

Affiliated to Karnataka State Law University, Hubballi Recognized by Bar Council of India, New Delhi (NAAC Accredited B<sup>++</sup> CGPA 2.9)

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## DVV Clarification for 2.4.1

# CRITERIA 2- TEACHING- LEARNING AND EVALUATION (300) Key Indicator- 2.4 Teacher Profile and Quality (70)

2.4.1. Percentage of full-time teachers appointed against the number of sanctioned posts Sanctioned post 27

2.4.1.1 Number of Sanctioned Posts as on latest completed academic year: 27

### **DVV Queries for 2.4.1**

- A> HEI must provide the policy document used to determine faculty recruitment numbers, specifically highlighting the relevant sections.
- **B>** HEI is strongly advised to complete the Excel data templates in strict accordance with the prescribed format available on the NAAC website and resubmit the Excel sheet once again.

### **DVV Clarification for 2.4.1**

- A> HEI provided the faculty recruitment policy to determine the numbers, specifically highlighting the relevant sections. However, in the beginning of academic year HOI will send the list of existing Faculty and requirement of approval and appointment of new faculty based on the workload available for that year.
- B> HEI completed the Excel data templates in accordance with the prescribed format available on the NAAC website (<u>http://naac.gov.in/index.php/en/apply-now</u>) and resubmitted the Excel sheet once again herewith.

(The Excel Data Template for Legal Education -UG and PG is downloaded from <u>http://naac.gov.in/index.php/en/apply-now</u> and submitted)



#### Shri Dharmasthala Manjunatheshwara Law College CENTRE FOR POST GRADUATE STUDIES & RESEARCH IN LAW MANGALURU - 575003

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

Golden Jubilee 1974-2024

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

PRINCIPAL : 2492636 OFFICE : 4294360

### **RECRUITMENT POLICY**

The appointment of the teaching faculty/office staff/other assistant staff in the college is undertaken by the HR Department of the SDME Society. The Society has well defined policy for appointment, and service regulations. The entire system of procedures is available in the SDME Society's Handbook of HR Regulations.

The document has the following regulations:

Preliminary

Fax

- Categorization of Posts and Classification of Employees
- Appointment and Probation
- Performance Appraisal and Promotion
- Transfer and Job Rotation
- Rules on Travel Expenses and Halting Allowance
- Working Hours, Attendance and Punctuality
- Leaves
- Exit Regulations .
- Code of Conduct
- **Disciplinary Actions**
- Certification of service .

The College is to abide by all the regulations of the SDME Society. The Society stipulates institutional procedures for the smooth selection process, the service guidelines and other code of conduct and disciplinary regulations.

Selection Process:

- The HOI is expected to send a list of Staff requirements in the beginning of the academic year or as and when the vacancy arises to the society.
- According to the requirement, the Society notifies the staff requirement in the leading newspapers.

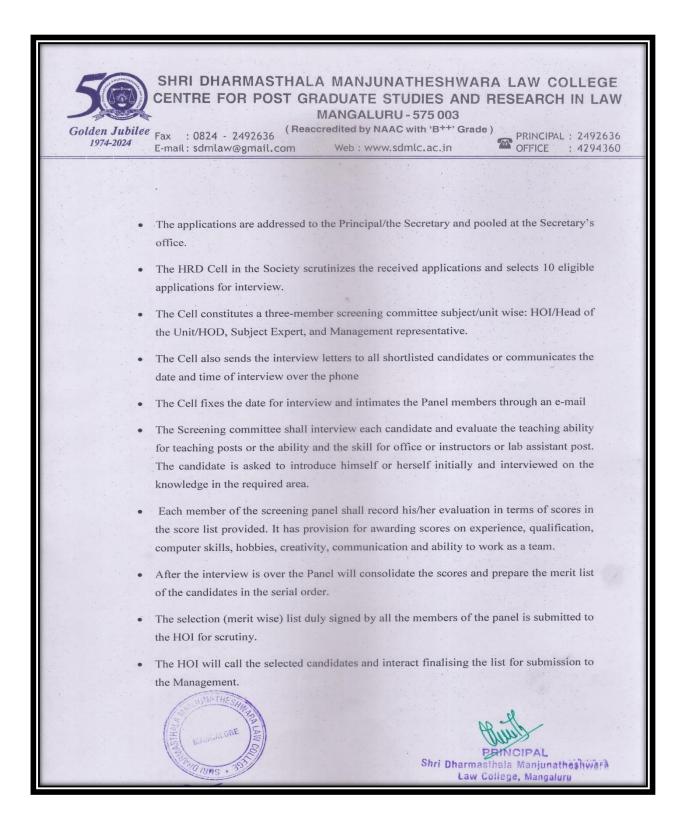
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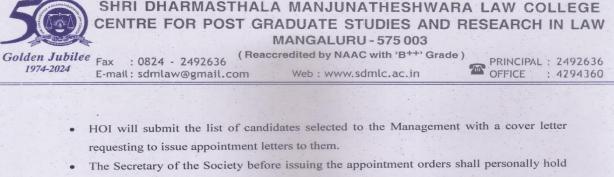
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- The Secretary of the Society before issuing the appointment orders shall personally note another round of interactions and share some of the professional ethics that each employee is required to follow. The interaction by the Secretary is considered a significant phase in the process of selection as it gives not only orientation to the selected candidates but also the precautionary note if the candidate turns out to be a failure.
- The intimation letters to report are sent to the candidates.
- The Management issues Appointment orders to individual candidates on the day of joining.

#### **Monitoring Services:**

- Soon after the candidate joins the organisation, the institution is expected to hold an
  orientation session by the senior faculty. All the professional ethics, dos and don'ts, the job
  requirements, time to check in and time to check out, the etiquettes, the team behaviour
  and attitude and finally the contribution for the growth of the institution are shared.
- The services of the employees are monitored through the Performance Based Appraisal, Evaluation by the higher authority, submission of plan of action (lesson plan, other activities like extension, research, other curricular activities) and work done statement.
- The confidential report submitted by the HOI based on the PBAS shall form the criteria for service continuation and promotions.
- The institution is expected to maintain the documents like credential certificates, leaves, details, salary details, service registers etc.
- As per policies and employee welfare measures of the management, the institution is directed to give every facility and benefits to its employees. (Policy on staff welfare has reference to all the benefits and facilities).



PRINCIPAL Shri Dharmasthala Manjunatheshwara Law College, Mangaluru



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# SRI DHARMASTHALA MANJUNATHESHWARA EDUCATIONAL SOCIETY (Regd.) UJIRE - 574 240, Dakshina Kannada Regd. S. No. 35/85-86, G5TIN : 29AAATD4267A5ZV PRESIDENT Dr D VEERENDRA HEGGADE To, To, The Principal SDM Law College Centre for P.G. Studies and Research in Law Kodialbail, Mangaluru-575003.

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#### Sub: Sanctioning of Teaching staff for the academic year 2023-24.

With respect to the academic year 2023-24 as per workload available in the college, the management is pleased to approve 27 teaching staff for the said academic year. Any vacancy arises out of resignation/termination may be filled by appointing visiting faculty until further instructions.

Thanking you,

Yours faithfully.

Secretary Shri Dharmasthata Manjunatheehwirr a Society (Regd.) Ujire - 574 249, (0 K )



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