

SECTION 4(1) (B) IN THE RIGHT TO INFORMATION ACT, 2005

(i) The particulars of its organisation, functions and duties;

| | |
|---------------------------|---|
| Name of the Organisation | Shri Dharmasthala Manjunatheshwara Law College Centre for Post Graduate Studies & Research in Law |
| Established | 1974 |
| Recognition & affiliation | Recognised by Bar Council of India Recognised under section 12-B and 2(f) of UGC Act, 1956 Affiliated to Karnataka State Law University, Hubballi. |
| Address | Shri Dharmasthala Manjunatheshwara Law College Centre for Post Graduate Studies & Research in Law M.G. Road Kodialbail MANGALORE - 575 003 Karnataka GPS map location (to be uploaded as found in present website) (https://goo.gl/maps/VFHMD6dFMGB2) |
| Contact | Principal : Telephone: 0824-2492636 ; Fax: 0824-2492636 Email: tharanathshetty375@gmail.com Office: Telephone: 0824-4294360 Email: sdmlaw@gmail.com |
| Website | www.sdmlc.ac.in |

The functions of our institute are implemented through its vision and mission.

VISION

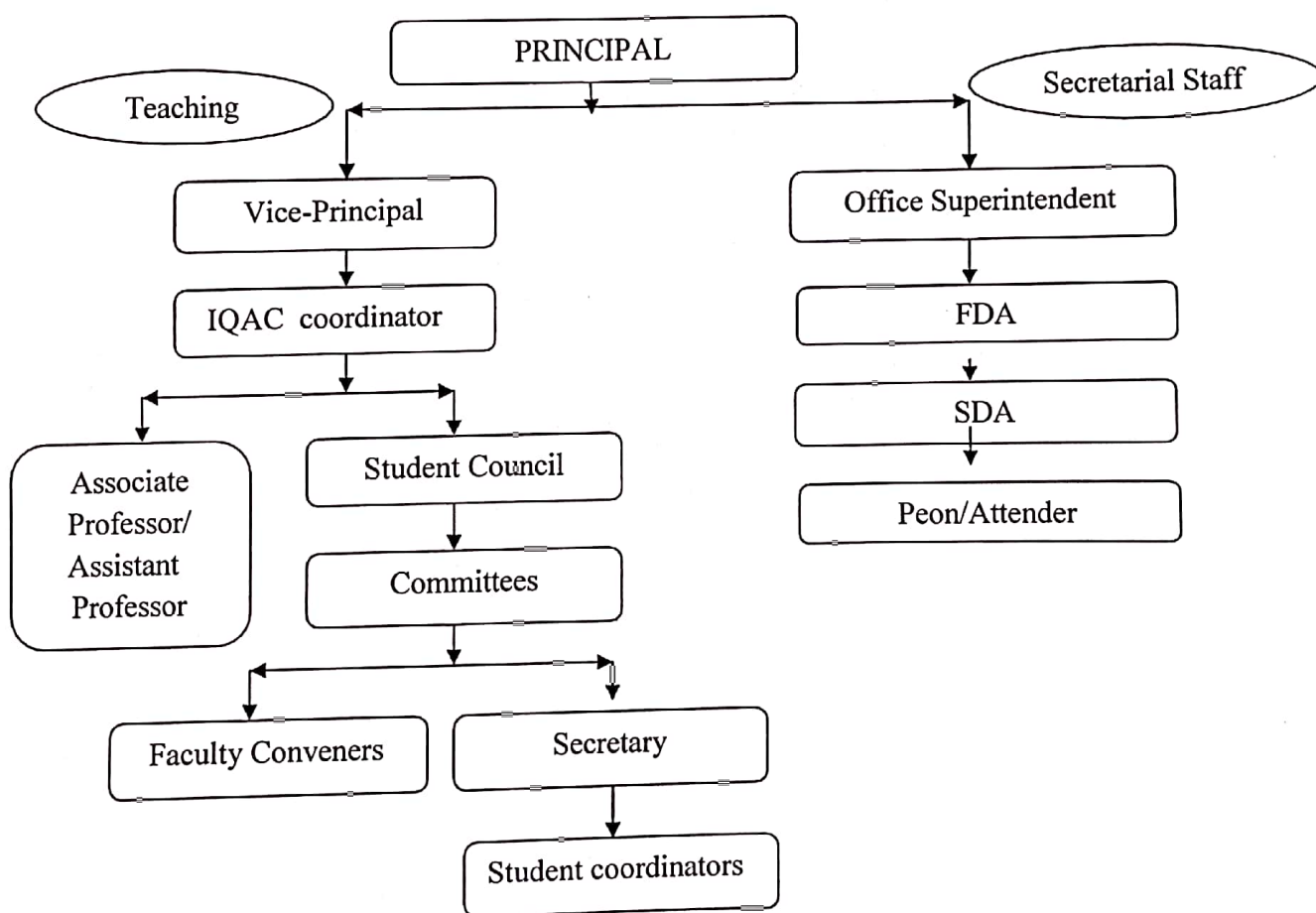
To impart holistic knowledge of law and mould students to be competent legal professionals, committed to the cause of community development through sustained academic activities and research thereby promoting empowerment through legal education for building ethical society.



MISSION

- Learner Centered Education of Excellence.
- Strong Community Interaction.
- Professionalism in Education and Service.
- Efficiency, Quality, continuous improvement and innovation in all the processes of our system.
- Develop adaptability skills to meet the challenges of changing times.

The organizational setup is as follows:



(ii) The powers and duties of its officers and employees;

FUNCTIONS

| | |
|---------------------|--|
| PRINCIPAL/CHAIRMAN | <ol style="list-style-type: none">1. Engages in class room teaching.2. Over all administration.3. Information Appellate Authority.4. University/management/ state Government. representative in matters relating to the college. |
| VICE PRINCIPAL | <ol style="list-style-type: none">1. Engages in class room teaching.2. Overall administration in the absence of the principal.3. Assistant information officer.4. Coordinator of all committees / associations in the college. |
| HOD LAW | <ol style="list-style-type: none">1. Engages in class room teaching.2. Periodical meeting of teachers.3. Arrangement/ adjustment of classes.4. Maintaining attendance track record of students. |
| HOD HUMANITIES | <ol style="list-style-type: none">1. Engages in class room teaching.2. Periodical meeting of teachers.3. Arrangement/ adjustment of classes.4. Maintaining attendance track record of students. |
| ASSISTANT PROFESSOR | <ol style="list-style-type: none">1. Engages in class room teaching.2. To discharge such duties as allotted at the commencement of the academic year.3. Assisting Principal/HOD in the administrative work. |
| PHYSICAL DIRECTOR | <ol style="list-style-type: none">1. To train students in sports /games.2. Escort the students to represent our college in local/ state/national level sports and games events.3. Work as in-charge librarian in the absence of librarian. |
| LIBRARIAN | <ol style="list-style-type: none">1. Over all administration of library.2. Allocation of work to the library staff in consultation with principal.3. Supervision of library staff.4. Maintenance of library infrastructure. |

DETAILS OF DUTY ALLOTMENT TO OFFICE STAFF

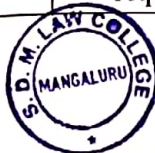
| SL. No. | Name | Designation | Duty Timings | Work Allotted |
|---------|----------------|-------------|---------------------|---|
| | Mr. Shailesh N | Manager | 9.30a.m. - 5.30p.m. | <ol style="list-style-type: none">1. Distribution of original documents to fresh students after the approval of their admission.2. Finalizing the Candidates list for the year on completion of Admission Process.3. Providing requested Statistics of both students and staff of unaided course to the Government Department or Management whenever needed.4. Checking and comparing the Question papers, |
| | | Saturday | 9.30a.m. - 2.30p.m. | |
| | | Lunch Hour | 1.00p.m. - | |



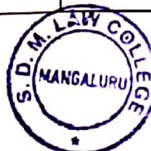
| | | | | |
|---|-----------------|---|---|--|
| | | | 1.30p.m. | <p>Invigilators diary received along with the copy of Invigilator duty chart.</p> <ol style="list-style-type: none"> Writing Label and submitting to Senior Supervisor on completion of exam receiving answer books, bundle preparation and to make arrangements to dispatch by post. Photo copying of Internal Assessment question papers as per the number required and maintaining the Invigilators Dairy. Preparation of Salary connected to Non-grant staff/ Part time faculty, and allocating Annual increment, EL encashment, PF, LIC, ESIC remittance and all work of HR Department of the Management. Income Tax calculation of both Grant and Non-grant Staff, deduction from salary, filing quarterly returns, annual returns, preparing Form No. 16 of all staff. Allotting duty for the smooth functioning of the ADR Centre. Monitoring annual affiliation of KSLU and BCI as and when it is directed. Maintaining a diary and allotting the Auditorium for conducting different programs. Co-coordinating with Udaya Printery and Manjushree printers in connection with college magazine, Calendar, Journals, Certificates and invitations. Transcript typing. Allotment of duty to Group D staff on rotation basis once in a year. Coordinating external exams of different educational forums as and when conducted. Coordinating Mangalore University related issues. |
| 2 | Mr. Dharma Naik | <p>Superintendent</p> <p>Saturday</p> <p>Lunch Hour</p> | <p>9.00a.m. - 5.00p.m</p> <p>9.00a.m. - 2.00p.m.</p> <p>01.00 - 1.30p.m</p> | <ol style="list-style-type: none"> Maintaining admission Application Register book and preparing shortlist of Candidates for admission sending Call letters to Candidates for Interview and maintaining records. Collecting all the required original documents from students and submission to KSLU on the date required and distribution of original documents to fresh students after approval of admission. Allotment of Roll Numbers to Fresh Candidates. Preparing the Attendance Registers- as per Time Table and distribution to faculty. Providing requested Statistics of both students and faculty of Aided courses to the Government Department or Management whenever needed and |



| | | | | |
|----|-------------------|---|---|--|
| | | | | <p>answering all letters and emails in connection with JD office.</p> <ol style="list-style-type: none"> On receipt of exam Time Table coordinating to prepare Invigilators Duty chart. Checking the answer books and question paper bundles received from KSLU. On completion of entire examination preparing the examination bill and submission to KSLU along with the required documents. Coordinating in Internal examination process and maintaining the records of the absentees. In charge for distribution of Marks cards. Maintaining Grant in aid staff Attendance Register, Leave record, Service register, and updating as and when required. Coordinating Annual affiliation connected to KSLU and BCI. Entering the marks in the ledger from Internet result sheet and preparing result analysis for every semester. |
| 3. | Ms. Sahana Jain M | <p>F.D.A.</p> <p>Saturday</p> <p>Lunch Hour</p> | <p>9.00a.m - 5.00p.m</p> <p>9.00a.m - 2.00p.m.</p> <p>12.30 - 1.00p.m</p> | <ol style="list-style-type: none"> All accounts connected work of both aided and unaided section and maintain financial register, voucher and all banking transactions. Maintaining Annual Budget and Preparing Income and Expenditure statements for submission of records to the Auditor's office. Responsibility of Payment of PF, LIC, Income Tax, ESI, Prof. Tax etc. within the prescribed time limit for both aided and unaided faculty. Maintaining cash book, day book, ledger book of aided unit manually. Entering all payment entries into EERPMS Software and keeping the records of bills. Maintaining monthly bank reconciliation statement. Coordinating with the examination process both during the University and Internal Examinations. Preparing monthly collection and payment report and sending it to the management. Monitoring the collection of University admission fees and examination fees and maintaining proper records of the same. Looking into the Purchase and maintenance of stationery items, inventories and all required items for the college use and coordinating with the Printers. Preparing fees templates, fees demand, fund requisition, Google sheet and GST work. |



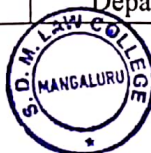
| | | | | |
|---|--------------------|---|---|--|
| | | | | <p>12. Entering stock register both aided and unaided.</p> <p>13. Co-ordination with admission work.</p> <p>14. Maintaining different registers connected to financial matters like acquaintance register of the P.G. Course and part-time faculty and all other accounts registers required for the admission process.</p> <p>15. Entering the marks in the ledger from Internet result sheet.</p> |
| 4 | Mrs. Kalpana | <p>S.D.A. Cum Tyist</p> <p>Saturday</p> <p>Lunch Hour</p> | <p>9.00a.m .- 5.00p.m</p> <p>9.00a.m. - 2.00p.m.</p> <p>12.30 - 1.00p.m</p> | <p>1. Typing and updating the student's details in EERPMS Software before payment of fees from fresh students.</p> <p>2. Preparing Admission Statements and Performa and submission to KSLU.</p> <p>3. Updating the Candidates List in EERPMS of all the batches and finalizing the statement.</p> <p>4. Preparing the Regular students admission statement of BA LLB/ BBA LLB/ LLB (3yrs)/LLM.</p> <p>5. Marking attendance absentee details in ERPMS,- BBALL.B</p> <p>6. Coordinating with the examination process both during the University and Internal Examinations.</p> <p>7. Updating postage details of university examination.</p> <p>8. Typing the question papers of internal examination- BBALL.B</p> <p>9. Preparing Grant in aid -Staff Annual increment report EL encashment and all work of HR department with JD office.</p> <p>10. Preparing Bio Matric records and looking into the maintenance of Biometric system.</p> <p>11. Preparing the Time Table list as directed by the Principal for regular classes as well as examinations.</p> <p>12. Engaging in Typing work allotted by the Principal and other faculty in connection with all college activities concerned with the Management, JD office and any other, both in English and Kannada.</p> <p>13. Entering the marks in the ledger from Internet result sheet.</p> <p>14. Preparing monthly report of institutional developments on monthly basis and updating it to the management within the 1st week of each month.</p> |
| 5 | Mr. Ranjith Naik S | S.D.A. Cum Tyist | 9.00a.m .- 5.00p.m | <p>1. Preparing the BBA LL.B Attendance Registers- as per Time Table and distribution to Faculty.</p> <p>2. Marking attendance of B.A. LLB(A) in the</p> |



| | | | | |
|---|----------------|------------|---------------------|--|
| | | Saturday | 9.00a.m. - 2.00p.m. | <p>EERPMS software.</p> <p>3. Typing / updating Exam applications of BA.LL.B and preparing the statement and submitting to KSLU along with Fees details and maintaining the Xerox copies of Applications. Preparing the list of candidates appearing for different subjects.</p> <p>4. On receipt of exam Time Table preparing Invigilators Duty chart as per the Registered Students. Checking Invigilators diary received along with the copy of Invigilator duty chart prepared.</p> <p>5. Collecting the Absentees list from class rooms after one hour from the commencement of examination and Preparing Absentee statement "A" form of BALL.B course.</p> <p>6. On completion of entire examination preparing the examination bill to be submitted to KSLU along with the documents.</p> <p>7. Typing letters of students grievances in case of discrepancies in the marks card and any other exam related matter.</p> <p>8. Typing the internal examination question papers of BA LL.B.</p> <p>9. Coordinating with the examination process both during the University and Internal Examinations.</p> <p>10. Coordinating with the Grant in aid faculty in connection with Annual increment, EL encashment, all work of HR department and Answering all letters and emails in connection with JD office.</p> <p>11. In charge for Distribution of semester Mark cards.</p> <p>12. Reporting to the University for Collection of examination hall tickets as directed by the principal.</p> <p>13. Entering the marks in the ledger from Internet result sheet.</p> |
| 6 | Mr. Sarvesha M | Clerk | 9.30a.m. - 5.30p.m. | <p>1. Issue of Admission Application Prospectus/ Registration of Application.</p> <p>2. Fees collection of all the courses (Aided/ Unaided), Maintaining Daily fees collection register (aided), depositing cash and remittance of cheque /DD etc. and maintaining Aided students tuition fees.</p> <p>3. Entering all kinds receipts to the EERPMS Software.</p> <p>4. Maintaining Admission Register writing - BBA. LL.B and LL.M.</p> <p>5. Collection of Exam Fees and maintaining exam fees register, balancing Daily cash collection and</p> |
| | | Saturday | 9.30a.m. - 2.30p.m. | |
| | | Lunch Hour | 1.00p.m. - 1.30p.m. | |



| | | | | |
|---|-------------------------------|---|--|---|
| | | | | <p>remitting to the Bank.</p> <ol style="list-style-type: none"> 6. Collection of Admission fees/ Exam fees of C.S. Course/ certificate, ADD-ON Course and Miscellaneous fees, maintaining the fees register of various Courses and remitting to concerned banks on daily basis. 7. Updating the unaided Staff attendance Register on monthly basis. 8. Inventory- stock consumption & Stamp amount collection maintaining records. 9. Coordinating with the examination process both during the University and Internal Examinations. 10. Reporting to the University for Collection of examination hall tickets as directed by the principal. 11. Maintaining Staff welfare fund records 12. Entering the marks in the ledger from Internet result sheet. |
| 7 | Mrs. Tanuja S Devadiga | <p>S.D.A.</p> <p>Saturday</p> <p>Lunch Hour</p> | <p>9.00a.m .- 5.00p.m</p> <p>9.00a.m. - 2.00p.m.</p> <p>1.00 - 1.30p.m</p> | <ol style="list-style-type: none"> 1. Updating the BA LLB Fresh Candidates details in the EERPMS software. 2. Marking attendance absentee details in the EERPMS software -BALL.B - B Section 3. Typing university exam applications of BBA LL.B course. 4. Typing the question papers of BA.LL.B. 5. Coordinating with the examination process both during the University and Internal Examinations. 6. I.A marks entry in online- LLB (3Yrs) & LLM courses. 7. Typing work of letters of students grievances in case of discrepancies in the mark card or any other exam related matter. 8. Processing the Internship letters of students and assisting in preparing different certificate of the students. 9. Entering the marks in the ledger from Internet result sheet. |
| 8 | Mrs. Thejaswini | <p>Office Assistant</p> <p>Saturday</p> <p>Lunch Hour</p> | <p>9.00a.m .- 5.00p.m</p> <p>9.00a.m. - 2.00p.m.</p> <p>1.00 - 1.30p.m</p> | <ol style="list-style-type: none"> 1. Coordination with issue of Admission Application Prospectus/Registration of Application maintaining records. 2. Making entries into the Admission Register and Term fees writing of B.A. LL.B 3. Making entries in the Transfer Certificate, Course & Conduct Certificate of students. 4. Preparing Salary statement of Non-grant staff/ Part time faculty and also PF and other work of HR Department. |



| | | | | |
|----|---------------|--|--|--|
| | | | | <ol style="list-style-type: none"> Coordinating with the examination process both during the University and Internal Examinations. Coordinating in the Internal examination-Typing of question papers of LL.M I.A marks entry in the online portal of KSLU- B.A LLB course. Maintenance of daily records of record the ADR center and engaging in all clerical work in connection with the ADR Centre. Entering the marks in the ledger from Internet result sheet |
| 9 | Mrs. Asha | Office Assistant Saturday Lunch Hour | 9.00a.m - 5.00p.m 9.00a.m. - 2.00p.m. 1.00 - 1.30p.m | <ol style="list-style-type: none"> Marking attendance absentee details in EERPMS software of LLM and LL.B.(3 Years) Maintaining Acquittance Register of different Scholarships and giving proper guidance to students. Maintaining both outward and inward mail/dispatch registers of Grant and Non grant. Coordinating in the internal examination-Typing of question papers of 3 Years LL.B. Typing and updating the student's details in EERPMS Software before payment of Fees from Fresh students.-BB.A. LL.B. I.A marks entry in the online portal of KSLU BBA LLB course. Coordinating with the examination process both during the University and Internal Examinations Term fees writing LL.B.(3 Years). Making entries in the Transfer Certificate, Course & Conduct Certificate of students. Entering the marks in the ledger from Internet result. Maintaining Admission register of 3 Years LLB fresh students. |
| 10 | Ms. Aishwarya | Clerk Cum Typist Saturday Lunch Hour | 9.00a.m - 5.00p.m 9.00a.m. - 2.00p.m. 1.00 - 1.30p.m | <ol style="list-style-type: none"> Coordination with Issue of Admission Application Prospectus/Registration of Application maintaining records. Making entries into the Admission Register and Term fees writing of B.A. LL.B Making entries in the Transfer Certificate, Course & Conduct Certificate of students. Preparing Salary statement of Non-grant staff/ Part time faculty and also PF and other work of HR Department. Coordinating with the examination process both during the University and Internal Examinations of B.B.A. LL.B. |



| | | | | |
|--|--|--|--|---|
| | | | | 6. Typing the question papers of LL.M 7. I.A marks entry in the online portal of KSLU of B.A LLB course. |
|--|--|--|--|---|

DETAILS OF DUTY ALLOTTED TO GROUP D EMPLOYEES

Name : Mr. Vishwanath G.K.

Designation : Attender

Duty Timings : 8.30a.m. to 4.30p.m. (lunch break :1.00 to 1.30p.m.)

WORK ALLOTTED:

- Sweeping and cleaning the class rooms and other premises of the college.
- Opening and closing the class rooms also cleaning the electrical items and black board, doors and windows of the class room regularly and cleaning the college auditorium regularly. All other work allotted by the Principal, Manager, Accounts Supdt. as and when required.
- Rotation of duty done once in three months among the staff.
- 303,304,208 & First Floor.

Name : Mr. Subhachandra.

Designation: Peon

Duty Timings : 9.00a.m. to 5.00p.m. (lunch break :1.00 to 1.30p.m.)

WORK ALLOTTED:

- Sweeping and cleaning the class rooms and other premises of the college.
- Opening and closing the class rooms also cleaning the electrical items and black board doors and windows of the class room regularly and cleaning the college auditorium regularly. All other work allotted by the Principal, Manager, Accounts Supdt. as and when required.
- Rotation of duty done once in three months among the staff..
- Chamber,205,206 & Third Floor Steps

Name : Mr. Kumara Designation : Peon

Duty Timings : 8.30a.m. to 4.30p.m. (lunch break :1.00 to 1.30p.m.)

WORK ALLOTTED:

- Sweeping and cleaning the class rooms, and other premises of the college.
- Opening and closing the class rooms also cleaning the electrical items and black board doors and windows of the class room regularly and cleaning the college auditorium regularly. All other work allotted by the Principal, Manager, Accounts Supdt. as and when required.
- Rotation of duty done once in three months among the staff.
- 101,102,Garden,2nd Floor Steps & Corridor.



Name : Mr. Deranna C.H

Designation : Attender

Duty Timings : 9.45a.m. to 5.45p.m. (lunch break : 1.00 to 1.30p.m.)

WORK ALLOTTED:

- Sweeping and cleaning the class rooms, and other premises of the college
- Opening and closing the class rooms also cleaning the electrical items and black board doors and windows of the class room regularly and cleaning the college auditorium regularly. All other work allotted by the Principal, Manager, Accounts Supdt. as and when required.
- Rotation of duty done once in three months among the staff
- Office,,203,204,104,Sports Room & 2nd Floor Steps.

Name : Mr. Sesappa

Designation : Peon

Duty Timings : 9.00a.m. to 5.00p.m. (lunch break : 1.00 to 1.30p.m.)

WORK ALLOTTED:

- Sweeping and cleaning the class rooms, and other premises of the college
- Opening and closing the class rooms also cleaning the electrical items and black board doors and windows of the class room regularly and cleaning the college auditorium regularly. All other work allotted by the Principal, Manager, Accounts Supdt. as and when required.
- Rotation of duty done once in three months among the staff.
- Staff Room,201,301,207,Boys Rest Room & First Floor Steps

Name : Mr. Keerthisha

Designation : Attender

Duty Timings : 8.00a.m. to 4.00p.m. (lunch break : 12.30 to 1.00p.m.)

8.00a.m. to 1.00p.m.

WORK ALLOTTED:

Sweeping and cleaning the class rooms, and other premises of the college

- Opening and closing the class rooms also cleaning the electrical items and black board doors and windows of the class room regularly and cleaning the college auditorium regularly. All other work allotted by the Principal, Manager, Accounts Supdt. as and when required.
- Rotation of duty done once in three months among the staff.
- 202,302,305 & Second Floor Steps.



ಶ್ರೀಮತಿ ನಾಗವೇಣಿ
ಸ್ಟ್ಯಾಪೆಂಚರ್
ಶ್ರೀ ಧ. ಮ. ಕಾನೂನು ಮಹಾವಿದ್ಯಾಲಯ
ಮಂಗಳೂರು.

ಕೆಲಸದ ಸಮಯ : ಬೆಳಿಗ್ಗೆ 8.30ರಿಂದ ಅಪರಾಹ್ನ 12.30
ಮಧ್ಯಾಹ್ನ 2.00 ರಿಂದ 5.30 ರ ವರೆಗೆ
ಶನಿವಾರ ಬೆಳಿಗ್ಗೆ 8.30ರಿಂದ ಅಪರಾಹ್ನ 2.30ರ ವರೆಗೆ

ಕೆಲಸದ ವಿವರ:

1. ಬೆಳಿಗ್ಗೆ ಬಂದ ಕೂಡಲೇ ಎಲ್ಲಾ ಶೌಕಾಲಯಗಳಿಗೆ ನೀರು ಹಾಕುವುದು
2. ಗಾರ್ಡನ್ ನಲ್ಲಿ ಇದ್ದ ಕಸಗಳನ್ನು ತೆಗೆಯುವುದು
3. ವಾರದಲ್ಲಿ 2 ದಿವಸ ಸಭಾಂಗಣವನ್ನು ಶುಚಿಗೊಳಿಸುವುದು.
4. ವಾರದಲ್ಲಿ 2 ದಿವಸ ಸೆಮಿನಾರ್ ಹಾಲ್ (ಮೂರನೆ ಮಹಡಿ) ಶುಚಿಗೊಳಿಸುವುದು
5. ವಾರದಲ್ಲಿ 2 ದಿವಸ ಕಾಲೇಜಿನ ಎದುರುಗಡೆಯ ಅಂಗಣ ಹಾಗೂ ಪ್ರವೇಶ ದ್ವಾರದ ಬದಿಯಲ್ಲಿರುವ ಪಾರ್ಕಿಂಗ್ ಜಾಗವನ್ನು ಶುಚಿಗೊಳಿಸುವುದು.
6. ನೆಲ ಅಂತ್ಯಸ್ತನ್ನು ಪ್ರತಿ ದಿನ ಗುಡಿಸಿ 2 ದಿವಸಕ್ಕೊಮ್ಮೆ ಶುಚಿಗೊಳಿಸುವುದು.
7. ಸಂಜೆ ಹೊರಡುವ ಮೊದಲು ಎಲ್ಲಾ ಶೌಕಾಲಯಗಳಿಗೆ ನೀರು ಹಾಕಿ ಶುಚಿಗೊಳಿಸುವುದು ಅಲ್ಲದೆ ಮೇಲಾಧಿಕಾರಿಗಳು ಸಮಯ ಸಂದರ್ಭಕ್ಕೆ ಅನುಗುಣವಾಗಿ ಹುಟ್ಟುವರಿ ಕೆಲಸ ಹೇಳಿದಲ್ಲಿ ಸೂಕ್ತ ರೀತಿಯಲ್ಲಿ ನಿರ್ವಹಿಸುವುದು.

(iii) the procedure followed in the decision making process, including channels of supervision and accountability;

Case Worker: Attending the correspondence received from various authorities as assigned by the principal/ manager from time to time.

Office Superintendent/Manager: Attending UGC/State Government/University related correspondence. Maintenance of files, accounts in prescribed form. Reporting to Principal about administrative and financial matters from time to time.

Principal: Verifying the work allotted by the superior officials in the secretariat. Report regularly to the management, joint director and overseeing day to day administration.

(iv) the norms set by it for the discharge of its functions;

The work assigned shall be attended on day to day basis. Steps shall be taken to dispose letters/ files received either on the same day of its receipt or within five days. File movement register shall be maintained . action shall be taken pursuant to the directions of the



authorities.

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

- Karnataka University Act;
- Karnataka State Law University Act, 2009;
- Karnataka State Law University Statutes;



- Karnataka State Law University Examination manual;
- Karnataka Civil Service Rules;
- Karnataka Civil Service Classification, Control and appeal rules;
- Karnataka Right to Information Act, 2005;
- Sakala Time Bound Service;
- Karnataka State Law University Ordinance and Regulation;
- The Advocates Act, 1961
- SDM Staff Employers Regulation.

(vi) a statement of the categories of documents that are held by it or under its control;

- Administrative/ academic/general, miscellaneous files
- Annual performance report
- Assets and Liability registers
- Government orders, notification and letters
- Deeds of Contracts/ Memorandum of Understanding.

(vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

The institutional arrangement have been made through PTA, SDM Alumni Association, Open House Discussion

(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

- Governing Council
- Board of Management
- SC&ST Students Welfare Grievance Committee
- Student Welfare Committee



(ix) a directory of its officers and employees;

| Sl. No. | Name | Designation | Email ID | Contact No. |
|---------|-----------------------------|-----------------|--|-------------|
| 1. | Dr.Tharanatha | Principal | tharanathshetty375@gmail.com | 9449371918 |
| 2. | Dr.Balika | Asst.Professor | balikaprashanth@gmail.com | 8073850459 |
| 3. | Smt.Sharika Rai | Asst.Professor | sarikarai18@gmail.com | 8762284238 |
| 4. | Dr. Santhosha Kumara A | Asst.Professor | santhoshprabhu17@gmail.com | 9900909291 |
| 5. | Mrs.Vinutha K | Asst.Professor | vinuthasomanna@gmail.com | 7204286699 |
| 6. | Dr. Ravindra Krishna Rajput | Asst.Professor | adv_ravirajput@yahoo.com | 9916243640 |
| 7. | Dr.Suma Suresh Kogilgeri | Asst.Professor | sumasureshkogilgeri@gmail.com | 9986866290 |
| 8. | Dr. Shubhalakshmi P | Asst.Professor | shubhalakshmip@gmail.com | 9743366702 |
| 9. | Dr. Annapoorna Shet | Asst.Professor | annapurnashet@gmail.com | 7892915819 |
| 10. | Dr. Chandralekha V | Asst.Professor | chandralekhapadma@gmail.com | 9481916569 |
| 11. | Dr. Dimple Mesta | Asst.Professor | dimplemesthaslc@gmail.com | 9844628169 |
| 12. | Dr. Ashwini P | Asst.Professor | ashwinillm@gmail.com | 9632022556 |
| 13. | Dr. Shaheema A S | Asst.Professor | shaheemaas83@gmail.com | 9916776321 |
| 14. | Sri. Maheshchandra Nayak | Assot.Profrssor | maheshchandranayak@sdmlc.ac.in | 9242296042 |
| 15. | Mrs. Ujwala | Assot.Profrssor | ujwalashetty23@gmail.com | 9741628696 |
| 16. | Sri.Rakshith B V | Asst.Professor | rakshithbv123@gmail.com | 9844473439 |
| 17. | Mrs. Deepa Salian | Asst.Professor | deepasalian@sdmlc.ac.in | 8880567909 |
| 18. | Mr. Karthik Anand | Asst. Professor | karthikanand007@gmail.com | 7907981144 |
| 19. | Mr.Amith S M | Asst.Professor | amith@sdmlc.ac.in | 9745510929 |
| 20. | Mr.Pushparaj | Asst.Professor | pushparajk@sdmlc.ac.in | 9611424630 |
| 21. | Dr. Reshma | Asst.Professor | reshma@sdmlc.ac.in | 9113968393 |
| 22. | Mrs. Nelvita Noronha | Asst.Professor | nelvitacleona@gmail.com | 9741636767 |
| 23. | Mr. Ashwin | Asst.Professor | the.ashwin.a@gmail.com | 8762523995 |
| 24. | Mr. Mohan Kumar | Asst.Professor | mohankumar@sdmlc.ac.in | 7892190775 |



| | | | | |
|-----|---------------------------|-------------------------|--|------------|
| 25. | Ms. Kavya | Asst.Professor | kavya.nanda14@gmail.com | 7204291155 |
| 26. | Sri Santhosh Kumar | Librarian | sdmlawlibrary@yahoo.co.in | 9482487040 |
| 27. | Sri Shashiprasad. | Physical Director | ssphegde@yahoo.in | 9535657534 |
| 28. | Sri.Shailesh N | Superintendent. | shailusdm@gmail.com | 9945339611 |
| 29. | Sri Dharma Naik.S | Superintendent | dharmanaik030@gmail.com | 9880196250 |
| 30. | Mrs..Sahana Jain | FDA | msahana_06@yahoo.co.in | 9449855362 |
| 31. | Mrs. Arunakshi | SDA | arunaka57@gmail.com | 9481446625 |
| 32. | Smt.Pramila Suman D'Souza | Asst.Librarian | sumanpramila13@gmail.com | 9008820188 |
| 33. | Mrs. Kalpana | Sr.Grade Computer Asst. | kalpanasuvana73@gmail.com | 9481755922 |
| 34. | Sri.Ranjith Naik S | SDA | ranjithnaiks007@gmail.com | 9740038223 |
| 35. | Mrs.Tanuja Devadiga | SDA | tanujasada@gmail.com | 9663010391 |
| 36. | Mr. Sarvesha. M | Clerk | saruuppala@gmail.com | 9740846196 |
| 37. | Mrs.Thejaswini | Clerk | thejuyashu62@gmail.com | 8123517531 |
| 38. | Mrs. Asha | Office Asst. | ashapoojaree@gmail.com | 9844680935 |
| 39. | Ms. Aishwarya | Clerk cum Typist | aishwarya.beejadi2001@gmail.com | 7795016467 |
| 40. | Sri.Deranna. C.H | Attendar | derannach@gmail.com | 9611203387 |
| 41. | Sri.Vishwanath G K | Peon | --- | 9945990887 |
| 42. | Sri.Shubhachandra | Peon | indrasubhash2@gmail.com | 9448155411 |
| 43. | Sri Kumara | Peon | ksk25963@gmail.com | 9972443914 |
| 44. | Sri Sesappa Gowda | Peon | sesappagowda1985@gmail.com | 9481766071 |
| 45. | Sri.Ramachandra A | Peon | rchandradevadiga1986@gmail.com | 9880723422 |
| 46. | Sri.Janardhana | Peon | janardhana.hegde@gmail.com | 9481755938 |
| 47. | Sri.Vasanth Patil | Peon | patil33vasant@gmail.com | 8123555303 |
| 48. | Mr. Keerthisha | Attender | vedanaik1999.ujire@gmail.com | 9632731442 |
| 49. | Mr. Nithin Prasad | Attender | prasadsnithin757@gmail.com | 8147214523 |
| 50. | Mrs. Nagaveni | Sanitary Worker | --- | 8050144761 |



(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;



Government Of Karnataka
Pay Bill Report For The Month of - May 2024
Department :EC-DEPARTMENT OF COLLEGE EDUCATION

| Establishment No/Name :38 / Sri Dharmasthala Manjunatheshwara Law College Mlr | | | | | FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | |
|---|---|-------------|-----------|---|--|---------------------------------------|------------|------------------|------------|
| DDO Code: 1900EC0001 | | Token No: | | Head Of Account: 2014-00-105-0-15 | | | | | |
| SNO | Employee Name | Employee No | Basic Pay | Allowances | Gross Salary | Deductions | Recoveries | Total Deductions | Net Salary |
| 1 | ANNAPOORNA SIET ASSISTANT PROFESSOR 57700-182400 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100198606 | 61,200 | DA HRA CCA 30,600 9,792 450 | 102,042 | IT PT FBF 3,500 200 10 | | 3,710 | 98,332 |
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | |
| 2 | ASHWIN P ASSISTANT PROFESSOR 57700-182400 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100198611 | 61,200 | DA HRA CCA 30,600 9,792 450 | 102,042 | IT PT FBF 7,000 200 10 | | 7,210 | 94,832 |
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | |
| 3 | CHANDRALEKHA V ASSISTANT PROFESSOR 57700-182400 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100198601 | 61,200 | DA HRA CCA 30,600 9,792 450 | 102,042 | IT PT FBF 9,000 200 10 | | 9,210 | 92,832 |
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | |
| 4 | DIMPAL MESTA ASSISTANT PROFESSOR 57700-182400 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100198608 | 61,200 | DA HRA CCA 30,600 9,792 450 | 102,042 | IT PT FBF 7,000 200 10 | | 7,210 | 94,832 |
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | |
| 5 | DR BALIKA ASSISTANT PROFESSOR 57700-182400 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100159566 | 73,000 | DA HRA CCA 36,500 11,680 450 | 121,630 | IT PT FBF 8,000 200 10 | | 8,210 | 113,420 |
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | |
| 6 | DR THARANATH ASSISTANT PROFESSOR 57700-182400 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100159564 | 73,000 | DA HRA CCA 36,500 11,680 450 | 121,630 | IT PT FBF 8,500 200 10 | | 8,710 | 112,920 |
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | |

7/6/2024 15:38.15

HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS) PROJECT

Page 1 of 6



DDO Code: 1900EC0001

Token No:

Head Of Account: 2014-00-105 0-15

| SNO | Employee Name | Employee No | Basic Pay | Allowances | Gross Salary | Deductions | Recoveries | Total Deductions | Net Salary | |
|--|---|-------------|-----------|------------------|-------------------------|------------|-----------------|---------------------|------------|---------|
| 7 | K VENUTHA ASSISTANT PROFESSOR 57700-182400 Next Increment Date: Jan 2025 Pay Month : May 2024 | 0100161203 | 70,900 | DA HRA CCA | 35,450 11,344 450 | 118,144 | IT PT FBF | 10,000 200 10 | 10,210 | 107,934 |
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | | |
| 8 | MRS SHARIKA RAI ASSISTANT PROFESSOR 57700-182400 Next Increment Date: Jan 2025 Pay Month : May 2024 | 0100159568 | 68,800 | DA HRA CCA | 34,400 11,008 450 | 114,658 | IT PT FBF | 10,000 200 10 | 10,210 | 104,448 |
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | | |
| 9 | RAVENDRA KRISHNA RAJPUT ASSISTANT PROFESSOR 57700-182400 Next Increment Date: Jan 2025 Pay Month : May 2024 | 0100161205 | 70,900 | DA HRA CCA | 35,450 11,344 450 | 118,144 | IT PT FBF | 10,000 200 10 | 10,210 | 107,934 |
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | | |
| 10 | SANTHOSH KUNAR LIBRARIAN 57700-182400 Next Increment Date: Jan 2025 Pay Month : May 2024 | 0100159569 | 70,900 | DA HRA CCA | 35,450 11,344 450 | 118,144 | IT PT FBF | 10,000 200 10 | 10,210 | 107,934 |
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | | |
| 11 | SANTHOSH KUMARA A ASSISTANT PROFESSOR 57700-182400 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100159565 | 73,000 | DA HRA CCA | 36,500 11,680 450 | 121,630 | IT PT FBF | 7,500 200 10 | 7,710 | 113,920 |
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | | |
| 12 | SHAHEEMA A S ASSISTANT PROFESSOR 57700-182400 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100198607 | 61,200 | DA HRA CCA | 30,600 9,792 450 | 102,042 | IT PT FBF | 8,000 200 10 | 8,210 | 93,832 |
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | | |
| 13 | SHUBHALAKSHMI P ASSISTANT PROFESSOR 57700-182400 Next Increment Date: Jan 2025 Pay Month : May 2024 | 0100162390 | 68,800 | DA HRA CCA | 34,400 11,008 450 | 114,658 | IT PT FBF | 10,000 200 10 | 10,210 | 104,448 |
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | | |

7/6/2024 15:38.15

HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS) PROJECT

Page 2 of 6



| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | |
|---|---|-------------|-----------|---------------------------------------|--|----------------------|--------------------|------------------|------------|
| Establishment No/Name :38 / Sri Dharmasthala Manjunatheshwara Law College Mlr | | | | | | | | | |
| DDO Code: 1900EC0001 Token No: Head Of Account: 2014-00-105-0-15 | | | | | | | | | |
| SNO | Employee Name | Employee No | Basic Pay | Allowances | Gross Salary | Deductions | Recoveries | Total Deductions | Net Salary |
| 14 | SUMA SURESH KOGILGERI ASSISTANT PROFESSOR 57700-182400 Next Increment Date: Jan 2025 Pay Month : May 2024 | 0100161206 | 70,900 | DA HRA CCA IR | 35,450 11,344 450 70,900 | 118,144 PT FBE | 9,000 200 10 | 9,210 | 108,934 |
| 15 | SHASHIPRASAD PHYSICAL EDUCATION INSTRUCTOR 43100-83900 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100160621 | 50,150 | DA HRA CCA IR | 21,314 8,024 450 50,150 | 88,464 PT FBE | 5,000 200 10 | 5,210 | 83,254 |
| 16 | DHARMA NAIK S SUPERINTENDENT 37900-70850 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100161672 | 38,850 | DA HRA CCA IR | 16,511 6,216 400 38,850 | 68,582 PT FBE | 3,000 200 10 | 3,210 | 65,372 |
| 17 | SHAILESH N SUPERINTENDENT 37900-70850 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100159572 | 38,850 | DA HRA CCA IR | 16,511 6,216 400 38,850 | 68,582 PT FBE | 3,000 200 10 | 3,210 | 65,372 |
| 18 | MRS SAHANA JAIN M FIRST DIVISION ASSISTANT 27650-52650 Next Increment Date: Jan 2025 Pay Month : May 2024 | 0100159573 | 28,300 | DA HRA CCA IR | 12,028 4,528 400 28,300 | 50,067 PT FBE | 200 10 10 | 210 | 49,857 |
| 19 | PRAMILA SUMAN DSOUZA LIBRARY ASSISTANT 23500-47650 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100159575 | 27,650 | DA HRA CCA IR | 11,751 4,424 400 27,650 | 48,926 PT FBE | 200 10 10 | 210 | 48,716 |
| 20 | KALPANA SECOND DIVISION ASSISTANT CUM TI 300TH 2000 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100159577 | 25,200 | DA HRA CCA SPAY-TYPIST IR | 10,710 4,032 400 60 25,200 | 44,686 PT FBE | 200 10 10 | 210 | 44,476 |

Page 3 of 6

7/6/2024 15:38:15

HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS) PROJECT



| Establishment No/Name :38 / Sri Dharmasthala Manjunatheshwara Law College Mir | | | | | | | | | |
|---|---|-------------|-----------|--|--------------|------------------------|------------|------------------|------------|
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | |
| DDO Code: 1900EC0001 | | Token No: | | Head Of Account: 2014-00-105-0-15 | | | | | |
| SNO | Employee Name | Employee No | Basic Pay | Allowances | Gross Salary | Deductions | Recoveries | Total Deductions | Net Salary |
| 21 | MS ARUNAKSHA SECOND DIVISION ASSISTANT 21400-42000 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100159574 | 25,200 | DA HRA CCA IR- 10,710 4,032 400 4,284 | 44,626 | PT FBF 200 10 | | 210 | 44,416 |
| 22 | RANJITH NAKS SECOND DIVISION ASSISTANT 21400-42000 Next Increment Date: Jan 2025 Pay Month : May 2024 | 0100161674 | 22,400 | DA HRA CCA IR- 9,520 3,554 400 3,808 | 39,712 | PT FBF 200 10 | | 210 | 39,502 |
| 23 | DERANNA CH ATTENDER 18600-32600 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100159579 | 21,900 | DA HRA CCA IR- 9,308 3,504 400 3,712 | 38,835 | PT FBF 200 10 | | 210 | 38,625 |
| 24 | K VISHWANATHA GOWDA ATTENDER 18600-32600 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100159580 | 20,900 | DA HRA CCA IR- 8,851 3,344 400 3,553 | 37,080 | PT FBF 200 10 | | 210 | 36,870 |
| 25 | JANARDHANA PEON 17000-28950 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100159585 | 20,400 | DA HRA CCA IR- 8,670 3,264 400 3,468 | 36,202 | PT FBF 200 10 | | 210 | 35,992 |
| 26 | KUMARA PEON 17000-28950 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100159582 | 20,400 | DA HRA CCA IR- 8,670 3,264 400 3,468 | 36,202 | PT FBF 200 10 | | 210 | 35,992 |
| 27 | RAMACHANDRA PEON 17000-28950 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100159584 | 20,400 | DA HRA CCA IR- 8,670 3,264 400 3,468 | 36,202 | PT FBF 200 10 | | 210 | 35,992 |

7/6/2024 15:38.15

HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS) PROJECT

Page 4 of 6

| Establishment No/Name :38 / Sri Dharmasthala Manjunatheshwara Law College Mir | | | | | | | | | |
|---|---|-------------|-----------|---|--------------|------------------------|------------|------------------|------------|
| FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | | | | | | |
| DDO Code: 1900EC0001 | | Token No: | | Head Of Account: 2014-00-105-0-15 | | | | | |
| SNO | Employee Name | Employee No | Basic Pay | Allowances | Gross Salary | Deductions | Recoveries | Total Deductions | Net Salary |
| 28 | SESAPPA GOWDA PEON 17000-28950 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100159583 | 20,400 | DA HRA CCA IR- 8,670 3,264 400 3,468 | 36,202 | PT FBF 200 10 | | 210 | 35,992 |
| 29 | SHUBHACHANDRA PEON 17000-28950 Next Increment Date: Jul 2024 Pay Month : May 2024 | 0100159581 | 20,400 | DA HRA CCA IR- 8,670 3,264 400 3,468 | 36,202 | PT FBF 200 10 | | 210 | 35,992 |
| 30 | VASANT PATIL PEON 17000-28950 Next Increment Date: Jan 2025 Pay Month : May 2024 | 0100161671 | 19,950 | DA HRA CCA IR- 8,479 3,192 400 3,392 | 35,413 | PT FBF 200 10 | | 210 | 35,203 |



| Establishment No/Name :38 / Sri Dharmasthala Manjunatheshwara Law College Mlr | | | | | FINAL PAY BILL TO BE PRESENTED TO TREASURY | | | | |
|---|---------------|---|-----------|---|--|------------|------------|------------------|------------|
| DDO Code: 1900EC0001 | | Token No: | | Head Of Account: 2014-00-105-0-15 | | | | | |
| SNO | Employee Name | Employee No | Basic Pay | Allowances | Gross Salary | Deductions | Recoveries | Total Deductions | Net Salary |
| GRAND TOTAL | | | | | 2,322,975 | | | 134,800 | 2,188,175 |
| Earnings | | | Amount | Deductions | | | Amount | | |
| Basic Salary (For Group A & B) : | | | 996,350 | General Provident Fund(GPF) | | | 0 | | |
| Basic Salary (For Group C & D) : | | | 371,200 | Karnataka Govt Insurance Department(KGID) | | | 0 | | |
| Fn/Advpay | | | | Income Tax(IT) | | | 128,500 | | |
| | | | | Professional Tax(PT) | | | 6,000 | | |
| | | | | FBF(FBF) | | | 300 | | |
| Allowances | | | | | | | | | |
| Dearness Allowance(DA) | | | 652,175 | | | | | | |
| House Rent Allowance(HRA) | | | 218,808 | | | | | | |
| City Compensatory Allowance(CCA) | | | 12,750 | | | | | | |
| Interim Relief (IR) | | | 71,632 | | | | | | |
| Special Allowance Typist(SPAY-TYPIST) | | | 60 | | | | | | |
| | | | | Recoveries | | | Premium | Interest | Total |
| Total Earnings | | 2,322,975 | | | | | | | |
| Total Deductions | | 134,800 | | | | | | | |
| Net Pay | | 2,188,175 | | | | | | | |
| Net Pay In Words | | TWENTY-ONE LAKH EIGHTY-EIGHT THOUSAND ONE HUNDRED SEVENTY-FIVE ONLY | | | | | | | |



SDM LAW COLLEGE
MANGALORE

Ent:SDMES

Date:07 06 2024 Time:04 52 42PM

Payroll Register : PERMANENT TEACHING STAFF
Payroll For The Period : 01/05/2024 To 31/05/2024 [Working Days : 31]

| Sl. No. | Employee Name | BASI | DA | HRA | CCA | AWI | AWII | CONS | MISC. ADD | Gross | LOP Days | LOP + Other Amount | LIC | EPF | PT | IT | ESIC | LA | MISC. DED | Total Deduction | Net Amount Payble | Signature |
|-----------|------------------------|--------|-------|------|-----|-----|------|-------|-----------|--------|----------|--------------------|------|-------|------|------|------|-------|-----------|-----------------|-------------------|-----------|
| 1 | DR THARANATH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3000 | 3000 | 0.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3000 | |
| 2 | MAHESHCHANDRA NAYAK | 60250 | 9116 | 1600 | 80 | 0 | 0 | 0 | 0 | 71046 | 0.0 | 0 | 0 | 1800 | 200 | 3000 | 0 | 15000 | 0 | 20000 | 51046 | |
| 3 | UJWALA | 40050 | 7726 | 1000 | 80 | 0 | 0 | 0 | 0 | 48856 | 0.0 | 0 | 2858 | 1800 | 200 | 0 | 0 | 0 | 0 | 4858 | 43998 | |
| 4 | RAKSHITH BV | 31300 | 6716 | 800 | 80 | 0 | 0 | 0 | 0 | 38896 | 0.0 | 0 | 2005 | 1800 | 200 | 0 | 0 | 0 | 0 | 4005 | 34891 | |
| 5 | AMITH S M | 29850 | 6716 | 800 | 80 | 0 | 0 | 0 | 0 | 37446 | 0.0 | 0 | 0 | 1800 | 200 | 0 | 0 | 0 | 0 | 2000 | 35446 | |
| 6 | PUSHPARAJA K | 41000 | 7726 | 1200 | 80 | 0 | 0 | 0 | 0 | 50006 | 0.0 | 0 | 0 | 1800 | 200 | 0 | 0 | 0 | 0 | 2000 | 48006 | |
| 7 | DEEPARANI V SALLIAN | 29850 | 6716 | 800 | 80 | 0 | 0 | 0 | 0 | 37446 | 0.0 | 0 | 0 | 1800 | 200 | 0 | 0 | 0 | 0 | 2000 | 35446 | |
| 8 | DR RESHMA | 27675 | 6227 | 800 | 80 | 0 | 0 | 0 | 0 | 34782 | 0.0 | 0 | 0 | 1800 | 200 | 0 | 0 | 0 | 0 | 2000 | 32782 | |
| 9 | NELVITA CLEONA NORONHA | 27675 | 6227 | 800 | 80 | 0 | 0 | 0 | 0 | 34782 | 0.0 | 0 | 0 | 1800 | 200 | 0 | 0 | 0 | 0 | 2000 | 32782 | |
| 10 | ASHWIN | 0 | 0 | 0 | 0 | 0 | 0 | 29000 | 0 | 29000 | 0.0 | 0 | 2388 | 1800 | 200 | 0 | 0 | 0 | 0 | 4388 | 24612 | |
| 11 | MOHAN KUMAR K | 0 | 0 | 0 | 0 | 0 | 0 | 28000 | 0 | 28000 | 0.0 | 0 | 0 | 1800 | 200 | 0 | 0 | 0 | 0 | 2000 | 26000 | |
| Sub Total | | 287650 | 57170 | 7800 | 640 | 0 | 0 | 57000 | 3000 | 413260 | | 0 | 7251 | 18000 | 2000 | 3000 | 0 | 15000 | 0 | 45251 | 368009 | |



SDM LAW COLLEGE
MANGALORE

Ent:SDMES

Date:07.06.2024 Time:04.53.45PM

Payroll Register : PERMANENT NON TEACHING STAFF
Payroll For The Period : 01/05/2024 To 31/05/2024 [Working Days : 31]

| Sl. No. | Employee Name | BASI | DA | HRA | CCA | AW | CONS | MISC. ADD | Gross | LOP Days | LOP + Other Amount | LIC | EPF | PT | ESIC | MISC. DED | Total Deduction | Net Amount Payable | Signature |
|-----------|-------------------|-------|-------|------|-----|-----|-------|-----------|--------|----------|--------------------|------|-------|-----|------|-----------|-----------------|--------------------|-----------|
| 1 | SARVESHAM | 17150 | 4653 | 450 | 80 | 260 | 0 | 0 | 22593 | 0.0 | 0 | 680 | 1800 | 0 | 0 | 0 | 2480 | 20113 | |
| 2 | NAGAVENI B | 13825 | 3751 | 350 | 80 | 0 | 0 | 0 | 18006 | 0.0 | 0 | 1527 | 1800 | 0 | 136 | 0 | 3463 | 14543 | |
| 3 | THEJASWINI | 13825 | 3751 | 400 | 0 | 0 | 0 | 0 | 17976 | 0.0 | 17976 | 0 | 0 | 0 | 0 | 0 | 17976 | 0 | |
| 4 | TANUJA S DEVADIGA | 21550 | 5401 | 600 | 80 | 0 | 0 | 0 | 27631 | 0.0 | 0 | 0 | 1800 | 200 | 0 | 0 | 2000 | 25631 | |
| 5 | ASHA | 13825 | 3751 | 450 | 80 | 0 | 0 | 0 | 18106 | 0.0 | 0 | 1424 | 1800 | 0 | 136 | 0 | 3360 | 14746 | |
| 6 | AISHWARYA | 0 | 0 | 0 | 0 | 0 | 14500 | 0 | 14500 | 0.0 | 0 | 0 | 1740 | 0 | 109 | 0 | 1849 | 12651 | |
| 7 | KEERTHISHA T K | 0 | 0 | 0 | 0 | 0 | 12500 | 0 | 12500 | 1.0 | 403 | 0 | 1452 | 0 | 91 | 0 | 1946 | 10554 | |
| 8 | NITHIN PRASAD | 0 | 0 | 0 | 0 | 0 | 12500 | 0 | 12500 | 0.0 | 0 | 0 | 1500 | 0 | 94 | 0 | 1594 | 10906 | |
| Sub Total | | 80175 | 21307 | 2250 | 320 | 260 | 39500 | 0 | 143812 | | 18379 | 3631 | 11892 | 200 | 566 | 0 | 34668 | 109144 | |

SDM LAW COLLEGE
MANGALORE

Ent:SDMES

Date:07.06.2024 Time:04.54.18PM

Payroll Register : PG FACULTY 1
Payroll For The Period : 01/05/2024 To 31/05/2024 [Working Days : 31]

| Sl. No. | Employee Name | BASI | DA | HRA | CCA | SPA | PBA | CONS | MISC. ADD | Gross | LOP Days | LOP + Other Amount | EPF | PT | ESIC | IT | MISC. DED | Total Deduction | Net Amount Payable | Signature |
|-----------|---------------|------|----|-----|-----|-----|-----|-------|-----------|-------|----------|--------------------|------|-----|------|----|-----------|-----------------|--------------------|-----------|
| 1 | KAVYA | 0 | 0 | 0 | 0 | 0 | 0 | 28000 | 0 | 28000 | 0.0 | 0 | 1800 | 200 | 0 | 0 | 0 | 2000 | 26000 | |
| Sub Total | | 0 | 0 | 0 | 0 | 0 | 0 | 28000 | 0 | 28000 | | 0 | 1800 | 200 | 0 | 0 | 0 | 2000 | 26000 | |



(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

The budget is approved in Annual General Body Meet of the Management and allocation of the heads of Income and Expenditure will be decided accordingly.

(xii) The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes:

The college offers scholarships, feeships to SC, ST and OBC and such other Meritorious Students

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it:

Management gives consession on the basis of economic brackground, outstanding merit, etc.

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:

www.sdmlc.ac.in is the website for SDM Law College, Mangaluru.

(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

The college website hosts general information about the institution. The college library is accessible from 8am to 7pm on all working days.

(xvi) the names, designation and other particulars of the public information offices

| | Public Authority | Public Information Officer (as per Section 5(1) of RTI Act, 2005 | Public Information Officer (as per Section 5(2) of RTI Act, 2005 | The Nature of Information | Appellate Authority (as per Section 19(i) of RTI Act, 2005 |
|----|----------------------------|--|--|--|--|
| 01 | SDM Law College, Mangaluru | Principal SDMLC, Mangaluru | Vice-Principal, SDMLC, Mangaluru (Asst. Information Officer) | All matters within the jurisdiction of RTI which are applicable | Principal, SDMLC, Mangaluru |

