



DECCAN EDUCATION SOCIETY'S Shri. Navalmal Firodia Law College, Pune

(Affiliated to University of Pune, ID No. PU/PN/LAW/207/2004) Recognised by 2 (B) and 12 (f)
(Approved by Bar Council of India) NAAC Recognised

CODE OF CONDUCT AND PROFESSIONAL ETHICS

CODE OF ETHICS

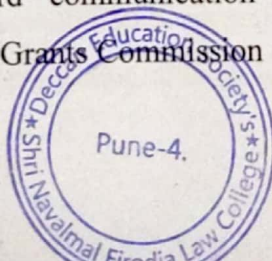
Every member of DES's Shri Navalmal Firodia Law College is expected to uphold the following Code of Ethics:

1. Uphold the honour and dignity of the academic profession.
2. Behave with honesty, integrity and fairness in all the activities.
3. No discrimination on ground of gender, caste, class, language, region and nationality.
4. Treat every member with respect, while maintaining the hierarchy in administration
5. Adhere strictly to laws and regulations
6. Nurture national integrity while providing an open space for diverse discourses.

CODE OF CONDUCT FOR THE PRINCIPAL

The Principal of the College should be honest, fair, objective oriented, supportive for all constructive administrative and academic activities, protective and law abiding. Besides, the following traits are expected from the principal. He/ She should

1. Make the policies and plan to execute the Vision and Mission of the College and focus all activities on Programme Education Outcomes.
2. Create a conducive environment for effective learning and promote Quality Initiatives to enhance teaching-learning processes and focus on overall development of students.
3. Ensure that the staff and students are aware of rules, policies and procedures laid down by the College, State Government and University Grants Commission from time to time and implement them accordingly.
4. Recommend and forward communication to the authorities like State Government, University Grants Commission and any other such type of apex

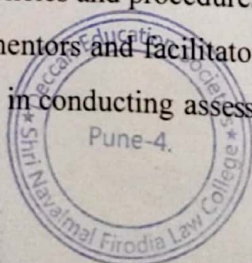


authority.

5. Monitor, manage and educate the administration of the College and take remedial measures /actions based on feedback of the stakeholders on Administrative Execute any other qualitative and quantitative work for the welfare of the college and stakeholders.
6. Gather and listen to the students' ideas/views and set a supportive environment for growth of the College. Create an open and approachable environment for the students and the staff to articulate their views and ideas
7. Be fair in all disciplinary actions related to teaching/non-teaching staff and students, without discrimination based on religion, caste, gender, nationality or any other bias.
8. Identify specific skills amongst teaching and non-teaching staff and empower them so as to achieve maximum potential.
9. Carry himself/herself with the highest integrity that he/she has to exhibit outstanding and strong leadership skills.

CODE OF CONDUCT FOR TEACHERS

1. Uphold the honour and dignity of the teaching profession and promote learning amongst stakeholders.
2. Provide innovative and quality education by identifying and sharpening student skills.
3. Be impartial and under no circumstances discriminate students based on their religion, caste, gender and nationality.
4. Interact with the students in a friendly manner and promote mentoring of students with regard to their career and progression.
5. Abide by the rules and regulations, policies and procedures of the College.
6. Abide by the procedures to ensure student's safety.
7. Collaborate with fellow teachers from individual departments as well as other departments, so as to promote interdisciplinary learning and research.
8. Be responsible and interact positively with parents and other stakeholders and guide them on appropriate policies and procedures of the College.
9. Be good counsellors, mentors and facilitators for all stakeholders.
10. Be fair and transparent in conducting assessments and grading of students



**CODE OF PROFESSIONAL ETHICS (ADOPTED FROM UGC GUIDELINES,
FEBRUARY, 2018)**

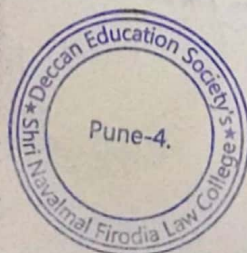
RESPONSIBILITIES OF TEACHERS:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that, there is no incompatibility between his precepts and practice.

The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Maintain active membership of professional organizations and strive to improve education and profession through them;
5. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
6. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
7. Participate in extension, co-curricular and extra-curricular activities including community service.



TEACHERS AND STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
4. Inculcate social values among students,
5. Pay attention to only the attainment of the student in the assessment of merit;
6. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
7. Aid students to develop an understanding of our national heritage and national goals.
8. Encourage and guide students to establish academic and social platforms and carryout focused activities

TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Encourage colleagues for their betterment.
3. Speak respectfully of other teachers and render assistance for professional betterment;
4. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
5. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
6. Co-operate with members of other disciplines for research and to curate courses and programmes for students



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CODE OF CONDUCT FOR NON-TEACHING STAFF

For Office Staff:

The following traits are expected from the Non-teaching staff. He / She must

1. Report to duty on time on all working days and at least 30 minutes in advance (on special occasions), so as to set up the tone for the day's work
2. Remain on duty during college hours as well as extended hours as directed by the principal.
3. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
4. Must not intercept or misappropriate funds of the College.
5. Must not be absent from duty without official approval or approved leave.
6. Abide by the defined time slot for lunch break.
7. Communicate work/data as and when required to Principal/ Authorities through official e-mail IDs only.



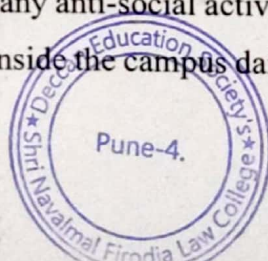
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CODE OF CONDUCT FOR STUDENTS

The following traits are expected from the students. He / She must

1. Give the teachers and the non-teaching staff their due respect.
2. Wear uniform.
3. Be watchful for updates/ notifications related to administrative/ academic activities on the college website and department notice boards.
4. Read the prospectus and Handbook issued by the college to learn the rules and regulations of the college.
5. Not venture out of the classroom without the permission of the teacher concerned during class hours.
6. Support the college in all academic/ learning activities of the college and participate in such activities to upgrade skills.
7. Students are expected to participate enthusiastically in co-curricular and extracurricular activities organized by the department/ college.
8. They are expected to submit all their internal assignments on time.
9. Participate actively in giving feedback and student satisfaction survey as and when scheduled. This will help the College in fine tuning/ improving of teaching-learning activities.
10. Foster a healthy and decent relationship with peers of opposite sex both on campus and off campus.
11. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
12. Use suitable channels for raising concerns and grievances. All grievances should be addressed to the College Grievance Committee. The information of such Committee is made available on the college website.
13. Use the library in accordance with their requirements.
14. Strictly avoid disturbing ongoing classes while moving in the corridors.
15. Refer to course material and other reference books as recommended by the subject teacher.
16. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
17. Refrain from indulging in any anti-social activities.
18. Wear their identity cards inside the campus daily without fail.



19. Not bring any vehicles in the college premise, beyond the parking zone.
20. Ragging in any form is a serious offence and it will be dealt with as per UGC regulations and Indian Penal Code.
21. .Maintain hygiene in washrooms .



Principals
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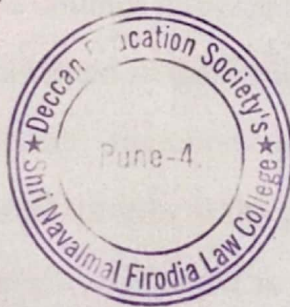
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CODE OF CONDUCT COMMITTEE

Year 2021-2022

Sr. No.	Name	Designation
1.	Dr. Priya Chopde	Principal & Chairman
2.	Dr. Ganga Reshmi	Convener
3.	Asst. Prof. Janhavi Ghodke	Member
4.	Dr. Archana Lahoti	Member
5.	Asst. Prof. Sandip Borse	Member
6.	Mr. Somnath Ide	Member



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CODE OF CONDUCT

1. General Library Rules

- The Library is open to the bona fide members of DES's Shri Navalmal Firodia Law College.
- The admission to the library is permitted on production of valid I.D. Card issued by the College.
- Students are requested to sign the Gate Register kept at the counter.
- All the issued books, personal text books, any other books or books borrowed from other libraries are not allowed in the library. They have to be deposited in the property counter.
- Bags, briefcases, umbrella, jerkins and personal belongings must be deposited at the property counter. No valuables should be deposited at the property counter.
- Library does not accept any responsibility for loss or damage to personal property left on the premises.
- The property left at the counter must be taken back on the same day.
- Silence should be maintained in the library.
- While leaving the library, members are required to show their files, file covers, books to the staff on duty at the gate.
- Misuse of library materials will result in expelling the student from the library.
- Entry of media, photography & video recording is prohibited in the library.

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- Eatables are not allowed in the library.
- Carrying of mobiles is not allowed in the library.

2. Library Timings

Monday to Saturday : 10.00 a.m. to 6.00 p.m.

Before Examination : 08.00 a.m. to 08.00 p.m.

Books Issue Time : 10.00 a.m. to 2.30 p.m.

Closed on Sunday and Holidays

3. Loss of Identity Card

- Loss of I.D Card must be reported immediately.
- Duplicate I.D card will be issued to student on payment of Rs. 50

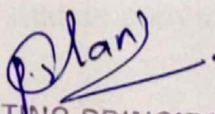
DISCIPLINARY RULES:

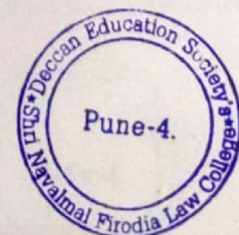
- Minimum 75% attendance in each subject is compulsory as per University rules.
- Students will not be permitted to appear for internal and University examinations without fulfilling 75% attendance criteria.
- Students must be punctual for all the classes.
- Law courses taught in the college are professional courses and students must dress appropriately for the same.
- Formal Black trouser and White formal shirt is allowed. (Black Jeans, Short Kurties and T- shirt are strictly not allowed)
- Black Blazers for formal functions are necessary.
- Black Formal Shoes are part of the Uniform.
- Black Winter wear is compulsory.

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- Girls can wear Long Plain white Kurta (Non- transparent) and full length Black Leggings/ Salwar.
- Wearing of I- cards on campus at all the times is mandatory. Student should produce it whenever called upon to do so by the relevant authorities.
- It is mandatory for every student to produce I-card at the time of University Examination.
- Use of Mobile Phones is strictly prohibited within the college building. Breaching this discipline will result in confiscation or forfeiture of Mobile Phone.
- Students must behave in disciplined manner within or outside the classrooms at all times. In-disciplined behavior shall be subject to strict disciplinary actions
- Participation in all college activities like Seminars, Guest Lectures *etc.* is compulsory.
- Students must update themselves through notices displayed on Notice Board in respect of Internal Examination, Submission of Examination Form and all other participation dates *etc.* No excuse will be entertained if student fails to read the notices.
- No Society, NGOs or Association of the students will begin without the previous permission of the College Authorities.
- Cleanliness must be maintained in the College Premises and washrooms.
- College Premises are under the surveillance of CCTV.
- College Canteen is available for students adjacent to the open ground.
- Hostel Facilities are available subject to availability of seats to Law Students.


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ANTI-RAGGING RULES

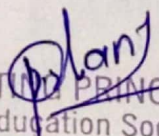


The Maharashtra Prohibition of Ragging Act, 1999

An Act is to prohibit incidents of ragging in educational institutions in the State of Maharashtra. Our College also follows a zero tolerance policy towards ragging. It also implements the mandates of the said Act to avoid incidents of ragging. For the purpose of information, some relevant part of the said Act is reproduced as under;

WHEREAS it is expedient to enact a special law to prohibit ragging in educational institutions in the State of Maharashtra; it is hereby enacted in the Fiftieth Year of the Republic of India as follows:

1. **“Ragging” (Sec.2(c)):** Means display of disorderly conduct, doing of any act which causes or is likely to cause physical psychological harm or raise apprehension of fear or shame or embarrassment to a student in any educational institution and includes;
 - i. Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student: or
 - ii. Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly do.
2. **Prohibition of ragging (Sec.3):** Ragging within or outside of any educational institution is prohibited.
3. **Penalty for ragging (Sec.4):** Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.
4. **Dismissal of student (Sec.5):** Any student convicted of an offence under the Act


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shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

5. Suspension of Student (Sec.6):

1. Whenever any student or, as the case may be the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if prima facie it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.

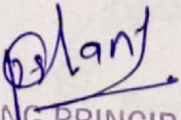
2. Where, on enquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

3. The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1) shall be final.

Note: There is an anti- Ragging committee constituted as per rules for dealing with complainants under this Act.

INTERNAL COMMITTEE (IC):

The College has constituted an Internal Committee (IC) as per the relevant provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 as well as University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 vide Regulation 1 (4), for registering complaints by students and women employees.


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NOTICE

Compulsory Dress Code for All – Everyday

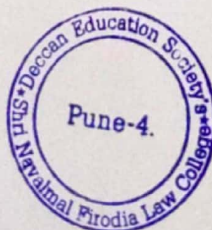
- This is to inform all the students that dress-code/uniform is compulsory.
- All the students are required to come in dress-code everyday
- Students not in proper Dress-code /Uniform will not be allowed to enter into the college building and will not be entertained for any reason.

Dress-code/Uniform Details:

BOYS	GIRLS
1. Shirt: White Color, Plain. 2. Trouser: Black, Formal. 3. Shoes: Compulsory formal black shoes.	1. Shirt: White Color, Plain. 2. Trouser: Black, Formal. 3. Shoes: Compulsory formal black shoes. OR Kameez : White Color, Plain. Salwar: Black Color, Plain. Dupatta: Black Color, Plain.

Note:

1. No chudidar or patialas can be used as a part of prescribed uniform.
2. No jeans permitted
3. Kurtas for girls must be decent with sleeves and no transparent material allowed.
4. Black winter wear or woolen wear can be used, but no informal jackets can be worn along with the uniform.



Principal
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