

M.S.P. Mandal's
Shri Shivaji Law College, Parbhani
Handbook on Code of Conduct & Ethics and SOP

1. Preamble

This Handbook lays down the standard procedures and practices of Shri Shivaji Law College, Parbhani (hereinafter referred to as the 'College') for all students enrolling with the College for pursuing varied courses. All students must know that it is mandatory on them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions arising from it.

That the College undertakes by means of enforcing this Code

- To initiate and administer a student discipline process that is democratic, conscientious, effective and expeditious; and
- Provide a system which promotes development of students through individual and collective responsibility.

All Students are requested to be well acquainted with this Code, which can be also viewed on the official website of the College

2. JURISDICTION

- a. The College shall have the jurisdiction over the conduct of the students associated /enrolled with the College and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the College campus or in connection with the College related activities and functions.
- b. College may also exercise jurisdiction over conduct which occurs on-campus violating the ideal student conduct and discipline as laid down through this Policy and other regulations which shall include
 - a) Any violations of the Sexual Harassment Policy of the College,
 - b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person;
 - c) Possession or use of weapons, explosives, or destructive devices
 - d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
 - e) Conduct which has a negative impact or constitutes nuisance to members on-campus.



3. Ethics and Conduct

This Code shall apply to all kinds of conduct of students that occurs on the College premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse effect on the reputation of the College.

At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that,

- a) he/she shall regularly attend classes and must complete his/her studies in the College.
- b) If a student discontinues the Course he shall be required to clear pending College fee & dues and if a student had joined the College on a scholarship, the said grant shall be revoked.

College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must endorse academic integrity, respect all persons and their rights and property and safety of others; etc.

Misconducts:

All students must refrain from indulging in any form of misconduct on the campus that can affect the reputation of College seriously. The various forms of misconduct include:

- i. Any act of discrimination (verbal or non-verbal conduct) about an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- ii. Intentionally damaging or destroying College property or property of other students and/or faculty members.
- iii. Any disruptive activity in a class room or in an event sponsored by the College
- iv. Refusal to produce the identity card, issued by the College on demand by authorized officers or other officials of College
- v. Participating in activities such as,
 - a. Organizing meetings and processions without permission from the College.



- b. Accepting membership of religious or terrorist groups banned by the College/Government of India.
- c. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- d. Unauthorized possession or use of harmful chemicals and banned drugs.
- e. Smoking on the campus of the College.
- f. Possessing, Consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus of the College.
- g. Parking a vehicle in a no parking zone or in area reserved for parking other type of vehicles
- h. Rash driving on the campus causing any inconvenience to others.
- i. Theft or unauthorized access to resources, belongings or valuable things of others
- j. Misbehavior at the time of student council elections or during any activities of the College.
- k. Engaging in undisciplined behavior, vulgar, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot, sabotage or group disruption at the College.
- vi. Students shall not record either audio or video lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- vii. Students shall not record audio or video clippings of any activities of programs of College without prior permission of authority.
- viii. Students are expected to use the social media carefully and responsibly. They shall not post derogatory comments about other individuals from the College on the social media.
- ix. Indulging in any form of harassment i.e. an act or conduct that is severe and intentional pertaining to a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

Procedure

If there is an allegation against a student about breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action. Such Committee shall inquire into the allegations and accordingly suggest the action to be taken. The committee shall hear the student to ascertain the misconduct and suggest either of the following disciplinary actions based on the nature of misconduct,



- A. Warning/Censuring – The student shall be warned or censured if found guilty of violation or breach of code of conduct that he/she would face severe punishment in case of repetition or commission of other.
- B. Restriction-A student found guilty may be forbidden from certain facilities for specified period.
- C. Community Service – Student found guilty may be directed to perform Community Services as a reformatory form of punishment for specified period. Failure of student may make him liable to severe punishment.
- D. Expulsion- Student may be expelled from the College permanently from the College.
- E. Fine- Student shall be liable to pay fine imposed by the College.
- F. Suspension: A student may be suspended for a specified period of time which means prohibition from participating in student related activities, classes, programs etc. Additionally, the student will be prevented from using various College facilities unless permission is obtained from the Competent Authority.

5 Appeal:

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal of the College. The Principal may decide on one of the following:

- a. accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which shall commensurate with the gravity of the proved misconduct, Or
- b. Remand the case back to the committee for reconsideration.

In any case decision of the Principal shall be final and binding on all the concerned

6. Academic Integrity

Being a premier institution of legal studies & legal research the College considers academic integrity as utmost important and is stanch to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity refers



honesty, responsibility and awareness relating to ethical standards for research and scholarship. The College believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for healthy atmosphere of research in the College and hence breach of academic integrity constitutes a serious offence.

Scope and Purpose

- A. The Policy on academic integrity is applicable to all with utmost uniformity and shall be integral part of the Code. All students and research scholars must abide by the policy.
- B. Failure or breach of academic integrity is a dreadful threat to the reputation of the College as well as goodwill. Every member of the Institute therefore has responsibility to ensure adherence to policy of academic integrity.
- C. The rules of academic integrity ensures,
 - Proper & due acknowledgement of the ideas, results, material or words of others.
 - Proper & due acknowledgement of all contributors of a cited piece of work.
 - Research work submitted as his or her own in a course or other academic activity is his/ her own work and not copied.
 - All data or results are acquired by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.

6.2 Violations of this policy include, but are not limited to

- (i) Plagiarism including self plagiarism in all forms as declared by the University time to time.
- (ii) Cheating during examinations, copying of assignments, papers, tests, etc. Abetment to cheating is also prohibited which comprises helping, abetting or otherwise aiding copying. Besides this, students shall also abide by the rules laid down by University time to time.

7 Anti-Ragging

The College has adopted anti-ragging policy as laid down by UGC termed as 'UGC



Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. These UGC Regulations shall apply mutatis mutandis to the College. Ragging shall have the same meaning as provided under UGC Regulations, 2009.

Anti-Ragging Committee: The Anti-Ragging Committee, as constituted by the Principal shall examine all complaints of ragging and come out with recommendation based on the nature of the incident. The committee shall comprise student's representative from senior classes and fresh classes, parent representative, officer of Police Station having jurisdiction & faculty members.

Punishment:

A student found guilty of ragging shall be punished as per the UGC Regulations.

The Anti-Ragging Committee of the College shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

8. Sexual Harassment

The College's Policy on sexual harassment is in accordance with UGC Policy as well as the *Prevention and Prohibition of Sexual Harassment at Workplace, 2013* shall apply *mutatis mutandis* to the students and staff of the College. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

9 Student Grievance Procedure

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and mentioned hereinabove can approach the Student Grievance Redressal Cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within **15 days** from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.




Principal
Shri Shivaji Law College
PARBHANI