

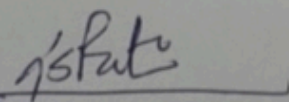
Add.: At Rahanal, Anjurphata, Tal. Bhiwandi - 421305. Dist. Thane. E-mail: sibclaw@gmail.com

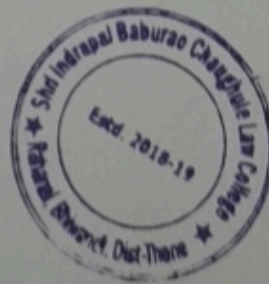
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Code of Conduct for Principal

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented by relevant authorities, bodies, committees and its members.
2. It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders are issued by the University authorities, other regulatory bodies and the Management, from time to time.
3. The Principal has to assure the competence and effectiveness in the every administrative plans. Academic as well the general administration of the College has to be under the purview of the Principal.
4. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the stakeholders of Institute.
5. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
6. With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction given by the regulatory authority. Actions taken by the Principal should be impartial with transparency.
7. The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.
8. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.


PRINCIPAL
Shri Indrapal Baburao Chaugule Law College
Rahanal, Bhiwandi, Dist Thane



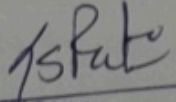
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Code of Conduct for Teaching /Non-Teaching staff of college

- (1) Every Teaching /Non Teaching staff employed in college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- (1-A) It shall be the duty employed Teaching /Non Teaching staff to do any work in connection with an examination conducted by the University or college itself, which he/she is required to do by the Vice-Chancellor or the Registrar of the University / by the Principal of the College, as the case may be.
- (2) No employed Teaching /Non Teaching staff shall absent himself from his/her duties without prior permission, In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- (3) No employed Teaching /Non-Teaching staff shall engage directly or indirectly in any trade or business, remunerative work like private tuition, etc, specific permission of the college authorities in writing shall be obtained.
- (4) When a employed Teaching /Non Teaching staff seeks to accept honorary work without detriment to his duties, prior permission of the Authority in writing shall be obtained.
- (5) An employed Teaching /Non Teaching staff, when involved in criminal proceedings, shall inform the Authority of such proceedings.
- (6) No employed Teaching /Non Teaching staff shall engage himself in any political activity. He shall not associate with any political party or any organisation which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- (7) No employed Teaching /Non Teaching staff shall contest or participate in or canvas for any election. Such restriction will not, however, apply to the teachers in respect of elections to the teachers' constituencies.
- (8) No employed Teaching /Non Teaching staff shall bring or attempt to bring any political or other influence on his superior authority in respect of his individual service interests.
- (9) No employed Teaching /Non Teaching staff shall engage himself or participate in any activity which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence.


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SAI SEVA SHIKSHAN PRASARAK MANDAL BHIWANDI'S

SHRI INDRAPAL BABURAO CHAUGHULE LAW COLLEGE

Affiliated to University of Mumbai & Approved By Bar Council of India

B.A. LL.B.(5 Yrs.) / LL.B (3 Yrs.)

Affi. No.: Aff/ICD/2018-19/634, Dt. 25 June, 2018



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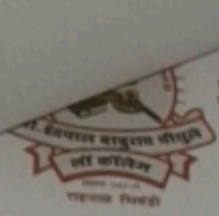
Code of Conduct and Professional Ethics for Teaching Staff in the Institution

1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He/ She shall be strictly honest and impartial in his official dealings.
2. Every teacher shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. Every Full-time teacher of the College /University may be called upon to perform such duties as may be assigned to him beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration.
4. Whenever leaving Residence, a teacher shall inform the Principal / Head of the Department or the Registrar, if he is himself the Head of the Department, the address where he would be available during the period of his absence from station.
5. Every teacher shall devote himself diligently to his work and utilize his time to the service of the College/University and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
6. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. His academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars/Practicals and assessment/examination./valuation work assigned to him by the College/University authorities.
7. Every teacher shall participate fully and enthusiastically in the corporate life of the College/University and shall perform any other curricular or extra-curricular work related to the College/University as may be assigned to him by the University authorities.
8. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such practices among his colleagues and students.
9. Every teacher shall help the College/University authorities in enforcing and maintaining discipline among students.
10. No teacher shall incite students against other students, teacher or College/University authorities. This does not interfere with the right of a teacher to express his opinion on principles in seminars or other places where students are present.

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11. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practical's, dissertations, thesis etc. he should not indulge in over-making, under making or other attempts at victimization on any ground.
12. No teacher shall resort to unauthorized use of College/University resources or facilities for personal, commercial, political or other purpose not related to the College/University.
13. No teachers shall resort to threats of physical harm forcible detention, harassment or intimidation of any staff or students of the College/university with the intention of interfering with the performance of his duties.
14. No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College/university.
15. No teacher shall take active part in politics, so as to cause interference in the discharge of his duties nor shall be in any manner associate himself with any movement or organization which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.
16. No teacher shall without previous intimation to the College/University stand for election or accept nomination to any local body, legislature of the State or Parliament not shall be in any manner force his subordinates or students against their will for the canvassing of his election.
17. No teacher shall engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty or integrity of India, the security of the State, the friendly relation with foreign Status, public order, decency or morality or which involves contempt of Court, deformation or incitement to an offence.
18. No teacher shall in any radio broadcast or in any document publish anonymously or in his own name or in the name of any other person or in any communication to the press make any statement or public utterance or express an opinion.
 - (i) Which is in the nature of character assassination reflection on the personal life of his superiors, or
 - (ii) Which is in the nature of criticism of individuals as distinct from policy decision. Provided that nothing in this rule shall apply to any statement made or view expressed by a teacher in his official capacity or in the due performance of the duties assigned to him on academic matters.
19. No teacher shall except in accordance with any general or special orders of the College/University or in the performance in good faith or duties assigned to him divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he is not authorized to divulge or communicate such document or information.

[Signature]

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20. No teacher shall except with the previous permission of the College/university authorities, engage himself directly or indirectly in any business or private or accept any other employment.
21. Every teacher shall on his first appointment to the College/ University and thereafter individually submit a return in the prescribed form in details of movable, immovable and valuable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.
22. No teacher shall lend money at interest to any person nor shall be borrow money from any person with whom he is likely to have official transactions beyond the financial ceilings.
23. A teacher who gets involved in some criminal proceedings shall immediately inform the College/University irrespective of the fact whether he has been released on bail or not.
24. Whenever a teacher wishes to put forth any claim or seeks redressal of any grievance or of any wrong done to him, he must forward his case through the proper channel.
25. No teacher shall be a signatory to any joint representation addressed to the authorized for redressed of any grievance or any other matter.

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