



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

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

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

Criterion 4

Infrastructure and Learning Resources



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Metric No. 4.4.2 – There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.



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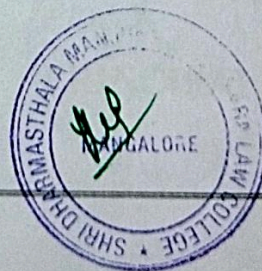
Index

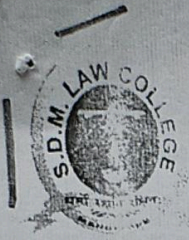
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ACADEMIC YEAR

2023-2024





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

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

Fax : 0824-2492636
Email : sdmlaw@gmail.com

Web: www.sdmlc.ac.in

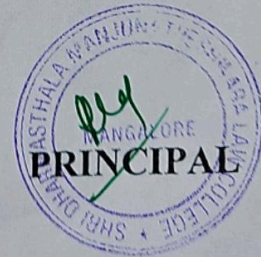
PRINCIPAL : 2492636
OFFICE : 4294360

Date: 05-06-2023

NOTIFICATION

The following aided staffs have been allotted with observation of cleanliness of class rooms/passages under the administrative duties assigned to you. You need to inspect the classes on daily basis and in case of cleanliness issues to report the same to Mr.Shailesh or Mr.Dharma and to the undersigned as a matter of last resort.

Sl.No.	Faculty Name	Rooms & Halls
1	Dr.Ravindra K.Rajput	205,206 & Principal chamber
2	Ms.Suma Suresh K.	303,304,208, 1 st Floor
3	Dr.Annapoorna Shet	203,204,104
4	Dr.Chandrakleha	202,302, 3 rd Floor, 305
5	Dr.Dimple Mesta	101,102,Graden, 2 nd Floor
6	Dr.Ashwini	Staff Room, 201,207,Ladies Room
7	Mr.Shashiprasad	Sports room, 203, Office, 204,104, Ground floor, S.Hall.



Duty Allotment to Group D Workers

ಹೆಸರು : ನಾಗವೇಣಿ (NAGAVENI)

ಹುದ್ದೆ :

ಹಂಚಲಾದ ಕರ್ತವ್ಯದ ಸಮಯ ಹಾಗೂ ಅವಧಿ : ತ್ರೈಮಾಸಿ 2023 ರಿಂದ ಜೂನ್ 2024.

ಕರ್ತವ್ಯಗಳ ವಿವರ: DUTY ALLOTMENT

ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳು :

1. ಹಂಚಿಕೆಯಾದ ತರಗತಿ / ಇತರ ಕೊಠಡಿಗಳ, ಬೆಂಚು ಹಾಗೂ ಇತರ ಪಿರೋವಕರಣಗಳನ್ನು ಒದ್ದೆ ಬಟ್ಟೆ ಅಥವಾ ಒಣ ಬಟ್ಟೆಯಿಂದ ಒರಸುವುದು.
2. ಮಹಾವಿದ್ಯಾಲಯದ ಯಾವುದೇ ಕಾರ್ಯಕ್ರಮವಿದ್ದಲ್ಲಿ ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ಸೂಚಿಸಿದ ಕರ್ತವ್ಯವನ್ನು ಮಾಡುವುದು ಮತ್ತು ಸ್ಥಳದಲ್ಲಿರುವುದು.
3. ತರಗತಿಗಳು ಆರಂಭವಾದ ಮೇಲೆ ಹಾಜರಾತಿ ಮಸ್ತಕಗಳನ್ನು ಕಛೇರಿಗೆ ತರುವುದು.
4. ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ವಹಿಸಿದ ಕರ್ತವ್ಯಗಳಾದ ಬ್ಯಾಂಕು, ಮೋಸ್ಟ್ ಆಫೀಸ್, ಜಂಟಿನಿರ್ದೇಶಕರು ಯಾ ಇತರ ಕಛೇರಿಗಳಿಗೆ ಕಾಲೇಜಿನ ಕರ್ತವ್ಯದ ಮೇಲೆ ತೆರಳುವುದು.
5. ಪ್ರಾಂಶುಪಾಲರ ಕಛೇರಿಗೆ ಅತಿಥಿಗಳು ಬಂದಾಗ ಚಾ/ಕಾಫಿ ಸರಬರಾಜು ಮಾಡುವುದು.
6. ಕಾಲೇಜಿನ ಗಾರ್ಡನ್‌ಗೆ ಹಾಗೂ ಇತರ ಕಡೆ ಇರುವ ಸಸ್ಯಗಳಿಗೆ ನೀರು ಹಾಯಿಸುವುದು.
7. ಇತರೇ ಯಾವುದೇ ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳನ್ನು ಪ್ರಾಂಶುಪಾಲರ / ಕಛೇರಿ ಅಧೀಕ್ಷಕರ ಸೂಚನೆಯ ಮೇಲೆ ನಿರ್ವಹಿಸುವುದು.
8. ಮೆಟ್ಟಿಲುಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು ಹಾಗೂ ಕಸದ ಬಟ್ಟೆಯನ್ನು ಖಾಲಿಮಾಡುವುದು.

ತಿಂಗಳ ಕರ್ತವ್ಯಗಳು :

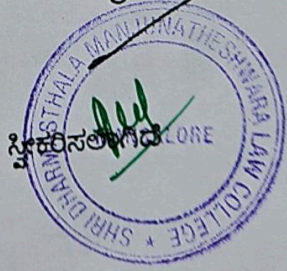
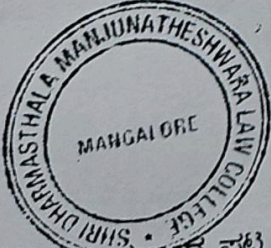
1. ಪ್ರತಿವಾರಕ್ಕೆ ಎರಡು ಸಲ ನಿಮಗೆ ನೀಡಲಾದ ಕೊಠಡಿ ಯಾ ಇತರ ರೂಂಗಳನ್ನು ನೀರು / ಡೆಟಾಲ್ ಹಾಕಿ ಒರಸುವುದು.
2. ಪ್ರತಿ 15 ದಿನಕೊಮ್ಮೆ ಕೊಠಡೀ ಇತರೆ ರೂಂಗಳ ಜೇಡರ ಬಲೆ ತೆಗೆದು, ಕನ್ನಡಿ ದೂಳು ಹಾಗೂ ಗ್ರಿಲ್‌ಗಳ ದೂಳನ್ನು ಪ್ಯಾನನ್ನು ಹಾಗೂ LED Projectorನ್ನು ಸ್ವಚ್ಛ ಗೊಳಿಸುವುದು.
3. ಪ್ರತಿ 15 ದಿನಕ್ಕೆ ಎಲ್ಲರೊಂದಿಗೆ ಸೇರಿ ಕಾಲೇಜಿನ ಕೊಳವನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.
4. ಮೆಟ್ಟಿಲುಗಳ ಹತ್ತಿರವಿರುವ ಗ್ರಿಲ್‌ಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.

ಹಂಚಲಾದ ಕೆಲಸಗಳ ವಿವರ : ಮಿ. ಶೈಲಾಲಯ
 ಸೆಫ್ಟಿಂಗ್, ನೆಮಿನಾಡ್ ಲಿಫ್ಟ್
 ಶಾಳೆಟಾ ಮುಂಬಾಗದ ಲಿಫ್ಟ್
 ನೆಲ ಒತ್ತುತ್ತಿ, ಮಹಲ್ಯಯರ ವಿಶ್ರಾಂತಿ ಕೊಠಡಿ ಮತ್ತು
 ಸ್ವಚ್ಛಗೊಳಿಸುತ್ತೇವೆ.

ಪ್ರಾಚಾರ್ಯರ ತಾಂತ್ರಿಕ ಮತ್ತು ತಕ್ರಾರಿಯ ಶಿಕ್ಷಣದ ಕಾರ್ಯ

Sh. L. H. W
 ಕಛೇರಿ ಅಧೀಕ್ಷಕರು

ಪ್ರಾಚಾರ್ಯರು



(ಹೆಸರು ಹಾಗೂ ದಿನಾಂಕ)

ಪ್ರತಿ : 1) ಸಂಚಾರದ ಪಟ್ಟಿ ಸಿಬ್ಬಂದಿಗಳ ಸರ್ವಿಸ್ ರಿಜಿಸ್ಟ್ರಾರ್‌ಗೆ.

Duty Allotment to Group D Workers

ನೌಕರನ ಹೆಸರು : ವಿಶ್ವನಾಥ್ ಎ.ಕೆ. (VISHWANATH G.K.)
ಹುದ್ದೆ : ಅಧೀಕ್ಷಕರು
ಹಂಚಲಾದ ಕರ್ತವ್ಯದ ಸಮಯ ಹಾಗೂ ಅವಧಿ : ಮೇ 20 2023 ರಿಂದ ಮೇ 20 2024.

ಕರ್ತವ್ಯಗಳ ವಿವರ: DUTY ALLOTMENT

ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳು :

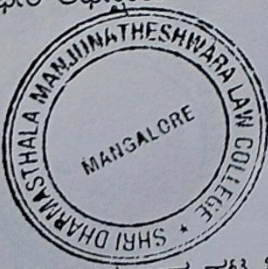
1. ಹಂಚಿಕೆಯಾದ ತರಗತಿ / ಇತರ ಕೊಠಡಿಗಳ, ಬೆಂಚು ಹಾಗೂ ಇತರ ಪರಿಶೋಧಕರಣಗಳನ್ನು ಒದ್ದೆ ಬಟ್ಟೆ ಅಥವಾ ಒಣ ಬಟ್ಟೆಯಿಂದ ಒರಸುವುದು.
2. ಮಹಾವಿದ್ಯಾಲಯದ ಯಾವುದೇ ಕಾರ್ಯಕ್ರಮವಿದ್ದಲ್ಲಿ ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ಸೂಚಿಸಿದ ಕರ್ತವ್ಯವನ್ನು ಮಾಡುವುದು ಮತ್ತು ಸ್ಥಳದಲ್ಲಿರುವುದು.
3. ತರಗತಿಗಳು ಆರಂಭವಾದ ಮೇಲೆ ಹಾಜರಾತಿ ಪುಸ್ತಕಗಳನ್ನು ಕಛೇರಿಗೆ ತರುವುದು.
4. ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ವಹಿಸಿದ ಕರ್ತವ್ಯಗಳಾದ ಬ್ಯಾಂಕು, ಪೋಸ್ಟ್ ಆಫೀಸ್, ಜಂಟಿನಿರ್ದೇಶಕರು ಯಾ ಇತರ ಕಛೇರಿಗಳಿಗೆ ಕಾಲೇಜಿನ ಕರ್ತವ್ಯದ ಮೇಲೆ ತೆರಳುವುದು.
5. ಪ್ರಾಂಶುಪಾಲರ ಕಛೇರಿಗೆ ಅತಿಥಿಗಳು ಬಂದಾಗ ಚಾ/ಕಾಫಿ ಸರಬರಾಜು ಮಾಡುವುದು.
6. ಕಾಲೇಜಿನ ಗಾರ್ಡನ್‌ಗೆ ಹಾಗೂ ಇತರ ಕಡೆ ಇರುವ ಸಸ್ಯಗಳಿಗೆ ನೀರು ಹಾಯಿಸುವುದು.
7. ಇತರ ಯಾವುದೇ ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳನ್ನು ಪ್ರಾಂಶುಪಾಲರ / ಕಛೇರಿ ಅಧೀಕ್ಷಕರ ಸೂಚನೆಯ ಮೇಲೆ ನಿರ್ವಹಿಸುವುದು.
8. ಮೆಟ್ಟಿಲುಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು ಹಾಗೂ ಕಸದ ಬುಟ್ಟಿಯನ್ನು ಖಾಲಿಮಾಡುವುದು.

ತಿಂಗಳ ಕರ್ತವ್ಯಗಳು :

1. ಪ್ರತಿವಾರಕ್ಕೆ ಎರಡು ಸಲ ನಿಮಗೆ ನೀಡಲಾದ ಕೊಠಡಿ ಯಾ ಇತರ ರೂಂಗಳನ್ನು ನೀರು / ಡೆಟಾಲ್ ಹಾಕಿ ಒರಸುವುದು.
2. ಪ್ರತಿ 15 ದಿನಕೊಮ್ಮೆ ಕೊಠಡೀ ಇತರೆ ರೂಂಗಳ ಜೇಡರ ಬಲೆ ತೆಗೆದು, ಕನ್ನಡಿ ದೂಳು ಹಾಗೂ ಗ್ರಿಲ್‌ಗಳ ದೂಳನ್ನು, ಪ್ಯಾನನ್ನು ಹಾಗೂ LED Projectorನ್ನು ಸ್ವಚ್ಛ ಗೊಳಿಸುವುದು.
3. ಪ್ರತಿ 15 ದಿನಕ್ಕೆ ಎಲ್ಲರೊಂದಿಗೆ ಸೇರಿ ಕಾಲೇಜಿನ ಕೊಳವನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.
4. ಮೆಟ್ಟಿಲುಗಳ ಹತ್ತಿರವಿರುವ ಗ್ರಿಲ್‌ಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.

ಹಂಚಲಾದ ಕೆಲಸಗಳ ವಿವರ : ಪ್ರಾಂಶುಪಾಲರ ಕಛೇರಿ, 205, 206
ಮೂರನೇ ಮಹಡಿ ಮತ್ತು ಒಳಗೊಂಡು ಮೇಲ್ಮೈ

ಶಿವನಾಥ್ ಎ
ಕಛೇರಿ ಅಧೀಕ್ಷಕರು



(ಹೆಸರು ಹಾಗೂ ದಿನಾಂಕ)

ಪ್ರಾಂಶುಪಾಲರು
ಶಿವನಾಥ್ ಎ
ಸೀಕರಿಸಲಾಗಿದೆ
Panthale

ಪ್ರತಿ : 1) ಸಂಬಂಧ ಪಟ್ಟ ಸಿಬ್ಬಂದಿಗಳ ಸರ್ವಿಸ್ ರಿಜಿಸ್ಟ್ರಾರ್‌ಗೆ.

Duty Allotment to Group D Workers

ನೌಕರನ ಹೆಸರು

: ಸುಭಾಷ್ಣಂತ್ರಿ, (SHUBHASHI CHANDRA)

ಹುದ್ದೆ

: ಪ್ರೌಢಶಾಲಕರು

ಹಂಚಲಾದ ಕರ್ತವ್ಯದ ಸಮಯ ಹಾಗೂ ಅವಧಿ :

ಪ್ರೈವರಿ 2023 ರಿಂದ 2024,

ಕರ್ತವ್ಯಗಳ ವಿವರ: DUTY ALLOTMENT

ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳು :

1. ಹಂಚಿಕೆಯಾದ ತರಗತಿ / ಇತರ ಕೊಠಡಿಗಳ, ಬೆಂಚು ಹಾಗೂ ಇತರ ಪಿರೋಪಕರಣಗಳನ್ನು ಒದ್ದೆ ಬಟ್ಟೆ ಅಥವಾ ಒಣ ಬಟ್ಟೆಯಿಂದ ಒರಸುವುದು.
2. ಮಹಾವಿದ್ಯಾಲಯದ ಯಾವುದೇ ಕಾರ್ಯಕ್ರಮವಿದ್ದಲ್ಲಿ ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ಸೂಚಿಸಿದ ಕರ್ತವ್ಯವನ್ನು ಮಾಡುವುದು ಮತ್ತು ಸ್ಥಳದಲ್ಲಿರುವುದು.
3. ತರಗತಿಗಳು ಆರಂಭವಾದ ಮೇಲೆ ಹಾಜರಾತಿ ಪುಸ್ತಕಗಳನ್ನು ಕಛೇರಿಗೆ ತರುವುದು.
4. ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ವಹಿಸಿದ ಕರ್ತವ್ಯಗಳಾದ ಬ್ಯಾಂಕು, ಪೋಸ್ಟ್ ಆಫೀಸ್, ಜಂಟಿನಿರ್ದೇಶಕರು ಯಾ ಇತರ ಕಛೇರಿಗಳಿಗೆ ಕಾಲೇಜಿನ ಕರ್ತವ್ಯದ ಮೇಲೆ ತೆರಳುವುದು.
5. ಪ್ರಾಂಶುಪಾಲರ ಕಛೇರಿಗೆ ಅತಿಥಿಗಳು ಬಂದಾಗ ಚಾ/ಕಾಫಿ ಸರಬರಾಜು ಮಾಡುವುದು.
6. ಕಾಲೇಜಿನ ಗಾರ್ಡನ್‌ಗೆ ಹಾಗೂ ಇತರ ಕಡೆ ಇರುವ ಸಸ್ಯಗಳಿಗೆ ನೀರು ಹಾಯಿಸುವುದು.
7. ಇತರ ಯಾವುದೇ ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳನ್ನು ಪ್ರಾಂಶುಪಾಲರ / ಕಛೇರಿ ಅಧೀಕ್ಷಕರ ಸೂಚನೆಯ ಮೇಲೆ ನಿರ್ವಹಿಸುವುದು.
8. ಮೆಟ್ಟಿಲುಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು ಹಾಗೂ ಕಸದ ಬುಟ್ಟಿಯನ್ನು ಖಾಲಿಮಾಡುವುದು.

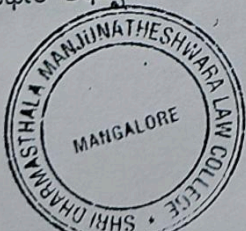
ತಿಂಗಳ ಕರ್ತವ್ಯಗಳು :

1. ಪ್ರತಿವಾರಕ್ಕೆ ಎರಡು ಸಲ ನಿಮಗೆ ನೀಡಲಾದ ಕೊಠಡಿ ಯಾ ಇತರ ರೂಂಗಳನ್ನು ನೀರು / ಡೆಟಾಲ್ ಹಾಕಿ ಒರಸುವುದು.
2. ಪ್ರತಿ 15 ದಿನಕೊಮ್ಮೆ ಕೊಠಡೀ ಇತರ ರೂಂಗಳ ಜೇಡರ ಬಲೆ ತೆಗೆದು, ಕನ್ನಡಿ ದೂಳು ಹಾಗೂ ಗ್ರಿಲ್‌ಗಳ ದೂಳನ್ನು ಪ್ಯಾನನ್ನು ಹಾಗೂ LED Projectorನ್ನು ಸ್ವಚ್ಛ ಗೊಳಿಸುವುದು.
3. ಪ್ರತಿ 15 ದಿನಕ್ಕೆ ಎಲ್ಲರೊಂದಿಗೆ ಸೇರಿ ಕಾಲೇಜಿನ ಕೊಠಡನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.
4. ಮೆಟ್ಟಿಲುಗಳ ಹತ್ತಿರವಿರುವ ಗ್ರಿಲ್‌ಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.

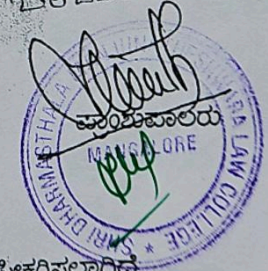
ಹಂಚಲಾದ ಕೆಲಸಗಳ ವಿವರ : 303, 304, 208, ಲ್ಯಾಬ್‌ನಿ ಎಸ್ಟೇಷನ್
- 03/12/23 ರಿಂದ 04/12/23 ರವರೆಗೆ
ಒಂದನೇ ಮಹಡಿ ಮತ್ತು ಎರಡನೇ ಮಹಡಿ

Shilpa W

ಕಛೇರಿ ಅಧೀಕ್ಷಕರು



(ಹೆಸರು ಹಾಗೂ ದಿನಾಂಕ)



ಸ್ವೀಕರಿಸಲಾಗಿದೆ

Suresh

ಪ್ರತಿ : 1) ಸಂಬಂಧ ಪಟ್ಟ ಸಿಬ್ಬಂದಿಗಳ ಸರ್ವಿಸ್ ರಿಜಿಸ್ಟರ್‌ಗೆ.

Duty Allotment to Group D Workers

ನೌಕರನ ಹೆಸರು

: ವೈರಣ್ಣಿ (DERANNA)

ಹುದ್ದೆ

: ಅಲತಾಡ

ಹಂಚಲಾದ ಕರ್ತವ್ಯದ ಸಮಯ ಹಾಗೂ ಅವಧಿ : ಮೇ 2023 ರಿಂದ 2024.

ಕರ್ತವ್ಯಗಳ ವಿವರ: DUTY ALLOTMENT

ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳು :

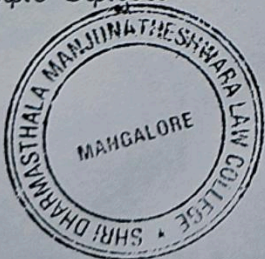
1. ಹಂಚಿಕೆಯಾದ ತರಗತಿ / ಇತರ ಕೊಠಡಿಗಳ, ಬೆಂಚು ಹಾಗೂ ಇತರ ಪಿರೋಪಕರಣಗಳನ್ನು ಒದ್ದೆ ಬಟ್ಟೆ ಅಥವಾ ಒಣ ಬಟ್ಟೆಯಿಂದ ಒರಸುವುದು.
2. ಮಹಾವಿದ್ಯಾಲಯದ ಯಾವುದೇ ಕಾರ್ಯಕ್ರಮವಿದ್ದಲ್ಲಿ ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ಸೂಚಿಸಿದ ಕರ್ತವ್ಯವನ್ನು ಮಾಡುವುದು ಮತ್ತು ಸ್ಥಳದಲ್ಲಿರುವುದು.
3. ತರಗತಿಗಳು ಆರಂಭವಾದ ಮೇಲೆ ಹಾಜರಾತಿ ಪುಸ್ತಕಗಳನ್ನು ಕಛೇರಿಗೆ ತರುವುದು.
4. ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ವಹಿಸಿದ ಕರ್ತವ್ಯಗಳಾದ ಬ್ಯಾಂಕು, ಪೋಸ್ಟ್ ಆಫೀಸ್, ಜಂಟಿನಿರ್ದೇಶಕರು ಯಾ ಇತರ ಕಛೇರಿಗಳಿಗೆ ಕಾಲೇಜಿನ ಕರ್ತವ್ಯದ ಮೇಲೆ ತೆರಳುವುದು.
5. ಪ್ರಾಂಶುಪಾಲರ ಕಛೇರಿಗೆ ಅತಿಥಿಗಳು ಬಂದಾಗ ಚಾ/ಕಾಫಿ ಸರಬರಾಜು ಮಾಡುವುದು.
6. ಕಾಲೇಜಿನ ಗಾರ್ಡನ್‌ಗೆ ಹಾಗೂ ಇತರ ಕಡೆ ಇರುವ ಸಸ್ಯಗಳಿಗೆ ನೀರು ಹಾಯಿಸುವುದು.
7. ಇತರ ಯಾವುದೇ ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳನ್ನು ಪ್ರಾಂಶುಪಾಲರ / ಕಛೇರಿ ಅಧೀಕ್ಷಕರ ಸೂಚನೆಯ ಮೇಲೆ ನಿರ್ವಹಿಸುವುದು.
8. ಮೆಟ್ಟಿಲುಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು ಹಾಗೂ ಕಸದ ಬುಟ್ಟಿಯನ್ನು ಖಾಲಿಮಾಡುವುದು.

ತಿಂಗಳ ಕರ್ತವ್ಯಗಳು :

1. ಪ್ರತಿವಾರಕ್ಕೆ ಎರಡು ಸಲ ನಿಮಗೆ ನೀಡಲಾದ ಕೊಠಡಿ ಯಾ ಇತರ ರೂಂಗಳನ್ನು ನೀರು / ಡೆಟಾಲ್ ಹಾಕಿ ಒರಸುವುದು.
2. ಪ್ರತಿ 15 ದಿನಕ್ಕೊಮ್ಮೆ ಕೊಠಡೀ ಇತರ ರೂಂಗಳ ಜೇಡರ ಬಲೆ ತೆಗೆದು, ಕನ್ನಡಿ ದೂಳು ಹಾಗೂ ಗ್ರಿಲ್‌ಗಳ ದೂಳನ್ನು, ಪ್ಯಾನನ್ನು ಹಾಗೂ LED Projectorನ್ನು ಸ್ವಚ್ಛ ಗೊಳಿಸುವುದು.
3. ಪ್ರತಿ 15 ದಿನಕ್ಕೆ ಎಲ್ಲರೊಂದಿಗೆ ಸೇರಿ ಕಾಲೇಜಿನ ಕೊಠಡವನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.
4. ಮೆಟ್ಟಿಲುಗಳ ಹತ್ತಿರವಿರುವ ಗ್ರಿಲ್‌ಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.

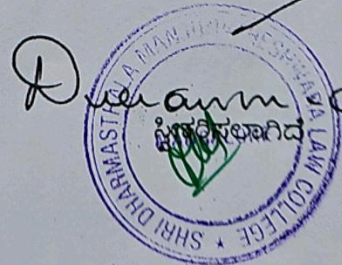
ಹಂಚಲಾದ ಕೆಲಸಗಳ ವಿವರ : 202, 302, 1A ಲ್ಯಾಬ್, ಮೂವನೆ ಮಹಡಿ
ಯ ನೆಲ (Floor), ಲ್ಯಾಬ್ ನೆಲ ಸ್ವಚ್ಛ
ಕ್ಯೂರ್ಡ್ ಲ್ಯಾಬ್, 305, ಎಂಟನೆ ಮಹಡಿ
ಬಲ ಬದಿಯ ಮೆಟ್ಟಿಲು

Shrikanth H
ಕಛೇರಿ ಅಧೀಕ್ಷಕರು



(ಹೆಸರು ಹಾಗೂ ದಿನಾಂಕ)

Prannan C U
ಪ್ರಾಂಶುಪಾಲರು



ಪ್ರತಿ : 1) ಸಂಬಂಧ ಪಟ್ಟ ಸಿಬ್ಬಂದಿಗಳ ಸರ್ವಿಸ್ ರಿಜಿಸ್ಟ್ರಾರ್‌ಗೆ.

Duty Allotment to Group D Workers

ನೌಕರನ ಹೆಸರು

: ರಂಜಿತ್ ನ್ಯಾಕ್. (RANJITH NAIK)

ಹುದ್ದೆ

: ಅಧೀಕ್ಷಕ

ಹಂಚಲಾದ ಕರ್ತವ್ಯದ ಸಮಯ ಹಾಗೂ ಅವಧಿ :

ಮೇ 2023 ರಿಂದ 2024.

ಕರ್ತವ್ಯಗಳ ವಿವರ: DUTY ALLOTMENT

ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳು :

1. ಹಂಚಿಕೆಯಾದ ತರಗತಿ / ಇತರ ಕೊಠಡಿಗಳ, ಬೆಂಚು ಹಾಗೂ ಇತರ ವಿಶೇಷಕರಣಗಳನ್ನು ಒದ್ದೆ ಬಟ್ಟೆ ಅಥವಾ ಒಣ ಬಟ್ಟೆಯಿಂದ ಒರಸುವುದು.
2. ಮಹಾವಿದ್ಯಾಲಯದ ಯಾವುದೇ ಕಾರ್ಯಕ್ರಮವಿದ್ದಲ್ಲಿ ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ಸೂಚಿಸಿದ ಕರ್ತವ್ಯವನ್ನು ಮಾಡುವುದು ಮತ್ತು ಸ್ಥಳದಲ್ಲಿರುವುದು.
3. ತರಗತಿಗಳು ಆರಂಭವಾದ ಮೇಲೆ ಹಾಜರಾತಿ ಪುಸ್ತಕಗಳನ್ನು ಕಛೇರಿಗೆ ತರುವುದು.
4. ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ವಹಿಸಿದ ಕರ್ತವ್ಯಗಳಾದ ಬ್ಯಾಂಕು, ಪೋಸ್ಟ್ ಆಫೀಸ್, ಜಂಟಿನಿರ್ದೇಶಕರು ಯಾ ಇತರ ಕಛೇರಿಗಳಿಗೆ ಕಾಲೇಜಿನ ಕರ್ತವ್ಯದ ಮೇಲೆ ತೆರಳುವುದು.
5. ಪ್ರಾಂಶುಪಾಲರ ಕಛೇರಿಗೆ ಅತಿಥಿಗಳು ಬಂದಾಗ ಚಾ/ಕಾಫಿ ಸರಬರಾಜು ಮಾಡುವುದು.
6. ಕಾಲೇಜಿನ ಗಾರ್ಡನ್‌ಗೆ ಹಾಗೂ ಇತರ ಕಡೆ ಇರುವ ಸಸ್ಯಗಳಿಗೆ ನೀರು ಹಾಯಿಸುವುದು.
7. ಇತರ ಯಾವುದೇ ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳನ್ನು ಪ್ರಾಂಶುಪಾಲರ / ಕಛೇರಿ ಅಧೀಕ್ಷಕರ ಸೂಚನೆಯ ಮೇಲೆ ನಿರ್ವಹಿಸುವುದು.
8. ಮೆಟ್ಟಿಲುಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು ಹಾಗೂ ಕಸದ ಬುಟ್ಟಿಯನ್ನು ಖಾಲಿಮಾಡುವುದು.

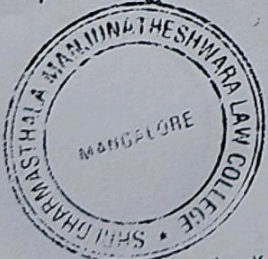
ತಿಂಗಳ ಕರ್ತವ್ಯಗಳು :

1. ಪ್ರತಿವಾರಕ್ಕೆ ಎರಡು ಸಲ ನಿಮಗೆ ನೀಡಲಾದ ಕೊಠಡಿ ಯಾ ಇತರ ರೂಂಗಳನ್ನು ನೀರು / ಡೆಟಾಲ್ ಹಾಕಿ ಒರಸುವುದು.
2. ಪ್ರತಿ 15 ದಿನಕೊಮ್ಮೆ ಕೊಠಡೀ ಇತರ ರೂಂಗಳ ಜೇಡರ ಬಲೆ ತೆಗೆದು, ಕನ್ನಡಿ ದೂಳು ಹಾಗೂ ಗ್ರಿಲ್‌ಗಳ ದೂಳನ್ನು, ಪ್ಯಾನನ್ನು ಹಾಗೂ LED Projectorನ್ನು ಸ್ವಚ್ಛ ಗೊಳಿಸುವುದು.
3. ಪ್ರತಿ 15 ದಿನಕ್ಕೆ ಎಲ್ಲಾರೊಂದಿಗೆ ಸೇರಿ ಕಾಲೇಜಿನ ಕೊಳವನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.
4. ಮೆಟ್ಟಿಲುಗಳ ಹತ್ತಿರವಿರುವ ಗ್ರಿಲ್‌ಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.

ಹಂಚಲಾದ ಕೆಲಸಗಳ ವಿವರ : ಕ್ರೀಡೆ, 203, 204 & 104, ಕ್ರೀಡಾ ಕ್ಷೇತ್ರ
ಮೂಕನಿ ಮಹಡಿರಿಯ ಎರಡು ಮಕ್ಕಳು.

Signature

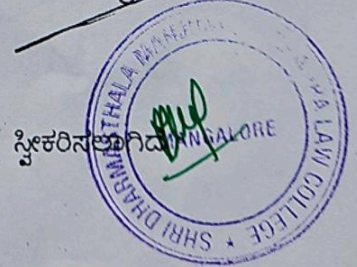
ಕಛೇರಿ ಅಧೀಕ್ಷಕರು



(ಹೆಸರು ಹಾಗೂ ದಿನಾಂಕ)

Signature

ಪ್ರಾಂಶುಪಾಲರು



ಪ್ರತಿ : 1) ಸಂಬಂಧ ಪಟ್ಟ ಸಿಬ್ಬಂದಿಗಳ ಸರ್ವಿಸ್ ರಿಜಿಸ್ಟರ್‌ಗೆ.

Duty Allotment to Group D Workers

ಸೂಚನಾ ಹೆಸರು : ರಾಜಿತ್ ನ್ಯಾಕ್. (RANJITH NAIK)
ಹುದ್ದೆ : ಅಧೀಕ್ಷಕರು
ಹಂಚಲಾದ ಕರ್ತವ್ಯದ ಸಮಯ ಹಾಗೂ ಅವಧಿ : ಮೈಸೂರಿನಲ್ಲಿ 2023 ರಿಂದ 2023.

ಕರ್ತವ್ಯಗಳ ವಿವರ: DUTY ALLOTMENT

ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳು :

1. ಹಂಚಿಕೆಯಾದ ತರಗತಿ / ಇತರ ಕೊಠಡಿಗಳ, ಬೆಂಚು ಹಾಗೂ ಇತರ ಪಿರೋವಕರಣಗಳನ್ನು ಒದ್ದೆ ಬಟ್ಟೆ ಅಥವಾ ಒಣ ಬಟ್ಟೆಯಿಂದ ಒರಸುವುದು.
2. ಮಹಾವಿದ್ಯಾಲಯದ ಯಾವುದೇ ಕಾರ್ಯಕ್ರಮವಿದ್ದಲ್ಲಿ ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ಸೂಚಿಸಿದ ಕರ್ತವ್ಯವನ್ನು ಮಾಡುವುದು ಮತ್ತು ಸ್ಥಳದಲ್ಲಿರುವುದು.
3. ತರಗತಿಗಳು ಆರಂಭವಾದ ಮೇಲೆ ಹಾಜರಾತಿ ಪುಸ್ತಕಗಳನ್ನು ಕಛೇರಿಗೆ ತರುವುದು.
4. ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ವಹಿಸಿದ ಕರ್ತವ್ಯಗಳಾದ ಬ್ಯಾಂಕು, ಮೋಸ್ಟ್ ಆಫೀಸ್, ಜಂಟಿನಿರ್ದೇಶಕರು ಯಾ ಇತರ ಕಛೇರಿಗಳಿಗೆ ಕಾಲೇಜಿನ ಕರ್ತವ್ಯದ ಮೇಲೆ ತೆರಳುವುದು.
5. ಪ್ರಾಂಶುಪಾಲರ ಕಛೇರಿಗೆ ಅತಿಥಿಗಳು ಬಂದಾಗ ಚಾ/ಕಾಫಿ ಸರಬರಾಜು ಮಾಡುವುದು.
6. ಕಾಲೇಜಿನ ಗಾರ್ಡನ್‌ಗೆ ಹಾಗೂ ಇತರ ಕಡೆ ಇರುವ ಸಸ್ಯಗಳಿಗೆ ನೀರು ಹಾಯಿಸುವುದು.
7. ಇತರ ಯಾವುದೇ ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳನ್ನು ಪ್ರಾಂಶುಪಾಲರ / ಕಛೇರಿ ಅಧೀಕ್ಷಕರ ಸೂಚನೆಯ ಮೇಲೆ ನಿರ್ವಹಿಸುವುದು.
8. ಮೆಟ್ಟಿಲುಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು ಹಾಗೂ ಕಸದ ಬುಟ್ಟಿಯನ್ನು ಖಾಲಿಮಾಡುವುದು.

ತಿಂಗಳ ಕರ್ತವ್ಯಗಳು :

1. ಪ್ರತಿವಾರಕ್ಕೆ ಎರಡು ಸಲ ನಿಮಗೆ ನೀಡಲಾದ ಕೊಠಡಿ ಯಾ ಇತರ ರೂಂಗಳನ್ನು ನೀರು / ಡೆಟಾಲ್ ಹಾಕಿ ಒರಸುವುದು.
2. ಪ್ರತಿ 15 ದಿನಕೊಮ್ಮೆ ಕೊಠಡೀ ಇತರ ರೂಂಗಳ ಜೇಡರ ಬಲೆ ತೆಗೆದು, ಕನ್ನಡಿ ದೂಳು ಹಾಗೂ ಗ್ರಿಲ್‌ಗಳ ದೂಳನ್ನು ಪ್ಯಾನನ್ನು ಹಾಗೂ LED Projectorನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.
3. ಪ್ರತಿ 15 ದಿನಕ್ಕೆ ಎಲ್ಲಾರೊಂದಿಗೆ ಸೇರಿ ಕಾಲೇಜಿನ ಕೊಠಡನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.
4. ಮೆಟ್ಟಿಲುಗಳ ಹತ್ತಿರವಿರುವ ಗ್ರಿಲ್‌ಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.

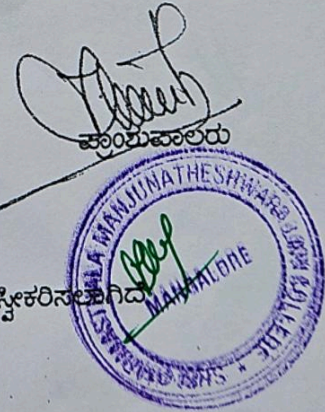
ಹಂಚಲಾದ ಕೆಲಸಗಳ ವಿವರ : ಕ್ರ.ಸಂ. 203, 204 & 104, ಕ್ರಿ.ಡಿ ಕೊಠಡಿ
ಮೂಲನಾ ಮಹಡಿರತು ಎಕೆ ಮೆಟ್ಟಿಲುಗಳು.

In: 1/1/23

ಕಛೇರಿ ಅಧೀಕ್ಷಕರು



(ಹೆಸರು ಹಾಗೂ ದಿನಾಂಕ)



ಪ್ರತಿ : 1) ಸಂಬಂಧ ಪಟ್ಟ ಸಿಬ್ಬಂದಿಗಳ ಸರ್ವಿಸ್ ರಿಜಿಸ್ಟ್ರಾರ್‌ಗೆ.

Duty Allotment to Group D Workers

ನೌಕರನ ಹೆಸರು

: ಸೇಸಪ್ಪ (SESAPPA)

ಹುದ್ದೆ

: ಪ್ರಾಚಾರಕರು.

ಹಂಚಲಾದ ಕರ್ತವ್ಯದ ಸಮಯ ಹಾಗೂ ಅವಧಿ :

ಪ್ರೌಢ 2023 ರಿಂದ 2024

ಕರ್ತವ್ಯಗಳ ವಿವರ: DUTY ALLOTMENT

ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳು :

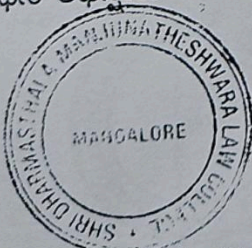
1. ಹಂಚಿಕೆಯಾದ ತರಗತಿ / ಇತರ ಕೊಠಡಿಗಳ, ಬೆಂಚು ಹಾಗೂ ಇತರ ಪಿರೋಪಕರಣಗಳನ್ನು ಒದ್ದೆ ಬಟ್ಟೆ ಅಥವಾ ಒಣ ಬಟ್ಟೆಯಿಂದ ಒರಸುವುದು.
2. ಮಹಾವಿದ್ಯಾಲಯದ ಯಾವುದೇ ಕಾರ್ಯಕ್ರಮವಿದ್ದಲ್ಲಿ ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ಸೂಚಿಸಿದ ಕರ್ತವ್ಯವನ್ನು ಮಾಡುವುದು ಮತ್ತು ಸ್ಥಳದಲ್ಲಿರುವುದು.
3. ತರಗತಿಗಳು ಆರಂಭವಾದ ಮೇಲೆ ಹಾಜರಾತಿ ಪುಸ್ತಕಗಳನ್ನು ಕಛೇರಿಗೆ ತರುವುದು.
4. ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ವಹಿಸಿದ ಕರ್ತವ್ಯಗಳಾದ ಬ್ಯಾಂಕು, ಪೋಸ್ಟ್ ಆಫೀಸ್, ಜಂಟಿನಿರ್ದೇಶಕರು ಯಾ ಇತರ ಕಛೇರಿಗಳಿಗೆ ಕಾಲೇಜಿನ ಕರ್ತವ್ಯದ ಮೇಲೆ ತೆರಳುವುದು.
5. ಪ್ರಾಂಶುಪಾಲರ ಕಛೇರಿಗೆ ಅತಿಥಿಗಳು ಬಂದಾಗ ಚಾ/ಕಾಫಿ ಸರಬರಾಜು ಮಾಡುವುದು.
6. ಕಾಲೇಜಿನ ಗಾರ್ಡನ್‌ಗೆ ಹಾಗೂ ಇತರ ಕಡೆ ಇರುವ ಸಸ್ಯಗಳಿಗೆ ನೀರು ಹಾಯಿಸುವುದು.
7. ಇತರ ಯಾವುದೇ ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳನ್ನು ಪ್ರಾಂಶುಪಾಲರ / ಕಛೇರಿ ಅಧೀಕ್ಷಕರ ಸೂಚನೆಯ ಮೇಲೆ ನಿರ್ವಹಿಸುವುದು.
8. ಮೆಟ್ಟಿಲುಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು ಹಾಗೂ ಕಸದ ಬುಟ್ಟಿಯನ್ನು ಖಾಲಿಮಾಡುವುದು.

ತಿಂಗಳ ಕರ್ತವ್ಯಗಳು :

1. ಪ್ರತಿವಾರಕ್ಕೆ ಎರಡು ಸಲ ನಿಮಗೆ ನೀಡಲಾದ ಕೊಠಡಿ ಯಾ ಇತರ ರೂಂಗಳನ್ನು ನೀರು / ಡೆಟಾಲ್ ಹಾಕಿ ಒರಸುವುದು.
2. ಪ್ರತಿ 15 ದಿನಕೊಮ್ಮೆ ಕೊಠಡೀ ಇತರ ರೂಂಗಳ ಜೇಡರ ಬಲೆ ತೆಗೆದು, ಕನ್ನಡಿ ದೂಳು ಹಾಗೂ ಗ್ರಿಲ್‌ಗಳ ದೂಳನ್ನು, ಪ್ಯಾನನ್ನು ಹಾಗೂ LED Projectorನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.
3. ಪ್ರತಿ 15 ದಿನಕ್ಕೆ ಎಲ್ಲಾರೊಂದಿಗೆ ಸೇರಿ ಕಾಲೇಜಿನ ಕೊಠಡನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.
4. ಮೆಟ್ಟಿಲುಗಳ ಹತ್ತಿರವಿರುವ ಗ್ರಿಲ್‌ಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.

ಹಂಚಲಾದ ಕೆಲಸಗಳ ವಿವರ : 101, 102, ಗಾರ್ಡನ್,
ಎರಡನೇ ಮಹಡಿ ಮತ್ತು ನೆಲ, ಎಂಕೆವಿ
ಮಹಡಿ ಮತ್ತು ಮೆಟ್ಟಿಲು ಎರಡರ

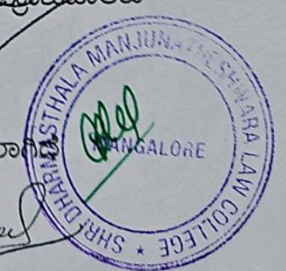
Shailish W
ಕಛೇರಿ ಅಧೀಕ್ಷಕರು



(ಹೆಸರು ಹಾಗೂ ದಿನಾಂಕ)

ಪ್ರಾಂಶುಪಾಲರು

(Signature)
ಪ್ರಾಂಶುಪಾಲರು



ಪ್ರತಿ : 1) ಸಂಬಂಧ ಪಟ್ಟ ಸಿಬ್ಬಂದಿಗಳ ಸರ್ವಿಸ್ ರಿಜಿಸ್ಟ್ರಾರ್‌ಗೆ.

Duty Allotment to Group D Workers

ನೌಕರನ ಹೆಸರು :

ಕುಮಾರ್ ಶಾಲಿಯನ್. (KUMAR SALIAN)

ಹುದ್ದೆ :

ಪ್ರೌಢಶಾಲೆ

ಹಂಚಲಾದ ಕರ್ತವ್ಯದ ಸಮಯ ಹಾಗೂ ಅವಧಿ :

ಜೈವರಿ 2023 ರಿಂದ ಜೂನ್ 2024.

ಕರ್ತವ್ಯಗಳ ವಿವರ: DUTY ALLOTMENT

ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳು :

1. ಹಂಚಿಕೆಯಾದ ತರಗತಿ / ಇತರ ಕೊಠಡಿಗಳ, ಬೆಂಚು ಹಾಗೂ ಇತರ ವಿಶೇಷಕರಣಗಳನ್ನು ಒದ್ದೆ ಬಟ್ಟೆ ಅಥವಾ ಒಣ ಬಟ್ಟೆಯಿಂದ ಬರಿಸುವುದು.
2. ಮಹಾವಿದ್ಯಾಲಯದ ಯಾವುದೇ ಕಾರ್ಯಕ್ರಮವಿದ್ದಲ್ಲಿ ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ಸೂಚಿಸಿದ ಕರ್ತವ್ಯವನ್ನು ಮಾಡುವುದು ಮತ್ತು ಸ್ಥಳದಲ್ಲಿರುವುದು.
3. ತರಗತಿಗಳು ಆರಂಭವಾದ ಮೇಲೆ ಹಾಜರಾತಿ ಪುಸ್ತಕಗಳನ್ನು ಕಛೇರಿಗೆ ತರುವುದು.
4. ಕಛೇರಿ ಅಧೀಕ್ಷಕರು ವಹಿಸಿದ ಕರ್ತವ್ಯಗಳಾದ ಬ್ಯಾಂಕು, ಪೋಸ್ಟ್ ಆಫೀಸ್, ಜಂಟಿನಿರ್ದೇಶಕರು ಯಾ ಇತರ ಕಛೇರಿಗಳಿಗೆ ಕಾಲೇಜಿನ ಕರ್ತವ್ಯದ ಮೇಲೆ ತೆರಳುವುದು.
5. ಪ್ರಾಂಶುಪಾಲರ ಕಛೇರಿಗೆ ಅತಿಥಿಗಳು ಬಂದಾಗ ಚಾ/ಕಾಫಿ ಸರಬರಾಜು ಮಾಡುವುದು.
6. ಕಾಲೇಜಿನ ಗಾರ್ಡನ್‌ಗೆ ಹಾಗೂ ಇತರ ಕಡೆ ಇರುವ ಸಸ್ಯಗಳಿಗೆ ನೀರು ಹಾಯಿಸುವುದು.
7. ಇತರೇ ಯಾವುದೇ ದೈನಂದಿನ ಕರ್ತವ್ಯಗಳನ್ನು ಪ್ರಾಂಶುಪಾಲರ / ಕಛೇರಿ ಅಧೀಕ್ಷಕರ ಸೂಚನೆಯ ಮೇಲೆ ನಿರ್ವಹಿಸುವುದು.
8. ಮೆಟ್ಟಿಲುಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು ಹಾಗೂ ಕಸದ ಬುಟ್ಟಿಯನ್ನು ಖಾಲಿಮಾಡುವುದು.

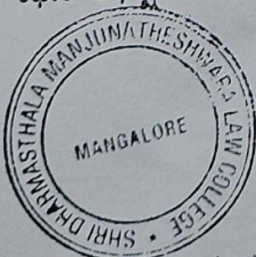
ತಿಂಗಳ ಕರ್ತವ್ಯಗಳು :

1. ಪ್ರತಿವಾರಕ್ಕೆ ಎರಡು ಸಲ ನಿಮಗೆ ನೀಡಲಾದ ಕೊಠಡಿ ಯಾ ಇತರ ರೂಂಗಳನ್ನು ನೀರು / ಡೆಟಾಲ್ ಹಾಕಿ ಬರಿಸುವುದು.
2. ಪ್ರತಿ 15 ದಿನಕೊಮ್ಮೆ ಕೊಠಡಿ: ಇತರ ರೂಂಗಳ ಜೇಡರ ಬಲೆ ತೆಗೆದು, ಕನ್ನಡಿ ದೂಳು ಹಾಗೂ ಗ್ರಿಲ್‌ಗಳ ದೂಳನ್ನು, ಪ್ಯಾನನ್ನು ಹಾಗೂ LED Projectorನ್ನು ಸ್ವಚ್ಛ ಗೊಳಿಸುವುದು.
3. ಪ್ರತಿ 15 ದಿನಕ್ಕೆ ಎಲ್ಲರೊಂದಿಗೆ ಸೇರಿ ಕಾಲೇಜಿನ ಕೊಠಡನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.
4. ಮೆಟ್ಟಿಲುಗಳ ಹತ್ತಿರವಿರುವ ಗ್ರಿಲ್‌ಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.

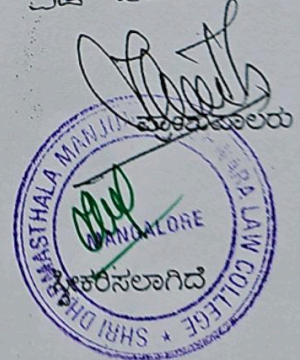
ಹಂಚಲಾದ ಕೆಲಸಗಳ ವಿವರ : ಉಪನ್ಯಾಸಕರ ಕಠಿಣಿ, 201, 301, 204
ಗಂಡಸರ ವಿಭಾಗ ಕಠಿಣಿ, (Boys Common room)
ಒಂದನೇ ಮಹಡಿರುವ ಎಡ ಬದಿಯ ಮೆಟ್ಟಿಲು

Shalishan

ಕಛೇರಿ ಅಧೀಕ್ಷಕರು



(ಹೆಸರು ಹಾಗೂ ದಿನಾಂಕ)



ಪ್ರತಿ : 1) ಸಂಬಂಧ ಪಟ್ಟ ಸಿಬ್ಬಂದಿಗಳ ಸರ್ವಿಸ್ ರಿಜಿಸ್ಟ್ರಾರ್‌ಗೆ.

Received
Shalishan

Duty Allotment to Group D Workers

DUTY ALLOTMENT

ನಾಗವೇಣಿ (NAGAVENI)

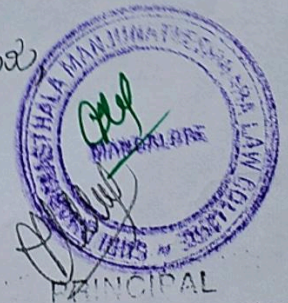
1. 2ನೇ ಮಹಡಿಯ ಎಲ್ಲಾ ಶೌಚಾಲಯ (ಬೆಳಿಗ್ಗೆ ಮತ್ತು ಮಧ್ಯಾಹ್ನ)
2. 104- ಸಿಬ್ಬಂದಿಯ ಶೌಚಾಲಯ (ಬೆಳಿಗ್ಗೆ ಮತ್ತು ಮಧ್ಯಾಹ್ನ)
3. ನೆಲ ಮಹಡಿಯ ಶೌಚಾಲಯ (ಬೆಳಿಗ್ಗೆ ಮತ್ತು ಮಧ್ಯಾಹ್ನ)
4. ಸಭಾಂಗಣದ ನೆಲ ಗುಡಿಸುವುದು ಮತ್ತು ಒರಸುವುದು (ವಾರದಲ್ಲಿ 3 ಬಾರಿ, ಸೋಮವಾರ, ಬುಧವಾರ, ಶುಕ್ರವಾರ.)
5. ಗ್ರೀನ್ ರೂಮ್ , ಲೇಡಿಸ್ ರೂಮ್, ಸ್ಟ್ಯಾಟ್ಸ್ ರೂಮ್, ಕಾಲೇಜಿನ ಮುಂಭಾಗದ ಮೈದಾನವನ್ನು ಗುಡಿಸುವುದು. (ವಾರದಲ್ಲಿ ಮೂರು ಬಾರಿ)
6. ವೀಣಾ ರಜೆ ಮಾಡಿದಲ್ಲಿ ಅವಳ ಎಲ್ಲಾ ಕೆಲಸವನ್ನು ನೀವು ಮಾಡತಕ್ಕದ್ದು
7. ಕಾರ್ಯಕ್ರಮ ಇರುವ ದಿನಗಳಲ್ಲಿ ಇಬ್ಬರೂ ಸೇರಿ ಸಭಾಂಗಣವನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.

B. Nagaveni

ವೀಣಾ (VEENA)

PRINCIPAL
Shri Dharmasthala Manjunatheshwara
Law College, Mangaluru

1. ಆಪಿಸ್ ಶೌಚಾಲಯ (ಬೆಳಿಗ್ಗೆ ಮತ್ತು ಮಧ್ಯಾಹ್ನ)
2. ಪ್ರಿನ್ಸಿಪಾಲರ ಶೌಚಾಲಯ (ಬೆಳಿಗ್ಗೆ ಮತ್ತು ಮಧ್ಯಾಹ್ನ)
3. ಸಭಾಂಗಣದ ನೆಲ ಗುಡಿಸುವುದು ಮತ್ತು ಒರಸುವುದು (ವಾರದಲ್ಲಿ 3 ಬಾರಿ ಮಂಗಳವಾರ, ಗುರುವಾರ, ಶನಿವಾರ.)
4. ಮೂರನೆ ಮಹಡಿಯ ಮೆಟ್ಟಿಲುಗಳು . (ವಾರದಲ್ಲಿ ಮೂರು ಬಾರಿ)
5. ನಾಗವೇಣಿ ರಜೆ ಮಾಡಿದಲ್ಲಿ ಅವಳ ಎಲ್ಲಾ ಕೆಲಸವನ್ನು ನೀವು ಮಾಡತಕ್ಕದ್ದು
6. ಕಾರ್ಯಕ್ರಮ ಇರುವ ದಿನಗಳಲ್ಲಿ ಇಬ್ಬರೂ ಸೇರಿ ಸಭಾಂಗಣವನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸುವುದು.
7. 206.0 ಕಿತ್ತಾಲಯ, ತ್ರಿಂಭಾಲಯದ ಕ್ರೀಡಾಲಯ

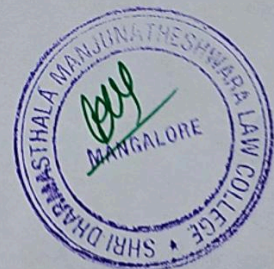


PRINCIPAL
Shri Dharmasthala Manjunatheshwara
Law College, Mangaluru

NON-TEACHING STAFF DUTY ALLOTMENT

SHAILESH

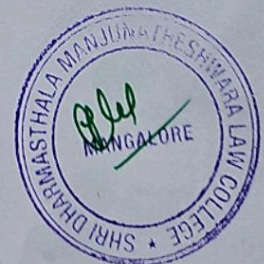
1. Distribution of original documents to fresh students after approval of admission
2. Finalizing the Candidates list for the year on completion of Admission Process
3. Providing requested Statistics (both students and staff) of Unaided course to Government Department or Management whenever needed.
4. Checking and comparing the Question paper received, Invigilators diary received along with the copy of Invigilator duty chart prepared with the help of Dharma and Suresh
5. Writing Sticker and submission to Senior Supervisor. On completion of Exam receiving answer books, bundle preparation and arrange to dispatch through post.
6. IA Exam question papers Xerox required number of copies and keeping ready. Maintaining the Invigilators Diaries.
7. Salary work connected to Non-grant staff/ Part time faculty, maintaining Acquittance Register, Annual increment, EL encashment, PF, LIC, ESIC remittance and all work of HR Department with Management with the help of thejashwini
8. Income Tax calculation for both Grand and Non grant Staff deduction from salary, filing quarterly returns, annual returns, Preparing Form No. 16 of all staffs.
9. Typing and preparing monthly EL and Commuted Leave statement and submit to H.O.
10. Scholarship – Maintening Register of Acquittance of all type of Scholarship matters with proper guidance to students.
11. ADR Centre – Maintenance of record (dates) of ADR centre. Allotment of Duty to attender.
12. Affiliation – Annual affiliation connected to KSLU affiliation and BCI Affiliation submitting application with necessary documents and maintaining the records of same.
13. Auditorium maintenance – Allotment of dates to various functions recording the same in calender and see that no classes in the dates allotted.
14. Purchase and maintenance of stationery items, inventories and all required items for the college use. Printing matters with udaya Printiery Manjushree printers follow up and over all co-ordination.
15. Transcript typing
16. Allotment of duty to Group D staff on rotation basis once in a year.
17. Coordinating Company Secretary exams during June and December every year
18. Mangalore University related works
19. Kuvempu University related works.



NON-TEACHING STAFF DUTY ALLOTMENT

DHARMA NAIK

1. Admission work-Maintaining admission Application Register book and preparing shortlist of Candidates for admission sending Call letters to Candidates for Interview and keeping records.
2. Collecting all the required original documents from students and submission to KSLU on the date required and Distribution of original documents to fresh students after approval of admission.
3. Allotment of Roll Numbers to Fresh Candidates. Preparing the Attendance Registers- as per Time Table and distribution to Faculty.
4. Preparing Admission Statements and other details once in a year for submission to JD office along with students details (B.A.LL.B. and 3 Years LL.B.) with the help of Suresh.
5. Providing requested Statistics (both students and staff) of Aided course to Government Department or Management whenever needed and answering all letters and emails in connection with JD office.
6. Admission register writing 3 Yrs LLB
7. Typing / updating University Exam applications in the system for different courses 3 Years LL.B./ LL.M.
8. On receipt of exam Time Table preparing Invigilators Duty chart as per the Registered Students Receiving the answer books and question paper bundles from KSLU Checking and comparing the Question paper received, Invigilators diary.
9. Collecting the Absentees list from class rooms after one hour from the commencement of examination. Preparing Absentee statement "A" form for different courses 3 Years LL.B./ LL.M.
10. On completion of entire examination preparing the examination bill and submission to KSLU along with the documents.
11. Internal exam- Classroom numbering, keeping answer books and Invigilators Diaries. On receipt of answer books, mark absentees in the candidates list and deliver to Faculty.
12. In charge for distribution of Marks cards.
13. Grant in aid maintaining staff Attendance Register, Leave record, Service register updating etc. Maintaining salary acquittance register of aided. Typing and preparing monthly EL and Commuted Leave statement and submit to H.O.
14. Affiliation- Annual affiliation connected to KSLU affiliation and BCI Affiliation submitting application with necessary documents and maintaining the records of same.
15. Entering the marks in the ledger from Internet result sheet and preparing result analysis for every semester results.



NON-TEACHING STAFF DUTY ALLOTMENT

SAHANA

1. All accounts connected work of both aided and unaided section –Maintenance of Register, Voucher, Bank Pass Book
2. Annual Budget work, Preparing Income and Expenditure statements. Timely submission of records to Auditors office.
3. Responsibility of Payment of PF, LIC, Income Tax, ESI, Prof. Tax etc within the prescribed time limit both aided and unaided
4. Maintaining cash book, day book, ledger book of aided unit manually.
5. All payment entries entering into EERPMS Software
6. All bill inwards entering in inventory both aided and unaided
7. Maintaining monthly Bank reconciliation statement.
8. Internal exam- class room numbering.
9. Preparing monthly collection and payment report and sending to management.
10. University admission fees and other fees payment and maintaining records
11. University exam fees payment and maintaining records
12. University exam- numbering in class rooms and keeping the answer books.
13. Purchase and maintenance of stationery items, inventories and all required items for the college use. Printing matters with udaya Printiery & Manjushree printers follow up and over all co-ordination.
14. Preparing fees templates and fees demand.
15. Preparing fund requisition, Google sheet and GST work.
16. Entering stock register both aided and unaided.
17. Co-ordination with admission work.
18. Writing acquittance register P.G. Course and part-time faculties
19. Scholarship register and accounts, Education loan register, NSS A/c
20. Entering the marks in the ledger from Internet result sheet



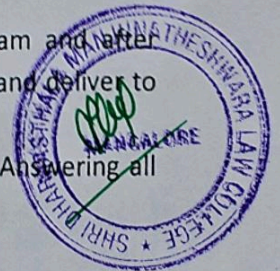
NON-TEACHING STAFF DUTY ALLOTMENT

KALPANA

1. Typing and updating the student's details in ERPMS Software before payment of Fees from Fresh students.-B.A. LL.B. & BBA LLB
2. Preparing Admission Statements Format – Proforma - 1 to 10 and submission to KSLU BA. LLB/BBA. LLB/ LLB(3YRS)/ LLM.
3. Updating the Candidates List in ERPMS with application received (Subsequent Year) and finalizing the statement.
4. Regular students admission statement of BA LLB/ BBA LLB/ LLB(3yrs)/LLM.
5. Marking attendance absentee details in ERPMS,-BBALL.B
6. Internal exam- classroom numbering.
7. University examination -Preparation of chart, numbering in class rooms and keeping the answer books.
8. Updating postage details of university examination.
9. Typing the question papers of internal examination- BBALL.B
10. Grant in aid -Staff Annual increment, EL encashment and all work of HR department with JD office.
11. Bio Matric system maintenance, monthly statement record maintenance.
12. Time Table typing work Regular Exam / IA Exam
13. Typing work by the Principal in connection with Management, JD office and others Both in English and Kannada.
14. Entering the marks in the ledger from Internet result sheet.

BANJITH NAIK.

1. Preparing the BBA LL.B Attendance Registers- as per Time Table and distribution to Faculty.
2. Preparing Admission Statements and other details once in a year for submission to JD office along with student's details (B.A.LL.B. and 3 Years LL.B.)
3. Marking attendance of B.A. LLB(A)
4. Typing / updating Exam applications of BA.LL.B and preparing the statement and submission to KSLU along with Fees details maintaining the Xerox copies of Applications. Preparing number candidates appearing for different subjects.
5. On receipt of exam Time Table preparing Invigilators Duty chart as per the Registered Students. Checking Invigilators diary received along with the copy of Invigilator duty chart prepared.
6. Collecting the Absentees list from class rooms after one hour from the commencement of examination and Preparing Absentee statement "A" form of BALL.B course.
7. On completion of entire examination preparing the examination bill and submission to KSLU along with the documents.
8. Typing work of letters of students grievances in case of discrepancies in the mark card or any other exam related matter.
9. Typing the internal examination question papers of BA LL.B.(50%)
10. Classroom numbering, Keeping answer books and Invigilators Diaries of IA Exam and after completion of exam receive answer books, mark absentees in the candidates list and deliver to Faculty.
11. Grant in aid- Annual increment, EL encashment, all work of HR department and Answering all letters and emails in connection with JD office.
12. Incharge for Distribution of semester Marks cards.
13. University work- Collecting exam hall ticket on rotation basis.
14. Entering the marks in the ledger from Internet result sheet.
15. Maintaining Stock Register.



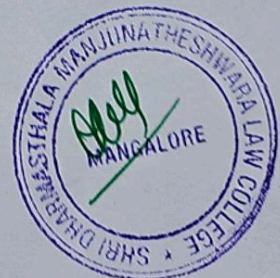
NON-TEACHING STAFF DUTY ALLOTMENT

SARVESHA

1. Issue of Admission Application Prospectus/Registration of Application
2. Fees collection of all the course (Aided/ Unaided), Maintaining Daily fees collection register (aided), depositing cash and remittance of cheque /DD etc and Aided students tuition fees monthly details
3. All types receipts entering into EERPMS Software
4. Admission Register writing - BBA. LL.B and LL.M.
5. Term fees writing BBA. LL.B. and LL.M.
6. Collection of Exam Fees and maintaining exam fees register, balancing Daily cash collection and remitting to Bank.
7. Collection of Admission fees/ Exam fees of C.S. Course/ certificate, ADD-ON Course and Miscellaneous fees, maintaining the fees register of various Course and remittance to respective banks on daily basis.
8. Staff attendance writing -unaided
9. Inventory- stock consumption & Stamp amount collection maintaining records
10. University exam- Maintaining Absentees list , Copy of Invigilator Diary and opening Certificate updating in the Exam candidate list.
11. INTERNAL EXAM- classroom numbering, Keeping answer books and Invigilators Diaries. On receipt of answer books mark absentees in the candidates list
12. University work- Collecting exam hall ticket on rotation basis.
13. Staff welfare fund alc
14. Entering the marks in the ledger from Internet result sheet.

THEJASWINI

1. Issue of Admission Application Prospectus/Registration of Application maintaining records
2. Admission Register writing B.A. LL.B
3. Term fees writing B.A. LL.B
4. Transfer Certificate writing, Course & Conduct Certificate Writing.
5. Salary work connected to Non-grant staff/ Part time faculty, PF and all work of HR Department.
6. University exam-Numbering in class rooms and keeping the answer books. Preparing Absentee statement "A" form of BBA.,LL.B.
7. Internal exam-Typing the question papers of LL.M
8. INTERNAL EXAM- classroom numbering, Keeping answer books and Invigilators Diaries. On receipt of answer books mark absentees in the candidates list
9. I.A marks entry in online- B.A LLB course.
10. University Attendance entry at the time of collecting exam Hall ticket from KSLU B.A LLB
11. ADR Centre - Maintenance of record (dates) of ADR centre. Typing work at the time of ADR.
12. Entering the marks in the ledger from Internet result sheet



NON TEACHING STAFF DUTY ALLOTMENT

THANUJA

1. Updating the LLB (3YRS) Fresh Candidates details in ERPMS.
2. Marking attendance absentee details in ERPMS-BALL.B - B Section
3. Typing university exam applications of BBA LL.B course.
4. Typing the question papers of BA.LL.B (50%)
5. INTERNAL EXAM- classroom numbering.
6. I.A marks entry in online- LLB (3Yrs) & LLM courses.
7. Typing work of letters of students grievances in case of discrepancies in the mark card or any other exam related matter.
8. Time Table typing work Regular class / IA Exam co-ordination with kalpana
9. University Attendance entry at the time of collecting exam Hall ticket from KSLU LLB and LLM courses
10. Internship letters and different types certificate typing.
11. Entering the marks in the ledger from Internet result sheet

ASHA

1. Marking attendance absentee details in ERPMS -LLM and LL.B.(3 Yrs)
2. Scholarship – Maintaining Register of Acquittance of all type of Scholarship matters with proper guidance to students.
3. Dispatch – Maintaining both outward and inward mail/dispatch registers of Grant and Non grant.
4. Typing the question papers internal examination of -3 Years LL.B.
5. Typing and updating the student's details in ERPMS Software before payment of Fees from Fresh students.-BB.A. LL.B.
6. I.A marks entry in online BBA LLB course.
7. University Attendance entry at the time of collecting exam Hall ticket from KSLU BBA LLB course
8. Term fees writing LL.B.(3 Yrs)
9. Transfer Certificate writing, Course Certificate and Conduct Certificate Writing.
10. Entering the marks in the ledger from Internet result





सत्यमेव जयते

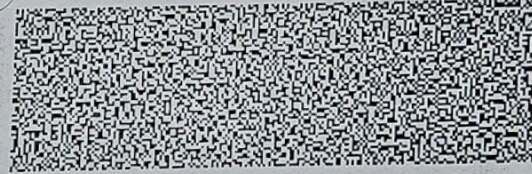
INDIA NON JUDICIAL

Government of Karnataka

Rs. 100

e-Stamp

Certificate No. : IN-KA55059629630787V
 Certificate Issued Date : 11-Aug-2023 04:19 PM
 Account Reference : NONACC (FI)/ kaksfcl08/ UJIRE/ KA-DK
 Unique Doc. Reference : SUBIN-KAKAKSFCLO885237298377733V
 Purchased by : SDM EDUCATIONAL SOCIETY R UJIRE
 Description of Document : Article 12 Bond
 Description : AGREEMENT
 Consideration Price (Rs.) : 0
 (Zero)
 First Party : SDM EDUCATIONAL SOCIETY R UJIRE
 Second Party : YATHISH SHETTY
 Stamp Duty Paid By : SDM EDUCATIONAL SOCIETY R UJIRE
 Stamp Duty Amount(Rs.) : 100
 (One Hundred only)



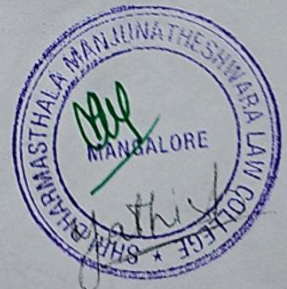
Please write or type below this line

AGREEMENT

THIS AGREEMENT IS MADE ON THIS DAY 1ST AUGUST OF 2023

BETWEEN

[Handwritten signature]



Statutory Alert:

1. The authenticity of this Stamp certificate should be verified at 'www.shclscstamp.com' or using e-Stamp Mobile App of Stock Holding. Any discrepancy in the details on this Certificate and as available on the website / Mobile App renders it invalid.

SHRI DHARMASTHALA MANJUNATHESHWARA EDUCATIONAL SOCIETY (R) UJIRE is a Society incorporated under the KARNATAKA SOCIETY'S ACT represented by its **SECRETARY Dr. SATHEESHCHANDRA S.** having its Office at UJIRE, DAKSHINA KANNADA DISTRICT (Herein after referred to as "The Society" which expression shall unless repugnant to the context or meaning thereof shall include it's representatives and permitted assigns) of the FIRST PART.

AND

Mr. YATHISH C/O TUKARAM having address at 4-125/28, Yeyadi Dandekeri Road, Mangalore, Long field Apartment 2nd Floor 209, Konchady, D.K-575008. (hereinafter called "The Contractor") of the SECOND PART.

SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE, KODIALBAIL, MANGALORE WHICH IS MANAGED BY SHRI DHARMASTHALA MANJUNATHESHWARA EDUCATIONAL SOCIETY (R) UJIRE.

The Society/college is engaged in the Service of food at SDM Law College, Kodialbail, Mangalore and is required to provide canteen facilities for its employees.

AND WHEREAS the Contractors have offered their services for running the canteen at the premises of the college at SDM Law College, Kodialbail, Mangalore on the terms and conditions hereinafter appearing.

Whereas the Licenser is the absolute owner of the Building property situated at SDM Law College, Kodialbail, Mangalore more fully described in the schedule herein below.

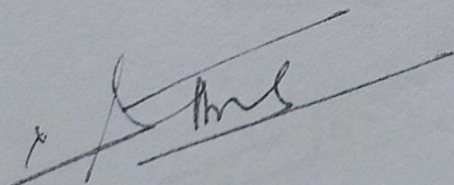
Whereas the Contractor is desirous of a premise for business purpose.

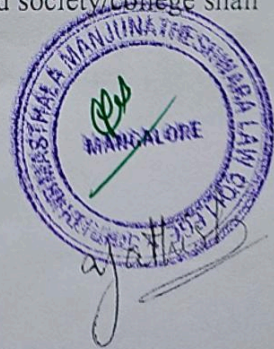
The Licenser is willing to accede to the request of the Contractor on the terms and conditions herein contained.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES

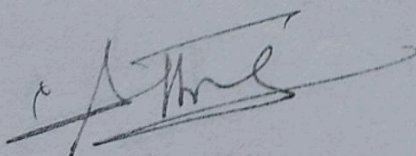
HERETO AS FOLLOWS

1. The said agreement shall remain in force for a period of **11 Months** from **01-08-2023 to 31-06-2024** unless the agreement is sooner terminated or renewed.
2. The Contractor agrees to supply/cater food items to the students and members of the staff of the society/college in the canteen hall at specified times, various items as per particulars mentioned in the **Schedule I** attached hereto on mutually agreed rates of the items which have been indicated in **Schedule I** which is part and parcel of this agreement.
3. Supply of items on credit shall be at the Contractors' own risk and society/college shall not take any liability for such credit and its recovery thereof.

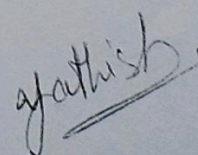




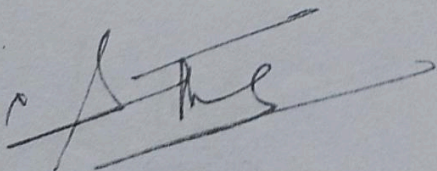
4. The said items shall be of standard quality and they will be strictly in accordance with the Prevention of Food Adulteration Act. In case there will be any violation of the Act, the Contractor will be solely and wholly responsible. They will also furnish declaration/undertaking to the appropriate authorities as and when required. The said items, if necessary, may be offered to any of the Senior Officer of the society/college for inspection.
5. The Society/college shall exercise strict control on the operations of the canteen concerning timely supply of the items in the manner laid down hereinabove or under any rules made in this behalf in the interest of discipline and efficiency. The college shall also exercise control on quality and quantity of items.
6. The Contractor shall pay a security deposit of **Rs 5000/- (Rupees Five Thousand only)**, at the time of executing the agreement. The deposit amount shall be refundable without any interest, after adjustment of dues if any, on the termination or earlier determination of this agreement.
7. The Contractor hereby agrees to promptly pay the agreed **Monthly Rent of Rs. 3,500/- Plus GST as applicable** to the society/college by the last day of each month, without any deduction or delay.
8. In case of any damage to any part of the building or furniture, fixtures, fittings, equipment's and/or other properties of the society/college, appropriate cost of such material shall be deducted at the discretion of the society/college from the security deposit and the balance (if any) only shall be repaid. If the deposit falls short of the amount to be recovered, the balance shall be recovered from the bills of the Contractor.
9. The Contractor shall be responsible for maintaining the Canteen Hall, kitchen, Store room and surrounding area neat and clean and utensils in perfect hygienic condition.
10. The Contractor agrees not to transfer or assign their rights under this agreement to any other party without prior written permission of the society/college.
11. The Contractor shall keep the premises in good order and condition. It shall be the responsibility of the Contractor to clean and maintain the furniture, electrical fittings, canteen hall, kitchen etc. The Contractor shall on expiry of the said period or on earlier determination of this Agreement return all the equipment's, utensils, furniture, fixtures, electrical fittings/appliances, cutlery etc., in the same condition as it was initially given, except for the reasonable wear and tear and any loss or damage due to breakage or any other cause/s shall be made good by the Contractor at his own cost.
12. The Members of the Canteen Committee are entitled to look after & inspect the canteen cleanliness, Quality, Rate and Service provided by the Contractor.
13. The Contractor shall bear the electric & water Consumption Charges.
14. The Contractor shall not use/sell intoxicant like tobacco, alcohol etc. in the schedule property and should not allow students to use them inside the schedule property.
15. The Contractor shall not provide services to any other person or persons who are not workers or staff of the society/college except with the written permission of the society/college.



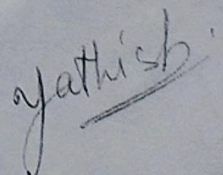




16. The Contractor shall not allow any employee of the Society/college to enter the canteen and to avail of the canteen services at any time except the permitted hours which shall be specified by the Society/college from time to time.
17. The Contractor agrees that he shall with the expiration of the said term or a sooner determination of such agreement; peaceably and quietly surrender to the society/college, the canteen premises and equipment's, fixtures, fittings etc. lent to him.
18. The Contractor agrees to employ sufficient number of workers in consultation with the college and all such workers shall have attained 18 years of age and declared medically fit by the Medical Officer recommended by the society/college and shall be under supervision and control of Contractor alone.
19. The Contractor shall be personally responsible for the conduct and behaviour of his employees. The employees engaged by the Contractors will not be deemed to be employees of the society/college, since there will be no privity of contract between the Society/college and the employees engaged by the Contractor.
20. The Contractor agrees to pay emoluments to his employees as per requirements of law and also comply with any other legal requirements such as payment of contribution to Employees State Insurance Scheme, Provident Fund etc. The Contractor agrees to reimburse to the society/college, if the society/college is required to make payment in respect of employees of the Contractor during the tenure of this agreement or thereafter in respect of the period of agreement.
21. The Contractor agrees to give proper uniform to their employees as approved by the society/college and assure that it will be clean and proper uniform only.
22. The Contractors agree to pay all the rates and taxes in respect of the said canteen.
23. The Contractors agree to allow representative(s) of the college at all reasonable times to inspect the work in the canteen.
24. The Contractors agree not to affix without previous written consent of the society/college any bills, hoardings, notices, placards, advertisements either inside or outside the canteen building.
25. The Contractors agree to abide by all the rules and regulations of the society/college as applicable from time to time and especially undertake that all the incoming and outgoing materials will be subject to check at the Gate by the Security staff.
26. The society/college agrees to provide to the Contractor, canteen hall with furniture, fixtures, fittings etc. No rental charges would be payable by the Contractor for the use of said premises, furniture's, fittings, fixtures etc. and they will not use the electricity for cooking purpose and shall not take out additional connections from the standard fittings in the canteen building for using appliances without prior permission of the Management.
27. The Contractor agrees to make his own arrangement for cooking fuel i.e. coal, kerosene, gas etc. society/college does not guarantee for the gas supply but in case arrangement and efforts are made, the Canteen Contractor shall meet out the expenses for the same.







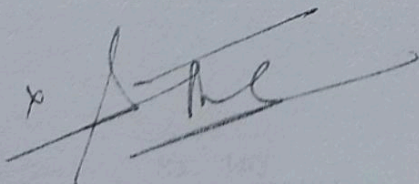
The Contractor will ensure that all canteen workers are trained in use of LPG cylinders and they observe all safety precautions.

28. The society/college shall not liable for facilitating the transport for bringing the items for canteen use i.e., raw material, fuel etc.
29. The society/college agrees to provide from time to time all equipment's, utensils other than crockery, such as cups, saucers, dishes and fuel etc. which are in its opinion necessary to the Contractors for use during the period of the agreement. However, 50% of the value of such utensils etc. supplied by the college shall be paid by the Contractor and will be treated as deposit.
30. The said amount shall be refundable by the society/college on termination or earlier determination of this agreement after deducting therefrom the cost of damaged broken or defective equipment's/utensils given on loan, if any, except reasonable wear and tear. If after deducting the amount from the said deposit there still remains any amount to be recovered, it shall be recoverable from his bills.
31. The Contractor shall alone be liable for payment of any compensation to his employees suffered due to accident, fire, litigation, or any such other causes. The Contractor shall take appropriate Insurance Policy.

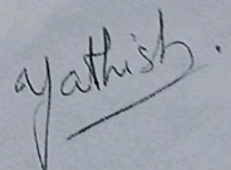
The college shall on no count be liable for payment of compensation.

In the event the college is made liable, the Contractor shall indemnify the society/college against all such payments.

32. The Contractor hereby agrees that the society/college shall not be liable for any suit and/or litigation filed by any of the employee of the Contractor. In the event of any suit and/or litigation filed by the employee of the Contractor against the society/college, the Contractor shall indemnify the college and shall bear all expenses incurred by the college in defending such suit and/or litigation.
33. The Contractors shall have to carry out the instructions given by the officer/official and non-compliance of the instructions shall be treated as breach of this contract, for which penalty can be imposed upon the Contractors or this agreement be rescinded.
34. In case of non-observance and non-performance of any of the provisions of this agreement by the Contractors, the society/college shall be at liberty or with any time thereafter, to terminate this agreement.
35. It is agreed that either party can terminate the agreement during the term **by giving 90 days** notice in writing to other party **or paying Three Months Rent** in lieu of the notice. In any case the contractor shall continue to run the canteen till alternate arrangement is made by the society/ college.
36. Any relaxation or indulgence granted by the society/college to the Contractors shall not in any way prejudice strict rights of the college under this Agreement.
37. The Contractors agree to strictly adhere to the canteen timings as laid down by the society/college and ensure that the canteen will remain closed during the closure timings.

x 





38. This Agreement shall be subject to the jurisdiction of the Courts in Karnataka and no other Courts shall have jurisdiction in any litigation arising out of this Agreement.
39. The Contractor shall not sell any items above MRP price except for those items placed in cold storage and for which the permission of canteen committee shall be obtained in advance.
40. The Contractor shall not be eligible for reimbursement of any expenses incurred by him for the improvement of infrastructural facilities inside the canteen or any additional amenities provided therein without prior permission from the licensor.
39. The Contractor shall not make use of plastic items to serve or sell any products involving plastic items.
41. The Contractor shall not have as a matter of right to obtain any contract of food supply from any of institutions within campus. However the institutions may invite him for such quotations as and when needed (wherever applicable).
42. The Contractor agree that they will not use or permit to use the canteen premises for any purpose other than for which it is permitted.

Society/college reserves it's rights to have overall control over the canteen building, furniture and other facilities provided.

IN WITNESS WHEREOF, Both the Parties has signed and executed this agreement on the

11th August, 2023 at Mangalore.

FIRST PART:

x [Signature]

[Signature]
SECOND PART

Witness 1:

Seema S. Shenoy

Witness 2:

[Signature]



[Signature]

PAYMENT OF PROPERTY TAX DETAILS

Rs. 10000 and Rs. 6 for transaction between Rs. 10001 to Rs. 50000 will be applicable 2023-24

ಚಲನ್ ಪರಿಶೀಲಿಸಲು: http://mccpropertytax.in/Public/		To check the chalan:			
		ಮಹಾನಗರ ಪಾಲಿಕೆ, ಮಂಗಳೂರು CITY CORPORATION MANGALORE		ಗ್ರಾಹಕ ಪ್ರತಿ CUSTOMER COPY	
ಚಲನ್ ಸಂಖ್ಯೆ Chalan No	20233755144	ವಾರ್ಡ್ ನಂ. Ward No.	4 (KODIALBAIL)		
ಮಾಲೀಕರ ಹೆಸರು: Name of Owner:		SHREE DHARMASTHALA MANJUNATHESWARA LAW COLLEGE KODIYALBAIL MANGALORE			
ಮೊ.ಸಂ Mobile no	9448983464	ಆಸ್ತಿ ID Property ID	ವರ್ಷ YEAR	2023-24	
ಖಾತೆ ಸಂಖ್ಯೆ Khat	0	ಆಸ್ತಿ ಪಕ್ಕಾರ Property type	Non-Commercial		
ಒಟ್ಟು ಭೂಮಿ ವಿಸ್ತೀರ್ಣ SqFt ಗಳಲ್ಲಿ Total land area in Sqft:		23086.8			
ಒಟ್ಟು ಕಟ್ಟಡ ವಿಸ್ತೀರ್ಣ SqFt ಗಳಲ್ಲಿ Total building area in Sqft:		21186			
ಕಟ್ಟಡ ಸಂಖ್ಯೆ Door/ survey No	4-3-407,407A,407/1		ನಿರ್ಧಾರಣೆಯ ಸಂಖ್ಯೆ Assessment No	0	
ತೆರಿಗೆ ವಿವರ Tax profile		ರೂಪಾಯಿಗಳು Rupees			
ಆಸ್ತಿ ತೆರಿಗೆ Property Tax	146651		146651		
112 ಸಿ ರಂತ ದಂಡನಾ ಮೊತ್ತ (ಆಸ್ತಿ ತೆರಿಗೆ *2) Penalty Amount 112C(Property tax * 2)	0		0		
ಉಪಕರ (ಆಸ್ತಿ ತೆರಿಗೆ *26%) Cess (property tax*26%)	38129.26		38129.26		
ಘನ ತ್ಯಾಜ್ಯ ನಿರ್ವಹಣಾ ಕರ Solid waste management handling	36000		36000		
ಹೊಂದಾಣಿಕೆ Adjustment	0		0		
ದಂಡ/ ರಿಯಾಯಿತಿ Penalties/Discount	0		0		
ಸೇವಾ ಶುಲ್ಕ SERVICE CHARGE	53		53		
ಪಾವತಿಸಬೇಕಾದ ಒಟ್ಟು ಮೊತ್ತ Total amount to be paid	82249		82249		
ಒಟ್ಟು ಮೊತ್ತ ಅಕ್ಷರಗಳಲ್ಲಿ Tc. words	Eighty Two Thousand Two Hundred And Forty Nine Only.				
ಮೊತ್ತ ಸಂದಾಯ ಮಾಡಬೇಕಾದ ಬ್ಯಾಂಕ್ ವಿವರ / BANK DETAILS					
ಬ್ಯಾಂಕ್/ಖಾತೆಯ ಹೆಸರು Bank/ account Name	Karnataka Bank				
ಬ್ಯಾಂಕ್/ಖಾತೆಯ ಹೆಸರು Account No	2223332926798105	IFSC code	RATNOVAAPIS		
ಖಾತೆದಾರರ ಹೆಸರು Name of the account holder	M/S. THE COMMISSIONER MANGALORE CITY CORPORATION				
ಚೆಕ್/ಡಿ.ಡಿ. ವಿವರ / Cheque/DD/Details					
ಸಂದಾಯದಾರನ ಸಹಿ/ Remitters Signature			ನೆಗದು ಗುಮಾಸ್ತನ ಸಹಿ Cashier Signature		
ದಿನಾಂಕ /DATE	16-05-2023		ಸಮಯ /Time	03:07-PM	
ಚಲನ್ ಮುಕ್ತಾಯ ದಿನಾಂಕ / Challan Expiry Date:		31-05-2023			

ಪರಿಶೀಲಿಸಿ ನಾನು ಸಂತೋಷವಾಗಿ ಪಾವತಿಯನ್ನು ಮಾಡಿದ್ದೇನೆಂದರೆ ನನಗೆ ತಿಳಿದಿರುವಷ್ಟು ಮಟ್ಟಿಗೆ ನಾನು ನೀಡಿರುವ ಮೊತ್ತದ ವಿಷಯ ಪಟ್ಟಿಯಲ್ಲಿ ದಾಖಲಿಸಿರುವ ಮಾಹಿತಿ ಸರಿಯಾಗಿದೆ/ಪೂರ್ಣವಾಗಿದೆ ಹಾಗೂ ಕರ್ನಾಟಕ ಪೌರನಿಗಮಗಳ ಕಾಯ್ದೆ, 1976 ಮತ್ತು ಅದರಡಿ ನಿರ್ಮಿಸಿದ ನಿಯಮಗಳಿಗೆ ಒಳಪಟ್ಟಿದೆ.

KARBAN 23140719938



PROPERTY TAX / ಅಸ್ತಿ ತರಿಗೆ



ಮಹಾನಗರಪಾಲಿಕೆ, ಮಂಗಳೂರು



ಕರ್ನಾಟಕ ಸರ್ಕಾರ



ಸ್ವಚ್ಛ ಮಂಗಳೂರು ಅಭಿಯಾನ

MANGALURU CITY CORPORATION
PROPERTY TAX RECEIPT

Section A - Property Tax Details

ಕಟ್ಟಡ ಸಂಖ್ಯೆ / ಸರ್ವೆ ನಂ : 4-3-407,407A,407/1
Door / survey No :

ವರ್ಷ : 2024-25
YEAR :

ನಿರ್ಧಾರಣೆಯ ಸಂಖ್ಯೆ : 0
Assessment No :

ಚಲನ್ ಸಂಖ್ಯೆ : 20244060143
Chalan No :



Section B - Owner Details

ಮಾಲೀಕರ ಹೆಸರು : SHREE DHARMASTHALA MANJUNATHESWARA LAW
COLLEGE KODIALBAIL MANGALORE
Name of Owner :

ಮಾಲೀಕರ ವಿಳಾಸ : 4-3-407,407A,407/1, Kodiyalvail B, MG RESIDENTIAL
- ROAD SIDE, 0, MANGALORE, 575003
Owner Address :

ತಂದೆಯ / ಗಂಡನ ಹೆಸರು :
Father's / Husband's Name :

ಮೊ.ಸಂ : 9448983454
Mobile no :

ವಾರ್ಡ್ ಸಂಖ್ಯೆ : 4 (KODIALBAIL)
Ward No

Section C - Property Details

ಆಸ್ತಿ ID :
Property ID :

ಒಟ್ಟು ಕಟ್ಟಡ ವಿಸ್ತೀರ್ಣ Sqft ಗಳಲ್ಲಿ : 21186
Total building area in Sqft :

ಖಾತೆ ಸಂಖ್ಯೆ : 0
Khatha No :

ಒಟ್ಟು ಭೂಮಿ ವಿಸ್ತೀರ್ಣ Sqft ಗಳಲ್ಲಿ : 23086.8
Total land area in Sqft :

ಆಸ್ತಿ ಪ್ರಕಾರ : Non-Commercial
Property type :

ಅಂತಸ್ತಿನ ವಿವರ : Ground Floor, 1st Floor, 2nd Floor, 3rd Floor
Floor Details :

ಆಸ್ತಿಯ ಬಳಕೆ : NON-RESIDENTIAL/NON-COMMERCIAL
Use of property :

Section D - Payment Details

ಆಸ್ತಿ ತರಿಗೆ / Property Tax :	189283.917
112 ಸಿ ರಂತ ದಂಡನಾ ಮೊತ್ತ (ಆಸ್ತಿ ತರಿಗೆ *2) / Penalty Amount 112C(Property tax * 2) :	0
ಉಪಕರ (ಆಸ್ತಿ ತರಿಗೆ *26%) / Cess (property tax*26%) :	49213.818
ಘನ ತ್ಯಾಜ್ಯ ನಿರ್ವಹಣಾ ಕರ / Solid waste management handling :	36000
ಹೊಂದಾಣಿಕೆ / Adjustment :	0
ದಂಡ/ ರಿಯಾಯಿತಿ / Penalties/Discount :	-11924.887
ಸೇವಾ ಶುಲ್ಕ / SERVICE CHARGE :	53
ಒಟ್ಟು ಮೊತ್ತ / Total amount :	92697/-

Payment Status : PAID

Remarks : Payment Successful

ಪಾವತಿ ದಿನಾಂಕ : 30-Apr-2024
Payment Date :

ಬ್ಯಾಂಕ್ ಹೆಸರು ಮತ್ತು ಶಾಖೆಯ ಹೆಸರು : Karnataka Bank
Bank Name And Branch Name :

ಪಾವತಿ ವಿಧಾನ :
Payment Mode :



THIS IS COMPUTER GENERATED RECEIPT
NO SIGNATURE IS REQUIRED

2023-24

0000 and Rs.6 for transaction between Rs.10001 to Rs.50000 will be applicable

ಚಲನ್ ಪರಿಶೀಲಿಸಲು: <http://mccpropertytax.in/Public/>
To check the chalan :



ಮಹಾನಗರ ಪಾಲಿಕೆ, ಮಂಗಳೂರು
CITY CORPORATION
MANGLORE

ಗಾಹಕ ಪ್ರತಿ
CUSTOMER COPY



ಚಲನ್ ಸಂಖ್ಯೆ
Chalan No

20233755144

ವಾರ್ಡ್ ನಂ.
Ward No.

4 (KODIALBAIL)

ಮಾಲೀಕರ ಹೆಸರು:
Name of Owner:

SHREE DHARMASTHALA MANJUNATHESWARA LAW COLLEGE
KODIYALBAIL MANGALORE

ಮೊ.ಸಂ
Mobile no

9448983464

ಆಸ್ತಿ ID
Property ID

ವರ್ಷ
YEAR 2023-24

ಖಾತೆ ಸಂಖ್ಯೆ

0

ಆಸ್ತಿ ವರ್ಗ
Property type

Non-Commercial

ಒಟ್ಟು ಭೂಮಿ ವಿಸ್ತೀರ್ಣ SqFt ಗಳಲ್ಲಿ: 23086.8
Total land area in Sqft :

ಒಟ್ಟು ಕಟ್ಟಡ ವಿಸ್ತೀರ್ಣ SqFt ಗಳಲ್ಲಿ: 21186
Total building area in Sqft :

ಕಟ್ಟಡ ಸಂಖ್ಯೆ
Door/ survey No

4-3-407,407A,407/1

ನಿರ್ಧಾರಣೆಯ ಸಂಖ್ಯೆ
Assessment No

0

ತೆರಿಗೆ ವಿವರ
Tax profile

ರೂಪಾಯಿಗಳು
Rupees

ಆಸ್ತಿ ತೆರಿಗೆ
Property Tax

146651

146651

112 ಸಿ ರಂತೆ ದಂಡನಾ ಮೊತ್ತ (ಆಸ್ತಿ ತೆರಿಗೆ *2)
Penalty Amount 112C(Property tax * 2)

0

0

ಉಪಕರ (ಆಸ್ತಿ ತೆರಿಗೆ *26%)
Cess (property tax*26%)

38129.26

38129.26

ಘನ ತ್ಯಾಜ್ಯ ನಿರ್ವಹಣಾ ಕರ
Solid waste management handling

36000

36000

ಹೊಂದಾಣಿಕೆ
Adjustment

0

0

ದಂಡ/ರಿಯಾಯಿತಿ
Penalties/Discount

0

0

ಸೇವಾ ಶುಲ್ಕ
SERVICE CHARGE

53

53

ಪಾವತಿಸಬೇಕಾದ ಒಟ್ಟು ಮೊತ್ತ
Total amount to be paid

82249

82249

ಒಟ್ಟು ಮೊತ್ತ ಅಕ್ಷರಗಳಲ್ಲಿ
words

Eighty Two Thousand Two Hundred And Forty Nine Only.

ಮೊತ್ತ ಸಂದಾಯ ಮಾಡಬೇಕಾದ ಬಾಂಕು ವಿವರ / BANK DETAILS

ಬಾಂಕು/ಖಾತೆಯ ಹೆಸರು
Bank/ account Name

Karnataka Bank

ಬಾಂಕು/ಖಾತೆಯ ಹೆಸರು
Account No

2223332926798105

IFSC code

KRATNDVAAPIS

ಖಾತೆದಾರರ ಹೆಸರು
Name of the account holder

M/S. THE COMMISSIONER MANGALORE CITY CORPORATION

ಚೆಕ್/ಡಿ.ಡಿ.ವಿವರ /
Cheque/DD/Details

ಸಂದಾಯದಾರನ ಸಹಿ/
Remitters Signature

ನೆಗದು ಗುಮಾಸ್ತನ ಸಹಿ
Cashier Signature



ದಿನಾಂಕ / DATE: 15-05-2023

ಸಮಯ / Time: 10:03:07-PM

ಚಲನ್ ಮುಕ್ತಾಯ ದಿನಾಂಕ / Challan Expiry Date:

31-05-2023

ಷರಾ: ನಾನು..... ಸತಪಾಗಿ ಪೂರ್ಣೀಕರಿಸುವುದೇನೆಂದರೆ ನನಗೆ ತಿಳಿದಿರುವಷ್ಟು ಮಟ್ಟಿಗೆ ನಾನು ನೀಡಿರುವ ಮೇಲೂರು ವಿಷಯ ಪಟ್ಟಿಯಲ್ಲಿ ದಾಖಲಿಸಿರುವ ಮಾಹಿತಿ ಸರಿಯಾಗಿದೆ/ಪೂರ್ಣವಾಗಿದೆ ಹಾಗೂ ಕರ್ನಾಟಕ ಪೌರನಿಗಮಗಳ ಕಾಯ್ದೆ 1976 ಮತ್ತು ಅದರಡಿ ರಚಿಸಿದ ನಿಯಮಗಳಿಗೆ ಒಳಪಟ್ಟಿದೆ.

KARBAN 23140719938

ANNUAL MAINTENANCE CONTRACT AGREEMENT

MADHURA & CO.

NEW PANCHMAL BLDG.

B.B. ALABI ROAD, MANGALORE – 575001.

PHONE : 2428158, 4250084, FAX: 4250084, MOBILE:9845081580

E-MAIL: madhuracompany@yahoo.co.in

ESTD: 1985

01-11-2023

ANNUAL MAINTENANCE CONTRACTS : EPABX SYSTEM

1. Name of Client : SDM LAW COLLEGE,
M.G.ROAD,
Mangalore – 575 003
2. Brand of EPABX/Accessories : PREMIER EPABX – 4/36
3. Expiry of A.M.C. : 31-10-2023
4. Duration of A.M.C. : 01-11-2023 TO 31-10-2024
5. Cost of Spares & Service Charges : Rs. 3,200+GST@18%=Rs 576+Rs.3,776/- per year.

TERMS & CONDITIONS:

1. Tax & Levies : Included.
2. Above rates cover cost of servicing and spares. However, the AM.C. does not cover Damage due to high voltage surge, lightning hits and tampering by unauthorized Persons. In such circumstances repairs will be done at extra cost. It is advised to get the equipment insured.
3. The complaints will be attended to immediately on receipt of your call.
4. Payment Terms: Full payment is to be made in advance while entering into contract.
Bank Details:
 1. FIRM NAME : MADHURA & CO.,
 2. BANK: ICICI BANK, MANGALORE
 3. ACCOUNT No. : 656205600259
 4. IFSC: ICIC0006562
5. ALL RIGHTS reserved by MADHURA & CO., to continue or terminate the A.M.C.

Kindly sign a copy of this contract as a token of your acceptance.

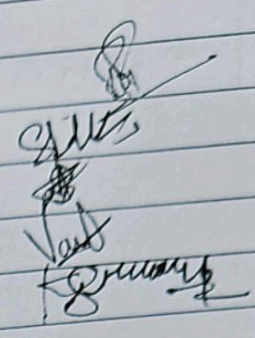
For MADHURA & CO.,
MADHUKAR B RAO
CHIEF EXECUTIVE.

AUTHORISED SIGNATORY.

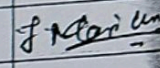
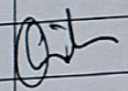
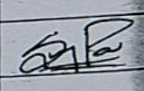
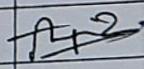


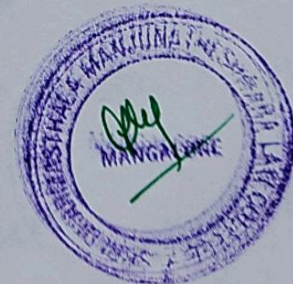
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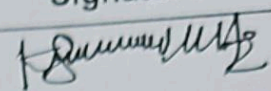

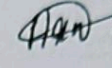
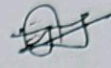
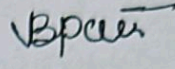
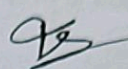
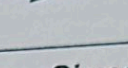
Library Advisory Committee for the Academic year 2023-24

Principal/Chairman of the Committee	Dr.Tharanath	
Faculty Member	Dr.Ravindra K Rajput	
Faculty Member	Dr.Shaheema A S	
Faculty Member	Mr. Amith	
Faculty Member	Ms.Varnitha Shetty	
Co-ordinator/Librarian	Mr.Santhosh Kumar	

Student representatives of the Library Advisory Committee

Class	Name	Contact No	Email address	Signature
1 st Yr A	Goury P Pradeep -A2312	9562866040	gourypradeep05@gmail.com	
1 st Yr B	Manya Ganiga -B2328	9880397121	manyaganiga@gmail.com	
1 st BBA	Abhay A Simon -BB2303	9886344552	Abhaysimon20@gmail.com	
2 nd Yr A	Deviprasad Suvarna A2205	9353460259	deviprasadsuvarna78@gmail.com	
2 nd Yr B	Joswita Dsouza B2241	9847794415	Josdso2003@gmail.com	
2 nd yr BBA	Kevin Lobo BB2210	8296323315	Kevinlobo260@gmail.com	
3 rd Yr A	Faqeeha Mariam A1541	7406165877	Faqeehamariam17@gmail.com	
3 rd Yr B	Joshil A Fernandes B1607	8088179540	Joshilanthony11@gmail.com	
3 rd Yr BBA	Shamna Nazni S BB1552	8714359099	Shammanazni38@gmail.com	
4 th Yr A	Niya Vincent A545	8590617237	niyavincents33@gmail.com	
4 th Yr B	Charishma P S B631	8431530962	b631@sdmlc.ac.in	
4 th Yr BBA	Yashaswini BB560	9731456791	yashaswini272002@gmail.com	
5 th Yr A	Sooraj Pai H A9505	9447217666	soorajpaih021@gmail.com	
5 th Yr B	Shailesh S Crasta A9616	9513438385	shaileshshashwath17@gmail.com	
5 th Yr BBA	Stuthi Chowta BB9557	8197478133	chowtastuthi@gmail.com	
1 st Yr - 3 Yrs	Anujna Rai S C2305	7338027515	Anujnarai114@gmail.com	
2 nd yr - 3 Yrs	Varashree C2257	9743812511	Varu1620@gmail.com	
3 rd yr - 3 Yrs.	Jayaprakash A1309	7338221244	Jprakash733@gmail.com	
Final LL.M.	Amritha J L2201	9886941701	amrithajayashankar94124@gmail.com	

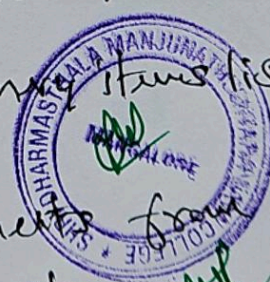


Members Present	Signature
Santhosh Kumar - Librarian	
Bramila Swam - Lib. Asst.	
Arunakshi A. - Sec'd Div. Asst.	
Ramachandra -	
Jahardhana -	
Vasanti Patil -	
Tyag -	
Members Absent	Signature

- Agenda
- 1) Discussion for Pending work.
 - 2) Plan of Action for the New Academic Year 23-24
 - 3) Any other issues.

Resolutions

- 1) Detailed discussion had and resolved to sort out the shortcomings and differences with a view to give the best services to the library users.
- 2) Resolved to take up the Pending work on priority basis in coordination of all library staff.
- 3) Resolved to conduct the Book Exhibition in the first week of December 2023 followed by the Library Orientation to students
- 4) Resolved to prepare the required stationary items list, also library tickets to fresh batch students.
- 5) Resolved to get the list of assignments from the class teachers to help the first year students.



PRINCIPAL

Action Taken

6) Members of the faculty are informed to visit the library to check the availability of books and other reading materials for their respective subjects and also to return/renew the borrowed books.

7) To procure the books of latest editions for various Competitive Exams.

8) To prepare the list of Journals/Reports for the year 2024 and also the list of books required for LL.M.

NOTES: COURSE

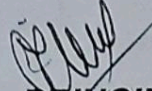
9) To update the current awareness services to be more effective and punctual.

10) Resolved to adhere to the Principal's instruction for not using the mobile phones/social media platforms during the working hours.

11) Resolved to finalise the list of outdated/scrapped and weed out books for approval by the management through the Principal.

12) All the library staff invited to hold a meeting with Principal, regarding the issues of delegation of library staff for office related and other administrative work.




PRINCIPAL

Action Taken

1) Principal has instructed the students of First and Second Year batches all 5 YRS BALLB, BBALLB and 3 yrs courses to visit the library regularly and attend the library hours for minimum thirty hours per month to make the best utilisation of library resources and services for the overall academic performance.

NOTES :




PRINCIPAL

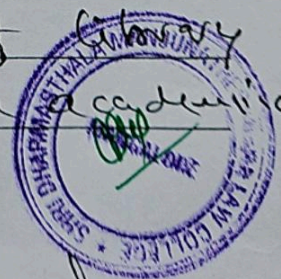
~~Action Taken~~ Agenda of the Meeting held on 12-12-23

- 1) Introduction of the newly formed committee
- 2) Report of regular activities of the library.
- 3) Discussion on issues relating to Library Resources and services
- 4) Any other issues

NOTES :

Minutes Report.

- 1) All the class representatives who are the members of Library Committee by default and the Faculty members nominated by the Principal were introduced to the meeting
- 2) Librarian has briefed about all the regular activities and services of the library.
- 3) Student members were asked to take care of the problems and issues of their respective classes relating to the library services & resources.
- 4) All the Faculty members and student members strongly recommended to fix the minimum 30 hours of library usage per month for each student with a view to the best utilisation of library services and also to improve the academic performance.



PRINCIPAL

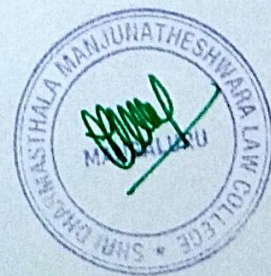
Library advisory committee meeting



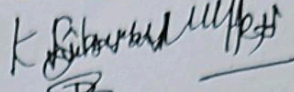
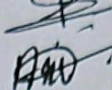
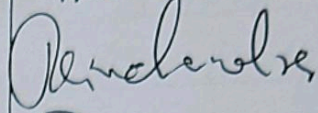
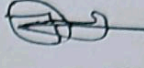
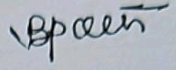
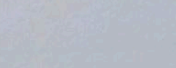
OPPO F19S
Mangaluru, Mysore Division



OPPO F19S
Mangaluru, Mysore Division



Date of Meeting 19th March 2024 Time: 3-30 to 4-45

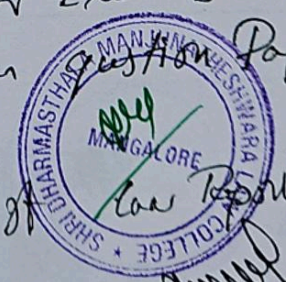
Members Present	Signature
Santhosh Kumar - Librarian	
Pramila Suman -	
Arunakshi A -	
Ramachandra -	
Janardhana -	
Vasanth Patil -	
Nithin Prasad -	
Members Absent	Signature

Agenda

- 1) Conducting of Annual Library Stock Verification
- 2) Library Preparation for upcoming Semester Exams and KSLU Affiliation Inspection
- 3) Staff Welfare
- 4) Book circulation and administrative issues
- 5) Any other issues.

Resolutions

- 1) It is resolved to conduct the Annual Library Stock verification immediately after the Semester Exams.
- 2) Collection and Seanning of Semester Exam assigned to vasanth Patil and Janardhan
- 3) The task of Preservation & circulation of Journals is assigned to Janardhan.



PRINCIPAL

Action Taken

4) It is resolved to assign the Extracurricular work to two or three attenders on a few hours shift basis.

5) It is resolved to continue the collection development of E-Books/E-contents from different online sources by Mrs. Pramila Suman and Mrs. Alpanasithi. A.

6) Library staff have suggested/opined that timely guidance and orientation should be given to the students for the effective utilisation of the library resources.

NOTES:

7) It is resolved to hold a meeting of SO/ST students of all the classes to make aware of the additional borrowing facilities and the books available to them.

8) It is resolved to change the working hours of Mr. Nitin Prasad, during the KSLU Semester Exam Period, Revised timing is 8-30 am to 4-30 PM.

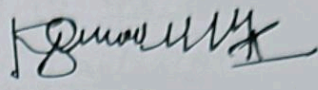

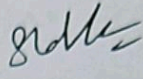

9) It is resolved to follow up the pending work of bifurcation of old/outdated books for the approval of management for disposal.



PRINCIPAL

COMMITTEE / CELL Library Advisory Committee

Date of Meeting 15th JUN 2024 Time: 9-30 to 10-30 AM.

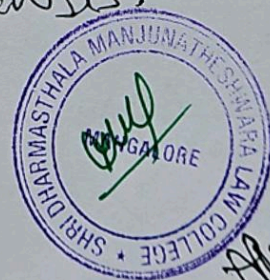
Members Present	Signature
Santhosh Kumar - Librarian	
Dr. Ravindra Rajput - Faculty Member	
Dr. Shalima A.S. Faculty Member	
Mr. Amith - Faculty Member	
Members Absent	Signature

Agenda

- 1) Discussion about problem caused due to shortage of library space for Books & users.
- 2) Library usage by the students of First Semesters of 5 YRS B.A LLB / BBA LLB & 3 YRS LL-B.
- 3) Inconvenience of using wiFi facility due to poor quality & speed of internet facility.

Resolution

- 1) status of books and journal subscription for the proposed LIC inspection for PG courses.
- 2) Any other issues



PRINCIPAL

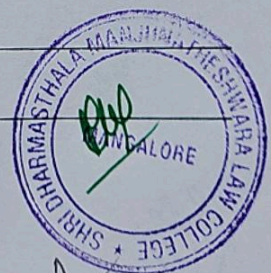
Action Taken Resolutions.

1) It is resolved to request the Principal to convince the management to arrange to provide the sufficient space for the college library. according to the need ^{increasing} and demand by the students and teachers.

2) The problem faced by the librarian and staff due to the shortage of space to keep the shelves for newly added books, to accommodate the NOTES: students for reading, writing & for reference services which has been increasing after the introduction of 5 YRS BBA LLB course was discussed in detail, including the BCI norms.

3) Library statistics collected from the software for the library attendance and books & borrowing services ^{availed} by the students of first semester classes of 5 YRS BALLB / BBALLB & 3 YRS courses were analysed and it is recommended to fix the minimum ³⁰ hours of library usage per month to ensure the better utilisation of library resources and also to improve in the academic performance.

4) It is resolved to fix the problem of nonavailability of wifi facility through the service providers.



PRINCIPAL

Date of Meeting Time:

Members Present	Signature
Members Absent	Signature

Agenda

1) After detailed discussion with Dr. Ravindra Rajputh who was the member of Lic for PG course's Research centre, It is resolved to request the Principal to sanction for purchase to procure more books & subscribe additional ten (10) law Journals for the PG studies of Research Centre.

Resolution



PRINCIPAL

Library stock verification report 2023

Date: 05.07.2023

To,

The Principal
SDM Law College & Centre for
Postgraduate studies & Research in Law
Mangalore.

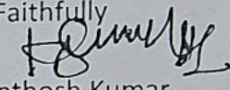
Respected sir,

Sub: Stock verification report


As per your instruction the annual library stock verification was undertaken from 16th May to 20th June 2023 with computer scanner by involving all the library staff and the co-operation extend by the faculty members. We found from the stock verification that 15 books of Rs.3675.50/- were missing in this year. We are also able to traced 2 books of Rs.760.00/- which were missing in the previous year's stock verification. Please find herein enclosed detailed report.

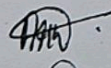
Thanking you,

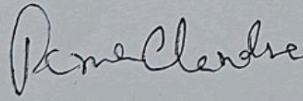
Yours Faithfully



Mr. Santhosh Kumar
Librarian

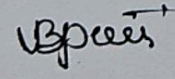
Library Staff Members

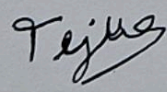
Mrs. Pramila Suman 

Mrs. Arunakshi 

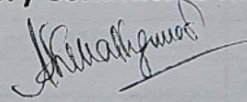
Mr. Ramachandra 

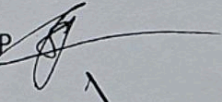
Mr. Janardhana 

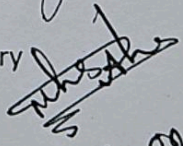
Mr. Vasanth Patil 

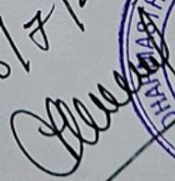
Mr. Tejas Rao 

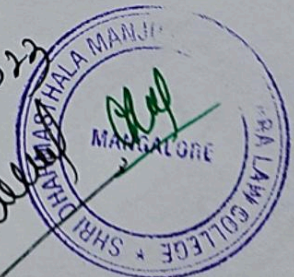
Library Advisory Committee Members

Mr. Naresh M 

Mrs. Shubhalakshmi P 

Miss. Apeksha Kottary 

Received the report on
18/7/2023




05-07-2023

List of books not found during the 2023 Stock Verification

Sl. No	Acc. No	Title/Author	Cost
1.	25591	Legal Method & legal Research/ Venugopal B.S	800.00
2.	24297	Modern Hindu law/ Paras Diwan	625.00
3.	24225	ಕಾನೂನು ಕನ್ನಡ/ ಶ್ರೀನಿವಾಸ ಮೂರ್ತಿ ಏಸ್ ಫಲ್	100.00
4.	24126	ಪರಿಸರ ಕಾನೂನು/ ಶರಣಪ್ಪ ಶಂ	260.00
5.	22918	International Business/ Subba Rao	598.00
6.	18598	ಹಿಂದು ಸಂಹಿತೆ/ ವಿಶ್ವನಾಥ ರೆಡ್ಡಿ	294.00
7.	10199	Introduction to legal theory & Comparative Law/ Nomitha Agarwal	50.00
8.	7799	Panchayath Raj system in Act & Action/ Bhat G.N	75.00
9.	5889	Political Science/ Ashraf Ali	30.00
10.	5660	Introduction to Legislative Drafting/ Bhakshi P M	50.00
11.	3688	Western Political Thought/ Sharma R.P	17.50
12.	539	Jaina Econography/ Bhattachaharya B.C	70.00
13.	17	The concept of Law/ Hart H.L.A	12.00
14.	16	Ancient Law / Henry Maine	24.00
			3,005.50
Book from Social welfare Department			
15.	S00731	WTO in the New Millennium/ Arun Goyal	670.00
			3675.50
Total 15 books of Rs.3675.50			

List of Books not found during the previous year's stock verification but traced & found during the 2023 stock verification

Sl. No	Acc. No	Title/Author	Cost
1.	19818	ಭಾರತೀಯ ನ್ಯಾಯ ಅಧಿನಿಯಮ/ ಅಮೇಯ ಪಬ್ಲಿಕೇಷನ್ಸ್	120.00
2.	23209	Money, Banking, International Trade & Public Finance/ Mithani DM	640.00
			760.00



NON-TEACHING STAFF MEETING MINUTES

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

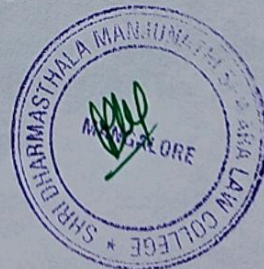
1. Discussion regarding even semester reopening process. Preparing time table and duty allotments and other arrangements.
2. Discussion in connection with Moot Court Competition arrangements and accommodations to the guests and participants of the competition.
3. Meeting ended with vote of thanks.

Names of the Staff

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



[Signature]
PRINCIPAL
Shri Dharmasthala Manjunatheshwara
Law College, Mangaluru



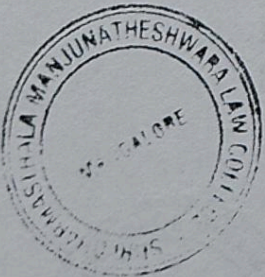
Non-Teaching Staff Meeting Minutes

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*



Shri Dharmasthala Manjunatheshwara
Law College, Mangalore

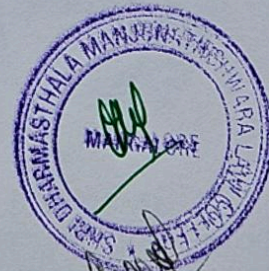
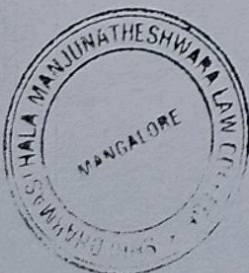
Non-Teaching Staff Meeting Minutes

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

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

Names of the Staff

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



PRINCIPAL

Shri Dharmasthala Manjunatheshwara
Law College, Mangaluru

Non-Teaching Staff Meeting Minutes

Principal welcomed all the Non-Teaching staff to the staff meeting on 29-12-2023 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. Ranjith Naik - Ranjith Naik
6. Sarvesh - Sarvesh
7. Tanuja S Devadiga - Tanuja S Devadiga
8. Thejaswini - Thejaswini
9. Asha - Asha
10. Aishwarya - Aishwarya
11. Deranna - Deranna
12. Vishwanath - Vishwanath
13. Shubhachandra - Shubhachandra
14. Kumara - Kumara
15. Sesappa - Sesappa
16. Keerthish - Keerthish



PRINCIPAL

Sri Dharmasthala Manjunatheshwara
Law College, Mangaluru



Non-Teaching Staff Meeting Minutes

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

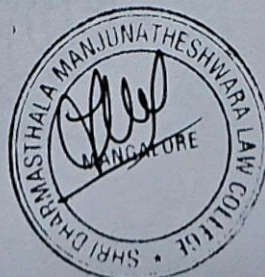
Distribution of Work for Office Staff

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

The meeting concluded with a vote of thanks.

Staff members present.

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



Non-Teaching Staff Meeting Minutes

Non-teaching staff meeting held on 06-01-2024 at Principal Chamber at 3.00p.m.

Meeting Agenda: Yakshotsava Intercollegiate Competition and College Day Celebrations

Yakshotsava Intercollegiate Competition:

- Planning and organization of events.
- Allocation of responsibilities to staff and student coordinators.
- Discussion on logistics, including venue, schedule, and participant management.

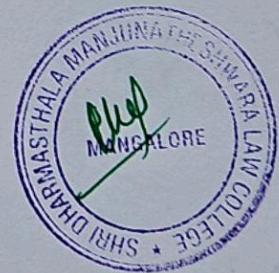
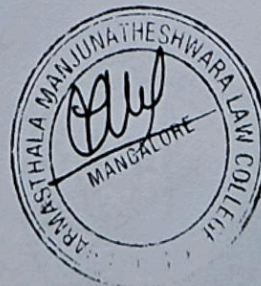
College Day Celebrations:

- Preparation and coordination of various programs.
- Assignment of duties for smooth execution of events.
- Finalization of the event schedule and guest list.

The meeting concluded with a summary of action points and a 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. Dheranna *Dheranna*
11. Vishawanath G.K. *Vishawanath G.K.*
12. Shubhachandra *Shubhachandra*
13. Kumar Salian *Kumar Salian*
14. Sesappa *Sesappa*
15. Keerthish *Keerthish*
16. Nagaveni *Nagaveni*



Non-Teaching Staff Meeting Minutes

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.

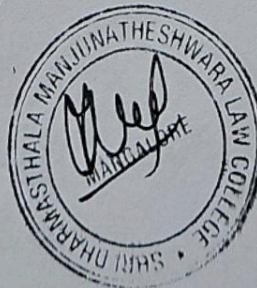
Preparations for Audit of Books of Accounts:

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 S*
3. Sahana Jain M. *Sahana Jain M*
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. *Vishwanath G.K.*
13. Shubhachandra *Shubhachandra*
14. Kumar Salian *Kumar Salian*
15. Sesappa *Sesappa*



[Signature]

Non-Teaching Staff Meeting Minutes

Non teaching staff meeting held on 25.5.2024 at Principal Chamber at 3.00p.m.

Meeting Agenda: Preparation for Next Academic Year's Admission Process

Admission Process Formalities:


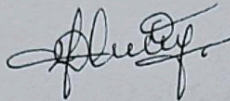
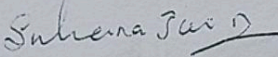
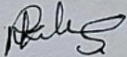




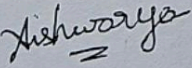
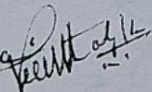
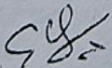
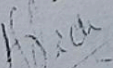
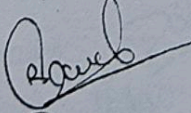

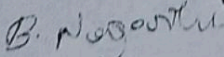
1. Review and finalize procedures for the upcoming academic year's admissions.
2. Printing Admission Applications: Ensure all required information is accurately included in the forms.

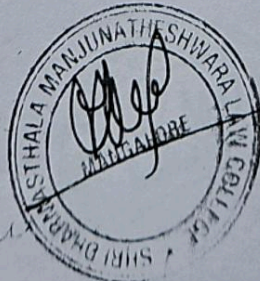
Seat Allotment Criteria and Procedures: Finalize the criteria for seat allotment.

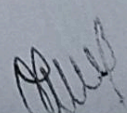
Outline the procedures for allotting seats to applicants, ensuring transparency and fairness.

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 
16. Nagaveni 





Non-Teaching Staff Meeting Minutes

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:

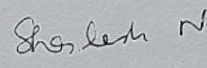
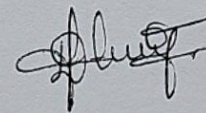
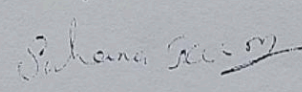
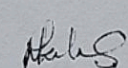


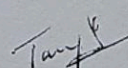
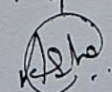
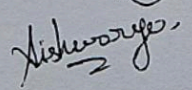

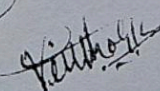
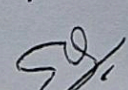
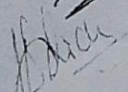
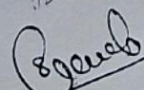

1. Ensure prompt and efficient responses to all admission-related queries.
2. Streamline communication channels for better query management.
3. Infrastructure Maintenance:

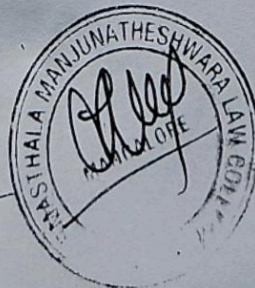
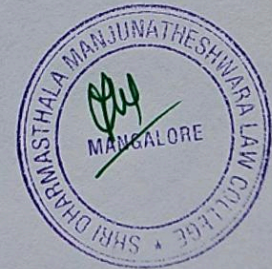
Prioritize and address any necessary repairs.

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 



Non-Teaching Staff Meeting Minutes

Non teaching staff meeting held on 24.6.2024 at Staff Room at 3.00p.m.

Meeting Agenda: Admission Application Processing and Semester Exam Preparations

Processing Admission Application Forms:

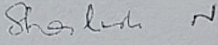
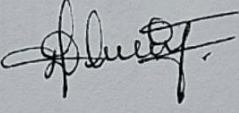
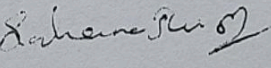
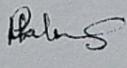
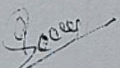

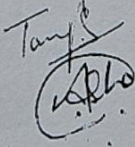
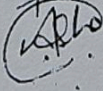
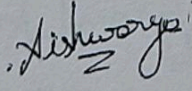
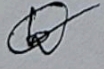
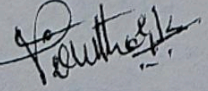
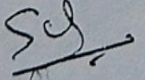
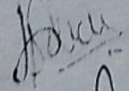
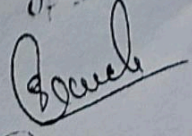

1. Review and receive admission applications based on merit.
2. Prepare the selection list of candidates for the next stage.
3. Sending Interview Letters: Organize the timely dispatch of interview letters to selected candidates.

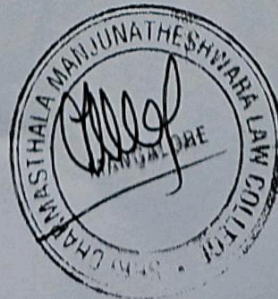
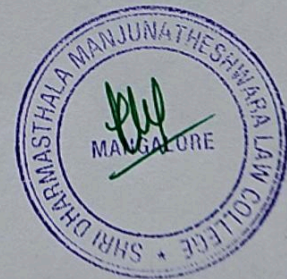
Semester Exam Application Fees:

1. Discuss the process for receiving semester exam application fees.
2. Ensure all necessary preparations for the upcoming semester exams are in place.

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 Salián 
14. Sesappa 
15. Keerthish 



Non-Teaching Staff Meeting Minutes

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:

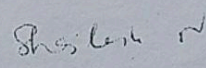
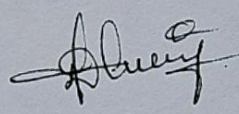
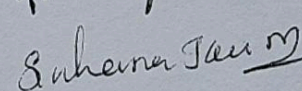
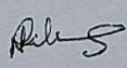


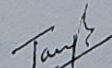
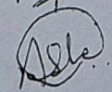
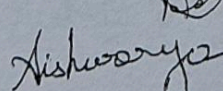

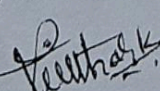
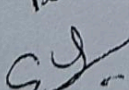
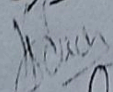
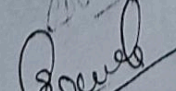

1. Provide support to teaching staff in gathering and organizing necessary documents for NAAC accreditation.
2. Ensure all required materials are accurately compiled and ready for submission.

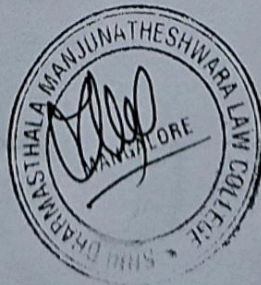
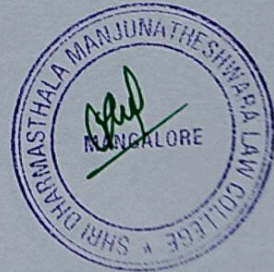
Preparations for NAAC Accreditation:

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 



Non-Teaching Staff Meeting Minutes

Non teaching staff meeting held on 10-08-2024 at Principal Chamber at 3.00p.m.

Meeting Agenda: Coordination of University Examination Tasks

End Semester Examination Coordination:

1. Organize and oversee the smooth conduct of end semester examinations.
2. Ensure proper communication and coordination among staff during the examination period.

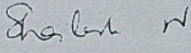
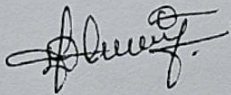
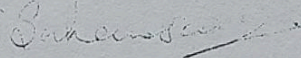
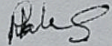


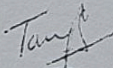

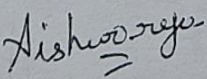

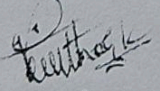
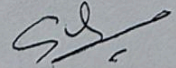
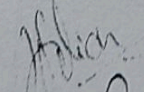
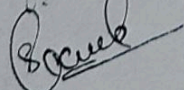

Answer Book Distribution and Collection:

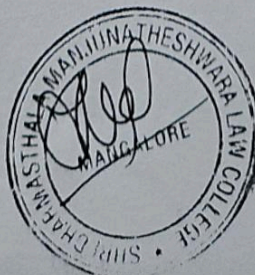
1. Manage the distribution of answer books to students.
2. Coordinate the collection, packing, and timely posting of answer books to the university.

Additional Assistance for KSLU Semester Examinations:

1. Provide any necessary support during the Karnataka State Law University (KSLU) semester examinations.
2. Assign specific roles to staff members to ensure efficient handling of examination-related tasks.

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 



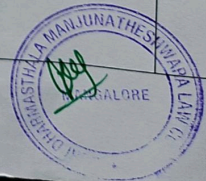
FURNITURE AUDIT DETAILS

Date: 16-04-2024

NOTICE

Asset/Furniture audit of various sections/departments will be held in the month of April/May 2024. Various sub committees formed for Asset/Furniture Audit. The Chairperson of the committee shall fix a date of audit and intimate the concerned committee members about the date and timings of the audit.

Sl.no	Details of Audit	Faculty	Administrative Staff Alloted	Attenders	Date of Audit										
1.	Library Audit/ Stock Verification	All the Faculty Members	-	-	Will be Intimated by the librarian										
2.	Furniture Audit	<table border="0"> <tr> <td>Library Section</td> <td>Dr. Balika</td> <td>-Chairperson</td> </tr> <tr> <td></td> <td>Mr. Maheshchandra Nayak</td> <td rowspan="3">} Members</td> </tr> <tr> <td></td> <td>Dr. Ashwini P</td> </tr> <tr> <td></td> <td>Mr. Mohan Kumar</td> </tr> </table>	Library Section	Dr. Balika	-Chairperson		Mr. Maheshchandra Nayak	} Members		Dr. Ashwini P		Mr. Mohan Kumar	Mrs. Pramila Suman Dsouza Mrs. Arunakshi	Mr. Nithin Prasad Mr. Ramachandra Mr. Keerthesh	-
Library Section	Dr. Balika	-Chairperson													
	Mr. Maheshchandra Nayak	} Members													
	Dr. Ashwini P														
	Mr. Mohan Kumar														
	Ground Floor	<table border="0"> <tr> <td></td> <td>Mrs. Ujwala</td> <td>- Chairperson</td> </tr> <tr> <td></td> <td>Dr. Dimple Mesta</td> <td rowspan="3">} Members</td> </tr> <tr> <td></td> <td>Dr. Shaheema A S</td> </tr> <tr> <td></td> <td>Mr. Shashiprashad</td> </tr> </table>		Mrs. Ujwala	- Chairperson		Dr. Dimple Mesta	} Members		Dr. Shaheema A S		Mr. Shashiprashad	Mr. Shailesh N	Mr. Keerthesh Mrs. Veena Mr. Vishwanath	-
	Mrs. Ujwala	- Chairperson													
	Dr. Dimple Mesta	} Members													
	Dr. Shaheema A S														
	Mr. Shashiprashad														
	1 st Floor	<table border="0"> <tr> <td></td> <td>Dr. Santhosha Kumara A</td> <td>- Chairperson</td> </tr> <tr> <td></td> <td>Mr. Rakshith B V</td> <td rowspan="3">} Members</td> </tr> <tr> <td></td> <td>Mrs. Deepa Salian</td> </tr> <tr> <td></td> <td>Mr. Ashwin</td> </tr> </table>		Dr. Santhosha Kumara A	- Chairperson		Mr. Rakshith B V	} Members		Mrs. Deepa Salian		Mr. Ashwin	Mrs. Kalpana	Mrs. Nagaveni Mr. Kumar	-
	Dr. Santhosha Kumara A	- Chairperson													
	Mr. Rakshith B V	} Members													
	Mrs. Deepa Salian														
	Mr. Ashwin														



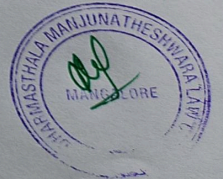
55A

	2 nd Floor	Mrs Vinutha K Mr. Amith S.M Dr. Reshma Ms. Kavya	- Chairperson } Members	Mr. Dharma Naik	Mr. Subhas Mr. Vishwanath Mr. Janardhan	-
	3 rd Floor	Dr. Annapoorna Shet Dr. Chandralekha V Mr. Pushparaj K Mrs. Nelvitha Noronha	- Chairperson } Members	Mrs. Sahana Jain	Mr. Sesappa Mr. Deranna Mr. Vasanth Patil Mr. Kumar	-
3	Sports Audit	Mrs. Sharika Rai Dr. Ravindra Krishna Rajput Ms. Suma Suresh Kogilgeri	- Chairperson } Members	Mr. Ranjith Naik	Mr. Sesappa Mr. Subhas Mr. Deranna	-

Note:-

-
- Each Auditing team shall prepare the report in accordance with the proforma provided to them. In respect of library after stock verification, the library committee shall verify book purchased in the Financial Year, number of books lost in the academic year, number of books to be weeded out and give appropriate recommendations.
- The Furniture Auditing Committee shall be verify the bills relating to purchase of furnitures in the academic year, the numbers allocated/ number of furniture lost/ broken/ damaged etc. and it shall also verify the number of computers available, stickers placed etc and give appropriate recommendations. The Chairperson of the committee shall after discussing with the members shall decide the date of Audit.
- The detailed Audit Statement with the Signatures of members and Chairperson along with the recommendations shall be submitted to Principal on or before 15-05-2024.

[Signature]
PRINCIPAL



S.D.M. LAW COLLEGE & CENTRE FOR P.G. STUDIES IN LAW
FURNITURE AUDIT REPORT

Name of the Chairperson

Name of Member

Alloted space/Floor

Mrs.Ujwala

Dr.Dimpla Mesta

Dr.Shaheema, Mr.Shashiprasad, Mr.Shailesh N

Ground Floor Passage

Ground Floor

Sl. No.	Name of the Item	Total
1	Fan	17
2	Tube light	31
3	LED Focus lamp	2
4	Big Screen	1
5	CC Camera	2
6	Sound Box	6
7	Amp Box	1
8	Aplifier Box	1
9	Table	3
10	Teapoy	1
11	Long metal table	1
12	Lamp Light	14
13	Podium	1
14	Brand New Podium (kept in another another room)	1
15	Plastic Chair (New)	600
Green Room (ADR)		
1	Computer	1
2	Table	1
3	Big Table	1
4	Cushion Chair	6
5	Plastic Chair	6
6	VIP Chair (Brand new kept in another green)	5
7	Tube light	1
8	Lamp Light in toilet	1
9	Fan	1

Sl. No.	Name of the Item	Total
1	Fire extinguisher	1
2	CCTV	1
3	Notice board	1
4	Tube Light	12
5	Entrance Light(2+2)	4
6	Entrance CC Camera	1
7	CC Camera near Canteen	1
8	Notice board	1
9	Trophy with table	1

Observation if any:

Signature

Members

(Signature)
S. Shashiprasad

(Signature)

(Signature)

(Signature)



S.D.M. LAW COLLEGE & CENTRE FOR P.G. STUDIES IN LAW
FURNITURE AUDIT REPORT

Name of the Chairperson

Mrs.Vinutha K

Name of Member

Mr.Amith S M

Alloted space/Floor

Dr.Reshma, Mr.Dharma Naik

II Floor Passage

Sl. No.	Name of the Item	Total	
1	Notice Board	4	
2	Tube Light	10	
3	CC Camera	1	
4	Aqua Guard	1	
5	Fire Extinguisher	1	
6	Wi-fi Router	3	
7	Dustbin	1	

Class room -201

Sl. No.	Name of the Item	Total	
1	Desk	21	
2	Bench	21	
3	Podium	1	
4	Chair	1	
5	Teachers Desk	1	
6	Fan	5	
7	Light	5	
8	Projector	1	
9	Speaker	1	
10	CC Camera	1	
11	White Board	1	
12	Green Board		
13	Dustbin	1	

Class room -202

Sl. No.	Name of the Item	Total	
1	Desk	28	
2	Bench	28	
3	Podium	1	
4	Chair	1	
5	Teachers Desk	1	
6	Fan	5	
7	Light	5	
8	Projector	1	
9	Speaker	1	
10	CC Camera	1	
11	White Board	1	
12	Green Board	1	
13	Dustbin	1	

Class room -203

Sl. No.	Name of the Item	Total	
1	Desk	33	
2	Bench	33	
3	Podium	1	
4	Chair	1	
5	Teachers Desk	1	
6	Fan	5	
7	Light	5	
8	Projector	1	
9	Speaker	1	
10	CC Camera	1	
11	White Board	1	
12	Green Board	1	
13	Dustbin	1	

Class room -204

Sl. No.	Name of the Item	Total	
1	Desk	33	
2	Bench	33	
3	Podium	1	
4	Chair	1	
5	Teachers Desk	1	
6	Fan	5	
7	Light	5	
8	Projector	1	
9	Speaker	1	
10	CC Camera	1	
11	White Board	1	
12	Green Board	1	
13	Dustbin	1	



Member of Member
 Chartered
 Member

Class room -205			
Sl. No.	Name of the Item	Total	
1	Desk	33	
2	Bench	33	
3	Podium	1	
4	Chair	1	
5	Teachers Desk	1	
6	Fan	5	
7	Light	5	
8	Projector	1	
9	Speaker	1	
10	CC Camera	1	
11	White Board	1	
12	Green Board	1	
13	Dustbin	1	

Class room -206			
Sl. No.	Name of the Item	Total	
1	Desk	33	
2	Bench	33	
3	Podium	1	
4	Chair	1	
5	Teachers Desk	1	
6	Fan	5	
7	Light	5	
8	Projector	1	
9	Speaker	1	
10	CC Camera	1	
11	White Board	1	
12	Green Board	1	
13	Dustbin	1	

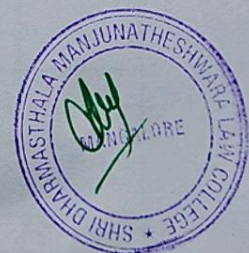
Class room -207			
Sl. No.	Name of the Item	Total	
1	Chair	17	
2	Big Table	2	
3	Computer Desk	1	
4	Air Conditioner	1	
5	Light	3	
6	Tan	2	
7	Table Fan	1	
8	LED Light	1	
9	Cupboard	2	
10	Small Table	2	
11	3 Seater Chair	2	
12	CC Camera	1	
13	Box Type Podium	1	
14	Phone Stand	1	
15	Table	1	

Class room -208			
Sl. No.	Name of the Item	Total	
1	Chair	15	
2	Desk	8	
3	Chair	1	
4	Podium	1	
5	Fan	3	
6	Light	2	
7	Speaker	1	
8	Dustbin	1	
9	Green Board	1	
10	Projector Screen	1	
11	Air Conditioner	1	
12	Projector	1	

Observation if any:

Signature

Members



S.D.M. LAW COLLEGE & CENTRE FOR P.G. STUDIES IN LAW

FURNITURE AUDIT REPORT

Name of the Chairperson Dr. Annapoorna
Name of Member Dr. Chandralekha V
Alloted space/Floor Mr. Pushparaj, Mrs. Sahana Jain

III Floor Passage

Sl. No.	Name of the Item	Total
1	Bell	1
2	Tube Light	8
3	CC Camera	1
4	Aqua Guard	1
5	Water Cooler	1
6	Water Cooler Stand	1
7	Fire Extinguisher	1
8	Wi-fi Router	2
9	Chair	1
10	Dustbin	1

Class room -301

Sl. No.	Name of the Item	Total
1	Desk	32
2	Bench	32
3	Podium	1
4	Chair	1
5	Teachers Desk	1
6	Fan	8
7	Tube Light	6
8	Projector	1
9	Speaker	3
10	CC Camera	1
11	White Board	1
12	Green Board	1
13	Dustbin	1
14	LCD Screen	1
15	Steel Cupboard	1
16	Wooden Shelf table	1
17	Mike Stand	1
18	Wooden Shelves	4
19	Amp	1
20	Duster	1

Class room -302

Sl. No.	Name of the Item	Total
1	Desk	29
2	Bench	29
3	Podium	1
4	Chair	1
5	Teachers Desk	1
6	Fan	5
7	Tube Light	5
8	Projector	1
9	Speaker	1
10	CC Camera	1
11	White Board	1
12	Green Board	1
13	Dustbin	1
14	LCD Screen	1
15		
16		
17		
18		
19		
20		



Class room -303

Sl. No.	Name of the Item	Total
1	Desk	32
2	Bench	32
3	Podium	1
4	Chair	1
5	Teachers Desk	
6	Fan	5
7	Tube Light	5
8	Projector	1
9	Speaker	1
10	CC Camera	1
11	White Board	1
12	Green Board	1
13	Dustbin	1
14	LCD Screen	1

Class room -304

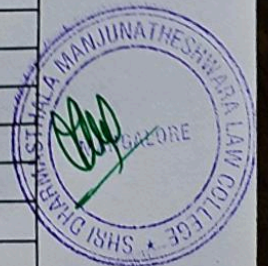
Sl. No.	Name of the Item	Total
1	Desk	27
2	Bench	27
3	Podium	1
4	Chair	1
5	Teachers Desk	1
6	Fan	5
7	Tube Light	5
8	Projector	1
9	Speaker	1
10	CC Camera	1
11	White Board	1
12	Green Board	1
13	Dustbin	1
14	LCD Screen	1

Class room -305

Sl. No.	Name of the Item	Total
1	Desk - Small	4
2	Desk - Big	4
3	Podium	1
4	Chair	15
5	LCD	1
6	Fan	2
7	Tube Light	3
8	Projector	1
9	Air Conditioner	1
10	Small Table	1
11	Blind Lady of Jusitce withstand	1
12	Bed	2
13	AC Remote	1
14	Broom stick	1
15	Dust Pan	1
16	Dustbin	1

Moot Court Hall

Sl. No.	Name of the Item	Total
1	Desk	16
2	Typist Table	1
3	Judges Chair	6
4	Chair	125
5	Fan	8
6	Air conditioner	4
7	Speaker	4
8	Notice Board	1
9	Folding Table	9
10	Witness box	2
11	Dustbin	1
12	Light	26
13	CC Camera	1
14	Podium	1
15	Box Table	1
16	Big Mike	2
17	Table Mike	1
18	Cream Chair	7
19	Cream colour Table	5
20	Curtain	8
INSIDE SEMINAR HALL		
23	wooden table	2
24	Plastic Chair(B/R)	4
25	Battery (Exide)	4
26	UPS	1



I. LAW COLLEGE & CENTRE FOR P.G. STUDIES IN
FURNITURE AUDIT REPORT

Name of the Chairperson

Mr.Dharma Naik

Name of Member

Mrs.Sahana, Mrs.Kalpana

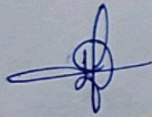
Alloted space/Floor

Details of the CC Camera

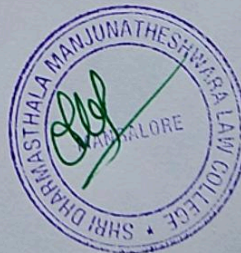
1	Principal Chamer	1	
2	Staff room	2	
3	Office room	1	
4	Hall	2	
5	Library	6	
6	College Entrance	1	
7	Ground Floor	2	
8	First Floor	1	
9	101	1	
10	102	1	
11	Second Floor	1	
12	201	1	
13	202	1	
14	203	1	
15	204	1	
16	205	1	
17	206	1	
18	207	1	
19	Third Floor	1	
20	301	1	
21	302	1	
22	303	1	
23	304	1	
24	Conference Hall/Moot Court Hall	2	
	TOTAL	33	

NOTE: 01 Not working

32



Sahana



**S.D.M. LAW COLLEGE & CENTRE FOR P.G. STUDIES IN LAW
FURNITURE AUDIT REPORT**

Name of the Chairperson

Mr. Shailesh N

Name of Member

Mrs. Tanuja Devadiga, Mr. Sarvesh M

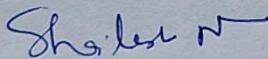
Alloted space/Floor

Office

Sl. No.	Name of the Item	Total	
1	Steel cupboard	14	
2	Steel cupboard-SDME Society	1	
3	Steel Rack	2	
4	Wooden Chair	10	
5	Netted Chair	1	
6	Computer	9	
7	Printer	3	
8	Table	2	
9	Long Rack	3	
10	Fan	8	
11	Wall clock	1	
12	Tube Light	7	
13	CC Camera	1	
14	Battery	1	

Observation if any:

Signature



Members

