



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 (<http://naac.gov.in/index.php/en/apply-now>) and resubmitted the Excel sheet once again herewith.

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



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.



Golden Jubilee  
1974-2024

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

Fax : 0824 - 2492636

E-mail : sdmlaw@gmail.com

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

Web : www.sdmlc.ac.in

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
- 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.



  
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.



Golden Jubilee  
1974-2024

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 : 4294360

- The applications are addressed to the Principal/the Secretary and pooled at the Secretary's office.
- The HRD Cell in the Society scrutinizes the received applications and selects 10 eligible applications for interview.
- The Cell constitutes a three-member screening committee subject/unit wise: HOI/Head of the Unit/HOD, Subject Expert, and Management representative.
- The Cell also sends the interview letters to all shortlisted candidates or communicates the date and time of interview over the phone
- The Cell fixes the date for interview and intimates the Panel members through an e-mail
- The Screening committee shall interview each candidate and evaluate the teaching ability for teaching posts or the ability and the skill for office or instructors or lab assistant post. The candidate is asked to introduce himself or herself initially and interviewed on the knowledge in the required area.
- Each member of the screening panel shall record his/her evaluation in terms of scores in the score list provided. It has provision for awarding scores on experience, qualification, computer skills, hobbies, creativity, communication and ability to work as a team.
- After the interview is over the Panel will consolidate the scores and prepare the merit list of the candidates in the serial order.
- The selection (merit wise) list duly signed by all the members of the panel is submitted to the HOI for scrutiny.
- The HOI will call the selected candidates and interact finalising the list for submission to the Management.



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.



Golden Jubilee  
1974-2024

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 : 4294360

- HOI will submit the list of candidates selected to the Management with a cover letter requesting to issue appointment letters to them.
- The Secretary of the Society before issuing the appointment orders shall personally hold 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



**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.

