

Estd: 2017



चेंबूर कर्नाटका संघा
CHEMBUR KARNATAKA SANGHA'S

CHEMBUR KARNATAKA COLLEGE OF LAW

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

4th Floor, Vidyasagar, Ghatla, Chembur, Mumbai 400 071 M: 9136026806

E: ckclaw1955@gmail.com / ckcl.admin@ckcl.ac.in Website : www.ckcl.ac.in

Estd:1955



CODE OF CONDUCT FOR PRINCIPAL

1. The principal shall maintain and promote a high standard of integrity, impartiality and devotion towards duty in alignment with the institution's vision and mission. Encourage colleagues to uphold these values and inspire them to fulfil the institution's goals. Additionally, encourage students to pursue academic excellence, personality development and professionalism.
2. The principal shall be responsible for ensuring that the college's development plans, encompassing both long-term and short-term goals regarding academic programs, are appropriately formulated and executed by the relevant authorities, bodies, committees, and their members.
3. The principal shall be responsible for ensuring compliance with the acts, statutes, ordinances, regulations, rules and other orders issued by the university authorities, regulatory bodies, and management, as and when required.
4. The principal shall conduct periodic meetings with teaching staff to discuss the introduction of new courses, subject allotment, lesson planning, syllabus completion, examination conduct, and formation of various committees. Ensure representation from both academic and co-curricular domains, as well as compliance with statutory requirements.
5. The principal shall ensure competence and effectiveness in every administrative plan, encompassing the college's academic and general administration, which falls under the purview.
6. The principal is responsible for establishing statutory and other committees as needed, defining their policies and frameworks in consultation with staff, and overseeing their functioning. In matters of disciplinary measures, the principal shall hold the authority to take necessary actions in accordance with directives from regulatory authorities. The actions taken by the principal shall be impartial and transparent, ensuring fairness in decision-making processes.
7. The principal shall be responsible for ensuring discipline among students and staff, taking necessary action in cases of deviation. Instances of staff indiscipline are reported promptly and handled in accordance with established procedures.



I/C PRINCIPAL

CHEMBUR KARNATAKA COLLEGE OF LAW

Vidyasagar, 4th Floor, Ghatla,
Chembur, Mumbai - 400 071.

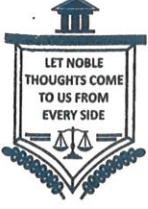
8. The principal shall be responsible for ensuring and giving importance to gender sensitivity measures are integrated into all college activities.
9. The principal shall be responsible for providing leadership, direction, and coordination within the college.



A handwritten signature in black ink, appearing to be "D. H. K.", written over a horizontal line.

I/C PRINCIPAL
CHEMBUR KARNATAKA COLLEGE OF LAW
Vidyasagar, 4th Floor, Ghatla,
Chembur, Mumbai - 400 071.

Estd: 2017



चेंबूर कर्नाटका संघा
CHEMBUR KARNATAKA SANGHA'S

CHEMBUR KARNATAKA COLLEGE OF LAW

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

4th Floor, Vidyasagar, Ghatla, Chembur, Mumbai 400 071 M: 9136026806

E: ckclaw1955@gmail.com / ckcl.admin@ckcl.ac.in Website : www.ckcl.ac.in

Estd:1955



CODE OF CONDUCT FOR TEACHING STAFF IN COLLEGE

1. Integrity and Devotion to Duty: The teachers shall be required to uphold absolute integrity and dedication to their responsibilities, maintaining honesty and impartiality in all official dealings.
2. Attendance and Leave: The teachers shall be present at their designated place of duty during prescribed working hours, seeking prior permission or leave for any absence, except for valid reasons or unforeseen contingencies.
3. Additional Duties: The full-time teachers may be assigned duties beyond regular hours and holidays without additional remuneration.
4. Informing Absence: The teachers shall inform the relevant authority of their whereabouts when leaving their residence for an extended period.
5. Diligence and Cooperation: The teachers are expected to diligently devote themselves to their work, serving the college/university and the cause of education, while cooperating in academic programmes and activities beneficial to the student community.
6. Academic Excellence: The teachers shall engage in teaching activities regularly and punctually, maintaining academic standards through effective instruction and guidance to students.
7. Participation in College Life: The teachers shall actively participate in the corporate life of the college/university and undertake curricular or extracurricular activities as assigned by university authorities.
8. Non-discrimination: Discrimination based on any grounds, including caste, creed, religion, gender, or nationality, shall strictly be prohibited, with teachers encouraged to discourage such practices among colleagues and students.
9. Discipline Enforcement: The teachers shall assist college authorities in enforcing and maintaining discipline among students.




I/C PRINCIPAL
CHEMBUR KARNATAKA COLLEGE OF LAW
Vidyasagar, 4th Floor, Ghatla,
Chembur, Mumbai - 400 071.

10. Conflict Resolution: The teachers shall not incite students against others or college/university authorities, while maintaining the right to express opinions on principles in appropriate forums.
11. Impartial Assessment: The teachers shall impartially assess student performance without bias or victimisation.
12. Prohibition of Threats: Threats, harassment, or intimidation of staff or students to interfere with duties shall be strictly forbidden.
13. Compliance with Decisions: The teachers shall comply with decisions made by college/university administrative or academic bodies.
14. Political Neutrality: The teachers shall refrain from active participation in politics or associations that interfere with their duties
15. Election Participation: The teachers shall not stand for election or engage in election-related activities without prior intimation to college/university authorities.
16. Prejudicial Activities: Participation in activities prejudicial to national sovereignty, security, public order, or morality shall be prohibited.
17. Public Statements: Teachers shall refrain from making public statements or expressions that could undermine individuals' character or criticize individuals, except in official capacities or regarding academic matters.
18. Confidentiality: Teachers shall not disclose confidential information without proper authorization.
19. Business Engagement: Engagement in business or employment without prior permission from college/university authorities shall be prohibited..
20. Financial Transactions: Lending or borrowing money with individuals likely to have official transactions beyond financial ceilings shall be prohibited.
21. Criminal Proceedings: Teachers involved in criminal proceedings shall inform the college/university immediately.
22. Grievance Redressal: Claims or grievances shall be forwarded through proper channel for redressal.

23. Joint Representation: Teachers shall not be signatories to joint representations without proper authorization.



A handwritten signature in blue ink, appearing to be "D. K. E.", written over the printed name of the principal.

I/C PRINCIPAL
CHEMBUR KARNATAKA COLLEGE OF LAW
Vidyasagar, 4th Floor, Ghatla,
Chembur, Mumbai - 400 071.

Estd: 2017



चेंबूर कर्नाटका संघा
CHEMBUR KARNATAKA SANGHA'S

CHEMBUR KARNATAKA COLLEGE OF LAW

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

4th Floor, Vidyasagar, Ghatla, Chembur, Mumbai 400 071 M: 9136026806

E: ckclaw1955@gmail.com / ckcl.admin@ckcl.ac.in Website : www.ckcl.ac.in

Estd:1955



CODE OF CONDUCT FOR NON- TEACHING STAFF IN COLLEGE

1. Adherence to Policies: Non-teaching staff members shall familiarize themselves with college policies and strictly adhere to them.
2. Examination Duties: It shall be the duty of all the employed non-teaching staff to assist in all the examinations conducted by the university or the college as required by the Vice-Chancellor, Registrar, or Principal.
3. Diligent Performance: Non-teaching staff shall perform their assigned duties sincerely and diligently, with accountability, and seek prior sanction for leave except in emergencies.
4. Restriction on Outside Activities: They shall refrain from engaging in any trade, business, or additional employment within and outside the institute campus.
5. Professional Conduct: Non-teaching staff shall maintain a respectful and cordial relationship with colleagues, teaching staff, and students, avoiding any misconduct that could tarnish the institute's reputation.
6. Honorary Work: Prior written permission from the authority shall be necessary for non-teaching staff to undertake honorary work without compromising their duties.
7. Criminal Proceedings Disclosure: Nonteaching staff shall inform the authority immediately if involved in criminal proceedings.
8. Punctuality: Non-teaching staff shall be punctual at all times, ensuring their presence for the smooth functioning of all college activities.




I/C PRINCIPAL
CHEMBUR KARNATAKA COLLEGE OF LAW
Vidyasagar, 4th Floor, Ghatla,
Chembur, Mumbai - 400 071.

9. Equipment and Document Care: They shall be responsible for the proper use and maintenance of college equipment, furniture, and office documents, securing them safely.

10. Confidentiality: Staff members with access to official institution information shall maintain confidentiality and refrain from disclosing it without authorization.

11. Privacy Maintenance: They shall ensure the privacy of information, including oral communications, concerning any individual of the institution.

12. Avoidance of Disharmony: Non-teaching staff shall not engage in activities that create disharmony in society or participate in demonstrations prejudicial to the sovereignty, integrity, security, public order, decency, or morality, or that involve contempt of court, defamation, or incitement to an offence.




I/C PRINCIPAL
CHEMBUR KARNATAKA COLLEGE OF LAW
Vidyasagar, 4th Floor, Ghatla,
Chembur, Mumbai - 400 071.

Estd: 2017



चेम्बूर कर्नाटका संघा
CHEMBUR KARNATAKA SANGHA'S

CHEMBUR KARNATAKA COLLEGE OF LAW

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

4th Floor, Vidyasagar, Ghatla, Chembur, Mumbai 400 071 M: 9136026806

E: ckclaw1955@gmail.com / ckcl.admin@ckcl.ac.in Website : www.ckcl.ac.in

Estd:1955



CODE OF CONDUCT FOR STUDENTS

Students shall adhere to the highest standards of conduct, embodying integrity, responsibility and respect. This Code of Conduct serves as a guiding framework, delineating the behaviour expected from every student, thereby fostering an environment conducive to academic excellence. Additionally, the discipline policies outline the consequences for specific misbehaviour, ensuring accountability and maintaining integrity.

1. Commitment to Academic Excellence:

- Students shall demonstrate unwavering dedication to their academic pursuits, striving for excellence in all endeavours.
- Uphold the principles of academic integrity, refraining from plagiarism, cheating, or any form of academic dishonesty.
- Respect intellectual property rights and give proper credit to sources used in scholarly work.

2. Time Management and Organization:

- Students shall cultivate effective time management skills, meticulous planning and organizing academic responsibilities.
- Utilize appropriate tools such as planners or digital scheduling platforms to stay organized and meet deadlines consistently.

(iii) Self-Preparation and Continuous Learning:

- Engage in thorough reading and critically analyse assigned materials, striving to apply theoretical knowledge to real-world scenarios.
- Participate in additional learning opportunities such as seminars, mock exams, or bar-prep programs to enhance legal skills and proficiency.



I/C PRINCIPAL

CHEMBUR KARNATAKA COLLEGE OF LAW

Vidyasagar, 4th Floor, Ghatla,

Chembur, Mumbai - 400 071.

(iv) Attendance and Active Participation:

- Attend all classes regularly, recognise the value of active participation in the learning process.
- Contribute constructively to classroom discussions and collaborate with peers to deepen understanding.

(v) Ethical Conduct and Professionalism:

- Uphold the principles of honesty, integrity and ethical behaviour in all academic and professional endeavours.
- Demonstrate respect for fellow students, faculty members, and the broader legal community, fostering a culture of professionalism.
- Adhere to ethical standards outlined by the legal profession, recognizing the importance of maintaining public trust and confidence.

(vi) Healthy Perspective and Motivation:

- Cultivate a positive mindset, transforming challenges into opportunities for growth and self-improvement.
- Set goals while maintaining a healthy balance between academic pursuits and personal well-being.
- Embrace perseverance and resilience in the face of adversity, understanding that the journey toward legal excellence requires dedication and determination.

(viii) Discipline Policies:

- Any violation of the Code of Conduct shall result in disciplinary action, which may include warning, suspension or expulsion.
- The severity of disciplinary action shall be determined based on the nature and gravity of the offence and previous conduct history.
- Students shall have the right to due process of fair and impartial disciplinary hearing, where they may present their case and provide evidence in their defence.


- The administration reserves the right to impose sanctions to ensure the safety and well-being of the other students.

(ix) Warning Against Ragging:

Students shall be forbidden from ragging. Affected students shall report all instances of ragging to the respective committee.

x) Maintain Classroom Decorum: The students shall maintain the decorum of the classroom at all times by being punctual to the class, obeying all the rules and regulations of the college, keeping their mobile phones on silent mode especially during the class hours.




I/C PRINCIPAL
CHEMBUR KARNATAKA COLLEGE OF LAW
Vidyasagar, 4th Cross, Ghatla,
Chembur, Mumbai - 400 071.