



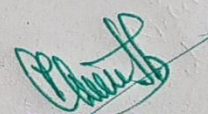
**SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE**  
**CENTRE FOR POST GRADUATE STUDIES & RESEARCH IN LAW**  
MANGALURU - 575003

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

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

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

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

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



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

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

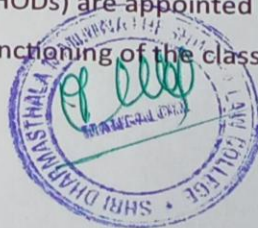
The code of conduct for both teaching and non-teaching staff within a college establishes the foundation for professionalism, respect, and ethical behavior within the educational environment. It mandates adherence to high standards of integrity, honesty, and fairness in all interactions with students,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

#### General Code of Conduct

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

#### For Teaching Staff

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



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

**For Non- Teaching Staff**

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



  
PRINCIPAL

Shri Dharmasthala Manjunatheshwara  
Law College, Mangaluru



## Reports of Meetings

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

2023-2024

### Action Taken

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

Matters discussed in meeting.

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

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

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

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

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COMMITTEE / CELL .....

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

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

Resolution





#### Action Taken

1. Principal welcomed all the staff to the meeting.

2. Agenda of the meeting :-

→ Celebrating Republic Day Celebration.

→ Kabaddi competition Inter class.

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

#### NOTES:

Programme agenda -

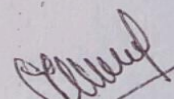
Justice Karpaga Vinayagam - former Chief Justice Tharkhand High Court will be the chief guest.

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

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

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

Question paper of internal examinations

  
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COMMITTEE / CELL *Staff Meeting*

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

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

Resolution





Action Taken

Principal welcomed all the staff to the meeting.

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

→ Document collection was the main agenda of the meeting.

NOTES:

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

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

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

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

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

→ Cleanliness of classrooms also the priority.







Action Taken

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

NOTES :

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

  
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COMMITTEE / CELL Meeting: .....

Date of Meeting 23/02/2024 ..... Time : 12:40 P.M. ....

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

Agenda

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

Resolution





Action Taken

Principal welcomed all the staff to the meeting

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

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

NOTES:

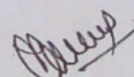
→ Ranjith - office staff - promoted to higher cadre and to be honoured during the occasion.

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

→ Yakshottava will be held for 3 days.

→ Dairies are allotted to the faculty members.





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COMMITTEE / CELL Staff Meeting

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

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

Agenda

Resolution



*[Signature]*  
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Proceedings of the Online Faculty Meeting held on 07-05-2024 at 12.00 noon

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

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

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

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

Resolution



PRINCIPAL



Action Taken

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

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

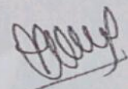
7.) Our NAAC accreditation will be lapsed on 13 June 2024 & So IIRAA must be Submitted before that date. SSR must

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

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

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

P.T.O

  
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Staff Meeting 04/06/2024

SRI MAHESHCHANDRA NAYAK		DR. BALIKA	
MRS. UJWALA		DR. SANTHOSHA KUMARA A	
MR. RAKSHITH B.V.		MRS. SHARIKA RAI	
MRS. DEEPA SALIAN		MRS. VINUTHA K	
MR. KARTHIK ANAND		DR. RAVINDRA RAJPUT	
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MR. MOHAN KUMAR K		DR. ASHWINI P	
MS. KAVYA		DR. SHAHEEMA A S	
		SRI. SANTHOSH KUMAR	
		MR. SHASHIPRASAD	

Agenda

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

- Visit of Local Inspection Committee.

Resolution



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**Non-Teaching Staff**

**2023-2024**

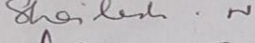
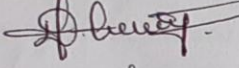
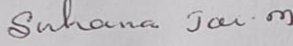



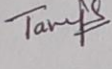

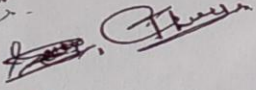

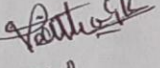
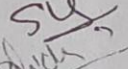
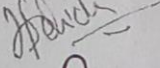
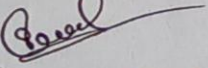


Non-Teaching staff meeting held on 13-11-2023 in the Principal Chamber at 11.00a.m.

**Distribution of Work for Office Staff**

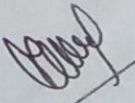
1. Classroom Maintenance: Daily inspections and cleaning are to be managed. Any issues should be reported and addressed promptly.
2. Floor Duty: Staff are responsible for monitoring cleanliness and maintaining order in common areas. A duty schedule will be distributed.
3. Additional Duties: Tasks include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

The meeting concluded with a vote of thanks.

**Staff members present.**

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



  
SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE  
MANGALORE



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

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

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

Meeting Agenda: Review of Office Operations and Audit Preparations

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

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

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

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

Meeting ended with Vote of thanks.

**Staff members present.**

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



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



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

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

**Admission Process and Queries:**

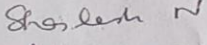
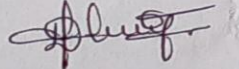
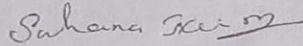
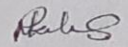


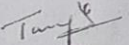

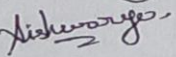

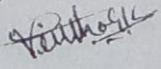
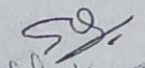
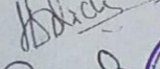
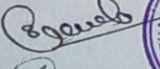


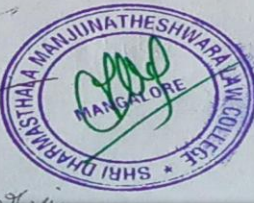
1. Ensure prompt and efficient responses to all admission-related queries.
2. Streamline communication channels for better query management.
3. Infrastructure Maintenance:

Prioritize and address any necessary repairs.

**Internal Assessment Examination:**

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

**Staff members present.**

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



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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:**

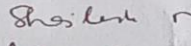
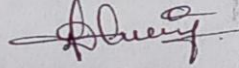
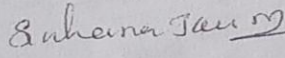
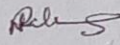


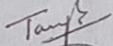
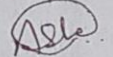
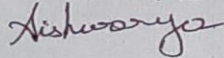

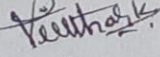
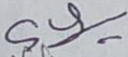
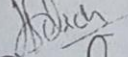
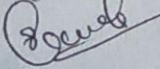

1. Provide support to teaching staff in gathering and organizing necessary documents for NAAC accreditation.
2. Ensure all required materials are accurately compiled and ready for submission.

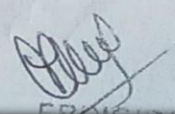
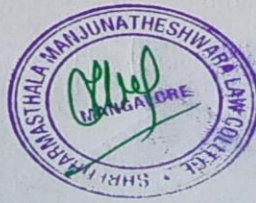
**Preparations for NAAC Accreditation:**

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 





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

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

**Names of the Staff**

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



*[Signature]*  
PRINCIPAL

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235



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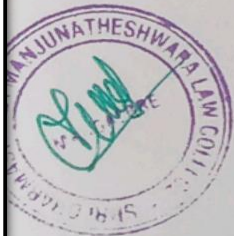
Sponsored By: Shri Dharmasthala Manjunatheshwara Educational Society®, Ujire, D.K.

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

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

**Names of the Staff**

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



PRINCIPAL

Shri Dharmasthala Manjunatheshwara  
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