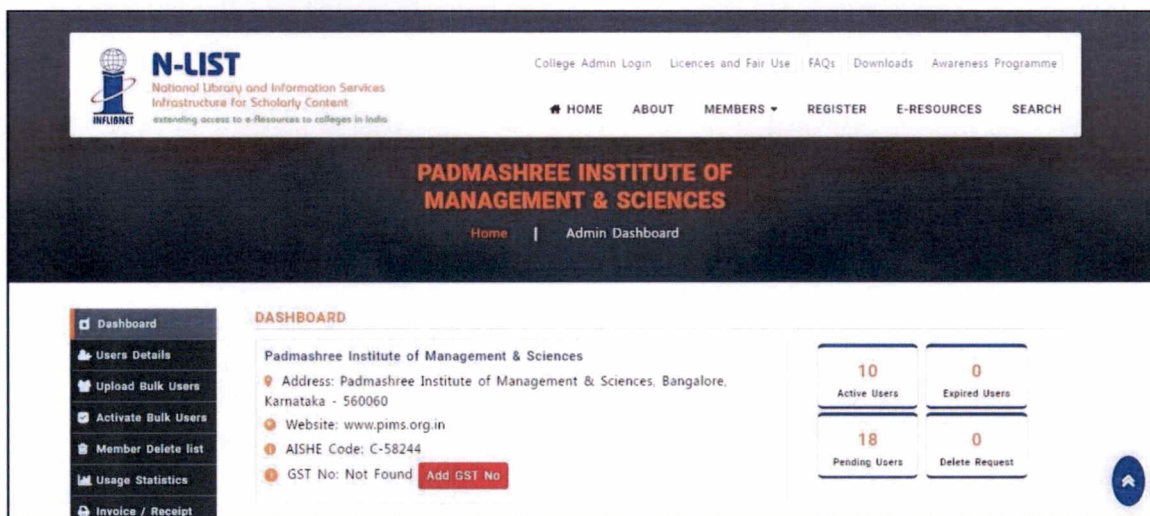
Page 1 of 2

BANGALORE UNIVERSITY		INTERNAL MARKS FOR PG EXAMINATION FOR PG (04) For 2021	
COLLEGE NAME - PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES, KUMMARAGATA VILLAGE, BANGARU HOBLI, BANGALORE - 5		SEMESTER - IV SEMESTER	
INTERNAL MARKS FOR PG EXAMINATION FOR PG (04) For 2021		SEMESTER - IV SEMESTER	
SEMESTER - IV SEMESTER		SEMESTER - IV SEMESTER	
Roll No.	Name	Internal	External
1917000001	ADARSH K	25	20
1917000002	ADARSH K	25	20
1917000003	ADARSH K	25	20
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1917000005	ADARSH K	25	20
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1917000097	ADARSH K	25	20
1917000098	ADARSH K	25	20
1917000099	ADARSH K	25	20
1917000100	ADARSH K	25	20

Internal assessment marks entry in Bangalore University portal


- 5) **Communication:** Regular updates about student will be communicated with respect to student on tuition and hostel fees dues, college updates & other academic matters through our LMS. Students will be given unique ID for login in LMS Software which provides the details of Calendar of events of that semester, class timetable, Internal Assessment Schedule, Internal assessment marks scored, International and nationalevents/ days celebrated in the college, tentative dates of practical exams, theory exams and semester break. Circulars and notifications from the college will be posted regularly.
- 6) **Finance & Accounts:** For ease of maintaining accounts & Finance suitable Accounting & Finance Software package has been used. Finance and accounts section handles all the receipts, documents and utilization certificates, statement of expenditure, Purchase orders relevant to procurement of any material to the college. The sanctioned Project funds and project receipts, documents and utilization certificates, statement of expenditure, Purchase orders are all maintained separately. The staff salary disbursement, Student tuition fees, Hostel fees are also very well documented and maintained using Software. Financial audits are conducted every year by a qualified Chartered Accountant and detailed audit report is submitted to the management.

- 7) **Library:** Entire Library System with respect to Issue, reference has been automated. Staff & Students can access the library resource in & outside the campus. Access to e-journals & e-resources are provided within the campus. The library at Padmashree Institute of Management and Sciences has a library management software KOHA. This helps in simplifying the daily work of the library like issuing books, return books, due books calculations. The INFLIBNET facility in our college helps students and teachers to get access to e-journals and e-text books for their reference and learning.



Screenshots of N-list dashboard, used in the college library




 Dr. Anuradha. M
 Principal
 Padmashree Institute of
 Management & Sciences

SCHOLARSHIP POLICY



#149, Padmashree campus, Sulikere post, Kommaghatta, Kengeri,
Bangalore- 560 060

PREFACE:

Motto of Padmashree Institute of Management and Sciences is to lend helping hands to students for pursuing their education. This is redefined and named as Padmashree Arohin Scheme. Management of Padmashree Institute of Management and Sciences has institutionalized scholarships and free ships under various categories. Management is pleased to make the rules to regulate the grant of Padmashree Arohin merit cum means scholarships to the students undergoing studies in different disciplines at different levels in the institutions. The rules may be called Rules for award of Padmashree Arohin merit cum means scholarship. These revised rules shall come into force from the year 2020-21.

SCHOLARSHIP POLICY:

The institution from the day of inception is providing, scholarships, aid and fee waivers to deserving students. In the year 2016 Padmashree Institute of Management and Sciences has formalized and constituted scholarship committee for drafting and fine tuning the policy. The policy is redefined and revised as per the recommendations of the committee. During the year 2020-21, the scholarships are named as **Padmashree Arohin scheme**, signifying the bloom of knowledge and wisdom (Padma) and help to attain (Arohin). This policy document is unveiled by the management and enforced.

The institute awards scholarships based on merit, reservation, and socially downtrodden students. Padmashree shall institute scholarship facilitating cell, enabling the deployment of scholarships for the deserving students. The policy considers award of scholarship/free ship/aid/ adjustment toward tuition fee to a meritorious student in each discipline every academic year. However, other financial support is also considered depending on the availability of sponsored funds and guidelines defined time to time. The selection procedure involves application by the eligible students and consideration of partial or complete tuition waiver to deserving students with special skill sets or mentioned otherwise (sports, artist, defense, differently abled category, culturally oriented any other special skills). The scholarship committee instituted by the college shall be authorized to scrutinize the application and recommend eligible candidate names for the award of scholarship and or any other financial support as applicable. The principal of the college shall send the final list of students to be awarded with scholarships/free ships/financial aid and management shall grant the scholarship.

SCOPE:

Padmashree Institute of Management and Sciences has a scholarship policy for the award and disbursement. These scholarships are available for students of Padmashree Institute of Management and Sciences only and shall be awarded by the scholarship committee and scholarship facilitating cell, to the eligible candidates of the institute. The selection and award will be under the complete discretion of the committee.

The student applying for the scholarship/free ship shall be submitting all the required documents and avail the scholarship during the tenure of their study at Padmashree Institute of Management and Sciences.

OBJECTIVES:

- To encourage meritorious students, by providing financial assistance
- To support talented students and recognize them for their performance in co-curricular and extracurricular activities.
- To hand hold socially and economically backward students
- To provide financial support to single girl child, children of defense personnel, children with single parent and physically challenged children.
- To create awareness and facilitate various other government and non-government financial assistance schemes.

SCHOLARSHIP FACILITATING CELL:

Scholarship facilitating cell shall be headed by the principal of the institution, assisted by coordinator and members. The office bearers of the scholarship facilitating cell is as follows

Principal – Head of the cell

Co-ordinator/s – Senior faculty member

Deputy co-ordinator – Faculty member

Members – HODs of all the departments

Every year a committee is constituted with a convenor for facilitating scholarships, selection, and scrutiny.

Committee shall meet twice in a year for screening, selection and provide recommendations. This recommendation shall be placed in board of management and governing council for further action.

Scholarship facilitating cell, shall be responsible, for promoting the scholarships

Categories of Padmashree Arohin scholarships

Institute recognized and derived various categories for student scholarships, such as merit, sports excellence, extracurricular excellence, special skills, economically backward category, socially downtrodden category, single girl child, children of defense personnel, differently abled, children with single parent, and any other category recommended by the committee.

The scholarship committee shall keep updating the students about the periodic announcement of other scholarships to meritorious students, procedures to apply for other agencies/NGOs and, encourages students to apply for competitive scholarships/need based/merit based /governmental scholarships and enables students to secure scholarships. Applications are thoroughly scrutinized and shortlisted under various categories.

Rules and guidelines

- Only one scholarship for the student in a particular academic year subject to the conditions fulfilled.
- The validity is at the sole discretion of the committee
- Tuition fee waiver/free ships shall be considered on a case-by-case basis for each program
- The competent authority decides the mode of redeeming the scholarship amount. All records of the awardee with respect to academics and behavior are thoroughly examined prior to renewal
- All the eligible students must apply for the scholarship using specific application forms after completion of the enrolment and/or at the time of enrolment. Scholarship applications received after the due date shall not be considered for the scholarship award selection process.
- The scholarship amount allotted for each program is based on a financial balance sheet available with the scholarship selection committee. The financial status database for each academic year shall be maintained by the selection committee. Likewise, tuition fee waiver and other financial support shall be considered as per the recommendation of the scholarship selection committee.
- The list of prospective awardees shall be created based on the overall score (in the qualifying exam, special achievements, participation in social responsibility activities, any special recognitions, and extracurricular skills of the applicant.
- Any scholarship awardee who discontinued the studies must repay the fee of completed semesters in complete and or return the scholarship amount paid as per the scholarship guidelines of the university.
- Scholarship awardee must maintain satisfactory performance in all the semesters with no backlog and maintains a model code of conduct.
- Scholarship application form is subject to change, as deemed appropriate, to include the refined criterion to enable effective selection process.
- No student is allowed to hold more than one scholarship at a time, irrespective of type and amount of scholarship and or study support donations.
- The scholarship will be considered by adjusting the tuition fee waiver for a specific period as per the college guidelines.

The scholarship will be given/renewed on the following terms and conditions:

- The student needs to pay the provisional admission fee on or before the last date notified.
- Semester wise scholarships are given subject to fulfillment of eligibility criteria.
- The scholarship for remaining semesters will be given if the student clears the subsequent exams with no backlog and satisfies all the other conditions as set out in the policy.

All the scholarships awarded by the institute are subjected to the approval of the committee and the competent authority. The decision of the scholarship selection committee is final.

Number of scholarships / free ships:

The management of the institute has a mandate of its philanthropic initiatives has provided the “Padmashree Arohin merit scholarship” of fee waiver for meritorious and deserving students in each academic year. The number of awardees and the amount so disbursed may vary from year to year. The percentage of waiver also varies and depends on various factors as decided by the management from time to time.

Number of scholarships and or tuition waiver to be considered in an academic year is subject to change considering the availability of funds, merits of enrolled students, need based consideration of financial support in the form of tuition fee waiver as per the college guidelines. Following are guidelines, subject to change, set by the college to consider award of scholarship and or any other forms of financial support.

Scholarship selection procedure

All scholarship applications received shall be scrutinized based on defined criteria by the scholarship committee. The scholarship cell and committee have a coordinator/convener and members designated with specific roles and responsibilities. The scholarship cell/committee also has additional responsibility to explore available funds. An equitable distribution of scholarship is ensured by the committee based on merit/s and promotion of not compromising the competitive merit and qualifications of the eligible candidate.

The finalization of names of the students applied for the scholarship is at the sole discretion of the committee members and expected to take unbiased decisions. Students who are found ineligible for the award on various factors are not considered for the same. Award of scholarship also depends on availability of funds during that academic year.

Eligibility criteria

The eligibility to qualify for scholarship varies on the nature of scholarship which could be merit, merit cum means, reservation, special talents, excellence in sports, cultural activities, NSS, NCC, backward categories and otherwise mentioned. The guidelines for eligibility shall be as decided by the committee and approved by the principal.

While awarding the scholarship, several other indicators are also considered that may include previous academic scholarship award, excellence in extracurricular activities, and financial hardship of meritorious candidates as identified in the application form.

All eligible students are required to submit the scholarship application form well within the stipulated time. The selection committee may request for additional information and documents as deemed appropriate. This may include scholarly activities of the applicant like participation in various activities which are pointers towards academic excellence. However, recommendations by competent authorities may also be considered in few deserving cases. It is the responsibility of the student to submit all documents along with application for consideration. Incomplete or inadequate information will render the application as rejected.

Award notification

The committee meets twice a year and notification is released as and when required. The committee receives the applications through the cell and scrutinizes the applications received in that academic year. The consideration may be based on merit, merit cum means, and eligibility as per rules, special talents, sports, and otherwise recommended. Based on the need cell shall notify on the website and display on the notice boards.

Renewal of scholarship

The cell/committee makes a careful semester-wise assessment of students in terms of academics as well as adherence to the code of conduct. While considering the renewal of the scholarship. The review of the renewal application is as per the agreement signed at the time of the award of the scholarship. The decision of renewal or rejection is on a case-to-case basis as considered suitable by the committee. If a student is considered ineligible on specific grounds the award may be given to other deserving candidates as per the guidelines of the institution.

Code of conduct

The awardee must maintain strict adherence to the rules and regulations of the college and should possess a clear record in terms of discipline and character, any act of vandalism or misbehavior entertains disciplinary action and withdrawal from the facility.

Guidelines for the revision of the policy

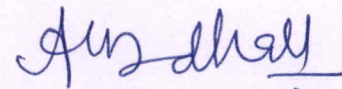
Policy is revised as and when there is a need for the same, however, revised every five years after the brainstorming. The reconstituted cell and committee identify various gaps and needs based on the recommendations made by the previous committees, governing council, and management. All philanthropic contributions shall be incorporated into the policy. Any special provisions or rules or guidelines shall be notified during the annual meeting of the governing body and incorporated as an addendum till the policy is

revised. Recommendations or suggestions by Alumni shall also be considered while framing or revising the policy.

Facilitation for financial assistance

Institute shall organize awareness and outreach programs to disseminate information about the financial assistance by the institution and from other sources. Banks and experts were invited to interact with students. A handbook on the same was released by compiling the data and information about the scholarships and financial support.

(Annexure-1): Information regarding various scholarships in the Career guidance hand book of the college



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Information about the scholarships / Financial Assistance:

Scholarship is boon for economically weaker section of students. This is beneficial to students who are unable to continue their education for some or the other reason. Scholarship is an incentive as well as encouragement for students, who are talented, but do not have the means to study further. There are a variety of scholarships – merit-based, need-based, student specific, career-specific, and college-specific. There are some useful details mentioned below:

Central/State government scholarships:

1. **National Scholarship Portal:** <https://scholarships.gov.in/aboutUs>
National Scholarships Portal is one-stop solution through which various services starting from student application, application receipt, processing, sanction and disbursement of various scholarships to Students are enabled. This initiative aims at providing a Simplified, Mission-oriented, Accountable, Responsive & Transparent 'SMART' System for faster & effective disposal of Scholarship applications and delivery of funds directly into beneficiaries account without any leakages. The Mission Mode Project (MMP) of National Scholarship Portal under the National e-Governance Plan aims at providing common electronic portal for implementing various Scholarships schemes launched by Union Government, State Government and Union Territories across the country.

Through this single portal students can apply for scholarships of Central scheme, UGC scheme and State scheme.



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Scholarships under central schemes:

- ▶ Post Matric Scholarships Scheme for Minorities (Ministry of Minority Affairs)
- ▶ Merit Cum Means Scholarship for Professional and Technical Courses CS (Ministry of Minority Affairs)
- ▶ Post-matric Scholarship for Students with Disabilities (Department of Empowerment of Persons with Disabilities)
- ▶ Scholarships for Top Class Education for students with disabilities (Department of Empowerment of Persons with Disabilities)
- ▶ Top Class Education Scheme for SC Students (Ministry of Social Justice and Empowerment)
- ▶ Financial Assistance for Education of the Wards of Beedi/Cine/IOMC/ LSDM Workers - Post-Matric (Ministry of Labour and Employment)
- ▶ Aam Aadmi Bhima Yojna Scholarship for Andhra Pradesh (Ministry of Labour and Employment)
- ▶ National Fellowship and Scholarship for Higher Education of ST Students - Scholarship (Formally TopClass Education for Schedule Tribe Students) - only for scholarships. (Ministry of Tribal Affairs)
- ▶ Central sector scheme of scholarships for college and university students (Department of Higher Education)
- ▶ Prime Minister's Scholarship Scheme for Central Armed Police Forces And Assam Rifles (WARB, Ministry of Home Affairs)
- ▶ Prime Minister's scholarship scheme for wards of States/UTs police personnel martyred during terror/naxal attacks (WARB, Ministry of Home Affairs)
- ▶ Prime Minister's Scholarship Scheme For RPF/RPSF (RPF/RPSF, Ministry of Railways)

Scholarships under UGC schemes:

- ▶ PG Indira Gandhi scholarship for single girl child
- ▶ ISHAN UDAY - Special Scholarship Scheme for North Eastern Region
- ▶ PG scholarship for university rank holders (1st and 2nd Rank holders)
- ▶ PG scholarship scheme for SC / ST students for pursuing professional courses

Scholarships under state schemes:


- ▶ Under this scheme candidate belonging to one state, but studying in another state, will be awarded scholarship by the state to which they belong and will submit their applications to the competent authorities in that state. Under NSP students belongs to the following state can apply for the scholarship - Assam, Chandigarh, Bihar, Uttarakhand, Tripura, Karnataka, Meghalaya, Arunachal Pradesh, Jammu Kashmir, Dadra and Nagar Haveli, Himachal Pradesh and Manipur.

For more information check - <https://scholarships.gov.in>

1. **State Scholarship Portal** : This is a simple and transparent system introduced by DPAR (e-Governance), Government of Karnataka in the year 2019. Under this system students has to e-attest their documents with the aid of e-attestation officers in their institute and then can apply for the scholarship online. The entire process is easy and transparent. Only SC, ST and Minority class students can apply through this portal.
For more information check - <https://ssp.postmatric.karnataka.gov.in>
2. **Electronic Payment and Application systems of Scholarships (ePASS)**: This is another scholarship scheme under Department of Backward Classes Welfare, Government of Karnataka. Students of backward classes can avail scholarship by applying online.
For more information check - <https://karepass.cgg.gov.in>
3. **Pradhan Mantri Kaushal Vikas Yojana (PMKVY)** : PMKVY is a prestigious scheme of the Ministry of Skill Development & Entrepreneurship (MSDE). Under this scheme, students can gain skill training in related industries, which will help them find a job and build a better life. The training and assessment fee will be completely paid by the government for training conducted at PMKVY approved training centers.
For more information check - <http://pmkvyofficial.org>
4. **Department of College Education** : This is another scholarship program of Government of Karnataka in order to provide necessary encouragement and motivation to pursue higher education the Department of Collegiate Education is providing Scholarships to meritorious and economically backward students studying at Government as well as Government Aided First Grade Colleges.

- ▶ **Sanchi Honnamma Student Scholarship**: This scholarship began in the year 2003-2004 for meritorious girl students so as to encourage them to pursue higher education. This is specifically meant for girl students who have scored high marks in II year PUC.
 - ▶ **Sir C.V. Raman Student Scholarship**: This scholarship was launched in the year 2001-2002. This scholarship focused on encouraging students studying in science stream. It is meant for talented and meritorious students who are pursuing their education in basic sciences in government and private aided degree colleges.
 - ▶ **Kittur Rani Channamma Award**: This scheme began in the year 2006-07. It was meant to encourage girl students, who have finished their studies in the II PUC, pursuing their higher education through CET examination by taking up vocational courses. If the students fulfill the criteria mentioned below, the government shall repay the amount paid by the student. For this award from every district, 10 girl students are selected by a committee headed by the District Commissioner. They shall get the award till they complete the course provided they clear the course in one attempt.
 - ▶ **Scholarship for HIV/AIDS or Leprosy Infected Parents' Children**: Students infected from HIV/AIDS or Leprosy and students born to HIV/AIDS or Leprosy infected parents' (dead or alive) children are eligible to get free education and scholarship.
 - ▶ **Rajiv Gandhi Debt Scholarship** : Under this scheme, a loan from a bank is being paid by the government for the subsidy of the periodic interest for the students of the family of less than Rs. 2.5 lakh annual income.
 - ▶ **Anglo-Indian Scholarship** : Scholarships are being offered for fee reimbursement for Anglo Indian students attending government and aided graduate colleges.
- For more information check - <https://dce.karnataka.gov.in>




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OTHER SCHOLARSHIPS

1. **Kishore Vaigyanik Protsahan Yojana** : The "Kishore Vaigyanik Protsahan Yojana" (KVPPY) is a program started in 1999 by the Department of Science and Technology (DST), Government of India to encourage students who are studying Basic Sciences to take up research career in Science. The aim of the program is to identify and encourage talented and motivated students to pursue career in research.

- ▶ The fellowship of the students selected under this stream will be activated only if they join an undergraduate course in Basic Sciences (B.Sc./B.S./B.Stat./B.Math./Int. M.Sc./Int. M.S.) in the academic year 2021-22 after having secured a minimum of 60% (50% for SC/ST/PWD) marks in aggregate in science subjects in the XII standard/ (+2) Board Examination.
- ▶ Candidates meeting the eligibility criteria for various streams, will be called for aptitude test conducted both in Hindi and English at different centers across the country.
- ▶ Based on the performance in the aptitude test, short-listed students will be asked to appear for an interview which is the final stage of the selection procedure.

For more information check - <http://www.kvpy.iisc.ernet.in>

2. **INSPIRE Scholarship For Higher Education (SHE)** : Scholarship for Higher Education (SHE) is a component program under Innovation in Science Pursuit for Inspired Research (INSPIRE) program, which is a flagship scheme of the Department of Science and Technology (DST), under the Ministry of Science and Technology, Government of India. INSPIRE programme includes three components namely Scheme for Early Attraction of Talents

for Science (SEATS), Scholarships for Higher Education (SHE) and Assured Opportunity for Research Careers (AORC). Scholarship for Higher Education (SHE) aims at attracting talented youth into undertaking higher education in science intensive programmes, by providing scholarships and mentoring through 'summer attachment' to performing researchers.

For more information check - <http://online-inspire.gov.in/>

3. **Central Sector Interest Subsidy Scheme (CSIS)**: One of the major objectives of the Government is to ensure that no student is denied the opportunity to pursue higher education because he or she is poor. To achieve this objective, Ministry of Human Resource Development (MHRD) launched a Scheme titled "Central Sector Interest Subsidy Scheme" (CSIS) in 2009.

- ▶ This scheme benefits all categories of economically weaker students for pursuing professional/ technical courses in India only, and intends to provide affordable higher education.
- ▶ The Scheme, envisages to uplift the students from the grassroot level and increase the number of qualified technicians/ professionals in the nation.
- ▶ The Scheme is adopted by all Scheduled Banks and is linked with the existing Model Educational Loan scheme of the Indian Banks' Association, and restricted to students enrolled in professional/ technical courses only from NAAC accredited Institutions or professional/ technical programs accredited by NBA or Institutions of National Importance or Central Funded Technical Institutions (CFTIs).

For more information check - <https://mhrd.gov.in>

4. **Vidyasaarathi**: Vidyasaarathi is a platform by NSDL e-Gov for applying to various scholarships provided by corporates. Vidyasaarathi does not charge any fees to students in any way to apply for scholarships and awarding of scholarship is the sole discretion right of a corporate. Applying to scholarships does not in any way guarantee the award of scholarship.

For more information check - <https://www.vidyasaarathi.co.in>

5. **Private scholarships** : There are some private funding agencies, which support students for higher education by providing funds/ scholarships. Some such foundations are listed below :

- ▶ Sitaram Jindal Foundation Scholarships (<https://www.sitaramjindalfoundation.org/>)
- ▶ The J. N. Tata endowment for the higher education of Indians (<https://www.jntataendowment.org/>)



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GENDER EQUITY POLICY

January 2018



#149, Padmashree campus, Sulikere post, Kommaghatta, Kengeri,
Bangalore- 560 060

Gender Equity Policy

Gender equity means “Provision of fairness and justice in the distribution of benefits and responsibilities among all the genders”. The core guiding principles of gender equity are fairness and impartiality. Equity, in its simplest terms, allocating resources and opportunities as needed to create equal outcomes for members. Gender audit is an essential component to promote gender equality and women empowerment. Institution is striding to achieve gender balance by initiating promotion, gender audit and gender equity policy. The motto of the policy is to create a culture and allow both the genders to enjoy equal rights, resources, opportunities, and security. A conscious and consistent efforts are made by our institute to achieve gender balance in both its academic and administrative departments. The women empowerment committee, anti-sexual harassment committee and anti-ragging committee shall be responsible for creating awareness and avoiding the unforeseen acts in the campus. All women and girls are provided with basic amenities and all stake holders on campus are aware that the college has a gender orientation in its policies and programs.

As per UNICEF, “Gender equality means that women and men, and girls and boys, enjoy the same rights, resources, opportunities and protections”. It does not require that girls and boys, or women and men, be the same or that they be treated exactly alike. The major objective is to ensure equal opportunities for women and men by encouraging them to be part of administration, management in academic, research, innovation and scientific decision-making bodies and student clubs.

Policy Statement:

Institution commits to create an inclusive and equitable atmosphere that respects individual identities, fosters a sense of belongingness without fear of judgement or retaliation, and encourages diverse views that enable all the stakeholders to bring their true selves to perform and to reach their full potentials. PIMS Gender Equity Policy rests on the pillars of equity, diversity, and inclusion with gender as a key area of focus.

Institution is committed to uphold the principle of gender equity as presented in the Indian Constitution, in its Preamble, Fundamental Rights, Fundamental Duties, respecting the dignity of every individual and the centrality of human person in the scheme of things, without any discrimination to any gender, providing equal opportunity to all.

Procedures and policies of the institution are positively framed to gender sensitivity and empowers all the cells and committees to implement and practice the same. This policy has rightly been conceptualized, where gender concerns have been recognized as important concerns on the agenda at national, regional, and international levels. The success in implementation of gender policy depends on the involvement of all the members and the responsibility is enforced to all including the academic leaders and policy makers, working at various units of the Institution.

Objectives:

- To communicate unbiased representations of gender equity to all the stake holders.
- Organizing workshops and seminars promoting diversity and addressing gender-sensitive issues.
- Creating awareness about equality among students and staff.
- Ensuring fair representations of male and female in leadership roles in cells and committees.
- Design and deployment of women welfare and development cell and anti-sexual harassment committee.
- Facilitate unbiased participation and maintain gender balance.
- Grievance redressal in gender related issues and facilitate counselling.
- To ensure balanced gender quota in hiring and promote gender parity at all levels.
- Celebration and organizing events related to gender equality and sensitization.
- Conducting debates, role plays and street plays on gender sensitization.

Safety, Security and Counselling:


Student clubs and forums shall organize talks and conduct orientation programs, every year on relevant issues of gender equity and its understanding. Gender equity, safety of women and sensitization is an important objective of Padmashree Institute of Management and Sciences Gender Equity Policy. Women empowerment, grievance redressal and counselling, awareness camps are the core focus areas.

The institution shall have an efficient mechanism for addressing gender-based discrimination/sexual harassment. A committee shall be constituted with both male and female representatives, management members, and student representatives. Every year on International Men's Day and Women's Day celebrations talks from experts shall be organized on human rights, women in STEM, gender specific health related issues, opportunities for women and gender equality. Debates and participatory learning activities on women empowerment, safety and matters of sensitization like human trafficking and domestic violence shall be organized. Institution shall provide emotional and psychological support to the students at the college, with respect to various issues of which gender-related issues are a substantial part.

The management shall be upgraded to create a safe environment that values and supports the expression of gender equality. The management shall rethink and identify strategic locations to CCTV cameras and security personnel to ensure the safety of all. Separate washrooms, women rest areas, common rooms shall be strategically established.

This policy aims to create awareness and educate all the stakeholders in issues related to gender sensitivity, equality, and relevance in the campus. It defines the roles and responsibilities of individuals with respect to gender sensitivity and the strategic plan to implement the gender equity policy.




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QUALITY POLICY - 2021

INTERNAL QUALITY ASSURANCE CELL



PADMASHREE
INSTITUTE OF MANAGEMENT
AND SCIENCES

#149, Padmashree campus, Sulikere post, Kommaghatta, Kengeri,
Bangalore- 560 060

Preface

Padmashree Institute of Management and Sciences, under Padmashree Charitable Trust made a humble start in the year 2000 with one single course. Today Padmashree Institute of Management and Sciences with a goal of achieving academic excellence has expanded its horizon with 36 programs in diversified fields catering to students across the globe. The motto of the institute is imparting quality education, to inculcate scientific temper and ethical values among its students. Now the institute accelerated its expansion in establishing new courses of scientific and global importance. With able governance and leadership and within the value framework, the college has achieved a ranking among the top 20 biotech schools in India, and started several unique, first of its kind job-oriented programs. The institute is focused on research and development and established research center recognized by Bangalore University.

The vision of the institute is provided quality education and achieve center for excellence standards. In pursuit of academic excellence, the institute defined its quality policy and insisted that quality should be an integral part of administration, academics, and research. With this aim Institutional Quality Assurance Division, has drawn a road map for inculcating quality culture at all the levels. From the inception, the institute has an objective of establishing into a state-of-the-art institution for science and management education. The institute has been responsive to the changes and developments and explicitly translated the goals into reality in the strides of achieving quality in all segments of the institute. The thrust has been on the pursuit of multi-dimensional educational excellence and secure autonomous status.

Vision

We want to instil quality culture in every stakeholder and attain highest standards in the field of education

Mission

- Foster quality culture to achieve intellectual growth and character development.
- Inculcate the idea of a lifetime learning process meeting the quality standards in all aspects.
- Provide quality education that transforms lives and builds communities that improve society.
- Assert quality in development leading to self-sustainability.

Objectives

- To impart a quality culture at multi levels
- To ensure that quality assurance is an integral part of the system
- To secure quality accreditation for administration, academics, and research
- To implement ISO 14001:2015 and ISO 9001:2015
- To integrate ICT and e-governance for quality validation and upgradation

- To update policies and practices for achieving excellence

Scope of Institutional Quality Assurance Policy (IQAP):

The quality policy disseminates a detailed account of the quality parameters and philosophy of the college. Policy defines various aspects of quality assurance, importance of planning, self-evaluation, and constant improvement with respect to academic, administration and research. Policy provides benchmarking which is a valuable tool in the monitoring and improvement of quality. Based on the policy a quality manual shall be drafted which need to be updated through changes or additions, approved periodically. This entire process is dynamic and imparts quality consciousness.

Goals of IQAP:

Imparting quality culture in all the stake holders.

Securing quality accreditations like ISO, NAAC and NABL

Securing recognition from Department of Scientific and Industrial Research for research center.

Internal Quality Assurance Cell (IQAC):

IQAC of Padmashree Institute of Management and Sciences is the authorized statutory body to implement quality policies and procedures defined. IQAC shall be constituted as per the guidelines provided by NAAC.

Composition of the IQAC:

IQAC may be constituted under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Quality policy of Administration

Administration shall be decentralized and categorized into various cells and committees. HR cell shall be governed by HR policy with all the quality benchmarks defined by IQAC. For efficient governance institution shall constitute ICT cell governed by E-governance policy. This policy shall explain the roles of those with maintaining, operating, and overseeing Institution e-resources. Hostel coordination cell shall be responsible for

all the activities, including quality maintenance of hostel kitchen (certified by FSSAI). Accounts and finance cell shall conduct internal and external audits and follows transparent mechanisms for fund disbursement and utilization. Admission cell abides to the rules and regulations defined in the admission policy and provides equal opportunities irrespective of gender, social status, and origin. Scholarship facilitating cell, external affairs and operations cell provides detailed information and methodology about scholarships, communications, and other external activities.

Green policy applies to all the campus green initiatives. Campus is ISO certified, and all the quality parameters shall be complied by infrastructure development and maintenance cell. The members of the respective cells of the Institution shall be responsible for the administration of this policy. Gender equity policy ensures equal opportunities and institute conducts gender audits. IQAC members shall meet periodically and ensure effective implementation of the policies and shall conduct meetings, awareness programs, seminars for quality improvement at all levels.

Quality policy of academics

Coordinators and members of academic cell, examination cell, placement and training cell, library, and information cell shall manage academics. IQAC monitors and ensures quality of all academic activities. LMS software is being in use and IQAC shall be conducting trainings, seminars, and workshops for teachers for improving the quality in teaching and learning process. IQAC shall monitor and provide recommendations in the beginning of the semester for quality improvement in academics. Academic cell coordinator shall present semester end report with respect to various activities undertaken and compliance report. Annually academic audit shall be undertaken and based on the report, IQAC will recommend corrective measures and benchmarks for enhancing the quality.

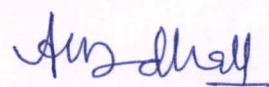
Quality policy of research and innovation

Research and innovation cell shall abide to the rules and regulations depicted in the research and innovation policy. Extension and outreach cell, entrepreneurship development cell, patent, and publication cell shall create awareness about the ethics, and govern all the extension activities, community outreach programs. This policy also deals with plagiarism and research code of conduct, ethical committee role during research and extension. IQAC shall be responsible for code of conduct in research and innovation and enforcement of research ethics.

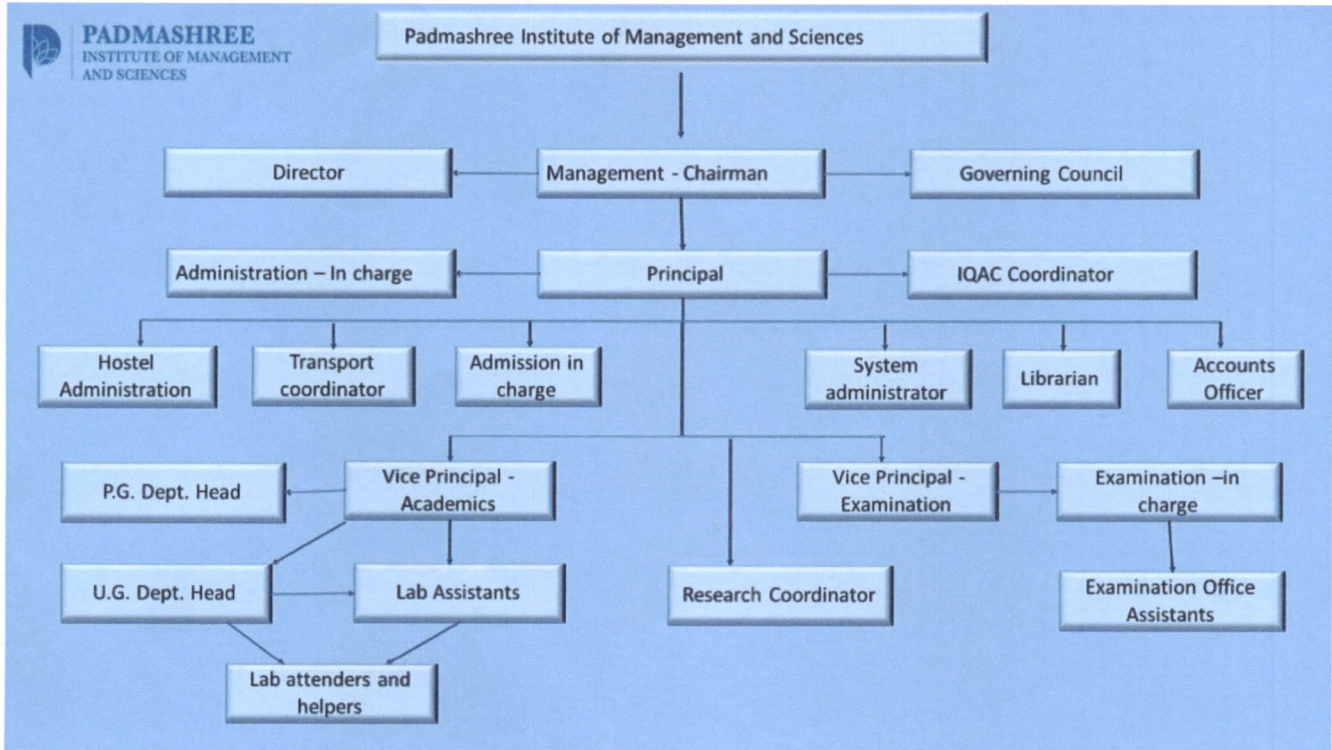
Conclusion

Quality in education is a way of describing how well the learning opportunities available to students help them to achieve their degree. At PIMS, all of us together make sure that precise and effective teaching, support, assessment and learning opportunities are provided to students by enforcing quality at all levels of administration, academics and research.




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Administrative setup



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Appointment and Service rules of Padmashree Institute of Management and Sciences

Recruitment & selection

The recruitment and selection process in the institute shall be carried out as per the policy guidelines which are revised from time to time. Before initiating the recruitment selection procedure, intensive human resource planning shall be done in consultation with the concerned cells, departments, and management. The recruitment process will be conducted fairly and transparently, and all applicants will be evaluated based on their qualifications, skills, and experience.

Requirements: Manpower requirement requests with justification shall be invited from the departments and cells. A comprehensive annual plan for recruitment shall be done in accordance with the operational needs and manpower requirements. The requirements shall be presented to the management and in turn, posts shall be sanctioned in the statutory bodies. All appointments shall be made against sanctioned posts.

Releasing advertisement: The organization will advertise job vacancies on the website, social media, and print media for filling up the sanctioned posts.

Constitution of the committee: A selection committee shall be constituted with management members, directors, principal, subject experts, invited members, and respective department or cell heads.

A shortlisting process by committee: After receiving applications. The Committee shall screen and shortlist the candidates.

Interviews: Selected candidates shall be called for an interview either online or offline. If there is a need second round of interviews shall be conducted to select suitable candidates.

Selection: The Committee shall prepare a list of selected candidates and send a report to the management board or other statutory boards for approval.

Offer letter disbursement: After approval, the offer letter signed by the principal shall be disbursed to selected candidates, along with the brief of documents to be submitted.

Appointment letter issue: An Appointment letter shall be issued along with terms and conditions (Annexure-1)

Categories of posts for recruitment & selection:

1. Teaching staff
2. Dean/ HoDs
3. Professors
4. Associate professor
5. Assistant professor

Classification of teaching staff

1. Core Faculty
2. Visiting Faculty
3. Adjunct Faculty
4. Emeritus
5. Professor Chair

Administrative staff

1. Controller of examinations
2. Office administration
3. Librarian
4. Accounts officer/finance officer
5. Training and placement officer
6. Estate officer
7. Medical officer/assistant
8. Sports officer
9. Purchase officer
10. Manager house keeping
11. Farm manager

Such other officers as may be decided by the Board of Management as per the need and requirement

Technical staff

1. System administrator
2. Lab assistants
3. Web developer

4. Web designer
5. Workshop supervisor
6. Gardner
7. Electrician
8. Plumber
9. Carpenter
10. Welder

And such other officers/staff may be decided by the board of management

Supporting staff

1. Personal assistant
2. Typist
3. Accounts clerk
4. Store in-charge
5. Driver
6. Peon/attender
7. Helper
8. Housekeeping staff
9. Security guards
10. Gardner

And such other posts as may be decided by the Board of Management is considered before pursuing external recruitment.

Terms and conditions of service

Every employee of the organization shall be bound by the statutes, ordinances and service regulations for the time being in force in the organization.

Joining of new faculty/ staff:**Joining formalities**

The selected candidates are provided with the offer letter, mentioning the checklist of documents to be submitted at the time of joining. On the day of joining, the employee has to fill the required forms as part of the joining formalities.

The Joining report and personal information form along with all the requisite documents as mentioned below–

- Self-attested resume
- Mark sheets (10th, 12th, graduation, post-graduation, Ph.D., or any other degree obtained).
- Certificate (academic and participation in other activities),
- Copy of pan and Aadhar card,
- 3 photographs
- Experience/relieving certificate letter from the previous organization.
- Scanned copies of all the original documents need to be submitted.

Employee record and information

1. A personal file needs to be maintained with all the above-mentioned documents.
2. The information of all the employees shall be regarded as confidential and are maintained in the office of Principal. However, the information may be obtained by any department with the prior permission of the Principal.
3. The employee record shall be regularly updated by the HR department/Office with the details of academic achievements, research work, promotions, additional assignments etc.
4. The employees can also make changes in personal data by informing and submitting the proof for the same to the Principal/Vice principal.

Medical fitness

The continuance of appointment is subject to the employee being found and remaining medically (physically and mentally) fit. The management reserves the right to have any employee medically examined at any time during employment through a medical practitioner nominated by it to test the employee's physical or mental fitness necessary for the efficient discharge of the duties of his/her post; and a report of the medical examination will be submitted to the management, whose decision in this regard will be final and binding.

In case the employee is found medically unfit or is suffering from an infectious disease or protracted illness and/or remains habitually irregular in attendance, the management shall have the right to terminate his/her services without notice.

Employee probation-confirmation:

All newly appointed employees (teaching & non-teaching) will be on probation for one/two years (depending upon experience and interview performance) from the date of their appointment. During this period the

performance will be reviewed and on completion of one year, there would be a performance evaluation done through a formal feedback session.

On satisfactory performance, the services shall be confirmed in writing. In the event of unsatisfactory performance, behavior, or attitude, he/she may be either counseled to improve the performance and the probation period would be extended or the services may be terminated depending on the circumstances (as deemed fit by the competent authority).

Payment of salary

The salary will be credited directly to the bank account in bank designated by the institution by 5th of every month. The pay scale of both teaching and non-teaching staff shall be as per the institution norms. All employees and associated members are paid on or before the date of every month, which includes earnings for all work performed until the end of the previous pay period. If a regularly scheduled pay day falls on a weekend or holiday, employees and associated members receive pay before the regular pay day. The salary will be credited directly to the bank account designated by the institution.

Wage and salary administration

Wage and salary administration is alluding to decide and actualize the successful strategies and practices of worker remuneration working in an association. The basic purpose and objective of wage and salary administration is to ensure and maintain an equitable wage and salary structure of employees and workers. Wages and salaries are often considered one of the largest components of cost of production and have direct implications for the growth and profitability of the organization.

Salary / wages

Salary is the fixed amount of remuneration paid at regular interval of each month after one month's service. Each month's salary or remuneration depends on the annual sum decided or committed by the employer to the employee at the time of joining. Salary or wages shall be decided based on the pattern of work, the job hours, and the job type. Employees eligible for the PF and ESIC shall be considered at the discretion of management. Any other benefit shall be extended to the employees based on recommendations of the selection committee and approval by the management.

Work schedule

As per the institution guidelines working hours shall not be more than 48 hours based on eight hours per six days a week. However, when work demands employee is expected to work beyond working hours. Upon the discretion of the principal and management, extra hours may be remunerated for deserving employees. The normal work

schedule for all the employees and associated members are (excluding 1 hour lunch break) Monday to Saturday. Staffing needs and operational demands may necessitate variations in beginning and ending times, as well as variations in the total hours that may be scheduled each day and week. An employee is considered absent if he or she is not present for work on scheduled time. Since delay in arrival or unnoticed absences put extra workload on fellow employees and hamper the smooth run of the organization, reporting for work regularly and on time is essential. This must be in the daily discipline of the employee. Failure in reporting to work on time and tardiness will result in disciplinary action up to and including termination.

Time keeping procedure:

An institution is legally obligated to keep accurate records of the time worked by its employees. To ensure that accuracy is maintained, every employee is required to update their attendance time record each week, following the organization's time-reporting guidelines. The organization has installed biometric identification (face recognition) machines at entrance gates, and all employees must use them to record their entry and departure times.

Accurately recording time worked is the responsibility of every employee. Time worked refers to the actual time spent on the job performing assigned duties. Accurate timekeeping is also important for keeping track of employees' and associates' punctuality, which is a key factor in performance analysis.

Any attempt to change, misrepresent, or alter time records is strictly prohibited and may result in disciplinary action, up to and including termination of employment. It is the responsibility of all employees to ensure that their time records are accurate and up-to-date at all times.

Work Timings:

All employees must complete the stipulated hours of work, and the work timings and schedule for teaching and non-teaching staff are the same. Full-time professional/administrative positions are expected to be on time, and in many cases, additional hours may be necessary to fulfill the requirements of the job. The institution observes a six-day work week.

Annual Appraisal System:

The institution has a mechanism for performance appraisal for both teaching and non-teaching staff. The objectives of the appraisal system are:

- To strengthen the intellectual asset base of the institution

- To align and harness employee energies towards achieving superior results for stakeholders.
- To guide employees on the path to strengthening their professional capabilities.
- To provide a rational and objective basis for identifying high potential to take on future leadership roles.

Appraisal formats are Annexed (Annexure 2)

Performance appraisal

The performance appraisal cycle is conducted once a year, in the month of June, and is strictly based on regulatory norms like UGC, AICTE, NAAC, etc. Thus, individual performance and contribution are continuously reviewed through appropriate monitoring and feedback. The focus of the appraisal is on the review of performance against key deliverables and targets and the capabilities demonstrated during the year. The key outcomes of performance discussions are an agreed set of actions to be undertaken by the employee to improve performance. Performance appraisal by the final reviewer and appraiser.

Annual review process

The institution conducts an annual review of faculty members' performance, and based on this, they may receive annual increments or promotions. The following provisions apply:

Every faculty member must submit an annual performance report in the prescribed format. Detailed instructions issued in this regard must be followed strictly, and the report should be factual and accurate, supported by evidence where necessary.

The Dean/HOD must check the entries and append comments in an unbiased manner, considering the department's interest.

A review committee constituted by the Principal and management will review the performance of every faculty member and recommend annual increments or promotions, subject to eligibility criteria as per the institution's norms. If a faculty member's performance is consistently unsatisfactory, the management may take appropriate action, including termination of their service.

Promotion policy:

The institution has a well-defined promotion policy for both teaching and non-teaching staff. Promotions to higher positions are based on merit and performance, subject to fulfillment of eligibility criteria as per UGC norms. For teaching staff, promotions are based on eligibility criteria, overall performance, research contribution, and other significant contributions made to the university, as per the following guidelines.


To be promoted from Assistant Professor to Associate Professor, a faculty member must have a minimum of 8 years of teaching experience with a Ph.D. degree. To be promoted from Associate Professor to Professor, a minimum of 10 years of teaching experience with a Ph.D. degree is required. The faculty member must have made a high level of research contribution in their area of specialization. In addition to hardcore teaching, the faculty member must have significantly contributed to the all-round development of the Institute. The faculty member must have good overall performance.

The procedure for promotion is as follows:

- Eligible faculty members may apply in a prescribed format, along with all desired documents.
- The application received from the faculty member for promotion shall be scrutinized by the Principal's office. If the faculty member is eligible for promotion after successful completion of the scrutiny process, their candidature shall be placed before a selection committee duly constituted by the Chairman/Principal.
- For non-teaching and supporting staff, promotions are based on their performance and recommendations by the Principal and respective heads.

This appointment and service rules of staff is the part of the Institutional HR policy and shall be reviewed as and when recommendations from the boards are received.




Dr. Anuradha. M
Principal
Padmashree Institute of
Management & Sciences

OFFER OF APPOINTMENT

Date:

To

Dear **Dr.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as **Assistant Professor** at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as follows:

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. Position & Grade: Assistant Professor

- 2. Documents to be submitted:** The appointment is with effect from _____, and on such date you are required to furnish the following documents to the Institute.

Photocopies of Professional Qualifications.
Photocopy of relieving letter from the last employer.
Experience certificate.
Proof of age.
Proof of address.
5 passport size photographs.

- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.

- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

- a. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the letter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty days' notice on either side.

- b. **Scope:** You will be required to devote all your working time to your employment with the Institute and shall not engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.
5. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff is suggested to avoid T- Shirts and jeans and female staff should avoid Jeans and sleeveless salwars.
6. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

7. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, and Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
8. **Salary:** Your total cost to the Institute is **Rs. _____/- per annum**, (-----Thousand per annum). Your consolidated Salary is **Rs. _____ per month** during the probationary period of 1 year, After 12 months of hike performance will be reviewed and recommended for further increase under.

Basic monthly salary
Dearness Allowance

House Rent Allowance (paid only if not provided with accommodation)

- a. Deduction: The institute shall be entitled to deduct from the above, the following amounts:
- b. Income Tax, at the rates applicable on your remuneration
- c. Employment/ Professional tax

9. All other dues form you to the institute such as loans and advances given to you.

- a. **Expenses:** All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

CL - Casual Leave - 18 days / Year

ML - Medical Leave - 6 days / Year
AL - Annual Leave -10 days/Year (after completion of one year in the College)
OD - On duty leave for the official purpose as and when required.
Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.
No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. **Representations:** All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. **Acceptance:** If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms here in above and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee

Mr. T K Narayanappa
Managing Trustee

(Name & Signature with Date)

Principal

Faculty Performance Appraisal Form

A. Quantitative performance index:

Name of the staff	
Employee code	
Department	
Date of joining	
Last appraisal month and year	
Current responsibilities	
Academic responsibilities	
Courses handled	
Research and Development:	
Projects or grants secured	
Industry Consultancies	
Participated in Conference / Workshop / Seminars	
Participated in FDP	
Publication (enclose the paper)	
Citation	
H index	
I index	
Books/Book Chapters	
University duties	
Role in event management	
Placement Support	
Role in NAAC	
BOE/BOS/any other	
NIRF/AISHE	
Admission Support	
Work assigned by Head/ Principal/ Director/ Higher Authority	
Any Extra Activity	
Achievements (Academic or any other)	

**B. Qualitative performance index:
 (To be filled by Principal/HoD/Management)**

	Poor	Average	Good	Very good	Excellent
Communication					
Regularity					
Team spirit					
Interpersonal relations					
Innovative teaching practices					
Scientific temper					
Time management					
Creativity					
Mentoring abilities					

Mark the following as applicable to you on a scale of 1 -10 where 10 is the highest and 1 is the lowest

S.No.	Criteria	Self - Evaluation	Evaluation by HOD	Evaluation by Principal / Director
1	Academic Performance			
2	Research and Development			
3	University Duties			
4	Events			
5	Placement Support			
6	Admission Support			
7	NAAC and NIRF			
8	Work assigned by HOD/ Principal / Director/ Higher Authority			
9	Achievement			
10	Any Extra Activity			
	Total			
	Average score			

Note: Divide total score by number of criteria for average score

Expectation regarding Salary		
Employee Opinion	Current Salary	
	Expected Salary after increment	
	Increment in Percentage on Current Salary	
	Justification for increment	
HOD Opinion	Recommended Salary after increment	
	Increment in Percentage on Current Salary	
	Justification for increment	
Principal / Director	Recommended Salary after increment	
	Increment in Percentage on Current Salary	
	Justification for increment	

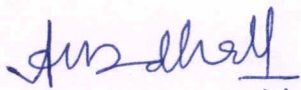
Date:

Submitted by Staff	
Submitted by HoD after Evaluation	
Evaluation by Principal / Director	

Please follow the following guidelines to fill in all information.

1. Staff can add additional rows for any additional information in respective criteria
2. Fill entire information in MS word file and send it to the respective HoD/Principal in the same format
3. Don't change formatting and layout
4. Kindly discuss with your HoD if you have any doubt in filling the form
5. Font – Times new roman and font size should be 12.
6. Enclose supporting documents wherever required




Dr. Anuradha. M
 Principal
 Padmashree Institute of
 Management & Sciences

Non-teaching Staff Performance Appraisal Form

A. Quantitative performance index:

Name of the staff	
Employee code	
Department	
Date of joining	
Last appraisal month and year	
Current responsibilities	
Academic responsibilities	
University duties	
Role in event management	
Placement Support	
Role in NAAC	
BOE/BOS/any other	
NIRF/AISHE	
Admission Support	
Work assigned by Head/ Principal/ Director/ Higher Authority	
Any Extra Activity	
Achievements (Academic or any other)	

B. Qualitative performance index: (To be filled by Principal/HoD/Management)

	Poor	Average	Good	Very good	Excellent
Communication					
Regularity					
Team spirit					
Interpersonal relations					
Innovative working practices					
Scientific temper					
Time management					
Creativity					

Mark the following as applicable to you on a scale of 1 -10 where 10 is the highest and 1 is the lowest

S.No.	Criteria	Self - Evaluation	Evaluation by HOD	Evaluation by Principal / Director
1	Academic Performance			
2	Research and Development			
3	University Duties			
4	Events			
5	Placement Support			
6	Admission Support			
7	NAAC and NIRF			
8	Work assigned by HOD/ Principal / Director/ Higher Authority			
9	Achievement			
10	Any Extra Activity			
	Total			
	Average score			

Note: Divide total score by number of criteria for average score

Expectation regarding Salary		
Employee Opinion	Current Salary	
	Expected Salary after increment	
	Increment in Percentage on Current Salary	
	Justification for increment	
HOD Opinion	Recommended Salary after increment	
	Increment in Percentage on Current Salary	
	Justification for increment	
Principal / Director	Recommended Salary after increment	
	Increment in Percentage on Current Salary	

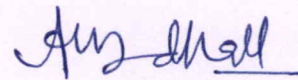
	Justification for increment	
--	-----------------------------	--

Date:

Submitted by Staff	
Submitted by HoD after Evaluation	
Evaluation by Principal / Director	

Please follow the following guidelines to fill in all information.

1. Staff can add additional rows for any additional information in respective criteria
2. Fill entire information in MS word file and send it to the Principal in the same format
3. Don't change formatting and layout
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5. Enclose supporting documents wherever required



Dr. Anuradha. M
Principal
Padmashree Institute of
Management & Sciences

STRATEGIC PLAN

Perspective Plan and Strategy deployment

Padmashree is moving forward aggressively to bring new life to school of Life sciences and Foodsciences to make it the most powerful intellectual platform in the country by removing structural and budgetary boundaries and facilitating multifaceted collaborations. This work is aimed to be the single most important intellectual venture of Padmashree group of Institutes during the past 15 years — and may be unique for the next 20 years.

The need for reorganising the Institute is well accepted and received by Management and with their encouragement and support this attempt is made. The new College's structure and systems will have a greater capacity to amplify resources and maximize the potential for excellence in a visible, coherent, effective, and efficient way. Presented in this document is the College's first vision for the future that will serve as a guide for our future development as a centre for excellence. Padmashree Institutes motto is to provide quality in education and the thirst for expanding student's horizon is unlimited. Holistic development the most important goal will be attained by inculcating ethical and moral values and integrating various value added and skill development programs along with the curriculum.

System generation, organizational restructuring, reconstitution of committees, participation of industry, collaboration with national and international organizations are the major pillars of this vision document. Getting autonomy and having unique opportunities is the

This document has been created by based on the Experiences, statues and provisions made by University Grant Commission, New Delhi, India for autonomous colleges, TEQIP Good Practice Guide for Governing Bodies, Guidelines governing autonomous colleges and best practices of selected institutions and reputed colleges.

The main aim of effective Governance is

- To constitute a structure and bring out best practices for Governance
- To inculcate efficient functioning
- To enhance overall quality
- To lead the institution to perfection
- To grow as centre for excellence
- The expected outcome of the entire effort is integrity at all levels
- Systems generation with respect to external and internal activities
- Strong leadership and management skills at every level

- Processes in place for monitoring and improving the quality of teaching and learning
- Processes for active student involvement
- Processes to initiate research and development
- Process in place for establishing entrepreneurship eco system.
- Focus on competent administration
- Robust and transparent financial systems, especially regarding procurement, and strong internal and external audit
- Effective and transparent mechanisms to determine remuneration at all levels
- Strong human resources processes such as appraisal, development and dealing with poor performance
- Effective student support arrangements
- Student participation in management and governance at all levels
- Contribution to better performance in accreditation
- Focused awareness of institutional outputs, especially increased employability
- Processes to strictly follow compliances of rules and regulations.

Strategic Plan

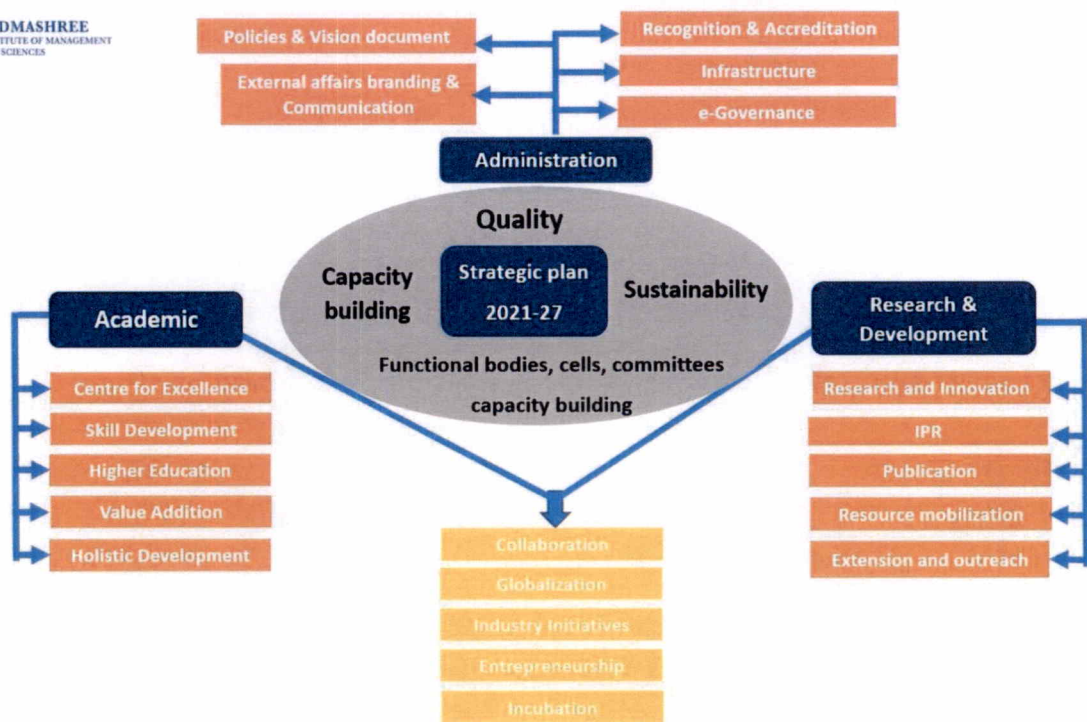
The entire plan will have well defined basic goals for the college.

1. Reorganising the system by identifying core team, giving designations, defining roles and responsibilities and clarity in inter college collaborations
2. We will provide new innovative teaching opportunities for our faculty and enhanced learning opportunities for our students by creating atmosphere, culture and opportunities.
3. Will enhance our community outreach outside our campus borders to disseminate knowledge, provide valuable expertise, and engage the public.
4. Aggressive industry and institution tie ups both for research and outreach programs.

After continuous thoughts and wide-ranging discussions concerning the strategic plan, the following initiatives have emerged that we believe will assist us in meeting our four overarching objectives as we move forward in the future. These initiatives include:

- Identify one person per department
- Identify one to be the vice-principal and registrar from the staff

- Strengthen research by considering as separate entity (within in the same building)
- Strengthening other sources of income (diploma programs and services)
- One team for securing grants and focusing on development
- Vigorous admission strategy implementation along with budget approvals
- Creation of corpus fund for regular activities
- Reaching society by publishing scientific articles, social media, alumni and awareness programs



The Strategic plan of the institution



Anuradha
 Dr. Anuradha. M
 Principal
 Padmashree Institute of
 Management & Sciences