



SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE

CENTRE FOR POST GRADUATE STUDIES AND RESEARCH IN LAW

MANGALURU 575003

NAAC Assessment

2019 - 2024

Criteria - I Curriculum Aspects

1.3 Curriculum Enrichment

1.3.2. Percentage of courses that include experiential learning through Moot Courts, seminar courses, Court visits, Arbitration/Mediation/Client Counseling Exercises, Paralegal volunteering/ legal aid training, advocate chamber and internship in law firms/NGOs/Judicial Clerkships etc.



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

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

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Minutes of Faculty Meeting 2019 - 2024

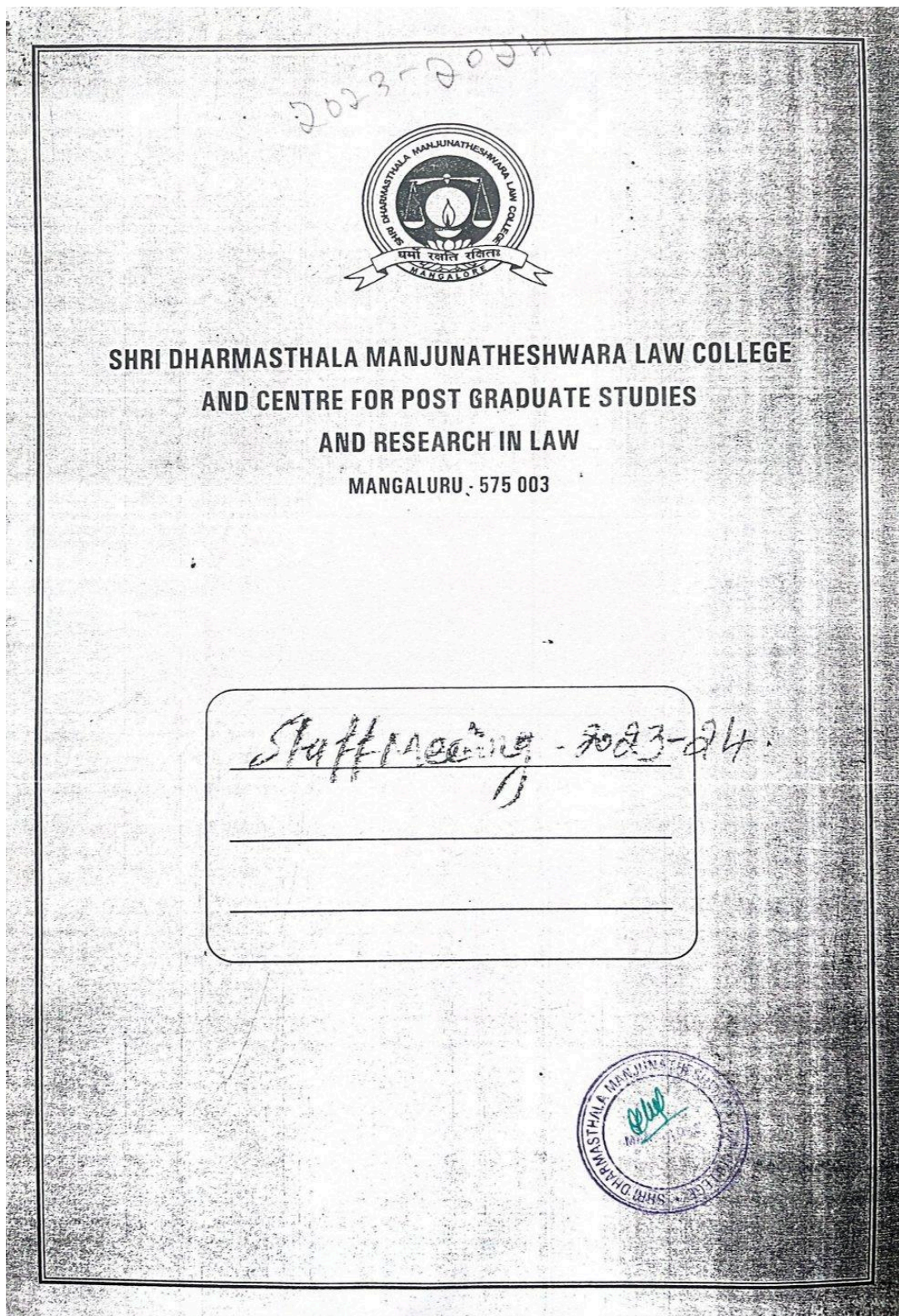


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Faculty Meetings 2023 - 2024





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Action Taken

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

Matters discussed in meeting.

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

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

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

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



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Action Taken

i) Year back students are applying for re-valuation and if they clear it, they will become eligible to attend the classes. Attendance will be calculated from the date of joining to the class after they clear the results.

j) While conducting activities inside the classroom, teachers should monitor the
NOTES: same and it should not create disturbance to other classes.

k) Enter the class before prayer;

l) During re-admission, students are informed about strict following on uniform related matters. College uniform is mandatory to follow.

m) Faculty not to speak anything about other teachers in the classroom and need to maintain teacher-student distance.

n) If any misunderstanding b/w the faculty members, solve them mutually by outspeaking with concerned faculty only. (open mind)



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COMMITTEE / CELL Staff Meeting

Date of Meeting 08/12/2023 Time: 12.00

Members Present	Signature
-----------------	-----------

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

Resolution



Principal
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Action Taken

(d) Students should be imparted knowledge about internship diary and in their internship books, they must write about their study in a particular office. Only during vacation, students can take up internship.

(e) Awarding internal marks is another NOTES: matter to be noted. While awarding internals, motivate them to present assignment and submit. minimum 08 is required out of 20 to clear the paper in semester exam.

f) Class teachers must play a prominent role in relieving their stress and problems. Once in a week, teachers should interact with students on their personal problems.

g) Teachers should insist students to submit their photocopy of marks to the class teacher.

h) Various cells and Committees should present their proposed activities for this academic year. Let it be one or two in number.



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COMMITTEE / CELL

Date of Meeting Time :

Members Present		Signature	
SRI MAHESHCHANDRA NAYAK	<i>Wayak</i>	DR. BALIKA	<i>DR. BALIKA</i>
MRS. UJWALA	<i>Ujwala</i>	DR. SANTHOSHA KUMARA A	<i>DR. SANTHOSHA KUMARA A</i>
MR. RAKSHITH B.V.	<i>Rakshith</i>	MRS. SHARIKA RAI	<i>MRS. SHARIKA RAI</i>
MRS. DEEPA SALIAN	<i>AB</i>	MRS. VINUTHA K	<i>MRS. VINUTHA K</i>
MR. KARTHIK ANAND	<i>Karthik</i>	DR. RAVINDRA RAJPUT	<i>DR. RAVINDRA RAJPUT</i>
MR. AMITH	<i>Amith</i>	MS. SUMA S. KOGILGERI	<i>MS. SUMA S. KOGILGERI</i>
MR. PUSHPARAJ	<i>Pushparaj</i>	DR. SHUBHALAKSHMI P	<i>DR. SHUBHALAKSHMI P</i>
DR. RESHMA	<i>DR. RESHMA</i>	DR. ANNAPOORNA SHET	<i>DR. ANNAPOORNA SHET</i>
MRS. NELVITA C NORONHA	<i>Nelvita</i>	DR. CHANDRALEKHA V	<i>DR. CHANDRALEKHA V</i>
MR. ASHWIN	<i>Ashwin</i>	DR. DIMPAL MESTA	<i>DR. DIMPAL MESTA</i>
		DR. ASHWINI P	<i>DR. ASHWINI P</i>
		DR. SHAHEEMA A S	<i>DR. SHAHEEMA A S</i>
		SRI. SANTHOSH KUMAR	<i>SRI. SANTHOSH KUMAR</i>
		MR. SHASHIPRASAD	<i>AB</i>

Resolution



Principal
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Action Taken

Principal welcomed all the staff to the meeting.

Discussions in the meeting are:-

a) Governor's visit to our College on 9th Dec 2023.
(Goa Governor).

NOTES:

→ Tomorrow journals and books are released.

→ To run the program in systematic manner, arrangements should be made.

→ on 23rd Dec - Alumni Meeting will be held and golden jubilee Celebration-related message can be provided.

→ NAAC notice has come to college - on its expiry of duration of previous NAAC assessment.



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COMMITTEE / CELL

Staff Meeting

Date of Meeting 01/01/2024

Time: 4 PM

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

Agenda

Resolution



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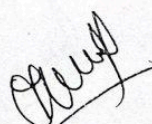
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Action Taken

Principal Welcomed all the staff to the meeting.

1. Internal examinations will be conducted from 23rd to 30th Jan 2024. unless otherwise university prescribes a date.
2. BCI required details are uploaded through online pattern successfully by 30th Dec 2023.
3. NOTES: NAAC uploading need to be done by March 2024. Teachers should complete their syllabus by 28th Feb 2024.
4. Document collection for the month of Sept 2023 to Dec 2023.




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COMMITTEE / CELL Staff Meeting

Date of Meeting 18/01/2024 Time: 4:20 PM

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

Agenda

Resolution



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Action Taken

Principal welcomed all the staff to the meeting.

Agenda -

PBSA - 2023 - submission and procedures.

Mr. Karthik Anand - Assistant Professor of Law
was explaining about filling of PBSA-2023 - methods
and procedures.

NOTES :

- one activity should be filed for one claim.
- Activities conducted from Jan 2023 to Dec 2023
can be taken into account.
- Specific documents with specific matter should be
uploaded (not to upload unconnected)
- After submission HOD & a committee will
scrutinize the same.



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COMMITTEE / CELL Staff Meeting

Date of Meeting 24/01/2024 Time: 4:25 P.m.

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

Resolution



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Action Taken

1. Principal welcomed all the staff to the meeting.
2. Agenda of the meeting :-
 - Celebrating Republic Day Celebration.
 - Kabaddi Competition Interclass.There is need of presence of all the students for this Republic Day programme.

NOTES :

Programme agenda -

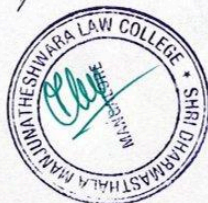
Justice V Karaga V. Jayagan - former Chief Justice Tharkkar. High Court will be the chief guest.

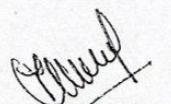
Floral Tribute to M.K. Gandhi and Dr. B.R. Ambedkar's photograph will be organised.

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

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

Question paper of internal examinations are




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Action Taken

ready for scrutiny.

→ Examination - Internal exam - will be held on 29th Jan 2024.

→ Duty distributions has been done.

NOTES :



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Action Taken

- Principal welcomed all the staff to the meeting.
- Canara Bank officials gave a brief on their new features available in their Bank.
- Document collection was the main agenda of the meeting.
- NOTES:
- Internal examinations conducted as per K.S.L.U guideline successfully.
- Individual score sheets must be prepared and kept for our reference in the college.
- Consolidated score sheet should be prepared and submitted to the university.
- A&AR report should be submitted with in 29th Feb 2024. (2021-22) & (22-23).
- Classes should be conducted on regular basis inspite of holding various events.
- Cleanliness of classrooms also the priority.



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COMMITTEE / CELL Meeting:

Date of Meeting 23/02/2024 Time: 12.40 PM.

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

Agenda

Absence with leave.
Mr. Rakshith B.V. -

Mr. Ashwin -

Dr. Ravindra K. Rajput -

Resolution



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Action Taken

- Timetable adjustment so far done by Mr. Smith and henceforth continued by Mrs. Vijale.
- There are certain Audits to take place like Academic audit, gender audit, AA, disability audit, etc.
- LLM viva-external-will be held on 15th Feb 2024.
- NOTES :
- We should strive to get 'A' grade from NAAC in the coming cycle.
- Gross attendance should be looked into and not more than 5 for an event.
- Lok Sabha election is approaching and we must take utmost care about any issue that might arise.
- ISSN no. to our journal is on process and faculty can submit articles.
- Faculty must register in movement diaries and punctual in their movements.



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COMMITTEE / CELL Staff Meeting

Date of Meeting 22/02/24 Time: 4. PM.

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

Agenda

Resolution



W. Nayak
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SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE
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MANGALURU - 575003

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Action Taken

Principal welcomed all the staff to the meeting

→ Yakshottava programme - 2023-24 will be held on 20th to 25th Feb. 2024.

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

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

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

→ Yakshottava will be held for 3 days.

→ Dates are allotted to the faculty members.




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COMMITTEE / CELL Staff Meeting

Date of Meeting 06/03/2024

Time: 2 PM

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

Agenda

Resolution



[Signature]
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Action Taken

Principal Welcomed all the staff to the staff meeting

→ Collection of documents for Feb. 2024.

→ NAAC Grade will expire on June 2024

→ Now we have to work on NAAC uploading

NOTES: for the 5 years - from 2018-19 till date.

→ AQAR reports are uploaded and now we have to upload all five year IIOA- and it in the need of the hour to present.

→ Accredited and non-Accredited status is found.

→ For future benefits, we need to go for Accredited Grade - Assessment should be made.

→ All of us should search the documents and must produce because there are certain documents are not submitted.

→ Five years biodata of faculty members should be submitted. Segregate all the documents with criteria Reports.



PRINCIPAL

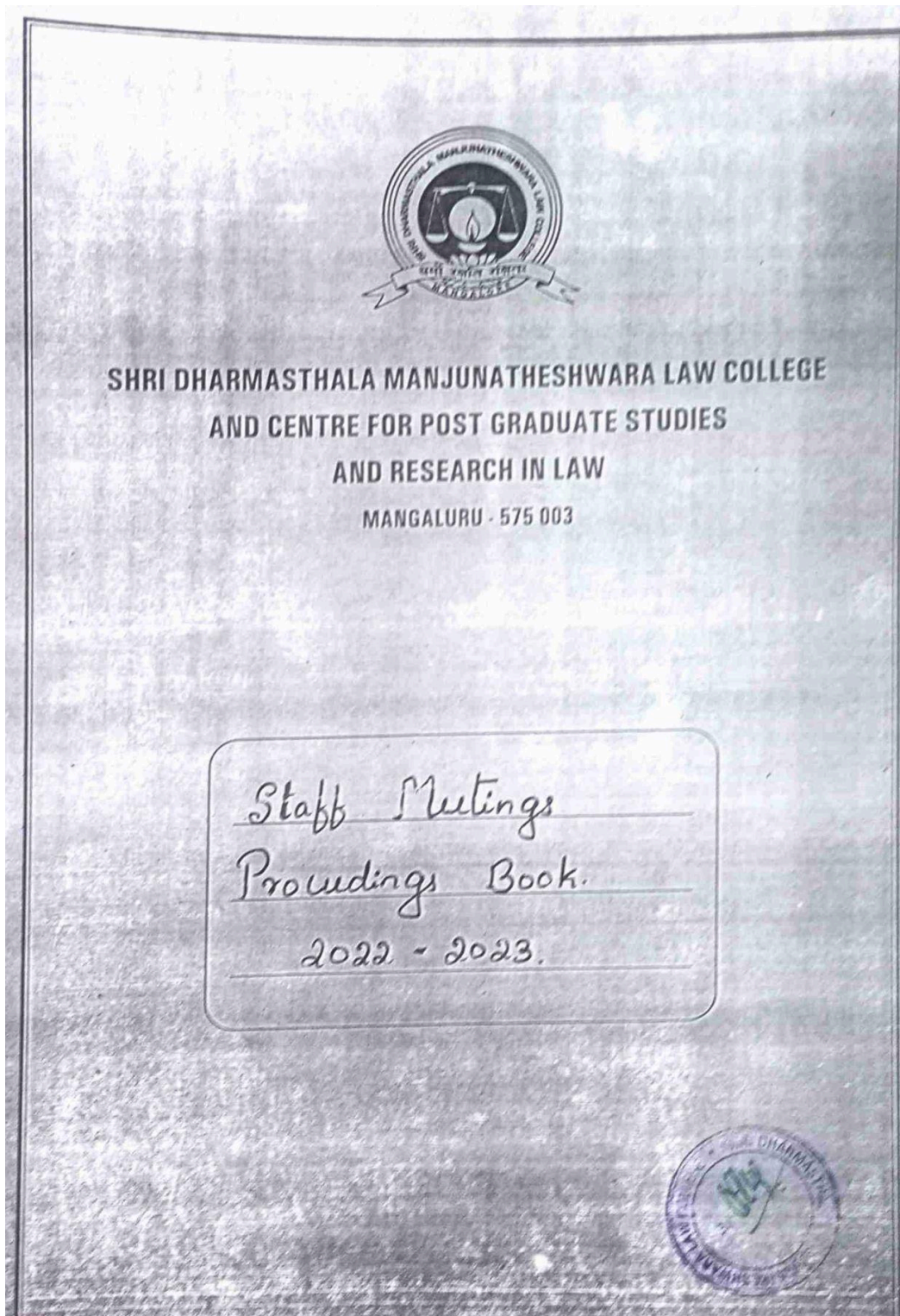


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Faculty Meetings 2022 - 2023





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COMMITTEE / CELL Slab Meeting

Date of Meeting 26-11-2022 Time : 1:00 PM. (Review)

Members Present	Signature
	<u>26-11-2022</u>
	<u>101</u>
SRI MAHESHCHANDRA NAYAK	<u>[Signature]</u>
SRI NARESH M	<u>[Signature]</u>
MRS. UJWALA	<u>[Signature]</u>
MR. RAKSHITH B.V.	<u>[Signature]</u>
MRS. DEEPA SALIAN	<u>[Signature]</u>
MR. KARTHIK ANAND	<u>[Signature]</u>
MR. AMITH	<u>[Signature]</u>
MR. PUSHPARAJ	<u>[Signature]</u>
DR. RESHMA	<u>[Signature]</u>
MRS. NELVITA C NORONHA	<u>[Signature]</u>
DR. BALIKA	<u>[Signature]</u>
DR. SANTHOSHA KUMARA A	<u>[Signature]</u>
MRS. SHARIKA RAI	<u>[Signature]</u>
MRS. VINUTHA K	<u>[Signature]</u>
DR. RAVINDRA RAJPUT	<u>[Signature]</u>
MS. SUMA S. KOCHIGERI	<u>[Signature]</u>
MS. SRUBHILA LAKSHMI P	<u>[Signature]</u>
DR. ANNAPOORNA SHET	<u>[Signature]</u>
DR. CHANDRALEKHA V	<u>[Signature]</u>
DR. DIMPAL MESTA	<u>[Signature]</u>
DR. ASHWINI P	<u>[Signature]</u>
DR. SHAHEEMA A S	<u>[Signature]</u>
SRI. SANTHOSH KUMAR	<u>[Signature]</u>
MR. SHASHIPRASAD	<u>[Signature]</u>

Members Absent: Sri Naresh M.
with Permission:

Faculty Members on leave: Mr. Pushparaj
Dr. Balika
Dr. Ashwini P.

Members Absent:



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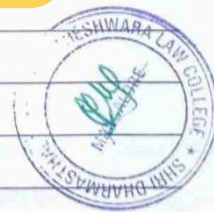
Action Taken-

Agenda:

1. Practical Training for final year students and University Norms.
2. NAAC Criteria wise allotment of Dr Faculty Members.

NOTES: Resolution:

1. Principal Sir after welcoming all the Staff, mentioned that, Monday i.e. on 28-11-2022, briefing session for final year students regarding Practical Training - Clinical Legal Paper, will be organised.
2. Practical Training will be according to KSLU Regulation and as per this regulation all diaries & files are prepared.
3. The Students need to visit Court and Lawyer's Chamber allotted to them on every working day and maintain following files & Diaries:
 - Chamber Diary
 - Court Diary
 - Personal/Movement Diary
 - 3 Stage cases files.
 - Mocktrial Files
 - 3 Moot Court / Argument files - One case from



P.T.O


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Action Taken

AIR/SCC, One from local court and one more should be bail petition.

- Guest lecture file

- Industry / Jail visit file

- Legal Aid file - Participation in Legal Aid Camp is Mandatory.

4. The students can maintain these practical Training diaries & files in Kannada also.

NOTES :

5. NAAC Criteria wise allotment of members are altered & Dr. Ravindra . K. Rajapet Communicated the respective changes.

6. Office staff and all supporting staffs are also allotted to various criteria.

7. Dec 17th 2022 - NAAC Document Collection Meeting and requested the faculty members to be ready with the same.



[Signature]
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COMMITTEE / CELL Staff Meeting

Date of Meeting 03.12.2022 (Rv 101) Time : 1:30 PM.

Members Present	Signature
-----------------	-----------

03.12.2022

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

ASSISTANT PRINCIPAL



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Action Taken Agenda:

1. To Monitor Students attendance.
2. To Monitor Practical Training.
3. Any other issue connected to academics.

Resolution:

1. After Welcoming all staff, Principal Sir said that every Saturday Periodical staff meeting will be organised for this academic

NOTES: Year.

2. Instructed to all class mentors to monitor the attendance of students and update regarding shortage of attendance.
3. For all 1st year Class mentors, special request that if any student is absent and not attended any classes till today, then inform that matter to the office and that seat can be given to other aspirants.
4. Handle small matters at class teachers level and follow hierarchy should be followed and finally send the students to Principal Chamber.
5. Conduct periodic meetings with practical training students of each batch and monitor the same. If there is any problem regarding chamber visit, communicate the same to Principal.
6. Students Executive Council yet to be decided and formed. It may take some time to constitute the same.

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(Action-Taken) So Committee organising any program
can take the assistance of some interested students.

But no assurance can be given to them.

7. All faculty members should go to the class
before the bell rings. (Specially 1st hour)

8. Work diary and Diaries for each committee
to write meeting proceedings will be issued shortly.

9. Principal Sir requested to visit the hostels where
our students are staying & collect information

NOTES: regarding their safety etc.




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(Action Taken) Agenda:

1. To Monitor Students attendance / Practical Training.
2. To distribute Diaries for each Committee members.
3. Regarding Publication on the part of faculty.

Resolution:

1. After welcoming all the Staff, Principal Sir, appreciated all faculty members for their active participation in one day FDP on research Methodology

NOTES: and requested faculty to publish as many article as possible through Scopus & Ugc journals.

2. Our faculty members should be invited as for various conference / seminars / workshops as resource person / chairperson, etc. For this purpose acquire as many qualification as required for the same.

3. Students attendance - Identify the Students with shortage of attendance and call the parents and inform the same to them. There may be genuine reasons for their absence.

4. Class mentors / teachers to collect the whatsapp members of every student and parents to prepare whatsapp group.

5. Class teachers / mentors to collect details of Students stay in various PG / Hostels etc. For this a form will be given to the teachers and after filling the same should be submitted to the office on or before 24th Dec. 2022.



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Action Taken

6. Regarding Practical Training - from 05.01.2023 onwards, Chamber visit & Court visit can be relaxed as the students need to write internal Exam.

7. Due to Company Secretary Exams in our college, from 21.12.2022 to 30.12.2022, the College/classes will commence from 8:30 am onwards. Faculty without C.S. invigilation duty can leave by 3:30 PM.

NOTES: 8. Any faculty taking leave for 2/more days to make alternative arrangements. L.L.M students can be requested to take classes for LL.B.

9. For 4th year BA LL.B & BBA LL.B students, one-to-one parents meeting will be called in the 1st week of January, to communicate their performance in the University Exams and attendance shortage if any.

10. Internal Marks: For 10 marks theory exam will be conducted and this exam marks i.e. out of 10 marks, their score can be disclosed to the students.

11. Law Reform Department issued several Minor and Major Research Projects. and Principal Sir encouraged Faculty to take up the same.



[Signature]
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COMMITTEE / CELL Staff Meeting

Date of Meeting 7-01-2023 1:00 P.M. Time :

Members Present	Signature
-----------------	-----------

SRI MAHESHCHANDRA NAYAK	<u>[Signature]</u>	DR. BALIKA	<u>[Signature]</u>
SRI. NARESH M	<u>[Signature]</u>	DR. SANTHOSHA KUMARA A	<u>[Signature]</u>
MRS. UJWALA	<u>[Signature]</u>	MRS. SHARIKA RAI	<u>[Signature]</u>
MR. RAKSHITH B.V.	<u>[Signature]</u>	MRS. VINUTHA K	<u>[Signature]</u>
MRS. DEEPA SALIAN	<u>On leave</u>	DR. RAVINDRA RAJPUT	<u>[Signature]</u>
MR. KARTHIK ANAND	<u>[Signature]</u>	MS. SUMA S. KOGILGERI	<u>[Signature]</u>
MR. AMITH	<u>Leave of Absence</u>	MS. SHUBHALAKSHMI P	<u>[Signature]</u>
MR. PUSHPARAJ	<u>[Signature]</u>	DR. ANNAPOORNA SHET	<u>[Signature]</u>
DR. RESHMA	<u>[Signature]</u>	DR. CHANDRALEKHA V	<u>[Signature]</u>
MRS. NELVITA C NORONHA	<u>Leave of Absence</u>	DR. DIMPAL MESTA	<u>[Signature]</u>
MR. ASHWIN	<u>[Signature]</u>	DR. ASHWINI P	<u>[Signature]</u>
		DR. SHAHEEMA A S	<u>[Signature]</u>
		SRI. SANTHOSH KUMAR	<u>[Signature]</u>
		MR. SHASHIPRASAD	<u>[Signature]</u>

Resolution



[Signature]
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Action Taken

1. Principal Sir after welcoming all staff, wished New year to all
2. This month onwards Bio-Metric details of all staff will be sent to Management regularly. As per the rule 1 P.L. will be deducted if late coming or early leaving period exceeds 8hrs, irrespective of reason/ Prior permission from principal.
3. Irrespective of information given to the principal
NOTES: Sir, regular entry in the movement register is mandatory.
4. Monitoring of Student Attendance is the Mutual responsibility of all faculty members. There is no need to give attendance to the students who come late to the class.
5. Deviation from uniform is not tolerated and full liberty is given to the teachers to deduct the attendance of such students
6. Faculty Members should speed up Practical Training exercises for final year students. Out of 3 arguments, 2 can be completed in this semester. There may be a lack of time in the next semester.
7. Internal Exam question paper is not submitted by a few teachers, so the ICC meeting is postponed.
8. New features are added to the E&RPM system. So faculty-in-charge of various committees are required to upload the details of the activities to E&RPM.



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- Action Taken
9. LHM Students can be requested to take LHM classes only in exceptional situations and not on regular basis.
 10. While applying for CL, whatever alternative arrangement made should be reflected in work diary also.
 11. Educational Tour for Students will be organized and only unaided teachers can accompany them. There is no provision for sending Aided teachers out of station for many days.
 - NOTES: 12. Faculty members will be sent for FDP on a rotation basis.
 13. To constitute Students Executive Council, Notification will be issued on 07-01-2023, & exam will be on 13-01-2023. Last date for collecting application is 11-01-2023.
 14. The up-coming programs in our college are:-
 - a) Zonal level Youth Parliament Competition in association with KILPAR on 21-01-2023.
 - b) Republic Day Celebration on 26-01-2023
 - c) Sports day is on 04-02-2023
 - d) PTA Meeting on 14-01-2023.
 15. Last date for Submitting /uploading AQAR, 2021-22 is 28-02-2023.
 16. The responsibility of organizing any college programme will be entrusted to one class section of the students.
 17. Advise the students to purchase books relevant for their subjects.



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Action Taken 18. Advance information regarding tax
sowing measures to be informed to office.
19. Since we reached end of financial year,
the Statutory fund need to be utilised before
31st march. Any pending bills need to be
submitted before march 31st. and after that
it cannot be sanctioned.
20. Management permitted & approved to renovate
our Seminar / Court Hall.
NOTES: 21. Before organizing any programme, our
Auditorium must be reserved through proper
procedures.





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COMMITTEE / CELL Staff Meeting

Date of Meeting 14-01-2023 Time : 2:40 PM

Members Present	Signature
-----------------	-----------

14-1-2023

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

Resolution



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Action Taken

Agenda: Conducting of Internal Assessment Exams.

1. Internal Assessment Exams to be commenced from 16-01-2023 in two sessions.
2. Invigilator Chart is already put up in the notice Board.
3. During the date of Exams, Faculty members NOTES: Should be in staff room. & due to the Contingencies or emergency situation, last minute changes may be made.
4. Invigilators must ensure that students don't wear digital / fit bit watches or to carry mobile phones inside exam halls.
5. Only evaluated answer book to be shown to students as well as papers marks only. No disclose of assignment or presentation marks.
6. Assignment presentation can be taken either offline / online / both (Hybrid method)



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

COMMITTEE / CELL Staff Meeting

Date of Meeting ... 20-01-2023 Time : ... 3:30 :

Members Present	Signature
-----------------	-----------

20-01-2023

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

Resolution



[Signature]
PRINCIPAL



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

AFFILIATED TO KARNATAKA STATE LAW UNIVERSITY, HUBBALLI
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Action taken

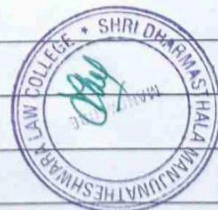
Agenda: Document Collection & Organising of
Youth Parliament Programme.

1. After welcoming all Principal Sir informed that the venue for Zonal Youth Parliament to be organised on 23rd January is shifted to SDM. Law college Seminar Hall from Nethravathi Hall, Zilla panchayath.

NOTES: 2. Adv. Varadaraj will be the Chief guest for Republic day celebration

3. On 4th February 2023, Annual Sports day and Adv. Sonayaji will be the inaugurator & Chief guest.

4. Latter Documents from Sept 2022 to Dec 2022 were collected.





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COMMITTEE / CELL

Date of Meeting Time :

Members Present	Signature
-----------------	-----------

Meeting - 6th Feb-2023

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

Resolution



[Signature]
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Action Taken

Agenda :

1. Progress of Practical Training
2. Collection / Distribution of NAAC Documents
3. Organising of Mocktrial / eading of case demo in our College.

Adv. Sathish, B.K. Senior Advocate & member Secretary of S.D.M. Law Alumni Association was present as External Member.

NOTES: Principal Sir welcomed all the members to the meeting.

1. Adv. Sathish B.K. discussed about introduction of new 30 days course - Moot Court / Mock Press session in our college to make / prepare students "Litigation Ready"

2. He explained about the procedure / step by step of conducting this programme by inviting various practicing advocates to our college. thereby training our students to practice independently.

NAAC Documents :

→ For collecting documents from NAAC one member from each criteria can come.

→ Catalogue of documents available for staff circulation

→ On 7-02-2022 - Cultural Competition will be organised for our students

→ From library side, orientation for all first year





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Action Taken

Classes are organised but still nearly 15 students from each class did not come to library till date.

→ Submit all finance bills due for reimbursement before 31st March 2023.

→ Attendance of Students will be considered till the distribution of Hall Tickets.

→ Undertaking from the Students who are facing attendance shortage is taken

NOTES: → C.L. Submission Should be in EERPMS

(Demo conducted)

→ Yashotsava Programme will be in March 10th 2023

→ Result Review of 1A test should be done by HOD.

→ If necessary preparatory test can be conducted.





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COMMITTEE / CELL Staff Meeting

Date of Meeting 08.03.2023

Time : 4:30 PM.

Members Present	Signature
-----------------	-----------

08/03/2023

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

Resolution



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Action Taken

Agenda: -

- Submission of PBSA Report by All Staffs.
- Internal Assessment

Resolution: -

- Management initiated PBSA - through which performance of staff members & college will be assessed.
- ~~Principal~~ There are Advantages from filing of
NOTES: good PBSA Report -
 - For college: - Financial Advantage & Developmental Activities.
 - For Aided teaching Staff: - The PBSA Report submitted by each faculty will be retained and used for career advancement in the future.
 - For unaided teaching Staff: - Salary will be revised based on this report.
- All Faculty including Librarian & Physical Director need to submit PBSA Report.
- All Visiting Faculty with 6 months & more experience need to submit PBSA Report.
- Internal Exams details need to be communicated to the students by the subject teacher.
- All records of Internal Assessment like Assignments, Test papers etc need to be submitted to Staff Advisor.
- National Conference along with KSLU and 5 other Law Colleges of Mangalore Zone will

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Action Taken be held on 18th & 19th March 2023 in our college premises. In this connection various committees are formed including faculties of other institution also.

- on 21/3/2023 one day picnic for all staff will be arranged by the college.
- Later regarding preparation of PBSA report, Dr. Senthosh Prabhu & Ms Sana Suresh K. provided Orientation.

NOTES :




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COMMITTEE / CELL Staff Meeting

Date of Meeting 14. 03. 2023

Time : 3:30 pm

Members Present

Signature

14/03/2023

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

Resolution



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Agenda: -

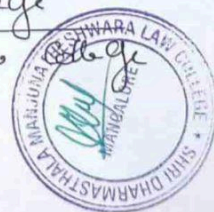
- To Discuss the Progress of Preparation for National Conference.
- Any other matter.

Resolution

- In the beginning principal Sir appreciated team Yakshostava for well organizes

NOTES: meticulous organisation of the programme.

- 2024 will be the Golden jubilee celebration for our college. In this connection special logos were invited & prepared by various students & Poojya Hegdegi, president of SDME society, selected a particular logo. So hereafter all invitation, official letters will contain this special logo.
- For Golden jubilee celebration, Alumni co-operation is required & so collect Alumni's contact details & add them into watsapp group.
- Attendance Related: - No. of Students with shortage of attendance is reduced. and Student who have less than 60% attendance notice will be sent to parents. & Students with attendance above 60% but below 70%, Counselling will be provided by the Senior teachers.
- Any pending Bill regarding any college activities must submitted & cleared by the office before 31st March.



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Action Taken Regarding National Conference
of Environmental Jurisprudence : - Principal
Sir mentioned that it is a Special Conference
organised by 6 Law colleges of Mangalore
Zone along with KSLU Hubballi. For this
Conference 4 Vice Chancellors of different Universities
and a Retired Judge of High Court of Karnataka
will participate.

S.D.M. Law College decided to honour all
NOTES: Vice Chancellors, Registrar & Dean of KSLU
for which a separate, private invitation will
be prepared.

- Details regarding accommodation for
guests, delegates, travelling arrangements,
Food & Stage Arrangements, etc were verified.




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COMMITTEE / CELL Staff Meeting

Date of Meeting 17.03.2023 Time : 3:30

Members Present	Signature
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17/03/2023

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

Resolution



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Action Taken

Agenda:

To verify the progress of Preparation for National Conference.

- Transportation Committee, Stage Committee, Food & accommodation Committee explained their work/arrangements.
- The responsibility of reviewing various NOTES: VIPs & Resource persons are given to some of the faculty.
- It is made clear by the principal Sir that all faculty must be present on both days of Conference i.e. Saturday & Sunday.





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COMMITTEE / CELL Staff Meeting

Date of Meeting 21.03.2023 Time : 1:45 PM

Members Present	Signature

21/03/2023
Staff Meeting

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

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- Semester End Meeting
 - After Welcoming all Staff, Principal Sir Congratulated all Staff & Students for Conducting Several Programmes in the Current Semester.
 - Salary of Management Staff will be revised from April 2023.
 - PBSA will be sent to every Staff through
- NOTES: email & all faculty need to fill the same.
- Good feedback received from KSLU & other Resource persons for organising National Conference on Environmental Jurisprudence. But we need to make improvement. So feedback of each committee is necessary.
 - Accommodation Committee → first day of conference, there was no arrangements to look after breakfast and other things to resource person at Hotel venue.
 - Technical committee (Session) - Mentioned that there was no information regarding each sessions properly.
 - Remarking all committees gave good opinion regarding their workings.
 - Examination invigilation duty will be given to all faculty through email.
 - Work/Subject allotment for next Semester



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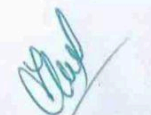
Action Taken

will also be sent through email.

- Uploading of Internal Marks is the duty & responsibility of concerned faculty. and in case of non-availability, it should be informed in writing.
- Attendance Shortage matters will be handled by principal. Sir for the best of this institution.
- Student Welfare officer/ Staff Advisor read his report for this semester.

NOTES: • Finally IQAC co-ordinator also submitted his report.




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COMMITTEE / CELL Staff Meeting

Date of Meeting 27.07.2022 Time : 2:00 PM

Members Present	Signature
-----------------	-----------

Staff Meeting
27.07.2023.

SRI MAHESHCHANDRA NAYAK	<u>M. Nayak</u>	DR. BALIKA	<u>MA</u>
SRI. NARESH M		DR. SANTHOSHA KUMARA A	<u>SA</u>
MRS. UJWALA	<u>UJ</u>	MRS. SHARIKA RAI	<u>SR</u>
MR. RAKSHITH B.V.	<u>R</u>	MRS. VINUTHA K	<u>K.V.</u>
MRS. DEEPA SALIAN	<u>on leave</u>	DR. RAVINDRA RAJPUT	<u>R</u>
MR. KARTHIK ANAND	<u>K</u>	MS. SUMA S. KOGILGERI	<u>SS</u>
MR. AMITH	<u>A</u>	MS. SHUBHALAKSHMI P	<u>SP</u>
MR. PUSHPARAJ	<u>PP</u>	DR. ANNAPOORNA SHET	<u>AS</u>
DR. RESHMA	<u>RS</u>	DR. CHANDRALEKHA V	
MRS. NELVITA C NORONHA	<u>on leave</u>	DR. DIMPAL MESTA	<u>D</u>
MR. ASHWIN	<u>A</u>	DR. ASHWINI P	
		DR. SHAHEEMA A S	
		SRI. SANTHOSH KUMAR	<u>SK</u>
		MR. SHASHIPRASAD	<u>SP</u>

Resolution



Principal
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Action Taken

- After welcoming all members to meeting principal Sir conveyed thanks to our Management for renovating Moot court hall / Digital Evaluation Centre. And purchasing adjacent land.
- Congradulated the staff for securing good ranking in competition success review & other Magazine surveys.

NOTES:

- Appreciation to Dr. Shubholakshmi for securing Doctoral Degree from KSLU & Mr. Kartika Anand for successfully clearing NET of UGC.
- All faculty members are well qualified in our College, but still our College was satisfied with only one rank in BA.LLB & 4 ranks in BBA LLB & NO ranks in BBA LLB. Apart from these, our students are not getting prize in Moot courts organised by different Colleges.
- Bio-Matric details are mandatorily submitted to Management and if there is shortage of certain hours, Management itself will deduct e.c of the faculty.


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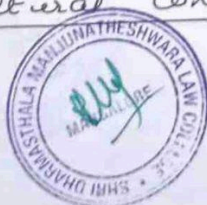
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Action Taken

- Timely updating of EERPMs is mandatory
- 'SDM News' App is developed by the Management and after completion of any programme details should be sent to update the app.
- Regarding practical Training viva: - The reason NOTES: for conducting viva early in the Month of August is that, if the documents are incomplete, & not done, then there will be sufficient time to send those students for practical training and complete the same. Legal aid camp will be on 18, 19 & 20th. of August 2023.
- Uniform duration is out of control. Faculty members need to take observation & if students default, deny attendance for those students
- Faculty feedback is collected offline personally by the principal and it was collected impartially. It will be assessed by outside agency.
- Regarding cultural competition, policy decision.



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Action Taken Will be taken and regarding the same email is sent to all faculty for review.

• Teaching faculty need to be in the class during first hour before the prayer.

• Regarding Internal Exam:- There is no provision for re-exam for absentees. In such situation to be liberal while allotting marks
NOTES: for Assignment & presentation.

• Attendance Shortage cases are very few and it will be handled case by case.

• National Level Moot Court - Lex-Ultima will be Organised from 11th to 13th August 2023.

• 04th & 05th August Annual Placement Drive.

• 21st to 23rd August 2023 Legal Aid Survey & Camp.

• 17th & 18th August College day.

• NAAC:- By the end of January or February first week of 2023 we need to submit IQA.

In between we need to submit 2022-23 AQAR also. Each and every event need to be recorded with geo-tag photos.

AQAR of 2021-22 is not complete & tomorrow is the last date for uploading.

• Faculty in charge of Legal Aid cell gave some suggestion regarding continuous legal aid program.

• Documents are collected for march onwards.

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CENTRE FOR POST GRADUATE STUDIES & RESEARCH IN LAW
MANGALURU - 575003

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~~Action Taken~~

Agenda: Regarding College day
celebrations

- On 18.8.2023, our College day will be in 2 sessions.

Morning - Prize Distribution at 10:00 am.

Dr. Devagaj, Adv. Anitha Kini and Adv. Ganesh Shenoy will be the guests.

Afternoon session: College day from

NOTES: 3:30 pm onwards. Ms Montaz, Judge, will be the guest.

- Inviting of all guests and other dignitaries are completed & program agenda also prepared.
- After Morning session, students want to celebrate traditional day.
- Refreshment for students are arranged at 3 o'clock (afternoon)
- Gold Medal, proficiency prizes will be distributed in the afternoon session and felicitation of Rank holders also.
- After stage program limited cultural program is also arranged.



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COMMITTEE / CELL Staff Meeting

Date of Meeting 28.08.2023 Time : 4:30 PM.

Members Present	Signature
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28/08/2023			
SRI MAHESHCHANDRA NAYAK		DR. BALIKA	
MRS. UJWALA		DR. SANTHOSHA KUMARA A	
MR. RAKSHITH B.V.		MRS. SHARIKA RAI	
MRS. DEEPA SALIAN		MRS. VINUTHA K	
MR. KARTHIK ANAND		DR. RAVINDRA RAJPUT	
MR. AMITH		MS. SUMA S. KOGILGERI	
MR. PUSHPARAJ		MS. SHUBHALAKSHMI P	
DR. RESHMA		DR. ANNAPOORNA SHET	
MRS. NELVITA C NORONHA		DR. CHANDRALEKHA V	
MR. ASHWIN		DR. DIMPAL MESTA	
MOHAN KUMAR B		DR. ASHWINI P	
		DR. SHAHEEMA A S	
		SRI. SANTHOSH KUMAR	
		MR. SHASHIPRASAD	

Resolution



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1. Final year Practical Training Marks: -

Viva is over for all final year students except 5-6 students.

1st stage - Allotment of Marks in the given Proforma. based on their performance throughout the year.

2nd stage - Consultation with principal Sir for Viva Marks and review of the same.

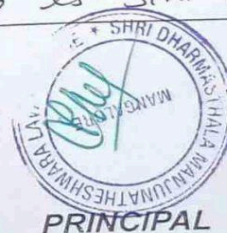
NOTES: 3rd stage - (Consultation with) original copy of that Proforma/Mark list must be with the faculty & photo copy (xerox) should be submitted to Mr. Dharma.

4th stage: Uploading of Marks to KSLU website.

2. Internal Assessment Marks: -

Proforma is already given to all teachers, in which they need to fill all statistics like number of students not submitted assignments or not attended internal test etc. " College cannot hold re-exam for those who are absent for internal exams.

3. Attendance Track Record: All teachers need to give deemed attendance from 28th August to 5th September. (by putting 'dot' in their attendance register) If there is still shortage





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Action Taken for any student then add attendance from the list of dates we did not hold classes for various reasons (nearly 21 days we didn't hold classes for various reasons)

4. Important Note: All matters discussed in the meeting are confidential & not to be shared with anyone.

5. Teachers need to take extra care while
NOTES: Compiling internal marks. If all these works not completed within September 5th then last working day will be extended for 2-3 days



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COMMITTEE / CELL Staff Meeting

Date of Meeting 05.09.2023 Time : 3:30 PM.

Members Present	Signature
-----------------	-----------

<u>Staff Meeting</u> <u>05.09.2023</u>	
SRI MAHESHCHANDRA NAYAK	DR. BALIKA
MRS. UJWALA	DR. SANTHOSHA KUMARA A
MR. RAKSHITH B.V.	MRS. SHARIKA RAI
MRS. DEEPA SALIAN	MRS. VINUTHA K
MR. KARTHIK ANAND	DR. RAVINDRA RAJPUT
MR. AMITH SM	MS. SUMA S. KOGILGERI
MR. PUSHPARAJ	MS. SHUBHALAKSHMI P
DR. RESHMA	DR. ANNAPOORNA SHET
MRS. NELVITA C NORONHA	DR. CHANDRALEKHA V
MR. ASHWIN	DR. DIMPAL MESTA
	DR. ASHWINI P
	DR. SHAHEEMA A S
	SRI. SANTHOSH KUMAR
	MR. SHASHIPRASAD

Resolution



Principal
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Action Taken

1. Exam time-table yet to be announced & so the Exam duty Chart will be sent through email.
2. The classification of exam duties into 1st half & 2nd half is only for our convenient & university is not classifying the same. So sometimes for some faculty the duties may be extended in both the sections. kindly co-operate.

NOTES :

3. NAAC & AQAR need to be completed at the earliest. So during vacation / exam time faculty incharge of Birlusa can give documents for scanning in the library.

4. All pending documents of all activities, Attendance book of all subjects, were collected from all faculties.

5. All Committees, Responsibilities of Committees etc will be changed from next academic year. Principal Sir said thanks to the incharge of all Committee members for their work in this academic year.



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COMMITTEE / CELL Staff Meeting

Date of Meeting 06-11-2023 Time :

Members Present	Signature
-----------------	-----------

Staff Meeting

Date: 06-11-2023

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

Resolution



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Action Taken

• Regarding Subject allotment for odd semester - Faculty members will receive email containing their subject, committee or cell for which they are conveners and also their administrative responsibility for the current year.

• Faculty need to involve our students in NOTES: academic activities and we need to get university level ranks and prizes in Moot court competitions

• There is over response to Sys L&B Course & we organised entrance exam after consultation with Management. Entrance exam was conducted through MCAs. 50% Marks of Entrance test and 50% Marks of their Qualifying exam Marks were considered for admission.

• In this semester 4 Malpractices cases were detected. 2 Students Confessed that they did malpractice even during internal Exam also which was not observed by anybody. So faculty members need to be extremely careful while doing invigilation duty

P.T.O



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Action Taken

• Regarding practical training, the advise given by the external evaluator is noted down.

• Joint Director called meeting of all colleges & mentioned that he will make surprise visit to college, diary must be simple and need to be updated & biometric details are mandatory.

NOTES:

• Uploading of attendance in EERPMS must be from the beginning. It will be a evidence in all cases of shortage of attendance.

• Actions taken against the students with shortage of attendance - Students are not allowed to write all exams & also not allowed to take admission without parents etc.

• Reports of all activities must be uploaded to SDM- News. app. Mrs Nehita Noronaha is in charge of the same.

• Encourage students to participate in moot activities & limit all other activities into 1802.

• BBM college will be having exams in December month. So do not hold any programme during that time.



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Action Taken list of documents.

- AQAR of 2022-23 need to be submitted at the earliest
- We need to upload IQAR by March 2024
- SSR ~~change~~ format changed and for law colleges the number documents required are more.

NOTES :



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Faculty Meetings 2021 - 2022

COMMITTEE / CELL 15/09/2022

Date of Meeting staff meeting Time: 10 AM

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

Agenda

Resolution


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Action Taken

Principal Welcomed all the staff to the staff meeting.

Agenda:

College Day celebration & farewell
Practical Training marks
Attendance matter.

NOTES:

Teachers conducted events for college day should give the list of prizes to be distributed on college day.

Teachers should submit practical training marks.

Teachers to add the attendance of certain attendance skipped during heavy rainfall and other issues.

Teachers to add those attendance.

College Day on 23rd Sep & 1st Oct farewell program





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COMMITTEE / CELL Staff meeting

Date of Meeting 19/09/2022 Time: 4 PM.

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

Resolution

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COMMITTEE / CELL 15th Meeting

Date of Meeting 22.09.22 Time 10.30 AM

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

Resolution



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Action Taken

Principal Welcomed all the staff to the staff meeting.

1. College day celebration.

NOTES :

1. On 23rd September 2022, we are celebrating College Day.

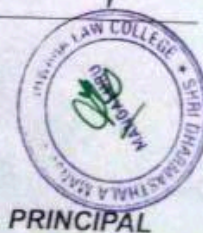
Maintaining discipline and other necessary arrangements to be organised properly.

All the committee members are provided with instructions

Strict disciplinary arrangements are maintained to avoid prohibited incidents.

Description on prize distribution and proficiency prizes are made.

Student welfare officer summarised on all the events and necessary requirements to be done on collegeday.





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COMMITTEE / CELL Staff Meeting

Date of Meeting 26/09/22 Time 3-30 PM

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

Agenda

Resolution

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Action Taken

Principal Welcomed all the staff to the meeting.

1. Collection of Assignments/projects/internal marks consolidated / practical Training marks.

2. Attendance book / track records are collected.

NOTES:

3. Instruction on exam duty given.


PRINCIPAL



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COMMITTEE / CELL Staff Meeting

Date of Meeting 23/11/2022 Time: 4.00 PM

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

Agenda

Members Absent with permission: Mr. Rakshith B.V.
Mrs. Vinutha K.
Ms. Suma S. Kogilgeri

Members Absent:

Resolution



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Action Taken

Principal Welcomed all the staff to the first Staff Meeting.

1. Academic year will commence from 24/11/2022 and all the classes of law course will commence from the same date.
2. Faculty members should take up the responsibility of maintaining attendance of the students.
3. Practical Training for the students should be done in an uniform & systematic manner.
4. Classes to commence and teachers should take up full hour allotted and if any faculty would like to take up C.H. must make alternative arrangements to run the class smoothly.
5. Hostel intake list should be monitored properly by the faculty members.
6. Company Secretary examination will commence in the next week and class timings will be re-arranged accordingly.

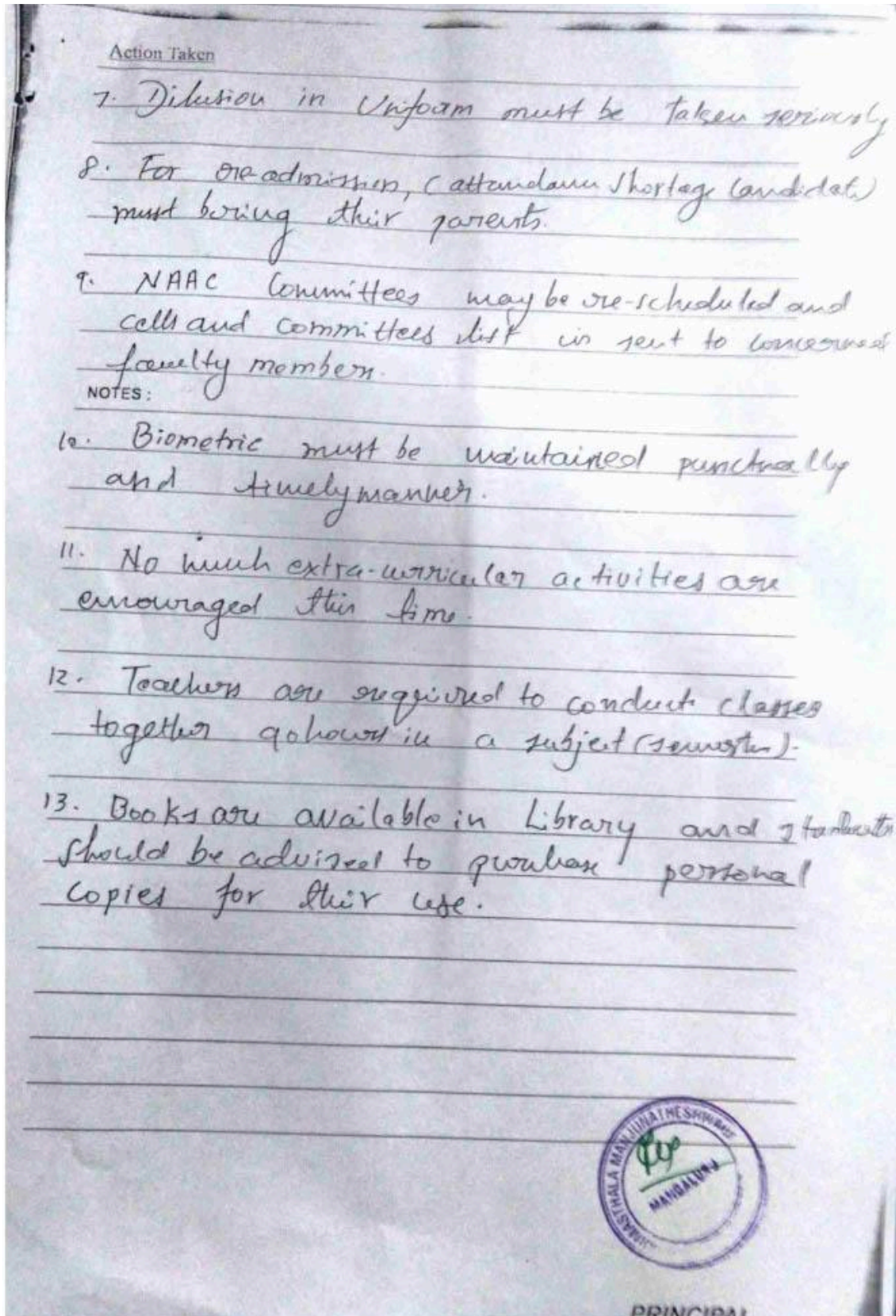
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Action Taken

7. Dilution in Uniform must be taken seriously.
8. For re-admission, (attendance shortage candidate) must bring their parents.
9. NAAC Committees may be re-scheduled and cell and committees list is sent to concerned faculty members.

NOTES:

10. Biometric must be maintained punctually and timely manner.
11. No much extra-curricular activities are encouraged this time.
12. Teachers are required to conduct classes together whenever in a subject (semester).
13. Books are available in Library and students should be advised to purchase personal copies for their use.



PRINCIPAL



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COMMITTEE / CELL 11/08/2021 Time: 11-00 AM

Date of Meeting 11/08/2021 Time: 11-00 AM

Members Present		Signature
1	DR. BALIKA	<u>[Signature]</u>
2	SRI MAHESHCHANDRA NAYAK	<u>[Signature]</u>
3	SRI NARESH .M	<u>[Signature]</u>
4	SMT. SHARIKA RAI	<u>[Signature]</u>
5	SMT UJJWALA	<u>[Signature]</u>
6	MR. SANTHOSHA KUMARA A	<u>[Signature]</u>
7	SMT. SHUBHALAKSHMI P	<u>[Signature]</u>
8	MR. RAKSHITH B.V	<u>ABSENT</u>
9	DR. ANNAPOORNA SHET	<u>[Signature]</u>
10	MRS. CHANDRALEKHA	<u>[Signature]</u>
11	SMT. K VINUTHA	<u>ABSENT</u>
12	SRI. RAVINDRA KRISHNA RAJAPUT	<u>[Signature]</u>
13	MS. SUMA SURESH KOGILGERI	<u>[Signature]</u>
14	MR. SANTHOSH KUMAR	<u>[Signature]</u>
15	MR. SHASHIPRASAD	<u>[Signature]</u>
16	SMT. DEEPA SALIAN	<u>[Signature]</u>
17	SMT. RESHMA	<u>[Signature]</u>
18	MR. KARTHIK ANAND	<u>[Signature]</u>
19	MR. PUSHPARAJ K	<u>[Signature]</u>
20	MR. AMITH	<u>[Signature]</u>
21	DR. RAJASHREE KINI	<u>[Signature]</u>
22	MR. ASHWIN	<u>[Signature]</u>
23	MS. NELVITA CLEONA NORONHA	<u>[Signature]</u>
24	MS. CHAITHRA KUMARI A	<u>[Signature]</u>



PRINCIPAL



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

AFFILIATED TO KARNATAKA STATE LAW UNIVERSITY, HUBBALLI
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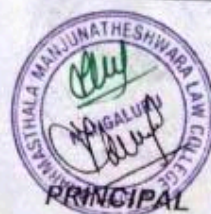
Action Taken

Agenda

1. Evaluation - KSLU exam
2. Practical Training
3. Feedback form.
4. Internal examination
5. Admission

NOTES: Resolution

1. Our college has received admission centre & permission for the same. HOT will release teachers for evaluation work.
2. As per official timings all faculty can be released and reporting time must be same.
2. Practical Training must be submitted online
3. Feedback form must be filled in genuine and proper manner.
4. Online & offline examination of Internal exams. Today only, all faculty need to finish on paper writing.
5. Admission for law college - must be taken seriously - as admission of good scoring students should be done.





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COMMITTEE / CELL *Meeting*

Date of Meeting *04/10/2021* Time *9:15 A.M.*

Members Present		Signature
TEACHING STAFF 2021		
Sl. No.	Name of the Faculty	
1	DR. THARANATH	<i>[Signature]</i>
2	DR. BALIKA	<i>[Signature]</i>
3	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
4	SRI NARESH .M	<i>[Signature]</i>
5	SMT. SHARIKA RAI	<i>[Signature]</i>
6	SMT.UJWALA	<i>[Signature]</i>
7	DR. SANTHOSHA KUMARA A	<i>[Signature]</i>
8	MS. SHUBHALAKSHMI. P	<i>[Signature]</i>
9	MR. RAKSHITH B.V.	<i>[Signature]</i>
10	DR. ANNAPOORNA SHET	<i>[Signature]</i>
11	MRS. CHANDRALEKHA V	<i>[Signature]</i>
12	MRS. K VINUTHA	<i>[Signature]</i>
13	SRI. RAVINDRA KRISHNA RAJAPUT	<i>[Signature]</i>
14	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
15	MR. SANTHOSH KUMAR	<i>[Signature]</i>
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17	DR. DIMPAL MESTA	<i>[Signature]</i>
18	DR. ASHWINI P	<i>[Signature]</i>
19	DR. SHAHEEMA A.S.	<i>[Signature]</i>
20	MRS. DEEPA SALIAN	<i>[Signature]</i>
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22	MR. PUSHPARAJ K	<i>[Signature]</i>
23	MR. AMITH	<i>[Signature]</i>
24	DR. RESHMA	<i>[Signature]</i>
25	DR. RAJASHRI KINI	<i>[Signature]</i>
26	MS. CHAITHRA KUMARI	<i>[Signature]</i>
27	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>

[Circular Stamp: SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE, MANGALORE]

[Signature]
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Action Taken

Agenda:-

- Evaluation work will continue even after examination
- Collection of documents-
- Document submission for July August 2021.
- NAAC Related matter- AQAR submission
- Examination for other classes- I to IV yr.

NOTES:

Even after vacation, our examination-evaluation centre will continue to function

NAAC - 2018-19 & 2019-20 AQAR submitted to NAAC successfully.

→ Final year practical papers and documents must be collected - hardcopy - as University examination will commence from 13th September, 2021.

→ Examination dates will be allotted and not to exchange the dates - unless it is very emergency.

→ All criteria heads gave their opinion on requirements for further improvement





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Action Taken

Principal Welcomed all the staff to the meeting.

Agenda: 5 new Posts of Grant in Aid - Assistant Professor appointed -

1. facilitated all the outstanding faculty
2. Resuming classes
3. FIP & RL & allotments
4. ^{NOTES:} class - construction -
5. JAC work, Library Audit and other works
6. Golden Jubilee year celebration

Resolution:-

1. 5 faculty - 1 Dr. Annapurna. 2. Dr. Chandrali 3. Dr. Jyotsna 4. Dr. Dimple Matha 5. Dr. Ashwini Dr. Rajashree kuni - 1st Distinction in MSc Psychology
2. Classes will resume on 14th Nov. 2021.
3. All faculty will be provided with an opportunity to participate in FIP & RL on par basis.
4. When teachers are speaking in the class





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Action Taken

not to speak on political or religious matters
Teachers are not supposed to speak about
personality of the students

5. IQAC work will be allotted to the staff.
Library Audit must be done

6. In the year 2024, Golden Jubilee of our college
NOTES: will be celebrated. Various plans must be
prepared and listed out to celebrate the same.

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COMMITTEE / CELL Staff Meeting

Date of Meeting 30/10/2021 **Time** 11:15 AM

1	DR. BALIKA	<u>Present</u>
2	SRI MAHESHCANDRA NAYAK	<u>Present</u>
3	SRI NARESH M	<u>Present</u>
4	SMT. SHARIKA RAI	<u>Absent</u>
5	SMT.UJWALA	<u>Present</u>
6	DR. SANTHOSHA KUMARA.A	<u>OOD</u>
7	SMT. SHUBHALAKSHMI, P	<u>Present</u>
8	MR. RAKSHITH B.V.	<u>Present</u>
9	DR. ANNAPOORNA SHET	<u>Present</u>
10	DR. CHANDRALEKHA	<u>Present</u>
11	SMT. K VINUTHA	<u>Present</u>
12	SRI. RAVINDRA KRISHNA RAJPUT	<u>Present</u>
13	MS. SUMA SURESH KOGILGERI	<u>Present</u>
14	MR. SANTHOSH KUMAR	<u>Absent</u>
15	MR. SHASHIPRASAD	<u>Present</u>
16	DR. DIMPAL MESTA	<u>Present</u>
17	DR. ASHWINI P	<u>Present</u>
18	DR. SHAHEEMA A.S.	<u>Present</u>
19	SMT. DEEPA SALIAN	<u>ABSENT</u>
20	MR. KARTHIK ANAND	<u>Present</u>
21	MR. PUSHPARAJ K	<u>Present</u>
22	MR. AMITH	<u>Present</u>
23	DR. RESHMA	<u>Present</u>
24	DR. RAJASHREE KINI	<u>Present</u>
25	MS. NELVITA CLEONA NORONHA	<u>Present</u>

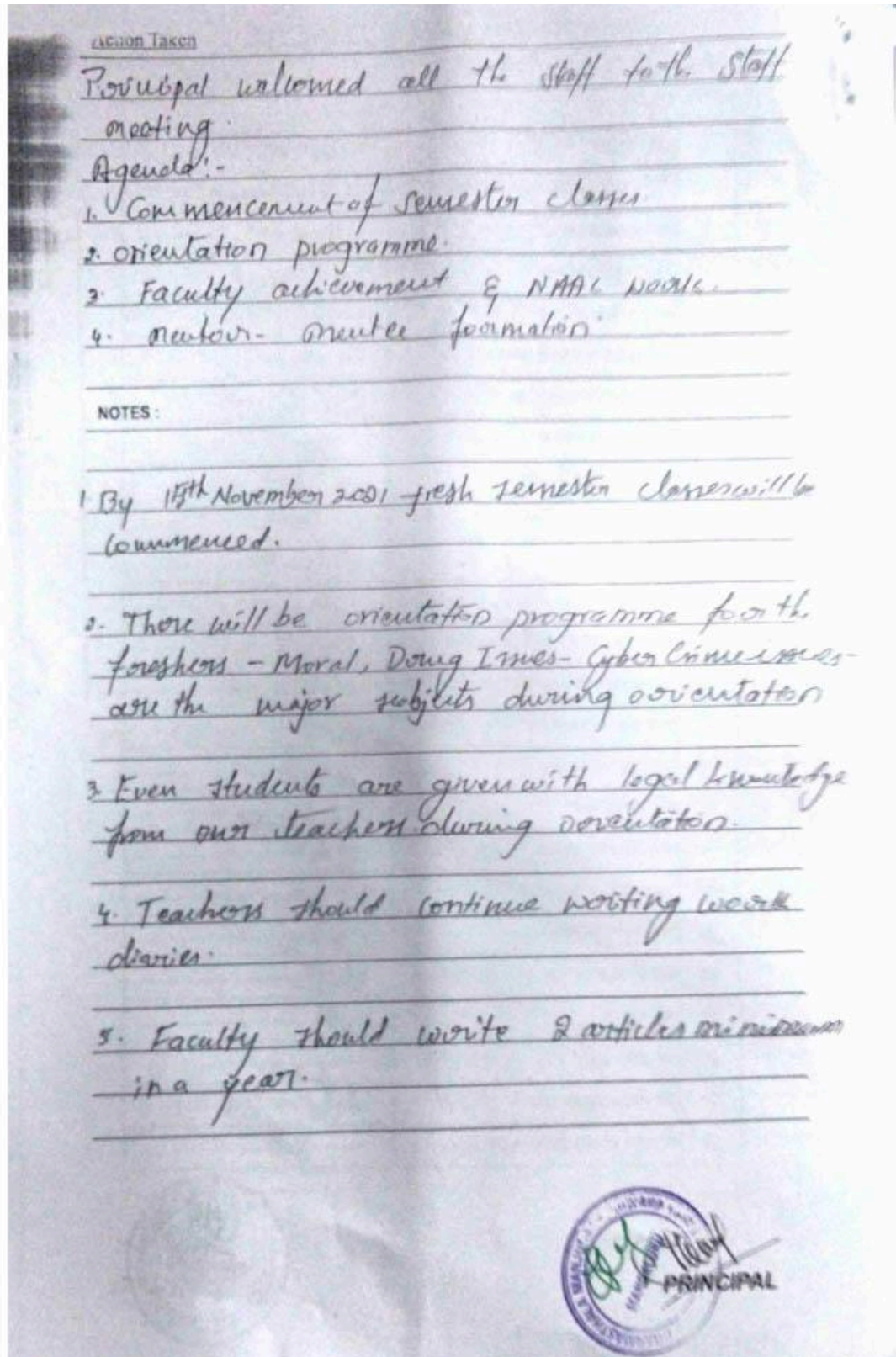




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Action Taken

6. AAPAR report to be uploaded and all criteria faculty should work on it.
7. MOU - to remove MOU those which are not working and try to get new MOU.
8. Mentor-Mentee formation.

NOTES:

9. Collection of document of Sept. 8, Oct. 2021.





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COMMITTEE / CELL *2197*

Date of Meeting 10/11/2021 Time: 10.15 AM

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT. UJWALA	<i>[Signature]</i>
6	DR. SANTHOSHA KUMARA A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI, P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	<i>[Signature]</i>
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	DR. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	<i>[Signature]</i>
12	SRI. RAVINDRA KRISHNA RAJAPUT	— ABSENT —
13	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
14	MR. SANTHOSH KUMAR	<i>[Signature]</i>
15	MR. SHASHIPRASAD	<i>[Signature]</i>
16	DR. DIMPAL MESTA	<i>[Signature]</i>
17	DR. ASHWINI P	— ABSENT —
18	DR. SHAHEEMA A.S.	<i>[Signature]</i>
19	SMT. DEEPA SALIAN	<i>[Signature]</i>
20	MR. KARTHIK ANAND	<i>[Signature]</i>
21	MR. PUSHPARAJ K	<i>[Signature]</i>
22	MR. AMITH	<i>[Signature]</i>
23	DR. RESHMA	<i>[Signature]</i>
24	DR. RAJASHREE KINI	<i>[Signature]</i>
25	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>

[Signature]
PRINCIPAL



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Action Taken

Principal Welcomed all the staff to the Staff Meeting

Agenda:

1. Orientation Program
2. Admission - 3yr LL.B.
3. Class discipline
4. Examination

NOTES:

On 15th November we are going to conduct orientation programme.

After orientation, college will conduct Bridge course for the freshmen. Students from different disciplines will be joining this BA LLB course.

Speaking order -

SDML Legacy - Dr. Balika, Mr. Pushpatraj,
Career opportunity - Dr. Tharanath,
Addon courses - Smt. Shubhalakshmi P.
Career guidance & Internship - Dr. S. Prabhu.

- In the same way different faculty will take up the session on varied matters during orientation.


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Action Taken: Principal welcomed all the staff to the meeting.

Agenda:

Parent teacher online meeting was held and parents are concerned about the offline classes.

23rd onwards revision classes will commence and teachers should take up classes.

NOTES: All faculty should hold revision classes.

Faculty must be careful while handling the students.

If any decision comes in favour of University, Examination will commence soon.


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COMMITTEE / CELL 27/11/2021

Date of Meeting 27/11/2021 - Saturday Time: 9.15 AM

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	Absent
5	SMT. UJWALA	<i>[Signature]</i>
6	DR. SANTHOSHA KUMARA A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	<i>[Signature]</i>
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
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12	SRI. RAVINDRA KRISHNA RAJPUT	<i>[Signature]</i>
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14	MR. SANTHOSH KUMAR	<i>[Signature]</i>
15	MR. SHASHIPRASAD	<i>[Signature]</i>
16	DR. DIMPAL MESTA	<i>[Signature]</i>
17	DR. ASHWINI P	Absent
18	DR. SHAHEEMA A.S.	<i>[Signature]</i>
19	SMT. DEEPA SALIAN	<i>[Signature]</i>
20	MR. KARTHIK ANAND	Absent
21	MR. PUSHPARAJ K	<i>[Signature]</i>
22	MR. AMITH	<i>[Signature]</i>
23	DR. RESHMA	<i>[Signature]</i>
24	DR. RAJASHREE KINI	<i>[Signature]</i>
25	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>

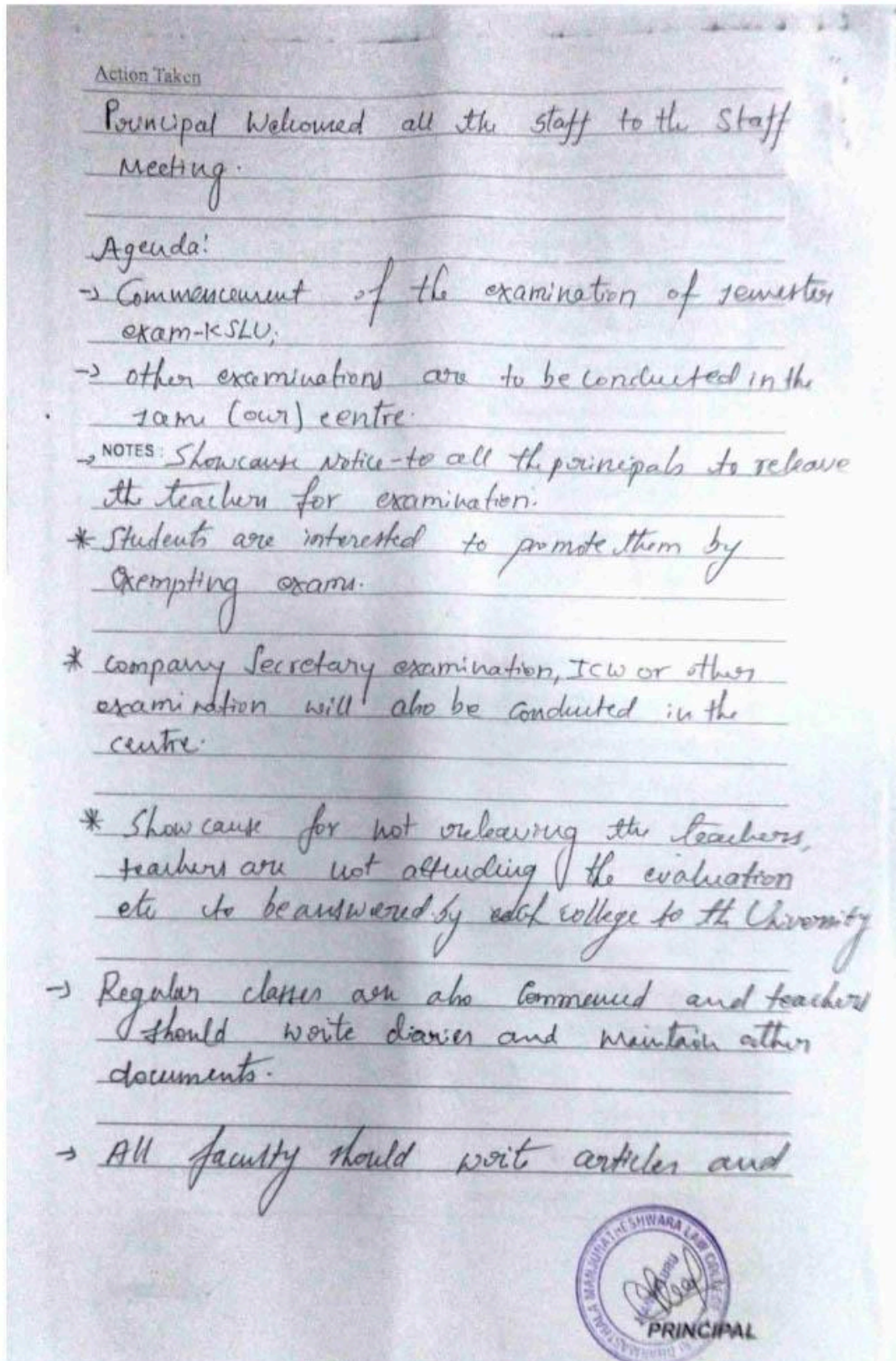
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Action Taken

publish before the end of next month.

- All Teachers should make alternative arrangement for class taking during their ch.
- NAAC Sub-committee will be formulated for collection of document to avoid overlapping of the document collection process.

NOTES :

- Document collection - for the month of November.





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COMMITTEE / CELL staff meeting

Date of Meeting 14/12/2021 Time: 11.15 AM to 11.40 AM

Members Present	Signature
Amith S M	Online attendance sheet
Apeksha Kottari	
Ashok Alva	
DEEPARANI V SALIAN 1982005	
DR. ANNAPOORNA SHET Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
DR. MEENAKSHI Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
DR. RESHMA Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
DR. THARANATH Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
Dr. Ashwini P	
Dr. Dimple Mesta	
MR. KARTHIK ANAND Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MR. MOHAN KUMAR Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MR. PUSHPARAJ K Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MR. RAKSHITH B.V. Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MRS. SANGHAMITHRA ROY Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MS. NELVITA CLEONA NORONHA Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MS. SARITHA SANDEEP RAI Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MS. SHUBHALAKSHMI. P Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
MS. SUMA SURESH KOGILGERI Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
SMT.UJWALA Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
SRI MAHESHCHANDRA NAYAK Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
SRI NARESH .M Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
SRI. RAVINDRA KRISHNA RAJPUT Sri Dharmasthala Manjunatheshwara Law College, Mangalore	
balika prashanth	
shashi prasad	
varnitha shetty	
vinutha somanna	





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Action Taken

Mode of Meeting - online

Agenda - on account of commencement of KSLU
& C.S. examination

Principal Welcomed all the staff to the online Meeting
Important matters discussed are as follows:-

1. On 15th Dec 2021 - KSLU examination will commence

2. All teachers should report the duty on time.

3. Both KSLU sem exam and C.S. exams will be
NOTES held hand in hand.

4. Faculty those who are allocated with exam
duties should perform the same without fail.

5. If any duty exchange or inability to perform
should be informed to HOI and not with
anyone else.

6. Classes will be conducted along with exam
duties and adjustment of classes will be
done by the staff advisors.

7. While performing duty, not to come out of
the examination hall.

8. During breaks, faculty should not take more
than 5 minutes out of the exam hall.

9. While filling the details, faculty who are
on duty must take care and not to spoil
if any mistake committed by student
while filling the front page.

PTO.





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Action Taken

10. Faculty not to avail Ck. once the examination has commenced. If any emergency situation, with prior permission can be availed.
11. During filling invigilators diary, name of absentees must be entered in Red ink.
12. Invigilators should look into, on filling the front page details of answer sheet by the students.
13. Centre Code must be mentioned properly.

NOTES: - By office Manager -

14. All C.S. exams will be conducted in the afternoon and invigilators should come well-in-advance to the Centre.
15. Duties will be there even on Sundays.


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COMMITTEE / CELL Staff Meeting

Date of Meeting 03/02/2022 Time 4-30 PM

Members Present		Signature
1	DR. BALIKA	
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
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7	SMT. SHUBHALAKSHMI, P	<i>[Signature]</i>
8	MR. RAKSHITH B.V	<i>[Signature]</i>
9	DR. ANNAPOORNA SHET	AB
10	DR. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	<i>[Signature]</i>
12	SRI. RAVINDRA KRISHNA RAJPUT	<i>[Signature]</i>
13	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
14	MR. SANTHOSH KUMAR	<i>[Signature]</i>
15	MR. SHASHIPRASAD	
16	DR. DIMPAL MESTA	NA
17	DR. ASHWINI P	<i>[Signature]</i>
18	DR. SHAHEEMA A.S	<i>[Signature]</i>
19	SMT. DEEPA SALIAN	<i>[Signature]</i>
20	MR. KARTHIK ANAND	<i>[Signature]</i>
21	MR. PUSHPARAJ K	AB
22	MR. AMITH	<i>[Signature]</i>
23	DR. RESHMA	<i>[Signature]</i>
24	DR. RAJASHREE KINI	<i>[Signature]</i>
25	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>

[Stamp: SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE, MANGALORE]
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SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE
CENTRE FOR POST GRADUATE STUDIES & RESEARCH IN LAW
MANGALURU - 575003

AFFILIATED TO KARNATAKA STATE LAW UNIVERSITY, HUBBALLI
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Action Taken

Principal welcomed all the staff to the staff Meeting

Agenda

1. Student council inauguration

Resolution.

on 5th Feb 2022 our newly appointed

NOTES: Student Council will be inaugurated.

All the faculty members to be present on that and responsibilities and duties are allotted to the faculty members.

Principal



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COMMITTEE / CELL 4th Meeting

Date of Meeting 01/02/2022 Time: 4.00 PM

Members Present		Signature
1	DR. BALIKA	AB V
2	SRI MAHESHCHANDRA NAYAK	M. Nayak
3	SRI NARESH M	NA
4	SMT. SHARIKA RAI	Shrika Rai
5	SMT. UJWALA	NA
6	DR. SANTHOSHA KUMARA A	S. Santosh
7	SMT. SHUBHALAKSHMI, P	Shubhalakshmi P
8	MR. RAKSHITH B.V.	Rakshith B.V.
9	DR. ANNAPOORNA SHET	AB
10	DR. CHANDRALEKHA	AB
11	SMT. K VINUTHA	AB
12	SRI. RAVINDRA KRISHNA RAJAPUT	R. Ravindra
13	MS. SUMA SURESH KOGILGERI	R. S. K.
14	MR. SANTHOSH KUMAR	S. Santosh Kumar
15	MR. SHASHIPRASAD	NA
16	DR. DIMPAL MESTA	D. Mesta
17	DR. ASHWINI P	A. Ashwini P
18	DR. SHAHEEMA A.S.	S. Shaheema
19	SMT. DEEPA SALIAN	D. Salian
20	MR. KARTHIK ANAND	K. Anand
21	MR. PUSHPARAJ K	NA
22	MR. AMITH	NA
23	DR. RESHMA	R. Reshma
24	DR. RAJASHREE KINI	NA
25	MS. NELVITA CLEONA NORONHA	N. Cleona

Principal



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Action Taken

Training program on - Techniques of
Practical Training.

Resource Person: Sri. Udayakumar.
Faculty- Practical Training in charge.
SDM Law College mangalore.

NOTES:

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COMMITTEE / CELL Staff Meeting

Date of Meeting 08/02/2023 Time 4-15 P.M.

Members Present		Signature
1	DR. BALIKA	
2	SRI MAHESHCHANDRA NAYAK	
3	SRI NARESH M	
4	SMT. SHARIKA RAI	
5	SMT. UJWALA	
6	DR. SANTHOSHA KUMARA A	
7	SMT. SHUBHALAKSHMI P	
8	MR. RAKSHITH B.V.	
9	DR. ANNAPOORNA SHET	
10	DR. CHANDRALEKHA	
11	SMT. K VINUTHA	
12	SRI. RAVINDRA KRISHNA RAJAPUT	FIP
13	MS. SUMA SURESH. KOGILGERI	SS4
14	MR. SANTHOSH KUMAR	
15	MR. SHASHIPRASAD	
16	DR. DIMPAL MESTA	
17	DR. ASHWINI P	
18	DR. SHAHEEMA A.S.	
19	SMT. DEEPA SALIAN	
20	MR. KARTHIK ANAND	
21	MR. PUSHPARAJ K	
22	MR. AMITH	
23	DR. RESHMA	
24	DR. RAJASHREE KINI	
25	MS. NELVITA CLEONA NORONHA	



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Action Taken

Principal Welcomed all the staff to the staff meeting.

Agenda:

1. Sensitive issue of Hijab is going on in Udupi District.
2. Books can be donated to library.
3. Practical Training.

NOTES: Examination both Internal & external.

5. Dharmasthal visit.
6. Faculty feedback.
7. Yakshotsava & NES inauguration.

Resolution:-

1. If anything related to the sensitive issue - Hijab - not to be discussed in the college and J.D. also instructed to maintain neutrality and not to discuss anywhere about such issues.
2. Students can donate books if they have, on subjects done with their exams.
3. Practical Training should be done systematically and Mock Trials are going on now.

From 15th onwards, Court visit can commence. Chamber visit yet to start - after concerned Chamber's consent.


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Action Taken

4. Internal examination will be commencing from 17th Feb and for 2nd & 4th sem of 3ymls. Also, University examination will commence. So, distribution of duties, external duties, conducting classes for the first year students etc must be looked into.

NOTES: 5. As we are doing an customary practice, visit to Dharmasthal will be done on 14th Feb 2022. Newly recruited faculty will be visiting along with some interested faculties. First year and 2nd year law students are visiting Dharmasthal - It's not made compulsory for all.

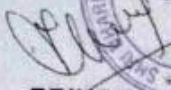
6. Faculty feedback will be collected tomorrow 9th Feb 22.

7. Yakshottava will be organised in our college its 30th year of Yakshottava - this year in conducted on 26th Feb 2022.

There are committees on different matters/ responsibilities.

Already 07 teams are registered.

Inauguration of NSS of SDMLC will be held on 9th Feb 2022.


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COMMITTEE / CELL Staff Meeting

Date of Meeting: 12/02/2022 Time: 9.15 Am.

Members Present		Signature
1	DR. BALIKA	
2	SRI MAHESHCHANDRA NAYAK	
3	SRI NARESH M	
4	SMT. SHARIKA RAI	
5	SMT. UJWALA	
6	DR. SANTHOSHA KUMARA A	
7	SMT. SHUBHALAKSHMI P	
8	MR. RAKSHITH B.V.	
9	DR. ANNAPOORNA SHET	
10	DR. CHANDRALEKHA	
11	SMT. K VINUTHA	
12	SRI. RAVINDRA KRISHNA RAJAPUT	
13	MS. SUMA SURESH KOGILGERI	
14	MR. SANTHOSH KUMAR	
15	MR. SHASHIPRASAD	
16	DR. DIMPAL MESTA	
17	DR. ASHWINI P	
18	DR. SHAHEEMA A.S.	
19	SMT. DEEPA SALIAN	
20	MR. KARTHIK ANAND	
21	MR. PUSHPARAJ K	
22	MR. AMITH	
23	DR. RESHMA	
24	DR. RAJASHREE KINI	
25	MS. NELVITA CLEONA NORONHA	



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Action Taken

Principal welcomed all the staff to the staff meeting.

Agenda:

1. Faculty need to conduct online classes
2. Internal examination must be conducted
3. Class presentation to be conducted.
4. Biometric details

NOTES: Dharmasthal visit, sports day & other programs

- 1] From Monday onwards all teachers should takeup online classes as per time table.
- 2] If university examination has not taken place then all the students should takeup internal examination
- 3] Teachers can takeup presentations even after the class hours.
- 4] Biometric details - All the faculty should be vigilant on biometric issues and all faculty should write down in the diary while going out.
- 5] If it is announced as holiday, then we have to think over on Dharmasthal visit and other programs to be conducted.





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COMMITTEE / CELL Staff meeting

Date of Meeting 16/02/2022 Time: 4:30 Pm.

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	AB
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT UJWALA	<i>[Signature]</i>
6	DR. SANTHOSHA KUMARA.A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	AB
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	DR. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	<i>[Signature]</i>
12	SRI. RAVINDRA KRISHNA RAJPUT	NA (OP)
13	MS. SUMA SURESH KOGILGERI	class
14	MR. SANTHOSH KUMAR	AB
15	MR. SHASHIPRASAD	<i>[Signature]</i>
16	DR. DIMPAL MESTA	<i>[Signature]</i>
17	DR. ASHWINI P	<i>[Signature]</i>
18	DR. SHAHEEMA A.S	<i>[Signature]</i>
19	SMT. DEEPA SALIAN	AB
20	MR. KARTHIK ANAND	class
21	MR. PUSHPARAJ K	NSS program
22	MR. AMITH	<i>[Signature]</i>
23	DR. RESHMA	<i>[Signature]</i>
24	DR. RAJASHREE KINI	NA
25	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>

[Signature]
PRINCIPAL



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Action Taken

Principal welcomed all the staff to the staff meeting.

Agenda: Meeting related to Sports Day

All the faculty are provided with sports day duties and on 18th Feb 2022 Annual Sports Day will be conducted.

NOTES:

Freshers day also will be conducted on 17th Feb 2022.

Duties of Freshers Day programme and competition details are provided in the meeting.





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COMMITTEE / CELL *Staff Meeting*
Date of Meeting *19/03/2022* Time: *9.30 AM*

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT. UJWALA	<i>[Signature]</i>
6	DR. SANTHOSHA KUMARA A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	<i>[Signature]</i>
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	DR. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	<i>NSS</i>
12	SRI RAVINDRA KRISHNA RAJPUT	<i>[Signature]</i>
13	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
14	MR. SANTHOSH KUMAR	<i>[Signature]</i>
15	MR. SHASHIPRASAD	<i>[Signature]</i>
16	DR. DIMPAL MESTA	<i>[Signature]</i>
17	DR. ASHWINI P	<i>Absent</i>
18	DR. SHAHEEMA A.S.	<i>Absent</i>
19	SMT. DEEPA SALIAN	<i>[Signature]</i>
20	MR. KARTHIK ANAND	<i>[Signature]</i>
21	MR. PUSHPARAJ K	<i>NSS</i>
22	MR. AMITH	<i>[Signature]</i>
23	DR. RESHMA	<i>Absent</i>
24	DR. RAJASHREE KINI	<i>[Signature]</i>
25	MS. NELVITA CLEONA NORONHA	<i>Absent</i>

Res

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Action Taken

Action Taken

Principal Summoned all the staff to the staff meeting.

Agenda:

- 1) Hizab issue
- 2) Internal exams.
- 3) Patriotic Cell
- 4) Document collection.
- 5) ~~NOTES~~ Attendance.

1] As per the order of Hon'ble High Court of Karnataka Hizab issue has taken some other mode. Court orders are not implemented till now in the issue. Attendance to them to be withheld so that we can bring to their notice to follow the Court orders.

3] After formulation of Students Council, they are demanding for Patriotic Cell. It should not lead to any political issue. Not to hold separate cell. Conduct patriotic activities directly under the HoI or Staff/Welfare officer.

2] Internal exams of one set is over and other remaining classes will be conducted with Internal/professional ethics / ASK exams/PPC in the





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Action Taken

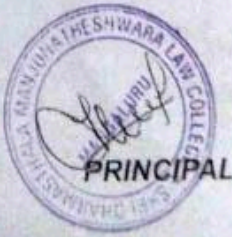
Principal welcomed all the staff to the staff Meeting.

Agenda:

1. Local Inspection Committee visit. - 29th April 2022
2. Internal assessment.
3. Attendance Register

NOTES:

1. To renew and to give permission to the Courts granted Local Inspection Committee will visit the College.
College should have required facilities and library along with Infrastructure.
Faculty should sign attendance register, NSS, List of Teaching & non-teaching staff, PhD, attendance Register, Time Table workload, Students attendance register.
Students need to have attendance of 70% to take up the semester exams.
Library Register, Internal Assessment;
2. Internal assessment marks must be filled properly by the faculty and submitted
3. Attendance registers must be submitted along with the consolidated format.

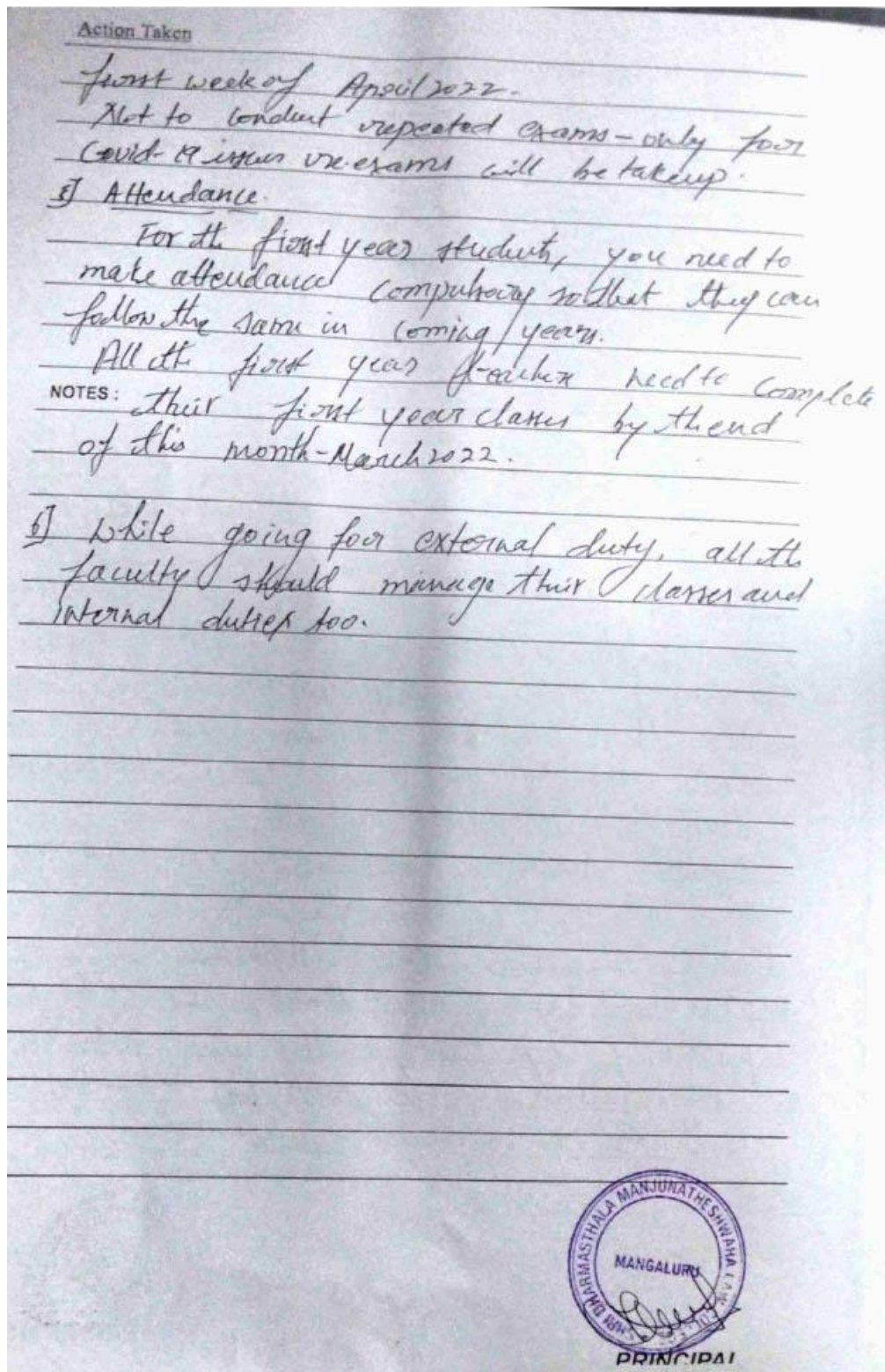




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Faculty Meetings 2020 - 2021



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COMMITTEE / CELL Staff meeting

Date of Meeting 27/08/2020 Time: 10.45 A.M.

Members Present		Signature
1	DR. BALIKA	Not attended
2	SRI MAHESHCHANDRA NAYAK	
3	SRI NARESH .M	
4	SMT. SHARIKA RAI	
5	SMT.UJWALA	
6	MR. SANTHOSHA KUMARA.A	
7	SMT. SHUBHALAKSHMI. P	On COVID Duty
8	MR. RAKSHITH B.V.	
9	DR. ANNAPOORNA SHET	
10	MRS. CHANDRALEKHA	
11	SMT. K VINUTHA	Maternity leave
12	SRI. RAVINDRA KRISHNA RAJAPUT	
13	MS. SUMA SURESH KOGILGERI	Suma.SB.
14	MR. SANTHOSH KUMAR	
15	MR. SHASHIPRASAD	AO
16	SMT. DEEPA SALIAN	Not attended
17	SMT. RESHMA	AB
18	MR. KARTHIK ANAND	Not attended
19	MR. PUSHPARAJ K	AS
20	MR. AMITH	AB
21	DR. RAJASHREE KINI	AO
22	MR. ASHWIN	AB
23	MS. NELVITA CLEONA NORONHA	AB
24	MS. CHAITHRA KUMARI A	AO



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Action Taken

- Principal welcomed staff members for the meeting.
- 1] Principal congratulated all the staff members for achievement in Outlook Survey - in All India level of all private Law Colleges. Our College has received 12th Place in Survey.
 - 2] NOTES: Those students who have not received official Email ID and password should submit their name & number to concerned online class teacher for creation of ID.
 - 3] Those students who are not yet joined to online classes should be informed to join the classes.
 - 4] Online classes are going on well and parents & students reported the same.
 - 5] Faculty should take physical classes before the commencement of Examination.



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COMMITTEE / CELL Staff meeting

Date of Meeting 05/09/2020 Time : 10:30 AM

Members Present		Signature
1	DR. BALIKA	Not attended
2	SRI MAHESHCHANDRA NAYAK	<u>Mahesh</u>
3	SRI NARESH .M	<u>Naresh</u>
4	SMT. SHARIKA RAI	<u>Shrika</u>
5	SMT.UJWALA	<u>Ujwala</u>
6	MR. SANTHOSHA KUMARA.A	<u>Santhosha</u>
7	SMT. SHUBHALAKSHMI. P	<u>Shubhalakshmi</u>
8	MR. RAKSHITH B.V.	Not attended
9	DR. ANNAPOORNA SHET	<u>Annapurna</u>
10	MRS. CHANDRALEKHA	Not attended
11	SMT. K VINUTHA	On Maternity leave
12	SRI. RAVINDRA KRISHNA RAJAPUT	<u>Ravindra</u>
13	MS. SUMA SURESH KOGILGERI	<u>Suma</u>
14	MR. SANTHOSH KUMAR	<u>Santhosh</u>
15	MR. SHASHIPRASAD	Not attended
16	SMT. DEEPA SALIAN	Absent
17	SMT. RESHMA	Absent
18	MR. KARTHIK ANAND	<u>Karthik</u>
19	MR. PUSHPARAJ K	<u>Pushparaj</u>
20	MR. AMITH	<u>Amith</u>
21	DR. RAJASHREE KINI	Not attended
22	MR. ASHWIN	Absent
23	MS. NELVITA CLEONA NORONHA	Absent
24	MS. CHAITHRA KUMARI A	Absent





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Action Taken

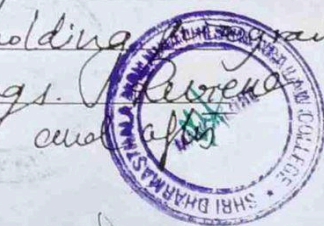
Principal Welcomed all the staff members for ~~an~~ ON LINE meeting.

Principal has put forwarded few Agenda.

- ① Work diary - of faculty.
- ② Online class and practical difficulties.
- Calculation of attendance - at the end of each month.
- ③ EERPMS - distribution of password for access to the Students.

NOTES :

- ④ Alumni Meeting - virtual - conducted by the coordinat
Telegram group is created for Alumni Association.
- 5) Faculty can takeup online classes even during
their C.L. or E.L. which can be added
to their total number of classes.
- 6) List of Seniority will be prepared soon
to maintain protocol for any programme
or administration.
- 7) Refresher/orientation courses for faculty
will be permitted only after approval of
Management.
- 8) Go for Minor research projects.
- 9) Internal Marks will be submitted to the
University in required format.
- 10) Seminar/workshop Committee holding
only after different meetings. Review
meeting to be conducted prior to each
each programme.



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CENTRE FOR POST GRADUATE STUDIES & RESEARCH IN LAW
MANGALURU - 575003

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

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

COMMITTEE / CELL *Staff Meeting*

Date of Meeting *01/10/2020* Time: *3. PM.*

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT.UJWALA	<i>AS</i>
6	MR. SANTHOSHA KUMARA.A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	<i>AB</i>
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	MRS. CHANDRALEKHA	<i>AB</i>
11	SMT. K VINUTHA	<i>AB</i>
12	SRI. RAVINDRA KRISHNA RAJAPUT	<i>[Signature]</i>
13	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
14	MR. SANTHOSH KUMAR	<i>AB</i>
15	MR. SHASHIPRASAD	<i>AB</i>
16	SMT. DEEPA SALIAN	<i>[Signature]</i> Present online
17	SMT. RESHMA	<i>AB</i>
18	MR. KARTHIK ANAND	<i>[Signature]</i>
19	MR. PUSHPARAJ K	<i>[Signature]</i>
20	MR. AMITH	<i>[Signature]</i>
21	DR. RAJASHREE KINI	<i>AB</i>
22	MR. ASHWIN	Present online
23	MS. NELVITA CLEONA NORONHA	<i>AB</i>
24	MS. CHAITRA KUMARI A	<i>AB</i>

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Action Taken

11. During online class, teachers need to make discussion, test, quiz and other activities during lecture.
12. Suggestions are asked from faculty members to improve online classes.
13. Before availing leave, faculty is required to
NOTES: seek prior permission from the HOD and to submit leave letters in advance.
In case of any emergency situation, they can submit it later.
14. Our faculty first Chandrasekha has submitted her Doctoral thesis to the University of Mysore.



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Proceedings of the Adhoc Staff Meeting held on 13-10-2020 at 3.00 p.m.

Adhoc staff Meeting was conducted in the Principal Chamber with respect to possibility of holding an entrance examination for the admission to 1 year of 3 years LLB Course.

Points for Deliberation:

1. Feasibility of holding online entrance test.
2. Technical issues of conducting the online test.
3. Contents of entrance test.
4. Date of holding the entrance test.

Deliberations:

1. Issue was raised as to whether it is possible to hold entrance test for 3 years LLB course when it was not conducted for 5 years LLB Courses.
2. It was opined by Mr. Karthik that the technical issues can be addressed and online examination can be conducted in effective manner.
3. It was discussed that, the test shall consist of understanding of current affairs, reasoning, legal aptitude, proficiency in English Language.
4. The meeting also discussed the need for fixing the date of entrance test.

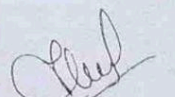
Resolution:

1. It was opined that in the best interest of the institution, it is necessary to hold entrance test.
2. It was resolved to meet the technical experts of SDM Engineering College, Ujire before finalizing technical issues.
3. It was resolved to have four level of knowledge test as stated in deliberation and the entrance exam shall be of MCQ type with 60 questions of 1 hour duration.
4. It was resolved to hold the test before the end of October month. As the members were of the opinion that before taking a final decision it is resolved to convene one more meeting for the same.

Members present:

1. Dr. Tharanath
2. Dr. Balika
3. Mr. Maheshchandra Nayak
4. Dr. Annapoorna Shet
5. Mr. Karthik Anand




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Action Taken

1. Principal welcomed all the staff to the meeting.
2. COVID-19 test to be conducted for all the staff members. - order has come from District Authority.
3. PBSA - improvement procedures must be submitted in writing to the principal.

NOTES:

4. Conducting entrance examination for the 3 year LLB course is discussed. Admission procedures also discussed.
5. Procedures on payment of fees also discussed.
6. As per present notification of KSLU, final year examination will be held from 28th Nov. 20 and teachers are required to conduct online classes for last last sem students.



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COMMITTEE / CELL Staff meeting

Date of Meeting 16/10/2020 Time 1.15 P.M.

Members Present		Signature
1	DR. BALIKA	
2	SRI MAHESHCHANDRA NAYAK	
3	SRI NARESH .M	
4	SMT. SHARIKA RAI	
5	SMT.UJWALA	
6	MR. SANTHOSHA KUMARA.A	
7	SMT. SHUBHALAKSHMI. P	
8	MR. RAKSHITH B.V.	AB
9	DR. ANNAPOORNA SHET	
10	MRS. CHANDRALEKHA	
11	SMT. K VINUTHA	AB
12	SRI. RAVINDRA KRISHNA RAJAPUT	
13	MS. SUMA SURESH KOGILGERI	AB
14	MR. SANTHOSH KUMAR	
15	MR. SHASHIPRASAD	AB
16	SMT. DEEPA SALIAN	
17	SMT. RESHMA	AB
18	MR. KARTHIK ANAND	
19	MR. PUSHPARAJ K	
20	MR. AMITH	AB
21	DR. RAJASHREE KINI	AB
22	MR. ASHWIN	AB
23	MS. NELVITA CLEONA NORONHA	
24	MS. CHAITHRA KUMARI A	



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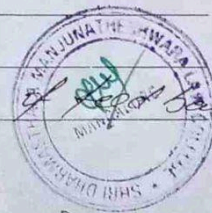
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Action Taken

1. Principal welcomed all the staff members to the staff meeting.
2. Meeting Agenda is - Commencement of semester exam for the students of final year LLB classes.
3. RT-PCR test for COVID-19 - as suggested for
NOTES: the students as per the order of the Government.
4. Duties of faculty on holding examination during this pandemic situation to be discussed.
5. Precautionary measures must be taken before entering to the examination hall.
6. Classes must be continued for junior classes.
7. Documents of each faculty must be submitted from March 2020 - all the hardcopies must be submitted.
8. NAAC has sent an application of ~~Self~~ for the colleges to fill.



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COMMITTEE / CELL *Staff meeting*

Date of Meeting *21/11/2020* Time: *10.30 AM*

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	<i>AB</i>
4	SMT. SHARIKA RAI	<i>AB</i>
5	SMT.UJWALA	<i>UJ</i>
6	MR. SANTHOSHA KUMARA.A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	<i>[Signature]</i>
9	DR. ANNAPOORNA SHET	<i>AN</i>
10	MRS. CHANDRALEKHA	<i>AB</i>
11	SMT. K VINUTHA	<i>AB</i>
12	SRI. RAVINDRA KRISHNA RAJAPUT	<i>[Signature]</i>
13	MS. SUMA SURESH KOGILGERI	<i>Suma S.</i>
14	MR. SANTHOSH KUMAR	<i>[Signature]</i>
15	MR. SHASHIPRASAD	<i>[Signature]</i>
16	SMT. DEEPA SALIAN	<i>[Signature]</i>
17	SMT. RESHMA	<i>AB</i>
18	MR. KARTHIK ANAND	<i>[Signature]</i>
19	MR. PUSHPARAJ K	<i>[Signature]</i>
20	MR. AMITH	<i>[Signature]</i>
21	DR. RAJASHREE KINI	<i>AB</i>
22	MR. ASHWIN	<i>[Signature]</i>
23	MS. NELVITA CLEONA NORONHA	<i>AB</i>
24	MS. CHAITHRA KUMARI A	<i>[Signature]</i>

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Action Taken

1. Principal welcomed all the staff members to the staff meeting.
2. Agenda of Meeting:-
 1. Conducting offline classes for the students of all final years.
But they have to fulfill precautionary measures.

NOTES :

2. Writing assignment - Rules and Regulations for writing assignment and presentation of assignment paper must be confirmed.
3. Conducting internal test - For the students who are writing internal papers must be provided with information on method of internal test.
4. K.S.L.V. central evaluation will commence and faculty should attend the same.
5. Online programmes & activities must be conducted.
6. Our college staff and faculty must be on punctual timings and they should



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COMMITTEE / CELL *Staff meeting report*

Date of Meeting *28/11/2020* Time: *10.00 AM*

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>on external Duty</i>
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT.UJWALA	<i>[Signature]</i>
6	MR. SANTHOSHA KUMARA.A	<i>on external Duty</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	<i>[Signature]</i>
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	MRS. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	<i>[Signature]</i>
12	SRI. RAVINDRA KRISHNA RAJAPUT	<i>AB</i>
13	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
14	MR. SANTHOSH KUMAR	<i>[Signature]</i>
15	MR. SHASHIPRASAD	<i>AB</i>
16	SMT. DEEPA SALIAN	<i>[Signature]</i>
17	SMT. RESHMA	<i>AB</i>
18	MR. KARTHIK ANAND	<i>[Signature]</i>
19	MR. PUSHPARAJ K	<i>[Signature]</i>
20	MR. AMITH	<i>[Signature]</i>
21	DR. RAJASHREE KINI	<i>AB</i>
22	MR. ASHWIN	<i>[Signature]</i>
23	MS. NELVITA CLEONA NORONHA	<i>AB</i>
24	MS. CHAITHRA KUMARI A	<i>AB</i>



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Action Taken

Stay back in the college until the college timings get over.

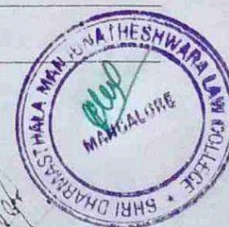
7. Faculty if require can take & consume immunity tablets of SDM Udupi.

8. Freshers batch of present 3rd year LLB will commence from Monday (30th Nov) 2020 onwards.

NOTES: All the faculties should concentrate on giving their best to the students.

9. Conducting online cultural competitions is also one of the agendas of our meeting.

10. Upload Study Materials in Google Plan & EEPRMS for the purpose of study.



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Action Taken

1. Principal Welcomed all the staff members to staff Meeting.

Agenda of Meeting:

1. Commencement of offline classes if any- what are the things required to be done was discussed.

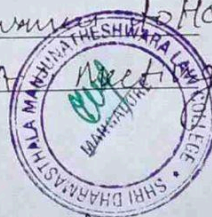
2. NOTES: Timings of incoming & outgoing of both teaching & non-teaching staff. To report at 9.00 am and exit at 4.15 pm

3. Applying leave, CL, EL, RH, & other leaves- must follow procedure.

4. College need to go for certain Surveys in All Ind. level - for which we need to record documents & other data supplementing our report.

5. As we have inaugurated student council in our college, we need to go for activities online from each committee.

6. Academic Council Meeting of K.S.L.U. Hubli will be held on 2nd January 2021 - and faculties can submit their grievances to HOI to propose the same in the A.C. Meeting.



Principal



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COMMITTEE / CELL Staff Meeting

Date of Meeting 01/01/2021 Time: 10.00 AM

Members Present		Signature
1	DR. BALIKA	R.C.
2	SRI MAHESHCHANDRA NAYAK	<i>M. Nayak</i>
3	SRI NARESH .M	<i>N. Narash</i>
4	SMT. SHARIKA RAI	Absent
5	SMT.UJWALA	<i>Ujwala</i>
6	MR. SANTHOSHA KUMARA.A	R.C.
7	SMT. SHUBHALAKSHMI. P	<i>S. Shubhalakshmi</i>
8	MR. RAKSHITH B.V.	<i>R. Rakshith</i>
9	DR. ANNAPOORNA SHET	<i>A. Annapurna</i>
10	MRS. CHANDRALEKHA	<i>C. Chandralekha</i>
11	SMT. K VINUTHA	Absent
12	SRI. RAVINDRA KRISHNA RAJAPUT	<i>R. Ravindra</i>
13	MS. SUMA SURESH KOGILGERI	<i>S. Suma</i>
14	MR. SANTHOSH KUMAR	<i>S. Santhosh</i>
15	MR. SHASHIPRASAD	<i>S. Shashiprasad</i>
16	SMT. DEEPA SALIAN	Absent
17	SMT. RESHMA	<i>R. Reshma</i>
18	MR. KARTHIK ANAND	<i>K. Karthik</i>
19	MR. PUSHPARAJ K	<i>P. Pushparaj</i>
20	MR. AMITH	<i>A. Amith</i>
21	DR. RAJASHREE KINI	<i>R. Rajashree</i>
22	MR. ASHWIN	<i>A. Ashwin</i>
23	MS. NELVITA CLEONA NORONHA	<i>N. Nelvita</i>
24	MS. CHAITHRA KUMARI A	<i>C. Chaithra</i>



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Action Taken

7. Online Internal Examination is conducted and those students could not take up now because of technical issues can come physically to the college to give their exams once announced.

8. DPC and Professional Ethics examinations will be conducted offline and ^{11th & 12th} final year students should come and write the same.

9. NAAC Coordinator discussed on pending NAAC AQAR Reports & their submission.

10. New pattern of AQAR's are introduced in 2020-21.

11. Faculties should concentrate on publications.

12. HOD Humanities discussed on conducting offline classes - if commenced.

13. SDML Society is granting all sdml restrictions. All faculty need to send their report on or before 4th ~~Dec~~ Jan 2021.



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Action Taken

Sri Narish Malligemadu, HOD Humanities, welcomed staff to the staff meeting.

Resolutions made are -

1. It is decided to announce the internal marks of test obtained by the students orally by the respective subject teachers.

NOTES:

2. The absentee list also will be announced in the class based on subjects.

3. As already informed by the principal, before the commencement of internal exams, the college is not responsible for any technical issues faced by the students in the examination.

4. The class representatives are instructed to inform the students who are all absent on the day of (online examination) announcement.



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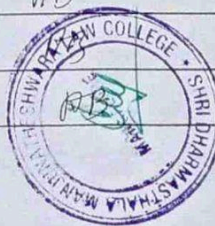
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COMMITTEE / CELL *Staff Meeting*

Date of Meeting *06-01-2021* Time :

Members Present		Signature
1	DR. BALIKA	AB
2	SRI MAHESHCHANDRA NAYAK	AB
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	AB
5	SMT.UJWALA	<i>[Signature]</i>
6	MR. SANTHOSHA KUMARA.A	AB
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	AB
9	DR. ANNAPOORNA SHET	AB
10	MRS. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	AB
12	SRI. RAVINDRA KRISHNA RAJAPUT	<i>[Signature]</i>
13	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
14	MR. SANTHOSH KUMAR	AB
15	MR. SHASHIPRASAD	AB
16	SMT. DEEPA SALIAN	AB
17	SMT. RESHMA	AB
18	MR. KARTHIK ANAND	AB
19	MR. PUSHPARAJ K	<i>[Signature]</i>
20	MR. AMITH	<i>[Signature]</i>
21	DR. RAJASHREE KINI	AB
22	MR. ASHWIN	AB
23	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>
24	MS. CHAITHRA KUMARI A	<i>[Signature]</i>



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Action Taken D: 21/01/2021

T: 10 am

Principal Welcomed all the Staff Members to the Staff Meeting.

Agenda of Meeting:

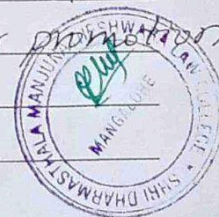
1. Discussed on conducting College Day and Distribution of prizes for the students. Because of pandemic situation, college

NOTES: day was postponed. - Alumni can be invited

2. Cleanliness of college surroundings must be concentrated. and as a requirement, all the staff should work on cleanliness

3. Collection of documents and required certificates etc from the faculty must be collected.

4. To accomplish the NAAC purpose, all faculty should write minimum two articles in any in a reputed /UGC recognized / peer reviewed journal. It is mandatory for the faculty to do so to claim for any PISA points or promotion.



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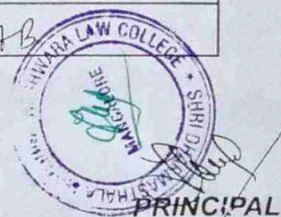
AFFILIATED TO KARNATAKA STATE LAW UNIVERSITY, HUBBALLI
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(NAAC Accredited B++ CGPA 2.9)

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

COMMITTEE / CELL Staff Meeting

Date of Meeting 21st Jan 2021 Time: 10.00 am

Members Present		Signature
1	DR. BALIKA	<u>[Signature]</u>
2	SRI MAHESHCHANDRA NAYAK	<u>[Signature]</u>
3	SRI NARESH .M	<u>[Signature]</u>
4	SMT. SHARIKA RAI	<u>[Signature]</u>
5	SMT.UJWALA	<u>[Signature]</u>
6	MR. SANTHOSHA KUMARA.A	<u>[Signature]</u>
7	SMT. SHUBHALAKSHMI, P	<u>[Signature]</u>
8	MR. RAKSHITH B.V.	<u>[Signature]</u>
9	DR. ANNAPOORNA SHET	<u>[Signature]</u>
10	MRS. CHANDRALEKHA	<u>[Signature]</u>
11	SMT. K VINUTHA	<u>[Signature]</u> AB
12	SRI. RAVINDRA KRISHNA RAJAPUT	<u>[Signature]</u>
13	MS. SUMA SURESH KOGILGERI	<u>[Signature]</u> SK
14	MR. SANTHOSH KUMAR	<u>[Signature]</u>
15	MR. SHASHIPRASAD	<u>[Signature]</u>
16	SMT. DEEPA SALIAN	<u>[Signature]</u>
17	SMT. RESHMA	<u>[Signature]</u> AB
18	MR. KARTHIK ANAND	<u>[Signature]</u>
19	MR. PUSHPARAJ K	<u>[Signature]</u>
20	MR. AMITH	<u>[Signature]</u>
21	DR. RAJASHREE KINI	<u>[Signature]</u> AB
22	MR. ASHWIN	<u>[Signature]</u>
23	MS. NELVITA CLEONA NORONHA	<u>[Signature]</u> AB
24	MS. CHAITHRA KUMARI A	<u>[Signature]</u> AB





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Action Taken

Principal welcomed all the Staffs to meeting
Agenda.

1. Submission of AQAR Report
2. Matters relating to examination.
3. College to go for Autonomy.
4. Brief analysis of All interview report on AQAR.

NOTES: Resolutions:

1. AQAR - report for 2018-19, & 2019-20 are submitted.

Faculty worked well on their respective criterion & documents are collected.

Further achievements must be increased.

AQAR report has come out to verify now.

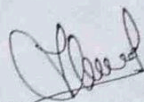
2. Examination can be conducted as per the university timetable.

3. For a college to go for Autonomy, it requires some indepth effort input of 'B⁺⁺' grade.

It requires a committee to be formulated to look into the matters required for autonomy.

4. Criteria - I to VII were discussed in the meeting.




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COMMITTEE / CELL Staff Meeting -

Date of Meeting 05/02/2021

Time: 4. Pm

Members Present		Signature
1	DR. BALIKA	
2	SRI MAHESHCHANDRA NAYAK	AB
3	SRI NARESH .M	
4	SMT. SHARIKA RAI	
5	SMT.UJWALA	
6	MR. SANTHOSHA KUMARA A	
7	SMT. SHUBHALAKSHMI. P	
8	MR. RAKSHITH B.V.	
9	DR. ANNAPOORNA SHET	
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12	SRI. RAVINDRA KRISHNA RAJAPUT	
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17	SMT. RESHMA	AB
18	MR. KARTHIK ANAND	
19	MR. PUSHPARAJ K	
20	MR. AMITH	
21	DR. RAJASHREE KINI	AB
22	MR. ASHWIN	AB
23	MS. NELVITA CLEONA NORONHA	AB
24	MS. CHAITHRA KUMARI A	AB





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Action Taken

Principal welcomed all the staff to the meeting.

1) Distribution of available documents.

2) Collection of personal documents of faculty.

3) Biometric related matters

4) Submission of biodata of the faculty.

NOTES:

Given submission of documents - consequence
- Resolution -

1. Documents which were with HOD has been distributed to the concerned faculty for their criteria requirements

2. All the faculty submitted their copies of documents - pertaining to the programmes attended, FDP, short term courses, resource person records, webinar participated papers presented etc. Submitted and documentation also done.

3. Biometric of teaching & non teaching staff must be maintained properly.
Timings must be written down if any show

4. All the faculty requested to submit biodata latest - till date for the purpose of & institutional assessment of management

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Action Taken

5) HOT here by declared that those documents not submitted for NAAC document-ation neither can be claimed for PBSA/CAS by the concerned faculty.

Any faculty deliberately concealing of any document that would be helpful for the institutional accreditation for such default will be issued with show cause notice &

NOTES: each act deemed to dereliction of duty which shall be brought in the attention of appropriate authorities.



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COMMITTEE / CELL Staff Meeting

Date of Meeting 12/02/2021

Time: 2:00 PM to 6:45 PM

Members Present		Signature
1	DR. BALIKA	
2	SRI MAHESHCHANDRA NAYAK	
3	SRI NARESH .M	
4	SMT. SHARIKA RAI	
5	SMT.UJWALA	
6	MR. SANTHOSHA KUMARA.A	
7	SMT. SHUBHALAKSHMI. P	
8	MR. RAKSHITH B.V.	Absent
9	DR. ANNAPOORNA SHET	
10	MRS. CHANDRALEKHA	
11	SMT. K VINUTHA	Absent
12	SRI. RAVINDRA KRISHNA RAJAPUT	Absent
13	MS. SUMA SURESH KOGILGERI	
14	MR. SANTHOSH KUMAR	
15	MR. SHASHIPRASAD	Absent
16	SMT. DEEPA SALIAN	
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18	MR. KARTHIK ANAND	
19	MR. PUSHPARAJ K	
20	MR. AMITH	
21	DR. RAJASHREE KINI	
22	MR. ASHWIN	
23	MS. NELVITA CLEONA NORONHA	
24	MS. CHAITHRA KUMARI.A	



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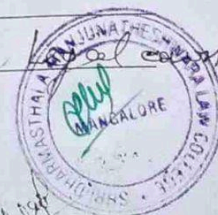
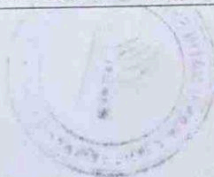
Action Taken

Principal Welcomed all the staff to the staff meeting
Agenda.

- 1) Filling OMR & payment of exam fees.
- 2) Assignment submission of students (both sem)
- 3) Local Inspection Committee - will visit from 24th Feb to 8th March 2021
- 4) New Para Legal course introduced.
- 5) NOTES: NAAC & Institutional Assessment.

Resolution:

- 1) All the first year students of LLB/BA, B.A.LL.B. should pay examination fees & OMR must be filled properly.
- 2) Those students who have not submitted assignments of both odd & even sem must be marked separately.
Those who did not submit assignment should submit soon and hall ticket will be given only to those who have submitted.
- 3) Local Inspection Committee of K.S.L.U. will visit & inspect documents - online inspection is proposed now.
- 4) K.S.L.U. has introduced new para legal course



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COMMITTEE / CELL Staff Meeting

Date of Meeting 22/02/2021 Time: 9.30 AM

Members Present		Signature
1	DR. BALIKA	<u>Dr. Balika</u>
2	SRI MAHESHCHANDRA NAYAK	<u>M. Nayak</u>
3	SRI NARESH .M	<u>Absent</u>
4	SMT. SHARIKA RAI	<u>Shrika Rai</u>
5	SMT. UJWALA	<u>Ujwala</u>
6	MR. SANTHOSHA KUMARA.A	<u>S. Kumara.A</u>
7	SMT. SHUBHALAKSHMI. P	<u>S. P.</u>
8	MR. RAKSHITH B.V.	<u>R. B.V.</u>
9	DR. ANNAPOORNA SHET	<u>A. Shet</u>
10	MRS. CHANDRALEKHA	<u>Absent</u>
11	SMT. K VINUTHA	<u>Absent</u>
12	SRI. RAVINDRA KRISHNA RAJAPUT	<u>R. Rajaput</u>
13	MS. SUMA SURESH KOGILGERI	<u>S. Kogilgeri</u>
14	MR. SANTHOSH KUMAR	<u>S. Kumar</u>
15	MR. SHASHIPRASAD	<u>S. Prasad</u>
16	SMT. DEEPA SALIAN	<u>D. Salian</u>
17	SMT. RESHMA	<u>Absent</u>
18	MR. KARTHIK ANAND	<u>K. Anand</u>
19	MR. PUSHPARAJ K	<u>P. K.</u>
20	MR. AMITH	<u>A. M.</u>
21	DR. RAJASHREE KINI	<u>Absent</u>
22	MR. ASHWIN	<u>Absent</u>
23	MS. NELVITA CLEONA NORONHA	<u>Absent</u>
24	MS. CHAITANYA KUMAR	<u>Absent</u>

Age

Res



Principal
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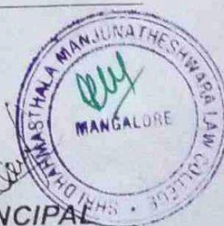
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Action Taken

3) NAAC documents will be collected for 2017-20 and for Institutional assessment - faculty should submit documents & resume.

4) Re-valuation of last sem exam has come & teachers can go for Re-valuation.

NOTES:



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Action Taken

Principal welcomed all the staff to the meeting.
Agenda:

(1) Holding LIC Inspection.

(2) Sanad surrender.

Mr. Santhosh Kumar B. honoured for his PhD award.

Resolution:

(1) LIC-KSLU-outdoor visit will start at 11.30 AM.

(2) Different sections & committees to be ready

NOTES: with documents & explanations.

(3) Meeting with Principal, office staff, college teaching staff, library and students will be arranged.

(4) Both LLM & LHB related meetings are done.

With regard to voluntary suspension of Sanad, all full time faculty, require to submit the same & by 31st March 2021, this requirements to be fulfilled all must surrender by 31st March 2021.



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Action Taken-

Principal welcomed all the staff to the staff meeting.

Agenda:

1] Submission of Assignment & score sheets.

2] Vacation -

3] NOTES: Sanad Submission

4] Para Legal Course

5] Minor Research Projects Resolutions

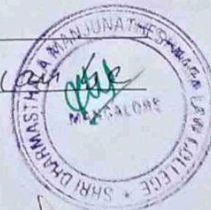
1] Assignments and score sheets must be submitted and as per university proforma marks must be submitted.

2] Vacation - is not granted to any one. So no teacher should speak about vacation.

3] Sanad Submission is mandatory and all teachers should submit the same.

4] Para legal course of K.S.L.U can be introduced in our college.

5] Minor Research Projects



(Signature)
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COMMITTEE / CELL *Staff Meeting*

Meeting *13/03/2021* Time: *10.00m*

Members Present	Signature
DR. BALIKA	<i>[Signature]</i>
SRI MAHESHCHANDRA NAYAK	
SRI NARESH .M	<i>[Signature]</i>
SMT. SHARIKA RAI	<i>[Signature]</i>
SMT.UJWALA	<i>[Signature]</i>
MR. SANTHOSHA KUMARA.A	<i>Absent</i>
SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
MR. RAKSHITH B.V.	<i>[Signature]</i>
DR. ANNAPOORNA SHET	<i>[Signature]</i>
MRS. CHANDRALEKHA	<i>[Signature]</i>
SMT. K VINUTHA	<i>Absent</i>
SRI. RAVINDRA KRISHNA RAJAPUT	<i>[Signature]</i>
MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
MR. SANTHOSH KUMAR	<i>[Signature]</i>
MR. SHASHIPRASAD	<i>[Signature]</i>
SMT. DEEPA SALIAN	<i>[Signature]</i>
SMT. RESHMA	<i>Absent</i>
MR. KARTHIK ANAND	<i>[Signature]</i>
MR. PUSHPARAJ K	<i>[Signature]</i>
MR. AMITH	<i>[Signature]</i>
DR. RAJASHREE KINI	<i>Absent</i>
MR. ASHWIN	<i>Absent</i>
MS. NELVITA CLEONA NORONHA	<i>Absent</i>
MS. CHAITHRA KUMARI A	<i>Absent</i>

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Action Taken

Principal welcomed all the staff to the staff meeting.

Agenda:

1] Submission of Assignment & score sheets.

2] Vacation -

3] NOTES: Sanad Submission

4] Para Legal Course.

5] Minor Research Projects Resolutions

1] Assignments and score sheets must be submitted and as per university proforma marks must be submitted.

2] Vacation - is not granted to any one. So no teacher should speak about vacation.

3] Sanad Submission is mandatory and all teachers should submit the same.

4] Para legal course of K.S.L.U can be introduced in DML College.

5] Minor Research Projects



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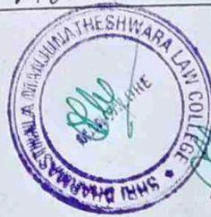
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COMMITTEE / CELL *Staff Meeting*

Date of Meeting *13/03/2021*

Time: *10.00 am*

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT.UJWALA	<i>[Signature]</i>
6	MR. SANTHOSHA KUMARA.A	<i>Absent</i>
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20	MR. AMITH	<i>[Signature]</i>
21	DR. RAJASHREE KINI	<i>Absent</i>
22	MR. ASHWIN	<i>Absent</i>
23	MS. NELVITA CLEONA NORONHA	<i>Absent</i>
24	MS. CHAITHRA KUMARI A	<i>Absent</i>



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Action Taken

done as many departments are providing opportunity to do research in different areas; women, labour etc.

Agenda:- continued....

6) Institution going for autonomy.

7) Collection of documents

NOTES: For the month of February.

Resolutions - continued....

1) Teachers should write down their opinion on institution going for autonomy.

7) Documents of Monthly report to be submitted.



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Action Taken Principal Welcomed staff to the meeting
Agenda & resolution.

1. Teachers can work on academics during the holidays and come often when it is called for.

2. Internal Marks - submit all assignments to Mr. Rakshit B.V.

NOTES:

3. All teachers should attend to evaluation work. it is compulsory for all the faculty to submit Evaluation Attendance Certificate.

4. All faculty should write articles & other research papers during vacation.



[Signature]
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COMMITTEE / CELL *Staff Meeting*

Date of Meeting *16/03/2021* Time: *4 PM*

Members Present		Signature
1	DR. BALIKA	AB
2	SRI MAHESHCHANDRA NAYAK	<i>M. Nayak</i>
3	SRI NARESH .M	<i>N. Naresh</i>
4	SMT. SHARIKA RAI	<i>Shrika Rai</i>
5	SMT.UJWALA	
6	MR. SANTHOSHA KUMARA.A	AB
7	SMT. SHUBHALAKSHMI. P	<i>Shubha</i>
8	MR. RAKSHITH B.V.	<i>Rakshith</i>
9	DR. ANNAPOORNA SHET	<i>Ashat</i>
10	MRS. CHANDRALEKHA	<i>Ch</i>
11	SMT. K VINUTHA	AB
12	SRI. RAVINDRA KRISHNA RAJAPUT	<i>Rajaput</i>
13	MS. SUMA SURESH KOGILGERI	<i>Suma</i>
14	MR. SANTHOSH KUMAR	<i>Santhosh</i>
15	MR. SHASHIPRASAD	AB
16	SMT. DEEPA SALIAN	<i>Deepa</i>
17	SMT. RESHMA	AB
18	MR. KARTHIK ANAND	<i>Karthik</i>
19	MR. PUSHPARAJ K	<i>Pushparaj</i>
20	MR. AMITH	<i>Amith</i>
21	DR. RAJASHREE KINI	AB
22	MR. ASHWIN	AB
23	MS. NELVITA CLEONA NORONHA	AB
24	MS. CHAITHRA KUMARI A	AB



[Signature]
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Action Taken

Principal welcomed all the staff to the online meeting.

Agenda:

- Conducting examination - during Covid-19.

Resolution:-

1. Health officers and District authorities

NOTES: have visited the college

2. There are students who are with Covid-19 positive to write the exam.

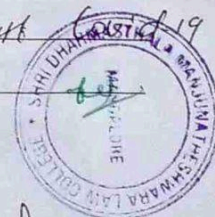
So all faculty should be vigilant and take precautions.

3. Faculty will be provided with kits required

4. In the examination hall only 18 students are accommodated.

5. Invigilators must be very careful while distributing answer sheets and while collecting the same.

6. Faculty should take precautions against Covid-19 during examination.



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

AFFILIATED TO KARNATAKA STATE LAW UNIVERSITY, HUBBALLI
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COMMITTEE / CELL *Staff Meeting*

Date of Meeting *24th March 2021* Time: *11am*

3/24/2021

class-list (2021-03-24) .html

Staff Meeting
Daily Attendance Report for *class-list*: 2021-03-24

Class Name: class-list Meet ID: giv-erpx-xat Date: 2021-03-24 ▾ Earliest Arrivals: 10:57
10:57 End: 11:25 Duration: 28 min

Names ☆	10:55	10:57	11:00	11:05	11:10	11:15	11:20	11:25
? Ashok Alva								
? Ashwin								
? Rakshith Bv								
? Dr. Annapoorna Shet Sri ...								
? Dr. Reshma Sri Dharmast...								
? Meenakshi K								
? Dr. Rajashree S Kini								
? Santhosh Kumar								
? Amith S M								
? Mr. Karthik Anand Sri D...								
? Mr. Mohan Kumar Sri D...								
? Ms. Chaithra Kumari Sri ...								
? Ms. Nelvita Cleona Noro...								
? Ms. Saritha Sandeep Rai ...								
? Ms. Shubhalakshmi. P Sr...								
? Ms. Suma Suresh Kogilg...								
? Santhosh Prabhu								
? Sanghamitra Roy								
? Deepa Salian								
? Tharanatha A Shetty								
? Smt. Sharika Rai Sri Dha...								
? Smt. Ujwala Sri Dharmast...								
? Sri Naresh .M Sri Dharm...								
? Sri. Ravindra Krishna Ra...								

Daily Attendance Legend:

- ✓ The student was present then exited, rejoined, then exited again, and rejoined again, etc., etc. The alternating background patterns indicate that the student may have left and rejoined the Meet
- ✓ The student was marked present by the teacher (but did not shown up in the Meet window)
- The student missed the entire class

Help videos:

To help your eye follow across the page, the table rows alternate between white and grey backgrounds which leads to two subtly different shades of green for the times when the student was present

NB - If you want a printed copy of this report, make sure that the 'More settings' → 'Background graphics' checkbox is checked in the Print dialog



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Action Taken

Principal Welcomed all the staff to the offline meeting.

Agenda:

1. Collection of Documents for NAAC.
2. General instructions.
3. KSLU Examination.
4. Conducting internal

NOTES: Para Legal Council.

1. Submission of AAR report - 2018-19 to 2020.
Documents of participation/presentation collected.
2. General instructions - conducting online classes, attendance, exams, - feedback etc.

3. KSLU Examination - From 19th July 2021, KSLU Exams are conducted.

Students are writing exams - 1st and 2nd yr
Examination duties will be allotted.

4. Conducting internal exams - ADR & prof. ethics and practical training.
First week of August - planning to hold the internal exams.

Practical training - Teachers are providing cases for arguments;

Para legal council will be started.



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COMMITTEE / CELL Staff Meeting

Date of Meeting 24/10/2021 Time : 11:00 AM

Members Present		Signature
1	DR. BALIKA	[Signature]
2	SRI MAHESHCHANDRA NAYAK	[Signature]
3	SRI NARESH M	[Signature]
4	SMT. SHARIKA RAI	[Signature]
5	SMT.UJWALA	[Signature]
6	MR. SANTHOSHA KUMARA A	on duty
7	SMT. SHUBHALAKSHMI. P	[Signature]
8	MR. RAKSHITH B.V.	[Signature]
9	DR. ANNAPOORNA SHET	[Signature]
10	MRS. CHANDRALEKHA	[Signature]
11	SMT. K VINUTHA	Absent
12	SRI. RAVINDRA KRISHNA RAJAPUT	[Signature]
13	MS. SUMA SURESH KOGILGERI	[Signature]
14	MR. SANTHOSH KUMAR	[Signature]
15	MR. SHASHIPRASAD	[Signature]
16	SMT. DEEPA SALIAN	[Signature]
17	SMT. RESHMA	Absent
18	MR. KARTHIK ANAND	[Signature]
19	MR. PUSHPARAJ K	Absent
20	MR. AMITH	[Signature]
21	DR. RAJASHREE KINI	Absent
22	MR. ASHWIN	Absent
23	MS. NELVITA CLEONA NORONHA	Absent
24	MS. CHAITHRA KUMARI A	Absent

[Stamp: SDMLC LAW COLLEGE, MANGALORE]

[Stamp: SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE, MANGALORE]

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Action Taken

6. Centre for R valuation- KSLU.
Focus on obtaining evaluation
Centre.

NOTES :

6. KSLU online valuation will commence
We need computers for conducting
online evaluation.
All the staff need to work out on
arranging basic facilities required
for online evaluation.



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Faculty Meetings 2019 - 2020

COMMITTEE / CELL *Staff Meeting Report*

Date of Meeting *08/08/2019* Time: *10:00 AM*

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT.UJWALA	<i>[Signature]</i>
6	MR. SANTHOSHA KUMARA A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	<i>[Signature]</i>
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	MRS. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	<i>[Signature]</i>
12	DR. GAGAN K	<i>[Signature]</i>
13	SRI. RAVINDRA KRISHNA RAJPUT	<i>[Signature]</i>
14	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
15	MR. ROOPESH	<i>[Signature]</i>
16	MR. SANTHOSH KUMAR	<i>[Signature]</i>
17	MR. SHASHIPRASAD	<i>[Signature]</i>
18	SMT. DEEPA SALIAN	<i>[Signature]</i>
19	SMT. RESHMA	<i>[Signature]</i>
20	MR. KARTHIK ANAND	<i>[Signature]</i>
21	MR. PUSHPARAJ K	<i>[Signature]</i>
22	MR. AMITH	<i>[Signature]</i>
23	MR. ASHWIN	<i>[Signature]</i>
24	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>
25	MS. CHAITHRA KUMARI A	<i>[Signature]</i>

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Action Taken **STAFF MEETING REPORT**

Date: 08/08/2019. Time: 10.00 a.m.

A Principal welcomed all the staff to the first meeting of this academic year 2019-20.

B Matters discussed in meeting are stated here below:-

NOTES: 1. Welcomed all newly appointed staff to the family of SDMLC.

2. Dress Code to the teachers is compulsory not to deviate from dress code prescribed by the Management.

3. Faculty should make publications for their PPSA points from time to time.

4. We have got good response to our notification for fresh admission to BALLB, BBA LLB and L.B. 3yrs. in this academic year 2019-20. Admissions are full.

5. Teachers should not go beyond syllabus. Restrict your lecturing only to the subject.

6. Administrative responsibility must be handled by the faculty members along with their teaching work.



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Action Taken

7. Students practical training must be looked into and proper evaluation must be made by the faculty members.
8. Maintain discipline in the class, don't be too friendly with the students.
9. Introduction of Mentorship- one law teacher and one non-law teacher will be assigned with twenty students for mentorship.
10. Faculty who are invited from outsiders for any talk or other engagements should take prior permission of the Head of the Institution.
11. All faculty members should involve in Minor Research Projects- fund will be allotted from alumni donation and other.
12. All faculty members should startup/propose an add-on course on any valuable subject.
13. Spoken English classes will be conducted in Association with Aptis British Council, for the students.
14. Teachers shouldn't hurry in finishing the syllabus. ^{continue} fill Nov ^{Later}



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Action Taken

15. From Next Staff Meeting, Staff Advisor should welcome all and give vote of thanks after conclusion of every staff meeting.
16. IQAC coordinator addressed the faculty members on AQAR & the NAAC matters.
17. Biometric Method of faculty attendance is disallowed.

NOTES :

18. Each Committee required to maintain a book for committee report - were distributed.
19. Faculty should attend Independence Day Celebration without fail.

— meeting Minute - written by —
Smt. Shubhashini.



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ADMINISTRATIVE RESPONSIBILITIES

It is hereby informed that all teachers (both grant/non-grant) are required to render 4 hours a week administrative assistance to the Principal. In view of this following teachers are given with administrative responsibilities and discharge of such responsibilities shall be necessarily reflected in the work diary to be submitted by every week end.

1.	Dr. Balika	:	1) Answering all RTI Queries 2) Second highest authority on disciplinary matters 3) Attendance review of atleast 4 classes in a week 4) Instruction to all staff in the absence of the Principal	<i>Dr. Balika</i>
2.	Sri. Maheshchandra Nayak	:	1) Calling for HOD meeting of law atleast 15 days once and record the proceedings 2) Calling of each class teacher (Law) by rotation basis and reviewing academic performance in the classes. (Class tests/results/unit tests etc.) 3) To call for Teachers debate Club every fortnight 4) Act as first appellate authority on student discipline (Law)	<i>M. Nayak</i>
3	Sri Naresh M	:	1) Calling for HOD meeting of non law atleast 15 days once and record the proceedings 2) Calling of each class teacher (Non Law) by rotation basis and reviewing academic performance in the classes. (Class tests/ results/ unit tests etc.) 3) Act as first appellate authority on student discipline (Non Law)	
4	Mrs. Ujwala	:	1) Observance of student behavior in library / College Campus. 2) Looking after cleanliness in the entrance and entire premises at down floor (Auditorium/Library/Entrance) etc.)	<i>Ujwala</i>
5	Mrs. Sharika Rai	:	1) Looking into cleanliness of first floor and ladies rest room, staff room and class rooms. 2) Submission of periodical reports to JD on sexual harassment /SWEEP and representing the Principal in such meetings wherever necessary. 3) Looking after auditorium booking by third parties in consultation with office manager. 4) Surprise visit to Court/Chambers.	<i>Sharika Rai</i>



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6	Mr. Santhosha Kumara A	:	1) Looking after cleanliness of 2 nd Floor of the College Campus. 2) Looking after salary/grants/writ cases for grant in aid employees. Increments in consultation with Mr. Vinod Kumar, Office. 3) Surprise visit to Court/Chambers	
7	Mr. Rakshith B.V.	:	1) Managing all cases of student discipline with HOD'S. 2) Monitoring student behaviour inside the campus. 3) Surprise visit to hostels/paying guest etc. 4) Surprise visit to Court/Chambers	
8	Mrs. Shubhalakshmi P	:	1) Monthly submission of reports to the management 2) Surprise visit to Court/Chambers	
9	Dr. Annapoorna Shet	:	1) Finding out CSR funding for the college 2) Time Table Management 3) Surprise visit to Court/Chambers	
10	Mrs. Chandalekha	:	1) Organization of send off/farewell. 2) Looking after hospitality of guests 3) Surprise visit to Court/Chamber	
11	Mrs. Vinutha K	:	1) Looking after cleanliness in entire third floor 2) Surprise visit to Hostels/paying guest accommodation 3) Garden Maintenance Supervision. 4) Surprise visit to Court/Chambers	
12	Dr. Gagan	:	1) Management of entire website and updating the same. 2) Removal of archaic elements from website. 3) Surprise visit to Court/Chambers	
13	Ms. Suma Suresh Kogilgeri	:	1) SC/ST welfare in the college. 2) Maintenance of Confidential Report 3) Surprise visit to Court/Chambers	
14	Mr. Ravindra K Rajput	:	1) Maintenance documents of NAAC 2) Helping Mrs. Shubhalakshmi in preparation of Monthly report 3) Surprise visit to Court/Chambers	
15	Mr. Shashiprasad	:	1) Not allowing students to enter the classes after 9.05a.m. 2) Monitoring student movement inside the Campus 3) Furniture Audit	
16	Mr. Roopesh	:	1) Surprise visit to Hostels/paying guests. 2) Handling student discipline with HODS 3) Furniture Audit 4) Surprise visit to Court/Chambers	



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Action Taken

17	Mrs. Deepa Salian	:	1) Cordination of LLM & Research department. 2) Supervision of Maintenance of Cleanliness outside the building. 3) Surprise visit to Court/Chambers	<i>[Signature]</i>
18	Mr. Karthik	:	1) Liaison with legal Service Authority. 2) Finding out funds for UGC/NAAC for various activities 3) Surprise visit to Court/Chambers	<i>[Signature]</i>
19	Mr. Pushparaj	:	1) Preparing report of College Activities and sending to the press as soon as possible 2) Possible arrangement of press conference, Media relations/and acting as PRO	<i>[Signature]</i>
20	Mrs. Reshma	:	1) Follow up of MOU's 2) Surprise visit to Court/Chambers	<i>[Signature]</i>
21	Mr. Amith	:	1) Monitoring close watch on dame caused in boys rest room and other places at college. 2) Furniture Audit	<i>[Signature]</i>





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COMMITTEE / CELL Staff meeting

Date of Meeting 20th August Time: 4 P.M.

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT.UJWALA	<i>[Signature]</i>
6	MR. SANTHOSHA KUMARA.A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	<i>[Signature]</i>
9	DR. ANNAPOORNA SHET	Not Attended.
10	MRS. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	<i>[Signature]</i>
12	DR. GAGAN K	<i>[Signature]</i>
13	SRI. RAVINDRA KRISHNA RAJAPUT	<i>[Signature]</i>
14	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
15	MR. ROOPESH	<i>[Signature]</i>
16	MR. SANTHOSH KUMAR	<i>[Signature]</i>
17	MR. SHASHIPRASAD	<i>[Signature]</i>
18	SMT. DEEPA SALIAN	<i>[Signature]</i>
19	SMT. RESHMA	<i>[Signature]</i>
20	MR. KARTHIK ANAND	<i>[Signature]</i>
21	MR. PUSHPARAJ K	<i>[Signature]</i>
22	MR. AMITH	<i>[Signature]</i>
23	MR. ASHWIN	<i>[Signature]</i>
24	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>
25	MS. CHAITHRA KUMARI A	<i>[Signature]</i>

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1. Principal welcomed all the staff to the meeting

2. Proceedings are as follows:-

(1) Teachers should not discourage students by speaking ill about the results of KSLU.

(2) NOTES: Tell the students to study well and not to listen to senior class students, come and clarify doubts with the faculty only.

3. Give assignment topics to the students and keep a copy of it with faculty & submit one to TOAC coordinator for the NAAC purpose.

4. Each faculty can call for the guest lecturer on their concerned subjects.

5. Internship and Mentorship list is prepared wherein one law and non-law faculty will be assigned with few number of students.

6. Administrative responsibilities are distributed to the faculties.



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7) Faculty should visit the Court and Chambers to monitor students attendance to the Court & Chambers.

8) Faculty should also visit Hostels and P.G.'s nearby to look into the conditions there and monitor the same.

9) Diary of faculty members must be filled in a systematic manner.

10. Give small test to the students

11. Secretary post for each cell/committee is called and selected on the basis of score they obtained in entrance test for the same.

12. Faculty should move around when there is no class hours there for them in the morning to maintain discipline.



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COMMITTEE / CELL Staff Meeting

Date of Meeting 02/10/2019 Time: 11 am to 1:30 pm

Members Present		Signature
1	DR. BALIKA	<u>[Signature]</u>
2	SRI MAHESHCHANDRA NAYAK	<u>[Signature]</u>
3	SRI NARESH .M	<u>[Signature]</u>
4	SMT. SHARIKA RAI	<u>[Signature]</u>
5	SMT.UJWALA	<u>AB.</u>
6	MR. SANTHOSHA KUMARA.A	<u>AB.</u>
7	SMT. SHUBHALAKSHMI. P	<u>[Signature]</u>
8	MR. RAKSHITH B.V.	<u>AB</u>
9	DR. ANNAPOORNA SHET	<u>[Signature]</u>
10	MRS. CHANDRALEKHA	<u>[Signature]</u>
11	SMT. K VINUTHA	<u>[Signature]</u>
12	DR. GAGAN K	<u>[Signature]</u>
13	SRI. RAVINDRA KRISHNA RAJAPUT	<u>[Signature]</u>
14	MS. SUMA SURESH KOGILGERI	<u>[Signature]</u>
15	MR. ROOPESH	<u>[Signature]</u>
16	MR. SANTHOSH KUMAR	<u>[Signature]</u>
17	MR. SHASHIPRASAD	<u>AB</u>
18	SMT. DEEPA SALIAN	<u>[Signature]</u>
19	SMT. RESHMA	<u>AB</u>
20	MR. KARTHIK ANAND	<u>[Signature]</u>
21	MR. PUSHPARAJ K	<u>[Signature]</u>
22	MR. AMITH	<u>[Signature]</u>
23	MR. ASHWIN	<u>[Signature]</u>
24	MS. NELVITA CLEONA NORONHA	<u>[Signature]</u>
25	MS. CHAITHRA KUMARI A	<u>[Signature]</u>
26	Dr. Smt. Rajashree S Kini	<u>[Signature]</u>

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Action Taken Staff Meeting Report.

I. Principal welcomed all the Staffs to the meeting.

II. Proceedings are as follows.

1. Faculty should go for Publications as much as possible.

NOTES:

2. Mentoring Skill manual is brought and it will be distributed shortly.
3. All Students are required to have 70% of attendance and faculty should monitor it.
4. All faculty should submit their documents to the NAAC Co-ordinator for the purpose of NAAC and other documentation requirements.
5. The documents which are submitted will be scanned and stored in soft copy format - IQAC file.
6. Faculty should update their biodata.
7. documents from June 2019 to September 2019 were collected.






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CENTRE FOR POST GRADUATE STUDIES & RESEARCH IN LAW
MANGALURU - 575003

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

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

COMMITTEE / CELL Staff Meeting.
Date of Meeting 30/11/2019 Time: 11-10 am

Members Present		Signature
1	DR. BALIKA	AB
2	SRI MAHESHCHANDRA NAYAK	@wajal
3	SRI NARESH .M	Shubhalakshmi
4	SMT. SHARIKA RAI	AB
5	SMT.UJWALA	UM
6	MR. SANTHOSHA KUMARA A	CS
7	SMT. SHUBHALAKSHMI. P	Shubhalakshmi
8	MR. RAKSHITH B.V.	AB
9	DR. ANNAPOORNA SHET	Shet
10	MRS. CHANDRALEKHA	Chandralekh
11	SMT. K VINUTHA	KV
12	DR. GAGAN K	AB
13	SRI. RAVINDRA KRISHNA RAJAPUT	RB
14	MS. SUMA SURESH KOGILGERI	SSK
15	MR. ROOPESH	Roopesh
16	MR. SANTHOSH KUMAR	SK
17	MR. SHASHIPRASAD	AB
18	SMT. DEEPA SALIAN	AB
19	SMT. RESHMA	AB
20	MR. KARTHIK ANAND	KAnand
21	MR. PUSHPARAJ K	PPK
22	MR. AMITH	Amith
23	MR. ASHWIN	ASHWIN
24	MS. NELVITA CLEONA NORONHA	Nelvita
25	MS. CHAITHRA KUMARI A	Chaithra

26. Dr. Rajashree K. n.  30/11/19


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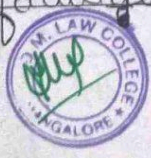
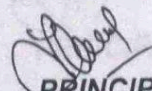
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Action Taken Staff Meeting Report.

I. Principal welcomed all the Staffs to the Meeting.

II. Procedures are as follows.

1. We have to collect all the information for the purpose of annual report by 2nd Dec 2019.
2. Students must be made known about the methods of writing examination. Teachers should give them training in the class.
3. faculties should be present in the Staff room to seek clarification, if required.
4. Evaluation of internal exam answer papers not to give more marks or not to give very less marks.
5. Examination duties will be allotted to the faculty & it will be intimated through e-mail & hard copy.
6. Attendance of the students must be monitored properly and if they leave Semester then they have to get re-admission.
7. NAAC documents which are collected are to be compiled by the Co-ordinators.
8. Pen drives were distributed to all the faculties in charge of NAAC Criteria.
9. documents were collected for the purpose of NAAC from all the faculties.



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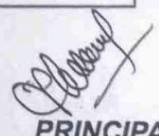
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COMMITTEE / CELL

Date of Meeting 13/12/19 Time: 10.00 am

Members Present		Signature
1	DR. BALIKA	AB.
2	SRI MAHESHCHANDRA NAYAK	AB
3	SRI NARESH .M	Shri Naresh .M
4	SMT. SHARIKA RAI	AD
5	SMT.UJWALA	UJ
6	MR. SANTHOSHA KUMARA.A	
7	SMT. SHUBHALAKSHMI. P	AB.
8	MR. RAKSHITH B.V.	
9	DR. ANNAPOORNA SHET	
10	MRS. CHANDRALEKHA	
11	SMT. K VINUTHA	K. Vinutha
12	DR. GAGAN K	AB.
13	SRI. RAVINDRA KRISHNA RAJAPUT	
14	MS. SUMA SURESH KOGILGERI	Suma Suresh K.
15	MR. ROOPESH	Roopesh
16	MR. SANTHOSH KUMAR	
17	MR. SHASHIPRASAD	
18	SMT. DEEPA SALIAN	AB.
19	SMT. RESHMA	
20	MR. KARTHIK ANAND	Karthik
21	MR. PUSHPARAJ K	
22	MR. AMITH	
23	MR. ASHWIN	
24	MS. NELVITA CLEONA NORONHA	
25	MS. CHAITHRA KUMARI A	Chaithra
26	Dr. Rajashree Kini	AB

 
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Action Taken

Staff Meeting Report

I. Principal welcomed all the Staffs to the meeting.

II. Proceedings are as follows:

1. on 14th and 15th a day National level conference will be conducted and all the Staffs are required to attend the same.
2. Attendance is compulsory on both the dates. - Punching is compulsory.
3. LIC Inspection will be Scheduled on 17th december 2019 on account of inspection all the Staffs, teaching and Non-teaching should keep ready documents and records.
4. on 16th december 2019, morning honorable Vice-Chancellor will address all teaching and Non-teaching Staff with regard to conducting KCU Examination duty.
5. on 16th december 2019, Minor research report will be there and researchers will Participate in it.



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COMMITTEE / CELL

Proceedings of the Staff Meeting held on 07-02-2020 at 3.30P.m.

The Principal, welcomed the staff members present and briefed the agenda of the meeting.

1. As the even semester is about Commence and results are awaited at the earliest, there can be few short comings in the results. It was decided to counsel the students regarding the results on the first day..
2. Affiliation committee has issued a direction to surrender the sanad of all full time lecturers. It was decided to keep the sanad in abeyance and full time faculty directed to do it at the earliest.
3. All the committees need to be diligent about compiling NAAC documents and information. Until then college wouldn't be going for surveys.
4. A comparison of UG and PG questionnaire for NAAC was done. Few changes were noted and informed to the concerned committees.
5. Lecturers were appreciated for having contributed articles for Legal Opus. College received about 22 articles this year.
6. Time table has been prepared. For Kannada classes teachers have been appointed and separate time table is made.
7. It was decided that Messages which has to be sent to students has to sent to lecturers as well.
8. Movement of lecturers should be recorded in the movement diary even when they obtained prior permission of the Principal.
9. No discussion on personal matters, political interests or about any other lecturers in the classroom or otherwise.
10. No student will be allowed to click photographs of time table put in the staff room.
11. Staff should attend the meetings regularly. If a lecturer is absent for 3 meetings, notice will be served.
12. If the staff member is Participating in seminars they can apply for OOD/special casual leave. If it is a Local seminar, staff need to take up at least two hours. Continuation of classes is necessary.
13. Internship experience should be asked for, by class teachers. Best internship award will be given for the first year student.
14. Class mentorship diary to be maintained by the class mentors.
15. Regulations regarding Uniforms, mobile phones to be strictly looked into.
16. Administrative duties allotted to teachers to be followed and to be recorded in the work diary compulsorily.
17. Allotment of assignment topics at the earliest.
18. Teaching plan has been submitted and uploaded on the website for student reference.
19. Need for bridge-course, before we start with syllabus in the next academic year.




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20. Practical training vigilance is needed.

21. Mrs. Chandralekha briefed about the national Moot court-lex ultima, duties were allotted.

22. Mr. Ravindra Rajput briefed about the NAAC criteria and the changes made to it. Followed by a presentation on accessing UGC website for UGC recognised Journals.

23. Ms. Nelvita Noronha presented about usage of Google classroom in classroom teaching and internal assessment.

Members present:

DR. BALIKA

SRI MAHESHCHANDRA NAYAK

SRI. NARESH MALLIGEMADU

MRS. UJWALA

MRS. SHARIKA RAI

SRI. SANTHOSH KUMAR

MR. SHASHIPRASAD

MR. SANTHOSHA KUMARA A

MR. RAKSHITH B.V.

MS. SHUBHALAKSHMI

MS. ANNAPOORNA SHET

MRS. CHANDRALEKHA

MRS. VINUTHA K

MR. RAVINDRA RAJPUT

MS. SUMA SURESH KOGILGERI

MRS. DEEPA SALIAN

MR. KARTHIK ANAND

MR. PUSHPARAJ

MRS. RESHMA

MR. AMITH

MR. ASHWIN

MS. NELVITA CLEONA NORONHA

MS. CHAITHRA KUMARI

Dr. Rajashree K.N.

— on official duty —

— on official duty —

— on official duty —

— on official duty —

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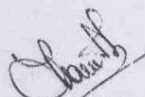
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RESEARCH IN LAW, MANGALORE

COMMITTEES

YAKSHOTSAVA 22nd & 23rd FEBRUARY 2020

	22/02/2020 1.00P.M. TO Till End	23/02/2020 9.30A.M. TO 1.00P.M.	23/02/2020 2.00P.M. TO Till End
Registration & Certificate	Mrs. Sharika Rai	Dr. Reshma	Ms. Suma Kogilgeri
Back Stage	Ms. Chaithra Dr. Annapoorna		Mrs. Chandralekha
Stage Setting	Mr. Ashwin		Mr. Ashwin
Green Room	Mr. Santhosh Kumar (Librarian)	Mr. Karthik	Dr. Rajashree Kini
Guest Receiving	Mr. Maheshchandra	Ms. Nelvita	Mr. Amith
Judges Committee	Dr. Balika	Mrs. Deepa Salian	Mr. Shashiprasad
Food & Cleaning	Mr. Rakshith	Mr. Santhosh Prabhu	Mr. Pushparaj
M.C. Desk	Mr. Ravindra Rajput Mrs. Vinutha	Mr. Pushparaj	Mrs. Shubhalakshmi

NOTE: Please adhere to timings as noted, punching accordingly.


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Action Taken

Signature of Members

- ① ~~Suma~~
- ② Suma. Sh. Suma Suresh K
3. ~~Shruti~~
4. ~~NI~~
5. ~~Shruti~~ Nehita Nohanka
- ⑥ Chaitra Chaitra A.
- ⑦ Ashwin ~~Shruti~~
- ⑧ Mahesh chandra ~~Shruti~~
- ⑨ freshpawar U ~~Shruti~~
10. Deepa. Salim ~~Shruti~~
11. Shubhalekshmi P ~~Shruti~~
12. Balika ~~Shruti~~
13. Chandrabala. V ~~Shruti~~
14. K. Vinitha ~~Shruti~~
15. Ravindra Rappat ~~Shruti~~
16. Karthik Anand ~~Shruti~~
17. Nareesh Nalagumada ~~Shruti~~
18. Samthosh Kumar ~~Shruti~~
19. Dr. RAJASHREE S KWI ~~Shruti~~
20. AMITH SM ~~Shruti~~

20/2/2020

20/2/2020



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COMMITTEE / CELL 04/02/2020

Date of Meeting 25/02/2020 Time: 3:30 PM

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT.UJWALA	- ABSENT -
6	MR. SANTHOSHA KUMARA.A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	<i>[Signature]</i>
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	MRS. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	<i>[Signature]</i>
12	DR. GAGAN K	- ABSENT -
13	SRI. RAVINDRA KRISHNA RAJPUT	<i>[Signature]</i>
14	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
15	MR. ROOPESH	Not Applicable - left institution
16	MR. SANTHOSH KUMAR	<i>[Signature]</i>
17	MR. SHASHIPRASAD	- ABSENT -
18	SMT. DEEPA SALIAN	- ABSENT -
19	SMT. RESHMA	<i>[Signature]</i>
20	MR. KARTHIK ANAND	<i>[Signature]</i>
21	MR. PUSHPARAJ K	<i>[Signature]</i>
22	MR. AMITH	<i>[Signature]</i>
23	MR. ASHWIN	<i>[Signature]</i>
24	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>
25	MS. CHAITHRA KUMARI A	<i>[Signature]</i>

26. Dr. Rajesh K. K. ni

[Signature]
25/02/2020

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Action Taken

- The principal, welcomed Staff members parent and layed the agenda of the meeting.
1. documents from december to february were collected from staff members.
 2. It was directed to all the Staff members to submit all the documents, informations ^{data} relation to their participation in any events / activities.
 3. It was advised to engage in more and more Publication works
 4. Shortcomings of few students with regard to Practical training Should be over looked.
 5. Attendance defaulter list to be given by respective teachers
 6. To give list of very much needed reference books for students.
 7. To do administrative work without fail.
 8. To attend all the Scheduled activities in college without fail.
 9. Strict actions against students who don't maintain Proper uniform Code.
 10. completion of orientation program and refresher Course compulsory for Grant in Aid staffs. Teachers to do alternative arrangements.
 11. Information related to google class room was discussed



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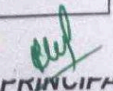
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COMMITTEE / CELL *Staff Meeting*

Date of Meeting *10th March 2020* Time : *4:00 PM*

Members Present		Signature
1	DR. BALIKA	Absent (OP)
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT.UJWALA	<i>[Signature]</i>
6	MR. SANTHOSHA KUMARA A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	<i>[Signature]</i>
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	MRS. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	Absent
12	DR. GAGAN K	Absent
13	SRI. RAVINDRA KRISHNA RAJAPUT	<i>[Signature]</i>
14	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
15	MR. ROOPESH	ABSENT
16	MR. SANTHOSH KUMAR	Absent
17	MR. SHASHIPRASAD	Absent
18	SMT. DEEPA SALIAN	<i>[Signature]</i>
19	SMT. RESHMA	<i>[Signature]</i>
20	MR. KARTHIK ANAND	<i>[Signature]</i>
21	MR. PUSHPARAJ K	Absent
22	MR. AMITH	<i>[Signature]</i>
23	DR. RAJASHREE KINI	<i>[Signature]</i>
24	MR. ASHWIN	Absent
25	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>
26	MS. CHAITHRA KUMARI A	Absent



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Action Taken

- Principal Welcomed staff member for the meeting.
1. Meeting called for discussion on 2 events - Scintillat and National Moot Court Competition.
 2. For National Moot Court Competition invitation should be given to all prime persons like
NOTES: management members, Mglovu and other Bar Association, PTA members and so on.
 3. At the same time, there is a plan to hold alumni Meeting.
 4. All Rank holder will be facilitated for their achievement & excellence.
 5. Responsibilities of all faculty members are distributed.
 6. NAAC ADRK must be uploaded latest by 2020. That is of 2018-19. - for acknowledgment due.
 7. Let the teachers should welcome guests of Scintillat too.



[Signature]
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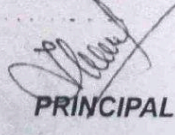
COMMITTEE / CELL *Staff Meeting*

Date of Meeting *18th March 2020* Time: *4:00 P.M.*

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT. UJJWALA	<i>[Signature]</i>
6	MR. SANTHOSH KUMARA A	<i>[Signature]</i> AB
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i> G
8	MR. RAKSHITH B.V.	<i>[Signature]</i> AD
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	MRS. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	<i>[Signature]</i>
12	DR. GAGAN K	<i>[Signature]</i>
13	SRI. RAVINDRA KRISHNA RAJPUT	<i>[Signature]</i>
14	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i> Suma. Sc.
15	MR. ROOPESH	<i>[Signature]</i> AD
16	MR. SANTHOSH KUMAR	<i>[Signature]</i> AD
17	MR. SHASHIPRASAD	<i>[Signature]</i>
18	SMT. DEEPA SALIAN	<i>[Signature]</i>
19	SMT. RESHMA	<i>[Signature]</i>
20	MR. KARTHIK ANAND	<i>[Signature]</i>
21	MR. PUSHPARAJ K	<i>[Signature]</i>
22	MR. AMITH	<i>[Signature]</i>
23	DR. RAJASHREE KINI	<i>[Signature]</i>
24	MR. ASHWIN	<i>[Signature]</i>
25	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>
26	MS. CHAITHRA KUMARI A	<i>[Signature]</i> Chaitra

Agend

Resolut



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Action Taken

- Principal welcomed staff members for the meeting.
1. AQAR Report will be uploaded. It's required for next NAAC visit/report.
2. Documents are not traced properly after completion of last cycle of NAAC.
3. NOTES: New committees will be formed and they have to look into for tracing the documents.
4. Teachers should prepare google class materials for students and upload them to cover the syllabus.
5. Committees will be given with attending for searching documents.



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COMMITTEE / CELL *Staff Meeting*
Date of Meeting *09/05/2020* Time : *10:00 am*

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT.UJWALA	<i>[Signature]</i>
6	MR. SANTHOSHA KUMARA.A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	Absent
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	MRS. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	Absent
12	DR. GAGAN K	Absent
13	SRI. RAVINDRA KRISHNA RAJAPUT	Absent
14	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
15	MR. ROOPESH ?	<i>[Signature]</i> Left College
16	MR. SANTHOSH KUMAR	<i>[Signature]</i>
17	MR. SHASHIPRASAD	<i>[Signature]</i>
18	SMT. DEEPA SALIAN	<i>[Signature]</i>
19	SMT. RESHMA	Absent
20	MR. KARTHIK ANAND	Absent
21	MR. PUSHPARAJ K	<i>[Signature]</i>
22	MR. AMITH	Absent
23	DR. RAJASHREE KINI	<i>[Signature]</i>
24	MR. ASHWIN	<i>[Signature]</i>
25	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>
26	MS. CHAITHRA KUMARI A	Absent

[Signature]
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Action Taken

- Principal welcomed staff members for the meeting.
1. Because of COVID-19, some social distance was maintained in the meeting.
2. March 12th on wards our classes held up.
3. We have started online classes.
- NOTES:
4. Once the Lockdown is lifted, how to maintain social distance in the class was discussed.
5. Admission for next academic year - online enquiries are coming.
6. Discussion on Internal Examination - holding it ~~in~~ after commencement of Exam College / class.
7. Practical Training - done and can be looked in to band on last viva.
8. Assignment Presentation - discussed on how to Judge presentation online.
9. Entrance Questions - for LLB ^{Entrance} Examination - prepared and sent for compilation.



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COMMITTEE / CELL *Staff meeting*

Date of Meeting *30th May 2020* Time: *10:20 AM*

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT.UJJWALA	<i>[Signature]</i>
6	MR. SANTHOSHA KUMARA.A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	ABSENT
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	MRS. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	ABSENT
12	DR. GAGAN K	ABSENT
13	SRI. RAVINDRA KRISHNA RAJAPUT	<i>[Signature]</i>
14	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
15	MR. ROOPESH	Not Applicable - Left
16	MR. SANTHOSH KUMAR	Not Present
17	MR. SHASHIPRASAD	Not Present
18	SMT. DEEPA SALIAN	ABSENT
19	SMT. RESHMA	<i>[Signature]</i>
20	MR. KARTHIK ANAND	ABSENT
21	MR. PUSHPARAJ K	<i>[Signature]</i>
22	MR. AMITH	ABSENT
23	DR. RAJASHREE KINI	<i>[Signature]</i> 30/05/2020
24	MR. ASHWIN	<i>[Signature]</i>
25	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>
26	MS. CHAITHRA KUMARI A	ABSENT

[Signature]
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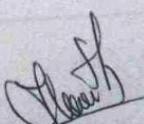
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Action Taken

Principal Welcomed staff members for Special Staff Meeting.

1. Because of outbreak of COVID-19, there is some apprehension of falling admission because of various problems.
2. We have to make available all information
NOTES: with regard to Law, Legal education & importance of our Institution.
3. Let's hold Webinar on Career opportunity in Law - so that it will help students to choose law for their study & future profession.
4. Let the staff members share various topics and present papers.
5. Faculty presented their part of presentation.
6. Agenda for Webinar prepared & discussion on Technical assistance & faculty done.



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Action Taken

Principal Welcomed staff members for Staff meeting.

1. Collection of documents from all the staff members.

2. Collection of fund is made and Students who are in need will be selected based NOTES: on their academic, extra-curricular activities and attendance to the class.

3. Teachers as soon as receive salary, they have to sign in acquaintance register.

4. We are holding webinar in our college so demo is going on.

5. Collection and maintenance of personal record is also very much important

6. Teachers should prepare bio-data and update them.

7. Teachers to upload questions for Students satisfaction survey online. There are 25 questions posed.

8. Class teachers to identify students from their respective class for selection for Student Benefit Fund.



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COMMITTEE / CELL *Staff meeting report*

Date of Meeting *13th June 2020* Time: *10:35 am*

Members Present		Signature
1	DR. BALIKA	<i>[Signature]</i>
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT.UJWALA	<i>[Signature]</i>
6	MR. SANTHOSHA KUMARA.A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	Absent
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	MRS. CHANDRALEKHA	<i>[Signature]</i>
11	SMT. K VINUTHA	Absent
12	SRI. RAVINDRA KRISHNA RAJAPUT	<i>[Signature]</i>
13	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
14	MR. SANTHOSH KUMAR	Not applicable
15	MR. SHASHIPRASAD	Not applicable
16	SMT. DEEPA SALIAN	<i>[Signature]</i>
17	SMT. RESHMA	<i>[Signature]</i>
18	MR. KARTHIK ANAND	<i>[Signature]</i>
19	MR. PUSHPARAJ K	<i>[Signature]</i>
20	MR. AMITH	<i>[Signature]</i>
21	DR. RAJASHREE KINI	<i>[Signature]</i>
22	MR. ASHWIN	<i>[Signature]</i>
23	MS. NELVITA CLEONA NORONHA	<i>[Signature]</i>
24	MS. CHAITHRA KUMARI A	<i>[Signature]</i>

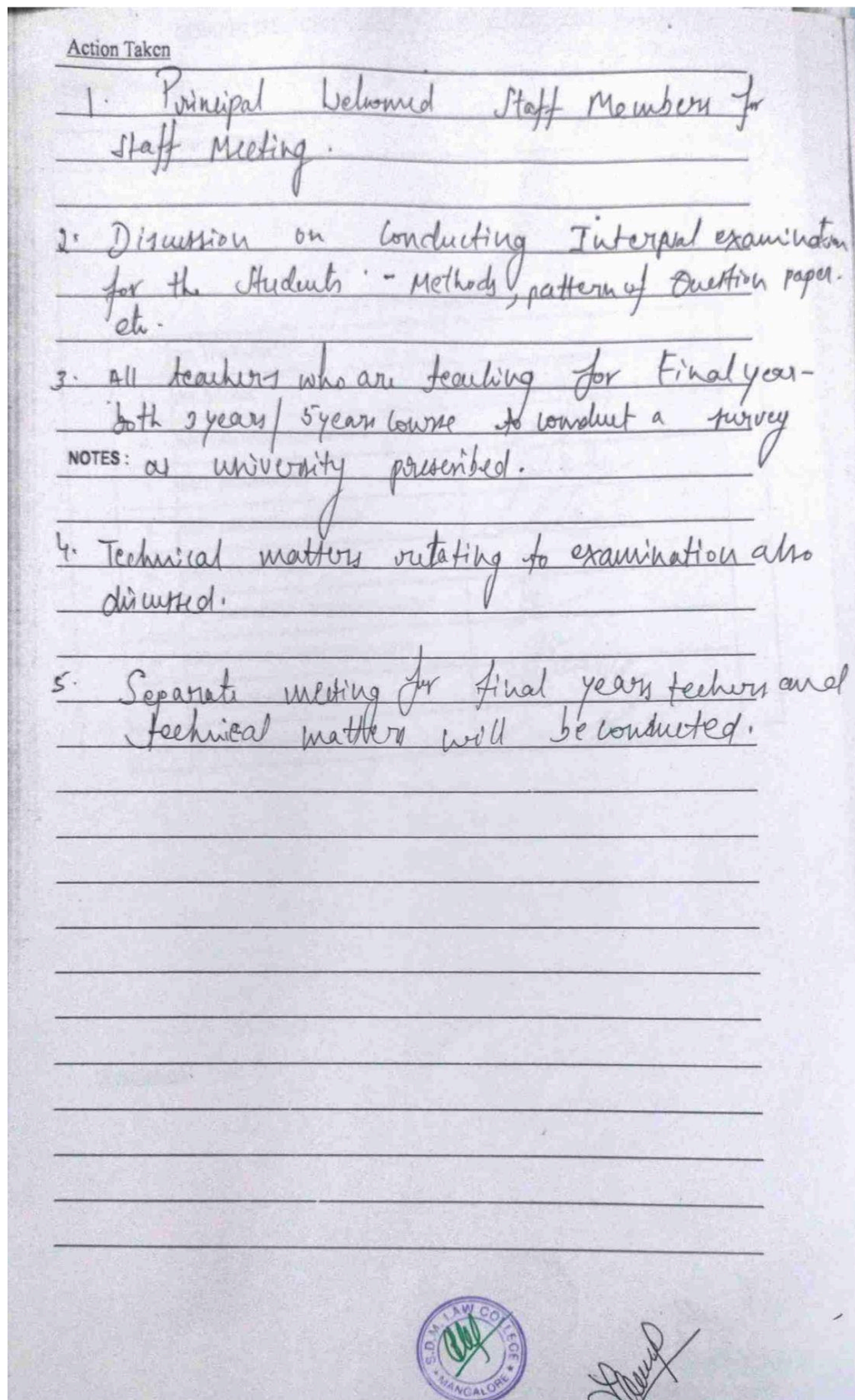
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COMMITTEE / CELL *Staff meeting*

Date of Meeting *16/06/2020* Time: *11:30 Am*

Members Present		Signature
LIST OF FACULTY		
1	DR. THARANATH	
2	DR. BALIKA	<i>[Signature]</i>
4	MR. SANTHOSHA KUMARA.A	<i>[Signature]</i>
3	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
6	SMT. K VINUTHA	
7	SRI. RAVINDRA KRISHNA RAJAPUT	<i>[Signature]</i>
8	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
9	MR. SANTHOSH KUMAR	<i>[Signature]</i>
10	MR. SHASHIPRASAD	<i>[Signature]</i>

Resolution



[Signature]
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Law College, Mangalore



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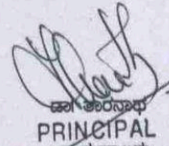
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Action Taken

ಕರ್ನಾಟಕ ಕಾನೂನು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಪತ್ರ ಸಂಖ್ಯೆ: ಕರಾವಿ/ಅಡಳಿತ/2019-20/-0135/ದಿನಾಂಕ 15-06-2020 ರ ಅನುಸಾರ ಕಾನೂನು ಕಾಲೇಜುಗಳಿಗೆ ದಿನಾಂಕ 16-06-2020 ರಿಂದ 30-06-2020 ರ ವರೆಗೆ ರಜೆಯನ್ನು ಘೋಷಿಸಿರುವುದರಿಂದ, ಸಂಬಂಧ ಪಟ್ಟ ಉಪನ್ಯಾಸಕರನ್ನು ದಿನಾಂಕ 16-06-2020 ರಂದು ಸಭೆಸೆಡೆ ಈ ಕೆಳಗಿನ ನಿರ್ದೇಶನಗಳನ್ನು ನೀಡಲಾಯಿತು.

01. ಬಾಕಿ ಉಳಿದಿರುವ ಎಲ್ಲಾ ಪಠ್ಯಗಳನ್ನು ದಿನಾಂಕ 30.06.2020 ರ ಒಳಗೆ ಪುನರ್‌ಮನನ ತರಗತಿಯನ್ನು ಕೂಡಾ ಈ ನಿಗದಿತ ಸಮಯದೊಳಗೆ ಪೂರ್ಣಗೊಳಿಸತಕ್ಕದ್ದು. ಈ ನಿಟ್ಟಿನಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿಗಳಿಂದ ಯಾವುದೇ ರೀತಿಯ ದೂರುಗಳು ಬಂದಲ್ಲಿ ಸಂಬಂಧಪಟ್ಟವರು ವೈಯಕ್ತಿಕವಾಗಿ ಜವಾಬ್ದಾರಾಗಿರುವರು.
02. ನೀಮಗ ಸಂಬಂಧಿಸಿದ ಸ್ಯಾಕ್ ವಿಷಯಗಳನ್ನು ದಾಖಲೆಗಳೊಂದಿಗೆ ಸ್ಯಾಕ್ ಸಂಯೋಜಕರಿಗೆ ತಲುಪಿಸುವುದು.
03. ದಿನಾಂಕ 18-06-2020ರಂದು ಪಿ.ಯು.ಸಿ ಪರೀಕ್ಷೆಗಳು ಸಂಪನ್ನಗೊಂಡ ಬಳಿಕ May I help Deskನ್ನು ತೆರೆಯಲಾಗುವುದು. ಈ ಸಮಯದಲ್ಲಿ ಪ್ರತಿಯೋರ್ವ ಉಪನ್ಯಾಸಕರುಗಳು ಒಂದು ಅಥವಾ ಎರಡು ದಿನ ಕರ್ತವ್ಯವನ್ನು ನಿರ್ವಹಿಸುವುದು.
04. ಅಂತಿಮ ವರ್ಷದ ಪ್ರಾಯೋಗಿಕ ತರಬೇತಿ ನೀಡುವ ಉಪನ್ಯಾಸಕರು ವಿದ್ಯಾರ್ಥಿಗಳ ಡಿಸೆಂಬರ್ 2019 ತಿಂಗಳ ವರೆಗಿನ ಪ್ರಾಯೋಗಿಕ ತರಬೇತಿ ನಿರ್ವಹಣೆ ಹಾಗೂ ಲಾಕ್‌ಡೌನ್ ಘೋಷಣೆಯ ಹಿಂದಿನ ನಿರ್ವಹಣೆಯನ್ನು ಗಮನಿಸಿ ಅವರಿಗೆ ಅಂಕಗಳನ್ನು ನೀಡುವುದು. ಈ ನಿಟ್ಟಿನಲ್ಲಿ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ನಿರ್ದೇಶನದಂತೆ ಈ ವಿದ್ಯಾರ್ಥಿಗಳು ಈ ಹಿಂದೆ ಸಂಪೂರ್ಣಗೊಳಿಸಿದ Internship ಬಗ್ಗೆ ಮಾಹಿತಿ ಪ್ರಾಯೋಗಿಕ ತರಬೇತಿಯ ಅಂಕಗಳನ್ನು ನೀಡುವುದು ಹಾಗೂ ಇದಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ದಾಖಲೆಗಳನ್ನು ಸಂಗ್ರಹಿಸುವುದು. ಪ್ರಾಯೋಗಿಕ ತರಬೇತಿಯ ಎಲ್ಲಾ ರೀತಿಯ ದಾಖಲೆ (Files) ಗಳನ್ನು ವಿದ್ಯಾರ್ಥಿಗಳಿಂದ ಪಡೆದು ಮಹಾವಿದ್ಯಾನಿಲಯಕ್ಕೆ ಸಲ್ಲಿಸುವುದು ಸಂಬಂಧಪಟ್ಟ ಉಪನ್ಯಾಸಕರ ಕರ್ತವ್ಯವಾಗಿರುತ್ತದೆ.
05. ಆನ್‌ಲೈನ್ ಅಂತರೀಕ ಪರೀಕ್ಷೆಗೆ ಸಂಬಂಧಪಟ್ಟ ಪ್ರಶ್ನೆ ಪತ್ರಿಕೆಗಳನ್ನು ನಾಲ್ಕು ದಿನಗಳ ಒಳಗೆ ತಯಾರಿಸಿದ ಸಂಬಂಧಪಟ್ಟ ಇಮೇಲ್ ಗೆ ರವಾನಿಸುವುದು.
06. ದಿನಾಂಕ: 17-06-2020ರಿಂದ 30-06-2020ರ ಅವಧಿಯಲ್ಲಿ ಯಾವುದೇ ಬೋಧಕ ಸಿಬ್ಬಂದಿ ಕೇಂದ್ರಸ್ಥಾನವನ್ನು ಬಿಟ್ಟುಹೋಗತಕ್ಕದ್ದಲ್ಲ.


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COMMITTEE / CELL Staff meeting

Date of Meeting 16/06/2020 Time: 11.30 AM

Members Present		Signature
LIST OF FACULTY		
1	SRI MAHESHCHANDRA NAYAK	<u>[Signature]</u>
2	SRI NARESH .M	<u>[Signature]</u>
3	SMT.UJWALA	<u>[Signature]</u>
4	MR. RAKSHITH B.V.	<u>Absent</u>
5	DR. ANNAPOORNA SHET	<u>Absent</u>
6	MRS. CHANDRALEKHA	<u>[Signature]</u>
7	SMT. DEEPA SALIAN	<u>Absent</u>
8	SMT. RESHMA	<u>[Signature]</u>
9	MR. KARTHIK ANAND	<u>[Signature]</u>
10	MR. PUSHPARAJ K	<u>[Signature]</u>
11	MR. AMITH	<u>[Signature]</u>
12	DR. RAJASHREE KINI	<u>[Signature]</u>
13	MR. ASHWIN	<u>[Signature]</u>
14	MS. NELVITA CLEONA NORONHA	<u>[Signature]</u>
15	MS. CHAITHRA KUMARI A	<u>chaith</u>

Resolution

[Signature]
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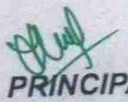
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COMMITTEE / CELL Staff Meeting

Date of Meeting 27/08/2020 Time: 10.45 A.M.

Members Present		Signature
1	DR. BALIKA	<u>as per</u>
2	SRI MAHESHCHANDRA NAYAK	<u>Mr. Mahesh</u>
3	SRI NARESH .M	<u>Mr. Naresh</u>
4	SMT. SHARIKA RAI	<u>Mr. Shrika</u>
5	SMT.UJWALA	<u>Ujwala</u>
6	MR. SANTHOSHA KUMARA.A	<u>Mr. Santosh</u>
7	SMT. SHUBHALAKSHMI. P	<u>On COVID Duty</u>
8	MR. RAKSHITH B.V.	<u>Mr. Rakshith</u>
9	DR. ANNAPOORNA SHET	<u>Dr. Annapurna</u>
10	MRS. CHANDRALEKHA	<u>Dr. Chandralekha</u>
11	SMT. K VINUTHA	<u>Maternity Leave</u>
12	SRI. RAVINDRA KRISHNA RAJAPUT	<u>Dr. Ravindra</u>
13	MS. SUMA SURESH KOGILGERI	<u>Suma S.</u>
14	MR. SANTHOSH KUMAR	<u>Mr. Santosh</u>
15	MR. SHASHIPRASAD	<u>AD</u>
16	SMT. DEEPA SALIAN	<u>AD</u>
17	SMT. RESHMA	<u>AD</u>
18	MR. KARTHIK ANAND	<u>AD</u>
19	MR. PUSHPARAJ K	<u>AD</u>
20	MR. AMITH	<u>AD</u>
21	DR. RAJASHREE KINI	<u>AD</u>
22	MR. ASHWIN	<u>AD</u>
23	MS. NELVITA CLEONA NORONHA	<u>AD</u>
24	MS. CHAITHRA KUMARI A	<u>AD</u>

 
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Action Taken

Proceedings of the Staff Meeting held on 27-08-2020 at 10.45 a.m.

Principal welcomed all the staff to the monthly meeting:

Following matters were discussed in the meeting.

1. Principal directed all the staff members to avoid getting mobile phones in staff meetings for 2 reasons. Viz; 1. To involve completely in the meeting. 2. To maintain confidentiality of the meeting.
2. Matters with regard to PBSA were discussed. Stated to improve the PBSA of each faculty
3. Depending upon the Govt. regulations decided to conduct offline class from October onwards and it was decided to hold online classes from September 1st onwards.
4. Online class time table matters was explained in detail.
5. All the formalities of physical classes to be complied with online class too.
6. Compulsorily all teachers to include in their online classes the principal as the co-teacher.
7. Record of online class should be maintained meticulously.
8. All should be there in college with formal dress to take up classes. Online classes are conducted in college only.
9. Even guest lectures can be organised in the online classes.
10. If the teachers cannot engage class and they don't take class, it is deemed to be a CL.
11. For the technical problems of the students in online class, teachers are made as incharge teachers for the purpose of solving technical issues.
12. After taking of online classes by the teachers, the same should be compulsorily uploaded to EERPMS.
13. How to improve the PBSA of the teachers was explained by the Principal who advised teachers to go for qualitative research.
14. Minimum two articles, each faculty to write before seeking permission to attend the Refresher Course and Orientation Programme henceforth.
15. Principal suggested to make use of all the facilities and resources and improve the PBSA.
16. Principal directed to upload the Google forms given by IQAC immediately.
17. Matters with regard to bridge course for freshers were discussed.
18. From October, after commencement of offline classes, I & II year LLB will be conducted in the afternoon sessions because of Govt. regulations with regard to social distancing
19. Online class subject allotment were intimated to the teachers in the meeting.
20. Matters with regard to attendance monitoring was discussed with view to involve all students to attend the online classes in complete.
21. How to take classes online through Google meet in the college system was explained by Mr.Karthik Anand.



[Signature]
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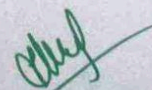
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COMMITTEE / CELL Staff meeting

Date of Meeting 05/09/2020 Time: 10:30 AM

Members Present		Signature
1	DR. BALIKA	Not attended
2	SRI MAHESHCHANDRA NAYAK	<i>[Signature]</i>
3	SRI NARESH .M	<i>[Signature]</i>
4	SMT. SHARIKA RAI	<i>[Signature]</i>
5	SMT.UJWALA	<i>[Signature]</i>
6	MR. SANTHOSHA KUMARA.A	<i>[Signature]</i>
7	SMT. SHUBHALAKSHMI. P	<i>[Signature]</i>
8	MR. RAKSHITH B.V.	Not attended.
9	DR. ANNAPOORNA SHET	<i>[Signature]</i>
10	MRS. CHANDRALEKHA	Not attended
11	SMT. K VINUTHA	On Maternity leave
12	SRI. RAVINDRA KRISHNA RAJAPUT	<i>[Signature]</i>
13	MS. SUMA SURESH KOGILGERI	<i>[Signature]</i>
14	MR. SANTHOSH KUMAR	<i>[Signature]</i>
15	MR. SHASHIPRASAD	Not attended
16	SMT. DEEPA SALIAN	Absent
17	SMT. RESHMA	Absent
18	MR. KARTHIK ANAND	<i>[Signature]</i>
19	MR. PUSHPARAJ K	<i>[Signature]</i>
20	MR. AMITH	<i>[Signature]</i>
21	DR. RAJASHREE KINI	Not attended
22	MR. ASHWIN	Absent
23	MS. NELVITA CLEONA NORONHA	Absent
24	MS. CHAITHRA KUMARI A	Absent

 
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Action Taken

- Principal welcomed staff members for the meeting.
- 1] Principal congratulated all the staff members for achievement in Outlook Survey - in All India level of all private Law Colleges. Our College has received 12th Place in Survey.
 - 2] Those students who have not received official Email ID and password should submit their name & number to concerned online class teacher for creation of ID.
 - 3] Those students who are not yet joined to online classes should be informed to join the classes.
 - 4] Online classes are going on well and parents & students reported the same.
 - 5] Faculty should take physical classes before the commencement of Examination.



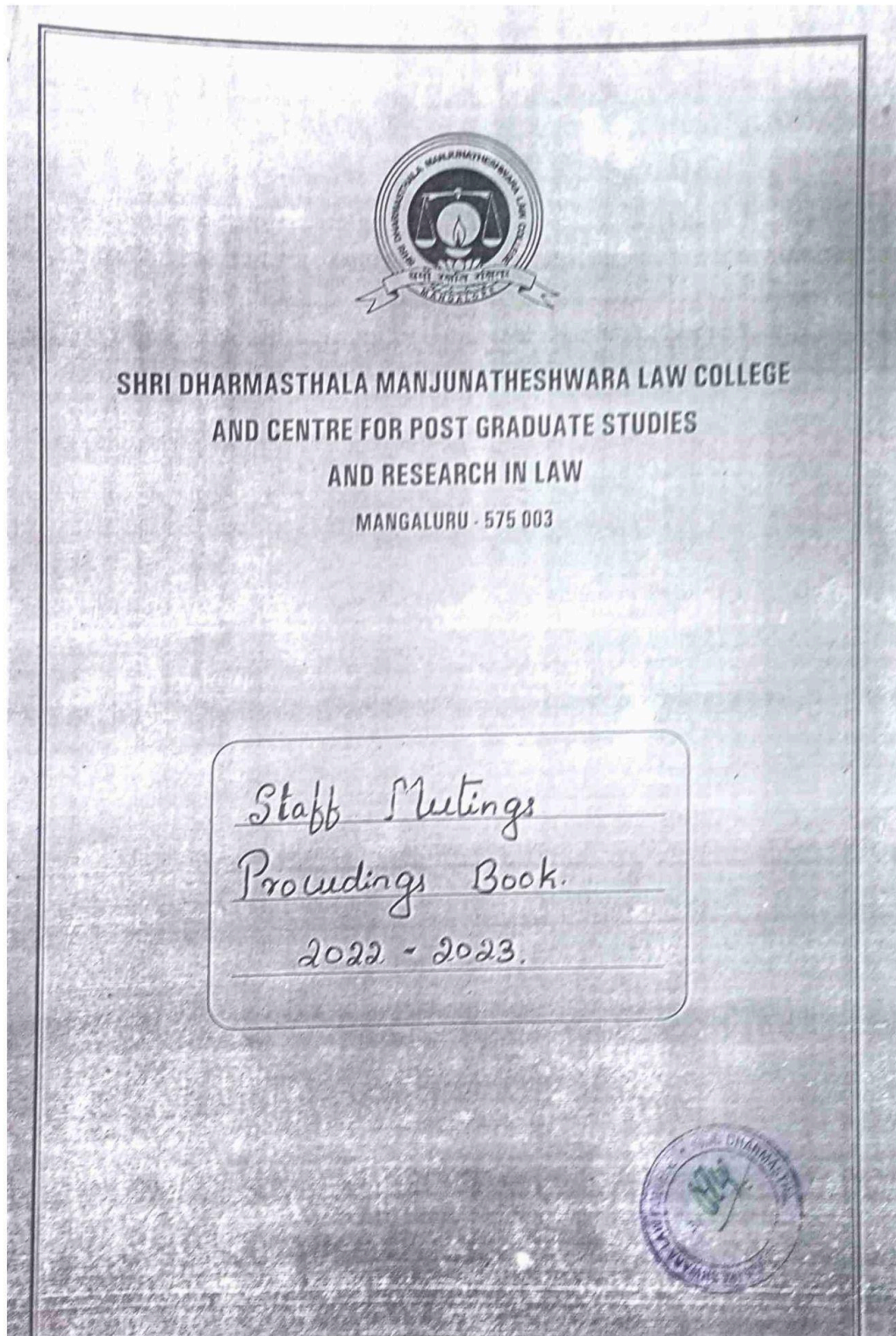
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COMMITTEE / CELL Staff Meeting

Date of Meeting 26-11-2022 Time 1:00 PM. (A.M.)

Members Present	Signature
SRI MAHESHCHANDRA NAYAK	<u>[Signature]</u>
SRI NARESH M	
MRS. UJWALA	<u>[Signature]</u>
MR. RAKSHITH B.V.	<u>[Signature]</u>
MRS. DEEPA BALIAN	<u>[Signature]</u>
MR. KARTHIK ANAND	<u>[Signature]</u>
MR. AMITH	<u>[Signature]</u>
MR. PUSHPARAJ	<u>[Signature]</u>
DR. RESHMA	<u>[Signature]</u>
MRS. NELVITA C NORONHA	<u>[Signature]</u>
DR. BALIKA	<u>[Signature]</u>
DR. SANTHOSH KUMARA A	<u>[Signature]</u>
MRS. SHARIKA RAI	<u>[Signature]</u>
MRS. VINUTHA K	<u>[Signature]</u>
DR. RAVINDRA RAJPUT	<u>[Signature]</u>
MS. SUMA S. KOOH GERI	<u>[Signature]</u>
MS. SHUBHALAKSHMI P	<u>[Signature]</u>
DR. ANNAPOORNA SHET	<u>[Signature]</u>
DR. CHANDRALEKHA V	<u>[Signature]</u>
DR. DIMPAL MESTA	<u>[Signature]</u>
DR. ASHWINI P	<u>[Signature]</u>
DR. SHAHEEMA A S	<u>[Signature]</u>
SRI. SANTHOSH KUMAR	<u>[Signature]</u>
MR. SHASHIPRASAD	<u>[Signature]</u>

Members Absent: Sri Naresh M.
with Permission:

Faculty Members on leave: Mr. Pushparaj
Dr. Balika
Dr. Ashwini P.

Members Absent:



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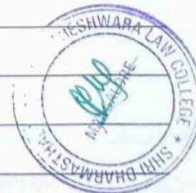
Action Taken-

Agenda:

1. Practical Training for final year students and University Norms.
2. NAAC Criteria wise allotment of Dr Faculty Members.

NOTES: Resolution:

1. Principal Sir after welcoming all the Staff, mentioned that, Monday i.e. on 28-11-2022, briefing session for final year students regarding Practical Training - Clinical Legal Paper, will be organized.
2. Practical Training will be according to KSLU Regulation and as per this regulation all diaries & files are prepared.
3. The Students need to visit Court and Lawyer's Chamber allotted to them on every working day and maintain following files & Diaries:
 - Chamber Diary
 - Court Diary
 - Personal / Movement Diary
 - 3 Stage cases files.
 - Mock Trial Files
 - 3 Moot Court / Argument files - One case from



P.T.O


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Action Taken

AIR/SCC, One from local court and one ~~from~~ more
Should be bail Petition.

- Guest lecture file
- Indestry / Jail visit file
- Legal Aid file - Participation in Legal Aid
Comp is Mandatory.

4. The Students can maintain these practical
Training diaries & files in Kannada also.

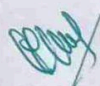
NOTES:

5. NAAC Criteria wise allotment of numbers are
altered & Dr. Ravindra K. Rajapat Communicated
the respective changes.

6. Office staff and all supporting staffs are also
allotted to various criteria.

7. Dec 17th 2022 - NAAC Document Collection Meeting
and requested the faculty members to be ready with
the same.




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COMMITTEE / CELL Staff Meeting

Date of Meeting 03.12.2022 (Rtn 101) Time : 1:30 PM

Members Present	Signature
-----------------	-----------

03.12.2022

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

ASSISTANT



[Signature]
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Action Taken Agenda:

1. To Monitor Students attendance.
2. To Monitor Practical Training.
3. Any other issue connected to academics.

Resolution:

1. After Welcoming all Staff, Principal Sir said that every Saturday Periodical staff meeting will be organised for this academic

NOTES: Year.

2. Instructed to all class mentors to monitor the attendance of students and update regarding shortage of attendance.
3. For all 1st year Class mentors, special request that if any student is absent and not attended any classes till today, then inform that matter to the office and that seat can be given to other aspirants.
4. Handle small matters at class teachers level and follow hierarchy should be followed and finally send the students to principal Chamber.
5. Conduct periodic meetings with practical training students of each batch and monitor the same. If there is any problem regarding Chamber visit, communicate the same to Principal.
6. Students Executive Council yet to be decided and formed. It may take some time to constitute the same.

RTO



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(Action-Taken) So Committees organising any programme
can take the assistance of some interested students.

But no assurance can be given to them.

7. All faculty members should go to the class
before the bell rings. (Specially 1st hour)

8. Work diary and Diaries for each committee
to write meeting proceedings will be issued shortly.

9. Principal Sir requested to visit the hostels where
our students are staying & collect information

NOTES: regarding their safety etc.



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COMMITTEE / CELL Stabb Meeting

Date of Meeting 20.12.2022 (S. Hall) Time : 2:45 P.M.

Members Present		Signature	
SRI MAHESHCHANDRA NAYAK	<u>on leave</u>	DR. BALIKA	<u>[Signature]</u>
SRI. NARESH M	<u>on leave</u>	DR. SANTHOSHA KUMARA A	<u>[Signature]</u>
MRS. UJWALA	<u>on leave</u>	MRS. SHARIKA RAI	<u>[Signature]</u>
MR. RAKSHITH B.V.	<u>on leave</u>	MRS. VINUTHA K	<u>[Signature]</u>
MRS. DEEPA SALIAN	<u>[Signature]</u>	DR. RAVINDRA RAJPUT	<u>[Signature]</u>
MR. KARTHIK ANAND	<u>[Signature]</u>	MS. SUMA S. KOGILGERI	<u>[Signature]</u>
MR. AMITH	<u>[Signature]</u>	MS. SHUBHALAKSHMI P	<u>[Signature]</u>
MR. PUSHPARAJ	<u>on leave</u>	DR. ANNAPOORNA SHET	<u>[Signature]</u>
DR. RESHMA	<u>on leave</u>	DR. CHANDRALEKHA V	<u>[Signature]</u>
MRS. NELVITA C NORONHA	<u>[Signature]</u>	DR. DIMPAL MESTA	<u>on leave</u>
Mr. Ashwin	<u>[Signature]</u>	DR. ASHWINI P	<u>[Signature]</u>
		DR. SHAHEEMA A S	<u>[Signature]</u>
		SRI. SANTHOSH KUMAR	<u>[Signature]</u>
		MR. SHASHIPRASAD	<u>OOD</u>

Resolution



[Signature]
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(Action Taken) Agenda:

1. To Monitor Students attendance / Practical Training.
2. To distribute Diaries for each Committee members.
3. Regarding Publication on the part of faculty.

Resolution:

1. After welcoming all the Staff, Principal Sir, appreciated all faculty members for their active participation in one day FDP on research Methodology

NOTES: and requested faculty to publish as many article as possible through Scopus & Ugc journals.

2. Our faculty members should be invited as for various Conference / Seminars / workshops as resource person / Chairperson, etc. For this purpose acquire as many qualification as required for the same.

3. Students attendance - Identify the Students with shortage of attendance and call the parents and inform the same to them. There may be genuine reasons for their absence.

4. Class mentors / teachers to collect the whatsapp members of every student and parents to prepare whatsapp group.

5. Class teachers / Mentors to collect details of Students stay in various PG / Hostels etc. For this a form will be given to the teachers and after filling the same should be submitted to the office before 24th Dec. 2022.



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Action Taken

6. Regarding Practical Training - from 05.01.2023 onwards, Chamber visit & Court visit can be relaxed as the students need to write internal Exam.

7. Due to Company Secretary Exams in our college, from 21.12.2022 to 30.12.2022, the college/classes will commence from 8:30 am onwards. Faculty without C.S. invigilation duty can leave by 3:30 PM.

NOTES: 8. Any faculty taking leave for 2/more days to make alternative arrangements. LL.M students can be requested to take classes for LL.B.

9. For 4th year BA LL.B & BBA LL.B students, one-to-one parents meeting will be called in the 1st week of January, to communicate their performance in the University Exams and attendance shortage if any.

10. Internal Marks: For 10 marks theory exam will be conducted and these exam marks i.e. out of 10 marks, their score can be disclosed to the students.

11. Law Reform Department issued several Minor and Major Research Projects. and Principal Sir encouraged Faculty to take up the same.



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COMMITTEE / CELL Staff Meeting

Date of Meeting 7-01-2023 1:00 P.M. Time :

Members Present	Signature
-----------------	-----------

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

Resolution



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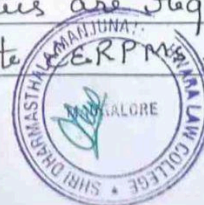
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Action Taken

1. Principal Sir after welcoming all staff, wished New year to all
2. This month onwards Bio-Metric details of all staff will be sent to Management regularly. As per the rule 1 E.L. will be deducted if late coming or early leaving period exceeds 8hrs, irrespective of reason/ Prior permission from principal.
3. Irrespective of information given to the principal
NOTES: Sir, regular entry in the movement register is mandatory.
4. Monitoring of Student Attendance is the Mutual responsibility of all faculty members. There is no need to give attendance to the students who come late to the class.
5. Deviation from uniform is not tolerated and full liberty is given to the teachers to deduct the attendance of such students
6. Faculty Members should speed up Practical Training exercises for final year students. Out of 3 arguments, 2 can be completed in this semester. There may be a lack of time in the next semester.
7. Internal Exam question paper is not submitted by a few teachers, so the ICC meeting is postponed.
8. New features are added to the E&RPM system. So faculty-in-charge of various committees are required to upload the details of the activities to E&RPM.



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Action Taken 9. LHM Students can be requested to take LLD classes only in exceptional situations and not on regular basis

10. While applying for CL, whatever alternative arrangement made that should be reflected in work diary also.

11. Educational Tour for Students will be organized and only unaided teachers can accompany them.

There is no provision for sending Aided teachers out of station for many days.

NOTES: 12. Faculty Members will be sent for FDP on a rotation basis.

13. To constitute Students Executive Council, Notification will be issued on 07-01-2023, & exam will be on 13-01-2023. Last date for collecting application is 11-01-2023.

14.) The up-coming programs in our college are:-

a) Zonal level Youth Parliament Competition in association with KILPAR on 21-01-2023.

b) Republic Day Celebration on 26-01-2023

c) Sports day is on 04-02-2023

d.) PTA Meeting on 14-01-2023.

15. Last date for submitting / uploading AQAR, 2021-22 is 28-02-2023.

16. The responsibility of organising any college programme will be entrusted to one class/section of the students.

17. Advise the students to purchase books relevant for their subjects.



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Action Taken 18. Advance information regarding tax
sowing measures to be informed to office.

19. Since we reached end of financial year,
the statutory fund need to be utilised before
31st March. Any pending bills need to be
submitted before March 31st. and after that
it cannot be sanctioned.

20. Management- permitted & approved to renovate
our Seminar / Court Hall.

NOTES: 21. Before organizing any programme, our
Auditorium must be reserved through proper
procedures.



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COMMITTEE / CELL Staff Meeting

Date of Meeting 14-01-2023 Time : 2:40 PM

Members Present	Signature
-----------------	-----------

14-1-2023

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

Resolution



PRINCIPAL



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

AFFILIATED TO KARNATAKA STATE LAW UNIVERSITY, HUBBALLI
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Action Taken

Agenda: Conducting of Internal Assessment Exams.

1. Internal Assessment Exams to be commenced from 16-01-2023 in two Sessions.
2. Invigilator Chart is already put up in the notice Board.
3. During the date of Exams, Faculty members NOTES: Should be in staff room. & due to the Contingencies or emergency situation, last minute changes may be ~~into~~ made.
4. Invigilators must ensure that students don't wear digital / fit bit watches or to carry mobile phones inside exam halls.
5. Only evaluated answer book to be shown to students as well as papers marks only. NO disclose of assignment or presentation marks.
6. Assignment presentation can be taken either offline / online / both (Hybrid method)



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COMMITTEE / CELL Staff Meeting

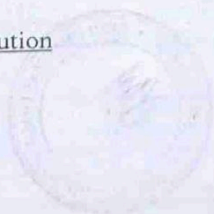
Date of Meeting 20-01-2023 Time : 3:30

Members Present	Signature
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20-01-2023

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

Resolution



[Signature]
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Action Taken

Agenda: Document Collection & Organising of Youth Parliament Programme.

1. After welcoming all Principal Sir informed that the venue for Zonal Youth Parliament to be organised on 28th January is shifted to SDM. Law college Seminar Hall from Nethravathi Hall, Zilla panchayath.

NOTES: 2. Adv. Varadaraj will be the chief guest for Republic day celebrations

3. On 11th February 2023, Annual Sports day and Adv. Sonayaji will be the inaugurator & chief guest.

4. Latter Documents from Sept 2022 to Dec 2022 was collected.



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COMMITTEE / CELL

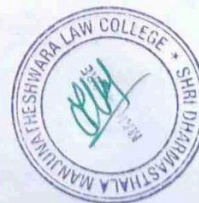
Date of Meeting Time :

Members Present	Signature
-----------------	-----------

Meeting - 6th Feb-2023

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

Resolution



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Action Taken

Agenda :

1. Progress of Practical Training
2. Collection / Distribution of NAAC Documents
3. Organising of Mocktrial / calling of case demo in our College.

Adv. Sathish, B.K. Senior Advocate & member Secretary of S.D.M. Law Alumni Association was present as External Member.

NOTES: Principal Sir. welcomed all the members to the meeting.

1. Adv. Sathish B.K. discussed about introduction of new 30 days course - Moot Court / Mock Press session in our college to make / prepare students "Litigation Ready"
2. He explained about the procedure / step by step of conducting this program by inviting various practicing advocates to our college. thereby training our students to practice independently.

NAAC Documents :

- For collecting documents from NAAC one member from each Criteria can come.
- Catalogue of documents available for staff circulation
- On 7-02-2022 - Cultural Competition will be organised for our students
- From library side, orientation for all first year





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COMMITTEE / CELL ... Staff Meeting

Date of Meeting 08.03.2023

Time : 4:30 PM

Members Present	Signature
-----------------	-----------

08/03/2023

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

Resolution



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Action Taken

Agenda: -

- Submission of PBSA Report by All staffs.
- Internal Assessment

Resolution: -

- Management initiated PBSA - through which performance of staff members & college will be assessed.

- ~~Principal~~ There are Advantages from filing of

NOTES: good PBSA Report -

- For college: - Financial Advantage & Develop-
- mental Activities.

- For Aided teaching Staff: - The PBSA Report submitted by each faculty will be retained and used for career advancement in the future.

- For unaided teaching Staff: - Salary will be revised based on this report.

- All Faculty including Librarian & Physical Director need to submit PBSA Report.

- All Visiting Faculty with 6 months or more Experience need to submit PBSA Report.

- Internal Exams details need to be communicated to the students by the subject teacher.

- All records of Internal Assessment like Assignments, Test papers etc need to be submitted to Staff Advisor.

- National Conference along with KSLU and 5 other Law Colleges of Mangalore Zone will

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Action Taken be held on 18th & 19th March 2023 in our college premises. In this connection various committees are formed including faculties of other institution also.

- on 21/3/2023 one day picnic for all staff will be arranged by the college.
- Later regarding preparation of PBSA report, Dr. Santhosh Prabhu & Mr. Suresh K. provided Orientation.

NOTES :




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COMMITTEE / CELL Staff Meeting

Date of Meeting 14.03.2023

Time : 3:30 pm

Members Present

Signature

14/03/2023

SRI MAHESHCHANDRA NAYAK	<u>Nayak</u>	DR. BALIKA	<u>Balika</u>
SRI. NARESH M	<u>Naresh</u>	DR. SANTHOSHA KUMARA A	<u>Santhosha</u>
MRS. UJWALA	<u>Ujwala</u>	MRS. SHARIKA RAI	<u>Sharika</u>
MR. RAKSHITH B.V.	<u>Rakshith</u>	MRS. VINUTHA K	<u>Vinutha</u>
MRS. DEEPA SALIAN	<u>Deepa</u>	DR. RAVINDRA RAJPUT	<u>Ravindra</u>
MR. KARTHIK ANAND	<u>Karthik</u>	MS. SUMA S. KOGILGERI	<u>Suma</u>
MR. AMITH	<u>Amith</u>	MS. SHUBHALAKSHMI P	<u>Shubhalakshmi</u>
MR. PUSHPARAJ	<u>Pushparaj</u>	DR. ANNAPOORNA SHET	<u>Annapurna</u>
DR. RESHMA	<u>Reshma</u>	DR. CHANDRALEKHA V	<u>Chandralekha</u>
MRS. NELVITA C NORONHA	<u>Nelvita</u>	DR. DIMPAL MESTA	<u>Dimpal</u>
MR. ASHWIN	<u>Ashwin</u>	DR. ASHWINI P	<u>Ashwini</u>
		DR. SHAHEEMA A S	
		SRI. SANTHOSH KUMAR	<u>Santhosh</u>
		MR. SHASHIPRASAD	<u>Shashiprasad</u>

Resolution



Principal
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Agenda: -

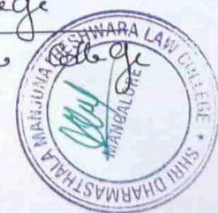
- To Discuss the Progress of preparation for National Conference.
- Any other matter.

Resolution

- In the beginning principal Sir appreciated team Yakshostava for well organizes

NOTES: Meticulous organization of the program.

- 2024 will be the Golden jubilee celebration for our college. In this connection special logos were invited & prepared by various students & Pooja Hegdegi, president of SDME society, selected a particular logo. So hereafter all invitation, official letters will contain this special logo.
- For Golden jubilee celebration, Alumni co-operation is required & so collect Alumni's contact details & add them into watsapp group.
- Attendance Related: - No. of Students with shortage of attendance is reduced. and Student who have less than 60% attendance notice will be sent to parents. & Students with attendance above 60% but below 70%, Counselling will be provided by the Senior teachers.
- Any pending Bill regarding any college activities must submitted & cleared by the office before 31st March.



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Action Taken Regarding National Conference
of Environmental Jurisprudence : - Principal
Sir mentioned that it is a Special Conference
organised by 6 Law Colleges of Mangalore
Zone along with KSLU Hubballi. For this
Conference 4 Vice Chancellors of different Universities
and a Retired Judge of High Court of Karnataka
will participate.

S.D.M. Law College decided to honour all
NOTES: Vice Chancellors, Registrar & Dean of KSLU
for which a separate, private invitation will
be prepared.

- Details regarding accommodation for
guests, delegates, travelling arrangements,
Food & Stage Arrangements, etc were verified.




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COMMITTEE / CELL ... Staff Meeting

Date of Meeting ... 17.03.2023 Time : ... 3:30

Members Present	Signature
-----------------	-----------

17/03/2023

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

Resolution



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Action Taken

Agenda:

To verify the progress of Preparation for National Conference.

- Transportation Committee, Stage Committee, Food & accommodation Committee explained their work/arrangements.
- The responsibility of reviewing various NOTES: VIPs & Resource persons are given to some of the faculty.
- It is made clear by the principal Sir that all faculty must be present on both days of Conference i.e. Saturday & Sunday.



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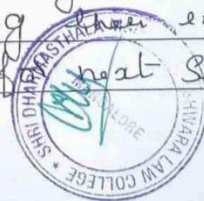


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- Semester End Meeting
 - After Welcoming all staff, Principal Sir Congradulated all staff & students for conducting several programme in the current Semester.
 - Salary of Management Staff will be revised from April 2023.
 - PBSA will be sent to every staff through
- NOTES: email & all faculty need to fill the same.
- Good feedback received from KSLU & other Resource persons for organising National Conference on Environmental Jurisprudence. But we need to make improvement. So feedback of each committee is necessary.
 - Accommodation Committee → first day of conference, there was no arrangements to look after breakfast and other things to resource person at a Hotel venue.
 - Technical committee (Session) - Mentioned that there was no information regarding each sessions properly.
 - Remcining all committees gave good opinion regarding their workings.
 - Examination Enroligation duty will be given to all faculty through email.
 - work/subject allotment for next Semester



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Action Taken

will also be sent through email.

- Uploading of Internal Marks is the duty & responsibility of concerned faculty. and in case of non-availability, it should be informed in writing.

- Attendance shortage matters will be handled by principal. Sir for the best of this institution.

- Student Welfare officer/ Staff Advisor read his report for this semester.

NOTES: • Finally IQAC co-ordinator also submitted his report.




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COMMITTEE / CELL Staff Meeting

Date of Meeting 27.07.2022 Time : 2:00 pm

Members Present	Signature
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Staff Meeting
27.07.2023.

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

Resolution



[Signature]
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Action Taken

- After welcoming all members to meeting principal Sir conveyed thanks to our Management for renovating Moot court hall / Digital Evaluation Centre. And purchasing adjacent land.
- Congradulated the staff for securing good ranking in competition success review & other Magazine surveys.

NOTES :

- Appreciation to Dr. Shubhalakshmi for securing Doctoral Degree from KSLU & Mr. Kartika Anand for successfully clearing NET of UGC.
- All faculty members are well qualified in our College, but still our College was satisfied with only one rank in BA.LLB & 4 ranks in BBA LLB & NO ranks in BBA LLB. Apart from these, our students are not getting prize in Moot courts organised by different Colleges.
- Bio- Metric details are mandatorily submitted to Management and if there is shortage of certain hours, Management itself will deduct C.C of the faculty.



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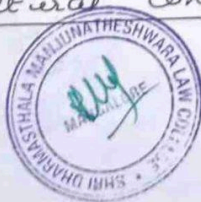
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Action Taken

- Timely updating of EERPMS is mandatory
- 'SDM News' App is developed by the Management and after completion of any programme details should be sent to update this app.
- Regarding practical Training viva: - The reason NOTES: for conducting viva early in the Month of August is that, if the documents are incomplete, & not done, then there will be sufficient time to send those students for practical training and complete the same. Legal aid camp will be on 18, 19 & 20th. of August 2023.
- Uniform deviation is out of control. Faculty members need to take observation & if students deviate, deny attendance for those students
- Faculty feedback is collected offline personally by the principal and it was collected impartially. It will be assessed by outside agency.
- Regarding cultural competition, policy decision.



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Action Taken Will be taken and regarding the same email is sent to all faculty for review.

- Teaching faculty need to be in the class during first hour before the prayer.
- Regarding Internal Exam:- There is no provision for re-exam for absentees. In such situation to be liberal while allotting marks
NOTES: for Assignment & presentation.
- Attendance Shortage cases are very few and it will be handled case by case.
- National Level Moot Court - Lex-ultima will be organised from 11th to 13th August 2023.
- 04th & 05th August Annual Placement Drive.
- 21st to 23rd August 2023 Legal Aid Survey & Camp.
- 17th & 18th August College day.

- NAAC:- By the end of January or February first week of 2023 we need to submit IQA. In between we need to submit 2022-23 AQAR also. Each and every event need to be recorded with geo-tag photos.

AQAR of 2021-22 is not complete & tomorrow is the last date for uploading.

- Faculty in charge of Legal Aid will give some suggestion regarding continuous legal aid program.
- Documents are collected from march onwards.

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

AFFILIATED TO KARNATAKA STATE LAW UNIVERSITY, HUBBALLI
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(NAAC Accredited B++ CGPA 2.9)

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COMMITTEE / CELL Staff Meeting

Date of Meeting 17.08.2023 Time : 2:30 PM

Members Present	Signature
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17.08.2023
Staff Meeting

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

Resolution



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~~Action Taken~~ Agenda: Regarding College day
celebrations

- on 18.8.2023, our College day will be in 2 sessions.

Morning - Prize Distribution at 10:00 am.

Dr. Devagaj, Adv. Anitha Kini and Adv. Ganesh Shenoy will be the guests.

Afternoon session: College day from

NOTES: 3:30 pm onwards. Ms. Manita, Judge, will be the guest.

- Inviting of all guests and other dignitaries are completed & program agenda also prepared.
- After Morning session, students want to celebrate traditional day.
- Refreshment for students are arranged at 3 o'clock (afternoon)
- Gold Medal, proficiency prizes will be distributed in the afternoon session and felicitation of Rank holders also.
- After Stage program limited cultural program is also arranged.



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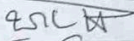
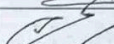
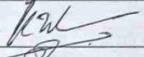
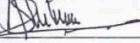
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COMMITTEE / CELL Staff Meeting

Date of Meeting 28.08.2023 Time : 4:30 PM.

Members Present		Signature	
28/08/2023			
SRI MAHESHCHANDRA NAYAK		DR. BALIKA	
MRS. UJWALA		DR. SANTHOSHA KUMARA A	
MR. RAKSHITH B.V.		MRS. SHARIKA RAI	
MRS. DEEPA SALIAN		MRS. VINUTHA K	
MR. KARTHIK ANAND		DR. RAVINDRA RAJPUT	
MR. AMITH		MS. SUMA S. KOGILGERI	
MR. PUSHPARAJ		MS. SHUBHALAKSHMI P	
DR. RESHMA		DR. ANNAPOORNA SHET	
MRS. NELVITA C NORONHA		DR. CHANDRALEKHA V	
MR. ASHWIN		DR. DIMPAL MESTA	
MOHAN KUMAR R		DR. ASHWINI P	
		DR. SHAHEEMA A S	
		SRI. SANTHOSH KUMAR	
		MR. SHASHIPRASAD	

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Action Taken

1. Final year Practical Training Marks: -

Viva is over for all final year students except 5-6 students.

1st stage - Allotment of Marks in the given Proforma. based on their performance throughout the year.

2nd stage - Consultation with principal Sir for Viva Marks and review of the same.

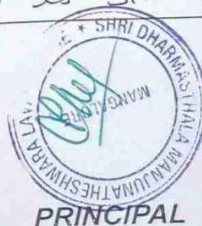
NOTES: 3rd stage - (Consultation with) original copy of that Proforma/Mark list must be with the faculty & photo copy (xerox) should be submitted to Mr. Dharma.

4th stage: Uploading of Marks to KSLU website.

2. Internal Assessment Marks: -

Proforma is already given to all teachers, in which they need to fill all statistics like number of students not submitted assignments or not attended internal test etc. " College cannot hold re-exam for those who are absent for internal exams.

3. Attendance Track Record: All teachers need to give deemed attendance from 28th August to 5th September. (by putting 'dot' in their attendance register) If there is still shortage





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Action Taken for any student then add attendance from the list of dates we did not hold classes for various reasons (nearly 21 days we didn't hold classes for various reasons)

4. Important Note: All matters discussed in the meeting are confidential & not to be shared with anyone.

5. Teachers need to take extra care while
NOTES: Compiling internal marks. If all these works not completed within September 5th then last working day will be extended for 2-3 days



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COMMITTEE / CELL Staff Meeting

Date of Meeting 05.09.2023 Time : 3:30 PM.

Members Present	Signature
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Staff Meeting 05.09.2023

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

Resolution



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Action Taken

1. Exam time-table yet to be announced & so the Exam duty Chart will be sent through email.
2. The classification of exam duties into 1st half & 2nd half is only for our convenient & university is not classifying the same. So some times for some faculty the duties may be extended in both the sections. kindly co-operate.

NOTES :

3. NAAC & AQAR need to be completed at the earliest. So during vacation/exam time faculty incharge of Criteria can give documents for scanning in the library.

4. All pending documents of all activities, Attendance book of all subjects, were collected from all faculties.

5. All Committees, Responsibilities of Committees etc will be changed from next academic year. Principal Sir said thanks to the incharge of all Committee members for their work in this academic year.



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COMMITTEE / CELL Staff Meeting

Date of Meeting 06-11-2023 Time :

Members Present

Signature

Staff Meeting

Date: 06.11.2023

SRI MAHESHCHANDRA NAYAK		DR. BALIKA	
MRS. UJWALA		DR. SANTHOSHA KUMARA A	
MR. RAKSHITH B.V.		MRS. SHARIKA RAI	
MRS. DEEPA SALIAN		MRS. VINUTHA K	
MR. KARTHIK ANAND		DR. RAVINDRA RAJPUT	
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Action Taken

- Regarding Subject allotment for odd semester - Faculty members will receive email containing their subject, committee or cell for which they are conveners and also their administrative responsibility for the current year.
- Faculty need to involve our students in NOTES: academic activities and we need to get university level ranks and prizes in Moot court competitions
- There is over response to Sys L.B Course & we organised entrance exam after consultation with Management. Entrance exam was conducted through MCAs. 50% Marks of Entrance test and 50% Marks of their Qualifying exam Marks were considered for admission.
- In this semester 4 Malpractice cases were detected. 2 Students Confessed that they did malpractice even during internal Exam also which was not observed by any body. So faculty members need to be extremely careful while doing invigilation duty

P.T.O



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• Regarding practical training, the advise given by the external Evaluator is noted down.

• Joint Director called meeting of all colleges & mentioned that he will make surprise visit to college, diary must be simple and need to be updated & biometric details are mandatory.

NOTES:

• Uploading of attendance in EERPMS must be from the beginning. It will be a evidence in all cases of shortage of attendance.

• Actions taken against the students with shortage of attendance - Students are not allowed to write all exams & also not allowed to take admission without parents etc.

• Reports of all activities must be uploaded to SDM- News. app. Mrs Nehita Noronaha is in charge of the same.

• Encourage students to participate in moot activities & limit all other activities into 10%.

• BBM college will be having exams in December month. So do not hold any programme during that time.



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Action Taken list of documents:

- AQAR of 2022-23 need to be submitted at the earliest
- We need to upload IIR by March 2024
- SSR ~~change~~ format changed and for law colleges the number documents required are more.

NOTES :



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