



Shri Sharda Bhavan Education Society's
NAAC Re-accredited B++ Grade
NARAYANRAO CHAVAN LAW COLLEGE, NANDED
(Affiliated to Swami Ramanand Teerth Marathwada University, Nanded)
E.Mail nclcnanded@yahoo.com Website: www.nclawcollegenanded.org

President
Hon'ble Shri Ashokrao Chavan
B.Sc.,M.B.A.

Secretary
Shri D.P.Savant
B.Sc. (Hons)

Principal
Dr. V. S. Khakare
LL.M., SET, Ph.D.

Ref.No.:-202 - /

Date:-

Code of Conduct

Narayanrao Chavan Law College, Nanded has formulated Code of Conduct for the student, teaching and non-teaching staff to improve healthy atmosphere in premises and to progress towards common goal in line with the mission and vision of the College. The Main aim of this code of conduct is to achieve academic integrity and professional behaviour in the college campus. Code of Conduct for students:

Narayanrao Chavan Law College, Nanded has formulated Code of Conduct for students to observe and abide by the rules and regulations of the College. This will help the college to maintain harmony and achieve holistic educational experience and atmosphere. Therefore, all students are directed to be conversant with this code which can also be reviewed on the official website of the college.

Code of Conduct for Students as follow:

- 1) Every student of this College shall abide by the rules of college discipline.
- 2) Every student, seeking admission to this College, shall be required to register himself on college website by correctly fulfilling the asked/require information and uploading the required data where ever asked along with the undertakings. (Student should note that, mere registration on college website does not entitle hi for the admission)
- 3) A student shall also make a declaration to the following effect. "I hereby submit to the disciplinary jurisdiction of the Vice-Chancellor and the other officers and authorities of the University/and the authorities of College, and shall observe and abide by the rules made by the Vice-Chancellor in that behalf, and also by the rules made by the Principal of the College.
- 4) Students must observe complete silence in the college premises. They must not loiter in the passage and corridors, during the class time. They must read quietly in the Library and spend their spare time in such a way, as not to cause any interference with the work of others. Absolute silence must be observed in the Library, as well as in the class-rooms.
- 5) The students must be punctual in attendance and must be on their seats at the commencement of lectures.
- 6) No society or association of the students will be started without the permission of the Principal..
- 7) No person shall be invited to address or entertain the students of the college, without the previous permission of the Principal



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8) Subjects of debates or items of entertainment by the students in the College, shall first be approved by the Principal. A responsible person, approved or nominated by the Principal, shall be in the chair at all College debates, and social functions.

9) Every student should attend the college in prescribed Uniform, otherwise they will not be allowed to attend the classes.

10) Students must keep their terms strictly in accordance with the rules of the University authorities for grant of term.

Every student of the college must have an Identity card. He should always carry it with him in the College and should produce it whenever called upon to do so by the relevant authorities.

12) The payment of any scholarships will be made As per Govt. Rules.

13) Students are hereby instructed to switch off their Mobile Phones within the college campus otherwise Mobile Phone will be seized and fine may be imposed. 14) Smoking, chewing-tobacco, consumption of intoxicating Liquors, narcotic drugs. psychotropic substances or any prohibited substances in the college premises are strictly prohibited & if any found violating this rule, shall be fined for Rs. 500 for every occurrence.

15) If any incident of ragging comes to the notice of the authority, the concerned student would be expelled from the institution. Ragging is Strictly Prohibited. Action shall be taken as per Anti Ragging Act.

16) Damage to the property of the college is also severely dealt with and cost of repair and fine will be recovered from the students concerned OR if concerned are not traceable then common fine will be imposed. Thus, the college expects the students to take care of the properties of the college as their own goods.

17) The students are expected to attend only those classes to which he/she is admitted, otherwise fine will be imposed.

18) The students are not expected to keep any dangerous or harmful weapons or material, etc. with them.

19) The students are expected to take utmost care of the library books. Fine will be imposed if the books are damaged. If the books are lost, students have to pay 1.5 (One and half time) of the existing price (Market Value) of books as penalty.

20) Every student has to return the library books within time limit specified. Failure to return the books in time will invite fine or any other appropriate punishment. 21) Every student has to return the books before the commencement of the University

Examinations



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22) Every student has to follow rules and regulations of the Library from time to time, otherwise severe punishment will be imposed.

23) Students in their own interest, should read all the notices, including notice containing rules placed on the Notice Boards from time to time. It shall be the duty of each student to see all the Notice boards daily.

24) Student should use the parking space provided for parking their vehicles otherwise punishment (including fine) will be imposed.

25) Violation of the discipline of the college or an, above mentioned rule / rules of discipline for the students or irregularity in the college will be scarcely treated and their admission will be cancelled. Uniform:-

- Boys: White Trousers and White Shirt,
- Girls: White Salwar, white Kameez and White Chunni.

It is Obligatory for the students to wear uniform on all week days except on Wednesday and Thursday. Grant of Term:-

Admission to each term is a fresh one. The question of grant of term will be decided on the basis of the following factors.

A) Attendance at lectures, (not less than 75%.) Attendance of students at the lectures will be watched very strictly. If a student remains absent even for a single lecture, he will be treated as absent for the whole day. According to the rules prescribed by the Swami Ramanand Teerth Marathwada University, Nanded, the minimum attendance, required to be kept by the student, is 75% of the total number of working days, it means the days on which lectures are held. Attendance at practical's/tutorials/monthly tests/term examinations is compulsory a. General behavior of the student in the class and outside the class.

B) Full payment of all fees If the progress of the student is found unsatisfactory, he will not be admitted to the college of the second term. In case, a student joins the College for the second term, and fails to fulfill the above mentioned conditions, his/her examination form will not be accepted / sent to the University.

Anti-Ragging: The Student before seeking Admission has to fill online Anti - Raging form at following website and submit the Printout along with admission form

- www.amanmovement.org or www.antiragging.in

Following are considered to be in-disciplinary actions/activities of the Students.

- Not to bring identity card to the college;
- Not to wear Uniform, (on days of uniform or as instructed from time to time) • To behave impolite with the teaching or non-teaching staff.
- To chew paan, Tobacco and spit on the walls or in the campus;



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- To write or draw indecent words or obscene pictures on the walls, benches, desks, projector screen or black boards of the college.
- To loiter in the corridors while the classes are going on;
- To stand in front of the classes and disturb the class;
- To go for tours, trips or arrange gathering without the permission of the college authorities;
- To tease the fellow students.

Code of Professional Ethics to Teachers:-

Professional ethics are personal and institutional regulation that governs the behaviour with the context of respective profession.

The professional ethics for the teaching fraternity are as follows:

Teacher and their Responsibilities :

'Teaching' is a noble profession with the obligation to conduct the ideals of professionalism to be engraved in responsible citizens of the country. The prime responsibility of every teacher is to ensure that there is no incompatibility between his/her perception and practice. They should be calm yet firm, patient and communicative, and possess a temperament amiable and respectable to all stake holder.

The teachers should treat students with dignity and mutual respect. Duties of Teachers:-

- To develop positive relationships through kindness, care, mentoring through patient attitude. Should possess consistent communication skill
- To adhere to the standards set by the management in fulfilling their professional duties
- To manage their private affairs in a manner consistent with dignity of their profession
- To act with honesty and integrity in all aspects of their work
- To respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the well being of an individual
- Represent themselves, their professional status, qualifications experience and honesty
- To use their name/names as set out in the Register of Teachers, in the course of their professional duties.
- To commit to continuous professional development in research and higher studies
- To express free and frank opinion in consistent with the management policy pertaining to the participation at professional meetings, seminars, conference etc.,
- To maintain active membership of professional organizations of his/her domain specific and strive to improve education and professionalism through them



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- To adhere to the academic workload by following the norms of the respective statutory bodies or institution
- To co-operate and assist in carrying out academic and its related supporting activities of the Higher Educational Institutions.
- To engage themselves in extension, co curricular, extracurricular and outreach activities including community services
- To contribute their efforts in maintaining and retaining quality standards in helping the Institutions to elevate its positions in National Institute Ranking Framework (NIRF), National Assessment and Accreditation Council (NAAC), National Board of Accreditation (NBA) and Autonomy standards.

Teachers and Students:

- Respect the right and dignity of the students in expressing their opinion
- Adhere to equality, fairness and impartiality with students regardless of their religion, caste, political, economic, social and physical characteristics
- Identify and train students based on their capabilities and strive to meet their individual needs
- Improve academic and personal achievements and develop their personalities through community welfare
- Inculcate research culture among the students by organizing, conferences, seminars, incubation and encouraging students
- Mutual respect, trust and consistent communication for a greater connection and effective learning
- Refrain from inciting students against other students, colleagues and administration.
- Develop an inclusive approach and stronger alumnus connect for the current students
- Be polite to all the students and avoid vindictiveness against any student
- Make themselves available beyond the class hours, if required, and guide them without any remuneration or reward

Maintain a strong teacher student relationship that leads to student engagement and a better learning environment to achieve higher order in the knowledge map

- Should adopt humane approach in dealing with students who are physically challenged.

Teachers and Colleagues:-

- Treat their fellow teaching fraternity in the same manner as they themselves wish to be treated



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- Speak respectfully of other teachers and render assistance for professional accomplishment
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
- Refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavour
- Avoid creation of toxic work environment through gossips, rumours and grapevine communication.
- Create a professional environment during the working hours and adhere to their professional commitments
- Refrain from using mobile phones during the working hours and teaching hours in particular

Teachers and Authorities:-

- Discharge their professional responsibilities in line with the rules and regulations of the Institution
- Be consistent with their profession in initiating steps through their own institutional bodies/professional organization for change of any such rule detrimental to the professional interest
- Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities
- Cooperate in the formulation of policies of the institutions and accept responsibilities, and discharge as required
- Adhere to the terms and conditions as specified in the service contract/appointment orders
- Refrain themselves in leaving the institutions during the academic year as it affects the academic schedule of the Institution
- Refrain from availing themselves on leave except on unavoidable circumstances with prior intimation, keeping in view of their responsibility and academic schedule

Academic and non-academic staff :

- Treat the non-teaching staff as colleagues with equity and respect during their tenure in the Institution.
- Help in the function of joint staff councils covering both academic and nonacademic fraternity

Teachers and Parents/Guardian:-



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•Maintain contact with the parents/ guardian and send reports of their wards performance at regular intervals as and when required

•Meet the parents/guardian as convened for the purpose of exchange of ideas and for the benefit of the Institution.

The dress code for the staff :

To complete the quintessential persona of a teacher is his or her dress code.

For Gentlemen – Collared shirts with tailored pants; shirts must be tucked in and shoes are mandatory.

For Ladies – Sarees neatly draped with all pleats pinned and placed perfectly.

Code of Conduct and Professional ethics for non-Teaching staff

1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently in line with the required administrative standards as formulated by the Management.

2. Maintain their professional knowledge & skills for the proper discharge of duties assigned to them

3. Assist in carrying out functions relating to the administrative responsibilities of the college and the Management

4. Respect the right and dignity of the student for assisting and guidance

5. Respect and politeness is expected from the non-teaching staff

6. Fairness and impartiality with the students regardless of their caste, religion, political, economic, social and physical characteristics

7. Cooperate with the Teaching faculties and students and maintain dignity and decorum at all stages

8. Avoid conflicts between their professional work and personal interest

9. Should adopt humane approach in dealing with students who are physically challenged

10. Every employee should respect the functional superiority of those set in authority over him/her by the Management/ Principal.

Duties and Responsibilities of Administrative Staff

1. Updating and monitoring the staff attendance register.

2. Sending Biometric punch every day to the higher official.

3. Issuing various certificates to staff.

4. Staff Personal file maintenance.

5. Receiving and replying letter correspondence on time.

6. Assure that all documents of students and staff are kept in safe.

7. Maintain all the keys, key boards and key registers.



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- 8.Communication between college and Trust office.
- 9.Monitoring and recording all the vouchers for all types of Accounts.
- 10.Maintain inward and dispatch register.
- 11.Keeping track of all stock register.
- 12.Circular preparation.
- 13.Update & monitor the office stationery and its Stock register.
- 14.Governing council, AICTE approval, AISHE records preparation.
- 15.Admission approval process of first year admission.
- 16.Preparing and issuing of TC for all outgoing students.
- 17.Taking care of scholarship related tasks.
- 18.Issuing provisional and consolidated mark sheet to the students.
- 19.Issue Genuineness certificates for the students, whenever requested by the industries.
- 20.When any parents/students/outsideers approach the office, they have to be treated respectfully and guided properly for the purpose.




**PRINCIPAL
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LAW COLLEGE NANDED**

