



ORIENTAL COLLEGE OF LAW

MANAGED BY ORIENTAL EDUCATION SOCIETY

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

Aff-I/ICD/2014-15/1959- Bar Council: BCI: D: 793/2014 (L.E.)

-: Criterion 7 :-

Institutional Values and Best Practices



7.1: Institutional Values and Social Responsibilities

7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.



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CODE OF CONDUCT FOR STUDENTS

— Students

Ethics

- Dignified Behaviour with all teaching and non-teaching staff
- Follow a formal or semi-formal dress code. Casual wear such as T-Shirts, shorts and jeans must be avoided.

Adhere to the following

- Anti-plagiarism: University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018
- Anti-Ragging: UGC Regulation on curbing the menace of Ragging in Higher Educational Institutions, 2009
- POSH guidelines by ICC: Internal POSH Guidelines
- Safety on-&-off campus: UGC Guidelines on Safety of Students on and off Campuses of Higher Educational Institutions
- Tobacco: Prohibition of possession & consumption of intoxicating substances, including e-cigarettes



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CODE OF CONDUCT FOR PRINCIPAL

Code of Ethics

- The Principal of an Institution should always be honest, fair, objective and law abiding.
- Conduct oneself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- Carry oneself with the highest integrity and has to exhibit outstanding and strong leadership skills.

Administrator

- Chalk out a policy and plan to execute the vision and mission.
- Manage the assets and resources of the institution responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the institution.

Leadership

- Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability.
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.

Communication & Networking

- Recommend and forward communication to the authorities.
- Promote industry institution interaction and inculcate research development activities.



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Communication & Networking

- Recommend and forward communication to the authorities.
- Promote industry institution interaction and inculcate research development activities.

Motivator

- Empower all staff and students to reach their maximum potential.
- Listen to the student's ideas and set a supportive tone.

Academic and beyond

- Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research.
- Participate in extension, co-curricular and extra-curricular activities, including the community service.

Discipline-keeper

- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- As the chairperson of the Grievance Committee, to ensure that all grievances are addressed in a timely fashion and resolved in a fair manner

CODE OF CONDUCT FOR TEACHERS

— Teachers

The Code of Professional Ethics has been adopted in toto from UGC Regulations on Minimum Qualification for appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018.

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;



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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;
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
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.



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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.

CODE OF CONDUCT FOR NON-TEACHING STAFF

— Non-Teaching Staff

Clerical Staff

- Administration of all tasks assigned in an efficient manner
- Creating a Standard Operating Procedure (SOP) with steps and timelines for all administrative tasks and strictly adhering to it
- Meet deadlines of document submission to all internal and external authorities
- Be accountable for the day-to-day functioning of the college
- To not leave college during working hours
- Have a problem-solving and optimistic attitude
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval of leave request.
- Avoid using social networking sites during the working hours.
- Interact in professional capacity as a representative of the college with external authorities

Support Staff

- Report to duty at least 10 minutes in advance
- Wear a neat uniform during working hours
- Adhere strictly to the laws and regulations of the college
- Respect and maintain the hierarchy in the Administration
- Maintain honesty, integrity and fairness in all activities
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Avoid using social networking sites during the working hours.
- Must not be absent from duty without official approval of leave request.



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