



LALA LAJPATRAI COLLEGE OF LAW

(Affiliated to University of Mumbai and Approved Bar Council of India)

Lala Lajpatrai Marg, Mahalaxmi, Mumbai - 400 034.

Tel. : 2354 8240 / 2354 8241 • Fax : 2353 2896

E-mail : principal.llcl@gmail.com • Gram : LAJCOL

Policy Document on Code of Conduct for Principal, Teachers, Office Staff and Students



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Code of Conduct Committee

Sr. No	Name of the Member	Designation
1.	Dr. Smita Karve	Convenor
2.	Neeta Rajani	Member
3.	Aniket Bordavekar	Non- Teaching Staff Member
4.	Krushna Chavan	Student Representative



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Code of Professional Ethics for Principal

(As per the UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018)

College Principal should;

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
3. Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
4. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
5. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
6. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
7. Manage their private affairs in a manner consistent with the dignity of the profession;
8. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
9. Participate in extension, co-curricular and extra-curricular activities, including the community service.
10. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.



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Code of Professional Ethics for Teachers

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I. Teachers and their Responsibilities:

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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
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. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
5. Maintain active membership of professional organisations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
7. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;



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8. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
9. Co-operate and assist in carrying out the 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
10. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
3. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.



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III. Teachers and Colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities :

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
6. Adhere to the terms of contract;
7. Give and expect due notice before a change of position takes place; and



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8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff:

Teachers should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
2. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

1. Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

1. Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life ;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;



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4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
 5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.



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Code of Conduct and Ethics for Staff

In the harmonious collaboration of every member lies the key to unlocking the boundless potential and enduring success of any institution. To uphold and promote this belief, every unit of Lala Lajpatrai College of Law is expected to discharge their duties with dignity and integrity. It is imperative for the Staff at Lala Lajpatrai College of Law to abide by the following code:

- Staff members must become acquainted with college policies that are relevant to their tasks and adhere to these policies to the best of their ability.
- Staff members shall contribute to maintaining a supportive environment for work and learning.
- Staff members shall assist and encourage others stakeholders in adhering to college policies and guide them to appropriate channels for addressing concerns.
- Staff members shall interact courteously, respectfully, and patiently with students, teachers, guardians, administrative personnel, and the general public.
- Staff members shall refrain from using inappropriate language and behaviour and shall avoid making remarks or engaging in disrespectful behaviour towards any individual.
- Staff members shall be respectful of others and exhibit tolerance for differing viewpoints. They shall not be disrespectful or intolerant towards colleagues, students, or any individuals.
- Staff members shall not promote their personal religious, political, social, or business agendas and refrain from using work time to promote such agendas.
- Staff members shall use computing and communication facilities only for authorized purposes. College services, such as photocopying and postage, shall be used exclusively for college-related purposes
- Staff members shall demonstrate concern for the proper use and maintenance of equipment and stationery provided by the college.



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- Staff members shall actively avoid conflicts with colleagues and other stakeholders. In case of conflicts, the staff members shall maintain an open, non-confrontational attitude and seek to resolve issues or seek guidance from the appropriate authority.



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Code of Conduct and Ethics for Students

Lala Lajpatrai College of Law is dedicated to provide holistic development of its students. To ensure positive reception of the same, the students are expected to demonstrate integrity and behaviour in consonance with the ideals of the institution. It is incumbent upon the students to follow the code of conduct and ethics as outlined below:

- All students are expected to treat each other, faculty, staff, and visitors with respect, dignity, and fairness and refrain from discrimination, harassment, bullying, or any form of disrespectful behaviour based on race, ethnicity, gender, religion, disability, or any other characteristic.
- Students must not be involved in any form of ragging which may cause physical or psychological harm or fear among any other students such as:
 - any conduct by any student/students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
 - indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
 - asking any student to commit any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
 - any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
 - Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
 - any act of financial extortion or forceful expenditure burden put on a student by other students;
 - any act or abuse by spoken words, emails, post, public insults which would also include



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deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;

- Students must uphold the highest standards of academic integrity. This includes submitting original work, providing proper citations for sources, and refraining from any form of cheating or plagiarism in examinations, assignments, and other academic activities.
- Each student is accountable for their actions and choices. Engaging in behaviours that endanger the safety, well-being, or reputation of oneself or others is strictly prohibited.
- Smoking on the campus of the Institute, possessing, consuming, distributing, selling of alcohol or drugs in the Institute is prohibited.
- Students must read notices displayed on college notice board and college website from time to time. Ignoring the notice will not be accepted as an excuse.
- Students should not record audio or video record the lectures in the classroom.
- Students are expected to use social media with utmost care and responsibility. They cannot post disparaging comments about other individual/s from the college on social media or indulge in any such activity that affects the reputation of the Institute.
- Students must come decently dressed in the college.
- Students should use digital technology ethically, respecting the privacy of others and demonstrating responsible behaviour while interacting online or using digital resources.
- Any form of plagiarism or cheating is strictly prohibited. Students must give proper credit to all sources used in their academic work and not misrepresent the work of others as their own.
- Signing another student's name on a project, assignment, research paper, etc. is not acceptable.
- Resorting to any sort of unfair means, cheating, carrying written material, use of electronic equipment, etc. during examination is strictly prohibited. Any person found doing so shall be dealt with as per the University Rules and Regulations
- Students are expected to attend all classes regularly and punctually. Disruptive behaviour that



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interferes with the learning experience of others will not be tolerated. As per University mandate if a student fails to maintain at least 75% attendance, they shall not be permitted to appear for the exams.

- Students should use campus facilities and equipment responsibly, avoiding any misuse or damage to property.
 - Students are expected to handle library resources with care and return them on time. Theft or defacement of library materials is strictly prohibited.
 - Students are expected to conduct themselves responsibly and respectfully in social settings, understanding that their actions reflect on the institution's reputation.
 - Students are encouraged to report any violations of the Student Code of Conduct and Ethics to the appropriate authorities within the institution. Reports will be handled promptly and confidentially.
 - Violations of the Student Code of Conduct and Ethics may result in disciplinary actions, ranging from verbal warnings to more severe consequences such as probation, suspension, or expulsion, depending on the nature and severity of the offence.
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