



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<sup>++</sup> CGPA 2.9)

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

## Criteria VII: Institutional Values and Best Practices

**Metric No: 7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard.**

<b>Index</b>		
<b>Sl. No.</b>	<b>Contents</b>	<b>Page No.</b>
1.	Committee to Monitor Adherence to Code of Conduct	1-3
2.	Code of Conduct for the Teaching and Non- Teaching Staff	4-5
3.	Reports of Meetings	6-80



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

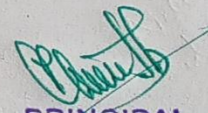
AFFILIATED TO KARNATAKA STATE LAW UNIVERSITY, HUBBALLI  
RECOGNIZED BY BAR COUNCIL OF INDIA, NEW DELHI  
(NAAC Accredited B<sup>++</sup> CGPA 2.9)

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

**Criteria VII: Institutional Values and Best Practices**

**Metric No: 7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard.**

**Constitution and Proceedings of the Monitoring Committee.**

SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE CENTRE FOR POST GRADUATE STUDIES AND RESEARCH IN LAW MANGALURU - 575 003	
( Reaccredited by NAAC with 'B++' Grade )	
Fax : 0824 - 2492636	PRINCIPAL : 2492636
E-mail : sdmlaw@gmail.com	OFFICE : 2494360
Web : www.sdmlc.ac.in	
<b>3 November 2023</b>	
<b><u>Committee to Monitor Adherence to the Code of Conduct</u></b>	
<b>For Teaching Fraternity</b>	
Dr. Balika	Vice- Principal
Mrs. Sharika Rai	H.O.D Law
Mrs. Ujwala	H.O.D Humanities
<b>For Non-Teaching Fraternity</b>	
Mr. Shailesh N	Office Manager
 <b>PRINCIPAL</b> Shri Dharmasthala Manjunatheshwara Law College, Mangaluru	



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<sup>++</sup> CGPA 2.9)

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



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


Fax : 0824 - 2492636 ( Reaccredited by NAAC with 'B++' Grade )  
E-mail : sdmlaw@gmail.com Web : www.sdmlc.ac.in PRINCIPAL : 2492636  
OFFICE : 4294360

Date 14/11/2022

**Committee to Monitor Adherence to Code of Conduct**

Vice Principal	- Dr Balika
H.O.D Law	- Prof. Maheshchandra Nayak
H.O.D Humanities	- Prof. Naresh M
Office Manager	- Mr. Shailesh N



  
**PRINCIPAL**  
Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru



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<sup>++</sup> CGPA 2.9)

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



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

( Reaccredited by NAAC with 'B<sup>++</sup>' Grade )

Fax : 0824 - 2492636

E-mail : sdmlaw@gmail.com

Web : www.sdmlc.ac.in



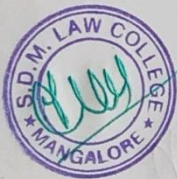
PRINCIPAL : 2492636

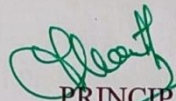
OFFICE : 2494360

2.03.2020

COMMITTEE TO MONITOR ADHERENCE TO CODE OF CONDUCT

VICE PRINCIPAL	- DR. BALIKA
H.O.D. LAW	- MR. MAHESHCHANDRA NAYAK
H.O.D. HUMANITIES	- MR. NARESH MALLIGEMADU
OFFICE MANAGER	- MR. K. RADHAKRISHNA KAMATH



  
PRINCIPAL  
PRINCIPAL  
Shri Dharmasthala Manjunatheshwara  
Law College, Mangalore

7.1.10



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<sup>++</sup> CGPA 2.9)

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

## Code of Conduct for Teaching and Non-Teaching Staff

### Code of Conduct for the Teaching and Non- Teaching Staff

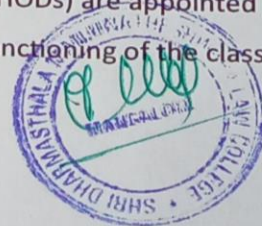
The code of conduct for both teaching and non-teaching staff within a college establishes the foundation for professionalism, respect, and ethical behavior within the educational environment. It mandates adherence to high standards of integrity, honesty, and fairness in all interactions with students, colleagues, and the wider community. The code emphasizes the importance of continuous professional development, compliance with relevant policies and regulations, and the responsible use of college resources to fulfil their roles effectively and contribute positively to the college community.

#### General Code of Conduct

1. **Attendance:** Both teaching and non-teaching staff must ensure their punctuality using the Biometric Machine.
2. **Leave Approval:** Prior approval from the principal is necessary before applying for leave, except in emergencies.
3. **Movement Record:** Staff members should document their movements outside the college premises during work hours in the Movement Register, with permission from the principal or, in the absence of the principal, from the vice principal.
4. **POSH Committee:** A POSH Committee is formed for addressing any issues pertaining to Prevention of Sexual Harassment.

#### For Teaching Staff

- **Staff Advisor:** A staff advisor is appointed to facilitate communication between the Head of the Institution and the faculty.
- **Office Manager:** An office manager is to facilitate communication between Head of the Institution, teaching, and non-teaching staff for the purpose of sharing detailed information of students, to look into examination related matters, college admission related matters, to maintain staff service register.
- **HOD Appointments:** Heads of Departments (HODs) are appointed for law and humanities departments to ensure smooth functioning of the classes and to address student-related issues.



01



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<sup>++</sup> CGPA 2.9)

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

- **Class Arrangements:** Faculty must make arrangements for their classes in case of absence to ensure the smooth functioning of the regular classes.
- **Work Diary:** Faculty are provided with work diaries to maintain records of their classes and other administrative tasks on a daily basis.
- **Dress Code Compliance:** Faculty are responsible for ensuring that students adhere to the college's dress code.
- **Student Attendance and Behavior:** Faculty are responsible for monitoring student attendance and on-campus behavior.

**For Non- Teaching Staff**

- **Office Manager:** Office manager is to facilitate communication between the Head of the Institution, teaching, and non-teaching staff.
  1. The office manager looks over the functioning of the college office under the supervision of the Head of the Institution.
  2. The office manager is responsible for the distribution of work among the non-teaching staff, maintenance of the college facilities.
  3. The maintenance of the service register of all staff members to ensure accurate records of employment history within the institution.
  4. Allotment of works to the office staff and execution of the same.



  
PRINCIPAL

Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru



## Reports of Meetings

\*The Highlighted Areas Reflect References to Code of Conduct, Discipline

2023-2024

### Action Taken

Principal Welcomed all the staff to the first staff meeting of Academic year 2023-24.

Matters discussed in meeting.

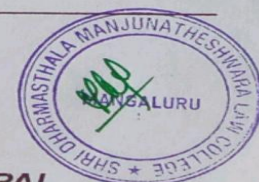
1. On 22<sup>nd</sup> Nov. 2023, our academic years-odd semester classes will commence.

NOTES: (a) Teaching must be the top priority and all the teachers should complete the syllabus on time.

(b) Distribution of assignment topics must be done at the earliest, so that students can collect relevant information and study materials in support to their concerned topics.

(c) For all first year classes - Teachers visiting their classes can teach them as to how to write project topics/ assignments and method of presentation. Let the assignment topics multi-disciplinary and elaborate one, - students can study beyond the syllabus.

PRINCIPAL





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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL .....

Date of Meeting ..... Time : .....

Members Present		Signature	
SRI MAHESHCHANDRA NAYAK	<i>M. Nayak</i>	DR. BALIKA	<i>[Signature]</i>
MRS. UJWALA	<i>[Signature]</i>	DR. SANTHOSHA KUMARA A	<i>[Signature]</i>
MR. RAKSHITH B.V.	<i>[Signature]</i>	MRS. SHARIKA RAI	<i>[Signature]</i>
MRS. DEEPA SALIAN	<i>AB</i>	MRS. VINUTHA K	<i>[Signature]</i>
MR. KARTHIK ANAND	<i>[Signature]</i>	DR. RAVINDRA RAJPUT	<i>[Signature]</i>
MR. AMITH	<i>[Signature]</i>	MS. SUMA S. KOGILGERI	<i>[Signature]</i>
MR. PUSHPARAJ	<i>[Signature]</i>	DR. SHUBHALAKSHMI P	<i>[Signature]</i>
DR. RESHMA		DR. ANNAPOORNA SHET	<i>[Signature]</i>
MRS. NELVITA C NORONHA	<i>[Signature]</i>	DR. CHANDRALEKHA V	<i>[Signature]</i>
MR. ASHWIN	<i>[Signature]</i>	DR. DIMPAL MESTA	<i>[Signature]</i>
		DR. ASHWINI P	<i>[Signature]</i>
		DR. SHAHEEMA A S	<i>[Signature]</i>
		SRI. SANTHOSH KUMAR	<i>[Signature]</i>
		MR. SHASHIPRASAD	<i>AB</i>

Resolution







#### Action Taken

1. Principal welcomed all the staff to the meeting.

2. Agenda of the meeting :-

→ Celebrating Republic Day Celebration.

→ Kabaddi competition Inter class.

There is need of presence of all the students for this Republic Day programme.

#### NOTES:

Programme agenda -

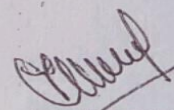
Justice Karpaga Vinayagam - former Chief Justice Tharkhand High Court will be the chief guest.

Floral Tribute to M.K. Gandhi and Dr. B.R. Ambedkar's photograph will be organised.

Taking Preamble Pledge - is also one of the programme to be organised on Republic Day. It was done as per the KSLU guidelines.

Kabaddi - Interclass programme will be held in our college ground after the programme.

Question paper of internal examinations

  
PRINCIPAL





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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL *Staff Meeting*

Date of Meeting *24.01.2024* Time: *4:25 P.m.*

Members Present		Signature	
SRI MAHESHCHANDRA NAYAK	<i>M Nayak</i>	DR. BALIKA	<i>AB</i>
MRS. UJWALA	<i>AB</i>	DR. SANTHOSHA KUMARA A	<i>[Signature]</i>
MR. RAKSHITH B.V.	<i>AB</i>	MRS. SHARIKA RAI	<i>[Signature]</i>
MRS. DEEPA SALIAN	<i>AB</i>	MRS. VINUTHA K	<i>[Signature]</i>
MR. KARTHIK ANAND	<i>[Signature]</i>	DR. RAVINDRA RAJPUT	<i>[Signature]</i>
MR. ASHITH SM	<i>[Signature]</i>	MS. SUMA S. KOGILGERI	<i>[Signature]</i>
MR. PUSHPARAJ	<i>AB</i>	DR. SHUBHALAKSHMI P	<i>[Signature]</i>
DR. RESHMA	<i>AB</i>	DR. ANNAPOORNA SHET	<i>[Signature]</i>
MRS. NELVITA C NORONHA	<i>AB</i>	DR. CHANDRALEKHA V	<i>[Signature]</i>
MR. ASHWIN	<i>[Signature]</i>	DR. DIMPAL MESTA	<i>[Signature]</i>
MR. MOHAN KUMAR K	<i>[Signature]</i>	DR. ASHWINI P	<i>[Signature]</i>
MS. KAVYA	<i>[Signature]</i>	DR. SHAHEEMA A S	<i>[Signature]</i>
		SRI. SANTHOSH KUMAR	<i>[Signature]</i>
		MR. SHASHIPRASAD	<i>[Signature]</i>

Resolution





Action Taken

Principal welcomed all the staff to the meeting.

→ Canara Bank officials gave a brief on their new features available in their Bank.

→ Document collection was the main agenda of the meeting.

NOTES:

→ Internal examinations conducted as per K.S.L.U guidelines successfully.

→ Individual score sheets must be prepared and kept for our reference in the college.

→ Consolidated score sheet should be prepared and submitted to the university.

→ AQAR report should be submitted with in 29<sup>th</sup> Feb 2024. (2021-22) & (22-23).

→ Classes should be conducted on regular basis inspite of holding various events.

→ Cleanliness of classrooms also the priority.





Action Taken

- Timetable adjustment so far done by Mr. Anith and henceforth continued by Mrs. Vijala.
- There are certain audits to take place like Academic audit, gender audit, AA, disability audit, etc.
- L.M viva-external-will be held on 15th Feb 2024.

NOTES :

- We should strive to get 'A' grade from NAAC in the coming cycle.
- Grace attendance should be looked into and not more than 5 for an event.
- Lok Sabha election is approaching and we must take utmost care about any issue that might arise.
- ISSN no. of our journal is on process and faculty can submit articles.
- Faculty must register in movement diaries and punctual on their movements.

  
PRINCIPAL





**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<sup>++</sup> CGPA 2.9)

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

**COMMITTEE / CELL Meeting**

Date of Meeting 23/02/2024 Time : 12:40 PM

Members Present		Signature	
SRI MAHESHCHANDRA NAYAK	<i>W Nayak</i>	DR. BALIKA	<i>[Signature]</i>
MRS. UJWALA	<i>UM</i>	DR. SANTOSH KUMARA A	<i>AB</i>
MR. RAKSHITH B.V.	<i>AB</i>	MRS. SHARIKA RAI	<i>[Signature]</i>
MRS. DEEPA SALIAN	<i>[Signature]</i>	MRS. VINUTHA K	<i>[Signature]</i>
MR. KARTHIK ANAND	<i>[Signature]</i>	DR. RAVINDRA RAJPUT	<i>AB</i>
MR. AMITH SM	<i>[Signature]</i>	MS. SUMA S. KOGILGERI	<i>[Signature]</i>
MR. PUSHPARAJ	<i>[Signature]</i>	DR. SHUBHALAKSHMI P	<i>[Signature]</i>
DR. RESHMA	<i>[Signature]</i>	DR. ANNAPOORNA SHET	<i>[Signature]</i>
MRS. NELVITA C NORONHA	<i>[Signature]</i>	DR. CHANDRALEKHA V	<i>[Signature]</i>
MR. ASHWIN	<i>AB</i>	DR. DIMPAL MESTA	<i>[Signature]</i>
MR. MOHAN KUMAR K	<i>[Signature]</i>	DR. ASHWINI P	<i>[Signature]</i>
MS. KAVYA	<i>[Signature]</i>	DR. SHAHEEMA A S	<i>[Signature]</i>
		SRI. SANTHOSH KUMAR	<i>[Signature]</i>
		MR. SHASHIPRASAD	<i>[Signature]</i>

Agenda

Absence with leave -  
 Mr. Rakshith B.V. - *[Signature]*  
 Mr. Ashwin - *[Signature]*  
 Dr. Ravindra K. Rajput - *[Signature]*

Resolution





Action Taken

Principal welcomed all the staff to the meeting

→ Yakshottava programme - 2023-24 will be held on 23rd to 25th Feb. 2024.

→ Mr. Nareth Molligomade, Retired Prof. of Economics who has taken lot of interest in promoting the Yakshagana will be honoured & facilitated with respect.

NOTES:

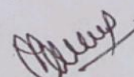
→ Ranjith - office staff - promoted to higher cadre and to be honoured during the occasion.

→ There are many programmes conducted in college and photos of such programme should be submitted to Librarian Senthosh Kumar sir.

→ Yakshottava will be held for 3 days.

→ Dates are allotted to the faculty members.





PRINCIPAL



**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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL Staff Meeting

Date of Meeting 22/02/24 Time: 4. P.M.

SRI MAHESHCHANDRA NAYAK	<u>Nayak</u>	DR. BALIKA	<u>[Signature]</u>
MRS. UJWALA	<u>official form</u>	DR. SANTHOSHA KUMARA A	<u>[Signature]</u>
MR. RAKSHITH B.V.	<u>[Signature]</u>	MRS. SHARIKA RAI	<u>[Signature]</u>
MRS. DEEPA SALIAN	<u>AB</u>	MRS. VINUTHA K	<u>AB</u>
MR. KARTHIK ANAND	<u>[Signature]</u>	DR. RAVINDRA RAJPUT	<u>[Signature]</u>
MR. AMITH S.M	<u>[Signature]</u>	MS. SUMA S. KOGILGERI	<u>[Signature]</u>
MR. PUSHPARAJ	<u>[Signature]</u>	DR. SHUBHALAKSHMI P	<u>[Signature]</u>
DR. RESHMA	<u>[Signature]</u>	DR. ANNAPOORNA SHET	<u>official form</u>
MRS. NELVITA C NORONHA	<u>AB</u>	DR. CHANDRALEKHA V	<u>[Signature]</u>
MR. ASHWIN	<u>[Signature]</u>	DR. DIMPAL MESTA	<u>[Signature]</u>
MR. MOHAN KUMAR K	<u>official form</u>	DR. ASHWINI P	<u>[Signature]</u>
MS. KAVYA	<u>[Signature]</u>	DR. SHAHEEMA A S	<u>[Signature]</u>
		SRI. SANTHOSH KUMAR	<u>[Signature]</u>
		MR. SHASHIPRASAD	

Agenda

Resolution



[Signature]  
**PRINCIPAL**



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<sup>++</sup> CGPA 2.9)

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

Proceedings of the Online Faculty Meeting held on 07-05-2024 at 12.00 noon

1. All faculty are instructed to engage the classes until the last working day. Faculty to keep one unit (last) for discussion after the payment of exam fees by the students.
2. In the previous semester names of 08 students have been removed from the attendance register due to attendance shortage. Therefore, their attendance shall not be called in the classes.
3. Few students have not settled admission fees even after the financial year (March 2024). Therefore, their names have been marked with pencil in the attendance register & their names shall not be called in the classes. However, teachers shall keep in mind their attendance as the same may counted retrospectively on payment of fees.
4. Time table adjustment will be Mrs.Ujwala and in her absence Mr.Amith S.M. All faculty applying for CL shall get the initials of the concerned above faculty in their leave note before the submission of leave note (in the columns alternate arrangements/ ಬದಲಿ ವ್ಯವಸ್ಥೆ )
5. Faculty undertaking University duties shall obtain Prior permission from the college before reporting to the University external examination duties.
6. Except pre-scheduled events no activities, programmes to be conducted by any cell/committee in this semester
7. Syllabus copy available in the college office/library.
8. Based upon bio-metric report late coming & early going timings if exceeds 08 hours as per management strict direction one CL will be deducted from this semester onwards.
9. The class teachers to monitor cleanliness of the classes, counsel the students & maintain academic records of the students.
10. Teachers in-charge of Practical Training shall ensure that all aspect of practical training shall be completed before the last working day. Batches of two faculty members can be clubbed together to conduct Mock Trials.
11. The observation in the student feedback such as completion of syllabus, revision of syllabus after completion of the syllabus, discussion of case laws in the class to be looked into. Apart from this, teachers are expected not to share their personal opinions about their achievement, ideology with the students in connection with academics shall not disturb the neighbouring classes.

PRINCIPAL



PRINCIPAL





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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL ..... Staff Meeting (Online) .....

Date of Meeting ..... 07.05.2024 ..... Time : 12:00 .

SRI MAHESHCHANDRA NAYAK		DR. BALIKA	
MRS. UJWALA		DR. SANTHOSHA KUMARA A	
MR. RAKSHITH B.V.		MRS. SHARIKA RAI	
MRS. DEEPA SALIAN		MRS. VINUTHA K	
MR. AMITH SM		DR. RAVINDRA RAJPUT	
MR. PUSHPARAJ		DR. SUMA S. KOGILGERI	
DR. RESHMA		DR. SHUBHALAKSHMI P	
MRS. NELVITA C NORONHA		DR. ANNAPOORNA SHET	
MR. ASHWIN		DR. CHANDRALEKHA V	
MR. MOHAN KUMAR K		DR. DIMPAL MESTA	
MS. KAVYA		DR. ASHWINI P	
		DR. SHAHEEMA A S	
		SRI. SANTHOSH KUMAR	
		MR. SHASHIPRASAD	

Resolution



PRINCIPAL



Action Taken

1. Principal Sir welcomed all members for this special Meeting to discuss about the Continuous programme in this week.
2. On 05<sup>th</sup> June 2024, Environmental Day will be celebrated in our college premises in association with K.S.P.C.B, D.L.S.A, Mangalore University & SDME Management.
3. On account of Environmental Day programme  
NOTES: a Jatha is organised from Mangala Stadium to SDM law college where our Students & other Students will take part.
4. At 10:30 programme will be inaugurated and there will be Model Exhibition, Prize distribution for various pre-competition conducted in connection to Env. Day.  
It is followed by cultural programme.
5. For providing grace/credit attendance for students, a single attendance register will be maintained by SWO. The Convener of committee must sign the document or list of students must be certified, and then grace & attendance will be marked by SWO. Only 5 grace attendance per student permitted.
6. LIC visit for 4 course - 2 yrs LL.M, Research Centre, Certificate Course

PRINCIPAL





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<sup>++</sup> CGPA 2.9)

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

Action Taken ADR & Para Legal, will be on 07<sup>th</sup> June 2024 Morning at 9:00 am. Classes must go on all these days. Since LHM. Class rooms are occupied by the other Committee, the LHM Students are called for interaction with LIC team.

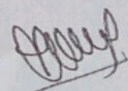
7.) Our NAAC accreditation will be lapsed on 13 June 2024 & So IIRA must be Submitted before that date. SSR must

NOTES: be uploaded only after getting approval from our management. To do NAAC work in Room no. 207 all facilities like, computer, Printouts etc are provided. So requested with all staff to do NAAC work even beyond working hours.

8.) Based on the review collected in the Students' Council Meeting, Principal Sir instructed to the faculties to go slow in completion of syllabus as till last working day classes need to be taken and non-academic discussion should be avoided in the class.

9. Regarding our Research Centre, feedback from Management is not happy and so we need to publish MoA Article in UGC Recognised Journal.

P.T.O

  
PRINCIPAL





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<sup>++</sup> CGPA 2.9)

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

Staff Meeting 04/06/2024

SRI MAHESHCHANDRA NAYAK		DR. BALIKA	
MRS. UJWALA		DR. SANTHOSHA KUMARA A	
MR. RAKSHITH B.V.		MRS. SHARIKA RAI	
MRS. DEEPA SALIAN		MRS. VINUTHA K	
MR. KARTHIK ANAND		DR. RAVINDRA RAJPUT	
MR. AMITH SM		MS. SUMA S. KOGILGERI	
MR. PUSHPARAJ		DR. SHUBHALAKSHMI P	
DR. RESHMA		DR. ANNAPOORNA SHET	
MRS. NELVITA C NORONHA		DR. CHANDRALEKHA V	
MR. ASHWIN		DR. DIMPAL MESTA	
MR. MOHAN KUMAR K		DR. ASHWINI P	
MS. KAVYA		DR. SHAHEEMA A S	
		SRI. SANTHOSH KUMAR	
		MR. SHASHIPRASAD	

Agenda

To inform and discuss about the upcoming programmes in our college.

- Visit of Local Inspection Committee.

Resolution



PRINCIPAL



2022-2023

Action Taken Agenda:

1. To Monitor Students attendance.
2. To Monitor Practical Training.
3. Any other issue connected to academics.

Resolution:

1. After welcoming all staff, principal Sir said that every Saturday periodical staff meeting will be organised for this academic

NOTES: Year.

2. Instructed to all class mentors to monitor the attendance of students and update regarding shortage of attendance.
3. For all 1<sup>st</sup> year class mentors, special request that if any student is absent and not attended any classes till today, then inform that matter to the office and that seat can be given to other aspirants.
4. Handle small matters at class teachers level and follow hierarchy should be followed and finally send the students to principal chamber.
5. Conduct periodical meetings with practical training students of each batch and monitor the same. If there is any problem regarding chamber visit, communicate the same to principal.
6. Students Executive Council yet to be decided and formed. It may take some time to constitute the same.

P.T.O

  
PRINCIPAL



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<sup>++</sup> CGPA 2.9)

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

(Action Taken) So committees organising any program  
can take the assistance of some interested students.  
But no assurance can be given to them.  
7. All faculty members should go to the class  
before the bell rings. (Specially 1<sup>st</sup> hour)  
8. Work diary and Diaries for each committee  
to write meeting proceedings will be issued shortly.  
9. Principal Sir requested to visit the hostels where  
our students are staying & collect information  
NOTES: regarding their safety etc.





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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL ..... *Staff Meeting* .....

Date of Meeting ..... *03.12.2022 (RTI 101)* ..... Time : *1:30 PM* .....

Members Present	Signature
-----------------	-----------

03.12.2022

SRI MAHESHCHANDRA NAYAK	<i>M. Nayak</i>	DR. BALIKA	<i>[Signature]</i>
SRI. NARESH M	<i>[Signature]</i>	DR. SANTHOSHA KUMARA A	<i>[Signature]</i>
MRS. UJWALA	<i>[Signature]</i>	MRS. SHARIKA RAI	<i>[Signature]</i>
MR. RAKSHITH B.V.	<i>Class</i>	MRS. VINUTHA K	<i>[Signature]</i>
MRS. DEEPA SALIAN	<i>Class</i>	DR. RAVINDRA RAJPUT	<i>[Signature]</i>
MR. KARTHIK ANAND	<i>[Signature]</i>	MS. SUMA S. KOGILGERI	<i>[Signature]</i>
MR. AMITH	<i>Class</i>	MS. SHUBHALAKSHMI P	<i>[Signature]</i>
MR. PUSHPARAJ	<i>Class</i>	DR. ANNAPOORNA SHET	<i>On Leave</i>
DR. RESHMA	<i>[Signature]</i>	DR. CHANDRALEKHA V	<i>[Signature]</i>
MRS. NELVITA C NORONHA	<i>[Signature]</i>	DR. DIMPAL MESTA	<i>[Signature]</i>
		DR. ASHWINI P	<i>[Signature]</i>
		DR. SHAHEEMA A S	<i>[Signature]</i>
		SRI. SANTHOSH KUMAR	
		MR. SHASHIPRASAD	



RESOLUTION

175

*[Signature]*  
PRINCIPAL



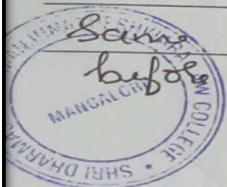
(Action Taken) Agenda:

1. To monitor Students attendance / Practical Training.
2. To distribute Diaries for each committee convenor.
3. Regarding Publication on the part of faculty.

Resolution:

1. After welcoming all the staff, Principal Sir, appreciated all faculty members for their active participation in one day FDP on research Methodology NOTES: and requested faculty to publish as many article as possible through scopes & UGC journals.
2. Our faculty members should be invited for various conference / seminars / workshops as resource person / chairperson, etc. For this purpose acquire as many qualification as required for the same.
3. Students attendance - Identify the students with shortage of attendance and call the parents and inform the same to them. There may be genuine reasons for their absence.
4. Class mentors / teachers to collect the whatsapp members of every student and parents to prepare whatsapp group.
5. Class teachers / Mentors to collect details of students stay in various PG / Hostels etc. For this a form will be given to the teachers and after filling the same should be submitted to the office on or before 24<sup>th</sup> Dec. 2022.

P.T.O



129

  
PRINCIPAL





Action Taken

6. Regarding Practical Training - from 05.01.2023 onwards, Chamber visit & Court visit can be relaxed as the students need to write internal Exam.

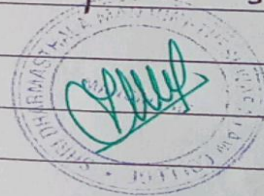
7. Due to Company Secretary Exams in our college, from 21.12.2022 to 30.12.2022, the College/classes will commence from 8:30 am onwards. Faculty without e.s. invigilation duty can leave by 3:30 PM

NOTES: 8. Any faculty taking leave for 2/more days to make alternative arrangements. LL.M students can be requested to take classes for LLB.

9. For 4<sup>th</sup> year BA LLB & BBA LLB students, one-to-one parents meeting will be called in the 1<sup>st</sup> week of January, to communicate their performance in the University Exams and attendance shortage if any.

10. Internal Marks: For 10 marks theory exam will be conducted and this exam marks i.e. out of 10 marks, their score can be disclosed to the students.

11. Law Reform Department issued several Minor and Major Research Projects. and Principal Sir encouraged Faculty to take up the same.



180

  
PRINCIPAL



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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL ..... Staff Meeting .....

Date of Meeting ...20.12.2022 (S.Hall)..... Time : ..2:45 P.M......

Members Present	Signature
-----------------	-----------

SRI MAHESHCHANDRA NAYAK	<u>M. Nayak</u>	DR. BALIKA	<u>[Signature]</u>
SRI. NARESH M	<u>[Signature]</u>	DR. SANTHOSHA KUMARA A	<u>[Signature]</u>
MRS. UJWALA	<u>on leave</u>	MRS. SHARIKA RAI	<u>[Signature]</u>
MR. RAKSHITH B.V.	<u>on leave</u>	MRS. VINUTHA K	<u>[Signature]</u>
MRS. DEEPA SALIAN	<u>[Signature]</u>	DR. RAVINDRA RAJPUT	<u>[Signature]</u>
MR. KARTHIK ANAND	<u>[Signature]</u>	MS. SUMA S. KOGILGERI	<u>[Signature]</u>
MR. AMITH	<u>[Signature]</u>	MS. SHUBHALAKSHMI P	<u>[Signature]</u>
MR. PUSHPARAJ	<u>availid Poushi</u>	DR. ANNAPOORNA SHET	<u>[Signature]</u>
DR. RESHMA	<u>on leave</u>	DR. CHANDRALEKHA V	<u>[Signature]</u>
MRS. NELVITA C NORONHA	<u>[Signature]</u>	DR. DIMPAL MESTA	<u>on leave</u>
Mr. Ashwin	<u>[Signature]</u>	DR. ASHWINI P	<u>[Signature]</u>
		DR. SHAHEEMA A S	<u>[Signature]</u>
		SRI. SANTHOSH KUMAR	<u>[Signature]</u>
		MR. SHASHIPRASAD	<u>OOD</u>

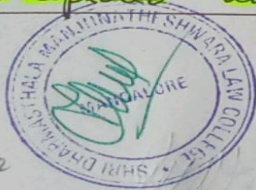


Resolution



Action Taken

1. Principal Sir after welcoming all staff, wished New year to all
2. This month onwards Bio-metric details of all staff will be sent to Management regularly. As per the rule 1 E.L. will be deducted if late coming or early leaving period exceeds 8hrs, irrespective of reason/ Prior permission from principal.
3. Irrespective of information given to the principal  
NOTES: Sir, regular entry in the movement register is mandatory.
4. Monitoring of Student Attendance is the Mutual responsibility of of all faculty members. There is no need to give attendance to the students who come late to the class.
5. Deviation from uniform is not tolerated and full liberty is given to the teachers to deduct the attendance of such students
6. Faculty Members should speed up Practical Training exercises for final year students. Out of 3 arguments, 2 can be completed in this semester. There may be a lack of time in the next semester.
7. Internal Exam question paper is not Submitted by a few teachers, so the ICC meeting is postponed.
8. New features are added to the E&RPM system. So faculty-in-charge of various committees are required to upload the details of the activities to E&RPMs.



PRINCIPAL



Action Taken 9. LHM Students can be requested to take LLD classes only in exceptional situations and not on regular basis

10. While applying for CL, whatever alternative arrangement made that should be reflected in work diary also.

11. Educational Tour for students will be organized and only unaided teachers can accompany them. There is no provision for sending aided teachers out of station for many days.

NOTES: 12. Faculty members will be sent for FDP on a rotation basis.

13. To Constitute Students Executive Council, Notification will be issued on 07-01-2023, & exam will be on 13-01-2023. Last date for collecting application is 11-01-2023.

14.) The up-coming programs in our college are:-

a) Zonal level Youth Parliament Competition in association with KILPAR on 21-01-2023.

b) Republic Day celebration on 26-01-2023

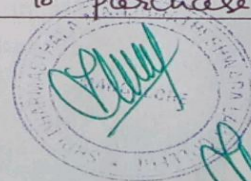
c) Sports day is on 04-02-2023

d.) PTA Meeting on 14-01-2023.

15. Last date for submitting / uploading AQAR, 2021-22 is 28-02-2023.

16. The responsibility of organizing any college programme will be entrusted to one class section of the students.

17 Advise the students to purchase books relevant for their subjects.



PRINCIPAL



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<sup>++</sup> CGPA 2.9)

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

Action Taken 18. Advance information regarding tax  
sawing measures to be informed to office.

19. Since we reached end of financial year,  
the statutory fund need to be utilized before  
31<sup>st</sup> March. Any pending bills need to be  
submitted before March 31<sup>st</sup>. and after that  
it cannot be sanctioned.

20. Management permitted & approved to renovate  
our Seminar / Court Hall.

NOTES: 21. Before organizing any programme, our  
Auditorium must be reserved through proper  
procedures.



124

PRINCIPAL



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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL ..... *Staff Meeting* .....

Date of Meeting ..... *7-01-2023* ..... 1:00 P.M. .... Time : .....

Members Present	Signature
-----------------	-----------

SRI MAHESHCHANDRA NAYAK	<i>M. Nayak</i>	DR. BALIKA	<i>Balika</i>
SRI. NARESH M	<i>N. M</i>	DR. SANTHOSHA KUMARA A	<i>Santhosha</i>
MRS. UJWALA	<i>Ujwala</i>	MRS. SHARIKA RAI	<i>Sharika</i>
MR. RAKSHITH B.V.	<i>R. B. V.</i>	MRS. VINUTHA K	<i>Vinutha</i>
MRS. DEEPA SALIAN	<i>on leave</i>	DR. RAVINDRA RAJPUT	<i>R. Rajput</i>
MR. KARTHIK ANAND	<i>K. Anand</i>	MS. SUMA S. KOGILGERI	<i>S. Kogilgeri</i>
MR. AMITH	<i>leave of Absence</i>	MS. SHUBHALAKSHMI P	<i>S. Shubhalakshmi</i>
MR. PUSHPARAJ	<i>P. Paraj</i>	DR. ANNAPOORNA SHET	<i>A. Shet</i>
DR. RESHMA	<i>R. Reshma</i>	DR. CHANDRALEKHA V	<i>C. V</i>
MRS. NELVITA C NORONHA	<i>Leave of Absence</i>	DR. DIMPAL MESTA	<i>D. Mesta</i>
MR. ASHWIN	<i>A. Ashwin</i>	DR. ASHWINI P	<i>A. Ashwin</i>
		DR. SHAHEEMA A S	<i>S. Shaheema</i>
		SRI. SANTHOSH KUMAR	<i>S. Santhosh</i>
		MR. SHASHIPRASAD	<i>S. Shashiprasad</i>



Resolution

18/

*[Signature]*  
PRINCIPAL



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<sup>++</sup> CGPA 2.9)

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

Action Taken Will be taken and regarding the same email is sent to all faculty for review.

- Teaching faculty need to be in the class during first hour before the prayer.
- Regarding Internal Exam:- There is no provision for re-exam for absentees. In such situation to be liberal while allotting marks  
NOTES: for Assignment & presentation.
- Attendance Shortage cases are very few and it will be handled case by case.
- National level Moot Court - Lex-ultima will be organised from 11<sup>th</sup> to 13<sup>th</sup> August 2023.
- 04<sup>th</sup> & 05<sup>th</sup> August Annual Placement Drive.
- 21<sup>st</sup> to 23<sup>rd</sup> August 2023 Legal Aid Survey & Camp
- 17<sup>th</sup> or 18<sup>th</sup> August College day.
- NAAC:- By the end of January or February first week of 2023 we need to submit IQA.  
between we need to submit 2022-23 AQAR also each and every event need to be recorded with geo-tag photos.  
AQAR of 2021-22 is not complete & tomorrow is the last date for uploading.
- Faculty in charge of legal aid tell gave some suggest regarding continuous legal aid program.
- Documents are collected from march onwards.



PRINCIPAL



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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL ..... Staff Meeting .....

Date of Meeting ..... 27.07.2022 ..... Time : 2:00 PM .....

Members Present	Signature
-----------------	-----------

Staff Meeting  
27.07.2023.

SRI MAHESHCHANDRA NAYAK	<u>M. Nayak</u>	DR. BALIKA	<u>BA</u>
SRI. NARESH M		DR. SANTHOSHA KUMARA A	<u>SA</u>
MRS. UJWALA	<u>UJ</u>	MRS. SHARIKA RAI	<u>SR</u>
MR. RAKSHITH B.V.	<u>RV</u>	MRS. VINUTHA K	<u>VK</u>
MRS. DEEPA SALIAN	<u>on leave</u>	DR. RAVINDRA RAJPUT	<u>RR</u>
MR. KARTHIK ANAND	<u>KA</u>	MS. SUMA S. KOGILGERI	<u>SK</u>
MR. AMITH	<u>AM</u>	MS. SHUBHALAKSHMI P	<u>SP</u>
MR. PUSHPARAJ	<u>PP</u>	DR. ANNAPOORNA SHET	<u>AS</u>
DR. RESHMA	<u>RS</u>	DR. CHANDRALEKHA V	<u>CV</u>
MRS. NELVITA C NORONHA	<u>on leave</u>	DR. DIMPAL MESTA	<u>DM</u>
MR. ASHWIN	<u>AS</u>	DR. ASHWINI P	
		DR. SHAHEEMA A S	
		SRI. SANTHOSH KUMAR	<u>SK</u>
		MR. SHASHIPRASAD	<u>SP</u>



Resolution

203

Principal  
PRINCIPAL





2021-2022

Action Taken

Principal Welcomed all the staff to the meeting.

Agenda: 5 New Posts of Grant in Aid:- Assistant Professor appointed:-

1. facilitated all the outstanding faculty.
2. Resuming classes.
3. FIP & RC allotments.
4. NOTES: class - conversations -
5. JATC work, Library Audit and other works.
6. Golden Jubilee year celebration.

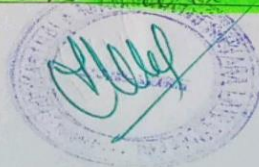
Resolution:- 1. 5 faculty - 1. Dr. Annapurna. 2. Dr. Chandralakshmi. 3. Dr. Shakema. 4. Dr. Dimple Meshra. 5. Dr. Ashwini. 6. Dr. Rajashree Kinn - scored Distinction in MSc psychology.

2. Classes will resume on 14<sup>th</sup> Nov. 2021.

3. All faculty will be provided with an opportunity to participate in FIP & RC on par basis.

4. When teachers are speaking in the class

224



Principal



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<sup>++</sup> CGPA 2.9)

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

ACTION TAKEN

not to speak on political or religious matters.  
Teachers are not supposed to speak about  
personality of the students.

5. ITAC work will be allotted to the staff.  
Library Audit meet be done

6. In the year 2024, Golden Jubilee of our college  
NOTES: will be celebrated. Various plans must be  
prepared and listed out to celebrate the same.





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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL ..... Meeting - .....

Date of Meeting .. 04/10/2021 ..... Time : 9.15 A.M. ....

Members Present

Signature

TEACHING STAFF 2021

Sl. No.	Name of the Faculty	
1	DR. THARANATH	
2	DR. BALIKA	
3	SRI MAHESHCHANDRA NAYAK	
4	SRI NARESH .M	
5	SMT. SHARIKA RAI	
6	SMT.UJWALA	
7	DR. SANTHOSHA KUMARA.A	
8	MS. SHUBHALAKSHMI. P	
9	MR. RAKSHITH B.V.	
10	DR. ANNAPOORNA SHET	
11	MRS. CHANDRALEKHA V	
12	MRS. K VINUTHA	
13	SRI. RAVINDRA KRISHNA RAJAPUT	
14	MS. SUMA SURESH KOGILGERI	
15	MR. SANTHOSH KUMAR	
16	MR. SHASHIPRASAD	
17	DR. DIMPAL MESTA	
18	DR. ASHWINI P	
19	DR. SHAHEEMA A.S.	
20	MRS. DEEPA SALIAN	
21	MR. KARTHIK ANAND	
22	MR. PUSHPARAJ K	
23	MR. AMITH	
24	DR. RESHMA	
25	DR. RAJASHRI KINI	
26	MS. CHAITHRA KUMARI	
27	MS. NELVITA CLEONA NORONHA	





Action Taken

Principal welcomed all the staff to the staff meeting.

Agenda:-

1. Commencement of semester classes.
2. orientation programme.
3. Faculty achievement & NAAC work.
4. mentor-mentee formation.

NOTES :

1. By 15<sup>th</sup> November 2021 fresh semester classes will be commenced.
2. There will be orientation programme for the freshers - Moral, Drug Issues - Cyber Crime issues are the major subjects during orientation.
3. Even students are given with legal knowledge from our teachers during orientation.
4. Teachers should continue writing work diaries.
5. Faculty should write 2 articles minimum in a year.





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<sup>++</sup> CGPA 2.9)

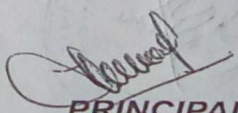
Sponsored By: Shri Dharmasthala Manjunatheshwara Educational Society®, Ujire, D.K.


COMMITTEE / CELL ..... Staff Meeting .....

Date of Meeting ..... 30/10/2021 ..... Time: 11:15 AM .....

1	DR. BALIKA	<u>Present</u>
2	SRI MAHESHCHANDRA NAYAK	<u>Present</u>
3	SRI NARESH .M	<u>Present</u>
4	SMT. SHARIKA RAI	<u>Absent</u>
5	SMT.UJWALA	<u>NI</u>
6	DR. SANTHOSHA KUMARA.A	<u>OOD</u>
7	SMT. SHUBHALAKSHMI. P	<u>Present</u>
8	MR. RAKSHITH B.V.	<u>Absent</u>
9	DR. ANNAPOORNA SHET	<u>Absent</u>
10	DR. CHANDRALEKHA	<u>Present</u>
11	SMT. K VINUTHA	<u>Present</u>
12	SRI. RAVINDRA KRISHNA RAJAPUT	<u>Present</u>
13	MS. SUMA SURESH KOGILGERI	<u>Present</u>
14	MR. SANTHOSH KUMAR	<u>Absent</u>
15	MR. SHASHIPRASAD	<u>Present</u>
16	DR. DIMPAL MESTA	<u>Present</u>
17	DR. ASHWINI P	<u>Present</u>
18	DR. SHAHEEMA A.S.	<u>Present</u>
19	SMT. DEEPA SALIAN	<u>ABSENT</u>
20	MR. KARTHIK ANAND	<u>Present</u>
21	MR. PUSHPARAJ K	<u>OOD</u>
22	MR. AMITH	<u>Present</u>
23	DR. RESHMA	<u>Present</u>
24	DR. RAJASHREE KINI	<u>Present</u>
25	MS. NELVITA CLEONA NORONHA	<u>Present</u>

226

  
PRINCIPAL





Action Taken

Principal welcomed all the staff to the Staff Meeting.

Agenda:

→ Commencement of the examination of semester exam-KSLU;

→ other examinations are to be conducted in the same (our) centre.

→ NOTES: Showcause notice - to all the principals to release the teachers for examination.

\* Students are interested to promote them by exempting exams.

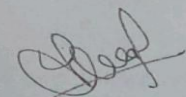
\* Company Secretary examination, ICW or other examination will also be conducted in the centre.

\* Show cause for not releasing the teachers, teachers are not attending the evaluation etc to be answered by ed of college to the University.

→ Regular classes are also commenced and teachers should write diaries and maintain other documents.

→ All faculty should write articles and

235

  
PRINCIPAL



Action Taken

publish before the end of next month.

→ All teachers should make alternative arrangement for class taking during their ch.

→ NAAC sub-committee will be formulated for collection of document to avoid overlapping of the document collection process.

NOTES :

→ Document collection - for the month of November.





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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL ..... Staff Meeting

Date of Meeting ..... 27/11/2021 - Saturday Time: 9.15 AM.

Members Present		Signature
1	DR. BALIKA	
2	SRI MAHESHCHANDRA NAYAK	
3	SRI NARESH .M	
4	SMT. SHARIKA RAI	Absent
5	SMT.UJWALA	
6	DR. SANTHOSHA KUMARA.A	
7	SMT. SHUBHALAKSHMI. P	
8	MR. RAKSHITH B.V.	
9	DR. ANNAPOORNA SHET	Absent
10	DR. CHANDRALEKHA	
11	SMT. K VINUTHA	
12	SRI. RAVINDRA KRISHNA RAJAPUT	
13	MS. SUMA SURESH KOGILGERI	
14	MR. SANTHOSH KUMAR	27/11/21
15	MR. SHASHIPRASAD	
16	DR. DIMPAL MESTA	
17	DR. ASHWINI P	Absent
18	DR. SHAHEEMA A.S.	
19	SMT. DEEPA SALIAN	
20	MR. KARTHIK ANAND	Absent
21	MR. PUSHPARAJ K	
22	MR. AMITH	
23	DR. RESHMA	
24	DR. RAJASHREE KINI	
25	MS. NELVITA CLEONA NORONHA	







Action Taken

Mode of Meeting - online.

Agenda - on account of commencement of KSLU & C.S. examination.

Principal welcomed all the staff to the online Meeting.

Important matters discussed are as follows:-

1. On 15<sup>th</sup> Dec 2021 - KSLU examination will commence.
2. All teachers should report the duty on time.
3. Both KSLU sem exam and C.S. exams will be held hand in hand.

4. Faculty those who are allotted with exam duties should perform the same without fail.

5. If any duty exchange or inability to perform should be informed to HOI and not with anyone else.

6. Classes will be conducted along with exam duties and adjustment of classes will be done by the staff advisors.

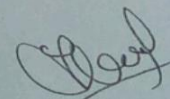
7. While performing duty, not to come out of the examination hall.

8. During breaks, faculty should not take more than 5 minutes out of the exam hall.

9. While filling the details, faculty who are on duty must take care and not to record any mistakes committed by student while filling the front page.



PTO.

  
PRINCIPAL

238



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<sup>++</sup> CGPA 2.9)

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

10. Faculty not to avail C.H. once the examination has been commenced. If any emergency situation, with previous permission - can be availed.

11. During filling invigilators diary, name of absentees must be marked in Red ink.

12. Invigilators should look into, on filling the front page details of answer sheet by the students.

13. Centre Code must be mentioned properly.

NOTES: - By office Manager -

14. All C.S. exams will be conducted in the afternoon and invigilators should come well-in-advance to the Centre.

15. Duties will be there even on Sundays.





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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL ..... *staff meeting* .....

Date of Meeting ..... *14/12/2021* ..... Time : ..... *11.15 AM to 11.40 AM* .....

Members Present	Signature
Amith S M	<i>online attendance sheet</i>
Apeksha Kottari	
Ashok Alva	
DEEPARANI V SALIAN 1982005	
DR. ANNAPOORNA SHET Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
DR. MEENAKSHI Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
DR. RESHMA Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
DR. THARANATH Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
Dr. Ashwini P	
Dr. Dimple Mesta	
MR. KARTHIK ANAND Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MR. MOHAN KUMAR Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MR. PUSHPARAJ K Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MR. RAKSHITH B.V. Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MRS. SANGHAMITHRA ROY Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MS. NELVITA CLEONA NORONHA Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MS. SARITHA SANDEEP RAI Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MS. SHUBHALAKSHMI. P Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MS. SUMA SURESH KOGILGERI Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
SMT.UJWALA Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
SRI MAHESHCHANDRA NAYAK Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
SRI NARESH .M Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
SRI. RAVINDRA KRISHNA RAJPUT Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
balika prashanth	
shashi prasad	
varnitha shetty	
vinutha somanna	

237



*[Handwritten Signature]*  
PRINCIPAL



Action Taken

Principal welcomed all the staff to the staff meeting.

Agenda:

1. Faculty need to conduct online classes
2. Internal examination must be conducted
3. Class presentation to be conducted.
4. Biometric details

NOTES: Dharmasthal visit, sports day & other programs

- 1] From Monday onwards all teachers should take up online classes as per time table.
- 2] If university examination has not taken place then all the students should take up internal examination.
- 3] Teachers can take up presentations even after the class hours.
- 4] Biometric details - All the faculty should be vigilant on biometric issues and all faculty should write down in the diary while going out.
- 5] If it is announced as holiday, then we have to think over on Dharmasthal visit and other programs to be conducted.



240



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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL ..... Staff meeting .....

Date of Meeting ... 16.02.2022 ..... Time : 4:30 P.M. .....

Members Present		Signature
1	DR. BALIKA	
2	SRI MAHESHCHANDRA NAYAK	
3	SRI NARESH .M	AB
4	SMT. SHARIKA RAI	
5	SMT.UJWALA	
6	DR. SANTHOSHA KUMARA.A	
7	SMT. SHUBHALAKSHMI. P	
8	MR. RAKSHITH B.V.	AB
9	DR. ANNAPOORNA SHET	
10	DR. CHANDRALEKHA	
11	SMT. K VINUTHA	
12	SRI. RAVINDRA KRISHNA RAJPUT	NA COP
13	MS. SUMA SURESH KOGILGERI	class
A	MR. SANTHOSH KUMAR	AB
15	MR. SHASHIPRASAD	
16	DR. DIMPAL MESTA	
17	DR. ASHWINI P	
18	DR. SHAHEEMA A.S.	
19	SMT. DEEPA SALIAN	AB
R	MR. KARTHIK ANAND	class
21	MR. PUSHPARAJ K	NIS program
22	MR. AMITH	
23	DR. RESHMA	
24	DR. RAJASHREE KINI	NA
25	MS. NELVITA CLEONA NORONHA	

249

PRINCIPAL



ACTION TAKEN

First week of April 2022.

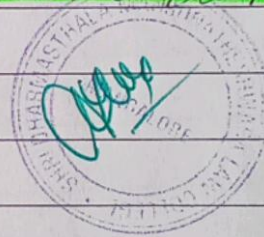
Not to conduct repeated exams - only for COVID-19 issues re-exams will be taken up.

5] Attendance.

For the first year students, you need to make attendance compulsory so that they can follow the same in coming years.

NOTES: All the first year teachers need to complete their first year classes by the end of this month - March 2022.

6] While going for external duty, all the faculty should manage their classes and internal duties too.





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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL ..... *Staff Meeting* .....

Date of Meeting ..... *19/03/2022* ..... Time : *9:30 AM* .....

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT.UJWALA	<i>[Signature]</i>
6	DR. SANTHOSHA KUMARA.A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	<i>[Signature]</i>
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	DR. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	<i>NSS</i>
12	SRI. RAVINDRA KRISHNA RAJPUT	<i>[Signature]</i>
13	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
14	MR. SANTHOSH KUMAR	<i>[Signature]</i>
15	MR. SHASHIPRASAD	<i>[Signature]</i>
16	DR. DIMPAL MESTA	<i>[Signature]</i>
17	DR. ASHWINI P	<i>Absent</i>
18	DR. SHAHEEMA A.S.	<i>Absent</i>
19	SMT. DEEPA SALIAN	<i>[Signature]</i>
20	MR. KARTHIK ANAND	<i>[Signature]</i>
21	MR. PUSHPARAJ K	<i>NSS</i>
22	MR. AMITH	<i>[Signature]</i>
23	DR. RESHMA	<i>Absent</i>
24	DR. RAJASHREE KINI	<i>[Signature]</i>
25	MS. NELVITA CLEONA NORONHA	<i>Absent</i>

254

*[Signature]*  
PRINCIPAL

*[Stamp: SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE - MANGALORE]*



Principal Welcomed the staff to the staff Meeting

Agenda:

1. C.L. Application
2. Teaching plan.
3. Attendance.
4. AQAR submission.

NOTES: International Yoga Day.

Resolution

1. When the faculty are taking the CL, you have to make alternative arrangements.
2. Teaching plan - Faculty need to submit teaching plan and if not submitted notice will be issued.
3. AQAR submission must be made and to be uploaded soon.  
Report of previous IQAC meeting and plan for next IQAC also done.
4. On 21<sup>st</sup> June 2022 - Yoga Day Celebration will be done in our college Auditorium with BBM-SDM Mys'ls



*[Handwritten signature]*





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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL Staff Meeting

Date of Meeting .. 19/06/2022 ..... Time : 12:25 PM.....

1	DR. BALIKA	AB
2	SRI MAHESHCHANDRA NAYAK	
3	SRI NARESH .M	
4	SMT. SHARIKA RAI	
5	SMT.UJWALA	
6	DR. SANTHOSHA KUMARA.A	
7	SMT. SHUBHALAKSHMI. P	
8	MR. RAKSHITH B.V.	
9	DR. ANNAPOORNA SHET	
10	DR. CHANDRALEKHA	AB
11	SMT. K VINUTHA	AB
12	SRI. RAVINDRA KRISHNA RAJPUT	
13	MS. SUMA SURESH KOGILGERI	
14	MR. SANTHOSH KUMAR	
15	MR. SHASHIPRASAD	
16	DR. DIMPAL MESTA	
17	DR. ASHWINI P	
18	DR. SHAHEEMA A.S.	
19	SMT. DEEPA SALIAN	
20	MR. KARTHIK ANAND	
21	MR. PUSHPARAJ K	
22	MR. AMITH	
23	DR. RESHMA	
24	DR. RAJASHREE KINI	AB

25. Nelvifa Norhana

26)



PRINCIPAL



Action Taken

Principal Welcomed all the staff to the staff meeting

1. Duty allotment to the staff members during Law Fest & Corporate Fest.
2. Endowment Lecture.

NOTES :

→ Duty allotment is done to the staff members on account of National Law Fest & Endowment Lecture to be held on 11<sup>th</sup> to 14<sup>th</sup> Aug 2022.

→ Dr. Chandrabekha briefed about NLF. & Sri. Maheshchandra Nayak & Santhosh Kumar Librarian about Endowment Lecture.

Hon'ble Justice Abdul Nazeer will address in Endowment Lecture.

→ Poojya Heggadeji also facilitated during the occasion

→ All the faculty members should recognise alumni of our institution and to maintain good rapport with them.

→ Internal exam will be conducted in the month of September 2022 - shortage of attendance - we summon their parents -

Faculty should come regularly at 9:00 AM - (on or before)

Parents - teachers meet is going on well.



  
PRINCIPAL



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<sup>++</sup> CGPA 2.9)


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


COMMITTEE / CELL Staff Meeting

Date of Meeting 23/07/22 Time: 10.50 AM to 11.10 AM

1	DR. BALIKA	<u>etc</u>
2	SRI MAHESHCHANDRA NAYAK	<u>M. Nayak</u>
3	SRI NARESH .M	<u>Shri Narayana</u>
4	SMT. SHARIKA RAI	<u>Shri Shrikant</u>
5	SMT.UJWALA	<u>Ujwala</u>
6	DR. SANTHOSHA KUMARA.A	<u>Santhosha</u>
7	SMT. SHUBHALAKSHMI. P	<u>Shubhalakshmi</u>
8	MR. RAKSHITH B.V.	<u>Rakshith</u>
9	DR. ANNAPOORNA SHET	<u>Annashekar</u>
10	DR. CHANDRALEKHA	<u>Chandralekha</u>
11	SMT. K VINUTHA	<u>K. Vinutha</u>
12	SRI. RAVINDRA KRISHNA RAJPUT	<u>Ravindra</u>
13	MS. SUMA SURESH KOGILGERI	<u>Suma</u>
14	MR. SANTHOSH KUMAR	<u>Santhosh</u>
15	MR. SHASHIPRASAD	<u>Shashiprasad</u>
16	DR. DIMPAL MESTA	<u>Dimpal</u>
17	DR. ASHWINI P	<u>Ashwini</u>
18	DR. SHAHEEMA A.S.	<u>Shaheema</u>
19	SMT. DEEPA SALIAN	<u>Deepa</u>
20	MR. KARTHIK ANAND	<u>Karthik</u>
21	MR. PUSHPARAJ K	<u>Pushparaj</u>
22	MR. AMITH	<u>Amith</u>
23	DR. RESHMA	<u>Reshma</u>
24	DR. RAJASHREE KINI	<u>Rajashree</u>
25	MS. NELVITA CLEONA NORONHA	<u>Nelvita</u>

268



  
PRINCIPAL



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<sup>++</sup> CGPA 2.9)

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

2020-2021

**Proceedings of the Staff Meeting held on 27-08-2020 at 10.45 a.m.**

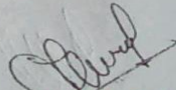
Principal welcomed all the staff to the monthly meeting:

Following matters were discussed in the meeting.

1. Principal directed all the staff members to avoid getting mobile phones in staff meetings for 2 reasons. Viz; 1. To involve completely in the meeting. 2. To maintain confidentiality of the meeting.
2. Matters with regard to PBSA were discussed. Stated to improve the PBSA of each faculty
3. Depending upon the Govt. regulations decided to conduct offline class from October onwards and it was decided to hold online classes from September 1<sup>st</sup> onwards.
4. Online class time table matters was explained in detail.
5. All the formalities of physical classes to be complied with online class too.
6. Compulsorily all teachers to include in their online classes the principal as the co-teacher.
7. Record of online class should be maintained meticulously.
8. All should be there in college with formal dress to take up classes. Online classes are conducted in college only.
9. Even guest lectures can be organised in the online classes.
10. If the teachers cannot engage class and they don't take class, it is deemed to be a CL.
11. For the technical problems of the students in online class, teachers are made as incharge teachers for the purpose of solving technical issues.
12. After taking of online classes by the teachers, the same should be compulsorily uploaded to EERPMS.
13. How to improve the PBSA of the teachers was explained by the Principal who advised teachers to go for qualitative research.
14. Minimum two articles, each faculty to write before seeking permission to attend the Refresher Course and Orientation Programme henceforth.
15. Principal suggested to make use of all the facilities and resources and improve the PBSA.
16. Principal directed to upload the Google forms given by IQAC immediately.
17. Matters with regard to bridge course for freshers were discussed.
18. From October, after commencement of offline classes, I & II year LLB will be conducted in the afternoon sessions because of Govt. regulations with regard to social distancing
19. Online class subject allotment were intimated to the teachers in the meeting.
20. Matters with regard to attendance monitoring was discussed with view to involve all students to attend the online classes in complete.
21. How to take classes online through Google meet in the college system was explained by Mr. Karthik Anand.



291

  
PRINCIPAL



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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL ... Staff Meeting

Date of Meeting .. 27/08/2020 ..... Time : 10:45 A.M. ....

Members Present		Signature
1	DR. BALIKA	Not attended
2	SRI MAHESHCHANDRA NAYAK	
3	SRI NARESH .M	
4	SMT. SHARIKA RAI	
5	SMT.UJWALA	
6	MR. SANTHOSHA KUMARA.A	
7	SMT. SHUBHALAKSHMI. P	On COVID Duty
8	MR. RAKSHITH B.V.	
9	DR. ANNAPOORNA SHET	
10	MRS. CHANDRALEKHA	
11	SMT. K VINUTHA	Maternity leave
12	SRI. RAVINDRA KRISHNA RAJAPUT	
13	MS. SUMA SURESH KOGILGERI	Suma-Sk.
14	MR. SANTHOSH KUMAR	
15	MR. SHASHIPRASAD	AD
16	SMT. DEEPA SALIAN	Not attended
17	SMT. RESHMA	AB
18	MR. KARTHIK ANAND	Not attended
19	MR. PUSHPARAJ K	AB
20	MR. AMITH	AB
21	DR. RAJASHREE KINI	AD
22	MR. ASHWIN	AB
23	MS. NELVITA CLEONA NORONHA	AB
24	MS. CHAITHRA KUMARI A	AD





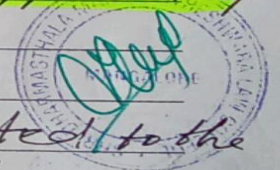
Principal Welcomed all the staff members for  
@LINE meeting.

Principal has put forwarded few Agenda.

- ① Work diary - of faculty.
- ② Online class and practical difficulties.  
Calculation of attendance - at the end of each month.
- ③ EERPMS - distribution of password for access to the students.

NOTES :

- ④ Alumni Meeting - virtual - conducted. by the coordinator  
Telegram group is created for Alumni Association.
- 5) Faculty can take up online classes even during  
their C.L. or E.L. which can be added  
to their total number of classes.
- 6) List of Seniority will be prepared soon  
to maintain protocol for any programme  
or administration.
- 7) Refresher / orientation courses for faculty  
will be permitted only after approval of  
management.
- 8) Go for Minor research projects.
- 9) Internal Marks will be submitted to the  
University in required format.
- 10) Seminar / workshop committee holding programs  
only after different meetings. Review  
meeting to be conducted prior to and after  
each programme.





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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL ... *Staff meeting* .....

Date of Meeting . *01/10/2020* ..... Time : *3 PM* .....

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT.UJWALA	AB
6	MR. SANTHOSHA KUMARA.A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	AB
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	MRS. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	AB
12	SRI. RAVINDRA KRISHNA RAJAPUT	<i>[Signature]</i>
13	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
14	MR. SANTHOSH KUMAR	AB
15	MR. SHASHIPRASAD	AB
16	SMT. DEEPA SALIAN	<i>[Signature]</i> Present online
17	SMT. RESHMA	AB
18	MR. KARTHIK ANAND	<i>[Signature]</i>
19	MR. PUSHPARAJ K	<i>[Signature]</i>
20	MR. AMITH	<i>[Signature]</i>
21	DR. RAJASHREE KINI	AB
22	MR. ASHWIN	Present online
23	MS. NELVITA CLEONA NORONHA	AB
24	MS. CHAITHRA KUMARI A	AB





2019-2020

Action Taken

## STAFF MEETING REPORT

Date: 08/08/2019.

Time: 10.00 a.m.

A Principal welcomed all the staff to the first meeting of this academic year 2019-20.

B Matters discussed in meeting are stated here below:-

NOTES: 1. Welcomed all newly appointed staff to the family of SDMLC.

2. Dress Code to the teachers is compulsory not to deviate from dress code prescribed by the Management.

3. Faculty should make publications for their PISA points from time to time - Minimum two publications in a year.

4. We have got good response to our notification for fresh admission to BA LLB, BBA LLB and Lh.B. 3yrs. in this academic year 2019-20. Admissions are full.

5. Teachers should not go beyond syllabus your lecturing only to the subject.

6. Administrative responsibility must be handled by the faculty members along with their teaching work.







Action Taken

7. Students practical training must be looked into and proper evaluation must be made by the faculty members.
8. Maintain discipline in the class, don't be too friendly with the students.
9. Introduction of Mentorship - one law teacher and one non-law teacher will be assigned with twenty students for mentorship.
10. Faculty who are invited from outsiders for any talk or other engagements should take prior permission of the Head of the Institution.
11. All faculty members should involve in Minor Research Projects - fund will be allotted from alumni donation and other.
12. All faculty members should startup/propose one add-on course on any valuable subject.
13. Spoken English classes will be conducted in Association with Aptis British Council, for the students.
14. Teachers shouldn't hurry in finishing the syllabus - continue till Nov. Last week.



15. From Next Staff Meeting, Staff Advisor should welcome all and give vote of thanks after conclusion of every Staff meeting.

16. IQAC coordinator addressed the faculty members on AQAR & the NAAC matters.

17. Biometric Method of faculty attendance is discussed

NOTES:

18. Each committee required to maintain a book for committee report - was distributed.

19. Faculty should attend Independence Day Celebration without fail.

— meeting Minute - written by —  
Smt. Shubhalakshmi.





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<sup>++</sup> CGPA 2.9)

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

**ADMINISTRATIVE RESPONSIBILITIES**

It is hereby informed that all teachers (both grant/non-grant) are required to render 4 hours a week administrative assistance to the Principal. In view of this following teachers are given with administrative responsibilities and discharge of such responsibilities shall be necessarily reflected in the work diary to be submitted by every week end.

1.	Dr. Balika	:	1) Answering all RTI Queries 2) Second highest authority on disciplinary matters 3) Attendance review of atleast 4 classes in a week 4) Instruction to all staff in the absence of the Principal	<i>20/11</i>
2.	Sri. Maheshchandra Nayak	:	1) Calling for HOD meeting of law atleast 15 days once and record the proceedings 2) Calling of each class teacher (Law) by rotation basis and reviewing academic performance in the classes. (Class tests/results/unit tests etc.) 3) To call for Teachers. debate Club every fortnight 4) Act as first appellate authority on student discipline (Law)	<i>M. Nayak</i>
3	Sri Naresh M	:	1) Calling for HOD meeting of non law atleast 15 days once and record the proceedings 2) Calling of each class teacher (Non Law) by rotation basis and reviewing academic performance in the classes. (Class tests/ results/ unit tests etc.) 3) Act as first appellate authority on student discipline (Non Law)	
4	Mrs. Ujwala	:	1) Observance of student behavior in library / College Campus. 2) Looking after cleanliness in the entrance and entire premises at down floor (Auditorium/Library/Entrance) etc.)	<i>Ujwala</i>
5	Mrs. Sharika Rai	:	1) Looking into cleanliness of first floor and ladies rest room, staff room and class rooms. 2) Submission of periodical reports to JD on sexual harassment /SWEEP and representing the Principal in such meetings wherever necessary. 3) Looking after auditorium booking by third parties in consultation with office manager. 4) Surprise visit to Court/Chambers.	<i>Sharika Rai</i>





**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<sup>++</sup> CGPA 2.9)

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

6	Mr. Santhosha Kumara A	:	1) Looking after cleanliness of 2 <sup>nd</sup> Floor of the College Campus. 2) Looking after salary/grants/writ cases for grant in aid employees. Increments in consultation with Mr. Vinod Kumar, Office. 3) Surprise visit to Court/Chambers	
7	Mr. Rakshith B.V.	:	1) Managing all cases of student discipline with HOD'S. 2) Monitoring student behaviour inside the campus. 3) Surprise visit to hostels/paying guest etc. 4) Surprise visit to Court/Chambers	<del>A</del>
8	Mrs. Shubhalakshmi P	:	1) Monthly submission of reports to the management 2) Surprise visit to Court/Chambers	
9	Dr. Annapoorna Shet	:	1) Finding out CSR funding for the college 2) Time Table Management 3) Surprise visit to Court/Chambers	Absent
10	Mrs. Chandrālekha	:	1) Organization of send off/farewell. 2) Looking after hospitality of guests 3) Surprise visit to Court/Chamber	
11	Mrs. Vinutha K	:	1) Looking after cleanliness in entire third floor 2) Surprise visit to Hostels/paying guest accommodation 3) Garden Maintenance Supervision. 4) Surprise visit to Court/Chambers	
12	Dr. Gagan	:	1) Management of entire website and updating the same. 2) Removal of archaic elements from website. 3) Surprise visit to Court/Chambers	
13	Ms. Suma Suresh Kogilgeri	:	1) SC/ST welfare in the college. 2) Maintenance of Confidential Report 3) Surprise visit to Court/Chambers	
14	Mr. Ravindra K Rajput	:	1) Maintenance documents of NAAC 2) Helping Mrs. Shubhalakshmi in preparation of Monthly report 3) Surprise visit to Court/Chambers	
15	Mr. Shashiprasad	:	1) Not allowing students to enter the classes after 9.05a.m. 2) Monitoring student movement inside the Campus 3) Furniture Audit	
16	Mr. Roopesh	:	1) Surprise visit to Hostels/paying guests. 2) Handling student discipline with HODS 3) Furniture Audit 4) Surprise visit to Court/Chambers	

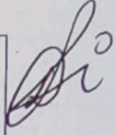








SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE  
CENTRE FOR POST GRADUATE STUDIES & RESEARCH IN LAW  
MANGALURU - 575003

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

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

17	Mrs. Deepa Salian	:	1) Cordination of LLM & Research department. 2) Supervision of Maintenance of Cleanliness outside the building. 3) Surprise visit to Court/Chambers	
18	Mr. Karthik	:	1) Liaison with legal Service Authority. 2) Finding out funds for UGC/NAAC for various activities 3) Surprise visit to Court/Chambers	
19	Mr. Pushparaj	:	1) Preparing report of College Activities and sending to the press as soon as possible 2) Possible arrangement of press conference, Media relations/and acting as PRO	
20	Mrs. Reshma	:	1) Follow up of MOU's 2) Surprise visit to Court/Chambers	
21	Mr. Amith	:	1) Monitoring close watch on dame caused in boys rest room and other places at college. 2) Furniture Audit	





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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL *Staff Meeting Report*

Date of Meeting *28/08/2019* Time: *10.00 AM*

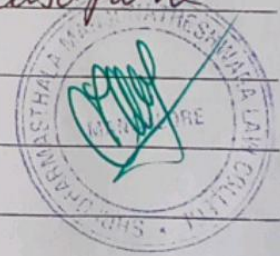
Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT.UJWALA	<i>[Signature]</i>
6	MR. SANTHOSHA KUMARA.A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	<i>[Signature]</i>
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	MRS. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	<i>[Signature]</i>
12	DR. GAGAN K	<i>[Signature]</i>
13	SRI. RAVINDRA KRISHNA RAJAPUT	<i>[Signature]</i>
14	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
15	MR. ROOPESH	<i>[Signature]</i>
16	MR. SANTHOSH KUMAR	<i>[Signature]</i>
17	MR. SHASHIPRASAD	<i>[Signature]</i>
18	SMT. DEEPA SALIAN	<i>[Signature]</i>
19	SMT. RESHMA	<i>[Signature]</i>
20	MR. KARTHIK ANAND	<i>[Signature]</i>
21	MR. PUSHPARAJ K	<i>[Signature]</i>
22	MR. AMITH	<i>[Signature]</i>
23	MR. ASHWIN	<i>[Signature]</i>
24	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>
25	MS. CHAITHRA KUMARI A	<i>[Signature]</i>





Action Taken

- 7) Faculty should visit the Court and Chamber to monitor students attendance to the Court & Chamber.
- 8) Faculty should also visit Hostels and P.G.'s nearby to look into the conditions there and monitor the same.
- 9) Diary of faculty members must be filled in a systematic manner.
10. Give small test to the students.
11. Secretary post for each cell/committee is called and selected on the basis of score they obtained in entrance test for the same.
12. Faculty should move around when there is no class hours there for them in the morning to maintain discipline.





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<sup>++</sup> CGPA 2.9)

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

COMMITTEE / CELL ..... Staff meeting.....

Date of Meeting ... 20th August ..... Time : 4 P.M. ....

Members Present		Signature
1	DR. BALIKA	
2	SRI MAHESHCHANDRA NAYAK	
3	SRI NARESH .M	
4	SMT. SHARIKA RAI	
5	SMT.UJWALA	
6	MR. SANTHOSHA KUMARA.A	
7	SMT. SHUBHALAKSHMI. P	
8	MR. RAKSHITH B.V.	
9	DR. ANNAPOORNA SHET	Not Attended.
10	MRS. CHANDRALEKHA	
11	SMT. K VINUTHA	
12	DR. GAGAN K	
13	SRI. RAVINDRA KRISHNA RAJAPUT	
14	MS. SUMA SURESH KOGILGERI	
15	MR. ROOPESH	
16	MR. SANTHOSH KUMAR	
17	MR. SHASHIPRASAD	
18	SMT. DEEPA SALIAN	
19	SMT. RESHMA	
20	MR. KARTHIK ANAND	
21	MR. PUSHPARAJ K	
22	MR. AMITH	
23	MR. ASHWIN	
24	MS. NELVITA CLEONA NORONHA	
25	MS. CHAITHRA KUMARI A	







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<sup>++</sup> CGPA 2.9)

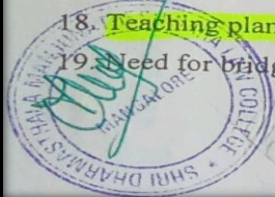
Sponsored By: Shri Dharmasthala Manjunatheshwara Educational Society®, Ujire, D.K.

COMMITTEE / CELL .....

**Proceedings of the Staff Meeting held on 07-02-2020 at 3.30P.m.**

The Principal, welcomed the staff members present and briefed the agenda of the meeting.

1. As the even semester is about Commence and results are awaited at the earliest, there can be few short comings in the results. It was decided to counsel the students regarding the results on the first day..
2. Affiliation committee has issued a direction to surrender the sanad of all full time lecturers. It was decided to keep the sanad in abeyance and full time faculty directed to do it at the earliest.
3. All the committees need to be diligent about compiling NAAC documents and information. Until then college wouldn't be going for surveys.
4. A comparison of UG and PG questionnaire for NAAC was done. Few changes were noted and informed to the concerned committees.
5. Lecturers were appreciated for having contributed articles for Legal Opus. College received about 22 articles this year.
6. Time table has been prepared. For Kannada classes teachers have been appointed and separate time table is made.
7. It was decided that Messages which has to be sent to students has to sent to lecturers as well.
8. Movement of lecturers should be recorded in the movement diary even when they obtained prior permission of the Principal.
9. No discussion on personal matters, political interests or about any other lecturers in the classroom or otherwise.
10. No student will be allowed to click photographs of time table put in the staff room.
11. Staff should attend the meetings regularly. If a lecturer is absent for 3 meetings, notice will be served.
12. If the staff member is Participating in seminars they can apply for OOD/special casual leave. If it is a Local seminar, staff need to take up at least two hours. Continuation of classes is necessary.
13. Internship experience should be asked for, by class teachers. Best internship award will be given for the first year student.
14. Class mentorship diary to be maintained by the class mentors.
15. Regulations regarding Uniforms, mobile phones to be strictly looked into.
16. Administrative duties allotted to teachers to be followed and to be recorded in the work diary compulsorily.
17. Allotment of assignment topics at the earliest.
18. Teaching plan has been submitted and uploaded on the website for student reference.
19. Need for bridge-course, before we start with syllabus in the next academic year.





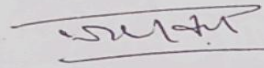
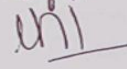
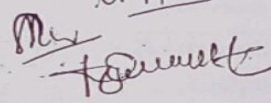
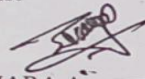
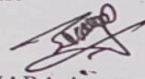


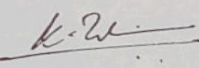
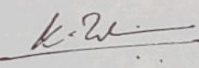
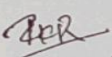
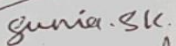

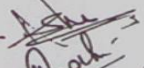
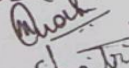
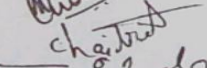
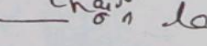
SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE  
CENTRE FOR POST GRADUATE STUDIES & RESEARCH IN LAW  
MANGALURU - 575003

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

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

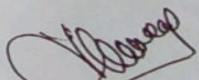
20. Practical training vigilance is needed.
21. Mrs. Chandralekha briefed about the national Moot court- lex ultima, duties were allotted.
22. Mr. Ravindra Rajput briefed about the NAAC criteria and the changes made to it. Followed by a presentation on accessing UGC website for UGC recognised Journals.
23. Ms. Nelvita Noronha presented about usage of Google classroom in classroom teaching and internal assessment.

**Members present:**

DR. BALIKA   
SRI MAHESHCHANDRA NAYAK — on official duty —  
SRI NARESH MALLIGEMADU — on official duty —  
MRS. UJWALA →   
MRS. SHARIKA RAI —   
SRI SANTHOSH KUMAR   
MR. SHASHIPRASAD   
MR. SANTHOSHA KUMARA A — on official duty —  
MR. RAKSHITH B.V. — on official duty —  
MS. SHUBHALAKSHMI — on official duty —  
MS. ANNAPOORNA SHET   
MRS. CHANDRALEKHA    
MRS. VINUTHA K   
MR. RAVINDRA RAJPUT   
MS. SUMA SURESH KOGILGERI   
MRS. DEEPA SALIAN — on leave —  
MR. KARTHIK ANAND — on official duty —  
MR. PUSHPARAJ — on official duty —  
MRS. RESHMA   
MR. AMITH — on leave —  
MR. ASHWIN   
MS. NELVITA CLEONA NORONHA   
MS. CHAITHRA KUMARI   
Dr. Rajashree 

355



  
PRINCIPAL



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<sup>++</sup> CGPA 2.9)

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

## Non-Teaching Staff

2023-2024

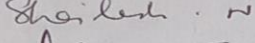
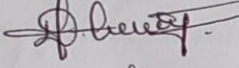
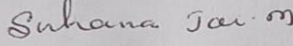



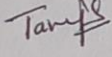

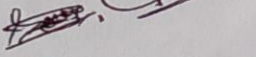

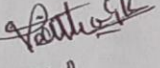
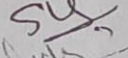
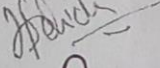
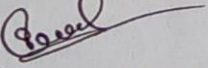


Non-Teaching staff meeting held on 13-11-2023 in the Principal Chamber at 11.00a.m.

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



SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE  
MANGALORE



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<sup>++</sup> CGPA 2.9)

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

Non teaching staff meeting held on 30.03.2024 at Staff Room at 3.00p.m.

Meeting Agenda: Review of Office Operations and Audit Preparations

**Review of Office Operations (January to March):**

1. Evaluate the work completed by the office staff during the period from January to March.
2. Identify and discuss any flaws or areas needing improvement and develop corrective measures.

**Preparations for Audit of Books of Accounts:**

1. Make necessary preparations for both internal and external audits.
2. Ensure all financial records are up-to-date and in compliance with audit requirements.

Meeting ended with Vote of thanks.

**Staff members present.**

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



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



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<sup>++</sup> CGPA 2.9)

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

Non-teaching staff meeting held on 15-06-2024 at Principal Chamber at 3.00p.m.

Meeting Agenda: Admission Process, Infrastructure Maintenance, and Internal Assessment

**Admission Process and Queries:**

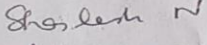
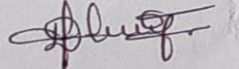
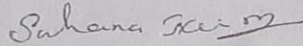
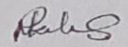


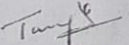

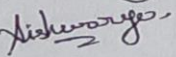

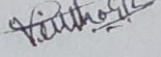

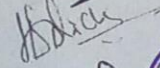
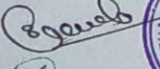


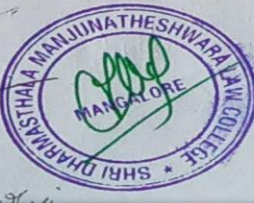
1. Ensure prompt and efficient responses to all admission-related queries.
2. Streamline communication channels for better query management.
3. Infrastructure Maintenance:

Prioritize and address any necessary repairs.

**Internal Assessment Examination:**

1. Organize classroom arrangements for the internal assessment exams.
2. Allocate classrooms according to student registration numbers.

**Staff members present.**

1. Shailesh, N. 
  2. Dharma Naik . S. 
  3. Sahana Jain M. 
  4. Kalpana 
  5. Sarvesh 
  6. Ranjit 
  7. Thanuja 
  8. Asha 
  9. Aishwarya 
  10. Dheranna 
  11. Vishawanath G.K. 
  12. Shubhachandra 
  13. Kumar Salian 
  14. Sesappa 
  15. Keerthish 
  16. Nagaveni 
-   
PRINCIPAL  
Shri Dharmasthala Manjunatheshwara  
Law College, Mangalore



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<sup>++</sup> CGPA 2.9)

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

Non teaching staff meeting held on 05-08-2024 at Staff Room at 3.00p.m.

Meeting Agenda: NAAC Accreditation Assistance for Teaching Staff

**Assistance with Documentation:**

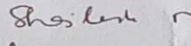
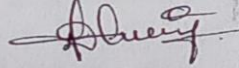
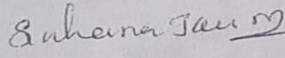
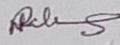


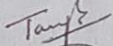
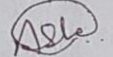
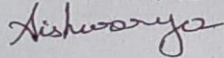

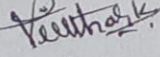
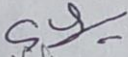
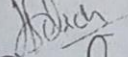
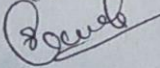

1. Provide support to teaching staff in gathering and organizing necessary documents for NAAC accreditation.
2. Ensure all required materials are accurately compiled and ready for submission.

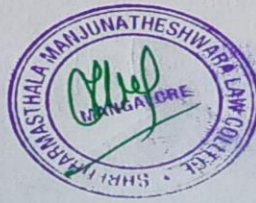
**Preparations for NAAC Accreditation:**

1. Assist in the preparation of reports, presentations, and other materials required for the accreditation process.
2. Coordinate with relevant departments to ensure all criteria are met and properly documented.

Meeting ended with Vote of thanks.

**Staff members present.**

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





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<sup>++</sup> CGPA 2.9)

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

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*
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*



*[Signature]*  
PRINCIPAL

Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru

235



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<sup>++</sup> CGPA 2.9)

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

Principal welcomed all the Non-Teaching staff to the staff meeting on 08-09-2023 at 4.00p.m.

1. Meeting held in connection with the University Examination Preparing eligible candidates list for the ensuing examinations, uploading internal marks in KSLU online portal and receiving examination fees.
2. Receiving and remitting semester examination fees, preparing duty list of invigilators, class room and seating arrangements for the ensuing examinations.
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





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<sup>++</sup> CGPA 2.9)

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

2022-2023

Principal welcomed all the Non-Teaching staff to the staff meeting on 25-02-2023 at 4.30p.m.

1. Meeting held in connection with the University Examination Preparing eligible candidates list for the ensuing examinations and receiving examination fees.
2. Receiving and remitting semester examination fees, preparing duty list of invigilators, class room and seating arrangements for the ensuing examinations. Preparations for the CS and ICWI examination is also discussed.
3. Discussion in connection with Moot Court Competition arrangements and accommodations to the guests and participants of the competition.
4. 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



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<sup>++</sup> CGPA 2.9)

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

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



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

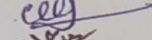
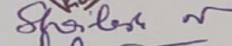
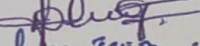
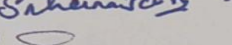
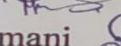
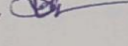

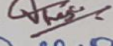
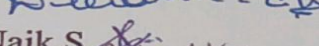
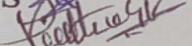
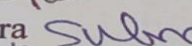
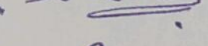


AFFILIATED TO KARNATAKA STATE LAW UNIVERSITY, HUBBALLI  
RECOGNIZED BY BAR COUNCIL OF INDIA, NEW DELHI  
(NAAC Accredited B<sup>++</sup> CGPA 2.9)

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

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



382



PRINCIPAL  
Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru



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<sup>++</sup> CGPA 2.9)

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

2021-2022

Principal welcomed all the Non-Teaching staff to the staff meeting on 31-03-2022 at 4.30p.m.

1. Discussed regarding upcoming University semester examinations, duty allotments and other arrangements also discussed.
2. Meeting ended with vote of thanks.

**Names of the Staff**

1. K.R.Kamath *celly*
2. Vinod Kumar *Vinod*
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 - cy*
11. Ranjith Naik *Ranjith Naik*
12. Vishwanath *Vishwanath*
13. Shubhachandra *Shubhachandra*
14. Kumara *Kumara*
15. Sesappa *Sesappa*



283

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



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<sup>++</sup> CGPA 2.9)

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

Principal welcomed all the Non-Teaching staff to the staff meeting on 25-09-2021 at 11.30a.m.

1. Meeting called in connection with next academic year admission process/formalities printing admission applications, seat allotment criteria's / procedures etc.
2. Discussed regarding upcoming University semester examinations, duty allotments and other arrangements also discussed.
3. 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.
4. Meeting ended with vote of thanks.

**Names of the Staff**

1. K.R.Kamath *celg*
2. Vinod Kumar *Vinod*
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*
11. Ranjith Naik *Ranjith Naik*
12. Vishwanath *Vishwanath*
13. Shubhachandra *Shubhachandra*
14. Kumara *Kumara*
15. Sesappa *Sesappa*



384

*[Handwritten Signature]*

PRINCIPAL  
Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru



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<sup>++</sup> CGPA 2.9)

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

Principal welcomed all the Non-Teaching staff to the staff meeting on 30-06-2021 at 3.30p.m.

1. Meeting held in connection with the University Examination Preparing eligible candidates list of for the ensuing examinations and receiving examination fees.
2. Receiving and remitting semester examination fees, to prepare duty list of invigilators, class room and seating arrangements for the ensuing examinations. Preparations for the CS and ICWI examination is also discussed.
3. 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.
4. Meeting ended with vote of thanks.

**Names of the Staff**

1. K.R.Kamath *cell*
2. 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 - e.u*
11. Ranjith Naik *Ranjith Naik*
12. Vishwanath *Vishwanath*
13. Shubhachandra *Shubhachandra*
14. Kumara *Kumara*
15. Sesappa *Sesappa*



285

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



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<sup>++</sup> CGPA 2.9)

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

2020-2021

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 *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*



387

*[Signature]*

PRINCIPAL  
Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru



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<sup>++</sup> CGPA 2.9)

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

2019-2020

Principal welcomed all the Non-Teaching staff to the staff meeting on 31-08-2019 at 1.30p.m..

1. To discuss the admission fee receiving procedures / formalities, printing materials such as attendance registers, receipt books etc. Also discussed about the arrangements for Teachers day celebration to be held in the next month.
2. Meeting regarding the visit to Dharmasthala along with first year newly admitted students and meeting our President for his blessings on the occasion of his Pattabhisheka.
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. Deranna *Deranna*
10. Rajith Naik *Rajith Naik*
11. Vishwanath *Vishwanath*
12. Shubhachandra *Shubhachandra*
13. Kumara *Kumara*
14. Sesappa *Sesappa*



390

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





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<sup>++</sup> CGPA 2.9)

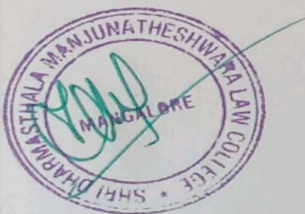
Sponsored By: Shri Dharmasthala Manjunatheshwara Educational Society®, Ujire, D.K.

Principal welcomed all the Non-Teaching staff to the staff meeting on 29-06-2019 at 9.30a.m.

1. Meeting with regard to processing admission application forms receiving according to merit, preparing selection list, sending interview letters, meantime discussions were held with regard to receiving semester exam application fees of ensuring exams.
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 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*



391

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