



# **A J INSTITUTE OF MANAGEMENT**

## **A unit of Laxmi Memorial Education Trust<sup>®</sup>**

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)



### **Criterion 6**

**6.3.2. Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.**

## **A J INSTITUTE OF MANAGEMENT**

**A unit of Laxmi Memorial Education Trust<sup>®</sup>**

**Kottara Chowki,**

**Opp. Mahindra Showroom, Ashok Nagar Post, Mangalore – 575006**

**Ph: 0824-2455340, Mob: 08904842277**

**Email: [office@ajimmangalore.ac.in](mailto:office@ajimmangalore.ac.in) Website: [www.ajimmangalore.ac.in](http://www.ajimmangalore.ac.in)**



# **A J INSTITUTE OF MANAGEMENT**

## **A unit of Laxmi Memorial Education Trust<sup>®</sup>**

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

# **2022 – 2023**



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Sl.No	Name of the Teacher	Name of the conference/ workshop attended for which financial support provided	Amount (Rs)
1	Ms. Sheethal Nayak K	attend the two-days National Seminar on the theme “Creating Innovative Ecosystem for Sustainable Entrepreneurship” on 7th & 8th May, 2022 at Loyola Hall, St. Aloysius PU College, Mangalore	RS 700/-
2	Mrs. Swapna Shetty,	attend a Faculty Development Programme on “Quality Research Article Writing” from 21st to 25th June, 2022 at Manel Srinivas Nayak Institute of Management, Bondel.	RS 1000/-
3	Mrs. Arathi K	attend a Faculty Development Programme on “Quality Research Article Writing” from 21st to 25th June, 2022 at Manel Srinivas Nayak Institute of Management, Bondel.	RS 1000/-
4	Mr. Mahesh P.G.	present a Research Paper in a one day National Seminar on “Role of Digital Banking in Economic Development” on 15th July, 2022 at Nehru Memorial College, Kurunjibag, Sullia	RS 700/-
5	Mr. Mahesh P.G.	present a Two-day National Conference on “Digital India: Progress, New Initiatives and Challenges” on 24th & 25th June, 2022 at Department of Post Graduate Studies and Research in Commerce, Mangalore University, Mangalagangothri.	RS 425/-
6	Mr. Deepak Rao	present a Two-day National Conference on “Digital India: Progress, New Initiatives and Challenges” on 24th & 25th June, 2022 at Department of Post Graduate Studies and Research in Commerce, Mangalore University, Mangalagangothri.	RS 425/-
7	Mr. Mahesh P.G.	present a Two-day National Conference on “Emerging Trends in Commerce & Management: Transformational Reforms on 13th & 14th July, 2022 at Department of Post Graduate Studies and Research in Commerce, Mangalore University, Mangalagangothri	RS 625/-
8	Mr. Deepak Rao	present a Two-day National Conference on “Emerging Trends in Commerce & Management: Transformational Reforms on 13th & 14th July, 2022 at Department of Post Graduate Studies and Research in Commerce, Mangalore University, Mangalagangothri	RS 625/-
9	Ms. Sheethal Nayak K.	attend a Faculty Development Programme on “Quality Research Article Writing” from 21st to 25th June, 2022 at Manel Srinivas Nayak Institute of Management, Bondel.	RS 1000/-
10	Mrs. Ganavi K.K.	attend a Faculty Development Programme on “Research	RS 3500



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		Proposal Development" from 25th to 27th Aug, 2022 at Manipal Institute of Management, Manipal.	
11	Mrs. Swapna Shetty,	attend a National Workshop on "Qualitative and Quantitative Analysis" form 07th to 20th December, 2022 at Graphic Era Deemmed to be University Deharadun	RS 1000/-
12	Mr. Prashanth Shetty	attend a Two Day International E- conference on Exploring Digital Proficiency : A platform for enhancing Teaching and Research Skills on 20th to 21st January at SDM College of Business Management Post Graduate Centre for Management Studies and Research Mangalore.	Rs 600/-
13	Mr.Deepak Rao, Mr. Mahesh and Mrs. Arathi K	attend a Two Day International E- conference on Exploring Digital Proficiency : A platform for enhancing Teaching and Research Skills on 20th to 21st January at SDM College of Business Management Post Graduate Centre for Management Studies and Research Mangalore.	Rs. 600/-
14	Mrs. Deeksha Rao	attend One day Management Development Programme on " Work Smartly: Python in Office on 11th March 2023 at St. Joseph Engineering College Vamanjoor	Rs 1200/-
15	Mrs. Slima Pinto	attend One day Management Development Programme on " Work Smartly: Python in Office on 11th March 2023 at St. Joseph Engineering College Vamanjoor	Rs 1200/-
16	Mr. Deepak Rao and Mr. Mahesh P G	attend One day National Conference on "Resilience to Reinvention- Building Fiundation for the Future on 16th June at SDM College of Business Management Post Graduate Centre for Management Studies and Research Mangalore.	Rs 1300/-
17	Mrs. Soumya Shetty	attend Four Days Seminar on "Learning and Development Intervention for Teachers and Administrators in Higher Educartion on the topic, Understanding our adolescents, Suicide Prevention and Introduction to Therapeutic Counselling on 18th to 21st July 2023 at NITTE Insitute of Technology Karkala	Rs 3100/-
18	Mr. Deepak Rao and Mr. Mahesh P G	attend 8th Two Days Internation Conference on " The Post Pendamic Resurgence: The Challenges and Concerns on 28th to 29th December 2023 at Justice K S Hegde Institute of Management Nitte Mangalore	Rs 4500/-
19	Mrs. Ganavi K	attend Two Day International Finance and Accounting Cvonference (IFAC - 2023) - Reimagining the Finance, Accounting and Banking Image World under Reset on 8th to 9th September 2023 at IIM Jammu - Online Mode	Rs 3000/-



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 04-05-2022

From,

Ms. Sheethal Nayak K  
Assistant Professor.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend the two-days National Seminar on the theme  
"Creating Innovative Ecosystem for Sustainable Entrepreneurship" on  
7<sup>th</sup> & 8<sup>th</sup> May, 2022 at Loyola Hall, St. Aloysius PU College, Mangalore.**

I would like to attend two-days National Seminar on the theme "Creating Innovative Ecosystem for Sustainable Entrepreneurship" on 7<sup>th</sup> & 8<sup>th</sup> May, 2022 at Loyola Hall, St. Aloysius PU College, Mangalore.

I request you Sir, to kindly permit me to participate in the Seminar and also sanction the amount of Rs. 700/- towards registration fees.

I request you Sir, to kindly grant me the permission for the same.

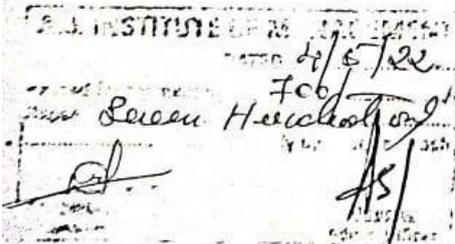
Thanking you,

Yours Sincerely

*Sheethal*  
04/05/2022

Ms. Sheethal Nayak K.

*Forwarding to Madam, with a  
request to kindly approve the proposal  
and NGL to enclosed charges.*



*[Signature]*  
4/5/22



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 15.06.2022

From,

Mrs. Swapna Shetty,  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend a Faculty Development Programme on "Quality Research Article Writing" from 21<sup>st</sup> to 25<sup>th</sup> June, 2022 at Manel Srinivas Nayak Institute of Management, Bondel.**

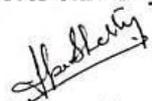
I would like to attend a Faculty Development Programme on "Quality Research Article Writing" from 21<sup>st</sup> to 25<sup>th</sup> June, 2022 at Manel Srinivas Nayak Institute of Management, Bondel on Hybrid Mode.

I request you Sir, to kindly permit me to participate in FDP and also sanction the amount of Rs. 1,000/- towards registration fees.

Please do the needful and oblige.

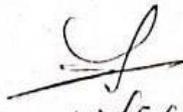
Thanking you,

Yours Sincerely

  
Ms. Swapna Shetty J

A.J. INSTITUTE OF MANAGEMENT	
DATE	15/6/22
Amount for	1000/-
Payable to	Mr. Theobald
Mode of payment	by cheque/cash
	
Director	Admn

Forwarded to Madam, with a request  
to kindly sanction the proposal.

  
15/6/22



# A J INSTITUTE OF MANAGEMENT

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Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 20.06.2022

From,

Mrs. Arathi K.,  
Associate Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub:** Consent to attend a Faculty Development Programme on "Quality Research Article Writing" from 21<sup>st</sup> to 25<sup>th</sup> June, 2022 at Manel Srinivas Nayak Institute of Management, Bondel.

I would like to attend a Faculty Development Programme on "Quality Research Article Writing" from 21<sup>st</sup> to 25<sup>th</sup> June, 2022 at Manel Srinivas Nayak Institute of Management, Bondel on Hybrid Mode.

I request you Sir, to kindly permit me to participate in FDP and also sanction the amount of Rs. 1,000/- towards registration fees.

Please do the needful and oblige.

Thanking you,

Yours Sincerely

  
Mrs. Arathi K.

*Forwarded to Madam to kindly approve the proposal and permit the concerned to attend the work stop.*

INST: ... 20/6/22  
1000  
Enc. T. Indira ...  
Director  
Admin Off.

*21/6/22*



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 21.06.2022

From,

Mr. Mahesh P.G.  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub:** Consent to present a Research Paper in a one day National Seminar on "Role of Digital Banking in Economic Development" on 15<sup>th</sup> July, 2022 at Nehru Memorial College, Kurunjibag, Sullia.

I would like to present a Research Paper in a one day National Seminar on "Role of Digital Banking in Economic Development" on 15<sup>th</sup> July, 2022 at Nehru Memorial College, Kurunjibag, Sullia.

I request you Sir, to kindly permit me to participate in the National Seminar and also sanction the amount of Rs. 700/- (Rs. 300/- towards registration fees, TA of Rs. 400/-).

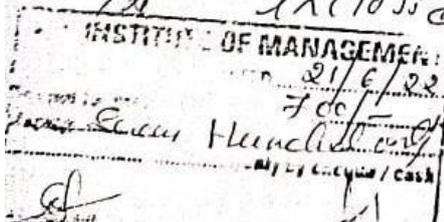
Please do the needful and oblige.

Thanking you,

Yours Sincerely

Mr. Mahesh P.G.

*Forwarded to Madam with a request to kindly approve the request and issue the enclosed copy.*



*[Handwritten signature]*  
21/6/22



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 22.06.2022

From,

Mr. K. Deepak Rao  
Associate Professor, AJIM,  
Mangalore.

Mr. Mahesh P.G.  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub:** Consent to present a Two-day National Conference on "Digital India: Progress, New Initiatives and Challenges" on 24<sup>th</sup> & 25<sup>th</sup> June, 2022 at Department of Post Graduate Studies and Research in Commerce, Mangalore University, Mangalagangothri.

I would like to present a Research Paper in a Two-day National conference on "Digital India: Progress, New Initiatives and Challenges" on 24<sup>th</sup> & 25<sup>th</sup> June, 2022 at Department of Post Graduate Studies and Research in Commerce, Mangalore University, Mangalagangothri.

I request you Sir, to kindly permit me to participate in Two-day National Conference and also sanction the amount of Rs. 850/- (Rs. 600/- towards registration fees, TA of Rs. 250/-).

Please do the needful and oblige.

Thanking you,

AJIM INSTITUTE OF MANAGEMENT	
22/6/22	
850/-	
Eight Hundred fifty	
only	
Yours Sincerely	
Director	

*Forwards to Madam,  
with a request to  
kindly approve the  
proposal.*

Prof. K. Deepak Rao

Mr. Mahesh P.G.

*S. S. S. S.*



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 06.07.2022

From,

Ms. Sheethal Nayak K.  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend a Faculty Development Programme on "Quality Research Article Writing" from 21<sup>st</sup> to 25<sup>th</sup> June, 2022 at Manel Srinivas Nayak Institute of Management, Bondel.**

I would like to attend a Faculty Development Programme on "Quality Research Article Writing" from 21<sup>st</sup> to 25<sup>th</sup> June, 2022 at Manel Srinivas Nayak Institute of Management, Bondel on Hybrid Mode.

I request you Sir, to kindly permit me to participate in FDP and also sanction the amount of Rs. 1,000/- towards registration fees.

Please do the needful and oblige.

Thanking you,

Yours Sincerely

Ms. Sheethal Nayak K.

*Forwarded to Madam with a request  
to kindly approve the proposal*

A.J. INSTITUTE OF MANAGEMENT	
DATE: 6/7/22	
Amount for Rs. 1,000/-	
Payable to: C.A. Sheethal Nayak K.	
Cheque / Cash	
Director	
Admin. Officer	



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 01.12.2022

From.

Mrs. Swapna Shetty J  
Assistant Professor, AJIM,  
Mangalore.

To.

The Director,  
AJIM, Mangalore.

Respected Sir,

Sub: Consent to attend a National Workshop on "Qualitative and Quantitative Analysis" from 07 Dec 2022 to 20 Dec 2022 at Graphic Era - Deemed to be University - Dehradun.

I would like to attend a Faculty Development Programme "Qualitative and Quantitative Analysis" from 07 Dec 2022 to 20 Dec 2022 at Graphic Era - Deemed to be University - Dehradun. [ONLINE - 2:30 pm onwards]

I request you Sir, to kindly permit me to participate in FDP and also sanction the amount of Rs. 1,000/- towards registration fees.

Please do the needful and oblige.

Thanking you,

A J INSTITUTE OF MANAGEMENT	
Date: 01/12/22	
Amount: 1000/-	
For: One thousand	
To: Mrs. Swapna Shetty J	
Director	
Admn. Office	

Yours Sincerely

*Swapna Shetty*  
Mrs. Swapna Shetty J

*Forwarded to Madam, with a request to kindly consider and approve the proposal (on line FDP)*

*01/12/22*



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 16.01.2023

From,

Mr. K. Deepak Rao  
Associate Professor, AJIM,  
Mangalore.

Mrs. Arathi K.  
Associate Professor, AJIM,  
Mangalore.

Mr. Mahesh P.G.  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to present a paper in two-days International E-Conference on "Exploring Digital Proficiency: A Platform for Enhancing Teaching & Research Skills" on 20<sup>th</sup> & 21<sup>st</sup> January, 2023 at SDM College of Business Management Post Graduate Centre for Management Studies and Research, Mangalore.**

We would like to present a paper in two-days International E-Conference on "Exploring Digital Proficiency: A Platform for Enhancing Teaching & Research Skills" on 20<sup>th</sup> & 21<sup>st</sup> January, 2023 at SDM College of Business Management Post Graduate Centre for Management Studies and Research, Mangalore.

We request you Sir, to kindly permit us to participate in Two-day International E-Conference and also sanction the amount of Rs. 600/- (towards registration fees).

Please do the needful and oblige.

Thanking you,

Yours Sincerely

Prof. K. Deepak Rao

Prof. Arathi K.

Prof. Mahesh P.G.

*Forwarded to Madam,  
with a request to kindly  
approve the proposal  
and sign the enclosed  
check document.*



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 10.03.2023

From,

Mrs. Slima Pinto  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

Sub: Consent to attend the one day Management Development Programme (MDP) on "Work Smartly: Python in Office" on 11<sup>th</sup> March, 2023 at St. Joseph Engineering College.

I would like to attend the one day Management Development Programme (MDP) on "Work Smartly: Python in Office" on 11<sup>th</sup> March, 2023 at St. Joseph Engineering College.

I request you Sir, to kindly permit me to participate in the MDP and also sanction the amount of Rs. 1,200/- (Rs. 1,000 towards registration fees and Rs.200/- towards TA).

Please do the needful and oblige.

Thanking you,

Yours Sincerely

Mrs. Slima Pinto

*Forwarded to Madam, with a request to kindly consider the request of Rs. 1200/- enclosed extra*

*10/3/23*

MANAGEMENT
10/3/23
1200/-
Enc. T. Ghoshal
Admin. Officer



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 10.03.2023

From.

Ms. Deeksha Rao  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

Sub: Consent to attend the one day Management Development Programme (MDP) on "Work Smartly: Python in Office" on 11<sup>th</sup> March, 2023 at St. Joseph Engineering College.

I would like to attend the one day Management Development Programme (MDP) on "Work Smartly: Python in Office" on 11<sup>th</sup> March, 2023 at St. Joseph Engineering College.

I request you Sir, to kindly permit me to participate in the MDP and also sanction the amount of Rs. 1,200/- (Rs. 1,000 towards registration fees and Rs.200/- towards TA).

Please do the needful and oblige.

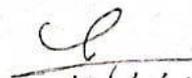
Thanking you,

Yours Sincerely

  
Ms. Deeksha Rao

*Forwarded to Madam, with a request  
to kindly consider the request and  
STK is inclosed please.*

A J INSTITUTE OF MANAGEMENT	
10/3/23	
1200/-	
10/3/23	
Director	

  
10/3/23



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 06.07.2023

From,

Mrs Soumya Shetty  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

Sub: Consent to attend the four days Seminar on 18<sup>th</sup> July to 21<sup>st</sup> July 2023 at Nitte Institute of Technology at Karkala.

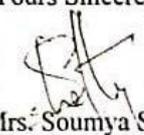
I would like to attend the four days Seminar on the broad theme "Learning and development intervention of four days for teachers and administrators in higher education, on the topic, "Understanding our adolescents, Suicide Prevention & Introduction to Therapeutic counseling" on 18<sup>th</sup> July to 21<sup>st</sup> July 2023 at Nitte Institute of Technology at Karkala.

I request you Sir, to kindly permit me to participate in the Seminar and also sanction the amount of Rs. 3,100/- (Rs. 2,500/- towards registration fees and Rs. 600/- towards TA).

Please do the needful and oblige.

Thanking you,

Yours Sincerely

  
Mrs. Soumya Shetty

*Forwarded to Madam with a request  
to kindly approve it proposal.*

*6/7/23*



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 09.06.2023

From.

Mr. K. Deepak Rao  
Associate Professor, AJIM,  
Mangalore.

Mr. Mahesh P.G.  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub:** Consent to present a paper in one day National Conference on "Resilience to Reinvention – Building Foundations for the Future" on 16<sup>th</sup> June, 2023 at SDM College of Business Management Post Graduate Centre for Management Studies and Research, Mangalore.

We would like to present a paper along with the student (Ms. Aishwarya Rose Mathew) in one day National Conference on "Resilience to Reinvention – Building Foundations for the Future" on 16<sup>th</sup> June, 2023 at SDM College of Business Management Post Graduate Centre for Management Studies and Research, Mangalore.

We request you Sir, to kindly permit us to participate in One-day National Conference and also sanction the amount of Rs. 1,300/- (Rs. 1,200 towards registration fees and Rs. 100/- towards TA).

Please do the needful and oblige.

Thanking you,

Yours Sincerely

Prof. K. Deepak Rao

*Forwarded to the Trust  
with a request to kindly  
approve.*

Stamp: A J INSTITUTE OF MANAGEMENT  
DATED: 9/6/23  
Amount: Rs. 1,300/-  
Mode: By cheque / cash  
Signature: Mahesh P.G.



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

A.J. Institute of Management (AJIM)  
Kottara Chowki, Bypass, Ashoknagar Post, Mangalore- 575 006

Ref No: AJIM/LMET/DEPT/832/2022-23

Date: 31-05-2023

To

The Vice President/Director,  
LMET, Mangalore.

Respected Madam,

**Sub: Deputation of MBA faculty members to attend a Two Day International Conference on "Emerging Trends, Challenges & Opportunities in Global Business, Management & Technology"**

We would like to bring to your kind notice that, there will be a to attend a Two Day International Conference on "Emerging Trends, Challenges & Opportunities in Global Business, Management & Technology" in Association with Association of Indian Management schools (AIMS). on 8<sup>th</sup> & 9<sup>th</sup> June, 2023 VTU, Belagavi (Hybrid mode).

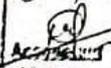
I request you Madam, to kindly sanction a sum of Rs. 1,500/- inclusive of registration fee (registration fee 1,000/-, online Presentation Processing fee of Rs. 500/-.)

I request you Madam, to kindly approve the above proposal and sign the enclosed cheque. to Mrs. Ganani KK.

Thanking you,

Yours Sincerely,

  
Dr. T. Jayaprakash Rao  
(Director)

A. INSTITUTE OF MANAGEMENT	
DATE 31/5/23	
AMOUNT 1500/-	
PAID TO Mrs. Ganani KK	
BY	
	
Accountant	Director
Mangalore	Mangalore



# **A J INSTITUTE OF MANAGEMENT**

## **A unit of Laxmi Memorial Education Trust<sup>®</sup>**

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

# **2021-2022**



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Sl.No	Name of the Teacher	Name of the conference/ workshop attended for which financial support provided	Amount (Rs)
1	Mrs. Swapna Shetty J	One week Faculty development program on “Qualitative Data Analysis” by Teaching Learning Centre, Ramanujan College, University of Delhi.	Rs 550
2	Mrs. Swapna Shetty J	One day online Faculty development program on “Paper Development Workshop”	Rs 500
3	Mrs. Swapna Shetty J	One-day Virtual International Conference on Digital Transformation	Rs 500
4	Mrs. Ganavi K.K.	Fourteen-day Virtual International Research Capacity Building Programme on 4th, December, 2021 to 17th December, 2021 at Primax Foundation, Bengaluru.	Rs. 3,500/-
5	MR. Prashanth Shetty	A Placement Officers’ Training Programme on Management Development Program Placement @ Challenging Times on 19th February, 2022 at Srinivas University College of Management and Commerce, Pandeshwar.	Rs 1,200/-



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

2021-22

Date: 11-03-2022

From,

Mrs Swapna Shetty  
Assistant Professor.

To.

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend the one-day Virtual International Conference on the theme "Digital Transformation of Business" on 25<sup>th</sup> Mar, 2022 at Manel Srinivas Nayak Institute of Management, Mangalore.**

I would like to attend one-day Virtual International Conference on the theme "Digital Transformation of Business" on 25<sup>th</sup> Mar, 2022 organized by Manel Srinivas Nayak Institute of Management, Mangalore.

I request you Sir, to kindly permit me to participate in the Conference and also sanction the amount of Rs. 500/- towards registration fees.

We request you Sir, to kindly grant us the permission for the same.

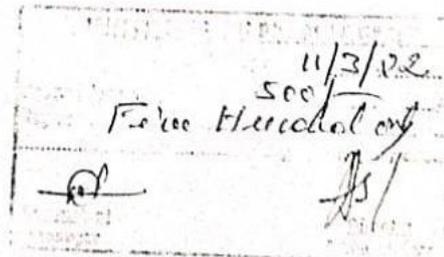
Thanking you,

Yours Sincerely

Mrs. Swapna Shetty

*Forwarded to Madam with a request to kindly approve the proposal.*

*[Signature]*  
12/3





# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

From,

Mrs Swapna Shetty  
Assistant Professor.

Date: 11-03-2022

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend the two-day Faculty Development Program on the theme "Structural Equation Modeling" on 26<sup>th</sup> & 27<sup>th</sup> Mar, 2022 organized by TAPMI, MAHE.**

I would like to attend the two-day Faculty Development Program (FDP) on the theme "Structural Equation Modeling" on 26<sup>th</sup> & 27<sup>th</sup> Mar, 2022 organized by TAPMI, MAHE.

I request you Sir, to kindly permit me to participate in the FDP and also sanction the amount of Rs. 1800/- towards registration fees.

I request you Sir, to kindly grant me the permission for the same.

Thanking you,

Yours Sincerely

*x Rs 600/- Reg. fee returned to bank on 29/3/22.*

*Swapna Shetty*  
Mrs. Swapna Shetty

*Forwarded to the Dean, with request to kindly approve the proposal*

11/3/22
Dr. Theodor 1,500/- by Dr. Theodor
AS/

*12/3*



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 18-03-2022

From.

Mrs Arathi K  
Assistant Professor.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend the one-day Virtual International Conference  
on the theme "Digital Transformation of Business" on 25<sup>th</sup> Mar, 2022 at  
Manel Srinivas Nayak Institute of Management, Mangalore.**

I would like to attend one-day Virtual International Conference on the theme "Digital Transformation of Business" on 25<sup>th</sup> Mar, 2022 organized by Manel Srinivas Nayak Institute of Management, Mangalore.

I request you Sir, to kindly permit me to participate in the Conference and also sanction the amount of Rs. 600/- (Rs.500/- & Rs.100 II MBA Student) towards registration fees.

We request you Sir, to kindly grant us the permission for the same.

Thanking you,

Yours Sincerely

Mrs. Arathi K

*Forwarded to Madam,  
with a request to kindly  
approve the proposal.*

*17/3/22*

MANAGEMENT
15/3/22
600/-
for the above
17/3/22



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 16-02-2022

From,

Mr. Prashanth Shetty  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: A Placement Officers' Training Programme on Management Development Program Placement @ Challenging Times on 19<sup>th</sup> February, 2022 at Srinivas University College of Management and Commerce, Pandeshwar.**

I would like to hereby inform that I will be attending A Placement Officers' Training Programme on Management Development Program Placement @ Challenging Times on 19<sup>th</sup> February, 2022 at Srinivas University College of Management and Commerce, Pandeshwar.

Sir, I request you to kindly sanction the amount of Rs. 1,200/- towards registration fees.

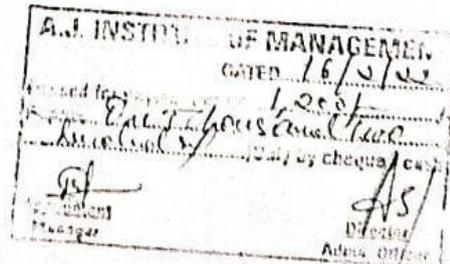
Thanking you,

Yours Sincerely

Mr. Prashanth Shetty

*Forwarded to Madam, with a request  
to kindly sanction*

*16/2/22*





# **A J INSTITUTE OF MANAGEMENT**

## **A unit of Laxmi Memorial Education Trust<sup>®</sup>**

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

# **2020- 2021**



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Sl.No	Name of the Teacher	Name of the conference/ workshop attended for which financial support provided	Amount (Rs)
1	Mrs. Swapna Shetty J	Two day online workshop on the theme "Publishing Research articles in Quality Journals" on 23 – 24 May, 2020 conducted by Institute of Management Technology, Hyderabad	Rs 2360
2	Mr.K.Deepak Rao	Two day International E-Conference on the theme "Tackling Opportunities and Vulnerabilities during the Pademic – Techno and Human Approaches"	RS 600
3	Mr. Mahesh P G	Two day International E-Conference on the theme "Tackling Opportunities and Vulnerabilities during the Pademic – Techno and Human Approaches"	RS 600
4	Mrs. Ganavi K	Two day International E-Conference on the theme "Tackling Opportunities and Vulnerabilities during the Pademic – Techno and Human Approaches"	RS 600
5	Mrs. Arathi K	Two days International E-Conference on the theme "Innovative Management Practices: Growth to Survival Tactics – Impact of Covid	RS 750
6	Mrs. Ganavi K.K.	Two days International E-Conference on the theme "Innovative Management Practices: Growth to Survival Tactics – Impact of Covid	RS 750
7	Ms. Deeksha Rao	Two days International E-Conference on the theme "Innovative Management Practices: Growth to Survival Tactics – Impact of Covid	RS 750
8	Mrs. Roshella D Costa	Two days International E-Conference on the theme "Innovative Management Practices: Growth to Survival Tactics – Impact of Covid	RS 750



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

A.J. INSTITUTE OF MANAGEMENT (AJIM)  
Kottara Chowki, Bypass, Ashoknagar Post, Mangalore - 575 006

Ref. No.: AJIM/LMET/REQ/675/2021-22

Date: 17.11.2021

To,

The Vice President/Director,  
LMET, Mangalore.

Respected Madam,

**Sub: Conduct of University Level workshop at the Institute.**

I would like to bring to your kind notice that, Department of Business Administration, Mangalore University is organizing a One-day Workshop at our Institute, for the benefit of Faculty Members of Department of Business Administration, Mangalore University, SDM P.G. Centre for Management Studies and Research, Mangalore, MSNM Besant Institute of PG Management Studies, Poornaprajna Institute of Management and A.J. Institute of Management, to discuss the course content of III and IV Semester (under new scheme). The proposed date is Saturday, 27<sup>th</sup> Nov, 2021.

I request you Madam, to kindly permit to organize and also to allow for the expenses such as Lunch for 30 delegates (Rs. 4,200/- and Miscellaneous Rs. 500/-).

Please do the needful.

Thanking you,

  
Dr. T. Jayaprakash Rao  
Director

PRINCIPAL / DIRECTOR  
A.J. INSTITUTE OF MANAGEMENT  
KOTTARA CHOWKI  
MANGALORE - 575 006

AS/



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

**A.J. Institute of Management (AJIM)**  
Kottara Chowki, Bypass, Ashoknagar Post, Mangalore- 575 006

Ref No: AJIM/LMET/WS/673/2021-22

Date: 21-10-2021

To  
The Vice President/Director,  
LMET, Mangalore.

Respected Madam,

**Sub:- Organising one day Faculty Development Programme.**

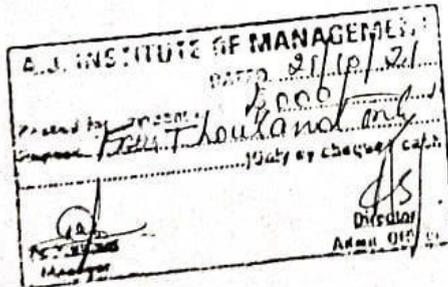
I would like to bring to your kind notice that, we are organising a **one-day Faculty Development Programme** on 26<sup>th</sup> October, 2021 (Tuesday) at the campus for our Faculty. The theme is "Measures to Streamline the Management Education: A Revisit since the Covid Intervention". Dr. Prakash Pinto, Dean, St. Joseph Engineering College is the Resource Person. I request you Madam, to kindly sanction the amount of Rs. 4,000/- towards (Rs. 2,000/- Remuneration and Rs. 2,000/- Lunch).

I request you Madam, to kindly approve the proposal and sign the enclosed cheque.

Thanking you,

Yours faithfully,

(Dr. T. Jayaprakash Rao)  
Director





# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

A.J. Institute of Management (AJIM)  
Kottara Chowki, Bypass, Ashoknagar Post, Mangalore- 575 006

Ref No: AJIM/LMET/WVS/633/2020-21

Date: 19-06-2021

To  
The Vice President/Director,  
LMET, Mangalore.

Respected Madam,

**Sub:- Organising two day online Faculty Development Programme.**

I would like to bring to your kind notice that we are organising **two day online Faculty Development Programme** for the faculty of various Institute and the said programme will be held on 29<sup>th</sup> & 30<sup>th</sup> June, 2021.

In this connection, the expense in respect of honorarium payable to the following resource persons amounts to Rs. 8,000/-. I request you Madam, to kindly allow the proposal and sign the enclosed cheque.

Sl. No.	Resource Person	Amount
1.	Dr. Ganesh Bhat	2,000/-
2.	Dr. Suprabha	2,000/-
3.	Dr. Ananth Prabhu	2,000/-
4.	Prof. Ragesh Raju	2,000/-

Thank you,

Yours faithfully,

(Dr. T. Jayaprakash Rao)  
Director

*A/c. Transfer*  
*19/6/21.*  
*5,000/-*  
*Five thousand only*  
*7. 8/8*  
*Eight Thousand only*  
*19/6/21*  
*8,000/-*  
*8000*

*2, 1000/-*  
*is made to Dr. Ananth*  
*Prabhu, Amount Total*  
*8000/-*



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 25-11-2021

From,

Mrs. Ganavi K.K.  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Fourteen-day Virtual International Research Capacity Building Programme on 4<sup>th</sup>, December, 2021 to 17<sup>th</sup> December, 2021 at Primax Foundation, Bengaluru.**

I would like to hereby inform that I have attending Fourteen-day Virtual International Research Capacity Building Programme on 4<sup>th</sup>, December, 2021 to 17<sup>th</sup> December, 2021 at Primax Foundation, Bengaluru.

Sir, I request you to kindly sanction the amount of Rs. 3,500/- towards registration fees.

Thanking you,

Yours Sincerely

*Ganavi*  
25/11/21  
Mrs. Ganavi K.K.

*Forwarded to Madam, with a request to kindly approve the Faculty participation (Online) in the 14 days research workshop*

INSTITUTE OF MANAGEMENT
DATED 25/11/21
3500/-
Dr. P. S. Srinivasan
Director

*P.S.Srinivasan*  
25/11/21



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 27.03.2019

in,

Dr. Vijaya Kumar,  
Associate Professor, AJIM,  
Mangalore.

Mrs. Swapna Shetty,  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

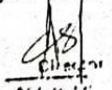
**Sub:** Consent to attend a one day International Conference on the Theme "A Decade of Global Financial Crisis: Antecedents, Aftermath and Challenge ahead".

We would like to attend a one day International Conference on the Theme "A Decade of Global Financial Crisis: Antecedents, Aftermath and Challenge ahead" on 9<sup>th</sup> April, 2019 at St. Aloysius College, Beeri.

We request you Sir, to kindly permit to participate and also sanction the amount of Rs. 2,600/- (Registration Fee Rs. 1,000/- x 2 = 2,000/-) and travelling charges (TA Rs. 300 x 02 = Rs. 600).

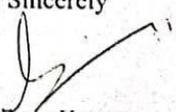
Please do the needful and oblige.

Thanking you,

A. J. INSTITUTE OF MANAGEMENT	
Pay Order	Dated 27/03/19
Passed for	of Rs. 2,600/-
Supers. Twp	Thrupu. 2019
Handovered	only by cheque/cash.
	
Manager	Director

*Provided to M. Kumar  
for the amount*

Yours Sincerely

  
Dr. Vijaya Kumar

Mrs. Swapna Shetty J.



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 03.06.2019

From,

Mrs. Swapna Shetty,  
Asst. Professor,  
A.J. Institute of Management,  
Mangalore.

To,

The Director,  
A.J. Institute of Management,  
Mangalore.

Respected Sir,

Sub: Consent to attend a One-Week FDP on "Fundamentals of Data Analysis & Reporting for Research and Publication" from June 10<sup>th</sup> to June 15<sup>th</sup> 2019 at IIM Kozhikode.

I would like to attend a One-Week FDP on "Fundamentals of Data Analysis & Reporting for Research and Publication" from June 10<sup>th</sup> to June 15<sup>th</sup> 2019 at IIM Kozhikode.

The course fee for the FDP amounts to Rs. 27,730. I humbly request you Sir, to kindly grant the best possible financial assistance to meet the expenses.

Please do the needful and oblige.

Rs. 10,000/-

Thanking you,

Yours Sincerely

(Mrs. Swapna Shetty)

D.C.E - 18/6/19  
- 735934  
Rs. 10,000/-

Forwarded to Oadom with a request to sanction 12 financial assistance ranging from at least Rs 10,000 to Oadom pro rogation amount based on the following data.

Budget for 17 year 2018-19: 1,50,000  
Amt spent by Faculty till date: 25,400

PRINCIPAL / DIRECTOR  
A.J. INSTITUTE OF MANAGEMENT  
MANGALORE



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

From,

Mr. Deepak Rao,  
Asst. Professor,  
A.J. Institute of Management,  
Mangalore.

Date: 06.06.2019

To,

The Director,  
A.J. Institute of Management,  
Mangalore.

Respected Sir,

**Sub:** Consent to attend a National Conference on MBA Journey 111:  
Emerging opportunities & Challenges to be held on 7<sup>th</sup> & 8<sup>th</sup> June 2019 in  
CMR University, OMBR Layout, Bangalore.

I would like to attend a two day National Conference on MBA Journey 111:  
Emerging opportunities & Challenges to be held on 7<sup>th</sup> & 8<sup>th</sup> June 2019 in CMR  
University, OMBR Layout, Bangalore.

I request you Sir, to kindly permit to participate and also sanction the amount of Rs.  
6,593/- (Registration Fee Rs. 1,500/-) and travelling charges (TA Rs. 5,093/-).

Please do the needful and oblige.

Thanking you

A. J. INSTITUTE OF MANAGEMENT	
Pay Order	Dated 6/6/19
Amount: Rs. 6,593/-	
Five thousand five hundred ninety three only	
[Signature]	
[Stamp]	

Yours Sincerely

(Mr. Deepak Rao)

Forwarded to Madam, is kindly consider  
the request

[Signature]  
6/6/19



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 07.06.2019

From,

Dr. Vijaya Kumar  
Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

Sub: Consent to attend the seven days Global Initiative on Academic Network (GIAN) program on "Contemporary Financial Tools" from 10<sup>th</sup> to 17<sup>th</sup> June, 2019 at MBA Department, Mangalore University, Konaje.

I would like to attend the seven days Global Initiative on Academic Network (GIAN) program on "Contemporary Financial Tools" from 10<sup>th</sup> to 17<sup>th</sup> June, 2019 at MBA Department, Mangalore University, Konaje.

I request you Sir, to kindly permit me to participate in the GIAN Programme and also sanction the amount of Rs. 2,420/- (Rs. 2,000/- (Rs. 1,500/- (Programme Registration) + Rs. 500/- (GIAN Registration)) towards registration fees and TA of Rs. 60x7 = Rs. 420/-).

Please do the needful and oblige.

Thanking you,  
AJIM INSTITUTE OF MANAGEMENT  
Dated 7/6/19  
2420/-  
Two Thousand four hundred Twenty  
Dr. Vijaya Kumar

Yours Sincerely

Dr. Vijaya Kumar

Forwarded to Madam with a request  
to kindly approve the proposal and  
the GIAN registration

ORIGINAL / DIRECTOR

07/06/19



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 09-07-2019

From,

Prof. Rashmitha R. Kotian,  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

Sub: Consent to attend a one day Capacity Building Programme on "Introduction to Canvas - LMS" on 12<sup>th</sup> July, 2019 at St. Joseph Engineering College, Vamanjoor, Mangalore.

I would like to attend one day Capacity Building Programme on "Introduction to Canvas - LMS" on 12<sup>th</sup> July, 2019 at St. Joseph Engineering College, Vamanjoor, Mangalore.

I request you Sir, to kindly permit me to participate in the Capacity Building Programme and sanction a sum of Rs. 550/- (registration fee = 400/-, TA 150/-).

Please do the needful and oblige.

Thanking you,

Yours Sincerely

Prof. Rashmitha R. Kotian

*Forwarded to Madam, with a request*

*approve the request*

INSTITUTE CHAIRMAN  
Date: 9/7/19  
550/-  
Folio Handled by only



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 26-07-2019

From.

Prof. Chethan Kumar,  
Assistant Professor, AJIM,  
Mangalore.

To.

The Director,  
AJIM, Mangalore.

Respected Sir,

Sub: Consent to attend a one day Capacity Building Programme on "Introduction to Canvas - LMS" on 12<sup>th</sup> July, 2019 at St. Joseph Engineering College, Vamanjoor, Mangalore.

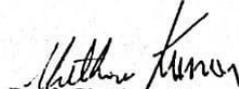
I would like to attend one day Capacity Building Programme on "Introduction to Canvas - LMS" on 12<sup>th</sup> July, 2019 at St. Joseph Engineering College, Vamanjoor, Mangalore.

I request you Sir, to kindly permit me to participate in the Capacity Building Programme and sanction a sum of Rs. 550/- (registration fee = 400/-, TA 150/-).

Please do the needful and oblige.

Thanking you,

Yours Sincerely

  
Prof. Chethan Kumar

*Forwarded to the Trust with a request  
to kindly consider the proposal*

A. J. INSTITUTE OF MANAGEMENT	
Director	Dated 26/7/19
Free Handed	550/-
<i>only</i>	<i>AS</i>

  
26/7/19



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 29.07.2019

From,

Prof. Rashmitha R. Kotian  
Professor, AJIM,  
Mangalore.

148

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend the one day Faculty Development Programme on  
"A Workshop on Research Methodology" on 28<sup>th</sup> July, 2019 at University  
College, Mangalore.**

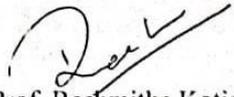
I would like to attend the one day Faculty Development Programme on "A  
Workshop on Research Methodology" on 28<sup>th</sup> July, 2019 at University College,  
Mangalore.

I request you Sir, to kindly permit me to participate in one day FDP and also sanction  
the amount of Rs. 250/- towards registration fees.

Please do the needful and oblige.

Thanking you,

Yours Sincerely

  
Prof. Rashmitha Kotian

FF Forwarded to Madam, with a request  
to kindly allow it proposal

  
29/7/19



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

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**Invitation to Participate in the central valuation demo workshop**

From: DEPARTMENT O BUSINESS ADMINISTRATION <deptmba@yahoo.com> on Tue, 04 Feb 2020 20:34:27 [Add to address book](#)

To: You & 2 others | [See Details](#)

Dear Sir/Madam  
with reference to the above subject I request the following two valuers to attend the demo workshop on online valuation in the department on 05/02/2020, 02.00 PM  
Dr. Rajesha M  
Mr. Chethan

Chairperson, BOE in Department of Business Administration  
Mangalore University  
Mangalagangothri - 574199

Quick reply to DEPARTMENT O BUSINESS ADMINISTRATION <deptmba@yahoo.com>

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[Feedback](#)



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

rediffmail

Mailbox of ajimmangalore

**Subject: Request to depute your staff as a resource person**

From: Principal Dr.Kurian <principal@alvascollege.com> on Mon, 02 Dec 2019 10:49:38

To: ajimmangalore@rediffmail.com

Dear Sir,  
I am happy to inform you that our department of Mgt is conducting a Pre placement Training for the BBA students on 11.12.2019 at 2.00 P.M . I request you to send the Mr.Jeevan Lawrence as resource person for the training.

Thanking You

Principal

Dr. Kurian (M.S.W., M.Phil., Ph.D.)  
Principal  
Alva's College  
(Affiliated to Mangalore University | Accredited by NAAC)  
Smt. Sundari Ananda Alva Campus  
Vidyagiri, Moodubidire - 574227

U.G. Office: 08258-236531

P.G. Office: 08258-236385

Mobile: +919740668967



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 10-12-2019

From,

Mr. Jeevan Lawrence  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend the one day Pre placement Training Talk on 11<sup>th</sup> December, 2019 at Alva's College, Smt. Sundari Ananda Alva Campus, Vidyagiri, Moodbidri.**

I would like to attend as a Resource Person for one day Pre placement Training programme on 11<sup>th</sup> December, 2019 at Alva's College, Smt. Sundari Ananda Alva Campus, Vidyagiri, Moodbidri.

I request you Sir, to kindly grant me the permission for the same.

Thanking you,

Yours Sincerely

Mr. Jeevan Lawrence

*permitted and he is expected  
to attend it hours with the  
faculty.*

*[Signature]*  
10/12/19



# **A J INSTITUTE OF MANAGEMENT**

## **A unit of Laxmi Memorial Education Trust<sup>®</sup>**

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

# **2019-2022**



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust <sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

1	Mrs. Swapna Shetty,	Consent to attend a One-Week FDP on “Fundamentals of Data Analysis & Reporting for Research and Publication”	Rs 27,730
2	Mr. Deepak Rao	National Conference on MBA Journey 111: Emerging opportunities & Challenges	Rs 6593/-
3	Dr. Vijaya Kumar	Seven days Global Initiative on Academic Network (GIAN) program on “Contemporary Financial Tools”	Rs 2420/-
4	Prof. Rashmitha R. Kotian,	Consent to attend a one day Capacity Building Programme on “Introduction to Canvas - LMS” on 12th July, 2019 at St. Joseph Engineering College, Vamanjoor, Mangalore.	Rs. 550/-
5	Prof. Chethan Kumar,	Consent to attend a one day Capacity Building Programme on “Introduction to Canvas - LMS” on 12th July, 2019 at St. Joseph Engineering College, Vamanjoor, Mangalore.	Rs. 550/-
6	Prof. Rashmitha R. Kotian	Consent to attend the one day Faculty Development Programme on “A Workshop on Research Methodology” on 28th July, 2019 at University College, Mangalore.	Rs. 250/-
7	Mr. Deepak Rao	Consent to attend the two days 7th International Conference on “Emerging Business Competitiveness for Sustainable Growth” on 26th & 27th September, 2019 at Kristu Jayanti College, Bengaluru.	Rs 3700
8	Mr. Mahesh P.G.	Consent to attend the two days 7th International Conference on “Emerging Business Competitiveness for Sustainable Growth” on 26th & 27th September, 2019 at Kristu Jayanti College, Bengaluru.	Rs 3700
9	Mr. Deepak Rao	Consent to attend the two days International Conference on the theme “Emerging Issues & Trends in Intellectual Capital and Innovative Management Practices in the Global Economy” on 13th & 14th Jan, 2020 at Govinda Das College, Surathkal.	Rs 1100
10	Mr. Mahesh P.G.	Consent to attend the two days International Conference on the theme “Emerging Issues & Trends in Intellectual Capital and Innovative Management Practices in the Global Economy” on 13th & 14th Jan, 2020 at Govinda Das College, Surathkal.	Rs 1100
11	Dr. Rajesh M.	Consent to attend the two days International Conference on the theme “Emerging Issues & Trends in Intellectual Capital and Innovative Management Practices in the Global Economy” on 13th & 14th Jan, 2020 at Govinda Das College, Surathkal.	Rs 1100
12	Ms. Deeksha Rao	Consent to attend the two days Faculty Development Programme on the theme “Legal Issues in Business” on 9th & 10th Jan, 2020 at St. Joseph Engineering College.	Rs 1200
13	Mr. Deepak Rao	Consent to attend the one day National Conference on the	Rs 1300



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

		theme "Start-ups in India: Challenges, Issues and Opportunities" on 20th Feb, 2020 at MSNM Besant Institute of PG Studies, Bondel, Mangalore.	
14	Mr. Mahesh P.G.	Consent to attend the one day National Conference on the theme "Start-ups in India: Challenges, Issues and Opportunities" on 20th Feb, 2020 at MSNM Besant Institute of PG Studies, Bondel, Mangalore.	Rs 1300
15	Mrs. Roshella D Costa	Consent to attend the one day National Conference on the theme "TECHNO 2020" on 6th Mar, 2020 at Sri Dharmasthala Manjunatheshwara College of Business Management PG Centre for Management Studies and Research, Mangalore.	Rs 600



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

2019-20

From,

Date: 09-03-2020

Ms. Deeksha Rao  
Assistant Professor, AJIM,  
Mangalore.

Mrs. Roshella D Costa  
Assistant Professor, AJIM,  
Mangalore.

Ms. Disha Premal D Souza  
II MBA Student, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend the one day National Conference on the theme "TECHNO 2020" on 6<sup>th</sup> Mar, 2020 at Sri Dharmasthala Manjunatheshwara College of Business Management PG Centre for Management Studies and Research, Mangalore.**

We would like to attend the one day National Conference on the theme "TECHNO 2020" on 6<sup>th</sup> Mar, 2020 at Sri Dharmasthala Manjunatheshwara College of Business Management PG Centre for Management Studies and Research, Mangalore.

We request you Sir, to kindly permit us to participate in the Conference and also sanction the amount of Rs. 1,200/- (Rs. 500/-x2 + Rs. 200x1) towards registration fees.

We request you Sir, to kindly grant us the permission for the same.

Thanking you,

Yours Sincerely

*Forwarded to Madam with a request to kindly allow if possible*

*Deeksha Rao*  
Ms. Deeksha Rao

*Roshella D Costa*  
Mrs. Roshella D Costa

*Disha Premal D Souza*  
Ms. Disha Premal D Souza

A J INSTITUTE OF MANAGEMENT

DATE: 9/3/2020

Rs. 1200/-

Handed over by \_\_\_\_\_

Received by \_\_\_\_\_

Director

Admin. Office

9/3/20



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

From,

Mrs. Roshella D'costa

Assistant Professor

A. J Institute of Management

Mangalore

To,

The Director

A. J Institute of Management

Mangalore

Respected Sir,

**Subject:** Permission to attend the National Level conference on Entrepreneurship

I wish to attend the Conference being organized by Government First Grade College and Post Gradation Study Centre, Kapu, at national Level. It will be held from March 02 and 03, 2020.

My paper presentation on Women Entrepreneurship is been accepted by the institution and I will be presenting the same on Tuesday i.e. on March 03, 2020. I kindly request you to grant the permission on the same.

Thanking you in advance,

Yours sincerely,

(Roshella D'costa)

Date: February 29, 2020.

Place: Magalore

*It is allowed to attend*

  
29/2/20



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

From,  
Ms. Deeksha Rao and Mrs. Roshella D'costa  
Assistant Professor  
A. J Institute of Management  
Mangalore

To,  
The Director  
A. J Institute of Management  
Mangalore

Respected Sir,

**Subject:** Permission to attend the National Level conference on Techno 2020

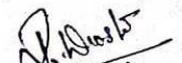
We wish to attend the Conference being organized by SDM College of Business Management Post Graduate Centre for Management Studies and Research Mangalore, at National Level. It will be held on March 06, 2020.

Our paper presentation on Carbon Accounting is been accepted by the institution and we will be presenting the same on Friday i.e. on March 06, 2020. We kindly request you to grant the permission on the same.

Thanking you in advance,

Yours sincerely,

  
(Deeksha Rao)

  
(Roshella D'costa)

Date: March, 05, 2020.

Place: Mangalore

*ms bishal*  
*[Signature]*  
*Forwarded to Madam, with  
a request to kindly grant  
the proposal.*

*[Signature]*  
*SPK.*



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

From,

Date: 28-12-2019

Mr. Deepak Rao  
Assistant Professor, AJIM,  
Mangalore.

Mr. Mahesh P.G.  
Assistant Professor, AJIM,  
Mangalore.

Dr. Rajesh M.  
Associate Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend the two days International Conference on the theme "Emerging Issues & Trends in Intellectual Capital and Innovative Management Practices in the Global Economy" on 13<sup>th</sup> & 14<sup>th</sup> Jan, 2020 at Govinda Das College, Surathkal.**

We would like to attend the two days International Conference on the theme "Emerging Issues & Trends in Intellectual Capital and Innovative Management Practices in the Global Economy" on 13<sup>th</sup> & 14<sup>th</sup> Jan, 2020 at Govinda Das College, Surathkal.

We request you Sir, to kindly permit us to participate in the Conference and also sanction the amount of Rs. 3,300/- (Rs. 1,000/-x3 = Rs. 3,000/- towards registration fees, TA of Rs. 300/-)  $\rightarrow$  Rs. 300/- paid in petty cash on 15/01/20.

We request you Sir, to kindly grant us the permission for the same.

Thanking you,

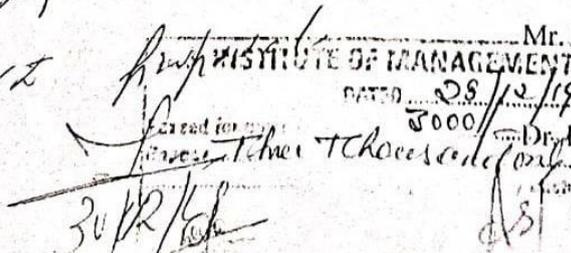
Yours Sincerely

Mr. Deepak Rao

Mr. Mahesh P.G.

Dr. Rajesh M.

*Forwarded to Madam  
with a request to kindly  
allow it*



*Handwritten signature/initials*



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

From,

Date: 03-09-2019

Mr. Deepak Rao  
Assistant Professor, AJIM,  
Mangalore.

Mr. Mahesh P.G.  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

Sub: Consent to attend the two days 7<sup>th</sup> International Conference on "Emerging Business Competitiveness for Sustainable Growth" on 26<sup>th</sup> & 27<sup>th</sup> September, 2019 at Kristu Jayanti College, Bengaluru.

We would like to attend the two days 7<sup>th</sup> International Conference on "Emerging Business Competitiveness for Sustainable Growth" on 26<sup>th</sup> & 27<sup>th</sup> September, 2019 at Kristu Jayanti College, Bengaluru.

We request you Sir, to kindly permit us to participate in the Conference and also sanction the amount of Rs. 7,400/- (Rs. 1,800/-x2 = Rs. 3,600/- towards registration fees, Accommodation & DA Rs. 1,900/-, TA of Rs. 1,900/-).

Please do the needful and oblige.

Thanking you.

A. J. INSTITUTE OF MANAGEMENT	
Pay Order	Dated 3/9/19
Rs. 7,400/-	
Seven Thousand four hundred only	
[Signature]	
Mr. Deepak K. Rao	

Yours Sincerely

Forwarded to  
Madam with a  
copy kindly

for int'l  
purpose. Cheque paid - 7,100 -  
Expenses - 1,899 -  
Total - 8,999 -

Mr. Mahesh P.G.

3/9/19



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

From,

Date: 07-01-2020

Ms. Deeksha Rao  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend the two days Faculty Development Programme on the theme "Legal Issues in Business" on 9<sup>th</sup> & 10<sup>th</sup> Jan, 2020 at St. Joseph Engineering College.**

I would like to attend the two days Faculty Development Programme on the theme "Legal Issues in Business" on 9<sup>th</sup> & 10<sup>th</sup> Jan, 2020 at St. Joseph Engineering College.

I request you Sir, to kindly permit me to participate in the FDP and also sanction the amount of Rs. 1,200/- (Rs. 1,000/-x1 towards registration fees, TA of Rs. 200/-).

I request you Sir, to kindly grant me the permission for the same.

Thanking you,

Yours Sincerely

Ms. Deeksha Rao

*Forwarded to Madam, with a request  
to kindly allow to attend the FDP  
Ngrk stop*

*[Handwritten initials]*  
7/1/20

A. J. INSTITUTE OF MANAGEMENT	
DATE: 7/01/20	
Amount: 1,200/-	
For: One T. J. and two	
The actual cost, .../each	
[Handwritten signature]	
Director	
Adm. Officer	



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 07-01-2020

From,

Ms. Deeksha Rao  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend the one day National Conference on the theme "Challenges of Higher Education: Teacher Initiatives Quality – Curriculum - Ethics" on 11<sup>th</sup> Jan, 2020 at SDM College, Mangalore.**

I would like to attend the one day National Conference on the theme "Challenges of Higher Education: Teacher Initiatives Quality – Curriculum - Ethics" on 11<sup>th</sup> Jan, 2020 at SDM College, Mangalore.

I request you Sir, to kindly grant me the permission for the same.

Thanking you,

Yours Sincerely

Ms. Deeksha Rao

*Forwarded to Madam, with a request  
to kindly allow the proposal.*



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

From,

Date: 30.07.2019

Mrs. Swapna Shetty,  
Asst. Professor,  
A.J. Institute of Management,  
Mangalore.

To,

The Director,  
A.J. Institute of Management,  
Mangalore.

Respected Sir,

**Sub:** Consent to attend a One-Week FDP on "Fundamentals of Data Analysis & Reporting for Research and Publication – Module 2" from June 22<sup>th</sup> to June 27<sup>th</sup> 2019 at IIM Kozhikode.

I would like to attend a One-Week FDP on "Fundamentals of Data Analysis & Reporting for Research and Publication – Module 2" from June 22<sup>th</sup> to June 27<sup>th</sup> 2019 at IIM Kozhikode.

The course fee for the FDP amounts to Rs. 27,730. I humbly request you Sir, to kindly grant the best possible financial assistance to meet the expenses.

Please do the needful and oblige.

Thanking you,

Yours Sincerely

*Handwritten signature*  
(Mrs. Swapna Shetty)

15000/- to be paid.

D.O. 6/8/19

Forwarded to Madam with a request to kindly do the needful.

J-D  
1/8/19



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

From,

Date: 30-01-2020

Mr. Deepak Rao  
Assistant Professor, AJIM,  
Mangalore.

Mr. Mahesh P.G.  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend the one day National Conference on the theme "Start-ups in India: Challenges, Issues and Opportunities" on 20<sup>th</sup> Feb, 2020 at MSNM Besant Institute of PG Studies, Bondel, Mangalore.**

We would like to attend the one day National Conference on the theme "Start-ups in India: Challenges, Issues and Opportunities" on 20<sup>th</sup> Feb, 2020 at MSNM Besant Institute of PG Studies, Bondel, Mangalore.

We request you Sir, to kindly permit us to participate in the Conference and also sanction the amount of Rs. 1,600/- (Rs. 800/-x2) towards registration fees.

We request you Sir, to kindly grant us the permission for the same.

Thanking you,

Yours Sincerely

Mr. Deepak Rao

Mr. Mahesh P.G.

A.J. INSTITUTE OF MANAGEMENT	
30/01/20	
Rs. 1600/-	
One thousand six hundred only	
for registration fees	
<i>[Signature]</i>	<i>[Signature]</i>
Director	Admin

To Madam, with a request  
to kindly approve 15% amount.

*[Signature]*



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

To

05/02/2020

The Director  
A J Institute of Management  
Opposite to Mahindra Showroom  
Kottara Chowki, Mangalore – 575 006

From

Rajesh M  
Associate Professor  
A J Institute of Management, Mangalore.

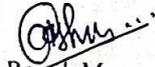
Dear Sir,

Subject: Permission to attend the demo workshop on online valuation in the department  
on 05/02/2020, 02.00 PM.

With reference to the subject cited above, I request you to permit me to attend the demo  
workshop on online valuation on 05/02/2020, 02.00 PM, organized in the department Business  
Administration, Mangalore University Campus, Mangalagangothri, Mangalore.

Thanking You,

Yours Sincerely,

  
Rajesh M





# **A J INSTITUTE OF MANAGEMENT**

## **A unit of Laxmi Memorial Education Trust<sup>®</sup>**

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

# **2018 – 2019**



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust <sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Sl.No	Name of the Teacher	Name of the conference/ workshop attended for which financial support provided	Amount (Rs)
	Mrs. Rashmitha R. Kotian	Faculty Development Programme on “Unravelling the Research Domain”	Rs. 4,600/-
	Mr. Mahesh P.G.	Three day Management Development Programme on “Agile Leadership in the Changing Business Environment”	Rs 2,800/-
	Mr. Mahesh P.G.	One day State Level Conference on “Women Entrepreneurship”	Rs. 500/-
	Mr. Mahesh P.G. & Mr. Deepak K. Rao	International Conference on “Contemporary Practices in Enhancing Business Excellence”	Rs. 7,200/-
	Mr. Chethan Kumar	Attend the two days Management Development Programme (MDP) on “Contract Management”	Rs. 3,700
	Mr. Deepak Rao	One day National Conference on the theme “Tourism & Hospitality Industry	Rs 500/-
	Mrs. Arathi	One day National Conference on the theme “Tourism & Hospitality Industry	Rs 500/-
	Mr. Mahesh P.G.	One day National Conference on the theme “Tourism & Hospitality Industry	Rs 500/-
	Mrs. Harshitha	One day National Conference on the theme “Tourism & Hospitality Industry	Rs 500/-
	Mrs. Rashmitha R. Kotian	Attend the five days Global Initiative on Academic Network (GIAN) program on “Global Sourcing Strategies and Applications”	Rs 1700/-
	Prof. Mahesh P.G.	A Two Day Workshop on “Research Methodology and Data Analysis Using SPSS”	Rs 1900
	Prof. Chethan Kumar	A one day Faculty Development Programme on “Technology Enabled Class Room”	Rs 450
	Mrs. Swapna Shetty,	One day International Conference on the Theme “A Decade of Global Financial Crisis	Rs 1300/-
	Dr. Vijaya Kumar,	One day International Conference on the Theme “A Decade of Global Financial Crisis	Rs 1300/-



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 22.03.2018

From,

Mrs. Swapna Shetty  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend a One Day Management Development Program on  
"Tourism and Hospitality".**

I would like to attend a one day Management Development Program on  
"Tourism and Hospitality" on 24<sup>th</sup> Mar 2018 at St. Joseph Engineering College  
I request you Sir, to kindly permit me to participate in the Management Development  
Program and also sanction the amount of Rs. 600/- (Registration fee of Rs. 500 and  
TA of Rs. 100).

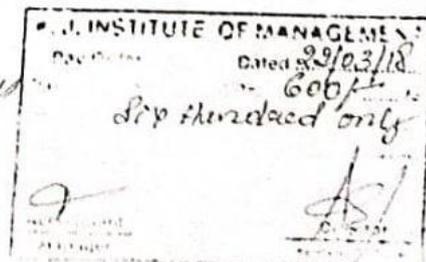
Please do the needful and oblige.

Thanking you,

Yours Sincerely

  
Mrs. Swapna Shetty

*Forwarded to Student, with a  
request to kindly approve  
the same.*





# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 05.06.2018

From,

Prof. Mallika D.K.G.  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub:** Consent to attend a One Day National Level Workshop on "Human Resource- The Workforce Management".

I would like to attend a one day National Level Workshop on "Human Resource- The Workforce Management" on 6<sup>th</sup> June, 2018 at Laxmi Memorial College of Nursing, Mangalore.

I request you Sir, to kindly permit me to participate in the workshop and also sanction the amount of Rs. 550/- (Rs. 500/- towards registration fees, TA of Rs. 50/-).

Please do the needful and oblige.

Thanking you,

Yours Sincerely

Prof. Mallika D.K.G.

*X Humay*

A. J. INSTITUTE OF MANAGEMENT	
Pay Order	Dated 6.6.18
Passed for payment of Rs. 550/-	
Rupees Five Hundred	
Only by cheque	
<i>[Signature]</i>	<i>[Signature]</i>
A. J. INSTITUTE OF MANAGEMENT	
Manager	

*Forwarded to Mgt.  
for needful action*

*[Signature]*  
12/6/18



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 19.07.2018

From,

Mrs. Rashmitha R. Kotian  
Assistant Professor. AJIM,  
Mangalore.

To,

The Director,  
AJIM. Mangalore.

Respected Sir,

Sub: Consent to attend the one week Faculty Development Programme on "Unravelling the Research Domain" from 6<sup>th</sup> August to 11<sup>th</sup> August 2018 at Aloysius Institute of Management and Information Technology (AIMIT), Madoor.

I would like to attend the one week Faculty Development Programme on "Unravelling the Research Domain" from 6<sup>th</sup> August to 11<sup>th</sup> August 2018 at Aloysius Institute of Management and Information Technology (AIMIT), Madoor.

I request you Sir, to kindly permit me to participate in the FDP and also sanction the amount of Rs. 4,600/- (Rs. 4,000/- towards registration fees, TA of Rs. 600/-).

Please do the needful and oblige.

Thanking you

A. J. INSTITUTE OF MANAGEMENT	
Pay Order	Dated 19/7/18
Passed for	Rs. 4,600/-
Rupees Four Thousand Six Hundred	
Only by cheque/cash	
<i>[Signature]</i>	<i>[Signature]</i>

Yours Sincerely

*[Signature]*  
Mrs. Rashmitha R. Kotian

Forwarded to Trust with a report to  
Kindly approve the proposal.  
*[Signature]*  
19/7/18



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 23.07.2018

From.

Mr. Mahesh P.G.,  
Assistant Professor, AJIM,  
Mangalore.

To.

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend the three day Management Development Programme on "Agile Leadership in the Changing Business Environment" from 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> July 2018 at St. Joseph Engineering College, Vamanjoor, Mangalore.**

I would like to attend the three day Management Development Programme on "Agile Leadership in the Changing Business Environment" from 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> July 2018 at St. Joseph Engineering College, Vamanjoor, Mangalore.

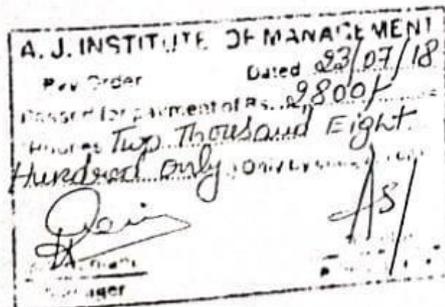
I request you Sir, to kindly permit me to participate in the MDP and also sanction the amount of Rs. 2,800/- (Rs. 2,500/- towards registration fees, TA of Rs. 300/-).

Please do the needful and oblige.

Thanking you,

Yours Sincerely

  
Mr. Mahesh P.G.





# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

From,

Mr. Mahesh P.G.  
Assistant Professor, AJIM,  
Mangalore.

Date: 10.08.2018

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

Sub: Consent to attend the one day State Level Conference on  
"Women Entrepreneurship" on 23<sup>rd</sup> August 2018 at Madhava Pai  
Memorial College, Manipal.

I would like to attend the one day State Level Conference on "Women  
Entrepreneurship" on 23<sup>rd</sup> August 2018 at Madhava Pai Memorial College, Manipal.

I request you Sir, to kindly permit me to participate in the Conference and also  
sanction the amount of Rs. 500/- (Rs. 300/- towards registration fees, TA of Rs. 200).

Please do the needful and oblige.

Thanking you,

Yours Sincerely

*Mahesh P.G.*

Mr. Mahesh P.G.

A. J. INSTITUTE OF MANAGEMENT	
Pay Order	Dated 10/08/18
Passed for payment of Rs. 500/-	
Rupees Five Hundred	
only	
) Only by cheque/cash	
<i>[Signature]</i> Accountant Manager	<i>[Signature]</i> Director

FORWARDED TO  
to kindly approve

Trust with a report  
to proposal.

J. P. G.  
10/8/18

*[Signature]*



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 31.08.2018

Mr. Deepak K. Rao  
Assistant Professor, AJIM,  
Mangalore.

Mr. Mahesh P.G.  
Assistant Professor, AJIM,  
Mangalore.

To,  
The Director,  
AJIM, Mangalore.

Respected Sir,

Sub: Consent to attend the 6<sup>th</sup> International Conference on  
"Contemporary Practices in Enhancing Business Excellence" on  
27<sup>th</sup> & 28<sup>th</sup> September, 2018 at Kristu Jayanti College, Bengaluru.

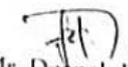
We would like to attend the 6<sup>th</sup> International Conference on "Contemporary  
Practices in Enhancing Business Excellence" on 27<sup>th</sup> & 28<sup>th</sup> September, 2018 at  
Kristu Jayanti College, Bengaluru.

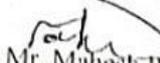
We request you Sir, to kindly permit us to participate in the Conference and  
also sanction the amount of Rs. 7,200/- (Rs. 1,600/-x2 = Rs. 3,200/- towards  
registration fees, Accommodation & DA Rs. 2,300/-, TA of Rs. 1,700/-).

Please do the needful and oblige.

Thanking you,

Yours Sincerely

  
Mr. Deepak K. Rao

  
Mr. Mahesh P.G.

*Forwarded to the Trust*  
*for the needful action*

A. J. INSTITUTE OF MANAGEMENT	
Pay Order	Dated 31/08/18
Amount	Rs. 7,185/-
Seven Thousand and one	
Hundred & Fifty	
Five	
	



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

From.

Date: 31.08.2018

Mr. Chethan Kumar  
Assistant Professor, AJIM,  
Mangalore.

To.

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub: Consent to attend the two days Management Development Programme (MDP) on "Contract Management" on 15<sup>th</sup> & 16<sup>th</sup> October, 2018 at St. Joseph Engineering College.**

I would like to attend the two days Management Development Programme (MDP) on "Contract Management" 15<sup>th</sup> & 16<sup>th</sup> October, 2018 at St. Joseph Engineering College.

I request you Sir, to kindly permit me to participate in the MDP and also sanction the amount of Rs. 3,700/- (Rs. 3,000 towards registration fees and TA of Rs. 700/- for two days).

Please do the needful and oblige.

Thanking you,

A. J. INSTITUTE OF MANAGEMENT	
Pay Order	Date: 31/08/18
Amount for deposit: Rs. 3700/-	
Three Thousand Seven	
Hundred	
<i>[Signature]</i>	<i>[Signature]</i>

Yours Sincerely

*Chethan Kumar*  
Mr. Chethan Kumar

*Forwarded to the bank to  
kindly consider*

*[Signature]*  
10/09/18



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

From.

Date: 09.02.2019

Mrs. Rashmitha R. Kotian  
Assistant Professor, AJIM,  
Mangalore.

To.

The Director,  
AJIM, Mangalore.

Respected Sir,

Sub: Consent to attend the five days Global Initiative on Academic Network (GIAN) program on "Global Sourcing Strategies and Applications" from 11<sup>th</sup> to 15<sup>th</sup> February, 2019 at Mangalore University, Konaje.

I would like to attend the five days Global Initiative on Academic Network (GIAN) program on "Global Sourcing Strategies and Applications" from 11<sup>th</sup> to 15<sup>th</sup> February, 2019 at Mangalore University, Konaje.

I request you Sir, to kindly permit me to participate in the GIAN Programme and also sanction the amount of Rs. 1,700/- (Rs. 1,500 towards registration fees and TA of Rs. 40\*5 = Rs. 200/- for five days).

Please do the needful and oblige.

Thanking you,

Yours Sincerely

Mrs. Rashmitha Kotian

*Forwarded to Student, to kindly approve  
the request and sanction Rs 1700/-  
for it soon  
7.8.19  
9/2/19*



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Date: 11.03.2019

From.

Prof. Mahesh P.G.  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub:** Consent to attend a Two Day Workshop on "Research Methodology and Data Analysis Using SPSS" on 8<sup>th</sup> & 9<sup>th</sup> March, 2019.

I would like to attend a Two Day Workshop on "Research Methodology and Data Analysis Using SPSS" on 8<sup>th</sup> & 9<sup>th</sup> March, 2019 at Center for Business Analytics Department of Commerce, Manipal Academy of Higher Education (MAHE), Manipal, Karnataka.

I request you Sir, to kindly sanction a sum of Rs. 1,900/- inclusive of registration fee (registration fee 1,200/-, TA Rs. 350 x 2 days = Rs. 700/-).

Please do the needful and oblige.

Thanking you,

Yours Sincerely

*Mahesh*  
Prof. Mahesh P.G.

A. J. INSTITUTE OF MANAGEMENT	
Pay Order	Dated 11/03/19
Passes for the amount of Rs. 1900/-	
Rs. one thousand nine hundred	
Only by cheque/cash	
<i>[Signature]</i> Manager	<i>[Signature]</i> Director

*F. Shivan*



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

From,

Date: 15.03.2019

Prof. Chethan Kumar  
Assistant Professor, AJIM,  
Mangalore.

To,

The Director,  
AJIM, Mangalore.

Respected Sir,

**Sub:** Consent to attend a one day Faculty Development Programme on  
"Technology Enabled Class Room" on 16<sup>th</sup> March, 2019.

I would like to attend a one day Faculty Development Programme on "Technology Enabled Class Room" on 16<sup>th</sup> March, 2019 at St. Joseph Engineering College, Vamanjoor.

I request you Sir, to kindly sanction a sum of Rs. 450/- inclusive of registration fee (registration fee 250/-, TA Rs. 200 = Rs. 450/-).

Please do the needful and oblige.

Thanking you,

Yours Sincerely

*Chethan Kumar*  
Prof. Chethan Kumar

A. J. INSTITUTE OF MANAGEMENT	
Pay Order	Dated 15/03/19
Passed for amount of Rs. 450/-	
Amount in Words Four Hundred fifty	
only	Only by cheque/cash
<i>[Signature]</i> Accountant Manager	<i>[Signature]</i> Director

*[Signature]*