



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.

Criteria VI: Governance, Leadership and Management

Metric No: 6.3.1: The institution has effective welfare measures for teaching and non-teaching staff. Provide the list of existing welfare measures for teaching and non-teaching staff.

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2023-2024		
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CENTRE FOR POST GRADUATE STUDIES AND RESEARCH IN LAW
MANGALURU - 575 003**

Golden Jubilee
1974-2024

Fax : 0824 - 2492636

E-mail : sdmlaw@gmail.com

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

Web : www.sdmlc.ac.in



PRINCIPAL : 2492636

OFFICE : 4294360

STAFF WELFARE POLICY

Preamble

For sustainable growth, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of staff welfare policies which are dynamic and accommodative in creating a conducive working environment. The Staff Welfare Policy is to ensure the benefits, facilities given to the employees to work in a better environment. These policies are promoted and sustained so that employees may maintain proper productivity.

Objectives of Staff Welfare

- To provide assistance and aid to the needy staff members
- To look after the needs of the staff to maintain their high morale.
- To ensure a favourable working environment for staff members.
- To create opportunities for exchange of interdisciplinary knowledge.
- To provide opportunities for updating their knowledge.

Scope

Staff welfare policy of SDM Law College is applicable to all teaching and non-teaching staff of the college.

Following welfare measures are provided:

Statutory welfare measures

- Provident Fund and Gratuity
- Periodical increase of DA allowance on par with state government norms.
- Maternity benefits.

College specific welfare measures

- Group insurance for self and dependents.
- Leave encashment and Annual Increments.
- Allowance to the Head of the Institution.
- Provision for reimbursement of fee paid for Seminar/Workshops for staff
- Interest free loans for Group D Employees.
- Rupees 5000 incentive for lady staff on child birth of first 2 children





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- Incentive for clearing SLET/NET Examination
- Salary advances to grant in aid staff.
- Financial assistance for construction of the house to supporting staff (employees below C Grade).
- Employee State Insurance Scheme
- Payment of differential amount to the secretarial staff under the grant in aid scheme.

Amenities

- Reimbursement of fuel expenses for official purposes.
- TA/DA to the staff attending official duties.
- Remuneration of ICS, ICW and other competitive examinations to the staff.
- Refreshment during examination duty.
- Concession in payment of fees to the college for school going children of SDM Employees
- Free uniforms to Group D Employees.
- Staff welfare fund and provision for reimbursement of school fees of Group D Employees
- Providing house construction materials and cash incentives to group D employees for house construction.
- Free training for non-teaching staff.
- Short term and long-term loans from SDM Employees Housing Cooperative Society.
- Incentive of Rs. 3000 on submission of Ph. D thesis.



PRINCIPAL

SDM EDUCATIONAL SOCIETY (R.)
EMPLOYEES GRATUITY TRUST
UJIRE-574240

Date: 24-5-2024

Ref. No. 1506....

To:

The Principal,
SDM Law College,
Kodialbail,
MANGALORE -575 003.

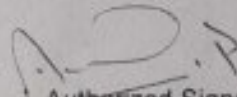
Dear Sir,

We are sending herewith an at par Cheque No. 000163 dated 22-05-2024 drawn on Bank of Baroda Ujire for Rs. 1,29,084/- (Rupees one lakh twenty nine thousand eighty four only) in favour of Karthik Anand towards the settlement of **Gratuity** as per your statement.

Please acknowledge receipt.

Thanking you,

Yours sincerely,



Authorized Signatory



|| OM SHREE MANJUNATHAYA NAMAH ||

**SRI DHARMASTHALA
MANJUNATHESHWARA EDUCATIONAL SOCIETY (Regd.)**

UJIRE - 574 240, Dakshina Kannada
Regd. S. No. 35/85-86
GSTIN : 29AAATD4267A5ZV

PRESIDENT
Dr. D. VEERENDRA HEGGADE

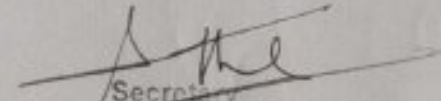
Date: 21/01/2024

Ref : SDMESU/1947/2024

ಕಾರ್ಯದರ್ಶಿಗಳು ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಎಜ್ಯುಕೇಶನಲ್ ಸೊಸೈಟಿ (ಲ) ಉಜಿರೆ, ಅವರ
ಕಛೇಲಿಯ ನಡವಳಿಗಳು ದಿನಾಂಕ 27.08.2024:

ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಎಜ್ಯುಕೇಶನಲ್ ಸೊಸೈಟಿ (ಲ) ಯ ಅಧಿಕಾರಕ್ಷೇತ್ರದಲ್ಲಿ ಶ್ರೀ
ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಕಾನೂನು ಕಾಲೇಜು, ಮಂಗಳೂರು ಇಲ್ಲಿ ಸಹಾಯಕ ಪ್ರಾಧ್ಯಾಪಕರಾಗಿ
ಕರ್ತವ್ಯ ನಿರ್ವಹಿಸುತ್ತಿರುವ ಡಾ. ಶುಭಲಕ್ಷ್ಮಿ ಪಿ ಅವರು 21.05.2024 ಲಿಂದ 18.11.2024ರ ವರೆಗೆ
ದ್ವಿತೀಯ ಹೆಲಗೆ ರಜೆಗೆ ಅರ್ಜಿ ಸಲ್ಲಿಸಿದ್ದು ಹೆಲಗೆ ರಜೆಯ ಅರ್ಜಿಯನ್ನು ಪರಿಶೀಲಿಸಿ ದಿನಾಂಕ
21.05.2024 ಲಿಂದ 18.11.2024 ರವರೆಗೆ ಹೆಲಗೆ ರಜೆಯನ್ನು ಮಂಜೂರು ಮಾಡಿದೆ.

Maternity Leave


Secretary
Sri D.M Educational Society (R)
UJIRE - 574 240



☎ : 08256 - 236225, 236488 Fax : 08256 - 236220
E-Mail : ho@sdmesociety.in Website : www.sdmes.net

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PRINCIPAL : 2492636
OFFICE : 4294360

DLC/ 165 /2024-25

Date: 15-07-2024

The Secretary
SDME Society,
UJIRE.

Respected Sir,

Sub: **Maternity leave** for Mrs.Thejaswini-Reg.

With reference to the subject cited above, I would like to inform you that Mrs.Thejaswini working as a clerk in our instituton from 17.02.2021. She has availed emergency medical leave from 10.04.2024 to 10.07.2024 due to pregnancy. She joined the service on 11.07.2024 and again, she has given a request letter for Maternity leave for 06 months from 12.7.2024 to 07.01.2025 (180 days). I am requesting your goodself kindly sanction the maternity leave. Kindly consider.

Thanking you,

Yours faithfully,

PRINCIPAL

Shri Dharmasthala Manjunatheshwara
Law College, Mangaluru

Encl: 1.Joining letter.
2.Request letter.





ANNEXURE-6.12
ESIC-Med.11.

Handwritten signature

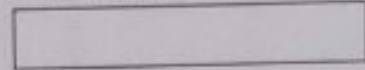
EMPLOYEES' STATE INSURANCE CORPORATION

INFORMATION OF SICKNESS

[not to be used for claiming benefit or excusal of contribution]

Book No.

Serial No. ESICDSKNMAKAR02402942



Stamp of issuing Location

*Shri/Smt Ms. THEJASWINI s/w/d of _____
Insurance No 7700189834 is/has been needing medical treatment and
attendance from 31-Jul-2024 and _____

- (i) *he/she is likely to need abstinence from employment upto 12-Jan-2025 on medical grounds.
- (ii) *he/she is fit to resume work on 13-Jan-2025

Remarks

DOA 15/07/24 DOD 18/07/24.PRIMI-36W+6D POG-VAVD+RMLE-ALIVE FEMALE BABY ON 15/07/24.SIGNS OF RECENT CONFINEMENT ARE PRESENT AS PER RECORDS OF UNITY HOSPITAL MANGALORE, ML FOR 182 DAYS FROM 15/07/24.ISSUED BY Dr NAYANA PRABHU KMC REG NO 42900.

Signature

Handwritten signature

Insurance Medical office
Date: 31/07/24
Signature: _____

Date 31-Jul-2024

(Rubber Stamp or name in block letters)

*Delete whichever does not apply.

This certificate is intended for your employer. It is in your own interest to be delivered to him immediately.
This is a system generated certificate and does not require signature



Handwritten signature

॥ OM SHREE MANJUNATHAYA NAMAH ॥

**SRI DHARMASTHALA
MANJUNATHESHWARA EDUCATIONAL SOCIETY (Regd.)**

UJIRE - 574 240, Dakshina Kannada
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GSTIN : 29AAATD4267A5ZV

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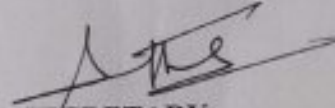
Date: 01/12/2023

Ref : SDMESU/3212/2023

RESOLUTION

It is resolved that Mr. Ravindra Krishna Rajput, working as a Assistant Professor in SDM Law College, Mangaluru be sanctioned with **Paternity Leave** of 15 days from 18-11-2023 to 02-12-2023.

For SDME Society ®


SECRETARY



☎ : 08256 - 236225, 236488 Fax : 08256 - 236220
E-Mail : ho@sdmesociety.in Website : www.sdmes.net

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ಧರ್ಮಕ: 136 :2024-25

ದಿನಾಂಕ: 21-08-2024

o/c

ಮಾನ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳು,
ಎಸ್.ಡಿ.ಎಂ. ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ
ಉಜಿರೆ,
ದಕ್ಷಿಣ ಕನ್ನಡ ಜಿಲ್ಲೆ

ಮಾನ್ಯರೇ,

ವಿಷಯ: ಶ್ರೀ ರಂಜಿತ್ ನಾಯ್ಕ್ ಎಸ್., ದ್ವಿತೀಯ ದರ್ಜೆ ಸಹಾಯಕ, ಅವರ

ಪಿತೃತ್ವ ರಜೆ ಅರ್ಜಿಯ ಬಗ್ಗೆ. Paternity leave application

ಮೇಲೆ ಹೇಳಿದ ವಿಷಯದಂತೆ ಶ್ರೀ ರಂಜಿತ್ ನಾಯ್ಕ್ ಎಸ್. ನಮ್ಮ ಕಾಲೇಜಿನಲ್ಲಿ ದ್ವಿತೀಯ ದರ್ಜೆ ಸಹಾಯಕ ಹುದ್ದೆಯಲ್ಲಿದ್ದು ಅನುದಾನಿತ ನೌಕರರಾಗಿದ್ದಾರೆ. ಶ್ರೀಯುತರ ಪತ್ನಿ ದಿನಾಂಕ: 05-08-2024 ರಂದು ಮಗುವಿಗೆ ಜನ್ಮ ನೀಡಿದ್ದು, ಶ್ರೀಯುತರು 15 ದಿನಗಳ ಪಿತೃತ್ವ ರಜೆಗಾಗಿ ಮನವಿ ಸಲ್ಲಿಸಿರುತ್ತಾರೆ. ಈ ಮನವಿಯನ್ನು ತಮ್ಮ ಮಂಜೂರಾತಿಗಾಗಿ ಕಳುಹಿಸುತ್ತಿದ್ದೇನೆ.

ಉದನಗೊಂದಿಗೆ,

ಇತೀ: ತಮ್ಮ ವಿಶ್ವಾಸಿ,

[Signature]
PRINCIPAL

Shri Dharmasthala Manjunatheshwara
Law College, Mangaluru.

ಅಡಕ:

- 1) ಶ್ರೀ ರಂಜಿತ್ ನಾಯ್ಕ್ ಎಸ್. ಅವರ ಅರ್ಜಿ
- 2) ವೈದ್ಯಕೀಯ ದೃಢೀಕರಣ ಪತ್ರ.
- 3) ಪತ್ರದ ಮಾದರಿ ಪ್ರತಿ.



[Signature]
ಅರ್ಜಿದಾರನ ಸಹಿ

ದಿನಾಂಕ: 21/08/2024

Om Shree Manjunathaya Namah!!
SDM Educational Society@ HO, Ujire
Annual Increment July, 2024 w.e.f 01/07/2024

Date: 25/8/24
2591
33/8/24

Date: _____
Ref: _____

Name of the Institution: SDM Law College, Mangaluru

Sl. No.	Name	Universal Emp.No.	Designation	DOJ	LOP if any	Existing Salary					Revised Salary					Impact	Remarks
						Basic	DA	HRA	CCA	Gross Salary	Basic	DA	HRA	CCA	Gross Salary		
1	TANUJA S DEVIDIGA	SDMLAW00032	SDA	28/04/2008	0	21550	5401	600	80	27631	22100	5401	600	80	28181	550	
2	NAGAVENI B	SDMLAW00060	SANITARY WORKER	1/8/2014	0	13825	3751	350	80	18006	14150	3839	350	80	18419	413	
3	ASNA	SDMLAW00142	OFFICE ASSISTANT	5/7/2022	0	13825	3751	450	80	18106	14150	3839	450	80	18519	413	
Payroll Register : PERMANENT TEACHING STAFF																	
1	MAHESHCHANDRA NAYAK	SDMLAW00020	ASSOCIATE PROFESSOR	1/7/1997	0	60250	9116	1600	80	71046	61650	9328	1600	80	72658	1612	
2	UJWALA	SDMLAW00027	ASSISTANT PROFESSOR	26/06/2006	0	40050	7726	1000	80	48856	41000	7726	1000	80	49806	950	
3	RAKSHITH BV	SDMLAW00053	ASSISTANT PROFESSOR	1/12/2012	0	31300	6716	800	80	38896	32125	6716	800	80	39721	825	
4	DEEPARANI V SALIAN	SDMLAW00085	ASSISTANT PROFESSOR	1/9/2017	0	29850	6716	800	80	37446	30575	6716	800	80	38171	725	
5	AMITH S M	SDMLAW00091	ASSISTANT PROFESSOR	1/8/2018	0	29850	6716	800	80	37446	30575	6716	800	80	38171	725	
6	PUSHPARAJA K	SDMLAW00090	ASSOCIATE PROFESSOR	1/8/2018	0	41000	7726	1200	80	50006	41950	7726	1200	80	50956	950	

Note: Resigned staff not eligible for increments

Ajay
HR Officer

A. Thome
Secretary





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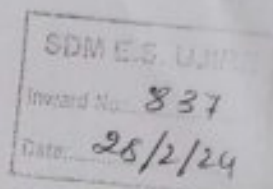


PRINCIPAL : 2492636

OFFICE : 4294360

DLC/ 413 /2023-24

DATE: 26-02-2024



The Secretary,
SDME Society,
UJIRE.

Respected Sir,

Sub: Staff application requesting for loan-reg.

This is to bring into your kind attention that, Mr.Maheshchandra Nayak working as Associate Professor in Law has requested for loan for his daughter's marriage. I am enclosing herewith his application for your kind perusal and necessary action.

Thanking you,

Yours faithfully,

PRINCIPAL

Shri Dharmasthala Manjunatheshwara
Law College - Mangaluru

Encl: 1) Original applications

