



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.

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.

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Programs Organized

1. Professional Conduct and Skills

Seminar/Conference/Workshop/Guest Lecture

Faculty Incharge of the Event: Mr.Karthik Anand and Dr. Annaporna Shet

Committee / Cell Name : Seminar/Conference/Workshop/Guest Lecture

Event Title: Professional Conduct and Skills

Event type: Guest Lecture

Specify if any other:

Event Date(s):25/11/2023

Venue: SDM Law Conference Hall

Number of Participants: 197 students

Guest(s)/Dignitaries	Designation /Affiliation
1. Shri Prakash K	President, District Consumer Dispute Redressal Forum, Dakshina Kannada
2. Mr. P.V Lingaraju	Members, District Consumer Dispute Redressal Forum, Dakshina Kannada
3. Smt. Sharadamma H.G.	Members, District Consumer Dispute Redressal Forum, Dakshina Kannada
4. Dr. Devarak K	President, SDM Law College Alumni Association
5. Sathish B.K	Secretary, SDM Law College Alumni Association





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Seminar/Conference/Workshop/Guest Lecture

On 24.11.2023 sdm law college in association with sdm Alumni Association organized constitution day celebration in the college auditorium. Shri Prakash K, President District Consumer Dispute Redressal Forum was the chief guest and who delivered a talk on importance of following the constitution principles by the common man. Shri. P.V Lingaraju and Smt. Sharadamma H.G, Members, District Consumer Redressal Forum were the guests of honor. Event was presided over by Dr. Tharanatha Principal. Mr. Sathish B.K and Dr. Devaraj K were also joined the program. All the students of final year law were the participants. Mr. Karthik Anand Convenor of seminar Conference committee and Dr. Annapoorna Shet Co-convenor, Seminar and Conference organized the event.



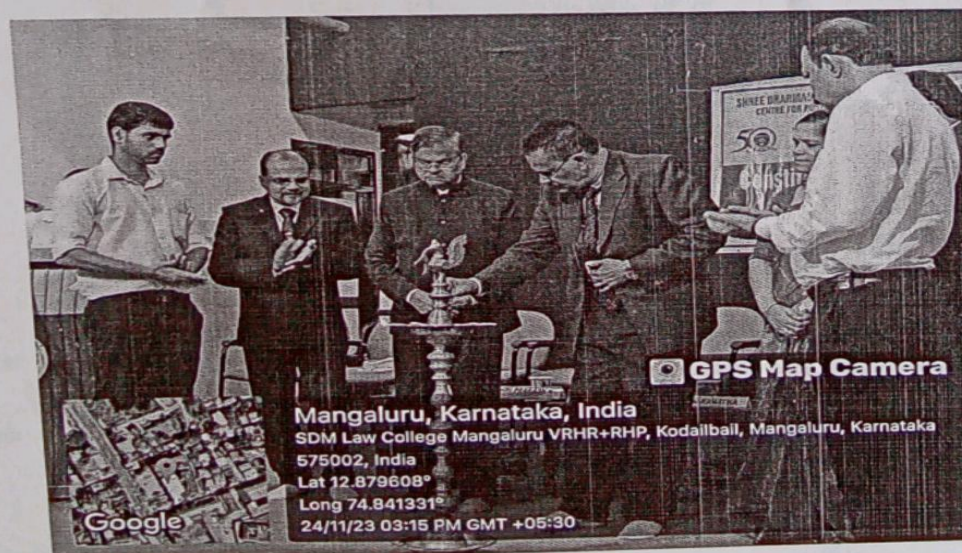


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Seminar/Conference/Workshop/Guest Lecture





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2. Professional Conduct and Skills

 SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE
CENTRE FOR POST GRADUATE STUDIES & RESEARCH IN LAW
M.G. ROAD, KODIALBAIL, MANGALORE,
KARNATAKA, INDIA - 575 003



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CENTRE FOR POST GRADUATE STUDIES AND RESEARCH IN LAW
MANGALURU, DAKSHINA KANNADA - 575003
(Re-accredited with B⁺⁺ Grade by NAAC)

President: Dr. D. Veerendra Heggade

Seminar/Conference/Workshop Committee
A part of law school finishing program
(An IQAC initiative)

Cordially invites to the Guest Lecture on
“ Professional Conduct and Skills ”

Resource person
Sri. Ranjan Rao
Senior Advocate
Mangaluru

Organizing committee

Mr. Karthik Anand
Dr. Annapoorna Shet
Faculty Co-ordinators

Dr. Tharanath
Principal/Chairman
Chief Co-ordinator

Date: 25th November 2023 Time: 09:00 A.M. Venue: Conference hall



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M.G. ROAD, KODIALBAIL, MANGALORE,
KARNATAKA, INDIA - 575 003

Executive Summary

Purpose / Objectives:

To promote adherence to ethical standards and best practices, improving professional behavior.

Key Highlights:

A Guest Lecture on 'Professional Etiquette and Conduct' was organized for final-year students here at SDM Law College on 25th November. Resource Persons, **Adv Ranjan Rao**, Senior Advocate, Mangaluru, delivered a talk on Process Etiquette and Conduct, and **Sathish B. K.**, Advocate and Secretary of SDM Alumni Association, delivered a talk on the Conduction of Mock Trial. **Dr Tharanatha**, Principal, SDM Law College presided over the programme. **Dr. Annapoorna Shet**, Co-convenor, Seminar and Conference Committee was present.

Attendee Summary:

220 students

Outcome:

Conducting a seminar on professional conduct and skills enhances participants' understanding of workplace etiquette and boosts their ability to effectively navigate professional environments. This leads to improved communication, collaboration, and overall job performance.





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KARNATAKA, INDIA - 575 003

Photo:
(Without Geo-tag)





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3. Office Management Practices- An Orientation Program for Office Staff

|| Om Shri Manjunathaya Namaha ||

SDM Educational Society (R.)
Ujire - 574 240

OFFICE MANAGEMENT PRACTICES
An Orientation Programme
For Office Staff

Date: 15-7-2023 (Saturday)
Venue: Rathnathraya Auditorium, SDM PU College, Ujire

Inauguration : 1.30 p.m.

Chief Guest : **Dr. Satheeshchandra S.**
Hon'ble Secretary, SDM Educational Society (R.), Ujire


Resource Person : **Mr. Krishna Mohan, MBA**
National Trainer (JCI)

Valedictory : 5.00 p.m.

Chief Guest : **Sri D. Harshendra Kumar**
Hon'ble Secretary, SDM Educational Society (R.), Ujire

You are cordially invited

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E-mail Communication from the Management about the Orientation Program for Office Staff on Office Management Practices. (Note: Photos/ Geo Tagged Photos not available as it was organized by the Management in Ujjire)

3/12/24, 9:58 AM Gmail - Fwd: Workshop - ORIENTATION PROGRAMME ON OFFICE MANAGEMENT FOR OFFICE STAFF

SDM Law College <sdmlaw@gmail.com>

Fwd: Workshop - ORIENTATION PROGRAMME ON OFFICE MANAGEMENT FOR OFFICE STAFF
2 messages

SDM Educational Society Ujire <ho@sdmesociety.in> Fri, Jul 14, 2023 at 6:31 PM
To: SDMCBM Mangalore <sdmcbm@sdmcbm.ac.in>, SDM College of Business Management <sdmcbm@gmail.com>, SDM Law College <sdmlaw@gmail.com>, "SDM CBSE School, Mangalore" <office@sdmsmangaluru.com>

Dear Sir,

It is decided to conduct a workshop - ORIENTATION PROGRAMME ON OFFICE MANAGEMENT FOR OFFICE STAFF for the benefit of all the Office Staff of our various Institutions on July 15th, 2023 at 1:30 pm in the Rathnathraya Auditorium, SDM PU College, Ujire till 5.30 pm. Mr Krishna Mohan, MBA, a National Trainer and Resource Person will be taking a session on Soft Skills, Office Management and interpersonal relations. Separate sessions will be taken by Software Team, Accounts Team, Audit Team and General Administration Section to update the gathered office staffs and also to address the queries if any.

In view of the above, HOIs are advised to send their all Office Staffs to attend the workshop at the above mentioned Vene sharply at 1.30 pm without fail. The Workshop will be inaugurated by Dr Satheeshchandra, Secretary, SDME Society and Sri D Harshendra Kumar, Secretary, SDME Society, will address the gathering in the valedictory function.

All HOIs are requested to acknowledge the mail and inform the exact number of staff with their names participating in the workshop from their respective Institutions by return mail.

Date & Time	15.07.2023, Saturday at 1:30 PM to 5:30 PM
Venue	Rathnathraya Auditorium, SDM PU College, Ujire

With Regards,
Executive Officer

S.D.M EDUCATIONAL SOCIETY (R),
UJIRE -574 240
BELTHANGADY TALUK
DAKSHINA KANNADA
Ph.: 08256-236225 / 236488
FAX : 08256-236220

SDM Law College <sdmlaw@gmail.com> Sat, Jul 15, 2023 at 11:59 AM
To: SDM Educational Society Ujire <ho@sdmesociety.in>

Respected Sir,

with reference to your mail, I am sending following staff members of our college for the Orientation Programme,

1. Mrs. Sahana
2. Mr. Suresh Lamani
3. Mrs. Arunakshi
4. Mrs. Thanuja
5. Mrs. Asha

Thanking you,
Yours sincerely,
Principal
SDM Law College
Mangalore

Principal
SDM Law College
Mangalore



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4. Personality Development Workshop- Organized by the Management for Office Staff

||೬೦ ಶ್ರೀ ಮಂಜುನಾಥಾಯ ನಮಃ||

ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳು (ರಿ) ಉಜಿರೆ - 574240

ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳ ಸಿಬ್ಬಂದಿಗಳಿಗೆ
“ವ್ಯಕ್ತಿತ್ವ ವಿಕಸನ” ದ ಕಾರ್ಯಾಗಾರ
PERSONALITY DEVELOPMENT WORKSHOP

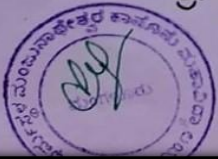
ದಿನಾಂಕ 24-05-2023 ರಂದು ಅಪರಾಹ್ನ 1:45 ಗಂಟೆಗೆ

ಉದ್ಘಾಟನೆ : ಡಾ. ಸತೀಶ್ಚಂದ್ರ ಎಸ್,
ಕಾರ್ಯದರ್ಶಿಗಳು,
ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳು (ರಿ) ಉಜಿರೆ

ಸಂಪನ್ಮೂಲ ವ್ಯಕ್ತಿ:
ಶ್ರೀ ಸತೀಶ್ ಭಟ್, ಬಿಳಿನೆಲೆ
ಮುಖ್ಯ ಶಿಕ್ಷಕರು, ಶ್ರೀ ರಾಮಕುಂಜೇಶ್ವರ ಕನ್ನಡ ಮಾಧ್ಯಮ ಪ್ರೌಢಶಾಲೆ, ರಾಮಕುಂಜ

ಸಮಾರೋಪ ಸಮಾರಂಭ ಸಂಜೆ 4.30 ಗಂಟೆಗೆ
ಸಮಾರೋಪ ಭಾಷಣ ಹಾಗೂ ಮಾರ್ಗದರ್ಶನ:
ಶ್ರೀ ಡಿ. ಹರ್ಷೇಂದ್ರ ಕುಮಾರ್,
ಕಾರ್ಯದರ್ಶಿಗಳು,
ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳು (ರಿ) ಉಜಿರೆ

ಆತ್ಮೀಯ ಸ್ವಾಗತವನ್ನು ಬಯಸುವ,
ಕಾರ್ಯದರ್ಶಿಗಳು,
ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳು (ರಿ) ಉಜಿರೆ.



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॥६० ಶ್ರೀ ಮಂಜುನಾಥೇಶ್ವರ ಸಮಾಜ ॥

ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳು (ರಿ) ಉಜಿರೆ - 574 240

ದಿನಾಂಕ: 16-05-2023

ರಿಗೆ,

ಪ್ರಾಂಶುಪಾಲರು/ಮುಖ್ಯ ಶಿಕ್ಷಕರು,

Workshop on "Personality Development" for attendees
held on 24th May, 2023, organised by SDME Society (R)
Ujire.

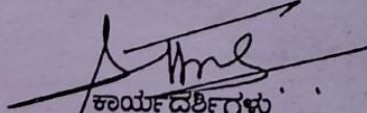
ಶ್ರೀ ಧರ್ಮಸ್ಥಳ ಮಂಜುನಾಥೇಶ್ವರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳ ಆಡಳಿತಕ್ಕೆ ಒಳಪಟ್ಟ ಶಾಲಾ-
ಕಾಲೇಜುಗಳ ಅಟೆಂಡರ್‌ಗಳಿಗೆ "ವ್ಯಕ್ತಿತ್ವ ವಿಕಸನ" ದ ಕಾರ್ಯಾಗಾರ ಏರ್ಪಡಿಸಲಾಗಿದೆ.

ಈ ಕಾರ್ಯಾಗಾರದಲ್ಲಿ ತಮ್ಮ ಸಂಸ್ಥೆಯ ಎಲ್ಲಾ ಅಟೆಂಡರ್‌ಗಳು ತಪ್ಪದೆ
ಹಾಜರಾಗುವಂತೆ ಕ್ರಮ ಕೈಗೊಳ್ಳುವುದು.

ತರಬೇತಿಯಲ್ಲಿ ಭಾಗವಹಿಸುವ ಪ್ರತಿನಿಧಿಗಳಿಗೆ ಮಧ್ಯಾಹ್ನದ ಭೋಜನದ ವ್ಯವಸ್ಥೆ
ಶ್ರೀ ಸಿದ್ಧವನ ಗುರುಕುಲದಲ್ಲಿ ಮಾಡಲಾಗಿದ್ದು, ಎಲ್ಲಾ ಅಟೆಂಡರ್‌ಗಳು ಅಲ್ಲಿಯೇ ಭೋಜನ
ಸ್ವೀಕರಿಸುವಂತೆ ಮಾರ್ಗದರ್ಶನ ನೀಡುವುದು.

ಸ್ಥಳ	ಶ್ರೀ ಸಿದ್ಧವನ ಗುರುಕುಲ
ದಿನಾಂಕ	24-05-2023ನೇ ಬುಧವಾರ (ಸಮಯ: ಅಪರಾಹ್ನ 1.30ರಿಂದ 5.00 ರವರೆಗೆ)
ನೋಂದಾವನೆ	- 12.30 ರಿಂದ 1-00
ಭೋಜನ	- 1.00 ರಿಂದ 1.30
ಸಂಪನ್ಮೂಲ ವ್ಯಕ್ತಿ	ಶ್ರೀ ಸತೀಶ್ ಭಟ್, ಬಿಳಿನೆಲೆ - ಮುಖ್ಯ ಶಿಕ್ಷಕರು - ಜೇಸೀ ತರಬೇತುದಾರರು - ಬಿಳಿನೆಲೆ.

ವಂದನೆಗಳೊಂದಿಗೆ,


ಕಾರ್ಯದರ್ಶಿಗಳು

Secretary
S.D.M. EDUCATIONAL SOCIETY (R)
UJIRE - 574 240



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Hon'ble Secretary addressing attendees during workshop





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Group D Employees attending workshop





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5. Training Programme for Administrative Staff

Shri Dharmasthala Manjunatheshwara Law College
Centre for Post Graduate Studies & Research in Law
M.G. Road, Kodialbail, Mangalore, Karnataka, India - 575 003.
Telephone: +91824-2494360; Email: sdmlaw@gmail.com
NAAC Re-accredited 'B⁺⁺' CGPA : 2.90
(Managed by SDME Society ® Ujire)

President: Dr. D. Veerendra Heggade

Internal Quality Assurance Cell
Organises

**Training Programme
for Administrative Staff**

Date: 04th March, 2023

Venue: Seminar Hall,
SDM Law College,
Mangaluru.

Presided by
DR. THARANATH
Principal/Chairperson


Co-ordinators

DR. RAVINDRA K. RAJPUT
Asst. Professor / IQAC - Coordinator

SRI. SANTHOSH KUMAR
Librarian

SRI. SHAILESH N.
Office Superintendent

SRI DHARMA NAIK
Office Superintendent





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Programme Schedule

Inauguration	9:30am – 10:00am
Session – 1 Resource Person: Smt. Usha Bhat Topic: Handling Emotions, Building Relationship, Remaining Happy, Performance Excellence etc.	10:00am – 11:00am
Tea Break	11:00am – 11:30am
Session – 2 (Parallel Session) Resource Person: Sri Karthik Anand Topic: Usage of Google Drive and its applications.	11:30am – 12:30pm
Session – 2 (Parallel Session) Topic: Usage and Maintenance of Electronic Devices	11:30am – 12:30pm
Session – 3 Resource Person: Mrs. Nelvita Noronha, Activity: Team building Activities	12.30pm – 1.30pm
Valedictory	1:30pm – 2:00pm

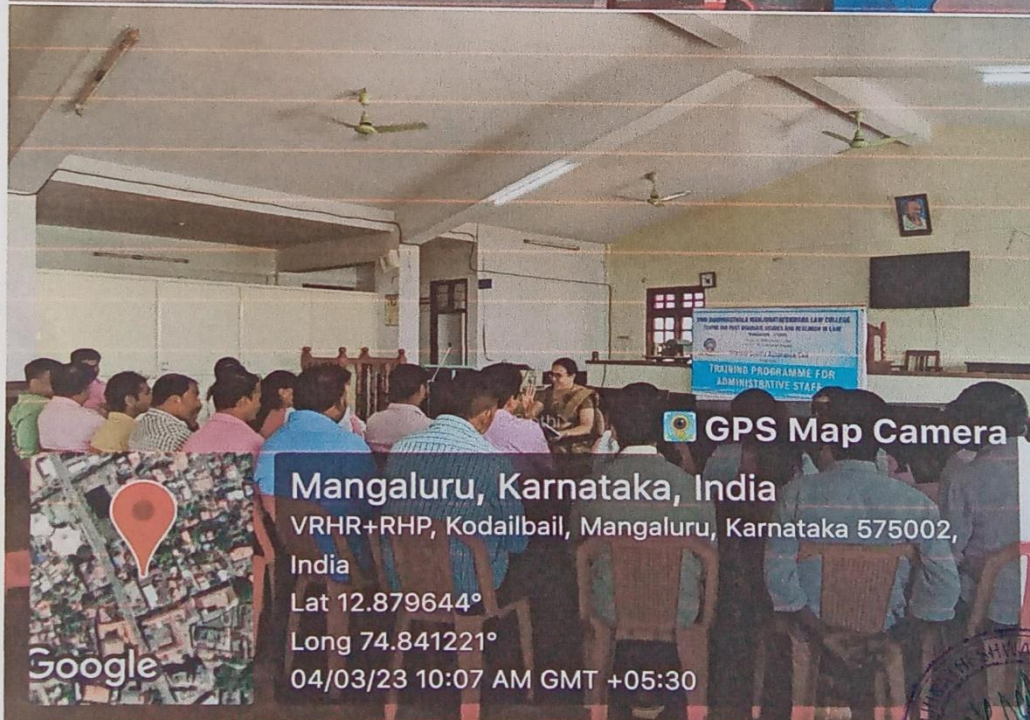




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6. Professional Ethics – Included in the Syllabus

COURSE-IV: CLINICAL COURSE-I:

PROFESSIONAL ETHICS AND PROFESSIONAL ACCOUNTING SYSTEM

Objective:

Professions are noble. The movement of all professions, hitherto, has been from chaos to organization, organization to consolidation and consolidation to autonomy and monopoly. Same is true of the law profession also. The prime reason for conferring autonomy and monopoly by the society on the professionals is the fact that they are a body of learned persons and the interest of society and individuals is safe in their hands. The Bar should set enviable standards of ethics and scrupulously adhere to them as also enforce them. It is too good of the society to trust the learned body of the professionals to regulate themselves and not to empower an outsider to sit in judgment over their activities. The trust reposed by the society in profession is to be zealously guarded. The Bar should live up to the expectations of the society. The society has a right to expect of the professionals such ideal behaviour. The course is designed to imbue students with these high values forming the basis of the profession so that they can live up to those standards in their professional life.

Course contents:

UNIT-I

The legal profession and its responsibilities; The equipment of the lawyer; Conduct in Court; Professional conduct in general; Privileges of a lawyer; Salient features of the Advocates Act, 1961.

UNIT-II

Duty to the Court; Duty to the profession; Duty to the opponent; Duty to the client; Duty to the self; Duty to the public and the State.

UNIT-III

Contempt of Court Act, 1972.

Selected major judgments of the Supreme Court:

1. *In the matter of D, An Advocate*, AIR 1956 SC 102.
2. *P.J.Ratnam v. D.Kanikaram*, AIR 1964 SC 244.
3. *N.B.Mirzan v. The disciplinary committee of Bar Council of Maharashtra and Another*, AIR 1972 SC 46.
4. *Bar Council Of Maharashtra v. M.V.Dabholkar, etc.*, AIR 1976 SC 242.
5. *V.C.Rangadurai v. D.Goplan and others*, AIR 1979 SC 201.
6. *Chandra ShekharSoni v. Bar Council of Rajasthan and Others*, AIR 1983 SC 1012.
7. *In Re an Advocate*, AIR 1989 SC 245.
8. *In Re Vinay Chandra Mishra*, 1995 (Vol-I) IBR 118.
9. *Supreme Court Bar Association v. Union of India*, AIR 1998 SC 1895.
10. *Ex-Capt. Harish Uppal v. Union of India*, AIR 2003 SC 739.



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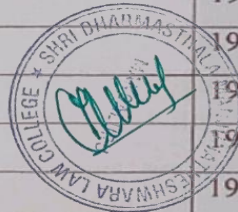
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UNIT-IV

Selected opinions of the Bar council of India

1.	DC Appeal No. 16/93	1998	(Vol.1)	IBR 135
2.	BCI Tr. Case No.40/91	1998	(Vol.1)	IBR139
3.	DC Appeal No. 8/94	1998	(Vol. 1)	IBR 153
4.	DC Appeal No. 20/94	1997	(Vol. 3 &4)	IBR 193
5.	BCI Tr. Case No. 76/95	1997	(Vol. 3 &4)	IBR 201
6.	DC Appeal No.43/96	1997	(Vol. 3 &4)	IBR 207
7.	DC Appeal No.18/91	1997	(Vol. 1 & 2)	IBR 271
8.	DC Appeal No.24/90	1996	(Vol.1)	IBR 135
9.	DC Appeal No.19/93	1996	(Vol.1)	IBR 152
10.	BCI Tr. Case No.104/90	1996	(Vol.1)	IBR 155
11.	BCI Tr. Case No.52/89	1994	(Vol.1)	IBR 187
12.	BCI Tr. Case No.127/88	1992	(Vol. 3 &4)	IBR 125
13.	BCI Tr. Case No.39/87	1992	(Vol. 3 &4)	IBR 147
14.	BCI Tr. Case No.39/89	1992	(Vol. 3 &4)	IBR 149
15.	BCI Tr. Case No.16/88	1989	(Vol.1)	IBR 99
16.	BCI Tr. Case No.2/88	1989	(Vol.1)	IBR 102
17.	BCI Tr. Case No.52/88	1989	(Vol.2)	IBR 110
18.	DC Appeal No.41/87	1989	(Vol.2)	IBR 122
19.	BCI Tr. Case No.29/81	1989	(Vol.2)	IBR 245
20.	DC Appeal No.14/88	1989	(Vol.2)	IBR 258
21.	BCI Tr. Case No.14/80	1989	(Vol.2)	IBR 264
22.	DC Appeal No.24/87	1989	(Vol.2)	IBR 273
23.	DC Appeal No.46/86	1989	(Vol.2)	IBR 280
24.	DC Appeal No.3/88	1989	(Vol.2)	IBR 285
25.	BCI Tr. Case No.2/80	1989	(Vol.2)	IBR 289
26.	BCI Tr. Case No.10/86	1989	(Vol. 3 &4)	IBR 520
27.	BCI Tr. Case No.101/88	1989	(Vol. 3 &4)	IBR 524
28.	DC Appeal No.23/88	1989	(Vol. 3 &4)	IBR 532
29.	DC Appeal No.35/87	1989	(Vol. 3 &4)	IBR 536





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30	BCI Tr. Case No.27/88	1989	(Vol. 3 &4)	IBR 542
31	BCI Tr. Case No.6/84	1989	(Vol. 3 &4)	IBR 560
32	BCI Tr. Case No.24/86	1989	(Vol. 3 &4)	IBR 563
33	DC Appeal No.10/88	1989	(Vol. 3 &4)	IBR 572
34	DC Appeal No.45/74	1988	(Vol. 1 &2)	IBR 182
35	DC Appeal No.23/87	1989	(Vol.1& 2)	IBR 187
36	DC Appeal No.6/81	1988	(Vol.1& 2)	IBR 193
37	BCI Tr. Case No.16/86	1988	(Vol.1& 2)	IBR 197
38	DC Appeal No.41/86	1988	(Vol.1& 2)	IBR 200
39	DC Appeal No.33/86	1988	(Vol. 3 &4)	IBR 354
40	DC Appeal No.21/85	1988	(Vol. 3 &4)	IBR 359
41	BCI Tr. Case No.43/82	1988	(Vol. 3 &4)	IBR 364
42	DC Appeal No.28/86	1988	(Vol.3& 4)	IBR 374
43	DC Appeal No.64/74	1987	(Vol.2)	IBR 314
44	DC Appeal No.30/84	1987	(Vol.2)	IBR 319
45	DC Appeal No.40/86	1987	(Vol.3)	IBR 488
46	DC Appeal No.10/86 &10A/86	1987	(Vol.3)	IBR 491
47	DC Appeal No.7/86	1987	(Vol.3)	IBR 496
48	DC Appeal No.7/81	1987	(Vol.4)	IBR 735
49	DC Appeal No.12/86	1987	(Vol.4)	IBR 745
50	BCI Tr. Case No.57/87	1987	(Vol.4)	IBR 753

UNIT-V

Accountancy for lawyers:

Need for maintenance of accounts- Books of accounts that need to be maintained- Cash Book, journal and ledger

Elementary aspects of bookkeeping: Meaning, object, journal, double entry system, closing of accounts

The cash and bulk transaction- The Cash book- Journal proper especially with reference to client's accounts- Ledger, Trial balance and final accounts- Commercial mathematics.

1. **Mode of assessment:** The scheme of evaluation for **Clinical Course-I:Professional ethics and Professional accounting system** shall be as under:



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- There shall be a viva for 20Marks at the end of the semester. Viva shall be conducted by the course teacher and the principal or a senior faculty member designated by the principal.
- Two Written Tests shall be conducted for 40 marks each.
- The questions in the test papers should be spread over whole syllabus.
- I test shall be at the end of 9 weeks of the semester and the II test shall be by the end of the semester.

Prescribed Books:

- Iyer, K.V., Krishnaswamy, *Professional Conduct and Advocacy*, (Oxford University Press, 1945)
- B.S.Raman, *Financial Accounting*, "Elements of Accountancy", (Mangalore: United Publishers, 1998)

Reference Books:

- Menon, N.R. Madhava, *Clinical Legal Education*, (Eastern Book Co., 2008)
- Dr. B. Malik, *Art of Lawyer*, (New Delhi: Universal Book Agency, 1999)
- Contempt of Court Act, 1971

