



# **CHOTANAGPUR LAW COLLEGE, RANCHI**

**NYAY VIHAR CAMPUS, NAMKUM, RANCHI-JHARKHAND**  
**(RANCHI UNIVERSITY, RANCHI)**

## **CODE OF PROFESSIONAL ETHICS AND CONDUCT**

### **Core Values of the College**

- Mutual trust, team work, promotion of social capital, easy sharing of knowledge, skills and resources to create a vibrant society.
- We appreciate, respect and promote the perspectives, rights and dignity of each individual.

### **Code of Conduct for Principal**

- The Principal is appointed by the university selection committee as per the Jharkhand State Universities Act, 2000, statute no.(32) and UGC regulations (as issued time to time).
- He/she is full time academic and administrative officer of the institute.
- He/she should stay at the college campus/ in the same city and will not leave the campus without the permission of the authorities. Before leaving the campus he should make alternative arrangements for the functioning of the day to day activities of the college.
- He/she should encourage and support research activities amongst the faculties and Post Graduate students.
- He/she being academic head, should support, guide and think innovatively for the overall development of faculties and students in the college.
- He/she should observe discipline and must bear high moral character.
- He/she should prepare budget for the given academic year, present it to the Management, get it sanctioned and execute it with full commitment.
- He/she should provide details of various scholarships to the needy and worthy students.
- Principal is responsible for smooth conduct of college and should guide for preparation of yearly plan, administrative and financial management in consultation with management.
- He/she should establish good public contacts in society, Dept. of higher education, University and other academic institutions for overall development of the college.
- He/she is responsible for the planning and execution of sports, extracurricular and cultural activities for overall development of the students.

- He/she has to manage and control faculties and staff on the campus and make optimum utilization of the available Infrastructure.
- He/she should be cooperative towards all his colleagues and senior

### **Code of Conduct for Teaching Staff**

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Code of Conduct for teaching is mainly governed by the Jharkhand State Universities Act, 2000.
- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principalship of the Head of the Institution.
- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the Biometrics/ attendance register which is to be maintained by the head of the institution.
- The duties assigned to teachers consist of lectures/ practicals/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Mentor-Ward System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional

responsibilities;

- To take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Refrain from inciting students against other students, colleagues or administration.

### **Code of Conduct for Non-Teaching/Administrative Staff**

- Code of Conduct for non-teaching staff is mainly governed by the Jharkhand State Universities Act, 2000.
- The normal working period for those in the category of non-teaching staff shall be from 10.00 to 4.00 p.m. with half an hour lunch break on all working days.
- All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.

## Code of Conduct for Students

- Students are expected to adhere to the time table for attending lectures/tutorials/practicals and other extra-curricular activities.
- The University rules require a student to have a minimum of 75% of the total lectures, tutorials and practicals delivered separately, failing which the student will not be permitted to sit for the University Examination.
- All Sports students playing at any level (state, national or international) must have minimum required attendance as per University rules.
- Students getting admission on Sports Quota will not be granted exemption in attendance except under special circumstances.
- Students are expected to obtain clearance from the College before the University examination on the basis of their attendance record and participation in the activities of the college.
- Students not attending classes for more than four consecutive weeks must inform the Principal/Teacher In charge in writing or else their names shall be struck off the rolls of the College.
- Application for leave is to be made in advance and submitted to the principal. In case of illness, application for leave along with a medical certificate (Issued by a Registered Medical Practitioner) signed by a parent and counter signed by concerned teachers should be submitted within "one week" of re-joining the college.
- Students must carry their Identity card inside the campus.
- Students must help to keep the campus neat and clean.
- Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
- Students are expected to read notices/circulars displayed on the notice board.
- Spitting, smoking, chewing tobacco and throwing bits of paper in the premises should be avoided.
- Students should not misuse or make unauthorized use of the college premises or items of property on the campus.
- Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.