



## **1. CODE OF CONDUCT FOR STAFF AND STUDENTS**

The Policies and Regulations of SDM College (Autonomous) Ujire protect the rights and safeguard the interests of all the stakeholders, especially the staff and students' community. The regulations cover all the areas deemed essential for the sustenance of an environment conducive to carrying out all the educational goals of the institution. Within the framework established in these policies, the individual is free to conduct his or her own academic and professional life. However, the privileges of being free and making independent decisions involve the acceptance of responsibilities and respecting the binding rules and regulations. Therefore, the institution expects the staff and students to uphold the standards of both personal and social conduct at all times when they are associated with the institution, and assume that individual decisions will be accompanied by careful consideration of the standards maintained by the college.

### **1.A Code of conduct for Students**

#### **1.A.1 The Rights and Expectations**

The students have the right and freedom of inquiry in the campus. They are expected to know, learn and adhere to the standards of academic integrity.

#### **1.A.2 Students shall follow the following Do's and Don'ts:**

- 1.A.2.1 Maintain ethical standards in all their endeavors and activities.
- 1.A.2.2 Greet the staff of the institution on seeing or meeting them.
- 1.A.2.3 Communicate courteously with everyone.
- 1.A.2.4 Avoid using any insulting, inciting, threatening language when talking with fellow students and totally avoid any kind of violence.
- 1.A.2.5 Avoid talk or act in any manner outside the institution in a way that would bring disrepute to the institution.
- 1.A.2.6 Behave with dignity at all places.
- 1.A.2.7 Don't use mobile phones within the college premises unless permitted

# SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS), UJIRE - 574 240



DAKSHINA KANNADA, KARNATAKA STATE

(Re-Accredited at A++ Grade by NAAC)

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- 1.A.2.8 Read notices/circulars displayed on the college notice board and comply with the directions contained in it.
- 1.A.2.9 Pay all kinds of fees as stipulated by the college in time.
- 1.A.2.10 Adhere to the vehicle rules, vehicle speed limit within the campus and park the vehicles in the allotted place.
- 1.A.2.11 Maintain the decorum and conduct themselves well while attending college functions.
- 1.A.2.12 Promptly stand to solemn attention during the National Anthem/prayer.
- 1.A.2.13 Leave the footwear neatly in the footwear stand before entering the laboratory and other A/C Rooms.
- 1.A.2.14 Use the Wet/Dry waste dustbin facility to keep the classroom and the campus clean.
- 1.A.2.15 Maintain the beauty, serenity and greenery of the campus.
- 1.A.2.16 Preserve the infrastructure of the college.
- 1.A.2.17 Be careful and responsible while posting their views about the institute on social media.
- 1.A.2.18 Don't engage themselves in any political activity or agitation or any movement against the institution.
- 1.A.2.19 Conduct meetings and activities in the college campus only with the written permission of the Principal.
1. A.2.20 Circulate / display of any circulars / notices only with the written permission of the Principal.
- 1.A.2.21 Share any information or report to press or broadcasting agencies only with the written permission of the Principal.
- 1.A.2.22 Avoid pasting of wall posters, writing on walls and roads.
- 1.A.2.23 Don't endanger the health or safety of others.
- 1.A.2.24 Avoid making false accusations against any member of the institution.
- 1.A.2.25 Avoid giving false information to the college.
- 1.A.2.26 Avoid forging, altering or misusing any document or record issued by the college.



- 1.A.2.27 Avoid storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials in the campus.
- 1.A.2.28 Avoid using, possessing or distributing liquor and illegal drugs.
- 1.A.2.29 Comply with the disciplinary measure imposed by the college.

### **1. A. 3 Identity card for Students**

- 1.A.3.1 Shall possess an identity card with his/her photograph affixed on it duly attested by the Principal.
- 1.A.3.2 Shall wear the ID cards in the college campus and shall present when demanded by any section in the college while:
  - Borrowing books from the library.
  - Entering the office, multi-facility centre, classroom, office etc.
  - Appearing for examinations.
  - Performing monetary transactions such as paying fees, receiving scholarships etc.
  - Representing the college in any events hosted by other institutions.
  - Availing ticket concession to travel by bus, rail or air.
  - Using postal and bank services.

### **1.A.4 Academic- Students are expected to be :**

- 1.A.4.1 Regular and punctual in attending classes and other activities of the college.
- 1.A.4.1 Seated in the lecture halls/ seminar halls/ auditorium much before the commencement of the class or any programme.
- 1.A.4.1 Observe silence in the class when they are present
- 1.A.4.1 Stand up and greet when the faculty enters the class.
- 1.A.4.1 Don't leave the classroom during class hours.
- 1.A.4.1 Don't miss the classes under the pretexts like paying fees, taking books from libraries etc. Time fixed for such purposes during working hours must be strictly followed.



1.A.4.1 Visit the library/college office/staff rooms only during the working hours.

**1.A.5 Dress code- Students are expected to :**

1.A.5.1 Wear a clean and tidy uniform on prescribed days.

1.A.5.2 Avoid wearing T-shirts with prints/ slogans and shall avoid wearing collarless shirts.

1.A.5.3 Avoid wearing short/ sleeveless/ transparent dresses.

**1.A.6 Grievance Redresal**

1.A.6.1 Representation of complaints and grievances shall be made individually to the grievance redressal cell preferably in the written form.

1.A.6.1 The committee under directions of the Principal will deal with students who are responsible for acts of indiscipline or strike.

1.A.6.1 The Principal's decision shall be the final in all matters of punishment of the students for violation of any of the rules and regulations of the college.

**1.A.7 Student Responsibilities**

1.A.7.1 Students shall display such qualities as sincerity, honesty, and commitment while pursuing education. They shall bear in mind that, as undergraduates, their actions have a salutary effect in the interests of the college as well as the community.

1.A.7.1 Students are liable to be held responsible for any actions in which they may be involved which are harmful to the reputation or property of the college or those connected with the college community. When a student is charged with violation of any law in a situation in which the college is not involved, the college has no obligation to assist, however it chooses to afford to the student such assistance as appropriate and practicable.

1.A.7.1 The responsibilities set forth herein, and the conditions pertinent thereto, are relevant to the rights and privileges of individual students in an academic



community. Therefore, the Principal, following a fair hearing, may impose sanctions or punishments on the individual students who disregard these responsibilities or conditions or who, in her/ his discretion, have provided justifiable cause for such action, whether on or off the campus.

### **1.B. Code of conduct for staff (both Teaching and Non-teaching)**

- Every employee of the SDM institution / establishment irrespective of his cadre, seniority or position, shall be governed by the code of conduct as specified.
- Every employee shall be liable for disciplinary action for breach of any provision of the code of conduct.

#### **1.B.1 Compliance with law**

- 1.B.1.1 Conscious of being part of the institution, employees shall comply with all applicable laws of land and regulations, and conduct themselves as members of a law abiding trust in an ethical and responsible manner while maintaining a high level of personal and organisational ethics.
- 1.B.1.2 Employees shall not indulge knowingly or unknowingly in any act deemed to be contrary to the established laws of the state and/ or any other statutory bodies with regard to the rules and regulations, terms and conditions made for this purpose.
- 1.B.1.3 Employees shall not take active part in politics and/ or contest without permission
- 1.B.1.4 Employees shall not demand dowry and get involved or support any act of domestic violence.
- 1.B.1.5 No employee shall indulge in or encourage any form of malpractice connected with any activity (academic or administrative) of the institution.
- 1.B.1.6 Employees shall not involve in any improper behaviors including drug and alcohol consumption or gambling.
- 1.B.1.7 No employee other than the one authorized by the management shall interact with the media in matters concerning the institution.



- 1.B.1.8 Employees shall not use the institution's property, assets including telephone, internet or information system for any purpose other than for official use.
- 1.B.1.9 Employees shall not, without the prior approval of the Management, be engaged in any other occupation, full/ part time profession/ business provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character, or participate in sports activities as amateur, subject to the condition that the same does not come in the way of discharging official duties effectively.
- 1.B.1.10 Employees are liable to maintain strict confidentiality of secrets, plans and policies, customer database information, software and hardware configuration and technology/ software used by the institution, its reverse engineering, etc., information which may affect the goodwill, rights, titles of the institution and personal information held by and pertaining to the institution and do not divulge such information to any third party or use it for any purpose other than for the affairs of institution.
- 1.B.1.11 Employees shall treat any confidential information disclosed by a third party in the same manner as if it were the confidential information of the institution.
- 1.B.1.12 Employees shall be aware of the contents of the laws and regulations to the services for which they are responsible and shall comply with the prescribed procedures for obtaining permits and other procedures.
- 1.B.1.13 Employees shall properly manage the institution's assets and funds and use them only for appropriate purposes. They shall not establish or maintain any of the balance sheet assets or funds.
- 1.B.1.14 Employees shall make timely and appropriate accounting reports by consistently ensuring the accuracy thereof and shall not make any false or misleading entries in accounting books and -records
- 1.B.1.15 No employee shall indulge in or support communal violence and adopt a sectarian approach.



- 1.B.1.16 If an unreasonable demand is made by an anti-social group, such as a corporate racketeer or an organised crime group, employees shall steadfastly refuse such demands and shall not resort to an easy monetary settlement.
- 1.B.1.17 Employees shall give highest priority to customer safety and protection of customer data and trust, and shall seek to secure, in line with the related laws and regulations as well as related internal rules, etc., adequacy and safety at all stages.

## **1.B.2 Professional Ethics**

- 1.B.2.1 Employees shall familiarize themselves with the culture, customs and history of the institution while performing their duties for the institution and respect them.
- 1.B.2.2 Employees shall discharge duties with utmost integrity, discipline, honesty, devotion and diligence and do nothing which is unbecoming of an employee or which is likely to tarnish the image of the institution.
- 1.B.2.3 Employees shall not bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.
- 1.B.2.4 Employees shall constantly strive and behave in good manner for upholding the good reputation of the institution amongst the public.
- 1.B.2.5 Employees shall not be guilty of any act or any conduct which involves immorality.
- 1.B.2.6 Employees shall be punctual in attendance in respect of the work assigned.
- 1.B.2.7 Employees shall possess valid identity card issued by the institution, while on duty.
- 1.B.2.8 Employees shall not remain absent from duty without the approval from the appropriate authority.
- 1.B.2.9 Employees shall not neglect the duties assigned, knowingly and/ or intentionally.
- 1.B.2.10 Employees shall not engage in any sexual harassment or any other behavior which may appear to be sexual harassment or make others feel





uncomfortable. The institution re-affirms its policy of zero-tolerance to sexual harassment and is committed to create an environment that respects and protects the rights of all its employees, irrespective of their gender.

- 1.B.2.11 Employees shall not disturb the discipline and the working environment and order of the office by his/her conduct which is contrary to public order/ good moral standards.
- 1.B.2.12 An employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any economic favors such as money, gifts or other favors in return for the performance of his duty, by virtue of his position in the institution.
- 1.B.2.13 As good corporate citizens, employees shall strive to maintain harmony with the local or global communities in which they perform and to improve organizational value on a sustainable basis by building trusting relationships with the stakeholders in the institution. At the same time, employees shall make positive social contributions towards the realization of thriving and hospitable local or global communities and shall work to create a reciprocal trust.
- 1.B.2.14 Employees shall comply with all laws and regulations concerning environmental protection and actively engage in educational activities related to this and efficient use of resources and energy.
- 1.B.2.15 Employees shall contribute to the development and spread of environment friendly technologies and shall always consider safety issues.
- 1.B.2.16 Employees shall not enter into any transaction with any anti-social or anti-national group or anybody connected therewith.
- 1.B.2.17 Employees shall be sincerely willing to listen to the opinions of others, their grievances and this shall reflect clearly while carrying out actions.
- 1.B.2.18 With loyalty, sense of dedication and courteous behavior at all times, he should be an inspiration to the students under his care or mentorship.
- 1.B.2.19 A teacher is expected to be objective in his judgments and should not make any sustained neglect in evaluating the assignments or scripts.
- 1.B.2.20 He shall not be late to class and while in class, shall use the entire time for teaching using varied techniques of learning.





- 1.B.2.21 “Off class” periods shall normally be spent in preparation of lessons and evaluation of assignments by students, counseling the students and helping the authorities by taking up additional responsibilities as specified from time to time.
- 1.B.2.22 Employees shall promote and guide students for extensive use of library and technology.

### **1.B.3 Respect for the individual**

- 1.B.3.1 Employees shall respect human rights and shall not discriminate against any person on the basis of caste, creed, sex, language, social status, age or physical/ mental disability.
- 1.B.3.2 Recognizing that all employees with their diverse abilities perform their duties towards the institution to the best of their ability, they shall respect the character and individuality of one another and make every effort to ensure that the office decorum is maintained, thereby making it a conducive zone to work.
- 1.B.3.3 Employees should do and say all that is in his power to promote harmony and team spirit among members of the staff and encourage mental help and co-operation.
- 1.B.3.4 Complaints from the parents, if any, are to be properly addressed, by respecting their views while dealing with issues raised by them.

### **1.B.4 Handling confidential information**

- 1.B.4.1 If an employee of the institution becomes acquainted with any important information pertaining to the institution thereof which may materially influence the interest of the institution and its activities, he will be bound by duty not to disclose such information in the interest of the institution, unless the Management makes it known to the public.



### **1.B.5 Reporting route, sanctions and protection to the reporter**

- 1.B.5.1 If employees find evidence or indication of any violation of these guidelines, they shall report it to or seek consultation with their direct superiors or competent authority of the institution.
- 1.B.5.2 Employees shall cooperate in any investigation of such alleged violation. If, as a result of an investigation, it becomes clear that there was a violation of these guidelines, sanctions/ punishments will be imposed on the offender in accordance with the employment regulations and other rules of the institution.
- 1.B.5.3 Institution ensures that no vindictive action will be taken against employees for reporting an alleged violation, and the institution will undertake every effort to protect these employees from suffering any loss or disadvantage at their respective workplaces.
- 1.B.5.4 For violation of any of the rules contained herein or any orders issued by the institution or for any other reason considered appropriate, an employee shall be liable for any sanctions/ penalties which refers to and follows disciplinary procedure.

### **1.B.6 Act of misconduct**

- 1.B.6.1 Notwithstanding the general meaning of the terms of misconduct, the following acts and/ or omissions, which are illustrative and not exhaustive, shall be treated as minor or major misconduct within the meaning of these regulations. If these are found to have been committed, the employee who has violated shall face all disciplinary actions/ impositions as per the extent of regulations.



### **1.B.7 Minor Misconduct**

- 1.B.7.1 Willful slowing down in performance of work or abetment or instigation thereof or foist with an explicit view to influence the decision of the Management.
- 1.B.7.2 Carrying institution's goods, files or answer papers or office documents home or any other place outside the work premises without prior permission in writing from the appropriate authority.
- 1.B.7.3 Use of any of the institution's facility/ equipment or any other article for personal use without sanction from the authority.
- 1.B.7.4 Non-observance of safety measures or failure to use safety appliances like helmets, seatbelts, etc., or interference with safety devices or fire-fighting equipment or disobedience of a safety instruction by the superior.
- 1.B.7.5 Habitual late attendance and/ or absence without leave and/ or late reporting on more than three occasions in a month or similar omissions of leaving the office premises during the office time.
- 1.B.7.6 Assaulting, abusing or intimidating any employee of the institution either within the premises, campus or at any other place.
- 1.B.7.7 Habitual neglect of work or negligence in work.
- 1.B.7.8 Obtaining or attempting to obtain leave of absence on false pretext.
- 1.B.7.9 Handling or attempting to handle any machine, equipment, apparatus or vehicle not entrusted to the charge of the employee.
- 1.B.7.10 Interfering in the work of other employees and/ or the management.
- 1.B.7.11 Doing private or personal work within the work premises without the prior permission of the appropriate authority.
- 1.B.7.12 Refusing to undergo training as and when instructed by the Management.
- 1.B.7.13 Drunkenness, fighting, riotous, indecent or disorderly behavior or such conduct which is likely to cause breach of peace or conduct endangering the life or safety of any other person.
- 1.B.7.14 Displaying or distributing hand-bills, pamphlets, play cards, posters, banners in the institution premises without the written permission of the employer / management.

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- 1.B.7.15 Sleeping or dozing whilst on duty.
- 1.B.7.16 Absence from place of work without the permission from next higher authority/ HOD/ office manager/ Principal, as the case may be.
- 1.B.7.17 Interference, tampering with records, attendance registers, etc., either pertaining to himself or other employees.
- 1.B.7.18 Willful non-cooperation with fellow employee for proper discharge of duty at any time.
- 1.B.7.19 Giving interview to press, radio and television without permission from Management/ authority.
- 1.B.7.20 Not wearing the complete uniform provided by the institution, if any, during Working hours or wearing uniform improperly while on duty.
- 1.B.7.21 Not obliging for a security check by the security personnel at the gate or not possessing employee identity cards issued by the institution while on duty.
- 1.B.7.22 Riotous or disorderly behavior during working hours or any act subversive of discipline at the institution premises or within the campus.
- 1.B.7.23 Carrying concealed weapons, quarrelling, fighting, causing or attempting to cause bodily injury to another employee, drunkenness, bootlegging or conduct which violates the common decency or morality of the community or threatening or intimidating any employee of the institution.
- 1.B.7.24 Creating nuisance in the institution premises.
- 1.B.7.25 Refusing to accept transfer order.
- 1.B.7.26 Notices/ circulars of any kind shall be circulated or displayed with the written permission of the Principal.
- 1.B.7.27 Money lending or other private business without the written permission of the Management or having private financial dealings with persons or firms who have business relations with the institution, for the sale and purchase of any material or equipment or for any other purpose.
- 1.B.7.28 Holding meetings within the work premises or any other premises owned by the institution without prior written permission of the Management.
- 1.B.7.29 Publication of any article relating to the work of the institution without obtaining prior written permission of the Management.



- 1.B.7.30 Striking work or adopting go-slow methods, either singly or along with others, in contravention of these regulations or any statute, law, agreement, memorandum of settlement agreed from time to time and for the time being in force.
- 1.B.7.31 Inciting, whilst on the premises of the employer, any employee or employees to strike work or adopt go-slow methods.
- 1.B.7.32 Indiscipline or breach of any rules or instructions for the maintenance and/ or instructions for running of any department or maintaining its cleanliness.
- 1.B.7.33 Spitting, gossiping within the premises of the institution.
- 1.B.7.34 Loitering, idling or wasting time during working hours.
- 1.B.7.35 Proxy punching/ registering attendance or abetting in the act of punching/ registering attendance of another employee.
- 1.B.7.36 Smoking/ drinking alcohol/ consumption of drug in the premises of the institution

### **1.B.8 Major Misconduct**

- 1.B.8.1 Theft, fraud, breach of trust or dishonesty by misappropriation of funds in connection with or damage to the institution's property or of another employee within the work premises.
- 1.B.8.2 Disclosing to an unauthorized person or persons any confidential information with regard to work or any techniques used in the institution which comes into the possession of an employee during the course of his duty.
- 1.B.8.3 Giving false information regarding one's name, father's /husband's name, date of birth, qualification, details of previous employment/ salary particulars, address, etc., at the time of securing employment or thereafter.
- 1.B.8.4 Refusal to work on a job or a mission, which does not call for any additional skill or experience can be done by the employee without adversely affecting his/her service conditions.



- 1.B.8.5 Attempting to obtain any benefit under false pretext or by making false statements.
- 1.B.8.6 Bringing, possessing or using alcoholic drinks, charas, bhang, ganja, etc. within the institution's premises or reporting for work while under the influence of alcoholic drinks, drugs or narcotics.
- 1.B.8.7 Refusal to accept a charge sheet, a lawful order from a higher authority or any other communication from the competent authority either in person by post by courier.
- 1.B.8.8 Habitual breach or gross and/ or deliberate violation of service regulations/ internal rules and regulations.
- 1.B.8.9 Photocopying or otherwise copying and taking the extracts of official documents with a view to keeping/ storing them at home or to maintain files at home.
- 1.B.8.10 Threatening or intimidating any employee within the premises/ campus of the institution or outside, on matters concerning the institution.
- 1.B.8.11 Theft of property belonging to the institution or other employees within the institution premises.
- 1.B.8.12 Falsification of record and or defalcation / misappropriation of funds
- 1.B.8.13 Any act of misconduct committed by employee outside the institution premises which are connected with the institution.
- 1.B.8.14 Forging the signature of a superior or that of any other person.
- 1.B.8.15 Conviction by a court of law for any offensive involving moral turpitude.
- 1.B.8.16 Sexual harassment to any female employee of the institution. For this purpose, sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication) such as:
- Physical contact and advances.
  - Demand or request for sexual favors.
  - Sexually colored remarks.
  - Showing pornography.
  - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

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- 1.B.8.17 Striking work or inciting others to strike work in contravention of the provision of any law or rule having the force of law.
- 1.B.8.18 Demanding, taking or giving bribes/ gifts or any illegal gratification or including in any corrupt practice and/ or lending or borrowing money to and from subordinate employees.
- 1.B.8.19 Canvassing for a union or an association or party membership within the institution premises or collection of union-dues or subscription within the premises without permission or except in accordance with the provision of any rules or law for the time being in force.
- 1.B.8.20 Not informing the Management, when an employee comes to know about the breach of trust committed by another employee.
- 1.B.8.21 Writing of anonymous or pseudonymous letters, criticizing superiors or co-employees of the institution and making false reports against them.
- 1.B.8.22 Any act subversive of discipline and efficiency and any act involving moral turpitude committed within the premises of the institution, campus and outside, of the same has bearing on the services of the employee. Gambling or money lending or doing any other private business within the premises/ campus of the institution.
- 1.B.8.23 Resorting to picketing, hunger strike with allegations against higher authority/ institution, whether within the premises of the institution or outside, on matters concerning the institution.
- 1.B.8.24 Indulging in political activities within the institution premises.
- 1.B.8.25 Spreading or giving false information, which may bring disrepute to the Management or its employees or willfully spreading panic among the employees.



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## MEETING MINUTES

Sri Dharmasthala Manjunatheshwara College (Autonomous), Ujire - 574 240 Accredited at 'A' Grade with CGPA 3.61 / 4 by NAAC			
MINUTE BOOK			
Minutes of Meeting			
Title of the Meeting	Monthly meeting of Students' Welfare & Discipline Committee		
Date of Meeting	19/05/2023 Friday		
Time	16:15		
Venue	Discussion Room		
Subject	Review of Activities and Transfer of Responsibility (Coordinator).		
Sl. No.	Name	Role	Present/Absent
1.	Dr. Mahesh Kumar Shetty H	Co-ordinator	Present
2.	Mr. Ramesh H.	Member	Present
3.	Ms. Malini Anchan	Member	Present
4.	Ms. Sharada	Member	Present
5.	Ms. Shankantala B.	Member	Present
6.	Mr. Shreyas B.	Member	Present
7.	Mr. Nataraj H.K.	Member	Present
8.	Mr. Surman Jain	Member	Present
9.	Mr. Sharanachandra K. S.	Member	Present
10.	Mr. Sudama	Member	Present
11.	Ms. Akshatha K.	Member	Present
12.	Ms. Sangeetha B.	Member	Present
13.	Ms. Namratha Jain	Member	Present
14.	Ms. Manjula K.	Member	Present

  

Agenda List :	
1.	SDMC/UG/SWC/2022-23/10/01: Reading the minutes of the previous meeting and action taken report.
2.	SDMC/UG/SWC/2022-23/10/02: Review of Activities and Transfer of Responsibility.
3.	SDMC/UG/SWC/2022-23/10/03: Any other matter.

  

Minutes :	
Agenda 1	SDMC/UG/SWC/2022-23/09/01: Reading the minutes of the previous meeting and action taken report.
Minutes	Chairman read out the highlights of the minutes of previous meeting held on 06-04-2023 and briefed about action taken.
Action Taken	Done effective follow-up on students' general discipline and re-issued the notice on use of mobile phone and students' vehicle parking.
Resolved	Agenda was approved.
Agenda 2	SDMC/UG/SWC/2022-23/09/02: Review of Activities and Transfer of Responsibility.
Minutes	Members presented their activity report and chairman was informed them to follow in tune with the plan of action.
Minutes	Transfer of Responsibility: Since Dr. Mahesh Kumar Shetty H has been assigned a new responsibility (Chairman, NAAC Criteria-V), the responsibility of SWC has been transferred to Mr. Nataraj H.K.
Resolved	Agenda was approved.
Agenda 3	SDMC/UG/SWC/2022-23/09/03: Any other matter.
Minutes	The outgoing coordinator and the members of the committee wished the new coordinator of SWC Mr. Nataraj H.K.
Minutes	Mr. Nataraj H.K. informed/requested the committee members to extend their cooperation for the future activities of the committee.
Resolved	Agenda was approved.

Signature of the chairman / HOD

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Sri Dharmasthala Manjunatheshwara College (Autonomous), Ujire - 574 240 Accredited at 'A' Grade with CGPA 3.61/4 by NAAC SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS), UJIRE				
Ent:SDMS				
Minutes of Meeting				
Title of the Meeting	Committee Monthly Meeting			
Date of Meeting	09/10/2023			
Time	16:00			
Venue	Discussion Room			
Subject	Committee Monthly meeting			
Sl. No.	Name & Email ID	Role	Present / Absent	
1	MR. NATARAJ H K <a href="mailto:natarajhk@sdmcujire.in">natarajhk@sdmcujire.in</a>	CO-ORDINATOR	Present	
2	MS. SHAKUNTALA B <a href="mailto:shakuntalab@sdmcujire.in">shakuntalab@sdmcujire.in</a>	MEMBER	Present	
3	MR. SHARASCHANDRA K S <a href="mailto:sharaschandra@sdmcujire.in">sharaschandra@sdmcujire.in</a>	MEMBER	Present	
4	MR. SUDEENA <a href="mailto:sudena@sdmcujire.in">sudena@sdmcujire.in</a>	MEMBER	Present	
5	MS. SANGEETHA B <a href="mailto:sangeetha_b@sdmcujire.in">sangeetha_b@sdmcujire.in</a>	MEMBER	Absent	
6	MS. NAMRATHA JAIN S <a href="mailto:namrathajain64@sdmcujire.in">namrathajain64@sdmcujire.in</a>	MEMBER	Present	
7	MS. MANJULA <a href="mailto:manjula@sdmcujire.in">manjula@sdmcujire.in</a>	MEMBER	Present	
8	MS. AKSHATHA K <a href="mailto:akshathak@sdmcujire.in">akshathak@sdmcujire.in</a>	MEMBER	Present	
9	AKSHATHA JAIN <a href="mailto:akshathajain@sdmcujire.in">akshathajain@sdmcujire.in</a>	MEMBER	Present	
10	MR. SHREYAS B <a href="mailto:shreyasb18@sdmcujire.in">shreyasb18@sdmcujire.in</a>	CO-ORDINATOR	Present	
11	MR. RAMESH H <a href="mailto:rameshrankur@sdmcujire.in">rameshrankur@sdmcujire.in</a>	MEMBER	Absent	
12	MR. SUMAN <a href="mailto:sumanjain@sdmcujire.in">sumanjain@sdmcujire.in</a>	MEMBER	Present	
13	MS. SHARADA <a href="mailto:sharadarankur@sdmcujire.in">sharadarankur@sdmcujire.in</a>	MEMBER	Present	
Agenda List:				
1	SDMC/UG/SWC/2023-24/09-10-2023/01 Reading the minutes of previous meeting and action taken report			
2	SDMC/UG/SWC/2023-24/09-10-2023/02 Review of Activities			
3	SDMC/UG/SWC/2023-24/09-10-2023/03 Plan of Action			
SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE, UJIRE				

4 SDMC/UG/SWC/2023-24/09-10-2023/04 Any other Matter	
Minutes :	SDMC/UG/SWC/2023-24/09-10-2023/01 Reading the minutes of previous meeting and action taken report
Agenda 1	Chairman read out the highlights of the minutes of previous meeting and action taken report
Minutes	Agenda was approved
Resolved	
Agenda 2 SDMC/UG/SWC/2023-24/09-10-2023/02 Review of Activities	
Minutes	The midday meal scheme has been initiated successfully in the first month, benefiting a total of 150 students. Consistent communication with the mess owners is crucial, and the committee has made the decision to conduct a visit to their establishment. A. For a program has been scheduled and it is set to commence shortly. The distribution of vehicle passes is scheduled for 11-10-2023, while the coupons stickers are prepared. The committee made the decision to conduct an unexpected raid on mobile devices. The women development cell organizes a range of initiatives such as gender sensitization programs.
Resolved	It is resolved to the committee members diligently monitor the midday meal program and frequently inspect the canteen to ensure the quality of the food. Resolved to Maintaining regular communication with the mess owners is of utmost importance of the committee. Resolved to conduct programme under for a Resolved to distribution of vehicle pass in the campus
Agenda 3 SDMC/UG/SWC/2023-24/09-10-2023/03 Plan of Action	
Minutes	Committee members diligently monitor the midday meal program Maintaining regular communication with the mess owners Conduct an unexpected raid on mobile devices
Resolved	It is resolved to monitor midday meal programme It is resolved to observe the programme under for a Maintain discipline and unity in the campus
Agenda 4 SDMC/UG/SWC/2023-24/09-10-2023/04 Any other Matter	
Minutes	N11
Resolved	N11
Signature of the chairman / HOD	
(NATARAJ. H. K.)	
SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE, UJIRE	

Sri Dharmasthala Manjunatheshwara College (Autonomous), Ujire - 574 240 Accredited at 'A' Grade with CGPA 3.61/4 by NAAC MINUTE BOOK				
Minutes of Meeting				
Title of the Meeting	Monthly meeting of Students' Welfare & Discipline Committee			
Date of Meeting	06/04/2023 Thursday			
Time	16:15			
Venue	Discussion Room			
Subject	Review of Activities.			
Sl. No.	Name	Role	Present/Absent	
1.	Dr. Mahesh Kumar Shetty H	Co-ordinator		
2.	Mr. Ramesh H.	Member		
3.	Ms. Malini Anghan	Member		
4.	Ms. Sharada	Member		
5.	Ms. Shaktantala B.	Member		
6.	Mr. Shreyas B.	Member		
7.	Mr. Nataraj H. K.	Member		
8.	Mr. Suman Jain	Member		
9.	Mr. Sharaschandra K. S.	Member		
10.	Mr. Sudena	Member		
11.	Ms. Akshatha K.	Member		
12.	Ms. Sangeetha B.	Member		
13.	Ms. Namratha Jain	Member		
14.	Ms. Manjula K.	Member		
Agenda List :				
1	SDMC/UG/SWC/2022-23/09/01: Reading the minutes of the previous meeting and action taken report.			
2	SDMC/UG/SWC/2022-23/09/02: Review of Activities.			
3	SDMC/UG/SWC/2022-23/09/03: Any other matter.			
Minutes :				
Agenda 1	SDMC/UG/SWC/2022-23/09/01: Reading the minutes of the previous meeting and action taken report.			
Minutes	Chairman read out the highlights of the minutes of previous meeting held on 23-03-2023 and briefed about action taken.			
Action Taken	It was decided to have effective follow-up regarding students' dress code, mobile phone and vehicle parking. As a part of the above notices issued to students groups.			
Resolved	Agenda was approved.			
Agenda 2 SDMC/UG/SWC/2022-23/09/02: Review of Activities				
Minutes	Members presented their activity report and chairman was informed them to follow in tune with the plan of action.			
Resolved	Agenda was approved			
Agenda 3 SDMC/UG/SWC/2022-23/09/03: Any other matter.				
Minutes	Regarding students vehicle parking, members suggested to have effective follow-up and issue vehicle pass. But as per the discussion since it is the end of the academic year it is decided to issue vehicle pass in the beginning of the academic year.			
Resolved	Agenda was approved.			
Signature of the chairman / HOD				
SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE, UJIRE				



## **Students' Grievance Redressal Cell-STATUTORY**

### **(GRIEVANCE APPEAL COMMITTEE)**

**Duties: Receiving appeals and complaints, initiating speedy Redressal and reporting**

Mr. Nataraj H.K. Co-ordinator

Member

1. Ms. Shakuntala B. H.K.
2. Ms. Sangeetha B.
3. Ms. Akshtha Jain
4. Ms. Aishwarya, M.S. IIIrd B.Com
5. Mr. Darshan M.A., IIIrd B.Voc

PG

1. Dr. Sahana K. Co - ordinator
2. Ms. Mamatha K- Member
3. Mr. Parikshith, IInd M.Sc- student Representative