



### Criteria VI: Governance, Leadership and Management

**Metric No: 6.3.4: Institutions Performance Appraisal System for teaching and non-teaching staff.**

**Describe the functioning status of the Performance Appraisal System for teaching and non-teaching staff.**

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SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE  
CENTRE FOR POST GRADUATE STUDIES & RESEARCH IN LAW  
MANGALURU - 575003

AFFILIATED TO KARNATAKA STATE LAW UNIVERSITY, HUBBALLI  
RECOGNIZED BY BAR COUNCIL OF INDIA, NEW DELHI  
(NAAC Accredited B++ CGPA 2.9)

Sponsored By: Shri Dharmasthala Manjunatheshwara Educational Society®, Ujire, D.K.

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**SAMPLE COPY OF PBSA FORMAT**

**SDME SOCIETY (R), UJIRE**  
**PERFORMANCE BASED SELF APPRAISAL (PBSA) -2021**  
**(FOR ACTIVITIES BETWEEN 1-1-2021 TO 31-12-2021)**

Summary Table

Sl. No.	Category	Actual Score	Average (Out of 10) X	WEIGHTAGE W	(WX)
1.	Academics-A	A=		30	
2.	Academics-B	B=		10	
3.	Institutional Initiatives / Activities	C=		10	
4.	Research -A	D=		20	
5.	Research B	E=		10	
6.	Extension, Consultancy, Student support and Governance	F=		10	
7.	Organization of Programs	G=		5	
8.	Academic Growth	H=		5	
<b>Total score</b>		<b>I=</b>	-----	<b><math>\sum W=100</math></b>	<b><math>\sum WX=</math></b>
<b>Overall CGPA (out of 10)</b>					<b><math>\sum WX/\sum W=</math></b>

PBSA GRADING

Sl. No	Overall CGPA (out of 10)	Grade (G)	Remarks
1	9.0 - 10	A+	Outstanding
2	8.0 - 8.9	A	Excellent
3	7.0 - 7.9	B+	Very Good
4	6.0 - 6.9	B	Good
5	5.0 - 5.9	C	Average



3

1. ACADEMICS - A (WEIGHTAGE 30)

PARTICULARS		ACTUAL SCORE	OUT OF 10 (X)	WEIGHTAGE (W)	WX
1.	Student Feedback (out of 100)			10	
2.	Average Result of All Classes Handled (avg. of ODD and EVEN SEMs) – In Percentage			15	
3.	IESA (Avg. of ODD & EVEN SEMs) Institutional educational Standard Assessment Score of all subjects / papers taught) 80% = 100 Marks			5	
<b>TOTAL</b>		<b>A=</b>	<b>AV=</b>	<b>∑W=30</b>	<b>∑WX=</b>
Criterion 1 Grade Point Average = $\frac{\sum WX}{\sum W}$					

2. ACADEMICS - B (WEIGHTAGE 10)

PARTICULARS		ACTUAL SCORE	OUT OF 10 (X)	WEIGHTAGE (W)	WX
1.	<b>Punctuality- Yearly Biometric report (2022)</b> <ul style="list-style-type: none"> <li>If 0 hours shortage then 100 marks</li> <li>0 to 4 hr shortage, 90 %</li> <li>4 to 8 hr shortage, 80 %</li> <li>8 to 12 hr shortage, 70 %</li> <li>12 to 16 hr shortage , 60 %</li> <li>above 16 hr shortage , 0 marks</li> </ul>			2	
2.	<b>Library Usage In The College Library</b> (80 hrs. per year then 100 marks, Otherwise percentage)			2	
3.	<b>Percentage of Seats Filled In First Semester</b> <ul style="list-style-type: none"> <li>UG College: Applicable for all the subjects</li> <li>UG Section Ayurveda: Consider college %.</li> <li>PG Section / College: Applicable for all the courses</li> <li>Engg. College: Applicable for all the branches. For basic science consider college %.</li> </ul> 100%=100 marks			3	
4.	<b>Percentage of Placement (On Campus &amp; Off Campus)</b> <ul style="list-style-type: none"> <li>Applicable for PG and Engg. Colleges (For Basic Sci. - Consider College %)</li> <li>For other colleges, weightage will be distributed to the above particulars.</li> </ul> GE 80% = 100, Otherwise proportional			3	
<b>TOTAL</b>		<b>B=</b>	<b>AV=</b>	<b>∑W=10</b>	<b>∑WX=</b>
Criterion 2 Grade Point Average = $\frac{\sum WX}{\sum W}$					



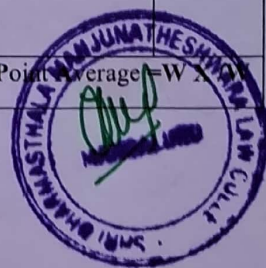
### 3. IMPLIMENTATION OF INSTITUTIONAL INITIATIVES (WEIGHTAGE- 10)

Sl. No.	Initiative details	ACTUAL SCORE	OUT OF 10 (X)	WEIGHTAGE (W)	WX
1	Institutional Initiatives (Mandatory) (Max 50)				
2	Institutional Initiatives (Optional) (Max 50)			10	
<b>Total</b>		<b>C=</b>	<b>X=</b>	<b>W=10</b>	<b>WX=</b>
Criterion 3 Grade Point Average = $\frac{W X}{W}$ =					<b>min 5</b>

Note: The institutes are expected to suggest appropriate mandatory and optional initiatives (May refer the attached list of initiatives followed in the year 2019 by various institutes)

### 4. RESEARCH- A (WEIGHTAGE 20)

PARTICULARS	ACTUAL SCORE	OUT OF 10 (X)	WEIGHTAGE (W)	WX
<p>1. <b>Research Publications: (In the name of own institution)</b> (for First / Corresponding and Co-Authors)</p> <ul style="list-style-type: none"> <li>Published in UGC Care List Journals – (For First / Corresponding Author - 20 marks, For Co-Authors 10 marks)</li> </ul> <p>2. <b>Any ongoing Research projects (Excluding Student Research Projects) for the grant period.</b></p> <ul style="list-style-type: none"> <li>Funds less than 3 lakhs - (For Principal Investigator 10 marks, Co-Investigator 5 marks)</li> <li>Funds 3 lakhs and more - (For Principal Investigator 20 marks, Co-Investigator 10 marks)</li> </ul> <p>3. <b>Project proposals submitted</b></p> <ul style="list-style-type: none"> <li>Funds less than 3 lakhs - (For Principal Investigator 5 marks, Co-Investigator 2.5 marks)</li> <li>Funds 3 lakhs and more - (For Principal Investigator 10 marks, Co-Investigator 5 marks)</li> </ul> <p>(Maximum 30 marks)</p>			20	
<b>Total</b>	<b>D=</b>	<b>X=</b>	<b>W=20</b>	<b>WX=</b>
Criterion 4 Grade Point Average = $\frac{W X}{W}$ =				



**5. RESEARCH - B (WEIGHTAGE 10)**

PARTICULARS	ACTUAL SCORE	OUT OF 10 (X)	WEIGHTAGE (W)	WX
<p><b>1. Research Activities</b></p> <p><b>1.1 For members pursuing PhD</b> Date of registration for PhD Degree</p> <ul style="list-style-type: none"> <li>• For registration -5 marks up to five years</li> <li>• Half yearly reports - 5 marks per report (Max 2)</li> </ul> <p><b>1.2 For PhD holders with guide-ship</b> Number of PhD Students guiding in the year - 10 marks per PhD student, for up to 5 years</p> <p><b>2. Papers Presented by Faculty – International / National events related to research</b></p> <ul style="list-style-type: none"> <li>• International - 10 marks</li> <li>• National – 5 marks</li> </ul> <p><b>3. Research Publications or Presentations by PhD Students or SRP Students</b></p> <ul style="list-style-type: none"> <li>• International / National events - 5 marks each</li> </ul> <p><b>4. Number of Patents applied for submission -10 marks</b></p> <p><b>5. Patents awarded in the year - 30 marks</b></p> <p>(Maximum 30 marks)</p>			10	
			W=10	
<b>Total</b>	<b>E=</b>	<b>X=</b>	<b>WX/W</b>	
Criterion 5 Grade Point Average =W X /W				



6. EXTENSION ACTIVITY, STUDENT SUPPORT AND GOVERNANCE (WEIGHTAGE 5)

PARTICULARS	ACTUAL SCORE	OUT OF 10 X	WEIGHTAGE W	WX
<p><b>1. Extension / Outreach Activity</b></p> <p>Academic activities conducted outside the campus - Academic talks / Exhibitions / Demonstrations</p> <p>OR</p> <p>Seminars / Workshops / Conferences / Training Programs attended as Resource person</p> <p>OR</p> <p>Sharing subject knowledge with other Academic Institutions / Industries (Including Consultancy)</p> <ul style="list-style-type: none"> <li>If one staff involved - 5 marks per activity</li> <li>If more than 1 staff involved -3 marks per activity</li> </ul> <p>(if total exceeds 20 treat it as 10)</p>			5	
<p><b>2. Mentorship: No of Meetings Conducted</b></p> <ul style="list-style-type: none"> <li>5 marks per meeting</li> </ul> <p><b>3. Remedial Drill (Support for weak students - Method of instruction characterized by systematic repetition of concepts, examples, and practice problems)</b></p> <ul style="list-style-type: none"> <li>No. of Drills – 5 marks per drill</li> </ul> <p><b>4. Governance and Leadership:</b></p> <ul style="list-style-type: none"> <li>Vice-Principal / Dean / Registrar / IQAC Coordinator / HOD / Chairman of Committees / NCC / NSS / Rovers and Rangers / Red Cross / Adhoc Committee Chairman / Other – 10 marks</li> </ul> <p>(if total exceeds 20 treat it as 10)</p>			5	
<b>TOTAL</b>	<b>F=</b>	<b>AV=</b>	<b>ΣW=10</b>	<b>ΣWX=</b>
Criterion 6 Grade Point Average = $\frac{\sum WX}{\sum W}$				



## 7. ORGANISATION OF PROGRAMMES (WEIGHTAGE 5)

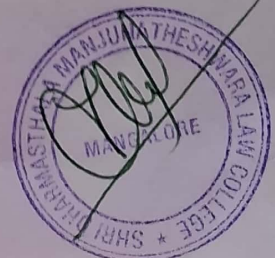
PARTICULARS	ACTUAL SCORE	Out of 10 X	WEIGHTAGE W	WX
<p><b>1. Organization of Seminars / Conferences / Workshops / Training programs etc... in the college. With Grants received from GO or NGO to the departments.</b></p> <p><b>Grants up to 2 lakh: (Convener / Co-convener / Member)</b></p> <ul style="list-style-type: none"> <li>• International / National – 10 marks</li> <li>• State / University – 5 marks</li> <li>• College – 2.5 marks</li> </ul> <p>(Marks / No. of Staff Involved)</p> <p><b>Grants 2 lakhs and above:</b></p> <ul style="list-style-type: none"> <li>• International / National – 20 marks</li> <li>• State / University – 10 marks</li> <li>• College – 5 marks</li> </ul> <p>(Marks / No. of Staff Involved)</p> <p><b>2. For proposals submitted for any of the above 50% of the allotted marks</b></p> <p><b>3. Organizing programs funded by the College</b></p> <ul style="list-style-type: none"> <li>• 5 marks per program</li> <li>• (Marks / No. of Staff Involved)</li> </ul> <p><b>4. Organizing industrial / Field visits / Study tours / Any such programs</b></p> <ul style="list-style-type: none"> <li>• Duration minimum 1 day</li> <li>• 5 marks per activity</li> </ul> <p>(if total exceeds 20, it is treated as 10)</p>			5	
<b>TOTAL</b>	<b>G=</b>		<b>∑W=5</b>	<b>∑WX=</b>
Criterion 7 Grade Point Average = $\frac{\sum WX}{\sum W}$				





### 8. ACADEMIC GROWTH (WEIGHTAGE 5)

PARTICULARS	ACTUAL SCORE	Out of 10 X	WEIGHTAGE W	WX
<p><b>1. Seminars / Workshops / Conferences / Training programs attended (Offline)</b></p> <p><b>For one day duration</b> International -15 / National - 10 / State or Others – 5 marks</p> <p><b>For more than one day</b> International – 20 / National – 15 / State or Others -10 marks</p> <p><b>2. BOE/BOS members of other Institutions</b></p> <ul style="list-style-type: none"> <li>• 10 marks per institution</li> </ul> <p><b>3. Additional Qualifications Acquired in the Assessment Year</b></p> <ul style="list-style-type: none"> <li>• NET / SLET / PhD - 20 marks</li> <li>• Diploma Courses / Online Certificate Courses by the recognized Institutions (min duration 20 hours) - 10 marks</li> </ul> <p>(if total exceeds 20, it is treated as 10)</p>			3	
<p><b>4. General Publications (Subject Related)</b></p> <ol style="list-style-type: none"> <li>1. Books Authored – 10 marks per book</li> <li>2. Books Co-Authored - 5 marks per book</li> <li>3. Books edited / re-published / Book Chapters - 3 marks per book</li> <li>4. No of Articles published in Magazines / Newspapers – 5 per article</li> <li>5. Radio / TV talks – 5 marks per program</li> </ol> <p>Note: minimum book length is 50 pages.</p> <p><b>5. Awards / Recognition received from Government / Semi-Government / Public Undertakings Organizations - (Other than Particular 3 above)</b></p> <ul style="list-style-type: none"> <li>• International / National level - 20 marks</li> <li>• State level – 10 marks</li> <li>• District level – 5 marks</li> </ul> <p>(If total exceeds 20 ,it is treated as 10)</p>			2	
<b>TOTAL</b>	H=		$\sum W=5$	$\sum WX=$
<b>Criterion 8 Grade Point Average = <math>\sum WX / \sum W</math></b>				



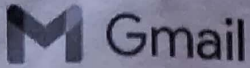
**Any Significant Contribution Made / Proposed To Be Done (Write Here)**

--

**Overall Opinion: (Rate out of 5): 10% of the total PBSA score**

HOD (Rate out of 5)	Dean / HOI (Rate out of 5)





SDM Law College &lt;sdmlaw@gmail.com&gt;

**PBSA 2023**

PBSA SDM Educational Society Ujire &lt;pbsa@sdmesociety.in&gt;

Wed, Jan 17, 2024 at 12:30 PM

To: principal@sdmcejire.in, sdmcbm@sdmcbm.ac.in, SDMAH <sdmcbh@gmail.com>, principal@sdmmkmysore.in, college@sdmcahassan.org, sdmcau@gmail.com, sdmcnys@gmail.com, principal@sdmcet.ac.in, office@sdmit.in, sdmlaw@gmail.com, pgcenter@sdmcejire.in, sdmcbm@gmail.com

Cc: SDM Educational Society Ujire <ho@sdmesociety.in>, Satheeshchandra S <satheeshchandra.s@sdmesociety.in>

Respected Sir / Madam,

Greetings of the day!

The **Performance Based Self Appraisal (PBSA) - 2023** has been initiated, and the format for submission, along with the detailed instructions, is attached herewith.

Your cooperation and active participation in the process are crucial for its success. We value your insights and commitment to fostering a culture of continuous improvement within our organization.

**Last date for submission of PBSA after verification at institution level is 05 February 2024.**

Kindly do the needful.

**NOTE: The PBSA 2023 for CLINICAL staff (Ayurveda & CNYS) will be sent by January 20, 2024.**

Thanks and regards,  
PBSA Team  
SDME Society, Ujire.

**8 attachments**

- SDMES\_PBSA\_2023.xlsm**  
902K
- PBSA\_2023\_Instructions.pdf**  
212K
- PBSA\_2023\_FORMAT-5.docx**  
17K
- PBSA\_2023\_FORMAT-1.docx**  
14K
- PBSA\_2023\_FORMAT-2.docx**  
14K
- PBSA\_2023\_FORMAT-3.docx**  
16K
- PBSA\_2023\_FORMAT-4.docx**  
15K
- PBSA\_2023\_FORMAT-6.docx**  
14K



Dear Sir/ Madam,

**The Performance Based Self Appraisal (PBSA) - 2023** is initiated and the format for submission is attached herewith. The general instructions related to filling, preparing & uploading supporting documents and submitting the form are as follows:

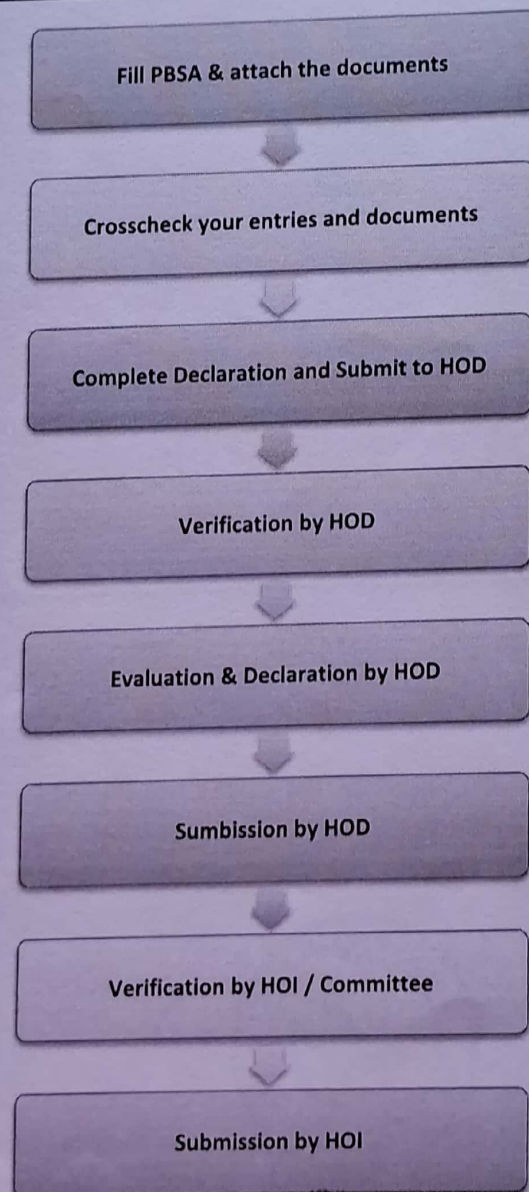
- 1) The PBSA is applicable for the calendar year **2023**.
- 2) The faculty members who have worked for at **least 6 months** in the calendar year 2023 (1st Jan to 31st Dec 2023) are eligible for PBSA analysis and must submit the completed form with supporting documents before the due date.
- 3) Before filling in the form, read the instructions carefully and follow the same while filling.
- 4) The PBSA form is a 'macro enabled excel' file created in the **Office 2016** version. Hence, you are advised to use the suitable excel version to avoid errors.
- 5) Only clear, appropriate and certified documents are to be uploaded/ attached as supporting documents.
- 6) One activity / document should not be used for more than one claims.
- 7) Once filled, the faculty member should send the form to the concerned HoD with **his name as file name**. (Excel File is Macro Enabled - Do not change the file extension (.xlsm) when renaming the file)
- 8) HoD should verify the entries & supporting documents of all the faculty members carefully. Then he/she must complete the declaration in the "**DECLARATION\_HOD\_HOI**" page. (For HoDs, this step is carried out by HoI)
- 9) Then HoD should collect all verified PBSA forms of his/ her department in a separate folder with the name of the department as the folder name and submit the same to HoI (Refer the chart given below for naming the files and folders)
- 10) The HoI, through suitable college level committee, must verify the submitted forms for correctness. All the verified forms (in department-wise folders) are collected in a folder with the name of the institute as the folder name and Share the institute folder (containing PBSA formats in department-wise folders) with [pbsa@sdmesociety.in](mailto:pbsa@sdmesociety.in) with Edit permission. (Refer the chart given below for naming the files and folders)



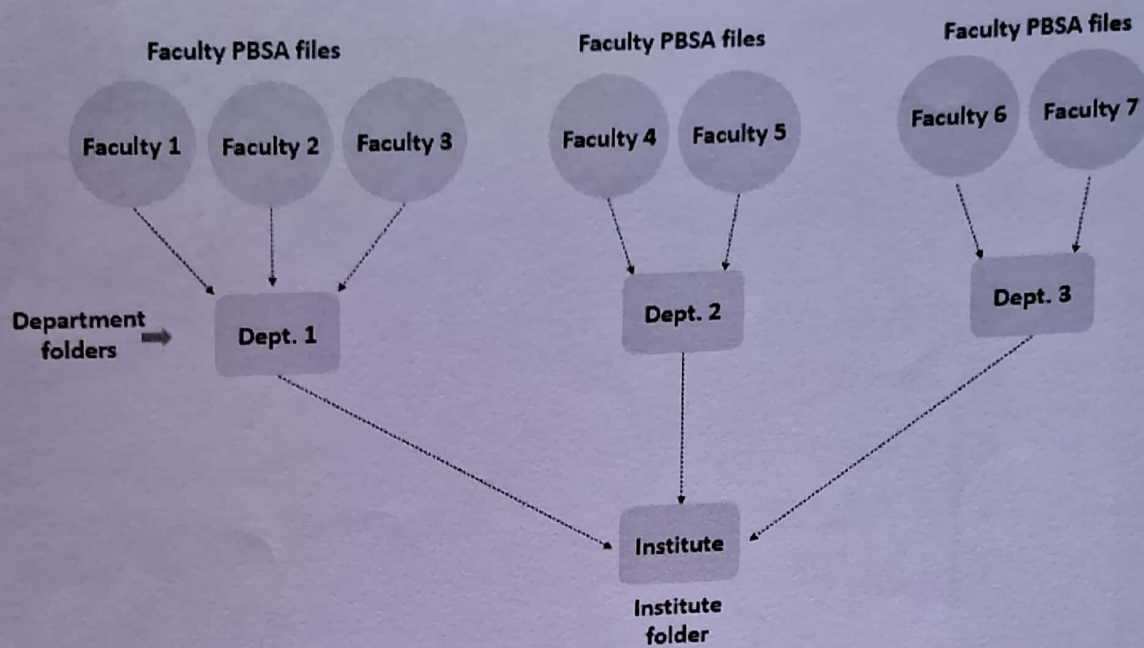
12

- 11) Last date to submit **PBSA 2023** after due verification at college level is **05 FEBRUARY 2024**
- 12) Please note that wrong claims by any faculty in any department in any form will lead to disqualification of all PBSA formats of the department. And the institute should conduct an enquiry and submit proper explanation for that.
- 13) In case of any doubts/clarification you can mail your queries to the mail id [pbsa@sdmesociety.in](mailto:pbsa@sdmesociety.in)

### FLOWCHART OF THE PBSA PROCESS



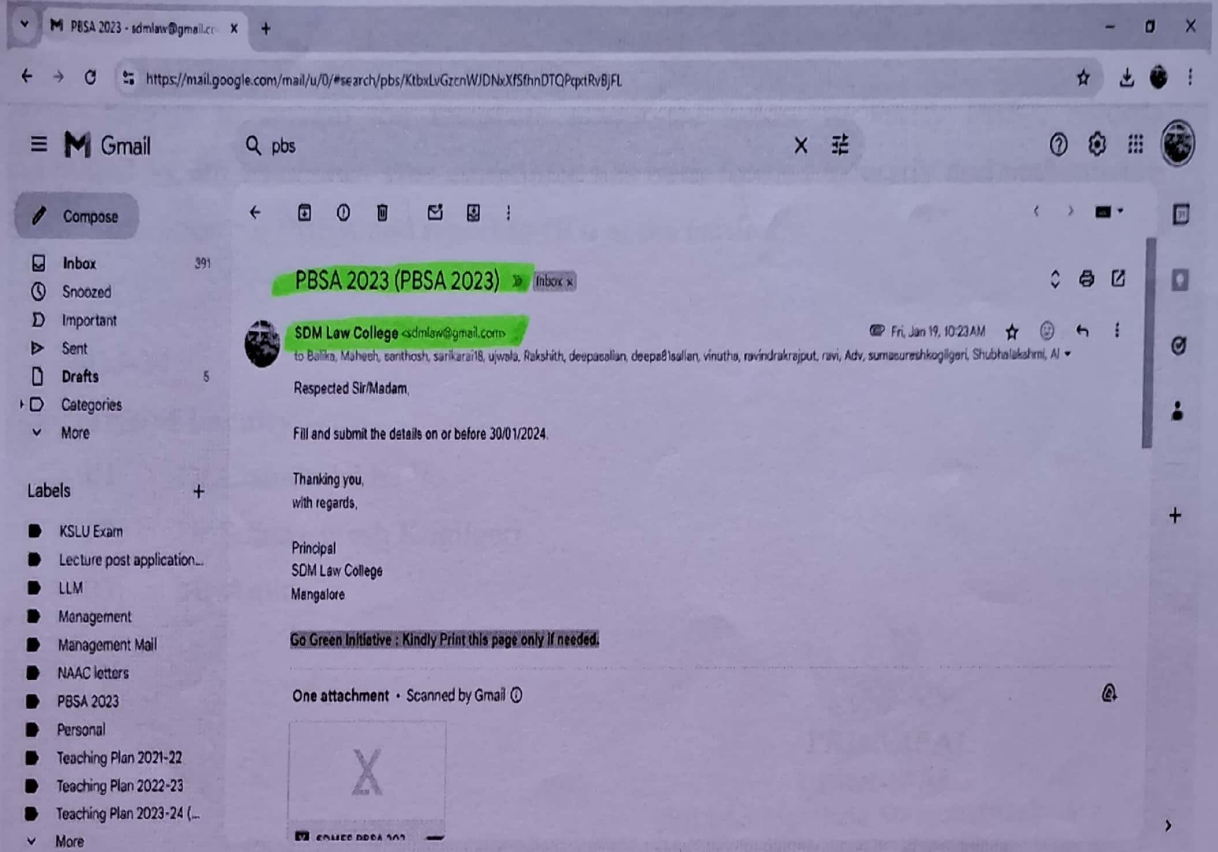
Flowchart for submission of PBSA at institution level.



**Note:** All typed documents (if any) should be attested by HoD / HoI as the case may be. (Digital Signature is NOT allowed)



**SCREENSHOT OF EMAIL - PBSA 2023  
SENT BY THE COLLEGE**



**SHRI DHARMASTHALA MANJUNATHESHWARA LAW  
COLLEGE AND CENTRE FOR POST GRADUATE STUDIES AND  
RESEARCH IN LAW MANGALURU – 575003**

(Reaccredited by NAAC with “B++” Grade)

Fax : 0824-2492636

Email : [sdmlaw@gmail.com](mailto:sdmlaw@gmail.com)

Web: [www.sdmlc.ac.in](http://www.sdmlc.ac.in)

PRINCIPAL : 2492636

OFFICE : 4294360

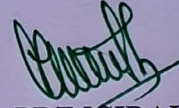
**Verification of PBSA**

This is to inform the members mentioned below to verify PBSA records submitted by our teachers. This committee has been formed to verify and authenticate inputs submitted for PBSA and report to HOI at the earliest.

**2023-24**

**Name of Faculty**

01. Dr.Chandralekha V.
02. Dr.Suma Suresh Kogilgeri
03. Mr.Amith



**PRINCIPAL**  
**PRINCIPAL**

Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru



16





PBSA 2023

Review Final Summa suresh kogi@smc SEMS PBSA 2023 - Final

Home Insert Page Layout Formulas Data Review View Help Round PBSA Tell me what you want to do

### PBSA 2023 - SUMMARY

EMPLOYEE DETAILS		CATEGORY				GRADE POINT AVERAGE ACROSS CRITERIA								
		ACTUAL MARKS	MARKS (0-10)	WEIGHTAGE (W)	W.P.									
COLLEGE	SDM Law College, Mangaluru	1. ACADEMICS - A	203	8.6	35	300	1. ACADEMICS - A <span style="float: right;">8.6</span>							
NAME	MS. SUMA SURESH KOGILGER	2. ACADEMICS - B	205	7.2	10	72	2. ACADEMICS - B <span style="float: right;">7.2</span>							
DESIGNATION	ASSISTANT PROFESSOR	4. RESEARCH - A	10	3.3	25	83	3. RESEARCH - A <span style="float: right;">3.3</span>							
DEPARTMENT	Law	5. RESEARCH - B	29	9.7	10	97	4. RESEARCH - B <span style="float: right;">9.7</span>							
EXPERIENCE (YRS)	8.5	6. EXTENSION, CONSULTENCY, STUDENT SUPPORT & GOVERNANCE	50	5.0	10	50	5. EXTENSION AND CONSULTENCY <span style="float: right;">5.0</span>							
EMAIL ID	somasureshkogi@sdmlc.ac.in	7. ORGANISATION OF PROGRAMMES	0	0.0	5	0	6. ORGANISATION OF PROGRAMMES <span style="float: right;">0.0</span>							
MOBILE NO.	998686290	8. ACADEMIC GROWTH	20	6.0	5	30	7. ACADEMIC GROWTH <span style="float: right;">6.0</span>							
		TOTAL SCORE	517		100	633								
		OVERALL GRADE POINT AVERAGE (GPA)					6.3							

PRINT SUMMARY

SAVE & CLOSE

**FINAL RESULT**

OVERALL GRADE POINT AVERAGE : 6.3

GRADE OBTAINED : B

GENERAL TEST EMP DETAIL APTITUDE TEST DECLARATION DECLARATION\_HOD\_HOI SUMMARY PRINT 106

Accessibility: Investigate





SDM Law College &lt;sdmlaw@gmail.com&gt;

## PBSA 2022

Sat, Mar 4, 2023 at 12:19 PM

**PBSA SDM Educational Society Ujire <pbsa@sdmesociety.in>**

To: principal@sdmcujire.in, sdmcbm@sdmcbm.ac.in, sdmcabh@gmail.com, principal@sdmmmkmysore.in, college@sdmcahassan.org, sdmcau@gmail.com, sdmcnys@gmail.com, principal@sdmcet.ac.in, office@sdmit.in, sdmlaw@gmail.com, pgcenter@sdmcujire.in, sdmcbm@gmail.com

Cc: Satheeshchandra S <satheeshchandra.s@sdmesociety.in>, SDM Educational Society Ujire <ho@sdmesociety.in>

Respected Sir / Madam,

You may recall that due to Covid restrictions on the conduction of various activities, the staff performance was evaluated on research and publication basis only during the last two years (2020 and 2021). As the normality is restored in 2022, the staff performance will be assessed on all aspects as in 2019.

**PBSA 2022 formats and instructions are attached herewith for your perusal.**

**Last date for submission of PBSA after verification at institution level is 20 March 2023.**

Kindly do the needful.

Thanks and regards,  
PBSA Team  
SDME Society, Ujire.

### 4 attachments

- PBSA\_2022\_Instructions.pdf**  
605K
- PBSA\_2022\_DOC\_FORMAT.docx**  
15K
- SDMES\_PBSA\_2022.xlsm**  
513K
- SDMES\_PBSA\_CLINICAL\_2022.xlsm**  
522K



(18)

Dear Sir/ Madam,

The Performance Based Self Appraisal (PBSA) - 2022 is initiated and the format for submission is attached herewith. The general instructions related to filling, preparing & uploading supporting documents and submitting the form are as follows:

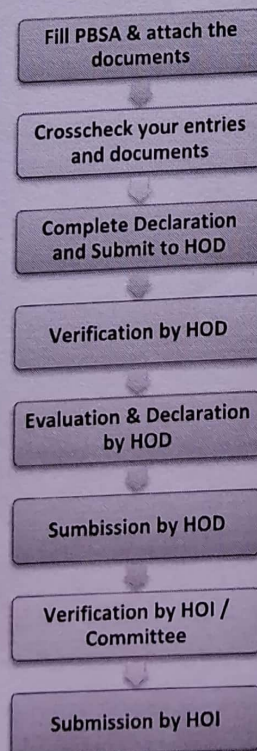
- 1) The PBSA is applicable for the calendar year **2022**
- 2) The faculty members who have worked for at least 6 months in the calendar year 2022 (1st Jan to 31st Dec 2022) are eligible for PBSA analysis and must submit the completed form with supporting documents before the due date.
- 3) Before filling the form, read the instructions carefully and follow the same while filling.
- 4) The PBSA form is a 'macro enabled excel' file created in the **Office 2016** version. Hence, you are advised to use the suitable excel version to avoid errors.
- 5) Only clear, appropriate and certified documents are to be uploaded/ attached as supporting documents.
- 6) One activity / document should not be used for more than one claims.
- 7) Once filled, the faculty member should send the form to the concerned HoD with his name as file name. (Excel File is Macro Enabled - Do not change the file extension (.xlsm) when renaming the file)
- 8) HoD should verify the entries & supporting documents of all the faculty members carefully. Then he/she must complete the declaration. Additionally, HoD should enter his evaluation of the faculty by entering a score out of 5 (five) in the "DECLARATION\_HOD\_HOI" page. (For HoDs, this step is carried out by HoI)
- 9) Then HoD should collect all verified PBSA forms of his/ her department in a separate folder with the name of the department as the folder name and submit the same to HoI (Refer the chart given below for naming the files and folders)
- 10) The HoI, through suitable college level committee, must verify the submitted forms for correctness. All the verified forms (in department-wise folders) are collected in a folder with the name of the institute as the folder name and Share the institute folder (containing PBSA formats in



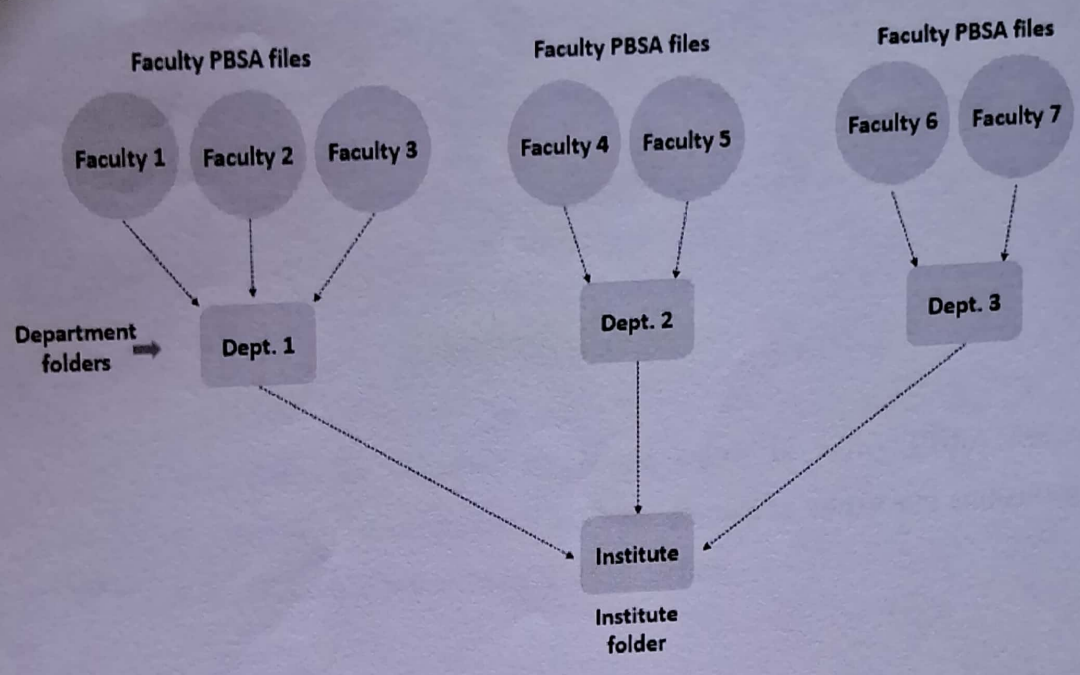
department-wise folders) with [pbsa@sdmesociety.in](mailto:pbsa@sdmesociety.in) with Edit permission.  
(Refer the chart given below for naming the files and folders)

- 11) Last date to submit PBSA 2022 after due verification at college level is **20 March 2023**
- 12) An online orientation to fill the format and clarification of doubts will be conducted on **07 March 2023 at 3.30 pm**. The institutes must depute two staff members for the session. These members, in turn, will guide the faculty in their institutes for filling the form and to help the HoI / Committee for verifying the documents.
- 13) The link for the orientation program will be shared on the day of orientation.
- 14) Please note that wrong claims by any faculty in any department in any form will lead to disqualification of all PBSA formats of the particular department. And the institute should conduct an enquiry and submit proper explanation for that.
- 15) In case of any doubts/clarification you can mail your queries to the mail id [pbsa@sdmesociety.in](mailto:pbsa@sdmesociety.in)

#### Flowchart of the PBSA process



### Flowchart for submission of PBSA at institution level.



**Note:** All typed documents (if any) should be attested by HoD / Hol as the case may be.





**SHRI DHARMASTHALA MANJUNATHESHWARA LAW  
COLLEGE AND CENTRE FOR POST GRADUATE STUDIES AND  
RESEARCH IN LAW MANGALURU – 575003**

(Reaccredited by NAAC with “B++” Grade)

Fax : 0824-2492636

Email : [sdmlaw@gmail.com](mailto:sdmlaw@gmail.com)

Web: [www.sdmlc.ac.in](http://www.sdmlc.ac.in)

PRINCIPAL : 2492636

OFFICE : 4294360

**Verification of PBSA**

This is to inform the members mentioned below to verify PBSA records submitted by our teachers. This committee has been formed to verify and authenticate inputs submitted for PBSA and report to HOI at the earliest.

**2022-23**

**Name of Faculty**

01. Dr.Ravindra Krishna Rajput
02. Dr.Suma Suresh Kogilgeri
03. Mr.Pushparaj K.

PRINCIPAL

PRINCIPAL

Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru



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### PBSA SUMMARY 2022

EMPLOYEE DETAILS		CATEGORY	ACTUAL SCORE	MARKS (10)	WEIGHTAGE	W X	GRADE POINT AVERAGE ACROSS CRITERIA	
COLLEGE	SDM Law College, Mangaluru	1. ACADEMICS - A	175	7.7	30	231	1. ACADEMICS - A	7.7
NAME	Ms. SUMA SURESH KOGILGERI	2. ACADEMICS - B	91	2.7	10	27	2. ACADEMICS - B	2.7
DESIGNATION	Assistant Professor	3. INSTITUTIONAL INITIATIVES / ACTIVITIE:	11	1.1	10	11	3. INSTITU. INITIATIVES	1
DEPARTMENT	Law	4. RESEARCH - A	40	10.0	20	200	4. RESEARCH - A	10.0
EXPERIENCE (YRS)	8	5. RESEARCH - B	20	6.7	10	67	5. RESEARCH - B	6.7
EMAIL ID	sumasureshkogilgeri@sdmic.ac.in	6. EXTENSION, CONSULTENCY, STUDENT SUPPORT & GOVERNANCE	75	10.0	10	100	6. EXTENSION AND CONSULTENCY	10.0
MOBILE NO.	9986866290	7. ORGANISATION OF PROGRAMMES	0	0.0	5	0	7. ORGANISATION OF PROGRAMMES	
		8. ACADEMIC GROWTH	5	1.0	5	5	8. ACADEMIC GROWTH	1
		TOTAL SCORE	417		100	641		
		OVERALL GRADE POINT AVERAGE (EMP):				6.4		

PRINT

SAVE & CLOSE

**FINAL RESULT**

OVERALL GRADE POINT AVERAGE : Pending

GRADE OBTAINED : NA



2021-22  
Copy of email sent by the management - 2021-22

The HOIs

Dear Sir/Madam,

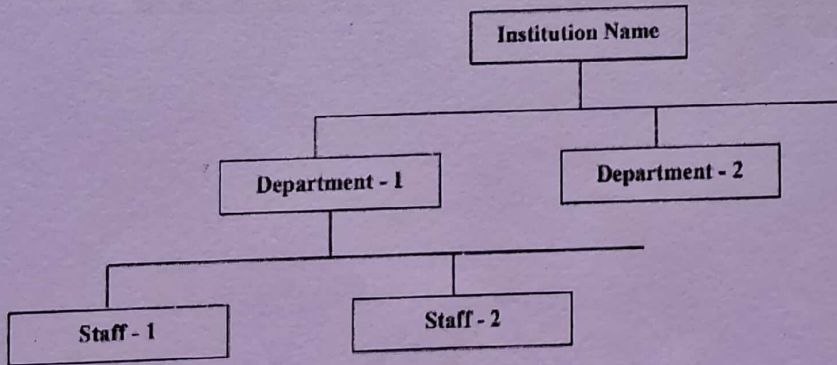
In view of disruption of regular academic activities due to COVID19, PBSA of 2021 will be done in an attached format. Other details of the PBSA will be collected after 6 months of commencements of the offline classes.

You are informed to share the details of Research Publications & Projects by all faculties in the year 2021 in the attached format on or before 10.01.2022 without fail.

The attached document (i.e. Cover page of the published research paper / Research projects sanctioned or proposal letter) should contain the following details:

- 1) For research publications: Title, Author name, Name of the Journal, month & year of publication, college name.
- 2) For research Projects: Title, Name of the investigator / co-investigator, year of sanction / year of proposal.

Share the reports in the Google drive in the following format:



Share the details to

- 1) [ho@sdmesociety.in](mailto:ho@sdmesociety.in)
- 2) [snkakathkar@gmail.com](mailto:snkakathkar@gmail.com)
- 3) [pradeep.k@sdmcujire.in](mailto:pradeep.k@sdmcujire.in)

Last date to receive the details is 10.01.2022

With Regards,  
SECRETARY



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**PBSA 2021  
FORMAT**

Microsoft Excel - PBSA\_2021\_Research\_Publications\_Projects\_Details (2)

Institution Name:						
Note: Use one row for one Research Paper Details (Faculty with more than one RP's must enter the details in the subsequent rows)						
Sl.	Name of the Faculty	Department	Research Paper Title - Published in IGC	Author Order	Journal Name	Attach the Cover Page of
1	Mr. Karthik Anand	Law	Implication of Cyber Crime during lockdown	Karthik Anand 2. Sureny	Research and Analytical Review (UGC Recognised - Peer Reviewed) lockdown (online)	Select this cell & click "Browse" button to attach the document here
2						Select this cell & click "Browse" button to attach the document here
3						Select this cell & click "Browse" button to attach the document here
4						Select this cell & click "Browse" button to attach the document here
5						Select this cell & click "Browse" button to attach the document here
6						Select this cell & click "Browse" button to attach the document here
7						Select this cell & click "Browse" button to attach the document here
8						Select this cell & click "Browse" button to attach the document here
9						Select this cell & click "Browse" button to attach the document here
10						Select this cell & click "Browse" button to attach the document here
11						Select this cell & click "Browse" button to attach the document here
12						Select this cell & click "Browse" button to attach the document here



**SHRI DHARMASTHALA MANJUNATHESHWARA LAW  
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Web: [www.sdmlc.ac.in](http://www.sdmlc.ac.in)

PRINCIPAL : 2492636

OFFICE : 4294360

**Verification of PBSA**

This is to inform the members mentioned below to verify PBSA records submitted by our teachers. This committee has been formed to verify and authenticate inputs submitted for PBSA and report to HOI at the earliest.

**2021-22**

**Name of Faculty**

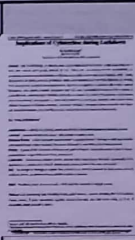
01. Mr. Maheshchandra Nayak
02. Dr. Chandralekha V.
03. Dr. Annapurna Shet

  
PRINCIPAL

PRINCIPAL  
Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru



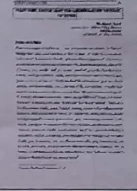
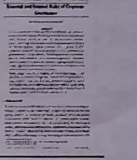
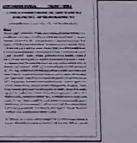
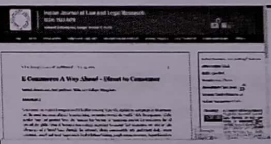
A Sample Copy of PBSA - 2021

Institution Name:							
Note: Use one row for one Research Paper Details (Faculty with more than one RPs must enter the details in the subsequent rows)							
Sl.	Name of the	Department	Research Paper Title :	Author Order	Journal Name		Attach the Cover
1	Mr. Karthik Anand	Law	Implication of Cyber Crime during lockdown	1. Mr. Karthik Anand 2. Suremya S.L	Research and Analytical Review (UGC Recognised – Peer Reviewed)lockdown (online)		Select this cell & click "Browse" button to attach the document here
2							Select this cell & click "Browse" button to attach the document here
3							Select this cell & click "Browse" button to attach the document here
4							Select this cell & click "Browse" button to attach the document here
5							Select this cell & click "Browse" button to attach the document here
6							Select this cell & click "Browse" button to attach the document here
7							Select this cell & click "Browse" button to attach the document here
8							Select this cell & click "Browse" button to attach the document here
9							Select this cell & click "Browse" button to attach the document here
10							Select this cell & click "Browse" button to attach the document here



Institution Name: \_\_\_\_\_

Note: Use one row for one Research Paper Details (Faculty with more than one RPs must enter the details in the subsequent rows)

Sl.	Name of the	Departmen	Research Paper Title :	Author Order	Journal Name	Attach the Cover Page of
1	Mr. Karthik Anand	Law	Statutory safeguard and loopholes on menace of dowry	Princial Author	International Journal of Socio-Legal Research (online) (Peer reviewed)	
2			External and Internal Rules of Corporate Governance.	Single Authored	International Journal of Law, Management and Humanities Double Blind Peer Reviewed) (online)	
3			A Critical interpretation of the terms "Restrictive Trade Practice and unfair trade practice.	Single Authored	Brain Booster Articles (Double Blind Peer Review)	
4			E-Commerce A way Ahead - Direct to Consumer	Single Authored	Indian Journal of Law and Legal Research- (Double Peer Reviewed) (Online)	
5						Select this cell & click "Browse" button to attach the document here
6						Select this cell & click "Browse" button to attach the document here
7						Select this cell & click "Browse" button to attach the document here



Institution Name: \_\_\_\_\_

Note: Use one row for one Research Project Details (Faculty with more than one sanctioned projects must enter the details in the subsequent rows)

Sl. No.	Name of the Faculty	Department	Research Project Title : Sanctioned	Project Role (Principal Investigator / Co-Investigator)	Total Amount Sanctioned (in Rs)	Project Type	Attach the Sanctioned Letter
1							Select this cell & click "Browse" button to attach the document here
2							Select this cell & click "Browse" button to attach the document here
3							Select this cell & click "Browse" button to attach the document here
4							Select this cell & click "Browse" button to attach the document here
5							Select this cell & click "Browse" button to attach the document here
6							Select this cell & click "Browse" button to attach the document here
7							Select this cell & click "Browse" button to attach the document here
8							Select this cell & click "Browse" button to attach the document here
9							Select this cell & click "Browse" button to attach the document here
10							Select this cell & click "Browse" button to attach the document here



Institution Name: \_\_\_\_\_

Note: Use one row for one Research Project Details (Faculty with more than one project must enter the details in the subsequent rows)

Sl. No.	Name of the Faculty	Department	Research Project Title : Applied	Project Role (Principal Investigator / Co-	Total Amount (in Rs)	Project Type	Attach the Cover Page of the Proposal
1							Select this cell & click "Browse" button to attach the document here
2							Select this cell & click "Browse" button to attach the document here
3							Select this cell & click "Browse" button to attach the document here
4							Select this cell & click "Browse" button to attach the document here
5							Select this cell & click "Browse" button to attach the document here
6							Select this cell & click "Browse" button to attach the document here
7							Select this cell & click "Browse" button to attach the document here
8							Select this cell & click "Browse" button to attach the document here
9							Select this cell & click "Browse" button to attach the document here
10							Select this cell & click "Browse" button to attach the document here



# PBSA FORMAT

PBSA 2020 - SUMA SURESH KOGILGERI.xlsm							
Institution Name:							
Note: Use one row for one Research Paper Details (Faculty with more than one RPs must enter the details in the subsequent rows)							
Sl. No.	Name of the Faculty	Department	Research Paper Title : Published in Non-UGC List / Paid Journals	Author Order	Journal Name	Attach the First Page of the Published Report	
1	Ms. Suma Suresh Kogilgeri	Law	An examination of treatment of Section 313 of Criminal Procedure Code at trial Courts: Issues and Concerns	Ms. Suma Suresh Kogilgeri	(online) Indian Journal of Law and Legal Research, Volume II, Issue I, ISSN: 2502-8078 dated 22nd June 2021.		
2						Select this cell & click "Browse" button to attach the document here	
3						Select this cell & click "Browse" button to attach the document here	
4						Select this cell & click "Browse" button to attach the document here	
5						Select this cell & click "Browse" button to attach the document here	
6						Select this cell & click "Browse" button to attach the document here	
7						Select this cell & click "Browse" button to attach the document here	
8						Select this cell & click "Browse" button to attach the document here	
9						Select this cell & click "Browse" button to attach the document here	
10						Select this cell & click "Browse" button to attach the document here	
11						Select this cell & click "Browse" button to attach the document here	
12						Select this cell & click "Browse" button to attach the document here	
13						Select this cell & click "Browse" button to attach the document here	
14						Select this cell & click "Browse" button to attach the document here	



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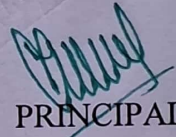
**Verification of PBSA**

This is to inform the members mentioned below to verify PBSA records submitted by our teachers. This committee has been formed to verify and authenticate inputs submitted for PBSA and report to HOI at the earliest.

**2020-21**

**Name of Faculty**

01. Mrs. Sharika Rai
02. Mr. Naresh M.
03. Mr. Santhosh Kumar



PRINCIPAL

PRINCIPAL

Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru -





!!Om Sri Manjunathaya Namaha!!  
SDM Educational Society, Ujire  
INSTITUTIONAL ASSESSMENT  
(For the period 01-01-2020 to 31-12-2020)

A Sample copy of PBSA - 2020 Submitted

Name of the Institution:

Format 1

S I N O	Name of the faculty	Dep artm ent	No of Pub licat ions in UG C liste d J o u r n a l s	No of Publicat ions in Non- listed /Paid Journal s	No of Proje cts applie d	No of Proj ects sanc tion ed	No of Webinars attended	No of Online FDPs attended	No of Onlin e cours es comp leted	Averag e score in student feedback
1	Suma Suresh Kogilgeri	Law	Nil	Nil	Nil	Nil	<p align="center"><b>Total 16</b></p> <ul style="list-style-type: none"> <li>One day National Seminar sponsored by National Human Rights Commission, New Delhi on "COMPREHENSIVE ANALYSIS OF HUMAN RIGHT RELATING TO CHILDREN IN INDIA" organized by Shri Dharmasthala Manjunatheshwara Law College, Centre for P.G. Studies and Research in Law, Mangaluru. 12th February 2020</li> </ul>	<p align="center"><b>Total 2</b></p> <ul style="list-style-type: none"> <li>16<sup>th</sup> September 2020</li> </ul> <p>National level online teacher's conference on "Empowering Educators". Organized ny</p>	Nil	89.46%

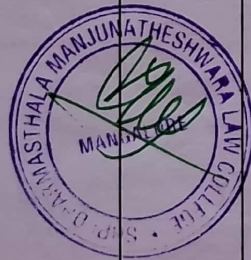


					<ul style="list-style-type: none"> <li>• One day Workshop “NAAC peer team visit-Issues and Concerns” Organized by SDM College of Business Management Post Graduate Centre for Management Studies and Research, Mangaluru , 15th February 2020</li> <li>• Two-day International Conference, Presented paper on title "Jurisdiction issues in cyber crime" " Law, Society and Development" Organized by Christ Academy Institute of Law, Bengaluru in collaboration with Nuclear Law Association, India 6th -7th March, 2020</li> <li>• Webinar on "Turn the challenges into opportunities: COVID-19 Pandemic and measures to combat by Higher Education Institutions of India" organized by NAAC, Bengaluru. 28th May 2020.</li> <li>• International Webinar on “Preparedness and challenges of Colleges in the Post Covid Era” held on 12<sup>th</sup> June 2020 organised by Government of Karnataka, Department of Collegiate Education, Government First Grade College for Women, Balmatta, Mangaluru.</li> <li>• National Webinar "Wildlife crime and Biodiversity in India" organized by Vidyavardhaka Law College, Eco-Club, Mysuru 22nd June 2020</li> <li>• One day International webinar on “Human</li> </ul>	SDM Law College, Mangaluru. <ul style="list-style-type: none"> <li>• 10<sup>th</sup> July, 2020, Faculty Development Program on “Hands on training for online teaching methodology using G-Suite”. Organized by SDM Law College, Mangaluru</li> </ul>	
--	--	--	--	--	--	--	--



rights of migrant labourers in COVID-19: Indian Scenario” organized by Centre for advanced studies in Labour Welfare and Centre for advanced studies in Human Rights in collaboration with Rajiv Gandhi National University of Law, Punjab and Think India on 6<sup>th</sup> July 2020.

- Virtual workshop on “Protection of Human Rights during Pandemic” held on 10-11 July 2020 organised by Bangalore University, University Law College and department of studies in Law, Bengaluru.
- Virtual workshop on “Environmental sustainability and human resilience during Covid-19” held on 21<sup>st</sup> July 2020 organised by Bangalore University, University Law College and department of studies in Law, Bengaluru.
- Virtual workshop on “Challenges confronting legal education during Covid-19” held on 25<sup>th</sup> July 2020 organised by Bangalore University, University Law College and department of studies in Law, Bengaluru.
- A session on “Patent prosecution challenges and strategies in India” conducted by The Frontiers Legal and Turnip Innovations. Held on 25<sup>th</sup> July 2020.
- Online workshop on Fundamental Duties “with rights comes Duties” held on 5<sup>th</sup> August 2020.



						<ul style="list-style-type: none"> <li>• Three-day online Techno Legal Summit on CAP (Cyber, AI and Patents) organized by St. Joseph Engineering College, Mangaluru and SDM Law College, Mangaluru from 3<sup>rd</sup> to 5<sup>th</sup> August 2020</li> <li>• National webinar on “Role of Forensic Evidence in Criminal Investigation” organized by Bengaluru Law College, Bengaluru on 14<sup>th</sup> August 2020</li> <li>• one day workshop on “Research Funding; Exploitation and utilization of grants with special reference to UGC grants” on 19<sup>th</sup> September 2020 organised by SDM Law College, Mangaluru.</li> <li>• webinar on “Efficacy of UNO in the 21<sup>st</sup> century” organized by Vidyavardhaka Law College, Mysuru on 22<sup>nd</sup> December 2020.</li> </ul>		
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Format 2

SI No	Name of the Department/ Committee	No of webinars organised	Number of add-on Courses offered	No of active MOUs	Innovations in online teaching	Any other (Specify)
1	Seminar and Conference Committee	<p style="text-align: center;"><b>Total 6</b></p> <ul style="list-style-type: none"> <li>• <b>20<sup>th</sup> February 2020</b> organized workshop on "Environment Laws".</li> <li>• <b>4<sup>th</sup> July 2020</b> Webinar on online teaching methodology.</li> <li>• <b>10<sup>th</sup> July 2020</b> Faculty Development Programme on "Hands on training for online teaching methodology using G-Suite"</li> <li>• <b>15<sup>th</sup> July 2020</b> Webinar series on "Career in Law- Dream the future"</li> <li>• <b>16<sup>th</sup> September 2020</b> National level online teacher's conference on "Empowering Educators". In association with ICSI Mangaluru chapter, Mangaluru.</li> <li>• <b>6<sup>th</sup> and 7<sup>th</sup> October 2020</b> Two days National webinar on "An introduction to the world of Intellectual Property Rights" in association with SDM College, Ujire.</li> </ul>				



13-12-2019

Dear Sir/Madam,

**Sub: PBSA Report 2019**

With reference to the above, please find herein the PBSA Report format (for the period from 01-01-2019 to 31-12-2019) for submission to Head Office.

In this connection, HOIs are further instructed as under:

- a) The PBSA reports are to be submitted by all the teaching staff who have completed 6 months of service.
- b) Relevant documents are to be uploaded wherever required and all the criteria to be scrutinized thoroughly by HOD's of respective departments. The name of HOD who has scrutinized has to be furnished in the appropriate places in the report.
- c) Same documents should not be claimed for more than one criteria.
- d) Wherever photos are uploaded, brief particulars like event, place, date, name of faculty etc. to be furnished.
- e) Routine activities like College Day/Sports Day/Teachers Day etc. not to be claimed (under Criteria No.7).
- f) Irrelevant documents will not be considered.
- g) All the reports are to be scrutinized thoroughly by HOI/Committee before sending to H.O.
- h) The PBSA reports are to be submitted in department-wise folders.
- i) File name of the PBSA report to be modified in the name of concerned faculty as under:  
Faculty name\_name of dept.xlsm
- j) For those who have not completed one year of service, the result of the internal examination to be entered.
- k) Please note to send duly verified PBSA reports (Folder-wise) to reach SDMES –HO, Ujire before 28-12-2019.
- l) Reports received after 28/12/2019 will not be considered.

Regards,

**Executive Officer**



To

The Principal,  
SDM Law College, Mangalore

In continuation of our online meeting, I wish to communicate following steps to be taken in connection with finalization of PBSA:

- 1) Constitute required number of committees to verify PBSA documents of each staff.
- 2) Instruct the committee to go through all the attached documents to ensure their relevance.
- 3) Ensure that the scores indicated tally with the performance.

Complete the task before 22<sup>nd</sup> of this month and forward the report to Head Office.

List of general anomalies noted is attached.

Regards,

Secretary



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PBSA Format

CRITERIA	PARTICULARS	DETAILS
ACADEMICS, INSTITUTIONAL INITIATIVES & GROWTH	Student'S Feedback	79.0
	Average Result	72.0%
	Library Usage (Hours)	82
	Punctuality : Yearly Biometric Report (Total No. of Hours Shortage)	15
	% Of Classes Conducted - As Per The Time Table	98.0%
	No. of AV Contents Developed	5
	No. of Self recorded lectures	0
	No. of Expand lectures	1
	No. of Subject Relevant Video Classes	5
	No. of Student Assignments	120
	# Awards / Recognition Received from Registered Body/Govt. (Other Than PhD)	0
	# Workshops/Conf./Refresher/Orientation/Training Programmes Attended	7
	RESEARCH	No of Research Publications
Research Projects With Fund Less Than or Equal to 3 Lakh		1
Research Projects With Fund More Than 3 Lakh		0
No of Proposals Submitted for Research Projects		0
No of Papers Presented In Seminars / Conferences		2
No of Phd Students Guided in the Year 2019		0
No. of Research Publications / Presentations by PhD Students / SRP Students		0
No. of Patents Awarded in the Year		0
EXTENSION, CONSULTENCY & ORG. PROGRAMMES	No of Extension Activities Conducted	2
	No of Consultancy Services	5
	Organization Seminars/Conf./Workshops etc...(Grants Received from GO/NGO)	0
	No. of Non-Funded Programmes in the College	5
GENERAL	No of General Articles Published	1
	No. of Diploma Courses / Online Certificate Courses	0
	No. of Awards (Not PhD) / Recognition Received from Registered Body / Govt.	0

SIGNATURE OF HOD / HOI

DATE

Congratulations!! You have successfully completed the PBSA for the year 2019

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2019 20.



**SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE  
AND CENTRE FOR POST GRADUATE STUDIES AND RESEARCH IN LAW  
MANGALURU - 575 003**

( Reaccredited by NAAC with 'B++' Grade )

Fax : 0824 - 2492636

E-mail : sdmlaw@gmail.com

Web : www.sdmlc.org



PRINCIPAL : 2492636

OFFICE : 2494360

**Verification of PBSA**

This is to inform the members mentioned below to verify PBSA records submitted by our teachers. In zoom meeting conducted by honorable secretary on 14/05/2020, it was specially instructed to constitute separate committees for verification of PBSA details. In view of this committees have been formed to verify and authenticate inputs submitted for PBSA and submit a written report as to what all required to be done to complete details by the respective teachers.

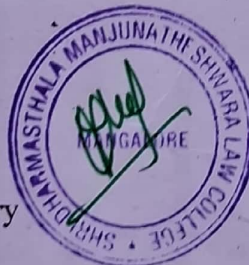
Sl.No.	Name of Faculty	Relevant criteria to be verified
01.	Dr. Balika Sri. Maheschandra Nayak	Academic A & B
02.	Mrs. Sharika Rai	Institutional initiatives
03.	Mrs. Ujwala	Extension & Consultancy
04.	Mr. Naresh M.	Organization of programmes
05.	Mr. Santhosha Kumara A	Research A & B

**Please note:**

- i) The relevant letter and an annexure enlisting anomalies committed during submission of PBSA is enclosed herewith.
- ii) The PBSA of all faculty submitted on January and revised in March and later is placed in staff computes in coded version. You can access the same by using password and please don't share this password with any others other than committee members.

**Encl:**

- a) Copy of Email from Secretary
- b) List of common anomalies



*[Handwritten Signature]*

PRINCIPAL  
Shri Dharmasthala Manjunatheshwara  
Law College, Mangalore

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**SDM EDUCATIONAL SOCIETY (R), UJIRE**  
**PERFORMANCE BASED SELF APPRAISAL (TEACHING STAFF) : 2019**  
 SDM COLLEGE (AUTONOMOUS) - UJIRE 574240

**EMPLOYEE DETAILS**

INSTITUTION NAME :	SDM Law College, Mangaluru	EMPLOYEE NAME :	Mr. KARTHIK ANAND
DESIGNATION :	Assistant Professor Of Law	DEPARTMENT :	LAW
EMAIL ID :	karthikanand007@gmail.com	EXPERIENCE :	1.5
HOD / HOI :	KARTHIK ANAND	MOBILE NO :	7907981144

**PBSA SUMMARY - CRITERIA WISE**

CATEGORY	ACTUAL SCORE	GPA		COMMENTS
1. ACADEMICS - A	151	7.6		Very Good
2. ACADEMICS - B	261	7.8		Very Good
3. INSTITUTIONAL INITIATIVES	424	7.4		Very Good
4. RESEARCH - A	10	3.3		Disappointing
5. RESEARCH - B	20	6.7		Good
6. EXTENSION AND CONSULTENCY	66	10.0		Outstanding
7. ORGANISATION OF PROGRAMMES	30	10.0		Outstanding
8. ACADEMIC GROWTH	105	10.0		Outstanding

**PBSA SUMMARY - OVERALL**

TOTAL SCORE :	1,067	OVERALL GPA :	7.1
GRADE OBTAINED :	B++	COMMENTS :	Very good

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**SDM EDUCATIONAL SOCIETY@, UJIRE****Performance Based Self Appraisal (PBSA) Report - 2019****Report : SDM Law College, Mangaluru****Department : LAW**

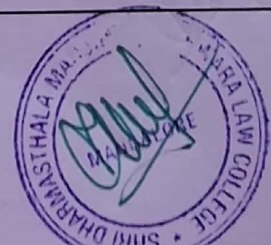
The institutional score is given below :

Average Score	Score (/10)	Grade	Remarks	Top Institution
OGPA	5.5	C++	Unsatisfactory	SDM BBM, Mangalore

Criteria-wise Comparison at Department - Faculty Level :

Criteria : **Overall Grade Point Average**

Department	Score (Out of 10)	Grade	Remarks	Place Among Assessed Dept. Faculty (15)
MR. SANTHOSHA KUMARA A	8.08	A	Very Good	1
MR. KARTHIK ANAND	7.11	B++	Good	2
MR. RAVINDRA KRISHNA RAJPU	7.08	B++	Good	3
MS. SHUBHALAKSHMI P	7.07	B++	Good	4
MS. CHANDRALEKHA V	6.44	B	Average	5
MR. PUSHPARAJ K	6.13	B	Average	6
DR. RESHMA	5.48	C++	Unsatisfactory	7
DR. ANNAPOORNA SHET	5.44	C++	Unsatisfactory	8
DR. BALIKA	5.23	C++	Unsatisfactory	9
MS. SHARIKA RAI	4.66	C+	Low	10
MR. AMITH S M	4.62	C+	Low	11
MR. MAHESHCHANDRA NAYAK	4.27	C+	Low	12
MS. SUMA SURESH KOGILGERI	4.21	C+	Low	13
MR. RAKSHITH B V	3.71	C	Very Low	14
MS. DEEPA SALIAN	3.33	C	Very Low	15



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Criteria-wise Comparison at Department - Faculty Level :

Criteria :

**Research - A**

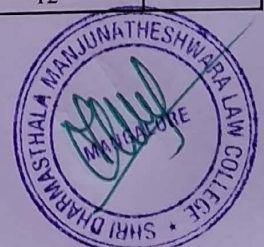
Department	Score (Out of 10)	Grade	Remarks	Place Among Assessed Dept. Faculty (15)
MS. SHUBHALAKSHMI P	10.00	A++	Outstanding	1
MR. RAVINDRA KRISHNA RAJPU	6.67	B+	Above Average	2
DR. RESHMA	6.67	B+	Above Average	2
MR. SANTHOSHA KUMARA A	5.83	C++	Unsatisfactory	4
MS. CHANDRALEKHA V	3.33	C	Very Low	5
MR. KARTHIK ANAND	3.33	C	Very Low	5
MR. PUSHPARAJ K	3.33	C	Very Low	5
DR. ANNAPOORNA SHET	0.00	C	Very Low	8
MS. SHARIKA RAI	0.00	C	Very Low	8
MS. DEEPA SALIAN	0.00	C	Very Low	8
MR. AMITH S M	0.00	C	Very Low	8
MS. SUMA SURESH KOGILGERI	0.00	C	Very Low	8
DR. BALIKA	0.00	C	Very Low	8
MR. MAHESHCHANDRA NAYAK	0.00	C	Very Low	8
MR. RAKSHITH B V	0.00	C	Very Low	8

Criteria-wise Comparison at Department - Faculty Level :

Criteria :

**Research - B**

Department	Score (Out of 10)	Grade	Remarks	Place Among Assessed Dept. Faculty (15)
DR. ANNAPOORNA SHET	10.00	A++	Outstanding	1
MR. SANTHOSHA KUMARA A	10.00	A++	Outstanding	1
MS. SHUBHALAKSHMI P	10.00	A++	Outstanding	1
MS. CHANDRALEKHA V	8.33	A	Very Good	4
MR. RAVINDRA KRISHNA RAJPU	6.67	B+	Above Average	5
MR. AMITH S M	6.67	B+	Above Average	5
MS. SHARIKA RAI	6.67	B+	Above Average	5
MR. KARTHIK ANAND	6.67	B+	Above Average	5
DR. RESHMA	3.33	C	Very Low	9
MS. SUMA SURESH KOGILGERI	3.33	C	Very Low	9
MR. PUSHPARAJ K	3.33	C	Very Low	9
MS. DEEPA SALIAN	0.00	C	Very Low	12
DR. BALIKA	0.00	C	Very Low	12
MR. MAHESHCHANDRA NAYAK	0.00	C	Very Low	12
MR. RAKSHITH B V	0.00	C	Very Low	12



Criteria-wise Comparison at Department - Faculty Level :

Criteria :

**Student Feedback**

Department	Score (Out of 10)	Grade	Remarks	Place Among Assessed Dept. Faculty (15)
MR. MAHESHCHANDRA NAYAK	8.90	A+	Excellent	1
MR. PUSHPARAJ K	8.70	A+	Excellent	2
MR. SANTHOSHA KUMARA A	8.50	A	Very Good	3
DR. BALIKA	8.50	A	Very Good	3
MS. CHANDRALEKHA V	8.40	A	Very Good	5
DR. RESHMA	8.30	A	Very Good	6
DR. ANNAPOORNA SHET	8.30	A	Very Good	6
MS. SHARIKA RAI	8.20	A	Very Good	8
MS. DEEPA SALIAN	8.10	A	Very Good	9
MR. RAKSHITH B V	8.00	A	Very Good	10
MR. RAVINDRA KRISHNA RAJPU	7.90	B++	Good	11
MR. AMITH S M	7.90	B++	Good	11
MR. KARTHIK ANAND	7.90	B++	Good	11
MS. SHUBHALAKSHMI P	7.00	B++	Good	14
MS. SUMA SURESH KOGILGERI	6.80	B+	Above Average	15

Criteria-wise Comparison at Department - Faculty Level :

Criteria :

**Punctuality (Hours Shortage = Late Coming + Early Leaving)**

Department	Hours Shortage Per Faculty	Grade	Remarks	Place Among Assessed Dept. Faculty (15)
MR. SANTHOSHA KUMARA A	0.00	A	Low	1
MR. RAVINDRA KRISHNA RAJPU	0.00	A	Low	1
MS. SUMA SURESH KOGILGERI	0.00	A	Low	3
MS. SHUBHALAKSHMI P	0.49	A	Low	4
MS. CHANDRALEKHA V	0.87	A	Low	5
MR. AMITH S M	1.10	B	Moderate	6
DR. BALIKA	1.10	B	Moderate	6
MS. DEEPA SALIAN	2.92	B	Moderate	8
DR. ANNAPOORNA SHET	7.54	B	Moderate	9
MR. KARTHIK ANAND	15.00	C	High	10
MR. RAKSHITH B V	16.29	C	High	11
MS. SHARIKA RAI	18.59	C	High	12
MR. MAHESHCHANDRA NAYAK	21.52	C	High	13
DR. RESHMA	29.26	C	High	14
MR. PUSHPARAJ K	79.00	C	High	15



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Criteria-wise Comparison at Department - Faculty Level :

Criteria :

**Academics – A**

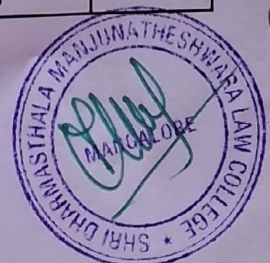
Department	Score (Out of 10)	Grade	Remarks	Place Among Assessed Dept. Faculty (15)
MR. PUSHPARAJ K	8.6	A	Very Good	1
MS. CHANDRALEKHA V	8.40	A	Very Good	2
DR. RESHMA	8.20	A	Very Good	3
MS. SHARIKA RAI	8.05	A	Very Good	4
MR. SANTHOSHA KUMARA A	8.03	A	Very Good	5
MR. MAHESHCHANDRA NAYAK	7.90	B++	Good	6
MS. SHUBHALAKSHMI P	7.76	B++	Good	7
DR. BALIKA	7.65	B++	Good	8
MR. KARTHIK ANAND	7.55	B++	Good	9
MS. DEEPA SALIAN	7.50	B++	Good	10
DR. ANNAPOORNA SHET	7.45	B++	Good	11
MR. AMITH S M	7.35	B++	Good	12
MR. RAKSHITH B V	7.26	B++	Good	13
MS. SUMA SURESH KOGILGERI	6.60	B+	Above Average	14
MR. RAVINDRA KRISHNA RAJPU	6.34	B	Average	15

Criteria-wise Comparison at Department - Faculty Level :

Criteria :

**Academics – B**

Department	Score (Out of 10)	Grade	Remarks	Place Among Assessed Dept. Faculty (15)
DR. ANNAPOORNA SHET	9.40	A+	Excellent	1
MR. RAVINDRA KRISHNA RAJPU	9.00	A+	Excellent	2
MR. SANTHOSHA KUMARA A	9.00	A+	Excellent	2
MR. AMITH S M	8.70	A+	Excellent	4
DR. BALIKA	8.35	A	Very Good	5
MS. DEEPA SALIAN	8.30	A	Very Good	6
MR. KARTHIK ANAND	7.80	B++	Good	7
DR. RESHMA	6.00	B	Average	8
MR. MAHESHCHANDRA NAYAK	6.00	B	Average	8
MS. SHUBHALAKSHMI P	4.90	C+	Low	10
MS. CHANDRALEKHA V	4.84	C+	Low	11
MS. SUMA SURESH KOGILGERI	4.81	C+	Low	12
MS. SHARIKA RAI	4.80	C+	Low	13
MR. PUSHPARAJ K	3.03	C	Very Low	14
MR. RAKSHITH B V	2.33	C	Very Low	15



Criteria-wise Comparison at Department - Faculty Level :

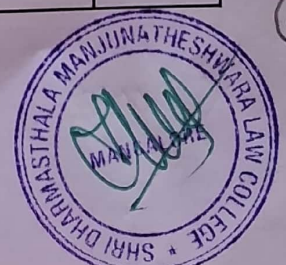
Criteria : **Academic Growth**

Department	Score (Out of 10)	Grade	Remarks	Place Among Assessed Dept. Faculty (15)
MR. PUSHPARAJ K	10.00	A++	Outstanding	1
MR. SANTHOSHA KUMARA A	10.00	A++	Outstanding	1
MR. KARTHIK ANAND	10.00	A++	Outstanding	1
MR. RAVINDRA KRISHNA RAJPU	9.00	A+	Excellent	4
MR. MAHESHCHANDRA NAYAK	9.00	A+	Excellent	4
DR. RESHMA	8.00	A	Very Good	6
DR. BALIKA	8.00	A	Very Good	6
MS. SHARIKA RAI	7.00	B++	Good	8
MR. RAKSHITH B V	7.00	B++	Good	8
MS. SUMA SURESH KOGILGERI	6.40	B	Average	10
MR. AMITH S M	6.00	B	Average	11
MS. SHUBHALAKSHMI P	6.00	B	Average	11
MS. CHANDRALEKHA V	6.00	B	Average	11
DR. ANNAPOORNA SHET	6.00	B	Average	11
MS. DEEPA SALIAN	0.00	C	Very Low	15

Criteria-wise Comparison at Department - Faculty Level :

Criteria : **Org. of Programmes**

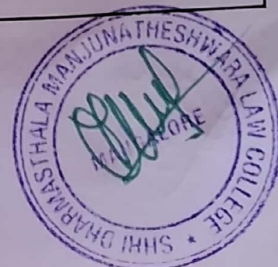
Department	Score (Out of 10)	Grade	Remarks	Place Among Assessed Dept. Faculty (15)
MS. SUMA SURESH KOGILGERI	10.00	A++	Outstanding	1
MS. CHANDRALEKHA V	10.00	A++	Outstanding	1
MR. SANTHOSHA KUMARA A	10.00	A++	Outstanding	1
DR. BALIKA	10.00	A++	Outstanding	1
MR. KARTHIK ANAND	10.00	A++	Outstanding	1
MR. PUSHPARAJ K	10.00	A++	Outstanding	1
MR. RAVINDRA KRISHNA RAJPU	9.50	A++	Outstanding	7
MS. SHUBHALAKSHMI P	5.00	C++	Unsatisfactory	8
MS. DEEPA SALIAN	5.00	C++	Unsatisfactory	8
MR. AMITH S M	2.50	C	Very Low	10
MR. MAHESHCHANDRA NAYAK	0.00	C	Very Low	11
MS. SHARIKA RAI	0.00	C	Very Low	11
DR. ANNAPOORNA SHET	0.00	C	Very Low	11
DR. RESHMA	0.00	C	Very Low	11
MR. RAKSHITH B V	0.00	C	Very Low	11



Criteria-wise Comparison at Department - Faculty Level :

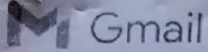
Criteria : **Extension & Consultancy**

Department	Score (Out of 10)	Grade	Remarks	Place Among Assessed Dept. Faculty (15)
			Outstanding	1
MR. SANTHOSHA KUMARA A	10.00	A++	Outstanding	1
MR. KARTHIK ANAND	10.00	A++	Outstanding	1
DR. BALIKA	10.00	A++	Outstanding	1
MR. PUSHPARAJ K	10.00	A++	Outstanding	1
MR. RAVINDRA KRISHNA RAJPU	7.50	B++	Good	5
MS. CHANDRALEKHA V	6.25	B	Average	6
DR. ANNAPOORNA SHET	5.00	C++	Unsatisfactory	7
MS. SHUBHALAKSHMI P	5.00	C++	Unsatisfactory	7
MS. SUMA SURESH KOGILGERI	5.00	C++	Unsatisfactory	7
MR. MAHESHCHANDRA NAYAK	5.00	C++	Unsatisfactory	7
MR. RAKSHITH B V	5.00	C++	Unsatisfactory	7
MR. AMITH S M	2.50	C	Very Low	12
DR. RESHMA	2.50	C	Very Low	12
MS. SHARIKA RAI	2.50	C	Very Low	12
MS. DEEPA SALIAN	0.00	C	Very Low	15



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**Fwd: Workshop - ORIENTATION PROGRAMME ON OFFICE MANAGEMENT FOR OFFICE STAFF**

2 messages

SDM Educational Society Ujire &lt;ho@sdmesociety.in&gt;

Fri, Jul 14, 2023 at 6:31 PM

To: SDMCBM Mangalore &lt;sdmcbm@sdmcbm.ac.in&gt;, SDM College of Business Management &lt;sdmcbm@gmail.com&gt;, SDM Law College &lt;sdmlaw@gmail.com&gt;, "SDM CBSE School, Mangalore" &lt;office@sdmsmangaluru.com&gt;

Dear Sir,

It is decided to conduct a **workshop - ORIENTATION PROGRAMME ON OFFICE MANAGEMENT FOR OFFICE STAFF** for the benefit of all the Office Staff of our various Institutions on July 15th, 2023 at 1.30 pm in the **Rathnathraya Auditorium, SDM PU College, Uire** till 5.30 pm. Mr Krishna Mohan, MBA, a National Trainer and Resource Person will be taking a session on Soft Skills, Office Management and interpersonal relations. Separate sessions will be taken by Software Team, Accounts Team. Audit Team and General Administration Section to update the gathered office staffs and also to address the queries if any.

In view of the above, HOIs are advised to send their all Office Staffs to attend the workshop at the above mentioned Vene sharply at 1.30 pm without fail. The Workshop will be inaugurated by Dr Satheeshchandra, Secretary, SDME Society and Sri D Harshendra Kumar, Secretary, SDME Society, will address the gathering in the valedictory function.

All HOIs are requested to acknowledge the mail and inform the exact number of staff with their names participating in the workshop from their respective Institutions by return mail.

<b>Date &amp; Time</b>	<b>15.07.2023, Saturday at 1:30 PM to 5:30 PM</b>
<b>Venue</b>	<b>Rathnathraya Auditorium, SDM PU College, Uire</b>

With Regards,

**Executive Officer**

S.D.M EDUCATIONAL SOCIETY (R),  
UJIRE -574 240  
BELTHANGADY TALUK  
DAKSHINA KANNADA  
Ph.: 08256-236225 / 236488  
FAX : 08256-236220

SDM Law College <sdmlaw@gmail.com>  
To: SDM Educational Society Ujire <ho@sdmesociety.in>

Sat, Jul 15, 2023 at 11:59 AM

Respected Sir,

with reference to your mail, I am sending following staff members of our college for the Orientation Programme,

1. Mrs. Sahana
2. Mr. Suresh Lamani
3. Mrs. Arunakshi
4. Mrs. Thanuja
5. Mrs. Asha

Thanking you,  
Yours sincerely,  
Principal  
SDM Law College  
Mangalore

Principal  
SDM Law College  
Mangalore



ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳು (ರಿ) ಉಜಿರೆ - 574 240

ದಿನಾಂಕ: 16-05-2023

ರಿಗೆ,

ಪ್ರಾಂಶುಪಾಲರು/ಮುಖ್ಯ ಶಿಕ್ಷಕರು,

Workshop on "Personality Development" for attendees  
ಮಾನ್ಯರೇ, held on 24<sup>th</sup> May, 2023, organised by SDME Society (R)  
Ujire.

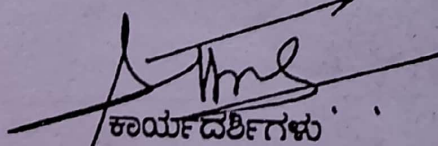
ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳ ಆಡಳಿತಕ್ಕೆ ಒಳಪಟ್ಟ ಶಾಲಾ-  
ಕಾಲೇಜುಗಳ ಅಟೆಂಡರ್‌ಗಳಿಗೆ "ವ್ಯಕ್ತಿತ್ವ ವಿಕಸನ" ದ ಕಾರ್ಯಾಗಾರ ಏರ್ಪಡಿಸಲಾಗಿದೆ.

ಈ ಕಾರ್ಯಾಗಾರದಲ್ಲಿ ತಮ್ಮ ಸಂಸ್ಥೆಯ ಎಲ್ಲಾ ಅಟೆಂಡರ್‌ಗಳು ತಪ್ಪದೆ  
ಹಾಜರಾಗುವಂತೆ ಕ್ರಮ ಕೈಗೊಳ್ಳುವುದು.

ತರಬೇತಿಯಲ್ಲಿ ಭಾಗವಹಿಸುವ ಪ್ರತಿನಿಧಿಗಳಿಗೆ ಮಧ್ಯಾಹ್ನದ ಭೋಜನದ ವ್ಯವಸ್ಥೆ  
ಶ್ರೀ ಸಿದ್ಧವನ ಗುರುಕುಲದಲ್ಲಿ ಮಾಡಲಾಗಿದ್ದು, ಎಲ್ಲಾ ಅಟೆಂಡರ್‌ಗಳು ಅಲ್ಲಿಯೇ ಭೋಜನ  
ಸ್ವೀಕರಿಸುವಂತೆ ಮಾರ್ಗದರ್ಶನ ನೀಡುವುದು.

ಸ್ಥಳ	ಶ್ರೀ ಸಿದ್ಧವನ ಗುರುಕುಲ
ದಿನಾಂಕ	24-05-2023ನೇ ಬುಧವಾರ (ಸಮಯ: ಅಪರಾಹ್ನ 1.30ರಿಂದ 5.00 ರವರೆಗೆ)
ನೋಂದಾವಣೆ	- 12.30 ರಿಂದ 1-00
ಭೋಜನ	- 1.00 ರಿಂದ 1.30
ಸಂಪನ್ಮೂಲ ವ್ಯಕ್ತಿ	ಶ್ರೀ ಸತೀಶ್ ಭಟ್, ಬಿಳಿನೆಲೆ - ಮುಖ್ಯ ಶಿಕ್ಷಕರು - ಜೇಸೀ ತರಬೇತುದಾರರು - ಬಿಳಿನೆಲೆ.

ವಂದನೆಗಳೊಂದಿಗೆ,

  
ಕಾರ್ಯದರ್ಶಿಗಳು

Secretary  
S.D.M. EDUCATIONAL SOCIETY (R)  
UJIRE - 574 240



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||ಓಂ ಶ್ರೀ ಮಂಜುನಾಥಾಯ ನಮಃ||

ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳು (ರಿ) ಉಜಿರೆ - 574240

ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳ ಸಿಬ್ಬಂದಿಗಳಿಗೆ

“ವ್ಯಕ್ತಿತ್ವ ವಿಕಸನ” ದ ಕಾರ್ಯಾಗಾರ

PERSONALITY DEVELOPMENT WORKSHOP

ದಿನಾಂಕ 24-05-2023 ರಂದು ಅಪರಾಹ್ನ 1:45 ಗಂಟೆಗೆ

ಉದ್ಘಾಟನೆ : ಡಾ. ಸತೀಶ್ಚಂದ್ರ ಎಸ್,

ಕಾರ್ಯದರ್ಶಿಗಳು,

ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳು (ರಿ) ಉಜಿರೆ

ಸಂಪನ್ಮೂಲ ವ್ಯಕ್ತಿ:

ಶ್ರೀ ಸತೀಶ್ ಭಟ್, ಬಿಳಿನೆಲೆ

ಮುಖ್ಯ ಶಿಕ್ಷಕರು, ಶ್ರೀ ರಾಮಕುಂಜೇಶ್ವರ ಕನ್ನಡ ಮಾಧ್ಯಮ ಪ್ರೌಢಶಾಲೆ, ರಾಮಕುಂಜ

ಸಮಾರೋಪ ಸಮಾರಂಭ ಸಂಜೆ 4.30 ಗಂಟೆಗೆ

ಸಮಾರೋಪ ಭಾಷಣ ಹಾಗೂ ಮಾರ್ಗದರ್ಶನ:

ಶ್ರೀ ಡಿ. ಹರ್ಷೇಂದ್ರ ಕುಮಾರ್,

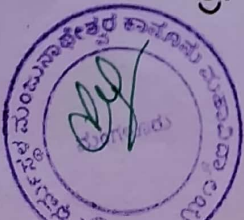
ಕಾರ್ಯದರ್ಶಿಗಳು,

ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳು (ರಿ) ಉಜಿರೆ

ಆತ್ಮೀಯ ಸ್ವಾಗತವನ್ನು ಬಯಸುವ,

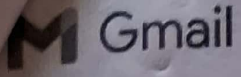
ಕಾರ್ಯದರ್ಶಿಗಳು,

ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳು (ರಿ) ಉಜಿರೆ.



51





SDM Law College &lt;sdmlaw@gmail.com&gt;

## Fwd: Details of attenders

Wed, Apr 26, 2023 at 4:40 PM

SDM Law College <sdmlaw@gmail.com>  
To: SDM Educational Society Ujire <ho@sdmesociety.in>

**SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE AND CENTRE FOR  
POST GRADUATE STUDIES AND RESEARCH IN LAW, MANGALURU**

**DETAILS OF ATTENDERS**

ಕ್ರಮ ಸಂಖ್ಯೆ	ಹೆಸರು	ಲಿಂಗ	Service	Remarks
01	ಕೆ.ವಿಶ್ವನಾಥ ಗೌಡ	ಗಂಡು	32 ವರ್ಷ	ಅನುದಾನಿತ ಸಿಬ್ಬಂದಿ
02	ದೇರಣ್ಣ ಸಿ. ಹೆಚ್.	ಗಂಡು	20 ವರ್ಷ	ಅನುದಾನಿತ ಸಿಬ್ಬಂದಿ
03	ರಂಜಿತ್ ನಾಯ್ಕ್ ಎಸ್.	ಗಂಡು	06 ವರ್ಷ	ಅನುದಾನಿತ ಸಿಬ್ಬಂದಿ
04	ತೇಜಸ್ ರಾವ್	ಗಂಡು	01 ವರ್ಷ	ಅನುದಾನ ರಹಿತ ಸಿಬ್ಬಂದಿ

ಪ್ರಾಂಶುಪಾಲರು

Principal  
SDM Law College  
Mangalore

**Go Green Initiative : Kindly Print this page only if needed.**

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52





Hon'ble Secretary addressing attendees during workshop



53



Group D Employees attending workshop



54

Non-teaching staff meeting

Feedback session



**SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE  
CENTRE FOR POST GRADUATE STUDIES & RESEARCH IN LAW  
MANGALORE**

**NON-TEACHING  
STAFF MEETING  
2017-2023**



(56)





Principal welcomed all the Non-Teaching staff to the staff meeting on 02-05-2018.

1. Results of Second PUC shall be announced by May Second week, so Principal instructed all the staff to follow the admission procedure and guide the students and parents in all respect and do the admission for B.A.LL.B. , BBA.LL.B. and LLB 3 years courses as per allotted procedure.
2. Rotation of duty done among Group D staff with effect from June for next one year and they have been instructed to do their duty with utmost ease particularly in maintaining cleanliness of class room, Seminar Hall, Staff Room, Office, Auditorium, Campus etc.
3. As the Annual Budgeting is scheduled so principal informed the office staff to compute the budget exercise for Grant and Non Grant accounts more efficiently and submit same for final discussion with the Management.
4. Principal informed that since the NAAC work i.e. collection of documents, bills, voucher etc. in progress all the non-teaching staff are instructed to cooperate with faculty in providing these details
5. Meeting ended with vote of thanks

#### Names of the Staff

1. K.R.Kamath
2. Vinod Kumar
3. Shailesh N.
4. Dharma Naik
5. Sahana Jain
6. Kalpana
7. Suresh Lamani
8. Sarvesh
9. Deranna
10. Ranjith Naik
11. Vishwanath
12. Shubhachandra
13. Kumara
14. Sesappa



PRINCIPAL  
Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru

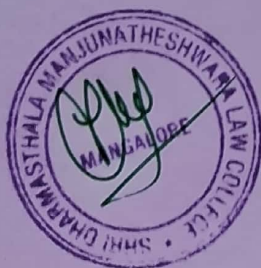
(57)

Principal welcomed all the Non-Teaching staff to the staff meeting on 02-05-2019 at 12.30p.m.

1. Company secretary and ICWAI examination are scheduled in the month of June Principal instructed all the Non-Teaching Staff to their examination duty very carefully and efficiently.
2. As the Semester examination are scheduled in the month of January, Principal instructed all the Non-Teaching Staff, to do examination duty very carefully and efficiently and cooperate with teaching faculty.
3. Company Secretary and ICWAI examinations are scheduled in the month of June. Principal instructed Group D staff to cooperate in all respect in conducting the exams very smoothly.
4. Principal informed that since the NAAC work i.e. collection of documents, bills, voucher etc. in progress all the non-teaching staff are instructed to cooperate with faculty in providing these details
5. As the KSLU examination fee collection is scheduled in May. Principal informed to prepare list of classwise fee collection and remit to the university along with application with full cooperation by office staff.
6. Meeting ended with vote of thanks

#### Names of the Staff

1. K.R.Kamath *K.R.Kamath*
2. Vinod Kumar *Vinod Kumar*
3. Shailesh N. *Shailesh N.*
4. Dharma Naik *Dharma Naik*
5. Sahana Jain *Sahana Jain*
6. Kalpana *Kalpana*
7. Suresh Lamani *Suresh Lamani*
8. Sarvesh *Sarvesh*
9. Deranna *Deranna*
10. Ranjith Naik *Ranjith Naik*
11. Vishwanath *Vishwanath*
12. Shubhachandra *Shubhachandra*
13. Kumara *Kumara*
14. Sesappa *Sesappa*



*[Signature]*  
PRINCIPAL  
Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru

(58)

Principal welcomed all the Non-Teaching staff to the staff meeting on 05-05-2020 at 11.30a.m.

1. Principal informed all the Non-Teaching staff that our Management has instructed to follow the government guidelines in connection with corona issue and act accordingly as per the rules.
2. Meeting called in connection with next academic year admission process/formalities printing admission applications, seat allotment criteria's / procedures etc.
3. Meeting called in connection with ensuing University semester examinations, duty allotments and other arrangements also discussed.
4. Meeting ended with vote of thanks.

#### Names of the Staff

1. K.R.Kamath *cel*
2. Vinod Kumar *VK*
3. Shailesh N. - *Shailesh*
4. Dharma Naik *Dharma*
5. Sahana Jain *Sahana Jain*
6. Kalpana *Kalpana*
7. Suresh Lamani *Suresh*
8. Sarvesh *Sarvesh*
9. Deranna *Deranna - C.V*
10. Ranjith Naik *Ranjith Naik*
11. Vishwanath *Vishwanath*
12. Shubhachandra *Shubhachandra*
13. Kumara *Kumara*
14. Sesappa *Sesappa*



*[Signature]*  
PRINCIPAL  
Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru

(59)

Principal welcomed all the Non-Teaching staff to the staff meeting on 01-03-2021 at 10.30a.m.

1. Principal informed all the Non-Teaching staff that our Management has instructed to follow the government guidelines in connection with corona issue and act accordingly as per the rules.
2. Discussion in connection with Moot Court Competition arrangements and accommodations to the guests and participants of the competition.
3. Meeting ended with vote of thanks.

#### Names of the Staff

1. K.R.Kamath *K.R.Kamath*
2. Vinod Kumar *Vinod Kumar*
3. Shailesh N. *Shailesh N.*
4. Dharma Naik *Dharma Naik*
5. Sahana Jain *Sahana Jain*
6. Kalpana *Kalpana*
7. Suresh Lamani *Suresh Lamani*
8. Sarvesh *Sarvesh*
9. Thejaswini *Thejaswini*
10. Deranna *Deranna - C.Y.*
11. Ranjith Naik *Ranjith Naik*
12. Vishwanath *Vishwanath*
13. Shubhachandra *Shubhachandra*
14. Kumara *Kumara*
15. Sesappa *Sesappa*



*[Signature]*  
PRINCIPAL  
Sri Dharmasthala Manjunatheshwara  
Law College, Mangaluru

60

Principal welcomed all the Non-Teaching staff to the staff meeting on 28-05-2022 at 4.30p.m.

1. Discussions in respect of printing prospectus, college calendar, admitting students to next higher classes/semester on the basis of their eligibility and performance.
2. Meeting regarding the visit to Dharmasthala along with first year newly admitted students and meeting our President for his blessings.
3. Raised concerns about cleanliness in the college campus, therefore the concerned were informed to maintain the clean campus in a hygienic way.
4. Discussed regarding the work allotment among the office staff and other arrangements to be made in connection with maintenance of class rooms repairs of electrical equipment's/fitting, plumbing work, garden maintenance etc.
5. Meeting ended with vote of thanks.

#### Names of the Staff

1. K.R.Kamath
2. Shailesh N. - *Shailesh N.*
3. Dharm Naik *Dharm Naik*
4. Sahana Jain *Sahana Jain*
5. Kalpana *Kalpana*
6. Suresh Lamani *Suresh Lamani*
7. Sarvesh *Sarvesh*
8. Tanuja S Devadiga
9. Thejaswini *Thejaswini*
10. Deranna *Deranna - ck*
11. Ranjith Naik S *Ranjith Naik S*
12. Vishwanath *Vishwanath*
13. Shubhachandra *Shubhachandra*
14. Kumara *Kumara*
15. Sesappa *Sesappa*



*[Signature]*  
PRINCIPAL  
Sri Dharmasthala Manjunatheshwara  
Law College, Mangaluru

(61)

Principal welcomed all the Non-Teaching staff to the staff meeting on 05-11-2022 at 12.00 noon.

1. Concluded KSLU semester examinations. Discussed regarding the work allotment among the office staff and other arrangements to be made in connection with maintenance of class rooms repairs of electrical equipment's/fitting, plumbing work, garden maintenance etc. in view of commencement of even semester.
2. Discussion in connection with Yakshotsava intercollegiate competition and other programs. Including college day celebrations.
3. Meeting ended with vote of thanks.

#### Names of the Staff

1. Shailesh N. - Shailesh N.
2. Dharma Naik - Dharma Naik
3. Sahana Jain - Sahana Jain
4. Kalpana - Kalpana
5. Suresh Lamani - Suresh Lamani
6. Sarvesh - Sarvesh
7. Tanuja S Devadiga - Tanuja S Devadiga
8. Thejaswini - Thejaswini
9. Asha - Asha
10. Deranna - Deranna
11. Ranjith Naik - Ranjith Naik
12. Vishwanath - Vishwanath
13. Shubhachandra - Shubhachandra
14. Kumara - Kumara
15. Sesappa - Sesappa



PRINCIPAL  
Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru

Principal welcomed all the Non-Teaching staff to the staff meeting on 07-10-2023 at 4.30a.m.

1. Meeting called in connection with next academic year admission process/formalities printing admission applications, seat allotment criteria's / procedures etc.
2. Discussions in respect of printing prospectus, college calendar, admitting students to next higher classes/semester on the basis of their eligibility and performance.
3. Meeting regarding the visit to Dharmasthala alongwith first year newly joined students and meeting our President for his blessings.
4. Discussed regarding the work allotment among the office staff and other arrangements to be made in connection with maintenance of class rooms repairs of electrical equipment's/fitting, plumbing work, garden maintenance etc.
5. Meeting ended with vote of thanks.

#### Names of the Staff

1. Shailesh N. - Shailesh N.
2. Dharma Naik - Dharma Naik
3. Sahana Jain - Sahana Jain
4. Kalpana - Kalpana
5. Sarvesh - Sarvesh
6. Tanuja S Devadiga - Tanuja S Devadiga
7. Thejaswini - Thejaswini
8. Asha - Asha
9. Deranna - Deranna
10. Ranjith Naik - Ranjith Naik
11. Vishwanath - Vishwanath
12. Shubhachandra - Shubhachandra
13. Kumara - Kumara
14. Sesappa - Sesappa



  
PRINCIPAL  
Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru

(63)

Principal welcomed all the Non-Teaching staff to the staff meeting on 24-04-2023 at 4.30p.m.

1. Discussion regarding even semester reopening process. Preparing time table and duty allotments and other arrangements.
2. Discussion in connection with Moot Court Competition arrangements and accommodations to the guests and participants of the competition.
3. Meeting ended with vote of thanks.

#### Names of the Staff

1. Shailesh N. *Shailesh N*
2. Dharma Naik *Dharma Naik*
3. Sahana Jain *Sahana Jain*
4. Kalpana *Kalpana*
5. Suresh Lamani *Suresh Lamani*
6. Sarvesh *Sarvesh*
7. Tanuja S Devadiga *Tanuja S Devadiga*
8. Thejaswini *Thejaswini*
9. Asha *Asha*
10. Deranna *Deranna*
11. Ranjith Naik *Ranjith Naik*
12. Vishwanath *Vishwanath*
13. Shubhachandra *Shubhachandra*
14. Kumara *Kumara*
15. Sesappa *Sesappa*



*[Signature]*  
PRINCIPAL  
Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru



Non-Teaching staff meeting held on 13-11-2023 in the Principal Chamber at 11.00a.m.

**Distribution of Work for Office Staff**

1. **Classroom Maintenance:** Daily inspections and cleaning are to be managed. Any issues should be reported and addressed promptly.
2. **Floor Duty:** Staff are responsible for monitoring cleanliness and maintaining order in common areas. A duty schedule will be distributed.
3. **Additional Duties:** Tasks include collecting absentee lists from classrooms and ensuring the timely ringing of the bell for class hours.

The meeting concluded with a vote of thanks.

**Staff members present.**

1. Shailesh, N. *Shailesh N*
2. Dharma Naik, S. *Dharma Naik*
3. Sahana Jain M. *Sahana Jain M*
4. Kalpana *K S*
5. Sarvesh *Sarvesh*
6. Ranjit *Ranjit*
7. Thanuja *Thanuja*
8. Asha *Asha*
9. Thejaswini *Thejaswini*
10. Dheranna *Dheranna*
11. Vishawanath G.K. *Vishwanath G.K.*
12. Shubhachandra *Shubhachandra*
13. Kumar Salian *Kumar Salian*
14. Sesappa *Sesappa*
15. Keerthish *Keerthish*
16. Nagaveni *Nagaveni*



22-23

Faculty in-charge of the event: Ravindra K Rajput	
Committee/ Cell Name: IQAC	
Event Title: Training programme for Administrative staff	
Event Type: Seminar/ Conference/ Guest Lecture/Workshop/Extension Activity	
Specify if any other: Orientation.	
Event Date(s) 04 March - 2023	
Venue: Seminar Hall	
Number of Participants: 22	
Guest(s)/ Dignitaries	Designation/ Affiliation
1. Smt. Usha Bhat	
2. Sri. Karthik Anand	
3. Sri. Rohit	
4. Mrs. Nelwithe Moronha.	
5.	
6.	

Summary of the event/ Additional information  
Report.

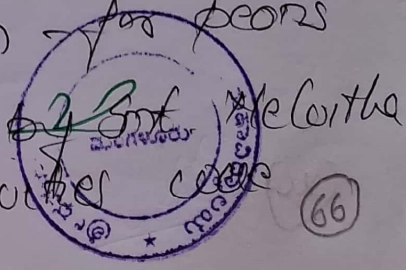
→ The program was inaugurated by Smt Usha Bhat & it was presided by Dr. Thoranatha.

→ The first session was taken up by Smt Usha Bhat & she highlighted on building relationship at workplace & related matter with group discussion.

→ The second session was split in 2 parts

- Sri Karthik Anand - gave a hands on session on usage of Google Drive [Google sheet] - for SDA & ADA & Managers.
- Sri Rohit : gave a hands on session on usage of PPT & Mic system - for peers & attendees

→ session III - was handled by Smt Nelwithe Moronha where group activities were taken up.



Sl. No	Contents	Page No.	
		From	To
1	Brief/ Detailed Report	✓	
2	Brochure/ Invitation	✓	
3	Program Schedule	✓	
4	Photos	✓	
5	List of Participants (attendance)	✓	
6	Meeting Proceedings		/
7	Review Meeting Proceedings		
8	News Clippings		

Date:

Name and Signature

Ravindra K. P. P.



(67)

**Shri Dharmasthala Manjunatheshwara Law College**  
**Centre for Post Graduate Studies & Research in Law**

M.G. Road, Kodialbail, Mangalore, Karnataka, India - 575 003.

Telephone: +91824-2494360; Email: [sdmlaw@gmail.com](mailto:sdmlaw@gmail.com)

NAAC Re-accredited 'B++' CGPA : 2.90

(Managed by SDME Society ® Ujire)



**President: Dr. D. Veerendra Heggade**

**Internal Quality Assurance Cell**  
**Organises**

**Training Programme**  
**for Administrative Staff**

**Date: 04<sup>th</sup> March, 2023**

**Venue: Seminar Hall,**  
**SDM Law College,**  
**Mangaluru.**

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**Presided by**  
**DR. THARANATH**  
Principal/Chairperson

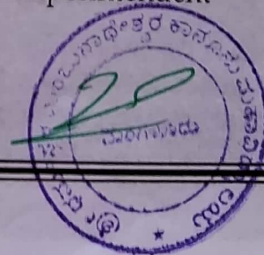
**Co-ordinators**

**DR. RAVINDRA K. RAJPUT**  
Asst. Professor / IQAC - Coordinator

**SRI. SANTHOSH KUMAR**  
Librarian

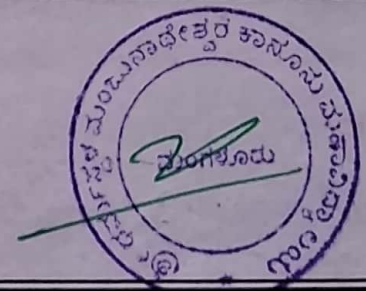
**SRI. SHAILESH N.**  
Office Superintendent

**SRI. DHARMA NAIK**  
Office Superintendent



## Programme Schedule

<b>Inauguration</b>	<b>9:30am – 10:00am</b>
<b>Session – 1</b> <b>Resource Person: Smt. Usha Bhat</b> <b>Topic: Handling Emotions, Building Relationship, Remaining Happy, Performance Excellence etc.</b>	<b>10:00am – 11:00am</b>
<b>Tea Break</b>	<b>11:00am – 11:30am</b>
<b>Session – 2 (Parallel Session)</b> <b>Resource Person: Sri Karthik Anand</b> <b>Topic: Usage of Google Drive and its applications.</b>	<b>11:30am – 12:30pm</b>
<b>Session – 2 (Parallel Session)</b> <b>Topic: Usage and Maintenance of Electronic Devices</b>	<b>11:30am – 12:30pm</b>
<b>Session – 3</b> <b>Resource Person: Mrs. Nelvita Noronha,</b> <b>Activity: Team building Activities</b>	<b>12.30pm – 1.30pm</b>
<b>Valedictory</b>	<b>1:30pm – 2:00pm</b>



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Non Teaching staff

Session - III

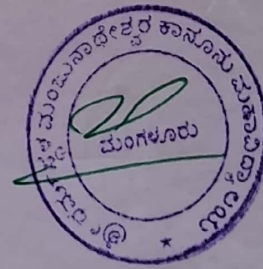
SL. NO.	NAME	
1	SRI SHAILESH N.	Shailesh N
2	SRI. DHARMA NAIK S.	Dharm
3	MRS. SAHANA JAIN. M	Sahana Jain M
4	SRI. SURESH LAMANI	Suresh Lamani
5	MRS. KALPANA	Kalpana
6	SRI. SARVESH	Sarvesh
7	MRS. THEJASWINI	Thejaswini
8	MRS. THANUJA	Thanuja
9	MRS. ASHA	Asha
10	SRI DERANNA .C.H	Deranna C.H
11	SRI. RANJITH NAIK S	Ranjith Naik S
12	SRI VISHWANATHA	Vishwanatha
13	SRI SHUBHACHANDRA	Shubhachandra
14	SRI KUMARA	Kumara
15	SRI SESAPPA GOWDA	Sesappa Gowda
16	MRS. NAGA VENI	B Nagaveni
<b><u>LIBRARY STAFF</u></b>		
17	MRS. PRAMILA SUMAN D'SOUZA	PrAMILA
18	MS. ARUNAKSHI A	Arunakshi A
19	SRI RAMACHANDRA	Ramachandra
20	SRI. JANARDHANA	Janardhana
21	SRI. VASANTH PATIL	Vasanth Patil
22	SRI. TEJAS RAO	Tejas Rao



Non Teaching staff

Session I

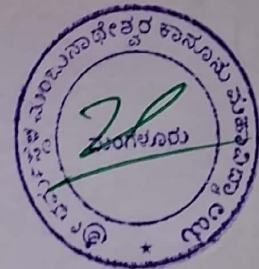
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3	MRS. SAHANA JAIN. M	Sahana Jain
4	SRI. SURESH LAMANI	Suresh Lamani
5	MRS. KALPANA	Kalpana
6	SRI. SARVESH	Sarvesh
7	MRS. THEJASWINI	Thejaswini
8	MRS. THANUJA	Thanuja
9	MRS. ASHA	Asha
10	SRI DERANNA .C.H	Deranna .ch
11	SRI. RANJITH NAIK S	Ranjith
12	SRI VISHWANATHA	Vishwanath
13	SRI SHUBHACHANDRA	Shubhas
14	SRI KUMARA	Kumara
15	SRI SESAPPA GOWDA	Sesappa
16	MRS. NAGAVENI	B. Nagaveni
	<u>LIBRARY STAFF</u>	
17	MRS. PRAMILA SUMAN D'SOUZA	PrAMILA
18	MS. ARUNAKSHI A	Arunakshi
19	SRI RAMACHANDRA	Ramesh Chandra
20	SRI. JANARDHANA	Janardhana
21	SRI. VASANTH PATIL	Vasanth
22	SRI. TEJAS RAO	Tejas



Non Teaching staff

Session - II

SL. NO.	NAME	
1	SRI SHAILESH N.	Shailesh N
2	SRI. DHARMA NAIK S.	Dharma
3	MRS. SAHANA JAIN. M	Sahana Jain
4	SRI. SURESH LAMANI	Suresh
5	MRS. KALPANA	Kalpna
6	SRI. SARVESH	Sarvesh
7	MRS. THEJASWINI	Thejaswini
8	MRS. THANUJA	Thanuja
9	MRS. ASHA	Asha
10	SRI DERANNA .C.H	Deranna
11	SRI. RANJITH NAIK S	Ranjith
12	SRI VISHWANATHA	Vishwanath
13	SRI SHUBHACHANDRA	Shubhachandra
14	SRI KUMARA	Kumara
15	SRI SESAPPA GOWDA	Sesappa
16	MRS. NAGAVENI	B. Nagaveni
	<b>LIBRARY STAFF</b>	
17	MRS. PRAMILA SUMAN D'SOUZA	PrAMILA
18	MS. ARUNAKSHI A	Arunakshi
19	SRI RAMACHANDRA	Ramachandra
20	SRI. JANARDHANA	Janardhana
21	SRI. VASANTH PATIL	Vasanth
22	SRI. TEJAS RAO	Tejas





### TEMPLATE FOR REPORTING OF EVENTS

<b>Faculty in charge:</b>	RAVINDRA RAJPUT & PUSHPARAS. K
<b>Committee / Cell:</b>	IQAC
<b>Event Title:</b>	Training for Non-Teaching staff
<b>Event type:</b>	Training Program
<b>Event Date(s):</b>	08 <sup>th</sup> March 2021
<b>Venue:</b>	Seminar Hall
<b>Resource Person</b>	(01) Prof. T. Krishnamurthy

ANNA  
POORNA  
SHET

**Summary of the event/Additional Information:**

A one day training program for the non-teaching staff was conducted on 8th March, 2021. 21 members participated in the program.



(13)

ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಕಾನೂನು ಮತ್ತು ಸಾಮಾಜಿಕ ಸ್ವಾತಂತ್ರ್ಯ ಅಧ್ಯಯನ ಹಾಗೂ ಸಂಶೋಧನಾ ಕೇಂದ್ರ,  
ಮಂಗಳೂರು-575003

ಅಂತರಿಕ ಗುಣಮಟ್ಟ ಖಾತ್ರಿ ಕೋಶ

ಬೋಧಕೇತರ ಸಿಬ್ಬಂದಿಗಳಿಗೆ ಒಂದು ದಿನದ ತರಬೇತಿ

**Training Programme for Administrative Staff held  
on 8<sup>th</sup> March 2021**

ಸಂವನ್ಮೂಲ ವ್ಯಕ್ತಿ : ಪ್ರೊ. ಬಿ. ಕೃಷ್ಣಮೂರ್ತಿ  
ಪ್ರಾಂಶುಪಾಲರು  
ಎಸ್.ಡಿ.ಎಂ. ವಸತಿಯುತ ಪದವಿಪೂರ್ವ ಕಾಲೇಜು,  
ಉಜಿರೆ

ದಿನಾಂಕ : 8ನೇ ಮಾರ್ಚ್ 2021, ಸೋಮವಾರ

ಸಮಯ : ಪೂರ್ವಾಹ್ನ ಗಂಟೆ 10.00 ರಿಂದ

ಸ್ಥಳ : ಸೆಮಿನಾರ್ ಹಾಲ್

ಸ್ವಾಗತ ಬಯಸುವ

ಶ್ರೀ ರವೀಂದ್ರ ಕೆ. ರಜಪೂತ್  
ಸಂಯೋಜಕರು  
ಅಂತರಿಕ ಗುಣಮಟ್ಟ ಖಾತ್ರಿ ಕೋಶ

ಡಾ. ತಾರಾನಾಥ  
ಪ್ರಾಂಶುಪಾಲರು  
ಎಸ್.ಡಿ.ಎಂ. ಕಾನೂನು ಕಾಲೇಜು,  
ಮಂಗಳೂರು

ಶ್ರೀ ಮುಷ್ಕರಾಜ್ ಕೆ,  
ಸಹ ಸಂಯೋಜಕರು

ಡಾ. ಅನ್ನಪೂರ್ಣಾ ಶೆಟ್ಟಿ  
ಸಹ ಸಂಯೋಜಕರು

ಶ್ರೀ ಕೆ.ಆರ್. ಕಾಮತ್  
ಕಛೇರಿ ವ್ಯವಸ್ಥಾಪಕರು

ಶ್ರೀ ಸಂತೋಷ್ ಕುಮಾರ್  
ಗ್ರಂಥಪಾಲಕರು

ಶ್ರೀ ವಿನೋದ್ ಕುಮಾರ್  
ಕಛೇರಿ ಅಧೀಕ್ಷಕರು



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ಎಸ್. ಡಿ.ಎಂ. ಕಾನೂನು ಕಾಲೇಜು, ಮಂಗಳೂರು.

ಬೋಧಕೇತರ ಸಿಬ್ಬಂದಿಗಳ ಒಂದು ದಿನದ ತರಬೇತಿ ಕಾರ್ಯಾಗಾರ

08-03-2021

**PROGRAMME SCHEDULE**  
ಕಾರ್ಯಕ್ರಮದ ಪಟ್ಟಿ

ಪ್ರಾರ್ಥನೆ	:	ಶ್ರೀಮತಿ ಸಹನ, ಶ್ರೀಮತಿ ಕಲ್ಪನ, ಶ್ರೀಮತಿ ಅರುಣಾಕ್ಷಿ, ಮತ್ತು ಶ್ರೀಮತಿ ತೇಜಸ್ವಿನಿ
ಸ್ವಾಗತ	:	ಶ್ರೀ ರಾಧಾಕೃಷ್ಣ ಕಾಮತ್
ಪ್ರಸ್ತಾವನೆ	:	ಶ್ರೀ ರವೀಂದ್ರ ರಜಪೂತ್
ಉದ್ಘಾಟನೆ	:	ಡಾ. ಕೃಷ್ಣಮೂರ್ತಿ
ಉದ್ಘಾಟಕರಿಂದ ಭಾಷಣ	:	
ಅಧ್ಯಕ್ಷರ ಭಾಷಣ	:	ಡಾ. ಬಾಲಕ ಉಪ ಪ್ರಾಂಶುಪಾಲರು
ಧನ್ಯವಾದ ಸಮರ್ಪಣೆ	:	ಶ್ರೀ ವಿನೋದ್ ಕುಮಾರ್
ಕಾರ್ಯಕ್ರಮದ ನಿರೂಪಣೆ	:	ಶ್ರೀ ಧರ್ಮ ನ್ಯಾಕ್

ಸಮಾರೋಪ ಸಮಾರಂಭ

ಪ್ರಮಾಣ ಪತ್ರ ವಿತರಣೆ	:	ಡಾ. ಕೃಷ್ಣಮೂರ್ತಿ
ಅನಿಸಿಕೆ	:	ಶ್ರೀಮತಿ ಪ್ರಮೀಳಾ ಸುಮನ್ ಡಿ'ಸೋಜಾ
ಧನ್ಯವಾದ	:	ಶ್ರೀ ಶೈಲೇಶ್ ಎನ್

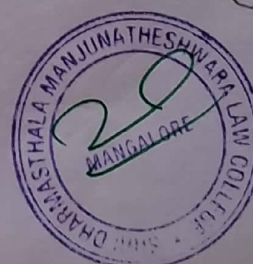
75



### PROGRAMME SCHEDULE

Assemble at Seminar Hall	:	9.45 a.m.
Inauguration	:	10.00a.m.
First Session	:	10.30 to 11.30a.m.
Tea Break	:	11.30 to 11.45a.m.
Second Session	:	11.45 to 12.45p.m.
Lunch Break	:	1.00 to 1.45p.m.
Third Session	:	1.45 to 3.30 p.m.
Tea Break	:	3.30 to 3.45p.m.
Last Session	:	3.45 to 4.45p.m.

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"ನೀಡಿಕೆಗೆ ಸಿದ್ಧರಾಗಿರುವುದು ದಿನದ ತೆರವಿಗೆ ಕಾರ್ಯಾಗಾರ."

REPORT OF TRAINING FOR NON-TEACHING STAFF

2021 ರ 08-3-2021 ರಂದು, ತ್ರಿ. ದೀಪಾಕ್ಷಿತ್ಯ ಮುಖ್ಯಾಧಿಕಾರಿ ಕಾನೂನು ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿ ಉತ್ತರಿಸಿರುವುದು ನೀಡಿಕೆಗೆ ಸಿದ್ಧರಾಗಿರುವುದು ದಿನದ ತೆರವಿಗೆ ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿರುವುದು.

ಕಾರ್ಯಾಗಾರದ ನಡವಳಿ ಪ್ರಾರಂಭಿಸಿದಾಗಲೂ, ವಿವಿಧ ರೀತಿಯಲ್ಲಿ (ಎಲೆಕ್ಟ್ರಾನಿಕ್ ಮೀಡಿಯಂ) ಸಂಪನ್ಮೂಲಗಳನ್ನು ಒದಗಿಸಿ, ಎಸ್.ಡಿ.ಎಂ. ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ತಿಳಿಸಿ ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿರುವುದು. ತ್ರಿ. ದೀಪಾಕ್ಷಿತ್ಯ, ಕಾನೂನು ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿರುವುದು. ತ್ರಿ. ದೀಪಾಕ್ಷಿತ್ಯ, ಕಾನೂನು ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿರುವುದು. ತ್ರಿ. ದೀಪಾಕ್ಷಿತ್ಯ, ಕಾನೂನು ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿರುವುದು.

ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿರುವುದು. ತ್ರಿ. ದೀಪಾಕ್ಷಿತ್ಯ, ಕಾನೂನು ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿರುವುದು. ತ್ರಿ. ದೀಪಾಕ್ಷಿತ್ಯ, ಕಾನೂನು ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿರುವುದು. ತ್ರಿ. ದೀಪಾಕ್ಷಿತ್ಯ, ಕಾನೂನು ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿರುವುದು.

ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿರುವುದು. ತ್ರಿ. ದೀಪಾಕ್ಷಿತ್ಯ, ಕಾನೂನು ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿರುವುದು. ತ್ರಿ. ದೀಪಾಕ್ಷಿತ್ಯ, ಕಾನೂನು ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿರುವುದು. ತ್ರಿ. ದೀಪಾಕ್ಷಿತ್ಯ, ಕಾನೂನು ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿರುವುದು.

ನಂತರ 3D (3D) ರೀತಿಯಲ್ಲಿಯೂ ರೂಪಿಸಲಾಯಿತು. ಅಂತಹ

- 1. Discover ( +ve - ve )
- 2. Develop ( +ve / Delete - ve )
- 3. Duplicate - ಉತ್ತರಿಸಿರುವುದು (Professional life, Family life, Personal life, Social life)



ವಿವರಿಸಿರುವುದು

ಇದು ಸಂಸ್ಥೆಯಿಂದಲೂ, ಇದರಲ್ಲಿ ಇರುವುದು ಉತ್ತರಿಸಿರುವುದು. ತ್ರಿ. ದೀಪಾಕ್ಷಿತ್ಯ, ಕಾನೂನು ಕಾರ್ಯಾಗಾರದ ಸುಧಾರಣೆ ಪ್ರಕ್ರಿಯೆಗೆ ಉತ್ತರಿಸಿರುವುದು.

ಆತ್ಮವಿಶ್ವಾಸದ ಬಗ್ಗೆ ವಿವರಿಸಿ

ಆತ್ಮವಿಶ್ವಾಸದ ಹಿರಿತನದಿಂದಾಗಿ ಕೆಲವು ವಿಷಯಗಳನ್ನು ಸುಲಭವಾಗಿ ಮಾಡುವ ಅಥವಾ ಮಾಡುವುದಿಲ್ಲವೆಂದು ಅರಿತುಕೊಳ್ಳುವಂತಹದಾಗಿರುತ್ತದೆ. ಇದು ಅತ್ಯಂತ ಮುಖ್ಯವಾದ ಅಂಶವಾಗಿದೆ.

ಉತ್ತಮ Self Analysis ಬಗ್ಗೆ ವಿವರಿಸಿ.

- Personality -
- 1) Introvert personality - ಒಂಟಿಯಾಗುವ
  - 2) Extrovert personality - ಬಹುಮಾನವಾಗುವ
  3. Ambivalent personality - ಒಂಟಿಯಾಗುವ / ಬಹುಮಾನವಾಗುವ

Skills to developed to excel

- 1) Intrapersonal skills - ಒಂಟಿ ಕೆಲಸಗಳು
- 2) Interpersonal skills - ಇತರರೊಡನೆ ಕೆಲಸಗಳು
- 3) Group skills - ಒಂದಿಗೂ ಹೆಚ್ಚಿನ ವ್ಯಕ್ತಿಗಳೊಡನೆ ಕೆಲಸಗಳು.

ವಿಶೇಷತೆಯ ಅರಿವನ್ನು

- SWOT- Analysis ಬಗ್ಗೆ ವಿವರಿಸಿ.
- 1) Know your strengths / ಬಲತನ / ಏಕತೆ
  - 2) Recognize your weaknesses / ಕೊರತೆಗಳನ್ನು ಗುರುತಿಸಿ.
  - 3) Find out opportunities to excel / ಅವಕಾಶ
  - 4) Research your Threats / challenges - ಅಡಚಣೆ.

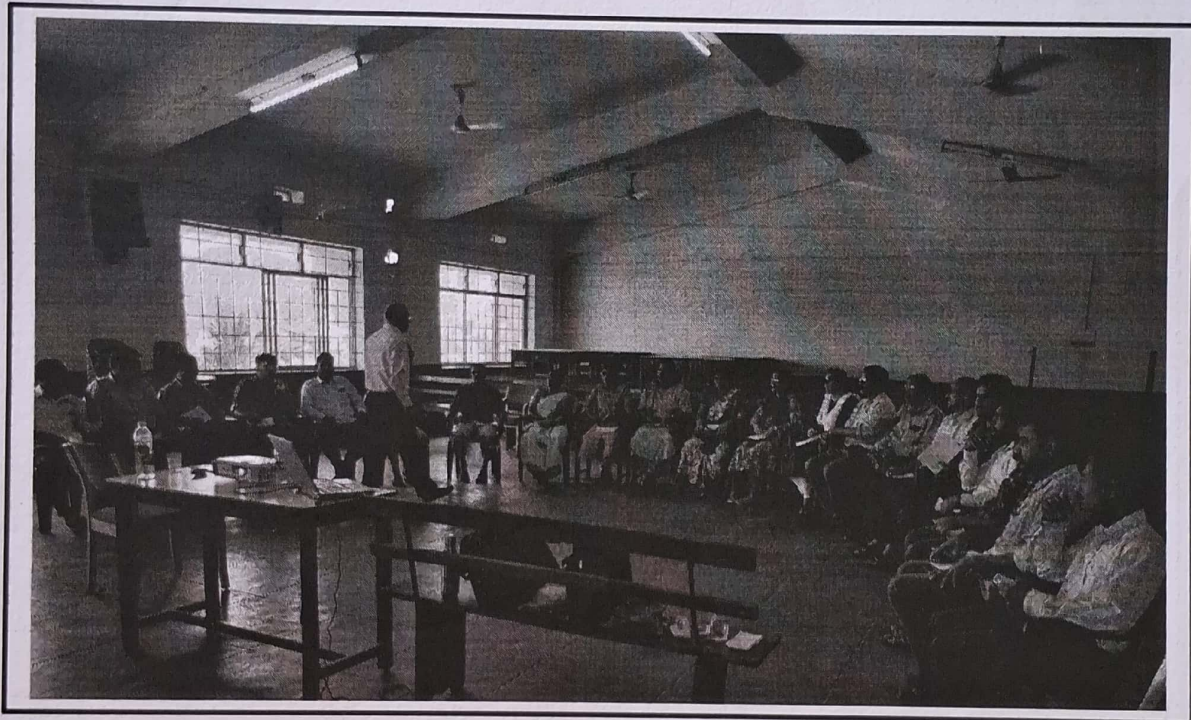
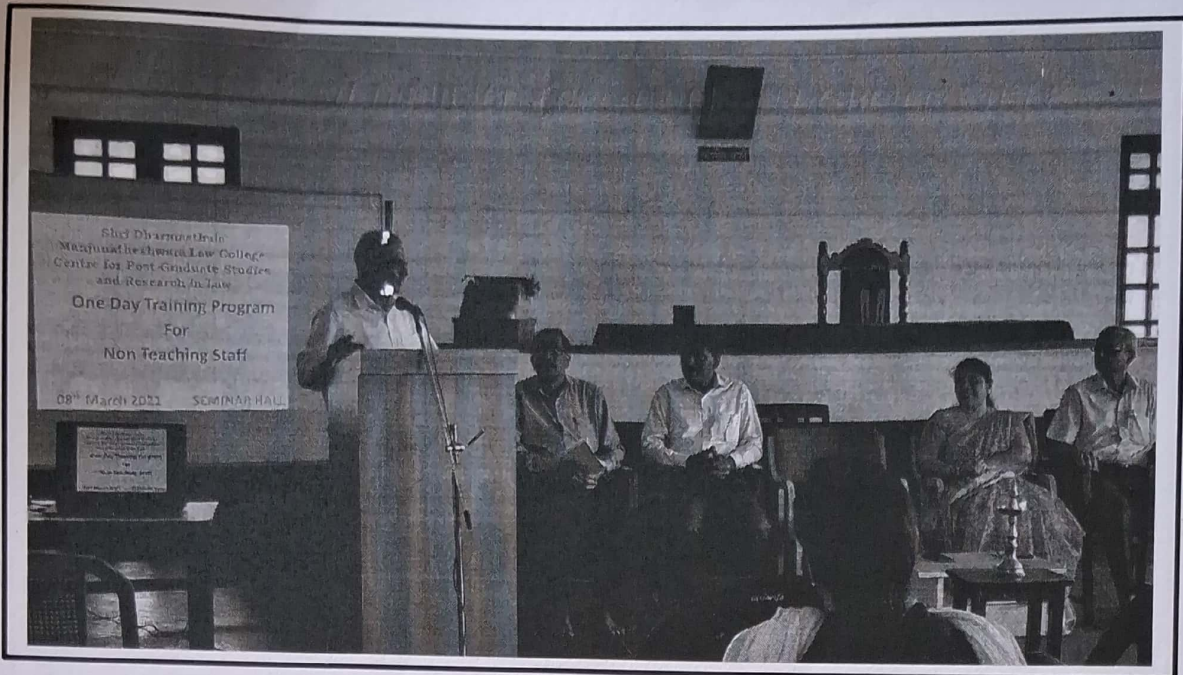
7Cs to excel in profession

- 1) confidence
- 2) convincing
- 3 Creativity
- 4 commitment.
5. character
6. communication
7. Accept a challenge.



ಕಾನೂನು ಅಧ್ಯಯನ - ಮುಂದೆ ಕೆಲಸಕ್ಕಾಗಿ ಬಗ್ಗೆ. ಅಂತರ. ಮೂಲ. ಮೂಲವಾಗಿ ಅಂತರಾಷ್ಟ್ರೀಯ - ಇಂಗ್ಲಿಷ್, ಕನ್ನಡ, ಹಿಂದಿ ಅಥವಾ ಕೇಂದ್ರೀಯ - ಸ್ಪಷ್ಟ. ವರ್ಗ. ವಿವರಗಳು. ಪ್ರತಿ. ಅಧ್ಯಯನ.

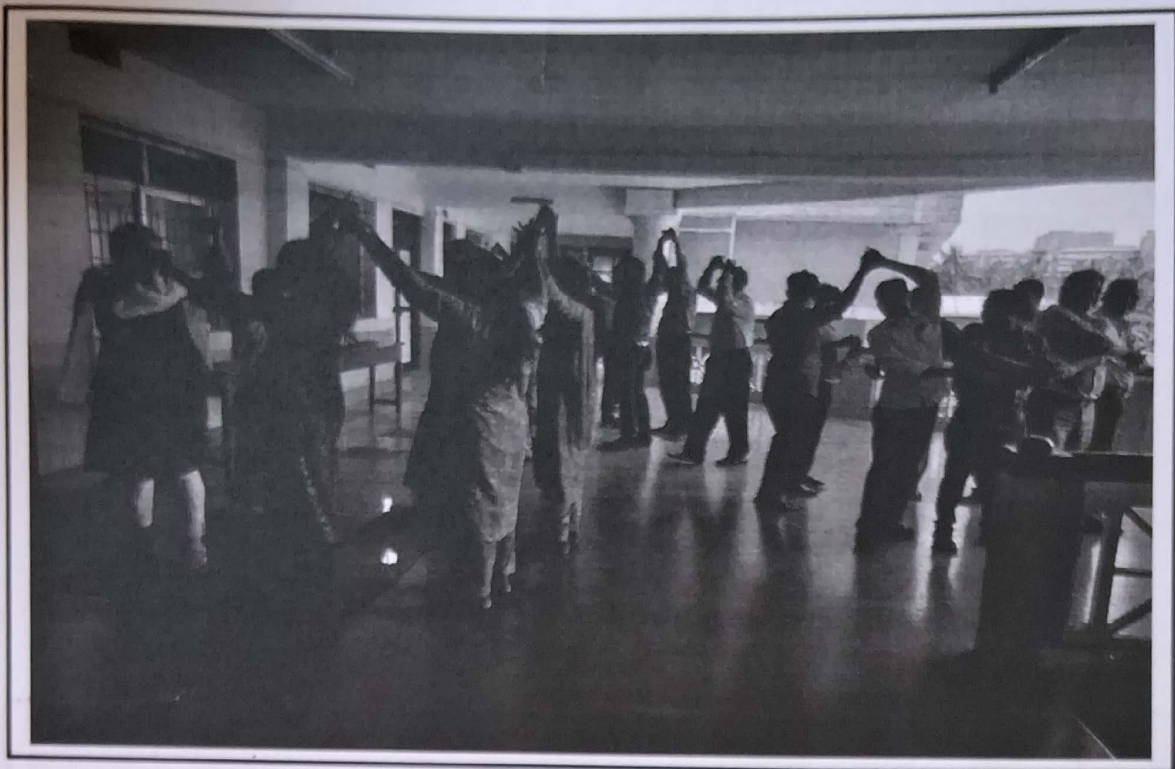
ಈ ವಿಷಯಗಳನ್ನು ನಿರೀಕ್ಷಿಸುವುದು ಉತ್ತಮವಾಗಿದೆ. ಇದು ನಿಮ್ಮ ವೃತ್ತಿ ಮತ್ತು ಜೀವನಕ್ಕೆ ಸಹಾಯ ಮಾಡುತ್ತದೆ. ಇದು ನಿಮ್ಮ ಸಾಮರ್ಥ್ಯವನ್ನು ಪರಿಶೀಲಿಸುತ್ತದೆ ಮತ್ತು ನಿಮ್ಮ ಸಾಮರ್ಥ್ಯವನ್ನು ಹೆಚ್ಚಿಸುತ್ತದೆ. ಇದು ನಿಮ್ಮ ಜೀವನಕ್ಕೆ ಸಹಾಯ ಮಾಡುತ್ತದೆ.



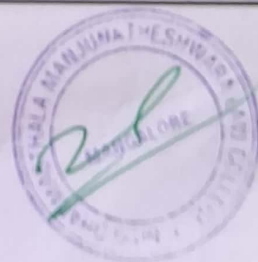
TRAINING SESSIONS



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TRAINING SESSIONS



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Training for Non-Teaching staff  
08-03-2021

Non Teaching staff

SL.NO.	NAME	SIGNATURE
1	SRI K.RADHAKRISHNA KAMATH	
2	SRI. SIDDARTHA AJRI	- AB -
3	SRI VINOD KUMAR, V.	
4	SRI SHAILESH N.	Shailesh N.
5	SRI. DHARMA NAIK	
6	MRS. SAHANA JAIN. M	Sahana Jain
7	SRI. SURESH LAMANI	Suresh Lamani
8	MS. ARUNAKSHI A	
9	MRS. PRAMILA SUMAN D'SOUZA	
10	MRS. KALPANA	
11	SRI. SARVESH	
12	MRS. THEJASWINI	
13	SRI DERANNA .C.H	Deranna .C.H.
14	SRI. RANJITH NAIK S	
15	SRI VISHWANATHA	
16	SRI SHUBHACHANDRA	Subhas
17	SRI KUMARA	
18	SRI SESAPPA GOWDA	
19	SRI RAMACHANDRA	Rama Chandra
20	SRI. JANARDHANA	
21	SRI. VASANTH PATIL	Vasanth Patil
22	MRS. NAGA VENI	
23	MR. NISHAN	- AB -



ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಕಾನೂನು ಮಹಾವಿದ್ಯಾಲಯ  
ಸ್ನಾತಕೋತ್ತರ ಅಧ್ಯಯನ ಹಾಗೂ ಸಂಶೋಧನಾ ಕೇಂದ್ರ,  
ಮಂಗಳೂರು-575003

**FEEDBACK**

ಆಂತರಿಕ ಗುಣಮಟ್ಟ ಖಾತ್ರಿ ಕೋಶ

ಬೋಧಕೇತರ ಸಿಬ್ಬಂದಿಗಳಿಗೆ ಒಂದು ದಿನದ ತರಬೇತಿ

ಹೆಸರು : ಬಿ.ನೀಲ ಕುಮಾರ್.ವಿ.

ಹುದ್ದೆ : ಅಧೀಕ್ಷಕ

1. ಈ ಕಾರ್ಯಾಗಾರ ನಿಮಗೆ ಉಪಯುಕ್ತ ಎಂದು ಅನಿಸುತ್ತಿದೆಯೇ?

ಹೌದು .

2. ಈ ಕಾರ್ಯಾಗಾರದ ಸಂಪನ್ಮೂಲ ವ್ಯಕ್ತಿಗಳ ಬಗ್ಗೆ ನಿಮ್ಮ ಅಭಿಪ್ರಾಯ.

ಒಳ್ಳೆಯ ಅನುಭವ ತಾಗು ನುರಿತ ಶಿಕ್ಷಕರು ರಾಜ

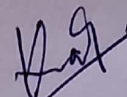
3. ಕಾರ್ಯಾಗಾರದಿಂದ ನೀವು ಕಲಿತ ವಿಷಯಗಳಾವವು?

ಕಾನೂನು, ಭದ್ರತೆ, ಸಮಯ ಪ್ರಜ್ಞೆ ತಾಗು  
ನಂವಾಹನೆ ಕೌಶಲ್ಯ

4. ಇಂತಹ ಕಾರ್ಯಾಗಾರಗಳು ಮುಂದಿನ ದಿನಗಳಲ್ಲಿ ಅಗತ್ಯವಿದೆಯೇ?

ಹೌದು .

ದಿನಾಂಕ: 08-03-2021

  
ಸಹಿ



(82)



**SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE**  
**CENTRE FOR POST GRADUATE STUDIES & RESEARCH IN LAW**

**MANGALURU - 575 003**

(Managed by SDME Society ®, Ujire)

President Dr. D. Veerendra Heggade

**ONE DAY SOFT SKILLS TRAINING PROGRAMME FOR ADMINISTRATIVE STAFF**

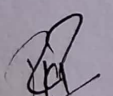
# Certificate

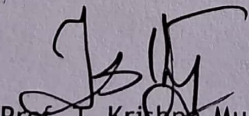
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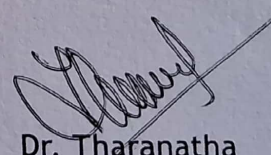
Mr. / Ms. K. Radhakrishna Kamath of  
S.D.M. LAW COLLEGE MANGALURU

has attended one day Soft Skills Training Programme for Administrative Staff  
on 8<sup>th</sup> March 2021 organised by Internal Quality Assurance Cell.



  
Mr. Ravindra K Rajput  
IQAC Co-ordinator  
SDM Law College  
Mangaluru

  
Prof. T. Krishna Murthy  
Resource Person

  
Dr. Tharanatha  
Principal/Chairman  
SDM Law College  
Mangaluru

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