

BEHIND THE POLICIES

The objective of having a policy is to keep in mind the vision and mission of the institution in the working of the institution. Policy documents provide standardized mechanisms and relevant procedures for ensuring smooth functioning of units of administration process in an educational institution. The policies aim at promoting better communication and transparency among all the stakeholders especially of the student community. An institution has several initiatives to enhance the caliber of the students. In this context well defined policy in various segments play an integral part in building a healthy and safe environment conducive for learning.

Policy documents increase awareness and define boundaries on what to expect and what is the role of different stakeholders. It is easy to comply with rules and regulations, perform duties and other obligations in a mindful manner. When there is a written policy, it is convenient to manage different activities and other issues in a harmonious way. It helps to deal with students with impartiality irrespective of their backgrounds. It bridges the gap between areas of undefined activities and provides in the absence of specific guidelines. Evolving and implementing policies help in better administration, governance, planning and leads to synchronization of all the activities of the college for better coordination, cooperation as well as management.

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1. ADMISSION POLICY

Preamble:

The admission policy of Shri Dharmasthala Manjunatheshwara Law College aims

- ❖ to conduct the admission to the courses for which the affiliation is granted from the Karnataka State Law university Hubballi in a most transparent manner.
- ❖ To conduct the admissions in accordance with the rules and regulations laid down by the government, UGC and University
- ❖ To evolve the hassle-free strategies to improve the quality of admission process as it is the prime window for the students to get admitted to the institution

Admission Procedure

- 1) Admission prospectus is issued to the aspirant students along with the Application proforma on payment of nominal fee immediately after the issue of admission notification by the affiliating university.
- 2) To avoid confusion and to answer the queries of the students, a professional/ institutional mechanism has been developed by opening a helpdesk near the entrance
- 3) A training/orientation is provided to all the teaching and non-teaching staff to avoid all sorts of confusions and communication gaps, and also to update them about the latest norms issued by the concerned authorities regarding admission
- 4) Sign-boards are fixed at strategic points to guide the students/ parents to reach a particular section/ required destination.
- 5) A merit list of the students is prepared in accordance with the policy of reservation of the Govt. of Karnataka and called for interview accordingly.
- 6) For the smooth flow of the process an expert panel of interview is constituted to interview the students. The panel will conduct the same in batches without disturbing the academic schedule
- 7) The panel will thoroughly assess the learning ability/level, communication skill, general knowledge, extracurricular skills, knowledge on current affairs etc of the students who seek admission

- 8) During the admission process parents/ guardians are required to accompany the ward to fulfil the required formalities. Proper guidance/information regarding internship, discipline, do's and don'ts, rules relating to use of mobile and dress code is given at the time of admission.
- 9) The confirmation of admission is done with the full/partial payment of fees. Online provision for fees payment is also in practice
- 10) The entire admission process is being guided by the Vice Principal and the HODs

2. ALUMNI INCLUSION POLICY

Preamble

This policy is formulated with an intention of fostering a sense of belonging and responsibility for the overall progress of the institution.

Policy

The policy is directed to meet -and-greet to connect with professionals from similar backgrounds. It is intended to create diversity and professionalism amongst the students.

Objectives

- To ensure that alumni play a significant role in mentoring the students.
- Inviting Alumni who are in prominent positions to reveal their success stories.
- To expose students to real life situations and how to handle it.
- To help students to understand the significance of the legal profession to maintain appropriate ethical values.

Strategy to achieve success

- Alumni are invited to engage in interactive sessions with students.
- Alumni who have expertise in different areas are invited to deliver lectures and share their knowledge widening the scope of experiential learning.
- Students visit the chamber of alumni to gain practical training on legal practice.
- Alumni play a role in leveraging their contacts to get suitable internships and jobs for interested students.
- Students attend the chambers of alumni practicing in the high courts and supreme court to engage in internship programs.
- Alumni association play a key role in organizing endowment lectures from the fund created by the association.
- Alumni are involved in practical training and moot court activity of the college.

- Alumni are members of the governing council and other advisory committees on an ad-hoc basis.
- Alumni sports achievers are invited to address students during the annual sports meet.
- Alumni are felicitated for their personal achievements in their distinguished field.

3. CAMPUS MAINTENANCE POLICY

1. Introduction

SDM Law College is dedicated to maintaining a clean, safe, and aesthetically pleasing campus environment. This policy outlines the procedures and responsibilities for campus maintenance to ensure a conducive learning and working environment for students, faculty, staff, and visitors.

2. Maintenance Responsibilities

- a) **Office Manager:** Manager is responsible for the upkeep of all campus buildings, grounds, and infrastructure. This includes routine maintenance, repairs, and preventive measures.
- b) **Departmental Responsibilities:** Each department is responsible for maintaining the cleanliness and organization of their specific areas, such as offices and classrooms.

3. Maintenance Procedures

- a) **Routine Inspections:** Regular inspections of all campus facilities and grounds will be conducted to identify maintenance needs. Inspections will cover structural integrity, cleanliness, safety hazards, and equipment functionality.
- b) **Preventive Maintenance:** Scheduled preventive maintenance will be performed on all major systems (e.g., HVAC, plumbing, electrical) to prevent breakdowns and extend the life of equipment.
- c) **Repairs:** All identified maintenance issues will be addressed promptly. Emergency repairs will be prioritized to ensure safety and minimize disruption.

4. Reporting Maintenance Issues

- a) **Reporting Process:** Students, faculty, and staff are encouraged to report maintenance issues promptly.

- b) **Response Time:** Manager will acknowledge maintenance requests within 24 hours and provide an estimated completion time based on the urgency and complexity of the issue.

5. Cleaning and Waste Management

- a) **Cleaning Schedule:** Regular cleaning schedules will be maintained for all campus buildings, including classrooms, restrooms, common areas, and offices. High-traffic areas will receive more frequent cleaning.
- b) **Waste Disposal:** Proper waste disposal procedures will be followed to ensure cleanliness and environmental sustainability. Separate bins for wet waste and dry waste will be provided across campus, and hazardous waste will be handled according to safety regulations.

6. Landscaping and Groundskeeping

- a) **Grounds Maintenance:** The college grounds will be regularly maintained, including lawn care, tree trimming, and landscaping. Walkways and outdoor spaces will be kept clean and free of debris.

7. Health and Safety

- a) **Safety Standards:** All maintenance activities adhere to safety standards and regulations to protect the well-being of the campus community.
- b) **Pest Control:** Regular pest control measures will be implemented to ensure a healthy and comfortable campus environment.

8. Sustainability

- a) **Eco-Friendly Practices:** College adopts eco-friendly maintenance practices, such as using non-toxic cleaning products and energy-efficient equipment, paperless communication, practice of repair and reuse to support the college's sustainability goals.

9. Communication and Feedback

- a) **Communication:** Regular updates on maintenance activities and schedules will be provided to the campus community through email and the college website.
- b) **Feedback Mechanism:** A feedback system will be in place to allow the campus community to provide suggestions and report any concerns related to maintenance services.

10. Review and Improvement

- a) **Policy Review:** This policy will be reviewed annually to ensure its effectiveness and to make necessary improvements.
- b) **Continuous Improvement:** The college is committed to continuously improving its maintenance services to meet the evolving needs of the campus community.

11. Conclusion

A well-maintained campus enhances the overall college experience. By adhering to this policy, we aim to provide a clean, safe, and welcoming environment for all.

4. CODE OF CONDUCT

1. Students are required to maintain the highest standard of behavior and discipline inside the college campus. The college has every right to frame disciplinary rules from time to time and non-compliance will be dealt with by the principal and such a decision will be final.
2. Every student shall treat the staff members with utmost respect and dignity. No student shall enter the class or leave without the permission of the concerned teacher.
3. Students are not permitted to leave / enter the hall / auditorium in the middle of formal function.
4. Students are expected to maintain the highest discipline during all college programmes.
5. Outsiders, students of other colleges, friends are not permitted to participate in any college function unless permitted by the Principal. Strict action will be taken against the students who bring outsiders into the campus.
6. Each student will be allotted under the mentor/class teacher. It is the responsibility of the students to meet the mentor/teacher periodically.
7. Students are expected to involve themselves in any statutory / student support committees and cell of the college.
8. Students are expected to respect the college prayer.
9. Chewing or eating during the lecture hour is not permitted.
- 10. Indifference in regard to class works, tests and examination, discourtesy towards the teachers, insubordination, obscenity in work and act, willful damage of college property, anti social activities etc, are liable for disciplinary action which include expulsion from the college. Damage of college property will be viewed seriously and cost will be recovered from the concerned students or if unknown, cost of repair will be collected from the students in the class / college.**
11. Students must keep the college premises, classrooms and its property clean and neat.
12. Any college related activities without the permission of the principal is strictly prohibited.
13. Student usage of mobile phones is strictly prohibited during class hours and college functions. Students are expected to switch off their mobile phones, if seized necessary action in the form of confiscation and penalty will be imposed
14. The college is not responsible for the loss of valuables and belongings.

RULES AND REGULATIONS:

ATTENDANCE

1. Students must possess 70% of attendance (as per University Regulations) till the end of the semester.
2. Students who do not meet the required percentage of attendance shall not be permitted to take the end semester university examination.
3. If a student represents the institution / University State National Level in Sports/Cultural activities/NSS/NCC/Moot Court Conference etc, may be permitted to claim the grace attendance for the actual number of days participated, provided concerned authority certifies the same and the details must be compulsory entered in the college calendar. (A separate rule in this regard have been framed)
4. Attendance at the college functions, association meetings, court visit, college assembly, viva voce, chamber visit, sports meet etc. are obligatory to all students failing which appropriate action will be taken.
5. All students are expected to be inside the classroom before the arrival of the teachers. No attendance will be given for late comers.
6. Absence for any class will be communicated to the parents through text message.
7. As per University Rules, "Medical Certificate is not entertained for shortage of attendance".

UNIFORM / DRESS CODE

1. Every student should wear a college prescribed uniform on all working days/academic programmes / University Examinations / Practical Training.
2. The pattern of uniform is specified as Black Pant & White Shirt for boys and black pant and full length white shirt or white plain top and full length churidar along with black shawl & black pant. For first year students of all streams the combination of white and grey on the basis of pattern mentioned above (w.e.f.2023-24). However, the college reserves the right to change the color combination of the uniform.
3. Uniform should contain the tag indicating "SDMLC"
4. Deviation from uniform will be viewed seriously and will be penalised.
5. On special occasions, only when principal permits students can wear simple and modest color dress.
6. Every student should possess and wear an identity card issued by the college on campus and during visits for practical training.

GENERAL RULES

1. Whenever PTA Meetings are conveyed, it is the responsibility of the students to make necessary arrangements for the presence of their parents.
2. Posters and notices must not be put up without the permission of the Principal.
3. Students are strictly prohibited from indulging in any agitation, demonstration, boycotting classes, shouting slogans, obstructing fellow students to enter the classes, strikes of any kind including political.
4. For external correspondence of students they should not provide a college address for any kind of communication.
5. No student should organize any tour, picnics or meetings in the college or outside without permission of the principal.
6. Ragging in any form inside or outside the college amounts to serious non-bailable offence punishable under both IPC & UGC norms and leads to expulsion of the student from the college.
7. Use of tobacco, alcohol, narcotics etc. are strictly prohibited and subject to punishment.
8. College authority will not be responsible for any personal issues of the students unless it is purely academic in nature.
9. Any grievances against the college or university should be submitted through proper channels with the knowledge of the Principal.
10. Students cannot air or mail their grievances against a teacher and any complaint should be in the written form and enquiry will be conducted and decision will be taken by the Principal.
11. Students are not permitted to bring four wheelers inside the college campus.
12. For the violation / noncompliance of any of the rules / regulation mentioned above apart from the punishment mentioned above the college can impose fine as it deems fit. For the first default Rs. 100/- and for the second default Rs.500 and later any suitable action that the college may deem it to be fit.

LIBRARY INSTRUCTIONS

1. Students are required to deposit their belongings at the property counter at their own risk. The Library/College is not responsible for any loss or damage to the same.
2. Bringing bags, files and personal books into the library is strictly prohibited. Use of mobile phones in and around the library is strictly prohibited.
3. Keeping in mind that the Library is a place of individual study and research, students

should maintain an atmosphere of dignity, peace and silence within the library premises.

4. Students should not sub-lend the books and other documents borrowed from the library. Library documents and books should be handled with utmost care. Writing, marking, making any note on them or any damage is strictly prohibited.
5. Group discussion is not allowed in the library, but the students are allowed to have the group discussion in the class room with prior permission and students are permitted to take the library books on their identity card.
6. It is recommended to purchase one book of each subject as prescribed by the respective subject teacher, additional books can be availed from the library.

RULES RELATING TO COLLEGE REPRESENTATION BY STUDENTS IN EXTRACURRICULAR ACTIVITIES

1. Students who are interested in participating in extracurricular activities conducted outside the college shall register himself/herself with the cultural/literary committee at the beginning of the academic year.
2. There shall be a Screening Committee to select candidates to represent the college in extracurricular activities.
3. No students shall participate in events organized by private clubs/organizations/forums/associations without the prior permission of the Screening Committee.
4. To see that many students are given the opportunity to represent the college, students shall participate only in two state level fests and one national level fest organized outside the State.
5. No student who is not enrolled with the cultural/literal committee will be eligible to represent the college in intercollege events.
6. Students participating in inter college and inter university events should get the permission and approval of the Screening Committee which is mandatory.
7. Students participating in inter college events where one is required to stay away from residence/ hostel shall mandatorily produce the permission letter of their parents/guardians.
8. The Screening Committee in consultation with the Head of the institution reserves the right to permit the students to participate in programs/ events outside college.
9. The college shall reimburse the participation fees/ entry fees only when the student / participating team has obtained prior approval of the Screening Committee.

10. Students participating in fests/programs should take the permission of the concerned teachers who teach them and get credit attendance prior to participating in the event.
11. Credit attendance shall be claimed only for absence on the participating dates. If need arises only when it is approved by the Screening Committee, credit attendance may be granted for an extended day. However, there is no credit attendance for rehearsals/ practice in any case.
12. The above mentioned rules applicable for representation in cultural/ Literary/ Management fest/ Events/competitions.
13. The Screening Committee shall hold a regular weekend meeting to consider the claims of students for outside representation or hold meetings as and when need arises.

5. DISASTER MANAGEMENT POLICY

1. Introduction

Disaster Management Policy outlines the framework for preparing for, responding to, and recovering from emergencies. The primary goal is to ensure the safety and well-being of students, staff, and visitors while minimizing disruption to academic activities.

2. Objectives

- a) To prioritize the safety of all individuals on campus.
- b) To enhance readiness for potential emergencies.
- c) To establish effective response procedures.
- d) Facilitate rapid recovery and continuation of educational activities.
- e) To educate and train the college community on disaster management protocols.

3. Scope

This policy applies to all campus facilities and covers natural disasters, technological incidents, and human-caused events.

4. Roles and Responsibilities

- a) **Disaster Management Committee (DMC):** Composed of administrators, faculty, staff, student representatives, and local emergency services.
- b) **College President/Principal:** Ensures policy implementation and acts as Incident Commander during emergencies.
- c) **Faculty and Staff:** Participate in training, assist in emergency procedures, and guide students.
- d) **Students:** Participate in drills and follow instructions during emergencies.
- e) **Parents/Guardians:** Stay informed and cooperate with college directives during emergencies.

5. Preparedness Measures

- a) **Risk Assessment:** Regularly identify and mitigate potential hazards.

- b) **Emergency Supplies:** Maintain accessible emergency supplies (first aid kits, water).
- c) **Training and Drills:** Conduct regular training and emergency drills (e.g., fire) at least twice a year.
- d) **Communication Plan:** Establish and disseminate emergency contact information and communication procedures.
- e) **Infrastructure Safety:** Regularly inspect and maintain buildings and other facilities to ensure safety compliance.

6. Response Procedures

- a) **Evacuation Plan:** Develop and display evacuation routes and assembly points. Conduct regular drills.
- b) **First Aid and Medical Response:** Train staff in first aid and CPR, coordinate with local medical services.
- c) **Emergency Communication:** Use multiple channels (SMS, email, public address system) to communicate during emergencies and keep parents informed.

7. Recovery Measures

- a) **Post-Emergency Assessment:** Evaluate impact, identify repairs, and support services needed.
- b) **Counselling and Support:** Provide psychological support and counselling for affected individuals.
- c) **Educational Continuity:** Plan for continuation of classes through temporary relocation or online platforms.
- d) **Review and Improvement:** Review and update disaster response and recovery efforts based on experiences and feedback.

8. Education and Training

- a) **Curriculum Integration:** Include disaster management in the curriculum.
- b) **Workshops and Seminars:** Organize training sessions in collaboration with local emergency services.
- c) **Community Engagement:** Participate in community disaster preparedness activities.

9. Policy Review

Conduct an annual review of this policy, incorporating feedback and best practices to ensure continuous improvement.

10. Conclusion

SDM Law College is committed to creating a safe educational environment. This policy ensures that the college is prepared to handle emergencies effectively, safeguarding the college community and maintaining educational continuity.

6. DISABILITY-FRIENDLY POLICY

1. Introduction

SDM Law College is committed to creating an inclusive and accessible environment for all students, faculty, staff, and visitors. We strive to ensure that everyone, regardless of ability, has equal access to educational opportunities, facilities, and resources.

2. Accessibility in Education

- a) **Equal Access:** All students with disabilities are entitled to the same quality of education and opportunities as their peers.
- b) **Reasonable Accommodations:** We will provide reasonable accommodations to support the learning and participation of students with disabilities. This includes, but is not limited to, extended time on exams, note-taking assistance, and accessible course materials, scribe facilities.
- c) **Adaptive Technology:** Classrooms and labs will be equipped with adaptive technology to aid students with disabilities.

3. Campus Facilities

- a) **Physical Accessibility:** All buildings, classrooms, restrooms, and common areas will be physically accessible, including ramps, disabled-friendly washrooms.

4. Support Services

- a) **College Office:** The college office will serve as the primary resource for students with disabilities, offering support and guidance on accommodation requests, academic support, and advocacy.
- b) **Counselling and Mental Health Services:** Accessible counselling and mental health services will be provided to support the well-being of all students.

5. Training and Awareness

- a) **Staff and Faculty Training:** Regular training will be provided to faculty and staff to ensure they are aware of disability issues and know how to support students with disabilities effectively.
- b) **Awareness Programs:** To organize workshops and events to raise awareness about disabilities and promote a culture of inclusion and respect.

6. Feedback

- a) **Feedback Mechanism:** A clear and accessible process for providing feedback and reporting accessibility issues will be established to continuously improve our services and facilities.

7. Compliance and Accountability

- a) **Legal Compliance:** The college will comply with all relevant central, state, and local laws regarding accessibility and disability rights.
- b) **Continuous Improvement:** We are committed to regularly reviewing and updating our policies and practices to better serve our community members with disabilities.

8. Contact Information

For assistance or more information, the college office can be contacted during the office hours.

9. Conclusion

SDM Law College is dedicated to fostering an environment where all individuals, regardless of their abilities, can thrive. We believe that by working together, we can create a more inclusive and supportive campus community.

7. E-GOVERNANCE POLICY

Preamble

SDM Law College adopts a holistic approach on the e-Governance initiative across various activities of the college in an effective manner.

Object

The object of the policy is to ensure effective implementation of e-governance in functioning of the institution.

Policy

1. The institution shall feature an in-house automation system for central e-governance through EERMPS (Educational Enterprises Resource Planning and Management System) and popular third-party services. In the case of a third party, data will be stored in 'Cloud Infrastructure' for easy and quick retrieval.
2. The college campus shall be Wi-Fi enabled for simultaneous usage of all the staff and students. College shall strives to maintain good bandwidth to enable all e-Governance IT applications to function effectively and efficiently. Periodically instructions and training shall be provided to the faculty, non-teaching staff and students.
3. Payment gateway established with the SBI bank for the online fee payments. The institution understands the importance of adopting mobile technology to provide better access to services that benefit stakeholders.

e-governance in administration

- a. All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
- b. EERMPS (Educational Enterprises Resource Planning and Management System) to manage students' attendance, annualfee submission etc.
- c. All the classrooms, conference rooms and the seminar rooms shall be ICT-enabled projectors and screens.
- d. CCTV-cameras shall be installed and maintained at all prominent locations to ensure proper surveillance.
- e. The college shall maintain a website to disseminate general information as well as

- updates to its students, teaching and non- teaching staff and to the public at large.
- f. All official correspondence shall be sent via e-mail and other available online mode.
 - g. The college shall provide training to all the teaching and non-teaching staff to ensure effective implementation of e-governance.
 - h. The college shall provide training to students to enable them to benefit from ICT-enabled systems installed in the college.
 - i. Biometric for monitoring the attendance of employee.

e-governance in finance and accounts

- a. The accounts section shall operate and manage their entire accounting operations on EERMPS (Educational Enterprises Resource Planning and Management System).
- b. The college shall perform all the financial transactions through the Public Financial Management System (PFMS) in line with the extant guidelines by the Government of India.
- c. The college shall perform all TDS related functions on “web e-TDS”.

e-governance in library

Library users can make online searches of the books by name of the author, title of the book, publisher & keywords through the OPAC feature. These e-services are facilitating information availability, online submission of forms, online processing, payments, verification, status tracking and online availability of services to all college stakeholders. The college website shall be leveraged to increase awareness of the delivery of services to netizens.

e-governance in student admission and support

- a. The college shall adopt online mode of admission process as mandated by university from time to time.
- b. The college shall operate and manage admission process on EERMPS (Educational Enterprises Resource Planning and Management System).

e-governance in examination

The college shall adopt online mode of performing examination for add on courses conducted by the college.

8. EXTENSION AND CONSULTANCY POLICY

Scope

This policy applies to all stakeholders of the institution.

Policy

The institution is dedicated to share its knowledge and expertise for the needy section of the society through outreach, extension activities especially in the field of law

Objective

- To fulfil the institutional obligation towards dissemination of knowledge and access to in-house facilities for specialized consultancy services to the needy members of the society.
- To share the accumulated expertise on the contemporary knowledge useful to the society especially in the field of law.

Definition

- Extension activity: Sharing knowledge in the catchments institutions.
- Consultancy services: Sharing specialized knowledge for such people who approach to avail the facility.

Responsibility

The Principal/ Management is accountable for the implementation of this policy in the institution by providing proper financial support to carry out the policy. The policy aims to provide extension activities to the students which will in turn mould them to face their career in the field of law. The students are given a platform to mingle with the society and to deal with the real-life problems which will really help them to shape their career. Various extension activities are carried out in college relating to the field of law like mane manege kanoonu, street play, beach cleaning, blood donation camp, etc.

The consultancy services in a college also work in a manner fruitful to the society at large. The college has set up a legal aid clinic in the campus which will strive for the benefit of the society. The student's active participation will help them to deal with the

profession in future. Even ADR Centre is set up in college campus which solves the disputes between the parties who avail the services.

9.FACULTY EMPOWERMENT POLICY

Preamble

Empowered staff members contribute to the growth and sustenance of the organization. In this scenario, all the organizations initiate training and development interventions to upgrade the domain knowledge and skill sets to take up the emerging challenges in teaching, research, consultancy, and extension.

Policy

Institution provides all support to empower the staff through internal and external faculty development programs and in-house skill upgradation training / programs.

Objectives

- To make the staff competent to face the challenges emerging from the changes in the domain knowledge, skill sets driven by the market forces.
- To provide hands on experience to staff to adopt technology in teaching, learning evaluation, documentation reporting process.
- To provide an opportunity to the staff to excel in the chosen field of teaching inclusive of research, consultancy, and extension.
- To keep all staff abreast of the developments in the subjects and properly oriented and refreshed.

Methodology

- Newly recruited staff shall compulsorily undergo the orientation programme scheduled within the campus by the IQAC and the team of senior staff members on issues.
- Those staff the code of conduct and organizational structure and related members who have completed the institutional orientation programme are eligible to undergo faculty development programmes either organized internally or external faculty development programmes.
- On completion of orientation programme and the completion of probationary period, they are allowed to register for Ph. D and such other facilities.

10. RESOURCE MOBILISATION POLICY

PREAMBLE:

The policy on Resource Mobilization aims at finding out various internal and external sources of revenue to establish a sound financial system in place and also to promote self-financing of numerous Curricular and Co-Curricular activities in the college.

The internal sources of revenue are:

- Fees from the students.
- Fees for holding ADR proceedings at the centre.
- Rent received from leasing college auditorium.
- Centre fees for conducting competitive examinations, professional exams like ICW/CLAT etc., and KSLU evaluation.
- Fund allocated by the management in the annual budget.
- Fund generated by disposal of accumulated waste, stock generated from the library etc.,

The external sources of revenue are:

- Donations from individuals and philanthropists.
- Grants/funds from the Government Department.
- The Silver Jubilee Endowment Fund.

Utilization of funds

- The revenue received is required to be properly audited & it will be the part of the balance sheet of the college.
- In all cases of revenue generated from outside need to be duly acknowledged through appropriate receipts.
- For all internal & external revenues so generated GST is applicable wherever it is required.

11. GOVERNANCE POLICY

Governance is the exercise of authority, direction, and control in an organisation to ensure the organisational objectives and the founder's perceptions are achieved without any bias or prejudices or exclusion. It clearly specifies who oversees what, who sets the directions and the parameters within which the decisions are made and implemented. The whole process is governed by the core principles of Accountability, Transparency, Open and Structured Communication, Participatory and Consensus driven decision making process for the benefits of all stakeholders.

Governance practices in SDM College include the formal organisational structure marked with authority and responsibility process. These procedures and systems assure the smooth functioning of the college to achieve the desirable results and outcomes.

Policy

Ensuring that the governance principles adopted in the institution bring fairness and integrity, accountability, and transparency into the decision-making process, and the decision taken is in the interest of the shareholders.

Objectives

- To assure inclusive development of the primary stakeholders. i.e. students and staff in providing equal facilities and opportunities.
- To honour the directions and guidelines issued by the management and regulatory authorities and to submit timely compliance reports to the higher authorities (Management) and regulatory bodies (University, State Government, and central government)
- To confirm that the organisational objectives are addressed and achieved.

Methodology

- For effective and efficient governance within the institution a decentralised system is followed. Wherein, statutory cells/committees, institution-specific cells/committees and student support cells/committees are formed. The various committees and other academic units take part in conducting activities in the college.
- Each committee comprises a faculty convenor and student representatives who carry out the desired activities.
- Statutory committees are constituted as per the guidelines issued by the regulatory bodies (UGC, University, State Government) and functional committees are formed with the consent as well as the approval of the Head of the Institution.
- The committees are expected to submit annual plans in the beginning of every year and compliance reports at the end of the year.
- Regular meetings of the committees will be conducted as per the schedule and the action taken report will be submitted to the principal for further action.
- Along with the principal, core committee members are involved in monitoring the curricular, co-curricular and extracurricular activities in the campus.

12. GREEN POLICY

As responsible members of our institution and stewards of the environment, it is imperative for us to adopt eco-friendly practices and conserve energy. By implementing small changes in our daily habits, we can collectively make a significant impact on reducing our carbon footprint and preserving natural resources.

Here are some guidelines to help you contribute to a sustainable campus environment:

1. Reduce, Reuse, And Recycle:

Reduce Consumption: Be mindful of your consumption habits. Use only what you need and avoid unnecessary waste.

Reuse Items: Whenever possible, reuse items such as paper, containers, and electronics. Consider donating or selling items you no longer need.

Recycle Properly: Utilize designated recycling bins for paper, plastic, glass, and metal.

2. Energy Conservation:

Turn Off Lights: Switch off lights when leaving classrooms, offices, or any other areas that are not in use. Make use of natural daylight whenever possible.

Unplug Electronics: Unplug chargers, computers, printers, and other electronics when they are not in use to prevent standby power consumption.

Use Energy-Efficient Appliances: opt for energy-efficient appliances and equipment whenever replacements or upgrades are necessary.

3. Transportation:

Carpooling: Consider carpooling or using public transportation to reduce emissions and traffic congestion.

4. Water Conservation:

Report Leaks: Report any leaks or dripping faucets to maintenance staff promptly.

Use Water Wisely: Be mindful of water usage.

5. Sustainable Practices:

Reduce Paper Usage: Minimize paper usage by opting for digital documents, emails, and electronic submissions whenever feasible.

By adopting these guidelines and incorporating eco-friendly practices into our daily lives, we can collectively contribute to building a greener and more sustainable future for our institution and the planet. Remember, every small action counts towards making a positive difference. Together, let us strive to be responsible stewards of our environment.

13. GRIEVANCE REDRESSAL POLICY

Preamble

As per the guidelines of the UGC Grievance Redressal Regulations, 2018 composition of the grievance redressal mechanism is aimed to provide a safe, fair and harmonious environment for learning and personality building of students.

Policy

To keep in check any devious behaviour or unreasonable issue that obstructs the smooth learning process and provide subsequent relief after proper deliberation.

Aims and objectives

- The grievance redressal mechanism is an institutional process which is a formalized method to accept, access and resolve complaints.
- The aim is to encourage the students to express their grievances freely in order to build a conducive environment for learning.
- The grievance policy ensures that the process by which problems and concerns are addressed shall be fair, unbiased and within the purview of the rules and regulations formulated in the college calendar.
- Any complaint shall be resolved within the shortest period in order not to disturb the academic environment of the learners.

Procedure of lodging complaint

- The students can lodge complaints directly or indirectly.
- The complaint can be lodged by a written letter to the chairman of the grievance redressal committee or by email or even by a phone call provided that the written submission should be made prior to the enquiry process.

- The complaint should be duly signed by the complainant for an action to be taken there on.
- The students can drop a note in writing in the suggestion box and such grievance shall be addressed looking at the genuineness of the complaint.
- All complaints will be examined carefully and within seven days the enquiry process shall commence.

Composition of the Grievance Redressal Committee.

- Ex-officio Chairman - Principal
- Chairman - Vice principal
- Member - HOD Law
- Member - HOD Humanities
- Convenor - Student Welfare Officer

Procedure for resolving complaint

- Review of the complaint will be done by the committee members.
- The committee will assess whether the complaint is academic or non-academic.
- If the complaint is academic in nature the HOD's are directed to look into the issues and take necessary action to resolve the same.
- Non-academic problems will be addressed looking into the nature of the complaint.
- Students will be called to orally present their standpoint.
- The committee will ensure that confidentiality will be maintained so that students can speak freely without fear.
- The matter will be resolved as quickly as possible. If required parents will be called to educate them about certain issues.
- If necessary, students will be advised to attend sessions with the counsellor.

14. HOSTEL/P. G ACCOMODATION POLICIES

The college does not have its own hostel facilities. However, during admissions when parents of the ward enquire or approach the college for hostel facilities, we provide the list of eminent hostels and their contact details which are close by to the college campus. The class mentors periodically enquire about the safe and security aspects of the ward in the recommended hostel. Separate hostels are recommended for Boys and Girls.

Policy:

- Preparation of prior list of hostel/ PG available in and around college premises with appropriate facilities & safety measures.
- Students' grievances are heard by the Student Welfare officer & Class teacher
- List of hostel/PG inmates are collected.
- Ragging & Drug awareness programmes are conducted.
- Summoning the hostel/PG in certain circumstances.

The following are the list of hostels recommended for boys and girls:

For Boys:

- R.K Hostel
- Post Matric hostel
- Bhagavathi

For Girls:

- R. K Hostel
- Guru Darshini
- Ramakrishna Vidyarthini Nilaya
- Bhagawathi
- Kauvery

15. HUMAN RESOURCE DEVELOPMENT POLICY

Human Resource Management to manage the staff and develop the work culture

An efficient human resource management enables the workforce of an institution to contribute efficiently and effectively towards the overall achievement of goals and objectives of the institution.

- For the proper human resource management, the responsibility is classified as Principal, Vice Principal, HOD of Law, HOD of Humanities and staff members. Different committees are constituted for different purposes with defined objectives and outcomes.
- Staff meeting is called to review the activities of the college. The convenors of the committees must submit a compliance report in every meeting along with the documents.
- The best initiatives developed in HRM are mentioned below:
 - a. Faculty Development Programs for teaching staff and Training programs for non-teaching staff are organized periodically.
 - b. Performance Appraisal: The employees of the institution are evaluated by the management as per their performance through PBSA (Performance Based System Appraisal). It helps to evaluate the employees' need for improvement in specific areas.

16. INTERNAL ASSESSMENT POLICY

Preamble:

The internal Assessment policy of Shri Dharmasthala manjunatheshwara Law College aims to organize the internal assessment in a transparent and robust manner in tune with the guidelines of Karnataka state Law University.

The ICC constituted to oversee the internal examination mechanism has taken the following resolutions about the submission of internal assessment marks in order to make the internal examination system more transparent and robust.

- The institution shall constitute an Internal Co Ordination Committee to oversee the mechanism of internal assessment
- As per the guidelines of Karnataka State Law University, the faculty members shall award the internal mark to the students in the following manner

Internal Assessment Test	:	10 marks
Assignments	:	05 marks
Presentations	:	05 marks

- The faculty shall not disclose the internal marks to the students except the marks scored in the internal assessment test. However, as per the latest circular of the affiliating university, the internal assessment marks shall be displayed in the college notice board for the students' information.
- After the conclusion of the internal Assessment test, evaluation of assignment scripts and presentation, each faculty shall award the marks to students out of 20
- Faculty members are advised not to award out of out marks to any students. However, if any student is awarded with full marks, the concerned faculty shall be called by the ICC for necessary justification and documents.
- Each faculty is required to submit the marks to the panel constituted for the purpose by the ICC

- During the submission of marks, the following steps shall be followed by the faculty:
- Each faculty shall submit the marks to the panel on the stipulated date in the given format and get it approved by the panel
- The ICC authorizes the panel members to seek explanation from the faculty as per SL.No. 4
- After getting the approval from the panel, each faculty with the assistance of administrative staff should enter the marks to the KSLU portal
- The faculty members shall not entrust the responsibility of entering the marks to other colleagues
- Immediately after entering, the faculty shall obtain a printed copy of the same
- The faculty shall sit before the verification panel and scrutinize the printed copy and original mark sheet and get it approved by the panel
- After getting it approved by the panel, the faculty shall finally upload marks to the KSLU portal
- The ICC shall constitute the panel for a tenure of 05 years
 - a. Internal Coordination Committee
 - b. Internal assessment Verification panel

17. I.T POLICY

Information technology plays a dominant role in effective classroom communication as well as systematic automation today. Information technology policies articulate the institution's vision, strategy, and principles as they relate to the use of IT resources. In addition, IT policies specify requirements and standards for the consistent use of IT resources within the institution. IT intends to address both hardware and software concerns.

Policy:

- To ensure safety protocols within the campus CCTV have been installed in major areas.
- Open address system is installed for communication with students inside the campus.
- College facilitates laptop for PowerPoint presentation & administrative work.
- Enabled Wi-Fi facilities to conduct research activity.
- Public address systems like LED/LCD projectors are installed for effective teaching.
- Every student & staff is facilitated with an official e-mail I'D for communication & intimation of official matters.
- The Internet browsing section is facilitated in the college library for the exclusive use by the teachers and students.
- A common facility of Internet café is facilitated within the campus.
- EERPMS software facilitated by the management for overall administration of the college activities.
- Library automation covers the important functions like circulation of books, student's library attendance, book accession, usage statistics and other reports.
- Subscription to online databases like Manu Patra, UGC N-List resources & National Digital Library of India are facilitated for research activities.
- Periodical training for online database usage.
- Provision for providing online magazines & journals.

- Biometric system of attendance for better governance.
- College YouTube channel & Facebook Profile is created for wide coverage of the college activities.
- Conducting online Webinar/Seminar is facilitated.
- Creation of social media groups to communicate timely official information which is managed by the institution.

18.INFRASTRUCTURE AND LEARNING RESOURCE POLICY

Policy

The institution is committed to facilitate infrastructure facilities in the form of well-furnished classrooms, Library with adequate references both in print and digital form, Moot Court Hall, Auditorium, Computer Lab, Sports facilities, facilities for literary and culture activities.

Objective

- To enhance learning of the students and facilitate learning both in material and digital form.
- To facilitate students with adequate learning space and ambience to pursue higher studies, employment & self-employment.
- To provide AV rooms & Moot Court Hall with sufficient space to enhance the practical skills in the profession.

Scope

The policy is applicable to all the courses.

Responsibility

The Principal/ Management, individually and collectively, have the overall responsibility of carrying out this policy.

Definition

Infrastructure includes well-furnished spacious classrooms, library, staff room, office, Moot Court Hall, Auditorium, Canteen, Computer lab with high-end computers.

19. INTERNSHIP POLICY

Introduction:

Legal education is nothing but lifelong learning. A law student must be adequately prepared for the professional career after successful completion of the course. Internships play a pivotal role in moulding a law student for the profession. Engaging in internships brings a balance between academic and professional requirements. As per the curriculum of the university internship program is mandatory for every student.

Objectives:

- To ensure that the university requirements of 20 weeks of internship program for year course students BA LLB/BBA LLB and 12 weeks for 3 years LLB students is fulfilled.
- Students are free to choose any area depending on their personal interest and ability
- To ensure that students can unravel the nuances of legal practice and other allied areas
- To apply knowledge to professional world; understanding the working of courts and professional workspaces
- To explore different areas which are significant for overall professional development
- To acquire in depth knowledge in a certain area of their interest

Procedure for doing internship:

- Students are assigned to advocates chambers within the district; this is mandatory for each and every student of the outgoing batch.
- Students interested to internship in any sector as per the guidelines need to produce a bona fide letter attested by the head of the institution.
- The internship and placement cell looks into the overall assignment of internship to the students not only at the local level but also in different places.
- After completion of internship students must maintain an internship diary for recording the nature of program undertaken by the student.
- The internship diary shall be submitted at the end of the final year at time of viva voce examination.

Benefits:

- Working alongside advocates will ensure in building advocacy skills and exposure to practical issues.
- Variety of skills can be developed such as research skills, interview skills, writing skills, listening skills, analysis, and interpretation skills, etc.
- Internship program helps students to discover their interests and gain practical work Experience.
- Internship is a gateway to improve career prospects.
- Internship in allied areas benefit students to get employment in a wide sector.
- Academic balance can be maintained where students can understand the distinction between theory and practice.
- Helps in collaboration and boosting the resume of prospective legal professionals
- Students can take a call on going for higher education.
- Many students have been able to successfully join law chambers in various places.
- Students get motivated to join the judiciary.
- Students also are inclined to join corporate office.

20.MENTORSHIP POLICY

Preamble

The Mentorship Policy of Shri Dharmasthala Manjunatheshwara Law College is evolved with a view to monitor the overall performance and growth of the students. It also aims to facilitate the personal growth of individual students by providing guidance, support and knowledge transfer from the mentors to mentees.

Provisions

- There shall be a Mentorship Co Ordination Committee in operation to oversee the whole system. The Committee shall be constituted by the Head of the Institution for a tenure of 05 years.
- A mentorship diary should be prepared with an individual page for each student. At the end of the diary some extra pages should be incorporated to write resolutions.
- An attendance book of mentees should be maintained.
- Since the Physical Director and Librarian also interact with the student community, they can also be made as mentors. This will help to bring down the mentor mentee ratio and enhance the number of mentors.
- Every mentor should hold a meeting with the respective mentees in each month, this meeting could be either offline or online. It is desirable to hold open meetings with mentees. Any kind of personal meetings are not advisable unless it is unavoidable.
- Any kind of issues pertaining to mentees should be referred to the concerned committee which exist in the college. Mentors are advised not to take any decision. (E.g. issues concerning sports should be referred to the sports committee).
- No mentor can deal with the issues beyond his/her area.
- There shall be two kinds of mentorships. 1. Teacher Mentorship 2. Student Mentorship. Under teacher mentorship faculty will be placed as mentor to a

group of students and under student mentorship, a student will be made as a mentor to the group in which he is the member.

- The faculty will work as mentors to the allotted group of mentees till they complete their course (i.e. 5 years or 3 years). Change of mentor or mentee is not permissible without the recommendation of the MCC and permission of the principal. However, the Principal has the right to reshuffle the mentor or mentees.

21. POLICY FOR ATTENDANCE

Preamble:

The attendance policy of Shri Dharmasthala Manjunatheshwara Law College aims to develop a sense and culture of regularity in attending the classes and inculcate the same among staff and students.

Duties of faculty

- All faculty members shall maintain a record of attendance in the register provided.
- The attendance shall be marked in the register for each class in ascending numerals (1,2,3,4, 5...) and the absence shall be marked as 'A'.
- The faculty shall mark the attendance in the beginning of the class hour. The list of absentees shall be entered in the absentee slip and the same shall be collected by the supporting staff within 10 minutes from the commencement of the class.
- The faculty shall read out the roll number of the absentees in the class.
- The absentee slip shall be handed over to the concerned administrative staff for uploading in EERPMS.
- The Administrative staff shall send SMS alert to parents if the ward is marked absent.
- The faculty shall preserve the attendance register and shall produce the same whenever asked by the authorities.
- The class mentor shall inform the Head of the Institution if any student remains absent continuously for 07 days and the same shall be intimated to the parents.
- The class mentor shall prepare the attendance track for each month in the format provided where the percentage of attendance shall be calculated.
- The monthly track of attendance shall be shown to each student and signature of the students shall be obtained.
- The students below 70% attendance shall be asked to give reasons for shortage and the information shall be given to the Head of the Institution.

- Notice in advance shall be given to parents if the ward has serious attendance problem.
- The faculty in charge of different committees shall give the list of students who take part in the college events to the Student Welfare officer immediately after the conclusion of the event for the credit attendance.
- The credit attendance shall not exceed 05 in a semester except for university events.

For Students

- Students shall attend classes regularly on time.
- Students shall inform the class mentor if they are not able to attend the classes either due to college events or their personal problems.
- Students shall submit supportive documents for representing/participating in the college/university events within 03 days of the conclusion of the event.
- A minimum 70% of attendance in each subject is mandatory. No reasons including the medical will not be considered in case of shortage.
- Students who have shortage of attendance shall write an undertaking to the effect to improve the same by attending future classes.
- Students shall be detained from writing the final examinations if they are unable to maintain 70% of attendance in each subject.

22. POLICY FOR CULTURAL AND LITERARY ACTIVITIES

Preamble

Co-Curricular activity constantly raises the morale of the student's community, it establishes confidence and develops public relations and the ability to accept criticism desired for attitude change.

Policy

The Cultural and Literary forum is catered to make students fit for continuous learning and personality building.

Objectives

- To ensure that students participate in different activities to channelise their interests and talents.
- To enhance the flair for language, thinking creatively, removing stage fear and developing communication skills.
- To learn soft skills and develop interpersonal skills and make them fit for a professional career.
- To understand the cultural diversity and enable students to live up to the changing society.
- To promote the relevance of dates of national importance.

Strategy for success

- Students are given a free hand in organizing interclass competitions. Both cultural and literary competitions are conducted.
- Inter collegiate competitions are conducted to train students in different strategies required for community welfare.
- Interested students are trained to become MCs in different activities.

- Senior students mentor the freshers and introduce them to various activities conducted by different cells of the college.
- National events like Independence Day, republic day, environment day, constitutional day, Human Rights Day, etc. are celebrated to tap the consciousness of the student's community.

23. POLICY FOR COLLABORATIONS

Preamble

To strengthen the areas of research, publication, internship, training, placement, and other collaborative activities, the institution is desirous to collaborate with eminent academic institutions including advocates, law firms and consultancies for internship, training and placement opportunities to students. Joining hands with institutions for exchange of resources and officials between two parties as well as other activities extension programmes and projects.

Policy Statement

It is the policy of the institution to consider an MoU with other institutions with academic, and research expertise and also with advocates and consultancies for the internship, training and placement.

Objectives

- Formal collaboration through MoU with institutions for enhancing research, publication, and extension activities for the mutual benefit of the institutions through mutual consent.
- Faculty exchange and student exchange, allowing them to teach, conduct research, and share their expertise and exposure to staff and students.
- Organizing joint conferences, workshops and seminars.
- Professional development training, minor/major projects, internship for students, exchange of resource persons etc.
- In addition to these active efforts will be made to develop the joint training and research programmes that will be pursued in a collaborative spirit.

Methodology

- To identify mutually beneficial institutions and collaborate with the same.

- Discussions on mutual areas of collaboration and arriving at common consensus.
- Executing the formal MoU by involving the concerned head of the institution.

Broad format of MoU

First Party	<p>➤ Sri Dharmasthala Manjunatheshwara Law College, Centre for Post Graduate Studies and Research in Law, M.G Road, Kodialbail, Mangaluru.</p> <p>➤ About the College</p>
Second Party	<p>➤ XYZ institution</p> <p>.....</p> <p>➤ About the institution</p>
Area	Internships/Training/Placement/Research/Publication/seminars/conferences/workshops/Extension/Faculty and student exchange activities.
Objectives	<p>The Parties shall work together on such areas beneficial to both parties with mutual consent:</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p> <p>5)</p>
Responsibilities and obligations of the parties	<p>This Memorandum expresses a mutual desire by SDMLC and AJIM to cooperate in building intellectual and research capacity and scholarship. Additional areas of cooperation may be added by written consent of the two parties. Both parties will act in good faith to ensure that the objectives in this Memorandum are realised.</p>
General Provisions	<p>a) Nothing in this MoU shall be constituted as creating any contract, partnership, agency, or other legal relationship between the parties. This Memorandum is only a non-binding statement of intent to foster genuine and mutually beneficial collaboration.</p>

	b) This MOU can be terminated by either of the parties by giving advance notice of six months and without jeopardising the project work or progress of any such programme of either institution/Department.
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Policy for Social Responsibility

Legal education for all within affordable fees being the motto of the college, the college strives to provide legal education to all sectors through minimum fees standard. Since its inception, the institution has focused its efforts in creating awareness about the need for quality legal education in the city of Mangalore which is not only restricted to the Mangalore region but also to neighbouring districts and State.

The institutional vision is “to impart holistic knowledge of law and mould students to be competent legal professionals, committed to the cause of community development through sustained academic activities and research thereby promoting empowerment through legal education for building an ethical society” which clearly focuses on the social responsibility which is to be developed by the students in their curriculum. The institution provides ample opportunity for the students to learn about the subjects they have chosen to study and imbibe a sense of social responsibility. It is presumed that young professionals who enter the college are encouraged to contribute to the society through various extracurricular and extension activities conducted by the college. The college consists of various cells and committees set up for the purpose of imparting a sense of social responsibility among the students. The College has around 40 cells and committees under the head of statutory, student support and institution specific cells and committees. The students are allowed to take a maximum opportunity in learning their social responsibility through these cells and committees. Proper guidance and support provided by the institution led for reinforcement of ethical and social responsibilities. Adequate and proper institutional mechanism for promoting the responsibilities is earnestly undertaken.

The objectives for fostering social responsibility in legal education are:

- To promote social belongingness among students and staff and generate sensibility for challenges in society.
- To develop a strong work ethic through striving for excellence.
- To develop a sense of personal and academic integrity
- To contribute to a larger community both the educational community
- To take seriously the perspectives of others to form one's own judgments.

Scope

This policy applies to all stakeholders of the institution.

Policy

Social Responsibility is the commitment to contribute to sustainable economic development with an ethical foundation working with students, staff, the local community and society at large to improve quality of life in ways that are both good for the community and for social development.

Strategy/ Programmes: The commitment towards social responsibility is being achieved through the following strategies:

Community service through NSS, rangers and rovers, legal aid and extension, eco club and other various cells instituted in the college extending their expert services to the community at large.

Awareness Promotion Campaigns: The students shall regularly participate and conduct Awareness promotion rallies, Campaigns, and activities on the following themes: Non-compliance with Traffic Rules, Anti sexual abuse and several other legal awareness programme, street play, beach cleaning drive, walkathon etc. Some of these rallies are conducted on days of National importance such as Constitution day, Gandhi Jayanti, Independence Day, Ambedkar Jayanti, etc to sensitize students, staff and neighboring communities.

Linking learning with Community Service: students and teachers apply their knowledge and skills in a chosen community to improve the lives of people in that community. Under the 'Village Adoption' scheme, the NSS unit adopts a specific village and then provides opportunities to students from various disciplines to apply their knowledge to address the challenges of that specific community.

Linking research with community knowledge: faculties and students are encouraged to take up local issues for research.

Knowledge sharing & knowledge generation: the knowledge available with the students and teachers in various disciplines is made available to the local community to realize its developmental aspirations. These can take the forms of enumerations, surveys, camps, training, study reports, teaching and health services in poor communities, share lectures, and faculty as resource persons at the community level etc.

Inviting practitioners and local experts to deliver guest talks: legal luminaries from various fields including DLSA are invited to provide information and knowledge to the budding lawyers to deal with the societal issues. Legal profession being service oriented, the students are encouraged to inculcate the societal responsibility in their profession from the classroom itself.

Besides these initiatives, the institution also fulfils social responsibility through the following activities and practices formulated by the college:

- Spandane programme by NSS
- 5 rupees revolution (help us to help them)
- Mane Manege Kanoonu by Legal aid extension Cell
- Beach clean drive by eco club
- Periodical Green Audit that monitors and takes initiatives to support energy conservation, carbon neutrality etc.
- fundamental duties awareness campaign
- blood donation camp
- human rights campaign
- Faculty as Resource Persons at Community level programmes
- Student Activities such as Quiz, Class Seminars, Debates, Panel Discussions, etc.

24. PURCHASE, MAINTENANCE, REPAIRS AND STORES POLICY

The institution abides by the policies of the Management for purchase, maintenance, repairs and stock verification. As and when required the Department Heads/Section in-charge of office, Library & Staffroom shall discuss the issues concerning purchase, maintenance, stock etc as and when required with the principal and strictly follow the following procedures in tune with the policy of the Management.

Purchase Procedures:

1. Departmental Heads/section in-charge receives a letter from the college office explaining the budget allotment for the given year.
2. Section in-charge prepares a list of requirements with all details of cost and justification for purchase and the hard copy of the list is submitted to the principal.
3. The office section of the college invites three quotations from the suppliers, if the cost exceeds 10,000 rupees.
4. Most suitable quotation is selected by the principal and the details are placed before the section in-charge before sending for the final approval of the management.
5. After scrutiny of the quotations, the requirement lists are finalized by the section in-charge.
6. Office section of the college places the order with the supplier.
7. After receiving the items, the section in-charge checks the condition of the items purchased and he approves the bill.
8. Payment is done by the college accounts section based on the recommendation of the section in charge.
9. Details are entered in the day book and stock register.
10. Stock register is updated.
11. Every year physical stock verification is done by the Campus audit committee.
12. Items to be scrapped, damaged and repairable items are listed.

13. A separate committee formulated by the principal verifies the scrapped and damaged items.
14. The committee recommends scrapping the items.
15. Section in-charge prepares the list of repairable items and obtains permission from the principal for their repair.
16. Finally, the items are repaired for departmental use.
17. If the purchase amount is exceeding one lakh rupees, then tender must be called through Karnataka Transparency of Public Procurement Act, 1999

25.PROFESSIONAL ETHICS POLICY

Preamble

The governing institutional ethics are framed for all the employees of the institution to ensure obeisance to the motto ‘**Samyak Darshan, Jnana, Carithrani**’. These are desired to be the foundation and guiding spirit in the institution.

General ethical practices applicable to all in the institution

Integrity

- Being honest and responsible in all the duties,
- Being incorrupt.
- Being confidential regarding official matters
- Being committed and sincere to the assigned task.
- Being positive about the institution while talking to outsiders and expressing grievances if any only with the concerned person.

Honesty

- Being fair in all academic and non-academic duties of the institution that is assigned
- Being open minded and truthful.
- Being regular to the duty.
- Being concerned to inform in case of inability to attend the duty
- Contributing to the best of one’s ability and coming forward with new ideas and suggestions for institutional development
- Being a strong pillar of the institution

Positivity

- Being positive and showing positive emotions and attitudes

- Being motivational to all the colleagues and students
- Being supportive enabling others to perform at a higher level and achieve individual and institutional progress
- Contributing in the meeting with positive tone, without diminishing the spirit of the point of discussion
- Being appreciative of even small achievements of colleagues and students and encouraging to perform still better

Cooperation

- Being a team builder, hand holding whenever needed
- Being a guide, educating and sharing the knowledge
- Willingness to join hands in any task of the institution

Respect

- Being respectful
- Being humble.
- Treating colleagues and students, with respect
- Being polite and gentle in all dealings

Collaboration

- Being a contributor finding opportunities for bringing in expertise to the institution/Dept by academic partnering with other departments or other institutions
- Being considerable contributor in all assigned responsibilities assigned

Quality

- Aiming at the highest level of performance and relevance.
- Exceeding the expectation of the stakeholders.
- Not being stagnant.
- Inculcating the same amongst the students.

- Being neat, tidy and presentable
- Being quality conscious
- Being highly resourceful

Governing ethical values of teaching fraternity in the institution

- To attend learners first- may be concerning subject, emotional difficulty, adjustment problem, disinterest in learning
- To be caring - Guidance, moral values, models to imbibe, moral support
- To understand their needs both academic and emotional
- To accept the learners without biases- every learner has potential for growth and development, so duty of the teachers is to give full support without any prejudices
- To instil the curiosity among learners – the learners may lose interest and therefore the teachers are required to be inspiring and motivating
- To provide greater momentum in learning- associating with learners undertaking joint study projects for taking the study curve moving upward rather than allowing it to go downward.
- To give challenging tasks to the students to enable them to be competitive in the larger world

Governing ethical values of office staff in the institution

- To give a smiling service
- To be polite
- To provide information regarding scholarships and other benefits well in advance to the students and extend all the support to avail it
- To be prompt in completion of the routine Jobs
- To be conscious of neatness in the work
- To being punctual

- To be willing to take additional responsibilities
- To bring oneness in the office and with the staff and students
- To adhere to the Governing Ethical values of the institution
- To be humble, polite, open
- To learn all the necessary skills for improving the job with quality
- To be always in workplace unless assigned with some other duty
- To ensure security and confidentiality of the section in which posted
- To be courteous with parents and visitors
- To maintain neatness, cleanliness, and tidiness in workplace

Governing ethical values of support staff in the institution

- To be hospitable to all others in the campus
- To assist teaching faculty, office staff, students, and visitors
- To create a homely atmosphere for all those who visit the institution
- To maintain neatness, cleanliness, and tidiness in the campus
- To treat every individual with smile and courtesy
- To be available at any needy situation.
- To be punctual and honest in all the work

SDM College-Institutional values

- Not to take success for granted and not to be complacent
- Not to rest on laurels
- Not to slow down or give up
- To add values to the work and try to be creative
- To keep the learning curve moving vertically

26.QUALITY ASSURANCE AND ENHANCEMENT POLICY

Policy Statement

The college is dedicated to ensuring and enhancing the quality of its educational programs, services, and operations through a systematic and comprehensive approach to quality assurance and improvement.

Objective

In an ever-evolving educational landscape, the college aims to uphold high standards of quality, promote excellence in teaching and learning, and constantly enhance the overall student experience to meet the diverse needs and expectations of stakeholders.

Scope

This policy applies to all academic programs, administrative processes, support services, and extracurricular activities offered by the college across the department, faculty, and students.

Principles

a. Continuous Evaluation: Implement a cyclical process of self-assessment, peer review, and external evaluation to monitor and evaluate the effectiveness of educational programs, services, and processes.

b. Stakeholder Engagement: Engage students, faculty, staff, alumni, employers, regulatory bodies, and other relevant stakeholders in the quality assurance process to solicit feedback, identify areas for improvement, and ensure alignment with stakeholder expectations and needs.

c. Data-Informed Decision Making: Utilize quantitative and qualitative data, including student learning outcomes, retention and graduation rates, student satisfaction surveys, employer feedback, and peer benchmarking data, to inform evidence-based decision making and quality improvement efforts.

d. Continuous Improvement: Foster a culture of continuous improvement by providing professional development opportunities, resources, and incentives to faculty and staff to enhance teaching effectiveness, develop innovative instructional practices, and promote student success.

e. Transparency and Accountability: Maintain transparency in quality assurance processes, outcomes, and decisions by providing timely and accessible information to stakeholders and holding individuals and units accountable for achieving quality-related goals and objectives.

f. Compliance and Accreditation: Ensure compliance with relevant regulatory requirements, accreditation standards, and industry best practices to uphold the credibility, integrity, and reputation of the college.

Implementation

- a. Establish an Internal Quality Assurance Cell (IQAC) responsible for overseeing and coordinating quality assurance activities, facilitating communication and collaboration across departments, and promoting a culture of quality and excellence.
- b. Develop and implement policies, procedures, and guidelines for quality assurance, including mechanisms for program review, curriculum development, assessment of student learning, faculty evaluation, and institutional research.
- c. Provide training, support, and resources to faculty and staff to enhance their capacity to engage in quality assurance activities, develop assessment tools, and use data for decision making.
- d. Conduct regular audits, reviews, and evaluations of educational programs, support services, and administrative processes to identify strengths, weaknesses, opportunities, and threats, and develop action plans for improvement.
- e. Engage external experts, peer reviewers, and accreditation bodies to conduct periodic evaluations and assessments of the college's programs, services, and operations.

Monitoring and Review

Regularly monitor and review the effectiveness of the quality assurance policy and its implementation in achieving quality-related goals and objectives. Conduct periodic reviews and assessments of key performance indicators, benchmarks, and targets, and make necessary adjustments and refinements to ensure continuous improvement and alignment with institutional priorities and strategic objectives.

27. RECRUITMENT POLICY

The appointment of the teaching faculty/office staff/other assistant staff in the college is undertaken by the HR Department of the SDME Society. The Society has well defined policy for appointment, and service regulations. The entire system of procedures is available in the SDME Society's Handbook of HR Regulations.

The document has the following regulations:

- Preliminary
- Categorization of Posts and Classification of Employees
- Appointment and Probation
- Performance Appraisal and Promotion
- Transfer and Job Rotation
- Rules on Travel Expenses and Halting Allowance
- Working Hours, Attendance and Punctuality
- Leaves
- Exit Regulations
- Code of Conduct
- Disciplinary Actions
- Certification of service

The College is to abide by all the regulations of the SDME Society. The Society stipulates institutional procedures for the smooth selection process, the service guidelines and other code of conduct and disciplinary regulations.

Selection Process:

- The HOI is expected to send a list of Staff requirements in the beginning of the academic year or as and when the vacancy arises to the society.

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

professional ethics that each employee is required to follow. The interaction by the Secretary is considered a significant phase in the process of selection as it gives not only orientation to the selected candidates but also the precautionary note if the candidate turns out to be a failure.

- The intimation letters to report are sent to the candidates.
- The Management issues Appointment orders to individual candidates on the day of joining.

Monitoring Services:

- Soon after the candidate joins the organisation, the institution is expected to hold an orientation session by the senior faculty. All the professional ethics, dos and don'ts, the job requirements, time to check in and time to check out, the etiquettes, the team behaviour and attitude and finally the contribution for the growth of the institution are shared.
- The services of the employees are monitored through the Performance Based Appraisal, Evaluation by the higher authority, submission of plan of action (lesson plan, other activities like extension, research, other curricular activities) and work done statement.
- The confidential report submitted by the HOI based on the PBAS shall form the criteria for service continuation and promotions.
- The institution is expected to maintain the documents like credential certificates, leaves, details, salary details, service registers etc.
- As per policies and employee welfare measures of the management, the institution is directed to give every facility and benefits to its employees. (Policy on staff welfare has reference to all the benefits and facilities)

28. RESEARCH POLICY

Preamble

The institution aims to provide a healthy research ambience, creation and sustenance of a research culture, and to motivate the staff and students to engage in research activities. The aim is to inspire, guide and coordinate the initiatives of the staff and students towards research studies, research projects, and publications of articles/ papers in reputed journals in sciences and humanities, organizing national and international conferences, and presentation of research papers. This research policy undertakes to provide a broad framework to guide scholarly researchers. The policy has the following provisions:

- Individual researchers shall be free to select the subject matter of their research, seek financial sources for their work, and explore new findings and conclusions.
- Researchers shall not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.
- The committee shall create a suitable ambience to research by providing infrastructure-space, library, and laboratory facilities.
- Any staff desirous of doing research shall seek support from the Management and once the approval is granted, he shall register or undertake the project.
- The Management shall support the scholar by sanctioning incentives, study leaves and by exempting from other duties.
- The Management desires that every staff takes up research projects Major funded by UGC, NHRC, KSLU etc.
- The Management shall provide infrastructural support to such projects and assist in applying to the funding agencies.
- The Management shall provide TA and DA to those who are presenting papers in the national and international conferences.

Objectives

Any educational Institution has two major responsibilities. One is Knowledge sharing of knowledge and the other is knowledge creation. As a part of knowledge creation

activity to bring in a research culture within the institution and create necessary facilities this policy is made. It aims at motivating the staff and students to engage in research activities, provide necessary guidance and facilities, enable them to submit research projects in reputed journals.

The policy aims at:

- Creation of a suitable ambience to research learning resources, and library facilities
- Conduct needs-based training facilities and workshops for staff as well as the students
- Giving due recognition to the staff for publication of papers and getting research funding
- Promoting MOUs with reputed research organizations
- Recommending for financial assistance for the deserving proposals

Method of Implementation

The college is recognized as the only research centre under KSLU which benefits both the teachers as well as students in the field of research. Our college has framed several guidelines in order to promote research skills both among teachers as well as students.

- Teachers are encouraged to take part in research projects, attend seminars, write a paper by providing them financial assistance. Special leave is granted to them to encourage research activities. A policy is also framed by the institution regarding the same.
- The concept of PBSA (Performance based self-appraisal) is introduced by the management by providing them incentives on their performance which encourages teachers to pursue their research work amidst their academic responsibility.
- Institution also encourages teachers to participate in minor and major research projects. In order to educate and give insights on this, workshops are conducted in the institution for the benefit of the faculty members.
- Various seminars and conferences are conducted in the institutions specially on research methodology, IPR and entrepreneurship development.
- Also, seminars are conducted by taking grants from the funding agencies like NHRC, NCW, KILPAR, etc.

- Various articles and chapters are published in reputed journals recognized by UGC, in UGC Care list, Scopus and web of sciences, peer reviewed journal and in various national and international conferences which is the key indicator for the enhancement of research skills of both the teachers as well as students.
- Research is very important for law students for the enhancement of their mooted skills. Training sessions are also provided for the students to improve their research skills in mooted.
- Student law review '*LEX Plus*' is published yearly which will provide opportunity and encourage students to improve their research skills
- Institution has signed an MOU with various educational institutions, industry, corporate firms, advocates, governmental bodies to conduct activities for the overall development of both the institutions as well as to serve the society at large.
- All the MOUS signed are active and functional through various activities conducted in collaboration with such institutions.
- We have collaborations with 78 law chambers for the purpose of practical training to final year students.
- College has seed money policy for Aided staff up to Rs.2000/- and for unaided up to Rs. 3000/-
- College has established Annual Magazine '*Pragathi*'
- Every Year Books of Special Edition will be published on different themes both on Law and interdisciplinary to encourage research skills of faculty members with ISBN Numbers.
- College has a printed journal '*Legal Opus*' to encourage research skills of faculty.

29 RESOURCE MOBILISATION POLICY

PREAMBLE:

The policy on Resource Mobilization aims at finding out various internal and external sources of revenue to establish a sound financial system in place and to promote self-financing of numerous Curricular and Co-Curricular activities in the college.

The internal sources of revenue are:

- Fees from the students.
- Fees for holding ADR proceedings at the centre.
- Rent received from leasing college auditorium.
- Centre fees for conducting competitive examinations, professional exams like ICW/CLAT etc., and KSLU evaluation.
- Fund allocated by the management in the annual budget.
- Fund generated by disposal of accumulated waste, stock generated from the library etc.,

The external sources of revenue are:

- Donations from individuals and philanthropists.
- Grants/funds from the Government Department.
- The Silver Jubilee Endowment Fund.

Utilization of funds

- The revenue received is required to be properly audited & it will be the part of the balance sheet of the college.
- In all cases of revenue generated from outside need to be duly acknowledged through appropriate receipts.
- For all internal & external revenues so, generated GST is applicable wherever it is required.

30. REIMBURSEMENT POLICY

Faculty shall be reimbursed in the following manner subject to the rules mentioned herein below.

Reimbursement shall be applicable in the following cases:

- Paper Publication cost (only UGC recognized /UGC care list).
- Registration fees for the Paper Presentation in the Conference/Seminars/Workshops.
- Registration fees for participating in FDP not less than 7 days.
- Registration fees for FIP & R.C.
- TA/DA for attending official duties.
 - a. Not applicable if it is already availed from the concerned authorities.
 - b. Applicable if there is a direction by the university to pay the same to the concerned staff.

Note:

- Each faculty is entitled for claiming not more than Rs. 2000/- in case of aided teachers and Rs. 3000/- in case of unaided teachers in an academic year for serial no. 1 to 4.
- The reimbursement policy is subject to the rules made by management from time to time.

31. SAFETY POLICY

Introduction

The Safety Policy of SDM Law College aims to create a secure and healthy environment for all students, staff, visitors, and community members. This policy outlines the responsibilities and procedures for maintaining safety and addressing potential hazards.

Objectives

Safety Assurance: Ensure the safety and well-being of everyone on campus.

Hazard Prevention: Identify and mitigate potential safety risks.

Emergency Preparedness: Prepare for effective response to emergencies.

Safety Education: Educate the college community on safety protocols.

Scope

This policy applies to all areas and activities within the college, including academic buildings, recreational facilities, and external college-sponsored events.

Roles and Responsibilities

College Administration:

- a) Develop and enforce safety policies.
- b) Allocate resources for safety measures.

Safety Officer/Committee:

- a) Oversee safety programs and compliance.
- b) Conduct regular safety inspections and risk assessments.

Faculty and Staff:

- a) Follow safety procedures and report hazards.
- b) Participate in safety training and drills.

Students:

- a) Adhere to safety guidelines and participate in drills.
- b) Report unsafe conditions or incidents.

Visitors:

- a) Comply with college safety rules and directives.

General Safety Measures**Campus Security:**

- a) Maintain a visible security presence.
- b) Implement access control measures (e.g., ID cards, visitor logs).

Emergency Preparedness:

- a) Develop and display evacuation routes.
- b) Conduct regular emergency drills (e.g., fire, first aid).

First Aid:

- a) Provide first aid kits in accessible locations.
- b) Train staff and students in basic first aid and CPR.

Facility Maintenance:

- a) Regularly inspect and maintain buildings and equipment.
- b) Address maintenance issues promptly.

1. Specific Safety Protocols**Fire Safety:**

- a) Install and maintain fire alarms and extinguishers.
- b) Conduct fire drills and provide fire safety training.

Health and Wellness:

- a) Promote mental health resources and support services.
- b) Ensure hygiene and sanitation standards are met.

2. Reporting and Response

Incident Reporting:

- a) Establish a clear process for reporting accidents, injuries, or unsafe conditions.
- b) Investigate incidents and implement corrective actions.

Emergency Response:

- a) Develop an emergency response plan and team.
- b) Ensure communication systems are in place for alerting the college community.

3. Training and Awareness

Safety Training:

- a) Provide regular training sessions for staff and students.
- b) Include safety protocols in orientation programs.

Awareness Campaigns:

- a) Conduct safety awareness campaigns and drills.
- b) Training program on Self-defence
- c) Distribute safety information and resources.

4. Policy Review

Conduct an annual review of the safety policy to ensure its effectiveness and make necessary updates based on new risks and feedback from the college community.

Conclusion

SDM Law College is dedicated to maintaining a safe and healthy environment for all. This policy ensures that safety is a shared responsibility, fostering a culture of vigilance and preparedness across the college community.

32. SCHOLARSHIPS, FREE SHIPS, AND FEE CONCESSIONS POLICY

This policy document for the award of scholarships, free ships, and fee concessions at the College, aims at providing equitable access to education and support students from diverse socio-economic backgrounds in their academic pursuits.

Objectives:

- To identify and provide financial assistance to deserving students to pursue higher education.
- To recognize and encourage academic excellence, and participation in extracurricular activities.
- To alleviate the financial burden on students/parents from economically disadvantaged backgrounds.
- To ensure transparency, fairness, and accountability in the awarding process.

Types of Financial Assistance provided by/in the institution

- **Scholarships:** Merit-based financial assistance awarded to students based on academic excellence, financial status of the student. The scholarship may be a government/non-government or endowment scholarship.
- **Free ships:** Financial assistance provided to deserving students based on financial need and/or special circumstances.
- **Fee Concessions:** Reductions in tuition fees or other fees provided to eligible students to alleviate financial burden and motivate performances in extra-curricular activities.

Eligibility Criteria:

- Eligibility criteria for scholarships, free ships, and fee concessions may include academic performance, financial need, government norms (each SC, ST, OBC), and participation in extracurricular activities.
- Eligible students must meet the specified criteria of family income and provide necessary documentation to support their applications.

Application Process:

- Students are required to submit a formal application for scholarships, freeships, or fee concessions, including relevant documentation such as academic transcripts, income certificates, and proof of category (if applicable). When online applications are received, these procedural requirements are to be followed.
- The application process may involve an evaluation by a scholarship screening committee or designated authorities responsible for assessing eligibility and determining the amount of financial assistance, which is further approved by the institution.

Sources of Financial Assistance:

- Financial assistance may be sourced from internal funds allocated by the institution, external scholarships offered by government agencies, private organizations, and philanthropic donors.
- The institution may collaborate with external agencies such as state and national scholarship portals, local government bodies, and corporate sponsors to facilitate access to scholarships and financial aid programs.
- The management itself comes out with a package of scholarship.

Awarding Process:

- The awarding process for scholarships, free ships, and fee concessions will be based on the evaluation of applications and adherence to the eligibility criteria by the respective agencies.

- Decisions regarding the award of financial assistance will be communicated to students in a timely manner, ensuring transparency and accountability in the process.

Review and Renewal:

- The institution will periodically review its scholarship, free ship, and fee concession policies to ensure alignment with changing needs and priorities.
- Students receiving financial assistance may be required to meet specific criteria for renewal, including maintaining satisfactory academic progress and adherence to conduct standards.

Grievance Redressal:

- A grievance redressal mechanism has been established to address any concerns or complaints related to the award of scholarships, free ships, and fee concessions.
- Students are provided with a channel to raise grievances, and the institution would take appropriate measures to resolve issues in a fair and timely manner.

Implementation and Monitoring:

- The implementation of this policy is overseen by designated authorities within the institution, including scholarship committees and administrative personnel responsible for financial administration.
- Regular monitoring and evaluation will be conducted to assess the effectiveness of the scholarship, free ship, and fee concession programs and make necessary adjustments as required.

33. SPORTS POLICY

Preamble

Sports and games are directed to promote success, achievement, teamwork and healthy competition. It is an excellent way to create an ambiance for learning and develop the feeling of tolerance in a group environment.

Policy

To support students to reach a high level of performance by providing them adequate facilities and opportunities to promote their interests in sports.

Objectives

- To motivate students to take part in sports events to promote a healthy and an active lifestyle.
- To encourage students to showcase their talents.
- To develop the quality of self-discipline, self-respect and other interpersonal skills required for overall personality development.
- To build a healthy society by believing in comradeship and sportsmanship.

Strategy

- To organize inter class sports events both indoor and outdoor events.
- To encourage students to take part in sports events organized by KSLU Hubballi and participate in inter University matches.
- Conducting University Sports events as when directed by the university.
Students are engaged in organizing the event which ensures overall personality development.
- Providing TA/DA for students participating in university events.
- Engaging professional trainers whenever required.
- Providing sufficient medical aid to injured students.
- Listing the name of achievers in the Roll of Honor.

- Giving mementos and certificates to the winners of different events.
- Providing refreshment to the students while participating in sports events.
- Providing sports uniforms for students participating in university events.
- Conducting annual sports meets.

Success

- Many students have represented sports events at the university level.
- Students have represented in National as well State level competitions.
- Students recognised as overall champions were rewarded by cash prizes by the university.

34.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
- 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.

35. STUDENT WELFARE POLICY

Preamble

Students are the backbone of a progressive society. In order to stay in par with the global needs of modern education this policy is framed to shape the students to be fit for the career of their choice.

Policy

Welfare of students inter alia play a dominant role in the growth of an institution. The college has undergone sea changes in imparting legal education over the years. This policy is formulated to see that students are continuously engaged in different activities to channelise their interests.

Objectives

- This policy is directed to understand the potential of students coming from different backgrounds and streams must be trained appropriately to make them fit for their career.
- It is aimed to help students to adapt to various situations daily.
- To create awareness of the existing problems in a society.
- To build leadership qualities and enhance personality development.
- To help students to crack government exams and to ensure their entry into different government departments.
- To ensure that students can unravel the nuances of the legal profession and build advocacy skills.
- To ensure that students can get appropriate placement after successful completion of the course.
- To bridge the gap between fast and slow learners.
- To build analytical and problem-solving skills.
- To ensure that students participate in different activities to understand the cultural, social, and ethical values.

- To promote research skills for acquiring new knowledge and inquisitiveness for further learning.
- To ensure that alumni contribute to the learning process of the students.

Strategy to get results

- Conducting different programs both academic and non-academic for enriching students in various streams.
- Orientation program is conducted to the freshers to help them to understand the pulse of legal education and career in law.
- Guest lecturers on different topics are arranged continuously to introduce students to new areas.
- Students are guided to be members of different cells according to their interests.
- The legal aid and legal literacy cell play a crucial role in community education there by exposing students to the ground reality of life.
- The mentorship program is a gateway to help students, especially slow learners to trace their drawbacks and uplift them to meet with the current demands.
- The eco club is a unit which sensitizes students to the environmental issues and their concerns.
- The NSS and Red Cross cells promote cooperative social responsibility.
- The literary and cultural cell is engaged in several activities to establish confidence in students and personality building.
- The research and publication unit motivates students to publish articles in law journals and provide adequate training and requisite information regarding the same.
- The training and placement cell inter alia conducts annual placement drives to ensure that students are placed in different areas after the completion of the course.
- The moot court and mock trial are conducted on a regular basis to train students to get a clear understanding of the court practice.

- To have MoU's with other institutions to enhance collaborative learning.
- Students can enrol themselves in additional Addon courses conducted by the college.
- Students are guided to join diploma courses introduced by the university.
- The students are directed to observe the proceedings in the ADR centre of the college to get a first-hand knowledge of the mediation process.
- Students are motivated to engage in sports activities to remain healthy and active.

36. STUDENT POLICY FOR ADVANCED AND SLOW LEARNERS

Preamble:

The policy for advanced and slow learners of Shri Dharmasthala Manjunatheshwara Law College aims to identify the learning level of students and to evolve mechanisms thereof.

Mechanisms for identification / classification:

The following mechanisms shall be followed to identify the leaning level of students and to categorize them as advanced and slow learners.

1. Admission interview by the panel of experts.
2. Internal Assessment which includes written test, assignment and presentations.
3. Performance in Moot activities.
4. Performance in semester examinations.

Classification of learners:

The classification of student as advanced and slow learners shall not be exclusively based on the performance in examinations. Co-curricular exercises like Moot Court, Mock trial, simulation shall also be considered for the same. Therefore the classification shall be purely subjective in nature.

Policy for the advanced learners:

1. Advanced learners shall be given with additional library cards and books.
2. Advanced learners shall be considered as academic mentors to the slow learners.

Policy for slow learners:

1. Slow learners shall be given with additional library cards and library books.
2. Slow learners should be given academic counselling if needed.
3. Remedial classes shall be engaged for the slow learners for academic improvement.
4. Slow learners shall be encouraged to involve more in co-curricular activities.
5. Slow learners shall be made to avail academic mentoring from the advanced learners.

