



17 July 2019

Mangaon Shikshan Prasarak Mandal's

Ashokdada Sable Law College

LL. B. 3 Year

Tal. Mangaon, Dist. Raigad. 402 104

ashokdadasablelawcollege@gmail.com

Adv. Vinod Ghayal
Chairman

Shri. Rajiv Sable
President

Shri. Krishna Gandhi
Secretary

Dr. Sonali Burte
Principal

Ref.....

Date : 15 / 06 / 2021

Code of Conduct & Professional Ethics

1. Rules, Discipline and Code of Conduct for Students:

1. Uniform is compulsory, students will not allowed to enter college without uniform.
2. It is mandatory for students to wear ID cards inside the college campus.
3. Student should not loiter in the corridor during lecture/ Practical time:
4. Student should have minimum 75% attendance.
5. Student should not accompany visitor or outsider in college premises.
6. Student should not organize any function (Picnic, trips, excursion, parties, celebrations etc.) without prior permission of Principal and Governing Body
7. Student should act and behave so as not to breach image of college, Society and University.
8. Feel free to consult to teaching staff, non-teaching staff and to the Principal for any academic or personal problem.
9. Mobile Phones, Smoking etc. are strictly prohibited in college.
10. Ragging is strictly Prohibited, Ragging is Criminal Offence.
11. Student must participate in college regular classes, functions, guest lectures, extra-curricular activities Social cultural gathering, Moot court & Practical works.
12. Be sincere and greet honors to elders, teaching staff & non-teaching staff.
13. Make habit to read the notices on notice board.
14. Violation of any rule-regulation in college will be punished by fines & disciplinary action as per the intensity of offence.
15. Student must abide the rule and regulations of management, college, University and Government of Maharashtra.




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2. Code of Conduct for Teachers:

All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following are the code of conduct for faculty members:

1. All faculty members must maintain high standards of punctuality, honesty and professional ethics.
2. Every faculty members shall discharge his/her duties efficiently & effectively as per the norms laid down by the UGC and University of Mumbai.
3. Every faculty members should report to the college at least 10 minutes before the commencement of college timing.
4. All faculty members must be enthusiastic in taking up the subjects allotted to them.
5. All faculty members should prepare a lesson/teaching plan, notes, and academic file well in advance before commencement of the classes.
6. Every faculty members should be responsible to conduct regular classes and practical's and also take extra classes whenever necessary
7. Every faculty members shall respect the right and dignity of the student in expressing his/her opinion.
8. Every faculty members shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
9. No faculty members shall act in any manner that violates the decorum or morality within the campus.




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10. Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute.

11. All faculty members must refrain from any from harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.




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1. Code of Conduct for Non-Teaching Staff:

1. Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
2. All Staff members should display the highest possible standards of professional behaviour.
3. All Staff members should be punctual and discipline towards their work.
4. Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. Every Staff members should co-operate with students, colleagues & superiors.
6. All staff members should maintain the image of the college through standards of dress, general courtesy, etc.
7. All the staff members should respect for the rights and opinions of others.
8. Every staff members should follow all norms and job details assigned by the Management. Principal & HOD from time to time with full dedication.
9. All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

Violations of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, or any other action as per the Component Authority.




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2. Code of Ethics for Principal

The Principal of an Institution should always be honest, fair, objective, supportive, and protective and law abiding. Besides, the following traits are expected from the Principal. He has to Chalk out a policy and plan to execute the vision and mission

- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly
- Recommend and forward communication to the authorities.
- Execute any other qualitative and quantitative work for the welfare of the institution
- Listen to the student's ideas and set a supportive tone.
- Be fair in his/her actions for all the members of faculty, non-teaching staff and students
- Carry himself herself with the highest integrity and has to exhibit outstanding and strong leadership skills
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of the caste, creed, race, sex or religious identity as within the framework of Indian constitution
- To create and maintain an unbiased gender-free atmosphere within the of the College so that all the stakeholders enjoy equal opportunities



Sonali
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- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the college and should Endeavour for its enrichment by encouraging research activities.

Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College.



Spm
Principal
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